

WORKFORCESOLUTIONS

G R E A T E R D A L L A S

*Achieving competitive solutions...
for employers through quality people and for people through quality jobs*

October 27, 2008

Interested Parties
Request for Quotes (RFQ) #082710

Workforce Solutions Greater Dallas is seeking qualified individuals and/or companies to provide services when and as needed for our Greater Dallas Workforce Centers. Vendor services include: 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.

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.

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). 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. Responses to questions will be posted at www.wfsdallas.com under **Current Procurements** each and every Monday by COB 5:00 p.m.