



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 144984

PAGE 1 OF 9

DATE: 4/2/2025

SUBJECT: BID NO. F2024101 - ANNUAL CONTRACT FOR PUMP AND MOTOR INSPECTION, REPAIR, AND REPLACEMENT SERVICES - FACILITIES MANAGEMENT - VARIOUS VENDORS - EXERCISE FIRST OPTION FOR RENEWAL - SAME HOURLY RATES AND MARKUP FOR PARTS

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

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of Bid No. F2024101, Annual Contract for Pump and Motor Inspection, Repair, and Replacement Services, for Facilities Management, for the first optional twelve (12) month period at the same hourly rates and markup for parts.

BACKGROUND

On June 4, 2024, the Commissioners Court, through Court Order #143251, awarded Bid No. F2024101, Annual Contract for Pump and Motor Inspection, Repair, and Replacement Services, for Facilities Management, to the following vendors:

Primary	Brandon & Clark, Inc.	Section 1 and 2
Secondary	Texas Refrigeration, Inc.	Section 1
	Spaeth Machine Shop, Inc.	Section 2

The awards were based upon low bid meeting specifications and contained options to renew for two (2) additional twelve (12) month periods.

This contract will be utilized to inspect, test, repair, or replace pumps and motors associated with HVAC, plumbing, irrigation, and domestic water systems in County buildings and grounds.

The vendors notified Purchasing in writing that their hourly rates and markup for parts will remain firm through June 3, 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 Bid No. F2024101, Annual Contract for Pump and Motor Inspection, Repair, and Replacement Services, for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	Gwen Peterson, C.P.M., A.P.P.
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

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FISCAL IMPACT

Expenses for last year were approximately \$36,235.00. The County's future cost will be determined by the services provided on an as-needed basis. Funding is available in account 10000-2025 General Fund/Various Cost Centers/532011 Building Maintenance.



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, MS.SCM, CPSM, CPSD, CPCP
Assistant Purchasing Agent

February 4, 2025

Mark Davis
Brandon & Clark, Inc.
2475 East Long Avenue
Fort Worth, TX 76106

RE: Bid No. F2024101, Annual Contract for Pump and Motor Inspection, Repair, and Replacement Services

Dear Mr. Davis,

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of June 4, 2024 through June 3, 2025. The effective dates for the first renewal option will run from June 4, 2025 through June 3, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Brandon & Clark, Inc. to accept the first option for an additional one (1) year period as the primary vendor for Sections 1 and 2 as awarded on June 4, 2024. Brandon & Clark, 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. All hourly rates and markup for parts must remain firm for the optional renewal period through June 3, 2026.

Yes, Brandon & Clark, Inc. will accept the offer to extend the same hourly rates and markup for parts through June 3, 2026. **Please include a current 1295 Form with your response.**


No, Brandon & Clark, Inc. will NOT accept the offer to extend the same hourly rates and markup for parts through June 3, 2026.

Are any other governmental entities currently utilizing this contract? Yes No

If Yes, please return a listing of the participating entities with this letter.

Please email your signed response.

Respectfully signed,


Gwen Peterson, Senior Buyer
Tarrant County


Mark Davis
Brandon & Clark, Inc.

2/13/2025
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, MS.SCM, CPSM, CPSD, CPCP
Assistant Purchasing Agent

February 4, 2025

Greta Cameron
Texas Refrigeration, Inc.
4309-C Broadway Ave.
Fort Worth, TX 76117
Info@texasrefrig.com

RE: Bid No. F2024101, Annual Contract for Pump and Motor Inspection, Repair, and Replacement Services

Dear Ms. Cameron,

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of June 4, 2024 through June 3, 2025. The effective dates for the first renewal option will run from June 4, 2025 through June 3, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Texas Refrigeration, Inc. to accept the first option for an additional one (1) year period as the secondary vendor for Section 1 as awarded on June 4, 2024. Texas Refrigeration, 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. All hourly rates and markup for parts must remain firm for the optional renewal period through June 3, 2026.

- Yes, Texas Refrigeration, Inc. will accept the offer to extend the same hourly rates and markup for parts through June 3, 2026. **Please include a current 1295 Form with your response.**
- No, Texas Refrigeration, Inc. will NOT accept the offer to extend the same hourly rates and markup for parts through June 3, 2026.

Please email your signed response.

Respectfully signed,

Gwen Peterson
Gwen Peterson, Senior Buyer
Tarrant County

Greta Cameron
Greta Cameron
Texas Refrigeration, Inc.

2/21/2025
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, MS.SCM, CPSM, CPSD, CPCP
Assistant Purchasing Agent

February 4, 2025

Stephen Spaeth
Spaeth Machine Shop, Inc.
2120 E. Grauwylor Rd.
Irving, TX 75061

RE: Bid No. F2024101, Annual Contract for Pump and Motor Inspection, Repair, and Replacement Services

Dear Mr. Spaeth,

Referenced bid was for twelve (12) months with two (2) options to renew for additional twelve (12) months each. The original contract was for the period of June 4, 2024 through June 3, 2025. The effective dates for the first renewal option will run from June 4, 2025 through June 3, 2026.

Tarrant County Purchasing Department hereby extends an invitation to Spaeth Machine Shop, Inc. to accept the first option for an additional one (1) year period as the secondary vendor for Section 2 as awarded on June 4, 2024. Spaeth Machine Shop, 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. All hourly rates and markup for parts must remain firm for the optional renewal period through June 3, 2026.

- Yes, Spaeth Machine Shop, Inc. will accept the offer to extend the same hourly rates and markup for parts through June 3, 2026. **Please include a current 1295 Form with your response.**
- No, Spaeth Machine Shop, Inc. will NOT accept the offer to extend the same hourly rates and markup for parts through June 3, 2026.

Please email your signed response.

Respectfully signed,

Gwen Peterson
Gwen Peterson, Senior Buyer
Tarrant County

Stephen R. Spaeth
Stephen Spaeth
Spaeth Machine Shop, Inc.

2/4/25
Date

Memorandum

To: Michael Amador, Director, Frank Lopez, Assistant Director,
Willie Shephard, Operations Manager, Joshua Palmer, Operations Manager,
or Chad Raines, Operations Manager

Dept: Tarrant County Facilities Management

From: Gwen Peterson, C.P.M., A.P.P., Sr. Buyer, Purchasing Department

Date: February 3, 2025

Re: Bid No. F2024101, Annual Contract for Pump and Motor Inspection, Repair,
and Replacement Services

The above referenced contract will expire on June 3, 2025. This contract included two (2) options to renew with the vendors for additional twelve (12) month terms. The first renewal term would commence June 4, 2025, and would expire June 3, 2026.

If you wish to exercise this first option to renew and continue this contract with the vendors listed below for twelve more months, please check the appropriate item, and email this form back to me.

Primary	Brandon & Clark Inc.	Sections 1 and 2
Secondary	Texas Refrigeration, Inc.	Section 1
	Spaeth Machine Shop Inc.	Section 2



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

Funds to support this contract will be provided by the following accounts:

532011/10000-2025/Various

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

SIGNATURE: Chad Raines

DATE: 02/3/25

Bid No. F2024101 Annual Contract for Pump and Motor Inspection, Repair, and Replacement Services

Secondary Award

Primary Award

Section 2 Description	QTY	UOM	Primary Award		Secondary Award	
			Unit	Extended	Unit	Extended
Section 2: Offsite Pump Repair, Motor Repair, and Laser Alignment Services				\$5,800.00	\$6,650.00	\$6,200.00
Standard Hourly Rate for Offsite Pump/Motor Repair – Trained Technician	10	Hours	\$80.00	\$800.00	\$1,250.00	\$1,300.00
Percentage markup for Parts used during Offsite Repair or Replacement Services. For bid evaluation purposes, the calculation was based on vendor total parts cost of \$4,000.00.	1	EA	25.0%	\$5,000.00	35.0%	20.0%
					\$100.00	\$1,000.00
						\$5,200.00

Brandon & Clark Inc.
Fort Worth, TX
HUB - No
CO-OP - Yes

Texas Refrigeration, Inc.
Haltom City, TX
HUB - No

Spaeth Machine Shop Inc.
Irving, TX
HUB - No
CO-OP - Yes

C&P Pump Service, Inc.
Grand Prairie, TX
HUB - No



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: Bid No. F2024101 - Annual Contract for Pump and Motor Inspection, Repair, and Replacement Services - Facilities Management - Various Vendors - Same Firm Fixed Prices, Hourly Rates, and Markup for Parts

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.
