

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



Request for Proposals Vehicle Maintenance

RFP Number	26-RFP-011
Fiscal Year	FY 2026/2027
Service Area	Cameron and Willacy Counties

1. Purpose

Neighbors In Need of Services, Inc. (NINOS) is soliciting sealed proposals from qualified vendors to provide high-quality vehicle maintenance to our fleet of vans and buses at the Head Start and Early Head Start Programs. NINOS serves approximately 1,990 children, from birth through five years of age, throughout Cameron and Willacy Counties. The selected vendor shall furnish high-quality repairs and parts that support our fleet by ensuring parts and repairs are available thus ensuring the delivery of quality education growth to our children in accordance with applicable federal, state, and local requirements.

This Request for Proposal (RFP) is issued to obtain competitive proposals that represent the best overall value to NINOS. Proposals will be evaluated based on factors including, but not limited to, the vendor's qualifications, relevant experience, responsiveness to the requirements of this solicitation, references, compliance with applicable regulations and specifications, product quality, service capabilities, and proposed pricing. NINOS reserves the right to award a contract to the proposer whose submission is determined to be most advantageous to the organization.

2. Procurement Schedule

Event	Date
RFP Issued	October 26, 2026
Questions Due	No later than October 28, 2026, by 5:00 pm
Proposal Due Date	October 30, 2026, no later than 1:00 pm
Public Opening	October 30, 2026, at 2:00 pm
Board Approval and Award	November 4, 2026
Contract Start Date	November 1, 2026

3. Proposal Submission

All proposals must be sealed and clearly marked:

RFP No. 26-RFP-011

Vehicle Maintenance

Sealed Proposal

Submit proposals to:

Oscar Salinas, Risk & Procurement Administrator
Neighbors In Need of Services, Inc.
22887 State Highway 345
Rio Hondo, Texas 78583

For questions regarding this solicitation, contact:

Oscar Salinas
Phone: (956) 399-9944 Ext. 115
Email: oscar.salinas@ninosinc.org

4. Non-Discrimination & 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.

5. 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 terms of this proposal.
- The proposal does not follow the specified format.
- The proposal does not include documentation of accompanying credentials or other requested materials.

6. Scope of Work

NINOS, Inc. is seeking proposals from qualified vendors to provide high-quality parts and service to our fleet of vans and buses. All shipping costs must be included in bid price.

- All pricing and terms on repairs and parts on Attachment-A must remain firm/constant and cannot change throughout the entire bid award period.
- Partial Bids accepted. Items will be purchased individually unless otherwise specified.
- Must be able to expedite repairs once an PO or Authorization has been received.

7. Required Qualifications and Submittals

To be considered responsive, proposals must include the following:

- Current Organization's Resume
- Experience with Similar Setting (Early Education)
- Minimum of Three Professional References
- Liability Insurance
- Price Schedule for Requested Products

Failure to provide required documentation may result in the proposal being deemed non-responsive.

8. Evaluation Criteria

Proposals shall be evaluated using the following criteria:

Evaluation Factor	Points
Cost / Proposed Delivery Schedule	30
Experience / References	20
Current Liability Insurance	10
Quality of Product Proposed	20
<i>Added Value</i>	20
Total Possible Points	100

9. Contract Term

The contract shall begin upon approval by the NINOS Board of Directors and execution by both parties. The anticipated contract term shall cover Program Year 2026-2027, with the option for up to two (2) 1-year renewals based upon performance, funding availability, and mutual agreement of both parties.

10. Attachments and Forms

- Attachment A – Proposal Pricing Form
- Attachment B – References Form
- Attachment C – Vendor Information & Signature Form
- Attachment D – Non-Collusion Certification
- Attachment E – Conflict of Interest Certification
- Attachment F – Insurance Certification
- Attachment G - Exceptions, Exclusions, and Assumptions Form
- Attachment H – Anticipated Terms & Provisions

11. Attachment A – Proposal Pricing Form

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

Pricing should be Net Price for the specified items. All shipping costs must be included in bid price.

VANS

Repairs	Part Cost	Labor 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 overhaul						
Brake pads replacement						
Brake line replacement						
Power steering pump replacement						
Bearing seals replacement						
Rotor resurfacing						
Rotor replacement						
Shock replacement						
Front end Alignment						
Idler arms and pitman arms replacement						
Muffler repairs						

Muffler replacement						
State inspection						
Battery cable replacement						
Starter repair						
Starter replacement						
Alternator repair						
Alternator replacement						
Transmission yearly maintenance check						
Transmission oil & filter change (gas engine)						
Transmission overhaul (gas engine)						
Transmission replacement (gas engine)						
Water pump replacement						
Thermostat replacement						
Water hose replacement						
Heater hose replacement						
Engine fan belt replacement						
Horn replacement						
Back up beeper alarm repair						
Back up beeper alarm replacement						
Windshield motor replacement						
Back up/brake light system replacement						
Signal light system replacement						
Electrical short repair						
Radiator flush						
Radiator repair						
Radiator replacement						
Electrical short						

BUSES

Repairs	Part Cost	Labor 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 unit 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						
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						
Radiator line replacement						
Heater line replacement						
Heater control valve replacement						
Electrical Short						

Vehicles In Fleet

Type	No. of Vehicles	Model Year	Description
Mini Bus	1	2014	Chevy Express 2500
Mini Bus	1	2015	Chevy Express 2500
Mini Bus	5	2016	Ford E-350
Mini Bus	3	2017	Chevy Express 2500
Mini Bus	1	2020	Chevy Express 2500
Mini Bus	1	2021	Chevy Express 2500
Pick-Up	1	2012	Ford F-250
Pick-Up	1	2023	Ford F-250
Van	3	2013	Ford 1500
Van	2	2016	Ford 1500
Van	4	2022	Ford 1500

12. Attachment B – References Form

Provide three references you provide similar services for.

Reference 1

Organization	
Contact Name	
Phone	
Email	
Description of Services	

Reference 2

Organization	
Contact Name	
Phone	
Email	
Description of Services	

Reference 3

Organization	
Contact Name	
Phone	
Email	
Description of Services	

13. Attachment C – Vendor Information and Signature Form

Please complete the requested information and sign, failure to sign may disqualify your proposal.

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

Signature	
Date	

14. Attachment D – 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	

15. Attachment E – 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	

16. Attachment F – Insurance Certification

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

Attach current certificate of insurance.

17. Attachment G – 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	

18. Attachment H – Anticipated Terms and 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.