



PALM BEACH COUNTY HOUSING AUTHORITY

RFP ADDENDUM #1 Solicitation No. PBCHA-RFP-2022-15

DATE: June 7, 2022
TO: All Prospective Responders
RE: RFP for Communications/Marketing/Media Relations Firm

This addendum is issued to clarify, add, delete, correct and/or change the proposal documents to the extent indicated and is hereby made part of the above noted RFP documents on which the contract will be based. Any modifications/ changes made by this addendum affect only the portions or paragraphs specifically identified herein, all remaining portions of the proposal to remain in force. It is the responsibility of all Respondents to conform to this addendum. Any red text is a modification in solicitation timeline.

Page 2, Cover sheet

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services At The Prices Indicated ~~on the Bid Form~~ In Your Proposal. The Undersigned Further Certifies That He/She is Authorized to Sign This Document On Behalf Of the Submitting Contractor.

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: _____

**PALM BEACH COUNTY HOUSING AUTHORITY
3432 W 45TH STREET
WEST PALM BEACH, FLORIDA 33407
PBCHA-RFP-2022-15**

Issue Date: June 3, 2022

Title: Communications/Marketing/Media Relations Firm

Issuing Agency: Palm Beach County Housing Authority
3432 W 45th Street
West Palm Beach, Florida 33407

Period of Contract: From Date of Award for two (2) years with three (3) optional one (1) year renewals.

Proposals Will Be Received Until **July 7, 2022 @ 2:00PM EST** For Furnishing The Goods/Services Described Herein.

All Inquiries for Information Should Be Directed To: LaQuavial Pace, Contracts and Procurement Manager at lpace@pbchaf1.org, Telephone Number: (561) 684-2160 x107.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: Palm Beach County Housing Authority, Procurement Department, 3432 W. 45th Street, West Palm Beach, Florida 33407. No electronic submission will be accepted.

In Compliance With This Request For Proposals And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services At The Prices Indicated In Your Proposal. The Undersigned Further Certifies That He/She is Authorized to Sign This Document On Behalf Of the Submitting Contractor.

Name and Address of Contractor:

_____ Date: _____

_____ By: _____
(Signature In Ink)

_____ Name: _____
(Please Print)

_____ Zip Code: _____ Title: _____

FEI/FIN NO. _____ Phone: (____) _____

E-mail: _____ Fax: (____) _____

D&B Number: _____

NOTE: Changes to this RFP may be issued in the form of an addendum at any time prior to the due date and time for submitting Proposals. The Procurement Officer maintains a mailing list of all vendors that were provided copies of this solicitation. The Procurement Officer will send the addendum to any vendor who directly received a copy of the RFP from the Procurement Office. All vendors are encouraged to visit PBCHA's web site regularly to learn of any changes to the solicitation (www.PBCHAFL.org)