



PALM BEACH COUNTY HOUSING AUTHORITY

URFP ADDENDUM #1 Solicitation No. PBCHA-URFP-2022-16

DATE: June 3, 2022

TO: All Prospective Responders

RE: **High Density Records Storage System**

The following additions and/or modifications to the Unsealed Request for Proposals (URFP) posted to the PBCHA website, on May 27, 2022, will become part of the High Density Records Storage System. The URFP closing date and time is June 28, 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 High Density Records Storage System 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.: 2022-16 High Density Storage System



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PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Thursday, June 2nd 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 until the completion of project and end of warranty period.
2. Proposal will be received until June 28, 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. Mr. James 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. All submissions shall include pricing for furnishing necessary High Density Records Filing System and fixtures, materials, products, equipment, permitting, fees, as well as transportation for proper delivery. Contractor shall carefully review any specifications/drawings that may be part of the project. Contractor must provide a written response (including pricing) that includes the following product description, pricing, transportation cost, and timeframe for delivery. Contractor shall verify al questions and configurations with the drawings and specifications. Contractor shall be responsible for the preparation of all drawings and conceptual drawings especially those that may be needed by permitting process. All renderings should be based on initial drawings and other materials provided by PBCHA. PBCHA will not be responsible for freight or re-stocking fees for refused items. All proposals must be submitted to the Contracting Officer by the closing date and time, or the proposal will not be excepted. The PBCHA reserves the right to request quotes for installation form Contractor.
6. Delivery. Contractor and designated Project Manager will identify a staging area for the delivery if products/materials. IF requested by the PBCHA, Contractor will deliver all system components, products fixtures to the final building destination and will set all items in place, leveled, and properly aligned with adjacent units and in accordance with specifications provided and all applicable building codes.
7. Mr. James states that an updated drawing of the building will be provided upon request.
8. 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.
9. Entry to Building. Mr. James states we will provide the Contractor access to the building upon request through the project manager.
10. Successful contractor shall provide a detail description of shelves and the dimension, filing system must lock. All material must be approved by PBCHA. The picture provide in the solicitation are examples of the type of systems we are looking for.



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11. All questions pertaining to this solicitation must be in writing and emailed directly to Kerry James, Chief Administrative Officer at kejames@pbchafll.org and carbon copy LaQuavial Pace, Contracts and Procurement Officer at lpace@pbchafll.org. You should not direct any questions to PBCHA Board of Commissioner, or any of PBCHA Staff.
12. 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.pbchafll.org under doing business with Palm Beach County Housing Authority or by contacting the Contracting Office at 561-684-2160 ext. 107.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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

Mindy Chotiner, Sales and Design Specialist for Office Furniture
Craig Todd, System Consultant for Workspace Technology
David Stoutamire, CEO for Advanced Filing Systems
Kerry James, PBCHA Chief Administrative Officer
LaQuavial Pace, PBCHA Contracts and Procurement Manager
Tonesha Johnson, Housing Choice Voucher Manager