



PALM BEACH COUNTY HOUSING AUTHORITY

RFP ADDENDUM #1 Solicitation No. PBCHA-URFP-2021-01

DATE: January 17, 2021

TO: All Prospective Responders

RE: **Auctioneer Service (Real Estate and Surplus Property)**

The following additions and/or modifications to the Unsealed Request for Proposals (URFP) posted to the PBCHA website, on January 8, 2020 will become part of the Auctioneer Service (Real Estate and Surplus Property). The URFP closing date and time will remain the same January 26, 2021 at 2:00 p.m.

The following documents are added to the bid documents:

1. Pre-Proposal Conference Meeting Minutes

The remaining portions of this Unsealed Request for Proposal for Auctioneer Service (Real Estate and Surplus Property). remain unchanged.

Sincerely,

LaQuavial Pace
Contracts and Procurement Manager

Please complete the attached acknowledgment and include with your proposal.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____

ADDENDUM #1
URFP No.: 2021-01 Auctioneer Service (Real Estate and Surplus Property)



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PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Tuesday, January 12th at 10:00 a.m., virtual via Microsoft Teams. Items discussed contract type; It is a one-year contract. This contract will last for 1-year from date of award with a two (2) optional one (1) year renewals at PBCHA approval.
2. A brief overview of the of the statement of need for Real Estate and Surplus Property was given to provide clear and concise understanding of PBCHA need.
3. All question pertain to this solicitation must be in writing and emailed directly to LaQuavial Pace at lpac@pbchaf1.org . You should not direct any questions to PBCHA Board of Commissioner, Tammy McDonald, or any of PBCHA Staff.
4. Respondents are required to submit (5) bound copies and (1) original copy of your proposal.
5. Section 3 forms are to be completed fully, initialed and signed.
6. Section 3 and Minority Business participation. It is important to our Board, so I real want you to pay attention to that section. They may be somebody that we can bring on and mentor along the way. Let us get creative and think outside the box.
7. 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.
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. Question are to be submitted before Tuesday, January 19, 2021, (5) days before the submittal deadline. The timeline for proposal submission will not be extended atomically by asking a question.



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Meeting Attendees

Fred DeFalco, DeFalco Real Estate Group
Annette Grasso, Sugarman Auction
Francis D. Santos, Fisher Auction Company
LaQuavial Pace, PBCHA Contracts and Procurement Manager
Laura Keleher, PBCHA Office Assistant