


# Memorandum



**Date:** April 12, 2019

**To:** Gary Hartfield, Division Director  
Small Business Development

**From:**  Martha Perez, WAP Maintenance Supervisor 2  
Community Action and Human Services Department

**Subject:** Weatherization Assistance Program (WAP)  
Project Review – RPQ No.: Mech 039- HVAC

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This memorandum serves as a formal request to review Request for Price Quotation (RPQ) No.: Mech 039- HVAC for the Weatherization Assistance Program under the MCC 7360 Plan the project estimated amount is \$17,780 for four (4) residential properties.

The Weatherization Assistance Program (WAP) is federally funded through the State of Florida Department of Economic Opportunity to assist pre-qualified low-income homeowners in Miami-Dade County. Individual work scopes includes the major components/WAP required mechanical ventilation measures installation such as: Energy Recovery Ventilator (ERV), Bathroom Exhaust Fans and Kitchen Exhaust Fans in addition to, the Central HVAC components: air filter replacement, ductwork, smart thermostat, tune-up or existing inefficient central A/C replacement as itemized on each individual work scope included on the above mentioned RPQ.

Please let me know if you require additional information.

Thank you in advance for your assistance in this matter.

cc: Laurie Johnson, SBD Section Chief  
Corey Jones, Energy and Facilities Programs Division Director