

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
VEHICLE MAINTENANCE
FY 2021/2022**

21-RFP-017

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

INVITATION TO BID

BID NUMBER# 21-RFP-017

BID TITLE: Vehicle Maintenance

**DATE DUE: September 16, 2021
P.M.**

DUE NO LATER THAN 4:00

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 2,424 children throughout the counties of Cameron and Willacy Counties.

The agency is currently seeking bids for NINOS, Inc. Vehicle 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 16, 2021**. Bid opening will be held on **September 17, 2021** 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, Procurement Officer at (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.

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.)

**2021/2022 NINOS, Inc. Vehicle
Fleet Maintenance Bid Packet**

Vehicle fleet is made up of the following vehicle models and years:05-17 Chevrolet mini Buses, 12-16 Ford E-350/250/150 and mini Buses, 09 Collins Bantam mini Buses

All warranties are to be kept on file by vendor(s) for length of contract and turned over to NINOS, Inc. at end of contract.

VANS	Part Cost	Labor Cost	Freight Cost	Other Cost	Total Cost	Down Time	Comments
A/C unit yearly prevention maintain check							
A/C unit replacement							
Front A/C unit belt replacement							
Back A/C unit belt replacement							
A/C unit Freon recharge							
A/C unit Freon line replacement							
A/C unit on & off switch replacement							
A/C unit temperature control switch replacement							
A/C compressor replacement							
A/C fan motor replacement							
A/C unit motor replacement							
A/C clutch replacement							
Oil / filter change for gas engine							
Oil / filter change for diesel engine							
Engine tune- up (gas)							
Engine tune up (diesel)							
Engine gasket replacement							
Vacuum line replacement							
Engine seniors replacement (gas engine)							
Engine seniors replacement (diesel engine)							
Fuel filter replacement							
Fuel pump replacement							
Air filter replacement							
Side mirror replacement							
Interior mirror replacement							
Exterior mirror replacement							
Gas engine over haul							
Diesel engine over haul							
Tire replacement							
Flat repair							

Road service for tire repair or replacement (Cameron County)							
Road service for tire repair or replacement (Willacy County)							
Road service for tire repair or replacement (Valley Wide)							
Brake pads replacement							
Brake line replacement							
Power steering pump replacement							
Bearing seals replacement							
Rotor surfacing							
Rotor replacement							
Shock replacement							
Front end alignment							
Idler Arms & Pitman Arms replacement							
Side window replacement							
Door window replacement							
Back window replacement							
Windshield Replacements							
Mufflers repair							
Muffler replacement							
Wheelchair Lift Cylinder repair							
Wheelchair lift cylinder replacement							
State Inspection							
Batteries replacement							
Battery cables replacement							
Starter repair							
Starter replacement							
Alternator repair							
Alternator replacement							
Transmission Yearly Maintain Check							
Transmission oil & filter change (gas engine)							
Transmission oil / filter change diesel engine							
Transmission over haul gas engine							
Transmission over haul diesel engine							
Transmission replacement (gas engine)							
Transmission replacement (diesel engine)							

Water pumps replacement							
Thermostat replacement							
Water hose replacement							
Heater hose replacement							
Engine fan belt replacement							
Horn replacement							
Back beeper alarm repair							
Back up beeper alarm replacement							
Windshield wiper(s) replacement							
Windshield motor replacement							
Headlight replacement							
Back-up/brake light system replacement							
Signal light system replacement							
Towering fee within Cameron County							
Towering fee from Willacy County							
Towering Valley Wide							
Side step(s) replacement							
Electrical short repair							
Radiator flush							
Radiator repair							
Radiator replacement							
MINI-BUS							
2004 Ford							
Yearly A/C maintain check up							
Front A/C unit belt replacement							
Back A/C unit belt replacement							
Front A/C unit Freon recharge							
Back A/C unit Freon recharge							
Front A/C unit switch replacement							
Back A/C unit switch replacement							
Front A/C unit relay valve replacement							
Back A/C unit relay valve replacement							
Front A/C fan replacement							
Back A/C fan replacement							
Front A/C unit motor replacement							
Back A/C unit motor replacement							
Front A/C unit compressor replacement							

Back A/C unit compressor replacement							
Front A/C unit line replacement							
Back A/C unit line replacement							
Front A/C unit replacement							
Back A/C unit replacement							
Diesel engine oil / filter change							
Gas engine oil/filter change							
Gas fuel pump replacement							
Gas fuel pump relay replacement							
Diesel fuel pump replacement							
Diesel fuel pump relay replacement							
Gas engine tune up							
Diesel engine tune up							
Engine seniors replacement (gas engine)							
Engine seniors replacement (diesel engine)							
Fuel filter replacement (gas engine)							
Fuel filter replacement (diesel engine)							
Air filter replacement (gas engine)							
Air filter replacement (diesel engine)							
Fan Belt replacement							
A/C unit belt replacement							
Side Mirrors replacement							
Side mirror motor replacement							
Curve mirrors replacement							
Rear mirror replacement							
Interior mirror replacement							
Horn replacement include							
Back beeper alarm repair							
Back up beeper alarm replacement							
Windshield wiper(s) replacement							
Windshield wiper motor replacement							
Headlight replacement							
Signal light bulb replacement							
Signal light kit replacement							
Warning Light bulbs replacement							
Warning light kit replacement							

Stop signal light bulbs replacement							
Stop Signal Sign replacement							
Stop Signal Sign electrical repair							
Stop Signal Sign motor replacement							
Cross Arm replacement							
Cross Arm repair (motor replacement)							
Front end alignment							
Idler Arms & pitman arms replacement							
Side window replacement							
Back window replacement							
Service door window replacement							
Windshield replacement							
Towering fee within Cameron County							
Towering fee from Willacy County							
Towering fee Valley Wide							
Mufflers repair							
Muffler replacement							
Wheelchair Lift Cylinder repair							
Wheelchair lift Cylinder replacement							
Diesel engine batteries replacement							
Diesel engine battery cable replacement							
Gas engine battery replacement							
Gas engine battery cable replacement							
Transmission Yearly Maintain							
Vehicle engine gauge replacement							
Transmission over haul include (gas engine)							
Transmission over haul include (diesel engine)							
Transmission replacement (gas engine)							
Transmission replacement (diesel engine)							
Brake air tank replacement							
Brake line replacement							
Power steering pump replacement							
Power steering line replacement							

Gear box replacement							
Starter repair							
Starter replacement							
Alternator repair							
Alternator replacement							
Water pumps replacement							
Water pump cover replacement							
Engine belt(s) replacement							
Brake replacement							
Rotors resurfacing							
Rotor replacement							
Bearing replacement							
Tire replacement							
Tire repair							
Road service for tire exchange or repair							
Shock replacement							
D.O.T. Inspection							
Electrical short repair							
Radiator flush							
Radiator repair							
Radiator replacement							
Radiator line replacement							
Heater line replacement							
Heater control valve replacement							
Yearly A/C maintain check up							
Front A/C unit belt replacement							
Back A/C unit belt replacement							
Front A/C unit Freon recharge							
Back A/C unit Freon recharge							
Front A/C unit Freon line repair							
Back A/C unit Freon installation							
Front A/C unit switch replacement							
Back A/C unit switch replacement							
Front A/C unit relay valve replacement							
Back A/C unit relay valve replacement							
Front A/C fan replacement							
Back A/C fan replacement							

Front A/C unit motor replacement							
Back A/C unit motor replacement							
Front A/C unit compressor replacement							
Back A/C unit compressor replacement							
Front A/C unit line replacement							
Front A/C unit replacement							
Back A/C unit replacement							
Back A/C unit line replacement							
Diesel engine oil / filter change							
Gas engine oil/filter change							
Gas fuel pump replacement							
Gas fuel pump relay replacement							
Diesel fuel pump replacement							
Diesel fuel pump relay replacement							
Gas engine tune up							
Diesel engine tune up							
Engine seniors replacement (gas engine)							
Engine seniors replacement (diesel engine)							
Fuel filter replacement (gas engine)							
Fuel filter replacement (diesel engine)							
Air filter replacement (gas engine)							
Air filter replacement (diesel engine)							
Fan Belt replacement							
A/C unit belt replacement							
Side Mirrors replacement							
Side mirror motor replacement							
Curve mirrors replacement							
Rear mirror replacement							
Interior mirror replacement							
Horn replacement include							
Back beeper alarm repair							
Back up beeper alarm replacement							
Windshield wiper(s) replacement							
Windshield wiper motor replacement							

Headlight replacement							
Signal light bulb replacement							
Signal light kit replacement							
Warning Light bulbs replacement							
Warning light kit replacement							
Stop signal light bulbs replacement							
Stop Signal Sign replacement							
Stop Signal Sign electrical repair							
Stop Signal Sign motor replacement							
Cross Arm replacement							
Cross Arm repair (motor replacement)							
Front end alignment							
Idler Arms & pitman arms replacement							
Side window replacement							
Back window replacement							
Service door window replacement							
Windshield replacement							
Towering fee within Cameron County							
Towering fee from Willacy County							
Towering fee Valley Wide							
Mufflers repair							
Muffler replacement							
Wheelchair Lift Cylinder repair							
Wheelchair lift Cylinder replacement							
Diesel engine batteries replacement							
Diesel engine battery cable replacement							
Gas engine battery replacement							
Gas engine battery cable replacement							
Transmission Yearly Maintain							
Vehicle engine gauge replacement							
Transmission over haul include (gas engine)							
Transmission over haul include (diesel engine)							
Transmission replacement (gas engine)							

Transmission replacement (diesel engine)							
Brake air tank replacement							
Brake line replacement							
Power steering pump replacement							
Power steering line replacement							
Gear box replacement							
Starter repair							
Starter replacement							
Alternator repair							
Alternator replacement							
Water pumps replacement							
Water pump cover replacement							
Engine belt(s) replacement							
Brake replacement							
Rotors resurfacing							
Rotor replacement							
Bearing replacement							
Tire replacement							
Tire repair							
Road service for tire exchange or repair							
Shock replacement							
D.O.T. Inspection							
Electrical short repair							
Radiator flush							
Radiator repair							
Radiator replacement							
Radiator line replacement							
Heater line replacement							
Heater control valve replacement							
Tire Sizes							
225-75-R16							
235-85-R16							
245-75-R16							
9R 22.5							

Attachment "B"

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 it's principal employees.

