



IFB ADDENDUM #1
Solicitation No. PBCHA-IFB-2024-03

DATE: February 6, 2024
TO: All Prospective Bidders
RE: **Invitation for Bids for Elevator Flooding Mitigation**

The following additions and/or modifications to the Invitation for Bids (IFB) posted to the PBCHA website, on January 29, 2024, will become part of the Elevator Flooding Mitigation Repairs. The IFB closing date will remain the same Tuesday, February 27, 2024, at 2:00 p.m.

- 1. Pre-proposal Meeting Minutes Transcript

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 IFB.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



PRE-BID CONFERENCE MEETING MINUTES

1. The pre-bid conference was held on Tuesday, February 6, 2024, at 10:00 a.m. at 4695 N Dyson Circle, West Palm Beach, FL 33415.

2. All bids are due by February 27, 2024, at 2:00 p.m. Please include signed addendums with your bid submittal. We will not accept late bids.

3. Contract Terms. The term of this contract is from the date of award until completion of project.

4. Ms. Pace provided a brief overview of the purpose of the solicitation and the agency's background. Ms. Pace advised all attendees to read the scope of work in its entirety to get a clear and concise understanding of PBCHA needs.

5. Reservation of Rights. Please review this section in its entirety

6. Bid Bond Requirements. Bid bonds are required for this project. Please review this section in its entirety.

7. Scope of Work. Please review this section in its entirety. All work shall comply with the conditions set forth in the narrative document provided by the Architect of Record and as contained within the project details, specifications, and any attachments contained herein.

Code Compliance and Inspections. The Contractor shall ensure that all work is carried out in accordance with the Federal, State and Local code. A

Permit. The contractor shall obtain all necessary permits (if applicable), for work requested by the PBCHA Contractor Administrator or authorized PBCHA representative.

Debris Removal. The contractor shall be responsible for the cleanup and disposal of debris. The contractor agrees to leave the job site in a clean and orderly condition and to allow PBCHA to inspect all work to ensure it meets with PBCHA's approval. Disposal of debris on site is prohibited in PBCHA dumpsters and trash bins.

8. General & Supplementary Conditions. **Service Working Hours:** All work should be performed during regular working hours Monday – Thursday between the hours of 8:30 a.m. to 5:00 p.m., excluding holidays. **Work on Friday, Saturday and Sunday is strictly prohibited, except in an emergency.**

9. Verification of Work. The PBCHA will verify work.

10. Next Lowest Bidder. In the event of default by the awardee, the Palm Beach County Housing Authority reserves the right to utilize the next lowest bidder as the new awardee. The next lowest bidder, if it wishes the award, shall be required to provide the bid items/services at the prices as contained on its proposal or bid for this specification.



11. Davis Bacon. Please be advised that Davis Bacon applies, please see attachment O.
12. Background check. The Contractor and all Subcontractors shall be required to comply with the PBCHA security procedures and the PBCHA Contractor and Subcontractors Background Screening Requirements as follows:
 - a. Contractors shall conduct background checks for all their employees working on PBCHA properties. Copies of completed background checks shall be delivered to the PBCHA Contract Administrator.
13. Bid Submission. The sealed envelope or sealed package should be clearly marked and identified in the lower left corner as follows:

Invitation For Bids No. PBCHA-IFB-2024-03
Closing Date: February 27, 2024; 2:00 PM
Title: Elevator Flooding Mitigation Repairs
Offeror's Authorized Contact Person: _____
Telephone number of Contact Person: _____
Name of Procurement Officer: LaQuavial Pace

A public bid opening will be held on **February 27, 2024, at 2:10 p.m.**

14. Bid Prices. The bidder(s) must quote a firm fixed prices for services in this IFB.
15. General Terms and Conditions. Please take time to review the General Terms and Conditions in its entirety.
16. Payment. Please read this section in its entirety.
17. Contract Award. Please review this section in its entirety.
18. Contract Term. The PBCHA anticipates that it will be from date of award to completion of project.
19. Change to the contract. Changes to the contract are made in the form of a change order. Both the contractor and the CEO must sign a change order. The executed change order will be emailed to the contractor along with a purchase order for additional work.
20. Termination for Cause and Termination for Convenience. Please read both sections in their entirety for a full understanding of the contract clause.
21. Insurance. You must have insurance requirement at contract signing. The PBCHA will give 10 days to provide insurance after issuance of notice of intent to award.



22. Announcement of award. Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, PBCHA will publicly post such notice on its website (www.pbchafll.org) for a minimum of 10 days.
23. Drug-Free and Smoke-Free Workplace. The PBCHA is a drug-free and smoke-free campus. Please read this section in its entirety.
24. Nondiscrimination of Contractors. Please read this section in its entirety.
25. Personnel. All personnel should be in company uniform and must sign in when arriving to the site.
26. Minority Business Participation. Please read this section in its entirety.
27. Special Terms and Conditions. Please read this section in its entirety.
28. Advertising. The Contractor shall not use any indication of its services to PBCHA for commercial or advertising purposes without prior approval from PBCHA.
29. Audit. The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the state of Florida, whichever is sooner. PBCHA, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
30. Unauthorized Personnel. Neither contractor nor his/her personnel shall permit any other individual to have access to the unit, rooms, nor grounds designated herein. Anyone not employed by the Contractor will not be permitted on PBCHA property. Unauthorized personnel, such as friends, visitors, children, or any other family members that are on site may be cause for cancellation of the contract.
31. Work Site Damages. Please report any and all work site related damage to a PBCHA Representative. Contractor shall be responsible for any damage by his/her company during the course of completing work to any building or structure and shall repair to match existing materials or surfaces to the satisfaction of the PBCHA's representative. The contractor shall at his/her own expense replace any materials damaged to an extent that they cannot be restored to their original condition. The contractor shall be responsible and liable for injury to any life or property during the course of their work.
32. Third-Party Claims. Please read both sections in their entirety.
33. Method of Payment. Please read this sections in its entirety.
34. Attachments. We ask that you return all attachments. Where there are no signature requirements, we ask that you initial the bottom of each page to confirm you have read them in their entirety. All attachments are to be completed in its entirety, initialed, and signed.
35. Question Period. Questions are to be submitted (5) days before the submittal deadline. The timeline for bid submission will not be extended automatically by asking a question.



Meeting Attendees

- Gadier Faleronaz, Creative Contracting Group
- Tyler Gilb, Andera Construction
- Parash Lall, PBCHA Maintenance
- Robert Burke, PBCHA Maintenance
- Tenika Rivers, PBCHA Assist Asset Manager
- Diane Wilson, PBCHA Director of Asset Management
- Meg Quinn, PBCHA Capital Improvement Manager
- LaQuavial Pace, PBCHA Contracts and Procurement Manager