



**RFQ ADDENDUM #3**  
**Solicitation No. PBCHA-RFQ-2026-03**

**DATE:** March 10, 2026

**TO:** All Prospective Respondents

**RE: Request for Qualifications for Drywall and Painting Services**

This addendum is issued to clarify, add, delete, correct, and/or change the proposal documents to the extent indicated and is hereby made part of the above noted RFQ documents on which the contract will be based. Any modifications/ changes made by this addendum affect only the portions or paragraphs specifically identified herein, all remaining portions of the proposal to remain in force. It is the responsibility of all Respondents to conform to this addendum.

Page 7, Section IV “Scope of Work/Technical Specifications”;

The Palm Beach County Housing Authority (PBCHA) is issuing this Addendum to clarify the scope of work related to drywall patching and painting services.

**Coverage:** All PBCHA and affiliate managed properties, Public Housing Portfolio reflects unit types and square footages for Dyson, Schall, Seminole, and Drexel.

**Purpose**

The purpose of this solicitation is to establish a pool of qualified contractors to provide interior patching, surface preparation, and painting services in occupied and vacant PBCHA dwelling units and other interior areas authorized by work order, in order to maintain habitability, reduce vacancy turnaround time, preserve asset condition, and support compliance with HUD and PBCHA property standards.

**1. Properties Covered**

The contract shall cover:

- All PBCHA and affiliate managed properties
- Occupied units
- Vacant units
- Interior common areas, management-approved ancillary spaces, and related interior surfaces when specifically identified in a work order

**2. General Description of Work**

Contractor shall furnish all labor, supervision, materials, tools, equipment, transportation, and incidentals necessary to perform minor and moderate drywall repair associated with interior patching and painting work in occupied and vacant units at all PBCHA properties.

Work shall include, but not be limited to, filling holes; repairing dents, gouges, and surface damage; patching damaged gypsum board; replacing limited sections of drywall where damaged; repairing corner bead; retaping and finishing joints; sanding; texture matching; spot priming; and preparing patched surfaces to receive finish paint.

All drywall repairs shall be completed in a neat and workmanlike manner so that patched areas are flush, smooth, properly bonded, and not visible through the final paint finish. surface cleaning and preparation, including but not limited to:

- scraping, sanding, and feathering of damaged surfaces
- filling nail holes, dents, gouges, cracks, and other minor wall defects
- drywall and plaster patching
- tape, bed, finish, sand, and texture match repairs
- spot priming and stain blocking
- caulking at minor gaps and joints
- repainting of walls, ceilings, doors, frames, trim, closets, and other approved surfaces
- touch-up painting
- final cleanup and debris removal

### 3. Work Classifications

For administration of work orders and alignment with the budget, the contractor shall perform work under the following classifications:

#### A. Full Interior Repaint – Vacant Unit

Includes preparation, minor patching, spot prime, and complete repainting of designated interior painted surfaces for turnover-ready units.

#### B. Full Interior Repaint – Occupied Unit

Includes the same general work as vacant units, but with additional care for furniture protection, resident coordination, limited access sequencing (i.e., phased, or intermittent access) and daily cleanup.

#### C. Supplemental Patching and Repair

Includes minor, medium, and larger drywall or plaster repairs, ceiling repairs, texture repair, and isolated repainting associated with damaged areas.

### 4. Surface Preparation Requirements

Before painting, the contractor shall:

- protect adjacent surfaces from damage, dust, and overspray
- remove dirt, grease, chalking, mildew, and loose or peeling material
- sand rough or patched surfaces smooth to a condition that is visually uniform and free of surface irregularities that would telegraph through the coating system
- repair minor defects so finished surfaces present a uniform appearance
- prime repaired, stained, or otherwise non-uniform areas as required
- ensure surfaces are dry, sound, and ready to receive finish coats

No paint shall be applied over loose, unprepared, damp, dirty, or unstable surfaces.

## 5. Patching and Wall Repair Requirements

The contractor shall complete patching necessary to achieve a paint-ready finish. Patching may include:

- nail and screw hole filling
- minor drywall dents and gouges
- small plaster repairs
- drywall patches up to and beyond minor spot repairs as authorized by the work order
- corner bead repair
- joint tape and compound repair
- ceiling crack and stain-area prep
- texture matching where existing texture is present

All patched areas shall be properly cured, sanded, and primed before paint application.

## 6. Painting Requirements

The contractor shall apply paint in strict accordance with the manufacturer's recommendations and PBCHA requirements.

At minimum:

- apply primer where needed
- apply finish coats sufficient to achieve full, uniform coverage
- provide a consistent finish free of lap marks, flashing, drips, runs, sags, overspray, pinholes, and visible repair outlines
- repaint only approved surfaces identified in the work order
- use PBCHA-approved colors and product types

Typical surfaces may include:

- walls
- ceilings
- doors
- door frames'
- trim
- baseboards
- closets
- utility room walls
- other painted interior surfaces approved by PBCHA

## 7. Occupied Unit Requirements

For occupied units, the contractor shall:

- coordinate entry with PBCHA staff
- comply with notice requirements established by PBCHA



- protect tenant furnishings and personal property
- maintain safe access and egress
- minimize odors, dust, noise, and disruption
- sequence work to reduce inconvenience to residents
- leave the unit broom-clean and safe at the end of each day

No resident belongings shall be moved or disturbed except as necessary to perform the work safely and only in accordance with PBCHA direction.

## 8. Vacant Unit Requirements

For vacant units, the contractor shall:

- complete turnover painting and patching within the time specified in the work order
- coordinate with PBCHA maintenance or modernization staff when other trades are active
- ensure units are delivered clean, painted, and suitable for inspection
- report any concealed damage, moisture issues, mold-like conditions, or other abnormalities discovered during preparation

## 9. Materials

The contractor shall provide all materials necessary for complete performance, including:

- paint
- primer
- stain-blocking primer
- patching compound
- drywall materials
- caulk
- masking materials
- sanding materials
- cleaning materials
- drop cloths and protective coverings

All materials shall be new and of commercial quality. Paint products shall be low-VOC or as otherwise required by PBCHA and suitable for residential interior use.

## 10. Quality Standards

All work shall be completed in a neat, professional, and workmanlike manner. Finished work shall:

- present uniform color and sheen
- conceal repaired areas
- be free of visible surface defects
- meet PBCHA inspection requirements

PBCHA reserves the right to reject work that is incomplete, poorly prepared, inadequately covered, improperly matched, or otherwise below acceptable standards.



### 11. Work Orders and Task Assignments

Work shall be issued by individual task order or purchase order. Each task order and/or purchase order may identify:

- property name and address
- unit number or location
- occupancy status
- bedroom count or pricing category
- scope classification
- completion timeframe
- any supplemental patching items
- whether mobilization or emergency response applies

Contractors shall not perform extra work without written authorization from PBCHA.

### 12. Response and Completion

The contractor shall respond and perform within the timelines established by the solicitation, contract, and task order and/or purchase order. PBCHA may establish different response times for:

- routine work
- vacancy turnover work
- urgent occupied-unit work
- emergency response work

### 13. Cleanup

At completion of each task order and/or purchase order, the contractor shall:

- remove debris, empty containers, masking, and waste materials
- leave floors and surfaces free of dust and paint residue
- remove tools and equipment
- leave the unit or work area safe for occupancy or inspection

### 14. Safety and Regulatory Compliance

The contractor shall comply with all applicable federal, state, and local requirements, including:

- OSHA safety requirements
- lead-safe and post-1978 housing requirements
- product safety requirements
- PBCHA site access and resident protection rules

### 15. Measurement and Payment Basis

Unless otherwise stated in the solicitation, payment shall be based on:



- completed per-unit pricing by unit type and occupancy status
- approved supplemental unit-price items for additional patching or repairs, as evidenced by a purchase order, change order, or task order.
- approved mobilization or emergency line items where applicable
- satisfactory PBCHA inspection and acceptance, evidenced by a fully executed Notice of Completion.
- All payments are to be accompanied by a fully executed Notice of Completion.

**16. Exclusions Unless Specifically Authorized**

Unless specifically included in a work order, this contract does not automatically include:

- major mold remediation

Page 9, Section “IV” G(6), ‘Revised evaluation and Scoring Criteria;  
Minimum Score for Inclusion in Vendor Pool: 80 Points.

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: \_\_\_\_\_