DATE: October 16, 2026

SUBJECT: Letter of Clarification 2

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 answer questions timely received in the manner set forth below:

Question 1: What is the approximate current or historical staffing utilized to support the facilities, by position/labor classification and, if available, by facility?

Answer: 35-42, electrician, plumber, HVAC, BAS, painters.

Question 2: Will HFC accept one monthly invoice with a schedule for each facility instead of an invoice per facility?

Answer: No.

Question 3 Does HFC have minimum staffing requirements by facility, shift, or labor classification, or should each proposer develop its own staffing model based on the Scope of Services?

Answer: Proposers are tasked to develop their own plan.

Question 4: What are the approximate annual labor hours and/or work-order volumes for preventive maintenance, corrective/remedial maintenance, emergency work, and event-related support for the most recent year available?

Answer: Each FTE is required to work 40 hours a week and will be authorized overtime based on the timeliness of the project. 7.400 PM's, 4,600 work orders.

Question 5: Can HFC provide information on current staffing and vendor coverage, work-order volume and labor hours by facility and trade, preventive-maintenance schedules, deferred maintenance, and any related staffing needs or schedules?

Answer: Facilities operate seven days a week; it is the responsibility of the contractor to schedule PMs, work orders and deferred maintenance based on event activity (approx. 7.400 PMs, 4,600 work orders).

Question 6: What major services are currently self-performed versus subcontracted?

Answer: MEP, BAS, Painting, sheetrock repairs, door repairs are self-performed. FLSA.

High voltage, and chiller/ boiler annuals are sub-contracted.

Question 7: What is the approximate percentage of annual work represented by subcontracted services?

Answer: 30-35%

Question 8: Will HFC provide equipment/asset inventory, or equipment counts by facility?

Answer: Please see the website.

Question 9: Will HFC provide assumed labor hours or quantities to which proposers' labor rates will be applied?

Answer: No. Proposers should develop their own plan.

Question 10: Will the successful proposer be permitted to offer employment to qualified incumbent personnel?

Answer: HFC does not object to such offers.

Question 11: Will the successful proposer be expected to offer employment to qualified incumbent personnel?

Answer: No.

Question 12: Are there any incumbent workforce retention or transition requirements?

Answer: No.

Question 13: Should the electrician and plumber be employees of the contractor?

Answer: HFC expects that both will be employed by the contractor.

Question 14: What is the current preventive maintenance schedule?

Answer: Quarterly.

Question 15: What is the PM completion history for the last 12 months?

Answer: Approximately 96%.

Question 16: How many work orders were created in the last 12 months?

Answer: Approximately 7,400 PMs/ 4,500 work orders

Question 17: Will historical work order data be transferred to the selected contractor?

Answer: Yes.

Question 18: Where can we find the 2027 event calendar?

Answer: Please visit the websites for the convention center and theaters.

Question 19: What event-related staffing has been required at the convention center and theaters?

Answer: All events are required to be staffed; levels vary.

Question 20: What are considered normal business hours?

Answer: Normal business hours are 7am - 11 pm, seven days a week

Question 21: What is the electricity, gas and water for the most recent year?

Answer: Approximately 44 M gallons of water, 28 M KW.

Question 22: What is the LEED status for the George R. Brown Convention Center?

Answer: Gold.

Question 23: Will the parking garage at 1835 Bell St. and the Avenida Central Garage be open and in scope on January 1, 2027?

Answer: Yes.

Question 24: When does GRB expansion come into scope?

Answer: Summer 2028.

Question 25: What role will the contractor have during its construction and commissioning of the convention center expansion in 2027 and 2028?

Answer: None.

Question 26: Will contractor work on the expansion in 2027 and 2028 be paid under the fee and labor rates or by Task Order?

Answer: Not applicable.

Question 27: Does HFC provide tools, golf carts, radios, CMMS licenses (and how many) and ID badges?

Answer: No hand tools. HFC will provide major equipment and badge access.

Question 28: What do badges and monthly parking cost contractor under the existing contract?

Answer: No cost.

Question 29: Do any union agreements, prevailing wage rules or living wage ordinances apply to contractor staff at any facility?

Answer: No.

Question 30: Are pre-employment drug tests and background checks reimbursable for all staff, including incumbent employees who transfer?

Answer: Yes.

Question 31: If HFC security's record of our staff arrival and departure times differs from our biometric timekeeping, which record controls billing?

Answer: Biometric.

Question 32: Is capital work assigned and performed under Task Order?

Answer: Yes.

Question 33: Is the 15% Task Order measured each year or over the whole term, and against the Management Fee or total payments?

Answer: Each year.

Question 34: If HFC terminates the contract for convenience, will it reimburse documented demobilization and unrecovered start-up costs?

Answer: No.

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.