



COLLIN COUNTY

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

August 11, 2023

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

Re:	Contract Name:	RFQ 2021-311, Professional Services, Testing and Balancing Services for Various Projects
	Contract Start Date:	November 1, 2021
	Agreement Renewal Period	November 1, 2023 through October 31, 2024 (Renewal 2 of 4)

Dear Mr. Harrell:

The aforementioned contract between Collin County and your company will expire on **October 31, 2023**. 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 **Wednesday, August 23, 2023**. 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 rding@co.collin.tx.us.

Sincerely,

Ruyue Ding
Senior Buyer

Please check one:

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

No I cannot renew the contract.

If no, please state reason: _____

Signature:	<u>Kevin Underwood</u>
Print Name	<u>Kevin Underwood</u>
Title:	<u>President</u>
Date:	<u>August 14, 2023</u>

HISTORICAL INFORMATION

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

Renewal No. 1 Court Order No. 2022-686-07-25

Renewal No. 2 Court Order No. _____

Renewal No. 3 Court Order No. _____