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

"Creating a brighter future for our children and la familia"



RFB Packet for:

Lena Bennett Head Start Site Improvement Project

at

566 Ash Street Brownsville, Cameron County, Texas 78521

> FY 2024/2025 25-RFB-001

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

INSTRUCTIONS

NINOS, Inc. invites qualified contractors to submit proposals for the Lena Bennett Head Start Site Improvement Project located at:

566 Ash Street, Brownsville, Cameron County, Texas 78521

PROJECT SCOPE & PURPOSE

The purpose of this renovation is to remove interior divisions and create individual classrooms to enhance the learning environment and improve program functionality. Contractors must ensure that all Work aligns with the specified architectural and safety standards while maintaining Compliance with the Davis-Bacon Act (40 U.S.C. 3141-3148) and all applicable U.S. Department of Labor regulations.

For more information on prevailing wage requirements, refer to:



Davis-Bacon Act Compliance Information

SITE VISIT FOR BIDDERS

Interested contractors are encouraged to visit the project site for inspection and proposal preparation. Site visits will be available on:

March 17 and 18, 2025, at 5:30 p.m. (after program hours to ensure no disruption to children on-site)

Contractors must coordinate their visit with Gregorio Padilla in advance to gain access to the project site. Please contact:

Phone: 956-399-9944

Email: Gregorio.padilla@ninosinc.org

PROJECT TIMELINE

• Construction Start Date: June 2, 2025

Completion Deadline: June 30, 2025

The Lena Bennett Head Start Center will remain operational until May 30, 2025. No construction activities may begin before the specified start date to avoid disruptions to ongoing programs. Contractors must adhere strictly to this timeline to ensure project completion before the center resumes operations.

BID SUBMISSION INSTRUCTIONS

Bidders must submit a complete proposal package that includes the following required documents to be considered for the Lena Bennett Head Start Site Improvement Project. Incomplete submissions may be deemed non-responsive and disqualified from consideration.

1. Completed Bid Form

- a. Bidders must submit a fully completed and signed bid form.
- b. All required pricing and project details must be clearly provided.
- c. The Grand Total Base Bid must be accurately calculated and included on Attachment A Bid Proposal Form.

2. Proof of Licensing and Insurance

- a. Bidders must include a valid business license confirming the contractor is authorized to perform Work in the State of Texas.
- b. Proof of general liability insurance, General Liability Insurance (CGL) and Performance Bond.

3. References from Similar Projects

A list of at least three (3) references from past projects of similar scope and complexity. Each reference must include:

- Project name
- Brief description of the Work performed
- Contract Amount
- Completion Date
- Client or project owner's name and contact information

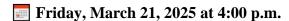
4. Proposed Project Schedule

A detailed project timeline outlining key milestones, work phases, and the estimated completion date. The schedule should demonstrate the bidder's ability to meet the required project deadlines efficiently.

SUBMISSION REQUIREMENTS

All documents must be submitted in a sealed envelope by the deadline specified in the solicitation. The envelope must be labeled with the RFB Number and Project Description and clearly marked "SEALED 25-RFB-001."

All proposals must be submitted in a **sealed envelope** no later than:



RETURN RFB BY DELIVERY SERVICE or USPS TO:

Delivery (hand or FedEx, UPS, etc.)	United States Postal Service USPS	
Attn: Oscar Salinas, Director of Finance	Attn: Oscar Salinas, Director of Finance	
22887 State Hwy 345	P.O. Box 189	
Rio Hondo, TX 78583	Rio Hondo, TX 78583	

Late submissions or improperly labeled proposals may be disqualified.

BASE BID – SITE IMPROVEMENTS ESTIMATED QUANTITIES

Price Sheet – RFB Instructions

Bidders must provide firm, fixed pricing for all Work associated with the Lena Bennett Head Start Site Improvement Project in accordance with the scope outlined in the project documents. The pricing must reflect all labor, materials, equipment, permits, and associated costs necessary to complete the specified Work.

All unit prices must be typewritten or written in ink.

The total bid amount must be calculated and entered in the "Grand Total Base Bid" field.

Bidders must sign the form in ink to validate their proposal. Failure to sign will result in disqualification.

By submitting a bid, the contractor acknowledges that they have thoroughly reviewed the project plans, specifications, and site conditions and are prepared to complete the Work in full Compliance with the contract requirements. No additional charges will be accepted outside of the proposed bid amount unless authorized through a formal change order process.

All pricing must be listed in the corresponding fields for each line item. The total amount must be carried over to Attachment A – Bid Proposal Form for final submission.

Evaluation Criteria

Each RFB response will be evaluated based on the following criteria:

- 1. Pricing (40-60%)
- 2. Compliance with RFB Requirements (10-20%) Completeness of bid response
- 3. Experience & Qualifications (10-20%) Past performance, references, relevant project history
- 4. Project Schedule (5-10%) Ability to meet deadlines and milestones
- 5. Safety Record & Insurance (5-10%)

ATTACHMENT A – BID PROPOSAL FORM

Phase I Project Descript	tion	Grand Total Base Bid
into functional Pre-K clapproved plans. The Scremoving all temporary removal and corridor clinstalling interior windoin the Proposed Floor Paccess to the newly conswitches as outlined in require obtaining all nebe implemented to comfinal Inspections and Athe construction plans, classrooms are ready for the Proposed Remodel	sion Plan involves remodeling an existing open space lassrooms. The remodeling project will follow the tope of Work includes Site Preparation, which involves partitions, existing floor finishes, and S.A.C., debris learing. Construction will consist of building new walls, tows, doors, flooring, ceilings, and painting as specified Plan. Electrical Work will include supplying electrical astructed walls and modifying all fixtures, outlets, and the Electrical Plan. Permitting and Compliance will cessary permits. Safety and Accessibility measures will apply with fire safety regulations and ADA requirements. Approval will be conducted to verify Compliance with building codes, and safety standards before the or use. All Work must be completed strictly following Plan, ensuring the new classroom spaces meet all and regulatory requirements.	\$
Company Name:		
Company Address:		
City, State, Zip Code:		
Telephone:	Fax:	
Email Address:		
Print Name:		
Signature:		

Your signature attests to the accuracy of your responses to the RFB