

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

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



**Kitchen Hoods, AC Ducts, Carpet and  
Grease Trap Cleaning  
FY 2024/2025  
24-RFP-021**

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

**BID NUMBER# 24-RFP-021**

**BID TITLE: Carpet, AC Duct, Kitchen Hood and Grease Trap Cleaning**

**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- **Center Maintenance** (Carpet, Air Conditioning Ventilation/Duct, Commercial Kitchen Hood Cleaning, and grease trap cleaning)

**(See scope of work and attachments "A" and "B" 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](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.

**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 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.)

**Scope of Work:**

**A. Cleaning of all carpets to include area rugs and to clean all air conditioning ducts and ventilation vents. See (Attachment "A") for listing of centers.**

**Carpet:**

**Price per sq. ft.** \$ \_\_\_\_\_

**Area rugs (approx. 8x10)** \$ \_\_\_\_\_

**Air Ducts and Vents:**

**First 10 ducts @** \$ \_\_\_\_\_

**Additional air ducts @** \$ \_\_\_\_\_

**B. Cleaning of all Kitchen Hoods at listed Head Start Centers  
(See attachment "B")**

**Pressure wash cleaning of vent hood, cleaning of filter, ducts and exhaust fan. Vendor must be certified to clean kitchen hood as required by the Fire Marshall and produce a certification for the center to have on file.**

\$ \_\_\_\_\_

**C. Grease Trap Cleaning- (15 locations) see attachment "C"**

**\$\_\_\_\_\_ 500 Gallon**

**\$\_\_\_\_\_ 1000 Gallon**

## Attachment "A"

<b>Line Item</b>	<b>Head Start Center</b>	<b>Address</b>	<b>City</b>	<b>County</b>
1	Charles Isbell I	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	Rancho Del Cielo	3 Moose Lake Dr./3755 McAllen Rd.	Brownsville	Cameron
8	Harlingen Head Start	829 Fillmore St.	Harlingen	Cameron
9	Bonita Park	¼ Mi. Rangerville Rd. Apts. 29/30	Harlingen	Cameron
10	Casa Grande	106 Troy wood Circle	Harlingen	Cameron
11	Combes	21646 Hand Road	Harlingen	Cameron
13	T.S.T.C	2702 Dogwood	Harlingen	Cameron
14	T.S.T.C (Early)	2225 North 28th St	Harlingen	Cameron
15	Zavala	421 LaFayette St	Harlingen	Cameron
16	Las Palmas	213 Orive Blvd., Apt. 977	Los Fresnos	Cameron
17	Otis Klar	¼ Mi. East Hwy. 186 1305 E. Hidalgo	Raymondville	Willacy
18	Rio Hondo	509 E. Reynold St. Room 31-34	Rio Hondo	Cameron
19	El Ranchito	24356 U.S. HWY 281	San Benito	Cameron
20	La Gallina	22 Woodford St.	San Benito	Cameron
21	Santa Rosa	North Hwy. 107	Santa Rosa	Cameron
22	Lena Bennett	566 Ash St	Brownsville	Cameron Cameron
23	Beacon Bay	306 Jr. High	Port Isabel	
24	La Feria	400 E. Industrial	La Feria	Cameron

**Attachment "B"**

<b>Line Item</b>	<b>Head Start Center</b>	<b>Address</b>	<b>City</b>	<b>County</b>
1	Charles Isbell	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	Rancho Del Cielo	3 Moose Lake Dr./3755 McAllen Rd.	Brownsville	Cameron
8	Harlingen Head Start	829 Fillmore St.	Harlingen	Cameron
9	Bonita Park	¼ Mi. Rangerville Rd. Apts. 29/30	Harlingen	Cameron
10	Casa Grande	106 Troy wood Circle	Harlingen	Cameron
11	Combes	21646 Hand Road	Harlingen	Cameron
13	T.S.T.C	2702 Dogwood	Harlingen	Cameron
14	T.S.T.C (Early)	2225 North 28th St	Harlingen	Cameron
15	Zavala	421 LaFayette St	Harlingen	Cameron
16	Las Palmas	213 Orive Blvd., Apt. 977	Los Fresnos	Cameron
17	Otis Klar	¼ Mi. East Hwy. 186 1305 E. Hidalgo	Raymondville	Willacy
18	El Ranchito	24356 U.S. HWY 281	San Benito	Cameron
19	La Gallina	22 Woodford St.	San Benito	Cameron
20	Lena Bennett	566 Ash St	Brownsville	Cameron
21	Beacon Bay	306 Jr. High	Port Isabel	Cameron
22	La Feria	400 E. Industrial	La Feria	Cameron

## Attachment "C"

### **BROWNSVILLE CENTERS Every 3 Months**

Leon Gardens – 66 & 68 Castellano Circle	500 Gallon grease trap
Browne Road- 9901 California Rd.	1000 Gallon grease trap
Charles Isbell- 260 Isbell Dr	500 Gallon grease trap
La Villita – 2818 Rockwell Dr	500 Gallon grease trap
DJ Lerma- 5407 Austin Rd.	500 Gallon grease trap
Rancho Del Cielo-3 Old Ebony Parkway	500 Gallon grease trap
Lena Bennett – 566 Ash St	500 Gallon grease trap
Rancho Del Cielo Early- 69 Old Ebony	500 Gallon grease trap

### **RAYMONDVILLE CENTER Every 6 months**

Otis Klar- 1305 E. Hidalgo	500 Gallon grease trap
----------------------------	------------------------

### **HARLINGEN CENTER every 6 months**

Harlingen HS- 829 W. Filmore	300 Gallon grease trap
TSTC Early- 2225 N. 28 <sup>th</sup> St	300 Gallon grease trap

### **SAN BENITO CENTERS Every 6 months**

La Gallina- 322 Woodford	500 Gallon grease trap
--------------------------	------------------------

### **MAIN OFFICE Every 6 months**

**Rio Hondo- State HWY 345**



### **"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.