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.)

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
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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							

Vans	Parts cost	Labor cost	Freight cost	Other cost	Total cost	Down time	Comments
Towing Fee Valley Wide							
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							
Starter repair							
Starter replacement							
Alternator repair							
Alternator replacement							
Transmission oil & filter change							
(gas engine							
Transmission over haul gas							
engine Transmission replacement (gas							
engine)							
Electrical short repair							
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	Part cost	Labor	Freight cost	Other	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
Gas fuel pump replacement							
Gas fuel pump relay replacement							
Gas engine tune up							
Engine sensors replacement (gas							
engine)							
Engine sensors replacement (diesel engine)							
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 Signal light kit replacement							
Warning Light bulbs							
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							
Engine belt(s) replacement							
Back A/C unit replacement							
Back A/C unit line replacement							
Gas fuel pump replacement							
Gas fuel pump relay							
replacement							
Gas engine tune up							
Front A/C unit replacement							
Front A/C unit line replacement							
Back A/C unit line replacement		<u> </u>					
Front A/C unit replacement		<u> </u>					
Back A/C unit replacement							

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		ļ					
Windshield wiper motor							
replacement Warning Light bulbs		 					
replacement							
Warning light kit replacement							

Mini Buses	Part cost	Labor cost	Freight cost	Other cost	Total cost	Down time	Comments
Stop Signal Sign electrical repair							
Stop Signal Sign motor replacement							
Water pump cover replacement							
Engine belt(s) replacement							
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							
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 overhauls include (gas engine)							
Transmission replacement (gas engine							
Brake line replacement							
Power steering pump replacement							
Power steering line replacement							
Gear box replacement							
Water pumps replacement							
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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."
- 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.