

REQUEST FOR PROPOSALS

TELECOMMUNICATIONS SERVICES



HoustonfirstSM

TELECOMMUNICATION SERVICES REQUEST FOR PROPOSALS (“RFP”)

ISSUE DATE: October 28, 2015

DUE DATE: **11:00 a.m. on December 1, 2015** (“Submission Deadline”)

INSTRUCTIONS: Proposers must submit seven (7) paper copies of their Proposal and one (1) electronic copy of their Proposal on a flash drive in a sealed package in person, via mail or courier.

SUBMIT TO: Houston First Corporation, Attn: General Counsel, 1331 Lamar St., 7th Fl., Houston, TX 77010. Proposals submitted by email or fax will be rejected. **Please write the Proposer’s name, phone number and email address on the outside of the sealed package.**

CONTACT INFO: Questions concerning this RFP must be sent to bids@houstonfirst.com no later than **11:00 a.m. on November 17, 2015**. Questions will be answered collectively, in the form of a Letter of Clarification available at: www.houstonfirst.com/DoBusiness.aspx.

PURPOSE & OVERVIEW

Houston First Corporation (“HFC”) requests responsive proposals (“Proposals”) from highly-qualified providers capable of providing telecommunication services for licenses, exhibitors, subleases, and other users of its facilities (“Proposers”), as described herein.

HFC is a local government corporation created by the City of Houston to facilitate economic growth through the promotion of the greater Houston area and the business of conventions, meetings, tourism, and the arts. HFC manages and operates more than 10 city-owned facilities, including the George R. Brown Convention Center, Gus S. Wortham Theater Center, Jones Hall for the Performing Arts, and Miller Outdoor Theatre. HFC is the entity responsible for marketing Houston and increasing awareness of its many attractions and amenities.

The George R. Brown Convention Center (“GRBCC”) is a nationally prominent convention and trade show facility. Ranked among the nation’s largest convention centers, GRBCC offers over one million square feet of dedicated meeting space, including seven ground-floor exhibit halls with 547,000 square feet of exhibit space, a 3,600 tier-seated amphitheater, a level-three exhibit hall featuring telescopic arena-style seating, meeting rooms, and a 31,500 square-foot ballroom.

The proposer selected will support a 200 Mbps multi-node metropolitan area network supporting multiple remote facilities across the city. Monitoring and support at each site is required 24/7 and can vary from switch and firewall configurations to custom networking solutions for various temporary events with as many as 10,000 individual users. Support also includes overall management of a complex voice network spanning all properties in the metro Houston area.

As infrastructure availability and quality range greatly at each facility, the proposer selected will have the responsibility to manage the infrastructure, make improvements, and recommend solutions to improve the availability and reliability of all technologies provided at such remote sites.

The current Cisco network includes multiple firewalls, nearly 70 data switches, over 500 VOIP and digital phones, 20 plus elevator phones, and over 20 wireless access points. (The voice network is extended to these locations via 4 Avaya survivable remote gateways.) HFC relies on its contractor to provide a minimum of 100 Mbps of Internet bandwidth with 255 Public IPs.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held for the benefit of all prospective Proposers at **10:00 a.m. on November 10, 2015** in **Meeting Room 380 A** at the George R. Brown Convention Center, located at 1001 Avenida de las Americas, Houston, Texas 77010. Although attendance at the conference is not mandatory, all prospective Proposers are urged to be present.

RFP PACKETS

A complete copy of this RFP, including all forms, as well as the Agreement and its exhibits, is available on-line at: www.houstonfirst.com/DoBusiness.aspx.

LETTERS OF CLARIFICATION

Revisions incorporated into this RFP, if any, will be confirmed in a letter posted online prior to the Submission Deadline at www.houstonfirst.com/DoBusiness.aspx ("Letter of Clarification"). When issued by HFC, Letters of Clarification become part of this RFP automatically and supersede any previous specifications or provisions in conflict therewith. By submitting a Proposal, Proposers shall be deemed to have received all Letters of Clarification and to have incorporated them into their Proposal. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein. It is the responsibility of Proposers to monitor the foregoing link and ensure they receive any such Letters of Clarification.

ELIGIBILITY AND RESPONSE FORMAT

Although HFC prefers substance over form, to be considered responsive, Proposers should review the following criteria/information requests and respond, in order, to the best of their ability:

- a. **Transmittal Letter:** Include a brief cover letter signed by a person authorized to make representations on behalf of the Proposer, including his or her direct phone number and email address. Proposers **must** make a specific, unambiguous statement accepting and agreeing to comply with the terms and conditions of this Proposal or identify any objections in or immediately following the letter. Be advised that proposals including material exceptions will be rejected without further consideration.
- b. **Experience & Qualifications:** Describe Proposer's history, strengths and experience in meeting the needs of its clients. Provide three current references at convention center facilities, theaters or hotels where Proposer has provided in-house telecommunication services for three consecutive years or more. Include the name, phone number and email address for the facility manager for each such reference.
- c. **Key Personnel:** Identify the proposed Project Manager and any essential personnel who would be assigned to provide services for HFC; include a brief summary of their qualifications.
- d. **Value-Added Projects/Services:** HFC recognizes (and appreciates) that some Proposers will offer service-enhancing projects or additional/unique services, above and beyond the services sought within this RFP. Costs to HFC for such projects and services – if any – must be defined clearly.
- e. **Diversity:** Note any subcontractors Proposer reasonably expects would be used to meet or exceed the Diversity Commitment for this RFP.
- f. **Sample Equipment Rates:** For comparative purposes, please submit sample pricing, preferably formatted as it would be received by an end user (e.g., rental fees for equipment, primary rate interface rates, connection fees, labor charges with any minimum hours required, and any standard equipment packages). Rates should be competitive with those offered at other, comparable convention centers.
- g. **Applicable Percentage:** Complete the Applicable Percentage Form provided at the end of the RFP. Do not alter the official form. Submission or attachment of company quotation forms or other documents containing alternative or conflicting terms is not acceptable. The Applicable Percentage Form must be **at least 31%** and should be the last page of the Proposal as submitted.
- h. **Overall Responsiveness:** The conciseness and clarity of every Proposal will be evaluated (there is no page limit). Proposals including any exceptions to terms will receive zero points for this criterion.

MANNER OF SELECTION

HFC intends to make a selection and enter into a contract with the best-qualified Proposer during based on merit and qualifications. The factors HFC will consider are: Experience and Qualifications (30%); Applicable Percentage and Pricing (20%); Key personnel (15%); Acceptance of Terms (10%); Value-added services (10%); Diversity commitment (10%); and Overall responsiveness (5%).

HFC reserves the right to select or reject all or part of any proposal, waive minor technicalities, and select proposals in the manner and to the extent that they serve the best interests of HFC. This RFP does not commit HFC to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a proposal in response to this RFP. HFC reserves the right to request oral interviews, clarifications/additional information, and/or best-and-final offers from some or all Proposers prior to making a final selection.

FORM OF AGREEMENT

By submitting a response to this RFP, Proposer agrees, upon notice of selection, to enter into a contract with HFC which shall include the Telecommunication Services Agreement set forth below and the Scope of Services (collectively referred to as the "Agreement"). Preprinted or standard terms submitted by a Proposer shall not be included in the resulting Agreement.

RESTRICTIONS ON COMMUNICATIONS

From the date issued until the Submission Deadline, Proposers are directed not to communicate with HFC officers, directors or employees regarding any matter relating to this Proposal, other than through bids@houstonfirst.com and HFC representatives during the pre-submittal conference. HFC reserves the right to reject any Proposal due to violation of this provision.

COLLUSION

Proposers represent that the contents of their Proposals have not been communicated, directly or indirectly, to any potential Proposer and that their submissions are made in compliance with federal and state antitrust laws without previous understanding, agreement or connection with any competitor or other potential Proposer; this restriction is not, however, intended to preclude preliminary negotiations with diversity subcontractors.

CONFLICT OF INTEREST

Proposers are required to disclose affiliations or business relationship that might cause a conflict of interest with HFC. The disclosure form, if required, is available online at: <http://www.ethics.state.tx.us/forms/CIQ.pdf>. By submitting a Proposal, Proposers represent that they are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

DIVERSITY COMMITMENT

The Proposer selected will be required to use good faith efforts to award subcontracts to diversity participants certified by any of the identified certification agencies as defined in the HFC Diversity Program. The specific goal for this project is **15%** of purchases made by contractor for the performance of the Services under this Agreement (e.g., equipment used at the GRBCC primarily or exclusively; furniture, computers and supplies used or consumed in the Premises). Proposers should note if they are certified as a diversity participant in their submittal; however, such certification shall **not** lessen or otherwise alter the requirement to use good faith efforts to award subcontracts to diversity participants.

PUBLIC INFORMATION

HFC is subject to the Texas Public Information Act ("TPIA"). Information submitted by Proposers is subject to release under the provisions of the TPIA set forth in Chapter 552 of the Texas Government Code. Each page where confidential/proprietary information appears must be labeled as such by Proposers clearly. Proposers will be advised of any request for public information that implicates their materials and will have the opportunity to raise objections to disclosure with the Texas Attorney General at their expense.

WITHDRAWAL OF PROPOSAL; ERRORS

To withdraw a Proposal due to an error or any other reason, a written request from the Proposer must be received at bids@houstonfirst.com prior to the Submission Deadline.

TELECOMMUNICATION SERVICES AGREEMENT

This agreement for Telecommunication Services (“Agreement”) is made by and between Houston First Corporation (“HFC”), a local government corporation created under Chapter 431 of the Texas Transportation Code, whose address is 1001 Avenida de las Americas, Houston, Texas 77010 and [TBD] (“Contractor”), whose address is [TBD]. In consideration of the mutual promises contained herein, the parties hereby agree as follows:

1.0 Overview of Services

1.1 The term “GRBCC” means the George R. Brown Convention Center, located at 1001 Avenida de las Americas, Houston, Texas 77010.

1.2 The term “Facility” or “Facilities” means the George R. Brown Convention Center and any other building, facility, park, grounds, or other structure of any kind or description located within the limits of the City of Houston which is owned, leased, licensed, or otherwise controlled by HFC.

1.3 The term “Services” means labor, equipment and materials necessary for the installation, connection, operation, troubleshooting, disconnection, and removal of voice, data, T-1/T-3 access, ISDN connectivity, Internet and Intranet connectivity, WiFi, highspeed broadband connectivity, long distance services, multi-line services, data communications cabling, and new telecommunications services as they become available at GRBCC (and other Facilities, as directed by HFC), in the manner and to the extent described in this Agreement, including the Scope of Services attached hereto as **Exhibit “A”** and made a part hereof by this reference.

1.4 The term “Event Services” refers to those Services performed primarily for the benefit of Facility licensees, their exhibitors, attendees, and other short-term users designated by HFC; “Administrative Services” refers to those Services performed primarily for the benefit of HFC, its subleasees, in-house contractors, and other similar, users designated by HFC.

1.5 In the manner and to the extent provided in this Agreement, Contractor has the right, duty and obligation to provide Event Services at the GRBCC; provided, however, that such exclusivity shall not extend to portions of the GRBCC leased or subleased by HFC (whether existing as of the Effective Date or entered into during the Term or any Renewal Term) to third parties for office, restaurant, retail, or other commercial uses as determined by HFC.

1.6 Contractor represents and warrants that the Services shall be performed in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for Services of this kind. Contractor shall secure and pay for any permits or licenses necessary for proper execution and completion of the Services.

1.7 Contractor shall supervise and direct the Services, using Contractor’s best skill and attention. Contractor shall be solely responsible for, and have control over, means, methods, techniques, sequences and procedures and for coordinating all portions of the Services under the Agreement, except to the extent the Scope of Services sets forth other, specific instructions concerning such matters.

1.8 Contractor shall designate a representative who shall have express authority to bind Contractor with respect to all matters under this Agreement and provide a direct phone number and email address for such authorized representative.

1.9 Execution of this Agreement by Contractor is a representation that Contractor has visited the Facilities, become familiar with the conditions under which the Services are to be performed, and correlated personal observations with the requirements of this Agreement.

1.10 Contractor shall enforce strict discipline and good order among Contractor’s employees and other persons carrying out the Services. Contractor shall perform all Services using trained and skilled persons having substantial experience performing the work required under this Agreement. Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them. Contractor shall use all tools, equipment, materials, and supplies utilized in the performance of the Services in accordance with the manufacturer’s instructions.

1.11 If any Services performed by Contractor do not meet the standards of this Agreement, as determined by HFC in its reasonable discretion, then Contractor shall correct or modify the Services promptly upon demand from, and at no additional cost to, HFC. If Contractor performs Services knowing same to be contrary to any applicable laws, statutes, ordinances, rules and regulations (including payment card industry standards, as may be amended from time to time), and/or lawful orders of public authorities, then Contractor shall be liable for such violation and shall bear the costs attributable to their correction.

1.12 Contractor shall be liable to HFC for the negligent and intentional acts and omissions of Contractor's employees, agents, contractors, subcontractors, and other persons or entities performing portions of the Services for or on behalf of Contractor, including, but not limited to, damage to Facility walls, carpet, movable wall partitions, doors, ceiling tiles, and elevators. Contractor shall, at its sole cost and expense, promptly remedy such damages and restore any property or fixtures thereby affected to the condition existing prior to such damage, to the satisfaction of HFC.

1.13 Contractor represents and warrants that the Services shall be performed in compliance with applicable federal, state and local laws, statutes, ordinances, and lawful orders of public authorities. Without limiting the foregoing, Contractor further represents and warrants that the Services shall be performed in accordance with FCC regulations and applicable safety rules and regulations, such as OSHA standards and directives for setting-up and utilizing platforms, lifts, ladders, scaffolding, safety lines and belts, and operating other, similar equipment. Contractor shall ensure that its employees, agents, contractors and subcontractors use personal protective equipment, safety harnesses, fall protection equipment, and other equipment in the manner and to the extent required to perform the Services safely.

1.14 Without limiting the Service standards and conditions set forth in this Agreement, Contractor warrants it shall provide the Wi-Fi Services, and operate the equipment used to provide such services, in full compliance with FCC regulations (including those regarding spectrum usage and interference) and shall provide good faith assistance in resolving interference with installed transmitting and receiving equipment.

1.15 If HFC wishes to provide a specialized technology Event Services, which involves new technologies and/or services not offered by Contractor as of the first date of the Term, then HFC and Contractor shall endeavor to mutually agree upon the rates and commissions to be paid for such new services. If HFC and Contractor are unable to reach agreement on provision of the new services within a reasonable time, then HFC may obtain or arrange to provide such services from or through another technology provider and Contractor shall cooperate and coordinate, consistent with this Agreement, with other providers as necessary to provide such new services.

1.16 Except as otherwise expressly provided in this Agreement, Contractor shall bear the costs of offering, providing, installing, operating and maintaining the equipment and systems necessary for the provision of Services during the Term and any Renewal Term.

1.17 Contractor recognizes that the Services provided under this Agreement are crucial to the operation of the Facilities; that continuity thereof must be maintained at a consistently high level without interruption; that upon expiration of the Agreement, a successor contractor may continue these services; that such contractor shall need phase-in orientation training; and that Contractor shall cooperate in order to effect an orderly and efficient transition of service providers. Accordingly, Contractor agrees to and shall provide phase-out services for up to 30 calendar days prior to the expiration of this Agreement for any successor contractor at no charge to HFC or such successor contractor and shall, except as directed by HFC, honor service and pricing commitments made in writing by the preceding Contractor for contracted events at the Facilities.

2.0 Premises

2.1 HFC grants to Contractor a license to use and occupy a limited portion of GRBCC designated by HFC in its sole but reasonable discretion for office and storage purposes (the "Premises"). Such Premises shall be used by Contractor exclusively for the purposes of the provision of the Services, including storage of equipment; Contractor represents that equipment stored in the Premises shall be for the exclusive use for events at the Facilities.

2.2 HFC makes no warranty or representation to Contractor of any kind, express or implied, regarding the suitability of the Premises, or any portion of GRBCC, as built, for any aspect of Contractor's use or expected use of the Premises. The Premises is offered by HFC and accepted by Contractor in its current condition, on an "AS IS" basis. Commencement of

the use of the Premises shall be conclusive that the Premises were in good repair and in satisfactory condition, fitness and order when such use commenced.

2.3 At the end of the Term or applicable Renewal Term, Contractor shall vacate and surrender the Premises to HFC in the same condition found before the commencement of the Term, excepting minor damage due to ordinary wear and tear. Should Licensee fail to vacate and surrender the Premises in such manner, then HFC may enter the Premises, remove and store all property therein at the sole expense of Contractor and dispose of same if, after the expiration of 30 calendar days, Contractor has failed to remove the property from the possession of HFC.

2.4 In the Premises, Contractor shall arrange for, at its sole cost and expense, any furniture, furnishings, fixtures, computers, copiers, and any other equipment/supplies necessary to ensure the orderly performance of the Services; provided, however, that Contractor shall be obliged to order and pay for any exclusive in-house services at GRBCC it may require, whether offered currently or subsequent to the Effective Date, including, by way of example and not limitation, rigging and food-and-beverage services. Additionally, Contractor acknowledges that HFC has or may have contractual sponsorship obligations requiring exclusivity with respect to certain products or brands and Contractor shall not take any action that might in any manner or to any extent conflict with or challenge such commitments or obligations to such sponsors, as determined by HFC.

2.5 At Contractor's sole cost and expense, Contractor may construct or install fixtures or permanent improvements within Premises; provided, however, that all such fixtures and improvements shall have the prior written approval of HFC and shall in all respects conform to and comply with all applicable statutes and ordinances. Title to all fixtures and improvements shall vest in HFC upon the termination or expiration of this Agreement.

2.6 Contractor acknowledges that, in order for GRBCC to be operated as efficiently as practicable, it may be necessary to schedule or share certain services and equipment including, but not limited to, entrances, exits, ramps, loading docks, receiving areas, marshaling areas, freight elevators, and parking areas. Contractor agrees to work cooperatively with other contractors and users of GRBCC; in the event of a conflict, HFC shall have final authority to establish the reasonable schedules for the use and availability of such services and equipment and to determine when, and the extent to which, the sharing of any such services and equipment is necessary or desirable.

2.7 HFC may elect to relocate Contractor from the Premises to other space (the "Substitute License Area") within the GRBCC or to another building located within a reasonable distance from the GRBCC that is owned, operated or controlled by HFC, without the consent of Contractor, by giving Contractor at least 60 calendar days' prior notice. Such relocation notice shall specify the effective date of the relocation from the Premises Contractor is then occupying and the space to which Contractor is being relocated, and Contractor shall surrender the Premises Contractor is then occupying in accordance with the provisions of this Section on or before the stated effective date. In accomplishing such relocation, HFC and Contractor shall reasonably cooperate with one another, and consult with one another in good faith, so as to reduce or limit, insofar as reasonably practical, the effects of the necessary disturbance or disruption of the Services.

2.8 Contractor shall abide by the Office Space Rules and Regulations attached hereto as **Exhibit "B"** and made a part hereof by this reference. HFC, in its sole discretion, shall have the right to establish additional, equitable rules and regulations applicable to all office space occupants and to adopt amendments to the same from time to time for the proper and efficient operation and/or maintenance of common areas of GRBCC or any portion thereof. All rules and regulations shall be applicable to and enforced against all office space occupants of GRBCC in a uniform and non-discriminatory manner.

3.0 Payment and Term

3.1 As used in this Agreement, the term "Gross Receipts" shall mean the aggregate amount of gross billing, (including equipment sales, gratuities, service and rental charges received or charged by Contractor, its employees, agents and subcontractors) for all sales, cash or credit, whether collected or not, made as a result of the service rights granted under the Agreement, excluding applicable sales taxes, Administrative Services, and any billings to HFC as specifically provided for herein.

3.2 The term "Applicable Percentage" shall mean the following percentages of the Gross Receipts due and payable to HFC: **[TBD]**.

3.3 On or before the fifteenth day of each calendar month the Agreement is in effect, Contractor shall submit to HFC a detailed report showing all Gross Receipts attributable to the preceding calendar month. Such reports shall be submitted on forms approved by HFC and shall be accompanied by payment to HFC of an amount equal to the sum of the Applicable Percentage and the Special Services Fund (defined below) for the preceding month.

3.4 Within 10 calendar days of the Effective Date, Contractor shall submit, for review and approval, a true and correct rate schedule to HFC for the Services to be performed under this Agreement commencing on the first date of the Term (including, by way of example only, rental fees for equipment; primary interface rates; connection fees; labor charges, with any minimum hours required; and standard equipment packages, if any) (the "Rate Schedule"). HFC reserves the right, in its sole discretion, to require Contractor to clarify or provide additional information with regard to the Rate Schedule, to the sole satisfaction of HFC, before such rates are made effective. Contractor represents that its rates for Services are and shall be competitive with similar services provided at other, comparable convention facilities.

3.5 Contractor may request that HFC allow the Rate Schedule to be adjusted during the Term (and any Renewal Term) by submitting a true and correct copy of any proposed adjustment in writing to HFC; provided, however, that HFC reserves the right, in its sole discretion, to approve, deny, or to require Contractor to clarify or provide additional information with regard to the Rate Schedule, to the sole satisfaction of HFC, before such rates may be made effective.

3.6 In addition to the Applicable Percentage, Contractor agrees to and shall dedicate [TBD] of Gross Receipts for each month during the Term and any Renewal Term to a special fund for Services maintained by Contractor and utilized as directed by HFC in accordance with the provisions of this Section (the "Special Services Fund"). HFC may direct Contractor in writing to perform Services at the Facilities for sponsored or special events designated by HFC in its sole discretion; Contractor agrees that the at-cost value of such Services shall be deducted from the Special Services Fund. The parties agree that the term "at-cost value" includes raw cost of materials, fully loaded labor costs and no more than a 5% allowance for Contractor overhead costs. At the expiration or termination of this Agreement, or upon written request from HFC during the Term and any Renewal Term, Contractor shall remit to HFC all funds remaining in the Special Services Fund within 30 calendar days. For the avoidance of doubt, the parties acknowledge and agree that the Special Services Fund shall not be used for general procurement, capital projects or other public works projects of a municipality.

3.7 Contractor shall, at its expense, within 30 calendar days following the end of each 12-month period during the Term and any Renewal Term (or, if less than a 12-month period, the period during which this Agreement was in effect), submit to HFC a statement prepared in accordance with generally accepted accounting principles by a certified public accountant showing Gross Receipts during the preceding 12-month period, to be used to confirm that payments were properly reported, collected, and remitted to HFC. If Contractor has made an erroneous payment, then that amount shall be debited from, or credited to Contractor's account to be added to, or applied against, one or more of the next succeeding monthly payments as directed by the HFC CFO. In no event shall HFC be liable for interest if there has been an overpayment by Contractor. Any payment remaining past due for a period of 30 calendar days or more shall bear interest at the greatest of 12% or the highest rate allowable by law from the date the payment was due.

3.8 The term of this Agreement shall begin on **February 1, 2016** and end on **January 31, 2023** ("Term"). HFC may, in its sole discretion, renew the Term for three additional one-year terms (each a "Renewal Term" and collectively, "Renewal Terms") on the same terms and conditions as set forth herein. HFC may exercise such option by notifying Contractor in writing at least 30 calendar days' prior to the expiration of the Term or applicable Renewal Term. HFC may also extend the Term by up to an additional calendar 180 days, on the same terms and conditions as set forth herein, by notifying Contractor in writing of such extension prior to the expiration of the Term or applicable Renewal Term.

4.0 Insurance and Performance Bond

4.1 With no intent to limit Contractor's liability under indemnification provisions herein, Contractor shall provide and maintain in full force and effect, for the duration of the Term and any Renewal Term, at least the following insurance and limits of liability:

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| a. Commercial General Liability | Combined single limit of \$1,000,000 per occurrence, subject to a general aggregate of \$2,000,000 |
| b. Automobile Liability Insurance | \$1,000,000 combined single limit including Owned, Hired, and |

- | | |
|--------------------------|--|
| c. Workers' Compensation | Non-Owned and Auto Coverage
Statutory amounts for Workers' Compensation (Contractor is not allowed to self-insure Workers' Compensation) |
| d. Employer's Liability | Bodily Injury by accident \$1,000,000 (each accident); Bodily Injury by disease \$1,000,000 (policy limit); and Bodily Injury by disease \$1,000,000 (each employee) |

4.2 Insurance may be in one or more policies of insurance, the form of which is subject to approval by HFC. It is agreed, however, that nothing HFC does or fails to do with regard to reviewing the foregoing insurance policies relieves Contractor from its duties to provide required coverage and HFC's actions or inactions will never be construed as waiving HFC's rights.

4.3 Each policy, except those for Workers' Compensation, must include an endorsement naming HFC and the City of Houston as additional insureds.

4.4 Each policy except must include an endorsement to the effect that issuer waives any claim or right in nature of subrogation to recover against HFC and the City of Houston.

4.5 The issuer of any policy shall have a Certificate of Authority to transact insurance business in Texas or be an eligible non-admitted insurer in the State of Texas and have an A.M. Best rating of at least A- with a financial size category of Class VI or better.

4.6 Contractor shall furnish, at its sole cost and expense, a performance bond for **\$100,000.00**, renewable each year of the Term, including any Renewal Terms, conditioned on Contractor's full and timely performance of the Agreement. The bond must be in a form approved by HFC's General Counsel and issued by a corporate surety authorized and admitted to write surety bonds in Texas.

5.0 Release and Indemnification

5.1 CONTRACTOR AGREES TO AND SHALL RELEASE HFC AND THE CITY OF HOUSTON, THEIR OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, AGENTS, AND LEGAL REPRESENTATIVES (COLLECTIVELY, "INDEMNITEES") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY INDEMNITEES' CONCURRENT NEGLIGENCE AND/OR INDEMNITEES' STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY AND INCLUDING ALL LIABILITY FOR DAMAGES OR OTHER RELIEF ARISING UNDER FEDERAL OR STATE EMPLOYMENT LAWS RELATING TO OR INVOLVING PERSONNEL EMPLOYED BY CONTRACTOR UNDER THIS AGREEMENT.

5.2 CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD HFC AND THE CITY OF HOUSTON, INCLUDING THEIR OFFICERS, DIRECTORS, EMPLOYEES, CONTRACTORS, AND AGENTS, (COLLECTIVELY, "INDEMNITEES") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, FINE, LIABILITY, OR OTHER LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY OR RELATING TO CONTRACTOR AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', DIRECTORS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY, "CONTRACTOR'S") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS; INDEMNITEES' AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND INDEMNITEES' AND CONTRACTOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND ACTUAL OR ALLEGED VIOLATIONS OF ANY FEDERAL, STATE OR LOCAL ENVIRONMENTAL AND/OR EMPLOYMENT LAWS, INCLUDING WITHOUT LIMITATION, ALL CLAIMS AND CAUSES OF ACTION

BROUGHT AGAINST INDEMNITEES BY CONTRACTOR'S PERSONNEL AND/OR GOVERNMENT AGENCIES ARISING FROM, RELATING TO, OR INVOLVING SERVICES OF CONTRACTOR'S PERSONNEL UNDER THIS AGREEMENT.

5.3 CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD INDEMNITEES HARMLESS DURING THE TERM OF THIS AGREEMENT (INCLUDING ANY RENEWAL TERMS) AND FOR FOUR YEARS AFTER THE AGREEMENT TERMINATES. CONTRACTOR SHALL NOT INDEMNIFY INDEMNITEES FOR THEIR SOLE NEGLIGENCE. CONTRACTOR SHALL REQUIRE ALL OF ITS CONTRACTORS AND SUBCONTRACTORS TO RELEASE AND INDEMNIFY INDEMNITEES TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS ITS RELEASE AND INDEMNITY TO INDEMNITEES.

5.4 HFC SHALL NOT BE LIABLE TO CONTRACTOR FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS (DIRECT OF INDIRECT) AND LOST REVENUES HOWSOEVER ARISING, WHETHER OR NOT CHARACTERIZED IN NEGLIGENCE, TORT, CONTRACT, OR OTHER THEORY OF LIABILITY, EVEN IF HFC HAS BEEN ADVISED OF THE POSSIBILITY OF OR COULD HAVE FORESEEN ANY SUCH DAMAGES.

5.5 If HFC or Contractor receives notice of any claim or circumstances, which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 30 days. The notice must include a description of indemnification event in reasonable detail, the basis on which indemnification may be due, and the anticipated amount of indemnified loss.

5.6 This notice does not stop or prevent HFC from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If HFC does not provide this notice within the 30 day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

5.7 Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to HFC. Contractor shall then control the defense and any negotiations to settle the claim. Within ten days after receiving written notice of the indemnification request, Contractor must advise HFC as to whether or not it will defend the claim. If Contractor does not assume the defense, HFC may assume and control the defense, and all defense expenses constitute an indemnification loss.

5.8 If Contractor elects to defend the claim, HFC may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Contractor may settle the claim without the consent or agreement of HFC, unless it (i) would result in injunctive relief or other equitable remedies or otherwise require Indemnitees to comply with restrictions or limitations that adversely affect Indemnitees, (ii) would require Indemnitees to pay amounts that Contractor does not fund in full, (iii) would not result in Indemnitees' full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

6.0 Force Majeure

6.1 Timely performance by both parties is essential to this Agreement. However, neither party will be liable for delays or other failures to perform its obligations under this Agreement to the extent the delay or failure is caused by an occurrence of Force Majeure.

6.2 For purposes of this Agreement, the term "Force Majeure" shall mean fires, floods, hurricanes, tornadoes, explosions, war, terrorism, and the acts of a superior governmental or military authority. The term Force Majeure does not include strikes, slowdowns or other labor disputes; changes in general economic conditions, such as inflation, interest rates, economic downturn, or other factors of general application; or an event that merely makes performance more difficult, expensive or impractical.

6.3 Relief is not applicable unless the affected party uses due diligence to remove the Force Majeure as quickly as possible and provides the notice describing the actual delay or non-performance incurred within ten calendar days after the Force Majeure ceases. An occurrence of Force Majeure shall not extend the Term.

7.0 Diversity Commitment

7.1 Contractor shall make good faith efforts to award subcontracts equal to **15%** of purchases made by Contractor for the performance of the Services under this Agreement (including, by way of example, equipment used at the GRBCC primarily or exclusively, furniture, computers and supplies used or consumed in the Premises) to certified, diverse suppliers of goods and services in accordance with the Diversity Program established by HFC, which is incorporated herein by this reference. Notwithstanding anything herein to the contrary, HFC reserves the right to require a higher or lower diversity commitment for Administrative Services, as set forth in some or all Work Orders issued for such services.

7.2 Contractor shall, on a monthly basis or as directed by HFC, disclose the manner and extent it has made good faith efforts to achieve such goal and submit reports on forms provided by HFC.

8.0 Drug Testing and Background Checks

8.1 It is the policy of HFC to achieve a drug-free workforce and workplace; Contractor shall comply with this policy and shall subject its employees to drug testing if there is a reasonable suspicion that the employees may be abusing drugs or alcohol while working in a Facility. Prior to their employment by Contractor, all personnel performing Services under this Agreement on a routine basis shall be drug tested at Contractor's expense. Subsequent drug testing, whether at random or for reasonable suspicion, shall also be conducted at Contractor's expense. Any employee or applicant testing positive for drugs or alcohol shall not be permitted to perform Services for HFC under this Agreement. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol by Contractor, including its employees, agents and subcontractors, is prohibited at the Facilities.

8.2 Contractor shall conduct national and local background checks on all employees performing Services under this Agreement on a routine basis. Such background checks shall include, subject to restrictions imposed under applicable law, a thorough criminal conviction history, including registered sex offender status; prior employment history, inclusive of reasons for dismissals, if any; and level of education achieved.

9.0 Termination

9.1 Either party may terminate this Agreement for cause if the other party defaults and fails to cure the default after receiving notice thereof. Default occurs if a party fails to perform one or more of its material duties under this Agreement. If a default occurs, then the injured party may, in addition to any other available right or remedy, deliver a written notice to the defaulting party describing the default and the proposed termination date. The date must be at least 30 calendar days after receipt of the notice. The injured party, at its sole option, may extend the proposed termination date to a later date. If the defaulting party cures the default before the proposed termination date, then the proposed termination shall be ineffective. If, however, the defaulting party does not cure the default before the proposed termination date, then the injured party may terminate this Agreement on the termination date.

9.2 HFC may terminate this Agreement for its convenience at any time by giving 30 calendar days' written notice to Contractor. HFC's right to terminate this Agreement for convenience is cumulative of all rights and remedies. On receiving such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all Services hereunder and cancel all existing orders and subcontracts attributable to this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice to HFC showing in detail the Services performed under this Agreement up to the termination date. HFC shall then pay the amount due Contractor for Services actually performed, but not paid previously, in the same manner as prescribed herein.

9.3 TERMINATION OF THIS AGREEMENT FOR CONVENIENCE BY HFC DOES NOT CONSTITUTE AND SHALL NOT BE CONSTRUED AS A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM TERMINATION FOR CONVENIENCE BY HFC.

10.0 Miscellaneous

10.1 Inspections and Audits. Upon reasonable notice, either party shall have the right to examine and review the other party's books, records and billing documents which are related to performance or payment under this Agreement. Nothing in this Section shall affect the time for bringing a cause of action or the applicable statute of limitations. If, as a result of such inspection and audit, it is established that additional fees are due HFC, Contractor shall, upon written notice from

HFC, pay such additional fees plus interest at the highest rate allowed by law from the due date. This payment shall be made within 30 calendar days of such written notice. If the audit reveals a difference of more than five percent between Gross Receipts reported by Contractor and Gross Receipts as determined by the audit, then the cost of the audit shall be borne by Contractor.

10.2 Instruments of Service. Contractor shall grant and assign and hereby does grant and assign to HFC all rights, title, interest and full ownership worldwide in and to Instruments of Service developed, written or produced by Contractor under this Agreement. As used herein, the term “Instruments of Service” includes all representations, in any medium, of the tangible and intangible creative work performed by Contractor under this Agreement including, without limitation, CAD files, reports, studies, databases, conceptual designs, surveys, questionnaires, sketches, drawings, photographs, specifications, and other, similar documents and materials.

10.3 Notices. Notice to either party to the Agreement must be in writing and must be delivered by hand, United States registered or certified mail, return receipt (or electronic return receipt) requested, Federal Express, UPS or any other national overnight express delivery service. The notice must be addressed to the party to whom the notice is given at its address set out in this Agreement or other address the receiving party has designated previously by proper notice to the sending party. Postage or delivery charges must be paid by the party giving the notice.

10.4 Independent Contractors. HFC and Contractor agree that they do not intend to form, and this Agreement shall not be construed as creating, a partnership or joint venture under any circumstances. Neither party hereto shall have any authority, in any manner or to any extent, to bind the other party. With respect to each other, the parties shall be independent contractors for all purposes.

10.5 Venue and Laws. Contractor shall strictly comply with all applicable laws, ordinances, codes, and regulations that affect performance by Contractor hereunder (including but not limited to payment card industry standards as may be amended from time to time), and shall pay before delinquent any taxes and assessments levied, assessed, or charged by any lawful authority upon Contractor’s proceeds under this Agreement. This Agreement shall be construed in accordance with the laws of the State of Texas without regard to conflict of law principles. Any litigation in connection with this Agreement shall be in a court of competent jurisdiction in Harris County, Texas.

10.6 Non-Waiver. Failure of either party hereto to insist on the strict performance of any of the agreements herein or to exercise any rights or remedies accruing hereunder upon default or failure of performance shall not be considered a waiver of the right to insist on and to enforce by any appropriate remedy, strict compliance with any other obligation hereunder or to exercise any right or remedy occurring as a result of any future default or failure of performance. The parties shall remain obligated to each other under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of the Term

10.7 Assignment and Severability. Contractor shall not assign this Agreement in whole or in part without the prior written consent of HFC. If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either party.

10.8 Entire Agreement. This Agreement, including the exhibits, represents the entire, integrated agreement between HFC and Contractor and supersedes all prior negotiations, representations or agreements, written or oral. In the event of a conflict between the terms of this portion of the Agreement and the Scope of Services, this portion of the Agreement shall control. This Agreement may not be altered or amended except in writing executed on behalf of all of the parties.

[signature page to follow]

The parties hereto have caused this Agreement to be signed by their authorized representatives, to be effective for all purposes as of the date of signature by HFC (“Effective Date”):

[TBD], “Contractor”

[Not for signature]

By: _____

Date: _____

Name:

Title:

Houston First Corporation, “HFC”

[Not for signature]

By: _____

Date: _____

Name:

Title:

EXHIBIT "A"
SCOPE OF SERVICES

Contractor agrees to and shall provide all labor, supervision, materials, equipment, tools, machinery, transportation, insurance, fuel, and other goods and services reasonable and necessary to provide the Services promptly upon request from HFC or Facility users, in accordance with this Scope of Services ("Services").

I. Personnel Support

1.1 Contractor shall employ an experienced manager ("Project Manager"), who shall use and occupy a portion of the Premises as his or her primary business office, to ensure the safe and effective performance of the Services. Contractor represents that such Project Manager shall supervise all aspects of the Services and is authorized to represent and act for Contractor in matters pertaining to this Agreement. The Project Manager shall be dedicated exclusively to the services required by this Agreement. Any change of Project Manager is subject to the prior written notice to HFC.

1.2 Whenever requested by HFC, Contractor shall send a knowledgeable representative familiar with both the Services and GRBCC to participate in site visits, pre-convention meetings, and other pre-event planning meetings as needed.

1.3 Contractor represents and warrants that at least one representative familiar with both the Services and GRBCC is available immediately by phone, email, and text message daily to address inquiries and leads Monday through Friday from at least 8:00 a.m. to 8:00 p.m. (excluding holidays). Outside of such times, Contractor guarantees an inquiry-specific response within 2 hours, with a direct and immediate contact made available to HFC for use in the event of an emergency at all times.

1.4 Contractor shall maintain a network operations center staffed 24/7, 365-days-a-year to ensure comprehensive network support at all Facilities.

1.5 Contractor shall require all of its permanent and temporary personnel performing Services under this Agreement to obtain an Exhibition Services and Contractors Association Worker Identification System badge at Contractor's sole cost and expense, to be worn at all times while at a Facility.

1.6 Contractor shall ensure its personnel wear a standardized uniform, including the Contractor's name and logo (and the GRBCC logo, as directed by HFC) at its sole cost and expense.

1.7 Contractor shall, at its sole cost and expense, provide its personnel with smart phones in sufficient quantity to ensure uninterrupted communication during such times.

II. Equipment

2.1 Contractor shall procure and maintain, at its sole cost and expense, a commercially-reasonable inventory of high-quality equipment/supplies necessary to perform the Services (including, by way of example and not limitation, routers, hubs, switches, twisted-pair wire, coaxial, and fiber) in sufficient quantity to service multiple, simultaneous events at GRBCC. Contractor shall store such equipment within the Premises or at a secure storage location, controlled by Contractor, located within 25 miles of GRBCC.

2.2 Contractor shall continuously inspect and test its inventory of equipment, instruments, wiring, installations, and supplies for indicia of excessive wear, fraying, malfunction, or other damage or defects and shall prevent use of same at the Facilities in any manner. Contractor shall promptly repair or replace excessively worn, malfunctioning, damaged, defective, vandalized, lost, or stolen equipment, instruments, wiring, installations, and supplies at no cost or expense to HFC.

2.3 Contractor shall periodically acquire new equipment to reflect technological advancements, increase sales and respond proactively to user demand.

2.4 Contractor shall label its equipment in a durable manner so as to ensure clear identification of ownership.

2.5 Upon request from HFC, Contractor shall promptly provide a then-current list of all Contractor equipment stored in the Premises.

2.6 At the end of each event, Contractor represents and warrants it shall promptly remove its temporary equipment/supplies from event areas (and/or common areas) and return same to storage within the Premises or off-site as appropriate.

III. Event Services

3.1 Contractor shall actively market, promote and sell the Event Services to actual and potential licensees, exhibitors and other users of GRBCC.

3.2 Contractor shall independently negotiate and prepare order forms and/or contracts for the Event Services, subject to any conditions, restrictions or obligations set forth in this Agreement.

3.3 Contractor shall produce and provide, in reasonable quantity for any printed items, promotional materials pertaining to the full spectrum of Event Services available at GRBCC at no cost to HFC.

3.4 Contractor shall ensure that qualified technicians and other personnel are on-site at the Facility at all material times during which Contractor's Event Services equipment is or may be used, so as to remedy (or avoid) misuse/malfunctioning and promptly resolve known errors to the maximum extent practicable and provide the Event Services in a safe, professional and efficient manner.

3.5 If HFC requires Event Services in support of HFC meetings or HFC sponsored-events at the Facilities, then Contractor shall provide such Services at no charge, save and except actual charges incurred by Contractor for labor, which shall be paid by HFC, at its option, in response to an invoice from Contractor or through a reduction in the Special Service Fund described herein.

3.6 HFC may elect to waive all or any portion of the Applicable Percentage for select national conventions, travel and meeting-industry events, major sports-related events, and other events expected to have a significant economic impact on the greater Houston Area, as determined by HFC in its sole discretion. In the event HFC makes such election, Contractor represents that it shall reduce its pricing to the designated GRBCC user by an amount equivalent to the HFC-elected reduction of the Applicable Percentage.

3.7 Contractor may elect, in its sole, but commercially reasonable discretion (including, for the avoidance of doubt, under the terms of a regional, national or multi-year contract with a third party), to waive all or any portion of the cost to users for its Services; provided, however, that Contractor shall pay HFC the Applicable Percentage for such Services based on the approved Rate Schedule then in effect, notwithstanding any such contractor-elected reduction or discount.

3.8 Contractor shall work cooperatively with other service contractors at the Facilities, including outside contractors hired by Facility users to produce their event, and agrees to provide same with Event Services they may request in accordance with the then-current Rate Schedule, or as provided otherwise herein.

IV. Administrative Services

4.1 Both parties acknowledge the need for a flexible procedure to facilitate the timely and cost-efficient performance of undefined, yet anticipated, needs for Administrative Services. The parties agree that the exact scope of services to be performed by Contractor depend on technological advancements, operational changes, additional facilities, and other events that may develop throughout the term of this Agreement. Such Administrative Services shall be performed by Contractor or its subcontractor as ordered by HFC on an as-needed basis in its sole and absolute discretion, initiated upon issuance of a work order ("Work Order") in a form approved by HFC General Counsel and Chief Information Officer.

4.2 Each Work Order shall include, at a minimum (i) a detailed scope of services developed by Contractor for review and approval by HFC; (ii) a commercially-reasonable breakdown of all applicable costs, with a not-to-exceed amount for any

hourly or other open-ended costs; (iii) schedule and time for completion, when appropriate; and (iv) any other relevant conditions or restrictions. Work Orders shall be numbered sequentially, governed by the terms and conditions of this Agreement; this Agreement shall control in the event of a conflict with one or more Work Orders.

4.3 If the scope or value of one or more Work Orders consists primarily of services to be performed by a third party, as determined by HFC in its sole, but reasonable discretion, then the total cost to HFC shall not exceed Contractor's actual costs, plus an administrative fee of up to 5%. Contractor shall act in good faith and use all commercially reasonable efforts to secure the best available pricing for such Work Orders.

4.4 For Work Orders completed within 30 calendar days of issuance, Contractor will be paid within 30 calendar days of completion or receipt of an invoice by HFC, whichever is later. For Work Orders not completed within 30 calendar days of issuance, Contractor may request a progress payment from HFC by submitting an invoice no more than once every 30 calendar days.

4.5 Each invoice submitted by Contractor shall (i) include the appropriate Work Order number, (ii) detail the work performed, (iii) state the amount due, and (iv) include relevant supporting documentation.

4.6 HFC will make payment to Contractor within 30 calendar days of the receipt and approval by HFC of such invoices by check or direct deposit, at the sole option of HFC. If any item in any invoice submitted by Contractor is disputed by HFC for any reason, including lack of supporting documentation, then HFC shall temporarily delete the disputed item and pay the remaining amount of the invoice; provided, however, that HFC shall promptly notify Contractor of the dispute and request clarification and/or remedial action. After any dispute shall have been settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

4.7 Contractor shall, in response to Work Order, (i) maintain a Cisco® wireless infrastructure capable of handling 10,000 users at reasonable download and upload speeds (which the parties acknowledge will evolve over time) on a 802.11AC infrastructure and (ii) provide HFC with a minimum of 100 Mbps of Internet bandwidth with 255 Public IPs at competitive rates; provided, however, that the parties shall reassess such minimum bandwidth periodically and increase same by mutual agreement during the Term and any Renewal Term.

4.8 Contractor shall, in response to Work Order, support and maintain the existing Nortel (Avaya) CS1000 PBX used at the Facilities and shall further maintain a service agreement with an Avaya authorized service partner for the duration of the Term and any Renewal Term.

4.9 All direct inward dialing (DID) numbers shall become the property of HFC upon the expiration or termination of this Agreement.

V. Value-Added Projects and Services

5.1 Contractor has offered and HFC hereby accepts the completion of certain enhancements and upgrades to existing Service-related equipment and systems in the manner described in this Section (each a "Project" and, collectively, the "Projects").

[TBD]

5._ With respect to any materials and equipment furnished by Contractor pursuant to this Section (or as part of a Work Order under this Agreement), Contractor warrants: (i) that all items are free of defects in title, design, material, and workmanship; (ii) that each item meets or exceeds the requirements of the relevant Project or Work Order; (iii) that any replacements item are new, in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item being replaced (when the replaced item was new), and will not cause any manufacturer's warranties to lapse or become invalid; and (iv) that no item or its use infringes any patent, copyright, or proprietary right.

5._ Work, materials, or equipment not conforming to the requirements of this Section shall be deemed defective and repaired or replaced at HFC's sole option by Contractor, at no cost to HFC. If required by HFC, Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

5._ Contractor hereby transfers and assigns to HFC all manufacturer's warranties for materials used in connection with the foregoing Projects and shall complete and execute all forms required to further evidence such transfer and assignment. The parties agree that no warranty made by Contractor is intended to limit, nor shall it be construed as limiting in any manner or to any extent, any manufacturer's or supplier's warranty. Upon request from HFC, Contractor agrees to provide reasonable assistance in enforcing such warranties against the manufacturer or supplier at no additional cost to HFC.

5._ Contractor is solely responsible for any necessary permits, licenses and inspections by government agencies necessary for proper execution and completion of the Projects.

5._ Contractor shall be responsible for all cutting, filling or patching required to complete the Projects or to make its parts fit together properly. All areas requiring cutting, filling and patching shall be restored to the condition existing prior to the cutting, filling and patching, unless otherwise directed in the applicable Work Order.

5._ Contractor shall keep Project sites and surrounding areas free from accumulation of waste materials or rubbish caused by work related to the Project.

5._ Contractor shall take precautions to minimize disruption of events at the Facilities to minimize dust, noise, and fumes, and to prevent power outages or the disturbance of utilities, fire suppression equipment, plumbing systems, and any other equipment or systems connected to the Facilities.

5._ Contractor shall invoice in-house contractors separately and directly on a monthly basis; Contractor acknowledges HFC is not responsible for payment of such invoices.

5._ The configuration, location and installation of all equipment and systems by Contractor (pursuant to a Project or Work Order) shall be performed in accordance with specifications and drawings prior-approved by HFC; in such a manner as will not create any hazardous condition or interfere with or impair the operation of the heating, ventilation, air conditioning, plumbing, electrical, fire protection, life safety, security, public utilities or other systems; and in compliance with all applicable laws, codes and regulations

5._ Contractor may modify or replace any or all elements of its equipment or systems from time to time; provided, however, that all such modifications or replacements shall be performed at Contractor's sole expense and so that such modifications and replacements will be equal or better in quality of service than the original equipment or systems.

5._ Title to all Project and Work Order equipment, systems, cabling, and other fixtures and improvements shall vest in HFC upon the termination or expiration of this Agreement. Except as expressly provided herein, Contractor shall not be deemed to have property rights or any real property interest of any kind in the GRBCC, nor will City be deemed to have property rights of any kind in the Equipment and wiring provided by Contractor.

5._ Contractor shall, at no cost to HFC, provide strategic direction with regard to the Services and, upon request, consult with HFC on matters pertaining to telecommunications and information technology in an impartial manner.

5._ To enhance the quality of its Services and improve the marketability of the Facilities, Contractor shall endeavor to identify trends, analyze their potential impact on operations and revenue, and advise HFC accordingly.

5._ Contractor shall provide assistance as directed by HFC in the preparation of budget line-items related to the Services and Projects on or about the 15th day or August during each year of the Term and any Renewal Term.

VI. Safety

6.1 Contractor shall have the right and affirmative obligation to refuse to connect (or disconnect) any wired or wireless device it deems necessary to protect HFC networks from viruses, worms, malicious code, and other harmful applications. Contract shall have the right to require Facility users to install security updates, patches and any other technological precautions reasonably necessary to ensure network security as a precondition to connecting such devices.

6.2 Electrical equipment used by Contractor shall be UL-approved and compliant with and all standards imposed by applicable law. Contractor shall ensure that electrical extension cords are wire grounded type and of the proper gauge for the equipment or application.

6.3 If Contractor observes or becomes aware of any excessive wear, failure, vulnerability, or security breach of any Service-related systems at the Facilities, then Contractor shall immediately notify HFC in writing and take all reasonable precautions under the circumstances.

6.4 All connections made by Contractor shall be made in accordance with best industry practices.

6.5 Contractor shall secure cables using best industry practices. Contractor shall arrange cables and other connections to avoid crossing walkways, creating trip hazards, exposure to moisture or the elements, or physical damage.

6.6 As a safety precaution in areas accessible by Facility users or the public, Contractor shall be responsible for the placement and removal of warning and hazard signs during the performance of its Services.

6.7 If Contractor becomes aware of unsafe or hazardous connections made by anyone at GRBCC, then Contractor shall use all reasonable efforts to resolving such incidents (including, by way of example and not limitation, disconnecting devices from networks) and immediately inform the event manager or Facility Manager if necessary.

EXHIBIT “B”
OFFICE SPACE
RULES AND REGULATIONS

Contractor agrees to and shall abide by these Office Space Rules and Regulations (“Rules and Regulations”) for the duration of the Term. Terms capitalized herein, but not defined herein, shall have the meaning ascribed to them in the foregoing Agreement. In the event of a conflict between such Agreement and any provision of the Rules and Regulations, the Agreement shall prevail.

1. Contractor shall take all reasonable measures to protect the carpet at GRBCC and shall use Masonite® or Visqueen® when moving equipment or supplies in carpeted areas.
2. Golf carts, Cushman® utility vehicles, Segway® vehicles, bicycles and similar transportation devices are prohibited in carpeted areas of GRBCC.
3. Sidewalks, halls, passages, exits, entrances, elevators, loading docks, sky bridges, and stairways at GRBCC shall not be blocked or obstructed by Contractor.
4. Deliveries and the movement of freight/equipment shall be through loading docks, freight doors and freight elevators designated by HFC; the main lobbies, sky bridges, escalators, and passenger elevators shall not be used for such purposes. Additionally, HFC reserves the right to limit or restrict the hours during which such activities may occur.
5. Contractor shall maintain the Premises in a clean and orderly fashion.
6. The Premises shall not be used for lodging. No cooking or meal preparation shall be permitted in the Premises, except for approved microwave ovens and equipment for brewing coffee, tea and hot beverages.
7. No sign, placard, picture, name, advertisement, or notice visible from the exterior of the Premises shall be inscribed, painted, affixed or otherwise displayed by Contractor without the prior written consent of HFC.
8. Contractor shall not use any method of heating or air conditioning other than that supplied by HFC.
9. Contractor shall use utilities in the Premises and GRBCC sparingly and efficiently (e.g., turn lights and power off when not in use).
10. Contractor shall ensure that the doors of the Premises are closed and locked and that all water faucets, water apparatus and utilities are shut off before Contractor personnel leave the Premises.
11. Restrooms, toilets, urinals, wash bowls, and other apparatus shall not be used for any purpose other than that for which they were constructed. No foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage, or damage resulting from the violation of this rule shall be borne exclusively by Contractor.
12. Contractor shall not offer, sell or permit the sale of newspapers, magazines, periodicals, drinks, snacks, sundries, theatre/travel tickets, or similar merchandise to the general public in the Premises or GRBCC.
13. Unless otherwise explicitly provided in the Agreement, Contractor shall not install any radio, television or other data transmission antenna, satellite dish, loudspeaker or other device on the roof or exterior walls of GRBCC.
14. Contractor shall not use occupy or permit any portion of the Premises to be used or occupied for the storage, manufacture, or sale of alcohol or weapons.

15. Contractor shall not store any hazardous materials, including biohazards, in the Premises. Contractor shall not store gasoline, propane, kerosene, or other flammable or combustible fluids in the Premises.
16. Contractor agrees to pay HFC a reasonable charge for any keys Contractor may need to access the Premises and shall be liable for the cost of re-keying appropriate locks in the event any such key is lost or stolen.
17. Contractor's personnel shall enter and exit GRBCC through access locations approved by HFC, except during an emergency.
18. HFC shall have the right, excusable without notice and without liability to any Contractor, to change the name or street address of GRBCC or any portion thereof.
19. Smoking is prohibited inside the Premises and GRBCC and within 15 feet of any entry/exit door. Contractor shall comply with all City of Houston workplace smoking ordinances and regulations, as may be amended from time to time.
20. Contractor shall not request HFC's employees to perform any work or do anything outside of their regular duties with HFC's prior written consent.
21. Contractor shall comply with such restrictions and regulations concerning the use of parking facilities serving GRBCC and Premises as HFC may impose from time to time.
22. These Rules and Regulations are in addition to and shall not be constructed to in any way modify or amend, in whole or in part, the agreements, covenants, conditions and provision of any lease, sublease, or license to use and occupy any portion of GRBCC.



TELECOMMUNICATIONS SERVICES REQUEST FOR PROPOSALS

Applicable Percentage Form

As part of its Proposal to provide services, _____, "Proposer", offers and agrees that it shall, if selected, pay the following percentages of its Gross Receipts to Houston First Corporation:

Applicable Percentage*
%

*Proposers are advised that the minimum Applicable Percentage HFC will accept is 31%.

The term "Gross Receipts", as stated in the RFP, means the aggregate amount billed for the contractor's (Proposer's) services, whether collected or uncollected, but excluding applicable taxes.

The undersigned representative of the Proposer represents that the foregoing statement is true and correct and may be relied upon by Houston First Corporation.

Respectfully submitted on behalf of _____ "Proposer"
By:

Signature: _____

Printed Name: _____

Title: _____