

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
Managed Print Services
Ink/Toner Supplies**

**FY 2019/2020
19-RFP-022**

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

BID NUMBER# 19-RFP-022

BID TITLE: Managed Print Services

DATE DUE: September 11, 2019

DUE NO LATER THAN 4:00 P.M.

Neighbors In Need Of Services, Inc. Head Start/Early Head Start Program is a private non-profit organization. NINOSNINOS, Inc. provides services to low income families for children from birth to five years of age. The agency is funded to serve 2,834 children throughout the counties of Cameron and Willacy Counties. The agency is currently seeking bids for Managed Print Services for the following items: **(Attachment "A")**

Closing Submission Date and Public Opening

Please submit the following information in a sealed envelope by 4:00 p.m. on **September 11, 2019**. Bid opening will be held on September 13, 2019, at 9:00 a.m. at the NINOSNINOS, Inc. Administration office located at 22887 State Highway 345, Rio Hondo TX 78583.

Inquiries

Please contact Ruben Garcia, Procurement Officer at (956) 399-9944 ext. 113 or e-mail at ruben.garcia@inc.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.

Neighbors In Need Of Services, Inc. Head Start/Early Head Start Bid Specifications for Managed Print Services

NINOSNINOS, Inc. is soliciting Bids for in contracting with a vendor that can supply a managed print service solution. The offering will provide a reliable print service of the printers that are currently in place at the NINOS, Inc. and its 59 centers with Cameron and Willacy County. The service will include supplies (ink and toner), service and provide visibility and reporting along with other value-added service one might offer. The solution would provide fully automated supply replenishment that would relieve staff from managing and maintaining an inventory of supplies, include help desk support, technical support and onsite repair.

The initial service contract does not anticipate immediate replacement of any of the existing printers but may in the course of the service include recommendations for redeployment, reallocation of workloads and eventually replacement or removal of certain machines. This contract will not require to acquire possible replacement printers from any single vendor including the MPS vendor.

We believe that a managed print solution, will further our productivity and reliability as well as reduce our footprint on the environment by reducing paper usage and be of benefit to our environment. Further, such a program would allow to manage the print infrastructure making it easier to monitor and improve cost performance and improve the functionality of document generation and use.

Since 2018 is the first year that will be utilizing Managed Print Services, we don't have a monthly print average. will provide a list of all the printers and the quantity of cartridges purchased during the last school year (see attachment "A").

Evaluation Criteria and Factors

The evaluation criteria will be grouped into percentage factors as follows:

- 40% firm's qualifications/experience and references
- 60% total proposed price

All printers will require service Monday through Friday 8:00 am to 5:00 pm.
Maximum response time shall be 4 hours.

If you cannot repair a printer system at our premises to our satisfaction, you will provide a loaner system of same or higher capacity until the printer can be repaired at your service facility. In the event the printer is at the end of its usable life cycle, a replacement strategy will be implemented with our MIS Department and yourselves.

All supplies including, but not limited to toner, maintenance kits, drum kits, toner waste bottle container, and staples [excluding paper] shall be included. In addition, all parts, labor and drive time [trip fees] will also be included in this contract.

Network printer software for tracking and monitoring is required.

Firm Overview - Define the overall structure of your firm to include:

1. A descriptive background of your company's history;
2. Principal business location and any other service locations;
3. Primary line of business;
4. Length of time you have been selling proposed services.
5. Specify which printers in our inventory you can and cannot service (may select more than one vendor so that all printers are covered under a contract. In this case, each vendor will install their own software.)

Costs, Fees and Contract Notes

Purchase Costs must include all cost of purchase including any delivery and installation. Cost of annual maintenance must include all parts, labor, travel, intervening service calls, and preventative maintenance calls. Please propose on the following annual maintenance basis. This contract will be for one (1) year period and vendor must state if vendor will allow the option to renew each year upon contract expiration. Each annual contract renewal must be agreed upon by both parties in writing.

reserves the right to terminate the contract at any time. All parts, labor and drive time [trip fees] will also be included in this contract.). Please include an estimate of annual supply costs for anything not included in lease or maintenance agreement. Please be very clear regarding any proposed recalculations of fees based on experience of contract and what kinds of changes in cost you anticipate. Fluctuations on anything less than an annual basis will not be viewed positively.

This contract will begin in November 2019 upon the signing of the contract.

Exceptions

Any exceptions to, or variances from, the specifications/requirements, plans, and other provisions of this Request For Proposal must be noted as "Exceptions" and explained in writing in the submission.

**Neighbors In Need Of Services, Inc. Head Start/Early Head Start
Managed Print Services Submission Form Instructions**

Proposals are due by or before 4:00 PM, Wednesday, September 12, 2019. In completing and submitting this form, the respondent is certifying that:

1. He/she has read and fully understands and accepts the scope of services, the terms and conditions, this cost submission form, and the other requirements presented in the Managed Print Services Request For Proposal (RFP);
2. The costs and fees indicated below constitute the full and complete "not to exceed" costs and fees for the identified products and services, and the NINOS, Inc. will not be "surprised" with additional or unanticipated charges in conjunction therewith; and
3. reserves the right to accept or reject any or all RFPs, to waive any irregularities or informalities in any RFPs received, to negotiate with the respondent(s) whose RFP(s) is deemed most susceptible of contract award, and to award a purchase contract to the respondent(s) whose RFP best satisfies requirements and needs.
4. This contract will be for one (1) one-year period and vendor must state if vendor will allow the option to renew each year upon contract expiration. Each annual contract renewal must be agreed upon by both parties in writing.

For the specified services associated with the Managed Print Services, the total monthly cost to will be:
\$ _____

For the specified services associated with the Managed Print Services, the total annual cost to will be:
\$ _____ X 12 = _____

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.)

Please return bid in sealed envelope. Be sure that return envelope shows the Bid Number, Description and is marked "SEALED BID".

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

Supplier Support Questions

1. Please write a brief summary of your company's background
2. Where your principal business location and any other service locations?
3. What is your primary line of business?
4. How long have you been selling proposed services?
5. Where is your company based/headquartered?
6. How long have you been in business in the Rio Grande Valley area?
7. Do you have a local owner (majority ownership) and complete accountability for service performance?
8. Do you have a true local VP of Service/Service Operations Manager that manages the day to day performance of the service and supply department and does not service equipment in the field?
9. Specify which printers in our inventory you can and cannot service.

Attachment A

Printers by location and model number:

Location	City	Model	Toner
Browne HS	Brownsville	HP LJ 1109w	CE285a
Browne HS	Brownsville	HP LJ P1606dn	CF283x
Browne HS	Brownsville	HP LJ 1109w	CE285a
Browne HS	Brownsville	HP LJ 1109w	CE285a
Browne HS	Brownsville	HP P1006	CB435a
Browne HS	Brownsville	HP LJ 1018	Q2612a
Charles Isbell HS	Brownsville	HP LJ 1018	Q2612a
Charles Isbell HS	Brownsville	HP LJ3055	Q2612a
Charles Isbell HS	Brownsville	HP P1109W	CE285a
D.J. Lerma HS	Brownsville	HP P1606dw	CF278a
D.J. Lerma HS	Brownsville	HP LJ M201	CF283x
D.J. Lerma HS	Brownsville	HP LJ1006	CB435a
D.J. Lerma HS	Brownsville	HP P1109	CE285a
La Villita HS	Brownsville	HP P1606dn	CF278a
La Villita HS	Brownsville	HP LJ 1020	Q2612a
La Villita HS	Brownsville	HP LJ 1020	Q2612a
La Villita HS	Brownsville	HP LJ 1020	Q2612a
Lena Bennet HS	Brownsville	HP LJ 1012	Q2612a
Lena Bennet HS	Brownsville	HP LJ1018	Q2612a
Lena Bennet HS	Brownsville	HP LJ1006	CB435a
Lena Bennet HS	Brownsville	HP LJ1018	Q2612a
Lena Bennet HS	Brownsville	HP P1606	CF278a
Leon Gardens HS	Brownsville	HP LJ M201	CF283x
Leon Gardens HS	Brownsville	HP P1606	CF278a
Marylyn E. Burns HS	Brownsville	HP P1006	CB435a
Rancho Del Cielo HS	Brownsville	HP LJ P1006	CB435a
Rancho Del Cielo HS	Brownsville	HP LJ P1006	CB435a
Raul Yzaguirre HS	Brownsville	HP LJ1018	Q2612a
Raul Yzaguirre HS	Brownsville	HP P1606n	CF278a
Raul Yzaguirre HS	Brownsville	HP P1606n	CF278a
Raul Yzaguirre HS	Brownsville	HP 1006	CB435a
Bonita Park HS	Harlingen	HP LJ 1018	Q2612a
Bonita Park HS	Harlingen	HP LJ M201dw	CF283x
Casa Grande HS	Harlingen	HP LJ1606dn	CE278a
Combes HS	Harlingen	HP LJ P1109w	CE285a
Combes HS	Harlingen	HP LJ P1606dn	CE278a
Harlingen HS	Harlingen	HP LJ1006	CB435a
Harlingen HS	Harlingen	HP LJ1006	CB435a
Harlingen HS	Harlingen	HP LJ1006	CB435a
Harlingen HS	Harlingen	HP LJ M201dw	CF283x
Harlingen HS	Harlingen	HP LJ 1006	CB435a
Le Moyne HS	Harlingen	HP LJ1006	CB435a
Le Moyne HS	Harlingen	HP LJ1606dn	CE278a

TSTC EHS	Harlingen	HP LJ4250	Q5942x
TSTC EHS	Harlingen	HP LJ1006	CB435a
TSTC EHS	Harlingen	HP LJ1006	CB435a
TSTC HS	Harlingen	HP P1606dn	CF278a
TSTC HS	Harlingen	HP LJ1012	Q2612a
TSTC HS	Harlingen	HP LJ1018	Q2612a
Zavala HS	Harlingen	HP P1606dw	CF278a
C.E. Vail HS	La Feria	HP LJ1012	Q2612a
La Feria HS	La Feria	HP LJ M201dw	CF283x
La Feria HS	La Feria	HP LJ 1606n	CE278a
Sam Houston HS	La Feria	HP P1006dw	CB435a
E.B. Garza HS	Laguna Heights	HP LJ1006	CB435a
E.B. Garza HS	Laguna Heights	HP LJ1006	CB435a
E.B. Garza HS	Laguna Heights	HP P1109w	CE285a
E.B. Garza HS	Laguna Heights	HP LJ1012	Q2612a
Las Palmas HS	Los Fresnos	HP M201	CF283x
Las Palmas HS	Los Fresnos	HP LJ1018	Q2612a
Las Palmas HS	Los Fresnos	HP LJ P1109w	CE285a
Las Palmas HS	Los Fresnos	HP LJ1012	Q2612a
Las Palmas HS	Los Fresnos	HP LJ3055	Q2612a
Palmer-Laakso HS	Los Fresnos	HP P1109	CE285a
Los Indios HS	Los Indios	HP LJ1012	Q2612a
Los Indios HS	Los Indios	HP LJ1020	Q2612a
Los Indios HS	Los Indios	HP P1606dn	CE285a
Los Indios HS	Los Indios	HP P1606dn	CE278a
Beacon Bay HS	Port Isabel	HP P1006	CB435a
Beacon Bay HS	Port Isabel	HP P1606dn	CF278a
Otis Klar HS	Raymondville	HP LJ Pro M15w	CF2448A
Otis Klar HS	Raymondville	HP LJ Pro M15w	CF2448A
Otis Klar HS	Raymondville	HP LJ Pro M15w	CF2448A
Otis Klar HS	Raymondville	HP LJ Pro M15w	CF2448A
Otis Klar HS	Raymondville	HP LJ Pro M15w	CF2448A
Otis Klar HS	Raymondville	HP LJ 1020	Q2612A
Otis Klar HS	Raymondville	HP LJ 1018	Q2612a
Otis Klar HS	Raymondville	HP LJ 1020	Q2612a
Otis Klar HS	Raymondville	HP LJ1606dw	CF278a
Otis Klar HS	Raymondville	HP LJ1606dw	CF278a
Otis Klar HS	Raymondville	HP LJ Pro 400 Color	CF248A
Main Office	Rio Hondo	HP LJ m401n	CZ195A
Main Office	Rio Hondo	Bro HL-L5200	TN850
Main Office	Rio Hondo	Bro HL-L5200	TN850
Main Office	Rio Hondo	Bro HL-L8360cdw	TN431BK\C\M\Y
Main Office	Rio Hondo	Bro HL-L8360cdw	TN431BK\C\M\Y
Main Office	Rio Hondo	HP LJ CP2025	CC530\1\2\3
Main Office	Rio Hondo	HP LJ5550dtn	C9730\1\2\3
Main Office	Rio Hondo	HP LJ1020	Q2612a

Main Office	Rio Hondo	HP 4250dtn	Q5942x
Main Office	Rio Hondo	HP 4250dtn	Q5942x
Main Office	Rio Hondo	HP 4250dtn	Q5942x
Main Office	Rio Hondo	HP LJ201dw	CF283x
Main Office	Rio Hondo	HP LJM855	CF310\1\2\3
Main Office	Rio Hondo	HP LJM855	CF310\1\2\3
Main Office	Rio Hondo	HP LJP1109w	CE285a
Main Office	Rio Hondo	HP P1606dw	CF278a
Main Office	Rio Hondo	HP P1606dw	CF278a
Main Office	Rio Hondo	HP LJ P3015	CE255x
Main Office	Rio Hondo	HP LJ M201	CF283x
Main Office	Rio Hondo	HP LJP3015	CE255x
Main Office	Rio Hondo	HP LJP3015	CE255x
Main Office	Rio Hondo	HP LJP3015	CE255x
Main Office	Rio Hondo	HP LJP3015	CE255x
Main Office	Rio Hondo	HP LJP3015	CE255x
Main Office	Rio Hondo	HP LJP3015	CE255x
Main Office	Rio Hondo	LJ Pro M402	CF226x
Main Office	Rio Hondo	HP LJ Pro 400 Color	CF230a\1\2\3
Main Office	Rio Hondo	BroHL-L8360CDW	TN431BK\C\M\Y
Main Office	Rio Hondo	Pro 400 M401n	CZ195A
Main Office	Rio Hondo	HP LJ1109w	CE285a
Main Office	Rio Hondo	HP LJ1606dw	CF278a
Main Office	Rio Hondo	HP LJ1020	Q2612a
Main Office	Rio Hondo	HP LJM201dw	CF283x
Main Office	Rio Hondo	LJ Pro M402	CF226x
Rio Hondo HS	Rio Hondo	HP P1606	CF278a
Rio Hondo HS	Rio Hondo	HP P1606	CF278a
El Ranchito HS	San Benito	HP LJ 1018	Q2612a
El Ranchito HS	San Benito	HP LJP1109w	CE285a
El Ranchito HS	San Benito	HP LJ1606dn	CE278a
Frank Roberts HS	San Benito	HP P1606dn	CF278a
La Gallina HS	San Benito	HP LJ 1020	Q2612a
La Gallina HS	San Benito	HP LJ 1020	Q2612a
La Gallina HS	San Benito	HP LJ M201	CF283x
La Gallina HS	San Benito	HP LJ M201	CF283x
La Gallina HS	San Benito	HP LJ M201	CF283x
Santa Maria HS	Santa Maria	HP LJ 1020	Q2612a
Santa Maria HS	Santa Maria	HP LJ M201	CF283x
Santa Maria HS	Santa Maria	HP P1606dw	CF278a
Santa Rosa HS	Santa Rosa	HP LJ M201	CF283x
Santa Rosa HS	Santa Rosa	HP LJ1606	CF278a

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."

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.