



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

June 13, 2024

Mr. Bret Privitt
Palmetto Air & Water Balance – Texas dba Air Balancing Company
4607 Forest Hill Circle
Fort Worth, Texas 76117

Re: RFP No. 2022-198 – Annual Contract for HVAC Test, Adjust, Balance, and Professional Services

Dear Mr. Privitt:

The referenced contract's current twelve (12) months term is nearing expiration. This contract was awarded with an initial term of twelve (12) months with three (3) options to renew for an additional twelve (12) months each. The current term date is September 6, 2023, through September 5, 2024. The effective dates for the second renewal option will run from September 6, 2024, through September 5, 2025.

Tarrant County Purchasing Department hereby extends an invitation to Palmetto Air & Water Balance – Texas dba Air Balancing Company to accept the second option for an additional one (1) year period as the primary vendor for this bid as awarded on September 6, 2022. Palmetto Air & Water Balance – Texas dba Air Balancing Company acknowledges formal renewal of the option and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through September 5, 2025.

Yes, Palmetto Air & Water Balance – Texas dba Air Balancing Company will accept the offer to extend the same contract pricing through September 5, 2025. **Please include a current 1295 Form with your response.**

No, Palmetto Air & Water Balance – Texas dba Air Balancing Company will NOT accept the offer to extend the same contract pricing through September 5, 2025.

Are any other governmental entities currently utilizing this contract? Yes No
If yes, please return a listing of the participating entities with this letter.

Please fax or email your signed response.

Sincerely,

Handwritten signature of Cathy Haliburton in black ink, written over a horizontal line.

Cathy Haliburton
Senior Contract Administrator
Tarrant County Purchasing

Handwritten signature of Bret Privitt in black ink, written over a horizontal line.

Bret Privitt
Vice President
Palmetto Air & Water Balance – Texas dba Air
Balancing Company



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June 13, 2024

Mr. Tony Casagrande
Campos Engineering, Inc.
4607 Forest Hill Circle
Fort Worth, Texas 76117

Re: RFP No. 2022-198 – Annual Contract for HVAC Test, Adjust, Balance, and Professional Services

Dear Mr. Casagrande:

The referenced contract's current twelve (12) months term is nearing expiration. This contract was awarded with an initial term of twelve (12) months with three (3) options to renew for an additional twelve (12) months each. The current term date is September 6, 2023, through September 5, 2024. The effective dates for the second renewal option will run from September 6, 2024, through September 5, 2025.

Tarrant County Purchasing Department hereby extends an invitation to Campos Engineering, Inc. to accept the second option for an additional one (1) year period as the primary vendor for this bid as awarded on September 6, 2022. Campos Engineering, Inc. acknowledges formal renewal of the option and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through September 5, 2025.

Yes, Campos Engineering, Inc. will accept the offer to extend the same contract pricing through September 5, 2025. **Please include a current 1295 Form with your response.**

No, Campos Engineering, Inc. will NOT accept the offer to extend the same contract pricing through September 5, 2025.

Are any other governmental entities currently utilizing this contract? Yes No
If yes, please return a listing of the participating entities with this letter.

Please fax or email your signed response.

Sincerely,

Handwritten signature of Cathy Haliburton in black ink.

Cathy Haliburton
Senior Contract Administrator
Tarrant County Purchasing

Handwritten signature of Tony Casagrande in black ink.

Tony Casagrande
President
Campos Engineering, Inc.



Memorandum

To: Mike Amador, Willie Shephard, Chad Rains or Joshua Palmer

Dept: Tarrant County Facilities

From: Cathy Halliburton, Sr. Contract Administrator, Purchasing Department

Date: June 13, 2024

Re: Renewal of RFB 2022-198 – Annual Contract for HVAC Test, Adjust, Balance, and Professional Services

The above-referenced contract will expire on September 5, 2024. This contract included three (3) options to renew with the vendor for an additional twelve (12) month terms. The second renewal term would begin September 6, 2024, and would expire September 5, 2025.

If you wish to exercise this option to renew and continue this contract with the vendors listed below for twelve more months, please click in the appropriate box and email this form back to me by **Tuesday, June 18, 2024**.

Air Balancing Company, Inc.
Campos Engineering & Testing

Yes, I wish to continue the current contract with the above-mentioned vendors for the first renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

Various GL Accounts/10000-2024/Various Cost Centers

No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

SIGNATURE: Chad Rains

DATE: 07/16/2024

RFQ 2022-198 Annual Contract for HVAC Test, Adjust, Balance, and Professional Services				
Evaluation Criteria		Max. Points	Qualified	Qualified
			Air Balancing Company, Inc. Fort Worth, TX HUB: Yes	Campos Engineering, Inc. Dallas, TX HUB: Yes
Responsiveness to Request for Technical Qualifications		40	29.33	27.33
Staffing Plan		25	17.83	17.17
Firm's Capability to Provide Services		25	18.67	16.42
References		10	10.00	0.00
Total Score		100	75.83	60.92
				Precision Flow Engineering Mansfield, TX HUB: No
				25.33
				14.50
				14.00
				6.67
				60.50

Evaluation Criteria		Max. Points	Qualified
			TAB Technologies, LLC Dallas, TX HUB: No
Responsiveness to Request for Technical Qualifications		40	24.00
Staffing Plan		25	15.50
Firm's Capability to Provide Services		25	13.50
References		10	6.67
Total Score		100	59.67