

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:

***Administration Warehouse
Site Improvement Project***

at

*22887 State Highway 345
Rio Hondo, Cameron County, Texas 78583*

FY 2024/2025

25-RFB-002

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

INSTRUCTIONS

NINOS, Inc. invites qualified contractors to submit proposals for the Administration Warehouse Site Improvement Project located at:

22887 State Highway 345, Rio Hondo, Cameron County, Texas 78583

PROJECT SCOPE & PURPOSE


The purpose of remodeling the administration warehouse is to convert a portion of the existing warehouse into functional office space. This will be achieved by constructing interior walls within the warehouse to create designated office areas, improving the efficiency and organization of administrative operations. 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, from 1:00 p.m. to 5:00 p.m.**

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

The remodeling work must be completed within 60 days of being awarded the grant. This timeline ensures that the office space is ready for use on time, minimizing disruptions to operations. Contractors must adhere to the schedule and complete all necessary construction within the specified period, including wall installation and finishing.

BID SUBMISSION INSTRUCTIONS

Bidders must submit a complete proposal package that includes the required documents to be considered for the Administration Warehouse 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 work in Texas.
- b. Provide 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 efficiently meet the required project deadlines.

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 RFB."

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

Price Sheet – RFB Instructions

Bidders must provide firm, fixed pricing for all work associated with the Administration Warehouse Improvement Project following 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%)

Phase I and II Proposals

Each proposal for Phase I: Warehouse Remodeling and Phase II: Warehouse Expansion is independent and will be evaluated separately. The awarding of one phase does not guarantee the awarding of the other. Final project selection will be based on the submitted pricing, budget considerations, and overall feasibility. Depending on the cost evaluation, one or both phases may be awarded at the discretion of NINOS, Inc.

ATTACHMENT A – BID PROPOSAL FORM

Phase I Project Description	Grand Total Base Bid
<p>The Remodeling Plans PHASE I include converting a portion of the existing warehouse into functional office space. The remodeling project will follow the approved plans. The scope of work includes <u>Permitting and Compliance</u>, which will require obtaining all necessary permits. <u>Site Preparation, which involves removing temporary partitions</u>, existing floor finishes, and S.A.C., along with debris removal and corridor clearing. <u>Structural modifications</u> will include constructing new interior walls to create office spaces, framing and drywall installation, including relocating over head doors and walls along the over head door wall as per plans. <u>Electrical and Plumbing Work</u> will involve installing or upgrading wiring, outlets, lighting, and any necessary plumbing fixtures. <u>HVAC installation</u> will ensure proper climate control in the remodeled office space. Interior Finishes will involve flooring, painting, doors, and trim installation. <u>Safety and Accessibility</u> measures will be implemented to comply with fire safety regulations and accessibility requirements. <u>Final Inspections and Approval</u> will be conducted to verify compliance with construction plans, building codes, and safety regulations before occupancy. All work must be carried out in strict adherence to the NINOS, INC. Warehouse Remodeling Plans PHASE I, ensuring the office space meets 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

ATTACHMENT B – BID PROPOSAL FORM

Phase II Project Description	Grand Total Base Bid
<p>PHASE II involves expanding the existing warehouse by enclosing the outer perimeter of the current bay area and relocating the bay doors. The scope of work includes Site Preparation, which involves clearing the designated expansion area, removing any existing obstructions, and preparing the site for construction. Structural Expansion will consist of enclosing the perimeter of the existing bay area with new exterior sheet metal walls, reinforcing the structure as needed, and integrating the new space into the existing warehouse. Bay Door Relocation will require the careful removal of existing bay doors and their repositioning according to the new layout, ensuring proper access and functionality. Electrical and Mechanical Adjustments will include modifying existing wiring, lighting, and any mechanical systems to accommodate the expanded warehouse space. Permitting and Compliance will involve obtaining all necessary construction permits and ensuring adherence to local building codes and safety regulations. Final Inspections and Approval will be conducted to verify compliance with all applicable standards before the expanded warehouse area is operational. All work must be carried out in strict accordance with the Phase II Expansion Plans, ensuring a seamless integration of the new space with the existing warehouse facility.</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

NOTE: We reserve the right to award only one phase of the project only.