



RFP ADDENDUM #1
Solicitation No. PBCHA-RFP-2023-07

DATE : May 25, 2023

TO : All Prospective Respondents

RE : **Request for Proposal for Fire Detection and Alarm System Repair and Maintenance Services Including Monitoring**

The following additions and/or modifications to the Request for Proposals (RFP) posted to the PBCHA website, on May 17, 2023, will become part of the Fire Detection and Alarm System Repair and Maintenance Services Including Monitoring. The RFP closing date will remain the same Tuesday, June 27, 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 RFP.

ACKNOWLEDGED :

For : _____
(Company Name)

By: _____

Date : _____



PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Thursday, May 25, 2023, at 11:00 a.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406.
2. All proposals are due by June 27, 2023, at 2:00 p.m. Please include signed addendums with your proposal submittal. We will not accept late proposals.
3. Ms. Pace provided a brief overview of the purpose of the solicitation, the agency's background, and statement of needs. Ms. Pace advised all attendee to read the statement of needs 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 solicitation document. All addendums are posted on our website and DemandStar when issued.
4. All question 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.
5. 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. Proposals received after this date and time will be rejected. Copies of this for this RFP 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.
6. 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.
7. 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.
8. 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.
9. 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

Shawn Ferguson, Fire System Manager with Conti Corporation
Jessica Canedo, Asset Manager
Diane Wilson, Director of Asset Management
LaQuavial Pace, PBCHA Contracts and Procurement Manager

QUESTIONS AND ANSWERS

Q1. Will this system be UR certificate?

A1. Yes.

Q2. Per the contract will the maintenance and monitoring be built in the cost, or will it be billed separately?

A2. Separately. Page 5, Section III “Statement of Needs”: Palm Beach County Housing Authority (PBCHA) is seeking respondents to this Request for Proposal (RFP) to provide such services as defined and detailed herein and shall provide all labor, materials, equipment, and services necessary to perform and complete, in an acceptable manner, the tasks contemplated or otherwise required herein. Service shall be consistent with the Contractor’s proposal, and the terms of this contract. Palm Beach County Housing Authority is soliciting proposals for the repairs and maintenance of the Fire alarm system and smoke detector sounder based with 24-volt power sources for 100 units at 1745 Drexel Rd, West Palm Beach, FL. The existing FACP is a Firelite MS-9600 UDLS. All horn circuits are provided via Firelite FCPS power supplies. In addition to repair and maintenance services the proposer shall include monitoring service.

Q3. Is the system cellular monitored already or is it monitored through phone lines that you are using?

A3. Phone lines.