

**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  
Fire Alarm Monitoring  
FY 2018/2019  
# 18-RFP-021**

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

**BID NUMBER# 18-RFP-021**

**BID TITLE: Fire Alarm Monitoring System**

**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 Alarm Monitoring System at all applicable 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](mailto: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](http://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 the Monitoring of the Fire Alarm Systems for facilities located in Cameron and Willacy Counties.**

**Contractor shall monitor Fire Alarm Systems 24 hours per day, 7 days per week, and 365 days per year by trained personnel.**

**Contractor shall invoice for each monitored property separately.**

**NINOS, Inc. reserves the right to add or subtract properties from the RFP and any resulting contract at NINOS, Inc. sole discretion. NINOS, Inc. reserves the right to cancel inspection, testing and monitoring services at any location with 30 days’ notice after initial contract period. Any resulting contract shall not automatically extend past the contract period. Any contract extension must have prior written authorization from NINOS, Inc.**

**Contractor must be able to contact authorities within 60 seconds of the alarm activation. Contractor must have a reliable backup source — either a second station, or a backup generator.**

**Contractor shall not install any proprietary hardware that would make it impossible for another contractor to monitor the system. Upon contract expiration or termination, Contractor shall coordinate the removal of any proprietary software with the new Contractor to ensure continued service to the property.**

**All programmable panel access codes must be set to default codes to allow any authorized vendor access to the panels. A code, other than the factory default, is acceptable as long as a listing of pass codes is provided to the NINOS Inc, contract administrator. Final invoicing will not be paid until reprogramming has been completed.**

## **"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. 18-RFP-021 Fire Alarm Monitoring, 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**

Contractor shall monitor Fire Alarm Systems 24 hours per day, 7 days per week, and 365 days per year by trained personnel. at various NINOS Inc. Head Start and Early Head Start locations.

Locations: See Attachment "C"

### 3. VENDOR INFORMATION

_____ Name of Firm		
_____ Business Address	_____ Telephone	
_____ Mailing Address	_____ Fax	
_____ City	_____ State	_____ Zip Code
_____ Signature	_____ Type Or Print	_____ Title

## "Attachment C"

<b>Line Item</b>	<b>Head Start Center</b>	<b>Address</b>	<b>City</b>	<b>County</b>
1	Charles Isbell Bldg. 1	260 N. Isbell Dr.	Brownsville	Cameron
2	Browne Road	9901 California Rd	Brownsville	Cameron
3	Cameron Park	4176 Paredes Line Rd	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	Brownsville Head Start	1305 E. Taylor St.	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	La Feria	400 E. Industrial Way	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	260 N. Isbell Dr	Brownsville	Cameron



## **"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.