

**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  
Playground Canopies  
FY 2024/2025  
# 24-RFP-022**

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

**Bid Number# 24-RFP-022**

**Bid Title: Playground Canopies**

**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 its Playground Structures: **(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 Highway 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](mailto: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 removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this proposal.
- 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. 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 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 PLAYGROUND CANOPIES for 24/25 school year beginning November 2024 through October 2025, or until a subsequent bid is awarded.
- Canopies will be 4 post Hip, Metal Zinc Galvanized Shade Structures primed with Powder Coat Paint (yellow preferred). ¼ inch post poles.
- Shade fabric requested is a "Synthesis" commercial 95, or a high quality, heavy duty knitted shade cloth specifically developed as a very strong and stable outdoor fabric for use in tension structures and shade sails. (Blue Preferred)
- Bids are for an **18x36x10** and **18x18x10** size canopies to include all **pole pads. Cost to replace poles/frames, cost to replace damaged fabric canopy, cost to remove old canopies. See attachment "A" to place bid.**
- Bid will include all parts, installation and warranty. Canopies will be needed in the Cameron and Willacy County Area.
- **Canopies will be installed after school business hours, unless prior approval given by NINOS INC, Director of Head Start.**
- Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product and installation received by NINOS, Inc.
- Specify if special or additional equipment is required on this bid.
- NINOS, Inc. reserves the right to accept or reject all or any part of any bid, waiver minor technicalities.
- Please provide a copy of your liability insurance and any references.

## Attachment "A"

- A. Cost for a **New 18x18x10** size canopy with pole pads and installation \_\_\_\_\_.
- B. Cost for a **New 18x36x10** size canopy with pole pads and installation \_\_\_\_\_.
- C. Cost to replace/repair damaged frame and or poles on existing canopy \_\_\_\_\_.
- D. Cost to repair/replace damaged canopy fabric \_\_\_\_\_.
- E. Cost to remove old shade canopies \_\_\_\_\_.

## **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.