



URFP ADDENDUM #1
Solicitation No. PBCHA-URFP-2024-02

DATE: February 27, 2024

TO: All Prospective Respondents

RE: Unsealed Request for Proposal for Exterior Painting of Residential Buildings and Leasing Office at Schall Landing Apartments

The following additions and/or modifications to the Unsealed Request for Proposals (URFP) posted to the PBCHA website, on February 12, 2024, will become part of the Exterior Painting of Residential Buildings and Leasing Office at Schal Landing Apartments. The URFP closing date is Tuesday, March 12, 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 URFP.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Tuesday, February 20, 2024, at 10:00 a.m. at 2404 Schall Circle, West Palm Beach, FL 33417.
2. All proposals are due by March 12, 2024, at 2:00 p.m. Please include signed addendums with your proposal submittal. We will not accept late bids.
3. Mr. Little advises all attendees to read the solicitation package in its entirety to get a clear and concise understanding of PBCHA need. Mr. Little advises the attendees to carefully review the scope of work and evaluation criteria within the bid package.
4. Mrs. Wilson advised the attendees to pay attention to the proposal submission deadline.
5. Mrs. Wilson advised attendees that PBCHA is a Smoke-free workplace. PBCHA “smoke-free” policy bans the use of prohibited tobacco products in all public housing living units, indoor common areas in public housing, and in PHA administrative office buildings. The smoke-free policy also extends to all outdoor areas up to twenty-five feet from the public housing and administrative office buildings. Contractors and all personnel are prohibited from the use of any prohibited tobacco products on PBCHA property.
6. Mrs. Wilson states that Contractors are required to sign in upon arrival and must be in company uniform at all times.
7. It is the responsibility of the Contractor to provide all labor, supplies and materials to complete this project. This includes the water needed to pressure clean all buildings before painting.
8. 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.
9. All question pertain to this solicitation must be in writing and emailed directly to procurement@pbchaf1.org.
10. Work 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.** If there is a need or an urgency to work on the weekend, please request your need in writing in advance.
11. Section 3 and Minority Business participation. It is important to our Board, so please pay attention to these sections of the solicitation. Section 3 participation is a part of HUD requirement when using federal dollars and is mandatory that we adhere to the requirements when awarding this contract. Palm Beach County Housing Authority can assist you with the Section 3 requirements if needed, after award of contract.
12. Staging areas. The PBCHA will discuss with the Contractor the best solution for a staging area at the project site.



Meeting Attendees

- Randy Rampersad, Veer Industries & General Contracting LLC
- Billy Holton, Project & Property
- Stephanie Quesada, Thousand and One Painting Group
- Irisday Asanya, ID Painting Corp.
- Chris Rutter, Kodak Property Maintenance
- Cassius Freeman, Expert Dewatering and Construction, Inc.
- Luis Olmeda, PPG
- Rogelio Tenorio, R2CV Services
- Drekyra Collins, Asset Manager
- Antonette Watts, Maintenance Staff
- Tenika Rivers, Asset Manager
- Diane Wilson, PBCHA Director of Asset Management
- Rick Little, Director of Procurement