

INVITATION FOR BIDS: JANITORIAL SERVICES 2023

Welcome to the pre-bid conference. The primary purpose of this RFP of Janitorial Services is seeking a firm to set up long term Janitorial Services to furnish all necessary labor, materials, equipment, supplies, and reports to satisfactorily perform janitorial services at the following address:

Wanda Meshack Smith Administrative Office
3954 Gannon Lane
Dallas, Texas 75237-2919
(approx.31,000 Sq. ft)

This pre-bid conference is to answer any questions you may have after reading the RFP. Due to the unpredictable Coronavirus Variants, we will answer any suppliers' questions by e-mail and will be posted them on the Head Start & Government Web site on the week of September 12, 2022.

After the pre-bid conference date, September 6, 2022, no questions will be answered.

However, there are some issues, I would like to bring your attention:

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Your proposal should be addressed as follows:

Name: Agnes Chiu

Title: Purchasing Agent

Entity: Head Start of Greater Dallas, Inc.

Address: 3954 Gannon Lane, Dallas, TX 75237-2919

Closing date for RFP of Janitorial Services

In a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request For Proposal – 23-JS

10:00 a.m. on October 11, 2022

Procurement for Janitorial Services

On Page 2:

- 1) Due to the unpredictable nature of Coronavirus variants, please make a reservation 7 days in advance.
- 2) Late Proposal will not be considered.
- 3) For small and/or minority-owned business, please have supporting documentation.

On Page 28:

- 1) Please submit a copy of insurance of your company.

On Page 30:

- 1) References: Please submit a list of at least five (5) local references with names, addresses, contact persons, e-mail address, and telephone numbers having knowledge of prior contracted services provided by the offeror with other organization/companies.

Additional:

- 1) Janitorial Supplies should be offered and included as below:
 - a) All cleaning chemical and material
 - b) Regular 2 ply toilet tissue
 - c) Multi-fold Hand Towels
 - d) Toilet Seat cover
 - e) Anti-static cleaner for IT floors
 - f) DEB antibacterial foam soap cartridge
 - g) Trash bags and all can liners
- 2) Please fill out and sign all documentation in this request for Proposal of Janitorial Services 2023