

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



Bid Packet for

**Copier Lease
FY 2026/2027
26-RFP-001**

**Neighbors In Need Of Services, Inc. Head Start/Early Head Start
Invitation to Bid**

BID NUMBER# 26-RFP-001

BID TITLE: COPIER LEASE

DATE DUE: March 13, 2026

DUE NO LATER THAN 1:00 P.M.

NINOS, Inc. 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 the Lease of Black & White and Color Copiers for our Administration building.

Closing Submission Date and Public Opening

Please submit the following information in a sealed envelope by 1:00 p.m. on March 13, 2026. Bid opening will be held on March 13, 2026 at 2:00 p.m. at NINOS, Inc. Administration office at 22887 State Highway 345, Rio Hondo, TX 78583.

Inquiries

Please call Oscar Salinas, Risk & Procurement Administrator, (956) 399-9944 ext. 115 or e-mail at 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:

- The proposal is not received timely in accordance with the requirement.
- The proposal does not follow the specified format.
- 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 or with the most advantageous bid.

**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 Hwy. 345
Rio Hondo, TX 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.)

"Attachment A" **Specifications**

NINOS, Inc. is soliciting Bids for the lease of copiers to be utilized at our administrative building.

The copiers referenced in this RFP identify the desired performance and features of the SHARP BP-70M75 (Digital B&W Copier) and the SHARP BP-70C65 (Digital Color Copier) as a benchmark.

****This reference is provided solely for descriptive purposes. Vendors may propose any brand and model that is **equal to or exceeds** the specifications, performance, quality, and functionality described in this RFP.****

Equipment Specifications:

(2) Digital Black & White Copiers (75 IPM)

Each unit shall include:

- Saddle Stitch Finisher (50-Sheet Stapler)
- 2,500-Sheet Feed Console
- Three-Hole Punch
- Paper Pass Unit

(1) Digital Color Copier (65 IPM)

The unit shall include:

- Saddle Stitch Finisher (50-Sheet Stapler)
- 2,500-Sheet Feed Console
- Three-Hole Punch
- Paper Pass Unit

Lease Terms

- 39-month lease term (March 1, 2026 to June 1, 2029)
- Monthly payment structure
- \$0 down payment
- Property taxes included in monthly payment
- One-time documentation fee & insurance billed through leasing company
- Fair Market Value (FMV) purchase option at lease end

Service Agreement

- 40,000 black-and-white images per month combined across all three copiers
- 20,000 color images per month for the color copier
- All service, parts, and standard supplies included.
- Excludes paper, staples, specialty supplies, damage due to acts of nature or abuse, computer-related services, parts, or wiring.
- Expected service turnaround time: 2 hours no charge
- Expected toner delivery turnaround time: 2 hours no charge

Bids will be evaluated based on the following, not necessarily in order of importance. Evaluation weight may be assigned to each category listed below.

- Price
 - Customer Service
 - Technical Support
 - Bidder References
 - Quality of Product
-
- All pricing and terms must remain firm/constant and cannot change throughout the entire bid award period.
 - Partial Bids will not be accepted.
 - This is a bid inquiry only and implies no obligation on the part of NINOS, Inc.
 - Acceptance of and final payment for the item will be contingent upon satisfactory performance of the product received by NINOS, Inc.
 - NINOS, Inc. reserves the right to accept or reject all or any part of any bid, waive minor technicalities. NINOS, Inc. reserves the right to award by item category or by total bid. Prices should be itemized. NINOS Inc. also reserves the right to award either with or without trade-in, if applicable.

B. Quote for Service Agreement:

Digital Black & White Copier \$ _____
(40k copies for all 3 copiers monthly, all service parts, service, and standard supplies)

Overages to be billed Quarterly \$ _____ per image

Digital Color Copier \$ _____
(20k copies monthly, all service parts, service, and standard supplies)

Overages to be billed Quarterly \$ _____ per image

C. Guaranteed response time for service _____ Hrs. _____ Cost
Guaranteed toner delivery _____ Hrs. _____ Cost

D. References:

On a separate document please provide a list of three (3) references with similar equipment.

3. VENDOR INFORMATION

Name of Firm		
_____		_____
Business Address		Telephone
_____		_____
Mailing Address		Fax
_____	_____	_____
City	State	Zip Code
_____	_____	_____
Signature	Type Or Print	Title

"Attachment C"

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.