

**NEIGHBORS IN NEED OF SERVICES,
INC.
HEAD START PROGRAM**



**Bid Packet for
VEHICLE MAINTENANCE
FY 2025-2026**

25-RFP-013

NEIGHBORS IN NEED OF SERVICES, INC. HEAD START / EARLY HEAD START

INVITATION TO BID

BID NUMBER# 25-RFP-013

BID TITLE: Vehicle Maintenance and Repairs

DATE DUE: September 26, 2025

DUE NO LATER THAN 1:00 P.M.

NINOS, Inc.'s Head Start / Early Head Start Program is a private non-profit organization that provides services to low-income families for children from birth to five years of age. The agency is funded to serve 1,990 children throughout Cameron and Willacy Counties.

The agency is currently seeking bids for NINOS, Inc., Vehicle Maintenance.
(See Exhibit "A" for Specifications)

Closing Submission Date and Public Opening

Please submit the following information in a sealed envelope September 26, 2025, by 1:00 p.m. Bid opening will be held on September 26, 2025, at 2:00 p.m. at NINOS, Inc. Administration office located at 22887 State Highway 345, Rio Hondo TX 78583.

Inquiries

For further information, please call Oscar Salinas, Director of Finance, at (956) 399-9944 ext. 115 or email oscar.salinas@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 responsive bidder with the most advantageous bid.

Other Conditions

All contracts shall contain the following procurement provisions as applicable:

All proposals must include all applicable charges and shipping costs.

**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.

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: Oscar Salinas
22887 State Highway 345
Rio Hondo, TX 78583

Mailed using USPS.
Attn: Oscar Salinas
22887 State Highway 345
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.)

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.




2025/2026 NINOS, Inc. Vehicle
Fleet Maintenance Bid Packet

Vehicle fleet is made up of the following vehicle models and year: See attached vehicle list
All warranties are to be kept on file by vendor(s) for length of contract and turned over to NINOS, Inc. at end of contract.

VANS	Part Cost	Labor Cost	Freight Cost	Other Cost	Total Cost	Down Time	Comments
A/C unit yearly prevention maintain check							
A/C unit replacement							
Front A/C unit belt replacement							
Back A/C unit belt replacement							
A/C unit Freon recharge							
A/C unit Freon line replacement							
A/C unit on & off switch replacement							
A/C unit temperature control switch replacement							
A/C compressor replacement							
A/C fan motor replacement							
A/C unit motor replacement							
A/C clutch replacement							
Oil / filter change for gas engine							
Engine tune – up (gas)							
Engine gasket replacement							
Vacuum line replacement							
Engine sensors replacement (gas engine)							
Fuel filter replacement							
Fuel pump replacement							
Air filter replacement							
Side mirror replacement							
Exterior mirror replacement							
Gas engine over haul							
Brake pads replacement							
Brake line replacement							
Power steering pump replacement							
Bearing seals replacement							
Rotor resurfacing							
Rotor replacement							
Shock replacement							

Repairs	Part Cost	Labor Cost	Freight Cost	Other Cost	Total Cost	Down Time	Comments
Bus Mechanical repairs							
Yearly A/C Maintenance check up							
Front A/C unit belt replacement							
Back A/C unit belt replacement							
Front A/C unit freon recharge							
Back A/C unit freon recharge							
Front A/C unit switch replacement							
Back A/C unit switch replacement							
Front A/C unit relay valve replacement							
Back A/C unit relay valve replacement							
Front A/C clutch replacement							
Back A/C unit clutch replacement							
Front A/C unit compressor replacement							
Back A/C unit compressor replacement							
Front A/C unit line replacement							
Back A/C unit line replacement							
Gas engine oil/filter change							
Gas fuel pump replacement							
Gas fuel pump relay replacement							
Gas engine tune up							
Gas engine sensor replacements							
Gas engine fuel filter replacement							
Air filter replacement							
Fan Belt replacement							
Side Mirrors replacement							
Side mirror motor replacement							
Curve mirrors replacement							
Rear mirror replacement							
Interior mirror replacement							
Horn replacement include							
Back beeper alarm repair							
Back up beeper alarm replacement							
Windshield wiper motor replacement							

Repair	Part Cost	Labor Cost	Freight Cost	Other Cost	Total Cost	Down Time	Comments
Stop Signal Sign replacement							
Stop Signal Sign electrical repair							
Stop Signal Sign motor replacement							
Cross Arm replacement							
Cross Arm repair (motor replacement)							
Front end alignment							
Idler Arms & pitman arms replacement							
Mufflers repair							
Muffler replacement							
Wheelchair Lift Cylinder repair							
Wheelchair lift Cylinder replacement							
Gas engine battery cable replacement							
Transmission Yearly Maintain							
Vehicle engine gauge replacement							
Transmission overhaul include (gas engine)							
Transmission replacement (gas engine)							
Brake line replacement							
Power steering pump replacement							
Power steering line replacement							
Gear box replacement							
Starter repair							
Starter replacement							
Alternator repair							
Alternator replacement							
Water pumps replacement							
Water pump cover replacement							
Engine belt(s) replacement							
Brake replacement							
Rotors resurfacing							
Rotor replacement							
Bearing replacement							
Shock replacement							
D.O.T. Inspection							
Electrical short repair							
Radiator flush							
Radiator repair							
Radiator replacement							

Repair	Parts Cost	Labor Cost	Freight Cost	Other Cost	Total cost	Down Time	Comments
Radiator line replacement							
Heater line replacement							
Heater control valve replacement							
							
Electrical Short							

Ninos Inc Vehicle Fleet

Vans	4	2022	Ford Transit Cargo
Vans	3	2013	Ford Cargo
Vans	2	2016	Ford Transit 150
Mini Buses			
Buses	4	9-Aug	Chevy Express 2500
Buses	4	2012	Chevy Express 2500
Buses	2	2015	Chevy Express 2500
Buses	3	2016	Ford E-350
Buses	4	2017	Chevy Express 3500
Buses	2	2020-21	Chevy Express 3500