

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



**Bid Packet for
Fire Extinguisher Service & Maintenance
Specifications
FY 2018/2019
18-RFP-017**

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

BID NUMBER# 18-RFP-017

BID TITLE: FIRE EXTINGUISHER SERVICE & MAINTENANCE

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 **FIRE EXTINGUISHER SERVICE & MAINTENANCE**

(See Exhibit "A" for Specifications)

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

For further information please contact Ruben Garcia, Procurement Officer at (956)399-9944 ext 113 or email 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:

1. The proposal is not received timely in accordance with the terms of this proposal.
2. The proposal does not follow the specified format.
3. 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 with the most advantageous bid.

Other Conditions

All contracts shall contain the following procurement provisions as applicable:

All proposals must include all applicable charges and shipping costs.

**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 bidder. 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**

All Prices To Include Labor/Materials/Parts/Other Cost	Labor Cost	Parts/Material Cost New	Other Cost Freight, Service Call Cost Etc...	Total Cost
Yearly Service and Tag for about 290 Fire Extinguishers				
Head Start Sites about (148 Classrooms)				
Head Start Site Office about (39)				
NINOS, Inc. Warehouse (Rio Hondo) about 7				
Head Start Storage Rooms about (39)				
Main Office @22887 State Highway 345, Rio Hondo TX 78583 (10)				
School Buses (36)				
Vans (9)				
Tractor (1)				
Fire Extinguisher brackets 2.5 lbs.				
Fire Extinguisher brackets 5 lbs.				
2.5 lbs. CO2 Fire Extinguishers	Recharge	New Purchase		
5 lbs. CO2 Fire Extinguishers	Recharge	New Purchase		
10 lbs. CO2 Fire Extinguishers	Recharge	New Purchase		
20 lbs. CO2 Fire Extinguishers	Recharge	New Purchase		
2.5 lbs. Fire Extinguishers	Recharge	New Purchase		
5 lbs. Fire Extinguishers	Recharge	New Purchase		
10 lbs. Fire Extinguishers	Recharge	New Purchase		
20 lbs. CO2 Fire Extinguishers	Recharge	New Purchase		
Hydro-Test Cylinder: Dry Chemicals				
Dry Chemical				
Pressurized Water				

Automatic Hood & Duct System Inspection				
Fusible Links Replaced				
CO2 Cartridge Replaced				
6 liter K fire extinguisher system				
Installation of new extinguishers				
Universal bracket				
Standard UL-300 (upgrade system new tank)				
Nozzles				
Hydro Test for Suppression system				
Blow off caps- metal and rubber				
Filled Out By Print Name:				
Filled Out By Signature:				
Company Name:				
Address / Phone:				
Date:				