

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

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



**Kitchen Hoods, AC Ducts, Carpet and
Grease Trap Cleaning
FY 2018/2019
18-RFP-022**

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

BID NUMBER# 18-RFP-022

BID TITLE: Carpet, AC Duct, Kitchen Hood and Grease Trap Cleaning

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- **Center Maintenance** (Carpet, Air Conditioning Ventilation/Duct, Commercial Kitchen Hood Cleaning, and grease trap cleaning)

(See scope of work and attachments "A" and "B" 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 call Ruben Garcia (956) 399-9944 ext. 113 or email 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:

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.

**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.)

Scope of Work:

A. Cleaning of all carpets to include area rugs and to clean all air conditioning ducts and ventilation vents. See (Attachment "A") for listing of centers.

Carpet:

Price per sq. ft. \$ _____

Area rugs (approx. 8x10) \$ _____

Air Ducts and Vents:

First 10 ducts @ \$ _____

Additional air ducts @ \$ _____

**B. Cleaning of all Kitchen Hoods at listed Head Start Centers
(See attachment "B")**

Pressure wash cleaning of vent hood, cleaning of filter, ducts and exhaust fan. Vendor must be certified to clean kitchen hood as required by the Fire Marshall and produce a certification for the center to have on file.

\$ _____

C. Grease Trap Cleaning- (15 locations)

\$ _____ **500 Gallon**

\$ _____ **1000 Gallon**

Attachment "A"

Line Item	Head Start Center	Address	City	County
1	Charles Isbell I	260 N Isbell	Brownsville	Cameron
2	Browne Road	9901 California Rd	Brownsville	Cameron
3	D.J. Lerma	5407 Austin Rd.	Brownsville	Cameron
4	La Villita	2818 Rockwell Drive	Brownsville	Cameron
5	Rancho Del Cielo Early	Old Ebony Parkway.	Brownsville	Cameron
6	Leon Gardens	66 & 68 Castellano Circle	Brownsville	Cameron
7	Rancho Del Cielo	3 Moose Lake Dr./3755 McAllen Rd.	Brownsville	Cameron
8	Harlingen Head Start	829 Fillmore St.	Harlingen	Cameron
9	Bonita Park	¼ Mi. Rangerville Rd. Apts. 29/30	Harlingen	Cameron
10	Casa Grande	106 Troy wood Circle	Harlingen	Cameron
11	Combes	21646 Hand Road	Harlingen	Cameron
12	Le Moyne Gardens	Apt. 25 & 26, 24th St.	Harlingen	Cameron
13				
14	T.S.T.C	2702 Dogwood	Harlingen	Cameron
15	T.S.T.C (Early)	2225 North 28th St	Harlingen	Cameron
16	Zavala	421 LaFayette St	Harlingen	Cameron
17	Esperanza B. Garza	131 Garfield	Laguna Heights	Cameron
18	Las Palmas	213 Orive Blvd., Apt. 977	Los Fresnos	Cameron
19	Los Indios	Corner of 5th & Heywood	Los Indios	Cameron
20	Los Indios (Early)	Corner of 5th & Heywood	Los Indios	Cameron
21	Lyford	Hwy 77, RT. 1 – P.O. Box 308	Lyford	Willacy
22	Otis Klar	¼ Mi. East Hwy. 186 1305 E. Hidalgo	Raymondville	Willacy

23	Rio Hondo	509 E. Reynold St. Room 31-34	Rio Hondo	Cameron
24	El Ranchito	24356 U.S. HWY 281	San Benito	Cameron
25	San Benito (Early)	1201 N. Reagan St.	San Benito	Cameron
26	La Gallina	22 Woodford St.	San Benito	Cameron
27	Landrum	450 S. Dowling St., Ste A	San Benito	Cameron
28				
29	Santa Rosa	North Hwy. 107	Santa Rosa	Cameron
30	Sebastian	34 West 8th St	Sebastian	Cameron
31	Lena Bennett	566 Ash St	Brownsville	Cameron
32	Beacon Bay	306 Jr. High	Port Isabel	Cameron

Attachment "B"

Line Item	Head Start Center	Address	City	County
1	Charles Isbell	260 N Isbell	Brownsville	Cameron
2	Browne Road	9901 California Rd	Brownsville	Cameron
3	D.J. Lerma	5407 Austin Rd.	Brownsville	Cameron
4	La Villita	2818 Rockwell Drive	Brownsville	Cameron
5	Rancho Del Cielo Early	Old Ebony Parkway.	Brownsville	Cameron
6	Leon Gardens	66 & 68 Castellano Circle	Brownsville	Cameron
7	Rancho Del Cielo	3 Moose Lake Dr./3755 McAllen Rd.	Brownsville	Cameron
8	Harlingen Head Start	829 Fillmore St.	Harlingen	Cameron
9	Bonita Park	¼ Mi. Rangerville Rd. Apts. 29/30	Harlingen	Cameron
10	Casa Grande	106 Troy wood Circle	Harlingen	Cameron
11	Combes	21646 Hand Road	Harlingen	Cameron
12	Le Moyne Gardens	Apt. 25 & 26, 24th St.	Harlingen	Cameron
13	Los Vecinos	702 South M Street, Apt. 309/310	Harlingen	Cameron
14	T.S.T.C	2702 Dogwood	Harlingen	Cameron
15	T.S.T.C (Early)	2225 North 28th St	Harlingen	Cameron
16	Zavala	421 LaFayette St	Harlingen	Cameron
17	Esperanza B. Garza	131 Garfield	Laguna Heights	Cameron
18	Las Palmas	213 Orive Blvd., Apt. 977	Los Fresnos	Cameron
19	Los Indios	Corner of 5th & Heywood	Los Indios	Cameron
20	Otis Klar	¼ Mi. East Hwy. 186 1305 E. Hidalgo	Raymondville	Willacy
21	El Ranchito	24356 U.S. HWY 281	San Benito	Cameron
22	La Gallina	22 Woodford St.	San Benito	Cameron

23	San Benito	150 W. Francis St.	San Benito	Cameron
24	Sebastian	34 West 8th St	Sebastian	Cameron
25	Lena Bennett	566 Ash St	Brownsville	Cameron
26	Beacon Bay	306 Jr. High	Port Isabel	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.