


Memorandum



Date: March 14, 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.: WAP-HVAC-101

This memorandum serves as a formal request to review Request for Price Quotation (RPQ) No.: WAP-HVAC-101 for the Weatherization Assistance Program under the MCC 7360 Plan the project estimated amount is \$ 9,240 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. Scope of work includes: air filter replacement, smart thermostat, tune-up or existing inefficient central A/C replacement as detailed 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