

October 11, 2016

Potential Bidders
Request for Quotations
Vendor Services

Workforce Solutions Greater Dallas (WFSDallas) is a non-profit organization that 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. WFSDallas is tax exempt organization. Please see our website @ www.wfsdallas.com to learn more about workforce programs, Board of Directors and other pertinent information.

Services/Products Solicited

WFSDallas is seeking qualified individuals/companies to provide services when and as needed for workforce locations throughout Dallas County. Vendor services include, but are not limited to:

- carpet cleaning
- courier
- electrician
- handyman
- HVAC (Please indicate if you provide service on environmental control systems also. If so, please inform if same pricing offered for standard service also applies to the environmental control systems service.)
- interpreting/translation (Please also indicate if you provide service on Video Remote Interpreting service. If so, please indicate your pricing for Video Remote Interpreting service.)
- locksmith
- mover
- painting
- photography
- plumbing and
- storage rental.

We are requesting from the bidder standard services' pricing schedule/listing. The pricing schedule/listing will include any and all services and products/supplies (if applicable) necessary to perform various work by vendor.

Qualified individuals, and/or companies are encouraged to respond to this RFQ.

QUALIFICATIONS REQUIRED

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

- Information on Bidder. The bidder should complete this form with the information as applicable.
- Summary of company history, qualifications/experience. This information should also include a contact person and phone number for qualifying individual or company.
- Copy(ies) of documentation qualifying individual or company to perform work in the State of Texas such as licenses, certifications, etc.
- Proof of bonding and/or liability insurance

- Cost per hour and/or flat rate for any and all service offerings, or a schedule/listing of any and all standard service offerings and related fees in addition to any service call charges (if applicable). We also welcome any discounts to pricing schedule/listing that bidder may offer WFSDallas as a private not-for-profit organization. These costs submitted will represent **fixed pricing** for service for a 12-month period beginning with the date of approval for services by the WFSDallas.
- Three (3) customer references (to include contact person and phone number)

Eligible Bidders

Vendors with the capability to provide services and products/supplies (if applicable) as described within the RFQ with a record of integrity and good business ethics (i.e., not debarred from doing business with state, federal or local government), able to meet the technical specifications for quality and other terms of this Request for Quotations, and that have location(s) within Dallas County, are invited to respond. Vendor or vendors selection will be via small purchase method of procurement (as described in the TWC Financial Manual for Grants and Contracts) based on the price, qualifications, and the ability to accommodate the needs of WFSDallas workforce system operations. **It is important to note that all vendors currently on the WFSDallas Approved Vendors' List must submit updated costs and insurance certifications for consideration to provide services and products/supplies (if applicable) in the future. All costs will be evaluated for reasonableness.**

Selection Criteria/Services Period

Selection of vendor or vendors to provide services will be based on a complete response (including all of the requested information as 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 Workforce Solutions Greater Dallas office locations.

The WFSDallas retains the option to extend the period of qualifying individuals/companies on a vendors' list for 12-month period for up to three (3) additional 12-month terms. The total timeframe on the vendors' list for availability of service shall not exceed four (4) years. Offers to extend service availability on the vendors' list on a 12-month basis will be based on satisfaction with service, pricing, and availability of funds.

Procurement Process/Timeframe for Submission

This is an open procurement process and quotations will be considered on a monthly basis until workforce operation needs have been satisfied. For consideration for service availability beginning in November, bidder must submit a quotation for service(s) to WFSDallas by **5:00 p.m. on Thursday, October 27, 2016, Central Daylight Time (CDT).** After the initial deadline, we will continue accepting quotations for availability of services. A quotation 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.

The information requested above may be emailed or faxed. The email addresses for requested information are: wnute@wfsdallas.com and mmendieta@wfsdallas.com. 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
Ross Tower, 500 N. Akard Street, Suite 3030
Dallas, Texas 75201

If you have any questions regarding this RFQ, please address them to the email link at procurement@wfsdallas.com. The responses to questions will be provided in Q & A format and posted at the

WFSDallas website <http://www.wfsdallas.com/doing-business> The Q & A will be updated as questions are received and will be posted at the website.

Governing Provisions

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

Order of Proposal Submission

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

1. **(Attachment A - Information on Bidder)** Cover Sheet. The bidder should complete this form with the information as applicable.
2. **(Attachment B)** Summary of company history, qualifications/experience. This information should also include a contact person and phone number for qualifying individual or company.
3. **(Attachment C)** Copy(ies) of documentation qualifying individual or company to perform work in the State of Texas such as licenses, certifications, etc.
4. **(Attachment D)** Proof of bonding and/or liability insurance.
5. **(Attachment E)** Cost per hour and/or flat rate for any and all service offerings, or a schedule/listing of any and all standard service offerings and related fees in addition to any service call charges (if applicable). We also welcome any discounts to pricing schedule/listing that bidder may offer WFSDallas as a private not-for-profit organization. These costs submitted will represent **fixed pricing** for services for a 12-month period beginning with the date of approval for services by the WFSDallas.
6. **(Attachment F)** Three (3) customer references who qualifying individual/company provides similar services. This information should also include a contact person and phone number for each customer.