

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 2024/2025**

24-RFP-015

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

INVITATION TO BID

BID NUMBER# 24-RFP-015

BID TITLE: Vehicle Maintenance and repairs

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 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 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

For further information please call Tracy Torres, Director of Finance, at (956) 399-9944 ext 114 or email 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:

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: 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 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.)

Attachment "B"

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.

**2023/2024 NINOS, Inc. Vehicle
Fleet Maintenance Bid Packet**

Vehicle fleet is made up of the following vehicle models and year: See attached vehicle list
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 | | | | | | | |
| Back 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 | | | | | | | |
| Oil / filter change for gas engine | | | | | | | |
| Engine tune – up (gas) | | | | | | | |
| Engine gasket replacement | | | | | | | |
| Vacuum line replacement | | | | | | | |
| Engine sensors replacement (gas engine) | | | | | | | |
| Fuel filter replacement | | | | | | | |
| Fuel pump replacement | | | | | | | |
| Air filter replacement | | | | | | | |
| Side mirror replacement | | | | | | | |
| Exterior mirror replacement | | | | | | | |
| Gas engine over haul | | | | | | | |
| Brake pads replacement | | | | | | | |
| Brake line replacement | | | | | | | |
| Power steering pump replacement | | | | | | | |
| Bearing seals replacement | | | | | | | |
| Rotor resurfacing | | | | | | | |
| Rotor replacement | | | | | | | |
| Shock replacement | | | | | | | |

| Repairs | Part Cost | Labor Cost | Freight Cost | Other Cost | Total Cost | Down Time | Comments |
|--|-----------|------------|--------------|------------|------------|-----------|----------|
| Bus Mechanical repairs | | | | | | | |
| Yearly A/C Maintenance 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 clutch replacement | | | | | | | |
| Back A/C unit clutch replacement | | | | | | | |
| Front A/C unit compressor replacement | | | | | | | |
| Back A/C unit compressor replacement | | | | | | | |
| Front A/C unit line replacement | | | | | | | |
| Back A/C unit line replacement | | | | | | | |
| Gas engine oil/filter change | | | | | | | |
| Gas fuel pump replacement | | | | | | | |
| Gas fuel pump relay replacement | | | | | | | |
| Gas engine tune up | | | | | | | |
| Gas engine sensor replacements | | | | | | | |
| Gas engine fuel filter replacement | | | | | | | |
| Air filter replacement | | | | | | | |
| Fan Belt replacement | | | | | | | |
| Side Mirrors replacement | | | | | | | |
| Side mirror motor replacement | | | | | | | |
| Curve mirrors replacement | | | | | | | |
| Rear mirror replacement | | | | | | | |
| Interior mirror replacement | | | | | | | |
| Horn replacement include | | | | | | | |
| Back beeper alarm repair | | | | | | | |
| Back up beeper alarm replacement | | | | | | | |
| Windshield wiper motor replacement | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Repair | Part Cost | Labor Cost | Freight Cost | Other Cost | Total Cost | Down Time | Comments |
|--|-----------|------------|--------------|------------|------------|-----------|----------|
| Stop Signal Sign replacement | | | | | | | |
| Stop Signal Sign electrical repair | | | | | | | |
| Stop Signal Sign motor replacement | | | | | | | |
| Cross Arm replacement | | | | | | | |
| Cross Arm repair (motor replacement) | | | | | | | |
| Front end alignment | | | | | | | |
| Idler Arms & pitman arms replacement | | | | | | | |
| Mufflers repair | | | | | | | |
| Muffler replacement | | | | | | | |
| Wheelchair Lift Cylinder repair | | | | | | | |
| Wheelchair lift Cylinder replacement | | | | | | | |
| Gas engine battery cable replacement | | | | | | | |
| Transmission Yearly Maintain | | | | | | | |
| Vehicle engine gauge replacement | | | | | | | |
| Transmission overhaul include (gas engine) | | | | | | | |
| Transmission replacement (gas engine) | | | | | | | |
| 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 | | | | | | | |
| Water pump cover replacement | | | | | | | |
| Engine belt(s) replacement | | | | | | | |
| Brake replacement | | | | | | | |
| Rotors resurfacing | | | | | | | |
| Rotor replacement | | | | | | | |
| Bearing replacement | | | | | | | |
| Shock replacement | | | | | | | |
| D.O.T. Inspection | | | | | | | |
| Electrical short repair | | | | | | | |
| Radiator flush | | | | | | | |
| Radiator repair | | | | | | | |
| Radiator replacement | | | | | | | |

| Repair | Parts Cost | Labor Cost | Freight Cost | Other Cost | Total cost | Down Time | Comments |
|----------------------------------|------------|------------|--------------|------------|------------|-----------|----------|
| Radiator line replacement | | | | | | | |
| Heater line replacement | | | | | | | |
| Heater control valve replacement | | | | | | | |
| <i>ELECTRICAL SHORTS</i> | | | | | | | |
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Ninos Inc Vehicle Fleet

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|------------|---|---------|--------------------|
| Vans | 4 | 2022 | Ford Transit Cargo |
| Vans | 3 | 2013 | Ford Cargo |
| Vans | 2 | 2016 | Ford Transit 150 |
| Mini Buses | | | |
| Buses | 4 | 9-Aug | Chevy Express 2500 |
| Buses | 4 | 2012 | Chevy Express 2500 |
| Buses | 2 | 2015 | Chevy Express 2500 |
| Buses | 3 | 2016 | Ford E-350 |
| Buses | 4 | 2017 | Chevy Express 3500 |
| Buses | 2 | 2020-21 | Chevy Express 3500 |