



PALM BEACH COUNTY HOUSING AUTHORITY

URFP ADDENDUM #1 Solicitation No. PBCHA-URFP-2022-23

DATE: August 25, 2022

TO: All Prospective Responders

RE: **Painting of Office Building @ 3333 Forest Hill Blvd (Interior and Exterior)**

The following additions and/or modifications to the Unsealed Request for Proposals (URFP) posted to the PBCHA website, on August 21, 2022, will become part of the Painting of Office Building @ 3333 Forest Hill Blvd (Interior and Exterior). The URFP closing date and time is September 15, 2022, at 2:00 p.m.

Changes to the URFP document:

1. Pre-Proposal Meeting Minutes

The remaining portions of this Unsealed Request for Proposal for Painting of Office Building @ 3333 Forest Hill Blvd (Interior and Exterior) 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: _____

ADDENDUM #1
URFP No.: 2022-23 Painting of Office Building @ 3333 Forest Hill Blvd (Interior and Exterior)



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PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Thursday, August 25th at 10:00 a.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406. Items discussed contract type; This is a one-year contract. This contract will be effective from date of award till project completion and not to exceed 3 years.
2. Proposal will be received until September 15, 2022, at 2:00 p.m. Please sign and initial all addendums and include signed addendums with your proposal submittal. We will not accept late proposals. We recommend that you reach out to confirm receipt of your proposal. This proposal is a URFP which gives you the ability to submit electronic copies of your proposal. If proposal are mailed send directly to issuing agency address indicate on page 2 of the solicitation.
3. Ms. LaQuavial advised everyone that page 2 of the solicitation must be signed by the authorized signing agent for your firm.
4. A brief overview of the of the purpose, agency background, general statement and statement of needs was given to provide clear and concise understanding of PBCHA needs.
5. Proposal Submission. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in PBCHA requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by PBCHA. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
6. PBCHA reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any informalities or irregularities.
7. Entry to Building. After contract award entry to the building will provide the Contractor upon request through the project manager.
8. All question pertain to this solicitation must be in writing and emailed directly to LaQuavial Pace, Contracts and Procurement Officer at lpace@pbchaf.org . You should not direct any questions to PBCHA Board of Commissioner, or any of PBCHA Staff.
9. Your original submission must include Page 2. Proposals received after this date and time will be rejected. Copies of this Unsealed Request for Proposal are available electronically by visiting PBCHA's website www.pbchaf.org under doing business with Palm Beach County Housing Authority or by contacting the Contracting Office at 561-684-2160 ext. 107.
10. Attachments. We ask that you return all attachments. Where there are no signature requirements, we ask that you initial the top or the bottom of each page. So, we know that you have seen them, and you have acknowledged that you have read them. Such as the HUD 5369-B form. All attachments are to be completed in its entirety, initialed, and signed.
11. Section 3 and Minority Business participation. Palm Beach County Housing Authority can assist you with the Section 3 requirements if needed, after award of contract.



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12. Evaluation Criteria. Address all evaluation criteria set forth in this solicitation package. Proposal shall be concise but comprehensive enough to convey the required experience and capabilities. Please be clear and concise when responding.

13. Negotiation and Award. Unless there is no need for negotiations with any of the Offerors, negotiations shall be conducted with Offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation of qualifications, price, and other factors considered to be most advantageous to PBCHA.

14. 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.

15. Question Period. Question should be submitted (5) days before the submittal deadline. The timeline for proposal submission will not be extended automatically by asking a question. If the questions change the scope of work the solicitation and it is not a significant change, we will extend the timeline accordingly.

Meeting Attendees

Mike Gorman, Bulldog Contracting LLC
Lina Pinos, MTD Painting & Construction
Kelvin Irving, KATC Construction Corp.
Jay Johnson, J. Bros Applicators, LLC
LaQuavial Pace, PBCHA Contracts and Procurement Manager