General Information:

Invitation For Bids: Office Supplies August 22, 2025, at 11:00 a.m.

Welcome to the pre-bid conference. The primary purpose of this Office Supplies is to select the best supplier to provide office supplies in Dallas County, Texas.
In addition, there are few issues that I would like to bring to your attention in the bids package:

1) On page 1: Closing Submission Date, bids package must be submitted and received no later than 11:00 a.m. on October 8, 2025
   Address: Head Start of Greater Dallas, Inc.
   Attn: Agnes Chiu, Purchasing Agent
   3954 Gannon Lane,
   Dallas, Texas 75237

2) Late Bids: Bids received in the Agency's Purchasing Department after submission deadline shall not be opened and shall be considered void and unacceptable. The Agency is not responsible for lateness of mail, courier, etc.

3) On Page 3: References: Head Start requires bidders to supply with this IFB, a list of at least five (5) local references, where similar office/ services have been provided by their firm. Include therein name of firm, address, email address, telephone number, and name of representative.
4) Page 4: FOB destination, inside delivery, specified agency location, full freight provided for. Delivery requested from stock within three (3) working days.

5) Page 6: A written purchase order(s) shall be issued by the Agency to the contractor from the Purchasing Agent. A purchase order number from any source other than the Purchasing Department is considered invalid and unauthorized and relieves the Agency of any financial responsibility. The purchase order must appear on all itemized invoices and packing slips. Agency will not be held responsible for any written orders placed/delivered without a valid purchase order number.

6) Page 6, Pricing: Prices cannot be altered or amended during the first contract year. After the first contract year, pricing can be altered upon the mutual agreement of both parties.

7) Page 6: Back orders: There will be no back orders on any items ordered with the exception of "special order items". This "fill or kill clause" will apply to all office supplies and furniture. Items that are backordered without authorization and delivered at a later time will not be paid for by the Agency and will be considered as a charitable contribution.

Substituted items are not accepted in any circumstances. Head Start will not be responsible and pay for any substituted items.

8) On Page 8, Insurance: Please attach a copy of your company's insurance to the bid package. And read page 8 as well
9) Page 9, Delivery includes inside delivery, assembly, and set in place without extra charges. In the case of a "drop ship" items from a third party or manufacturer it will be the contractor's responsibility to coordinate, and to provide personnel to take delivery, assemble, and set in place any such delivery.
10 Page 9: Payment terms: FOB, inside delivery, net 30 days
11 Page 15: Name of the current Catalogs with discount pricing
12 Page 17: If your company qualifies as a small, minority-owned, or woman-owned business—with average annual receipts of less than $4 million over the past three fiscal years—please provide the appropriate certification. All pricing information should be in a separate envelope for review purposes.
13 On page 17, please read evaluation, bid analysis criteria & selection, read how to get your bids being graded.
14 Finally, please review the bid package thoroughly and complete all required information.