



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER <#CourtOrderNumber#>

PAGE 1 OF 8

DATE: 6/17/2025

SUBJECT: RFQ NO. 2023-126 - ANNUAL CONTRACT FOR COMMERCIAL REAL ESTATE BROKERAGE SERVICES FOR VARIOUS PROJECTS - FACILITIES MANAGEMENT - VARIOUS VENDORS - EXERCISE SECOND AND FINAL OPTION FOR RENEWAL - SAME CONTRACT TERMS

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of RFQ No. 2023-126, Annual Contract for Commercial Real Estate Brokerage Services for Various Projects, for the second and final optional twelve (12) month period at the same contract terms.

BACKGROUND

On June 20, 2023, the Commissioners Court, through Court Order #141135, awarded RFQ No. 2023-126, Annual Contract for Commercial Real Estate Brokerage Services for Various Projects, for Facilities Management, to the following vendors:

- Ranking:
1. CBRE, Inc.
 2. Jones Lang LaSalle Brokerage, Inc.
 3. NS Trinity LLC d/b/a Re/Max Trinity

The awards were based upon each vendor's high ranking in the evaluation procedure as outlined in the RFQ specifications and contained options to renew for two (2) additional twelve (12) month periods.

On May 21, 2024, the Commissioners Court, through Court Order #143173, approved the first renewal option.

This contract provides for professional real estate brokerage services for Tarrant County. The services provided are for undefined projects involving commercial real estate properties located in Tarrant County.

The vendors notified Purchasing in writing that they will extend the same contract terms through July 23, 2026. Facilities Management notified Purchasing in writing that they are pleased with the vendors and want to renew.

Therefore, it is the joint recommendation of Facilities Management and Purchasing that the Commissioners Court approve renewal of RFQ No. 2023-126, Annual Contract for Commercial Real Estate Brokerage Services for Various Projects, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Teresa Ralls
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: <#CourtOrderNumber#> DATE: 6/17/2025 PAGE 2 OF 8

FISCAL IMPACT

There is no fiscal impact associated with this item. Commissions are included as part of the purchase agreement and vary depending on the purchase price.



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

May 9, 2025

Jeremy McGown
Senior Managing Director
CBRE, Inc.
2100 McKinney Ave., Suite 700
Dallas, TX 75201

Re: RFQ No. 2023-126 Annual Contract for Commercial Real Estate Brokerage Services for Various Projects

Dear Mr. McGown:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The first renewal was for the period of July 24, 2024; through July 23, 2025. The effective dates for the second renewal option will run from July 24, 2025, through July 23, 2026.

Tarrant County Purchasing Department hereby extends an invitation to CBRE, Inc. to accept the second and final option for an additional one (1) year period as awarded on June 20, 2023. CBRE, Inc. acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name.

☒ Yes, CBRE, Inc. will accept the offer to extend the contract through July 23, 2026, with the same contract terms. **Please include a current 1295 Form with your response.**

☐ No, CBRE, Inc. will NOT accept the offer to extend the contract with the same contract terms through July 23, 2026.

Please email your signed response.

Sincerely,

Handwritten signature of Teresa Ralls in cursive.

Teresa Ralls
Tarrant County
817-884-3246

Handwritten signature of Jeremy McGown in cursive.

Jeremy McGown
Senior Managing Director
CBRE, Inc.

05/09/2025

Date



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

May 9, 2025

Todd Burnette
Managing Director
Jones Lang LaSalle Brokerage, Inc.
201 Main Street, Suite 500
Fort Worth, TX 76102

Re: RFQ No. 2023-126 Annual Contract for Commercial Real Estate Brokerage Services for Various Projects

Dear Mr. Burnette:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The first renewal was for the period of July 24, 2024, through July 23, 2025. The effective dates for the second renewal option will run from July 24, 2025, through July 23, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Jones Lang LaSalle Brokerage, Inc. to accept the second and final option for an additional one (1) year period as awarded on June 20, 2023. Jones Lang LaSalle Brokerage, Inc. acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name.

☒ Yes, Jones Lang LaSalle Brokerage, Inc. will accept the offer to extend the contract with the same contract terms through July 23, 2026. **Please include a current 1295 Form with your response.**

☐ No, Jones Lang LaSalle Brokerage, Inc. will NOT accept the offer to extend the contract with the same contract terms through July 23, 2026.

Please email your signed response.

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa Ralls".

Teresa Ralls
Tarrant County
817-884-3246

Todd Burnette

Digitally signed by Todd Burnette
Date: 2025.05.12 14:15:42
+05'00'

Todd Burnette
Managing Director
Jones Lang LaSalle Brokerage, Inc.

5/12/2025

Date



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

March 15, 2024

Traci Nicodemus
Broker/Owner
NS Trinity LLC d/b/a RE/MAX Trinity
2600 W. 7th Street, #146
Fort Worth, TX 76107

Re: RFQ No. 2023-126 Annual Contract for Commercial Real Estate Brokerage Services for Various Projects

Dear Ms. Nicodemus:

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The first renewal was for the period of July 24, 2024, through July 23, 2025. The effective dates for the second renewal option will run from July 24, 2025, through July 23, 2026.

Tarrant County Purchasing Department hereby extends an invitation to NS Trinity LLC d/b/a RE/MAX Trinity to accept the second and final option for an additional one (1) year period as awarded on June 20, 2023. NS Trinity LLC d/b/a RE/MAX Trinity acknowledges formal renewal of the option, and any contract is contingent upon review and approval by the Tarrant County Commissioner's Court at a later date. Please mark the appropriate response below and provide your signature above your printed name.

☒ Yes, NS Trinity LLC d/b/a RE/MAX Trinity will accept the offer to extend the contract with the same contract terms through July 23, 2026. **Please include a current 1295 Form with your response.**

☐ No, NS Trinity LLC d/b/a RE/MAX Trinity will NOT accept the offer to extend the contract with the same contract terms through July 23, 2026.

Please email your signed response.

Sincerely,

Handwritten signature of Teresa Ralls in cursive script.

Teresa Ralls
Tarrant County
817-884-3246

Handwritten signature of Traci Nicodemus in cursive script.

Traci Nicodemus
Broker/Owner
NS Trinity LLC d/b/a RE/MAX Trinity

5/9/2025
Date

Memorandum

To: Frank Lopez

Dept: Facilities Management

From: Teresa Ralls, Sr. Buyer, Purchasing Department

Date: 03/25/2025

Re: Renewal of RFQ 2023-126 Annual Contract for Commercial Real Estate Brokerage Services for Various Projects

The above referenced contract will expire on July 23, 2025. This contract included two (2) options to renew with the vendors for additional twelve (12) month terms. The second renewal term would commence July 24, 2025, and would expire July 23, 2026

If you wish to exercise this option to renew and continue this contract with the vendors listed below for twelve more months, please check the appropriate response and email this form back to me by March 28, 2025:

CBRE, Inc.
Jones lang and LaSalle Brokerage, Inc.
NS Trinity d/b/a REMAX Trinity



Yes, I wish to continue the current contract with the above-mentioned vendors for the second renewal term of the contract.

Funds to support this contract will be provided by the following accounts:
Multiple Funds and Accounts are used as part of this contract.



No, I do not wish to continue the current contract with the above-mentioned vendors for the following reason(s).

SIGNATURE: _____

Frank Lopez

DATE: 4/28/2025

RFQ 2023-126 Annual Contract for Commercial Real Estate Brokerage Services for Various Projects

Evaluation Criteria	Max Points	CBRE, Inc. Fort Worth, TX HUB - NO	Jones Lang Lasalle Brokerage, Inc. Fort Worth, TX HUB - No	NS Trinity, LLC d/b/a RE/MAX Trinity Fort Worth, TX HUB - No
Responsiveness	10	7.67	7.67	7.00
Staffing	15	11.33	10.00	9.33
Firm's Capability to Provide the Services	50	34.33	32.80	31.73
Education and Licensing	20	20.00	20.00	20.00
References	5	3.60	3.60	3.20
Total	100	76.93	74.07	71.26



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFQ No. F2023126 - Annual Contract for Commercial Real Estate Brokerage Services for Various Projects - Facilities Management - Various Vendors - Exercise Second and Final Option for Renewal - Same Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
