

NOTICE
UNSEALED REQUEST FOR PROPOSAL
FOR
RECORDS MANAGEMENT AND STORAGE SERVICES
FOR PALM BEACH COUNTY HOUSING AUTHORITY
Solicitation No. PBCHA-URFP-2023-04

The Palm Beach County Housing Authority (PBCHA) is soliciting offers for responsible PROPOSERS to provide services relating to records management for the Palm Beach County Housing Authority and all its affiliates. Please visit our website at (www.pbchafl.org) click on the “Doing Business with Palm Beach County Housing Authority” tab in order to obtain a copy of the Unsealed Request for Proposal.

An optional pre-proposal conference will be held on Tuesday, February 21, 2023, at 2:00 pm EST at 3333 Forest Hill Blvd., West Palm Beach, FL 33406.

All proposal(s) must be prepared and submitted in accordance with the instructions described in the Unsealed Request for Proposal (URFP). All proposals must be received by PBCHA on or before 2:00pm (EST), Thursday, March 9, 2023. All proposals should be clearly marked with the solicitation number, responder’s name, address, and contact information. Late proposals will not be accepted.

Minority and Woman Business Enterprises (MBE/WBE) and Section 3 firms are strongly encouraged to respond to this and all PBCHA project, program, and service solicitations. PBCHA will enter into an agreement with the firm(s) whose proposal(s) is most advantageous to PBCHA. PBCHA reserves the right to reject any and/or all proposals and/or to waive any term or condition in this solicitation. **All communications and questions regarding this URFP must be submitted in writing to Procurement Department at the address indicated above or via email to procurement@pbchafl.org on or before March 2, 2023.**