

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

*“Creating a brighter future for our children and la familia”*



**Pest Control  
Specifications  
FY 2024/2025  
24-RFP-017**

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

**BID NUMBER# 24-RFP-017**

**BID TITLE: PEST CONTROL**

**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 Pest Control.  
**(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 Hwy 345, in 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](mailto: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](http://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 Hwy 345  
Rio Hondo, TX 78583

Mailed to:  
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.)

## **Exhibit "A"** **Specifications**

### **Intent:**

1. This agreement is intended to constitute a mutual understanding between NINOS, Inc. Head Start / Early Head Start Programs and \_\_\_\_\_.
2. The specifications cover services to be rendered by \_\_\_\_\_ to NINOS, Inc. Head Start / Early Head Start Program.

### **Scope of Work:**

- A. The control of all types of interior or exterior **ants**. Control of ants up to 10 feet from building and to include playground area.
- B. The control of all types of **roaches** interior and exterior of building and to include playground area.
- C. The control of all types of **mice** interior and exterior of building and to include playground area.
- D. The control of all types of **rats** interior and exterior of building and to include playground area.
- E. The control of all types of **earwigs** interior and exterior of building and to include playground area.
- F. The control of all types of **roly poly pill bugs** interior and exterior of building and to include playground area.
- G. The control of all types of **silver fish** interior and exterior of building and to include playground area.
- H. The control of all types of **fleas** interior and exterior of building and to include playground area.
1. The control of all types of **crickets** interior and exterior of building and to include playground area.
- J. The control of all types of **ticks** interior and exterior of building and to include playground area.
- K. The control of all types of **scorpions** interior and exterior of building and to include playground area.
- L. The control of all types of **termites** interior and exterior of building and to include playground area.

This agreement includes around outside perimeter of each of the buildings, being serviced. In the above paragraph, the word "**control**" is defined as "**the periodic eradication of existing infestations and the prevention of re-infestations**".

**Materials:**

1. The materials used in the pest control work shall conform to federal, state, and local ordinances and shall be used with all due. Pre-cautions. No children, staff, or parents be present during treatment.
2. The materials used in the pest control will conform to all EPA regulations that may apply to apartment complexes.

**Schedules:**

1. NINOS, Inc. Head Start / Early Head Start Program will be serviced quarterly.
  - a. \_\_\_\_\_ will provide notices of service prior to service.
  - b. Problem areas needing extra service will be responded to promptly at no additional charge.

**Compensation:**

1. Services will be billed after service. Billing for each site will require signature of Area Manager or person in charge on each facility.
2. Quarterly cost will be \$ \_\_\_\_\_ per location. (48) locations @ \_\_\_\_\_ per location = \$ \_\_\_\_\_.

**Insurance:**

1. \_\_\_\_\_ carry a two million dollar liability insurance policy, a one million dollar worker's compensation policy, and a one million dollar vehicle policy.
2. \_\_\_\_\_ will furnish NINOS, Inc. Head Start / Early Head Start with a copy of insurance and TAX I.D. number upon request.

**Please submit a copy of Pest Control License**

**Agreement Period:**

1. This agreement shall be effective for a period of one year from November 1, 2024– October 31, 2025.

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**Pest Control Company**

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**NINOS, Inc.**

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**Date**

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**Date**