

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



**Janitorial Services –
Administration Office
25-RFP-022**

**Neighbors In Need of Services, Inc. Head Start/Early Head Start
Request for Proposals**

Bid Number# 25-RFP-022

Bid Title: Janitorial Services – Administration Office

Date Due: September 26, 2025

Due No Later Than: 1:00 p.m.

NINOS, Inc. Head Start/Early Head Start Program is a 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 Cameron and Willacy Counties.

Neighbors In Need of Services is seeking proposals from qualified and experienced vendors to provide professional janitorial services for our Administration Building located at 22887 State Highway 345, Rio Hondo, TX 78583. The purpose of this RFP is to select a vendor capable of delivering high-quality, reliable, and cost-effective janitorial services to maintain a clean, safe, and healthy environment for our employees, visitors, and children.

CLOSING SUBMISSION DATE & PUBLIC OPENING

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

INQUIRIES

For further information, please call Oscar Salinas, Interim Director of Finance, at (956) 399-9944 or email oscar.salinas@ninosinc.org

NON-DISCRIMINATION & EQUAL OPPORTUNITY

No person shall on the grounds of race, color, religion, sex, national origin, age, disability, 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. Bidders' attention is particularly called to the requirements of conditions of employment to be observed and minimum wage rates to be paid under the 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 proof of liability, workers compensation, and auto liability insurance coverage. (Certificate of Insurance)
4. Bid not sealed.
5. Bid not returned to Administrative Office, Attn: Oscar Salinas, Interim Finance Director.

REVIEW PROCESS

NINOS, Inc. reserves the right to waive any informalities or to reject any or all proposals submitted and contemplates award of the contract to the responsible offer or with the most advantageous bid.

No bidder may withdraw their bid within 30 days after the actual date of the opening thereof.

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. website at www.ninosinc.org.

Please return the bid in a sealed envelope. Be sure that the return envelope shows the Bid Number, Description, and is marked "SEALED BID".

RETURN BID TO:

Delivered to the administration office:

Attn: Oscar Salinas
22887 State Highway 345
Rio Hondo, Texas 78583

Mailed to:

Attn: Oscar Salinas
22887 State Highway 345
Rio Hondo, Texas 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.)

Exhibit "A"

1. Scope of Work

The selected vendor will be responsible for providing the following janitorial services:

- **Daily Cleaning Services:**

- a. **Restrooms:** Clean, disinfect, and restock supplies (toilet paper, hand soap, paper towels, etc.)
- b. **Common Areas:** Sweep, mop, and vacuum floors; dust and wipe down furniture, light fixtures, and windowsills.
- c. **Trash Removal:** Empty trash receptacles, recycle bins, and replace liners.
- d. **Kitchen/Break Rooms:** Clean countertops, wipe down appliances (microwave, refrigerator, etc.), and empty trash.
- e. **Entrance Areas:** Sweep and mop entrances, clean glass doors, and mats.

- **Weekly Cleaning Services:**

- a. **Deep cleaning of restrooms:** Scrub and disinfect tiles, floors, and sinks.
- b. **Dusting of high surfaces** (e.g., vents, baseboards, and light fixtures).
- c. **Wipe down walls and doors** in high-traffic areas.

- **Monthly Cleaning Services:**

- a. **Floor care:** Buff, strip, and wax floors as needed.
- b. **Window cleaning** (inside and outside) for accessible windows.
- c. **Carpet cleaning** (vacuuming and spot cleaning).

- **Other Services:**

- a. Clean vents and air conditioning units periodically.
- b. Special cleaning services may be requested for specific events or deep cleans.

2. Proposal Requirements

Proposals must include the following:

- **Company Profile:**

- a. Overview of the company and experience in providing janitorial services.
- b. Number of years in business and list of relevant certifications.
- c. References from at least three current or past clients of similar scope.

- **Service Approach:**

- a. Description of the approach to providing the required services.
- b. Equipment and cleaning products to be used (must be eco-friendly, if possible).
- c. A detailed cleaning schedule (daily, weekly, monthly).

- **Pricing:**

A breakdown of costs, including:

- a. Hourly rates for regular and overtime work.
- b. Cost of supplies and equipment.
- c. Any additional fees for special services or one-time projects.

- **Staffing Plan:**

- a. Names and qualifications of personnel who will perform the work.
- b. A description of the training and supervision of cleaning staff.

3. Insurance Requirements-

- a. General Liability Insurance – \$ 1,000,000 Each Occurrence / \$ 2,000,000 Aggregate.
- b. Automobile Liability Insurance - \$ 1,000,000 Bodily Injury per person/per accident/property damage.

- c. Workers Compensation & Employers' Liability - \$ 1,000,000 each accident/disease/limit.

4. Evaluation Criteria

- Proposals will be evaluated based on the following criteria:
 - a. Experience and qualifications of the vendor.
 - b. Quality and comprehensiveness of the proposed services.
 - c. Competitiveness of pricing.
 - d. References and reputation.
 - e. Environmental sustainability of cleaning products and practices.

5. Contract Terms and Conditions

- a. **Contract Duration:** [Term of the contract, e.g., 1 year with the option to extend].
- b. **Payment Terms:** [Details of payment schedule, e.g., monthly billing, payment within 30 days, etc.].
- c. **Termination Clause:** Either party may terminate the agreement with 30 days' notice.
- d. **Performance Reviews:** The contractor's performance will be reviewed quarterly.

All Proposals must arrive at NINOS, Inc., 22887 State Highway 345, Rio Hondo, TX 78583 by 4:00 PM on September 26, 2025

LIMITATIONS AND RESTRICTIONS

- Proposals must follow all the procedures outlined in these instructions.
- NINOS Inc. reserves the right to accept or reject any or all proposals.
- This Request for Proposals does not commit the agency to awarding a contract.
- All costs included in preparing proposals must be borne by the organization submitting the proposal.

PROPOSAL-

State your charge for janitorial services for the location detailed in Attachment B: (Please attach a proposal with a detailed fee schedule)

**Fee should be calculated on a monthly basis.

\$ _____

OTHER SERVICES-

State your charge for Other Services.

***Fee should be calculated for each service occasion.

\$ _____

Name of Company _____

Address _____

Contact Person _____

Telephone Number _____

I have reviewed the information given in the Background Document for this Request for Proposals and agree to the terms and conditions stated therein. The information given in this Proposal is complete and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Attachment "A"

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 it's principal employees.

Attachment "B"

Location	Administrative Office 22887 State Highway 345 Rio Hondo, TX 78583
Square Feet	Approx. 17,000 sq. ft.
Number of Offices	26 carpet floor
Number of Cubicles	32 carpet floor
Number of Restrooms	4 general staff/tile floor 2 small/personal/tile floor
Kitchen	1 tile floor
Training Room	1 carpet floor
Lobby 1	1 tile floor
Lobby 2	1 tile floor
Conference	1 carpet floor
Hallways	6 all carpet floor
Lounge	1 tile floor