



**DALLAS COUNTY
PURCHASING DEPARTMENT**

Records Building, 500 Elm Street, Suite 5500
Dallas, Texas 75202

**Michael Frosch
Purchasing Director**

June 1, 2026

**ADDENDUM #1
IFB 2026-033-7118 PRINTING SERVICES FOR DALLAS COUNTY**

Whereas,

By way of this addendum, Answers to questions received prior to the questions deadline are as follows:

Q1: Do I get the bidding documents from the document tab?

A1: All bidding documents can be accessed through the Documents tab.

Q2: What is the payout for payment?

A2: Payment will be made on a Net 30 basis in compliance with applicable Texas county payment regulations. Vendor/contractor is responsible for submitting invoices for payment.

Q3: Attachment A (Cost Sheet) includes separate unit price columns for each of the five contract years, yet Section XIII states "bid pricing shall be firm for the entire contract." Please clarify: are bidders expected to submit the same unit price across all five years, or may prices differ by year?

A3: The reference in Section XIII to 'firm pricing for the entire contract' is intended to mean that pricing submitted for each respective contract year is firm for that year once awarded. Bidders may structure and submit their pricing in the manner they deem most appropriate, provided all requirements of Attachment A are completed.

Q4: The solicitation states all line items must carry a dollar value and blanks may be considered non-responsive. For service categories a vendor cannot perform (e.g., document digitization/scanning), will entering "no-bid" disqualify the vendor from the entire group, or will the County consider partial group awards?

A4: The County intends to award this solicitation in its entirety; however, the County reserves the right to make award(s) in the manner determined to be most advantageous

to the County, including partial awards, in accordance with the solicitation terms and applicable law. Bidders must bid all line items within a group to be considered for award.

Q5: The Standard Terms reserve the right to award by item, type, section, or lump sum, while the portal states vendors must bid all items within a group to be considered for award. Please clarify the basis of award: will awards be made by group, by line item, or as a single contract?

A5: The County intends to award this solicitation in its entirety; however, the County reserves the right to make award(s) in the manner determined to be most advantageous to the County, including partial awards, in accordance with the solicitation terms and applicable law. Bidders must bid all line items within a group to be considered for award.

Q6: The procurement portal lists the pre-bid conference at 11:00 AM EDT and the bid closing at 3:00 PM EDT. The IFB document states 10:00 AM and 2:00 PM respectively. Which times are controlling?

A6: The times stated in the solicitation documents are controlling. All times referenced in the IFB are Central Standard Time (CST). The times displayed in the procurement portal as 11:00 AM EDT and 3:00 PM EDT correspond to the same times listed in the IFB document as 10:00 AM CST and 2:00 PM CST, Central Standard Time, respectively.

Q7: Multiple line items require inside desktop delivery with a note that no loading docks are available. Can you provide a list of anticipated delivery locations (addresses and departments) so vendors can accurately price freight and labor for this requirement?

A7: Under this contract deliveries will be required at various County facilities and departments throughout Dallas County, including primary administrative offices, courts buildings, public safety facilities, health facilities, and satellite service locations. The attached/provided list identifies the County's major departments and principal delivery locations for reference purposes to assist vendors in estimating freight and inside delivery labor costs.

Please note that the list is not intended to be all-inclusive. Dallas County operates numerous satellite offices, field locations, and auxiliary facilities throughout the County that will also require delivery services under this contract. Vendors should incorporate reasonable county-wide delivery considerations, including inside desktop delivery requirements and locations without loading docks, into their pricing.

Department / Office

Address

Dallas County Clerk's Office

500 Elm Street, Suite 2100, Dallas, TX 75202

Dallas County District Clerk

600 Commerce St #103, Dallas, TX 75202

Dallas County Sheriff's Office

133 N Riverfront Blvd, Dallas, TX 75207

Department / Office	Address
Dallas County District Attorney	133 N Riverfront Blvd, Dallas, TX 75207
Dallas County Commissioners Court	500 Elm St, Dallas, TX 75202
Dallas County Auditor	500 Elm St, Suite 4200, Dallas, TX 75202
Dallas County Budget & Evaluation Office	500 Elm St, Suite 5400, Dallas, TX 75202
Dallas County Purchasing Department	500 Elm St, Suite 5500, Dallas, TX 75202
Dallas County Tax Office	500 Elm Street, Suite 3300, Dallas, TX 75202
Dallas County Elections Department	1520 Round Table Dr, Dallas, TX 75247
Dallas County Juvenile Department	2600 Lone Star Drive, Dallas, TX 75212
Dallas County Public Defender	133 N. Riverfront Boulevard, 9th Floor, Dallas, TX 75207
Dallas County Health and Human Services	2377 N Stemmons Fwy, Dallas, TX 75207
Dallas County Facilities Management	133 N Riverfront Blvd, Suite 9A-500, Dallas, TX 75207
Dallas County Homeland Security and Emergency Management	1010 W Mockingbird Ln, Dallas, TX 75247
Dallas County Human Resources	500 Elm St, Suite 4300, Dallas, TX 75202
Dallas County Information Technology	500 Elm Street, Suite 6400, Dallas, TX 75202
Dallas County Law Library	600 Commerce Street, Suite #B40, Dallas, TX 75202
Dallas County North Dallas Government Center	6820 Lyndon B Johnson Fwy, Dallas, TX 75240
Oak Cliff Government Center	702 E Jefferson Blvd, Suite 1100, Dallas, TX 75203
Southwestern Institute of Forensic Sciences (SWIFS)	2355 N Stemmons Fwy, Dallas, TX 75207
Dallas County Public Works	500 Elm St, Suite 5300, Dallas, TX 75202
Dallas County Consolidated Services	500 Elm St, Suite 6200, Dallas, TX 75202
Dallas County Treasurer	500 Elm St, Suite 4400, Dallas, TX 75202

Department / Office	Address
Dallas County Office of Small Business Enterprise (SBE)	500 Elm St, Suite 0300, Dallas, TX 75202
Dallas County Public Service Program	2121 Panoramic Circle, Dallas, TX 75212
Dallas County Planning and Development	500 Elm St, Suite 3100, Dallas, TX 75202
Dallas County Fire Marshal	500 Elm Street, Suite 0500, Dallas TX 7520

Q8: For any subcontracting, is prior written approval from the County required before bid submission or after award?

A8: Written approval is not required; however, a fully executed Subcontractor Intent Form, signed by an authorized representative of both the prime contractor and the subcontractor, is mandatory.

Q9: Line items 232-241 (document digitization, scanning, and large-format services) show estimated five-year quantities of 5 units each. Can you confirm whether these quantities reflect actual anticipated usage or are placeholder estimates? This will affect unit pricing.

A9: The quantities provided are estimates based on historical usage and represent the County's best estimate of anticipated needs. Bidders should base their proposals and pricing on the estimates provided.

Q10: Items 181-183 specify precise dimensional requirements for the Marriage License Jacket/Wallet. Will the County provide a physical sample or die template to ensure dimensional accuracy, or will the written specification alone govern production?

A10: The written specifications provided in the solicitation shall govern production requirements. A physical sample may be made available to the awarded vendor for production purposes upon request.

Q11: The estimated quantities in Attachment A are noted as estimates based on prior usage history. Can you provide the County's actual total spend on printing services over the prior contract term, broken down by year if available, so that bidders may more accurately assess contract scope and price competitively?

A11: The quantities provided in Attachment A are estimates based on historical usage and represent the County's best estimate of anticipated needs. Bidders should base their proposals and pricing on the estimates provided.

Whereas,

All other specifications of the original bid remain the same.

Except as provided herein/above, all other specification requirements of the original solicitation referenced shall remain unchanged in full force and effect. This addendum should be signed and returned with your Solicitation package on or before 6/18/2026, @ 2:00 p.m. (CST).