



RFQ ADDENDUM #1
Solicitation No. PBCHA-RFQ-2026-15

DATE: September 1, 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 August 24, 2026, and will become part of the HVAC Installation and Maintenance Services. The RFQ closing date will remain the same Tuesday, October 6, 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,

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 RFQ.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



PRE-PROPOSAL CONFERENCE MEETING MINUTES

1. The pre-proposal conference was held on Tuesday, September 1, 2026, at 2:00 p.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406 and via Zoom.
2. All proposals are due by October 6, 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 three (3) years with (2) two (1) year renewal option at the sole discretion of Palm Beach County Housing Authority (PBCHA).
4. Purpose. Ms. Pace 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 Heating, Ventilation, and Air Conditioning (HVAC) Installation and Maintenance Services, and related work on an as needed, for all properties located throughout Palm Beach County, Florida.
5. Background. Ms. Pace 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. Communication regarding this Proposal is recommended for award of a contract. Questions pertaining to this Proposal shall be addressed only to the "Designated Contact(s) as specified on the previous page of this document, Failure to comply with this requirement shall result in the Proposal being considered nonresponsive.
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. Guarantee and Warranties. Labor and Workmanship must be warranted for a period of one (1) year. Please review this section in its entirety. Manufacturer warranties shall be provided at closeout.
9. Sanitary Facilities. The Contractor may not use the sanitary facilities in any dwelling unit during the course of the work. Please plan to use the restroom facilities located in the leasing office during working hours.
10. Debris Removal. Successful offerors are responsible for daily removal of all debris removal. All materials must be disposed of off-site at a landfill or authorized waste facility. The owner's dumpsters are designated for resident use ONLY and may not be used for construction debris. Please review this section in its entirety.
11. Task Order Template. Please review the Task Order Template.



12. Evaluation and Award Criteria. Please follow the evaluation criteria when responding to this proposal. If your response follow the evaluation criteria it will increase your chances of getting the maximum allocated points.

13. General & Supplementary Conditions. Please read this section in its entirety.

14. Background Check. It is the responsibility of the contractor to complete a background check for all workers assigned to this contract. This information shall be made available to PBCHA upon request and contract signing.

15. 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-2026-15
Closing Date: October 6, 2026; 2:00 PM
Title: HVAC Installations and Maintenance Services
Firm Name and Offeror's Authorized Contact Person: _____
Telephone number of Contact Person: _____
Name of Procurement Officer: LaQuavial Pace, Contracts and Procurement Manager

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.

16. Oral Presentation. Please read this section in its entirety.

17. General Terms and Conditions. Please read this section in its entirety.

18. Debarment Status. Please read this section in its entirety.

19. Payment. PBCHA is a net 30 company which means your firm will be paid within 30 days of receipt of the invoice to the Accounting Department. Please read this section in its entirety.

20. Minimum Qualifications of Offeror. Contractors must meet all minimum qualifications to be considered responsive. Please read this section in its entirety.

21. Termination for Cause and Termination for Convenience. Please review both sections in its entirety.

22. 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 an order change. The executed change order will be emailed to the contractor along with a purchase order for additional work.

23. Insurance. The PBCHA has a minimum insurance requirement that all awarded contractors must carry during the life of the contract. When submitting your bid please provide proof of insurance by submitting COI that shows active coverage.



24. Drug-Free and Smoke-Free Workplace. The PBCHA is a drug-free and smoke-free campus. Please read this section in its entirety.

25. Nondiscrimination of Contractors. Please read this section in its entirety. The PBCHA does not discriminate against bidders, or contractors.

26. Personnel. All personnel should be in company uniform and must sign in when arriving at the site.

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. 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 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.

30. Method of Payment. Please read this section in its entirety.

31. Attachments. The PBCHA asks that you submit all attachments with your proposal. This includes page 2 of the solicitation package. Where there are no signature requirements, we ask that you initial and date the bottom of the last page of the document to confirm you have read and agree to the terms and conditions. All attachments are to be completed in its entirety, initialed, and signed.

Meeting Attendees

Walter Cordova, Alexander air Conditioning
Paul Murphy, Advanced Air Systems
Ricardo Ardila, Air Changes Mechanical
Claude Delenda, PBCHA Capital Improvement Manager
LaQuavial Pace, PBCHA Contracts and Procurement Manager