



**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, CPCP  
Assistant Purchasing Agent

April 18, 2023

Manny Maestas, Sr. Regional VP  
Juan Venegas  
DH Pace Company, Inc.  
825 West Shady Lake Road, #100  
Coppell, TX 75019  
[juan.venegas@dhpace.com](mailto:juan.venegas@dhpace.com)

Re: RFB No. 2021-118 – Annual Contract for Overhead Door and Bi-Fold Door Preventative Maintenance and Repair

Dear Manny and Juan,

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of September 18, 2021, through September 17, 2022. The effective dates for this second and final renewal option will commence September 18, 2023 and expire on September 17, 2024.

Tarrant County Purchasing Department hereby extends an invitation to DH Pace Company, Inc. to accept this second and final option for an additional one (1) year period as the primary vendor for this bid as awarded on September 7, 2021. DH Pace Company, 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 17, 2024.

☒ Yes, DH Pace Company, Inc. will accept the offer to extend the same contract pricing and discounts through September 17, 2024. **Please include a current 1295 Form with your response.**

☐ No, DH Pace Company, Inc. will NOT accept the offer to extend the same contract pricing and discounts through September 17, 2024.

Are any other governmental entities currently utilizing this contract?  
If yes, please return a listing of the participating entities with this letter.

☐ Yes ☒ No

Please email your signed response.

Respectfully signed,

A handwritten signature in black ink that reads "Rita C. Pauley".

Rita C. Pauley, CPO, Senior Buyer  
Tarrant County Construction Purchasing  
817-212-6829

A handwritten signature in black ink, appearing to be "Manny Maestas".  
Manny Maestas or Juan Venegas  
DH Pace Company, Inc.  
214-765-8355

5/1/2023  
Date

# Memorandum

**Date:** April 18, 2023

**To:** Mike Amador, Willie Shephard, Chad Raines, Joshua Palmer

**Dept.:** Facilities Management

**From:** Rita C. Pauley, Senior Buyer, Construction Tarrant County Purchasing

**Re:** **Second and Final** Renewal of 2021-118, Annual Contract for Overhead Door and Bi-Fold Door Preventative Maintenance and Repair

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The above referenced contract will expire on September 17, 2023. This contract included two (2) options to renew with the vendor for additional twelve (12) month terms. This second and final renewal term would commence September 18, 2023, and would expire September 17, 2024.

If you wish to exercise this final option to renew and continue this contract with the vendor listed below for twelve (12) more months, check the appropriate box and email this form back to me on or before **Tuesday, May 2, 2023, by 12:00 Noon.**

Current Contracted Vendors:

Primary          DH Pace Company, Inc.



Yes, I wish to continue the current contract with the above-mentioned vendor for the second and final renewal term of the contract.

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

**532011/10000-2023/Various**

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

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SIGNATURE: Chad Raines DATE: 4/19/23

RFB 2021-118 ANNUAL CONTRACT FOR OVERHEAD DOOR AND BI-FOLD DOOR PREVENTATIVE MAINTENANCE AND REPAIR

			<b>Award</b>	
			<b>D. H. Pace Company, Inc</b>	
			<b>Coppell, TX</b>	
			<b>HUB:</b>	<b>No</b>
			<b>Co-Op:</b>	<b>Yes</b>
<b>Item</b>	<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
<b>SECTION I: PREVENTATIVE MAINTENANCE VISITS</b>				
<b>Administration Building</b>				
1	Overhead Door PM Visit - 16 x 10 - Two Doors	2	\$ 25.00	\$ 100.00
<b>Central Garage</b>				
2	Overhead Door PM Visit - 14.16 x 12.16 - One Door	2	\$ 25.00	\$ 50.00
3	Overhead Door PM Visit - 10 x 12.16 - One Door	2	\$ 25.00	\$ 50.00
4	Overhead Door PM Visit - 10 x 10.16 - Two Doors	2	\$ 25.00	\$ 100.00
<b>Corrections Center</b>				
5	Overhead Door PM Visit - 26 x 20 - One Door	2	\$ 25.00	\$ 50.00
6	Overhead Door PM Visit - 12 x 20 - Two Doors	2	\$ 25.00	\$ 100.00
7	Overhead Door PM Visit - 10 x 20 - Two Doors	2	\$ 25.00	\$ 100.00
<b>Elections Center</b>				
8	Overhead Door PM Visit - 10 x 10.16 - Four Doors	2	\$ 25.00	\$ 200.00
<b>Family Law Center</b>				
9	Overhead Door PM Visit - 9.75 x 9.41 - Two Doors	2	\$ 25.00	\$ 100.00
10	Overhead Door PM Visit - 36.58 x 15 - One Door	2	\$ 25.00	\$ 50.00
11	Overhead Door PM Visit - 10.83 x 11 - One Door	2	\$ 25.00	\$ 50.00
12	Overhead Door PM Visit - 12.58 x 9.67 - One Door	2	\$ 25.00	\$ 50.00



RFB 2021-118 ANNUAL CONTRACT FOR OVERHEAD DOOR AND BI-FOLD DOOR PREVENTATIVE MAINTENANCE AND REPAIR

			<b>Award</b>	
			<b>D. H. Pace Company, Inc</b>	
			<b>Coppell, TX</b>	
			<b>HUB:</b>	<b>No</b>
			<b>Co-Op:</b>	<b>Yes</b>
<b>Item</b>	<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
<b>SECTION I: PREVENTATIVE MAINTENANCE VISITS</b>				
<b>Fire Marshal Office</b>				
13	Overhead Door PM Visit - 14.16 x 12.16 - Two Doors	2	\$ 25.00	\$ 100.00
14	Overhead Door PM Visit - 14.16 x 12.16 - One Door (Opener I)	2	\$ 25.00	\$ 50.00
15	Overhead Door PM Visit - 14.16 x 12.16 - One Door (Opener II)	2	\$ 25.00	\$ 50.00
<b>Green Bay Jail</b>				
16	Overhead Door PM Visit - 10 x 10 - Three Doors	2	\$ 25.00	\$ 150.00
17	Overhead Door PM Visit - 11.41 x 15.41 - One Door (Opener I)	2	\$ 25.00	\$ 50.00
18	Overhead Door PM Visit - 11.41 x 15.41 - One Door (Opener II)	2	\$ 25.00	\$ 50.00
<b>Lon Evans Corrections Center</b>				
19	Bi-Fold Door PM Visit - 5.91 x 15.2 - Set of Two Doors (Set I)	2	\$ 25.00	\$ 50.00
20	Bi-Fold Door PM Visit - 5.91 x 15.2 - Set of Two Doors (Set II)	2	\$ 25.00	\$ 50.00
21	Bi-Fold Door PM Visit - 11.54 x 15.2 - Set of Two Doors	2	\$ 25.00	\$ 50.00

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			<b>Award</b>	
			<b>D. H. Pace Company, Inc</b>	
			<b>Coppell, TX</b>	
			<b>HUB:</b>	<b>No</b>
			<b>Co-Op:</b>	<b>Yes</b>
<b>Item</b>	<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
<b>SECTION I: PREVENTATIVE MAINTENANCE VISITS</b>				
<b>Northeast Courthouse</b>				
22	Overhead Door PM Visit - 9.5 x 9.83 - One Door	2	\$ 25.00	\$ 50.00
<b>Plaza Building</b>				
23	Overhead Door PM Visit - 22.91 x 17.91 - One Door	2	\$ 25.00	\$ 50.00
24	Overhead Door PM Visit - 41.16 x 17.91 - One Door	2	\$ 25.00	\$ 50.00
<b>Resource Connection Building 5000</b>				
25	Overhead Door PM Visit - 10 x 10 - One Door	2	\$ 25.00	\$ 50.00
26	Overhead Door PM Visit - 12 x 12 - Two Doors	2	\$ 25.00	\$ 100.00
<b>Resource Connection Building 5020</b>				
27	Overhead Door PM Visit - 10 x 12 - One Door	2	\$ 25.00	\$ 50.00
28	Overhead Door PM Visit - 10 x 12 - One Door	2	\$ 25.00	\$ 50.00
29	Overhead Door PM Visit - 10 x 12 - Two Doors	2	\$ 25.00	\$ 100.00
30	Overhead Door PM Visit - 10 x 12 - Eight Doors	2	\$ 25.00	\$ 400.00
<b>Resource Connection Building 5041</b>				
31	Overhead Door PM Visit - 10 x 10 - Two Doors	2	\$ 25.00	\$ 100.00
32	Overhead Door PM Visit - 10 x 10 - Two Doors	2	\$ 25.00	\$ 100.00
<b>Resource Connection Building 5051</b>				
33	Overhead Door PM Visit - 10 x 10 - One Door	2	\$ 25.00	\$ 50.00
34	Overhead Door PM Visit - 10 x 10 - Three Doors	2	\$ 25.00	\$ 150.00

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			Award	
			D. H. Pace Company, Inc	
			Coppell, TX	
			HUB:	No
			Co-Op:	Yes
Item	Item	Qty	Unit	Extended
SECTION I: PREVENTATIVE MAINTENANCE VISITS				
Scott D. Moore Juvenile Justice Center				
35	Overhead Door PM Visit - 10 x 10.5 - Two Doors	2	\$ 25.00	\$ 100.00
Tim Curry Justice Center				
36	Overhead Door PM Visit - 9.16 x 8.33 - Two Doors	1	\$ 25.00	\$ 50.00
37	Overhead Door PM Visit - 14.41 x 13.66 - One Door	1	\$ 25.00	\$ 25.00
38	Overhead Door PM Visit - 12.33 x 13.58 - One Door	1	\$ 25.00	\$ 25.00
Tom Vandergriff Civil Courts				
39	Overhead Door PM Visit - 24.58 x 16 - One Door	1	\$ 25.00	\$ 25.00
40	Overhead Door PM Visit - 12.58 x 16 - One Door	1	\$ 25.00	\$ 25.00
41	Overhead Door PM Visit - 12 x 14- One Door	1	\$ 25.00	\$ 25.00
42	Overhead Door PM Visit - 8.5 x 10 - One Door	1	\$ 25.00	\$ 25.00
TOTAL SECTION I: PREVENTATIVE MAINTENANCE VISITS			\$ 3,200.00	
SECTION II: DOOR REPAIR SERVICE				
1	Parts Mark-Up	1	20%	
2	Regular Hourly Rate	60	\$ 95.00	\$ 5,700.00
3	Non-Regular Hourly Rate	1	\$ 120.00	\$ 120.00
4	Holiday/Weekend Hourly Rate	1	\$ 180.00	\$ 180.00
TOTAL SECTION II: DOOR REPAIR SERVICE			\$ 6,000.00	
BID TOTAL			\$ 9,200.00	