

# HOW TO DO BUSINESS WITH DALLAS COUNTY

Michael Frosch, Purchasing Director

October 21, 2021



# Purchasing Department Mission Statement

---

Procure goods and services in a manner that promotes business opportunities, inclusion, competition, and transparency to efficiently meet the clients needs while adhering with statutory requirements.

# 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	214-653-6500	<a href="mailto:michael.frosch@dallascounty.org">michael.frosch@dallascounty.org</a>
Mario Alvarado	Asst. Purchasing Director	214-653-7433	<a href="mailto:mario.alvarado@dallascounty.org">mario.alvarado@dallascounty.org</a>
Kim Gould	Purchasing Manager	214-653-7580	<a href="mailto:kimberly.gould@dallascounty.org">kimberly.gould@dallascounty.org</a>
James Doss	Contracts Specialists	214-653-7437	<a href="mailto:james.doss@dallascounty.org">james.doss@dallascounty.org</a>
Theresa Isenhour	Contract Specialists	214-653-6304	<a href="mailto:theresa.isenhour@dallacounty.org">theresa.isenhour@dallacounty.org</a>
Laura Ortiz	Contracts Specialists	214-653-5639	<a href="mailto:laura.ortiz@dallascounty.org">laura.ortiz@dallascounty.org</a>
Scott Campbell	Buyer	214-653-7763	<a href="mailto:scott.campbell@dallascounty.org">scott.campbell@dallascounty.org</a>
Stephen Cordova	Buyer	214-653-7618	<a href="mailto:stephen.cordova@dallascounty.org">stephen.cordova@dallascounty.org</a>
James Gay	Buyer	214-653-7434	<a href="mailto:james.gay@dallascounty.org">james.gay@dallascounty.org</a>
Nancy Martinez	Buyer	214-653-6223	<a href="mailto:nancy.martinez@dallascounty.org">nancy.martinez@dallascounty.org</a>
Zavieone Pirtle	Buyer	214-653-7725	<a href="mailto:zavieone.pirtle@dallascounty.org">zavieone.pirtle@dallascounty.org</a>
Kerry Rhines	Fixed Assets Lead	214-653-7253	<a href="mailto:kerry.rhines@dallascounty.org">kerry.rhines@dallascounty.org</a>
Ronald Babineaux	Fixed Assets	214-653-6688	<a href="mailto:ronald.babineaux@dallascounty.org">ronald.babineaux@dallascounty.org</a>
Consolata Mutuku	Executive Assistant	214-653-6818	<a href="mailto:consolata.mutuku@dallascounty.org">consolata.mutuku@dallascounty.org</a>
Olivia Thompson	Clerk II	214-653-7431	<a href="mailto:olivia.thompson@dallascounty.org">olivia.thompson@dallascounty.org</a>

# WHAT DOES DALLAS COUNTY PROCURE?

---

## **Professional services**

Legal, Architectural, Engineering, etc.

## **Goods & Services**

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

## **Construction**

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

# How Does Dallas County Purchase Their Goods/Services

---

Dallas County's purchasing methods and processes are governed by local, state and federal purchasing requirements:

- The following are examples of methods the County is required to use:
  - **Solicitation processes**
    - Informal Solicitations
    - Invitation for Bids
    - Request for Proposals
    - Request for Qualifications
  - **Exemptions**
    - Cooperative Agreements
    - Interlocal Agreements
    - Sole Source
    - Emergency Processes

# 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

# 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



# 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 Cou	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](#)

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> 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

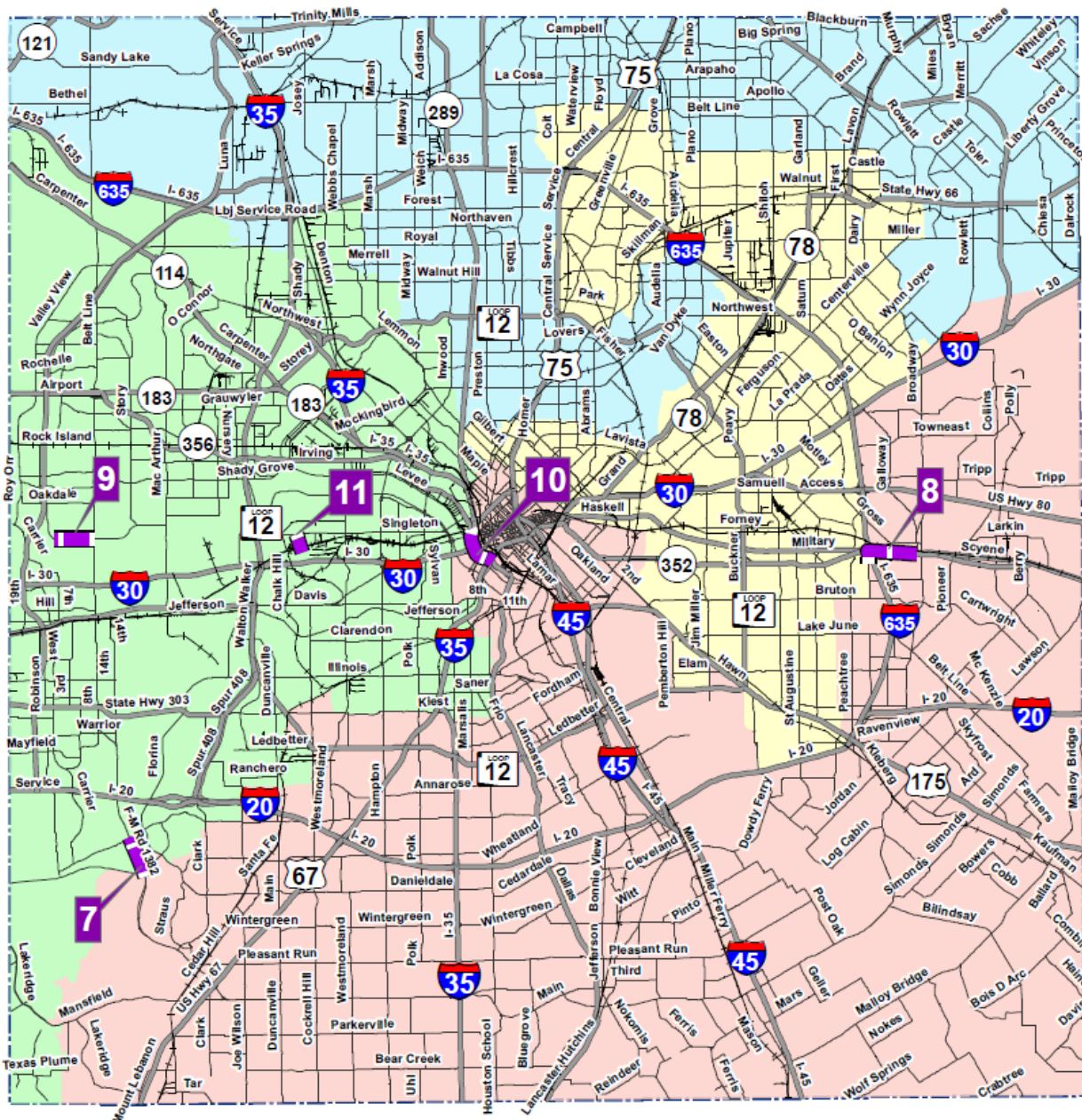
Projected Solicitations	Estimated Amount	Term	Anticipated Release
Residential Treatment Services	\$1,999,481	Three years with three one-year renewal options	Out for Solicitation
On-site American Sign Language Interpreting Service and Real-time Captioning Services for the Deaf and Hard of Hearing	\$125,176	Three years with three one-year renewal options	Out for Solicitation
Armed and Unarmed Security Guard Services	\$6,762,685	Three years with three two-year renewal options	Out for Solicitation
Towing Services	\$70,330	Five years with no renewal options	November 2021
Fleet Fuel Card and Program Management	\$2,000,000	Three years with three one-year renewal options	November 2021
Cottrell-Hernandez Building Renovation – PHASE I	\$10,000,000	One-Time	November 2021

## DALLAS COUNTY FORECASTED PROJECTS – CONT.

Projected Solicitations	Estimated Amount	Term	Anticipated Release
George Allen 7 <sup>th</sup> Floor Renovation – Probate Courts	\$2,000,000	One-Time	November 2021
Temporary Staffing Services	\$8,500,000	Three years with one-year renewal options	January 2022
Vehicle Body Damage and Collision Repair Services for Passenger Cars and Light Trucks (up to 1 ton) and Medium and Heavy Duty Trucks	\$50,000	Three years	January-22
Collection Services for Justice of the Peace Courts		Three years with three two-year renewal options	January-22
Ambulance Service	\$176,000	Three years	January-22



# MCIP Project Information



## Future MCIP Project Information (Upcoming Bids) Dallas County Led

Num	Project	City	Est Cost	Program Year
★	FM 1382 Bike-Ped Sidepath(40227)- FM 1382 to Mansfield Rd.	Dallas	\$2.0 M	2021
8	Military Parkway Trail(11902/31901)- Galloway to Rodeo Center	Mesquite	\$1.5 M	2021
9	Wildlife Parkway(40810)- SH 161 to Belt Line Rd.	Grand Prairie	\$35.0 M	2021
10	Riverfront Blvd.(30221)- Cadiz St. to UPRR	Dallas	\$65.0 M	2021
11	Cockrell Hill Rd.(30226)- LaReunion Pkwy. To Singleton Blvd.	Dallas	\$10.0 M	2021

★ = project has bid.



**\*\*\*\*\* MAP DISCLAIMERS \*\*\*\*\***

MAP DISCLAIMER : This map is for reference use only. Data provided are derived from multiple sources with varying levels of accuracy. The Dallas County Transportation/GIS Division disclaims all responsibility for the accuracy or completeness of the data shown.

Map updated by Dallas County PW on 3-22-2021

# QUESTIONS?

---

