

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 2022/2023**

22-RFP-015

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

INVITATION TO BID

BID NUMBER# 22-RFP-015

BID TITLE: Vehicle Maintenance and repairs

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 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 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 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.)

Other cost

**022/2023 NINOS, Inc. Vehicle
Fleet Maintenance Bid Packet**

Vehicle fleet is made up of the following vehicle models and years: 2012 – 2022 ford cargo and transit vans, Chevy express 2500 – 3500 , ford E-350
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							
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							
Engine tune- up (gas							
Engine gasket replacement							
Engine sensors replacement (gas engine)							
Fuel filter replacement							
Fuel pump replacement							
Gas engine overhaul							
Water pumps replacement							
Thermostat replacement							
Water hose replacement							
Heater hose replacement							
Engine fan belt replacement							
Back beeper alarm repair							
Back up beeper alarm replacement							
Windshield motor replacement							
Back-up/brake light system replacement							
Signal light system replacement							
Towing fee within Cameron County							
Towing fee from Willacy County							

	Part cost	Labor cost	Freight cost	Other cost	Total cost	Down time	comments
MINI-BUSES:							
Chevy Express 2500							
Chevy Express 3500							
Ford E-350							
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							
Stop Signal Sign electrical repair							
Stop Signal Sign motor replacement							
Front end alignment							
Idler Arms & pitman arms replacement							
Towing fee within Cameron County							
Towing fee from Willacy County							
Towing fee Valley Wide							
Muffler repair							
Muffler replacement							
Transmission Yearly Maintain							
Vehicle engine gauge replacement							
Transmission overhaul include (gas engine)							
Transmission replacement (gas engine)							

Mini Buses	Part cost	Labor cost	Freight cost	Other cost	Total cost	Down time	comments
Brake replacement							
Rotors resurfacing							
Rotor replacement							
Bearing replacement							
Road service for tire exchange or repair							
Shock replacement							
Electrical short repair							
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							
Fuel filter replacement (gas engine)							
Fan Belt replacement							
A/C unit belt replacement							
Back beeper alarm repair							
Back up beeper alarm replacement							
Windshield wiper motor replacement							
Warning Light bulbs replacement							
Warning light kit replacement							

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.

