

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



Bid Packet for

**Bottled Drinking Water &
Water Cooler Rental**

FY 2024/2025

24-RFP-014

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

BID NUMBER# 24-RFP-014

BID TITLE: BOTTLED DRINKING WATER & WATER COOLER RENTAL

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 1,990 children throughout the counties of Cameron and Willacy Counties.

The agency is currently seeking bids for bottled drinking water & water coolers rentals for all Head Start and Early Head Start Centers.

Closing Submission Date and 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 Highway 345, Rio Hondo TX 78583.

Inquiries

Please call Tracy Torres, Director of Finance, at (956) 399-9944 ext. 114 or e-mail at tracy.torres@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".

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" Specifications

- NINOS, Inc. is soliciting Bids for bottled drinking water & water cooler rental for facilities located in Cameron and Willacy Counties, or until a subsequent bid is awarded.
- Bottled Drinking Water and Water Cooler Rental will consist of the following:
 1. Furnish and install on Monthly Rental Basis, Bottled Drinking Water Dispensers and Deliver (bi-weekly) Bottled Drinking Water in five-gallon units at various Head Start / Early Head Start facilities.
 2. Current requirements are for sixty-one (62) Water Dispensing Units.
 3. Current requirements are for ten (10) Water Bottle Storage Racks.
 4. Approximate monthly requirements for two hundred-sixty-seven (267) bottles of drinking water in 5-gallon containers. See Attachment "B" for approximate monthly distribution.
- Bids will be evaluated based on the following, not necessarily in order of importance. Evaluation weight may be assigned to each category listed below. Some consideration may be given to those bottled water companies that have industry certification standards with IWBA and or NSF.
 1. Price
 2. Delivery
 3. Bidder references
 4. Quality of product
 5. Taste of product
- Delivery to all centers must be made within second week of bid award. *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 not be accepted.
- 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.

- 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.

"Attachment B"

VENDOR'S NAME _____

SALES TAX: Do not include state or local tax in the proposal.

BID AMOUNT Proposal amounts are to be in U.S. DOLLARS only.

WITHDRAWAL: The bid shall not be withdrawn within 60 days after the actual date of opening thereof.

Having carefully examined the Bid documents entitled: Request for Bid No. 23-RFP-013 Bottled Drinking Water and Water Cooler Rental, as well as all other conditions pertaining to the work, the undersigned proposes to furnish labor, materials, and services necessary to perform and complete the work in strict accordance with the contract documents for the following prices.

1. NON-COLLUSION DECLARATION

The undersigned declares under penalty of perjury, that the proposal submitted below is a genuine and not a sham or collusive proposal, or made in the interest of any person not therein named; and further says the said vendor has not directly or indirectly induced or solicited any vendor on the work to put in a sham bid, or not in any manner sought by collusion to secure proposer an advantage over other proposers.

2. BID ITEMS

Furnish and Install on Monthly Rental Basis, Bottled Drinking Water Dispensers and Deliver Bottled Drinking Water in five-gallon units at various NINOS Inc. Head Start and Early Head Start Facilities. Attachment "A"

A. Quote Dispenser Monthly Rental Fee Per Unit

Hot and Cold \$ _____

Cold and Room \$ _____

B. Quote bottled drinking water delivery price per 5 gallon unit

Type: _____ \$ _____

Type: _____ \$ _____

C. Charge For Water Storage Rack \$ _____

D. Charge For Delivery Or Pick Up Of Dispensers \$ _____

E. Charge For Delivery Or Pick Up Of Bottled Water \$ _____

F. Guaranteed response time for delivery of bottled water to _____ Hrs
a Head Start / Early Head Start location out of water (from
time call is received from Head Start Facility). _____ Days

3. VENDOR INFORMATION

Name of Firm		
_____		_____
Business Address		Telephone
_____		_____
Mailing Address		Fax
_____	_____	_____
City	State	Zip Code
_____	_____	_____
Signature	Type Or Print	Title

"Attachment A"

Line Item	Head Start Center	Address	City	County
1	Charles Isbell II	260 N Isbell	Brownsville	Cameron
2	Browne Road	9901 California Rd	Brownsville	Cameron
3	D.J. Lerma	5407 Austin Rd.	Brownsville	Cameron
4	La Villita	2818 Rockwell Drive	Brownsville	Cameron
5	Rancho Del Cielo Early	Old Ebony Parkway.	Brownsville	Cameron
6	Leon Gardens	66 & 68 Castellano Circle	Brownsville	Cameron
7	Bruce Aiken	6290 Southmost Rd.	Brownsville	Cameron
8	Rancho Del Cielo	3 Moose Lake Dr./3755 McAllen Rd.	Brownsville	Cameron
9	Harlingen Head Start	829 Fillmore St.	Harlingen	Cameron
10	Bonita Park	¼ Mi. Rangerville Rd. Apts. 29/30	Harlingen	Cameron
11	Casa Grande	106 Troy wood Circle	Harlingen	Cameron
12	Combes	21646 Hand Road	Harlingen	Cameron
13	Ben Brite	450 S. Browne Ave	Brownsville	Cameron
14	T.S.T.C	2702 Dogwood	Harlingen	Cameron
15	T.S.T.C (Early)	2225 North 28th St	Harlingen	Cameron
16	Zavala	421 LaFayette St	Harlingen	Cameron
17	Sam Houston Elementary	500 N. Beddoes	La Feria	Cameron
18	Las Palmas	213 Orive Blvd., Apt. 977	Los Fresnos	Cameron
19	Benavides	3101 Mcallen, RD.	Brownsville	Cameron

20	Bowie Elementary HS	309 W Lincoln Ave	Harlingen	Cameron
21	Otis Klar	¼ Mi. East Hwy. 186 1305 E. Hidalgo	Raymondville	Willacy
22	Rio Hondo	509 E. Reynold St. Room 31-34	Rio Hondo	Cameron
23	El Ranchito	24356 U.S. HWY 281	San Benito	Cameron
24	La Gallina	22 Woodford St.	San Benito	Cameron
25	Canales HS	1811 International Blvd	Brownsville	Cameron
26	Santa Rosa	North Hwy. 107	Santa Rosa	Cameron
27	Fred Booth	705 Zaragosa	San Benito	Cameron
28	Main Office	22887 State Hwy 345	Rio Hondo	Cameron
29	Lena Bennett	566 Ash St	Brownsville	Cameron
30	Beacon Bay	306 Jr. High	Port Isabel	Cameron
31	Charles Isbell I	260 N. Isbell Dr	Brownsville	Cameron
32	Burns Elementary	1974 E. Alton Gloor	Brownsville	Cameron
33	Frank Roberts Elem.	451 Biddle Rm. 107	San Benito	Cameron
34	Garriaga	200 W Adams	Port Isabel	Cameron
35	C.E. Vail Head Start	209 W. Jessamine	La Feria	Cameron
36	David Sanchez	1601 S Main	La Feria	Cameron
37	Garden Park	855 Military Hwy	Brownsville	Cameron
38	Jefferson HS	601 South J St	Harlingen	Cameron
39	LC Smith	700 North 1 st st	Raymondville	
40	La Encantada	35001 FM 1577	San Benito	
41	Perez HS	2514 Shilder	Brownsville	
42	Rio Hondo II	700 N Reynolds	Rio Hondo	
43	Vermillion	6895 Ruben Torres Blvd	Brownsville	
44	Sam Houston II	301 E. Taft	Harlingen	
45	Wilson HS	16495 Primera RD	Harlingen	
46	Zavala II	1111 North B	Harlingen	

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Elma Barrera
Sullivan Elementary

102 Jesus R Cruz

Santa Rosa, TX
San Benito, TX

"Attachment E"

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 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.