

# WORKFORCESOLUTIONS

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

Workforce Solutions Greater Dallas is an equal opportunity employer/program, and a proud partner of the American Job Center network. Auxiliary aids are available upon request, for persons with disabilities. TTY:214-745-1054. Funding received by the TWC and through the Departments of Labor, Health, Education and Agriculture. 100% of paid costs would be from Federal Funds. It is not anticipated that non-governmental funds will be involved.

October 17, 2024

Interested Respondents

Request for Quotations (RFQ) for Other Vendor Services

*Lawn Care Service, Office Supplies, Photography Service and Video Production Services, and Printing Service*

### **An Open Procurement Process**

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. The WFSDallas administers contracts and activities with a budget of approximately \$180M annually. WFSDallas is a tax-exempt organization. Please see the WFSDallas website ([www.wfsdallas.com](http://www.wfsdallas.com)) to learn more about workforce programs, Board of Directors and other pertinent information.

### **Services Solicited**

Services solicited in this Request for Quotations for Other Vendor Services include:

*Lawn Care Service*

*Office Supplies*

*Photography Service and Video Production Services, and*

*Printing Service*

### **Services for Responses by Potential Respondents**

The respondents to the RFQ must submit **a separate quotation proposal** for any of the services requested above. A **separate quotation proposal** for service will consist of the information as indicated in the **Response Checklist and Order of Submission** for the respective service as described below.

#### **Lawn Care Service**

WFSDallas is seeking vendor or vendors to provide **fixed-pricing** for lawn care service for WFSDallas office locations for a 12-month period. Please note the additional requirements, understandings and information requests for the lawn care service below:

#### **Additional Requirements/Understandings/Information Requests**

- Vendor must accept purchase orders, and invoice the Board for lawn care service. **No COD's will be accepted.**
- All pricing must be quoted on a WEEKLY basis, and must include all labor, supplies and equipment to perform the lawn care service.
- The lawn care service must be performed according to the Schedule for Lawn Care Service (Exhibit 1).
- Vendor must include any quantity and/or purchase agreement discounts that may be applicable to the WFSDallas as **a private not-for-profit organization**.

The following WFSDallas locations in addition to any new locations in the future may be covered by the service proposed at reasonable cost:

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

**Workforce Solutions Greater Dallas  
Garland**  
217 N. Tenth Street  
Garland, Texas 75040  
972-276-8361

**Workforce Solutions Greater Dallas  
Pleasant Grove**  
1125 S. Buckner Blvd.  
Dallas, Texas 75217  
469 687-3400

### **Inspection of Property**

Prior to the submission of bid quotations, potential bidders are encouraged to inspect **Workforce Solutions Greater Dallas –Garland** and **Workforce Solutions Greater Dallas – Pleasant Grove** to fully determine the size and amount of work that will be required to perform lawn care service that is detailed in this RFQ. Prior appointment is required to inspect the office locations, and the appointment should be arranged with director of the workforce solutions location by contacting the number listed above.

### **QUALIFICATIONS REQUIRED**

Any qualifying individual and/or company responding to this RFQ should include the information that is indicated in the **Response Checklist and Order of Submission** below.

The information requested in the **Response Checklist and Order of Submission** may be submitted to the email link at: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com)

If you have any questions regarding the Lawn Care Service RFQ, please pose them to the email link at [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com). The responses to questions will be provided in Q & A format and posted at: [Doing Business With Us - Workforce Solutions Greater Dallas \(wfsdallas.com\)](http://www.wfsdallas.com)

### **Response Checklist and Order of Submission**

The proposal must be submitted in the following order:

1. Cover Sheet (Attachment A). All items on the Cover Sheet must be completed as applicable.
2. Narrative to include information on vendor history, qualifications/experience providing lawn care service.
3. Quote Sheet for Lawn Care Service (Attachment B). This form must be completed with quotations for the two locations for services and signed by authorized personnel.
4. Copy(ies) of documentation qualifying individual or company to perform work in the State of Texas.
5. Proof of bonding and/or liability insurance.
6. List of three (3) references (to include contact person and phone number). These should be customers who are familiar with bidder's lawn care service. Additionally, the references should be active customers within the past two years.
7. A pricing schedule/listing for all lawn care services offered by vendor (if applicable). This schedule should also include the service and rate/fee that was used to establish pricing provided for lawn care service in the Quote Sheet for Lawn Care Service (Attachment B). In addition, please note any quantity and/or purchase agreement discounts that may be applicable to the WFSDallas as a **private not-for-profit organization**.

The Cover Sheet (Attachment A) and Quote Sheet for the Lawn Care Service (Attachment B) that the bidder will complete and submit with any information requested in **Additional Requirements/Understandings/Information Requests** and in **Response Checklist and Order of Submission** are posted with the Request for Quotations for Other Vendor Services at [Doing Business With Us - Workforce Solutions Greater Dallas \(wfsdallas.com\)](http://www.wfsdallas.com) as follows: **Attachments A and B for the Lawn Care Service Proposals**. Additionally, a **Schedule for Lawn Care Service (Exhibit 1)** is included for the vendor's information as noted above.

## Office Supplies

WFSDallas is seeking vendor or vendors to provide **fixed-pricing** for office supplies for a 12-month period. The vendor or vendors will provide delivery for all supplies purchased. In addition, the vendor or vendors must be capable of providing **4-hour RUSH** delivery for certain items requested under normal circumstances. Please note the additional specifications and information requests for the service below:

### Additional Specifications/Information Requests

- Vendor must provide next day delivery if order is placed by 12:00 noon on the previous day.
- Vendor must provide online ordering.
- Vendor must accept purchase orders, and invoice the WFSDallas for supplies. **No COD's will be accepted.**
- Vendor must include any quantity and/or contract discounts that may be applicable.

The information requested above and in the **Response Checklist and Order of Submission** may be submitted to the email link at: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com)

If you have any questions regarding the Office Supplies RFQ, please pose them to the email link at [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com). The responses to questions will be provided in Q & A format and posted at:

[Doing Business With Us - Workforce Solutions Greater Dallas \(wfsdallas.com\)](http://wfsdallas.com)

### **Response Checklist and Order of Submission**

The proposal must be submitted in the following order:

1. Cover Sheet (Attachment A). All items on the Cover Sheet must be completed as applicable.
2. Company Profile
  - a. Describe your organization and contact information (contact person and phone number).
  - b. Provide sufficient information including, but not limited to, confirming the information requested in **"Additional Specifications/Information Requests"** of this RFQ.
3. Office Supplies Pricing List (Attachment B). The Office Supplies Pricing List must be completed with proposed pricing for each item description and signed by authorized personnel.
4. List of three (3) Customer References (to include contact person and phone number). These should be customers who are familiar with bidder's office supplies service. Additionally, the references should be active customers within the past two years.

The Cover Sheet (Attachment A) and Office Supplies Pricing List (Attachment B) that the bidder will complete and submit with any information requested in **Additional Specifications/Information Requests** and in **Response Checklist and Order of Submission** are posted with the Request for Quotation for Other Vendor Services at [Doing Business With Us - Workforce Solutions Greater Dallas \(wfsdallas.com\)](http://wfsdallas.com) as follows:

**Attachment A** (Word Document) **for the Office Supplies Proposals.**

**Attachment B** (EXCEL Spreadsheet) **for the Office Supplies Proposals.**

## Photography Service and Video Production Services

WFSDallas is seeking vendor or vendors to provide **fixed-pricing** for **photography service and video production services** for a 12-month period. Attached is **Attachment C, Bid Sheet for Pricing for Photography Service and Video Production Services** to provide pricing for including, but are not limited to, the following services:

Group Corporate Headshots (on CD),  
Individual Corporate Headshots (on CD),  
Corporate Event Photography,  
Group Portrait, and

Video Production Services

Please note the additional specifications and information requests for the service below:

Additional Specifications/Information Requests

- Vendor must accept purchase orders, and invoice the Board for photography service and video production services. **No COD's will be accepted.**
- Vendor must include three (3) customer references with the bid.
- Vendor must include any quantity and/or purchase agreement discounts that may be applicable to the WFSDallas as a **private not-for-profit organization.**

**Printing Service**

WFSDallas is seeking vendor or vendors to provide **fixed-pricing** for printing service for a 12-month period. Please note the additional specifications and information requests for the service below:

Additional Specifications/Information Requests

- Vendor must accept purchase orders, and invoice the Board for printing. **No COD's will be accepted.**
- Vendor must include any quantity and/or purchase agreement discounts that may be applicable to the WFSDallas as a **private not-for-profit organization.**

We have provided a **Quote Sheet for Common Orders for Printing** (Attachment B) at the Board's website: [Doing Business With Us - Workforce Solutions Greater Dallas \(wfsdallas.com\)](http://wfsdallas.com). Potential respondent to the RFQ may request the specifications for the common orders from WFSDallas and the Graphic Standard Guidelines via [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com).

We also request information on vendor's standard rush policy/rush charges and large order rush policy, if applicable. The selected vendor or vendors will provide delivery for all printing services purchased.

In addition, the vendor is requested to provide a pricing schedule/listing (if applicable) for all printing service offerings that may be available to the public/customer. The pricing schedule/listing should include the services and related rates/fees that were used for the common orders provided in the **Quote Sheet for Common Orders for Printing** (Attachment B). The pricing schedule/listing will represent **fixed-pricing** for the common orders requested and other printing service offerings by vendor for a 12-month period beginning with the date of approval by the WFSDallas.

The information requested above and in the **Response Checklist and Order of Submission** may be submitted to the email link at: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com)

If you have any questions regarding the Printing Service RFQ, please email: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com). The responses to questions will be provided in Q & A format and posted at the WFSDallas website: [Doing Business With Us - Workforce Solutions Greater Dallas \(wfsdallas.com\)](http://wfsdallas.com)

**Response Checklist and Order of Submission**

The proposal must be submitted in the following order:

1. Cover Sheet (Attachment A). All items on the Cover Sheet must be completed as applicable.
2. Information on bidder's standard rush policy/rush charges and large order rush policy, if applicable.
3. Quote Sheet for Common Orders for Printing (Attachment B). Please note that this form must be completed with quotation for each of the common orders and signed by authorized personnel.
4. A pricing schedule/listing of all printing services (i.e., a schedule/listing that is inclusive of those services and rates/fees that were used to establish pricing provided for common orders in the **Quote Sheet for Common Orders for Printing** (Attachment B) that may be available to the public/customer. In addition, please note

any quantity and/or purchase agreement discounts that may be applicable to the WFSDallas as a **private not-for-profit organization**.

5. List of three (3) customer references (to include contact person and phone number). These should be customers who are familiar with bidder's printing service. Additionally, the references should be active customers within the past two years.

The Cover Sheet (Attachment A) and Quote Sheet for Common Orders for Printing (Attachment B) that the bidder will complete and submit with any information requested in **Additional Specifications/Information Requests** and in **Response Checklist and Order of Submission** are posted with the Request for Quotation for Other Vendor Services **[Doing Business With Us - Workforce Solutions Greater Dallas \(wfsdallas.com\)](http://wfsdallas.com)** as follows: **Attachments A and B for the Printing Service Proposals.**

#### **Procurement Process/Timeframe for Submission/Notice on Closing this RFQ**

This Request for Quotations for Other Vendor Services is an open procurement process and quotation proposals will be considered monthly until workforce operation needs have been satisfied. For consideration for service availability anticipated beginning January 1, 2025, bidder must submit a quotation proposal for service(s) to WFSDallas (via the email link at [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com)) by **12:00 p.m. CST on Thursday, November 14, 2024.** WFSDallas will continue accepting quotations for services.

**Also, potential bidders 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 services.**

#### **Method of Procurement**

The services solicited under this RFQ shall be procured under the small purchase method of procurement, via the process as described in the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC), and Board policy.

#### **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 for Other Vendor Services, and that have location(s) in Greater Dallas, are invited to respond. **It is important to note that all vendors currently on the WFSDallas Approved Vendors' List must submit information requested in this RFQ for consideration to provide services and products/supplies. 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 **fixed-pricing** for a 12-month period. All qualified respondents will be placed on a vendors' list for a 12-month period for availability of service need by WFSDallas 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 time frame 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 period will be based on satisfaction with service, pricing, and availability of funds.

#### **Governing Provisions**

1. WFSDallas reserves the right to accept or reject any or all bid quotations received, to cancel and/or reissue this Request for Quotations in part or in its entirety.
2. WFSDallas reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.

3. WFSDallas reserves the right to request additional information from any and all respondents to the RFQ.
4. WFSDallas reserves the right to award a contract/purchase agreement to other than the lowest cost/priced bidder.
5. No contract/purchase agreement may be awarded until the bidder has complied with Executive Order 12549, 29 CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the vendor, nor vendor, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
6. Prior to award of any contract/purchase agreement, a Bidder must sign a "Certification Regarding Conflict of Interest" stating adherence to the Board policy regarding free and open competition and conflicts of interest.