

**UNSEALED REQUEST FOR PROPOSAL**  
**AUDIO VISUAL FOR PBCHA MAIN OFFICE**

Solicitation No. PBCHA-URFP-2023-01

The Palm Beach County Housing Authority (PBCHA) is soliciting a contractor to review, analyze and proposed Audio-Visual setup for five (5) conference rooms at our main office at 3333 Forest hill Blvd. Please visit our website at ([www.pbchafl.org](http://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 on Wednesday, January 18, 2023.

An optional pre-proposal conference will be held on Wednesday, January 31, 2023, at 11:00 am EST at 3333 Forest Hill Blvd., West Palm Beach, FL 33406. There will be a site walkthrough after the pre-proposal conference.

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), Wednesday, February 8, 2023. Electronic submissions will be accepted. Proposals should be clearly marked with the solicitation number, responders name, address, and contact information. Failure to submit a proposal properly may result in rejection of the proposal.

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 bids and/or to waive any term or condition in this solicitation. **All communications and questions regarding this URFP must be submitted in writing to the Kerry James, Chief Administrative Officer via email at [kjames.org](mailto:kjames.org) five (5) days prior to closing.**

