

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
Ink/Toner Supplies**

**FY 2021/2022
21-RFP-025**

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

BID NUMBER# 21-RFP-025

BID TITLE: Ink/Toner Supplies

DATE DUE: September 16, 2021

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 2,424 children throughout the counties of Cameron and Willacy Counties. The agency is currently seeking bids for Ink/Toner Supplies 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 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

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

- 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.

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

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.)

Neighbors In Need Of Services, Inc. Head Start / Early Head Start Bid Specifications for Toner and Ink Supplies

NINOS, Inc. is soliciting Bids for its Toner and Ink Supplies for 21/22 school year beginning November 2021 through October 2022 or until a subsequent bid is awarded. The offering will provide a reliable print service of the printers that are currently in place at NINOS, Inc. and its 51 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 relive staff from managing and maintaining an inventory of supplies, including 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 included recommendation for redeployment, reallocation of workloads and eventually replacement or removal of certain machines, This contract will not require to acquire possible replacement printers form 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 documentation generating and use.

A list of all active printers is provided (see attachment "A")

Evaluation Criteria and Factors

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

- 40% firm's qualification/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 the 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 fee] will also be include in this contract.

Network printer software for tacking and monitoring is required.

Firm Overview – Define the overall structure of you 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 prospered service;
5. Specify which printers in our inventory you can and cannot service (may select more than one vendor so that all printer are cover under a contract. In this case, each vendor will install their own software.)

Cost, Fee and Contract Notes

Purchase cost must include all coast 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 bases. This contact will be for one (1) year period and vendor must stat if vendor will allow the option to renew each year upon contact expiration. Each annual contact renew must be agreed upon by both parties in writing.

NINOS, Inc. reserves the right to terminate the contact at any time. All parts, labor and drive time [trip fee] will also be included in this contract. Please include and estimate of annual supply cost for anything not include in lease or maintains agreement. Pleas be very clear regarding any proposed recalculations of fee based on experience of contact and what kind of changes in cost you anticipate. Fluctuation on nothing less than an annual basis will not be viewed positively.

This contact will being November 2021 upon the signing of the contract.

Delivery must be made between November 2021 through October 2022 and staggered orders and deliveries throughout the year are a must. 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.

Toner Cartridges includes but is not limited to ink jet, bubble jet, LaserJet, fax machine and copier toner cartridges - Newly manufactured, re-manufactured or Recycled will not be Accepted.

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.

Expectations

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

Attachment "A"

Asset Tag ID	Description	City	Site	Toner
08040	HP LaserJet P1606dn	Port Isabell	Beacon Bay HS/EHS-PA23	CE278A
12447	HP LaserJet Pro M404dn	Port Isabell	Beacon Bay HS/EHS-PA23	CF258A
05511	HP LaserJet 1018	Harlingen	Bonita Park HS-PA03	Q2612a
10525	HP LaserJet Pro M201dw	Harlingen	Bonita Park HS-PA03	CF283A
13417	HP LaserJet Pro M404dn	Harlingen	Bonita Park HS-PA03	CF258A
08010	HP Color LaserJet CP2025	Brownsville	Browne HS/EHS-PA15	CC530\1\2\3
07534	HP LaserJet P1006	Brownsville	Browne HS/EHS-PA15	CB435a
10850	HP LaserJet P1109w	Brownsville	Browne HS/EHS-PA15	CE285A
10839	HP LaserJet P1109w	Brownsville	Browne HS/EHS-PA15	CE285A
10457	HP LaserJet P1606dn	Brownsville	Browne HS/EHS-PA15	CE278A
12437	HP LaserJet Pro M404dn	Brownsville	Browne HS/EHS-PA15	CF258A
09738	HP LaserJet P1606dn	Brownsville	Bruce Aiken HS-PA43	CE278A
11561	HP LaserJet Pro M492dn	Brownsville	Bruce Aiken HS-PA43	CF226A
13480	HP LaserJet Pro M404dn	Brownsville	Canales HS-PA70	CF258A
10848	HP Laser Jet P1109W	Harlingen	Casa Grande HS/EHS-PA10	CE285A
09273	HP Laser Jet P1606dn	Harlingen	Casa Grande HS/EHS-PA10	CF278a
06203	HP LaserJet 1018	Brownsville	Charles Isbell HS-PA09	Q2612a
05995	HP LaserJet 1018	Brownsville	Charles Isbell HS-PA09	Q2612a
10846	HP LaserJet P1109w	Brownsville	Charles Isbell HS-PA09	CE285A
10524	HP LaserJet Pro M201dw	Brownsville	Charles Isbell HS-PA09	CF283A
12436	HP LaserJet Pro M404dn	Brownsville	Charles Isbell HS-PA09	CF258A
10840	HP LaserJet P1109W	Harlingen	Combes HS-PA25	CE285A
09683	HP LaserJet P1606dn	Harlingen	Combes HS-PA25	CE278A
12441	HP LaserJet Pro M404dn	Harlingen	Combes HS-PA25	CF258A
07509	HP LaserJet P1006	Brownsville	D.J. Lerma HS-PA06	CB435a
10831	HP LaserJet P1109w	Brownsville	D.J. Lerma HS-PA06	CE285A
08015	HP LaserJet P1606dn	Brownsville	D.J. Lerma HS-PA06	CE278A
09702	HP LaserJet Pro M201dw	Brownsville	D.J. Lerma HS-PA06	CF283A
10837	HP LaserJet P1109w	San Benito	El Ranchito HS-PA07	CE285A
08464	HP LaserJet P1606dn	San Benito	El Ranchito HS-PA07	CE278A
12067	HP LaserJet Pro 400 M401n	San Benito	El Ranchito HS-PA07	CF280A
12444	HP LaserJet Pro M404dn	San Benito	El Ranchito HS-PA07	CF258A
04189	HP LaserJet 1012	Port Isabell	Esperanza B. Garza HS-PA08	Q2612a
11794	HP LaserJet P1109w	Port Isabell	Esperanza B. Garza HS-PA08	CE285A
13211	HP LaserJet Pro M404dn	Port Isabell	Esperanza B. Garza HS-PA08	CF258A
12408	HP LaserJet Pro M404dn	Port Isabell	Esperanza B. Garza HS-PA08	CF258A
11284	HP Laser Jet P1606dn	San Benito	Frank Roberts HS-PA54	CF278a
13478	HP LaserJet Pro M404dn	San Benito	Fred Booth HS-PA39	CF258A
07536	HP LaserJet P1006	Harlingen	Harlingen HS/EHS-PA36	CB435a
07530	HP LaserJet P1006	Harlingen	Harlingen HS/EHS-PA36	CB435a
10523	HP LaserJet Pro M201dw	Harlingen	Harlingen HS/EHS-PA36	CF283A
11998	HP LaserJet Pro M402dn	Harlingen	Harlingen HS/EHS-PA36	CF226A
13401	HP LaserJet Pro M404dn	Harlingen	Harlingen HS/EHS-PA36	CF258A
12448	HP LaserJet Pro M404dn	Harlingen	Harlingen HS/EHS-PA36	CF258A
11540	HP LaserJet Pro 400	Harlingen	Jefferson HS-PA58	CF280A
10832	HP Laser Jet P1109w	Raymondville	L.C. Smith HS-PA71	CE285A
11888	HP LaserJet P1606dn	La Feria	La Feria HS-PA13	CE278A

11872	HP LaserJet Pro M201dw	La Feria	La Feria HS-PA13	CF283A
13341	HP LaserJet Pro M404dn	La Feria	La Feria HS-PA13	CF258A
05149	HP LaserJet 1020	San Benito	La Gallina HS-PA34	Q2612a
10782	HP LaserJet Pro M201dw	San Benito	La Gallina HS-PA34	CF283A
11002	HP LaserJet Pro M201dw	San Benito	La Gallina HS-PA34	CF283A
10778	HP LaserJet Pro M201dw	San Benito	La Gallina HS-PA34	CF283A
12440	HP LaserJet Pro M404dn	San Benito	La Gallina HS-PA34	CF258A
04324	HP LaserJet 1020	Brownsville	La Villita HS/EHS-PA14	Q2612a
04322	HP LaserJet 1020	Brownsville	La Villita HS/EHS-PA14	Q2612a
09608	HP LaserJet P1109w	Brownsville	La Villita HS/EHS-PA14	CE285A
09641	HP LaserJet P1606dn	Brownsville	La Villita HS/EHS-PA14	CE278A
09688	HP LaserJet P1006dn	Harlingen	Lamar HS-PA68	CE278A
04962	HP LaserJet 1012	Los Fresnos	Las Palmas HS/EHS-PA16	Q2612a
05990	HP LaserJet 1018	Los Fresnos	Las Palmas HS/EHS-PA16	Q2612a
11352	HP LaserJet 1020	Los Fresnos	Las Palmas HS/EHS-PA16	Q2612a
01376	HP LaserJet 3055	Los Fresnos	Las Palmas HS/EHS-PA16	Q2612a
10833	HP LaserJet P1109w	Los Fresnos	Las Palmas HS/EHS-PA16	CE285A
10847	HP LaserJet P1109w	Los Fresnos	Las Palmas HS/EHS-PA16	CE285A
10579	HP LaserJet Pro M201dw	Los Fresnos	Las Palmas HS/EHS-PA16	CF283A
11942	HP LaserJet Pro M402dn	Los Fresnos	Las Palmas HS/EHS-PA16	CF226A
09687	HP Laser Jet P1606dn	Harlingen	Le Moyne Gardens HS-PA17	CF278a
03985	HP LaserJet 1012	Brownsville	Lena Bennett HS-PA18	Q2612a
06202	HP LaserJet 1018	Brownsville	Lena Bennett HS-PA18	Q2612a
07517	HP LaserJet P1006	Brownsville	Lena Bennett HS-PA18	CB435a
08039	HP LaserJet P1606dn	Brownsville	Lena Bennett HS-PA18	CE278A
10835	HP LaserJet P1109w	Brownsville	Leon Gardens HS-PA19	CE285A
09680	HP LaserJet P1606dn	Brownsville	Leon Gardens HS-PA19	CE278A
10861	HP LaserJet Pro M201dw	Brownsville	Leon Gardens HS-PA19	CF283A
12439	HP LaserJet Pro M404dn	Brownsville	Leon Gardens HS-PA19	CF258A
11358	Brother HL-L5200DW	Rio Hondo	Main Office	TN850
11359	Brother HL-L5200DW	Rio Hondo	Main Office	TN850
12069	Brother HL-L8360CDW	Rio Hondo	Main Office	TN431BK\C\M\Y
09610	Brother HL-L8360CDW	Rio Hondo	Main Office	TN431BK\C\M\Y
11325	HP Color LaserJet Enterprise M855	Rio Hondo	Main Office	CF310\1\2\3
12385	HP ENVY 6052	Rio Hondo	Main Office	67
11339	HP Laser Jet 201dw	Rio Hondo	Main Office	CF283x
12068	HP Laser Jet 5550dtn	Rio Hondo	Main Office	C9730\1\2\3
09275	HP Laser Jet P1606dw	Rio Hondo	Main Office	CE278a
10072	HP Laser Jet P3015	Rio Hondo	Main Office	CE255x
09997	HP Laser Jet Pro 400 c	Rio Hondo	Main Office	CF230A\1\2\3
09642	HP LaserJet 1606dn	Rio Hondo	Main Office	CF278a
04947	HP LaserJet 4250dtn	Rio Hondo	Main Office	Q5942x
11428	HP LaserJet M201dw	Rio Hondo	Main Office	CF283x
07523	HP LaserJet P1006	Rio Hondo	Main Office	CB435a
07537	HP LaserJet P1006	Rio Hondo	Main Office	CB435a
07539	HP LaserJet P1006	Rio Hondo	Main Office	CB435a
13430	HP LaserJet P1006	Rio Hondo	Main Office	CB435a
09274	HP LaserJet P1606	Rio Hondo	Main Office	CE278A
09798	HP LaserJet P3015	Rio Hondo	Main Office	CE255A

11340	HP LaserJet P3015	Rio Hondo	Main Office	CE255A
09415	HP LaserJet P3015	Rio Hondo	Main Office	CE255A
08171078	HP LaserJet P3015	Rio Hondo	Main Office	CE255A
09180	HP LaserJet P3015	Rio Hondo	Main Office	CE255A
10506	HP LaserJet P3015	Rio Hondo	Main Office	CE255A
11346	HP LaserJet P3015	Rio Hondo	Main Office	CE255A
11537	HP LaserJet Pro 400	Rio Hondo	Main Office	CF280A
11548	HP LaserJet Pro 400 M401n	Rio Hondo	Main Office	CF280A
11980	HP LaserJet Pro M15w	Rio Hondo	Main Office	CF248A
10580	HP LaserJet Pro M201dw	Rio Hondo	Main Office	CF283A
11081	HP LaserJet Pro M402dn	Rio Hondo	Main Office	CF226A
12445	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
13008	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
12411	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
12446	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
12443	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
12503	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
13351	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
13342	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
22	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
12561	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
09645	HP LaserJet P1606 dn	Rio Hondo	Main Office	CF283X
13005	HP LaserJet Pro M404dn	Rio Hondo	Main Office	CF258A
12201	Kyocera ECOSYS P2235dw	Rio Hondo	Main Office	M2135dn
12508	Kyocera ECOSYS P2235dw	Rio Hondo	Main Office	M2135dn
12202	Kyocera ECOSYS P2235dw	Rio Hondo	Main Office	M2135dn
12507	Kyocera ECOSYS P2235dw	Rio Hondo	Main Office	M2135dn
12509	Kyocera ECOSYS P2235dw	Rio Hondo	Main Office	M2135dn
09684	HP LaserJet P1606dn	Brownsville	Marylyn E. Burns HS-PA44	CE278A
13215	HP LaserJet Pro M404dn	Brownsville	Marylyn E. Burns HS-PA44	CF258A
12488	HP LaserJet Pro M404dn	Brownsville	Marylyn E. Burns HS-PA44	CF258A
12065	Brother HL-L8360CDW	Raymondville	Otis Klar HS/EHS-PA24	TN431BK\C\M\Y
05521	HP Laser Jet 1018	Raymondville	Otis Klar HS/EHS-PA24	Q2612A
01613	HP Laser Jet 1020	Raymondville	Otis Klar HS/EHS-PA24	Q2612a
09686	HP Laser Jet P1606dn	Raymondville	Otis Klar HS/EHS-PA24	CF278a
11564	HP Laser Jet Pro M15w	Raymondville	Otis Klar HS/EHS-PA24	CF248A
12090	HP LaserJet Pro M402dn	Brownsville	Rancho Del Cielo EHS-PAE5	CF226A
07508	HP LaserJet P1006	Brownsville	Rancho Del Cielo HS/EHS-PA12	CB435a
07516	HP LaserJet P1006	Brownsville	Rancho Del Cielo HS/EHS-PA12	CB435a
12438	HP LaserJet Pro M404dn	Brownsville	Rancho Del Cielo HS/EHS-PA12	CF258A
07541	HP LaserJet P1006	Brownsville	Raul Yzaguirre HS-PA40	CB435A
05992	HP LaserJet 1018	Brownsville	Raul Yzaguirre HS-PA40	Q2612a
07521	HP LaserJet P1006	Brownsville	Raul Yzaguirre HS-PA40	CB435a
09679	HP LaserJet P1606dn	Brownsville	Raul Yzaguirre HS-PA40	CE278A
13212	HP LaserJet Pro M404dn	Brownsville	Raul Yzaguirre HS-PA40	CF258A
13220	HP LaserJet Pro M404dn	Brownsville	Raul Yzaguirre HS-PA40	CF258A
10030	HP LaserJet P1606	Rio Hondo	Rio Hondo HS/EHS-PA26	CE278A
09685	HP LaserJet P1606	Rio Hondo	Rio Hondo HS/EHS-PA26	CE278A
12486	HP LaserJet Pro M404dn	Rio Hondo	Rio Hondo HS/EHS-PA26	CF258A

13466	HP Laser Jet Pro M404dn	Harlingen	Sam Houston 2 HS-PA69	CF258A
07511	HP LaserJet P1006	Harlingen	Sam Houston 2 HS-PA69	CB435a
07527	HP LaserJet P1006	La Feria	Sam Houston HS-PA42	CB435a
11538	HP LaserJet Pro 400	San Benito	San Benito EHS-PAE3	CF280A
03545	HP LaserJet 1020	Santa Maria	Santa Maria HS-PA02	Q2612a
09651	HP LaserJet Pro M201dw	Santa Maria	Santa Maria HS-PA02	CF283A
09003	HP LaserJet P1606dn	Santa Rosa	Santa Rosa HS/EHS-PA28	CE278A
11941	HP LaserJet Pro M15w	Santa Rosa	Santa Rosa HS/EHS-PA28	CF248A
10529	HP LaserJet Pro M201dw	Santa Rosa	Santa Rosa HS/EHS-PA28	CF283A
13370	HP LaserJet Pro M404dn	Santa Rosa	Santa Rosa HS/EHS-PA28	CF258A
12089	HP Color LaserJet Enterprise M855	Harlingen	TSTC EHS-PAE2	CF310\1\2\3
08463	HP LaserJet P1606dn	Harlingen	TSTC EHS-PAE2	CE278A
09689	HP LaserJet P1006dn	Harlingen	TSTC HS-PA33	CE278A
12442	HP LaserJet Pro M404dn	Harlingen	TSTC HS-PA33	CF258A
10836	HP Laser Jet P1109w	Harlingen	Wilson HS-PA62	CE285A
07542	HP LaserJet P1006	Harlingen	Zavala HS/EHS-PA32	CB435a
09682	HP LaserJet P1606dn	Harlingen	Zavala HS/EHS-PA32	CE278A
11562	HP LaserJet Pro M15w	Harlingen	Zavala HS/EHS-PA32	CF248A
13350	HP LaserJet Pro M404dn	Harlingen	Zavala HS/EHS-PA32	CF258A

Attachment "B"

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."

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.