



PRICING FORM
OPERATIONS AND MAINTENANCE SERVICES RFP

_____ (“Proposer”), as an integral part of its Proposal in response to that certain RFP for Operations and Maintenance Services issued by Houston First Corporation (“HFC”) on January 17, 2020, offers to provide comprehensive operation, maintenance and repair services at its facilities based on the following fees, upon which Proposer represents that HFC can rely without exception:

§1. Management Fee

Propose a Management Fee for the Services. As stated in the RFP, such fee must be inclusive of all amounts due and payable for the Services other than Labor Rates, Reimbursable Expenses, and Task Orders (e.g., administrative costs or fees, overhead, finance and accounting services of any kind or type, processing fees, insurance, rent, office supplies, office furniture and equipment, personnel training, personnel certification/licenses, travel, testing, background checks, permits, attorneys’ fees, litigation expenses, transportation, vehicles, parking, fuel, and applicable taxes).

Annual Management Fee Table				
Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

The Management Fee will be allocated, in accordance with the RFP, among the Facilities based on the following percentages: (a) George R. Brown Convention Center 38%; (b) Gus. S. Wortham Theater Center 18%; (c) Jesse H. Jones Hall for the Performing Arts 12%; (d) Miller Outdoor Theatre 5%; (e) TBH 3%; (f) Partnership Tower 9%; (g) Parking Facilities 7% (Theater), 5% (Avenida District); (h) Outdoor Properties/Fountains/Tunnels/Miscellaneous Properties (3%).

§2. Payroll Tax Rate

What is the Proposer’s payroll tax rate? (Please state as a percent.) _____
 (Proposer may, but is not required to, provide a more detailed explanation on a separate page.)

§3. Labor Charges – Salaried Positions

Proposer proposes the following Labor Charges, **including** applicable payroll taxes, for services to be provided by the Project Manager and one Operating Manager:

Project Manager (Annual Salary)				
Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

Operating Manager (Annual Salary)				
Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

§4. Contractor Employees

Using the “Hourly Rates for Employees” form attached as **Exhibit “A”**, Proposer is to provide hourly rates and separately-stated Fringe Benefits for each **tradesperson** employed by Contractor who will perform the Services.

§5. Subcontractor Employees

Using the “Hourly Rates for Subcontractors” form attached as **Exhibit “B”**, Proposer is to provide hourly rates, including Fringe Benefits, for each **tradesperson** engaged by Proposer to perform Services through a subcontract (and provided such services are **not** provided by Contractor employees).

Exhibit "A"

Hourly Rates for Employees

For each tradesperson employed by Proposer to provide Services, Proposer shall complete a copy of the table provided below (hourly costs stated must **exclude** the **payroll tax** rate stated in Section 2, which may be paid separately by HFC as a Reimbursable Expense, or added to the hourly Labor Charges, at the sole option of HFC).

"Fringe Benefits" means the employer's share of FICA, Medicare, premiums for health insurances, life insurance, short-and/or long-term disability insurance, workers' compensation insurance, and the actual cost of other benefits offered by Contractor to each and every one of its employees regardless of their title or position (excluding applicable payroll tax) to the extent the can be independently verified.

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Hourly Rates for Employees (cont.)

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$
Fringe Benefits:	\$	\$	\$	\$	\$

Proposers are directed to complete as many additional sheets as necessary.

Exhibit "B"
Hourly Rates for Subcontractors

For each **tradesperson** engaged by Proposer through a subcontract to provide Services (that will **not** be provided by Contractor employees), Proposer shall complete a copy of the table provided below (hourly costs stated must be inclusive of Fringe Benefits and payroll tax, as no other costs will be paid by HFC for such subcontractor Labor Charges):

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Hourly Rates for Subcontractors (cont.)

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Position:					
	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly Rate:	\$	\$	\$	\$	\$

Proposers are directed to complete as many additional sheets as necessary.