



**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

6-12-2023

Air Balancing Company, Inc.  
4607 Forest Hill Circle  
Fort Worth, TX 76140

Re: RFQ 2022-198 - Annual Contract for HVAC Test, Adjust, Balance, and Professional Services

Dear Mr. Privitt,

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 6, 2022, through September 5, 2023. The effective dates for the first renewal option will run from September 6, 2023, through September 5, 2024.

Tarrant County Purchasing Department hereby extends an invitation to Air Balancing Company, Inc. to accept the first option for an additional one (1) year period as one of the primary vendors for this bid as awarded on August 30, 2022. Air Balancing Company, Inc. acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court later date. Please mark the appropriate response below and provide your signature above your printed name.

☒ Yes, Air Balancing Company, Inc. will accept the offer to extend the same contract pricing and discounts through September 5, 2024. **Please include a current 1295 Form with your response.**

☐ No, Air Balancing Company, Inc. will NOT accept the offer to extend the same contract pricing and discounts through September 5, 2024.

Please fax or email your signed response.

Sincerely,

*Elizabeth Pietzsch*

Elizabeth Pietzsch,  
Sr. Contracts Administrator  
Tarrant County Purchasing

A handwritten signature in black ink, appearing to read "Bret Privitt", written over a horizontal line.

Bret Privitt, Vice-President  
Air Balancing Company Inc.

*12 Jun 23*

Date



**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

6-12-2023

Campos Engineering, Inc.  
1331 River Bend Drive  
Dallas, TX 75247

Re: RFQ 2022-198 - Annual Contract for HVAC Test, Adjust, Balance, and Professional Services

Dear Mr. Casagrande,

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 6, 2022, through September 5, 2023. The effective dates for the first renewal option will run from September 6, 2023, through September 5, 2024.

Tarrant County Purchasing Department hereby extends an invitation to Campos Engineering, Inc., to accept the first option for an additional one (1) year period as one of the primary vendors for this bid as awarded on August 30, 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 later date. Please mark the appropriate response below and provide your signature above your printed name.

☐ Yes, Campos Engineering, Inc. will accept the offer to extend the same contract pricing and discounts through September 5, 2024. **Please include a current 1295 Form with your response.**

☒ No, Campos Engineering, Inc. will NOT accept the offer to extend the same contract pricing and discounts through September 5, 2024.

Please fax or email your signed response.

Sincerely,

*Elizabeth Pietzsch*

Elizabeth Pietzsch,  
Sr. Contracts Administrator  
Tarrant County Purchasing

*Tony M. Casagrande*

Tony Casagrande, PE  
Campos Engineering, Inc.

6/12/23

Date

# Memorandum

**To:** Michael Amador, Willie Shepherd, Joshua Palmer & Chad Raines  
**Dept.:** Facilities Management  
**From:** Elizabeth Pietzsch, CPCM, Senior Contracts Administrator  
**RE:** Renewal of RFQ 2022-198 – Annual Contract for HVAC Test, Adjust, Balance, and Professional Services

---

The above referenced contract will expire on September 5, 2023. This contract includes options to renew with the vendor for two (2) additional twelve (12) month terms. The first renewal term will commence September 6, 2023, and would expire September 5, 2024, with one (1) renewal option remaining.

If you wish to exercise this first option with the vendor(s) listed below for twelve (12) more months, please check the appropriate boxes and email this form **back to me on or before Thursday, June, 15, 2023.**

Air Balancing Company, Inc.  
Campos Engineering, Inc.

☒ Yes, I wish to continue the current contract with the above-mentioned vendor(s) for the first and final renewal term of the contract.

569011 / 10000-2023 / Various / n/a

(GL acct) / (Fund #) / (Cost Center) / (Grant # or NRG)

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

---

---

SIGNATURE: Joshua B. Palmer DATE: 6/12/23

RFQ 2022-198 Annual Contract for HVAC Test, Adjust, Balance, and Professional Services			
		Qualified	Qualified
Evaluation Criteria	Max. Points	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	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