

Solicitation 2024-020-7007

Daily Delivery Courier Services

Bid Designation: Public



Dallas County Purchasing

Bid 2024-020-7007

Daily Delivery Courier Services

Bid Number **2024-020-7007**
 Bid Title **Daily Delivery Courier Services**

Bid Start Date **Apr 25, 2024 8:44:41 AM CDT**
 Bid End Date **May 30, 2024 2:00:00 PM CDT**
 Question & Answer End Date **May 13, 2024 10:00:00 AM CDT**

Bid Contact **Dhestini Bizer**
Buyer
Purchasing
214-653-7251
dhestini.bizer@dallascounty.org

Contract Duration **3 years**
 Contract Renewal **Not Applicable**
 Prices Good for **90 days**

Bid Comments **Important Information**

Optional Pre-Bid Conference

Pre-Bid conference is on **May 6, 2024, at 10:00 a.m.** (CST), this pre-bid conference will be conducted virtually via Microsoft Teams.

Click here to join the meeting (right click to open hyperlink)

+1 469-208-1731 United States, Dallas (Toll)

Conference ID: 470 672 400#

Question Deadline

May 13, 2024, at 10:00 a.m. (CST)

Closing and Submission Date

The bid response must be submitted by the due date **May 30, 2024, at 2:00 pm** (CST) via electronic through BidSync (https://prod.bidsync.com/dallas_county_texas) an online public solicitation platform. or via parcel only (USPS, FedEx, UPS, common carrier, or personal drop off) ship to Dallas County Purchasing Department, Records Building, 500 Elm Street, Suite 5500 Dallas, TX 75202.

Bid Reading

May 30, 2024, at 2:30 p.m. (CST), the reading will be conducted via a live meeting online. Bids will be publicly opened in compliance with the public bid opening statutory requirements.

Join live event (right click to open hyperlink)

+1 469-208-1731 United States, Dallas (Toll)

Conference ID: 465 200 87#

****ANY REQUIRED FORMS/INFORMATION THAT ARE NOT ABLE TO BE FILLED OUT ON BIDSYNC MUST BE PRINTED AND FILLED OUT, NOTARIZED (IF REQUIRED), AND UPLOADED IN BIDSYNC****

Item Response Form

Item **2024-020-7007--01-01 - Year One Pricing: George Allen Courts Building**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:

600 Commerce Street
Suite B60
Dallas, TX 75202

Item **2024-020-7007--01-02 - Year One Pricing: South Dallas Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:

â
8301 S. Polk St
Dallas, TX 75232

Item **2024-020-7007--01-03 - Year One Pricing: Main Post Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:

â
401 I-30
Dallas, TX
75260

Item **2024-020-7007--01-04 - Year One Pricing: Garland Office**

Quantity **253 day**

Unit Price

Dallas County Purchasing

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description
 Delivery Address:
 â
 140 N. Garland Ave.
 Garland, TX 75040

Item **2024-020-7007--01-05 - Year One Pricing: Mesquite Office**
 Quantity **253 day**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description
 Delivery Address:
 â
 823 N. Galloway
 Mesquite, TX 75149

Item **2024-020-7007--01-06 - Year One Pricing: North Dallas Government Court**
 Quantity **253 day**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description
 Delivery Address:
 â
 6820 LBJ Freeway
 Dallas, TX 75240

Item **2024-020-7007--01-07 - Year One Pricing: Grand Prairie Office**
 Quantity **253 day**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description
 Delivery Address:
 â

106 West Church St.
Grand Prairie, TX 75050

Item **2024-020-7007--01-08 - Year One Pricing: East Dallas Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description

Delivery Address:
 â
 3443 St. Francis Ave.
 Dallas, TX 75228

Item **2024-020-7007--01-09 - Year One Pricing: Oak Cliff Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description

Delivery Address:
 â
Constable Office

702 East Jefferson Boulevard
 Dallas, TX 75203

Item **2024-020-7007--01-10 - Year One Pricing: Attorney General**

Quantity **53 day**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 53

Description

Delivery Address:
 â
 400 S. Zang Blvd. 11th Floor
 Dallas, TX 75208

Item **2024-020-7007--02-01 - Year Two Pricing: George Allen Courts Building**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:
â
600 Commerce Street
Suite B60
Dallas, TX 75202

Item **2024-020-7007--02-02 - Year Two Pricing: South Dallas Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:
â
8301 S. Polk St
Dallas, TX 75232

Item **2024-020-7007--02-03 - Year Two Pricing: Main Post Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:
â
401 I-30
Dallas, TX
75260

Item **2024-020-7007--02-04 - Year Two Pricing: Garland Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:
 â
 140 N. Garland Ave.
 Garland, TX 75040

Item **2024-020-7007--02-05 - Year Two Pricing: Mesquite Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description

Delivery Address:
 â
 823 N. Galloway
 Mesquite, TX 75149

Item **2024-020-7007--02-06 - Year Two Pricing: North Dallas Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description

Delivery Address:
 â
 6820 LBJ Freeway
 Dallas, TX 75240

Item **2024-020-7007--02-07 - Year Two Pricing: Grand Prairie Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description

Delivery Address:
 â
 106 West Church St.
 Grand Prairie, TX 75050

Item **2024-020-7007--02-08 - Year Two Pricing: East Dallas Government Court**

Quantity **253 day**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description
 Delivery Address:
 â
 3443 St. Francis Ave.
 Dallas, TX 75228

Item **2024-020-7007--02-09 - Year Two Pricing: Oak Cliff Government Court**
 Quantity **253 day**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 253

Description
 Delivery Address:
 â
Constable Office
 702 East Jefferson Boulevard
 Dallas, TX 75203

Item **2024-020-7007--02-10 - Year Two Pricing: Attorney General**
 Quantity **53 day**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 53

Description
 Delivery Address:
 400 S. Zang Blvd. 11th Floor
 Dallas, TX 75208

Item **2024-020-7007--03-01 - Year Three Pricing: George Allen Courts Building**
 Quantity **253 day**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500

Dallas TX 75202

Qty 253

Description

Delivery Address:

600 Commerce Street
Suite B60
Dallas, TX 75202

Item **2024-020-7007--03-02 - Year Three Pricing: South Dallas Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:

8301 S. Polk St
Dallas, TX 75232

Item **2024-020-7007--03-03 - Year Three Pricing: Main Post Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:

401 I-30
Dallas, TX
75260

Item **2024-020-7007--03-04 - Year Three Pricing: Garland Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:

140 N. Garland Ave.
Garland, TX 75040

Item **2024-020-7007--03-05 - Year Three Pricing: Mesquite Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**

[Dallas County Purchasing](#)

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 253

Description

Delivery Address:

823 N. Galloway
Mesquite, TX 75149

Item **2024-020-7007--03-06 - Year Three Pricing: North Dallas Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**

[Dallas County Purchasing](#)

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 253

Description

Delivery Address:

6820 LBJ Freeway
Dallas, TX 75240

Item **2024-020-7007--03-07 - Year Three Pricing: Grand Prairie Office**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**

[Dallas County Purchasing](#)

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 253

Description

Delivery Address:

106 West Church St.
Grand Prairie, TX 75050

Item **2024-020-7007--03-08 - Year Three Pricing: East Dallas Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**

[Dallas County Purchasing](#)

500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:

3443 St. Francis Ave.
Dallas, TX 75228

Item **2024-020-7007--03-09 - Year Three Pricing: Oak Cliff Government Court**

Quantity **253 day**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 253

Description

Delivery Address:

Constable Office

702 East Jefferson Boulevard
Dallas, TX 75203

Item **2024-020-7007--03-10 - Year Three Pricing: Attorney General**

Quantity **53 day**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 53

Description

Delivery Address:

400 S. Zang Blvd. 11th Floor
Dallas, TX 75208

Item **2024-020-7007--04-01 - Bid Submission Documents: SBE Language Documents**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 1

Description

Please submit the completed SBE documents

Item **2024-020-7007--04-02 - Bid Submission Documents: Cost Sheet - Attachment A**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 1

Description

Please submit the completed spreadsheet for the Cost Sheet- Attachment A

Item **2024-020-7007--04-03 - Bid Submission Documents: Security Addendum**

Quantity **1 each**

Prices are not requested for this item.

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 1

Description

Please submit the completed Security Addendum

IFB
ATTACHMENT S
SBE PROGRAM AND FORMS



SBE LANGUAGE

7.0 SMALL BUSINESS ENTERPRISE (SBE) PROGRAM

7.1. Definitions.

- 7.1.1. The term “**Commercially Useful Function**” is defined as a business that is directly responsible for providing the supplies or services to Dallas County as required by the solicitation or request quotes, bids or proposals. A firm is considered to perform a commercially useful function when responsible for the execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. Example: a business that stocks sufficient quantities of supplies in direct inventory which is being held for sale or resale, to cover anticipated future demands for the suppliers is considered to be performing a commercially useful function.
- 7.1.2. A “**Contractor**” is defined as one who participates, through a contract or any other contractual agreement in a County funded contract opportunity for work, labor, services, supplies, equipment, materials, goods or any combination of the aforementioned. For purposes of this Section, a Contractor is any individual, company, or other entity seeking to do work for Dallas County regardless of the method used to procure the services or products, including but not limited to bid or solicitation. A Contractor includes but is not limited to a contractor, consultant, or vendor.
- 7.1.3. The term “**Director of Small Business Enterprise**” shall mean the Director of the County’s Office of Small Business Enterprise and/or her/his designee.
- 7.1.4. The term “**Contract Administration**” shall mean the County Purchasing Department and/or his or her designee.
- 7.1.5. The “**Contract Administration Supervisor**” shall mean the Purchasing Director and/or his or her designee.
- 7.1.6. **Equal Employment Opportunity Requirements.** It is the policy of Dallas County to ensure non-discrimination in the award and administration of contracts. The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, disability, veteran status, religion, or sex in the performance of any Dallas County contract.
- 7.1.7. **Good Faith Effort Plan.** The plan submitted with a Submittal detailing the Respondent’s efforts to achieve the set aspirational goal or documenting the Good Faith Efforts to meet the goals for all elements the Solicitation. A Good Faith Effort Plan must be submitted with a Submittal for any Dallas County projects in which goals have been established.
- 7.1.8. **Metropolitan Statistical Area (MSA).** The Dallas County MSA includes the following counties: Dallas, Tarrant, Denton and Collin.
- 7.1.9. **Small Business Enterprise.** It is the policy of Dallas County to support the growth and development of Small Business Enterprise (“SBE”) and ensure that SBEs have an equal opportunity to compete for and participate in Dallas County contracts. Thus, Dallas County Commissioners Court has created the

Office of Small Business Enterprise to establish and oversee a Diversity Program to ensure that SBEs have an equal opportunity to compete for and participate in Dallas County contracts. It is Dallas County's intent to:

- Ensure nondiscrimination in the award and administration of Dallas County contracts;
- Create a level playingfield on which small businesses can compete fairly for Dallas County contracts; and
- Ensure that only firms who attempt in good faith to meet the SBE good faith efforts are considered for applicable contract awards.

Consequently, the contractor shall carry out applicable requirements of the good faith effort in its proposal/bid hereunder and, if awarded the contract, the award and administration of the Contract.

7.2 SBE Goals, Good Faith Efforts and Eligibility.

The Director of Small Business Enterprise and the Contract Administration Supervisor sets the annual SBE participation contracting/subcontracting aspirational SBE goals for each contract. The contracting/subcontracting goals for this contract will be based on meeting or exceeding the **minimum aspirational SBE goal of 40%**, unless good cause exists for failing to meet the goal. The SBE aspirational goal is based on the total dollar amount of the contract.

To be recognized as an SBE, firms (contractors and/or subcontractors):

- a) Must be certified as an SBE by the following County approved entities: North Texas Regional Certification Agency (NCTRCA), DFW Minority Supplier Development Council and/or the Women's Business Council of Southwest, at the time of the proposal/bid submission. Other certifications are not acceptable;
- b) To be recognized by the County as a **qualified SBE firm**, as defined pursuant to Section 3 of the Small Business Act and relevant regulations, an SBE is a firm for which the gross revenues or number of employees averaged over the past three years, inclusive of any affiliates, is as defined by 13 C.F.R. Sec. 121.201; and
- c) Must also perform a commercially useful function on the project and have a local presence in Dallas County Metropolitan Statistical Area (MSA) in order to be counted for SBE points. The MSA includes the following counties: Dallas, Tarrant, Denton and Collin.

7.3 Utilization

The aspirational SBE or certified sub-contractor goal is expressed as a percentage of the total dollar amount of the contract going to SBE or certified Sub-Contractor for those areas which the Contractor has sub-contracted or anticipates sub-contracting. The aspirational goal shall also apply to contract amendments that require work beyond the scope of services originally required to accomplish the project.

The Respondent agrees to employ good faith efforts through the award of subcontractors to eligible SBEs and certified firms to the fullest extent possible.

Dallas County's Good Faith Effort Plan (GFEP) will be used to document SBE participation. However, all subcontractors and/or suppliers, whether certified or not, must be listed in the GFEP. The information provided

in the GFEP Form will be utilized in the development of the final contract/agreement. The GFEP Form can be found in the attachments. This form is required and considered to be a part of the response to the IFB.

Should the Good Faith Effort Plan or any of the specified documents listed below be incomplete, not signed, and/or not submitted, the bid can be deemed non-responsive.

7.4 Each Contractor must include with its proposal/bid, the following documents:

- Completed and signed **Good Faith Effort Plan**, executed by an authorized representative;
- Completed and signed **Small Business Utilization Affidavit**, executed by an authorized representative; and
- A signed and executed **Subcontractor Intent Form**, executed by an authorized representative (prime and subcontractor).

Note: All forms must be complete in their entirety and submitted as part of a Respondent's submittal.

The County reserves the right to accept or reject any certified firm and in its sole discretion is not bound by the certifying bodies' determination, if the County has a concern regarding the eligibility of the firm to meet SBE guidelines or standards. A Contractor whose proposed certified firm is rejected may contest in writing to the Office of Small Business Enterprise, in accordance with the SBE Policy. The denial of SBE certification by the Office of Small Business Enterprise is excluded from the Dallas County Purchasing Code of Ethics Protests Procedure and is exclusively governed by the appeal process set forth in the SBE Policy.

7.5 SBE Reporting. The Contractor and its subcontractors are required to electronically submit subcontractor payment information using the County's Compliance Reporting System (CRS), accessed through a link on the Dallas County SBE webpage. The Contractor and all subcontractors will be provided a unique log-in credential and password to access Compliance Reporting System.

Training on the use of the system will be provided by both Dallas County's CRS Support Staff and by the Office for Small Business Enterprise. Additional information and free online training for CRS can be found at <https://dallascounty.diversitycompliance.com>. After the prime receives payment from the County, electronic submittals will require data entry of the amount paid to each subcontractor listed on the Contractor's Good Faith Effort Plan.

7.6 Contracting. If awarded the contract, the Contractor agrees to be bound by the policies and guidelines set forth in the County's SBE Policy, which may be incorporated into the contract. If a conflict exists between the SBE section of the solicitation and the County SBE Policy, the language in the solicitation governs.

**MANDATORY
SBE SOLICITATION ATTACHMENTS**



SMALL BUSINESS UTILIZATION AFFIDAVIT

It is the policy of Dallas County to encourage the inclusion of qualified Small Business Enterprises (SBEs) to the greatest extent feasible on the County’s construction, procurement and professional services contracts. Neither the County, nor its Contractors and their subcontractors shall discriminate on the basis of race, age, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, Dallas County has adopted the Small Business Enterprise Policy for all County contracts.

Small Business Enterprise Participation Goals

The solicitation bidding plan establishes subcontracting goals and requirements for all prospective bidders to ensure reasonable degree of SBE meaningful business utilization and participation in County contracts. It is the goal of Dallas County that a certain percentage of work under each contract be executed by one or more SBEs. For the purposes of participation percentages, Dallas County does not include amounts paid to the prime by the sub-contractor.

The apparent proposer shall agree to meet the established goals or must demonstrate and document a “good faith effort” to include SBEs in subcontracting opportunities. The apparent proposer who fails to adequately document good faith efforts to subcontract or purchase significant material supplies from SBEs may be denied award of the contract by Dallas County based on the contractor’s failure to be a “responsive” or “responsible” bidder.

By signing below, I agree to provide Dallas County, Small Business Enterprise Department a completed copy of all required forms. I understand that, for the purpose of SBE subcontracting participation, any amounts paid to the prime from the sub-contractor should not be included in the above listed participation amount. Finally, I understand that if I fail to provide all of the required documents within five (5) business days after notification, my bid may be deemed “non-responsive” and I may be denied award of the contract.

Solicitation Number: _____

Company Name: _____

Typed or Printed Name of Certifying Official of Company

Date

Signature of Certifying Official of Company

Title



Small Business Enterprise Program Utilization Form

Solicitation/Project Name: _____ Solicitation #: _____

Firm Name: _____ Firm Phone # _____

Firm Address: _____ City: _____ State: _____ Zip: _____

Compliance Contact: _____ Phone #: _____ Email Address: _____

Is Your Firm Certified: _____ Certifying Agency: DFWMSDC _____ NCTRCA _____ WBC-Southwest _____ Other: _____

Total Bid Amount: _____ Amount self-performed: _____ Percentage self-performed: _____

Utilization Plan

List the firms that will be utilized on the project. Provide copies of correspondence.

SBE certified subcontractors/suppliers									
Firm Name & SBE Certification #	Tier	Person Contacted & Date	Address	Phone & Email Address	Type of Work	NAICS Code	Local or Non-Local	Dollar Amount	% of contract
							Total	\$	%

Small Business Enterprise
Records Building - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org



Non SBE certified subcontractors/suppliers									
Firm Name	Tier	Person Contacted & Date	Address	Phone & Email Address	Type of Work	NAICS Code	Local or Non-Local	Dollar Amount	% of Total Contract
							Total	\$	%

Prime Printed Name: _____ Title: _____ Signature: _____ Date: _____

For Use by SBE Office Only

SBE Compliance Officer: _____ Date: _____

SBE Notes:

Small Business Enterprise
[Records Building](#) - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org



Good Faith Efforts Form

The Good Faith Efforts Form must be fully completed if the aspirational goal is **not** met.

1. Did you speak with or receive assistance from a staff member in the Small Business Enterprise

Department? _____ (Y/N) Name of staff member _____

2. Did you utilize a Dallas County SBE vendor list? If not, please explain?

Vendor List Accessed	Date of Access

3. Did you provide written notice to potential SBE subcontractors, suppliers, and vendors? Written notice should include plans, specifications, subcontractor/supplier opportunities, and deadline for submission to respondent no less than 7 days before bid submission. Please provide copies of all correspondence, including accepted and rejected SBE bids or proposals, i.e. letters, memos, emails and phone calls.

Firm Name & Address	Phone #	Person Contacted & Date	Type of Work	NAICS Code	SBE Certification No.	Response to Solicitation	Bid/Quote Amount	Company Selected (Y or N)

4. If applicable, did you participate in the pre-bid meeting? _____

Small Business Enterprise
[Records Building](#) - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org



5. Did you identify and select specific work items to be performed and/or procurement to be fulfilled by SBEs? Please subdivide total contract work into smaller portions or quantities to permit maximum active participation by SBEs.

1.	2.	3.
4.	5.	6.

6. Did you advertise in trade publications or with local advocacy organizations? The advertisement must identify and describe subcontracting opportunities in detail, including a contact person and deadlines. Please provide a copy.

Publication Name	Date of Publication

Prime Printed Name: _____ Title: _____ Signature: _____ Date: _____

Small Business Enterprise
[Records Building](#) - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org



DALLAS COUNTY
SUBCONTRACTOR INTENT FORM

To: Dallas County - Small Business Enterprise Department

Date:

Project Name:

Solicitation #:

Subcontractor on the project will provide the following good(s)/service(s):

to Prime Contractor on the project

SBE subcontractor is certified by the following agency: DFW Minority Supplier Development Council NCTRCA Women's Business Council SW

SBE Certification #: (Certification must be kept current/valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.)

For the purposes of SBE subcontracting participation, Dallas County does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for prime: \$ Estimated Work Start Date:

Sub Participation Amount: \$ % Estimated Work End Date:

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the Dallas County contract. The undersigned understands that, for the purpose of SBE subcontracting participation, any amounts paid to the prime from the sub-contractor should not be included in the above listed participation amount. Before any subcontractor/supplier substitutions are made, the prime contractor must submit an SBE Substitution Request Form to The SBE Department for approval. Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future Dallas County contracts. The subcontractor's participation will be entered in B2GNow, Dallas County's compliance system, based upon this intent form.

Officer's Signature (Prime Contractor)

Officer's Signature (Subcontractor)

Printed Name (Prime Contractor)

Printed Name (Subcontractor)

Title (Prime Contractor)

Title (Subcontractor)

Date

Date

Please select or list all Chambers or Advocacy groups you are a member of:

Table with 2 columns: Group Name, Prime, Sub. Rows include Greater Dallas Asian American Chamber of Commerce, Greater Dallas Black Chamber of Commerce, Greater Dallas Hispanic Chamber of Commerce, U.S. Pan Asian American Chamber of Commerce, Asian Contractors Association, Regional Black Contractors Association, Regional Hispanic Contractors Association.

Solicitation Number No.: 2024-020-7007
Project Title: Daily Delivery Courier Services

Pre-Bid Meeting Date: 05/06/2024
Bid Due Date: 05/30/2024



INVITATION FOR BID
2024-020-7007 Daily Delivery Courier Services

Solicitation Number No.: 2024-020-7007
Project Title: Daily Delivery Courier Services

Pre-Bid Meeting Date: 05/06/2024
Bid Due Date: 05/30/2024

Scope of Work/Specifications

I. Introduction, Purpose, and Intent

The intent of this Invitation for Bid (hereinafter referred to as IFB) is to establish a three-year service price agreement for Daily Delivery Courier Services in accordance with the requirements described herein.

II. Specifications

Contractor shall furnish all labor, personnel, service, supervision, transportation, documentation, equipment, insurance, fuel and supplies necessary and required to perform the services as outlined in this solicitation.

Contractor will be responsible for all parking and toll fees.

All deliveries and pick-ups will be within the limits of Dallas County. It is expected that most of the items to courier will be delivered and picked-up within a 20-mile radius of the initial pick-up designation/site at the:

Dallas County Mail room & Supply Department
 600 Commerce Street, Suite B60 – Basement Level
 Parking Garage Entrance
 Dallas, Texas 75202.

Delivery Days:

Contractor must provide daily delivery/courier service five (5) days a week (Monday through Friday only), excluding official holidays as observed by Dallas County. The County currently observes eight holidays.

1. New Years Day
2. Martin Luther King's Birthday
3. Memorial Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Thanksgiving Holiday (Thursday and Friday)
8. Christmas Holiday (Tuesday and Wednesday)

Contractor shall be capable of developing necessary procedures and documentation for proper, efficient, and timely pick-up and delivery invoicing.

Initial Pick-Up Designation:

All boxed materials and products (including mail) delivered to the outlying Constables and Justices of the Peace Offices hall originate from the:

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Dallas County Mail Room & Supply Department
 George L. Allen, Sr. Courts Building
 600 Commerce Street, B60 – Basement Level
 (Parking Garage Entrance)
 Dallas, Texas 75202

Specialty Pick-Up Designation (Tuesdays):

Specialty pickups on every Tuesday shall begin at the Attorney General’s Office and then resume normal initial pickup designation at:

Dallas County Mail Room & Supply Department
 George L. Allen, Sr. Courts Building
 600 Commerce Street, B60 – Basement Level
 (Parking Garage Entrance)
 Dallas, Texas 75202

Tuesday pickups originate from the:
 Attorney General Office
 400 South Zang Boulevard
 Attorney General Office 11th Floor
 Dallas, TX 75208

Initial Pick-Up Time:

Contractor shall begin the pick-up of all boxed materials and/or products from the Dallas County Mail Room & Supply Department for delivery to the Constables, Justice of the Peace Offices and Truancy Courts by 10:00 a.m. Contractor will not be allowed to pick-up items before 10:00 a.m.

Returns

Returned Materials/Products/Mail from Constables and J.P. Offices: Contractor must return all boxed materials and products (including mail) picked-up from the Constables and Justice of the Peace Offices to the Dallas County Mail Room/Supply Department no later than 3:30 p.m. daily.

Materials/Products Mail Delivered To Wrong Designation:

The Contractor must pick-up the items or materials and deliver them to the correct destination within one (1) hour of notification by Dallas County at no additional charge/cost to Dallas County within the same workday.

Items to be Picked-up, Delivered and Returned on a Daily Basis:

Contractor will be responsible for the pick-up, delivery and return of various types of boxed materials and products. The boxed materials and products will consist of but not be limited to the following items:

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1. Court Papers and Warrants
2. Interdepartmental Mail
3. Cartons of Paper
4. File Folders
5. Files
6. Printed Forms & Stationary
7. Packages
8. Mail Containers
9. Flat Boxes and Lids (bundled)

Contractors shall ensure the proper levels of diligence and security in the delivery and pick-up process.

Maximum Number of Boxed Materials/Products Delivered Per Day:

Contractor shall be required to deliver and return up to three (3) boxes of material and/or products (including the mail container) to each Constable, Justice of the Peace Office, Truancy Courts, and the Mail Room/Supply Department daily.

Maximum Weight:

The maximum weight of any boxed item/material picked-up or delivered to any destination shall not exceed one hundred (100) pounds.

Tracking Capability:

Contractor must have the capability to track all items picked up and delivered to any County designation. The contractor must provide proof of delivery and pick-up documentation upon the request of Dallas County Consolidated Services/Records Management Division. Contractor shall not depart from any Dallas County designation with packages, boxes, containers, cartons, etc., unless it is properly marked with sender's address and the addressee's physical address.

Contractor shall be liable for the full replacement cost for all items damaged or lost while in their control or possession.

Contractor shall not retain Dallas County property overnight under any circumstance.

Contractor shall assign a coordinator to handle and assist in scheduling, billing, and problem solving.

The Contractor shall meet periodically with County representatives, when requested, to discuss all services.

Changes to delivery and pick-up schedules, times, and days can only be authorized by designated representatives of the Record Management Division and must be in writing.

Personnel/Staffing:

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Based on prior experience, it is highly recommended that two (2) or more people and vehicles perform these routes in order to meet the delivery and return deadline requirements stated in the bid.

Vehicles:

Vehicles used to transport all boxed materials and/or products must be fully enclosed or covered to protect against high winds, rain, sleet, and snow.

If delivery or pick-up is delayed for any reason, the Contractor is to notify the project coordinator immediately:

Christopher Webb (214) 653-4486 or
Ricky Nulisch (214) 653-6628

The County reserves the right to add and/or delete service designations to this contract. Should a service designation requirement be added or deleted, payment to the Contractor will be increased/reduced proportionally to the amount in accordance with the submitted bid price. Dallas County shall give 48-hour notice to Contractor if such occurrence shall take place.

Contractor Vendors will be required to have a Dallas County ID (Security) Badges for individuals working in Dallas County Buildings and will be required to pass through security screening on a daily basis dependent on the location or designation site. Contractor shall provide background checks for all employees assigned to work in Dallas County Buildings. The County issued badges should be returned to Records Management at either the time the employee is no longer employed by the contracting vendor or at the end of the contract (whichever comes first). Contractor Vendors are required to submit a Security Addendum and all Vendor Employees are required to submit page 7 of the addendum package.

Contractor is required to fully enclose or cover the bins, boxes and/or products during transfer from vehicle to destination to protect against high winds, rain, sleet, and snow.

Contractor must have a managed office that has a physical address within Dallas County.

Fuel surcharges may not be added to monthly invoices.

Contractor must designate driver(s) for the delivery and/or pickup for daily courier service. Courier personnel can change due to the following: Employee termination, vacation, sick time or at request from Dallas County.

III. Pre-Bid Meeting Schedule, Questions, and Inquiries

During the solicitation process bidders are required to limit their communication regarding this project to the Buyer referenced herein. A pre-bid meeting will be held by the County whereby the bidders will have an opportunity to ask the requesting department(s) questions and/or obtain clarification. The pre-bid meeting will be the only time when bidder and requesting

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department(s) will communicate directly, thereafter, all communication associated with this project shall be address through the County's purchasing platform, https://prod.bidsync.com/dallas_county_texas, to the assigned Buyer. The County will respond to all questions by way of addendum which will be posted as part of the solicitation. The County, its agents, and employees shall not be responsible for any information given by way of verbal communication.

Pre-bid conference May 6, 2024 at 10:00 a.m. (CST), the pre-bid meeting will be conducted through a conference call.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 298 330 346 305

Passcode: ofpSbV

Dial-in by phone

[+1 469-208-1731,,470672400#](#) United States, Dallas

[Find a local number](#)

Phone conference ID: 470 672 400#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

The deadline for the submission of questions is on May 13, 2024, at 10:00 a.m. (CST) through BidSync.

IV. Term and Commencement Date

This will be a three-year term contract commencing upon award by Commissioners Court, upon meeting any insurance and/or bonding requirements (if applicable) and/or fully executing the contract (if applicable).

V. Award Method

The County's intent is to award this solicitation in its entirety, but the County reserves the right to award in the method that is most advantageous to the County.

The County reserves the sole discretion to determine whether a solicitation response is responsive. County reserves the right to reject any or all bids and to waive minor irregularities or discrepancies in any solicitation response as may be in the best interest of County. Late bids will not be considered for award.

Upon expiration of the Contract, the Contractor agrees to hold over under the terms and conditions of this contract for such a period of time as is reasonably necessary to re-solicit (not to exceed 90 calendar days unless mutually agreed on in writing).

VI. Bid Submittal and Exception Requirements

To be considered for award, the bid response must be submitted by May 30, 2024, at 2:00 p.m. (CST). Bid responses shall be submitted electronically through BidSync, the County's online public solicitation platform https://prod.bidsync.com/dallas_county_texas. Although the

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County prefers submissions in electronic form, a bidder may elect to submit their bid in hard copy. To submit in hard copy, the vendor may deliver or ship to: Dallas County Purchasing Department, Records Building 500 Elm Street, Suite 5500, Dallas, Texas 75202. When submitting a bid in hard copy, the County requires **two (2)** duplicate hardcopies (one original and one copy) to be submitted.

Any exceptions to the specifications/scope of work and/or terms and conditions shall be included in the solicitation response and shall appear in its own tab. Exception shall reference the page number, section and language for which exception is taken. The County reserves the right to reject any exception not in the best interest to the County or may lead the bid to be considered nonresponsive and not considered for award.

Note: On April 27, 2020, Dallas County implemented a new public solicitation platform and will be posting all solicitations for goods, services, and construction through BidSync. Vendors seeking to do business with Dallas County will be required to register, https://prod.bidsync.com/dallas_county_texas. By registering, vendors will be able to receive solicitation notices, view open solicitations, and submit their response online to desired business opportunities.

VII. Communication

Upon release of the solicitation and during the process, vendors /firms, and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact in relation to this solicitation with Dallas County employees, department heads and/or elected officials. Such contact may result in the vendor being disqualified. All questions and requests for information related to this solicitation must be coordinated through Dhestini Bizer.

All questions regarding this solicitation are to be submitted in writing to Dhestini Bizer, Dallas County Purchasing Department via [Bidsync https://prod.bidsync.com/dallas_county_texas](https://prod.bidsync.com/dallas_county_texas), the County's procurement platform. If the bidder does not have access to the County's solicitation platform, the bidder may submit their questions in writing via email to Dhestini.bizer@dallascounty.org. Please reference the IFB Solicitation number in the subject of the email.

All questions, comments and requests for clarification must reference the IFB solicitation number on all correspondence to Dallas County. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

NOTE: All addendums and/or any other correspondence (general information, question, and responses) to this IFB will be made available exclusively through the Dallas County website for retrieval. Bidders are solely responsible for frequently checking this website for updates to this IFB Addendums to this IFB can be located at the following web address:

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<http://www.dallascounty.org/department/purchasing/currentbids.php> (go to the appropriate IFB #, click on the appropriate hyperlink for viewing and/or downloading.)

VIII. Location and Invoicing

The County shall pay invoices in 30 days. In order for the County to pay invoices in 30 days, the vendor's invoice must be correct, and reflect the work or goods delivered to the County. The 30 days begin when the County has received a correct invoice reflecting the work or goods delivered. If the County receives an invoice that is not correct and/or reflective of work or goods that have been delivered, the County will request a corrected invoice and the 30-day period will begin once the correct invoice has been received. All work described in the vendor invoice must have been delivered in compliance with the terms of the contract.

Invoices shall be submitted monthly to the County for payment, unless both parties agree to alternative arrangement based on project milestones. Each invoice submitted for payment shall include, at a minimum, the following information:

- Name and address of the department for which services were provided.
- Purchase order number
- Contact information of County staff who placed order (name, phone number, department)
- Date of order or Service
- Detailed description of each service
- Price good or services (charges for all services covered by this contract are to be separately stated and explained)
- Unit pricing
- Total cost of goods/services

Submitting invoices without the above information may cause delays in payment processing. Incorrect invoices or invoices sent to the wrong address will delay payment. Vendors who fail to follow these instructions risk having the contract with the County cancelled.

IX. Documents Submitted with Bid

1. Attachment S - Small Business Enterprise (SBE) Forms (mandatory must be submitted with bid.
2. Security Addendum

X. Opening of Bids

Bid reading shall be conducted at 2:30pm (CST) on the day the bids are due. The reading will be conducted via a live meeting online at:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODVhNzk2OTQtODNhYy00MGM4LWE0OTYtZmYwY2E5MWEyZmNm%40thread.v2/0?context=%7B%22Tid%22%3A%2251adcfad-72f1-479c-b28f-52412e04014b%22%2C%22Oid%22%3A%226f7e6e0d-1f84-43a8-a037-c8b93e424cb8%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a.

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Bids will be publicly opened in compliance with public bid opening statutory requirements.

XI. Review of Bids

1. The County will review bids complying with the due date and time to determine whether bids are responsive and responsible and whether the bid meets minimum requirements.
2. The County may conduct all necessary inquiries or investigations, including but not limited to, contacting references to verify the statements, documents, and information submitted in connection with the bid.
3. Please be aware that Dallas County may use sources of information not supplied by the bidder concerning the abilities to perform this work or meet the minimum requirements. Such sources may include current or past customers of the organization; current or past suppliers; articles from industry newsletters or other publications or from non-published sources made available to Dallas County.

XII. Bid Pricing

1. Bid pricing shall be firm for the first 12 months of the contract unless otherwise stated herein. Costs not included or calculated in the applicable unit prices as bid will not be paid by the County, regardless of the intentions of the bidder when the bid was submitted and regardless that those costs were actually incurred. Price increase(s) shall not be automatic, the bidder shall request on an annual basis a price increase which shall not exceed 5% annually as warranted. Bidder shall submit, for the County's consideration, supporting documentation that substantiates the requested price increase. Cumulative change orders and/or price increases shall not exceed 25% of the original amount awarded during contract term. A price increase shall be mutually agreed upon by the County and Contractor. Request for price increases and change orders shall be reviewed and considered at the County's sole discretion.

XIII. Insurance Requirements

Any Contractor or Vendor that conducts business with Dallas County, whether it is for goods and/or services, must maintain lawful worker's compensation/self-insured employee coverage requirements and adequate liability limitations.

Within ten (10) days after contract award or prior to the commencement of any work or delivery, the Purchasing Agent requires the successful Contractor(s)/Vendor(s) to submit verification of the following coverage. The insurance coverages, except Workers Compensation and Professional Liability, required by this Contract, shall name Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers, as additional insured(s) (as the interest of each insured may appear).

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Contractor at its own expense, consistent with its status as an independent contractor will carry, purchase and maintain insurance coverage, the minimum insurance coverage set forth immediately below, with companies authorized to do insurance business in the State of Texas or eligible surplus lines insurers operating in accordance with the *Texas Insurance Code*, having an A.M. Best Rating of “A” or better, and in amounts not less than the following minimum limits of coverage:

The policies may provide coverage, which contains deductibles or self-insured retention. Such deductibles and/or self-insured retention shall not be applicable with respect to the coverage provided to Dallas County under such policies. The Contractor shall be solely responsible for all deductibles and/or self-insured retention.

All insurance required herein shall be maintained in full force and effect throughout the term of this contract, including all extensions or renewals.

- 1.1. Workers Compensations and Employer’s Liability Insurance or self-insured employee in the amount and in compliance with the provisions as provided for by Texas Law as established by the Texas Workers Compensation Act, Title 5, Subtitle A, Texas Labor Code for all his employees assigned to operate or work under this Contract. In the event the Contractor elects to sublet any work, Contractor shall require Sub-Contractors to provide Workers’ Compensation Insurance for all of the latter’s employees unless the Contractor affords such employees protection. Contractors shall be responsible for workers’ compensation insurance for subcontractors or sub-lessees who directly or indirectly provide service under Dallas County contract.

Workers’ Compensation Insurance with statutory limits, and Employer’s Liability Insurance with limits of not less than \$500,000:

Commercial General Liability	\$1,000,000 Each Occurrence \$2,000,000 Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit
Workers’ Compensation	Statutory
Employers’ Liability	\$1,000,000 Bodily Injury \$1,000,000 Disease

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
- b. Thirty (30) day Notice of Cancellation

- 1.2. Commercial General Liability: Contract shall maintain Commercial General Liability Insurance coverage must include the following: (a) Premises; (b) Operations; (c) Independent Contractor’s Protective Liability; (d) Products and Completed Operations; (e) Medical Expense; (f) Personal and Advertising Injury; (g) Contractual Liability; (h) Broad form property damage, to include fire legal liability. Such insurance shall carry in an amount not less than One Million and 00/100 (\$1,000,000.00) for bodily injury

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(including death), property damage, and blanket contractual coverage per occurrence with a general aggregate of Two Million and 00/100 (\$2,000,000.00) and products and completed operations aggregate of Two Million and 00/100 (\$2,000,000.00).

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
 - b. Thirty (30) day Notice of Cancellation
 - c. Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees, and volunteers.
- 1.3. Automobile Liability Insurance: Contractor shall maintain Automobile Liability Insurance covering all owned, hired, and non-owned automobiles used in connection with work with limits not less than Five Hundred Thousand 00/100 (\$500,000.00) Combined Single Limit of Liability for Bodily Injury and Property Damage. Such insurance is to include coverage for loading and unloading hazards.

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
- b. Thirty (30) day Notice of Cancellation
- c. Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees, and volunteers.

Contractor agrees that, with respect to the above-referenced insurance, all insurance contracts/policies will contain the following required provisions:

- a. Endorsement: Except Workers Compensation and Professional Liability, name Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees, and volunteers as additional insured(s) (as the interest of each insured may appear) as to all applicable coverage.
- b. Endorsement: Provide for thirty (30) days prior written notice will be given to the County for cancellation, non-renewal or material reduction/change in coverage provided under all policies, except in cases of cancellation for non-payment, in the event of which notice shall be provided as required by state law to Dallas County.
- c. Endorsement: Contractor agrees to waive subrogation against Dallas County, its officers, and employees for injuries, including death, property damage or any other loss.
- d. Provide for endorsement that the "other insurance" clause shall not apply to County where County is the additional insured on the policy.
- e. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of the contract is satisfactorily completed and formally accepted.

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- f. All insurance coverage shall be on a per occurrence basis, if coverage is written on a claims-made basis, the retroactive date shall be prior to or coincide with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. The coverage shall be continuous for the duration of the contract agreement and for not less than two (2) years following the end of the contract agreement. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the contract agreement.
- g. The contractor shall be solely responsible for the deductible and/or self-insured retention for any loss.
- h. Contractor insurance policies coverage shall be written on a primary basis and non-contributory with any other insurance coverages and/or self-insurance carried by Dallas County.
- i. Default/Cumulative Rights/Mitigation. It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this contract agreement are cumulative, and either Party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance or otherwise. Contractor has a duty to mitigate damages.
- j. Approval and acceptance of Contractor's services and work by County shall not constitute nor be deemed a release of the responsibility and liability of Contractor for the accuracy and competency of Contractor's services or work; nor shall such approval and acceptance be deemed to be an assumption of such responsibility by the County for any defect, error or omission in the services performed by Contractor in this regard.
- k. The contractor shall provide that all provisions of this contract agreement concerning liability, duty, and standard of care, shall be underwritten by contractual liability coverage sufficient to include obligation within applicable policies.
- l. Contractors and their freight contractors must be prepared to show coverage verification prior to entering upon County premises.
- m. Failure to comply with lawful requirements or adequate liability requirements may result in delay of payments, subject to the orders of the Commissioners Court, not to exceed a period of up to two years from the termination of this contract agreement, or cancellation of this contract agreement or both (Dallas County Commissioners Court Order 2003-1792, September 30, 2003).
- n. Insurance Certificates: The certificates of insurance shall list County as the certificate holder. Any and all copies of Certificates of Insurance shall reference any applicable (Bid Number, Commissioners Court Order Number, or contract number for which the insurance is being supplied). All insurance policies or duly executed certificates for the same required to be carried by Contractor under this contract agreement, together with satisfactory evidence of the payment of the premium thereof, shall be delivered to the: Dallas County Purchasing Agent located at 500 Elm Street, Suite 5500, Dallas, Texas 75202; and
- o. All insurance required to be carried by Contractor or subcontractors under this contract agreement shall be acceptable to the County in form and content, in its sole

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discretion. All policies shall be issued by an insurance company acceptable and satisfactory to County and authorized to do business in the State of Texas. Acceptance of or the verification of insurance by County shall not relieve or decrease the liability of Contractor.

2. Insurance Lapse

In the event successful firm fails to maintain insurance as required by this contract, successful firm shall immediately cure such lapse in insurance coverage at successful firm's sole expense and pay County in full for all costs and expenses incurred by County under this contract as a result of such failure to maintain insurance by successful firm, including costs and reasonable attorney's fees relating to County's attempt to cure such lapse in insurance coverage. Such costs and attorney's fees, not to exceed fifteen hundred and 00/100 dollars (\$1,500.00), shall be automatically deducted from monies or payments owed to successful firm by County. Moreover, the County shall retain five percent (5%) of the value of the Contract that shall be placed into an account from monies or payments owed to Contractor by County to cover County's potential exposure to liability during the period of such lapse. The five percent (5%) retainage shall be held by County until six (6) months after the date lapse in coverage is cured or Term of the Contract has ended or has otherwise been terminated, canceled, or expired and shall be released if no claims are received or lawsuits filed against County for any matter that should have been covered by the required insurance. The County shall retain the funds if a claim is received or lawsuit and use the funds to defend, pay costs of defense or settle the claim.

XIV. Rejection or Acceptance of Bids

The County reserves the right to accept or reject in part or in whole any bids submitted. The Purchasing Agent will recommend to Commissioners Court award to the lowest responsive and responsible bidder as determined by the Purchasing Agent.

XV. Late and Withdrawn Bids

All bids must be submitted no later than the bid due date and time established by this solicitation. Bid arriving after the due date and time will not be accepted. Late bids delivered by carrier will be return to the bidder unopened.

A bidder has the right to withdraw their bid prior to the bid due date and time, thereafter, the bidder shall submit a formal request to the Dallas County Purchasing Agent requesting to withdraw their bid.

XVI. Confidentiality

Any information deemed confidential, shall be clearly noted as such on each page of the solicitation response by the bidder. County cannot guarantee it will not be compelled to disclose all or part of any public record under the Texas Open Record Act. Respondents who include information in a bid that is legally protected as trade secret or confidential shall clearly indicate the information which constitutes a trade secret or confidential information by marking that part of the bid "trade secret" or "confidential"

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at the appropriate place. If a request is made under the Texas Open Records Act to inspect information designated as trade secret or confidential in a bid, the bidder shall, upon request, immediately furnish sufficient written reasons and information as to why the information designated as a trade secret or confidential should be protected from disclosure to Attorney General of Texas for final determination.

XVII. Disqualification of Bidders

Bidders may be disqualified for, but not limited to, the following reasons:

- Reason to believe collusion exists among the bidders.
- The bidder is involved in any litigation against Dallas County
- The bidder is in arrears on an existing contract or has failed to perform on a previous contract with Dallas County

XVIII. Permits Required by Law

Contractor shall comply with all requirements of federal, state, and local statutory requirements and regulations pertinent to or affecting any phase of this contract.

XIX. Records and Audit

The Contractor shall keep accurate records of all components of invoices to the County as they relate to this contract. These records shall be retained for a minimum of two years after the conclusion of the Contract. The County reserves the right to audit any records it deems necessary for the execution of this Contract.

XX. Assignment of Contract

The Contractor shall not assign, transfer, sublet, convey, or otherwise dispose of the Contract of any part therein or its right, title, or interest therein or its power to execute the same to any other persons, firm, partnership, company, or corporation without the prior written consent of the County. Should the Contractor assign, transfer, sublet, convey, or otherwise dispose of its right, title or interest or any part thereof in violation of this section, the County may, at its discretion, cancel the Contract and all rights, title and interest of the Contractor shall therein cease and terminate, and the Contractor shall be declared in default.

XXI. Default by Contractor

The following events shall be deemed to be events of default by Contractor under the Contract:

- Contractor shall become insolvent, or shall make a transfer in fraud of creditors, or shall make an assignment for the benefit of creditors.
- Contractor attempts to assign the Contract without the prior written consent of the County.
- Contractor shall fail to perform, keep, or observe any term, provision, or covenant of the Contract; or
- Contractor fails to properly and timely pay Contractor personnel, suppliers or other contractors and the failure impacts the County in any manner.

In the event a default occurs, the Director shall give the Contractor written notice of the default. If the default is not corrected to the satisfaction and approval of the Director within the time

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specified in such notice, the County may immediately cancel the Contract. At the direction of the Director, the Contractor shall vacate the facility, if applicable, and shall have no right to further operate under the Contract.

The Contractor, in accepting the Contract, agrees that the County shall not be liable to prosecution for damages or lost anticipated profits if the County cancels or terminates the Contract.

No Waiver: No waiver by the County of any default or breach of any covenant, condition, or stipulation shall be treated as a waiver of any subsequent default or breach of the same or any other covenant, condition, or stipulation.

XXII. Termination

The County may terminate this agreement in whole or in part by giving thirty days written notice thereof to Contractor. The County will compensate Contractor in accordance with the terms of the agreement for all goods and services delivered and accepted prior to the effective date of such termination notice.

XXIII. Miscellaneous

1. After executing the contract or issuance of a purchase order, no consideration will be given to any claim of misunderstanding.
2. Bidders shall submit with their bid, the required Contractor's qualification statement with supporting information as stated herein along with all other supporting documentation requested.
3. Bidders shall thoroughly familiarize themselves with the provisions of these specifications/scope of work.
4. A bid may be disqualified if the corporation or individual bidder is in arrears or in default to the County for delinquent taxes or assessments or on any debt or contract, whether as defaulter or bondsman; or who has defaulted upon any obligation to the County by failing to perform satisfactorily any previous agreement or Contract within the past seven years. Also, bidders may be disqualified for poor prior performance on similar Contracts with other entities.
5. The Contractor agrees to abide by the rules and regulations as prescribed herein. The Contractor will, in all solicitations or advertisements for personnel to perform services under the Contract, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin.
6. If either party hereto is prevented from completing its obligations under the Contract by act of God, strike, lockout, material or labor restrictions by any governmental authority, civil riot, flood, or any other cause beyond the control of the parties hereto, then such party shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

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Bid Due Date: 05/30/2024

7. The section headings in these Specifications are for convenience in reference and are not intended to define or limit the scope of any of the conditions, terms, or provisions of these specifications.
8. Should any question arise as to the proper interpretation of the terms and conditions of these specifications, the decision of the department director and/or Purchasing Agent or his authorized representative shall be final.

XXIV. Indemnity

The selected bidder agrees to defend, indemnify and hold the County, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs, and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by the selected bidder's breach of any of the terms or provisions of the contract, or by any other negligent or strictly liable act or omission of the selected bidder, its officers, agents, employees, or subcontractors, in the performance of the contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the County, its officers, agents, or employees and in the event of joint and concurrent negligence or fault of the selected bidder(s) and County, responsibility, and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the County under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

XXV. Development Costs

Neither Dallas County nor its representatives shall be liable for any expenses incurred in connection with preparing a response to this IFB. Respondents are encouraged to prepare their bids simply and economically, providing a straightforward and concise description of your firm's ability to meet the requirements of the IFB.

XXVI. Certificate of Interested Parties (Form 1295)

Section 2252.908 of the Texas Government Code: An Act Addressing Disclosure of Interested Parties.

Effective January 1, 2016, Dallas County, must comply with the "Disclosure of Interest Parties, requirements established under Section 2252.908 of the Texas Government Code as implemented by the Texas Ethics Commission. Briefly stated, all contracts requiring an action or vote by the governing body of the entity or agency before the contract may be signed (regardless of the dollar amount) or that has a value of at least \$1 million will require the on-line completion of Form 1295 "Certificate of Interested Parties", in accordance with Texas Government Code Statute §2252.908. Form 1295 is also required for any and all contract amendments, extensions, or renewals. All business entities are required to complete and file electronically with the Texas Ethics Commission using the online filing application.

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Step 1: Business Entity completes Form 1295 in electronic format on the Texas Ethics Commission website: (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

Step 2: Upon receipt of a completed Interested Parties Disclosure Form, Texas Ethics Commission issues a Certification of Filing to the Business Entity and the Business Entity download(s), print, sign(s) and notarize(s) Form 1295. An authorized agent of the business entity will need to sign the printed copy of the form and have the form notarized.

Step 3: At the time of submission of the solicitation to Dallas County the Business Entity must submit the completed notarized Form 1295 with the Certification of Filing with their contract (i.e.: bid, rfp, rfq, soq, etc.) to Dallas County. Upon receipt, Dallas County may proceed with the award and/or execution of the contract.

Step 4: Not later than the 30th day after the date the contract has been signed by all parties, Dallas County must notify the Texas Ethics Commission (in electronic format) of the receipt of (1) Form 1295, and (2) the Certification of Filing.

Step 5: Not later than the 7th business day after receipt of the above notice, Texas Ethics Commission makes the disclosure available to the public by posting the disclosure on its website.

County Offices and Departments submitting contracts to Commissioners Court for award/execution are responsible for acknowledging and filing the Form 1295.

Definitions:

(a) “Contract” includes an amended, extended, or renewed contract.

(b) “Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

(c) “Controlling interest” In accordance with the Texas Ethics Commission, Chapter 46.3(c) and applicable to Texas Government Code §2252.908 - (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

(d) “Interested party” (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

(e) “Intermediary” for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person’s participation.

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity.

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To obtain additional information on Section 2252 and to learn more about the Texas Ethics Commission process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following website:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

Instructional Videos for Business Entities on how to file online can be found at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

XXVII. Conflict of Interest

No County elected or appointed official or representative, or any employees shall have any financial interest, direct or indirect, in any contract with the County or be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, goods or services, except on behalf of the County as an official or employee. Any violation of this Section, with knowledge, expresses or implied, of the person or corporation contracting with the County shall render this Agreement involved voidable by the Commissioners Court of Dallas County. It is the responsibility of Contractor during all phases of this Agreement to notify the County in writing of any potential conflict of interest. Contractor covenants that neither it nor any member of its corporation presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this Agreement. Contractor further covenants that in the performance of this Agreement no person having such interest shall be employed or appointed by Contractor.

XXVIII. Small Business Enterprise (SBE) Program

See Attachment S – Small Business Enterprise Program (SBE) and SBE forms.

Agency Identification

Agency Name DALLAS COUNTY SHERIFF'S DEPT		ORI TX0570000
Agency Address 133 N RIVERFRONT BLVD		
City DALLAS TEXAS		Zip 75207
Agency Representative (Title and Name) SHERIFF MARIAN BROWN		
Phone Number 214-653-2686	Fax Number 214-749-8641	
Email address MARIAN.BROWN@DALLASCOUNTY.ORG		

Contractor Identification

Company Name		Service Providing Agency	
Company Address			
City		State	Zip
Contractor Representative (Title and Name)			
Phone Number		Fax Number	
Email address			

Visit our website www.dps.texas.gov/securityreview for information on submitting vendor/contractor fingerprints.

Email can be sent to: security.committee@dps.texas.gov

Main office number is: (512) 424-5686

Parties may use the following Security Addendum with the Texas Signatory Page or, in their contract, choose to incorporate the Security Addendum by reference. If the Addendum is incorporated by reference into the contract, a copy of the contract must be provided to the TX DPS CJIS Security Office.

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM
Legal Authority for and Purpose and Genesis of the
Security Addendum**

Traditionally, law enforcement and other criminal justice agencies have been responsible for the confidentiality of their information. Accordingly, until mid-1999, the Code of Federal Regulations Title 28, Part 20, subpart C, and the National Crime Information Center (NCIC) policy paper approved December 6, 1982, required that the management and exchange of criminal justice information be performed by a criminal justice agency or, in certain circumstances, by a noncriminal justice agency under the management control of a criminal justice agency.

In light of the increasing desire of governmental agencies to contract with private entities to perform administration of criminal justice functions, the FBI sought and obtained approval from the United States Department of Justice (DOJ) to permit such privatization of traditional law enforcement functions under certain controlled circumstances. In the Federal Register of May 10, 1999, the FBI published a Notice of Proposed Rulemaking, announcing as follows:

1. Access to CHRI [Criminal History Record Information] and Related Information, Subject to Appropriate Controls, by a Private Contractor Pursuant to a Specific Agreement with an Authorized Governmental Agency To Perform an Administration of Criminal Justice Function (Privatization). Section 534 of title 28 of the United States Code authorizes the Attorney General to exchange identification, criminal identification, crime, and other records for the official use of authorized officials of the federal government, the states, cities, and penal and other institutions. This statute also provides, however, that such exchanges are subject to cancellation if dissemination is made outside the receiving departments or related agencies. Agencies authorized access to CHRI traditionally have been hesitant to disclose that information, even in furtherance of authorized criminal justice functions, to anyone other than actual agency employees lest such disclosure be viewed as unauthorized. In recent years, however, governmental agencies seeking greater efficiency and economy have become increasingly interested in obtaining support services for the administration of criminal justice from the private sector. With the concurrence of the FBI's Criminal Justice Information Services (CJIS) Advisory Policy Board, the DOJ has concluded that disclosures to private persons and entities providing support services for criminal justice agencies may, when subject to appropriate controls, properly be viewed as permissible disclosures for purposes of compliance with 28 U.S.C. 534.

We are therefore proposing to revise 28 CFR 20.33(a) (7) to provide express authority for such arrangements. The proposed authority is similar to the authority that already exists in 28 CFR 20.21(b)(3) for state and local CHRI systems. Provision of CHRI under this authority would only be permitted pursuant to a specific agreement with an authorized governmental

agency for the purpose of providing services for the administration of criminal justice. The agreement would be required to incorporate a security addendum approved by the Director of the FBI (acting for the Attorney General). The security addendum would specifically authorize access to CHRI, limit the use of the information to the specific purposes for which it is being provided, ensure the security and confidentiality of the information consistent with applicable laws and regulations, provide for sanctions, and contain such other provisions as the Director of the FBI (acting for the Attorney General) may require. The security addendum, buttressed by ongoing audit programs of both the FBI and the sponsoring governmental agency, will provide an appropriate balance between the benefits of privatization, protection of individual privacy interests, and preservation of the security of the FBI's CHRI systems.

The FBI will develop a security addendum to be made available to interested governmental agencies. We anticipate that the security addendum will include physical and personnel security constraints historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in NCIC User Agreements between the FBI and criminal justice agencies, and in existing Management Control Agreements between criminal justice agencies and noncriminal justice governmental entities. The security addendum will make clear that access to CHRI will be limited to those officers and employees of the private contractor or its subcontractor who require the information to properly perform services for the sponsoring governmental agency, and that the service provider may not access, modify, use, or disseminate such information for inconsistent or unauthorized purposes.

Consistent with such intent, Title 28 of the Code of Federal Regulations (C.F.R.) was amended to read:

§ 20.33 Dissemination of criminal history record information.

- a) Criminal history record information contained in the Interstate Identification Index (III) System and the Fingerprint Identification Records System (FIRS) may be made available:
 - 1) To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies.
 - 2) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and
 - 3) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement must incorporate a security addendum approved by the Attorney General of the United

States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).

This Security Addendum, appended to and incorporated by reference in a government-private sector contract entered into for such purpose, is intended to insure that the benefits of privatization are not attained with any accompanying degradation in the security of the national system of criminal records accessed by the contracting private party. This Security Addendum addresses both concerns for personal integrity and electronic security which have been addressed in previously executed user agreements and management control agreements.

A government agency may privatize functions traditionally performed by criminal justice agencies (or noncriminal justice agencies acting under a management control agreement), subject to the terms of this Security Addendum. If privatized, access by a private contractor's personnel to NCIC data and other CJIS information is restricted to only that necessary to perform the privatized tasks consistent with the government agency's function and the focus of the contract. If privatized the contractor may not access, modify, use or disseminate such data in any manner not expressly authorized by the government agency in consultation with the FBI.

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM**

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as “security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information.”

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

2.00 Responsibilities of the Contracting Government Agency.

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes.

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

4.02 Security violations can justify termination of the appended agreement.

4.03 Upon notification, the FBI reserves the right to:

- a. Investigate or decline to investigate any report of unauthorized use;
- b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

6.00 Scope and Authority

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Assistant Director
Criminal Justice Information Services Division, FBI
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

**FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM
CERTIFICATION**

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Signature of Contractor Employee

Date

Printed or Typed Contractor Employee Name

Sex: _____ Race: _____ DOB: _____ State/ID or DL: _____

Signature of Contractor Representative

Date

Printed or Typed Name of Contractor Representative

Organization Name and Representative's Title

Texas Signatory Page

The undersigned parties agree that the *Security Addendum* is now a part of the contract between the entities. The parties agree to abide by all requirements of the *Security Addendum* and the *CJIS Security Policy*, and it shall remain in force for the term of the contract. Any violation of this addendum constitutes a breach of the contract.

To the extent there is a conflict between a confidentiality clause in the underlying contract and the *Security Addendum* and/or the *CJIS Security Policy*, the *Security Addendum* and the *CJIS Security Policy* shall govern any information covered by the *Security Addendum* and/or the *CJIS Security Policy*.

(To be signed and dated by the vendor(s) and law enforcement agency representative(s) who signed the original contract, or at least who have authority to bind each entity – to include subcontractor services; third party service provider if applicable)

Sheriff Marian Brown

Printed Name of Agency Representative

Signature of Agency Representative

Sheriff

Title

Dallas County Sheriff's Dept TX0570000

Agency Name and ORI

Date

Printed Name of Vendor (Contractor) Representative

Signature of Vendor (Contractor) Representative

Title

Vendor Organization Name

Date

Printed Name of Vendor (Sub-Contractor) Representative

Signature of Vendor (Sub-Contractor) Representative

Title

Vendor Organization Name

Date

Cost Sheet A 2024-020-7007 Daily Delivery Courier Services Three Year Term Dhestini Bizer		
Address	Offices	Delivery Point
George Allen Courts Building 600 Commerce Street Suite B60 Dallas, TX 75202	Mailroom and Supply Dept.	Designated Mail Clerk
South Dallas Government Court 8301 S. Polk St Dallas, TX 75232	Constable Gulley Judge Jones 1-1	Constable Office
Main Post Office 401 I-30 Dallas, TX 75260	Drop Off only postage mail for JP 1-1 & JP 1-2	N/A
Garland Office 140 N. Garland Ave. Garland, TX 75040	Constable Gipson Judge O'Brien 2-1	JP Office
Mesquite Office 823 N. Galloway Mesquite, TX 75149	Constable Gipson Judge Whitfield 2-2	JP Office
North Dallas Government Court 6820 LBJ Freeway Dallas, TX 75240	Constable Adamcik Judge Cercone 3-1 Judge Seider 3-2	Constable Office
Grand Prairie Office 106 West Church St. Grand Prairie, TX 75050	Constable Wright Judge Jones 4-1 Judge Moreno 4-2	Constable Office
East Dallas Government Court 3443 St. Francis Ave. Dallas, TX 75228	Judge Martinez 5-1	JP Office
Oak Cliff Government Court Constable Office 702 East Jefferson Boulevard Dallas, TX 75203	Constable Villarreal Judge Jasso 5-2	Constable Office

<p>Attorney General 400 S. Zang Blvd. 11th Floor Dallas, TX 75208</p>	<p>Pickup Attorney General office 11th floor. Deliver back to George Allen Mail room/Supply. Tuesday only</p>	<p>600 Commerce St. Dallas, TX 75202</p>
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Supplier #1:
 Name:
 Address:
 Email:
 Phone:
 Contact:

Three-Year Estimated Quantity (in working days)	Unit Of Measure	Year One Qty	Year One Price	Year One Extended Total	Year Two Qty	Year Two Price
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -
760	Day	253	\$ -	\$ -	253	\$ -

160	Day	53	\$ -	\$ -	53	\$ -
Grand Total						

Year Two Extended Total	Year Three Qty	Year Three Price	Year Three Extended Total	Three-Year Extended Total
\$ -	253	\$ -	\$ -	\$ -
\$ -	253	\$ -	\$ -	\$ -
\$ -	253	\$ -	\$ -	\$ -
\$ -	253	\$ -	\$ -	\$ -
\$ -	253	\$ -	\$ -	\$ -
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\$ -	53	\$ -	\$ -	\$ -
				\$ -
				\$ -

Question and Answers for Bid #2024-020-7007 - Daily Delivery Courier Services

Overall Bid Questions

There are no questions associated with this bid.