



# COLLIN COUNTY

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

5/31/2024

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** 10/01/2024 – 9/30/2025 (Renewal 3 of 4)


Dear Mr. Bailey:

The aforementioned contract between Collin County and your company will expire on **9/30/2024**. 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 **6/14/2024**. 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 [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: Kimberly Eufar  
Print Name: Kimberly Eufar  
Title: Mechanical Admin  
Date: 6-12-24

### 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. 2023-903-09-25  
Renewal No. 3 Court Order No. \_\_\_\_\_  
Renewal No. \_\_\_\_\_ Court Order No. \_\_\_\_\_