



PALM BEACH COUNTY HOUSING AUTHORITY

URFP ADDENDUM #2 Solicitation No. PBCHA-URFP-2023-01

DATE: February 8, 2023

TO: All Prospective Respondents

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

This addendum is issued to clarify, add, delete, correct and/or change the proposal documents to the extent indicated and is hereby made part of the above noted URFP documents on which the contract will be based. Any modifications/ changes made by this addendum affect only the portions or paragraphs specifically identified herein, all remaining portions of the proposal to remain in force. It is the responsibility of all Respondents to conform to this addendum. The closing date will change. The new closing date is February 15, 2023, at 2:00 p.m.

The new or revised language is **highlighted**, and deleted language is shown in ~~strikethrough~~ for easy reference. The listing below has been modified to coincide with the scope of work listing.

Page 4, Section I. Purpose: subsection I. Current conditions for each room:

- A. Main Conference Room
 - 1. Existing projector and sound system.
 - 2. Hitachi Projector CP-EW300.
 - 3. Sound System.
- B. Library
 - 1. No existing equipment.
 - 2. WIFI and hard connect for network available.
 - 3. Phone service in the room.
- C. CEO's Conference Room
 - 1. No existing equipment.
 - 2. WIFI and hard connect for network available.
 - 3. Phone service in the room.
- D. Resident Services Conference Room
 - 1. WIFI and hard connect for network available.
 - 2. Phone service in the room.
- E. 2nd Floor Meeting Room
 - 1. TV used as monitor with HDMI hookup.
 - 2. WIFI and hard connect for network available.
 - 3. Currently no phone service in room.
- F. Training Room 2nd Floor
 - 1. No existing equipment.
 - 2. WIFI and hard connect for network available.



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3. Phone service in the room.
- G. Children's Playroom
 1. No existing equipment.
 2. WIFI and hard connect for network available.
- H. Front Receptionist Desk
 1. No existing equipment.
 2. WIFI and hard connect for network available.
- I. 2nd Floor Gym
 1. No existing equipment.
 2. WIFI and hard connect for network available.

Page 6, Section IV. Scope of Work:

- A. **Main** Conference Room – In this room we hold big meetings inclusive of our monthly board meetings. Clear visual of reports projected on elevated screens is required. Audio needs to be dispersed throughout the room. Microphone(s) is needed for amplification for speaker(s).
- B. Library – small work sessions will be held in this room. Need display of laptop reports as well as collaborative works. There is an existing whiteboard from an old facility that may be incorporated in this room. Specification will be listed in the old equipment listing below.
- C. CEO's **Conference Room** – small work session as well as presentations to CEO will be the focus of this room. Need ability to display from laptop and collaborate on the fly. Minimal setup and preparation should be a strong focus so to facilitate ease of use. No additional audio needed for this space.
- D. Resident **Services Conference Room** – small work session as well as training to be held in this space. Need ability to display laptop reports and presentations. No additional audio needed for this space.
- E. 2nd Floor **Meeting Room** – medium size meeting space that already has a TV monitor that is accessible by HDMI hookup. Works well with laptops. May consider a Bluetooth or wireless hookup for ease of use.
- F. Training Room 2nd Floor – medium size classroom space with multiple computers. The Trainer's computer need ability to display training material and possible enhance audio capabilities.
- G. **Children's Playroom – need to install TV in medium size playroom for entertainment. Not essential for immediate resolution.**
- H. **Front Receptionist Desk – need to install TV as a message display board with essential resolution sought.**
- I. **2nd Floor Gym – need to install TVs not essential for immediate resolution but desired.**



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Page 7, Section X. Evaluation and Award Criteria, subsection “Evaluation Criteria”:

An evaluation committee shall evaluate and score each proposal using method described in this request for proposal. The evaluation committee shall make a recommendation to the ED/CEO. ~~The ED/CEO shall make a recommendation to the Board of Commissioners.~~ The Board of Commissioners will make the final selection of the firm to be awarded the contract. A contract will be awarded to the Offeror whose proposal best meets the needs and requirements of PBCHA.

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of PBCHA. 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 Respondent 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: _____