



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER _____

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DATE: 08/30/2022

SUBJECT: RFQ NO. 2022-198 - ANNUAL CONTRACT FOR HVAC TEST, ADJUST, BALANCE, AND PROFESSIONAL SERVICES - FACILITIES MANAGEMENT-CONSTRUCTION SERVICES - VARIOUS VENDORS - PER CONTRACT TERMS

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court grant approval to conduct negotiations for RFQ No. 2022-198, Annual Contract for HVAC Test, Adjust, Balance, and Professional Services, with the following vendors based upon each vendor's ranking in the evaluation procedure:

Air Balancing Company, Inc.
Campos Engineering, Inc.

BACKGROUND

Notice of the County's intent to request qualification packages was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Thirty-eight (38) vendors were contacted and requested to participate in this process. All documents pertaining to this RFQ were posted on the Tarrant County website and were downloaded by interested parties. Four (4) responses were received.

Responses were evaluated by Facilities Management-Construction Services and Purchasing representatives and ranked based on the criteria and processes set forth in the RFQ. The responses from the vendors listed above meet all specifications and are acceptable to Facilities Management-Construction Services and Purchasing.

The term of the contract is twelve (12) months, effective September 6, 2022, with three (3) options for renewal periods of twelve (12) months each.

Therefore, based on the vendor's ranking in the evaluation procedure, it is the joint recommendation of Facilities Management-Construction Services and Purchasing that the Commissioner's Court grant approval to engage in negotiations for RFQ No. 2022-198, Annual Contract for HVAC Test, Adjust, Balance, and Professional Services, with the vendors listed above at the per contract terms.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Elizabeth Pietzsch, CPCM Chris Lax, CPSM, CPCP
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FISCAL IMPACT

Expenses for last year were approximately \$1,275,546.00. Services are provided on an as-needed basis. Funding is available in account 569011/10000-2022/Various Cost Centers. The department has included funding in the FY 2023 budget request.