

**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 2022-2023  
# 22-RFP-010**

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

**Bid Number# 22-RFP-010**

**Bid Title: Classroom Furniture**

**Date Due: September 14, 2022**

**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 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 14, 2022. Bid opening will be held on September 15, 2022 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](mailto: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 will be 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 – review and download by entering the NINOS, Inc. website at: [www.ninosinc.org](http://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 22/23 school year beginning October 2022 through September 2023, or until a subsequent bid is awarded.
- Delivery must be made between October 2022 through September 2023 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><b>Mobile includes 20 caddy trays.</b> <b>(red,white,blue,yellow)</b></p>			
<p>Birch Double Sided Pick a Book Stand caster mounted</p>			
<p>Birch Big Book Easel with Write and Wipe</p> <p>Moveable unit</p>			
<p><b>Birch Sink</b>-20" wide X 15" deep x 27" high. <b>Cupboard</b> - 20" wide X 15" deep x 35" high. <b>Stove</b>-20 " wide X 15" deep X 27 high. <b>Referigerator</b>-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><b>Includes: 2 wooden chairs</b></p>			
<p>Birch Low Single Mobile Storage</p> <p>Mobile storage unit is (15") fifteen inches deep and features safe edges and birch finish. Low Size: 48" wide x 29 1/2" high x 15" deep.</p>			
<p>30" x 48" Activity Table</p>			
<p>30" x 30" Square tale and Chairs set of 4</p>			

Description	Image	Quantity	Price Quote
<p>Infant High Chair 5"</p>			
<p>Birch Teacher's Storage unit with doors that lock</p>			
<p>Reading &amp; Writing Center</p> <p>Sliding tubs 3" casters, foot activated brake, big book rack, 2 magnetic page</p>			
<p>Puppet Tree</p> <p>16"wide X 16"deepX 30"height</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





<p>Plastic Lego-Table and two chairs set.</p>			
<p>High-chairs for infants</p> <p>Birth - 12 mos. / Infant</p> <p>9 3/4"w x 9"h; the trays measure 22 1/2" wide.</p> <p>Removable trays</p>			
<p>Heavy Duty Evacuation Crib</p> <p>Birth - 18 mos. / Infant – Toddler</p>			
<p>Crib</p> <p>w-casters (2 locking)</p> <p>Adjustable, 2 position mattress board</p>			
<p>Hardwood chair glider</p>			

<p><b>Toddler Changing Table</b> measures 43 1/2"w x 24 1/2"d x 38"h.</p> <p>24 to 36 months (Toddlers)</p>			

<p><b>Birth - 36 mos. / Infant - Toddler</b></p>			
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<p><b>Wall Display Mirror</b></p> <p>Recommended Age Birth - 36 mos. / Infant - Toddler</p> <p>Center measures 15 3/4" x 42".</p>			
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<p><b>Music shelf</b></p>			
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Stackable Toddler Cot  
Recommended for  
12 to 24 months infant and  
toddler.



All In One Toddler  
Kitchen

Age: 18 to 36 mos



Carpet

6 X 9  
Birth to toddler age



Carpet

4 x 6  
Birth to toddler age



Infant/Toddler chairs  
**Prices needed for all sizes:**  
**5"**  
**6"**  
**7"**  
**9 ½"**



Portable Adult Hand  
 Washing Sink



10- Cubby Storage Wall  
 Locker



5-Shelf Book Display  
 Measures 25"H +A7x  
 24"W x15"D



<p>Toddler Table &amp; Chair Set</p>			
<p>Pillow Folding Rest Mats</p>			
<p>Toddler single Basin Portable Sink</p>			
<p>Bye-Bye Buggy</p> <p>sits 6</p>			
<p>30" H Large Large Play Center</p> <p>Need prices for Small Play Center as well.</p>			

See Me Stand Mirror and Bar			
Infant Acrylic Floor Mirror			
First Chair 6.5" seat high			
8 Trifold Mat Storage			
Lounger set of 4			