

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
Classroom Furniture
FY 2018/2019
18-RFP-012**

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

Bid Number# 18-RFP-012

Bid Title: Classroom Furniture

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 its Classroom Equipment and Materials:
(Attachment "A")

CLOSING SUBMISSION DATE & 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 Hwy 345, Rio Hondo, TX 78583

INQUIRIES

For further information please call Ruben Garcia at (956) 399-9944 ext. 113 or email at ruben.garcia@ninosinc.org

NON-DISCRIMINATION & 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 terms of this proposal
- 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 offer 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"
NEIGHBORS IN NEED OF SERVICES, INC. HEAD START/EARLY HEAD START
BID SPECIFICATIONS FOR
CLASSROOM EQUIPMENT AND MATERIALS

- NINOS, Inc. is soliciting Bids for CLASSROOM EQUIPMENT AND MATERIALS for 18/19 school year beginning October 2018 through September 2019, or until a subsequent bid is awarded.
- Delivery must be made between October 2018 through September 2019 and staggered orders and deliveries throughout the year may be requested. NINOS, Inc. will maintain a stockless inventory. Orders will be placed with vendor on an as needed basis. 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 be accepted. Items will be purchased individually unless otherwise specified.
- 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.
- Shipment address is at NINOS Warehouse, 22887 State Hwy 345, Rio Hondo, Texas 78583 and we must be notified at least 72 hours in advance. (956-399-9944)
- Specify if special equipment is required to unload.
- An approved purchase must be delivered within four weeks from date of purchase order.
- Deliveries to be made Monday through Thursday from 9:00 to 11:00 a.m. and 1:30 to 3:30 p.m. (**ONLY**)
- 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.
- **PLEASE SPECIFY IF YOU ARE SUBSTITUTING AN ITEM THAT IS NOT SIMILAR TO THE PRODUCTS WE ARE REQUESTING (OR IF SLIGHTLY DIFFERENT).**

Description	Image	Quantity	Price Quote
<p>Birch 20 tray mobile cubicles with storage trays Size 48" x 15" deep x 29 1/2" high caster mounted.</p> <p>Mobile includes 20 caddy trays. (red,white,blue,yellow)</p>			
<p>Birch Double Sided Pick a Book Stand caster mounted</p>			
<p>Birch Big Book Easel with Write and Wipe Front with casters-moveable unit</p>			
<p>Birch Sink-20" wide X 15" deep x 27" high. Cupboard - 20" wide X 15" deep x 35" high. Stove-20 " wide X 15" deep X 27 high. Referigerator-20" wide X 15" deep X 35" high.</p>			

Description	Image	Quantity	Price Quote
<p>Birch Multi-Purpose Table 36" Round, Maple Top, 14" High</p> <p>Includes: 2 wooden chairs</p>			
<p>Birch Low Single Mobile Storage</p> <p>Mobile storage unit is (15") fifteen inches deep and features safe edges and birch finish. Caster mounted for easy mobility.</p> <p>Low Size: 48" wide x 29 1/2" high x 15" deep.</p>			
<p>Birch Locking Storage Unit caster mounted</p>			
<p>Heavy Duty Rest Mats Size 1" thick -1' X24: x 48" – 4 fold mat color</p>			

Description	Image	Quantity	Price Quote
<p>Caddies: Green, Red, Blue, Yellow, White</p>			
<p>Birch Teacher's Storage unit with doors that lock</p>			
<p>Reading & Writing Center Sliding tubs 3" casters, foot activated brake, big book rack, 2 magnetic page Safe premium book ledge, frame and tubs – Measures 28" D X 57"H X 31" W</p>			
<p>Puppet Tree 16"wide X 16"deepX 30"height Rounded tip dowels for safety</p>			

Plastic Virco 9000 stacking chair w/chrome legs
10" recommended for 3 yr olds



Plastic Virco 9000 stacking chair w/chrome legs
12" recommended for 4 yr olds



24" x 36" Rectangle with
22" Legs **Includes: 2
wooden chairs.**



Computer Station



30" x 60 Rectangle Banded Table			
14" ClassicRider Trike Ages 3 year olds			
ClassicRider Super Cycle for Ages 3 year olds			
Personal Educational Headphones			

Naturally Playful Front Porch Playhouse



Sit arounds, primary colors
1a' thick soft foam cushions



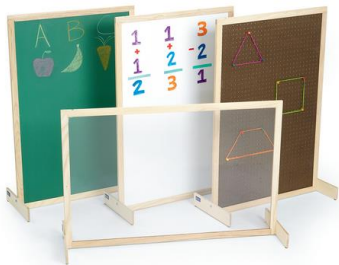
12" ClassicRider Trike
Ages 3+



Plastic Lego-Table and two chairs set.



Hardwood Frame Room Dividers



3 sided early years easel

