


# Memorandum



**Date:** May 30, 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-040 B

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This memorandum serves as a formal request to review Request for Price Quotation (RPQ) No.: WAP-040 B for the Weatherization Assistance Program under the MCC 7360 Plan the project estimated amount is \$ 14,081 for five (5) 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 basic components/WAP required measures installation such as: smoke detectors, CO detectors, air conditioning filters, showerheads, dryer ventilation, A/C duct leak repairs, water heater pipe insulation, window and door replacement as itemized on each individual scope of work 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