



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

April 30, 2025

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, 2025-October 31, 2026 (renewal 4 of 4)

Dear Mr. Harrell:

The aforementioned contract between Collin County and your company will expire on **October 31, 2025**. 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 **Monday May 12, 2025**. 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 [curogers@co.collin.tx.us](mailto:curogers@co.collin.tx.us).

Sincerely,

**Cory Rogers**  
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: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Kevin Underwood

President

May 1, 2025

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## HISTORICAL INFORMATION

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

Amendment	<u>No.1</u>	Court Order No. <u>2024-954-09-23</u>	Summary <u>Modify Exhibit C &amp; Renewal</u>
Renewal	<u>No.1</u>	Court Order No. <u>2022-686-07-25</u>	
Renewal	<u>No.2</u>	Court Order No. <u>2023-761-08-28</u>	
Renewal	<u>No.3</u>	Court Order No. <u>2024-954-09-23</u>	
Renewal	<u>No. 4</u>	Court Order No. _____	