

December 12, 2024

Pre-bid conference – Chemical & Paper Supplies 10 :00 a.m.

Welcome to the pre-bid conference, the purpose of this pre-bid conference is to answer any questions you may have after reading this IFB Chemical & Paper Supplies. Before answering any questions, let me remind you of some information:

- 1) On page 1, Sealed bids shall be submitted to:  
Head Start of Greater Dallas, Inc.  
Attn: Purchasing Department  
3954 Gannon Lane  
Dallas, Tx 75237-2919

No Later than 10:00 a.m., February 14, 2025

The bid opening is scheduled to be held in the Agency's Purchasing Department at the above address and time. You are encouraged to attend. Please e-mail us to reserve a seat 7 days in advance, however, the closing bid opening is not mandatory. If it is bad weather, please click on our Head Start Website- [www.hsgd.org](http://www.hsgd.org), resources, click on pull down menu selecting RFP/RFQ, then click on bad weather section to check the re-schedule date and time for the closing bid. Or you can e-mail at [achiu@hsgd.org](mailto:achiu@hsgd.org)

Late Bids: Bids received in the Agency's Purchasing Department after the submission deadline shall be returned unopened and shall be considered void and unacceptable.

- 2) On Page 3, Reference: Head Start requires bidders to supply with this IFB, a list of at least five (5) references where similar chemical and paper services have been provided by their firm. Include therein the name of the firm, address, e-mail address, telephone number and name of the representative.
- 3) On page 6, Backorders: There will be no backorders on any items ordered with the exception of "special order items". This "fill or kill clause will apply to all chemical and paper supplies. ....substituted items are not accepted under any circumstances. Head Start will not be responsible and pay for any substituted items.
- 4) On page 7, Ordering: Any services or products to be furnished under this contract shall be ordered using a single purchase order issued, weekly, or monthly (at the Agency's discretion). This PO shall set the "not-to exceed" pricing and total cost for all products and/or supplies for issued unit of time.  
The contractor must notify the Purchasing agent that an order exceeds the not-to exceed amount shown for that location on the PO.
- 5) On page 8, Please attach a copy of insurance to the bid package.

- 6) On Page 17, please if you have catalogs please submit together with the bid package.
- 7) On page 18, #4, if your company are small business/minority/woman owned, please submit a certificate for that
- 8) Finally, please read carefully and fill out the form with the required information