

## Invitation for Bids: Security Guard Services

December 9, 2020 from 9:30 a.m. until 3:00 p.m. by e-mail

Welcome to the pre-bids conference. The primary purpose of this Security Guard Services bid is to select a firm to provide security and "patrol" services, for Agency locations within Dallas Country, Texas. Firm shall provide at minimum three random patrols per night between the hours of 6:00 p.m. and 6:00 a.m. and 7 days per week at each facility (see attached list).

In addition, there are few issues that I would like to bring your attention in the bid package:

- 1) On page 1, Sealed bids shall be submitted to  
Head Start of Greater Dallas, Inc.  
Attn: Agnes Chiu, Purchasing Agent  
3954 Gannon Lane,  
Dallas, TX 75237  
No later than 9:30 a.m., on Tuesday March 23,2021  
E-mailed bids and Faxed bids shall not be accepted
- 2) On page 3, References: please write down at least 5 current references on your bid packages, including: name of the firm, address, e-mail address, telephone number and name of the representative.
- 3) On page 6, Pricing: Prices cannot be altered or amended during the first contract year. After the first contract year, pricing can be altered upon the mutual agreement of both parties.
- 4) On page 8, Required Insurance: please read page 8 as well as attached a copy of certificate of insurance of your company into the bid package.
- 5) On page 15, No. 4: if you are small business/minority/woman owned business, please submit actual documentation from a recognized governmental agency as to your status such as Certificate of minority/woman owned business and by having average annual receipts for the last three fiscal years of less than seven million dollars.
- 6) Contracts will be started on September 1, 2021.  
Finally, please read the bid package in detail and fill out all necessary information & have signatures on requirement's page as well.  
If some of the questions, I am not able to answer right now, after researching, I will post them into the Head Start Web Site.
- 7) As the current COVID-19 pandemic go intensive and deeper, we must limit number of people to attend, also, we must assign seat for each person. if you want to attend the closing bid opening, please e-mail me 7 days ahead to reserve a seat for your participation. Reservation is required to attend the closing bid (opening). Thanks for your understanding.

