

NEIGHBORS IN NEED OF SERVICES, INC. (NINOS)
HEAD START / EARLY HEAD START PROGRAM

“Creating a brighter future for our children and la familia”



**Bid Packet for
Modular Building Relocation**

**2018/2019
18-RFP-001**

NEIGHBORS IN NEED OF SERVICES, INC. HEAD START/EARLY HEAD START INVITATION TO BID

BID NUMBER# 18-RFP-001

BID TITLE: Modular Building Relocation

DATE DUE: May 23, 2018

DUE NO LATER THAN 4:00 P.M.

NINOS, Inc. Head Start / Early Head Start Program is a private non-profit organization that provides services to low income families for children from birth to five years of age. The program is funded to serve 2,914 children throughout the counties of Cameron and Willacy Counties.

The agency is currently seeking bids for A Modular Building Relocation: (Attachment "A")

Closing Submission Date and Public Opening

Please submit the following information in a sealed envelope by 4:00 p.m. on **May 23, 2018**. Bid opening will be held on May 24, 2018 at 9:00 a.m. at NINOS, Inc. Administration office located at 22887 State Highway 345 in Rio Hondo, TX 78583.

Inquiries

Please call Ruben Garcia, Procurement Officer at (956) 399-9944 or e-mail at ruben.garcia@ninosinc.org

Non-Discrimination and Equal Opportunity

No person shall on the grounds of race, color, religion, sex, national origin, age, handicap, political affiliation or belief be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this contract.

Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the requirement.
- The proposal does not follow the specified format.
- The proposal does not include documentation of accompanying credentials.

Review Process

NINOS, Inc. reserves the right to reject any or all proposals submitted and contemplates award of the contract to the responsible bidder or with the most advantageous bid.

**NEIGHBORS IN NEED OF SERVICES, INC. HEAD START / EARLY HEAD START
INSTRUCTIONS**

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Prior to returning your sealed bid response/submittal, all Addendums - if issued - should be reviewed and downloaded from www.ninosinc.org.

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

RETURN BID TO:

Delivered to the administration office:

Attn: Tracy Torres, Director of Finance
22887 State Highway 345
Rio Hondo, TX 78583

Mailed to: via UPS/FED EX

Attn: Tracy Torres, Director of Finance
22887 State Highway 345
Rio Hondo, TX 78583

via United States Postal Service

Attn: Tracy Torres, Director of Finance
PO BOX 189
Rio Hondo, TX 78583

You must sign below in ink failure to sign will disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax No: _____ E-mail: _____

Print Name: _____ Signature: _____

(Your signature attests to your offer to provide the services in this bid according to the published provision of this bid.)

Attachment "A"

TERMS AND CONDITIONS:

1. This is a bid inquiry only and implies no obligation on the part of NINOS, Inc.
2. Bidders must examine the source and delivery location to ascertain all conditions affecting the execution of the work. Failure to do so shall not relieve the vendor of responsibility for the full performance of the contract nor shall extra compensation be allowed for conditions disclosed after the receipt of the bids.
3. Specify if any special requirements will be needed in performing the task.
4. Acceptance of and final payment for the services provided will be contingent upon satisfactory performance of the services received by NINOS, Inc.
5. An approved purchase must be delivered within four weeks from date of purchase order.
6. All prices for purposes of this quote must be firm. Bidders must deliver services at prices quoted even if in error.

SCOPE OF THE WORK:

7. Relocate a 40' x 75' (2942 Square feet) portable framed building from 150 W. Frances St. in San Benito, TX 78586 to 22887 State Highway 345 in Rio Hondo, TX 78583. Selected bidder shall provide turn-key services including labor, materials and equipment which would include, but not limited to:
 - a. Site Visits- (No bids will be accepted without a site survey.)
 - b. Obtaining construction permits from the City of San Benito, Rio Hondo and Cameron County as required, the Certificate of Occupancy and all required inspections (State, City or Local). (City Police/County Escorts)
 - c. Set up shall include the installation of ramps, decks, canopies, steps and landings etc.
 - d. Remove concrete footings, pads, or blocks from the site of the installation and restore site to its original appearance (After portable building is removed)

TRANSPORTATION:

8. Vendor shall transport portable building in accordance with the DOT laws of the State of Texas, the rules and regulations of Cameron County and the rules and regulations of the City of San Benito and Rio Hondo.
9. Vendor shall acquire the necessary transportation permits in order to obtain authorization from the Governing authorities to move the building.
10. Vendor shall cover transportation of the requested portable building with the necessary insurance to protect the owner against any damage and against any liability from any party.
11. Vendor shall relocate building to its original appearance to include: remove, reinstall, repair and/or install new wood platforms. Steps and canopies.

DISPOSAL OF REMOVED MATERIALS:

12. Vendor shall dispose of all debris, rubbish, scrap and other non-salvageable materials, resulting from relocation of portable building or construction related set up work from both locations.
13. Removed material shall not be stored on either project sites.
14. All permits and fees for disposal shall be paid for by the vendor.

INSURANCE:

15. Vendor must provide proof of \$500,000.00 of liability insurance naming NINOS INC. as the beneficiary.

Company Background

Company Name: _____

Name of Owner: _____

Company Address: _____

City, State, Zip Code: _____

Phone No. and Fax: No.: _____

E-mail: _____

Years in business: _____

Professional Affiliations: _____

Applicable licenses and
authorities: _____

Total Price _____

Narrative of the work to be performed

3 Professional References

Company Name:	
Contact Name:	
Company Address:	
City, State, Zip Code:	
Company Phone No:	
Scope of work performed:	

Company Name:	
Contact Name:	
Company Address:	
City, State, Zip Code:	
Company Phone No:	
Scope of work performed:	

Company Name:	
Contact Name:	
Company Address:	
City, State, Zip Code:	
Company Phone No:	
Scope of work performed:	

Attachment "B"

1. Equal Employment Opportunity-All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. Debarment and Suspension (E.O.s 12549 and 12689) No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of it's principal employees.