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**PURCHASING OFFICE
INTER-DEPARTMENTAL MEMO**


TO: Glynn Walker
DATE: May 13, 2014
SUBJECT: Testing and Air Balance Engineering Services

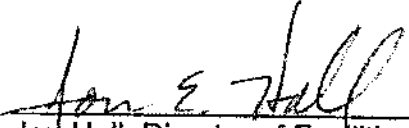
As part of the 2013 bond program, Professional Services Request for Qualifications (RFQ) for Testing and Air Balance Engineering Services was mailed on April 16, 2014 to three firms, advertised April 16 and April 23, 2014 and posted on the CSISD website. Four firms responded to the RFQ which opened May 8, 2014.

Campos Engineering Inc.
Engineered Air Balance Co.
Precisionaire
Specialty Engineering

Each statement of qualifications was evaluated by staff members from the Facilities Department and Purchasing Department using the attached evaluation matrix. All four firms met the qualifications specified in the RFQ. Engineering Air Balance Co., Specialty Engineering Inc. and Campos Engineering received the highest scores based on the criteria in the RFQ.

In order to maintain an adequate supply of qualified testing and air balance engineering firms, it is the recommendation of Mark Pantel, Director of Purchasing and Jon Hall, Director of Facilities that the district authorize the Director of Facilities to negotiate and execute a contract with Engineering Air Balance Co., Specialty Engineering Inc. and Campos Engineering to provide testing and air balance engineering services for specific construction projects in the 2013 bond program.


Mark Pantel, Director of Purchasing


Jon Hall, Director of Facilities