

Board of Trustees

Meeting Date: 5/27/2025

Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval of the Recommendation to Contract RFQ 2025-11B HVAC Testing, Adjusting and Balancing (TAB) Services for Canutillo ISD 2024 Bond Referendum Projects to Campos Engineering Inc.

Justification Statement: To authorize administration to proceed with contract negotiations for selected firm, as per Administration Review Committee evaluation and scoring. Approval is required for District Program Manager to proceed with HVAC system verification to operate in accordance with the design intent, manufacturer specifications, and applicable codes and standards.

Purpose of Agenda Item:

☐ Information ☐ Discussion ☐ Action

Item Type:

☐ Curriculum & Instruction ☐ Human Resources ☐ Business Services

Staff Responsible:

E. Ortiz

Signature of Requester(s)

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

The Request for Qualifications (RFQ) is a method allowed as defined in the Professional Services Procurement Act, (PSPA), Section 2254.002 and Section 2254.004, as applicable, of the Texas Government Code. The District issued a Request for Qualifications, RFQ 2025-11B, for Testing, Adjusting and Balancing (TAB) Services for the Canutillo ISD 2024 Referendum Projects.

The RFQ closed on March 31, 2025, and received two (2) statements of qualification. On April 04, 2025, an evaluation committee met to review all qualification statements received. The evaluation committee consisted of Dr. Pedro Galaviz, Superintendent; Dr. Oscar Rico, Executive Director of Operations and Ms. Cristina Pulley, Executive Director of Financial Services, who evaluated the firm's statements of qualifications according to the selection criteria as stated in the RFQ packet. Mr. Ernesto Ortiz, Program Director and Mrs. Corina Heredia, Purchasing Manager, acted as facilitator and moderator during the evaluation process on behalf of the Program Manager. The administration would like to award the vendors that score 70 points or above, to provide flexibility in the event that the first ranked vendor is unable to complete the requested project in the required time frame or additional services are required.

RECOMMENDATION: Administration Recommends that the Board approve the recommendation and award contract(s) for RFQ 2025-11B Testing, Adjusting and Balancing (TAB) Services and authorize administration to proceed with contract negotiations with Campos Engineering Inc with a contract to be contingent upon review by the District's Legal Counsel.

Total Budget for Testing, Adjusting and Balancing (TAB) Services	
Campus	Budget per Campus
Reyes ES	\$1,682.00
Garcia ES	\$5,393.00
Damian ES	\$5,571.00
Bill Childress ES	\$5,571.00
Canutillo ES	\$7,127.00
Canutillo HS	\$12,670.00
Northwest ECHS	\$31,805.00
Davenport ES	\$53,001.00
Alderete MS	\$79,611.00
Canutillo MS	\$80,444.00



PRIOR BOARD ACTION: No

AWARDED: N/A

AWARDED AMOUNT: N/A

AMOUNT(S): Not to Exceed \$ \$282,875.00

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Request for Qualifications

REQUESTING DEPARTMENT:
Operations

CONSEQUENCES OF NON-APPROVAL:
Cannot enter contract negotiation and award for Canutillo ISD 2024 Bond Projects.

IMPLEMENTATION TIMELINE:
Upon Board Approval

ATTACHMENT(S): ✓
Exhibit A: 2025-11B Executive Summary Back Up Information
Exhibit B: 2025-11B Bid Tabulation
Exhibit C: 2025-11B Professional Service Agreement

