

# COLLIN COUNTY

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

8/3/2023

Houk Air Conditioning, Inc.  
833 111<sup>th</sup> Street  
Arlington, TX 76011

Re: Contract Name: **2021-244 HVAC Maintenance and Repairs**  
Contract Start Date: **10/18/2021**  
Agreement Renewal Period: **10/01/2023 – 9/30/2024 (Renewal 2 of 4)**

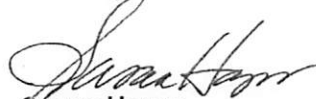
Dear Mr. Eldredge:

The aforementioned contract between Collin County and your company will expire on **9/30/2023**. 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 **8/11/2023**. If you desire to renew this contract, we will also need an updated certificate of insurance for the new period.

Should you have any questions, please feel free to contact me at [shayes@co.collin.tx.us](mailto:shayes@co.collin.tx.us).

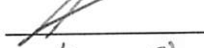
Sincerely,

  
Susan Hayes  
Buyer II

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: Jason Orvino  
Title: Statewide Commercial Manager  
Date: 9-13-23

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HISTORICAL INFORMATION

Awarded by Court Order No. 2021-1025-10-18

Renewal No. 1

Court Order No. 2022-840-09-12

Renewal No. 2

Court Order No. \_\_\_\_\_

Renewal No. \_\_\_\_\_

Court Order No. \_\_\_\_\_

Change Order No. \_\_\_\_\_

Court Order No. \_\_\_\_\_

Summary \_\_\_\_\_

Change Order No. \_\_\_\_\_

Court Order No. \_\_\_\_\_

Summary \_\_\_\_\_

Amendment No. \_\_\_\_\_

Court Order No. \_\_\_\_\_

Summary \_\_\_\_\_

Amendment No. \_\_\_\_\_

Court Order No. \_\_\_\_\_

Summary \_\_\_\_\_



## Collin County Purchasing

**2021-244**

**HOUK AIR CONDITIONING INC.  
HOUK AIR CONDITIONING INC.  
Supplier Response**

### Event Information

Number: 2021-244  
Title: HVAC Maintenance & Repairs  
Type: Invitation for Bid  
Issue Date: 8/10/2021  
Deadline: 8/26/2021 02:00 PM (CT)

### Contact Information

Contact: Susan Hayes  
Address: Purchasing  
Admin. Building  
Ste.3160  
2300 Bloomdale Rd.  
Ste. 3160  
McKinney, TX 75071  
Phone: (972) 548-4122  
Fax: (972) 548-4694  
Email: shayes@co.collin.tx.us

# HOUK AIR CONDITIONING INC. Information

Contact: Aaron S. Eldredge  
Address: 833 111TH ST  
ARLINGTON, TX 76011  
Phone: (817) 265-1191  
Email: Aeldredge@HoukAC.com  
Web Address: www.houkac.com

The undersigned hereby certifies the foregoing bid submitted by the company listed below hereinafter called "bidder" is the duly authorized agent of said company and the person signing said bid has been duly authorized to execute same. Bidder affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder or other person or persons engaged in the same line of business; and that the contents of this bid as to prices, terms and conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Aaron Eldredge  
*Signature*

aeldredge@houkac.com  
*Email*

Submitted at 8/26/2021 8:15:22 AM

## Requested Attachments

**W-9**  
**Class "A" State of Texas Air Conditioning and Refrigerator Contractors License**

W-9 2021[1].pdf

RSpringerLicenses2021.pdf

Include license holder information.

**EPA Certification Type 2 or Universal Type 2 or 3**

ELD001\_CERT\_UniversalTech.pdf

Include license holder information.

**24-hour phone number and Contacts**

Houk Commercial Services Emergency Contacts .xlsx

Include 24-hour phone number and contacts for regular hours, after hours, weekends, holidays and emergencies.

**Conflict of Interest**

Collin county COI Form.pdf

Only if applicable

## Bid Attributes

### 1 eBid Notice

Collin County exclusively uses IonWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means. Please initial.

AE

### 2 Contact Information

List the contact name, email address and phone number of the main person(s) Collin County should contact in reference to this solicitation. Contact(s) shall be duly authorized by the company, corporation, firm, partnership or individual to respond to any questions, clarification, and or offers in response to this solicitation.

Aaron S. Eldredge 214-585-7976 Aeldredge@houkac.com

**3 Exceptions**

Do you take exception to the specifications? If so, by separate attachment, please state your exceptions.

No

**4 Insurance Acknowledgement**

I understand that the insurance requirements of this solicitation are required and are included in the submitted pricing. A certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. Please initial.

AE

**5 Subcontractors**

State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".

Not Applicable - Self Perform

**6 Reference No. 1**

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

Steve Timmons, Chief Engineer, Progressive Commercial Property Management, \*11 S Central Expy Richardson, TX 75081, PH# 214-622-1294, Email Steve@progressivepmx.com

**7 Reference No. 2**

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

Steve Wilson, Chief Engineer, Madison Marquette Property Management, Multiple Building Locations in DFW Area, Ph# 972-754-7285, Email Steven.wilson@Madisonmarquette.com

**8 Reference No. 3**

List a company or governmental agency, other than Collin County, where these same/like products/services, as stated herein, have been provided. Texas references preferred. Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.

Maulik Nayak, Property Manager, Navika Capital, 2201 N Collins St, Arlington, TX 76011, Ph# 201-626-8999, Email Maulik.Nayak@Navikacapital.com

**9 Cooperative Contracts**

As permitted under Title 8, Chapter 271, Subchapter F, Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 791, Subchapter C, Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter-local agreement with Collin County and have prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract. Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded, under the same terms and conditions?

Yes

**10** **Preferential Treatment**

The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A).

1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.

1- Yes, Arlington, Austin and Houston

**11** **Debarment Certification**

I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. Please initial.

AE

**12** **Immigration and Reform Act**

I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America. I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County. Please initial.

AE

**13** **Disclosure of Certain Relationships**

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071. Please initial.

AE

**14** **Anti-Collusion Statement**

Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list. Please initial.

AE

**1**  
**5** **Disclosure of Interested Parties**  
 Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016. Please initial.

AE

**1**  
**6** **Notification Survey**  
 In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165. How did you receive notice of this request?

Collin County Website

**1**  
**7** **Bidder Acknowledgement**  
 Bidder acknowledges, understands the specifications, any and all addenda, and agrees to the bid terms and conditions and can provide the minimum requirements stated herein. Bidder acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid submittal resulting from Bidder's failure to do so. Bidder acknowledges the prices submitted in this Bid have been carefully reviewed and are submitted as correct and final. If Bid is accepted, vendor further certifies and agrees to furnish any and all products upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid. Please initial.

AE

**Bid Lines**

**1** **Package Header**

Hourly Rate for Class A Labor  
 Quantity:   1   UOM:   hour   Total: \$450.00

**Package Items**

**1.1 Class A Labor- regular**  
 Quantity:   1   UOM:   hour   Price: \$75.00 Total: \$75.00

**1.2 Class A Labor- overtime**  
 Quantity:   1   UOM:   hour   Price: \$112.50 Total: \$112.50

**1.3 Class A Labor- weekend**  
 Quantity:   1   UOM:   hour   Price: \$112.50 Total: \$112.50

**1.4 Class A Labor- holiday**  
 Quantity:   1   UOM:   hour   Price: \$150.00 Total: \$150.00

**2** **Package Header**

Hourly Rate for EPA Certification Type 2 or Universal Type 2 or 3 Labor  
 Quantity:   1   UOM:   hour   Total: \$450.00

**Package Items**

2.1 Hourly Rate for EPA Cert. Type 2 or Universal Type 2 or 3 Labor - regular

Quantity:   1   UOM: hour Price:  Total:

2.2 Hourly Rate for EPA Cert. Type 2 or Universal Type 2 or 3 Labor- overtime

Quantity:   1   UOM: hour Price:  Total:

2.3 Hourly Rate for EPA Cert. Type 2 or Universal Type 2 or 3 Labor - weekend

Quantity:   1   UOM: hour Price:  Total:

2.4 Hourly Rate for EPA Cert. Type 2 or Universal Type 2 or 3 Labor - holiday

Quantity:   1   UOM: hour Price:  Total:

**3 Package Header**

Hourly Rate for Helper

Quantity:   1   UOM: hour Total:

**Package Items**

3.1 Hourly Rate for Helper- regular

Quantity:   1   UOM: hour Price:  Total:

3.2 Hourly Rate for Helper- overtime

Quantity:   1   UOM: hour Price:  Total:

3.3 Hourly Rate for Helper- weekend

Quantity:   1   UOM: hour Price:  Total:

3.4 Hourly Rate for Helper- holiday

Quantity:   1   UOM: hour Price:  Total:

**4 Percent Markup on Material Costs**

Total:

**Response Total: \$1,350.00**