

INVITATION FOR BIDS: OFFICE SUPPLIES 2023

Welcome to the pre-bid conference. The primary purpose of this IFB of office supplies is seeking bid from a firm to provide office supplies to be used within all agency locations in Dallas County.

This pre-bid conference is to answer any questions you may have after reading the IFB. 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 2, 2022, no questions will be answered.

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

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- 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 11:00 A.M., on October 6, 2022
Mark Envelope: IFB NO: 23-OS-Office Supplies
- 2) Due to the unpredictable nature of Coronavirus variants, please reserve a seat for bid opening 7 days in advance.
- 3) Late Bids: Bids received in the Agency's Purchasing Department after submission deadline shall not be opened and shall be considered void and unacceptable.

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- 4) References: Please submit a list of at least five (5) local references where similar office supplies/services have been provided by their firm. Include therein name of the firm, address, e-mail address, telephone number and name of representative.

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- 5) Delivery: FOB destination, inside delivery, specified agency location, full freight provided for Delivery requested from stock, within three (3) working days.

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- 6) Required Insurance, please attach a copy of your company insurance.

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- 7) Delivery includes inside delivery, assembly, and set in place "**without extra charges**". In the case of a "drop ship" items from a third party or manufacturer. It will be the contractor's

responsibility to coordinate, and to provide personnel to take delivery, assemble, and “set in place” any such delivery.

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- 8) Please write a description how your company capable to perform Quality/Services/Delivery during the contract periods. Information may include qualities of your products, past experience, company’s history and communities’ services etc.
- 9) If your company is a small business/Minority/Woman Owned, please submit the necessary documentation, for example Certificate of minority/woman owned business or financial report for the last three years.
- 10) Please fill out and signs all documentation on this bid package.

Thanks