



**IFB ADDENDUM #1**  
**Solicitation No. PBCHA-IFB-2023-08**

DATE : May 16, 2023

TO : All Prospective Bidders

RE : **Invitation for Bid for Vacant Unit Cleaning Services**

The following additions and/or modifications to the Invitation for Bid (IFB) posted to the PBCHA website, on May 8, 2023, will become part of the Vacant Unit Cleaning Services. The IFB closing date will remain the same Tuesday, June 20, 2023, at 2:00 p.m.

This Addendum Number 1 amends the URFP as indicated below (new or revised language is highlighted, and deleted language is shown in ~~strikethrough~~ for easy reference:

1. Table of Content and page 22: Attachments: ~~M. Davis Bacon Wage Determination and N. WH347 Wage and Hour Form.~~ (Forms are not required for this solicitation. Please **DO NOT** include forms with bid submittal).

2. IFB, Page 5, Section IV "Scope of Work", paragraph 1 shall be amended as follows: ~~For the purpose of this bid, "Calendar Day" shall include working on Saturday, Sunday, and holidays unless deemed by PBCHA to be disruptive to the normal operations of the Agency.~~

3. Pre-proposal Meeting Minutes Transcript

4. Questions and Answers

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.

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 IFB.

ACKNOWLEDGED :

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

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



## PRE-BID CONFERENCE MEETING MINUTES

1. The pre-bid conference was held on Tuesday, May 16, 2023, at 10:00 a.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406. This solicitation was issued on May 8, 2023.
2. All bids are due by June 20, 2023, at 2:00 p.m. Please include signed addendums with your bid submittal. We will not accept late bids.
3. Mr. James provided a brief overview of the purpose of the solicitation, the agency's background, reservation of rights and scope of work. Mr. James advised all attendees to read the scope of work in its entirety to get a clear and concise understanding of PBCHA needs. If there is any change to the solicitation, we will issue an addendum that will change the document. All addendums are posted on our website and DemandStar when issued.
4. The PBCHA reserves the right to reject any or all proposals, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by PBCHA to be in its best interest. The PBCHA reserves the right not to award a contract pursuant to this IFB or award a contract to more than one Bidder/Professional if it deems it is necessary to do so. The PBCHA reserves the right to reject and not consider any proposal that does not meet the requirements of this IFB, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
5. All questions pertaining to this solicitation must be in writing and emailed directly to [procurement@pbchafll.org](mailto:procurement@pbchafll.org). You should not direct any questions to PBCHA Board of Commissioner, or any of PBCHA Staff.
6. Offerors are required to submit One (1) original must be submitted to PBCHA on or before the closing date. Your original submission must include Page i submission cover sheet, with the original signature. Bids received after this date and time will be rejected. Copies of this for this IFB are available electronically by visiting PBCHA's website [www.pbchafll.org](http://www.pbchafll.org) under doing business with Palm Beach County Housing Authority or by contacting the Contracting Officer at 561-684-2160 ext. 107.
7. Attachments. We ask that you return all attachments. Where there are no signature requirements, we ask that you initial the bottom of each page. So, we know that you have read them in its entirety. All attachments are to be completed in its entirety, initialed, and signed.
8. Section 3 and Minority Business participation. It is important to our Board, so please pay attention to these sections of the solicitation. Section 3 participation is a part of HUD requirement when using federal dollars and is mandatory that we adhere to the requirements when awarding this contract. Palm Beach County Housing Authority can assist you with the Section 3 requirements if needed, after award of contract.
9. 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.



10. Question Period. Questions are to be submitted (5) days before the submittal deadline. The timeline for bid submission will not be extended automatically by asking a question.

### **Meeting Attendees**

Frank Sinacori with Platinum Property Solutions  
Aisha Styles with Ceiling to Floor Cleaning  
Altwon Jackson with Ceiling to Floor Cleaning  
Samantha Storlazzi with Southern Cleaning Services, Inc.  
Nayelis Gamarra with Salazar Cleaning Details  
Henry Haywood with Haywood Construction  
Brandon Willis with Grind my Gears, LLC  
Tunde Ayantola with MBCS Company, LLC  
Aston Campbell with Jacaranda Construction, Inc.  
Crystal Russell with Project Xanadu, Inc.  
Diane Wilson, Director of Asset Management  
Kerry James, PBCHA Chief Administrative Officer  
LaQuavial Pace, PBCHA Contracts and Procurement Manager



## QUESTIONS AND ANSWERS

Q1. Do you have to be a contractor to bid?

A1. No

Q2. If we see additional work that is needed. How do we go about communicating that to Staff?

A2. Please reference page 8 of solicitation package, section IV general requirements “A” and subsection III. “If additional services are required due to excessive damage not apparent on the initial inspection, the Property Manager shall be notified immediately. The Asset Manager office is located on site. You could also speak with the Maintenance Staff that oversee all contractors when on site.

Q3. Do your Staff take out the bulk of the items before cleaning of units?

A3. The PBCHA Staff bulk out the unit before the cleaning company is called. You may find a can good are small items that are left behind. We will ensure that the unit is cleared of all large items left behind.

Q4. What is the square footage for stripping & waxing for each apartment?

A4. Please reference the “Detailed List of PBCHA Developments and Properties Form” for square footage.

Q5. What is the square footage for the carpet cleaning for each apartment?

A5. Please reference the “Detailed List of PBCHA Developments and Properties Form” for square footage.

Q6. Is there a budget you are looking to stay within?

A6. No

Q7. Is there a bond required?

A7. No

Q8. I see there is background requirements. What is the level of background check required?

A8. Level 2 – State and National fingerprint-based background check.



Q9. Is there a chance that this bid maybe awarded to more than one company?

A.9 Please reference page 5 of solicitation package, section III “PBCHA Reservation of Rights and Protest Procedures”: 2. The PBCHA reserves the right to award a contract pursuant to this IFB or award a contract to more than one Bidder/Professional if it deems it is necessary to do so. **Lowest Responsive and Responsible Bidder:** Award to the Lowest Responsive and Responsible Bidder (24 CFR 85.36(d) (2) (ii) (D)). After the Contracting Officer evaluates each bid, the responsive and responsible bidder that submits the bid whose dollar value is lowest overall and meets specified requirements shall be awarded the contract.

Q10. Will you waive the specific commercial automobile liability portion of the insurance requirements in lieu of the fact that we carry significant overall liability insurance?

A10. No. This is the minimum insurance coverage and limits required for most contracts.