

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 Consumables and Supplies
FY 2024/2025
24-RFP-012**

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

Bid Number# 24-RFP-012

Bid Title: Classroom Consumables and Supplies

Date Due: September 13, 2024 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 1990 children throughout the counties of Cameron and Willacy Counties. The agency is currently seeking bids for its Classroom Consumables and Supplies: **(Attachment "A")**

Closing Submission Date & Public Opening

Please submit the following information in a sealed envelope by 4:00 p.m. on September 13, 2024. Bid opening will be held on September 16, 2024 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 contact Tracy Torres, Director of Finance, at (956) 399-9944 ext. 114 or email at tracy.torres@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 was not received in a timely manner in accordance with the requirements.
- 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 - should be reviewed and downloaded by entering the NINOS, Inc. website at: www.ninosinc.org

Please return the bid in the sealed envelope. Be sure that the return envelope shows the Bid Number, Description and is marked "SEALED BID".

RETURN BID TO:

Delivered to the administration office by Delivery Services.

Attn: Tracy Torres
22887 State Highway 345
Rio Hondo, TX 78583

Mailed using USPS.
Attn: Tracy Torres
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: _____

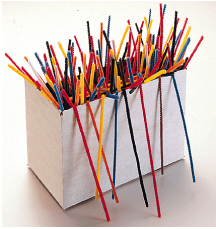



Print Name: _____ Signature: _____



(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"




- NINOS, Inc. is soliciting Bids for CLASSROOM CONSUMABLES AND SUPPLIES for 24/25 school year beginning October 2024 through September 2025, or until a subsequent bid is awarded.
- Delivery must be made between October 2024 through September 2025 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.
- The shipment address is 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 of the 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	Quote Price
<p>4-Ply Railroad Poster Board Assorted Pack, 100 sheets.</p>		
<p>Paint Brushes</p>		
<p>Art Tissue Assortments, 100 sheets, 12" x 18".. 100 sheets, 12" x 18".</p>		
<p>Pom Pons Assorted Sizes,</p>		

Description	Image	Qty
<p>Chenille Stems Pack of 1000 Regular 12" Stems</p>		
<p>Colored Tape</p>		
<p>Preschool Crayons Jumbo Size 50 each of eight colors. 400 total crayons</p>		
<p>Washable Finger Paint Red, white, yellow, blue, green</p> <p>Specify unit price for each color. 16 oz. Non-toxic.</p>		

Description	Image	Qty
<p>Glue, Gallon.</p>		
<p>Blunt tip scissors Metal scissors -Size for age 3 and 4</p>		
<p>Jumbo Craft Sticks, 500 pieces, Natural High quality, 6" x 3/4" x 2mm wooden sticks</p>		
<p>White Board Cleaner 8 oz. bottle, Low Odor</p>		

Description	Image	Quote Price
<p>Bulletin Board Paper</p> <p>48" x 50"</p>		
<p>Construction Paper</p> <p>50 sheets per pack..</p> <p>9" x 12"</p> <p>Red, Yellow, Green, White, Black, Brown, Pink, Orange, Purple, Blue</p>		
<p>White Drawing Paper</p> <p>60 lb. white sulphite. 9</p> <p>500 sheets to rim</p>		
<p>Storex Small Caddy set Of 6</p> <p>9-1/4 x 9- 1/4 x 5-1/4</p>		

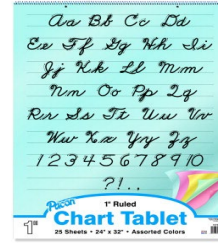
Description	Image	Qty
<p>Picture Story Newsprint PAPER ROLL Only (12" x 500') Half of the paper is lined, the other is left blank for pictures. Measures 12"W x 500"L.</p>		
<p>Clear Cubby with LID</p>		
<p>Colored Pencils Class Pack 250 pencils in 10 bold colors. Pencils are 7" long and pre-sharpened.</p>		
<p>Paper Roll Holder ONLY Hardwood paper roll holder. 14 1/2"L x 7"W x 8 3/4"H.</p>		
<p>Wooden Lacing Shoe</p>		

Description	Image	Qty
<p>Non-toxic play dough</p>		
<p>Sharperner –Manual for all size pencils</p>		
<p>Classroom Carry--MUST have 8 color storage cups</p>		
<p>Brush-On Washable Painters Six 2.5-ounce painters in 6 colors.</p>		
<p>Classpack Markers 200 ct. non-washable broad tip, 10 assorted colors.</p>		

Sentence Strips
3x24 White 100 per pkg



Chart Tablet,
24 X 32 in, 25 Sheets, 1-1/2 in Ruling, 1/2
in Skip Line, Assorted Color



Art Paper Roll only (no lines)
12x400'



ABC puzzle-Upper Case Letters



Manila Drawing Paper - 9" x 12"
500 per ream



ABC puzzle - Lower Case Letters



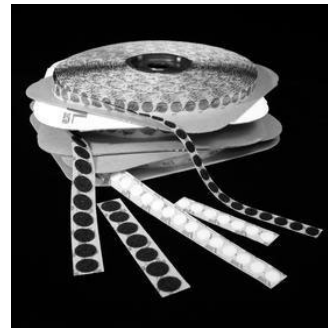
Dry Erase Markers-4 pack



123-Puzzle



Velcro Brand hook & loop dots
5/8 in size



Ball 31000 Regular Sized Mason Domed Canning Mouth Jar Lids - 144 Lids



What's Outside Cloth Books - Set of 3
6 months & up. 6.5"L x 2.5"W x 6.5"D.



Baby Touch & Feel Board Books(set of 7)
6 months & up.



**I See Me Board Books-Set of 4
3 months & up. Set of 4**



**Baby Faces Board Book Series
3 months & up. set of 6.**



First Cloth Books (Set of 3)



**Black and White Books - Set of 6
Birth & up.**



**Sing-A-Song Bilingual Board Book Series
12 months & up. Sing four popular rhymes
in English and Spanish**



**Family Board Books -Set of 6
6 months & up.**



**Social Awareness Board Book Set - Set of 4
2 years & up.**



Our Community Helpers Paperback Book - Set of 10

2 years & up.



My First Farm Animals Puppet Set (Set of 4)

Birth & up.



Jolly Jobs Puppet Pals (Set of 4)

Birth & up. 2 years & up.



Real Photo Vinyl Book Set (Set of 4)

1 month & up.



Ocean Animals Vinyl Books (Set of 4)

Birth - 18 months.



Glue Sticks-set of 6



Washable Sidewalk Chalk 24 count



Translucent Alphabet Construction set-100 pieces



Interactive Letter Vests-set of 32



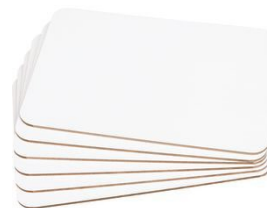
Big Alphabet and Picture Stencils



Magnetic Word Building Kit-1 tray 52 letters



9" x 6" Mini-Magnetic Dry Erase Boards-set of 6



Watercolors (8 colors)



Colored Pencils Set of 12



Beginner Pencils Set of 12



Hole Puncher



CHUBBY Washable Markers set of 128



Butterfly Garden



Large Insects and Spiders Set of 12



Binoculars Set of 6



Bug Observation Boxes Set of 6



Washable Chubbie Markers Set of 8



3/4" Masking Tape (6-roll pk)



**Specimen Viewers
Set of 4**



**Easy Felt Sheets
6x9 100 sheets**



Heavy-Duty All Purpose Apron



Color Rings Sorting Board



Screw Driver Board Toys Materials Basic Skills-4 year olds



Fun to touch textures-Alphabet Match-ups

Learn the Alphabet! Dough Mats



1. 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 contractors 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.