



# PALM BEACH COUNTY HOUSING AUTHORITY

## URFP ADDENDUM #1 Solicitation No. PBCHA-URFP-2023-01

DATE: January 31, 2023

TO: All Prospective Bidders

RE: **Unsealed Request for Proposal for Audio Visual for PBCHA Main Office**

The following additions and/or modifications to the Unsealed Request for Proposal (URFP) posted to the PBCHA website, on January 18, 2023, will become part of the Audio visual for PBCHA Main Office solicitation. The URFP closing date will remain the same February 8, 2023, at 2:00 p.m.

1. Pre-Bid Meeting Minutes

The remaining portions of this Unsealed Request for Proposal for Audio Visual for PBCHA Main Office remain unchanged.

Sincerely,

LaQuavial Pace  
Contracts and Procurement Manager

Return of this Addendum is not mandatory; however, the Respondents is responsible for its contents and is requested to sign and submit this Addendum with its response to the URFP.

ACKNOWLEDGED:

For: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Date: \_\_\_\_\_

ADDENDUM #1  
URFP No.: 2023-01 Audio Visual for PBCHA Main Office



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## PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Tuesday, January 31, 2023, at 11:00 a.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406.
2. Mr. James advised everyone that all proposals are due by February 8, 2023, at 2:00 p.m. Please include signed addendums with your proposal submittal. We will not accept late proposals.
3. Mr. James provided a brief overview of the purpose, agency's background, procurement authority and laws and regulations. Mr. James advised all meeting attendees to read the scope of services in its entirety to get a clear and concise understanding of PBCHA needs.
4. Mr. James gave an overview of PBCHA reserved the right to reject any or all proposals, to waive any informality in the URFP process, or to terminate the URFP process at any time, if deemed by the housing authority to be in its best interests.
5. Mr. James states that you must have notice to proceed or a purchase order before performing any work on the sites. This includes additional work needed outside the scope of work. There is no negotiation on the requirements of the services needed.
6. Scope of work for project – Mr. James gives a brief overview of the scope of work for this solicitation and required services needed by the PBCHA. Ms. Carol Jones-Gilbert will determine the location of the digital whiteboard for this facility. Mr. James advised prospective bidders that we have equipment in the back of the room that they can look at when we perform the walkthrough after concluding this pre-proposal conference.
7. Confidential material – Any confidential material submitted by the Respondent must be clearly marked as such. Please be advised we are subject to the Sunshine Law and will provide documents if a FOIA request is submitted.
8. Evaluation of Criteria – Mr. James gave a brief overview of the evaluation criteria for this solicitation.
9. Mr. James advised the attendees that an addendum will be issued with the following changes. On page 7, Section X. Evaluation and Award Criteria, subsection "Evaluation Criteria" – The ED/CEO will make a recommendation to the Board of Commissioners will be stricken from this solicitation.
10. Proposal will be withdrawn by written request any time prior to the deadline for receiving proposals. After that time, proposals cannot be withdrawn and must be open for acceptance for a period not to exceed sixty (60) calendar days from the date of submission for the purpose of evaluating proposal documents and investigating the qualifications of the Offeror.
11. Mr. James advised everyone to ensure that when submitting their proposal to label them using the description indicated on page 10. Package should be clearly indicated in lower right-hand corner: PBCHA-URFP-2023-01 Audio Visual for PBCHA Main Office; Closing Date: February 8, 2023 @ 2:00 P.M.; Please Deliver to: Kerry L. James, CAO.



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12. Mr. James advised everyone to read through pages 11-15.
13. Please be advised that you have to provide insurance upon award of contract.
14. All payment to the contractor shall be made in accordance with PBCHA standard payment terms net 30.
15. Mr. James advised everyone to sign and initial all addendums included in this solicitation package.
16. Per Ms. Carol Jones-Gilbert we need to ensure that all conference rooms can be used interchangeably. We need to ensure that there is adequate equipment in all rooms to be used for Staff and Guest. There are budget constraints in place for this solicitation, so we must be cognizant of that when submitting the proposal.
17. Mr. James states that we would like to reuse our current equipment.
18. We will ensure that you have adequate equipment to perform the services needed before the contract is awarded.
19. All question pertain to this solicitation must be in writing and emailed directly to Kerry James at [kejames@pbchafl.org](mailto:kejames@pbchafl.org) . You should not direct any questions to PBCHA Board of Commissioner, or any of PBCHA Staff.
20. Debarment. Palm Beach County Housing Authority will perform a debarment search on the HUD Limited Denial of Participation and Voluntary Abstention List and the System for Award Management website to ensure your firm is in good standing.
21. Question Period. Questions are to be submitted (5) days before the submittal deadline. The timeline for proposal submission will not be extended automatically by asking a question.

## Meeting Attendees

Erik Fuerte, Staar Technology, Inc.  
Joseph Vazzana, Sharp Business Systems  
Gray Scheffel, Sharp Business Systems via (phone conference)  
Joseph Conway, Praetas Technologies  
Carol Jones-Gilbert, Chief Executive Officer  
Kerry James, PBCHA Chief Administrative Officer  
LaQuavial Pace, PBCHA Contracts and Procurement Manager