



IFB ADDENDUM #2
Solicitation No. PBCHA-IFB-2025-09

DATE: August 19, 2025

TO: All Prospective Bidders

RE: **Invitation for Bids for Asbestos Removal and Abatement Services**

The following additions and/or modifications to the Invitation for Bids (IFB) were posted to PBCHA website and DemandStar website, on August 11, 2025, and will become part of Asbestos Removal and Abatement Services. The IFB closing date will remain the same Tuesday, September 9, 2025, at 2:00 p.m.

1. Pre-proposal Meeting Minutes Transcript
2. Questions and Answers

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 IFB.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____



PRE-BID CONFERENCE MEETING MINUTES

1. The pre-bid conference was held on Tuesday, August 19, 2025, at 2:00 p.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406.
2. All bids are due by September 9, 2025, at 2:00 p.m. Please include signed addendums with your bid submittal. We will not accept late bids.
3. Contract Terms. The term of this contract is from date of award and is in effect for 1 year.
4. Mr. Kijek provided a brief overview of the purpose of the solicitation and the agency's background. Mr. Kijek advised all attendees to read the scope of work in its entirety to get a clear and concise understanding of PBCHA needs.
5. 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.
6. Bid Bond Requirements. Each proposal must be accompanied by a (5%) bid bond. A separate Performance and Payment Bond (100%) of the contract amount will also be required of the successful bidder(s). Please review this section in its entirety. The cost of the Performance and Payment Bond is to be included in the total bid amount.
7. Scope of Work. 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. General Terms & Conditions. Please read this section in its entirety.
9. 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.
10. Bid Submission. The sealed envelope or sealed package should be clearly marked and identified in the lower left corner as follows:

Invitation For Bids No. PBCHA-IFB-2025-09
 Closing Date: September 9, 2025; 2:00 PM
 Title: Asbestos Removal & Abatement Services
 Offeror's Authorized Contact Person: _____
 Telephone number of Contact Person: _____
 Name of Procurement Officer: James Kijek, Director of Procurement

11. General Terms and Conditions. Please take time to review the General Terms and Conditions in its entirety.



12. 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.
13. Contract Award. Please review this section in its entirety. The award of this contract is based on the Lowest Responsive and Responsible Bidder.
14. Contract Term. The PBCHA anticipates that it will initially award a contract for a period of one (1) year.
15. 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.
16. Termination for Cause and Termination for Convenience. Please review both sections in its entirety.
17. 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.
18. Drug-Free and Smoke-Free Workplace. The PBCHA is a drug-free and smoke-free campus. Please read this section in its entirety.
19. Nondiscrimination of Contractors. Please read this section in its entirety. The PBCHA does not discriminate against bidders, or contractors.
20. Personnel. All personnel should be in company uniform and must sign in when arriving at the site.
21. Special Terms and Conditions. Please read this section in its entirety.
22. Advertising. The Contractor shall not use any indication of its services to PBCHA for commercial or advertising purposes without prior approval from PBCHA.
23. 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 or 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.
24. Method of Payment. Please read this section in its entirety. Method of Payment. Please be advised that all invoices are to go directly to the Accounting Department for payment. Invoices are to be send direct to accounting@pbchafl.org, under no circumstances should invoices be sent to myself, Claude Delenda. We do not have the authority to issue checks.



25. Attachments. The PBCHA asks that you submit all attachments with your bid form. 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.

26. Question Period. Questions are to be submitted (5) days before the submittal deadline. The timeline for bid submission will not be extended automatically by asking a question.

Meeting Attendees

Jeff Behrens, Peak Environmental
Alon Levin, Decon Environmental
Greg Kleinrichert Sr. , Best-Tec
Scott Hoover, Best-Tec
Miles Clinton, Best-Tec
Kellee Granville, Asset Manager
Robert Burke, Maintenance
Claude Delenda, Capital Improvement Manager
James Kijek, Director of Procurement



Questions & Answers

Q1. Will the residents be relocated while work is being performed?

A1. Yes, PBCHA will relocate the residents.

Q2. Will the furniture be removed from the rooms because they need to be able to replace the ceiling and need the space to do the work?

A2. To the best of our ability some furnishings may remain.

Q3. Will each unit need to have a 10-day notice as per regulation prior to Abatement?

A3. This will be established by the governing agency. _____

Q4. Who will be responsible for Clearance Testing?

A4. PBCHA will solicit these services.

Q5. What is the project schedule?

A5. Monday – Friday, 5-day work week. Start time is 7:30am – 6:00pm . Your team needs to be out no later than 6:00pm.

Q6. How would you like us to determine the cost for the labor to move the furniture?

A6. PBCHA will add a line to the Bid Form as per hourly rate.

Q7. Davis Bacon does not indicate Asbestos Abatement labor rate. What should we use instead?

A7. General Labor rates will apply.

Q8. Will the Bid Form be updated to reflect the furniture and square footage estimates to be more detailed in order to determine cost?

A8. Yes, we will update the Bid Form.