

**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 2022/2023
22-RFP-023**

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

BID NUMBER# 22-RFP-023

BID TITLE: Ink/Toner Supplies Managed Print Services

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 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 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

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 22/23 school year beginning November 2022 through October 2023 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 2022 upon the signing of the contract.

Delivery must be made between November 2022 through October 2023 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	Site	City	Toner
08040	HP LaserJet P1606dn	Beacon Bay HS/EHS-PA23	Port Isabell	CE278A
12447	HP LaserJet Pro M404dn	Beacon Bay HS/EHS-PA23	Port Isabell	CF258A
05511	HP LaserJet 1018	Bonita Park HS-PA03	Harlingen	Q2612a
10525	HP LaserJet Pro M201dw	Bonita Park HS-PA03	Harlingen	CF283A
13417	HP LaserJet Pro M404dn	Bonita Park HS-PA03	Harlingen	CF258A
12411	HP LaserJet Pro M404dn	Bonita Park HS-PA03	Harlingen	CF258A
08010	HP Color LaserJet CP2025	Browne HS/EHS-PA15	Brownsville	CC530\1\2\3
07534	HP LaserJet P1006	Browne HS/EHS-PA15	Brownsville	CB435a
10839	HP LaserJet P1109w	Browne HS/EHS-PA15	Brownsville	CE285A
10850	HP LaserJet P1109w	Browne HS/EHS-PA15	Brownsville	CE285A
10457	HP LaserJet P1606dn	Browne HS/EHS-PA15	Brownsville	CE278A
12437	HP LaserJet Pro M404dn	Browne HS/EHS-PA15	Brownsville	CF258A
09738	HP LaserJet P1606dn	Bruce Aiken HS-PA43	Brownsville	CE278A
11561	HP LaserJet Pro M492dn	Bruce Aiken HS-PA43	Brownsville	CF226A
10847	HP LaserJet P1109w	C.E. Vail HS - PA49	La Feria	CE285A
13480	HP LaserJet Pro M404dn	Canales HS-PA70	Brownsville	CF258A
09273	HP Laser Jet P1606dn	Casa Grande HS/EHS-PA10	Harlingen	CF278a
13823	Kyocera ECOSYS P2040dw	Casa Grande HS/EHS-PA10	Harlingen	TK1162
05995	HP LaserJet 1018	Charles Isbell HS-PA09	Brownsville	Q2612a
06203	HP LaserJet 1018	Charles Isbell HS-PA09	Brownsville	Q2612a
04034	HP LaserJet 3055	Charles Isbell HS-PA09	Brownsville	Q2612a
10846	HP LaserJet P1109w	Charles Isbell HS-PA09	Brownsville	CE285A
10524	HP LaserJet Pro M201dw	Charles Isbell HS-PA09	Brownsville	CF283A
12436	HP LaserJet Pro M404dn	Charles Isbell HS-PA09	Brownsville	CF258A
12446	HP LaserJet Pro M404dn	Charles Isbell HS-PA09	Brownsville	CF258A
10840	HP LaserJet P1109w	Combes HS-PA25	Harlingen	CE285A
09683	HP LaserJet P1606dn	Combes HS-PA25	Harlingen	CE278A
14461	HP LaserJet Pro M404dn	Combes HS-PA25	Harlingen	CF258A
07509	HP LaserJet P1006	D.J. Lerma HS-PA06	Brownsville	CB435a
10831	HP LaserJet P1109w	D.J. Lerma HS-PA06	Brownsville	CE285A
08015	HP LaserJet P1606dn	D.J. Lerma HS-PA06	Brownsville	CE278A
09702	HP LaserJet Pro M201dw	D.J. Lerma HS-PA06	Brownsville	CF283A
11081	HP LaserJet Pro M402dn	D.J. Lerma HS-PA06	Brownsville	CF226A
13211	HP LaserJet Pro M404dn	D.J. Lerma HS-PA06	Brownsville	CF258A
10837	HP LaserJet P1109w	El Ranchito HS-PA07	San Benito	CE285A
08464	HP LaserJet P1606dn	El Ranchito HS-PA07	San Benito	CE278A
09645	HP LaserJet P1606dn	El Ranchito HS-PA07	San Benito	CF278a
12444	HP LaserJet Pro M404dn	El Ranchito HS-PA07	San Benito	CF258A
11284	HP Laser Jet P1606dn	Frank Roberts HS-PA54	San Benito	CF278a
13478	HP LaserJet Pro M404dn	Fred Booth HS-PA39	San Benito	CF258A
11980	HP LaserJet Pro M15w	Garriga HS-PA72	Port Isabell	CF248A
07528	HP LaserJet P1006	Harlingen HS/EHS-PA36	Harlingen	CB435a
07530	HP LaserJet P1006	Harlingen HS/EHS-PA36	Harlingen	CB435a
07536	HP LaserJet P1006	Harlingen HS/EHS-PA36	Harlingen	CB435a
10523	HP LaserJet Pro M201dw	Harlingen HS/EHS-PA36	Harlingen	CF283A
11998	HP LaserJet Pro M402dn	Harlingen HS/EHS-PA36	Harlingen	CF226A
12448	HP LaserJet Pro M404dn	Harlingen HS/EHS-PA36	Harlingen	CF258A
13401	HP LaserJet Pro M404dn	Harlingen HS/EHS-PA36	Harlingen	CF258A

11540	HP LaserJet Pro 400 M401n	Jefferson HS-PA58	Harlingen	CF280A
10832	HP Laser Jet P1109w	L.C. Smith HS-PA71	Raymondville	CE285A
07523	HP LaserJet P1006	La Encantada HS-PA55	San Benito	CB435a
12067	HP LaserJet Pro 400 M401n	La Encantada HS-PA55	San Benito	CF280A
11888	HP LaserJet P1606dn	La Feria HS-PA13	La Feria	CE278A
11872	HP LaserJet Pro M201dw	La Feria HS-PA13	La Feria	CF283A
13341	HP LaserJet Pro M404dn	La Feria HS-PA13	La Feria	CF258A
05149	HP LaserJet 1020	La Gallina HS-PA34	San Benito	Q2612a
11002	HP LaserJet Pro M201dw	La Gallina HS-PA34	San Benito	CF283A
10778	HP LaserJet Pro M201dw	La Gallina HS-PA34	San Benito	CF283A
10782	HP LaserJet Pro M201dw	La Gallina HS-PA34	San Benito	CF283A
12440	HP LaserJet Pro M404dn	La Gallina HS-PA34	San Benito	CF258A
04324	HP LaserJet 1020	La Villita HS/EHS-PA14	Brownsville	Q2612a
04322	HP LaserJet 1020	La Villita HS/EHS-PA14	Brownsville	Q2612a
09608	HP LaserJet P1109w	La Villita HS/EHS-PA14	Brownsville	CE285A
09641	HP LaserJet P1606dn	La Villita HS/EHS-PA14	Brownsville	CE278A
04962	HP LaserJet 1012	Las Palmas HS/EHS-PA16	Los Fresnos	Q2612a
05990	HP LaserJet 1018	Las Palmas HS/EHS-PA16	Los Fresnos	Q2612a
11352	HP LaserJet 1020	Las Palmas HS/EHS-PA16	Los Fresnos	Q2612a
01376	HP LaserJet 3055	Las Palmas HS/EHS-PA16	Los Fresnos	Q2612a
10579	HP LaserJet Pro M201dw	Las Palmas HS/EHS-PA16	Los Fresnos	CF283A
11942	HP LaserJet Pro M402dn	Las Palmas HS/EHS-PA16	Los Fresnos	CF226A
13351	HP LaserJet Pro M404dn	Las Palmas HS/EHS-PA16	Los Fresnos	CF258A
12561	HP LaserJet Pro M404dn	Las Palmas HS/EHS-PA16	Los Fresnos	CF258A
09687	HP Laser Jet P1606dn	Le Moyne Gardens HS-PA17	Harlingen	CF278a
07533	HP LaserJet P1006	Le Moyne Gardens HS-PA17	Harlingen	CB435a
03985	HP LaserJet 1012	Lena Bennett HS-PA18	Brownsville	Q2612a
08039	HP LaserJet P1606dn	Lena Bennett HS-PA18	Brownsville	CE278A
13342	HP LaserJet Pro M404dn	Lena Bennett HS-PA18	Rio Hondo	CF258A
10835	HP LaserJet P1109w	Leon Gardens HS-PA19	Brownsville	CE285A
09680	HP LaserJet P1606dn	Leon Gardens HS-PA19	Brownsville	CE278A
10861	HP LaserJet Pro M201dw	Leon Gardens HS-PA19	Brownsville	CF283A
12439	HP LaserJet Pro M404dn	Leon Gardens HS-PA19	Brownsville	CF258A
11358	Brother HL-L5200DW	Main Office	Rio Hondo	TN850
11359	Brother HL-L5200DW	Main Office	Rio Hondo	TN850
12069	Brother HL-L8360CDW	Main Office	Rio Hondo	TN431BK\C\M\Y
09610	Brother HL-L8360CDW	Main Office	Rio Hondo	TN431BK\C\M\Y
11325	HP Color LaserJet Enterprise M855	Main Office	Rio Hondo	CF310\1\2\3
11339	HP Laser Jet 201dw	Main Office	Rio Hondo	CF283x
12068	HP Laser Jet 5550dtn	Main Office	Rio Hondo	C9730\1\2\3
09275	HP Laser Jet P1606dn	Main Office	Rio Hondo	CE278a
10072	HP Laser Jet P3015	Main Office	Rio Hondo	CE255x
09997	HP Laser Jet Pro 400 c	Main Office	Rio Hondo	CF230A\1\2\3
09642	HP LaserJet 1606dn	Main Office	Rio Hondo	CF278a
04947	HP LaserJet 4250dtn	Main Office	Rio Hondo	Q5942x
11428	HP LaserJet M201dw	Main Office	Rio Hondo	CF283x
07539	HP LaserJet P1006	Main Office	Rio Hondo	CB435a
13430	HP LaserJet P1006	Main Office	Rio Hondo	CB435a
11794	HP LaserJet P1109w	Main Office	Rio Hondo	CE285A
10833	HP LaserJet P1109w	Main Office	Rio Hondo	CE285A

09274	HP LaserJet P1606dn		Main Office	Rio Hondo	CE278A
09415	HP LaserJet P3015		Main Office	Rio Hondo	CE255A
09798	HP LaserJet P3015		Main Office	Rio Hondo	CE255A
11340	HP LaserJet P3015		Main Office	Rio Hondo	CE255A
09180	HP LaserJet P3015		Main Office	Rio Hondo	CE255A
10506	HP LaserJet P3015		Main Office	Rio Hondo	CE255A
11346	HP LaserJet P3015		Main Office	Rio Hondo	CE255A
11537	HP LaserJet Pro 400 M401n		Main Office	Rio Hondo	CF280A
11548	HP LaserJet Pro 400 M401n		Main Office	Rio Hondo	CF280A
10580	HP LaserJet Pro M201dw		Main Office	Rio Hondo	CF283A
12441	HP LaserJet Pro M404dn		Main Office	Rio Hondo	CF258A
12503	HP LaserJet Pro M404dn		Main Office	Rio Hondo	CF258A
13005	HP LaserJet Pro M404dn		Main Office	Rio Hondo	CF258A
13008	HP LaserJet Pro M404dn		Main Office	Rio Hondo	CF258A
12445	HP LaserJet Pro M404dn		Main Office	Rio Hondo	CF258A
12443	HP LaserJet Pro M404dn		Main Office	Rio Hondo	CF258A
12508	Kyocera ECOSYS P2235dw		Main Office	Rio Hondo	M2135dn
12202	Kyocera ECOSYS P2235dw		Main Office	Rio Hondo	M2135dn
12509	Kyocera ECOSYS P2235dw		Main Office	Rio Hondo	M2135dn
12201	Kyocera ECOSYS P2235dw		Main Office	Rio Hondo	M2135dn
13861	Kyocera ECOSYS P6235cdn		Main Office	Rio Hondo	TK-5282 K/C/M/Y
08463	HP LaserJet P1606dn		Marylyn E. Burns HS-PA44	Brownsville	CE278A
09684	HP LaserJet P1606dn		Marylyn E. Burns HS-PA44	Brownsville	CE278A
13215	HP LaserJet Pro M404dn		Marylyn E. Burns HS-PA44	Brownsville	CF258A
12488	HP LaserJet Pro M404dn		Marylyn E. Burns HS-PA44	Brownsville	CF258A
12065	Brother HL-L8360CDW		Otis Klar HS/EHS-PA24	Raymondville	TN431BK\C\M\Y
05521	HP Laser Jet 1018		Otis Klar HS/EHS-PA24	Raymondville	Q2612A
01613	HP Laser Jet 1020		Otis Klar HS/EHS-PA24	Raymondville	Q2612a
09686	HP Laser Jet P1606dn		Otis Klar HS/EHS-PA24	Raymondville	CF278a
11564	HP Laser Jet Pro M15w		Otis Klar HS/EHS-PA24	Raymondville	CF248A
12090	HP LaserJet Pro M402dn		Rancho Del Cielo EHS-PAE5	Brownsville	CF226A
07508	HP LaserJet P1006		Rancho Del Cielo HS/EHS-PA12	Brownsville	CB435a
07516	HP LaserJet P1006		Rancho Del Cielo HS/EHS-PA12	Brownsville	CB435a
12438	HP LaserJet Pro M404dn		Rancho Del Cielo HS/EHS-PA12	Brownsville	CF258A
05992	HP LaserJet 1018		Raul Yzaguirre HS-PA40	Brownsville	Q2612a
07521	HP LaserJet P1006		Raul Yzaguirre HS-PA40	Brownsville	CB435a
09679	HP LaserJet P1606dn		Raul Yzaguirre HS-PA40	Brownsville	CE278A
13212	HP LaserJet Pro M404dn		Raul Yzaguirre HS-PA40	Brownsville	CF258A
13220	HP LaserJet Pro M404dn		Raul Yzaguirre HS-PA40	Brownsville	CF258A
10030	HP LaserJet P1606dn		Rio Hondo HS/EHS-PA26	Rio Hondo	CE278A
09685	HP LaserJet P1606dn		Rio Hondo HS/EHS-PA26	Rio Hondo	CE278A
12486	HP LaserJet Pro M404dn		Rio Hondo HS/EHS-PA26	Rio Hondo	CF258A
07511	HP LaserJet P1006		Sam Houston 2 HS-PA69	Harlingen	CB435a
13466	HP LaserJet Pro M404dn		Sam Houston 2 HS-PA69	Harlingen	CF258A
07527	HP LaserJet P1006		Sam Houston HS-PA42	La Feria	CB435a
11538	HP LaserJet Pro 400 M401n		San Benito EHS-PAE3	San Benito	CF280A
09003	HP LaserJet P1606dn		Santa Rosa HS/EHS-PA28	Santa Rosa	CE278A
11941	HP LaserJet Pro M15w		Santa Rosa HS/EHS-PA28	Santa Rosa	CF248A
10529	HP LaserJet Pro M201dw		Santa Rosa HS/EHS-PA28	Santa Rosa	CF283A
13370	HP LaserJet Pro M404dn		Santa Rosa HS/EHS-PA28	Santa Rosa	CF258A

12089	HP Color LaserJet Enterprise M855	TSTC EHS-PAE2	Harlingen	CF310\1\2\3
09689	HP LaserJet P1006dn	TSTC HS-PA33	Harlingen	CE278A
12442	HP LaserJet Pro M404dn	TSTC HS-PA33	Harlingen	CF258A
07524	HP LaserJet P1006	Vermillion HS-PA59	Brownsville	CB435a
07542	HP LaserJet P1006	Zavala HS/EHS-PA32	Harlingen	CB435a
09682	HP LaserJet P1606dn	Zavala HS/EHS-PA32	Harlingen	CE278A
11562	HP LaserJet Pro M15w	Zavala HS/EHS-PA32	Harlingen	CF248A
13350	HP LaserJet Pro M404dn	Zavala HS/EHS-PA32	Harlingen	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 its principal employees.