

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 12, 2011

Interested Parties
Request for Quotations (RFQ) #111210A
Vendor Services

Workforce Solutions Greater Dallas (WFSDallas) is a non-profit organization, which administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. Please see the Workforce Solutions' website (www.wfsdallas.com) for additional information on including, but not limited to, Board of Directors and the workforce programs.

Services/Products Solicited

WFSDallas is seeking qualified individuals and/or companies to provide services when and as needed for WFSDallas' Administration Office and Greater Dallas Workforce Centers. Vendor services include, but not limited to: Electricians, Moving service, Courier service, Carpet Cleaning service, Interpreting service, Locksmith service 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 individual or company to perform work 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 (to include contact person and phone number)

Eligible Bidders

Vendors in good standing (i.e., not debarred from doing business with federally funded agencies), and able to meet the technical specifications for quality and other terms of this Request for Quotations and offering location(s) within Dallas County, are invited to respond. Selection of vendor or vendors will be via competitive negotiations based on the combination of price and ability to accommodate the needs of WFSDallas. **Please note that any vendor currently on WFSDallas Approved Vendors' list for service availability with letter of understanding (about pricing levels for services for a 12-month period) expiring on November 17 - 18, 2011 must submit a bid proposal to be considered for continuing services beyond November 17 and 18, 2011. Additionally, any vendor currently on WFSDallas Approved Vendors' list for service availability with letter of understanding expiring after November 18, 2011 must submit a bid proposal to this RFQ for consideration of service availability in the future.**

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Selection Criteria/Services Period

Selection of vendor or vendors to provide services will be based on a complete response (including all requested information specified in this RFQ) to this RFQ, and **competitive set pricing** for a 12-month period. All qualified applicants will be placed on a vendor's list for a 12-month period for availability of any service need by the WFSDallas Administration Office or any Workforce Center Locations.

WFSDallas retain the option to extend the period of individual/companies on a vendors' list for 12-month period for up to four (4) additional years, contingent on satisfaction with services and pricing, availability of funds, and annual approval by WFSDallas' President and/or Board of Directors.

Procurement Process/Time Frame for Submission/Notice about Closing of Request for Quotations

This is an open procurement process. In order to receive a contract/an agreement or letter of understanding for service availability beginning in November all information must be submitted by **5:00 p.m. on Wednesday, October 26, 2011, Central Daylight Time (CDT)**. After the initial deadline, we will continue accepting proposals for availability of necessary services. A proposal for service(s) 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. Responses must be mailed to and addressed/externally labeled to the addressed provided below.

Information requested above may be mailed, hand delivered or faxed. Please note that this information must be through vendor letterhead with authorized signatory (i.e., letterhead with signature by authorized personnel). WFSDallas' fax number is 214-745-1110. **If faxing the information in, please also mail the original proposal addressed/externally labeled to:**

Vendor Services
Attn: Procurement
Workforce Solutions Greater Dallas
1201 Main Street, Suite 2700
Dallas, Texas 75202

If you have any questions regarding this RFQ, please address them to: procurement@wfsdallas.com. by 5:00 p.m. CDT on Monday, October 17, 2011. Responses to questions will be posted at www.wfsdallas.com under **Current Procurements** by Tuesday, October 18, 2011 COB 5:00 p.m.

Also, potential respondents are hereby made aware that the WFSDallas may at any time provide a notice closing this RFQ in order to facilitate new procurement to solicit for service availability.

Governing Provisions

Workforce Solutions Greater Dallas reserves the right to accept or reject any and all bids received, to cancel and/or reissue this Request for Quotations in part or in its entirety.

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Order of Proposal Submission

The vendor must submit all information requested in this RFQ by company letterhead, including the following information:

1. Summary of company history, qualifications/experience (include address and telephone number).
2. Copies of license(s) and other documentation qualifying individual or company to perform work in the State of Texas.
3. Proof of bonding and/or liability insurance.
4. Cost per hour for services performed, or list of standard services/fees and any service call charges.
5. Three (3) professional references (to include contact person and phone number).