

A night-time photograph of the Dallas skyline, featuring the Reunion Tower and several skyscrapers illuminated against a dark blue sky.

# HOW TO DO BUSINESS WITH DALLAS COUNTY

Michael Frosch, Purchasing Director

A night-time photograph of a body of water, likely Lake Tarrant, with a dense line of green trees in the background. The water reflects the city lights and the trees, creating a blurred, horizontal effect.

March 25, 2021



# PURCHASING DEPARTMENT

Founders Square - 900 Jackson Street, 6th Floor, Suite 680, Dallas, TX 75202

Telephone: (214) 653-7431 • Fax: (214) 653-7449

|                    |                                 |  |
|--------------------|---------------------------------|--|
| Michael Frosch     | Purchasing Director/Agent       | <a href="mailto:michael.frosch@dallascounty.org">michael.frosch@dallascounty.org</a>         |
| Mario Alvarado     | Asst. Purchasing Director/Agent | <a href="mailto:mario.alvarado@dallascounty.org">mario.alvarado@dallascounty.org</a>         |
| Kim Gould          | Purchasing Manager              | <a href="mailto:kimberly.gould@dallascounty.org">kimberly.gould@dallascounty.org</a>         |
| Brandon Fitzgerald | Contracts Specialists           | <a href="mailto:brandon.fitzgerald@dallascounty.org">brandon.fitzgerald@dallascounty.org</a> |
| Debra Morris       | Contracts Specialists           | <a href="mailto:debra.morris@dallascounty.org">debra.morris@dallascounty.org</a>             |
| Laura Ortiz        | Contracts Specialists           | <a href="mailto:laura.ortiz@dallascounty.org">laura.ortiz@dallascounty.org</a>               |
| James Gay          | Buyer                           | <a href="mailto:james.gay@dallascounty.org">james.gay@dallascounty.org</a>                   |
| Tashya Harris      | Buyer                           | <a href="mailto:tashya.harris@dallascounty.org">tashya.harris@dallascounty.org</a>           |
| Nicole Mejia       | Buyer                           | <a href="mailto:nicole.mejia@dallascounty.org">nicole.mejia@dallascounty.org</a>             |
| Kerry Rhines       | Fixed Assets Lead               | <a href="mailto:kerry.rhines@dallascounty.org">kerry.rhines@dallascounty.org</a>             |
| Ronald Babineaux   | Fixed Assets                    | <a href="mailto:ronald.babineaux@dallascounty.org">ronald.babineaux@dallascounty.org</a>     |
| Wendy Hernandez    | Administrative Assistant        | <a href="mailto:wendy.hernandez@dallascounty.org">wendy.hernandez@dallascounty.org</a>       |
| Sandra Baker       | Senior Secretary                | <a href="mailto:sandra.baker@dallascounty.org">sandra.baker@dallascounty.org</a>             |

# WHAT DOES DALLAS COUNTY PROCURE?

---

## **Professional services**

Legal, Architectural, Engineering, etc.

## **Goods & Services**

Promotional items, IT, pest control, armored car services, grounds maintenance, janitorial goods and services, security, plumbing, HVAC, mechanical parts and services, uniforms, food, temporary staff, office supplies and furniture, etc.

## **Construction**

Job Order Contracting, roofing, new construction, building repair, flooring, refurbishing, etc.

# METHODS OF PURCHASING

---

The County is governed by State of Texas purchasing statutes.

## **IFQ – Invitation for Quotes**

- solicitations less than \$50,000
- Advertising not required
- lowest vendor meeting minimum requirement

## **RFB – Request for Bids**

- solicitations greater than \$50,000
- Two week advertising required
- lowest bidder meeting minimum requirement
- Commissioners Court required

# METHODS OF PURCHASING CONT.

---

## **RFP – Request for Proposals, solicitations greater than \$50,000**

- Solicitation greater than \$50,000
- Two week advertising required
- Complex purchases
- Considers other factors in addition to price
- Highest ranked proposal
- Negotiations
- Commissioners Court required

## **RFQ – Request for Qualifications, solicitations greater than \$50,000**

- Solicitations greater than \$50,000
- Two week advertising required
- Professional Services (only)
- Two step process based on qualifications
- Qualified vendor(s)
- Negotiations
- Commissioners Court required

# PROCUREMENT THRESHOLDS

---

$\leq \$3,000$

Although multiple quotes not necessary, the County may consider one quote determined the price is fair and reasonable

$\geq \$3,000 \leq \$50,000$

Solicit at least 3 quotes

$\geq \$50,000$

Formal Procurement – Invitation for Bid (IFB), Request for Proposal (RFP), or Request for Qualifications (RFQ)



# BIDDING OPPORTUNITIES

## View and Download Current Formal Business Opportunities

<https://www.dallascounty.org/departments/purchasing/current-business-ops.php>

### View and Download Current Formal Business Opportunities

Dallas County Purchasing Department (Founders Square) - 900 Jackson Street, 6th Floor, Suite 680, Dallas, TX 75202

Telephone: (214) 653-7431 • Fax: (214) 653-7449

Thank you for your interest in doing business with Dallas County. This page is designed to provide the vending community access (*view and download only*) to Dallas County formal solicitations. By viewing and downloading solicitation documents, vendors can determine whether they want to participate in certain business opportunities without having to login or register to use the County's electronic solicitation platform, BidSync.

Once a vendor determines an interest to participate in the solicitation process, the vendor must use BidSync ([https://prod.bidsync.com/dallas\\_county\\_texas](https://prod.bidsync.com/dallas_county_texas)) during the course of the solicitation process. BidSync contains all solicitation documents, addenda, updates, deadlines, and allows the vendor to submit their solicitation response electronically. Of course, vendors may still submit their sealed solicitation response in hardcopy to the Dallas County Purchasing Department.

For your convenience, you may access, view, and download the following formal business opportunities:

| Solicitation Number   | Title   | Anticipated Closing Date | Buyer Name                            | Buyer E-mail Address          |
|---|---|--------------------------|---------------------------------------|-------------------------------|
| 2021-021-6888<br><br>Proposal for Ryan White<br>Ending HIV in Dallas County | RFP - Ryan White Ending<br>HIV in Dallas County | 4/29/2021                | Debra Morris,<br>Contracts Specialist | debra.morris@dallascounty.org |

# BIDDING OPPORTUNITIES

Visit the Dallas County Purchasing Department website to view and respond to active solicitations.

<https://www.dallascounty.org/departments/purchasing/currentbids.php>

## Bidding Opportunities

Founders Square - 900 Jackson Street, 6th Floor, Suite 680, Dallas, TX 75202

Telephone: (214) 653-7431 • Fax: (214) 653-7449

## Active County Bid Solicitations

On April 27, 2020, Dallas County implemented a new public solicitation platform and will be posting all solicitations for goods, services, and construction through BidSync. Vendors seeking to do business with Dallas County will be required to register, [https://prod.bidsync.com/dallas\\_county\\_texas](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.

[Click here to view bids older than April 27, 2020](#)

search by keyword, title or bid number (click the question icon to see search instructions) Search

Show results for :

▸ Classifications

| Bid number    | Title  | Agency                   | Location | End date                    | Bid end       | Tab |
|---------------|--|--------------------------|----------|-----------------------------|---------------|-----|
| 2020-008-6848 | <a href="#">Request for Qualifications for Financial Audits of Dallas County Juvenile Board</a><br>RFQ | Dallas County Purchasing | Texas    | May 21, 2020 2:00:00 PM CDT | 23 days, 1 hr |     |

(1 of 1) Results Per Page: 10



# HOW TO REGISTER ON BIDSYNC

---

Step 1: Visit the following link and click “Register For Free”

[https://prod.bidsync.com/dallas\\_county\\_texas](https://prod.bidsync.com/dallas_county_texas)



**Dallas County, Texas** has partnered with BidSync to provide web-based bidding services to their suppliers. To do business with **Dallas County, Texas** you can register for a free BidSync Basic account.

If you are interested in seeing bids from over 100,000 government agencies across the US subscribe to a BidSync Pro Account.

[\*\*SHOW ME HOW TO GET MORE BIDS\*\*](#)

# BENEFITS OF USING BIDSYNC

---

Dallas County implemented a new public solicitation platform to post all solicitations for goods, services, and construction through BidSync.

1. Over 90,000 agencies use BidSync; Doing business with Dallas County is free
2. Paperless electronic responses to all solicitation types, RFB, IFQ (Quick Quote), RFP, and RFQ
3. Email notices; daily email alerts, key bid information
4. Easy-to-review Bid summary; bid agency, summary description, important solicitation updates, key dates
5. Advanced search tools; geography, agency type, due date

# HOW TO SUBMIT A QUOTE/BID/PROPOSAL

---

Once you've created a BidSync account, register in the online helpdesk so you'll have access to helpful materials and resources through the Support portal.

## INSTRUCTIONS FOR ELECTRONIC BIDS

Please follow the link for instructions on Electronic Bids:

<https://support.bidsync.com/hc/en-us/articles/360015939772-Responding-to-Bids>

## INSTRUCTIONS FOR PAPER BIDS

Please follow the link for instructions on Paper Bids:

<https://support.bidsync.com/hc/en-us/articles/360018392011-Responding-to-Paper-Bids>

Any additional questions or, for immediate assistance, please contact BidSync Vendor Support at 800-990-9339 ext.1010 or email your question to: [support@bidsync.com](mailto:support@bidsync.com)

# TOP 10 THINGS TO CONSIDER WHEN BIDDING

---

- **Bid security**
- **Award Method**
  - a. by line
  - b. all or nothing
  - c. by group
  - d. best value
- **Read Instructions**
  - a. award
  - b. samples
  - c. qualifications
  - d. minimum requirements
- **Make sure your product, service, delivery will meet specification requirements**
- **Attend pre-bid meeting**
  - a. clarification
  - b. ask questions
  - c. meet your competitors
- **Keep up with the solicitation schedule and addenda**
  - a. pre-bid
  - b. closing date
  - c. addenda
- **Correct pricing sheet**
  - a. quantity
  - b. unit of measure
  - c. unit & extended cost
  - d. check the math
- **Bonding requirements**
  - a. amount
  - b. term
  - c. consider the bond & insurance cost
  - d. make sure you meet bonding requirements
- **Complete & return all bid documents required**
- **Make a competitive bid**

# DALLAS COUNTY FORECASTED PROJECTS

| Projected Solicitations   | Estimated Amount      | Term  | Anticipated Release |
|---|-----------------------|---|---------------------|
| Job Order Contracting   | \$24,000,000          | Two years with three one-year renewal options   | March-21            |
| Replacement of Hot Water Boiler at Cook Chill   | New Project           |   | March-21            |
| Commercial and Industrial Solid Waste/Refuse Collection and Disposal Services                                       | \$317,113.00          | Two years with two one-year renewal options     | March-21            |
| Certified On-Site Interpreter Services  | \$1,305,570           | Three years with three one-year renewal options | March-21            |
| Family and Medical Leave Act (FMLA) Administration Services and Other Related Leave Services                        | No cost consideration | Three years with two one-year renewal options   | March-21            |
| Design Build Mesquite Government Center   | New Project           |   | April-21            |
| Professional Construction Project Management Services and On-Site Representation for the Mesquite Government Center | New Project           |   | April-21            |
| Employment Background Check and Screening Services  |                       | Three years with two one-year renewal options   | April-21            |

## DALLAS COUNTY FORECASTED PROJECTS – CONT.

| Projected Solicitations  | Estimated Amount | Term  | Anticipated Release |
|--|------------------|---|---------------------|
| Non-Residential Services   | \$795,556        | Three years with three one-year renewal options | April-21            |
| Residential Treatment Services   | \$1,999,481      | Three years with three one-year renewal options | April-21            |
| Armed and Unarmed Security Guard Services  | \$6,762,685      | Three years with three one-year renewal options | April-21            |
| Real Estate Appraisal Services   |                  | Three years with three one-year renewal options | May-21              |
| Engineering Laboratory Services/Construction Material Testing and Geotechnical Engineering             | \$276,875        | Three years with three one-year renewal options | May-21              |
| Comprehensive General Liability, Automotive Liability, Bonds, Pollution and Commercial Crime Insurance | \$50,000         | Two years with two one-year renewal options     | May-21              |
| Janitorial Supplies  | \$12,820.00      | Three years with three one-year renewal options | June-21             |



## DALLAS COUNTY FORECASTED PROJECTS- CONT.

| Projected Solicitations  | Estimated Amount | Term  | Anticipated Release |
|--|------------------|---|---------------------|
| Emergency Disaster Debris Removal, Reduction, Disposal, and Other Debris Related Services                              | \$10,000,000     | Five years with five one-year renewal options   | June-21             |
| Food Trays   | \$234,924        | Three years with three one-year renewal options | June-21             |
| Professional Engineering Laboratory Services/Construction Material Testing and Geotechnical Engineering                |                  | Three years with three one-year renewal options | June-21             |
| Fleet Fuel Card and Program Management   | \$2,000,000      | Three years with three one-year renewal options | July-21             |
| Temporary Staffing Services  | \$8,500,000      | Three years with three one-year renewal options | July-21             |
| On-site American Sign Language Interpreting Service and Real-time Captioning Services for the Deaf and Hard of Hearing | \$125,176        | Three years with three one-year renewal options | July-21             |



---

THANK YOU!!

A night-time photograph of the Dallas skyline, featuring the Reunion Tower and several skyscrapers illuminated against a dark sky.

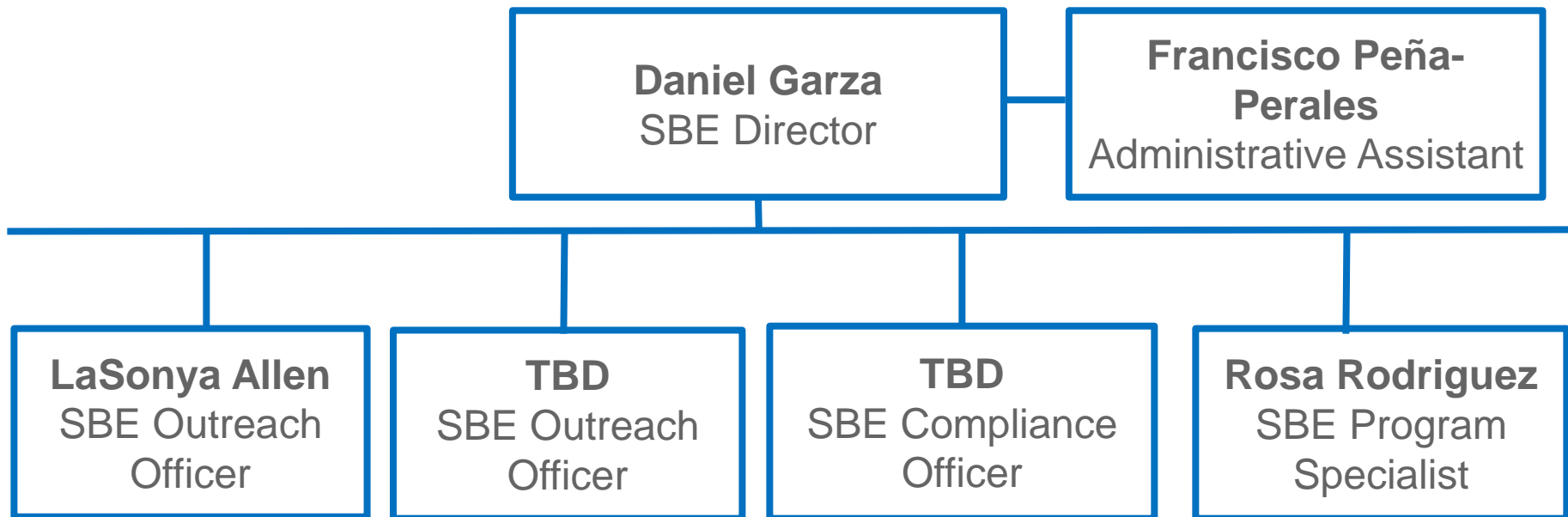
# SMALL BUSINESS ENTERPRISE PROGRAM

Daniel Garza, SBE Director



# SBE DEPARTMENT STAFF

---



# HISTORICAL REVIEW

---

- 1986** Minority/Women Owned Enterprise Business (MWBE) Program Adopted
- 2015** Dallas County Disparity Study Conducted
- 2017** Small Business Enterprise Policy Adopted  
Office of Small Business Enterprise (SBE) Created
- 2018** Small Business Enterprise Program Launched

# COMMITMENT

---

- Dallas County is committed to increasing business opportunities for Small Businesses and the Business Community.
- Dallas County Commissioners Court established the SBE Program for the purpose of promoting equal opportunities for Small Businesses.



# SBE QUALIFICATIONS

---

- Firm **MUST** be certified as a SBE by one of the agencies listed below:
  - *Dallas-Fort Worth Minority Supplier Development Council*
  - *North Central Texas Regional Certification Agency*
  - *Women's Business Council-Southwest*
- Firm **MUST** be organized as “for profit” business
- Firm **MUST** perform commercially useful function on project
- Firm **MUST** have local presence within the Dallas County MSA
  - *Dallas County*
  - *Tarrant County*
  - *Denton County*
  - *Collin County*

## REQUIRED SUBMITTALS:

---

- Firms **MUST** show the % of utilization allocated to each subcontractor
- Firms **MUST** show their “Good Faith Efforts” to meet the aspirational goal
- Firms awarded County contract required to meet goals
- Mandatory Electronic Payment Reporting
  - ✓ Allows the Compliance Officer to Validate if the Prime Contractors are Paying the Sub-Contractors on-time

Visit the Following Link for More SBE Program  
Information:

---

<https://www.dallascounty.org/departments/small-business-enterprise/>

**Dallas County SBE Program**

**900 Jackson St., Suite 680**

**Dallas, Texas 75202**

**214-653-2021**

**[sbe@dallascounty.org](mailto:sbe@dallascounty.org)**

# Dallas County Public Works Updates on MCIP & Projects

Alberta Blair, Public Works Director

## Current & Future Initiatives





# DALLAS COUNTY PUBLIC WORKS MISSION/VISION

---



**Quality of Life**



**Regional Transportation Projects**



**Leading Planner**



**High Value Added**

# DEPARTMENTAL OVERVIEW - DCPW DIVISIONS

---

**Engineering & Construction Division (E&C)**

**Transportation & Planning Division (T&P)**

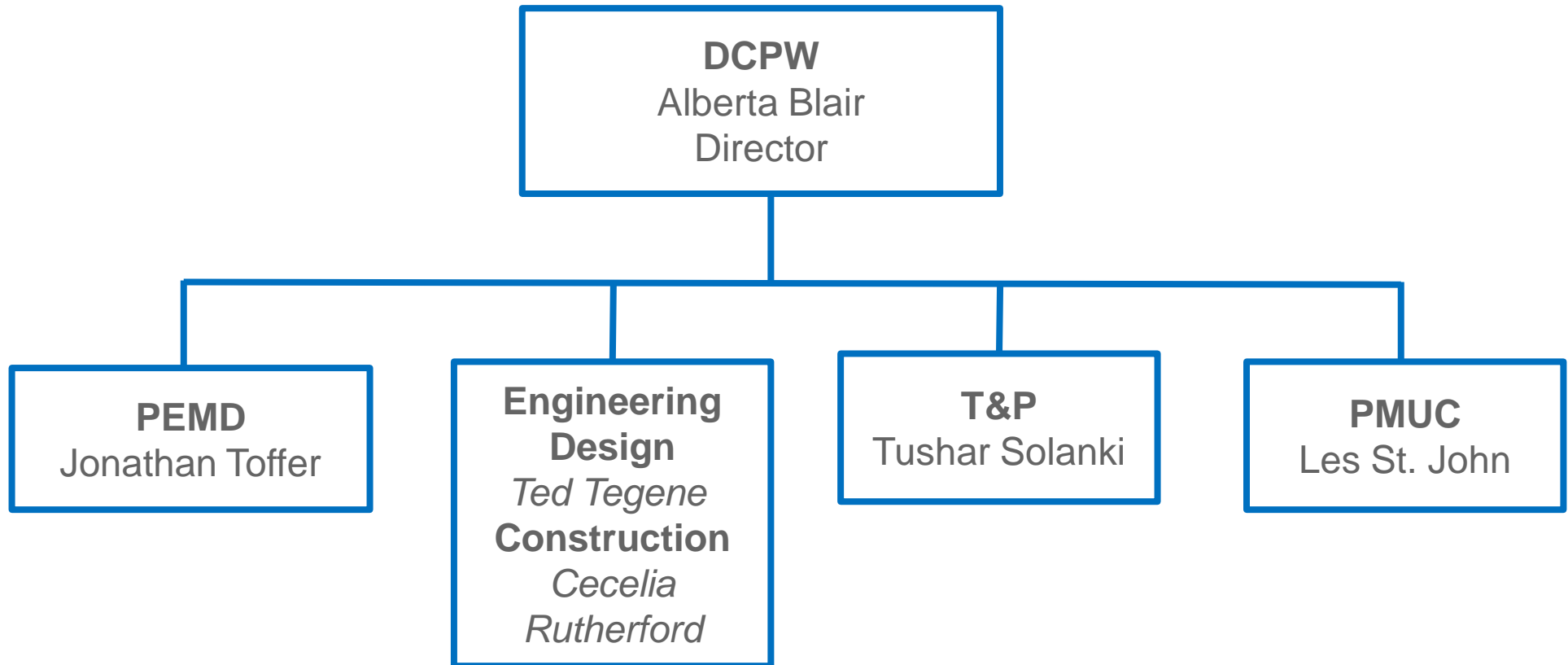
**Property Management & Utility Coordination Division (PMUC)**

**Program Engineering and Management Division (PEMD)**



# PUBLIC WORKS DEPARTMENT ORGANIZATION

---



## DEPARTMENTAL OVERVIEW - DCPW PROJECT MANAGMENT

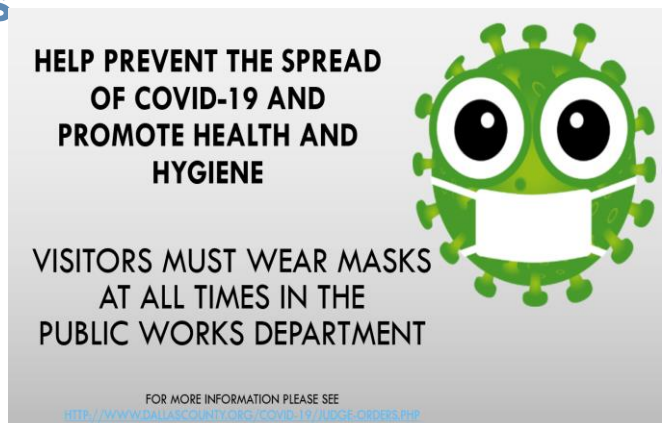
---

- **DCPW Project Management Practices Manual on 5 Phase Project Delivery System**
  - Planning & Preliminary Design
  - Primary Design
  - Design Completion & Right-of-Way (ROW) Initiation
  - ROW Completion & Utility Adjustment
  - Construction
- **Roles of PM and CSA for Prime and Sub coordination**
- **Work with Purchasing and SBE to solicit for future opportunities**
- **Pre-Project Public Meetings have been added prior to the construction solicitation process of Dallas County**
- **Indefinite Delivery Indefinite Quantity (IDIQ) Categories and Status**
- **Project selections from MCIP 7<sup>th</sup> Call for Projects approved in December 2020**
- **MCIP Master Agreements in Progress with cities to move forward on 7<sup>th</sup> Call Projects**

## ONE YEAR UNDER QUARANTINE...

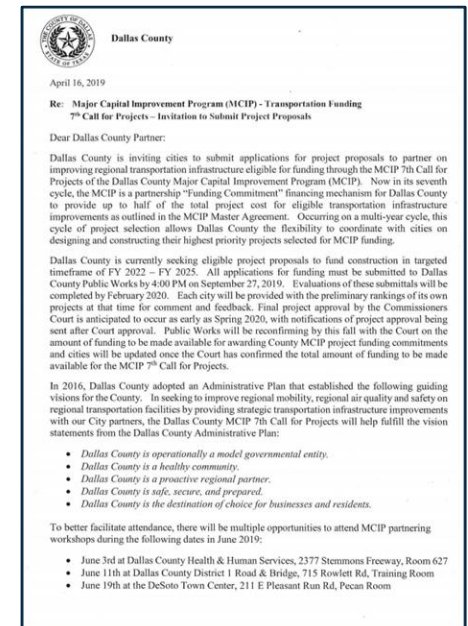
---

- DCPW following County Declarations, Amendments, and Guidelines
- DCPW Essential Employee Status
- Working with contractors to ensure compliance with County guidelines
- Setting up department for social distancing with PPE
- Roll-out of COVID-19 Loaner laptops to staff
- Initiate use of MS-Teams and other collaborative tools
- Carryout periodic communication with contractors and vendors
- Currently - Full remote status with only presence at Administration Building on an as-needed and coordinated basis
- Hygiene and PPE at work sites
- Field Meetings are held via MS-Teams
- **Following Purchasing Department Improvements/Upgrades**
- **Digital format for Bidding & RFQs now in place**



# MCIP 7th CALL FOR PROJECTS

- Transportation infrastructure or planning projects providing for regional connectivity approved in December 2020
- County funding participation up to 50% of the total project cost
- 142 application submittals received from cities and towns then reviewed by DCPW and approved by Commissioners
- December 2020 Court approved over 100 projects selected for County funding participation
- Many projects will be led by cities/towns
- Cities and towns in process of entering MCIP Master Agreement prior to entering into Project Specific Agreements (PSA)
- Ongoing Coordination Meetings with cities to confirm priorities of selected 7th Call projects
- Project Specific Agreements to follow

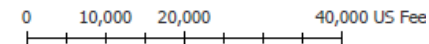


# DALLAS COUNTY 7TH CALL RECOMMENDED PROJECTS



- |                       |          |                       |
|-----------------------|----------|-----------------------|
| <b>PROJECT</b>        | PROJECTS | AIRPORTS              |
| <b>TRANSPORTATION</b> |          | <b>HYDRO</b>          |
| <b>ROADS</b>          |          | TRINITY_RIVER         |
| <b>CLASS</b>          |          | LAKES                 |
| MAJOR ARTERIAL        |          | <b>GREEN SPACE</b>    |
| PRIMARY HIGHWAY       |          | PARKS                 |
| ACCESS RAMP           |          | <b>BOUNDARIES</b>     |
| SECONDARY HIGHWAY     |          | COMMISSIONER DISTRICT |
| SERVICE ROAD          |          | COUNTY BOUNDARY       |
| TRAIL                 |          | <b>CITIES</b>         |
| RAIL                  |          | UNINCORPORATED        |
| FREEWAY               |          | INCORPORATED          |
|                       |          | PROJECTS              |

1 inch = 3,015 Feet



NOTE: 3 DALLAS CITYWIDE PROJECTS (ID 25, 44 & 68) AND 1 COPPELL PROJECT, ID 22, IN THE TABLE ARE NOT SHOWN ON THE MAP

NOTICE:  
THIS MAP IS FOR REFERENCE AND INTERNAL USE ONLY  
It does not represent an on-the-ground survey and  
represents only  
the approximate relative location of property boundaries.  
  
ACCURACY IS LIMITED TO VALIDITY OF AVAILABLE  
DATA AS OF THE DATES SHOWN.  
Dallas County 2019 Basemap  
MAP CREATED BY: Dallas County, Public Works, G.I.S., Dec  
2020





## INDEFINITE DELIVERY INDEFINITE QUANTITY - IDIQ

---

Process outlines procurement of Professional Architectural/Engineering (A/E) services of limited scope for various projects throughout the County

### Engineering Services County

Court Order 2018-0682

Expiration Date: June 2020 (plus 3 one-year exts)

### Specialty Services Procurement

Court Order TBD

Process: Underway

### Laboratory Services

Court Order 2016-1376

Expiration Date: October 2018 (plus 3 one-year exts)

### Real Estate Appraisal

Court Order 2016-1381

Expiration Date: October 2018 (plus 3 one-year exts)

### ROW Acquisition

Court Order 2020-0163

Expiration Date: March 2022 (plus 3 one-year exts)



# CURRENT ONGOING MCIP PROJECT INFORMATION

## DALLAS COUNTY LED

| MAP ID # | City  | Project   | Contract Amount | Est Completion Date                                   | Certification Type, Goal / Actual % |
|----------|---|---|-----------------|---|-------------------------------------|
| 1        | Wilmer/Lancaster                              | Sunrise Rd. (31405)                                 | \$5.6 M         | Summer 2021   | SBE<br>27% / 23%                    |
| 2        | Dallas  | Hatcher Station – Scyene Rd. Mid Block Crossing Imp | \$0.4 M         | Fall 2021<br><i>(project will commence in summer)</i> | SBE<br>40% / 0%                     |
| 3        | Duncanville, DeSoto, Cedar Hill, Dallas (DWU) | BSW Wintergreen Rd. (47302)                         | \$7.8 M         | Fall 2021   | SBE<br>40% / 34%                    |
| 4        | Sachse  | Sachse Rd. (22804)                                  | \$9.3 M         | Spring 2022   | SBE<br>6% / 3%                      |
| 5        | Dallas  | Medical District Dr. (30228)                        | \$16.0 M        | Spring 2022   | DBE TxDOT<br>6% / 2.5%              |
| 6        | Grand Prairie/Dallas                          | Camp Wisdom (40811)                                 | \$23.9 M        | Summer 2022   | SBE<br>19% / 8%                     |

## CURRENT ONGOING MCIP PROJECT INFORMATION DALLAS COUNTY LED

| MAP ID # | City          | Project | Contract Amount                      | Est Completion Date | Pre Project Meeting | Est Bid Date |
|----------|---------------|---------|--------------------------------------|---------------------|---------------------|--------------|
| 7        | Dallas        | 2021    | FM1382 Bike-Ped Sidepath (40227)     | \$2.0 M             | Spring 2021         | Summer 2021  |
| 8        | Mesquite      | 2021    | Military Parkway Trail (11902/31901) | \$1.5 M             | Spring /Summer 2021 | Summer 2021  |
| 9        | Grand Prairie | 2021    | Wildlife Parkway (40810)             | \$35.0 M            | Fall 2021           | Fall 2021    |
| 10       | Dallas        | 2021    | Riverfront Blvd (30221)              | \$65.0 M            | Fall 2021           | Early 2022   |
| 11       | Dallas        | 2022    | Cockrell Hill Road (30226)           | \$10.0 M            | Spring 2022         | Summer 2022  |



---

# WRAP UP & THANK YOU !

Alberta Blair P.E.  
Director Dallas County  
Public Works  
214/653-7151  
[alberta.blair@dallascounty.org](mailto:alberta.blair@dallascounty.org)

Jack Tidwell  
Manager Procurement & Outreach  
Public Works  
214/653-7172  
[jack.tidwell@dallascounty.org](mailto:jack.tidwell@dallascounty.org)