

NEIGHBORS IN NEED OF SERVICES, 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:

 **Friday, March 21, 2025 at 4:00 p.m.**

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 22887 State Hwy 345 Rio Hondo, TX 78583	Attn: Oscar Salinas, Director of Finance P.O. Box 189 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 Description	Grand Total Base Bid
<p>The Classroom Conversion Plan involves remodeling an existing open space into functional Pre-K classrooms. The remodeling project will follow the approved plans. The Scope of Work includes <u>Site Preparation</u>, which involves removing all temporary partitions, existing floor finishes, and S.A.C., debris removal and corridor clearing. <u>Construction</u> will consist of building new walls, installing interior windows, doors, flooring, ceilings, and painting as specified in the Proposed Floor Plan. <u>Electrical Work</u> will include supplying electrical access to the newly constructed walls and modifying all fixtures, outlets, and switches as outlined in the Electrical Plan. Permitting and Compliance will require obtaining all necessary permits. <u>Safety and Accessibility</u> measures will be implemented to comply with fire safety regulations and ADA requirements. <u>Final Inspections and Approval</u> will be conducted to verify Compliance with the construction plans, building codes, and safety standards before the classrooms are ready for use. All Work must be completed strictly following the Proposed Remodel Plan, ensuring the new classroom spaces meet all functional, operational, and regulatory requirements.</p>	<p>\$ _____</p>

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

Email Address: _____

Print Name: _____

Signature: _____

Date: _____

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