

Solicitation 2024-022-7009

Carpet and Upholstery Cleaning Services

Bid Designation: Public



Dallas County Purchasing

Bid 2024-022-7009 Carpet and Upholstery Cleaning Services

Bid Number **2024-022-7009**
 Bid Title **Carpet and Upholstery Cleaning Services**

Bid Start Date **May 2, 2024 9:33:42 AM CDT**
 Bid End Date **Jun 13, 2024 2:00:00 PM CDT**
 Question & Answer End Date **May 30, 2024 2:00:00 PM CDT**

Bid Contact **Benedict Parks**
Buyer
Purchasing
214-653-5639
benedict.parks@dallascounty.org

Contract Duration **One Time Purchase**
 Contract Renewal **Not Applicable**
 Prices Good for **120 days**
 Pre-Bid Conference **May 23, 2024 10:00:00 AM CDT (Online)**
Attendance is optional

Bid Comments **There will be a pre-bid conference on 5/23/24 at 10:00am, the pre-bid meeting will be conducted through a conference call:**

Microsoft Teams Need help?
Join the meeting now
Meeting ID: 288 066 952 582
Passcode: DZSB2V
Dial-in by phone
+1 469-208-1731,,336425861# United States, Dallas
Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm
Find a local number
Phone conference ID: 336 425 861#
For organizers: Meeting options | Reset dial-in PIN

All questions are due May 30th, 2024 at 2:00pm

A bid reading will occur the same day the solicitation is due here:

https://teams.microsoft.com/join/19%3ameeting_M2YwZThIMzEtMDdiOC00OTgxLWI5ZDktZmU2ODQ0MTIjNGQ1%40thread.v2/0?context=%7B%22id%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

Item Response Form

Item **2024-022-7009-01-01 - Year 1 - Standard carpet cleaning service**

Quantity **938549 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**

[Dallas County Purchasing](#)

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 938549

Description

Year 1 - Standard carpet cleaning service

Item **2024-022-7009-01-02 - Year 1 - Emergency during normal work hours for carpet cleaning service**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**

[Dallas County Purchasing](#)

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 5000

Description

Year 1 - Emergency during normal work hours for carpet cleaning service

Item **2024-022-7009-01-03 - Year 1 - Emergency after normal work hours for carpet cleaning service**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**

[Dallas County Purchasing](#)

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 5000

Description

Year 1 - Emergency after normal work hours for carpet cleaning service

Item **2024-022-7009-01-04 - Year 1 - Emergency during normal work hours for water restoration and carpet cle**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**

[Dallas County Purchasing](#)

500 Elm Street, Suite 5500

Dallas TX 75202

Qty 5000

Description

Year 1 - Emergency during normal work hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-05 - Year 1 - Emergency after normal works hours for water restoration and carpet cle**

Quantity **5000 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description
 Year 1 - Emergency after normal works hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-06 - Year 1 - Carpet protector application using an equivalent product to 3M Scotchga**
 Quantity **250 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 250

Description
 Year 1 - Carpet protector application using an equivalent product to 3M Scotchgard or DuPont Teflon Advanced

Item **2024-022-7009-01-07 - Year 1 - Deodorizer Application**
 Quantity **2500 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2500

Description
 Year 1 - Deodorizer Application

Item **2024-022-7009-01-08 - Year 1 - Cleaning of fabric cubicles, partitions, and panels up to 7'**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 1 - Cleaning of fabric cubicles, partitions, and panels up to 7'

Item **2024-022-7009-01-09 - Year 1 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'

Item **2024-022-7009-01-10 - Year 1 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'

Item **2024-022-7009-01-11 - Year 1 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above

Item **2024-022-7009-01-12 - Year 1 - Cleaning of wall panels and partitions up to 7'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of wall panels and partitions up to 7'

Item **2024-022-7009-01-13 - Year 1 - Cleaning of wall panels and partitions between 8'-9'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500

Dallas TX 75202

Qty 2

Description

Year 1 - Cleaning of wall panels and partitions between 8'-9'

Item **2024-022-7009-01-14 - Year 1 - Cleaning of wall panels and partitions between 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of wall panels and partitions between 10'-11'

Item **2024-022-7009-01-15 - Year 1 - Cleaning of wall panels and partitions 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of wall panels and partitions 12' and above

Item **2024-022-7009-01-16 - Year 1 - Cleaning of a fabric desk chair or side chair**

Quantity **10 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 10

Description

Year 1 - Cleaning of a fabric desk chair or side chair

Item **2024-022-7009-01-17 - Year 1 - Cleaning of a leather desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of a leather desk chair or side chair

Item **2024-022-7009-01-18 - Year 1 - Cleaning of a silk desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of a silk desk chair or side chair

Item **2024-022-7009-01-19 - Year 1 - Cleaning of a fabric sofa up to 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of a fabric sofa up to 8' long

Item **2024-022-7009-01-20 - Year 1 - Cleaning of a leather sofa up to 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of a leather sofa up to 8' long

Item **2024-022-7009-01-21 - Year 1 - Cleaning of a fabric sofa greater than 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 1 - Cleaning of a fabric sofa greater than 8' long

Item **2024-022-7009-01-22 - Year 1 - Cleaning of a leather sofa greateer than 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 1 - Cleaning of a leather sofa greateer than 8' long

Item **2024-022-7009-01-23 - Year 2 - Standard carpet cleaning service**
 Quantity **938549 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 938549

Description
 Year 2 - Standard carpet cleaning service

Item **2024-022-7009-01-24 - Year 2 - Emergency during normal work hours for carpet cleaning service**
 Quantity **5000 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description
 Year 2 - Emergency during normal work hours for carpet cleaning service

Item **2024-022-7009-01-25 - Year 2 - Emergency after normal work hours for carpet cleaning service**
 Quantity **5000 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description
 Year 2 - Emergency after normal work hours for carpet cleaning service

Item **2024-022-7009-01-26 - Year 2 - Emergency during normal work hours for water restoration and carpet cle**
 Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 2 - Emergency during normal work hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-27 - Year 2 - Emergency after normal works hours for water restoration and carpet cle**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 2 - Emergency after normal works hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-28 - Year 2 - Carpet protector application using an equivalent product to 3M Scotchga**

Quantity **250 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 250

Description

Year 2 - Carpet protector application using an equivalent product to 3M Scotchgard or DuPont Teflon Advanced

Item **2024-022-7009-01-29 - Year 2 - Deodorizer Application**

Quantity **2500 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2500

Description

Year 2 - Deodorizer Application

Item **2024-022-7009-01-30 - Year 2 - Cleaning of fabric cubicles, partitions, and panels up to 7'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of fabric cubicles, partitions, and panels up to 7'

Item **2024-022-7009-01-31 - Year 2 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'

Item **2024-022-7009-01-32 - Year 2 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'

Item **2024-022-7009-01-33 - Year 2 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above

Item **2024-022-7009-01-34 - Year 2 - Cleaning of wall panels and partitions up to 7'**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500

Dallas TX 75202

Qty 2

Description

Year 2 - Cleaning of wall panels and partitions up to 7'

Item **2024-022-7009-01-35 - Year 2 - Cleaning of wall panels and partitions between 8'-9'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of wall panels and partitions between 8'-9'

Item **2024-022-7009-01-36 - Year 2 - Cleaning of wall panels and partitions between 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of wall panels and partitions between 10'-11'

Item **2024-022-7009-01-37 - Year 2 - Cleaning of wall panels and partitions 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of wall panels and partitions 12' and above

Item **2024-022-7009-01-38 - Year 2 - Cleaning of a fabric desk chair or side chair**

Quantity **10 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 10

Description

Year 2 - Cleaning of a fabric desk chair or side chair

Item **2024-022-7009-01-39 - Year 2 - Cleaning of a leather desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of a leather desk chair or side chair

Item **2024-022-7009-01-40 - Year 2 - Cleaning of a silk desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of a silk desk chair or side chair

Item **2024-022-7009-01-41 - Year 2 - Cleaning of a fabric sofa up to 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of a fabric sofa up to 8' long

Item **2024-022-7009-01-42 - Year 2 - Cleaning of a leather sofa up to 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 2 - Cleaning of a leather sofa up to 8' long

Item **2024-022-7009-01-43 - Year 2 - Cleaning of a fabric sofa greater than 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 2 - Cleaning of a fabric sofa greater than 8' long

Item **2024-022-7009-01-44 - Year 2 - Cleaning of a leather sofa greater than 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 2 - Cleaning of a leather sofa greater than 8' long

Item **2024-022-7009-01-45 - Year 3 - Standard carpet cleaning service**
 Quantity **938549 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 938549

Description
 Year 3 - Standard carpet cleaning service

Item **2024-022-7009-01-46 - Year 3 - Emergency during normal work hours for carpet cleaning service**
 Quantity **5000 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description
 Year 3 - Emergency during normal work hours for carpet cleaning service

Item **2024-022-7009-01-47 - Year 3 - Emergency after normal work hours for carpet cleaning service**
 Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 3 - Emergency after normal work hours for carpet cleaning service

Item **2024-022-7009-01-48 - Year 3 - Emergency during normal work hours for water restoration and carpet cle**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 3 - Emergency during normal work hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-49 - Year 3 - Emergency after normal works hours for water restoration and carpet cle**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 3 - Emergency after normal works hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-50 - Year 3 - Carpet protector application using an equivalent product to 3M Scotchga**

Quantity **250 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 250

Description

Year 3 - Carpet protector application using an equivalent product to 3M Scotchgard or DuPont Teflon Advanced

Item **2024-022-7009-01-51 - Year 3 - Deodorizer Application**

Quantity **2500 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2500

Description

Year 3 - Deodorizer Application

Item **2024-022-7009-01-52 - Year 3 - Cleaning of fabric cubicles, partitions, and panels up to 7'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of fabric cubicles, partitions, and panels up to 7'

Item **2024-022-7009-01-53 - Year 3 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'

Item **2024-022-7009-01-54 - Year 3 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'

Item **2024-022-7009-01-55 - Year 3 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500

Dallas TX 75202

Qty 2

Description

Year 3 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above

Item **2024-022-7009-01-56 - Year 3 - Cleaning of wall panels and partitions up to 7'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of wall panels and partitions up to 7'

Item **2024-022-7009-01-57 - Year 3 - Cleaning of wall panels and partitions between 8'-9'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of wall panels and partitions between 8'-9'

Item **2024-022-7009-01-58 - Year 3 - Cleaning of wall panels and partitions between 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of wall panels and partitions between 10'-11'

Item **2024-022-7009-01-59 - Year 3 - Cleaning of wall panels and partitions 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of wall panels and partitions 12' and above

Item **2024-022-7009-01-60 - Year 3 - Cleaning of a fabric desk chair or side chair**

Quantity **10 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 10

Description

Year 3 - Cleaning of a fabric desk chair or side chair

Item **2024-022-7009-01-61 - Year 3 - Cleaning of a leather desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of a leather desk chair or side chair

Item **2024-022-7009-01-62 - Year 3 - Cleaning of a silk desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of a silk desk chair or side chair

Item **2024-022-7009-01-63 - Year 3 - Cleaning of a fabric sofa up to 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 3 - Cleaning of a fabric sofa up to 8' long

Item **2024-022-7009-01-64 - Year 3 - Cleaning of a leather sofa up to 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 3 - Cleaning of a leather sofa up to 8' long

Item **2024-022-7009-01-65 - Year 3 - Cleaning of a fabric sofa greater than 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 3 - Cleaning of a fabric sofa greater than 8' long

Item **2024-022-7009-01-66 - Year 3 - Cleaning of a leather sofa greater than 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 3 - Cleaning of a leather sofa greater than 8' long

Item **2024-022-7009-01-67 - Year 4 - Standard carpet cleaning service**
 Quantity **938549 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 938549

Description
 Year 4 - Standard carpet cleaning service

Item **2024-022-7009-01-68 - Year 4 - Emergency during normal work hours for carpet cleaning service**
 Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 5000

Description

Year 4 - Emergency during normal work hours for carpet cleaning service

Item **2024-022-7009-01-69 - Year 4 - Emergency after normal work hours for carpet cleaning service**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 5000

Description

Year 4 - Emergency after normal work hours for carpet cleaning service

Item **2024-022-7009-01-70 - Year 4 - Emergency during normal work hours for water restoration and carpet cle**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 5000

Description

Year 4 - Emergency during normal work hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-71 - Year 4 - Emergency after normal works hours for water restoration and carpet cle**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
500 Elm Street, Suite 5500
Dallas TX 75202
Qty 5000

Description

Year 4 - Emergency after normal works hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-72 - Year 4 - Carpet protector application using an equivalent product to 3M Scotchga**

Quantity **250 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 250

Description

Year 4 - Carpet protector application using an equivalent product to 3M Scotchgard or DuPont Teflon Advanced

Item **2024-022-7009-01-73 - Year 4 - Deodorizer Application**

Quantity **2500 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2500

Description

Year 4 - Deodorizer Application

Item **2024-022-7009-01-74 - Year 4 - Cleaning of fabric cubicles, partitions, and panels up to 7'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of fabric cubicles, partitions, and panels up to 7'

Item **2024-022-7009-01-75 - Year 4 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'

Item **2024-022-7009-01-76 - Year 4 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500

Dallas TX 75202

Qty 2

Description

Year 4 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'

Item **2024-022-7009-01-77 - Year 4 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above

Item **2024-022-7009-01-78 - Year 4 - Cleaning of wall panels and partitions up to 7'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of wall panels and partitions up to 7'

Item **2024-022-7009-01-79 - Year 4 - Cleaning of wall panels and partitions between 8'-9'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of wall panels and partitions between 8'-9'

Item **2024-022-7009-01-80 - Year 4 - Cleaning of wall panels and partitions between 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of wall panels and partitions between 10'-11'

Item **2024-022-7009-01-81 - Year 4 - Cleaning of wall panels and partitions 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of wall panels and partitions 12' and above

Item **2024-022-7009-01-82 - Year 4 - Cleaning of a fabric desk chair or side chair**

Quantity **10 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 10

Description

Year 4 - Cleaning of a fabric desk chair or side chair

Item **2024-022-7009-01-83 - Year 4 - Cleaning of a leather desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of a leather desk chair or side chair

Item **2024-022-7009-01-84 - Year 4 - Cleaning of a silk desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 4 - Cleaning of a silk desk chair or side chair

Item **2024-022-7009-01-85 - Year 4 - Cleaning of a fabric sofa up to 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 4 - Cleaning of a fabric sofa up to 8' long

Item **2024-022-7009-01-86 - Year 4 - Cleaning of a leather sofa up to 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 4 - Cleaning of a leather sofa up to 8' long

Item **2024-022-7009-01-87 - Year 4 - Cleaning of a fabric sofa greater than 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 4 - Cleaning of a fabric sofa greater than 8' long

Item **2024-022-7009-01-88 - Year 4 - Cleaning of a leather sofa greater than 8' long**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 4 - Cleaning of a leather sofa greater than 8' long

Item **2024-022-7009-01-89 - Year 5 - Standard carpet cleaning service**
 Quantity **938549 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 938549

Description

Year 5 - Standard carpet cleaning service

Item **2024-022-7009-01-90 - Year 5 - Emergency during normal work hours for carpet cleaning service**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 5 - Emergency during normal work hours for carpet cleaning service

Item **2024-022-7009-01-91 - Year 5 - Emergency after normal work hours for carpet cleaning service**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 5 - Emergency after normal work hours for carpet cleaning service

Item **2024-022-7009-01-92 - Year 5 - Emergency during normal work hours for water restoration and carpet cle**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 5 - Emergency during normal work hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-93 - Year 5 - Emergency after normal works hours for water restoration and carpet cle**

Quantity **5000 square foot**

Unit Price

Delivery Location **Dallas County Purchasing**

Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 5000

Description

Year 5 - Emergency after normal works hours for water restoration and carpet cleaning services

Item **2024-022-7009-01-94 - Year 5 - Carpet protector application using an equivalent product to 3M Scotchga**
 Quantity **250 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 250

Description

Year 5 - Carpet protector application using an equivalent product to 3M Scotchgard or DuPont Teflon Advanced

Item **2024-022-7009-01-95 - Year 5 - Deodorizer Application**
 Quantity **2500 square foot**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2500

Description

Year 5 - Deodorizer Application

Item **2024-022-7009-01-96 - Year 5 - Cleaning of fabric cubicles, partitions, and panels up to 7'**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of fabric cubicles, partitions, and panels up to 7'

Item **2024-022-7009-01-97 - Year 5 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'**
 Quantity **2 each**
 Unit Price
 Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500

Dallas TX 75202

Qty 2

Description

Year 5 - Cleaning of fabric cubicles, partitions, and panels up to 8'-9'

Item **2024-022-7009-01-98 - Year 5 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of fabric cubicles, partitions, and panels up to 10'-11'

Item **2024-022-7009-01-99 - Year 5 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of fabric cubicles, partitions, and panels up to 12' and above

Item **2024-022-7009-01-100 - Year 5 - Cleaning of wall panels and partitions up to 7'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of wall panels and partitions up to 7'

Item **2024-022-7009-01-101 - Year 5 - Cleaning of wall panels and partitions between 8'-9'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
[Dallas County Purchasing](#)
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of wall panels and partitions between 8'-9'

Item **2024-022-7009-01-102 - Year 5 - Cleaning of wall panels and partitions between 10'-11'**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of wall panels and partitions between 10'-11'

Item **2024-022-7009-01-103 - Year 5 - Cleaning of wall panels and partitions 12' and above**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of wall panels and partitions 12' and above

Item **2024-022-7009-01-104 - Year 5 - Cleaning of a fabric desk chair or side chair**

Quantity **10 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 10

Description

Year 5 - Cleaning of a fabric desk chair or side chair

Item **2024-022-7009-01-105 - Year 5 - Cleaning of a leather desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of a leather desk chair or side chair

Item **2024-022-7009-01-106 - Year 5 - Cleaning of a silk desk chair or side chair**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of a silk desk chair or side chair

Item **2024-022-7009-01-107 - Year 5 - Cleaning of a fabric sofa up to 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of a fabric sofa up to 8' long

Item **2024-022-7009-01-108 - Year 5 - Cleaning of a leather sofa up to 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of a leather sofa up to 8' long

Item **2024-022-7009-01-109 - Year 5 - Cleaning of a fabric sofa greater than 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description

Year 5 - Cleaning of a fabric sofa greater than 8' long

Item **2024-022-7009-01-110 - Year 5 - Cleaning of a leather sofa greater than 8' long**

Quantity **2 each**

Unit Price

Delivery Location **Dallas County Purchasing**
Dallas County Purchasing
 500 Elm Street, Suite 5500
 Dallas TX 75202
Qty 2

Description
 Year 5 - Cleaning of a leather sofa greateer than 8' long

Item **2024-022-7009-01-111 - SBE 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
 Attach SBE documents here

Item **2024-022-7009-01-112 - Safety Data Sheets**

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
 Attach Safety Data Sheets for proposed chemicals here

Item **2024-022-7009-01-113 - 2024 W-9**

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
 Attach a 2024 W-9 here. W-9 should be completed within the last 6 months.

**Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm**



INVITATION FOR BID 2024-022-7009 for Carpet and Upholstery Cleaning Services

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

Scope of Work/Specifications

I. Introduction, Purpose and Intent

Dallas County is soliciting bids to establish a five-year service price agreement to provide carpet and upholstery cleaning services for approximately 37 locations throughout Dallas County. Carpet cleaning is important to ensure that members of the public and Dallas County employees can have a clean facility to conduct their business. Carpet cleaning will be scheduled biannually for all of the buildings except for the Records Building Complex, which will be cleaned quarterly.

II. Scope of Work

1. All carpet shall be cleaned in accordance with the carpet manufacturer's recommended requirements. Dallas County currently utilizes two types of 26 oz. commercial grade broadloom carpet manufactured by Mannington - Centerfield III and Mohawk Group Faculty IV Series. The carpet described herein is subject to change during the duration of the contract.
2. The vendor must utilize a cleaning process that meets industry standards for carpets and after each cleaning they must provide appropriate documentation that the work has been performed for the appropriate square footage and using the hot water extraction method. The cleaning process must include procedures to reduce pollutants in the carpet including but not limited to dust mites and allergens.
3. The vendor shall use the hot water extraction method to clean carpet. Only the minimum amount of water needed to clean the carpet will be used. All carpet cleaning services shall be performed in accordance with the Institute of Inspection Cleaning and Restoration Certification (IICRC) S100 "Standard and Reference Guide for Professional Carpet Cleaning" as outlined in section 13 "Hot Water Extraction Method" and section 15 "Carpet Protectors" (<https://iicrc.org/s100/>). When necessary, the dry foam cleaning method or the host-dry shampoo process will be used depending on the manufacturer's recommendations. The vendor shall ensure that all carpet areas are dry within four (4) hours or less after cleaning.
4. The vendor shall not use the bonnet cleaning method for any carpet cleaning services.
5. All electrical extension cords shall be properly sized for the equipment load and placed away from pedestrian traffic. All connections between the extension cords and related equipment shall be tightly fastened with no exposed electrical contacts. All extension cords must have a proper electrical ground.
6. The vendor and its employees shall utilize recognized safety standards to professionally clean the carpets and will follow all industry, Federal, State, and Occupational Safety and Health Administration (OSHA) regulations while performing work.
7. All equipment and materials will be handled and operated safely per manufacturer recommendations and in accordance with all applicable codes, laws, ordinances, and regulations.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

8. All recovered solutions and contaminants must be disposed of in a manner consistent with federal, state, and local guidelines.
9. The vendor will at a minimum follow these steps as part of their carpet cleaning process:
 - a. Pre-vacuum service area with a two-motor upright vacuum with a rotary brush.
 - b. Pre-condition service area with the proper solution mix.
 - c. Pre-treat traffic lanes with the proper solution mix.
 - d. Pre-treat spots and stains with the proper solution mix.
 - e. Moisture resistant furniture pads or similar protective materials shall be placed under furniture legs to prevent rust or furniture stains.
 - f. Heavy duty extraction and rinse.
 - g. Carpet fiber nap grooming for efficient drying and uniform appearance.
 - h. All carpet cleaning services shall be completed in accordance with the carpet manufacturer's recommended guidelines and procedures.
10. All non-permanent furnishings (chairs, chair mats, wastepaper baskets or other similar items) shall be moved and returned to their original location once the carpet is clean, dry, and ready for use. These items shall not be stacked on desks, tables, or windowsills. This does not include file cabinets, bookcases, multi-connected secretarial units, partitions, or dividers.
11. Baseboards, walls, stair risers, furniture and equipment shall not be splashed, disfigured, or damaged during carpet cleaning.
12. Base moldings of free-standing partitions shall be put back in place if dislodged during carpet cleaning service.
13. Dallas County will be responsible for moving and returning all personal items, computers, printers, and copiers in areas to be serviced. If items are not moved prior to scheduled cleaning, the vendor will clean the area around and beneath the objects, where applicable.
14. During cleaning operations, proper precautions shall be taken to advise building occupants of wet or slippery floor conditions. Wet floor signs must be placed while the floors dry.
15. Emergency water restoration and carpet cleaning service shall consist of, but not be limited to, the following:
 - a. The vendor shall apply an anti-microbial application treatment to kill and inhibit the growth of microorganisms including mold, bacteria, viruses, and microbes.
 - b. Moisture will be removed through air movements to circulate and dehumidify the air.
 - c. Appropriate equipment and chemicals will be used and may include, but not be limited to:

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

- i. Portable extraction units to perform efficient water removal.
 - ii. Drying equipment.
 - iii. Dehumidifiers.
 - iv. High-speed air movers.
 - v. Deodorization products.
 - vi. Disinfection products.
16. The vendor will use cleaning products that leave very little moisture on the carpet to reduce the growth of mold, bacteria, and other biological organisms. The vendor will not introduce moisture greater than the manufacturer's recommendations and they shall provide a report of the moisture content left in the carpet before they leave the jobsite. The cleaning product and process must leave no residues or moisture that provides an environment for mold growth, bacteria, and other biological organisms. The vendor will provide material safety data sheets for all cleaning products when requested.
17. The vendor shall use only chemicals and products which are effective to fulfill the requirements described herein, have the least adverse impact on the environment, do not exceed the volatile organic chemical (VOC) limitations rule(s) published by the U.S. Environmental Protection Agency (EPA) 42 U.S. Code § 7511b – Federal ozone measures, and comply with all applicable regulatory requirements. All cleaning products must be water based and must be deemed nontoxic and safe based on respiratory and skin testing etc. Dallas County has the unilateral right to reject any cleaning product for any reason.
18. The vendor shall follow the highest industry standards and execute the scope of work in a workmanlike manner. The vendor shall furnish all necessary equipment and supplies to complete the prescribed scope of work and provide cleanup and removal of debris as necessary.

A. Vendor Qualifications

1. The vendor must have a minimum of three (3) years of experience in the cleaning of carpet and upholstery similar to what is described in this solicitation. Work experience must be in large commercial building complexes or government facilities consisting of carpet totaling at least 30,000 square feet.
2. The vendor shall provide a minimum of five letters of reference from commercial customers for services completed within the past 24 months. The references shall illustrate the vendor's ability to provide the services outlined in the scope of work requirements. Dallas County reserves the right to contact the references provided. The reference information shall include: company names, internal contact person name who managed the contracted services, telephone number, type of services provided and dates of services performed including total square footage.
3. The vendor shall provide an equipment list to verify they have the proper type and amount of equipment to complete services. The vendor must have at least one Clean Master Corporation Raptor machine or equal type of equipment.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

B. Vendor Responsibilities

1. The vendor shall furnish all permits, licenses, technicians, labor, personnel, service, supervision, documentation, reporting, disposal, chemicals, materials, products, supplies, tools, equipment, delivery, fuel surcharges, shipping, transportation, mileages, parking and other ancillary fees, tolls, travel time, freight, and all other associated costs including incidentals required to perform scheduled carpet cleaning, vacuuming, spot cleaning, and gum removal.
2. The vendor will pay all benefits, insurance, salaries, wages, expenses and related federal taxes, social security taxes, state and local taxes, unemployment taxes and other similar taxes which apply to employees.
3. Safe Storage and Disposal:
 - a. Dallas County is not responsible for any safety oversights by the vendor. The vendor must follow all local, state and federal regulations for the disposal of hazardous materials to ensure that chemicals do not contaminate water sources. The vendor shall properly dispose of hazardous waste.
4. Safety Measures:
 - a. Wet floor signage must be placed near damp areas to prevent accidents. Proper safety measures, like anti-slip mats, must be utilized at all times to prevent injury. Vendor employees must use gloves and protective eyewear when handling strong chemicals to prevent direct contact with skin and eyes. Adequate ventilation is required when cleaning carpets, especially in enclosed spaces. The fumes from certain carpet cleaning chemicals can be dangerous and potentially harmful if inhaled over a prolonged period, the vendor must take necessary precautions to prevent any health issues such as headaches, dizziness, and respiratory problems. The vendor shall take preventive measures such as opening windows and doors to allow air flow, utilizing fans to improve air circulation, and stopping employees from entering freshly cleaned areas.
 - b. The vendor shall protect people and property by using barricades, shelters, lights, caution tape and/or signs as necessary. They shall meet the requirements of applicable building codes or other requirements imposed by the local governing authority. The vendor shall maintain the barriers through project completion and remove them after the job is done.
5. Dallas County does not guarantee any quantities (square footage) to be serviced under this contract. The quantities (square footage) indicated in the bid are based on prior years data and may not reflect the actual quantity required during the duration of the contract. If the existing building square footage differs from the estimate provided by Dallas County to the vendor, the vendor must contact Dallas County immediately. All notifications must be in writing, signed and dated by an authorized representative of the awarded contractor.
6. The vendor minimum service charge for services performed under this contract will be based on two thousand (2,000) square feet per building location. Dallas County will only pay the minimum

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

service charge amount, or the actual square footage area serviced per building location, whichever is greater.

7. The awarded vendor shall provide the name(s), phone numbers, and emails for at least 1 primary individual and 1 secondary individual who will serve as the point of contact for normal business hour request and emergency requests.
8. Prior to submitting a bid, the vendors shall examine all documents relating to this project and visit one or more job sites, if necessary, to ascertain the nature of the work and the character of the job site. The vendors shall become familiar with the contractual requirements, project limitations, and various aspects of the work, physical conditions, and surroundings of the job site. The vendors shall include in their bids a sum sufficient to cover the costs of doing the work under the existing site conditions and project requirements. By submitting a bid for the project, the contractor declares that he or she has thoroughly investigated the job site, examined all related project documents and is familiar and satisfied with the nature, character and condition of the project site, contractual requirements, project limitations and the various aspects of this project. Dallas County will not consider any claims for compensation whatsoever on account of the contractors' failure to fully investigate and examine the project requirements and job site conditions as required above.
9. Personnel
 - a. The vendor shall maintain a qualified work force to ensure progress of required work.
 - b. The vendor shall employ only skilled experienced personnel, knowledgeable of all phases of commercial carpet cleaning services.
 - c. A supervisor and/or foreman shall be on the jobsite at all times when work is being performed. The vendor shall provide the name of the supervisor and/or foreman and contact number to the project coordinator while on Dallas County property. All supervisors and/or foreman shall be able to communicate effectively in English, both written and oral. The vendor shall supervise all workers to ensure that work is performed of the highest grade and according to best standard practice. Where necessary, skilled artisans shall perform all work.
 - d. Prior to the employment of any person under this contract, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the vendor to perform employment duties within Texas and (b) all persons, including subcontractors, assigned by the Contractor to perform work pursuant to the contract with Dallas County. For more information on this process, please refer to the United States Citizenship and Immigration Service site at <http://www.uscis.gov/portal/site/uscis>. Only those employees determined eligible to work within the United States shall be employed under this contract.
 - e. The vendor shall ensure that no person under sixteen (16) years of age is assigned to perform work as part of this contract.
10. Any overtime resulting from the failure of the vendor's employee to report to work, or any other conditions caused by the vendor, shall be the responsibility of the vendor.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

11. The vendor agrees to pay not less than the current Federal minimum wage rates established by law for all hours worked. In the event the Federal minimum wage rates are increased, the vendor may, at the time of renewal or extension of the contract, submit a request for increases by providing justifiable documentation addressing the wage rate increases and a list of employee name(s), job title (s), job description (s), employment date(s), and current pay rate (s) of the staff assigned to this contract that are affected by the rate increase.
12. The vendor's employees are not to disturb papers on desks or open drawers or file cabinets. Vendor employees are not permitted to smoke inside or within 25ft of County buildings. Dallas County telephones are not to be used by Vendor's employees for private use (excluding emergencies on site as handled by lead/supervisory staff). Vendor's employees are not permitted to use equipment such as copiers, fax machines, etc.
13. The vendor shall not allow employees to bring children or any unauthorized persons to work with them while at any Dallas County facilities. Any employee guilty of objectionable behavior shall be removed from all Dallas County premises/facilities.
14. The County will not intervene in any internal disputes between the vendor and their employees or between any subcontractor and the vendor. The vendor's employees are not employees of the County and have no recourse from the County.
15. The vendor shall furnish and supply each employee with a distinct uniform consisting of one dedicated color which clearly indicates the company name and logo. Uniforms must be clean, free of dirt and odors, neat in appearance (no holes/tears) and all employees shall wear uniforms at all times during the performance of work under this contract. Modest attire must be worn at all times. Inappropriate attire includes, but is not limited to, tank tops, midriff baring tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, and tops with bare shoulders. Vendor employees should always demonstrate professionalism, must always be presentable in uniform, and must display proper identification while servicing all Dallas County locations. Vendor employees must present themselves with a clean and neat appearance. No offensive clothing, jewelry, language, imagery etc. should be displayed at Dallas County locations. All footwear should be professional and presentable, no flip-flops, sandals etc. will be allowed. Vendor employees should wear shoes that have nonslip soles to prevent injury.
16. Unacceptable uniform items shall include, but not be limited to:
 - a. Dark gray button down or grey polo shirts that conflict with Dallas County Maintenance staff
 - b. uniforms.
 - c. T-shirts
 - d. Sagging/baggy pants below the waistline
 - e. Shorts
 - f. Skirts
 - g. Open toed or heeled shoes
 - h. Sunglasses (unless prescription)

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

- i. Hats
- j. Sweatshirts and/or pants

17. The vendor shall furnish and supply each employee with a County approved photo ID badge before beginning work in any County facility. The photo ID badge shall be worn on the upper shirt pocket area of the uniform and be clearly visible at all times when working in County facilities. The photo ID badge must indicate the employee's name and name of the company and/or logo.
18. The use, possession, sale, or exchange of intoxicants on County property, such as alcoholic beverages, stimulants, or drugs of any kind, will not be tolerated. All vendor personnel shall be of good character and integrity, be physically able to do the assigned work, and shall be in good health. Failure on the part of the vendor to comply with these statements may be grounds to terminate the contract for default.
19. Multiple story buildings will require portable equipment capable of moving from floor to floor via elevator. Dallas County reserves the right to inspect such equipment, materials, and supplies prior to an award recommendation and at any time during the term of the contract for compliance purposes. All equipment utilized must be operational at all times to perform the required tasks involved.

C. Communication

1. The vendor will respond to calls and emails within 1 business day.

D. Location and Invoicing

1. Attachment B Dallas County Facilities List indicates the locations where the work will be performed.
2. Two (2) invoices are required. Invoices shall be sent to the designated department contact via email to expedite payment.

E. Ownership

1. Dallas County shall become the owner of all documents and reports created by the vendor for services rendered.

F. Service Completion Schedule

1. The majority of the carpet cleaning services performed under this contract will be scheduled for after normal business hours 5:00 p.m. to 7:00am, Monday through Friday, and on weekends, excluding official County holidays. Dallas County may also choose to have service completed during normal business hours.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

2. The vendor must inspect the carpet, before and after cleaning to document any spot, stain, carpet defect, or damage, and submit an inspection report to the project coordinator before cleaning and after cleaning. This action must be performed with the Dallas County site manager or appointee and must be documented in writing. Dallas County Employee can be asked to do pre-walk with a contractor site manager, to ensure that all areas are accounted for and to ensure that all areas will be accessible.
3. Failure to receive proper authorization prior to providing the services will be grounds for nonpayment of the invoice.
4. The vendor shall promptly report to the Dallas County project coordinator any property of the County or third parties, damaged by its operations. The vendor shall make no repairs or replacements to County property without written approval.
5. Upon completion of each job, the vendor shall prepare a written technical report on the service call and submit it to the project coordinator. The report must contain the following information:
 - a. Start time and completion time.
 - b. Date of service.
 - c. Location of service.
 - d. Person requesting the service.
 - e. Square footage cleaned.
 - f. Classification of the call (e.g., Normal/Regular Hours, Emergency and After-Hours).
 - g. The moisture level of carpet when the vendor leaves the location.
 - h. A list of spots or stains and their locations that could not be removed.
6. The vendor may submit this information on the same form utilized for invoicing; however, the successful vendor will not receive payment for any invoices until the written report is received.
7. The vendor must notify the project coordinator no later than 7:30 a.m. on the following day if service was not completed due to time constraints, lack of access to the property, or equipment failure, etc.
8. All work must be completed to the satisfaction of Dallas County. In the event the work performance of the vendor is not satisfactory, the vendor will be notified by a Dallas County project coordinator and will be given six (6) hours to correct the work. Labor and materials for all corrective work will be at no cost to the County. At the County's option, if the vendor fails to respond within six hours or the agreed to time frame or if the corrective work is still unsatisfactory, another source may be obtained by the County and the cost deducted from any monies due to the vendor.

Response Times

1. The vendor will respond to non-emergency calls or emails for service within one business day. Non-emergency service shall be scheduled and completed within a one (1) week time frame unless otherwise authorized by the project coordinator. However, in case of an emergency (less than 24

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

hours' notice), vendor shall respond on-site to all emergency service within three (3) hours. In the event some circumstance prevents service within such a time frame, the vendor shall contact the project coordinator to explain and schedule the appointment in the quickest time possible.

2. **Emergency Service:** The vendor shall respond to all emergency service requests within three (3) hours upon notification by Dallas County's project coordinator or designated representative. Vendor's performance and timely response to service calls shall be carefully monitored by the Facilities Management Department. If the vendor continuously fails to adhere to the three (3) hour on-site response time for emergency service, they may receive notice of non-performance and could eventually be terminated. The vendor shall provide emergency contact information, including, at a minimum, contact's name, office phone number, cell number, and email.

Vendor Use of Premises

1. **Security**
 - a. Keys must be signed in and returned to the same location after work is completed. The vendor is responsible for all keys issued to them. The cost of replacing keys, key cards, or locking hardware due to loss or damage will be charged to the vendor. The keys should never be loaned to another individual, as they are the responsibility of the person who signed for them. Keys are provided by Dallas County to vendors representative during the pre-walk through.
 - b. The vendor will be responsible for locking all outside doors and ensuring that the buildings are secure before leaving the premises if the work is performed after hours. If the building has a security system, vendor is responsible for ensuring that the system is disarmed upon entering the building and properly reset when leaving, in order to prevent false alarms.
 - c. Once an appointment is scheduled, and prior to needing access to the building, the vendor shall contact the project coordinator to provide a contact name and telephone number of the individual who will be picking up the keys.
 - d. Any damage to existing utilities, building, finished surfaces, equipment, County or public property or improvements, resulting from the performance of this contract shall be repaired to the satisfaction of the County at the vendor's sole expense. The repair or replacement work shall be of equal or greater quality and in appearance to prior condition. If damage caused by the vendor has to be repaired or replaced by the County, the cost of such work shall be deducted from the monies due to the vendor.
 - e. The vendor is responsible for security of buildings including all keys and access cards that are issued to it. All entrances must be secured or monitored during cleaning. All areas that are unlocked by vendor's staff must be relocked when leaving. If any problems arise, call 214/653-7000 (Security) to assist 24 hours a day and 7 days a week. The vendor must not prop open, wedge, or hold open doors to allow access to unauthorized parties. If the vendor does not follow possible safety protocols, they may be terminated.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

- f. The vendor will abide by all Dallas County security procedures and rules. All of the vendor's personnel should wear clothing and badges identifying them as their employees.
- g. All vendor employees will be issued a Dallas County badge that they must display when on County property. The vendor must ensure that all employees follow the identification requirements when performing services. When a vendor's employee separates from employment with the vendor, their badge must be returned to Dallas County within 5 business days.

2. Security Background Checks

- a. The vendor must perform background checks on all employees providing services at no additional cost to the County. The background check shall include verification of an individual's employment history, criminal history (if any), identity, driving record history, and current and past residences.
- b. All employees of the vendor must also be able to pass a Dallas County background check. Criminal Justice Information Systems (CJIS) training is required prior to having access to any secured building.
- c. E-Verify all employees and personnel providing services under this contract.
- d. Background checks must include a search for the following information:
 - i. Employment history (last ten (10) years)
 - ii. Social Security number verification
 - iii. Assumed names and aliases search
 - iv. State criminal records search for an unlimited period of time including court records search, Motor Vehicle Driving Records search, Department of Public Safety search, Department of Corrections search, Administrative Office of Court search, a County criminal records search for all counties of residence, and a Justice of the Peace criminal records search for all precincts of residence
 - v. Federal criminal records search for an unlimited period of time, including National Sex Offender Public Registry Search and National Criminal Records Database Search
 - vi. Current and prior address check
 - vii. Employee photo picture
- e. The background check must be completed seven (7) days prior to each employee providing services to the County. A copy of the E-Verify documentation and background check shall be provided to the County and the County shall be advised if (1) the background check identifies any criminal history, including but not limited to, any warrants, misdemeanor or felony convictions/indictments/arrest/pending charges, deferred adjudication or community supervision, dismissals, or outstanding traffic tickets (3 months or older or (2) the background check identifies any discrepancy or inconsistency in the information provided,

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

including with the Social Security number or name provided. Copies of all background check results will be made available to the County.

- f. The vendor shall furnish the County with a completed verification certificate signed by the vendor containing the employee's full legal name, full address, date the background check was performed, and date of hire by the vendor. The certificate should be sent to the Dallas County Facilities Management Department contract manager or designated representative via email or in a sealed confidential marked envelope. The certificate must state that a background check has been performed on the employee and that the findings are satisfactory. If not satisfactory, the certificate must state any potential problems (e.g., information discrepancies or inconsistencies, gaps in background, criminal felony or misdemeanor convictions/indictments/arrests/pending charges, outstanding warrants, or traffic tickets, wrong or invalid Social Security number, deferred adjudication, community supervision, etc.) discovered during the background check. Upon receipt of a certificate identifying problems with the background check: 1) the County department requesting the personnel will assess the identified issues, pursuant to Dallas County policies and other laws and regulations and 2) Dallas County Facilities Management Department contracts manager will advise the vendor whether the County department will permit the personnel to perform the service.

3. County's Rights to Further Screen Personnel

- a. In evaluating suitability for placement of the vendor's employees and personnel providing services under this contract, certain County departments may require additional background checks, including but not limited to, criminal record checks and fingerprinting. These additional background check requirements do not waive any responsibility or obligation of the vendor under Section 5.3, et. Seq.
- b. Vendor employees who are not licensed by the Texas Department of State Health Services or another state agency must have a fingerprint-based criminal history search conducted from databases maintained by the State of Texas and the Federal Bureau of Investigation within two (2) years prior to the date of contract award.
- c. Vendors employees providing services under this contract without a state professional license requirement must submit to fingerprint-based criminal history searches through the Texas Department of Public Safety's Fingerprint Applicant Services of Texas (FAST) system. The vendor is responsible for all costs associated with FAST fingerprint-based check and criminal record check.
- d. Positions with access (or potential access) to Criminal Justice Information (CJI) in accordance with the Federal Bureau of Investigation CJIS Security Policy 5.3, as amended, and the Texas Department of Public Safety's CJIS Policy or (ii) as deemed necessary, at its sole discretion.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

- e. The vendor shall inform all employees and personnel providing services of the additional background check screening requirements. The additional background check (including fingerprinting) will be the responsibility of the vendor.
- f. The vendor must re-verify the background of all personnel providing services every 12 months from the first background check. Upon such re-verification, the vendor shall provide the County with another certificate pursuant to the requirements.
- g. Each employee shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by an Alien Registration Receipt Card Form I-151. Evidence shall consist of a birth certificate or appropriate U.S. naturalization document(s). These documents shall be made available to Dallas County, upon request, within one business day of notification.
- h. The vendor must use the U.S. Federal Government E-Verify program to verify all employees and personnel are legally eligible for work.

4. County's Rights to Further Screen Personnel

- a. In evaluating suitability for placement of the vendor's employees and personnel providing services under this contract, certain County departments/divisions may require additional background checks, including but not limited to, criminal record checks and fingerprinting. These additional background check requirements do not waive any responsibility or obligation of the vendor.
- b. Section 344.310 of the Texas Administrative Code requires criminal history searches to be conducted on all personnel who may have direct unsupervised contact with youth in juvenile justice facilities and programs prior to being granted access to juveniles or facilities, including but not limited to the following:
- c. Vendors and their employees or individuals who are not licensed by the Texas Department of State Health Services or another state agency must have a fingerprint-based criminal history search conducted from databases maintained by the State of Texas and the Federal Bureau of Investigations for each individual providing services under the vendor's contract within two (2) years prior to the date of the most recent contract.
- d. Vendors including their employees providing services under this contract without a state professional license requirement must submit fingerprint based criminal history searches through the Texas Department of Public Safety's Fingerprint Applicant Services of Texas (FAST) system. The vendor is responsible for all costs associated with the FAST fingerprint-based check and criminal record check for positions with access (or potential access) to Criminal Justice Information (CJI) in accordance with the Federal Bureau of Investigation CJIS Security Policy 5.3, as amended, and the Texas Department of Public Safety's CJIS Policy or (ii) as deemed necessary, at its sole discretion.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

- e. The vendor shall inform all employees and personnel providing services under this contract of the additional background check screening requirements. The additional background check (including fingerprinting) will be the responsibility of the vendor.
- f. The background of any employee or personnel providing services to the County must be re-verified by the vendor for the following reasons:
 - i. Twelve months from the date the employee or personnel first started providing services to the County If there is a gap of thirty (30) days or more in the employee or personnel providing services to the County.
 - ii. Upon such re-verification, the vendor shall provide the County with another certificate pursuant to the requirements in Section 5.3.
- g. Each employee shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151. Acceptance evidence shall consist of a birth certificate or appropriate U.S. Naturalization document(s). These documents shall be made available to Dallas County, upon request, within one (1) business day of notification.
- h. Confidentiality is imperative due to the laws that govern Dallas County; therefore, supervisors agree to assure that appropriate procedures are followed by employees in safeguarding any Dallas County information.

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 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 5/23/2024 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: 288 066 952 582

Passcode: DZSB2V

Dial-in by phone

[+1 469-208-1731,336425861#](tel:+14692081731336425861) United States, Dallas

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

[Find a local number](#)

Phone conference ID: 336 425 861#

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

The deadline for the submission of questions is on 5/30/2024 at 2:00 p.m. (CST) through BidSync.

IV. Term and Commencement Date

This will be a five-year term contract with no renewal options 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 6/13/2024 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 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,

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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 request for information related to this solicitation must be coordinated through Benedict Parks.

All questions regarding this solicitation are to be submitted in writing to Benedict Parks, 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 benedict.parks@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: <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.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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. Safety Data Sheets for proposed chemicals.

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_M2YwZThlMzEtMDdiOC00OTgxLWI5ZDktZmU2ODQ0MTljNGQ1%40thead.v2/0?context=%7B%22id%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 .

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.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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 term 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.

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).

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

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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 \$1,000,000:

Employers Liability - Each Accident	\$1,000,000
Employers Liability - Each Employee	\$1,000,000
Employers Liability - Policy Limit	\$1,000,000

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 (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

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

- c. Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers.
- 1.4. Professional Liability Insurance: Contractor shall maintain Professional Liability Insurance with limits not less than One Million 00/100 (\$1,000,000.00) each occurrence.

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;
- 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. 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

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

- 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. 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. Contractor 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 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

**Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm**

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. Bids 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” 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

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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 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.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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.
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

24

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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.

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.

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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.

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>

Solicitation Number No.: 2024-022-7009, Pre-Bid Meeting Date: 5/23/2024 at 10:00am
Project Title: Carpet and Upholstery Cleaning Services, Bid Due Date: 6/13/24 at 2:00pm

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

Line Number
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Description
Standard carpet cleaning service
Emergency during normal work hours for carpet cleaning service
Emergency after normal work hours for carpet cleaning service
Emergency during normal work hours for water restoration and carpet cleaning services
Emergency after normal works hours for water restoration and carpet cleaning services
Carpet protector application using an equivalent product to 3M Scotchgard or DuPont Teflon Advanced
Deodorizer Application
Cleaning of fabric cubicles, partitions, and panels up to 7'
Cleaning of fabric cubicles, partitions, and panels up to 8'-9'
Cleaning of fabric cubicles, partitions, and panels up to 10'-11'
Cleaning of fabric cubicles, partitions, and panels up to 12' and above
Cleaning of wall panels and partitions up to 7'
Cleaning of wall panels and partitions between 8'-9'
Cleaning of wall panels and partitions between 10'-11'
Cleaning of wall panels and partitions 12' and above
Cleaning of a fabric desk chair or side chair
Cleaning of a leather desk chair or side chair
Cleaning of a silk desk chair or side chair
Cleaning of a fabric sofa up to 8' long
Cleaning of a leather sofa up to 8' long
Cleaning of a fabric sofa greater than 8' long
Cleaning of a leather sofa greater than 8' long

IFB 2024-022-7009 Carpet and Upholstery Cleaning Se

Estimated 1-Year Quantities	Unit of Measure	Year 1 - Unit Price	Year 1 - Total
938549	Square Feet	\$ -	\$ -
5000	Square Feet	\$ -	\$ -
5000	Square Feet	\$ -	\$ -
5000	Square Feet	\$ -	\$ -
5000	Square Feet	\$ -	\$ -
250	Square Feet	\$ -	\$ -
2500	Square Feet	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
10	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
2	Each	\$ -	\$ -
		Subtotal Year 1:	\$ -

Dallas County Facilities List

Name	Address	Carpet Square Feet (SF)
George Allen Courts Building	600 Commerce Street, Dallas, TX 75202	157,828
Old Red Museum	100 S. Houston Street, Dallas, TX 75202	14,453
Records Building Complex	500 Elm Street, Dallas, TX 75202	141,000
Frank Crowley Courts Building	133 N Riverfront Blvd, Dallas, TX 75207	134,052
Health Human Services Building	2377 Stemmons Avenue, Dallas, TX 75234	76,488
Southwestern Institute of Forensic Sciences	2355 N Stemmons Fwy, Dallas, TX 75234	20,494
Health & Human Services Immunization Clinic	2774 Valwood, Farmers Branch, TX 75234	1,000
Health & Human Services Immunization Clinic	1411 W Beltline Road, Richardson, TX 75208	2,500
Investment Building	414 S RL Thornton Fwy, Dallas, TX 75203	20,392
Oak Cliff Government Center	702 E Jefferson Boulevard, Dallas, TX 75203	19,467
Road & Bridge 3	1506 E Langdon Road, Hutchins, TX 75241	879
Youth Village (Admin Building only)	1576 Langdon Road, Hutchins, TX 75241	2,270
Medlock	1566 E Langdon Road, Hutchins, TX 75241	1,662
Sheriff's Gun Range Building C	1586 Langdon Road Hutchins, TX 75241	700
Community Supervisions and Corrections Adult Probation Office	2726 Coombs Creek, Dallas, TX 75211	9,000
Grand Prairie Government Center	106 Church Street, Grand Prairie, TX 75050	16,916
South Dallas Government Center	8301 S Polk Street, Dallas, TX 75232	33,606
South Dallas Government Center Academy	8401 S Polk Street, Dallas, TX 75232	6,800
North Dallas Government Center	6820 LBJ Fwy, Dallas, TX 75240	39,250
Letot	10525 Denton Drive, Dallas, TX 75220	14,432
Letot RTC	10503 Denton Drive, Dallas, TX 75220	8,425

Garland Government Center	140 N Garland, Garland, TX 75040	14,867
Community Supervisions and Corrections Adult Probation Office	1065 S Jupiter Road, Dallas, TX 75042	16,432
Elections Building	1520 Round Table Drive, Dallas, TX 75247	24,000
Elections Training Building	1460 Round Table Drive, Dallas, TX 75247	4,587
Mockingbird Building	1300 W Mockingbird Lane, Dallas, TX	51,953
Cook Chill	2121 French Settlement, Dallas, TX 75212	4,000
Henry Wade Juvenile Justice Center	2600 Lonestar Drive, Dallas, TX 75212	112,341
Juvenile Justice Alternative Education Program Facility	1673 Terre Colony Court, Dallas, TX 75212	4,123
Panoramic Warehouse	2121 Panoramic Circle, Dallas, TX 75212	13,640
East Dallas Government Center	3443 St Francis, Dallas, TX 75228	4,304
Community Supervisions and Corrections Juvenile Probation Office	7819 Lake June Road, Dallas, TX 75217	3,000
Community Supervisions and Corrections Adult Probation Office	8425 N Forney Road, Dallas, TX 75227	17,442
Mesquite Sub-courthouse	823 N Galloway, Mesquite, TX 75150	2,500
Mesquite Tax Office	210 West Grubb, Mesquite, TX 75150	1,500
Road & Bridge 1	715 Rowlett, Garland, TX 75043	4,027
Mesquite Government Center	500 S Galloway Avenue, Mesquite, TX 75149	4,027

Company Name	Legal Name	Owner Name	Email Address	Email Address 2	Address	Address 2	City	State	Zip Code	Phone Number	Fax Number
Cleaned Your Way Janitorial LLC 561740		Lakecha Brown	info@cleanedyourwayjanitorial.com	info@cleanedyourwayjanitorial.com	700 South Central Expressway	Suite 400 PMB# 0195	Allen	TX	75013	877-738-9737	
Eagle Maintenance Company Inc.		Jesus Cortez Jr.	israel.cortez@emcjanitorial.com	jesus.cortez@emcjanitorial.com; israel.cortez@servicemasterbyeagle.com	10833 Alder Circle	Ste 100	Dallas	TX	75238	972-422-2300	972-672-3294
Elison Construction Cleaning Services, Inc.		Lynell Bland	elisonconstructioncleaning@gmail.com	elisonconstructioncleaning@gmail.com	1212 King George Ln		Savannah	TX	76227	214-876-2300	214-975-2680
HFR SERVICES, LLC		Lashuandra Hamberlin	hfrservices@outlook.com	hfrservices@outlook.com	9854 WILLIAMSBERG RD		dallas	TX	75220	214-864-8366	
J.E.S.V. Inc.	Premier Cleaning Services	Elizabeth Vargas	financecorp@premiercleansbetter.com	financecorp@premiercleansbetter.com	2156 W Northwest Hwy	Suite 311	Dallas	TX	75220	817-920-7773	817-920-9114
Marsh RDR RAM Contracting, LLC	RAM Contracting	Ray Marsh	rmarsh@ram-contracting.com	rmarsh@ram-contracting.com	6115 Owens St.	Suite 209	Dallas	TX	75235	972-744-6343	972-539-2422
MBW SERV Corporation	SERVPRO of North Irving	Maria Weaver	michael@mbwsew.com	mweaver@servprofrichardson.com	8777 GOVERNORS ROW		DALLAS	TX	75247	972-986-7677	214-634-2008
One Services Staffing LLC	One Services	Pamela Haley	pam@oneservices.us	pam@oneservices.us	1707 Sutters Mill Dr		Carrollton	TX	75007	469-669-1845	
Polished to Perfection Residential and Commercial Cleaning Services		Latosha Minniefield	tosha_61@yahoo.com	tosha_61@yahoo.com	9252 Flickering Shadow Dr		Dallas	TX	75243	214-497-3208	
PROSPECT BUILDING MAINTENANCE, INC.		Jae Song	pbmtex@gmail.com	pbmtex@gmail.com	816 KINWEST PKWY APT 89		IRVING	TX	75063	972-804-8989	
Real Clean Janitorial, LLC		Jesse Hudson	hudsonj402@yahoo.com	hudsonj402@yahoo.com	7252 Cana		Grand Prairie	TX	75054	817-703-5231	888-311-2543
REKJ Builders LLC		Ray King Jr	REKJBuilders@gmail.com	REKJBuilders@gmail.com	9205 Royal Burgess Dr		Rowlett	TX	75089	214-680-7211	214-594-5816
Segur Texas LLC dba Segur Cleaning		Mario Bazan	mario.bazan@segurcleaning.com		608 Logans Ln		Southlake	TX	76092	682-888-8398	682-888-8398
Unica Enterprises LLC	Unica Janitorial Solutions LLC	Nancy Galvan	nancy@unicajs.com	nancy@unicajs.com	938 W Page Ave		Dallas	TX	75208	214-730-0002	817-887-0715
VISION Group Cleaning	VIGCE, LLC	Lori Dolson	lori@vqcleaning.com		2731 Neblina Court		Grand Praire	TX	75054	817-937-9888	

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 3 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, and Regional Hispanic Contractors Association.

Question and Answers for Bid #2024-022-7009 - Carpet and Upholstery Cleaning Services

Overall Bid Questions

There are no questions associated with this bid.

Question Deadline: May 30, 2024 2:00:00 PM CDT