

General Information:

Invitation For Bids: Security Guard Services 2024

Welcome to the pre-bid conference. The primary purpose of this Security Guard Services is to select the best supplier to provide security and "patrol" services, for Agency locations within Dallas County, Texas. The firm shall provide at minimum three random per night between the hours of 6:00 PM and 6:00 AM at each facility (see attached list).

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

- 1) On page 1: Closing Submission Date, bids package must be submitted and received no later than 9: 30 a.m. on February 14, 2024.
If central offices are required to be closed due to the bad weather, the bid submission deadline will be until the office is officially announced as open. Then, an amendment will be issued for the IFB with the new closing date.
- 2) On page 1: Sealed bids shall be submitted to:
Head Start of Greater Dallas, Inc.
Attn: Agnes Chiu, Purchase Agent
3954 Gannon Lane,
Dallas, TX 75237
Mark Envelope: IFB NO: 24-SGS
- 3) On Page 2: Bids received in the Agency's Purchasing Department after the submission deadline shall be considered void and unacceptable.
- 4) On Page 3, References: Head Start requires bidders to supply with this IFB a list of at least five (5) local references where similar services have been provided by their firm. Include therein name of firm, address, telephone number, e-mail address and name of representative.
- 5) On Page 8, Insurance: Please attach a copy of your company's insurance to the bids package. The successful provider shall be required to demonstrate adequacy (As required by the state of Texas for this type of business) of insurance in umbrella form, inclusive of as a minimum: please read page 8.
- 6) Page 15, Small and/or Minority-Owned Business, please provide a copy of the results to get credit for being a "small business such as certification and financial report for at least 3 years services of business.
- 7) All pricing information should be in a separate envelope for review purposes.
- 8) On page 15, please read evaluation, bid analysis criteria & selection, read how to get your bids being graded.
- 9) Finally, please read the bid package in detail and fill out all the necessary information as well.