IFB NO: 26-OF-Furniture

Pre-bid conference for Office Furniture Aug 22, 2025, at 9:30 a.m.

1 How many centers will need furniture?

It's difficult to predict at this time. If a new center opens, we will need to purchase additional furniture. Similarly, if enrollment increases and we have more children, additional furniture may be required. It all depends on future developments and circumstances.

2 If the exact brand name of the furniture listed on the bid schedule (pages 10 and 11 of 23) is not available, can we list an alternative brand name instead?

Yes, you may list an alternative brand name on the bid schedule for the review committee's consideration. However, for evaluation and cost comparison purposes, the Purchasing Agent will use the originally specified brand to ensure consistency across all submitted bid packages.

3 Does this office furniture bid package include classroom furniture?

No, classroom furniture for students is part of a separate bid package. Please refer to the Request for Proposal titled *Program Supplies and Equipment – PSE 2026* for details.

4 What is the duration of the Office Furniture bid?

According to page 1, under the "to provide" section, the Office Furniture contract will begin on the date of the award and will continue for one (1) year. Additionally, there are two (2) one-year option periods, which may extend the total period of performance to a maximum of three (3) years.

5 Your inquiry regarding a potential price increases due to the tariff.

As outlined in the bid package (page 6 of 23, Pricing section), pricing cannot be changed or amended during the first year of the contract. After the first contract year, pricing adjustments may be made, but only with the mutual agreement of both parties.

Please note that any request for a price change must be submitted to the contract administrator at least three months prior to the proposed effective date. Once new pricing is mutually agreed upon, it will remain fixed and cannot be changed again until the following contract year.

6 **Who is your current office furniture vendor?**

Our current vendor is Oak Cliff Office Supply & Printing.

7 **How long has Head Start of Greater Dallas, doing business with Oak Cliff office Supply & Printing?**

We have had business with Oak Cliff for more than three years.

8 **Is there any issue with Oak Cliff Office Supply & Printing?**

They are a reputable company, and we generally have no problems with them—just the occasional minor issue."

9 **Are all Head Start locations within the Dallas Metroplex area?**

Please refer to the "Agency Location" section on the last page of your bid package. This includes not only agency-operated sites but also partner and delegate locations.

10 **Do you accept low-priced bids?**

We encourage fair and reasonable pricing. Extremely low bids may not be successful, as they can raise concerns about the quality of the furniture—such as the possibility of it being secondhand, defective, or not meeting required standards.

11 **Do you accept large quantities of furniture at a discount?**

Some centers may not be able to accommodate large quantities, even at a discount, due to factors like room size, available space, or the specific functional needs of each location.

12 **Could you provide information about Oak Cliff's business performance during the contract years?**

This information is confidential.

13 Quantity of items needed. If they don't know what the last 2 years of items needed?

We do not have a fixed quantity of furniture items required for each center annually. Instead, each center operates within an allocated furniture budget. In cases where a center's budget is insufficient, they may request a budget adjustment through our accountant.

14 Contract award date expectation.

The contract is expected to be awarded by January 6, 2026.

15 Implementation Schedule / Lead Time:

Implementation is expected within 5 working days, provided the items are in stock.

16 What is the difference between primary, secondary, and tertiary suppliers? What are the expectations for each?

- **Primary Supplier:** This is the preferred vendor, selected based on offering the best overall value—competitive pricing, excellent customer service, reliable on-time delivery, and a high evaluation score from the review committee.
- **Secondary Supplier:** This vendor received a lower evaluation score compared to the primary supplier. They may be used as a backup when the primary supplier is unavailable or cannot meet specific requirements.
- **Tertiary Supplier:** This supplier is rarely used and typically only considered in exceptional cases, such as when both the primary and secondary suppliers are unavailable or provide poor service and unreasonably high prices.

17 Person Visits to Locations

You're welcome to visit any center by scheduling an appointment with the site manager.

18 If more than one provider will be awarded by furniture type, location, price, other set-in place diagram upon award.

Our standard procedure is to first select a primary supplier, followed by a secondary supplier. The primary supplier is chosen based on the highest evaluation score from the review committee, which includes factors such as delivery performance and product quality. If the requested items are not available from the primary supplier, the requester may then turn to the secondary supplier. In this case, no set-in-place diagram is required at the time of the award.

19 May we add in proposal that we request 25% payment in advance. Most manufacturers due to the economy have crash flow issues and want 50% upfront & 25% when they start building furniture.

According to the Invitation for Bids, we do not have a policy that allows for a 25% upfront payment. We have sufficient budget and consistently pay our vendors on time. Additionally, implementing such arrangements presents significant challenges for our accounting department.