

# HOW TO DO BUSINESS WITH DALLAS COUNTY

Michael Frosch, Purchasing Director

August 26, 2021



# PURCHASING DEPARTMENT

Founders Square - 900 Jackson Street, 6th Floor, Suite 680, Dallas, TX 75202  
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# WHAT DOES DALLAS COUNTY PROCURE?

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## **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

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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.

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## **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

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$\leq \$3,000$

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  Proposal for Ryan White Ending HIV in Dallas County	RFP - Ryan White Ending HIV in Dallas County	4/29/2021	Debra Morris, 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](#)

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

Q 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> RFQ	Dallas County Purchasing	Texas	May 21, 2020 2:00:00 PM CDT	23 days, 1 hr	

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(1 of 1)

Results Per Page: 10

# HOW TO REGISTER ON BIDSYNC

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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

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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

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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

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- **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
Commercial and Industrial Solid Waste/Refuse Collection and Disposal Services	\$317,113.00	Five years with no renewal options	Out for Solicitation
Laundry Liquid Injection System And Laundry Detergents, Chemicals, And Products	\$60,000.00	Five years with no renewal options	Out for Solicitation
Non-Residential Services	\$795,556	Three years with three one-year renewal options	Out for Solicitation
Residential Treatment Services	\$1,999,481	Three years with three one-year renewal options	Out for Solicitation
Third-Party Administrator For PACE (Property Assessed Clean Energy) Program		Two years with three one-year renewal options	Out for Solicitation
Lamps and Ballast	\$318,000	Five years with no renewal options	September 2021
Self-contained breathing apparatus (SCBA) and mine safety appliance (MSA) equipment	\$220,000	Five years with no renewal options	September 2021
HVAC filters	\$130,000	Four years with no renewal options	September 2021

## DALLAS COUNTY FORECASTED PROJECTS – CONT.

Projected Solicitations	Estimated Amount	Term	Anticipated Release
Armed and Unarmed Security Guard Services	\$6,762,685	Three years with three two-year renewal options	October 2021
Emergency Disaster Debris Removal, Reduction, Disposal, and Other Debris Related Services	\$10,000,000	Five years with five one-year renewal options	October 2021
IDIQ Professional Specialty Services		Two years with three one-year renewal options	October 2021
Fleet Fuel Card and Program Management	\$2,000,000	Three years with three one-year renewal options	October 2021
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	October 2021
Collection Services for Justice of the Peace Courts	No Cost Consideration	Three years with three two-year renewal options	October 2021
Towing Services	\$70,330	Five years with no renewal options	October 2021

## DALLAS COUNTY FORECASTED PROJECTS- CONT.

Projected Solicitations	Estimated Amount	Term	Anticipated Release
Lew Sterrett/Frank Crowley Generator Replacement	New Project	One time	November 2021
Cottrell–Hernandez Building Renovation	New Project	One time	November 2021
George Allen Sr. Courthouse 7th Floor Probate Courts	New Project	One time	November 2021



## COMMITMENT

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- 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

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- Vendor **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*
  
- Vendor **MUST** have a local presence within the Dallas County Metropolitan Statistical Area consisting of:
  - *Dallas County*
  - *Tarrant County*
  - *Denton County*
  - *Collin County*

# QUESTIONS?

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**DALLAS COUNTY**  
**Purchasing Division**  
**214-653-7431**

**DALLAS COUNTY**  
**SBE Program**  
**214-653-6018**