



**RFQ ADDENDUM #2**  
**Solicitation No. PBCHA-RFQ-2026-04**

**DATE:** March 4, 2026

**TO:** All Prospective Respondents

**RE: Request for Qualifications for Kitchen Cabinets and Countertops Replacement**

The following additions and/or modifications to the Request for Qualifications (RFQ) posted to PBCHA website and DemandStar website, on February 23, 2026, and will become part of the Kitchen Cabinets and Countertops Replacement. The RFQ closing date will remain the same Tuesday, March 24, 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 Wednesday, March 4, 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 March 24, 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 (3) three (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 kitchen cabinet refacing, selective cabinets replacement, associated hardware upgrades, and related work on an as-needed, task order basis for Low-Income Public Housing (LIPH) and other PBCHA managed assets.
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.
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.
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-2026-04  
Closing Date: March 24, 2026; 2:00 PM  
Title: Kitchen Cabinets and Countertops Replacement  
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 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.

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.

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.

### Quick recap

The meeting focused on a pre-proposal conference for kitchen cabinet and countertop replacement contracts with Palm Beach County Housing Authority. LaQuavia Pace, the Contracts and Procurement Manager, outlined the request for qualifications process, contract terms, and requirements for contractors. She emphasized the importance of meeting qualifications, submitting complete proposals, and adhering to specified timelines and conditions. Contractors were informed about the rotation system for task orders, the need for proper documentation, and the requirement to work around occupied units. Pace addressed questions about subcontractors, payment processes, and Davis-Bacon wage requirements. The conversation ended with instructions for submitting proposals and a reminder that questions should be directed to procurement via email.

### Next steps

- [All potential contractors: Submit pre-qualification proposals \(one original, five copies, and a USB drive\) including all required documentation \(summary page, references, COI, certifications, business tax receipt, DUNS number if applicable, etc.\) by March 24th at 2:00 PM to LaQuavia Pace, ensuring all details and solicitation information are on the envelope.](#)

- [All potential contractors: Ensure all forms in the solicitation packet with signature lines are signed, and those without are initialed and dated; include these in the proposal submittal.](#)
- [All potential contractors: If using subcontractors, identify all subcontractors in the proposal, provide their certificates of insurance, certifications, and ensure they undergo the same debarment and vetting process as primes.](#)
- [All potential contractors: If selected for the contractor pool, attend future scheduled site visits and pre-kickoff meetings \(dates to be announced\) for property tours and to receive plans/schematics.](#)
- [All potential contractors: Take and retain before/after photos when working on occupied units to document work completed and avoid disputes.](#)
- [All potential contractors: Notify the asset manager immediately if any hazardous materials \(e.g., asbestos, mold\) or code violations are encountered during work; cease work until further notice.](#)
- [All potential contractors: Ensure all personnel sign in and out at each property when working on site.](#)
- [All potential contractors: Submit certified payroll and Davis-Bacon wage documentation as required; request assistance from Palm Beach County Housing Authority if needed with forms.](#)
- [Gabriel \(and all Zoom attendees\): Notate name, firm, and email in the meeting chat for receipt of meeting minutes and addendum.](#)
- [All attendees: Direct all solicitation-related questions to procurement via email; questions will be addressed in a collective addendum, with the first addendum \(including minutes and attendance\) to be distributed to all who provided contact information.](#)
- [All selected contractors: Respond promptly to task order emails when issued, within required timeframes, to remain in the contractor rotation pool.](#)
- [All selected contractors: Conduct own measurements for each kitchen project after being provided with schematics and before submitting pricing.](#)
- [All selected contractors: Notify Palm Beach County Housing Authority at least 5 days prior to starting work for verification, and coordinate 48-hour advance notice to residents \(to be handled by Authority\).](#)
- [All selected contractors: Ensure all staff assigned to projects have undergone full background checks and documentation is available for review if requested.](#)

## Summary

### I. Technical Setup and Meeting Start

The meeting experienced some technical difficulties with screen sharing and audio connections, which were eventually resolved. Ms. Pace requested attendees to sign in and note their names and company affiliations for record-keeping purposes. The meeting officially commenced with Palm Beach County Housing Authority welcoming everyone and ensuring that all participants, including those on Zoom, could hear and see each other.

### II. Palm Beach County Housing Authority Pre-Proposal

The Palm Beach County Housing Authority held a pre-proposal meeting to discuss the request for qualifications for kitchen cabinet and countertop replacement work. LaQuavial Pace, the Contracts and Procurement Manager, explained that proposals are due on March 24th 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.

### **III. HUD Kitchen Renovation Solicitation**

The meeting discussed a solicitation for kitchen renovations in HUD properties. Ms. Pace explained the requirements for submitting a proposal, including background checks, insurance, and qualifications. Contractors were informed that work would be rotated among a pool of approved vendors, with task orders issued via email. The scope includes removing and installing new kitchens, with a \$7,500 not-to-exceed amount per unit. Ms. Pace emphasized the importance of accurate pricing and compliance with Davis-Bacon wage requirements. Contractors were advised to document their work and maintain good communication with tenants during occupied renovations.

#### **Meeting Attendees**

Gabriel Mash, Mangonia Construction Group, LLC  
Hasni Williams, Jacaranda Air Construction, Inc.  
Kemar Heath, Jacaranda Air Construction, Inc.  
Kuljon Pierre, Innovative Interiors, Inc.  
Alejandro M. Garcia, Innovative Interiors, Inc.  
Sara Brooker, Bull Dog Contracting, LLC  
Helem Aguilar Gutierrez, Helem & Son Construction Corp  
David M. Morano, National Claim Resolution, LLC  
Maxi Max, PBHCA Capital Improvement Field Coordinator/Inspector  
Claude Delenda, PBCHA Capital Improvement Manager  
Diane Wilson, PBCHA Director of Asset Management  
LaQuavial Pace, PBCHA Contracts and Procurement Manager  
James Kijek, PBCHA Director of Procurement