



DATE: October 9, 2026

SUBJECT: Letter of Clarification 1

RE: Operations and Maintenance Services RFP

TO: All Prospective Proposers

Houston First Corporation ("HFC") issues this Letter of Clarification regarding the referenced Operations and Maintenance Services RFP to provide the following Clarifications and answer questions timely received in the manner set forth below:

CLARIFICATIONS

Extension. HFC has elected to extend the due date for submission of proposals for Operation and Maintenance Services by one calendar week. Accordingly, the relevant provision of the RFP is hereby amended and restated as follows:

Due Date: **11:00 A.M. CT on October 29, 2026** ("Submission Deadline")

Additional Questions: Due to the volume of questions received, HFC intends to issue a second Letter of Clarification, to be made available online at www.houstonfirst.com/do-business.

QUESTIONS

Question 1: Will HFC conduct a pre-proposal conference, site visit, or facility walkthrough prior to the Submission Deadline?

Answer: Yes. An in-person site visit/venue tour will be held at the George R. Brown Convention Center (1001 Avenida de las Americas, Houston, Texas 77010) beginning at **9:00 a.m. CT on October 14, 2026**. The tour will assemble and depart from the second-floor lobby, near the skybridge connecting the convention center to the Marriott Marquis. All prospective proposers are encouraged to attend.

Question 2: Where can we find the Operations and Maintenance Services Agreement, Pricing Form, and Diversity Program?

Answer: The complete RFP is available online at www.houstonfirst.com/do-business. The Operations and Maintenance Services Agreement, Pricing Form, and Site Visit-Venue Tour Notice are located under the "Addenda" column. The Diversity Program Instructions to Bidders/Proposers is the second items under the "Vendor Management" section of the webpage.

Question 3: Does HFC recognize Small Business Enterprise (SBE) certifications issued by the City of Houston, Office of Business Opportunity?

Answer: Yes.

Question 4: Are elevator/escalator maintenance, parking management, and landscaping services excluded from this scope of this RFP?

Answer: Yes.

Question 5: Will HFC accept references outside of Texas?

Answer: Yes.

Question 6: Will HFC accept a proposal for a portion of the services, such as trade-specific repairs, or just certain facilities?

Answer: No.

Question 7: Has any pre-proposal conference, site visit, walkthrough, or other proposer meeting occurred already?

Answer: No.

Question 8: Will a certified proposer's self-performed work count toward any diversity goal?

Answer: No.

Question 9: Does HFC publish the names of firms that submit questions or proposals?

Answer: No. As noted in the RFP, materials questions will be answered collectively, rather than individually, in the form of a Letter of Clarification, and may be edited or combined with similar questions for clarity or length at the discretion of HFC.

Question 10: When does HFC expect to sign an agreement?

Answer: Likely by mid November 2026, depending on the volume of proposals received.

Question 11: When will the selected contractor have site access and a phase-out period to review operations, records and procedures?

Answer: Upon signature of the agreement, likely by mid November 2026, depending on the volume of proposals received.

Question 12: If held, when would interviews be conducted and who should attend?

Answer: Likely Nov. 2-3, 2026, depending on the volume of proposals received. Essential personnel, including day-to-day contact, are usually asked to attend such interviews; specific details will be provided when available.

Question 13: May firms propose a joint venture and, if so, do both need to provide references and personnel?

Answer: A joint venture proposal would be considered under the same evaluation criteria provided in the RFP. Each joint venture partner must provide their own references. Information regarding personnel would depend on the proposed joint venture.

Question 14: When was this RFP publicly released and available to proposers?

Answer: The RFP was issued September 18, 2026. A complete copy is available online at www.houstonfirst.com/do-business.

Question 15: Have any Letters of Clarification, amendments, or other supplemental documents been issued?

Answer: This is the first Letter of Clarification. In addition to the RFP, the Operation & Maintenance Services Agreement, Pricing Form, and Site Visit-Venue Tour Notice are located under the "Addenda" column. The Diversity Program Instructions to Bidders/Proposers is the second items under the "Vendor Management" section of the webpage.

Question 16: May fringe benefit detail, payroll tax rates and resumes be marked confidential under the Texas Public Information Act?

Answer: As note din the RFP, any page including confidential or proprietary information appears must be labeled as such clearly and unambiguously. Proposers will be advised of any request for public information that implicates their materials and may, in accordance with applicable law, elect to assert objections to disclosure with the Texas Attorney General at their cost and expense.

Question 17: May the three references be contracts held by affiliates of the proposing entity?

Answer: Proposers should provide the best references they have available and will be scored accordingly in accordance with the weighted criteria in the RFP.

Question 18: If a joint venture is proposed, which entity signs and which entity will need to carry insurance?

Answer: A proposal from an unincorporated joint venture must be signed by both entities. In any resulting agreement, both entities will be joint and severally liability and meet the same insurance requirements provided in the Operations and Maintenance Services Agreement.

Question 19: If there is a process HFC recommends for subcontractors interested in participating in this opportunity?

Answer: Subcontractors are encouraged to attend the site visit/venue tour on Oct. 14th and should monitor updates online at www.houstonfirst.com/do-business.

Question 20: Is one PDF matching the paper proposal acceptable as the electronic copy, and should the Pricing Form also be provided?

Answer: As noted in the RFP, one complete copy of the proposal, including pricing, must be provided on a flash drive. A single file is preferred but not required. PDF format is acceptable.

Question 21: Will HFC agree to mutual indemnification or limit the release/indemnification to the extent of the contractor's negligence?

Answer: No.

Question 22: Would a suspension of services due to force majeure be for all services facility specific?

Answer: The extent of disruption to services would depend on the extent of the force majeure occurrence.

Question 23: Is there a plan holder list or roster of companies invited to respond to the RFP a specialty subcontractor (e.g., door hardware, concrete work, waterproofing, etc.) can connect with prospective prime contractors?

Answer: No.

Question 24: If a small business diversity goal is established, which certifying agencies will HFC accept under its program?

Answer: Acceptable certifying agencies include the City of Houston, METRO, Women's Business Enterprise Alliance, et. al. Please refer to the Diversity Program Instructions to Bidders/Proposers located online at www.houstonfirst.com/do-business under the "Vendor Management" section.

Question 25: Who is the manager of each facility?

Answer: Introductions and this level of detail will be provided to contractor selected as a result of this process.

Question 26: Is there a plan holder list, list of companies invited to respond to the RFP, or approved process through which a specialty subcontractor (e.g., door hardware, concrete work, waterproofing, etc.) can connect with prospective prime contractors?

Answer: No. This RFP is available online at www.houstonfirst.com/do-business, and open to all qualified operations and maintenance service contractors. There are no plan-specific projects requiring proposals from specialty contractors at this time.

This Letter of Clarification becomes part of the referenced RFP automatically upon issuance and shall supersede any previous specifications and/or provisions in conflict therewith. By submitting their Proposal, Proposers are deemed to have reviewed this Letter of Clarification and incorporated its content into their Proposal.