



PALMDALE

City of Palmdale and
Housing Authority of the City of Palmdale

NOTICE OF REQUEST FOR PROPOSALS

Consultant for Title and Escrow Services

SOLICITATION NUMBER:

RFP No. 20-002-6400

PROPOSAL DUE DATE AND TIME:

January 28, 2021 AT 2:00 p.m. (PST)

NOTICE IS HEREBY GIVEN that **Respondents must FIRST register online to access all solicitation documents related to this Request for Proposals (RFP)**. As a registered vendor within the City's vendor database, you will be automatically notified of Q & A alerts, updates and addenda. The **Vendor Portal Menu** is the entry to the Registration/Vendor Profile, and Bid Opportunities modules. Registration is free and immediate.

Electronic (E-bid Option 1) - See Pages 2 through 4 herein.

Bid prices must be entered and required documents uploaded to the PlanetBids system no later than the date and time indicated on the cover sheet of the Solicitation. No late bids will be accepted. No other method of bid submittal will be accepted.

Sealed Bid Proposal (Paper Submission & Media Device – Option 2)

Submittal Location: **Housing Authority of the City of Palmdale
Attn: Department of Neighborhood Services, Housing Division
38250 Sierra Highway, Palmdale, CA 93550**

For paper submittals, the Housing Authority of the City of Palmdale (Housing Authority) requests that bid proposals are submitted in triplicate, **one (1) unbound original and three (3) copies plus a media device** in a sealed envelope or package. The original proposal must be clearly marked and contain original signatures and must be easily reproducible on a standard copying machine. The Housing Authority City will not accept bid proposals via fax. Provide the solicitation invitation number, the Respondent's name and address clearly on the envelope. All offers must be completed in ink or typewritten. Offers must be in the actual possession of the Department of Neighborhood Services Office and stamped by a member of the Department of Neighborhood Services staff on or prior to the exact time and date indicated above. Late submittals or unsigned submittals will not be considered under any circumstances.

All questions, inquiries and comments regarding this solicitation must be submitted in writing via the PlanetBids (PB™) online system no later than **January 14, 2021 at 5:00 p.m.** at www.cityofpalmdale.org using the **"Questions and Answer" tab. All questions and answers provided to the City will be published using the PB™ online system.** Questions should not be submitted outside the City's PlanetBids™ Bid Management Database.

Respondents are responsible for obtaining the solicitation and any attachments from the City's PB™ online system at www.cityofpalmdale.org. Respondents are required to review the entire solicitation package before submitting questions. It shall be the sole responsibility of the Respondent to verify issuance of any addenda and to check all avenues of document availability prior to the opening date and time. By submitting a proposal, the Respondent shall be deemed to have received all addendums and to have incorporated them into its proposal. All such addenda shall become a part of the resulting contract and all Respondents shall be bound by such addenda whether or not received by the Respondent.

Solicitation Release Date: **December 23, 2020**