

July 30, 2009

**ADDENDUM TO REQUEST FOR QUOTES (RFP) #082710**

Title: Request for Quotes (RFQ) #082710

Date Issued: October 27, 2008

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**To All Prospective Individuals and/or companies submitting quotes to be considered for the Board's Approved Vendors' List:**

This addendum is issued to provide ongoing direction regarding the Request for Quotes (RFQ), #082710. It does not change the original intent of the RFQ for prospective bidders, but only to provide notice that:

- ☞ The Board is allowing for submission of other services deemed necessary for the Board operations.
- ☞ Language is added to the RFQ that will allow the Board to retain the option to extend vendor services on the Board's Approved Vendors' list for additional periods of time with contingencies.
- ☞ Language is added to the RFQ that will specify a deadline for submissions in order that they may be considered at the monthly Board meeting.

The Request for Quotes (RFQ), #082710, has been modified as follows:

1. **ADDENDUM** – **Services Solicited (1<sup>st</sup> Paragraph of RFQ)**

Workforce Solutions Greater Dallas is seeking qualified individuals and/or companies to provide services when and as needed for Workforce Solutions' Administration Offices and Greater Dallas Workforce Centers. Vendor services include, but are not limited to,; Electricians, Moving service, Lawn/Landscape service, Courier service, Carpet Cleaning service, Interpreting service, Locksmith service, security alarm/burglar monitoring, Pest Control service, Printer services (business cards, letterhead, and envelopes) and Handyman service. Individuals, and/or companies are encouraged to respond to this RFQ.

2. **ADDENDUM** – **QUALIFICATIONS REQUIRED**

Any individual and/or company responding to this RFQ should include the following information:

- Summary of company history, qualifications/experience (include address and telephone number)

- Copies of licenses and other documentation qualifying them to perform work in the City of Dallas and in the State of Texas
- Proof of bonding and/or liability insurance
- Cost per hour for services performed or list of standard services/fees and any service call charges
- Three (3) professional references

Selection of service individuals/companies will be based on their complete response to this RFQ. All qualified applicants will be placed on a vendor's list for a 12-month period for future consideration for any services required by the Workforce Solutions Greater Dallas at its Administration Offices or any Center Locations.

Workforce Solutions retain the option to extend the period of individual/companies on a vendors' list for 12-month period for up to two additional years, contingent on satisfaction with services and proposed pricing in the quotes, availability of funds, and annual approval by Workforce Solutions' President and/or Board of Directors.

This is an open procurement. In order to receive a contract/agreement beginning in November all information must be submitted by 5:00 p.m. on Monday, November 3, 2008, Central Daylight Time (CDT). **After the initial deadline since this is an open procurement, we will continue accepting bid proposals. Bid proposals must be submitted by 5:00 p.m. on the first Wednesday of any month to be considered at the next regularly scheduled Board meeting.**

Information requested above may be mailed, hand delivered or faxed. **Please note that this information must be on letterhead.** Workforce Solutions Greater Dallas' fax number is 214 745-1110. **If faxing information in, please also mail the original proposal.** If you have any questions regarding this RFQ, please address them to: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com). Responses to questions will be posted at [www.wfsdallas.com](http://www.wfsdallas.com) under **Current Procurements** each and every Monday by COB 5:00 p.m.

Only the RFQ and this addendum received in writing or posted @ [www.wfsdallas.com](http://www.wfsdallas.com) should be considered for bid preparation.