



RFQ ADDENDUM #1
Solicitation No. PBCHA-RFQ-2026-06

DATE: April 14, 2026

TO: All Prospective Respondents

RE: Request for Qualifications for HVAC Installation and Maintenance Services

The following additions and/or modifications to the Request for Qualifications (RFQ) posted to PBCHA website and DemandStar website, on April 6, 2026, and will become part of the HVAC Installation and Maintenance Services solicitation. The RFQ closing date will remain the same Tuesday, May 5, 2026, 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,

James Kijek
Director of Procurement

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 RFQ.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. Mr. Kijek requested attendees to sign in and notate their names and company affiliations for record-keeping purposes. The meeting officially commenced with Palm Beach County Housing Authority welcoming everyone and were introduced to the PBCHA staff in the meeting.

2. The Palm Beach County Housing Authority held a pre-proposal meeting to discuss the request for qualifications for HVAC Installation and Maintenance Services. James Kijek, the Director of Procurement, explained that proposals are due on May 5, 2026, at 2 PM, and contractors should arrive early to ensure timely receipt. The contract will be for two years, with three one-year renewals, and pre-qualified vendors will be rotated for work at properties including Banyan Club Apartments and New South Bay Villas. The scope of work, guarantees, and warranty requirements were outlined, with emphasis placed on reading the reservation of rights and adhering to debris disposal protocols.

3. Vendor Pool Formation for HVAC Services

- Establishment of a multi-vendor pool to improve response times and coverage
- Minimum of three (3) qualified vendors
- Transition to rotational work assignment model
- Coverage includes remote locations such as Belle Glade
- Selection based on qualifications first, pricing to follow

Scope of Work

- Diagnostics and troubleshooting
- Repairs (compressors, capacitors, coolant lines, etc.)
- Installation services
- Preventive maintenance
- Rapid emergency response to prevent tenant displacement

Task Order System & Coordination

- Work issued via task orders through property managers
- Timely communication required (email/phone)
- Service documentation and warranty tracking required
- Professional conduct including uniforms and ID badges

Evaluation & Selection Process

- 100-point evaluation system
- Minimum 70% qualification threshold



- Evaluation by internal panel
- Oral presentations may be requested
- Questions handled via formal addenda

Contractual Terms and Compliance

Contract Duration

- Two-year base term
- Up to three one-year renewals
- Includes termination for cause and convenience

Davis-Bacon Compliance

- Mandatory wage compliance
- Weekly certified payroll reporting
- Verification via interviews and HUD ELATION system

Insurance & Safety Requirements

- General liability and workers' compensation required
- Background checks for all staff
- Non-smoking campus compliance
- Check-in/check-out procedures required

Work Hours & Conduct

- Monday–Thursday: 8:30 AM – 5:30 PM
- Friday work requires approval
- Respect tenant privacy and maintain cleanliness

Proposal Submission & Timeline

Submission Requirements

- Deadline: May 5, 2026, at 2:00 PM
- Late submissions are non-responsive
- Questions due 5 days prior to deadline
- Responses issued via addenda

Post-Submission Process

- Evaluation begins approximately 2 days after submission
- Oral presentations may be requested
- Selected vendors proceed to negotiations and verification



Operational Expectations

Communication & Emergency Response

- Vendors must be responsive via phone and email
- 24-hour response and 72-hour replacement proposal standard
- Coordination led by Diane Wilson

Services & Pricing

- Includes maintenance, repairs, and installations
- Pricing expected to be market-based

Tenant Considerations

- Minimize disruption to tenants
- Follow all security protocols
- Use designated facilities only

Strategic Vision

- Transition to multi-vendor model
- Emphasis on qualifications and accountability
- Encouragement of minority and small businesses
- Focus on long-term cost control and tenant satisfaction

PBCHA

- Issue addenda prior to deadline
- Review and score proposals
- Coordinate vendor access
- Monitor compliance
- Coordinate property manager communication

All Vendors / Prospective Contractors

- Submit proposals by May 5, 2026, at 2:00 PM
- Submit questions before deadline
- Comply with Davis-Bacon requirements
- Provide insurance and background checks
- Read the solicitation in its entirety

4. Proposal Preparation and Submission Instructions. The sealed envelope or sealed package should be clearly marked and identified in the lower left corner as follows:



Request for Qualifications No. PBCHA-RFQ-2026-06
Closing Date: May 5, 2026; 2:00 PM
Title: HVAC Installation and Maintenance Services
Firm Name and Offeror's Authorized Contact Person: _____
Telephone number of Contact Person: _____
Name of Procurement Officer: James Kijek, Director of Procurement

One (1) original copy with Five (5) copies must be submitted in sealed envelope clearly marked with (1) USB drive. Specific Proposal Instructions.

5. General Summary

The conference outlined the creation of a multi-vendor HVAC pool to improve service efficiency and tenant satisfaction. The scope includes diagnostics, repair, installation, and preventive maintenance with strong emphasis on emergency response. Strict compliance with submission requirements, Davis-Bacon wages, and evaluation criteria is required. The initiative supports transparency, accountability, and inclusion while improving long-term service delivery and cost management.

Meeting Attendees

Autney Holmes, Ozone Air Design
Claudia Mendoza, IQ Construction, Owner
Shameer Mohamed, Shamtec Inc. (Online)
Priya Sooklal, Sookool AC (Online)
Max Maxi, PBCHA, Capitol Improvement Field Coordinator/Inspector
Diane Wilson, PBCHA Director of Asset Management
LaQuavial Pace, PBCHA Contracts and Procurement Manager
James Kijek, PBCHA Director of Procurement