



IFB ADDENDUM #1
Solicitation No. PBCHA-IFB-2023-09

DATE : May 30, 2023

TO : All Prospective Bidders

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

The following additions and/or modifications to the Invitation for Bid (IFB) posted to the PBCHA website, on May 15, 2023, will become part of the Vacant Unit Painting Services. The IFB closing date will remain the same Tuesday, June 2, 2023, at 2:00 p.m.

1. Pre-proposal Meeting Minutes Transcript
2. 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 23, 2023, at 1:00 p.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406.
2. All bids are due by June 27, 2023, at 2:00 p.m. Please include signed addendums with your bid submittal. We will not accept late bids.
3. Ms. Pace provided a brief overview of the purpose of the solicitation, the agency's background, and scope of work. Ms. Pace 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/scope of work. All addendums are posted on our website and DemandStar when issued.
4. The PBCHA reserves the right to reject any or all bids, 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 pertain to this solicitation must be in writing and emailed directly to procurement@pbchaf1.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.pbchaf1.org under doing business with Palm Beach County Housing Authority or by contacting the Contracting Officer via email at procurement@pbchaf1.org.
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.

11. Background Check. Contractors shall conduct background checks for all their employees working on PBCHA properties. This information shall be made available to PBCHA upon contract signing. Please be advised that all that the awarded contractor(s) shall conduct a Level 2 background check on all Staff.

12. Personnel. Please ensure that your employees are in uniform that identify your company.

Meeting Attendees

Frank Sinacori with Platinum Property Solutions
Greta Moya with WGM Quality Painting, Inc.
Tunde Ayantola with MBCS Company, LLC
Diane Wilson, Director of Asset Management
LaQuavial Pace, PBCHA Contracts and Procurement Manager



QUESTIONS AND ANSWERS

Q1. Will the Housing Authority supply the paint?

A1. Yes. Please reference page 10 subsection 4.2.3.6 Paint. To ensure consistency in the type of paint used, the Agency will supply the Contractor with the paint required to provide the painting services detailed herein. Such paint will be picked up by the Contractor at either property location where work is being performed. The Contractor will provide all other tools, equipment, and supplies to complete the painting work.

Q2. If the contractor damages something within the unit. Will the agency give the contractor the ability to fix or correct damage?

A2. It depends on the magnitude of the damage. If it's a broken door hinge, sure we will allow the contractor to replace or repair the broken hinge. If it's a broken window, we will have to charge the contractor for the broken window.

Q3. Are we going to be doing exterior painting.

A3. No. There will be a separate solicitation issued for Exterior Painting of Residential Building.

Q4. Is there anywhere on site that we can keep materials?

A4. No. We do not have space to store the contractor materials or equipment. If you are working in a unit and choose to leave your materials or supplies behind until the next day that will be at your own risk. The agency will not be liable for damaged or stolen items.

Q5. Will the contractor have the ability to request a price increase upon renewal of the contract?

A5. Yes. Please reference page 25 Section VII. "Special Terms and Conditions", subsection I "Renewal of Contract". Price increases may be negotiated only at the time of renewal. Written notice of the Contractor's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.