



THE COUNTY OF GALVESTON

VERONICA VAN HORN
INTERIM PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

August 18, 2025

Honorable County Judge
Honorable County Commissioners' Court
Galveston County Courthouse
Galveston, Texas 77550

RE: RFP #B232018, HVAC Supplies & Equipment Contract #CM23264

Gentlemen,

The contract associated with RFP #232018, HVAC Supplies & Equipment is scheduled for its second extension on November 2, 2025. The contracted vendor for this service is Coburn Supply Company, Inc.

No amendments to the agreement are requested at this time.

It is requested that the extension be authorized.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in cursive script that reads "Veronica Van Horn".

Veronica Van Horn
Interim Purchasing Agent

Dickey, Tammy

From: Fleming, Melissa
Sent: Thursday, July 31, 2025 9:59 AM
To: Dickey, Tammy
Subject: FW: B232018 - HVAC Supplies and Equipment
Attachments: SKM_C550i25073109570.pdf

Hi Tammy,

This is for B232018 - HVAC Supplies and Equipment.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County Purchasing Department
Galveston County Courthouse
722 21st. Street, 5th Floor
Galveston, Texas 77550
Office: (409) 770-5375
Fax: (409) 765-3106
e-mail: melissa.fleming@galvestoncountytexas.gov



Principles and Practices of Public Procurement
Accountability, Ethics, Impartiality, Professionalism, Service, Transparency

From: Witmer, Misty <Misty.Witmer@galvestoncountytexas.gov>
Sent: Thursday, July 17, 2025 2:57 PM
To: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>; Garcia, Mark <Mark.Garcia@co.galveston.tx.us>
Subject: RE: B232018 - HVAC Supplies and Equipment

Is this with Coburn's? If so, yes, please extend it.

Misty Witmer
Director/Chief Information Officer
Department of Enterprise Services

NOTE TO OUR CUSTOMERS: To ensure your needs are being captured, all inquiries and requests should be directed to our Service Desk via <https://servicedesk.galvestoncountytexas.gov>, emailing tickets tickets@galvestoncountytexas.gov or calling X2685.

From: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>
Sent: Thursday, July 17, 2025 10:41 AM
To: Garcia, Mark <Mark.Garcia@co.galveston.tx.us>; Witmer, Misty <Misty.Witmer@galvestoncountytexas.gov>
Subject: B232018 - HVAC Supplies and Equipment

Hello,

The bid for HVAC Supplies and Equipment is due for the second and final extension. Please let me know if you wish to offer the second extension.

Sincerely,

Melissa Fleming

Contract Administrator

Galveston County Purchasing Department

Galveston County Courthouse

722 21st. Street, 5th Floor

Galveston, Texas 77550

Office: (409) 770-5375

Fax: (409) 765-3106

e-mail: melissa.fleming@galvestoncountytx.gov



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THE COUNTY OF GALVESTON

VERONICA VAN HORN
INTERIM PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

7/28/2025

COBURN SUPPLY COMPANY INC
6510 BROADWAY
GALVESTON, TX 77551

RE: SOLICITATION NAME: HVAC Supplies and Equipment
Contract # CM23264 / Bid # B232018

Good day,

The resultant contract listed below is eligible for the second extension period and requires a response from your company to initiate the next contractual period.

- Contract Number: CM23264
- Bid Number: B232018
- Solicitation Name: HVAC Supplies and Equipment
- 2nd Extension Period: 11/02/2025 – 11/01/2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County


ACCEPTED BY (signature)

DATE

7-29-25

BRANCH MANAGER
TITLE

SPECIAL PROVISIONS

**REQUEST FOR PROPOSAL
HVAC SUPPLIES & EQUIPMENT
GALVESTON COUNTY, TEXAS**

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SPECIAL PROVISIONS

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HVAC SUPPLIES & EQUIPMENT
GALVESTON COUNTY, TEXAS

The General Provisions and the Special Provisions of this Request for Qualification and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

A. PURPOSE

The County of Galveston is seeking a responsible independent vendor to provide Heating, Ventilating, and Air Conditioning (HVAC) supplies and equipment as specified within this request for proposal. All materials must be new, of current stock, in first-class condition, and suitable for commercial applications unless otherwise specified.

B. EXCEPTIONS

Any exceptions to these solicitation conditions should be listed on a separate sheet of paper, attached to respondent's submittal, and submitted with response at the specified date and time of the solicitation opening.

C. PROCUREMENT TIMELINE

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Respondents of any changes:

Advertise Solicitation (first date of publication)	Friday, May 26, 2023
Advertise Solicitation (second date of publication)	Friday, June 2, 2023
Deadline for Questions & Inquiries	Thursday, June 8, 2023, by 5:00 p.m.
Submission Deadline / RFP Opening	Thursday, June 29, 2023, at 2:00 p.m.

Interested parties can attend the Thursday, June 29, 2023, 2:00 p.m. virtual bid opening at the link mentioned below:

<https://galvestoncountvtx.webex.com/galvestoncountvtx/j.php?MTID=m14df3d27e8722708b0041c659f7ce72b>

Join by meeting number

Meeting number (access code): 2493 982 7844

Meeting password: B232018 (2232018 from video systems)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,24939827844## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24939827844@galvestoncountvtx.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

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D. SUBMISSION INSTRUCTIONS:

One (1) single-sided unbound original proposal, and three (3) single-sided proposal copies, must be submitted no later than **2:00 P.M. CST**, on Thursday, June 29, 2023:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550

The timestamp clock located in the Purchasing Agent's office shall serve as the official timekeeping piece for this solicitation process. Any proposals received after **2:00 P.M. CST** on the specified date will be returned unopened.

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/county-offices/purchasing>

E. PROPOSAL SURETY

A surety/bond *is not a requirement* of this solicitation.

F. PERFORMANCE AND PAYMENT BONDS

Performance and Payment Bonds *are not requirements* of this solicitation.

G. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process **is applicable** to this solicitation.

H. PERSONNEL TO CONTACT

Respondents desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Respondent, which in the opinion of the County affects all Respondents or would be prejudicial to other Respondents if not communicated, shall be furnished to all Respondents as an addendum to the solicitation. Respondents **must** direct all inquiries to the following:

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody)
Galveston, Texas 77550
e-mail: purchasing.bids@co.galveston.tx.us

Respondents must e-mail their requests (with the subject line "HVAC Supplies & Equipment RFP #B232018–Questions") for additional information and/or clarification to the address listed above. The request must include the Responder's name and the solicitation number and title.

Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date. Late requests or those not delivered to the proper address may not receive a reply. Respondents shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

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The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Respondents should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

Addenda will be posted and made available on the County's procurement web page. **It is the Responder's sole responsibility to ensure receipt of all addenda prior to submitting its response.** All Respondents should check the County's procurement web page for all addenda prior to submitting a response.

The County's procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>

The Respondent must acknowledge the receipt of all addenda on the forms provided. In the event a Responder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the solicitation and waive the acknowledgement of one or more addenda.

Respondents who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or in sufficient time for the Responder to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Responder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

I. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT

The Program Administrator/Contract Manager that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

William Riordan
Facilities Director
722 Moody, 6th Floor
Galveston, TX 77550

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, that pricing meets the agreed-upon pricing methodology as specified in the contract, and that funds are available.

J. PROPOSER'S QUALIFICATION:

All potential vendors shall be primarily engaged in the supply of said supplies and are required to furnish evidence of having the necessary experience, ability, facilities, and financial resources to deliver the requested goods as designated in the following set of specifications.

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No contract will be awarded except to a responsible independent vendor who is capable of supplying HVAC supplies and equipment that are suitable for use in commercial installations.

Successful vendor will be expected to maintain and have available for immediate shipment the minimum quantities of items as specified herein. If more than the minimum is ordered, vendor should be prepared to furnish the minimum order quantity within 1-3 days with the balance to be available within (14) fourteen days after receipt of a valid purchase order number.

K. COST

Any unit prices submitted by the proposer shall include all costs to the County, including the material, delivery, current freight rate, state tax, or any other cost.

L. DELIVERY

All delivery and freight charges (FOB Galveston County designated locations) are to be included in bid price proposals.

M. INVOICES:

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

Galveston County Auditor's Office
Attn: Accounts Payable
P.O. Box 1418
Galveston, Texas 77553

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 3, item 11, Procurement Card Program.

Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.

N. EVALUATION AND SELECTION PROCESS

The award(s) will be made to the responsible proposer(s) whose proposal is determined to be the best-evaluated offer demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. In awarding the Contract, the Evaluation Committee may take into consideration the proposer's skill, capacity, experience, support capabilities, previous work/safety record, costs, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors considered relevant.

The requested services will be awarded primarily based on the evaluation criteria listed below as well as complying with the provisions as stated on pages 6-7 of the General Provisions, Item 18, Award of Proposals – Evaluation Criteria and Factors.

METHODOLOGY – 40%

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The following shall apply to this section:

- Ability of contractor to provide the most advantageous methodology, solution, services, and delivery as requested on the Questionnaire and herein;
- The ability of the proposer to satisfy the detailed requirements outlined in this RFP;
- The ability of the proposer to satisfy the objectives outlined in this RFP;

COST – 40%

The Proposer shall provide pricing information relative to providing the proposed services and supplies as outlined herein. Included in the cost evaluation will be the total initial costs and ongoing costs to the County;

QUALIFICATIONS – 20%

The Proposer shall furnish evidence of having the necessary experience, ability, facilities, and financial resources to deliver the requested goods as designated in the specifications.

O. QUESTIONNAIRE

Does your company guarantee that deliveries will be made within 24 hours, at least 95% of the time after receipt of the purchase order?

Yes_____ No_____

If no, what is the guaranteed delivery time of 95% of the orders?

What are the normal business hours at the nearest distribution center?

Do you have after hour and weekend supply capabilities? Yes_____ No_____

If yes, please describe: _____

Do you have hot-shot capabilities during regular hours for items under 100 pounds?

Yes_____ No_____

Delivered Within:	Cost:
One (1) hour	\$ _____
Three (3) hours	\$ _____
Five (5) hours	\$ _____
Same Day	\$ _____

Do you have hot-shot capabilities for hour and weekend supply per standard weight less than 100 pounds?

Yes_____ No_____

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Delivered Within:	Cost:
One (1) hour	\$ _____
Three (3) hours	\$ _____
Five (5) hours	\$ _____
Same Day	\$ _____

Do you have hot-shot capabilities for hour and weekend supply per weights greater than 100 pounds?

Yes _____ No _____

Delivered Within:	Cost:
One (1) hour	\$ _____
Three (3) hours	\$ _____
Five (5) hours	\$ _____
Same Day	\$ _____

DISTRIBUTION CENTER LOCATIONS:

What is the address and telephone number of the nearest distribution center?

What is the location address and telephone number of an alternate distribution center if requested stock is not available at the nearest location?

NON-STOCKED ITEMS:

It is understood that on occasion, requests will be made by Galveston County personnel to purchase items that are not normally stocked by vendor. In these extreme cases, vendor shall make a considerable effort to deliver said item(s) to Galveston County in a time period that is considered reasonable and mutually agreeable by both parties. Galveston County reserves the right to purchase said items from an alternate vendor in these cases where the requested items cannot be delivered in a timely manner.

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P. PRICING

Approved Manufacturer	Available? (circle one)		Commodity	Discount % off Manufacturer's List Price
A.O. Smith	Y	N	Motors	_____
Amprobe	Y	N	Instruments	_____
Aqua Soft	Y	N	Pan Tablets	_____
Aspera	Y	N	Compressors	_____
Bacharach	Y	N	Furnaces	_____
Barber Coleman	Y	N	HVAC Supplies	_____
Bard	Y	N	Packaged Units	_____
Bell & Gossett	Y	N	Pumps & Accessories	_____
Bristol	Y	N	Compressors	_____
Carrier / Copeland	Y	N	Pkg. Units, Compress	_____
Crystal Tip	Y	N	Ice Machines	_____
Danfoss	Y	N	Compressors and Values	_____
Diversied	Y	N	Controls	_____
DuPont/Allied/Elf ATO	Y	N	Refrigerants	_____
Fluke	Y	N	Test Instruments	_____
Gates	Y	N	Belts and Accessories	_____
General	Y	N	Controls	_____
General Electric	Y	N	General Sup., Motors	_____
Glasfos	Y	N	A/C Filters	_____
Goodman / Janitrol	Y	N	Air Hand, Ign. Assy.	_____
Heat Craft	Y	N	ADD Coils	_____

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PRICING (continued)

Approved Manufacturer	Available? (circle one)		Commodity	Discount % off Manufacturer's List Price
Henry	Y	N	Valves	_____
Hoffman	Y	N	Air Vents	_____
Honeywell	Y	N	Controls	_____
Janitrol	Y	N	Igniter Assembly	_____
Johnson Controls	Y	N	Controls, Valves	_____
Lennox	Y	N	Blowers/Package Units	_____
Magic Air	Y	N	Blower Assy.	_____
Magnatek Universal	Y	N	Motors	_____
Malco	Y	N	Fasteners & Accessories	_____
Manitowoc	Y	N	Ice Machine Parts	_____
Mars	Y	N	Cont. / Controls / Transf	_____
Marsh	Y	N	Gauges & Thermometers	_____
McDonnell/Miller	Y	N	Flow Switches	_____
Metal Fab	Y	N	Duct Supplies	_____
Modine	Y	N	Duct Heaters & Furnaces	_____
Mueller	Y	N	Tube & Fittings	_____
PSG	Y	N	Thermometer/Thermostats	_____
Paschal Harper	Y	N	Carrier/Copeland	_____
Parker	Y	N	Driers	_____
Ranco	Y	N	De-ice Controls	_____
RHEEM	Y	N	Packaged Units	_____

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PRICING (continued)

Approved Manufacturer	Available? (circle one)		Commodity	Discount % off Manufacturer's List Price
Refrigerator Research	Y	N	Accumulators	_____
Ritche	Y	N	Charging Hoses & Acc.	_____
Robertshaw	Y	N	Controls	_____
Robinair	Y	N	Controls	_____
Rubatex	Y	N	Insulation & Supplies	_____
Schuller	Y	N	Duct Board	_____
Scottsman	Y	N	Ice Machines	_____
Snoop	Y	N	Leak Detector	_____
3M/Scotch	Y	N	Tape & Supplies	_____
Sporlan	Y	N	Test Kits, Driers, Valves	_____
Square D	Y	N	Contactors	_____
Standard	Y	N	Chillers & Receivers	_____
SUN	Y	N	Pkg. Units-Wall Hung	_____
Tecumseh	Y	N	Compressors	_____
Trane	Y	N	Compressors/Controls	_____
Trol-A-Temp	Y	N	Zone Systems	_____
Victory	Y	N	Reach-In Freezers	_____
Warren	Y	N	Duct Heaters	_____
Whirlpool	Y	N	Window Unit	_____
White Rodgers	Y	N	Thermostats & Acc.	_____
Witt Refrigeration	Y	N	Ref. Evaporators	_____
Worthington	Y	N	Recovery Cylinders	_____
York	Y	N	Split Systems, Pkg. Units	_____

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PRICING (continued)

List any other product categories included in your catalog that should be considered:

[illegible]