

Neighbors in Need of Services Head Start/Early Head Start Program



REQUEST FOR PROPOSALS 100-Ton Chiller Replacement

Unit, Removal, Installation, Startup, Warranty, and Related Services

RFP Number	26-RFP-002
Fiscal Year	FY 2026/2027
Facility Location	610 N. Reynolds Avenue, Rio Hondo, TX 78583
Proposal Due Date	May 20, 2026, no later than 1:00 p.m.
Public Opening	May 20, 2026, 2:00 p.m.
Contact	Oscar Salinas, Risk & Procurement Administrator (956) 399-9944 ext. 115 oscar.salinas@ninosinc.org

Submission Address

Neighbors in Need of Services, Attn: Oscar Salinas, 22887 State Highway 345, Rio Hondo, TX 78583

Envelope must be marked: SEALED PROPOSAL - RFP No. 26-RFP-002 - 100-Ton Chiller Replacement

1. Invitation and Background

Neighbors in Need of Services (NINOS) is soliciting sealed proposals from qualified vendors for a complete turnkey replacement of one 100-ton chiller system at the NINOS Rio Hondo facility located at 610 N. Reynolds Avenue, Rio Hondo, Texas 78583.

NINOS operates Head Start and Early Head Start services in Cameron and Willacy Counties. The selected vendor shall provide all labor, materials, equipment, supervision, permits, removal, installation, startup, commissioning, warranty registration, warranty service, and related work necessary to deliver a fully operational chiller system.

This RFP is intended to obtain competitive proposals for the best overall value to NINOS. Award may be based on price, equipment quality, vendor qualifications, warranty, service response, references, project timeline, and overall responsiveness.

2. Procurement Schedule

Event	Date / Time
RFP Issued	May 11, 2026
Site Visit	By appointment; strongly recommended
Proposal Due Date	May 20, 2026, no later than 1:00 p.m.
Public Opening	May 20, 2026, at 2:00 p.m.
Anticipated Award	Subject to NINOS review and required approvals
Required Completion	Vendor shall propose earliest realistic completion date

NINOS reserves the right to modify this schedule by written addendum.

3. Submission Requirements

Proposals must be received in a sealed envelope by the due date and time. Late proposals may be rejected and returned unopened. Proposals must clearly identify the RFP number, title, and vendor name.

Sealed proposals shall be delivered or mailed to:

Neighbors in Need of Services
 Attn: Oscar Salinas, Risk & Procurement Administrator
 22887 State Highway 345
 Rio Hondo, TX 78583

- Proposal envelope must be marked: SEALED PROPOSAL - RFP No. 26-RFP-002 - 100-Ton Chiller Replacement.
- Do not include state or local sales tax in the proposal.
- Proposal amounts shall be in U.S. dollars only.
- Proposal prices must remain firm for at least sixty (60) days after opening.
- Partial proposals may be rejected unless specifically approved by NINOS.
- Unsigned proposals may be deemed non-responsive.

4. Communications and Questions

All questions regarding this RFP must be directed to the NINOS contact listed below. Vendors shall not rely on verbal statements or interpretations unless confirmed in a written addendum issued by NINOS.

Contact: Oscar Salinas, Risk & Procurement Administrator
 Telephone: (956) 399-9944 ext. 115
 Email: oscar.salinas@ninosinc.org

5. Site Visit

A site visit is strongly recommended so vendors can inspect existing conditions, access, rigging requirements, electrical service, chilled water piping, pump condition, equipment location, and other conditions affecting price or timeline.

Failure to inspect the site shall not relieve the awarded vendor from responsibility for providing a complete and fully operational system in accordance with this RFP. Vendors shall identify any assumptions, exclusions, or site-related concerns in their proposal.

6. Scope of Work

The awarded vendor shall provide a complete turnkey chiller replacement project, including all labor, materials, equipment, tools, supervision, permits, startup, commissioning, warranty registration, and closeout documents.

6.1 Base Scope

- Furnish one new 100-ton chiller system meeting or exceeding the minimum specifications in this RFP.
- Remove and properly dispose of the existing chiller unit and related materials removed from service.
- Provide required rigging, crane, transportation, and placement services, if applicable.
- Provide electrical disconnection, inspection, reconnection, and required modifications related to the chiller installation.
- Provide chilled water piping modifications, pipe supports, insulation, and related mechanical work required for a complete installation.
- Repair one chilled water pump, including bearing replacement for pump and motor.
- Align motor to pump to manufacturer recommended tolerance and reduce vibration.
- Perform factory-authorized startup and commissioning.
- Provide operational logs, warranty documentation, manuals, and closeout documents.
- Provide warranty labor and service support as required by this RFP.

7. Minimum Equipment Specifications

The Trane CGAM 100-ton chiller is identified as a benchmark only to describe the desired performance, features, and quality. Vendors may propose any brand and model that equals or exceeds the specifications, performance, quality, and functionality described in this RFP.

The proposed equipment shall include, at minimum:

- 100 nominal tons.
- 460-volt, 3 phase, 60 hertz.
- High efficiency design.
- R-454B refrigerant or approved equivalent that complies with applicable codes and manufacturer requirements.
- Factory-installed freeze protection.
- Refrigerant isolation valves, including discharge valve.
- Factory-installed flow switch with set point approximately 60 cm/sec or manufacturer equivalent.
- Process cooling capability.
- Grooved pipe connection.
- Factory insulation, minimum 0.75 inch or manufacturer equivalent.
- Performance based on water.
- Wide ambient operation.
- Lanced aluminum fins or equal.
- Across-the-line starter/direct online or approved manufacturer equivalent.
- Single-point connection main line unit power; ancillary items requiring separate power shall be clearly identified.
- High fault rated circuit breaker/control panel, if applicable.
- BACnet MS/TP interface.

- Elastomeric isolators.
- Factory-installed water strainer.
- Architectural louvered panels.
- Factory-authorized startup included as part of base proposal.

Vendor shall submit manufacturer cut sheets, efficiency data, electrical requirements, physical dimensions, warranty documentation, and a written statement identifying any deviations from the benchmark specifications.

8. Installation Requirements

- Obtain all required permits and coordinate required inspections.
- Perform chiller shutdown using applicable lockout/tagout procedures.
- Isolate chilled water lines before removal and installation work.
- Remove high-power lines as necessary and inspect breaker(s), disconnects, and electrical box for functionality and code compliance.
- Confirm whether disconnect type and electrical service are compatible with the proposed chiller.
- Remove chilled water line sets necessary for the new installation.
- Remove existing chiller unit and legally dispose of removed equipment, refrigerant, and materials.
- Install new chiller unit in accordance with manufacturer requirements and applicable codes.
- Install and modify chilled water lines as required, including pipe supports.
- Insulate exposed chilled water line sets.
- Reconnect high-power lines and related electrical components as required.
- Turn chiller on, perform startup, test operation, and provide operating logs to NINOS.
- Maintain a clean and safe worksite and coordinate with NINOS to minimize disruption to operations.

9. Warranty and Service Requirements

This section is material to NINOS award decision. Vendor must clearly describe all warranties and service response terms. Failure to provide warranty information may result in the proposal being deemed non-responsive.

9.1. Minimum Warranty

- Minimum one (1) year parts and labor warranty on the chiller unit.
- Minimum one (1) year workmanship warranty covering installation labor, piping modifications, insulation, electrical reconnection, pump repair, alignment, startup, and related work performed by the vendor or subcontractors.
- Warranty period shall begin only after successful startup, commissioning, delivery of closeout documents, and written acceptance by NINOS.
- Vendor shall register all manufacturer warranties and provide written proof of registration to NINOS before final payment.
- Vendor shall identify any longer manufacturer warranties, including compressor, heat exchanger, parts, controls, or extended coverage.
- Vendor shall provide optional extended warranty pricing as a separate line item.

9.2. Warranty Service Response

- Emergency loss of cooling: vendor shall respond within four (4) hours unless otherwise approved by NINOS.
- Non-emergency warranty service: vendor shall respond within twenty-four (24) hours.
- Vendor shall identify who will provide warranty service: proposing vendor, manufacturer, authorized dealer, subcontractor, or third-party service provider.
- Vendor shall provide emergency contact information and normal service hours.
- Warranty repairs shall be completed using manufacturer-approved parts and procedures.

9.3. Exclusions

Any warranty exclusions, limitations, travel charges, trip charges, refrigerant exclusions, or service conditions must be clearly stated in the proposal. Undisclosed exclusions may not be accepted by NINOS.

10. Permits, Codes, Safety, and Compliance

- Vendor shall obtain and pay for all permits, licenses, approvals, and inspections required for the project unless expressly excluded in the proposal and accepted in writing by NINOS.
- All work shall comply with applicable federal, state, and local laws; building, mechanical, electrical, fire, environmental, and safety codes; and manufacturer installation requirements.
- Vendor shall comply with applicable OSHA and workplace safety requirements.
- Vendor shall properly handle, recover, transport, and dispose of refrigerants and removed materials in accordance with applicable law.
- Vendor shall maintain all required licenses and certifications for work performed.

11. Insurance Requirements

Before beginning work, the selected vendor shall provide certificates of insurance acceptable to NINOS. At minimum, vendor shall maintain:

Coverage	Minimum Limit	Notes
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate	NINOS named as additional insured where applicable.
Automobile Liability	\$1,000,000 combined single limit	Required for vehicles used in project.
Workers Compensation	Statutory limits	Required unless legally exempt and approved by NINOS.
Employer Liability	\$500,000 minimum	Or higher if required by policy or law.
Umbrella / Excess Liability	Vendor to state available limits	May be required depending on project risk and contract amount.

NINOS may request additional insured endorsements, waiver of subrogation, and updated certificates during the project. Vendor shall require subcontractors to maintain insurance appropriate to their work.

12. Vendor Qualifications

Vendor shall demonstrate that it is qualified, experienced, licensed, and capable of completing the project. Proposals shall include:

- Company history and years in business.
- Experience with similar chiller replacement projects.
- Manufacturer authorization, dealer status, or factory startup authorization, if applicable.
- Technician licenses and certifications relevant to HVAC, electrical, refrigerant handling, and startup.
- Local service capability and response support.
- Identification of proposed project manager and key personnel.
- Identification of all subcontractors and the work they will perform.
- Three references for similar chiller equipment and installation work.

13. Proposal Format

To support fair evaluation, proposals should be organized in the following order:

1. Cover letter signed by authorized representative.
2. Vendor information and qualifications.
3. Proposed equipment manufacturer, model, cut sheets, and specification comparison.
4. Detailed scope of work.
5. Project schedule and estimated completion timeline.
6. Warranty and service response plan.
7. References for similar work.
8. Licenses, certifications, and insurance information.

9. Itemized pricing form.
10. Exceptions, exclusions, assumptions, or requested clarifications.
11. Signed certifications and required forms.

14. Pricing Requirements

Pricing shall be itemized. Lump sum total shall include all costs necessary to provide a complete and operational project unless an item is specifically excluded and accepted by NINOS in writing.

Vendor shall complete Attachment B - Proposal Pricing Form. NINOS may reject proposals that do not clearly identify base pricing, optional pricing, exclusions, or assumptions.

15. Evaluation Criteria

NINOS intends to award the contract to the responsive and responsible vendor whose proposal provides the best overall value to NINOS. Award is not required to be made to the lowest priced proposal.

Evaluation Criteria	Maximum Points
Price / overall cost	30
Equipment quality, efficiency, and suitability	20
Vendor qualifications and similar experience	15
Warranty terms and service response	15
Project timeline and availability	10
References and customer service history	5
Completeness and responsiveness of proposal	5
Total	100

16. Award and Contract Terms

- This RFP does not obligate NINOS to award a contract or pay proposal preparation costs.
- NINOS reserves the right to reject any or all proposals, waive minor informalities, request clarification, negotiate terms, and award in the best interest of NINOS.
- NINOS may require Board approval or other internal approvals before final award.
- The selected vendor may be required to execute a written contract or purchase order incorporating this RFP, vendor proposal, and any negotiated terms.
- In case of conflict, the final written contract issued by NINOS shall control unless otherwise stated.

17. Acceptance, Closeout, and Final Payment

Final payment shall not be issued until the chiller is installed, started, tested, commissioned, and accepted in writing by NINOS.

Before final payment, vendor shall provide:

- Final invoice.
- Approved permits and inspection documents.
- Startup and commissioning report.
- Operational log and initial performance readings.
- Manufacturer warranty documents and proof of warranty registration.
- Installation, operation, and maintenance manuals.
- Equipment cut sheets and serial numbers.
- As-built information or marked-up drawings, if applicable.
- Training documentation, if training is provided.
- Lien release or waiver, if requested by NINOS.
- Confirmation that all punch-list items are complete.

Acceptance by NINOS does not waive warranty rights, latent defect claims, or vendor obligations under the contract.

18. Federal Funding and Required Clauses

If federal funds are used, the contract resulting from this RFP shall include all applicable federal contract provisions and certifications. Vendor shall comply with applicable federal procurement requirements, including provisions required by 2 CFR Part 200 Appendix II when applicable.

If the project is treated as construction or renovation using Head Start funds, NINOS should confirm whether prior written approval or other Head Start facilities requirements apply before contract execution. Vendor shall cooperate with NINOS in providing information needed for approvals, records, inspections, or reporting.

A federal contract provisions attachment is included in this RFP. NINOS may revise that attachment before award based on funding source, contract amount, project classification, and legal/procurement review.

19. Attachments and Forms

- Attachment A - Technical Specifications and Vendor Compliance Checklist.
- Attachment B - Proposal Pricing Form.
- Attachment C - Vendor Information and Signature Form.
- Attachment D - Warranty Certification Form.
- Attachment E - References Form.
- Attachment F - Non-Collusion Certification.
- Attachment G - Conflict of Interest Certification.
- Attachment H - Federal Contract Provisions.
- Attachment I - Insurance Certification.
- Attachment J - Exceptions, Exclusions, and Assumptions Form.

20. Attachment A - Technical Specifications and Vendor Compliance Checklist

Vendor shall complete the checklist below and indicate whether the proposed equipment meets or exceeds each requirement. Attach manufacturer cut sheets and identify all deviations.

Requirement	Meets	Exceeds	Deviation / Explanation
100 nominal tons	<input type="checkbox"/>	<input type="checkbox"/>	
460-volt, 3 phase, 60 hertz	<input type="checkbox"/>	<input type="checkbox"/>	
High efficiency design	<input type="checkbox"/>	<input type="checkbox"/>	
R-454B refrigerant or approved equivalent	<input type="checkbox"/>	<input type="checkbox"/>	
Factory-installed freeze protection	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerant isolation valves	<input type="checkbox"/>	<input type="checkbox"/>	
Factory-installed flow switch	<input type="checkbox"/>	<input type="checkbox"/>	
Grooved pipe connections	<input type="checkbox"/>	<input type="checkbox"/>	
Factory insulation	<input type="checkbox"/>	<input type="checkbox"/>	
Wide ambient operation	<input type="checkbox"/>	<input type="checkbox"/>	
BACnet MS/TP interface	<input type="checkbox"/>	<input type="checkbox"/>	
Elastomeric isolators	<input type="checkbox"/>	<input type="checkbox"/>	
Factory-installed water strainer	<input type="checkbox"/>	<input type="checkbox"/>	
Architectural louvered panels	<input type="checkbox"/>	<input type="checkbox"/>	
Factory-authorized startup included	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum one-year parts and labor warranty	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum one-year workmanship warranty	<input type="checkbox"/>	<input type="checkbox"/>	

21. Attachment B - Proposal Pricing Form

Do not include state or local sales tax. All pricing shall be in U.S. dollars. Add additional rows if necessary.

Line Item	Description / Notes	Price
Chiller unit		\$ _____
Freight / delivery		\$ _____
Crane / rigging, if applicable		\$ _____
Removal of existing chiller		\$ _____
Disposal / refrigerant recovery		\$ _____
Installation labor		\$ _____
Electrical work		\$ _____
Chilled water piping modifications		\$ _____
Pipe supports		\$ _____
Insulation		\$ _____
Pump bearing replacement and motor/pump alignment		\$ _____
Permits and inspections		\$ _____
Startup and commissioning		\$ _____
Warranty included in base price		\$ _____
Other required costs		\$ _____
Total Base Proposal		\$ _____
Optional extended warranty - Year 2		\$ _____
Optional extended warranty - Year 3		\$ _____
Optional maintenance agreement		\$ _____

Payment Terms Proposed: _____

Estimated Equipment Lead Time: _____

Estimated Installation Duration: _____

Earliest Available Start Date: _____

22. Attachment C - Vendor Information and Signature Form

Company Name	
Business Address	
Mailing Address	
City / State / Zip	
Telephone	
Email	
Federal Tax ID	
Authorized Representative	
Title	
Signature	
Date	

By signing above, vendor certifies that it has read the RFP documents and offers to provide the goods and services in accordance with the RFP, vendor proposal, and any resulting contract documents.

23. Attachment D - Warranty Certification Form

Vendor shall complete all warranty information. Attach manufacturer warranty documents.

Manufacturer Warranty Term	
Parts Warranty Term	
Labor Warranty Term	
Compressor Warranty Term, if separate	
Workmanship Warranty Term	
Warranty Start Date	
Who Registers Warranty	
Emergency Response Time	
Non-Emergency Response Time	
Warranty Service Provider	

Warranty exclusions or limitations:

Optional extended warranty pricing or maintenance options:

24. Attachment E - References Form

Provide three references for similar chiller equipment and installation work.

Reference 1

Organization	
Contact Name	
Phone	
Email	
Project Description	
Equipment Size/Type	
Project Completion Date	

Reference 2

Organization	
Contact Name	
Phone	
Email	
Project Description	
Equipment Size/Type	
Project Completion Date	

Reference 3

Organization	
Contact Name	
Phone	
Email	
Project Description	
Equipment Size/Type	
Project Completion Date	

25. Attachment F - Non-Collusion Certification

The undersigned declares under penalty of perjury that the proposal submitted is genuine and not a sham or collusive proposal, and was not made in the interest of any person not named therein. Vendor further certifies that it has not directly or indirectly induced or solicited another vendor to submit a sham proposal or to refrain from submitting a proposal, and has not sought by collusion to obtain an advantage over any other vendor.

Company Name	
Authorized Representative	
Title	
Signature	
Date	

26. Attachment G - Conflict of Interest Certification

Vendor certifies that, to the best of its knowledge, no officer, employee, board member, agent, or representative of NINOS has a financial or personal interest in the vendor that would create a conflict of interest related to this procurement. Vendor shall disclose any actual, potential, or perceived conflict below.

Conflict Disclosure, if any:

Company Name	
Authorized Representative	
Title	
Signature	
Date	

27. Attachment H - Federal Contract Provisions

The following clauses apply when required by federal law, regulation, funding source, contract amount, and project classification. NINOS may revise these provisions before contract award.

Remedies and Sanctions

Contracts exceeding the applicable simplified acquisition threshold shall contain provisions addressing administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and shall provide for sanctions and penalties as appropriate.

Termination for Cause and Convenience

Contracts in excess of \$10,000 shall address termination for cause and for convenience by NINOS, including the manner by which termination will be effected and the basis for settlement.

Equal Employment Opportunity

Vendor shall comply with applicable equal employment opportunity requirements, including Executive Order 11246, as amended, and implementing regulations, when applicable.

Davis-Bacon Act / Prevailing Wage

If applicable to the project and funding source, vendor shall comply with Davis-Bacon Act prevailing wage requirements and related federal labor standards.

Contract Work Hours and Safety Standards Act

Vendor shall comply with applicable labor standards regarding work hours and safety when required.

Rights to Inventions

If applicable, contracts involving experimental, developmental, or research work shall include required rights to inventions provisions.

Clean Air Act and Federal Water Pollution Control Act

For contracts exceeding applicable thresholds, vendor shall comply with applicable Clean Air Act and Federal Water Pollution Control Act requirements and report violations to the federal awarding agency as required.

Debarment and Suspension

Vendor certifies that neither it nor its principals are debarred, suspended, or otherwise excluded from participation in federal procurement or non-procurement programs.

Byrd Anti-Lobbying Amendment

If applicable, vendor shall certify that it has not and will not use federally appropriated funds to pay any person for influencing or attempting to influence federal officials in connection with this contract.

Procurement of Recovered Materials

Vendor shall comply with applicable recovered materials requirements when required.

Access to Records and Inspection

Vendor shall provide NINOS, the federal awarding agency, the Comptroller General of the United States, and their authorized representatives access to records related to this contract as required by law.

Head Start Facilities Access

If applicable to construction or renovation funded in whole or in part with Head Start funds, vendor shall allow the responsible HHS official or designee access to the facility at all reasonable times during construction and inspection.

Record Retention

Vendor shall retain records related to the contract for the period required by NINOS and applicable federal regulations.

Domestic Preferences for Procurement

Vendor shall comply with domestic preference requirements when applicable.

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Vendor shall comply with federal restrictions on covered telecommunications and video surveillance services or equipment when applicable.

Federal Funding Notice

Vendor acknowledges that this procurement may be funded in whole or in part with federal funds and agrees to comply with all applicable federal requirements incorporated into the contract.

28. Attachment I - Insurance Certification

Vendor certifies that it can provide insurance certificates meeting the requirements of this RFP before beginning work. Attach current certificates if available.

Commercial General Liability Carrier/Limits	
Auto Liability Carrier/Limits	
Employer Liability Limits	
Umbrella / Excess Liability, if any	
Company Name	
Authorized Representative	
Signature	
Date	

29. Attachment J - Exceptions, Exclusions, and Assumptions Form

Vendor must list all exceptions, exclusions, assumptions, clarifications, alternates, or deviations from the RFP. If none, write "None."

Company Name	
Authorized Representative	
Signature	
Date	

End of RFP No. 26-RFP-002