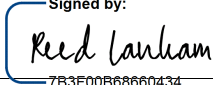
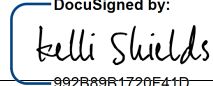
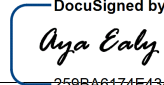
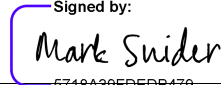




## INTER-OFFICE CORRESPONDENCE

**DATE: 6/2/2026**

| <b>TO:</b> | <b>SIGNATURES</b>                                                                                                                                                                                                    | <b>DATE</b> |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|            | <div><div>Signed by:</div><div><br/>7B3F00B68660434</div><div><b>REED LANHAM, CHIEF OPERATING OFFICER</b></div></div>               | Jun-04-2026 |
|            | <div><div>DocuSigned by:</div><div><br/>992B89B1720F41D...</div><div><b>KELLI SHIELDS, CHIEF ADMINISTRATIVE OFFICER</b></div></div> | Jun-02-2026 |
|            | <div><div>DocuSigned by:</div><div><br/>259BA6174E4344D...</div><div><b>AYA EALY, DIRECTOR OF PROCUREMENT</b></div></div>           | Jun-02-2026 |
|            | <div><div>Signed by:</div><div><br/>5718A39FDEDB479...</div><div><b>MARK SNIDER, DIRECTOR OF FACILITIES</b></div></div>             | Jun-02-2026 |

**FROM:** Anthony Brown, Contract Administrator

**SUBJECT: Contract No. 26-023 Refrigerant Supply and Cylinder Exchange Services (R-134a and R-407c)**

For your review and signature, I have attached Contract No. 26-023 between Trinity Metro and Swipe Resources, LLC. to provide Refrigerant Supply and Cylinder Exchange Services (R-134a and R-407c). The term on the contract is one year with one one-year renewal option for an amount not to exceed \$40,000.

The effective date of this contract will be upon final execution by Reed Lanham.

No Board action is required for this contract.

Thank you,

Anthony Brown,  
Contract Administrator



## PURCHASE AUTHORIZATION TO AWARD CONTRACT

### **BACKGROUND**

On April 1, 2026, Trinity Metro issued Invitation for Bid IFB 26-T023, Refrigerant Supply and Cylinder Exchange Services (R-134a and R-407c). Two bids was received, Swipe Resources, LLC. and Perfect Resource Group, LLC. Swipe Resources, LLC was found to be the responsive and responsible bidder.

### **PROCUREMENT**

The Trinity Metro Procurement Department has followed its procurement policy with this formal solicitation and has complied with all applicable Federal, State, and Trinity Metro procurement requirements.

### **FINANCE**

Funding for these services will be paid from operational funds.

### **RECOMMENDATION**

Procurement recommends that Trinity Metro award the contract for Refrigerant Supply and Cylinder Exchange Services (R-134a and R-407c) for an amount not to exceed \$40,000 to Swipe Resources, LLC.

Signed by:  
By: Mark Snider Date: Jun-02-2026  
5710A39FDEDB479...  
MARK SNIDER, DIRECTOR OF MAINTENANCE

DocuSigned by:  
By: Aya Ealy Date: Jun-02-2026  
259BA6174E232210...  
AYA EALY, DIRECTOR OF PROCUREMENT