



RFQ ADDENDUM #1
Solicitation No. PBCHA-RFQ-2026-12

DATE: April 28, 2026

TO: All Prospective Respondents

RE: **Request for Qualifications, Roofing Inspection, Repair, and Replacement Services**

The following additions and/or modifications to the Request for Qualifications (RFQ) posted to PBCHA website and DemandStar website, on April 20, 2026, and will become part of the Roofing Inspection, Repair, and Replacement Services solicitation. The RFQ closing date will remain the same Tuesday, May 19, 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. The pre-proposal conference was held on Tuesday, April 28, 2026, at 2:00 p.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406, and via Teams.
2. All proposals are due by May 19, 2026, at 2:00 p.m. Please include signed addendums with your proposal submittal. We will not accept late proposals.
3. Contract Terms. The term of this contract is for two (2) years, with three (3) one-year renewal option, at the sole discretion of Palm Beach County Housing Authority (PBCHA).
4. Purpose. Mr. Kijek provided a complete overview of the purpose of this pre-proposal conference. The Palm Beach County Housing Authority is soliciting Request for Qualifications (RFQ) from qualified contractors to establish a pool of pre-qualified contractors to perform roofing inspection, repair, replacement services, and related work on an as-needed, task order basis for Low-Income Public Housing (LIPH) and other PBCHA managed assets. Mr. Kijek advised all contractors to read the solicitation in its entirety.
5. Background. Mr. Kijek provided a brief overview of the purpose of the solicitation and the agency's background.
6. Reservation of Rights. Please review this section in its entirety. The PBCHA reserves the right to reject and not consider any bid of which communication between a Bidder and a member of the PBCHA staff, its Resident or Board of Commissioners (BOC) is violated.
7. Scope of Work/Technical Specifications. Please review this section in its entirety. All work shall comply with the conditions set forth in the Scope of Work and specifications of services.
8. Evaluation criteria was reviewed. A successful Contractor will need to have a minimum of 77 of 110 possible points, in order to be accepted in the pool.
9. General and Supplementary Conditions were reviewed. Mr. Kijek emphasized to read and understand this in its entirety. Reviewed PBCHA working hours, Davis Bacon requirements, and background checks.
10. 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-2026-12
Closing Date: May 19, 2026; 2:00 PM
Title: Roofing Inspection, Repair, and Replacement 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 USB drive. Specific Proposal Instructions. Please read this section in its entirety.

11. Oral Presentation. Offerors who submit a proposal in response to this RFQ may be required to give an oral presentation of their proposal to PBCHA. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. PBCHA will schedule the time and location of these presentations. Oral presentations are an option of PBCHA and may or may not be conducted.

12. General Terms and Conditions was reviewed. Mr. Kijek briefly reviewed each of which included Debarment. Offerors certify that they are not currently debarred by PBCHA, the state of Florida or the Federal Government from submitting offers or proposals on contracts of the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

13. Minimum qualifications of offeror was reviewed:

a) Qualifications Requirements;

Active Florida contractor license

Licensed Roofing Contractor

No HUD debarment or Suspension

Must meet PBCHA insurance requirements limits.

b) Firm's Capability;

Demonstrated ability to complete a full repair or replacement within four (4) business days per unit. Contractor must submit a written description of: (1) Crew size and composition.

Daily work sequencing.

Material staging and availability.

c) Resident Interaction Experience and Habitability Requirements;

Contractors must demonstrate the ability to maintain resident functionality in their units on a daily basis.

14. Special Terms and Conditions was reviewed. Mr. Kijek had discussed its importance and asked all to read this section in its entirety.

15. Method of Payment. The Contractor shall submit invoices to Accounts Payable upon completion of any other services by the 10th day of the month following the month in which the required Goods and Services were rendered. PBCHA may take a 2% discount from an invoice if payment can be made within ten (10) days of receipt of a valid invoice. Otherwise, PBCHA shall pay such invoices net thirty (30) days following receipt. All invoices shall clearly describe the work performed. PBCHA shall not be subject to payment of late fees or finance charges to the Contractor for its failure to timely pay invoices submitted by the Contractor hereunder. Invoices shall be sent to the following address:

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Palm Beach County Housing Authority
Accounts Payable
3333 Forest Hill Blvd
West Palm Beach, Florida 33406

Mr. Kijek had explained that PBCHA accounting terms are NET30, and we do have ACH transaction capability.

16. Attachments. Briefly described that the attachments to the solicitation are documents that you should thoroughly read and understand. Please initial each attachment page at the bottom to ensure that you have read it if there is not a signature portion on that document.

Questions and Clarifications

1. Will there be monetary caps, bonding, project scope, and evaluation procedures?
 - **No Current Caps on Project Sizes or Budgets but replacements are the focus, with budgets still being finalized.**
 - **The Authority is working to establish budget estimates for the first year.**
 - **Vendor questions about caps on repairs were addressed with no limits set yet.**
 - **This open approach allows flexibility based on actual needs.**
 - **Budget clarity expected in coming months.**
2. Awarding Jobs Requires Multiple Bids; If Only One or Two Proposals Are Received, the Process May Restart to ensure competition?
 - **The Authority would like to have three or more bids to maintain a viable pool.**
 - **If insufficient bids are received, solicitation may be cancelled and reissued.**
 - **This ensures fair pricing and vendor accountability.**
 - **Vendors were encouraged to actively participate to avoid re-solicitations.**
3. Performance Bond Details Will Depend on Project Size and Will Be Evaluated Case-by-Case?
 - **No bid bond is required currently required on this contract.**
 - **This RFQ does not require performance bonds.**
4. Who is responsible for Permitting, and Plans Are Vendor-Driven for Replacements with standard county requirements?

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- Vendors are responsible for securing necessary permits.
- Plans are typically straightforward “replacement in kind” submissions.
- No complex architectural plans expected at this stage.
- Permitting is managed through task order procedures after pool selection.

5. What type of roofs are currently on properties?

- * Asphalt shingles , and all scattered homes will need insulation.
- * Facia has already been replaced.

6. Does the PBCHA require manufacture warranty?

- * Yes, we require the manufacturer’s warranty.
- * PBCHA also has a 1-year warranty on all work completed by the contractors.

Meeting Attendees

Michael Perry, Roofs Done Right
Norma Rodriguez, A1 Pro Roofing, LLC.
Claudia Mendoza, IQ Construction
Jose Saavedra, JD Roofing & General Contracting
Tanya Hamilton, Golden Keys Construction Group
Jim Beard, Golden Keys Construction Group
Mark Reitz, CR3 American Exteriors
Natalia Vargas, Revolution Roofing USA
Cristhian Fernandez, Cunano Builders
Debbie Giuliani, Advanced Roofing
Curtis Marshall, PBCHA Maintenance
Diane Wilson, PBCHA Director of Asset Management
Claude Delenda, PBCHA Capital Improvements Manager
James Kijek, PBCHA Director of Procurement