2017-2018 PROCUREMENT PLAN

A. Service Contracts (Value to Contractor Exceeds $100,000 Annually)

Service	Current Contractor	Contract Expires	Procurement Method	Process to Start	Decision-Maker
Cleaning & Janitorial	Midwest Maintenance	June 2017	Best Value	Mar. 2017	Board of Directors, after review by committee
Job Order Contracting	Times Construction	June 2017	RFP	Dec. 2016	President & CEO, after review by committee
Dumpsters	Republic Services	June 2017	RFP	April 2017	President & CEO, after review by committee
Recycling	Global Waste	July 2017	RFP	April 2017	President & CEO, after review by committee
Window Cleaning	Superior	July 2017	RFP	April 2017	President & CEO, after review by committee

B. Revenue Contracts (Value Exceeds $100,000 Annually)

Service	Current Contractor	Contract Expires	Procurement Method	Process to Start	Decision-Maker
Audio-Visual	Freeman	Sep. 2017	RFP	Jun. 2017	President & CEO, after review by committee
Food & Beverage	Aramark	Jun. 2017	Best Value	Mar. 2017	President & CEO, after review by committee

C. Capital Projects (Projected Cost Less Than $500,000) – President & CEO Approval Required

Project*	Description	Procurement Method	Process to Start	Decision-Maker
Roof Project - GRB	Roof parapet wall	Bid	Jan. 2017	President & CEO, after review by committee

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2017-2018 PROCUREMENT PLAN

Flood gate improvements - Wortham	Flood gate improvements at loading dock	Bid	Spring 2017	President & CEO, after review by committee
Sound mixing & lighting system - MOT	Sound mixing system, Stage lighting consoles	Bid	Fall 2017	President & CEO, after review by committee
Coffee shop Project – Sunset Coffee Bldg	Build-out for coffee shop	Bid	Spring 2017	President & CEO, after review by committee

*It is anticipated that additional projects will be added upon approval of the HFC CY17 budget.

D. Hilton-Americas Houston Service Contracts (Projected Cost Less Than $500,000) – President & CEO Approval Required

Service	Current Contractor	Contract Expires	Procurement Method	Process to Start	Decision-Maker
Natural Gas Services	CenterPoint Energy	Apr. 2017	Bid	TBD	President & CEO, after review by committee
Leased Labor	Marybel Hospitality Services	Month-to-month	Bid	TBD	President & CEO, after review by committee
Phone	AT&T	Mar. 2016	Bid	TBD	President & CEO, after review by committee

E. Hilton-Americas Houston Capital Projects (Projected Cost Exceeds $500,000) – Board Approval Required

Project	Description	Procurement Method	Process to Start	Decision-Maker
Renovation Project	Meeting Space Renovation-Level 2 & 3	Bid	TBD	Board of Directors, after review by committee

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2017-2018 PROCUREMENT PLAN

F. Hilton-Americas Houston Capital Projects (Projected Cost Less Than $500,000; Customary Hotel Activity) – Hotel COO May Approve

Project	Description	Procurement Method*	Process to Start	Decision-Maker
Hilton's 24th Floor Renovation	Design Fees for Suite Renovation, Guest Room shower head replacement, Health Club Equipment Refresh, EMV F&B Infrastructure and Devices	Bid	TBD	Hotel COO, after review by Hilton GM
Computer Hardware Refresh	Computer Hardware Refresh	Bid	TBD	Hotel COO, after review by Hilton GM
Hilton's 2nd Floor Renovation	Repair / Sustainability Project - 2nd Floor Kitchen & Dock Leaks (Part 1/2)	Bid	TBD	Hotel COO, after review by Hilton GM
Air Handler Project	Cannon Design ID #262125: Rebuild Air Handler Unit	Bid	TBD	Hotel COO, after review by Hilton GM
Design Project	Design Fees for Suite Renovation	Bid	TBD	Hotel COO, after review by Hilton GM
Washer Project	Pot Washer replacement	Bid	TBD	Hotel COO, after review by Hilton GM
Installation Project	Install liner in corroded cast iron pipe between employee locker room and pit in basement	Bid	TBD	Hotel COO, after review by Hilton GM

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2017-2018 PROCUREMENT PLAN

G. Optional Renewals and Extensions

Service	Contractor	Current Term Expires	Contract Options
Security Guards	Andy Frain	Mar. 2017	Two renewal years remain
Elevator Maintenance	ERS	Dec. 2017	One renewal year remains
Parking Operations	Republic Parking	Dec. 2017	Two renewal years remain
Temporary Utilities	Smart City	Dec. 2017	Three renewal years remain
Facility Operations	TD Industries	Dec. 2017	Two renewal years remain

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