

# AGENDA

## HOUSTON FIRST CORPORATION

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### **OPERATIONS COMMITTEE MEETING**

**April 18, 2023 – 2:00 P.M.**

**Partnership Tower, 701 Avenida de las Americas, Suite 200**

**Houston, Texas 77010**

**HOUSTON FIRST BOARD ROOM**

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#### COMMITTEE MEMBERS:

Desrye Morgan (Chair), Reginald Martin (Vice-Chair), Alex Brennan-Martin, Elizabeth Brock, Steven Mitzner, Tom Segesta, Bobby Singh, Council Member Robert Gallegos

*In accordance with the Texas Open Meetings Act, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the Houston City Hall building, located at 901 Bagby. The Agenda is also available online at <https://www.houstonfirst.com>.*

*To reserve time to appear, come to the meeting at least ten minutes prior to the scheduled public session shown on the Agenda.*

*Any questions regarding the Agenda, should be directed to Lisa K. Hargrove, General Counsel at either 713-853-8965 or [Lisa.Hargrove@houstonfirst.com](mailto:Lisa.Hargrove@houstonfirst.com)*

- I. Call to Order**
- II. Public Comments**
- III. Minutes – April 6, 2023**
- IV. Presentations, Reports, and Updates**
  - A. Final Four Recap
  - B. Upcoming Programming and Event Updates
- V. Committee Business**
  - A. Consideration and possible recommendation of an agreement with South Texas Boiler Industries, LLC for the replacement of the boilers at Jones Hall for the Performing Arts.
  - B. Consideration and possible recommendation of a Service Work Order with Cotton Commercial USA, Inc. for a roofing overlay project, inclusive of work on existing service and smoke hatches as well as smoke vents, at Jones Hall for the Performing Arts.
- VI. Adjourn**

**III. Minutes – April 6, 2023**

# MINUTES

## HOUSTON FIRST CORPORATION

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### **OPERATIONS COMMITTEE MEETING**

**April 6, 2023 – 2:00 P.M.**

**Partnership Tower, 701 Avenida de las Americas, Suite 200**

**Houston, Texas 77010**

**HOUSTON FIRST BOARD ROOM**

*The Operations Committee (“Committee”) of Houston First Corporation (the “Corporation” or “HFC”), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV’T. CODE ANN. §394.001 et seq., held a meeting at Partnership Tower, 701 Avenida de las Americas, Suite 200, Houston, Harris County, Texas 77010 on Thursday, April 6, 2023, commencing at 2:00 p.m.*

*Written notice of the meeting including the date, hour, place, and agenda for the meeting was posted in accordance with the Texas Open Meetings Act.*

*The following Committee Members participated in the meeting: Reginald Martin (Vice-Chair), Alex Brennan-Martin, Tom Segesta, and Bobby Singh.*

- I. **Call to Order.** Reginald Martin, Committee Vice-Chair, called the meeting to order at 2:02 p.m., and a quorum was established.
- II. **Public Comments.** None.
- III. **Review and approval of minutes from prior meeting.** Following a duly seconded motion, the March 20<sup>th</sup>, 2023, minutes were approved as presented. Alex Brennan-Martin was absent from the vote.
- IV. **Committee Business**
  - A. Consideration and possible recommendation of a Janitorial Cleaning Services Agreement between Houston First Corporation and United Maintenance Company, Inc.

Michael Heckman, President & CEO, conveyed that HFC terminated its current janitorial provider, Caring Commercial Cleaning, Inc. (“Caring”); therefore, HFC’s management recommends a new janitorial service provider. He added that during the Fall of 2022, HFC selected Caring through a solicitation process. He highlighted that management recommends selecting the second highest ranking company from the recent janitorial

solicitation rather than restarting the process, saving a four to six months of processing time.

Mr. Heckman informed the Committee that he and Luther Villagomez, Chief Operating Officer, met with the CEO of the proposed new company to discuss the process and transition. Mr. Heckman assured the Committee that the new company's management understood the janitorial industry and had janitorial experience with large venues and convention centers across the country and in some of the largest cities in the nation. He added that the new company understood the issues that Houston and other convention cities face and had a solid plan to transition janitorial employees.

John Gonzalez, Senior Vice President and General Manager, illustrated that United Maintenance ("United") was ranked number two in the initial solicitation process. He added that United would pay each employee at the same rate as the current provider. United is a global company based in Chicago, Illinois, with clients like Kay Bailey Hutchinson Convention Center in Dallas, Texas, Los Angeles Convention Center, O'Hare International Airport, Mandalay, and MGM Resorts. Mr. Gonzalez also provided that United had a diversity goal of 33% and a proposed goal of 38%.

Mr. Gonzalez conveyed that he and Mr. Villagomez previously worked with United and noted that United was a provider for the George R. Brown Convention Center ("GRB") in 1987. Mr. Gonzalez emphasized that he and Mr. Villagomez were comfortable with their discussions with United regarding the implications of their policies on HFC's business model and the possibility of working with United as the new janitorial provider.

Tom Segesta, Board Member, asked if HFC could select Midwest Maintenance ("Midwest"), the previous provider. Lisa Hargrove, General Counsel, replied that HFC could not select Midwest under the current solicitation. She explained that HFC provided the Scoring Committee with a proposal from each bidder with a scoring matrix based on specified solicitation criterion, which resulted in United receiving the second-highest score. Ms. Hargrove further explained that the Caring contract would expire on May 3<sup>rd</sup>, 2023, at midnight, and the new contract with United, if approved, would begin May 4<sup>th</sup>, 2023, at 12:01 a.m. Ms. Hargrove confirmed that Caring's contract was terminated and HFC provided Caring with a 30-day written notice. Ms. Hargrove conveyed that Caring would provide phase-out services, and United would begin onboarding immediately. Mr. Segesta then inquired into contract terms. Ms. Hargrove replied that Caring's agreement and United's potential agreement had identical performance duties and the \$15.00 minimum wage payments. She added that, in this case, United indicated a willingness to open discussions and to establish a contract with the Service Employees International Union of Texas ("SEIU"), unlike Caring. Mr. Heckman stated that United contacted SEIU to commence a meaningful dialogue, provided they are approved as the new janitorial provider, to enter into a negotiated agreement.

Alex Brennan-Martin, Board Member, asked how HFC terminated Caring's contract, and Ms. Hargrove replied HFC ended Caring's agreement for convenience. Bobby Singh, Board Member, emphasized the importance of expeditiously resolving this matter, but questioned the assurance that the new company would honor the contract terms. Mr. Heckman replied that he was comfortable with United, emphasized that they were a well-known company within the industry, and added that they opened the GRB. He noted that the current issue required abnormal steps, which he did not expect to use again.

Reginald Martin, Committee Vice-Chair, asked about the term length of United's potential agreement. Ms. Hargrove responded that United's possible term length would be five years, like previous contracts, beginning on May 4<sup>th</sup>, 2023.

Mr. Heckman reiterated that HFC terminated Caring's contract and needed a new janitorial provider. In response, Mr. Brennan-Martin questioned whether contracts could include a clause to terminate for cause, such as the treatment of employees. Ms. Hargrove clarified that, as a governmental entity, HFC could not require a vendor in these contracts to provide benefits, evaluate tenure, or affiliate or negotiate with the SEIU. However, she clarified that HFC could require a vendor to pay a specified minimum wage and promulgate a specific set of responsibilities for the cleaning.

Mr. Segesta asked if Caring notified its employees of the termination of its contract, and Mr. Gonzalez responded that it informed its employees on April 5<sup>th</sup>, 2023.

Following a duly seconded motion, Committee Members unanimously approved a Janitorial Cleaning Services Agreement between Houston First Corporation and United Maintenance Company, Inc.

**V. Adjourn.** The meeting adjourned at 2:17 p.m.

**V. (A) Consideration and possible recommendation of an agreement with South Texas Boiler Industries, LLC for the replacement of the boilers at Jones Hall for the Performing Arts.**

**Consideration and possible approval of an agreement with South Texas Boiler Industries, LLC for the replacement of the boilers at Jones Hall for the Performing Arts.**

**DESCRIPTION:** The boilers serving Jones Hall for the Performing Arts are original to the building and have exceeded their useful life and must be replaced. Time is of the essence due to the lead time to order the boilers and due to the need to schedule this work during the summer months when the Theater is dark.

Management recommends utilizing South Texas Boiler Industries, LLC ("South Texas") to perform this work. South Texas may be contracted through BuyBoard Purchasing Cooperative which is a Local Government Purchasing Cooperative. The work performed shall not exceed \$650,000, plus a 15% contingency.

South Texas is certified as a Historically Underutilized Business.

**RESOLVED**, that the Board of Directors of Houston First Corporation approves the following resolutions based upon the above parameters:

**RESOLVED**, that the Board of Directors of Houston First Corporation hereby approves and authorizes the finalization and execution of an agreement (the "Agreement") between Houston First Corporation and South Texas Boiler Industries, LLC, together with such conditions or modifications that are approved by the President and Chief Executive Officer, as he may determine to be in the best interest of Houston First Corporation, and to execute such Agreement; the President and Chief Executive Officer hereby is, without the necessity for joinder of any other person, authorized, empowered and directed for and on behalf of Houston First Corporation to execute and deliver the Agreement in a form as approved by the President, or any Authorized Person (defined below), such approval to be conclusively established by the execution and delivery of the Agreement by any Authorized Person; and

**FURTHER RESOLVED**, that each of the President and Chief Executive Officer and General Counsel of Houston First Corporation are each hereby designated by Houston First Corporation as an "Authorized Person" for purposes of this resolution and with respect to the Agreement to be executed hereunder; and

**FURTHER RESOLVED**, that the Agreement executed by any Authorized Person, for and on behalf of and in the name of Houston First Corporation before or following the adoption of the foregoing resolution, in connection with the described transaction, be and is hereby ratified, confirmed, and approved in all respects for all purposes.

**V. (B) Consideration and possible recommendation of a Service Work Order with Cotton Commercial USA, Inc. for a roofing overlay project, inclusive of work on existing service and smoke hatches as well as smoke vents, at Jones Hall for the Performing Arts.**



**Consideration and possible approval of a Service Work Order with Cotton Commercial USA, Inc. for a roofing overlay project, inclusive of work on existing service and smoke hatches as well as smoke vents, at Jones Hall for the Performing Arts.**

**DESCRIPTION:** The Jones Hall for the Performing Arts existing roof has exceeded its useful life and must be replaced with a new roof overlay. In addition, in order to provide access for removal and replacement of the existing boilers and to provide access for the replacement of the glass elevator in Jones Hall, the existing roof service hatch must be removed and replaced. Finally, the existing smoke vents must be removed and replaced. Time is of the essence to perform all of this work due to the need to schedule this work during the summer months when the Theater is dark.

Management recommends utilizing Cotton Commercial USA, Inc. ("Cotton") to perform the work outlined above under an existing Master Service Agreement between Houston First and Cotton, subject to the parameters set forth below:

- The entirety of the work performed shall not exceed \$1,155,000, plus a ten percent contingency; and
- The Diversity Participation Goal is 30%.

**RESOLVED**, that the Board of Directors of Houston First Corporation approves the following resolutions based upon the above parameters:

**RESOLVED**, that the Board of Directors of Houston First Corporation hereby approves and authorizes the finalization and execution of a Service Work Order between Houston First Corporation and Cotton Commercial USA, Inc., under an existing Master Service Agreement; together with such conditions or modifications that are approved by the President and Chief Executive Officer, as he may determine to be in the best interest of Houston First Corporation, and to execute such Service Work Order; the President and Chief Executive Officer hereby is, without the necessity for joinder of any other person, authorized, empowered and directed for and on behalf of Houston First Corporation to execute and deliver the Service Work Order in a form as approved by the President, or any Authorized Person (defined below), such approval to be conclusively established by the execution and delivery of the Service Work Order by any Authorized Person; and

**FURTHER RESOLVED**, that each of the President and Chief Executive Officer and General Counsel of Houston First Corporation are each hereby designated by Houston First Corporation as an "Authorized Person" for purposes of this resolution and with respect to the Service Work Order to be executed hereunder; and

**FURTHER RESOLVED**, that the Service Work Order executed by any Authorized Person, for and on behalf of and in the name of Houston First Corporation before or following the adoption of the foregoing resolution, in connection with the described transaction, be and is hereby ratified, confirmed, and approved in all respects for all purposes.



Houstonfirst.

HOUSTON FIRST CORPORATION  
**OPERATIONS COMMITTEE  
MEETING**

Silos at Sawyer Yards  
WASHINGTON CORRIDOR

HFC BOARD ROOM  
Partnership Tower  
Tuesday, April 18, 2023  
2:00 p.m.

POST Houston  
DOWNTOWN



2 HFC OPERATIONS COMMITTEE MEETING

# PUBLIC COMMENTS

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Anyone who wishes to address the Committee during the Public Comment session may do so by signing up on the Public Comment page at the front of the room.

**HFC OPERATIONS COMMITTEE MEETING**  
April 18, 2023

Houstonfirst

Glassell School of Art  
MUSEUM DISTRICT

# MINUTES

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April 6, 2023

**HFC OPERATIONS COMMITTEE MEETING**

April 18, 2023

Houstonfirst

Buffalo Bayou Park  
WASHINGTON CORRIDOR

# COMMITTEE UPDATE

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A. 2023 NCAA Men's Final Four Recap.

**MICHAEL HECKMAN**

President & Chief Executive Officer

**HFC OPERATIONS COMMITTEE MEETING**

April 18, 2023

**Houston**first

# 2023 NCAA MEN'S FINAL FOUR (MARCH 30 – APRIL 3)

## Final Four Recap

- **March 21-30:** Event Move-In and Signage Installation
- **March 30:** HFC Media Welcome Event
- **March 31- April 3:** Men's Final Four Fan Fest® Presented by Capital One
- **April 3-4:** Event Move-Out

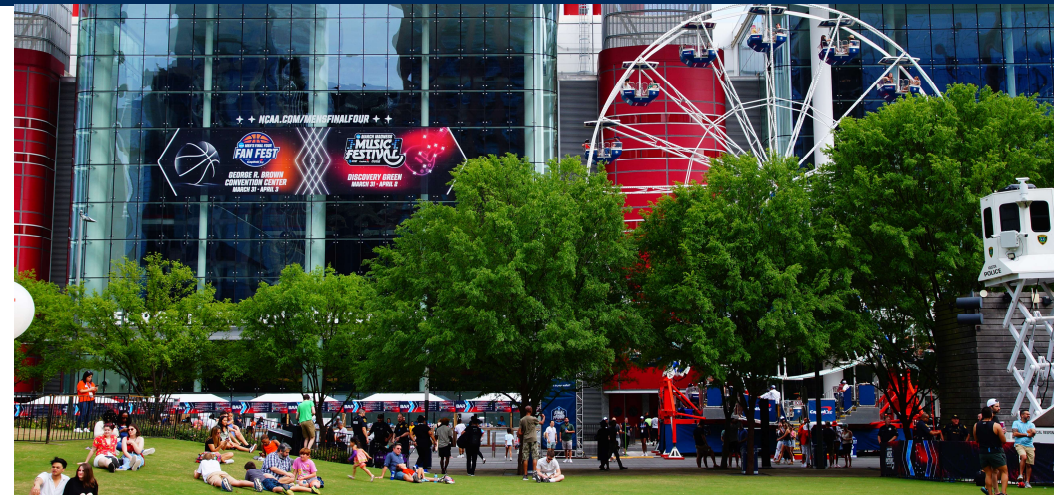


# 2023 NCAA MEN'S FINAL FOUR

(MARCH 30 – APRIL 3)

## Final Four Ancillary Events by the Numbers

- Fans from all **50 States**
- **16 Countries** Represented
- Fan Fest = **61,155 Fans Attended**
- Music Festival = **43,113 Fans Attended**
- Dribble = **3,700 Fans Attended**



# 2023 NCAA MEN'S FINAL FOUR

(MARCH 30 – APRIL 3)

Final Four Official Media Party





# 2023 NCAA MEN'S FINAL FOUR (MARCH 30 – APRIL 3)



# 2023 NCAA MEN'S FINAL FOUR (MARCH 30 – APRIL 3)



9 HFC OPERATIONS COMMITTEE MEETING

# 2023 NCAA MEN'S FINAL FOUR

(MARCH 30 – APRIL 3)



Houston Zoo – Galapagos Island Exhibit  
MUSEUM DISTRICT



11 HFC OPERATIONS COMMITTEE MEETING

# COMMITTEE UPDATE

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B. Upcoming Programming and Event Updates.

**TODD HOLLOMAN**

Vice President, Venues and Live Events

**HFC OPERATIONS COMMITTEE MEETING**

April 18, 2023

Houstonfirst

# UPCOMING PROGRAMMING & EVENTS

## Party on the Plaza

- Concert series featuring all-star artists, musicians, and tribute bands
  - Fridays, April 14 – May 19
  - 7:00 p.m. – 9:30 p.m.
  - Plaza at Avenida Houston

## AAPI Amplified

- Saturdays, May 6, 13 & 20
- 7:00 p.m. – 9:30 p.m.
- Plaza at Avenida Houston



# UPCOMING PROGRAMMING & EVENTS

## 2023 Juneteenth Celebrations

- ***Juneteenth – The Musical Journey Continues***
  - 2-night musical journey through the sounds of Blues, Classic R&B and Hip-Hop, Jazz and Gospel
  - June 16 & June 17, 8:15 p.m.
  - Miller Outdoor Theatre
  
- ***Juneteenth – A Celebration of Freedom***
  - Celebration featuring entertainment, market, music, and more
  - June 18, 2:00 p.m. – 9:00 p.m.
  - Avenida Houston & Discovery Green



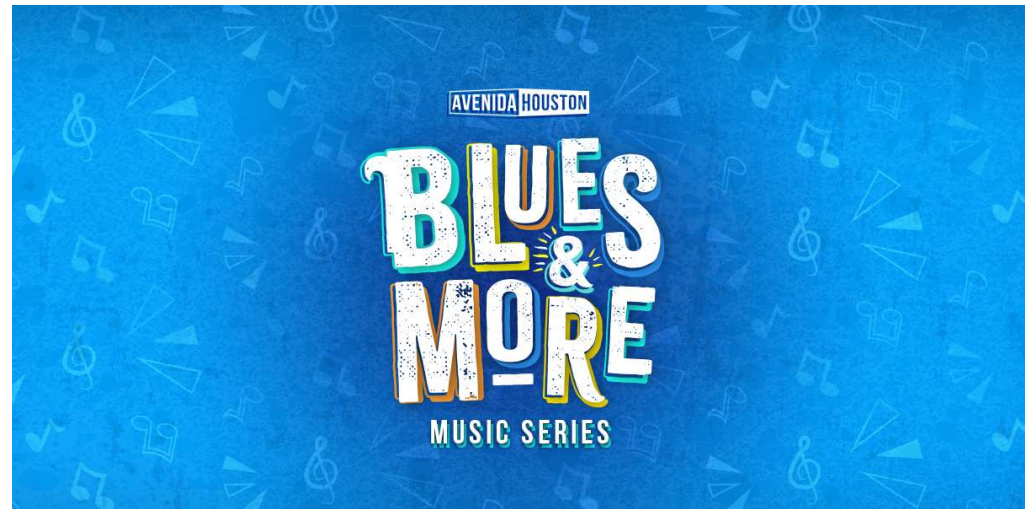
# UPCOMING PROGRAMMING & EVENTS

## PRIDE Celebration

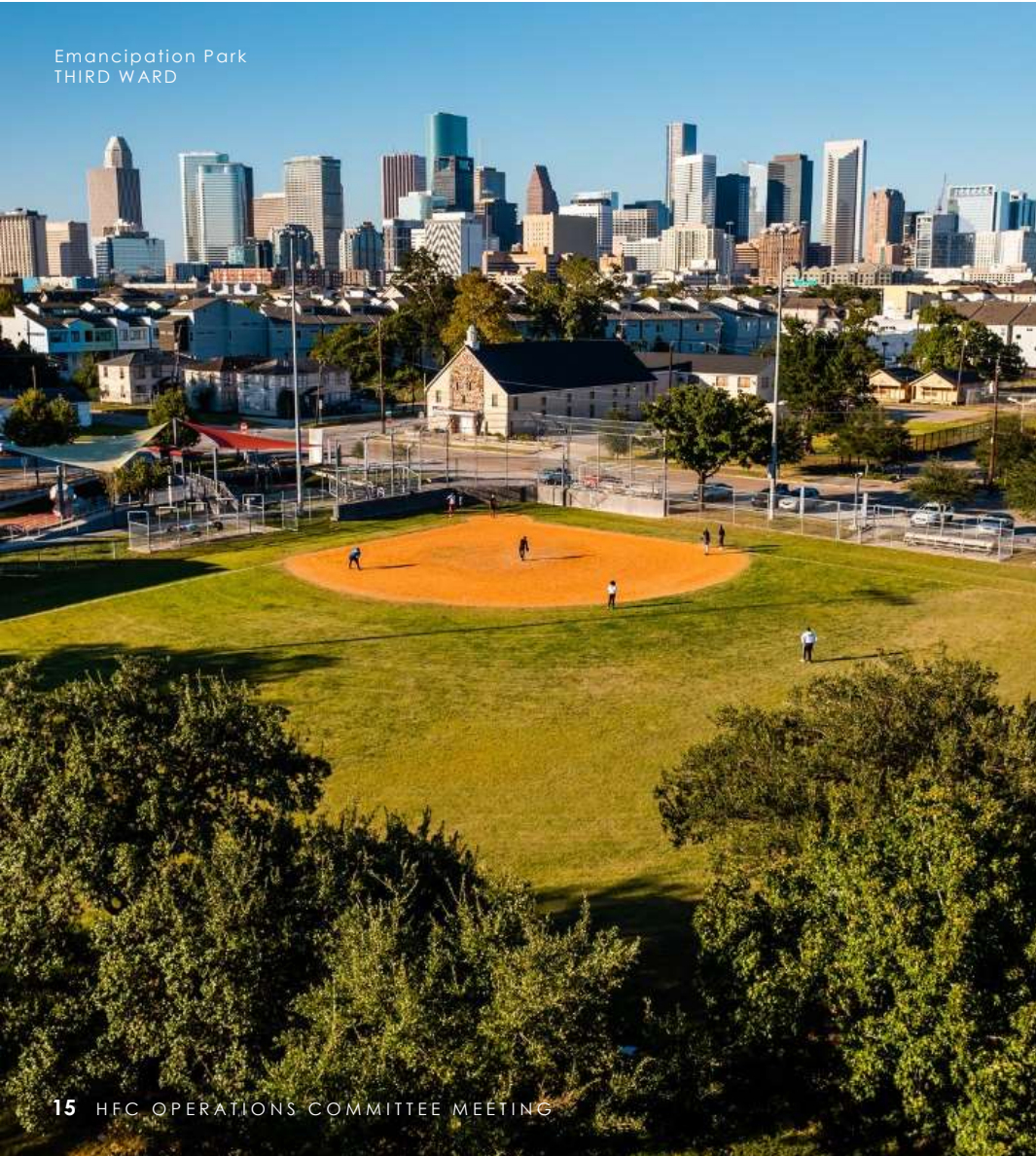
- Interactive art installation on view day and night.
- June 23 - 25
- Plaza & Wharf at Avenida Houston

## Blues and More at the Brown

- Ongoing through Spring and Summer



Emancipation Park  
THIRD WARD



# COMMITTEE BUSINESS

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- A. Consideration and possible recommendation of an agreement with South Texas Boiler Industries, LLC for the replacement of the boilers at Jones Hall for the Performing Arts.

**JOHN GONZALEZ**

Sr. Vice President & General Manager

**HFC OPERATIONS COMMITTEE MEETING**

April 18, 2023



# BOILER REPLACEMENT PROJECT

## SCOPE OF WORK

- **Replacement of Boilers**

The boilers currently serving Jones Hall are original to the building and have exceeded their lifespan.

- **Timing is Crucial**

Due to the lead time required to order the boilers and the need to schedule work during summer months when the theater is dark.

## MANAGEMENT RECOMMENDATION



- Utilizing **South Texas Boiler Industries, LLC.** to perform the work.
- Contracted through **BuyBoard Purchasing Cooperative** which is a Local Government Purchasing Cooperative.
- The work performed not to exceed **\$650,000** plus a **15%** contingency.
- South Texas is a certified **Historically Underutilized Business.**

BAPS Shri Swaminarayan Mandir  
SOUTHWEST HOUSTON



17 HFC OPERATIONS COMMITTEE MEETING

# COMMITTEE BUSINESS

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- B. Consideration and possible recommendation of a Service Work Order with Cotton Commercial USA, Inc. for a roofing overlay project, inclusive of work on existing service and smoke hatches as well as smoke vents, at Jones Hall for the Performing Arts.

**JOHN GONZALEZ**

Sr. Vice President & General Manager

**HFC OPERATIONS COMMITTEE MEETING**

April 18, 2023

**Houston**first

# ROOF OVERLAY REPLACEMENT PROJECT

## SCOPE OF WORK

- **Roof Overlay Replacement**

The existing roof at Jones Hall has exceeded its lifespan and must be replaced.

- **Roof Service Hatch Replacement**

The existing roof service hatch must be removed and replaced to allow access for replacing existing boilers and glass elevator.

- **Smoke Vent Replacement**

All smoke vents must be replaced.

## MANAGEMENT RECOMMENDATION



- Utilizing **Cotton Commercial USA, Inc.** to perform the scope of work outlined.
- Entirety of work performed not to exceed **\$1,155,000** plus a **10%** contingency.
- Diversity Participation Goal is **30%**.

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