



**DALLAS COUNTY  
PURCHASING DEPARTMENT**  
900 Jackson St, 6<sup>th</sup> Floor, Ste 680 75202  
Charles W. Price  
Interim Purchasing Director

November 12, 2018

**ADDENDUM #1**

**SOLICITATION # 2019-007-6771**

Request for Qualifications for Real Estate Broker and Consultant Services

**WHEREAS, the page 11 and 19 in the proposal are hereby replaced with pages 11A and 19A**

**Except as provided herein/above, all other specification requirements of the original solicitation referenced shall remain unchanged in and full force and effect. This addendum should be signed and returned with your Solicitation package on or before November 29, 2018, @ 2:00 P.M. (CST).**

**This addendum is hereby acknowledged, understood and considered in our Solicitation.**

**Printed Name:** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**SBE Reporting.** The Contractor and its subcontractors are required to electronically submit subcontractor payment information using the County's Subcontractor Payment Compliance System (SPCS), accessed through a link on the Dallas County SBE webpage. The Contractor and all subcontractors will be provided a unique log-in credential and password to access Subcontractor Payment Compliance System. Training on the use of the system will be provided by Dallas County's Office for Small Business Enterprises.

**Contracting.** If awarded the contract, the Contractor agrees to be bound to the policies and guidelines set forth in the County's SBE Policy, which may be incorporated into the contract. If a conflict exists between the SBE section of the solicitation and the County SBE Policy, the language in the solicitation governs.

## V.

### DELIVERY OF PROPOSALS

The proposing firm shall submit two (2) original hard bound and five (5) USB or CD copies of proposal. Within the paper hardcopies, Companies Financial Stability and Small Business Enterprise shall be in a sealed envelope. Envelope 1: Company Financial Stability. Envelope 2- Small Business Enterprise.

The original bound copy of the proposal is to be clearly marked as "original" on the outside cover and contain original signatures of a person authorized to make a binding offer.

**REQUEST FOR QUALIFICATIONS FOR  
Real Estate Broker and Consultant Services  
Must be Delivered To:  
Dallas County Purchasing Department  
Founders Square  
900 Jackson St., 6<sup>th</sup> Floor, Suite 680  
Dallas, Texas 75202**

The proposal shall be delivered by **November 29, 2018@2:00pm** as indicated on the document when stamped by Purchasing Department Time Clock. Proposals shall be delivered to:

Dallas County Purchasing Department  
Attn: Charles Price  
Founders Plaza  
900 Jackson st. Suite 680  
Dallas, Texas 75202

## VI.

### SPECIFICATIONS

The successful firm shall agree to contract with Dallas County to provide the following:

#### 1. PROJECT ORGANIZATION

- Identify key objectives, project schedule, project team(s), roles and responsibilities, and governance structure.
- Prepare informational materials and attend scheduled meetings with Dallas County's, Executive Planner and executive management staff.

- K. **Implied Requirements.** Products and services not specifically mentioned in this RFQ, but which are necessary to provide the functional capabilities described by the Proposal Firm, shall be included in the proposal.
- L. **Withdrawal of Proposal.** The Proposal Firm may withdraw their proposal by submitting a written request for its withdrawal over the signature of an authorized individual, to the Purchasing Agent anytime prior to the submission deadline. The Proposal Firm may thereafter, prior to the deadline, submit a new proposal. Modifications offered in any manner, oral, or written, will not be considered if submitted after the deadline.
- M. **Fiscal Funding.** Any agreement resulting from this RFQ will be subject to the availability of governmental fiscal funding. If such funds become reduced or unavailable, any contract agreement shall be subject to immediate modifications, reduction or termination on the expiration date or date in which the funds have been reduced or eliminated.
- N. **Term of Contract.** The initial term of the contract shall be a five (5) year period beginning the date indicated in the contract, with an option to renew or extend for five (5) additional one-year terms at the discretion of Dallas County. Renewals or extensions will be dependent on contractor performance, funding availability, and mutual agreement by all parties. All renewals or extensions shall be based on existing terms, conditions, and price structures set forth in the executed contract agreement or as amended and approved in writing by the Dallas County Commissioners Court. Additionally, any work that has begun under the terms of this contract will need to be completed with Commissioner Court approval in the event of contract expiration. Upon expiration of the contract, the vendor affirms to hold contractual agreement for such a time as 120 days in order for Dallas County to renew, and or resolicit the contract.
- O. **Permits and Licenses.** Contractor shall secure and pay for all fees for all necessary statutory and regulatory authorizations, permits, approvals, certifications, licenses, and insurance required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations that are required in order to perform the services stated in RFQ. Contractor shall maintain these licenses and permits in effect for the duration of the contract agreement. Respondent/Contractor will notify County immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of the contract agreement.
- P. **Non-Performance.** Non-performance in terms of specification or non-compliance with terms of the Contract shall be basis for termination of the Contract by the County. Termination in whole or part, by the County may be made at its option and without prejudice to any other remedy to which it may be entitled at law or in equity, or elsewhere under the Contract, by giving thirty (30) days written notice with the understanding that all work being performed under the Contract shall cease upon the date specified in such notice. Obligation of the County to pay for work, professional services, professional opinion, equipment, services or supplies is conditioned upon strict compliance of each, every and all terms and conditions of the SOQ, including but not limited to the Contract. County will not pay for work, professional services, professional opinion, equipment, services or supplies rendered or furnished which are not in strict compliance with the terms of the SOQ, including but not limited to the Contract and all other exhibits attached thereto response to the SOQ may be given a reasonable opportunity prior to termination to correct any deficiency. This, however, shall in no way be construed as negating the basis for termination for non-performance.
- Q. **Collusion.** The selected Firm will be required to provide an affidavit that he/she has not conspired with other potential Firms in any manner to attempt to control competitive solicitation for these services. This paragraph does not, however, preclude two or more Firms from presenting a combined or joint SOQ.
- R. **Subsequent Negotiations.** If the County is unsuccessful in reaching a “fair and reasonable price” for any individual Work Order, the County reserves the right to request proposals from the second and subsequent “most qualified” firm.