

## 2018-2019 PROCUREMENT PLAN

### A. Service Contracts (Value to Contractor Exceeds \$250,000 Annually)

Service	Current Contractor	Contract Expires	Procurement Method	Anticipated Posting	Decision-Maker
Interior Plant Services	New Contract	New	RFP	1 <sup>st</sup> Qtr.	President & CEO, after review by committee
Pressure Washing	Happy Kemi, Inc.	Dec. 2018	Bid	3 <sup>rd</sup> Qtr.	President & CEO, after review by committee
Elevator Maintenance	Elevator Repair Service	Dec. 2018	RFP	3 <sup>rd</sup> Qtr.	President & CEO, after review by committee

### B. Capital Projects (Projected Cost Exceeds \$250,000) – President & CEO Approval Required

Project*	Description	Procurement Method	Anticipated Posting	Decision-Maker
GRB – Lighting Control & Building Systems	Automated Lighting Controls Technology System and Applications	RFP	TBD	President & CEO, after review by committee
Jones Plaza – Schematic Design	Design Development	Bid	2 <sup>nd</sup> Qtr.	President & CEO, after review by committee
Marketing – Local Broadcast	A key medium to target the local demographic	Bid	2 <sup>nd</sup> Qtr.	President & CEO, after review by committee
Marketing – Wall Street Journal	Ads placement of Main News	Bid	2 <sup>nd</sup> Qtr.	President & CEO, after review by committee
Marketing - Simpleview	Search Engine Marketing, Development, Paid advertising	Bid	TBD	President & CEO, after review by committee
Marketing – Tangible Media	Advertisement specializing in social media planning. Digital Media	Bid	TBD	President & CEO, after review by committee

Questions should be directed to [bids@houstonfirst.com](mailto:bids@houstonfirst.com)

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### C. Capital Projects (Projected Cost Less Than \$250,000) – President & CEO Approval Required

Project*	Description	Procurement Method	Anticipated Posting	Decision-Maker
GRB – Equipment Replacement	4160V Equipment replacement – Switch Gear, breakers and fuses	Bid	TBD	President & CEO, after review by committee
Wortham – Sprinkler Replacement	Replacement of 32 Sprinkler Valves	Bid	TBD	President & CEO, after review by committee
Wortham – Fire Alarm Expansion	Expand Fire Alert/Alarm System	Bid	TBD	President & CEO, after review by committee
Jones Hall – Equipment Replacement	Backstage Equipment – Lighting, Sound, Rigging	Bid	TBD	President & CEO, after review by committee
IT – Computer Replacement	Replenish IT stock of equipment issued to various departments	Bid	TBD	President & CEO, after review by committee

### D. Hilton-Americas Houston Capital Projects (Projected Cost Exceeds \$250,000) – Board Approval Required

Project	Description	Procurement Method	Anticipated Posting	Decision-Maker
Contingent Capital Project	Guestroom Renovation (1/2 of inventory)	Bid	TBD	Board of Directors, after review by committee
Convergent Project	Convergent to 7 guest rooms	Bid	1 <sup>st</sup> Qtr.	Board of Directors, after review by committee

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### E. Hilton-Americas Houston Service Contracts (Projected Cost Less Than \$250,000) – President & CEO Approval Required

Service	Current Contractor	Contract Expires	Procurement Method	Anticipated Posting	Decision-Maker
Hotel Access Management Services	JLL	Dec. 2018	Bid	3 <sup>rd</sup> Qtr.	Hotel COO, after review by Hilton GM
Leased Labor Cleaning and Banquets	Hotel Pro (STFTX)	Oct. 2018	Bid	3 <sup>rd</sup> Qtr.	Hotel COO, after review by Hilton GM
Leased Labor Cleaning and Banquets	Xclusive Staffing	Dec. 2018	Bid	3 <sup>rd</sup> Qtr.	Hotel COO, after review by Hilton GM
Leased Labor Cleaning and Banquets	Hospitality Staffing Solutions	Nov. 2018	Bid	3 <sup>rd</sup> Qtr.	Hotel COO, after review by Hilton GM
Leased Labor Cleaning and Banquets	Marybel Hospitality Services	Month to Month	Bid	TBD	Hotel COO, after review by Hilton GM

### F. Optional Renewals and Extensions

Service	Contractor	Current Term Expires	Contract Options
Elevator Maintenance	Elevator Repair	Dec. 2018	Last Renewal Exercised
Facility Operations	TD Industries	Dec. 2018	Two renewal years remains
Parking Operations	Republic Parking	Sept. 2018	One renewal year remains
Security Guards	Andy Frain	April 2018	One renewal year remains
Temporary Utilities	Smart City	Dec. 2018	Two renewal years remains
Landscaping	Maldonado Nursery	Jun. 2018	Two renewal years remains

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