

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



Bid Packet for

**Bottled Drinking Water &
Water Cooler Rental**

FY 2018/2019

18-RFP-016

**Neighbors In Need Of Services, Inc. Head Start/Early Head Start
Invitation to Bid**

BID NUMBER# 18-RFP-016

BID TITLE: BOTTLED DRINKING WATER & WATER COOLER RENTAL

DATE DUE: September 12, 2018

DUE NO LATER THAN 4:00 P.M.

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

The agency is currently seeking bids for bottled drinking water & water coolers rentals for all Head Start and Early Head Start Centers.

Closing Submission Date and Public Opening

Please submit the following information in a sealed envelope by 4:00 p.m. on **September 12, 2018**. Bid opening will be held on September 13, 2018 at 9:00 a.m. at NINOS, Inc. Administration office located at 22887 State Highway 345, Rio Hondo TX 78583.

Inquiries

Please call Ruben Garcia, Procurement Officer at (956) 399-9944 ext. 113 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 by entering the NINOS, Inc. web site at 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 by Delivery Services.

Attn: Lina Garza
22887 State Highway 345
Rio Hondo, TX 78583

Mailed using USPS.
Attn: Lina Garza
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 goods and/or services in this bid according to the published provision of this bid.)

"Attachment A" Specifications

- NINOS, Inc. is soliciting Bids for bottled drinking water & water cooler rental for facilities located in Cameron and Willacy Counties, or until a subsequent bid is awarded.
- Bottled Drinking Water and Water Cooler Rental will consist of the following:
 1. Furnish and install on Monthly Rental Basis, Bottled Drinking Water Dispensers and Deliver (bi-weekly) Bottled Drinking Water in five-gallon units at various Head Start / Early Head Start facilities.
 2. Current requirements are for sixty-one (62) Water Dispensing Units.
 3. Current requirements are for ten (10) Water Bottle Storage Racks.
 4. Approximate monthly requirements for two hundred-sixty-seven (267) bottles of drinking water in 5-gallon containers. See Attachment "B" for approximate monthly distribution.
- Bids will be evaluated based on the following, not necessarily in order of importance. Evaluation weight may be assigned to each category listed below. Some consideration may be given to those bottled water companies that have industry certification standards with IWBA and or NSF.
 1. Price
 2. Delivery
 3. Bidder references
 4. Quality of product
 5. Taste of product
- Delivery to all centers must be made within second week of bid award. *All shipping costs must be included in bid prices.*
- All pricing and terms on the Core lists must remain firm/constant and cannot change throughout the entire bid award period.
- Partial Bids will not be accepted.
- This is a bid inquiry only and implies no obligation on the part of NINOS, Inc.
- Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by NINOS, Inc.

- NINOS, Inc. reserves the right to accept or reject all or any part of any bid, waiver minor technicalities. NINOS, Inc. reserves the right to award by item category or by total bid. Prices should be itemized. NINOS, Inc. also reserves the right to award either with or without trade in, if applicable.

"Attachment B"

VENDOR'S NAME _____

SALES TAX: Do not include state or local tax in the proposal.

BID AMOUNT Proposal amounts are to be in U.S. DOLLARS only.

WITHDRAWAL: The bid shall not be withdrawn within 60 days after the actual date of opening thereof.

Having carefully examined the Bid documents entitled: Request for Bid No. 17-RFP-018 Bottled Drinking Water and Water Cooler Rental, as well as all other conditions pertaining to the work, the undersigned proposes to furnish labor, materials, and services necessary to perform and complete the work in strict accordance with the contract documents for the following prices.

1. NON-COLLUSION DECLARATION

The undersigned declares under penalty of perjury, that the proposal submitted below is a genuine and not a sham or collusive proposal, or made in the interest of any person not therein named; and further says the said vendor has not directly or indirectly induced or solicited any vendor on the work to put in a sham bid, or not in any manner sought by collusion to secure proposer an advantage over other proposers.

2. BID ITEMS

Furnish and Install on Monthly Rental Basis, Bottled Drinking Water Dispensers and Deliver Bottled Drinking Water in five-gallon units at various NINOS Inc. Head Start and Early Head Start Facilities.

Locations: See Attachment "A"

Current requirements are for approximately sixty-five (65) Water Dispensing Units. Approximate monthly requirements for two-hundred-sixty-seven (267) bottles of drinking water in 5-gallon containers. See Attachment "D" for approximate monthly distribution. Current requirements are for ten (35) for Water Bottle Storage Racks.

A. Quote Dispenser Monthly Rental Fee Per Unit

Hot and Cold \$ _____

Cold and Room \$ _____

B. Quote bottled drinking water delivery price per 5 gallon unit

Type: _____ \$ _____

Type: _____ \$ _____

C. Charge For Water Storage Rack \$ _____

D. Charge For Delivery Or Pick Up Of Dispensers \$ _____

E. Charge For Delivery Or Pick Up Of Bottled Water \$ _____

F. Guaranteed response time for delivery of bottled water to _____ Hrs
a Head Start / Early Head Start location out of water (from _____ Days
time call is received from Head Start Facility).

3. VENDOR INFORMATION

Name of Firm

Business Address

Telephone

Mailing Address

Fax

City

State

Zip Code

Signature

Type Or Print

Title

"Attachment C"

Line Item	Head Start Center	Address	City	County
1	Charles Isbell II	260 N Isbell	Brownsville	Cameron
2	Browne Road	9901 California Rd	Brownsville	Cameron
3	Dora Romero	9705 Cajun Blvd. Room 13	Brownsville	Cameron
4	D.J. Lerma	5407 Austin Rd.	Brownsville	Cameron
5	La Villita	2818 Rockwell Drive	Brownsville	Cameron
6	Rancho Del Cielo Early	Old Ebony Parkway.	Brownsville	Cameron
7	Leon Gardens	66 & 68 Castellano Circle	Brownsville	Cameron
8	Bruce Aiken	6290 Southmost Rd.	Brownsville	Cameron
9	Rancho Del Cielo	3 Moose Lake Dr./3755 McAllen Rd.	Brownsville	Cameron
10	Harlingen Head Start	829 Fillmore St.	Harlingen	Cameron
11	Bonita Park	¼ Mi. Rangerville Rd. Apts. 29/30	Harlingen	Cameron
12	Casa Grande	106 Troy wood Circle	Harlingen	Cameron
13	Combes	21646 Hand Road	Harlingen	Cameron
14	Le Moyne Gardens	Apt. 25 & 26, 24th st.	Harlingen	Cameron
15				
16	T.S.T.C	2702 Dogwood	Harlingen	Cameron
17	T.S.T.C (Early)	2225 North 28th St	Harlingen	Cameron
18	Zavala	421 LaFayette St	Harlingen	Cameron
19	Sam Houston Elementary	500 N. Beddoes	La Feria	Cameron
20	Esperanza B. Garza	131 Garfield	Laguna Heights	Cameron
21	Las Palmas	213 Orive Blvd., Apt. 977	Los Fresnos	Cameron
22	Los Indios	Corner of 5th & Heywood	Los Indios	Cameron
23	Los Indios (Early)	Corner of 5th & Heywood	Los Indios	Cameron

24	Lyford	Hwy 77, RT. 1 – P.O. Box 308	Lyford	Willacy
25	Otis Klar	¼ Mi. East Hwy. 186 1305 E. Hidalgo	Raymondville	Willacy
26	Rio Hondo	509 E. Reynold St. Room 31-34	Rio Hondo	Cameron
27	El Ranchito	24356 U.S. HWY 281	San Benito	Cameron
28	San Benito (Early)	1201 N. Reagan St.	San Benito	Cameron
29	La Gallina	22 Woodford St.	San Benito	Cameron
30	Landrum	450 S. Dowling St., Ste A	San Benito	Cameron
31				
32	Santa Maria	Hwy. 281 FM 506	Santa Maria	Cameron
33	Santa Rosa	North Hwy. 107	Santa Rosa	Cameron
34	Sebastian	34 West 8th St	Sebastian	Cameron
35	Main Office	22887 State Hwy 345	Rio Hondo	Cameron
36	Lena Bennett	566 Ash St	Brownsville	Cameron
37	Beacon Bay	306 Jr. High	Port Isabel	Cameron
38	Charles Isbell I	260 N. Isbell Dr	Brownsville	Cameron
39	Burns Elementary	1974 E. Alton Gloor	Brownsville	Cameron
40	Frank Roberts Elem.	451 Biddle Rm. 107	San Benito	Cameron
41	Lopez Riggins	613 N. Mesquite	Los Fresnos	Cameron
42	Los Fresnos	32602 St. Hwy 100	Los Fresnos	Cameron
43	C.E. Vail Head Start	209 W. Jessamine	La Feria	Cameron
44	David Sanchez	1601 S Main	La Feria	Cameron
45	Garden Park	855 Military Hwy	Brownsville	Cameron
46	Palmer-Laakso	30515 FM 1847	San Benito	Cameron
49	Rangerville Elem.	17558 Landrum Park Road	San Benito	
50	Rio Hondo Elem.	700 N. Reynolds Rm. A101 A103	Rio Hondo	

"Attachment D"

Location	Qty	Qty	Approximate Monthly Qty
	Coolers	Bottle Racks	Bottles Drinking Water
Main Office	4	2	12
Santa Maria HS	1	1	3
Bonita Park HS	1	1	3
Dora Romero	1		3
DJ Lerma HS	2	1	27
El Ranchito HS	2	1	10
Esperanza B. Garza HS	2	1	5
Casa Grande HS	2	2	7
Rancho Del Cielo HS	1	1	24
La Feria HS	1	1	5
Las Palmas HS	2	1	6
LeMoyne HS	1	1	3
Lena Bennet HS	1	1	5
Leon Gardens HS	2	1	12
Los Vecinos HS	1	1	4
Lyford HS	2	1	2
Otis Klar HS	3	2	23
Rio Hondo HS	2	2	4
San Benito HS	2	1	9
Santa Rosa HS	3	1	10
Landrum HS	4	1	12
Zavala HS	1	1	4
TSTC HS	2	1	7
La Gallina HS	2	1	7
Sebastian HS	1	1	6
TSTC EHS	1	1	11
Los Indios EHS	3	1	4
Rancho Del Cielo EHS	1	1	4
La Villita HS	1	1	4
Browne HS	1	1	4
Combes HS	1	1	4
Charles Isbell	2	1	7
Burns HS	1		4
Aiken HS	1		4
Los Fresnos HS	1	1	4
Lopez Riggins Hs	1		4
Frank Roberts	1		4
CE Vail	1		4

David Sanchez	1		4
Garden Park	1		4
Palmer Laakso	1		4
La ENcantada	1		4
La Paloma	1		4
Rio Hondo Elem	2		8
Rangerville	1		4
Totals	65	35	304

"Attachment E"

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 its principal employees.