



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

June 30, 2022

Engineered Air Balance Co., Inc.
3309 Matrix Drive
Richardson, TX 75082

Re: Contract Name:	Professional Services, Testing and Balancing Services for Various Projects
Contract Number:	2021-311
Contract Start Date:	November 1, 2021
Agreement Renewal Period	November 1, 2022 through October 31, 2023 (Renewal 1 of 4)

Dear Mr. Harrell:

The aforementioned contract between Collin County and your company will expire on **October 31, 2022**. The Collin County Purchasing Department is requesting that your company renew this contract for an additional 12 month period to include terms, conditions and pricing set forth in the original contract award to include any previously executed amendments/change orders.

If you are interested in renewing the current contract, please complete the form below and return by **July 8, 2022**. If you desire to renew this contract, we will also need an updated insurance certificate.

Should you have any questions, please feel free to contact me at jgriffin@co.collin.tx.us.

Sincerely,

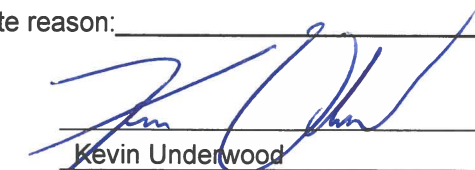
J. D. Griffin, CPPB
Senior Buyer

Please check one:

Yes I agree to renew the contract with Collin County at the prices established in the original solicitation to include any previously executed amendments/change orders.

No I cannot renew the contract.

If no, please state reason: _____

Signature: 

Print Name: Kevin Underwood

Title: President

Date: 7/5/2022

HISTORICAL INFORMATION

Awarded by Court Order No. 2021-1082-11-01

Renewal No. 1	Court Order No. _____
Renewal No. 2	Court Order No. _____
Renewal No. 3	Court Order No. _____
Renewal No. 4	Court Order No. _____