



**FACILITY OPERATIONS, MAINTENANCE AND
REPAIR SERVICES
FOR HOUSTON FIRST CORPORATION
REQUEST FOR PROPOSAL #062714**

Houston First Corporation (“HFC”) invites experienced companies (“Proposers”) to submit a written proposal for Facility Operations, Maintenance and Repair Services (the “Proposal”). Proposals are solicited for these services in accordance with the terms, conditions and instructions as set forth in this Request for Proposal (“RFP”).

There will be a **Pre-Proposal Conference on Tuesday, July 8, 2014 at 10:00 a.m.** in Meeting Room 360 at the George R. Brown Convention Center, which is located at 1001 Avenida de las Americas, Houston, Texas 77010. A tour of the George R. Brown Convention Center will follow the Pre-Proposal conference, and arrangements can be made to tour the other Facilities later. Here is the tentative schedule:

10:00 – 11:00 Pre-Proposal Meeting
11:00 – 12:00 Tour of George R. Brown Convention Center

Requests for additional information and questions concerning this RFP should be submitted to bids@houstonfirst.com no later than **5:00 p.m. CST, Monday, July 21, 2014.** Answers will be posted at www.houstonfirst.com/dobusiness.aspx.

Proposals are due no later than **Friday, August 8, 2014 at 2:00 p.m. CST.** No Proposals will be accepted after the stated deadline, but Proposals may be submitted any time prior to the stated deadline. When submitting Proposals via UPS/FedEx, etc., please label and seal the box(es) with the name: Facility O&M RFP, at the referenced address, and write the Request for Proposal number prominently on the box. Proposals should be delivered to the following address:

By Delivery

Houston First Corporation
Attn: Ms. Dawn Ullrich, President and CEO
1001 Avenida de las Americas, First Floor
Houston, Texas 77010

For questions concerning delivery only, contact Lisa Hargrove by phone at (713) 853-8965. All other questions concerning this solicitation must be sent to bids@houstonfirst.com.

IMPORTANT: Please clearly mark the RFP number on the exterior of the box containing your submittal.

HFC will not conduct any debriefing sessions with any Proposers after the solicitation process has concluded.

For informational purposes only, the expiring contract may be downloaded from the following website: www.houstonfirst.com/dobusiness.aspx.

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1. INTRODUCTION

1.1 RFP Goals and Objectives

HFC requests Proposals from experienced operations and maintenance firms to provide facility operations, maintenance and repair services. Proposers must respond to this RFP in the format described in Section 3—“Required Responses.” Proposers may offer additional services than those requested herein. Information concerning additional services must be provided in a separate section and priced separately from the rest of the Proposal.

1.2 Hours of Operation

The selected Proposer shall provide supervision and on-site staffing for operation and maintenance coverage requirements 24 hours per day, seven days per week, 365 days per year, including holidays. At the President’s request, Contractor’s employees and subcontractors shall remain at the Facilities and continue to provide services during inclement weather and natural disasters, such as floods and hurricanes, and assist with efforts to protect the public and prevent property damage.

1.3 General Information

Houston First Corporation (“HFC”) manages more than ten City of Houston (“City”)-owned buildings, plazas, parks, and underground and surface parking for more than 8,000 vehicles. These facilities include the George R. Brown Convention Center, Convention District Parking, Tundra Garage, Theater District Parking, Jones Hall, Wortham Theater Center, Houston Center for the Arts, Sunset Coffee Building, Talento Bilingue de Houston, the Miller Outdoor Theatre, Houston First Outdoors, and other smaller venues such as fountains.

HFC is responsible for the day-to-day maintenance and operation of these properties, but does not produce conventions or trade shows, or present any theatrical performances. HFC functions in the role of landlord’s representative, leasing the City properties in ways that provide convention and entertainment services that enrich the lives of Houstonians and visitors to the Houston area.

At the George R. Brown Convention Center, where some 200 events are held annually, a \$165 million expansion was completed on December 3, 2003. A convention center hotel, the Hilton Americas, and its garage are conveniently located across the street and connected to the convention center via pedestrian skybridges. (The Hilton hotel and its garage are not expected to be included in this Agreement.) The Convention District Garage, located in the Discovery Green park area on Avenida de las Americas, faces the George R. Brown Convention Center. The tandem facilities enable Houston to better compete for the nation’s most lucrative conventions and attract tourists. Additional parking is available at the Tundra Garage, which is connected to the Toyota Center. A new Convention Center Garage, with approximately 2,000 parking spaces, is planned to open at the northern end of the George R. Brown Convention Center in the Fall of 2015. The new Convention Center Garage will have approximately 100,000 sq. ft. of office space. When the Convention Center Garage is added to this Agreement, the Contractor shall provide services in the office space (e.g., lighting, HVAC, door hardware, interior finishes) and work orders on an as-needed basis.

The Theater District Parking Garages consist of large interconnected, multi-level underground parking garages, sometimes referred to separately as the Civic Center Garage, Large Tranquillity Garage, and the Small Tranquillity Garage. Part of the Theater District Parking

Garages is located underneath Tranquillity Park (an urban park located between the City Hall building and the Federal Building) in downtown Houston. Theater District Parking includes entrances to Jones Hall and the Wortham Theater Center, and adjoins other tunnel locations, all of which are shown on the site maps available in HFC's Parking Operations offices.

In the Theater District, HFC manages two of the largest theater facilities in the greater Houston metropolis: The Wortham Theater Center, long-time home to the Houston Grand Opera and the Houston Ballet, and the venue of a variety of public and private events, is a 437,500-square foot facility with two separate theaters. The Wortham was built entirely with funds from the private sector and opened in 1987. Jesse H. Jones Hall for the Performing Arts ("Jones Hall"), a monumental building with a travertine façade, opened in 1966. Many performances by the Houston Symphony, the Society for the Performing Arts, and other performing arts groups and entertainers are held at Jones Hall. The auditorium has unique teak walls and an acoustical ceiling.

Bayou Place, another Theater District facility, is leased to a tenant, but HFC requires that some maintenance services be provided there, limited to maintenance of luminaires, ballasts and fixtures, both at the Albert Thomas Office at Bayou Place and the underpass on Bagby Street, between Bayou Place and the west end of the building (the "Bayou Place West Hall").

The Houston Center for the Arts ("HCA"), an historical building located a short distance from downtown Houston, at 3201 Allen Parkway, is another Theater District facility for which HFC is responsible. Stages Repertory Theatre has been the largest tenant at the Houston Center for the Arts location for a number of years. Two other tenants currently also occupy that building. Stages has expressed an intention to possibly purchase the HCA building at the end of 2014, but plans have not yet been finalized.

The Sunset Coffee Building is a new addition to the Theater District. When renovation is completed, some maintenance services may be needed there.

HFC also manages the Miller Outdoor Theatre, a large outdoor theater located in Hermann Park. The Miller Outdoor Theatre offers free professional, high-quality entertainment performances to the public. Talento Bilingue de Houston, a Latino cultural arts center, located at 333 South Jensen, is another facility for which HFC is responsible.

Additionally, HFC manages a number of outdoor facilities, collectively referred to as "Houston First Outdoors": Jones Plaza, Ray C. Fish Plaza, the Bush Monument and Sesquicentennial Park properties adjacent to Wortham Center, as well as Root Memorial Square Park, which is adjacent to the Toyota Center, a large basketball stadium in downtown Houston. The Sabine Promenade, also part of Houston First Outdoors, is a 23 acre park-like area with a hike and bike trail that meanders along Buffalo Bayou from Sabine to Bagby Street.

As the agreement contemplated by this RFP progresses, Facilities may be added or deleted from the agreement by written notice from the HFC President (the "President") to the Contractor. No adjustments will be made to the total management fees set out in the final agreement as a result of any such additions or deletions. However, the percentage weights may be adjusted.

1.4. Contractor Employee Parking

Contractor's employees will be allowed free parking at designated Parking Facilities for their shifts, subject to availability.

1.5 Submittal Procedure

Proposers should provide:

- a) One digital copy (flash drive or CD) and ten paper copies of the Proposal (a total of eleven copies), and
- b) One copy of the Pricing Workbook, Exhibit H—"Pricing Model" on a flash drive or CD in Excel 2007 or 2010 format. **The Excel Workbook for this RFP is available online at <http://houstonfirst.com/DoBusiness.aspx>.**
Enclose the flash drive or CD with the signed original Proposal.

1.6 Proposal Format

The Proposal should be typewritten, printed on 8-1/2 x 11" paper, the original signed in ink and submitted in a three-ring binder. Responses must be organized and indexed in the format identified herein with pages consecutively numbered. Proposals must be signed by an authorized official. Please do not submit spiral wire-bound binders.

A table of contents and tabs delineating each section, legibility, clarity and completeness are important and essential.

The Proposal must be signed by individual(s) legally authorized to bind the Proposer(s) and must contain a statement that the Proposal and the prices contained therein should remain firm for a period of 180 days after receipt of the Best and Final offer.

The responses must also provide the names, titles, phone numbers and e-mail addresses of those individuals with authority to clarify the information provided.

1.7 Disqualification

Under no circumstances are Proposers to contact any HFC employee, director or official with regard to this RFP or any of the information contained herein (except at bids@houstonfirst.com or in response to HFC initiated discussions). Violation of this provision, except as specified herein, will subject the Proposer to **immediate disqualification**.

1.8 Addenda and Modifications

All addenda, amendments, and interpretations of this solicitation shall be in writing. Any amendment or interpretation that is not in writing shall not legally bind HFC. Only information supplied by HFC in writing or in this RFP should be used in preparing Proposal responses. All contacts that a Proposer may have had before or after receipt of this RFP with any individuals, employees, or representatives of HFC and any information that may have been read in any news media or seen or heard in any other communication regarding this RFP should be disregarded in preparing responses.

HFC does not assume responsibility for the receipt of any addendum sent to Proposers.

1.9 Examination of Documents and Requirements

Each Proposer shall carefully examine all RFP documents and thoroughly familiarize themselves with all requirements prior to submitting a proposal to ensure that the Proposal meets the intent of this RFP.

Before submitting a Proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of this RFP. Failure to make such investigations and examinations shall not relieve the Proposer from obligation to comply, in every detail, with all provisions and requirements of the Request for Proposal.

1.10 Post-Proposal Discussions with Proposers

It is HFC's intent to commence final negotiation with the Proposer(s) deemed most advantageous to HFC. HFC reserves the right, however, to conduct post-proposal discussion with any Proposer(s) including requests for additional information and requests for "Best and Final" offers.

1.11 Terms, Conditions, Limitations and Exceptions

This RFP does not commit HFC to award a contract or to pay any costs incurred in the preparation of a Proposal in response to this request.

The Proposals will become part of HFC's official files without any obligation on HFC's part. To the extent allowed by law, all responses shall be held confidential from all parties other than HFC until after the contract is awarded. Afterward, the Proposals shall be available to the public.

Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of HFC (including any and all members of Proposal evaluation committee) for the purpose of influencing consideration of a Proposal.

Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purposes of: a) responding to this RFP, or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein. Conversely, HFC can combine or consolidate Proposals, or portions thereof, for the purposes mentioned above.

All Proposals submitted must be the original work product of the Proposer. The copying or paraphrasing of the work product of another Proposer is not permitted.

The RFP and the related responses of the selected Proposer may by reference (within a contract) become part of any formal agreement between the selected Proposer and HFC. HFC and the selected Proposer may negotiate a contract or contracts for submission to the HFC president (the "President") for consideration and approval. In the event an agreement cannot be reached with the selected Proposer, HFC reserves the right to select an alternative Proposer.

Proposers, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of the Request for Proposal at the time a Proposal is submitted to HFC.

HFC has sole discretion and reserves the right to cancel this RFP or to reject any or all proposals received prior to contract award.

HFC reserves the right to waive any formalities canceling this RFP, or to reject any or all proposals or any part thereof.

HFC reserves the right to request clarification of any Proposal after all proposals have been received.

HFC reserves the right to select elements from different individual proposals and to combine and consolidate them in any way that best serves HFC's interest. HFC reserves the right to reduce the scope of the project and evaluate only the remaining elements from all Proposals. HFC reserves the right to reject specific elements contained in all proposals and to complete the evaluation process based only on the remaining items.

The initial term of the contract resulting from award of this RFP will be three years, with two optional one-year renewals. The contract will be renewed at the sole discretion of HFC, unless terminated consistent with provisions of the contract.

1.12 Interpreting Specifications

The specifications and product references contained herein are intended to be descriptive rather than restrictive. HFC is soliciting proposals to provide a complete product and service package, which meets its overall requirements. Specific equipment and system references may be included in this RFP for guidance, but they are not intended to preclude Proposers from recommending alternative solutions offering comparable or better performance or value to HFC. Unless specifically stated otherwise with regard to a specific item of equipment, it should be assumed that HFC requires all equipment proposed for this project to be supported by a manufacturer's warranty, which is equal to or better than the prevailing standard in the industry.

Changes in the specifications or terms and conditions of this RFP will be made in writing by HFC prior to the Proposal due date. Results of informal meetings or discussions between a potential Proposer and an HFC official or employee may not be used as a basis for deviations from the requirements contained in this RFP.

1.13 Schedule

Listed below are important dates and times by which actions related to this Request for Proposal (RFP) should be completed.

<u>Scheduled Date</u>	<u>Event</u>
June 27 and July 4, 2014	RFP issued
July 8, 2014	Pre-Proposal Conference and building tours
July 21, 2014	Deadline for Questions submitted by Proposers
August 8, 2014	Proposal response deadline
September, 2014	Short list Proposer presentations
October, 2014	Evaluation completed
November, 2014	Agreement finalization & award
December 1, 2014	“Phase in” period commences
January 1, 2015	New Agreement start date

Note: The schedule above is subject to change.

1.14 Maintenance Objectives

Safety, reliability, energy conservation and utility cost reduction, through development and implementation of a proper operations maintenance program, are paramount among HFC’s goals in securing these services.

Preventive maintenance; safe, effective, efficient and timely operations; maintenance and repair of facility equipment and systems are key areas of concentration for the selected Proposer. It is the intention of this RFP that all equipment shall continue to operate in “First Class” condition on a continuous basis, without interruption or disruption of events and activities occurring in the Facilities. The President’s prior written consent is required before any Facility may be closed for maintenance or repairs.

“First Class” condition, in relation to the original systems and equipment, means operating in accordance with required conditions, and performing the functions intended within manufacturer’s tolerances or required practices for efficient, safe, predicable and dependable performance. In relation to replacement parts and materials, “First Class” shall mean equal or better quality than installed during the original construction.

1.15 Confidentiality

This RFP and any related documents HFC may provide are for the sole use of Proposer’s preparation of a proposal. HFC reserves the right to retain all submitted materials.

HFC shall not be held accountable if material from responses is obtained without the written consent of the Proposer by parties other than HFC, at any time during the proposal evaluation process. If a Proposer submits trade secret information to HFC, the information must be clearly labeled as a “Trade Secret”. HFC will maintain the confidentiality of such trade secret to the extent provided by law.

1.16 Disclaimer

This RFP is not an offer to enter into a contract, but is merely a request for the Proposer to submit a proposal. Expenses incurred in responding to this request are the responsibility of the Proposer. All materials submitted become the property of HFC. HFC reserves the right to modify, reject or use without limitation any or all of the ideas from submitted information.

1.17 Additional Conditions

- 1.17.1 HFC will provide reasonable working space for the selected Proposer (“Contractor”).
- 1.17.2 If subcontractor involvement is required in the use of license, patent, or proprietary process, the Contractor is responsible for obtaining written authorization from the subcontractor to use the process or to provide another process comparable to that which is required and which is acceptable to HFC, all at no additional cost or liability to HFC.
- 1.17.3 In the event an agreement cannot be reached with the selected Proposer, HFC reserves the right to select an alternative Proposer.

2. SCOPE OF WORK

2.1 Scope of Work

The successful Proposer shall be required to provide 24-hour comprehensive operations and maintenance services as described below and in accordance with Attachment “A” – Draft Facility Operations, Maintenance and Repair Services Agreement, attached hereto and made a part of this RFP. The summary of the portfolio covered by this RFP is indicated in Attachment “B”--Portfolio Composition Summary. The term "portfolio" as used in this RFP refers to all locations as described in Attachment “B”. For the purposes of this RFP, the individual properties will be referred to as “Facilities” and are to be treated as separate entities for budgeting, staffing and service delivery purposes unless directed to do otherwise by the President (e.g., The President may instruct Contractor to group smaller venues, such as fountains, together with the broader term "Houston First Outdoors" and send invoices pertaining to fountains to the Houston First Outdoors General Manager).

Proposer’s scope of responsibilities shall include:

- 2.1.1 Provide the range of services to specific Facilities as delineated within Attachment “C”— Services to be Provided, by Facility (Functional Matrix). Proposers need to understand that HFC has no tolerance for non-compliance with codes and regulations or event interruptions in the delivery of the services noted in Attachment “C”.
- 2.1.2 Provide account management to ensure services are delivered consistent with the stated scope of services, specifications and service expectations. Management services shall include sourcing, supervising and evaluating current service delivery methods and submitting enhancement opportunities to improve quality, customer service, and cost performance as well as satisfying current and new business requirements (refer to Attachment “D-1” General Management for details).
- 2.1.3 Provide dedicated account management, administrative, certified technical and general maintenance staff consistent with the personnel qualifications as shown on Attachment “D-1A”. Staffing plans are to satisfy daily maintenance and service workload and

coverage objectives consistent with established service level agreements, service level response goals, and other HFC requirements. Staffing considerations include:

- a. Develop staffing plans that minimize overtime expenses by planning and advance scheduling of recurring work tasks to assigned staff on off-shifts or split shifts.
 - b. Develop operating plans and strategies which ensure that adequate resources are available at all times to properly support or respond to the scale and technical complexity of the building systems and events.
 - c. Provide effective communications and coordination with major capital improvement initiatives that are directly managed by other entities.
- 2.1.4 Provide financial processing and reporting services to ensure fiscal controls are appropriately applied, financial reports are a true reflection of expenses incurred, invoices are approved and appropriately funded, and budgets are developed consistent with requirements (refer to Attachment "D-2" Finance and Administration for details).
- 2.1.5 Provide monthly, quarterly and year-to-date operational reporting services which highlight operational issues and summarize the preventive maintenance, remedial work requests, Facility management, and capital improvement project management workload results as the fiscal period progresses. Reports to be prepared at the Facility level with applicable portfolio summaries presented (refer to Attachment D-3 Operational Reporting for details).
- 2.1.6 Provide a comprehensive technology platform to effectively integrate the work order processing and reporting functions. Contractor shall effectively manage the work order processes for remedial service requests and preventive maintenance work, budgeting and accounting requirements, procurement initiatives and processes, performance management program tracking and reporting, and project management assignments. Contractor shall facilitate HFC's access to information through a customized Internet-based portal system with highly secured protection capabilities (refer to Attachment D-4 Technology for details).
- 2.1.7 Provide management services for all subcontracted vendors ensuring services are delivered consistent with agreement terms, service specifications and HFC expectations. Monitor subcontractor performance and approve all subcontractor invoices. As necessary update service specifications based on changing business needs and periodically evaluate alternative sourcing opportunities (refer to Attachment D-5 Subcontractor Management for details).
- 2.1.8 Develop, maintain and communicate the policies and procedures associated with the delivery of efficient and quality operations and maintenance services in support of the various HFC facilities, tenants, events and performances. Library of Facility drawings, manuals or electronic files will include comprehensive tenant's manuals, safety programs, emergency procedures (per established HFC guidelines), building operations and maintenance procedures (refer to Attachment D-6 Documentation, Procedures and Manuals for details).
- 2.1.9 Provide comprehensive capital planning services associated with infrastructure systems to ensure critical business operations are as free as possible from interruptions due to

equipment failures and changing business requirements are accommodated within the infrastructure system's capacities (refer to Attachment D-7 Capital Planning for details).

- 2.1.10 Provide complete and efficient operational management of all base building infrastructure systems. Ensure all business environments with full 24/7 auxiliary back-up power capabilities are protected from internal and external interruptions. Ensure all business environments without full 24/7 back-up capabilities are free from controllable interruptions (refer to Attachment D-8 Business Continuity for details and Attachment E – Equipment Lists).
- 2.1.11 Provide potable drinking water within designated Facilities and maintain decorative fountains (refer to Attachment D-9 Drinking Water and Decorative Fountains for details).
- 2.1.12 Provide the expertise, supervision, maintenance, repair and project management services associated with the various building systems within designated Facilities. Ensure all systems function as designed to maintain system reliability and conserve energy. Identify improvement opportunities to increase reliability, extend capabilities and reduce operating costs. Refer to the following Attachments for details:
 - a. Attachment D-10 Electrical Services
 - b. Attachment D-11 Energy Conservation/Energy Management
 - c. Attachment D-12 Fire/Life Safety Services
 - d. Attachment D-13 General Building Maintenance
 - e. Attachment D-14 Capital Improvement Project Management
 - f. Attachment D-15 Mechanical Services
 - g. Attachment D-16 Lighting Maintenance
 - h. Attachment D-17 Plumbing Services
- 2.1.13 Provide parking facilities services associated with designated parking garages and parking lots (refer to Attachment D-18 Parking Facilities for details).
- 2.1.14 Provide preventive/predictive maintenance and property inspections supporting designated Facilities, including, but not limited to, base building mechanical, electrical, fire/life safety and plumbing systems to keep same in good working order and in compliance with manufacturer's recommendations and industry best practices (refer to Attachment D-19 Preventive Maintenance for details).
- 2.1.15 Maintain effective customer relations. Develop and implement procedures to define and ensure the prompt handling of remedial work requests, including the proper communication channels, service level response goals (as defined in the service level agreements and as exemplified in Attachment D-20A—Service Level Response Goals), and service workload tracking mechanisms (refer to Attachment D-20 Remedial Requests for details).
- 2.1.16 Develop and implement 24-hour emergency response and procedures for responding to building alarms and severe weather conditions that affect life safety, physical assets or business operations. Ensure off-hour response to alarm condition procedures include on-site response by certified personnel within one hour to supplement the on-site coverage staff. Participate in the development of emergency response plans and execute the support responsibilities identified for the operations and maintenance Contractor by those plans.

- 2.1.17 Designate a safety officer to coordinate all regulatory, building code, fire and safety requirements and to develop, implement and maintain the following:
 - a. An effective program supporting all OSHA regulations, regulatory reporting requirements and safety related training requirements.
 - b. A safety data sheet (“SDS”) program (previously known as “materials safety data sheets program” (MSDS) for all chemicals used at any site contained within the portfolio under the Contractor’s range of responsibilities.
- 2.1.18 Provide service/call center services to receive HFC work requests, process remedial and preventive maintenance work orders and implement emergency and normal response procedures. Maintain and tabulate the information required to effectively prepare monthly, quarterly and annual workload, financial and management reports. Develop and administer a process for measuring HFC satisfaction at a discrete business level; analyze results and translate survey results into specific business improvements (refer to Attachment D-21 Service/Call Center for details).
- 2.1.19 Provide electronic security equipment repair and maintenance services at designated properties within the portfolio. Functional components include intrusion alarm systems, CCTV, video surveillance and recording, duress alarm equipment, motion/noise detectors, door contacts, access control system equipment and other electronic equipment and devices (refer to Attachment D-22 Electronic Security for details).
- 2.1.20 Provide general services at designated Facilities consistent with service specifications and expectations. Evaluate services to be subcontracted or re-Proposal to realize process improvements or cost savings, prepare detailed service specifications for approval, conduct formal Proposal procedures and recommend third party vendors for contract awards. Refer to the following Attachments for details:
 - a. Attachment D-23 Environmental, Health and Safety
 - b. Attachment D-24 General Services
- 2.1.21 All third party provider contracts are to be consistent with HFC contract parameters, guidelines and stipulations.

2.2 Current Environment

The Facilities covered by this RFP are noted in Attachment B. Attachment C – Services to be Provided, by Facility (Functional Matrix), delineates which services are to be provided for each Facility. Detailed service requirements and expectations are defined within the attached service level agreement documents:

- a. Attachments D-1 through D-6 for Account Management services
- b. Attachments D-7 through D-22 for Operations and Maintenance services
- c. Attachments D-23 and D-24 for Environmental, Health and Safety and General Services

The Facilities included in the RFP are mixed-use facilities including general office space (with typical I/T network capabilities), convention and exhibition center, meeting/training and theater facilities. The ongoing events conducted within the facilities require immediate response to problems/alarm conditions and comprehensive maintenance and care programs.

HFC is not requiring the use of any specific subcontractor nor are they endorsing subcontractors for this assignment. Proposers are responsible to undertake appropriate due diligence in reviewing and selecting subcontractors and partners for inclusion in their proposal.

2.3 Volumes

In an effort to assist the development of staffing, budget and pricing projections, estimated workload quantities for the various services are included within Attachment C-1 or within the appropriate SLA. The projections are based on a combination of historical experience and expectations given future business plans. These projections are subject to change and are not to be considered commitments of future volumes.

2.4 Current Technology

HFC currently uses several technology tools to facilitate the delivery of Services. HFC expects Proposers to propose and utilize the most appropriate technology tools necessary to adequately meet the requirements outlined within this RFP including Attachment D-3 - Operational Reporting and Attachment D-4 - Technology.

2.5 Computerized Maintenance Management System

HFC's current contractor uses a computerized maintenance management system (CMMS) called Maintenance Edge.

2.6 Building Automation Systems

HFC currently utilizes several different building automation systems (BAS) as noted below:

George R. Brown Convention Center ("GRBCC")

BAS: Niagara version 7, EcoRate (Energy Dashboard), EnergyLogix/BDX, TrendView,

Lighting: WattStopper/Legrand Win Control Graphics: Version 3.12.030

BAS: Johnson Controls Metasys: Revision Number – Release 12.01

BAS: Johnson Controls M5 Graphics: Version 5.1

Fire: Simplex 4100U Fire Alarm Control Panel (Node 3): Revision 12.05.02

Fire: Simplex 4120 Fire Alarm Control Panel (Node 4): Revision 3.01.02

Wortham Theater

BAS - Metasys (ver. 12) – Johnson Metasys Revision 12.041 for part of it and the other part is Johnson Tritium Revision 3.3.

Fire - Siemens model MXL

Jones Hall

BAS - Talon (web based) – Talon R2 Revision 5.22

Fire - Siemens Model MXL

2.7 Capital Planning and Asset Management System

HFC currently utilizes a capital planning and asset management solution ("CPMS") called Maintenance Edge to facilitate development of capital improvement plans for Theater District Facilities and for capital planning for the GRBCC.

3. REQUIRED RESPONSES

This section outlines the requirements that your organization is requested to address in order to comply with this RFP. It is important that you follow the format presented. Please restate the question, requirement or data requested above your response, for ease of review.

Using the Microsoft Word file provided in the attached file, respond to each requirement listed in the following sections, following the numbering system used. A Microsoft Excel workbook containing several worksheets has been included as well. Please incorporate your staffing and pricing responses into the Excel file and return the file both via a flash drive or computer disk and in written form enclosed with your submission package.

Priorities will be used to weight responses to determine the overall rating; therefore, it is very important that we receive responses to all requirements. HFC reserves the right to change the priority of requirements.

Title Page

The title page should include the RFP subject and RFP number, the name and address of the Proposer, and the required submission date of the proposal.

3.1 Cover Letter

In the cover letter, outline the sales, operational, customer service and technical contacts within your organization. Include phone numbers, facsimile numbers and e-mail addresses. In addition, this letter shall include a statement by the Proposer i) accepting all terms and conditions contained in this RFP; ii) that the person signing the transmittal letter is authorized to legally bind the Proposer; and iii) that the proposal and pricing contained therein shall remain firm for a period of 180 days from the date of receipt by HFC. The cover letter should include a brief discussion of the Proposer's ability to perform contract services in accordance with the Scope of Services in this RFP. Any exceptions to the stated terms and conditions outlined in Attachment A, "Draft Agreement for Facility Operations, Maintenance and Repair Services" must be explained in detail within the cover letter. Although the final agreement may differ from the Draft Agreement, HFC's standard terms and conditions are generally non-negotiable.

3.2 Company Profile

In ten pages or less, provide the following general information about your company:

- 3.2.1 Name, address, web site, and phone number of company headquarters.
- 3.2.2 Age of company, year of incorporation, and number of employees and revenues related specifically to the delivery of municipal Operations and Maintenance services.
- 3.2.3 Financial profile of company, which should include number of current customers with similar programs and requirements, and years of experience in this line of business, and most recent annual report or comparable audited statements.
- 3.2.4 Provide a concise description of any business partners, major subcontractors, or subsidiaries that may be providing support services if your company is awarded the Agreement. This information should include the same information requested for your company (including sections 3.2, 3.6 and 6.0). Please clearly define the nature of the relationship (i.e., reseller, subcontractor, subsidiary, parent, unrelated joint vendor, etc.).
- 3.2.5 Provide a description of the lines of business/services provided by your company and revenues generated by each line of business/service. Describe your organizational alignment, clearly demonstrating where operations and maintenance services reports within your corporate organization.
- 3.2.6 Provide a list of all major municipal clients or other similar facility locations where you provide operations and maintenance services specific to the convention center and theater businesses. Indicate client locations, total square footage by location, and the range of services you provide at each location and current General Manager's name and contact numbers.
- 3.2.7 Define any current relationship with HFC, including the current services and products provided to HFC.
- 3.2.8 Provide an organizational chart detailing major departments and the roles each will have in to supporting this Agreement.
- 3.2.9 Highlight the services or attributes that differentiate you from other operations and maintenance firms.
- 3.2.10 Describe your corporation's future "roadmap" and investments planned by line of business/service.

3.3 Summary of Proposed Solution

- 3.3.1 Provide an executive level summary that defines your overall approach to provide and manage the operations and maintenance services (Attachments D-1 through D-24). Provide supporting visual graphics, such as organization charts or flow charts that define how your proposed solution (including integration with any proposed subcontractors) is designed to meet the requirements of this RFP. Highlight the capabilities and/or qualities of your firm that differentiate your proposal.
- 3.3.2 If you were to be awarded a five-year contract rather than a three year contract with two option years, how would this change your proposed solution?

3.4 Summary of Technology Solutions

- 3.4.1 Provide a comprehensive overview of all technology tools that your firm (as well as any proposed subcontractors) would utilize in providing the operations and maintenance services contained within this RFP (Attachments D-1 through D-24) in a manner that is consistent with the responsibilities and expectations contained within Attachment D-4.
- 3.4.2 Provide a flow chart showing the systems utilized by your firm and how they integrate. Address all aspects of your service delivery model including regulatory compliance and reporting, remedial requests, preventive maintenance, work order management, budgeting and accounting, procurement, project management, performance tracking and HFC network integration.
- 3.4.3 Describe your experience with the technologies mentioned in Section 2.3 above.
- 3.4.4 HFC will require the use of Maintenance Edge by the successful Proposer, and will require a sufficient number of licenses be available for use by the Contractor throughout the term of the Agreement. Please describe how you will comply with this requirement.
- 3.4.5 If you are proposing new technology solutions, explain the proposed technology (including all of the inherent features) and describe the resulting benefits to HFC.
- 3.4.6 Define very clearly what the acquisition and implementation of each system will cost HFC, and any critical integration and implementation resources you will require from HFC to effectively implement said systems. State what information and what format are required in order to facilitate data input into your database and satisfy operational interfaces and requirements.
- 3.4.7 Clearly delineate whether those systems are proprietary or whether HFC will own the system, data, and all work plans at the expiration of the contract term.

3.5 Project Team

- 3.5.1 Describe your vision of the account management approach you plan to provide for HFC account. Explain what approach your company would employ to ensure alignment of strategic objectives and explain what expectations you would have of HFC as a strategic partner. With what frequency and format would your primary contact meet with key HFC relationship manager(s) to review performance, market trends, business improvement initiatives, benchmarking, HFC business strategies, and other essential information?
- 3.5.2 Identify all key personnel and/or alliance partners designated to work on the ongoing aspects of the operations and maintenance services, their areas and levels of responsibility, and whether the personnel identified will be dedicated to the HFC account or shared with another client. Provide an organizational chart detailing areas of responsibility and interrelationships. List any subcontractors and/or vendors proposed to fulfill any of the stated requirements. For major subcontractors, identify their project team proposed to support HFC account.

- 3.5.3 Provide resumes for all key personnel proposed to support the operations and maintenance services components (the resumes of the key personnel, including subcontractors, may be included as a separate section at the end of the RFP response). In the event that any such personnel are reassigned from the subject assignment, HFC requires that the information required herein shall be submitted for any and all replacement personnel in advance of the time such replacement is made.

3.6 Staffing Plan

- 3.6.1 Using the Excel Spreadsheet, Attachment H-1A, provide the detail for staffing anticipated to manage and/or deliver the operations and management services (Attachments D-1 through D-24) at the designated Facilities proposed on the HFC account over the Agreement term. Required staff coverage information has been included within the appropriate SLAs. **Input information into the relevant yellow highlighted cells** including: position title, proposed headcount, salary range, estimated overtime factor and benefit load factor. The intent of the Staffing Plan is to capture staffing and salary information as it relates to services where staffing costs are to be “passed-through” to HFC. **Note: These costs are to be direct pass-throughs with no mark-up for overhead or profit.**
- 3.6.2 Include detailed job descriptions for all staff classifications proposed. Include staff that would provide management, supervision, technical or administrative support to the account.
- 3.6.3 Describe your strategy for optimizing staff utilization and to minimize over-time staffing requirements on HFC account.
- 3.6.4 Comment on your position with respect to considering current contractor’s supplied labor for positions within your firm with respect to HFC account.
- 3.6.5 Describe your employment policies and hiring standards concerning background checks and verification of previous employment and educational background. Describe your qualification criteria for determining acceptable and unacceptable candidates.
- 3.6.6 Provide copies of any LEED certificates and accreditations obtained by management personnel who will be assigned to the Agreement.

3.7 Training and Education

- 3.7.1 Provide a summary of the training programs provided by your company for its employees. Focus on regulatory, mandatory and technical training and certifications.
- 3.7.2 Provide the average number of hours spent each year per employee in a training class or program.
- 3.7.3 Provide the average amount budgeted per year, per employee for training employees comparable to those who would be supporting HFC account.
- 3.7.4 Indicate the actual amount spent on training per employee for 2013 for comparable employees to those who will support HFC account.

3.8 Benefits Assessment

Because there is a potential that the successful Proposer may elect to hire an existing contractor employee, a comprehensive comparison of available benefits will be completed prior to award. It is imperative that these questions be answered as asked. For each type of coverage, clearly state if the existing employee's (or subcontractor's) length of service will be recognized as tenure within your organization. Utilize the format shown in **Attachment G—Benefits Template** to detail your responses to this section. This same information must be provided for any significant business partners or subsidiaries, and subcontractors, if the value of the subcontractor's contract is \$200,000 or more.

- 3.8.1 **Medical Benefits:** Provide a detailed definition of the medical coverage that will be offered to employees you employ for this account. Include the specific provider of the plan, the nature of the plan (HMO, PPO etc.), and any other relevant information.
- 3.8.2 **Short Term Disability:** State carrier, and summary of plan. What percent of salary is covered, as of what date post-accident? How is the employee covered prior to the date of STD eligibility? Do you provide full gap coverage?
- 3.8.3 **Long Term Disability:** State carrier and summary of plan. What percent of salary is covered? As of what date does LTD vest? What if any are the monthly, annual or lifetime maximums? What is the LTD benefit period?
- 3.8.4 **Life Insurance:** Define available life insurance benefits, and their attendant costs to the employees.
- 3.8.5 **Dependent Life Insurance:** Define available dependent life insurance benefits, and their attendant costs to the employees.
- 3.8.6 **Accidental Death and Dismemberment:** Define available policies and their attendant costs to the employees.
- 3.8.7 **Defined Benefit Plans:** Describe current defined benefit plans, if any, available to company employees. Identify how long the waiting period is until an employee is vested.
- 3.8.8 **Incentive Savings Plans or Variable Benefit Plans:** Define all incentive retirement plans available if any. Define vesting schedule.
- 3.8.9 **Holidays:** Because convention center and theater events may occur during typical holiday periods, clearly define the compensation employees receive for working on Holidays. For the purposes of this Agreement, "Holidays" shall mean the holidays approved by HFC's Board of Directors.
- 3.8.10 **Severance:** Define your severance plan.
- 3.8.11 **Vacation:** Define vacation policy for employees.
- 3.8.12 **Sick/Personal Time:** Clearly define the sick time and personal time policies of your firm.
- 3.8.13 **Educational Assistance:** Please define any educational assistance offered to company employees, and any restrictions associated therewith.
- 3.8.14 **Variable Compensation:** Define all variable compensation plans available to employees.

3.8.15 **Medical Retiree:** Define any retiree medical benefits offered.

3.9 Transition Planning

Recognizing that there will be a number of special and/or unique steps in any transition plan for transferring or establishing services within the portfolio, HFC is interested in understanding how the transition will be managed. With as much detail as possible, provide the following items related to the transition of operations and maintenance services (Attachments D-1 through D-24) at all Facilities included within the portfolio:

- 3.9.1 Schedule demonstrating the transition of operational (day-to-day) responsibilities from the current approach to your firm and establishment of a new service delivery approach.
- 3.9.2 Communication(s): Describe how your firm would typically communicate to HFC management, tenants, and incumbent employees regarding the transition of operations and management services. Provide a detailed communication schedule.
- 3.9.3 Technology: Indicate what training and resources would be required for your firm during the transition period. Specifically justify any costs to be passed through to HFC, if any.
- 3.9.4 Justify all transition costs (if any) that HFC will incur, and detail the proposed fees (refer to Attachment H-2 for transition pricing instructions).
- 3.9.5 For those transition costs you plan to pass-through, describe whether you wish to have these transition costs amortized over the term of the Agreement or paid as a lump-sum in year one.
- 3.9.6 Itemize all equipment that will need to be purchased prior to the beginning of the Agreement.

3.10 Work Plan

Describe your company's management philosophy, and provide a detailed description of the programs and procedures that you will bring to bear to meet the service requirements contained within the service level agreement documents. Specifically articulate how the following items will be addressed across the portfolio:

3.10.1 Strategy/Innovation

- 3.10.1.1 Please describe the strategic operations and maintenance management processes you will utilize in managing the HFC account.
- 3.10.1.2 Provide specific examples of the actions and results these methods have generated on comparable accounts.
- 3.10.1.3 Describe how your firm would evaluate new products, maintain knowledge of industry trends and share this information within your organization.
- 3.10.1.4 Specifically describe what approach and what level of detail your firm would provide to HFC in terms of comprehensive business case analyses and detailed implementation plans regarding potential service delivery, process, or cost saving changes that you might recommend over the course of the Agreement. Please provide an example of such an analysis that you've undertaken for another client.

3.10.2 Critical Systems

- 3.10.2.1 What is your approach for maintaining business-critical equipment or areas that have the potential to shut down HFC business operations (i.e., events, performances etc.)? Provide examples of comparable environments where you provide critical systems support.
- 3.10.2.2 How do your work plans differ when operating in areas with critical systems? What sort of strategies do you use to mitigate risk when operating in a critical area?

3.10.3 Benchmarking

- 3.10.3.1 Describe the benchmarking program you would provide HFC.
- 3.10.3.2 Clearly delineate what areas would be tracked and how they would be tracked.
- 3.10.3.3 Define the source of the benchmark data that would be used for comparison.

3.10.4 Preventive Maintenance (PM) Programs (applies to all assigned building system components and equipment):

- 3.10.4.1 Contractor will ensure PM requirements are appropriately established and managed.
- 3.10.4.2 Contractor will monitor and validate compliance with PM requirements and report progress on the attainment of PM goals and objectives.

3.10.5 Remedial Work Orders (applies to self-determined and HFC service requests and alarms):

- 3.10.5.1 Contractor will assign resources to complete remedial requests consistent with the service expectations contained within the service level agreements in Attachment "D."
- 3.10.5.2 Contractor will monitor and validate compliance with service level response goals, as set out in the service level agreements, and report progress on the attainment of work order objectives to General Managers every six months.
- 3.10.5.3 Contractor will address emergency response requirements.
- 3.10.5.4 Contractor will incorporate customer satisfaction measurement, analysis, and response into the customer service and work order management process.

3.10.6 Operating Efficiency Program

(applies to the operational procedures and processes associated with the building infrastructure equipment, technologies and systems):

- 3.10.6.1 Contractor will approach managing the HVAC and electrical systems in the most efficient manner possible.

3.10.7 Management/Subcontracted Services

- 3.10.7.1 Contractor shall monitor subcontractors for compliance with this Agreement's specifications and shall have a clearly defined vendor invoice approval process.

3.10.8 Safety Programs (applies to all services provided)

- 3.10.8.1 Contractor shall provide General Managers with copies of its safety program(s) as requested.
- 3.10.8.2 Contractor will be responsible for safety aspects relating to the range of services provided at each Facility.
- 3.10.8.3 Contractor shall ensure that its subcontractors adhere to safety requirements.

3.10.9 Quality Control Programs (applies to all services provided)

- 3.10.9.1 Contractor shall provide quality improvement monitoring and evaluation programs.
- 3.10.9.2 Contractor shall effectively evaluate the building systems, architectural finishes and products, structure and property to ensure all components are serviced and renewed in a manner that ensures their integrity, appearance and reliability is maintained over the long term.

3.10.10 Procurement Procedures and Programs (applies to all services provided)

- 3.10.10.1 Contractor shall manage the procurement of the services, equipment, supplies, goods and materials needed to accomplish the requirements defined in the service level agreement documents (Attachment "D").
- 3.10.10.2 Contractor shall comply with HFC's procurement procedures to the extent possible.
- 3.10.10.3 Contractor shall leverage the purchasing power of its client portfolio and pass through cost savings to HFC.
- 3.10.10.4 E-procurement strategies, if available, will be employed to generate value to HFC.
- 3.10.10.5 Contractor shall manage the materials and supplies inventory requirements as necessary and provide reports on same to the General Managers on a quarterly basis.
- 3.10.10.6 Contractor will procure services, equipment and materials associated with capital and expensed Capital Improvement projects to the extent they are requested by the President in the form of a Special Service Authorization or Add Notice.
- 3.10.10.7 Contractor will measure and report on savings attained through the use of its procurement strategies.

3.10.11 Accounting Procedures and Reconciliation (applies to all services provided)

- 3.10.11.1 Contractor should process invoices for payment by HFC on a monthly basis and account for operating expenses at an individual Facility level.
- 3.10.11.2 Contractor should provide financial reports to HFC on a monthly, quarterly and annual basis.

3.10.12 Customer Relations (applies to all services provided)

- 3.10.12.1 Contractor shall have a call center and answer phone calls, e-mails, and radio calls in a prompt manner.
- 3.10.12.2 The status of work requests should be communicated to the General Managers on a consistently regular basis, as required by the individual General Managers.
- 3.10.12.3 Contractor will track client satisfaction levels by conducting surveys among the General Managers, if requested by the President. Copies of the results should be sent to the President and/or her designee.

3.10.13 Documentation, Procedures and Manuals

- 3.10.13.1 Contractor shall ensure that appropriate documentation, procedures and manuals are developed, maintained and disseminated (refer to Attachment D-6).

3.10.14 Capital Planning

- 3.10.14.1 Contractor shall utilize facility condition assessments to monitor the operational efficiency and quality of client portfolios as requested by the President.
- 3.10.14.2 HFC may request development and maintenance of a Capital Improvement Plan (refer to Attachment D-7) as an additional service.

3.10.15 Capital Improvement Project Management (Infrastructure only)

- 3.10.15.1 Contractor shall manage capital improvement projects consistent with scope of work, budget and schedule objectives (refer to Attachment D-14).
- 3.10.15.2 Contractor will monitor and report on its progress meeting project oriented objectives as requested.

3.10.16 Environmental, Health and Safety (EH&S)

- 3.10.16.1 Contractor will provide Environmental Health and Safety (EH&S) services in the defined scope of work (refer to Attachment D-23).
- 3.10.16.2 Contractor shall report on the range of EH&S services delivered and the volume of EH&S investigations performed on an annual basis for each Facility requiring these services. The report should include investigation scope and objectives, evaluation results, and recommendations, etc.

3.10.17 General Services

- 3.10.17.1 Contractor shall provide general services—unique or specialized requests outside the base building services—as requested.

- 3.10.17.2 Contractor shall monitor and validate that general services are provided consistent with the service level agreements and requirements (refer to Attachment D-24).
- 3.10.17.3 Contractor shall develop a methodology to track general services work order costs and volumes separately from base building services.

3.11 Financial and Operational Reporting

- 3.11.1 Contractor shall provide monthly financial reports, in a format approved by the President.
- 3.11.2 Please provide a description and samples of operational reports available. Include a sample monthly report that is currently used with another client where you are providing comparable services.
- 3.11.3 Summarize the type and frequency of financial and operating reports you would propose to provide HFC in relation to management of this account.

3.12 Compensation

HFC prefers to structure contract relationships with minimal base fees, and have a considerable portion of the contractor's compensation placed at risk, based upon the contractor's ability to meet the specifications and service levels defined within the service level agreement documents. Furthermore, HFC will require that consistent standards of performance are maintained as a prerequisite to awarding any incentive compensation.

Very detailed specifications and service level expectations have been delineated in Attachments D-1 through D-24. Respond to all compensation requests in light of the expectations defined in these attachments. HFC will give substantial credit to those Proposals prepared with a significant at-risk fee component. The at-risk fee must be at least 30% of the total management fees. For each of the various pricing components required, there are separate, detailed Proposal instructions and definitions contained within the documentation submitted as part of Attachment H **Note: include a brief textual definition of what is included for each line item within the Attachment H workbooks – if this is consistent across all workbooks, one textual definition is sufficient.** In addition:

- 3.12.1 Provide an executive level summary that defines your overall pricing strategy proposed for this account. Briefly describe all fees that may be incurred by HFC over the Agreement term.
- 3.12.2 Explain how your proposed compensation program will ensure that service and performance levels will be maintained consistently at all times.
- 3.12.3 Using the Excel Workbook submitted as Attachment H-1B, provide detailed budget information for **projected operating expenses** for the operations and maintenance services included within this RFP. These budgets are intended to provide a detailed operating expense budget projection and should reflect ONLY those costs that are directly related to each Facility and fall within the account structure for Attachments D-1 through D-24. For ease of proposing, one workbook has been pre-populated and pre-linked with a consistent budget format for each Facility group.

- 3.12.4 Within the same workbook as noted in 3.12.3 above, provide detailed **Management Fee** quotes per Facility group as demonstrated in Attachment H-1C. Management Fees are to be quoted as cost per year for each year of the proposed Agreement term. The attachment requires Proposers to break out Management Fees into separate components incorporating all aspects of Administrative Overhead, Corporate Overhead, Profit and other Fees. As noted above, it is HFC's preference that the profit component of the management fee is comprised of two parts. One, the base management fee to be charged the account monthly, and, secondly, the at-risk component that is earned as SLAs are achieved (payable every six months). Therefore, the at-risk line item should comprise a significant portion of the overall Management Fee.
- 3.12.5 Using the Excel Worksheet provided as Attachment H-2, delineate the **total transition costs** that HFC will incur as a result of awarding this Agreement. As with all "pass-through" expenses, Proposers will be required to prove actual costs incurred, therefore be very specific in providing the detailed justification for these fees as requested in Section 3.9.
- 3.12.6 Use the pricing instructions, definitions and workbook attached as indicated in Attachment H-3 for Other Work pricing for supplemental labor for work that can not be accomplished with the Proposer's proposed on-site staffing.
- 3.12.7 Identify any other fees or costs HFC will incur as a result of your proposal.

3.13 Service Enhancement Plan

Provide a detailed summary of the specific steps and actions you would propose to improve service levels and/or reduce expenses associated with delivering the proposed services. These actions are aside from the staffing plans or technology solutions previously addressed. Address any strategies you would propose for eliminating any current, inefficient processes HFC may be utilizing. How would your firm propose to assist HFC in transitioning towards the enhanced services?

3.14 Draft Agreement for Facility Operations, Maintenance and Repair Services

A "Draft Facility Operations, Maintenance and Repair Services Agreement" is included as Attachment "A". Please note that Attachment "A" contains major terms and conditions that will be in the final Agreement, but not necessarily all provisions. Please review the terms and conditions in detail and note any concerns **within your cover letter** (refer to Section 3.1) relative to signing a document containing the provisions as stated. An authorized signatory must execute a statement either agreeing to the provisions as stated, or agreeing to the provisions with the exceptions noted on the submittal.

3.15 Diversity Commitment

The selected Contractor will be required to use good faith efforts to award subcontracts to certified, diverse suppliers of goods and services in accordance with the Diversity Program established by HFC. The specific goal for this solicitation is **thirty-two percent (32%)** of the selected Contractor's operating costs related to the awarded contract (excluding direct employee costs, such as salaries and employer-paid benefits).

A copy of the Diversity Program, including Instructions to Bidders/Proposers and forms required to be submitted by all Proposers, is available online at www.houstonfirst.com/dobusiness.aspx.

Contractors should note in their proposals if they are a certified, diverse entity recognized under HFC's Diversity Program; however, such certification shall not lessen or otherwise alter the requirement to use good faith efforts to award subcontracts to diverse suppliers of goods and services.

3.16 Performance Bond

The successful Contractor shall be required to provide a Performance Bond or a Clean Irrevocable Letter of Credit in the amount of **\$1,750,000.00** throughout the term of the contract. The bond will be renewed for each year of the contract term including extension terms. The Performance Bond shall be in the same form as that distributed by HFC (as noted in **Attachment "F"**), all duly executed by the Proposer (as "Principal") and by a Corporate Surety Company licensed to do business in the State of Texas, and shown in the most recent edition of United States Treasury Circular 570 as having an "underwriting limitation" at least as great as that amount of the Performance Bond.

3.17 Insurance Requirements

The selected Contractor shall obtain and maintain in effect during the term of the Agreement, insurance coverage as set forth in Attachment "A"—"Draft Facility Operations, Maintenance and Repair Services Agreement" and shall furnish certificates of insurance showing HFC as an additional insured, in duplicate form, prior to the beginning of the Agreement. The cost of insurance is an ordinary business expense which will be paid for by Contractor.

Only unaltered original insurance certificates endorsed by the underwriter are acceptable. Photocopies are unacceptable.

3.18 Indemnity and Release

The contract will contain the Release and Indemnification sections shown in **Attachment A—Draft Facility Operations, Maintenance and Repair Services Agreement**.

3.19 Contractor Customer Service

Selected Contractor should make client satisfaction a priority in providing services under the agreement. Contractor's employees should be trained to be customer-service oriented and to positively and politely interact with the public when performing contract services. Contractor's employees should be clean, courteous, efficient and neat in appearance at all times and committed to offering the highest degree of service to the public. If, in the President's determination, the Contractor is not interacting in a positive and polite manner with clients and visitors, the Contractor shall take all remedial steps to conform to the standards set by the agreement and is subject to termination for breach of contract.

3.20 Conflicts of Interest

Proposers are required to disclose any affiliation or business relationship that might cause a conflict of interest with HFC. If needed, the disclosure form may be found online at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. By submitting a proposal, Proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

3.21 Conditions of the Proposal

In submitting a response to this RFP, Proposer acknowledges and accepts the following conditions, and makes the following representations. **Please initial each sub-paragraph below in your response:**

<p>3.21.1 <u>Ownership of Proposals</u> - All proposals in response to this RFP are to be the sole property of HFC.</p>	
<p>3.21.2 <u>Oral Contracts</u> - Any alleged oral contracts or arrangements made by a Proposer with any employee of HFC will be superseded by the written contract.</p>	
<p>3.21.3 <u>No Gratuities or Favors</u> – The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of HFC (including any and all members of proposal evaluation committees) for the purpose of influencing consideration of a proposal.</p>	
<p>3.21.4 <u>Amending or Canceling Requests</u> – HFC reserves the right to amend or cancel this RFP, at any time, if it is in HFC’s best interest.</p>	
<p>3.21.5 <u>Rejection for Default or Misrepresentation</u> – HFC reserves the right to reject the proposal of any Proposer that is in default of any prior contract or for misrepresentation.</p>	
<p>3.21.6 <u>Clerical Errors in Awards</u> – HFC reserves the right to correct inaccurate awards resulting from its clerical errors.</p>	
<p>3.21.7 <u>Rejection of Qualified Proposals</u> – Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and/or specifications of the RFP.</p>	
<p>3.21.8 <u>Presentation of Supporting Evidence</u> - If requested, Proposer(s) shall present evidence of experience, ability and financial standing necessary to satisfactorily meet the requirements set forth in the RFP or those implied in the proposals.</p>	
<p>3.21.9 <u>Changes to Proposals</u> - No additions or other changes to the original RFP submissions will be allowed after submittal. While changes are not permitted, clarifications may be required at the sole expense of the Proposer.</p>	
<p>3.21.10 <u>Collusion</u> - In submitting a proposal, the Proposer implicitly states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the Proposer did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no HFC employee participated directly or indirectly in the Proposer’s proposal preparation.</p>	

3.21.11 Preparation Costs - Proposer shall be liable for any costs incurred in the preparation of this RFP.	
3.21.12 Subcontractors - The use of subcontractors must be clearly identified and explained in the proposal. The prime Contractor shall be wholly responsible for the performance of the contract in its entirety whether or not subcontractors are used. Subcontractors shall be bound by the terms and conditions of this RFP. The prime Contractor shall indemnify and hold HFC harmless from any and all activities related to the services provided by their subcontractor(s) under the Agreement.	

4. ALTERNATIVE PROCESSES AND METHODS

HFC is open to considering other approaches, service delivery models, and pricing models outside of what has been specified within this proposal. This section has been provided intentionally to allow you the opportunity to propose alternative processes, methods or creative solutions for any of the services included within the RFP. Provide explicit detail on your alternative recommendation and a justification as to the strategic value that your solution will bring to HFC. Clearly delineate within this section (only), by scope, specifically which service(s) would be provided using the alternate method and summarize the impact on service, quality and price. To the extent possible, provide examples.

5. VALUE ADDED SERVICES

"Value Added Services" means either voluntary contributions or services from the Contractor in furtherance of the Agreement, which shall not be charged to HFC or which will result in cost savings to HFC. Provide details about any Value Added Services your organization proposes.

6. ADDITIONAL SERVICES

Please provide detail on any additional or unique services provided by your organization, beyond the services sought within this RFP. Generic information without detail will be excluded from the analysis. Any **fees** associated with any extraordinary services should be clearly defined.

7. REFERENCES

- 7.1 Provide three references of companies that have used your services on the same or similar basis as is proposed to HFC for a minimum of three years. Contact name(s) and phone number(s) must be included. Ensure the client references are appropriately senior that they can provide a strategic overview. Also, please indicate the length of the relationship, date of service commencement, and what products or services are supplied to the client.
- 7.2 Also provide three references of companies that have used your services on the same or similar basis as is proposed to HFC for a period of more than 12 months, but less than 24 months. Contact name(s) and phone number(s) must be included. Ensure the client references are appropriately senior that they can provide a strategic overview.
- 7.3 Provide a list of at least three references for companies that recently issued a Proposal to your company that you were **not** awarded, or that replaced your services with another

provider within the last 24 months. Contact name(s) and phone number(s) must be included.

8. EVALUATION AND SELECTION PROCESS

The Agreement will be awarded to a Proposer at the sole discretion of HFC after consideration of the quality of service, product, price and other factors that are deemed relevant to the services to be performed. Prospective Proposers must have a satisfactory record of contract performance, integrity and business ethics, and adequate financial resources to meet the contractual requirements over the life of the Agreement. By submitting this proposal, Proposer warrants that it is legally authorized to do business in the State of Texas (a "Certificate of Registration" from the Texas Secretary of State's Office will be required of the selected Proposer prior to contract award), is in compliance with all applicable laws and regulations, is not prohibited from doing business with HFC by law, order, regulation, or otherwise, and the person submitting the proposal on behalf of the Proposer is authorized by the Proposer to bind it to the terms of the proposal.

In addition to the factors already set forth, the adequacy of the Proposer's proposal will be evaluated according to the following criteria:

Pricing and Financial Stability (35 points maximum)

- 8.1 Competitiveness of price proposal including Proposer's willingness to put a considerable portion of their fee "at-risk" based upon performance.
- 8.2 Proposer's financial stability and the depth of the company.

Background and Experience (30 points maximum)

- 8.3 Demonstrated background, knowledge, and successful experience of the Proposer and Proposer's account management team and staff, including its subcontractors or vendors, in providing comprehensive operations and maintenance services.
- 8.4 The ability of the Proposer to furnish operations and maintenance services that ensure high quality operations, proven by similar successfully completed engagements.
- 8.5 The professional background and experience of the members of the proposed project team.
- 8.6 Proven track record with HFC, the City or other municipalities with portfolios of comparable size and complexity including convention centers and theater facilities.
- 8.7 Results of interviews and reference checks.

Technical Solution, Commitment and Ability (25 points maximum)

- 8.8 The Proposer's understanding of the engagement, its purpose and scope as evidenced by the proposal submitted and capabilities of the proposed technological solution to support operations.
- 8.9 Proposer's demonstrated level of commitment and ability to provide all services outlined in the RFP including willingness to agree to the Draft Facility Operations, Maintenance and Repair Services Agreement provided in Attachment "A".

Diversity Commitment (M/WBE and/or HUB Participation) (10 points maximum)

8.10 Proposer's commitment to supporting minority, disabled persons and women owned businesses.

The evaluation of written proposals will be performed by an evaluation committee, with pricing and financial stability scored separately by HFC financial personnel. During this time, HFC may initiate discussions with Proposers who submit responses for the purpose of clarifying aspects of the proposals; however, proposals may be evaluated without such discussions. Discussions shall not be initiated by Proposers.

Presentations will be at no cost to HFC. At the end of the oral presentation and interview, the evaluation of the short listed Proposers will be completed. The oral interview may be recorded and/or videotaped.

HFC will notify the finalists selected for interview by the evaluation committee. Upon completion of the interviews, the evaluation committee shall make its recommendation for the selection of the most qualified Proposer. Subsequently, the contract award will be made to the Proposer whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP.

Any exceptions or objections to the equipment and/or services requested in this RFP must be stated specifically within the cover letter of your proposal response. If you feel the technical specifications are slanted toward one particular Proposer or service provider, please state in writing your concerns. If you feel that another firm has been given any type of an advantage in responding to this RFP, please notify bids@houstonfirst.com.

ATTACHMENT "A"
DRAFT AGREEMENT FOR
FACILITY OPERATIONS, MAINTENANCE AND REPAIR SERVICES

THE STATE OF TEXAS §
§
COUNTY OF HARRIS §

I. PARTIES

A. Address

THIS AGREEMENT FOR FACILITY OPERATIONS, MAINTENANCE AND REPAIR SERVICES ("Agreement") is made between **HOUSTON FIRST CORPORATION** ("HFC"), a Texas local government corporation, and _____, **INC.** ("Contractor"), a corporation doing business in Texas.

The initial addresses of the parties, which one party may change by giving written notice to the other party, are as follows:

HFC

Attn: President
Houston First Corporation
P.O. Box 61469
Houston, Texas 77208

Contractor

_____, Inc.

Houston, Texas _____

The Parties agree as follows:

B. Table of Contents

This Agreement consists of the following sections:

TABLE OF CONTENTS

EXHIBITS to the Draft Agreement

- A. Scope of Services—Exhibit “A” to Draft Facility Operations, Maintenance and Repair Services Agreement**
- B. Portfolio Composition Summary—see Attachment “B” to RFP**
- C. Services to be provided by Facility (Functional Matrix)—Attachment “C” to RFP**
- D. Service Level Agreements—Attachment “D”**
- E. Equipment Lists—Attachment “E”**
- F. Performance Bond--Attachment “F”**
- G. Benefits—Attachment “G”**
- H. Pricing—Attachment “H”**
- I. Performance Report Card—Attachment “I”**
- J. HFC-owned Tools Provided to Contractor—Attachment “J”**

- C. Controlling Parts**

If a conflict among the Agreement sections and exhibits arises, the Agreement sections control over the exhibits.

D. Signatures

The Parties have executed this Agreement in multiple copies, each of which is an original.

_____, INC.

By: _____
Name:
Title:

HOUSTON FIRST CORPORATION

By: _____
Name: Dawn Ullrich
Title: President and CEO

II. DEFINITIONS

As used in this Agreement, the following terms have the meanings set out below:

"Agreement" means this contract between the Parties, including all exhibits and any written amendments authorized by the President and Contractor.

"Approved Budget" is defined in Exhibit "H."

"At-risk Management Fee" is defined in Exhibit "H."

"Base Management Fee" is defined in Exhibit "H."

"Contractor" is defined in the preamble of this Agreement and includes its successors and assigns.

"Documents" mean notes, manuals, notebooks, plans, computations, databases, tabulations, exhibits, reports, underlying data, charts, analyses, maps, letters, models, forms, photographs, the original tracings of all drawings and plans, and other work products (and any modifications or improvements to them) that Contractor prepares or provides under this Agreement.

"Equipment" generally means mechanical and electrical machinery and apparatus including, but not limited to, controls, direct digital controllers (DDC), facility management system, chillers, boilers, cooling towers, chilled and condenser water pumps, and related electrical switchboards and motor control centers, plus major parts of the above including compressors, speed reducers and increasers, motors, heat exchangers and systems components, and appurtenances. The definition of "Equipment" includes, but is not limited to, those items listed in **Attachment "E."**

"Equipment Failure" means that the Equipment, or Equipment major parts, components and appurtenances cannot be repaired due to its failure, and that replacement is required for the restoration of the system to First Class Condition. The Contractor shall not be responsible for Equipment replacement required as a result of acts of God, war, terrorist attacks, criminal acts, or other force majeure conditions.

"Facilities" includes the George R. Brown Convention Center ("GRBCC"); the two historic homes located nearby on Avenida de las Americas (the "Historic Homes"); the Tundra Garage, and the Convention District Garage, and, when added to the Agreement, the new Convention Center Garage (listed below as "Parking Facilities"); the Wortham Theater Center; Jesse H. Jones Hall for the Performing Arts; the Miller Outdoor Theatre; the Houston Center for the Arts; Sunset Coffee Building; Talento Bilingue de Houston; the Albert Thomas Office at Bayou Place; and the underpass between Bayou Place and the Bayou Place West Hall on Bagby Street. Services for the Albert Thomas Office at Bayou Place and the underpass are limited to

maintenance of luminaires, ballasts and fixtures and maintenance of the small air conditioning unit at the Albert Thomas Office. The Facilities operate seven days a week, including nights, weekends, and holidays. The Theater District Garage, the Convention District Garage, the Tundra Garage, and the new Convention Center Garage (when added to the Agreement) defined as "Parking Facilities" below, operate 24 hours per day. Services are required at the Historic Homes and the Sunset Coffee Building only on an "as needed" basis. Facilities may be added or deleted from the above list upon Contractor's receipt of written notice from the President. (Note: The Historic Homes are planned to become a part of the Nau Texas Cultural Heritage Center, a new facility that may be added to the Agreement at a later date.)

"First Class Condition," in relation to the original systems and Equipment, means operating in accordance with required conditions, and performing the functions intended within manufacturer's tolerances or required practice for close, safe, predictable, dependable performance. In relation to replacement parts and materials, "first class" shall mean of equal or better quality than installed during the original construction.

"Fountains" means Sesquicentennial Park I fountains (two fountains), the Sesquicentennial Park II fountain near the George H.W. Bush statue, the Houston Center for the Arts Courtyard fountain, Jones Hall Courtyard fountain, the Jones Plaza fountain, the Preston Street Cotswold fountains (12 fountains), and the Root Memorial Square Park fountain, a total of 19 fountains as of the effective date of this Agreement. Additional fountains may be added to the Contractor's responsibilities at a later date, upon Contractor's receipt of written notice from the President. Contractor shall charge the same rates for additional fountain maintenance as are specified in the Agreement.

"General Manager" means HFC's manager for any of the Facilities, as defined herein, or their respective designees, each of whom shall be the General Manager for purposes of the Agreement as to the Facilities or properties which each manages for HFC.

"HFC" is defined in the preamble of this Agreement and includes its successors and assigns.

"Holidays" means the holidays approved by HFC's Board of Directors.

"Houston First Outdoors" means Jones Plaza, Sesquicentennial Parks I and II, Fish Plaza, Sweeney Clock, The Houston Center for the Arts courtyard, Root Memorial Square Park, and the Sabine Promenade. Use of the term "Park" is for definitional purposes only and shall not be construed as an acknowledgement that any property included therein is a park, as defined by State or local law, or as a dedication of any such property as a park. Root Memorial Square Park is the block surrounded by Clay, Bell, Austin and La Branch streets. The Sabine Promenade is a

23 acre waterfront park located adjacent to, and on both sides of, Buffalo Bayou (the “Bayou”), which links the Allen Parkway/Memorial Drive trails at the Sabine Street Bridge with Sesquicentennial Park in downtown. It includes hike and bike trails, 12 street-to-Bayou access points, dramatic lighting, canoe launches and civic artwork.

"Parking Facilities" means the surface parking lots at the George R. Brown Convention Center, and staging lots nearby, as well as the Convention District Garage, the Tundra Garage, and (when added to the Agreement) the new Convention Center Garage (Contractor shall provide services on an as-needed basis at the GRBCC surface parking lots and staging lots, which may be grouped with George R. Brown Convention Center for reporting and invoicing purposes, but HFC will require separate reports and invoices for other Parking Facilities); the Theater District Parking Garage, including adjacent tunnels; surface parking lots C and H; and The Houston Center for the Arts parking lot.

"Parties" mean all the entities set out in the Preamble who are bound by this Agreement.

"Performance Report Card" means the spreadsheets depicted in Exhibit “I,” which shall be used to evaluate Contractor’s performance throughout the Agreement.

"President" means the President of Houston First Corporation, or the person he or she designates.

"Service Level Agreements" (“SLA(s)”) means the agreements set forth in Exhibit “D.”

III. DUTIES OF CONTRACTOR

A. Scope of Services

In consideration of the payments specified in this Agreement, Contractor shall provide all labor, materials, tools, and supervision necessary to perform the services described in Exhibit "A" and subsequent exhibits.

B. Coordinate Performance

Contractor shall coordinate its performance with the President and other persons that the President designates. Contractor shall promptly inform the President and other person(s) of all significant events relating to the performance of this Agreement.

C. Payment of Subcontractors

Contractor and its subcontractors shall make timely payments to all persons and entities supplying labor, materials, or equipment for the performance of this Agreement. CONTRACTOR AND ITS SUBCONTRACTORS SHALL DEFEND AND INDEMNIFY HFC

FROM ANY CLAIMS OR LIABILITY ARISING OUT OF CONTRACTOR'S FAILURE TO MAKE THESE PAYMENTS.

D. RELEASE

CONTRACTOR AGREES TO AND SHALL RELEASE HOUSTON FIRST CORPORATION, HOUSTON FIRST HOLDINGS, LLC, THE CITY OF HOUSTON, AND THEIR AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY "INDEMNITEES") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE INDEMNITEES' SOLE OR CONCURRENT NEGLIGENCE AND/OR THE INDEMNITEES' STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY AS WELL AS FROM ALL LIABILITY FOR DAMAGES OR OTHER RELIEF ARISING UNDER FEDERAL OR STATE EMPLOYMENT LAWS RELATING TO OR INVOLVING PERSONNEL EMPLOYED BY CONTRACTOR UNDER THIS AGREEMENT.

E. INDEMNIFICATION

CONTRACTOR AGREES TO AND SHALL DEFEND, INDEMNIFY, AND HOLD HOUSTON FIRST CORPORATION, HOUSTON FIRST HOLDINGS, LLC, THE CITY OF HOUSTON, AND THEIR AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY "INDEMNITEES") HARMLESS FOR ALL CLAIMS, CAUSES OF ACTION, LIABILITIES, FINES, AND EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEY'S FEES, COURT COSTS, AND ALL OTHER DEFENSE COSTS AND INTEREST) FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT AS WELL AS FOR ALL LIABILITY FOR DAMAGES OR OTHER RELIEF ARISING UNDER FEDERAL OR STATE EMPLOYMENT LAWS RELATING TO OR INVOLVING PERSONNEL EMPLOYED BY CONTRACTOR UNDER THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THOSE CAUSED BY OR RELATING TO:

- (1) CONTRACTOR AND/OR ITS AGENTS', EMPLOYEES', OFFICERS', PRESIDENTS', CONTRACTORS', OR SUBCONTRACTORS' (COLLECTIVELY IN THIS SECTION, "CONTRACTOR") ACTUAL OR ALLEGED NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS; THE

INDEMNITEES' AND CONTRACTOR'S ACTUAL OR ALLEGED CONCURRENT NEGLIGENCE, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT; AND INDEMNITEES' AND CONTRACTOR'S ACTUAL OR ALLEGED STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY, WHETHER CONTRACTOR IS IMMUNE FROM LIABILITY OR NOT.

- (2) ACTUAL OR ALLEGED VIOLATIONS OF ANY FEDERAL OR STATE EMPLOYMENT LAWS, INCLUDING WITHOUT LIMITATION, ALL CLAIMS AND CAUSES OF ACTION BROUGHT AGAINST INDEMNITIES BY CONTRACTOR'S PERSONNEL AND/OR GOVERNMENT AGENCIES ARISING FROM, RELATING TO, OR INVOLVING SERVICES OF CONTRACTOR'S PERSONNEL UNDER THIS AGREEMENT.**

CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE INDEMNITEES HARMLESS DURING THE TERM OF THIS CONTRACT AND FOR FOUR YEARS AFTER THE CONTRACT TERMINATES. CONTRACTOR SHALL NOT INDEMNIFY THE INDEMNITEES FOR THEIR SOLE NEGLIGENCE.

F. INDEMNIFICATION-SUBCONTRACTOR'S INDEMNITY

CONTRACTOR SHALL REQUIRE ALL OF ITS SUBCONTRACTORS (AND THEIR SUBCONTRACTORS) TO RELEASE AND INDEMNIFY THE INDEMNITEES TO THE SAME EXTENT AND IN SUBSTANTIALLY THE SAME FORM AS ITS RELEASE AND INDEMNITY TO THE INDEMNITEES.

G. INDEMNIFICATION PROCEDURES

(1) Notice of Claims. If HFC or Contractor receives notice of any claim or circumstances, which could give rise to an indemnified loss, the receiving party shall give written notice to the other party within 30 days. The notice must include the following:

- a. a description of the indemnification event in reasonable detail, and**
- b. the basis on which indemnification may be due, and**
- c. the anticipated amount of the indemnified loss.**

(2) This notice does not estop or prevent HFC from later asserting a different basis for indemnification or a different amount of indemnified loss than that indicated in the initial notice. If HFC does not provide this notice within the 30 day period, it does not waive any right to indemnification except to the extent that Contractor is prejudiced, suffers loss, or incurs expense because of the delay.

(3) Defense of Claims

a. Assumption of Defense. Contractor may assume the defense of the claim at its own expense with counsel chosen by it that is reasonably satisfactory to HFC. Contractor shall then control the defense and any negotiations to settle the claim. Within ten days after receiving written notice of the indemnification request, Contractor must advise HFC as to whether or not it will defend the claim. If Contractor does not assume the defense, HFC shall assume and control the defense, and all defense expenses constitute an indemnification loss.

b. Continued Participation. If Contractor elects to defend the claim, HFC may retain separate counsel to participate in (but not control) the defense and to participate in (but not control) any settlement negotiations. Contractor may settle the claim without the consent or agreement of HFC, unless it (i) would result in injunctive relief or other equitable remedies or otherwise require the Indemnitees to comply with restrictions or limitations that adversely affect the Indemnitees, (ii) would require the Indemnitees to pay amounts that Contractor does not fund in full, (iii) would not result in the Indemnitees' full and complete release from all liability to the plaintiffs or claimants who are parties to or otherwise bound by the settlement.

H. Insurance

Contractor shall maintain in effect certain insurance coverage, which is described as follows:

(1) Minimum Insurance Requirements. Contractor shall maintain the following insurance coverage in the following amounts:

<u>(Coverage)</u>	<u>(Limit of Liability)</u>
Workers' Compensation	Statutory for Worker's Compensation (Contractor is not allowed to self-insure Workers' Compensation.)
Employer's Liability accident)	Bodily Injury by accident \$500,000 (each Bodily Injury by Disease \$500,000 (policy limit) Bodily Injury by Disease \$500,000 (each employee)

Commercial General Liability:
Including Broad Form Coverage,
Contractual Liability, Bodily and
Personal Injury, and Completed
Operations

Bodily Injury and Property
Damage, Combined Limits of
\$1,000,000 each Occurrence
and \$2,000,000 aggregate

Excess Liability

Bodily Injury and Property
Damage, Combined Limits of
\$1,000,000 each Occurrence
and \$2,000,000 aggregate

Automobile Liability Insurance
(for vehicles Contractor
uses in performing under this
Agreement, including Employer's
Non-Ownership and Hired Auto
Coverage)

\$1,000,000 combined single limit

Defense costs are excluded from the face amount of the policy.
Aggregate Limits are per 12-month policy period
unless otherwise indicated.

(2) Form of Policies. The President may approve the form of the insurance policies, but nothing the President does or fails to do relieves Contractor from its duties to provide the required coverage under this Agreement. The President's actions or inactions do not waive HFC's rights under this Agreement.

(3) Issuers of Policies. The issuer of any policy (a) shall have a Certificate of Authority to transact insurance business in Texas or (b) shall be an eligible non-admitted insurer in the State of Texas and have a Best's rating of at least A- and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide.

(4) Insured Parties. Each policy, except those for Workers' Compensation and Employer's Liability must name HFC and the City of Houston as Additional Insured parties on the original policy and all renewals or replacements. Additionally, if all or any part of the Hilton Americas-Houston hotel is added to this Agreement as a Facility, both Contractor and its subcontractors shall have Houston First Holdings LLC and The Variable Annuity Life Insurance Company c/o AIG Asset Management ("AIG") included on commercial liability insurance policies as Additional Insured parties.

(5) Deductibles. Contractor shall be responsible for and bear any claims or losses to the extent of any deductible amounts and waives any claim it may have for the same against the Additional Insured parties. Each policy shall not have more than a \$50,000.00 deductible for any occurrence without prior approval from the Additional Insured parties, except for mandatory

deductibles where required under local regulations, or when required by insurers for specific catastrophic perils.

(6) Cancellation. CONTRACTOR SHALL GIVE 30 DAYS' WRITTEN NOTICE TO THE PRESIDENT IF ANY OF ITS INSURANCE POLICIES ARE CANCELLED, MATERIALLY CHANGED OR NON-RENEWED. Within the 30 day period, Contractor shall provide other suitable policies in lieu of those about to be cancelled, materially changed, or nonrenewed so as to maintain in effect the required coverage. If Contractor does not comply with this requirement, the President, at his or her sole discretion, may

(a) immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or

(b) purchase the required insurance with HFC funds and deduct the cost of the premiums from amounts due to Contractor under this Agreement.

(7) Subrogation. Each policy must contain an endorsement to the effect that the issuer waives any claim or right of subrogation to recover against HFC and the City of Houston, and, if all or any part of the Hilton Americas-Houston hotel is added to this Agreement as a Facility, there must also be a waiver of subrogation in favor of Houston First Holdings LLC and AIG.

(8) Endorsement of Primary Insurance. Each policy, except Workers' Compensation, must contain an endorsement that the policy is primary to any other insurance available to the Additional Insureds with respect to claims arising under this Agreement.

(9) Required Endorsement Forms. Endorsement forms must accompany the insurance certificates provided by Contractor's insurance agent, showing additional insured coverage and waivers of subrogation in favor of both HFC and the City of Houston, and, if all or any part of Hilton Americas-Houston hotel is added to this Agreement, Houston First Holdings LLC and AIG, when such coverage is required. HFC will accept the following endorsement forms and such other endorsement forms as may be approved by HFC:

CG2404 – Waiver of Transfer of Rights of Recovery against Others

CA0403 – Additional Insured Endorsement

CAT353 – Business Auto Extension Endorsement

WC 42304A – Workers Compensation Waiver of Transfer of Rights of Recovery against Others.

(10) Liability for Premium. Contractor shall pay all insurance premiums, and HFC shall not be obligated to pay any premiums.

(11) Subcontractors. Contractor shall require all subcontractors to carry insurance naming HFC and the City of Houston as additional insured parties, and, if all or any part of Hilton Americas-Houston hotel is added to this Agreement, naming Houston First Holdings LLC and AIG as Additional Insured parties, and meeting all of the above requirements except amount. The amount of coverage must be commensurate with the amount of the subcontract, but in no case less than \$1,000,000 per occurrence. Contractor shall provide copies of insurance certificates to the President upon request.

(12) Proof of Insurance.

(a) Prior to execution of this Agreement, Contractor shall furnish the President with certificates of insurance. If requested by the President, Contractor shall provide an Affidavit confirming that the certificates accurately reflect the insurance coverage maintained. If requested in writing by the President, Contractor shall furnish HFC with certified copies of Contractor's actual insurance policies.

(b) Contractor shall continuously, and without interruption, maintain in force the required insurance coverages specified in this section. If Contractor does not comply with this requirement, the President, at his or her sole discretion, may

(i) immediately suspend Contractor from any further performance under this Agreement and begin procedures to terminate for default, or

(ii) purchase the required insurance with HFC funds and deduct the cost of the premiums from amounts due to Contractor under this Agreement.

HFC shall never waive or be estopped to assert its right to terminate this Agreement because of its acts or omissions regarding its review of insurance documents.

(13) Other Insurance. If requested by the President, Contractor shall furnish adequate evidence of Social Security and Unemployment Compensation Insurance, to the extent applicable to Contractor's operations under this Agreement.

I. Licenses and Permits

Contractor shall obtain, maintain, and pay for all licenses, permits, and certificates required by any statute, ordinance, rule, or regulation.

J. Compliance with Laws

Contractor shall comply with all applicable state and federal laws and regulations and HFC policies.

K. Diversity Program

Contractor shall make good faith efforts to award subcontracts equal to **twelve percent (12%)** of the value of this Agreement to certified, diverse suppliers of goods and services in

accordance with the Diversity Program established by HFC, which is incorporated herein by this reference. Contractor shall disclose to HFC the manner and extent to which it has made good faith efforts to achieve such goal and submit reports on forms provided by HFC.

L. Performance Bond

Contractor shall furnish a performance bond for **\$1,750,000** conditioned on Contractor's full and timely performance of the Agreement. The bond will be renewed on the anniversary date of the contract award and for each renewal year. The bond must be in a form approved by HFC's General Counsel and issued by a corporate surety authorized and admitted to write surety bonds in Texas. The surety must be listed on the current list of accepted sureties on federal bonds published by the United States Treasury Department.

M. Drug Abuse Detection and Deterrence Policy

It is the policy of HFC to achieve a drug-free workforce and workplace. The manufacture, distribution, dispensation, possession, sale, or use of illegal drugs or alcohol by contractors while on HFC premises is prohibited. Contractor shall comply with this policy and shall subject its employees to drug testing if there is a reasonable suspicion that the employees may be abusing drugs or alcohol while working on HFC premises. Contractor shall provide the President with copies of all such drug tests upon request. If an employee's drug test result is positive, Contractor shall prevent the employee with the positive drug test result from continuing to perform work related to this Agreement.

N. Warranties

Contractor warrants that it shall perform all work in a good and workmanlike manner, meeting the standards of quality prevailing in Harris County, Texas for work of this kind. Contractor shall perform all work using trained and skilled persons having substantial experience performing the work required under this Agreement.

With respect to any parts and goods it furnishes, Contractor warrants:

- (1) that all items are free of defects in title, design, material, and workmanship,
- (2) that each item meets or exceeds the manufacturer's specifications and requirements for the equipment, structure, or other improvement in which the item is installed,
- (3) that each replacement item is new, in accordance with original equipment manufacturer's specifications, and of a quality at least as good as the quality of the item which it replaces (when the replaced item was new), and

(4) that no item or its use infringes any patent, copyright, or proprietary right.

Contractor shall enforce all warranties on behalf of HFC and shall promptly repair or replace any part or any equipment that fails in normal use and service.

IV. DUTIES OF HFC

A. Payment Terms

HFC shall pay Contractor for the services Contractor renders under this Agreement in accordance with the prices set forth in Exhibit "H" [Attachment "H" to the RFP]. HFC will pay Contractor on the basis of monthly invoices showing (i) all direct costs associated with labor, contracted services and/or materials, at actual cost, for the services performed at each Facility during the preceding month; (ii) Contractor's profit, administrative and corporate costs, as itemized in Exhibit "G"; and (iii) one-twelfth (1/12th) of the annual Base Management Fee due Contractor. One month following the end of each six-month period of each Agreement year, including any Renewal Terms, HFC shall determine, based on Contractor's performance, the percentage of the At-Risk Management Fee to which Contractor is entitled. Contractor's performance shall be measured against the Service Expectations outlined in the Service Level Agreements attached hereto as Exhibit "D." The percentage weights attributed to each of the Facilities may be adjusted at any time during the Agreement, whenever Facilities are added to or deleted from the Agreement. However, the total dollar amount of the Management Fees will not be adjusted unless the President sends written approval of such an adjustment to Contractor.

Contractor shall submit its monthly invoices electronically by the fifth calendar day of the month following the month in which work is performed. Contractor shall provide a separate invoice for each Facility, as requested by the General Managers, detailing the amounts billed to each Facility. The President may reasonably request that Contractor provide additional details in its monthly invoices to substantiate the actual costs of the services and materials provided. HFC shall make payments to Contractor within 30 days of receipt of an approved invoice. Separate invoices are required for Special Service Authorizations, which are described below.

B. Taxes

HFC is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices to HFC must not contain assessments of any of these taxes. The President will furnish HFC's exemption certificate and federal tax identification number to Contractor if requested.

C. Method of Payment - Disputed Payments

If HFC disputes any items in an invoice Contractor submits for any reason, including lack of supporting documentation, the President shall temporarily delete the disputed item and pay the remainder of the invoice. The President shall promptly notify Contractor of the dispute and request remedial action. After the dispute is settled, Contractor shall include the disputed amount on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only.

D. Special Services

(1) At any time during the Agreement Term, the President may issue a Special Services Authorization ("SSA") to increase or decrease the scope of services or change plans and specifications, as he or she may find necessary to accomplish the general purposes of this Agreement. Contractor shall furnish the services or deliverables in the SSA in accordance with the requirements of this Agreement plus any special provisions, specifications, or special instructions issued to execute the extra work. Should a conflict arise between the terms and conditions of a Special Services Authorization and the provisions of this Agreement, the provisions of this Agreement shall control.

(2) More than one SSA may be given, subject to the following limitations:

- (a) HFC's Board of Directors expressly authorizes the President to approve individual SSA's of up to five percent of the original contract amount. Any SSA in excess of this five percent must be approved by HFC's Board of Directors.
- (b) If a SSA describes items that Contractor is otherwise required to provide under this Agreement, HFC is not obligated to pay any additional money to Contractor.
- (c) The Total of all SSAs issued under this section may not increase the Original Agreement amount by more than **25%**.

(3) Whenever Contractor receives a SSA, Contractor shall furnish all material, equipment, and personnel necessary to perform the work described in the SSA. Contractor shall complete the work within the time prescribed. If no time for completion is prescribed, Contractor shall complete the work within a reasonable time without charging for labor provided by Contractor. If the work described in any SSA causes an unavoidable delay in any other work Contractor is required to perform under this Agreement, Contractor may request a time extension for the completion of the work. The President's decision regarding a time extension is final.

(5) A product or service provided under a SSA is subject to inspection, acceptance, or rejection in the same manner as the work described in the Original Agreement, and is subject to the terms and conditions of the Original Agreement as if it had originally been a part of the Agreement.

F. Additions and Deletions

The President, by means of a written authorization to Contractor, may add or delete Facilities from this Agreement and any items or services provided by Contractor that are reasonably related to the scope of this Agreement. Written notification of the added or deleted Facilities, items or services shall take effect upon the Contractor's receipt of such notice or on such other day as specified therein. Except for adjustments to percentage weights, no adjustments will be made to the management fees set out in the final agreement as a result of any such additions or deletions.

Charges for deletions shall be excluded from any sums otherwise due under the Agreement as of the date such notice is received by the Contractor. Charges for additions shall be at the current rates already in the Agreement, or at actual cost, subject to the provision for approval of SSA's set out above.

V. TERM AND TERMINATION

A. Initial Agreement Term

This Agreement shall become effective January 1, 2015, and shall remain in effect for three years, unless sooner terminated as provided for in this Agreement.

B. Renewals

If the President, at his or her sole discretion, makes a written request for renewal to Contractor at least 30 days before expiration of the then-current term and if sufficient funds are allocated, then, upon expiration of the initial term, this Agreement is renewed for two successive one-year terms upon the same terms and conditions.

Each year, from January 1 to December 31, during the Agreement Term, including any Renewal Term, shall be referred to as an "Agreement Year."

C. Time Extensions

If Contractor requests an extension of time to complete its performance, then the President may, in his or her sole discretion, extend the time if sufficient funds are allocated, so long as the extension does not exceed 90 days. The extension must be in writing but does not require amendment of this Agreement. Contractor is not entitled to damages for delay(s) regardless of the cause of the delay(s).

D. Termination for Convenience by HFC

The President may terminate this Agreement at any time by giving 30 days' written notice to Contractor. HFC's right to terminate this Agreement for convenience is cumulative of all rights and remedies which exist now or in the future.

On receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and cancel all existing orders and subcontracts that are chargeable to this Agreement. As soon as practicable after receiving the termination notice, Contractor shall submit an invoice showing in detail the services performed under this Agreement up to the termination date. HFC shall then pay the fees to Contractor for services actually performed, but not already paid for, in the same manner as prescribed in Article IV(A).

TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR'S ONLY REMEDIES FOR HFC'S TERMINATION FOR CONVENIENCE, WHICH DOES NOT CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT AS SPECIFIED IN THIS SECTION), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM HFC'S TERMINATION FOR CONVENIENCE.

E. Termination for Cause

If Contractor defaults under this Agreement, the President may either terminate this Agreement or allow Contractor to cure the default as provided below. HFC's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies which exist now or in the future. Default by Contractor occurs if:

- (1) Contractor fails to perform any of its duties under this Agreement;
- (2) Contractor becomes insolvent;
- (3) all or a substantial part of Contractor's assets are assigned for the benefit of its creditors; or
- (4) a receiver or trustee is appointed for Contractor.

If a default occurs, the President may, but is not obligated to, deliver a written notice to Contractor describing the default and the termination date. The President, at his or her sole option, may extend the termination date to a later date. If the President allows Contractor to cure the default and Contractor does so to the President's satisfaction before the termination date, then the termination is ineffective. If Contractor does not cure the default before the termination date, then the President may terminate this Agreement on the termination date, at no further obligation of HFC.

To effect final termination, the President must notify Contractor in writing. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement, and promptly cancel all orders or subcontracts chargeable to this Agreement.

F. Termination for Cause by Contractor

Contractor may terminate its performance under this Agreement only if HFC defaults and fails to cure the default after receiving written notice of it. Default by HFC occurs if HFC fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the President describing the default and the proposed termination date. The date must be at least 30 days after the President receives notice. Contractor, at its sole option, may extend the proposed termination date to a later date. If HFC cures the default before the proposed termination date, then the proposed termination is ineffective. If HFC does not cure the default before the proposed termination date, then Contractor may terminate its performance under this Agreement on the termination date.

VI. MISCELLANEOUS

A. Independent Contractor

Contractor shall perform its obligations under this Agreement as an independent contractor and not as an employee of HFC.

B. Force Majeure

1. Timely performance by both parties is essential to this Agreement. However, neither party is liable for delays or other failures to perform its obligations under this Agreement to the extent the delay or failure is caused by Force Majeure. Force Majeure means fires, floods, and other acts of God, explosions, war, terrorist acts, riots, court orders, and the acts of superior governmental or military authority.

2. This relief is not applicable unless the affected party does the following:

- (a) uses due diligence to remove the effects of the Force Majeure as quickly as possible; and
- (b) provides the other party with prompt written notice of the cause and its anticipated effect.

3. HFC may perform contract functions itself or contract them out during periods of Force Majeure. Such performance is not a default or breach of this Agreement by HFC.

4. If the Force Majeure continues for more than three days from the date performance is affected, the President may terminate this Agreement by giving seven days'

written notice to Contractor. This termination is not a default or breach of this Agreement. **CONTRACTOR WAIVES ANY CLAIM IT MAY HAVE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE TERMINATION EXCEPT FOR AMOUNTS DUE UNDER THE AGREEMENT AT THE TIME OF THE TERMINATION.**

5. Contractor is not relieved from performing its obligations under this Agreement due to a strike or work slowdown of its employees. Contractor shall employ only fully trained and qualified personnel during a strike.

C. Severability

If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either party.

D. Entire Agreement

This Agreement merges the prior negotiations and understandings of the parties and embodies the entire agreement of the parties. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind, exist between the parties regarding this Agreement.

E. Written Amendment

Unless otherwise specified elsewhere in this Agreement, this Agreement may be amended only by written instrument executed on behalf of HFC (by its President) and Contractor.

F. Applicable Laws

This Agreement is subject to the laws of the State of Texas, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction.

Venue for any litigation relating to this Agreement is Harris County, Texas.

G. Notices

All notices to either party to the Agreement must be in writing and must be delivered by hand, facsimile, United States registered or certified mail, return receipt requested, United States Express Mail, Federal Express, UPS or any other national overnight express delivery service. The notice must be addressed to the party to whom the notice is given at its address set out in Article I of this Agreement or other address the receiving party has designated previously by proper notice to the sending party. Postage or delivery charges must be paid by the party giving the notice.

H. Captions

Captions contained in this Agreement are for reference only, and, therefore, have no effect in construing this Agreement. The captions are not restrictive of the subject matter of any section in this Agreement.

I. Non-Waiver

If either party fails to require the other to perform a term of this Agreement, that failure does not prevent the party from later enforcing that term and all other terms. If either party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.

An approval by the President, or by any other employee or agent of HFC, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law.

J. Inspections and Audits

HFC representatives may have the right to perform, or have performed, (1) audits of Contractor's books and records, and (2) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least three years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

K. Enforcement

HFC's General Counsel or his or her designee may enforce all legal rights and obligations under this Agreement without further authorization. Contractor shall provide to HFC's General Counsel all documents and records that HFC's General Counsel requests to assist in determining Contractor's compliance with this Agreement, with the exception of those documents made confidential by federal or State law or regulation.

L. Ambiguities

If any term of this Agreement is ambiguous, it shall not be construed for or against any party on the basis that the party did or did not write it.

M. Survival

Contractor shall remain obligated to HFC under all clauses of this Agreement that expressly or by their nature extend beyond the expiration or termination of this Agreement, including but not limited to, the indemnity provisions.

N. Risk of Loss

Unless otherwise specified elsewhere in this Agreement, risk of loss or damage for each product passes from Contractor to HFC upon acceptance by HFC.

O. Parties In Interest

This Agreement does not bestow any rights upon any third party, but binds and benefits HFC and Contractor only.

P. Successors and Assigns

This Agreement binds and benefits the Parties and their legal successors and permitted assigns; however, this provision does not alter the restrictions on assignment and disposal of assets set out in the following paragraph. HFC shall have the right and option to assign this Agreement in its sole discretion to any successor entity to HFC by providing Contractor with written notice of such assignment. This Agreement does not create any personal liability on the part of any officer or agent of HFC.

Q. Business Structure and Assignments

Contractor shall not assign this Agreement at law or otherwise or dispose of all or substantially all of its assets without the prior written consent of the President. Nothing in this clause, however, prevents the assignment of accounts receivable or the creation of a security interest under the Texas Business & Commerce Code. In the case of such an assignment, Contractor shall immediately furnish HFC with proof of the assignment and the name, telephone number, and address of the Assignee and a clear identification of the fees to be paid to the Assignee.

Any delegation of performance hereunder requires the prior written consent of the President.

Failure of Contractor to obtain written consent to the assignment of this Agreement shall be an event of default, and the President may immediately terminate this Agreement. In the case of an assignment under the above referenced Code, Contractor shall immediately furnish HFC with reasonable proof of the assignment and the name, telephone number, and address of the Assignee and a clear identification of the fees to be paid to the Assignee.

R. Remedies Cumulative

Unless otherwise specified elsewhere in this Agreement, the rights and remedies contained in this Agreement are not exclusive, but are cumulative of all rights and remedies which exist now or in the future. Neither party may terminate its duties under this Agreement except in accordance with its provisions.

S. Covenant Not to Hire

Contractor hereby agrees that, at no time during the Term or during the one year period thereafter, Contractor shall not employ, solicit for employment or otherwise encourage the employment of any of the following persons employed by HFC (or holding the office positions within HFC herein described), whether directly or indirectly, or through any affiliate of Contractor: President, General Counsel, Chief Operating Officer, Treasurer or any other individual who has negotiated the terms and provisions of this Agreement with Contractor or has had substantial and personal involvement (as hereinbelow defined) with respect to this Agreement. For purposes of this provision, the term “has had substantial and personal involvement” means that a person exercised discretion or decision-making in the handling of any of the terms and provisions of this Agreement associated with the Contractor’s performance of this Agreement. The terms and provisions of this section shall expressly survive the expiration or sooner termination of this Agreement and, in the enforcement hereof, HFC shall have all rights and remedies available at law or in equity including, without limitation, the right to seek and obtain injunctive relief.

**EXHIBIT "A" TO ATTACHMENT "A"
FACILITY OPERATIONS, MAINTENANCE AND
REPAIR SERVICES AGREEMENT
SCOPE OF SERVICES**

In consideration for the payments set forth in Exhibit "H," [Attachment H to the RFP] Contractor shall provide the facility operations, maintenance and repair services as described below and in the Service Level Agreements attached hereto as Exhibit "D-1" through Exhibit "D-24."

1. EMERGENCY RESPONSE

Contractor's personnel shall be available at all times on an "on-call" basis via pager, radio or telephone. Radios should be programmed to the Facility in which they are used. Answering machines and/or voice mail are not acceptable.

2. EQUIPMENT FAILURE

For each Facility, Contractor shall provide complete replacement services in the event of an Equipment Failure involving any of the mechanical and electrical systems identified herein. Such services shall include providing the necessary supervision, labor, and services, plus all tools, equipment, materials and supplies required to replace, upon failure, any systems equipment, component, or appurtenances regardless of size or type and whether the failure was from normal or catastrophic causes subject to the following:

All parts, equipment and/or components replaced or newly installed in the system shall be factory new and free of defects in title, materials and workmanship at the time of their delivery and installation. Each component of the system shall conform to the specifications published by the manufacturer of the component. All materials supplied will be new, first quality products meeting or exceeding original equipment manufacturer ("OEM") specifications.

However, if approved by the President, Contractor may use rebuilt parts of original manufacturer or new parts of another manufacturer if approved by original manufacturer for use in the specific piece of equipment or system.

Within 30 days after the Effective Date of this Agreement, Contractor shall submit to the President and General Managers, for review and approval, a spare parts, materials and supplies inventory derived from the equipment manufacturer's minimum recommendations. Supplies shall include a variety of adhesives suitable for various applications as approved by General Managers. During the term of this Agreement, Contractor shall deliver to each General Manager no later than the fifth day of each subsequent quarter a current inventory of spare parts, materials and supplies on hand.

In addition, Contractor shall keep a daily log of parts and materials used, which will be subject to periodic review by the General Managers.

3. FIRST CLASS CONDITION

Contractor shall ensure that all Facility Equipment and systems are operating and maintained in First Class Condition. Such responsibility shall include any and all Equipment, components, and appurtenances as well as controls and systems maintenance.

Contractor shall be responsible for all other Equipment and systems and the repair and/or replacement of any parts, components, and appurtenances as required to provide complete functioning Equipment and systems in First Class Condition.

Contractor shall replace any piece of Equipment, which fails and cannot be repaired as required for the resumption of normal First Class Condition.

4. FIRST CLASS CONDITION ASSESSMENT LIST

At Agreement commencement, all Equipment, components and appurtenances are presumed to be in First Class Condition. However, any items requiring immediate attention will be entered on a First Class Condition Assessment List developed by the Contractor and approved by the President. The Contractor shall maintain the item in operating condition for the term of the Agreement, or until HFC budgets to replace. Contractor's First Class Condition Assessment List shall be completed within 30 days after the effective date of this Agreement.

5. PREVENTIVE MAINTENANCE

Scheduled Preventive Maintenance (PM) work on all equipment and systems must be performed as required by the Preventive Maintenance (PM) schedule. The level of Preventive Maintenance shall prevent and/or immediately resolve conditions such as, but not limited to, the following list of conditions:

- A) Hot calls
- B) Cold calls
- C) High or low humidity
- D) Faulty control
- E) Faulty thermostat calibration
- F) Control air losses
- G) Faulty operator
- H) Stuck dampers
- I) Dirty filters
- J) Missing belts
- K) Worn belts
- L) Loose belts
- M) Dirty coils
- N) Dirty fans
- O) Duct leaks
- P) Air imbalances
- Q) Water imbalances
- R) Poor heat transfer
- S) Stuck valves
- T) Plugged strainers
- U) Equipment shutdown
- V) Equipment failure
- W) Loose wiring
- X) False trips
- Y) Valve leaks
- Z) Fitting leaks

- AA) Pipe rust and corrosion
- BB) Damaged insulation
- CC) Excess noise
- DD) Excess vibration
- EE) Luminaire replacement
- FF) Ballast replacement
- GG) Direct digital control system
- HH) Building Management System
- II) Lens cleaning
- JJ) Switches
- KK) Water treatment
- LL) Sensor heads
- MM) Chiller integrity
- NN) Relays
- OO) Incorrect time indication
- PP) Cooling tower integrity
- QQ) Door operation and door hardware
- RR) Roof integrity
- SS) Moveable wall panels in meeting rooms and exhibit halls

Contractor shall submit a PM schedule for Equipment monthly, no later than the fifth day of each month, or as requested by the President.

6. PREVENTIVE MAINTENANCE RECORDS

Contractor shall maintain PM Records for each piece of Equipment or system. The records shall be in a form approved by the President and reflect maintenance performed and the schedule and completion dates of such maintenance. Contractor shall update PM Records and history files on a weekly basis and the records shall be delivered to the General Managers with an executive summary to the President or President's designee no later than the fifth day of each month. Files must be maintained in an accessible permanent hard drive that is backed up to a secondary drive on a regular basis. Electronic copies shall be provided to the President upon request. Initially, Contractor shall provide the PM Records and history files in a **Microsoft Office 2007 or 2010** compatible format. If HFC upgrades its computer system, the Contractor shall upgrade its computer system to be compatible with HFC's.

Contractor shall accept an assignment of an automated CMMS system (Maintenance Edge) license from the previous contractor and/or recommend a web-based alternative. Maintenance Edge, or an equivalent approved by HFC, shall be accessible by all Managers and their designees throughout the term of the Agreement. Contractor shall install upgrades to the CMMS system as necessary throughout the term of the Agreement. Contractor shall make the CMMS system license, as updated, available to the successor contractor, at the end of the Agreement. HFC will pay Contractor for the actual cost of fees, if any, associated with upgrades to, and transfer of, the CMMS system (Maintenance Edge) license. [The current fees are about \$1,856 per month.] The program coverage will include all building mechanical/electrical Equipment as well as other building related Equipment and components throughout the Facilities. The implementation/assignment process should be completed within eight weeks after the commencement date of this Agreement and will include the following steps:

- a. Work order system start-up

- b. Equipment survey/inventory
- c. Data loading
- d. PM scheduling
- e. Work load balancing
- f. Full system installation/training
- g. Establish support link

Contractor shall provide HFC personnel with maintenance management system support and will load the same software with HFC's key managers for monitoring. Contractor will provide HFC with a modem and a communication package that will enable Contractor to provide the highest level of system support through on-line diagnostics.

Training for the use of the system will take place at the Facilities. Initial training will be in the use of the Work Order program, which will take place within the first few weeks after this Agreement begins.

Full system training will include Contractor's management and maintenance staff responsible for use of the program, and HFC's key managers.

Contractor shall provide additional management support of the program by routinely scheduling Contractor's senior management personnel to visit the Facilities. During each visit, one or more persons from Contractor's senior management staff will review the management reports generated by the system and evaluate program effectiveness.

Contractor shall provide software updates to the system as they are released. Contractor shall provide additional training, as needed.

To facilitate future maintenance and tracking of the Equipment, Contractor agrees to transfer the electronic equipment database to HFC at the expiration or termination of the Agreement at no additional cost to HFC and assign the license to the successor contractor as described above.

7. REMEDIAL MAINTENANCE

Contractor shall respond immediately to malfunctions that involve Equipment or impact major building systems, e.g., HVAC, Plumbing, Electrical, Fire, and any locking/securing device or system. Contractor's personnel shall work continuously, without regard for usual business hours, until the critical malfunctions are corrected.

8. ROUTINE MAINTENANCE AND REPAIR

Routine maintenance and repair shall mean those services performed as requested by the President, General Manager or their designated representative and not otherwise classified as Preventive Maintenance, Emergency Response or Equipment Maintenance. Routine maintenance and repair requests will be communicated to the Contractor verbally or by work order. Contractor shall respond to correct the reported condition within **one hour of receipt of request for service**.

9. SCOPE OF SYSTEMS OPERATION AND MAINTENANCE

Contractor is responsible for operating and performing scheduled and unscheduled maintenance and repairs on the systems and Equipment in the Facilities, including, but not limited to, the Equipment listed in Exhibit “E”--Equipment List. The Contractor will provide all supervision, labor, material, spare parts, supplies, equipment, tools or special tools and services, in order to operate and maintain all Equipment in a First Class Condition, consistent with the Service Expectations outlined in Exhibit “D”—Service Level Agreements.

10. EQUIPMENT AND TOOLS USED BY CONTRACTOR

HFC has some tools and equipment in inventory, which the Contractor may use for the purposes of this Agreement. At the beginning of this Agreement, HFC will provide the Contractor with HFC-owned tools listed in Attachment “J”—HFC-owned Tools Provided to Current Contractor. While efforts have been made to verify the accuracy of the lists in Attachment “J,” which are provided for informational purposes only, Contractor should take an inventory of all HFC-owned tools and equipment on hand and provide the inventory to the President within 30 days after the beginning of the Agreement. Contractor may use HFC-owned tools and equipment listed on the inventory throughout the term of the Agreement, but shall be responsible for returning the same tools and equipment to HFC upon expiration or termination of the Agreement. The tools and equipment shall be returned to HFC in reasonably good condition, taking normal wear and tear into account. Contractor shall provide replacements of any HFC-owned tools and equipment that are lost or damaged throughout the term of the Agreement at Contractor’s expense (non-reimbursable).

HFC will pay Contractor the actual cost of procuring additional equipment and tools required to perform services under this Agreement, to the extent that such equipment and tools are pre-approved by the President.

Additionally, the Contractor is required to provide one infrared camera at the beginning of the Agreement, to be kept on hand for performing diagnostic tests, such as detecting loose electrical connections and mechanical problems. HFC will also pay the Contractor a reasonable monthly fee, if any, for dedicating and operating one of Contractor's service vehicles (a truck) for this Agreement. **Proposers shall specify the amount of the monthly fee, if any, in their proposals.**

Contractor shall obtain the President's written approval prior to purchasing any golf carts for this Agreement. Contractor will purchase or lease golf carts on an as-needed basis, as approved by the President. HFC will provide the Contractor with access to existing golf carts at the beginning of the Agreement, as described below. Proposers should list the estimated cost of replacing these same types of golf carts, whether by purchase or lease, in their proposals. **However, existing golf carts may be used at the beginning of the Agreement until they are no longer serviceable or until it would be more cost-effective to purchase new ones. A General Manager may make the determination that a golf cart needs to be replaced if there are any issues, and the Contractor shall promptly replace such golf carts, to ensure that golf carts are functioning reliably.**

Existing Golf Carts/Golf Cart Requirements, Generally

Houston First Outdoors	Two golf carts total: One gasoline powered golf cart and
Fountain Technicians:	one gasoline powered all-terrain vehicle (or “mule”):
	These are two-passenger golf carts with a canopy and a flatbed trunk/storage area in the back for carrying tools and

equipment. Note: One of the golf carts must be a "mule" type of golf cart—an all-terrain vehicle. The other one can be a regular golf cart.

George R. Brown
Convention Center:

Two electric golf carts:
Two-passenger golf carts with a canopy and a flatbed trunk/storage area in the back for carrying tools and equipment.

Theater District
Parking Garages:

Six golf carts total: Five two-seat all-terrain golf carts with a storage bin in back and one regular four-seat golf cart. All six golf carts must be gasoline powered, with a canopy including windshields, a flashing strobe light, headlights, rear running and brake lights, and a horn. Note: The all-terrain golf carts are heavy duty golf carts, not "mules."

All golf carts must have a removable decal on the body, clearly displaying the Contractor's name, throughout the term of the Agreement. At the end of the Agreement, the golf carts will remain HFC's property. The color of the golf carts may be chosen later, but all of the Contractor's golf carts should be the same color.

HFC will pay Contractor for expenses associated with operating Contractor's service truck and all of the golf carts' fuel and maintenance expenses.

HFC will pay for "miscellaneous" items, such as printers and copier paper, only to the extent such items are necessary to perform services under this Agreement and are pre-approved by the appropriate General Manager and the President. Miscellaneous items must appear as individual line items, with a description identifying what the miscellaneous items are. The heading alone (e.g., "miscellaneous expenses"), without any description, is insufficient.

HFC will not pay Contractor "fixed trip charges" for call outs, service calls or "travel time." HFC will reimburse Contractor for mileage payments for its employees who travel from one Facility to another strictly in accordance with IRS rules for use of personal vehicles.

12. SERVICE HOURS

12.1 Typical Facility Operating Hours

The Facilities typically operate as listed in Attachment "B"—Portfolio Composition Summary.

12.2 Contractor and Project Manager Availability

- a. Contractor must be available during the hours of 8:00 AM and 5:00 PM and on every day that is not a Holiday to promptly respond to HFC inquiries and requests for additional information and clarifications including office staff..
- b. The Project Manager shall be assigned and dedicated to all Facilities from 8:00 AM to 5:00 PM on weekdays and shall be available to respond to off-hour issues and problems via cell phone.

12.3 Contractor's Typical Service Hours

Contractor's typical hours of service (Central Standard Time) are listed below. Hours may be varied at the President's consent to reflect the needs of the Facilities.

a. Capital Improvement Projects (Exhibit D-14)

Generally, capital improvement project activities will occur between the hours of 7:00 AM to 5:00 PM or as scheduled with General Managers so as to not interfere with scheduled events and other contract work in the Facilities.

b. Hours of General Maintenance Services as described in Electrical Services (Exhibit D-10), General Building Maintenance (Exhibit D-13), Mechanical Services (Exhibit D-15), General Services (Exhibit D-24)

These services shall be provided as set forth below as long as business operations, convention events and performances are not interrupted. Major maintenance routines shall be scheduled with General Managers so as to not interfere with scheduled events and other contract work in the Facilities.

1. Operating Managers shall be assigned and dedicated as follows Monday through Friday and during events, which are often scheduled in the evening and on weekends, and shall be available to respond to off-hour issues and problems as needed:

GRBCC:	7:00 AM to 5:00 PM
Wortham Center:	7:00 AM to 5:00 PM
Jones Hall:	7:00 AM to 5:00 PM
All other facilities:	7:00 AM to 5:00 PM

2. Journeyman Electricians shall be assigned and dedicated as follows Monday through Friday and during events, which are often scheduled in the evening and on weekends, and shall be available to respond to off-hour issues and problems as needed:

GRBCC:	7:00 AM to 11:00 PM
Wortham Center:	7:00 AM to 5:00 PM
Jones Hall:	7:00 AM to 5:00 PM
Theater District Parking Garage:	7:00 AM to 4:00 PM
All other Lots and Garages (2 FTEs):	7:00 AM to 5:00 PM

3. Site Maintenance Supervisors shall be available to respond to issues and problems during events and on nights and weekends, and shall be regularly assigned and dedicated as follows Monday through Friday:

GRBCC:	6:00 AM to 4:00 PM
Theater District:	7:30 AM to 5:00 PM

4. HVAC Maintenance Mechanics shall be available to respond to issues and problems during events and on nights and weekends, and shall be regularly assigned and dedicated as follows Monday through Friday:

Wortham Center:	7:00 AM to 5:00 PM
Jones Hall:	7:00 AM to 5:00 PM
All other facilities:	7:00 AM to 5:00 PM

5. Operating Engineers shall be available to respond to issues and problems during events and on nights and weekends, and shall be regularly assigned and dedicated as follows Monday through Friday:

GRBCC: 1st shift: 7:00 AM to 3:00 PM
2nd shift: 3:00 PM to 11:00 PM
3rd shift: 11:00 PM to 7:00 AM

Wortham Center: 1st shift: 7:00 AM to 3:00 PM
2nd shift: 3:00 PM to 11:00 PM
3rd shift (if requested): 11:00 PM to 7:00 AM

Jones Hall: 7:00 AM to 5:00 PM

Theater District Parking Garage: 7:00 AM to 5:00 PM

All other Lots and Garages (2 FTEs): 7:00 AM to 5:00 PM

6. Generally, the following maintenance activities can be performed during the hours between 7:00 AM to 5:00 PM; however, maintenance/PM activities that may interrupt normal business operations or events, and all maintenance activities that affect security or emergency response requirements, must be scheduled for other time periods. Contractor must work with President to provide flexibility in the work schedules to allow for the scheduling of events, building needs, and work by other contractors.

i. Lighting Maintenance (Exhibit D-16)

ii. Plumbing Services (Exhibit D-17)

Note: A **female** plumber is to be on-site during all requested events and performances.

iii. Parking Facilities (Exhibit D-18)

Major maintenance routines shall be scheduled during non-business hours.

Although the Theater District Garages, Convention District Garage, and Tundra Garage Parking Facilities are open for business on a 24/7 basis, Contractor is not expected to schedule full-time staff on the third shift in the Parking Facilities unless the President requests additional staff.

iv. Preventive Maintenance Service (Exhibit D-19)

v. Electronic Security Service (Exhibit D-22)

vi. Environmental, Health and Safety Service (Exhibit D-23)

c. Hours of Service for Remedial Work Requests (Exhibit D-20) and Service/Call Center (Exhibit D-21):

1. Prompt response to Facility problems shall occur on a 24/7 basis.
2. Remedial work requests accepted via phone during operating hours of 7:00 AM – 5:00 PM.
3. Remedial work requests accepted via e-mail or web page to be received on a 24/7 basis.
4. Contractor must be able to receive and process emergency calls received or generated by HFC Security at all times.

12.4 Around the Clock Coverage ("24/7")

Although the majority of services and support will occur between the hours of 7:00 AM to 5:00 PM, Contractor's on-site presence is required on a 24/7 basis at the George R. Brown Convention Center and may be required at other Facilities that may require support on a 24/7 basis. Additionally, many systems must function around the clock.

- a. Energy Conservation/Energy Management programs (Exhibit D-11) shall be pursued on a continuous basis, to the extent that they do not interfere with events.
- b. Contractor shall ensure that auxiliary power and emergency back-up systems are available to operate on a 24/7 basis. Critical Environments that should not lose electrical power are listed in Attachment D-8.
- c. Potable water must be available on a 24/7 basis at all assigned locations within the Facilities.
- d. Fountains operate seven days per week and are on timers.
- e. Contractor shall provide 24/7 system coverage for all emergency response and fire/life safety systems with immediate response to all emergency conditions and system equipment problems or fire alarms.
- f. Ensure that electronic security equipment is working on a 24/7 basis.

13. Criminal Background Check

At its sole expense, Contractor shall conduct national and local background checks on all temporary and permanent employees, including subcontractor employees, before they are assigned to work at any of the Facilities. Background checks shall include a thorough criminal history check, including registered sex offender status, prior employment history check, inclusive of reasons for dismissals, if any, and level of education.

Background checks shall be conducted in accordance with EEOC regulations including EEOC Enforcement Guidance entitled "Consideration of Arrest and Conviction Records in Employment Decisions under Title VII of the Civil Rights Act of 1964," as may be amended from time to time. Contractor shall develop and implement a written targeted screen of factors for Contractor's evaluation of the criminal background checks for Contractor's temporary and permanent employees working at HFC Facilities. The factors shall include the nature and gravity of the offense or conduct, the time that has passed since the offense, conduct, or completion of the sentence, and the nature of the job taking into account the public nature and usage of HFC's Facilities. Contractor shall submit the written targeted screen to HFC for its approval. If any of Contractor's employees and subcontractor employees are identified by the targeted screen, then Contractor shall conduct an individualized assessment of those so identified consistent with job relatedness and business necessity for the work to be performed.

Contractor shall provide to HFC a written report on at least a quarterly basis concerning the dates and results of each criminal background check done on each temporary and permanent employee assigned to work at any of the Facilities. Should Contractor become aware that any such employee is convicted of a criminal offense while the employee is assigned to any of the Facilities, Contractor shall immediately provide HFC with this information. Contractor shall comply with all requirements in the Federal Fair Credit Reporting Act, 15 U.S.C. § 1681, et

seq., and any other applicable laws with respect to background checks, including without limitation requiring applicants and employees to consent in writing for the results of the background checks to be released to Contractor and HFC. Upon request by the President, Contractor shall provide a report or other information about the background checks at any other time deemed necessary by the President throughout the term of the Agreement.

Failure to strictly comply with these requirements for background checks is grounds for immediate termination of the Agreement.

Contractor shall be responsible for all costs associated with the background checks.

Contractor may also be required by HFC at Contractor's expense to conduct additional background checks for special events.

Prior to employment, all personnel hired shall be drug tested at Contractor's expense. Subsequent drug testing, whether at random or for reasonable suspicion, shall also be conducted at Contractor's expense. Contractor shall ensure that drug testing services are available during both day and evening shifts. Any employee or applicant testing positive for drugs shall be dismissed and shall not be permitted to work at any HFC Facility.

14. GREEN BUILDING METHODS

When planning future projects for construction or remodels of any kind to the Facilities, Contractor shall utilize Green Building methods for specifications, equipment and designs. HFC's goal is to obtain LEED EB O&M (Leadership in Energy and Environmental Design for Existing Buildings Operations and Maintenance) certifications on its existing buildings. More information can be obtained at <http://www.usgbc.org>.

15. INSPECTIONS

HFC shall have the right to conduct both scheduled and unscheduled periodic inspections of all Facility locations, Equipment and records used by Contractor or HFC in connection with this Agreement, during regular business hours or any time in the case of an emergency, to determine whether Contractor has complied and is complying with the terms and conditions set forth in its Agreement. The Contractor will be notified, in writing, of deficiencies noted during the review and will be required to correct such deficiencies within ten days from the date of notification. If the Contractor fails to take corrective action in a timely manner, HFC may take corrective action on Contractor's behalf and Contractor shall reimburse HFC for the cost of the maintenance promptly upon demand or HFC may terminate the Agreement in whole or in part.

16. CONTRACTOR'S PHASE-OUT SERVICES

Contractor recognizes that the services provided under this Agreement are vital to HFC's overall efforts to provide safe and reliable Facility operations; that continuity thereof must be maintained at a consistently high level without interruption; that upon expiration of the Agreement a successor may continue these services; that its successor Contractor shall need Phase-in training; and that Contractor must cooperate in order to effect an orderly and efficient transition.

17. EQUIPMENT CONDITION AT CONTRACT EXPIRATION

Ninety days prior to Agreement expiration, Contractor shall:

- a. Inspect and test all Equipment. Furnish the President a written report of inspection and test results.
- b. Perform a complete inspection of all controls and instrumentation and furnish a written report to the President. All controls and instrumentation not in First Class Condition shall be corrected.
- c. Perform the following:
 - 1) Replace all lubricating oils to all rotating equipment;
 - 2) Lubricate all rotating equipment;
 - 3) Change all belts;
 - 4) Replace all filters;
 - 5) Update all maintenance logs and manuals;
 - 6) Replace burned-out luminaires and ballasts.
- d. Submit an audit performed by Contractor and verified by an independent auditor. The independent auditor, which may be selected by the Contractor, is subject to the President's prior written approval. The audit shall certify to the condition of all Equipment included in the final report and shall identify any Equipment that has not been properly maintained.

The President shall have the right of inspection during or after any of this work, and will notify the Contractor, within 14 calendar days of receipt of Contractor's certified statement, of any noted discrepancies. Contractor shall then proceed to correct any discrepancies caused by Contractor's negligence or failure to act before the expiration of the Agreement period at their sole expense. Contractor shall notify the President in writing upon completion of all work.

Should Contractor fail to perform or complete any required work prior to the expiration of the Agreement, work on Equipment identified in the audit as not having been properly maintained by Contractor, the President may have such work performed at the Contractor's expense.

ATTACHMENT B PORTFOLIO COMPOSITION SUMMARY

Asset #	Facility/ Asset Name	Address	Normal Operating Hours	Typical Event Hours (Mon - Sat)	Typical Event Hours (Sunday)	Total Occupant Capacity (Office)	Total Occupant Capacity (Assembly)	HFC Occupied Office Square Footage	HPD Occupied Square Footage	Sub-Leased Office Square Footage	Assembly Square Footage	Total Square Footage	Park Square Footage	Number of Parking Spaces (Covered)	Number of Parking Spaces (Un-covered)
	Buildings:														
1	George R Brown Convention Center ("GRBCC")	1001 Avenida de las Americas Hou., TX 77010	8 AM— 5:30 PM	Business & Event Hours	8 AM-Midnight	74,229	200	60,000	40,000		1,700,000	1,800,000			
2	Historic homes near GRBCC (Cohn House: 4300 s.f.; Foley House: 3200 s.f.)	Avenida de las Americas at Rusk				Tbd	tbd					7,500			
3	Wortham Theater Center	510 Preston, Hou.,TX 77002	8 AM— 5:30 PM	8 AM— 2 AM	12 PM— 8PM	300	3,500	5,625	N/A	50,000	90,000	437,000	N/A	N/A	N/A
4	Jesse H Jones Hall for the Performing Arts	615 Louisiana Hou., TX 77002 Suite 101	8 AM— 5:30 PM	8 AM— 2 AM	12 PM— 8PM	90	2,912	880	N/A	13,278	50,000	185,000	N/A	N/A	N/A
5	Miller Outdoor Theatre	6000 Hermann Park Drive Hou., TX 77030-1702	8 AM— 5.00 PM	12 PM – 1 PM 8 PM – 11:00 PM	8 PM – 11 PM	25	1708 seated area Hill 6000	3000 square feet	100 square feet	3000 square feet	36,000 square feet	36,000 square feet	465 acres	none	65
6	Houston Center for the Arts	3201 Allen Parkway 77019	8 AM— 5.30PM	6.30 PM— 11 PM	2 PM— 6 PM	30	420	249 SQ FT	n/a	30072SQ FT	1,500	46,741		N/A	95

ATTACHMENT B PORTFOLIO COMPOSITION SUMMARY

Asset #	Facility/ Asset Name	Address	Normal Operating Hours	Typical Event Hours (Mon - Sat)	Typical Event Hours (Sunday)	Total Occupant Capacity (Office)	Total Occupant Capacity (Assembly)	HFC Occupied Office Square Footage	HPD Occupied Square Footage	Sub- Leased Office Square Footage	Assembly Square Footage	Total Square Footage	Park Square Footage	Number of Parking Spaces (Covered)	Number of Parking Spaces (Un- covered)
7	Talento Bilingue de Houston	333 South Jensen 77003	8 AM— 5.30 PM	6.30 PM— 11 PM	2 PM— 6 PM	5	400		n/a		3,000	14,632	66,868	n/a	250
8	Sunset Coffee Building	1019 Commerce Street	TBD	TBD	Bldg. not open yet	unknown	Renovation s/b complete by end of 2014.		n/a			16,000	unknown	n/a	n/a

Asset #	Facility/ Asset Name	Address	Normal Operating Hours	Typical Event Hours (Mon - Sat)	Typical Event Hours (Sunday)	Total Occupant Capacity (Office)	Total Occupant Capacity (Assembly)	Assembly Square Footage	Total Square Footage	Park Square Footage	Number of Parking Spaces (Covered)	Number of Parking Spaces (Uncovered)
Houston First Outdoors:												
1	Root Memorial Square Park	1400 Clay Street	Daily and Event Hours	8 AM – Midnight	8 AM – Midnight	n/a	1,000		One city block (~5,133 sq. ft.)	One (1) city block		
2	Jones Plaza	600 Louisiana 77002	6 AM— 11 PM	5 PM— 10 PM	variable	n/a	3,600	5,133	5,133	n/a	n/a	n/a
3	Sesquicentennial Park I	500 Texas 77002	6 AM— 11 PM	5 PM— 10 PM	variable	n/a	300	5,000	5,000	95,832	n/a	n/a
4	Sesquicentennial Park II	510 Preston 77002	6 AM— 11 PM	5 PM— 10 PM	variable	n/a	2,500	30,000	30,000	331,056	n/a	n/a
5	Fish Plaza	500 Texas 77002	6 AM— 11PM	5 PM— 10 PM	variable	n/a	1,500	30,000	30,000	30,000	n/a	n/a
6	Sweeney Clock Triangle	400 Capitol 77002	24 hours						1,000	1,000	n/a	n/a
7	Sabine Promenade	Sabine to Bagby	Daily and Event Hours	8 AM – Midnight	8 AM – Midnight	n/a	n/a		23 acres = ~ 1,001,880		n/a	n/a

Asset #	Facility/Asset Name	Address	Normal Operating Hours	Typical Event Hours (Mon - Sat)	Typical Event Hours (Sunday)	Total Occupant Capacity (Office)	HFC Occupied Office Square Footage	Sub-Leased Office Square Footage	Total Square Footage	Park Square Footage	Number of Parking Spaces (Covered)	Number of Parking Spaces (Uncovered)
	Parking Facilities:											
1	Lot H	1500 Memorial	8AM—5PM						184,647			403
2	Lot C	1400 Memorial							47,000			176
3	Theater District Parking Garages	511 Rusk	8AM—5PM	11AM--10PM		5	923	1,497	1,507,619		3,369	0
4	The Houston Center for the Arts Parking Lot	3201 Allen Parkway 77019	8AM---5.30PM	6.30 AM -- 11.00PM	200PM--6.00PM				33,302			83
5	Talento Bilingue de Houston Parking Lot	333 South Jensen 77003	8 AM---5.30PM	6.30 AM-- 11.00PM	2.00 PM--600PM		332	230	52,220			159
6	GRBCC Parking Lots	1000 Avenida de las Americas	5AM--10PM	5AM--10PM	5PM-10PM				unk.			698
7	Convention District Garage	1002 Avenida de las Americas	8AM – 5PM	11AM – 10PM		4			150,000		663	
8	Tundra Garage	1515 Leeland	24/7	Varies	varies				unk.			2,500

Asset #	Facility/Asset Name	Address	Normal Operating Hours	Typical Event Hours (Mon - Sat)	Typical Event Hours (Sunday)	Total Occupant Capacity (Office)	HFC Occupied Office Square Footage	Sub-Leased Office Square Footage	Total Square Footage	Park Square Footage	Number of Parking Spaces (Covered)	Number of Parking Spaces (Uncovered)
	Fountains:											
1	Fountain 1	600 Block Preston at Smith	365 Days	24 hours	24 hours				unk.			
2	Fountain 2	700 Block Preston at Louisiana	365 Days	24 hours	24 hours				unk.			
3	Fountain 3	800 Block Preston at Market Sq	365Days	24 hours	24 hours				unk.			
4	Fountain 4	900 Block Preston at Main	365 Days	24 hours	24 hours				unk.			
5	Fountain 5	1000 Block Preston at Main	365 Days	24 hours	24hours				unk.			
6	Fountain 6	1100 Block Preston at Main	365 Days	24 hours	24 hours				unk.			
7	Fountain 7	1300 Block Preston at Caroline	365 Days	24 hours	24 hours				unk.			
8	Fountain 8	1500 Block Preston at Crawford	365 Days	24 hours	24 hours				unk.			
9	Fountain 9	800 Block on Congress	365 Days	24 hours	24 hours				unk.			
10	Fountain 10	900 Block on Congress	365 Days	24 hours	24 hours				unk.			
11	Fountain 11	1000 Block on Congress	365 Days	24 hours	24 hours				unk.			
12	Fountain 12	700 Block on Prairie	365 Days	24 hours	24 hours				unk.			

13	Houston Center for the Arts Fountain	3201 Allen Parkway 77019	365 Days	24 hours	24 hours				unk.			
14	Jones Hall courtyard fountain	615 Louisiana 77002	365 Days	24 hours	24 hours				unk.			
15	Jones Plaza Fountain	600 Louisiana 77002	365 Days	24 hours	24 hours				unk.			
16	Root Memorial Square Park Fountain	bordered by Clay, Bell, Austin and La Branch streets	365 Days	24 hours	24 hours				unk.			
17 & 18	Sesquicentennial Park I-- Two Fountains	500 Texas 77002	365 Days	24 hours	24 hours				unk.			
19	Sesquicentennial Park II Fountain (near George Bush statue)	corner of Bagby and Franklin	365 Days	24 hours	24 hours				unk.			

**ATTACHMENT C-1A
SERVICES TO BE PROVIDED, BY FACILITY (FUNCTIONAL MATRIX)**

SLA Number	Scope of Services	GRBCC	Wortham Theater	Jones Hall	Miller Outdoor Theatre	Houston Center for the Arts	Sunset Coffee Bldg and Talento Bilingue
1	Management						
2	Finance and Administration	X	X	X	X	X	X
3	Operational Reporting	X	X	X	X	X	X
4	Technology	X	X	X	X	X	X
5	Subcontractor Management	X	X	X	X	X	X
6	Documentation and Manuals	X	X	X	X	X	X
	Building Operations						
7	Capital Planning	X	X	X	X	X	X
8	Business Continuity (Disaster Back-up)	X	X	X	X	X	X
9	Drinking Water	X	X	X	X	X	X
10	Electrical Services	X	X	X	X	X	X
11	Energy Conservation/Energy Management	X	X	X	X	X	X
12	Fire/Life Safety Services	X	X	X	X	X	X
13	General Building Maintenance	X	X	X	X	X	X
14	Capital Improvement Project Management	X	X	X	X	X	X
15	Mechanical Services	X	X	X	X	X	X
16	Lighting Maintenance	X	X	X	X	X	X
17	Plumbing Services	X	X	X	X	X	X
18	Parking Facilities	X	X	X	X	X	X
19	Preventive Maintenance	X	X	X	X	X	X
20	Remedial Requests	X	X	X	X	X	X
21	Service/Call Center	X	X	X	X	X	X
22	Electronic Security	X	X	X	X	X	X
	General Building Services						
23	Environmental, Health and Safety	X	X	X	X	X	X
24	General Services	X	X	X	X		

Key: X = Primary Contractor

Blank = Contractor Not Responsible

**ATTACHMENT C-1B SERVICES TO BE PROVIDED, BY FACILITY (FUNCTIONAL MATRIX)
HOUSTON FIRST OUTDOORS**

SLA #	Scope of Services	Root Memorial Square	Jones Plaza	Sesqui-centennial Park I	Sesqui-centennial Park II	Sweeney Clock Triangle	Fish Plaza	Sabine Promenade
	Management							
1	General Management	X	X	X	X	X	X	X
2	Finance and Administration	X	X	X	X	X	X	X
3	Operational Reporting	X	X	X	X	X	X	X
4	Technology	X	X	X	X	X	X	X
5	Subcontractor Management	X	X	X	X	X	X	X
6	Documentation and Manuals	X	X	X	X	X	X	X
	Building Operations							
7	Capital Planning	X	X	X	X	X	X	X
8	Business Continuity (Disaster Back-up)							
9	Drinking Water	X	X	X	X	X	X	X
10	Electrical Services	X	X	X	X	X	X	X
11	Energy Conservation/Energy Management	X	X	X	X	X	X	X
12	Fire/Life Safety Services		X	X	X	X	X	X
13	General Building Maintenance	X	X	X	X	X	X	X
14	Capital Improvement Project Management	X	X	X	X	X	X	X
15	Mechanical Services		X	X	X	X	X	X
16	Lighting Maintenance	X	X	X	X	X	X	X
17	Plumbing Services	X	X	X	X	X	X	X
18	Parking Facilities		X	X	X	X	X	
19	Preventive Maintenance	X	X	X	X	X	X	X
20	Remedial Requests	X	X	X	X	X	X	X
21	Service/Call Center	X	X	X	X	X	X	X
22	Electronic Security				X			
	General Building Services							
23	Environmental, Health and Safety	X						
24	General Services							

X = Primary Contractor

Blank = Contractor Not Responsible

**ATTACHMENT C-1C SERVICES TO BE PROVIDED, BY FACILITY (FUNCTIONAL MATRIX)
PARKING FACILITIES**

SLA Number	Scope of Services	Theater District Garages	Houston Center for the Arts Lot	Talento Bilingue Lot	Convention District Garage	GRBCC Parking Lots	Tundra Garage
	Management						
1	General Management	X	X	X	X	X	X
2	Finance and Administration	X	X	X	X	X	X
3	Operational Reporting	X	X	X	X	X	X
4	Technology	X	X	X	X	X	X
5	Subcontractor Management	X	X	X	X	X	X
6	Documentation and Manuals	X	X	X	X	X	X
	Building Operations						
7	Capital Planning	X	X	X	X	X	X
8	Business Continuity (Disaster Back-up)	X	X	X	X	X	X
9	Drinking Water	X	X	X	X	X	X
10	Electrical Services	X	X	X	X	X	X
11	Energy Conservation/Energy Management	X	X	X	X	X	X
12	Fire/Life Safety Systems	X	X	X	X	X	X
13	General Building Maintenance	X	X	X	X	X	X
14	Capital Improvement Project Management						
15	Mechanical Services	X	X	X	X	X	X
16	Lighting Maintenance	X	X	X	X	X	X
17	Plumbing Services	X	X	X	X	X	X
18	Parking Facilities	X	X	X	X	X	X
19	Preventive Maintenance	X	X	X	X	X	X
20	Remedial Requests	X	X	X	X	X	X
21	Service/Call Center	X	X	X	X	X	X
22	Electronic Security	X	X	X	X	X	X
	General Building Services						
23	Environmental, Health and Safety	X	X	X	X	X	X
24	General Services	X	X	X	X	X	X

Key: X = Primary Contractor

Blank = Contractor Not Responsible

**ATTACHMENT C-1D SERVICES TO BE PROVIDED, BY FACILITY
(FUNCTIONAL MATRIX) FOUNTAINS**

SLA Number	Scope of Services	All Fountains
	Management	
1	General Management	X
2	Finance and Administration	X
3	Operational Reporting	X
4	Technology	X
5	Subcontractor Management	X
6	Documentation and Manuals	X
	Building Operations	
7	Capital Planning	X
8	Business Continuity	
9	Drinking Water	
10	Electrical Services	X
11	Energy Conservation/Energy Management	X
12	Fire/Life Safety Services	X
13	General Building Maintenance	X
14	Capital Improvement Project Management	X
15	Mechanical Services	
16	Lighting Maintenance	X
17	Plumbing Services	X
18	Parking Facilities	
19	Preventive Maintenance	X
20	Remedial Requests	X
21	Service/Call Center	X
22	Electronic Security	
	General Building Services	
23	Environmental, Health and Safety	X
24	General Services	
	Key:	
	X = Primary Contractor	
	Blank = Contractor Not Responsible	

ATTACHMENT C-2C
ENVIRONMENTAL, HEALTH AND SAFETY ACTIVITIES
PROJECTED ANNUAL VOLUMES

Type of Survey/Test	Convention Center	Theater District Facilities*	Parking Facilities**
Indoor Air Quality Test	2	2	4
Water Sampling	4	4	4
Cooling Tower Legionella Testing	1	1	1
Air Handler Legionella Testing	1	1	1
Other Surveys/Tests (as needed or required)			
Projected Annual Surveys/Tests Totals	8	8	8

* Theater District Facilities include the Wortham Theater Center, Jones Hall, Houston Center for the Arts, Miller Outdoor Theatre, Sunset Coffee Building, and Talento Bilingue de Houston, and Houston First Outdoors and Fountains

** Parking Facilities (excluding surface parking lots) include (1) Theater District Parking, (2) Tunnels, (3) Convention District Garage, and (4) Tundra Garage

ATTACHMENT D
SERVICE LEVEL AGREEMENTS

- Attachment D-1—General Management
- Attachment D-1A—Personnel Qualifications
- Attachment D-1B—HFC of Houston Clearance Verification Form
- Attachment D-2—Finance and Administration
- Attachment D-3—Operational Reporting
- Attachment D-4—Technology
- Attachment D-5—Subcontractor Management
- Attachment D-6—Documentation, Procedures and Manuals
- Attachment D-7—Capital Planning (Infrastructure Systems Only)
- Attachment D-8—Business Continuity
- Attachment D-9—Drinking Water and Decorative Fountains
- Attachment D-10—Electrical Services
- Attachment D-11—Energy Conservation/Energy Management
- Attachment D-12—Fire/Life Safety Services
- Attachment D-13—General Building Maintenance
- Attachment D-14—Capital Improvement Project Management
- Attachment D-15—Mechanical Services
- Attachment D-16—Lighting Maintenance
- Attachment D-17—Plumbing Services
- Attachment D-18—Parking Facilities
- Attachment D-19—Preventive Maintenance
- Attachment D-20—Remedial Work Requests
 - Attachment D-20A—Service Level Response Goals
- Attachment D-21—Service/Call Center
- Attachment D-22—Electronic Security
- Attachment D-23—Environmental, Health and Safety (EH&S)
- Attachment D-24—General Services

ATTACHMENT D-1 GENERAL MANAGEMENT

Function:

Provide account management to ensure services are delivered consistent with the stated scope of services, specifications and service expectations. Management services to include sourcing, supervising and evaluating current service delivery methods and submitting enhancement opportunities to improve quality, customer service and cost performance as well as satisfying current and new business requirements.

Responsibilities:

Hire, train and supervise such personnel and subcontractors as required to manage and perform the assigned functions as defined and delineated within Exhibit C – Services to be Provided, by Facility (Functional Matrix) on a 24/7 on-site staff basis. “Graveyard” shift on-site coverage, when properties are virtually shut-down, requires at least one appropriately skilled person on-site at the GRBCC and one additional person, if requested, to immediately respond to problems and address maintenance activities associated with all Facilities. All work is to be completed in a manner that is consistent and compliant with all local, state and national laws, codes and regulations, and HFC security requirements (refer to Attachment D-1A Personnel Qualifications). Ensure all personnel having account management, lead engineering, and operational and technical supervisory responsibilities are pre-approved by the President’s designees prior to being assigned to any HFC property. Ensure all personnel assigned to the HFC account are in full compliance with the pre-qualification process within Attachment D-1B – HFC Clearance Verification Form. Written certification is to be provided to the President’s designee prior to any employee starting work on the account.

Maintain effective customer relations. Develop and implement procedures to define and ensure the prompt handling of routine remedial work requests, including the proper communication channels, service level response goals and workload tracking mechanisms. Conduct customer satisfaction surveys on a frequency acceptable to the General Managers, summarize the results and implement corrective actions expeditiously.

Work in conjunction with the General Managers to develop and implement 24-hour emergency response and procedures for responding to unplanned Facility system interruptions and/or severe weather conditions that affect life safety, physical assets or business operations. Participate as needed in the development of emergency response plans (ERPs) and effectively perform the assigned support responsibilities.

Provide a strategic analysis of the Facilities’ strengths and weaknesses and recommend viable improvement opportunities to maintain areas of strength and enhance areas of weakness. The analysis should include issues such as asset conditions, fiscal constraints, industry trends, new business requirements and anticipated changes within HFC’s business use mix.

ATTACHMENT D-1 (CONTINUED)
GENERAL MANAGEMENT

Recommend operational, reporting and service delivery programs, procedures and specifications that are, from a practical perspective, appropriate to be deployed throughout the HFC organization.

Continually evaluate service delivery programs, processes and methods and recommend alternative means to deliver the services to realize higher quality standards, customer satisfaction levels and/or operational cost savings. Provide the General Managers with comprehensive business case analysis for proposed changes, which outline the proposed process/policy/strategy changes, cost/benefit, implementation plan, risks/mitigations, and actions required of HFC.

Prepare benchmarking analyses that compare similar services and operating expenses on a service provider portfolio and Houston market basis. Identify and recommend performance enhancement opportunities to improve efficiencies.

Effectively interface with the appropriate groups to understand current and new business requirements, develop solutions to satisfy changing business needs and prepare funding projections for inclusion within the operating, project expense and capital budgets.

Develop, implement, maintain and upgrade as needed, employee training programs designed to improve skill levels and competencies and accommodate new technical and managerial requirements, as approved by President's designee. Safety training and specific training on specialized equipment and systems should be included.

And other items as necessary.

Service Expectations:

Compliance with codes and regulations:	100%
Viable cost savings ideas represent 5% of annual operating budget:	100%
Operating expenses comparable to local market benchmarks: (excluding unique or atypical service requirements)	100%
Work environment available to conduct business as expected:	100%
Customer satisfaction rating average:	Greater than 4.0 out of a 5 scale
Compliance with personnel pre-approval and qualifications requirements:	100%
Personnel training activities completed as planned:	100%
Compliance with Subcontractor pre-qualification requirements:	100%

ATTACHMENT D-1A

PERSONNEL QUALIFICATIONS

Proposers should supply job descriptions for each of the positions that they are staffing for the contract. Changes in staffing are subject to the President's prior written approval. The Contractor shall furnish adequate certification papers and documentation of the assigned personnel's qualifications for the on-site crew and obtain the written approval of the President, replacing staff as needed with qualified personnel. A minimum of one State of Texas Fire Alarm and/or Fire Sprinkler licensed staff person is required. Contractor shall not charge for services or staff that it does not provide. HFC will not pay for any expenses Contractor incurs to recruit additional or replacement staff.

The President shall have the authority in his or her sole discretion to instruct the Contractor to remove personnel from the project. The President's decision shall be final in all cases.

During the first three months of the Agreement, Contractor shall install and implement biometric time clocks or a similar time-keeping system approved by the President. Contractor shall ensure that its employees use the new time-keeping technology in accordance with procedures or instructions to be provided by HFC. Contractor will be responsible for verifying the accuracy of all subcontractors' time-keeping records.

To ensure accurate timekeeping and billing, Contractor shall use computerized time accounting systems at all Facilities and maintain a time log for all personnel performing services under this Agreement. Personnel time logs shall contain a record for each employee, which shows employee's name, date(s) worked, and time(s) worked. All personnel time logs shall be submitted to HFC with the invoices pertaining to the time period covered by the logs. Contractor will not be paid for any time periods in which the personnel time logs and invoices do not agree.

- A. PROJECT MANAGER** (one) – should have at least ten years of experience as Project Manager with HVAC maintenance experience for similar projects, and a First-Class Stationary Engineer License or a Class A Texas Air Conditioning and Refrigeration license with “R” endorsement. The successful candidate should have demonstrated expertise operating major facilities with state of the art mechanical systems and infrastructure. The position requires extensive system and administrative knowledge including the use of CCMS work order programs. The Project Manager will have experience in capital project planning, development, forecasting, and installation. The Project Manager should have superior communication skills, personnel development experience and be able to work within a fast-paced event environment. The Project Manager must also have superior computer and software skills, and in-depth knowledge of DDC BAS control systems. HVAC experience must include operation and maintenance of centrifugal and reciprocal chillers of 200 tons or more. The President's prior written approval is required before any Project Manager is hired. Project Manager must be dedicated to this contract exclusively and work full-time to serve as Contractor's on-site manager for all phases of building operation, maintenance and repair services at the HFC complex. The Project Manager shall not be reassigned from this project without

90 days' advance written notice to the President. The Project Manager should understand all aspects of LEED Certification and practice LEED style management of resources.

- B. OPERATIONS MANAGERS** (two: one for the GRBCC, and one for the Theater District) – must have First Grade, Stationary Engineer's License and Maintenance Electrician's License in conformance with City of Houston codes. The successful candidates must have a minimum of five years' experience in the operation of high volume heating, ventilation and air conditioning systems (HVAC), plumbing systems, electric power supply and distribution systems, lighting control systems, preventive maintenance work order systems, digital BAS controls, plant operations, answering trouble calls, and fire suppression and life safety systems. They should also have experience in operating and maintaining large chilled water and heating water plants (minimum 2,400 tons), and extensive knowledge of BAS systems specifically (Johnson, Convergentz, and Siemens). The Operations Managers are required to have superior personnel management, training and development skills. Previous supervisory experience with crews of 12 or larger is also a must. Superior computer and software skills are a must.
- C. OPERATING ENGINEERS** (ten) – shall have a minimum of a Third Grade Stationary Engineer's License in conformance with City of Houston codes or equivalent training and experience as approved by the President. The Operating Engineers must have a minimum of three years' experience in the operation of large heating, ventilation and air conditioning systems (HVAC), plumbing systems, electric power supply and distribution systems, lighting systems, maintenance functions, controls, plant operations, answering trouble calls, and fire suppression systems. They should also have experience in operating and maintaining large chill water and heating water plants (minimum 2,400 tons) and extensive knowledge of BAS systems specifically (Johnson, Convergentz, and Siemens). They must also have superior computer and software skills.
- D. SITE MAINTENANCE SUPERVISORS** (four) – must have a Second Grade, Stationary Engineer's License and Maintenance Electrician's License in conformance with City of Houston codes. The Site Maintenance Supervisors shall have at least five years' operating experience and be qualified to supervise and train other operating engineers and maintenance technicians in the operation of heating, ventilation and air conditioning systems (HVAC), plumbing systems, electric power supply and distribution systems, lighting systems, maintenance functions, and fire suppression systems. They must have experience in maintaining lighting, electrical switchgear, digital BAS controls systems, air handlers, cooling towers, motor control centers, VAV boxes, and other building repairs as needed. They must also have superior computer and software skills.
- E. JOURNEYMAN ELECTRICIAN** (five) – Each Journeyman Electrician shall have at least five years' experience as a licensed Journeyman Electrician in conformance with the City of Houston Building Code. All electricians who perform work under this Agreement must have at least a Journeyman Electrician's license. The Journeyman Electricians must have prior experience with lighting control systems, contactors, switchgear, motor control centers, lighting systems and fixtures, neon signs and digital signage, kitchen equipment,

PERSONNEL QUALIFICATIONS *CONTINUED*

and other routine electrical repairs. They must also have superior computer and software skills.

- F. HVAC MAINTENANCE MECHANICS** (two) – shall have at least five years’ experience with at least two years’ experience in the repair and installation of commercial air conditioning and centrifugal chillers of 50+ tons. The HVAC Maintenance Mechanics are required to have an EPA certification. They must have at least a Third Grade Stationary Engineer’s license. Experience with digital BAS systems is required. HVAC licenses and certifications by an accredited school are a plus. They must also have superior computer and software skills.
- G. PLUMBER** (one) – Plumber should have at least five years’ experience as a certified journeyman plumber. In addition to the certified journeyman plumber, a female plumber, or a female with experience as a plumber’s helper, should be available on stand-by during events open to the public, to attend to any minor plumbing problems that may arise in ladies’ restrooms. The Plumber must have experience repairing commercial toilets, faucets, infrared value sensors, water heaters, kitchen equipment, water filters, backflow preventers and pressure relief valves.
- H. FOUNTAIN TECHNICIAN** (two) – must have a minimum of two years’ experience in electrical/plumbing repairs. The Fountain Technicians must have prior experience with fountains, swimming pool systems, filtered systems and water pumps. Certifications or licenses are a plus.
- I. GENERAL MAINTENANCE TECHNICIAN** (nine) – must have a minimum of five years’ experience in repairs of air handlers and pumps, or equivalent experience and education as approved by the President. The General Maintenance Technicians must have demonstrated mechanical skills and experience including electrical, mechanical, plumbing, and carpentry.
- J. PAINTING SUPERVISOR** (one for GRBCC) – must have five to ten years’ experience working in commercial facilities including painting, drywall and vinyl wall covering installation and repair. Experience with brush, roller, airless paint spraying, masking, and work with various finishes and environments. The Painting Supervisor position is a working supervisor and crew leader.
- K. PAINTERS AND PAINTERS’ ASSISTANTS** (five) – Painters should have at least five years’ experience painting and should be familiar with a variety of techniques, equipment and media, including Zolatone painting. Painters’ Assistants should have at least one year’s experience painting vocationally. Experience should include brush, roller, airless paint spraying, drywall, and vinyl installation and repairs.
- L. LOCKSMITH** (two) – Minimum of three years' experience working as a full-time door and lock hardware installer. Locksmiths must be able to install, repair, adjust and maintain

PERSONNEL QUALIFICATIONS *CONTINUED*

door hardware to factory standards. Experience to include but not be limited to: Panic bar devices, door closers, automatic door closers, access controlled doors, ADA accessible doors, electric latch strikes, interchangeable core locks, mortise and rim cylinder lock devices. One Locksmith will be based at the GRBCC and one will be based in the Theater District.

- M. FINANCIAL ANALYST (one)** – must have a minimum of five years’ accounting experience primarily in project billing and project budgeting. Must have Microsoft Office experience. A CPA is preferred. The Financial Analyst must have superior computer and software skills.

- N. ACCOUNTING SPECIALIST (one)** – must have a minimum of two years’ experience processing Accounts Payable, preparing invoices and entering time for payroll. The Accounting Specialist must have superior Microsoft Office skills.

- O. CUSTOMER SERVICE REPRESENTATIVE (one)** – must have excellent phone skills. The Customer Service Representative must have one year Microsoft Office experience. Experience with a CMMS is required. This position also requires superior computer and software skills.

Contractor shall provide other personnel as deemed necessary by HFC management. Contractor must obtain the President's prior written approval before changing the number and/or job titles of staff positions for this Agreement.

**ATTACHMENT D-1B
HFC CLEARANCE VERIFICATION FORM**

Company/Contractor Name: _____

Business Address: _____

Business Telephone: _____

Primary Contact: _____

Title: _____

Name of Employee: _____

Title: _____

Check box of confirmed clearance:

Ten-year Criminal Background Check

Drug Test; What type of panel? Hair Test

Credit Background Check

Driving Record Check

Employment Verification

Education Verification

License Certification-up to date

Other: _____

Signature of Project Manager: _____

Date: _____

HFC General Manager: _____

Date: _____

AND OTHER PERTINENT INFORMATION DEEMED NECESSARY BY THE PRESIDENT.

ATTACHMENT D-2

FINANCE AND ADMINISTRATION

Function:

Provide financial processing and reporting services to ensure fiscal controls are appropriately applied, HFC electronic interfaces occur as expected, financial reports are a true reflection of expenses incurred, invoices are approved and appropriately funded, and budgets are developed consistent with HFC requirements.

Responsibilities:

Prepare annual re-forecasted expense operating budgets for all Facilities including an assigned portfolio summary budget. Budgets to detail the expected expenses related to the overall management, administration, and operation of the properties on a monthly and fiscal year to date basis. Format to be compatible with industry standard chart of accounts, as adapted by HFC, and show the respective cost per square foot calculations where applicable.

Provide budget back-up documentation to include the assumptions used to develop budget values and submit budget variance explanations, versus actual expenses incurred, as part of the monthly and quarterly financial reporting process.

Perform accurate and timely fiscal accounting services for all expenditures related to the scope of services which shall include, but not be limited to, monthly and quarterly operating reports, subcontractor payments for services, invoice processing for materials and supplies, preparation and maintenance of assigned inventory controls, and preparation of all fiscal year-end close-out accounting documents. Also, adhere to capital and expense project close-out procedures as defined by HFC.

Maintain complete books and records in connection with the management and operation of the contract. Such books and records shall be kept in a manner sufficient to respond to HFC financial information requirements and requests for information regarding the operation of the contract.

Assemble, retain and monitor compliance with all contracts, agreements and other records and data as may be necessary to carry out the functions associated with the delivery of the assigned range of services.

Approve all invoices submitted to HFC for payment ensuring they are a true reflection of the services or project work accomplished. Ensure that subcontracted vendors receive their payments consistent with the Agreement terms.

ATTACHMENT D-2 (CONTINUED)

Finance and Administration Appropriately process Special Service Authorizations (SSA) account payments consistent with approved accounts payable procedures and policies.

Manage all contract related bank accounts in a fiscally sound manner and in compliance with all HFC requirements and governing rules and regulations.

And other tasks as necessary.

Service Volumes:

Financial reporting including variance explanations submitted to HFC on a monthly basis.

Capital and expense budgets submitted on an annual basis.

Re-forecast as requested by HFC.

Service Expectations

Compliance with HFC banking rules and regulations:	100%
Budget package complete and submitted on time:	100%
Invoices accurate and approved prior to submission:	100%
Payments dispersed consistent with Agreement Requirements:	100%
Monthly financial reporting package complete and on time:	100%
Sub-contracted payments made consistent with agreement terms:	100%
Service provider responsive to HFC inquiries:	100%

ATTACHMENT D-3 OPERATIONAL REPORTING

Function: Provide monthly, quarterly and year-to-date operational reporting services that highlight operational issues and summarize the preventive maintenance, remedial work requests, capital planning, and infrastructure/capital improvement project management workload results as the fiscal period progresses. Reports to be prepared at the Facility level with applicable HFC-wide summaries presented.

Responsibilities:

Prepare monthly reporting packages that summarize the operational performance and workload volume results using the information contained and updated within a HFC approved CMMS system. The monthly reporting package shall include an executive summary that highlights significant achievements and pertinent issues as well as sufficient details to comply with all HFC reporting requirements.

Capital Planning – Required reporting shall include:

1. Status on the primary infrastructure system live loads relative to system capacities and current usage;
2. Identification of current and projected central plant deficiencies;
3. Recommendations on system or component modifications, expansion plans or replacements which will mitigate anticipated infrastructure capacity limitations and reliability concerns; and
4. Summary of incident reports and status of all action items where abnormal incidents have resulted in downtime or impacted facility availability.

Preventive maintenance program. Required reporting to be by functional trade discipline and include:

1. Number of Critical PM activities completed as planned;
2. Number of non-critical PM activities completed as planned;
3. Number of PM activities deferred, reasons why deferred and length of deferral time;
4. Actual person hours expended to complete the PM routines;
5. Estimated person hours projected to complete the PM routines;
6. Number of remedial PM work orders generated and completed;
7. Number of open remedial PM work orders and reasons for delays; and
8. Progress towards attaining the major preventive maintenance goals and objectives.

Operational Reporting

Workload and resource utilization reports that summarize HFC initiated remedial work order activities. Required reporting to be by functional trade discipline and include:

1. Number of work orders received;
2. Number of work orders completed;
3. Number of work orders deferred;
4. Number of person hours expended;
5. Number of person hours projected;

6. Number and percent of work orders received and completed (organized by the service level response goals); and
7. Number of building alarm system notifications responded to with a resolution summary.

Infrastructure/Capital Improvement project status. Required reporting shall include:

1. List individual infrastructure/capital improvement projects outstanding and progress on budget, schedule and scope attainment;
2. List individual infrastructure/capital improvement projects completed and final budget, schedule and scope attainment results; and
3. List individual infrastructure/capital improvement projects deferred and reason for deferral with associated risk analysis.

Customer Satisfaction Results. Required reporting shall include:

1. Summary of formal customer surveys conducted;
2. Summary of informal feedback (i.e., e-mails response, verbal communications etc.); and
3. Summary of feedback by functional discipline (i.e., operations, projects etc.).

Contractor shall provide operational reporting on other items as necessary.

Service Volumes:

1. Operational reporting submitted to the General Managers on a monthly basis.
2. Regulatory reporting submitted consistent with HFC requirements.

Service Expectations:

Regulatory reporting requirements satisfied:	100%
Service provider responsiveness to HFC inquiries:	100%
Monthly reporting package complete and submitted on time:	100%
Accuracy of information contained within monthly reports:	100%

Attachment D-4 Technology

Function: Provide a comprehensive technology platform to effectively integrate the Facilities' business processing and reporting functions. Contractor shall effectively manage the remedial work request and preventive maintenance work order processes, budgeting and accounting requirements, procurement initiatives and processes, performance management program tracking and reporting, and project management assignments. HFC access to information shall be facilitated through a customized Internet-based portal system with highly secured protection capabilities.

Responsibilities:

1. Provide the CMMS technology necessary to allow HFC to have continuous access to pertinent operations and maintenance information through a web-based system that is customized to meet HFC's requirements using a common web browser. Ensure access to information is tightly controlled with only authorized individuals allowed to view, manipulate and retrieve information.
2. Ensure compliance with all licensing requirements and recommend software upgrades to maintain systems as current or provide additional capabilities.
3. Provide the means to monitor, track and retrieve information at the Facility level and building trades and tenant services disciplines. Systems shall provide access to information at the Facility and HFC-wide summary levels on a 24/7 basis. Provide reporting capabilities consistent with the Operational Reporting requirements as defined within Attachment D-3 Operational Reporting.
4. Establish the procedures and processes necessary to receive remedial work requests on-line, generate and distribute work orders, close work orders, track workload volumes, measure attainment of service level response goals and solicit customer satisfaction feedback. System to provide web based capabilities for requestor to check work order status. System shall notify requestor as a work request moves through the process (i.e., acknowledge receipt, turn request into work order, identify schedule for completion, notify requestor of deviations from schedule, and notify requestor when work order is complete).
5. Provide a preventive and predictive maintenance and inspection program system capability that reflects industry standard, manufacturer recommended and HFC approved maintenance routines and procedures for all of the building equipment operational within assigned Facilities. Generate work orders on a prescribed frequency, close work orders, track workload volumes and measure compliance with operational performance objectives.

ATTACHMENT D-4 (CONTINUED)
TECHNOLOGY

6. Provide the budget and accounting systems that satisfy HFC processing and reporting requirements including technologies for timekeeping, payroll system, accounts payable, general ledger and other financial related processing. Ensure the financial systems can accommodate an account-kind structure that is consistent with industry standards, is maintained at the individual Facility level with required HFC-wide roll-ups, and facilitates standard industry benchmarking programs.
7. Provide an e-procurement solution that satisfies all invoice, purchase order and procurement requirements as defined by HFC. Solution shall be capable of integrating with a CMMS technology and provide readily available access to procurement information as applied to individual Facilities and operational budgets, work orders and project activities.
8. Provide the ability to manipulate data in a manner that demonstrates attainment of key performance indicators and performance metrics as defined within the various Service Level Agreements.
9. Provide a project management technology solution to effectively manage individual capital improvement projects. Capabilities include the ability to monitor project status, budgets and schedules and provide a master scheduling system which summarizes all project activities underway, completed and planned on a fiscal year-to-date basis.
10. Ensure the range of technology solutions are housed in a physically secured and “hardened” environment with industry accepted building infrastructure redundancy programs and systems in-place. Prepare a disaster recovery program to minimize downtime in the event a major disaster occurs.
11. Develop a means to identify and quantify new management processing and reporting requirements, add new data elements, and recommend technology improvements to satisfy new and emerging business requirements.
12. As directed by HFC, provide and utilize Maintenance Edge, or an equivalent approved by HFC, as the technology solution to facilitate capital planning and asset management activities and development of capital improvement plans. Contractor shall provide a sufficient number of Maintenance Edge licenses, which shall be shared with designated HFC staff as directed.
13. And other items as necessary.

Service Volumes:

Information shall be maintained in a real time, accurate, up-to-date and complete manner to satisfy all processing and reporting requirements.

Service Expectations:

A. Compliance with secured access requirements:	100%
B. HFC ability to access information via the web:	98%
C. Prompt response to inquiries:	100%
D. Licensing requirements satisfied:	100%
E. Databases maintained as current:	98%
F. Software upgrades and data elements added as appropriate:	100%
G. Applicable project criteria updated within the CMMS within 30 days of project completion:	100%

ATTACHMENT D-5

SUBCONTRACTOR MANAGEMENT

Function: Provide management services for all subcontracted vendors ensuring services are delivered consistent with agreement terms, service specifications and HFC expectations. Monitor subcontractor performance and approve all subcontractor invoices. As necessary update service specifications based on changing business needs and periodically evaluate alternative sourcing opportunities. All subcontracted services must be pre-approved by the President.

Responsibilities:

1. Provide the assigned range of operations and maintenance services and ensure they are delivered consistent with service specifications and applicable codes and regulations. Identify services to be subcontracted or re-bid to realize process improvements or cost savings, prepare detailed service specifications for approval, conduct formal Proposal procedures, recommend third party vendors for service contract awards, and execute such contract awards. All third party provider contracts are to be consistent with HFC established contract parameters, guidelines and stipulations and insurance requirements.
2. Perform accurate and timely fiscal accounting services for all expenditures related to the subcontracted scope of services which shall include, but not be limited to, monthly and quarterly operating reports (which include updated fiscal year expenditure forecasts against budget), payments for subcontracted services and associated invoice processing for materials and supplies, and preparation of all fiscal year-end close-out accounting documents.
3. Effectively interface with HFC representatives to ensure current and future business requirements are satisfied on a consistent basis. Continually evaluate service delivery programs, processes and methods and recommend alternative means to deliver the services to realize higher quality standards, customer satisfaction levels and/or operational cost savings. Provide HFC with comprehensive and rigorous business case analyses for proposed changes which outline the proposed process/policy/strategy changes, cost/benefit, implementation plan, risks/mitigations, and actions required of HFC.
4. Where practical, manage the provision of subcontracted services on a regional basis to leverage resources and purchasing power across a wider array of properties.
5. Provide effective support for assigned critical environments by self-performing or retaining subcontractors who possess the required level of expertise necessary to ensure critical environments are serviced consistent with HFC requirements.

ATTACHMENT D-5 (CONTINUED)
SUBCONTRACTOR MANAGEMENT

6. Periodically benchmark subcontracted services within local and regional markets and provide the General Managers with an analysis addressing how current service pricing compares with the market.
7. Approve all subcontractor invoices submitted for payment ensuring they are a true reflection of the services or project work accomplished and consistent with Agreement requirements. Ensure subcontractors receive their payment consistent with the Agreement terms.
8. As much as practical, utilize minority, disabled persons and women owned businesses to deliver subcontracted services and/or provide materials and supplies.
9. And other items as necessary.

Service Expectations:

A. Compliance with codes and regulations:	100%
B. Compliance with authorized spending limits:	100%
C. Compliance with HFC procurement requirements:	100%
D. Specifications satisfy current business requirements:	100%
E. Compliance with licensing and certification requirements:	100%
F. Compliance with security procedures and policies:	100%

ATTACHMENT D-6

DOCUMENTATION, PROCEDURES AND MANUALS

Function: Maintain and communicate the policies and procedures associated with the delivery of efficient and quality operations and maintenance services in support of HFC's various business functions, tenants, events and performances. Contractor shall maintain a library of asset drawings, manuals or electronic files, including comprehensive Facility manuals, safety programs, emergency procedures (per established HFC guidelines), building operations and maintenance procedures.

Responsibilities:

1. When requested by the President, prepare and update policies and procedures for all assigned Facilities within HFC and distribute to the appropriate personnel based on the need to receive and use the information.
2. Policies and procedures shall be maintained as current, with updates and modifications communicated to the appropriate audience as necessary or required.
3. Properly label and index manuals, building drawings, and electronic documents to allow for quick access to specific information.
4. Maintain a back-up copy of appropriate contractor critical building drawings and electronic documents at an alternate site location. Update back-up information quarterly.
5. Ensure operational procedures and problem escalation procedures specific to critical Equipment (e.g., UPS, generators, transfer switches, distribution equipment, major mechanical equipment, etc.) are posted in close proximity to or on the equipment for ready reference by operations technicians and vendors.
6. Contractor shall keep a log near Equipment, documenting the date service is performed, the name of the person performing the service, and a description of the service that is performed.
7. Ensure policies and procedures developed are not in conflict with established HFC policies and procedures.
8. Facility Information shall be provided electronically and address items such as:
 - a. Emergency contacts
 - b. Closing procedures and communications
 - c. Fire and life safety systems
 - d. Evacuation procedures (including drills and schedules)
 - e. Services provided at each site
 - f. Means to access service (HVAC, lighting, helpdesk, etc.)
 - g. Hours of operation
 - h. Parking programs
 - i. Amenities

ATTACHMENT D-6 (CONTINUED)
DOCUMENTATION, PROCEDURES AND MANUALS

9. Contractor shall develop Safety Programs for its employees and subcontractors' internal use, to address items such as:
 - a. Workplace safety
 - b. Training
 - c. OSHA reporting requirements
 - d. Hazard Communications
 - e. Safety Data Sheet (“SDS”) requirements (previously known as MSDS)
 - f. Confined Space
 - g. Lock-out Tag-out
 - h. Protective equipment
 - i. Hazardous material handling

10. Contractor's emergency procedures shall address items such as:
 - a. Building specific and cross organizational response procedures and related training programs
 - b. Communications
 - c. Escalation protocols
 - d. Key contacts list
 - e. Municipality and State contact list

11. Contractor's Building Operations Procedures shall address items such as:
 - a. Building Drawings
 - b. Energy conservation
 - c. Business continuity
 - d. Operational parameters
 - e. Coverage programs
 - f. Functional vendor lists
 - g. Safety
 - h. Major building systems
 - i. Maintenance and repair programs

12. And other items as necessary.

Service Volumes:

Contractor shall provide information to appropriate HFC personnel.

ATTACHMENT D-6 (CONTINUED)
DOCUMENTATION, PROCEDURES AND MANUALS

Service Expectations:

A. Regulatory requirements satisfied:	100%
B. Emergency procedures properly documented:	100%
C. HFC has pertinent materials and current information:	100%
D. New employees/planners have proper materials:	100%
E. Documentation reviewed monthly and appropriately updated:	100%
F. Complete set of current documentation readily accessible:	100%
G. Complete copy set of current documentation available as a back-up and stored at an alternate site. Back-up information updated quarterly:	100%

ATTACHMENT D-7
CAPITAL PLANNING
(INFRASTRUCTURE SYSTEMS ONLY)

Function: Provide comprehensive Capital Planning services associated with building infrastructure and capital improvements within assigned properties. Contractor shall ensure critical business operations, the general work environment, convention space and theater district venues are as free as possible from interruptions due to (1) building systems or equipment/component failures, and (2) infrastructure capacities being exceeded by operational business demands (particularly in regards to mechanical and electrical capacities).

Responsibilities:

1. Coordinate the information gathering process from all HFC Facilities and develop a comprehensive three to five-year (or specified term) rolling capital improvement plan (CIP) that summarizes and conveys the short and long term facilities infrastructure renewal, upgrades and replacement needs.
2. As directed by HFC, utilize Maintenance Edge as the capital planning and asset management tool to facilitate development of the CIP.
3. On an ongoing basis, evaluate assigned building infrastructure equipment and components, and identify areas where reliability issues exist. These issues are considered to be severe and unless addressed in a timely manner could jeopardize business continuity objectives, negatively impact operational expenses, interrupt ongoing events/performances, or compromise safety.
4. On an ongoing basis, track and report on primary infrastructure system loads relative to system capacities, identify current and projected deficiencies, develop and present recommendations on systems modifications, expansions, or replacements which will mitigate any anticipated infrastructure capacity limitations.
5. And other items as necessary.

ATTACHMENT D-8

BUSINESS CONTINUITY

Function: Provide an environment where designated critical business operations are free from interruption caused by internal building equipment failures or external utility failures. Based on the sophistication of the emergency back-up systems, critical business operations will only incur scheduled and approved interruptions associated with required maintenance activities.

Responsibilities:

1. Participate in the annual business planning process and solicit information from HFC on its future business continuity requirements.
2. Effectively communicate to HFC the capabilities, capacities and limitations associated with the existing auxiliary and emergency back-up systems.
3. Based on HFC requirements, evaluate existing emergency back-up capabilities and recommend ways to improve or expand capacity to meet changing business needs.
4. Manage new auxiliary back-up system projects, ensuring all projects are completed consistent with the approved scope of work, budget and schedule.
5. Continuously evaluate existing auxiliary back-up equipment and develop equipment replacement and renewal programs designed to ensure reliability over the long term.
6. Ensure all auxiliary back-up system testing, including full load tests, occur as required to maintain the integrity of the equipment and are completed consistent with the applicable regulatory requirements.
7. Enforce alarm response procedures and training programs so that all involved personnel fully understand the operational protocols associated with alarm conditions and auxiliary back-up system capabilities. Update procedures and training programs as protocols change.
8. Ensure all infrastructure system maintenance, repair and new equipment installations are completed consistent with all local, state and national codes and regulations.
9. Perform electrical and mechanical system inspections and preventive maintenance as required to ensure continuous operations.
10. Respond to work interruptions, outages or emergencies consistent with the service level response goals. Establish emergency response escalation programs to ensure the appropriate HFC representatives are promptly notified of emergency conditions.
11. Complete an Incident Report for all abnormal incidents affecting systems availability (draft prepared within 24 hours of an incident). Determine the root cause and action items required to restore availability and prevent a recurrence.
12. Ensure lessons learned from failure analyses are clearly communicated and employed to reduce the potential for similar failures in the future.

ATTACHMENT D-8 (CONTINUED)
BUSINESS CONTINUITY

- 13. Annually review and confirm all utility right-of-way paths are within acceptable criteria (i.e., clear pathways, rodent protection and accident protection including site primary/secondary exterior switchgear).
- 14. And other items as necessary.

Service Volumes:

Critical business areas are those 24/7 facilities or locations where infrastructure power protection is provided through a UPS and generator capability and require 24/7 alarm monitoring and include all facility operations of main plants, telephone Switch and telecom closets/rooms, emergency generators, perishable food storage areas, security systems, computer main frame and servers, flood doors, fire alarm systems, and similar Equipment or systems related to safety, security, and continuity of business operations.

Service Expectations:

A. Compliance with codes and regulations:	100%
B. Critical work environment available to conduct business as expected	100%
C. Projects completed consistent within the final scope, defined budget and schedule determined at the time of project approval:	100%
D. Critical PM work orders completed as planned:	100%
E. Immediate response to Priority 1 response goals:	100%
F. Assigned incident report action items completed:	100%
G. Incident reports drafts submitted within 24 hours:	100%
H. On-site staffing requirements satisfied:	100%

ATTACHMENT D-9

DRINKING WATER AND DECORATIVE FOUNTAINS

Function: Provide potable Drinking Water at assigned locations within the Facilities, ensuring the water available for the general public is properly filtered and suitable for human consumption. Appropriately maintain filter systems connected to municipal water systems, with either a centralized filter system or individual filter systems installed at the water dispensing locations.

Maintain and repair decorative Fountains as necessary to preserve appearance and function.

Responsibilities:

1. Filter systems shall be operational on a consistent basis.
2. Proper signage (i.e., “Out of Order”) shall be deployed at impacted locations for those intermittent instances when the water is not suitable for human consumption.
3. Repairs to water dispensing units shall be accomplished on a priority basis.
4. Ensure that proper filter products are used at all locations.
5. Preventive maintenance programs shall be developed and implemented to ensure filters are changed at the appropriate frequency.
6. Water quality shall be tested by a certified and independent water testing firm on a quarterly basis at a minimum, and any suspected water quality problems shall be investigated. Problems detected shall be immediately rectified.
7. Maintain strong relations with the municipal water companies and establish procedures to promptly communicate water company quality problems. Implement temporary protective measures until water company problems are resolved.
8. Ensure drinking water dispensing units are clean at all times with free flowing drains.
9. Maintain decorative Fountains daily by skimming surface water of leaves and debris, testing water and providing chemical treatment, checking lighting and replacing burned out lights, and backwashing filters as required.
10. Quarterly, perform preventive maintenance on Fountain pumps and solenoids, pump out holding pits and refill with fresh water, clean calcification and mechanical room / pit.
11. Semi-annually, clean calcification and apply paste wax to Fountains.
12. Repair Fountains and any related equipment that malfunctions as needed.
13. And other items as necessary.

Service Volumes:

1. Water dispensing units are located throughout the Facilities.
2. Fountain locations are described in the Equipment List—Attachment “E”

ATTACHMENT D-9 (CONTINUED)
DRINKING WATER AND DECORATIVE FOUNTAINS

Service Expectations:

A. Compliance with water purification standards:	100%
B. Compliance with filter change program:	100%
C. Compliance with annual testing requirement:	100%
D. Dispensing unit availability:	98%
E. Compliance with Fountain maintenance standards	100%

ATTACHMENT D-10

ELECTRICAL SERVICES

Function: Provide electrical services at assigned properties within the portfolio. Functional components include preventive maintenance, response to remedial and business unit work requests, daily operating programs, and building infrastructure/capital improvement project support services.

Responsibilities:

1. Maintain electrical infrastructure equipment such as switchgear, transformers, electrical panels, PDU's, etc. to ensure continuous operations.
2. Coordinate all necessary building outages with occupants. Manage all communications with stakeholders and adhere to equipment maintenance schedules.
3. Maintain emergency back-up equipment such as UPS and diesel/gas generator distribution systems to ensure their proper operation when activated. Ensure no controllable interruptions impact business operations, events or performances where electrical back-up systems are in place.
4. Ensure properly trained and licensed personnel and subcontractors address the range of electrical services work. All actions taken must be in compliance with all local, state and national codes and regulations, and HFC security and safety policies and procedures.
5. Respond to emergency situations on a priority and immediate basis and consistent with emergency response procedures.
6. Respond to remedial work requests consistent with established service level response goals.
7. Recommend improvements to ensure potential problem areas are addressed prior to failure, both internal to the HFC infrastructure and the outside utility systems serving sites.
8. Contractor's full-time electricians must be capable of making short conduit runs and wire pulls without having to call in a subcontractor or other outside service provider.
9. Provide 24/7 emergency response support.
10. Perform annual thermal imaging survey on electrical switch-gear and panels. Submit a detailed written report for each location to the General Managers annually.

And other items as necessary.

Service Expectations:

A.	Compliance with codes, regulations, safety and security programs:	100%
B.	Compliance with on-site schedule requirements:	100%
C.	Critical PM work orders completed as planned:	100%
D.	Non-critical PM work orders completed as planned:	95%
E.	Remedial work requests completed consistent with service level goals:	98%
F.	Projects completed consistent with final scope and defined budget	100%
G.	Projects completed consistent with schedule determined at time of project approval:	95%
H.	Critical environments available to conduct business: (not including utility outages and scheduled system outages)	100%

ATTACHMENT D-11

ENERGY CONSERVATION/ENERGY MANAGEMENT

Function: Monitor energy usage and ensure all building systems are operating at their inherent peak efficiency and maximizing their design capabilities. Services apply to all assigned Facilities. Recommend ways to improve efficiency by changing operating procedures or utilizing more energy efficient controls and equipment. Monitor industry trends and regulations and, where practical, present competitive and reliable sourcing opportunities in the open market.

Responsibilities:

1. Annually benchmark all utilities and prepare an analysis that compares usage and pricing to comparable markets, explains variances and present conservation opportunities, to the extent that actual usage information is made available.
2. Ensure all building control technologies are operating in a manner to avoid wasted energy.
3. Operate all building systems in accordance with event requirements.
4. Annually submit viable energy conservation ideas for consideration which represent 3% of the total energy costs incurred on an annualized basis.
5. As assigned, develop energy conservation project documents that define a detailed scope of work, identify all benefits to be realized, itemize all associated costs and present a return on investment analyses.
6. As assigned, manage approved energy conservation projects ensuring all projects are completed consistent with the scope of work, budget and schedule.
7. Develop and recommend load shedding programs that curtail energy consumption during peak demand periods including the evaluation of opportunities, associated risks and potential customer impact and building availability.
8. Develop and implement operational programs which curtail energy consumption as much as possible without interrupting critical businesses, events and performances.
9. Ensure all energy conservation initiatives are implemented in a manner that is in compliance with local, state and national codes and regulations.
10. Develop customer communications for periodic distribution that suggest ways HFC employees and vendors can participate in the overall objective to contain energy consumption and costs.
11. Research and pursue opportunities to offset capital improvement costs with rebates and other programs offered by utility companies and governmental agencies.
12. Contractor shall maintain two solar array systems at the George R. Brown Convention Center.

13. Record and report monthly evaporation credits at all applicable Facilities to City Public Works and Engineering Department, Public Utilities Division (“water department”). Note: The City’s Evaporative Credit (Code of Ordinances Sec. 47-129, also see City Ordinance No. 2011-1168) was enacted to give credit to those customers whose water intake includes water that evaporates through cooling towers or is used to manufacture a product, and does not discharge such water into the sanitary sewers of the City.
14. And other items as necessary.

ATTACHMENT D-11 (CONTINUED)
ENERGY CONSERVATION/ENERGY MANAGEMENT

Service Volumes:

Energy conservation enhancement opportunities apply to all of the assigned facilities.

Service Expectations:

- | | |
|---|------|
| A. Compliance with codes and regulations: | 100% |
| B. Compliance with event requirements: | 100% |
| C. Projects completed consistent with final scope and defined budget: | 100% |
| D. Projects completed as scheduled as determined at time of project approval: | 98% |
| E. Viable energy conservation opportunities presented annually: | 100% |

ATTACHMENT D-12

FIRE/LIFE SAFETY SERVICES

Function: Provide Fire/Life Safety services at all assigned Facilities. Functional components include emphasis on code compliance, preventive maintenance, response to malfunctioning equipment and devices, effective operation of fire/life safety equipment and operational infrastructure projects.

Responsibilities:

1. Maintain fire/life safety equipment such as fire panels, alarm notification systems, smoke and heat detectors, sprinkler systems, kitchen fire suppression systems, emergency lights, exit signs, exterior lights, etc. to ensure continuous operation and appropriate actions occur during emergency situations.
2. Respond immediately to all fire alarms consistent with the service level response goals requirements and work with Security and the local fire department to find the source of an alarm and repair as per UL, local, state and national codes and regulations.
3. Maintain all portable fire extinguishers and fire hoses per applicable codes.
4. Ensure fire/life safety equipment operates as required during power outages or other emergency conditions by periodically testing the equipment connected to emergency generator systems.
5. Conduct all fire/life safety specific maintenance and testing such as flow tests, alarm tests, smoke/heat detector tests etc. consistent with industry standard or local code mandated practices and frequencies.
6. Contractor shall include in its staff plan trained, qualified and licensed personnel to address the range of fire/life safety services work, with all actions taken being in compliance with all local, state and national codes and regulations. Ensure all equipment is appropriately labeled.
7. Recommend opportunities to improve safety and reduce business interruptions by identifying potentially vulnerable areas, equipment or processes.
8. Maintain effective relations with the local fire department and fire marshal.
9. Perform building sweeps to ensure all aisles, stairwells and egress paths are clear of obstructions.
10. And other items as necessary.

Service Volumes:

Workload involves activities in the preventive maintenance, remedial work request, and building infrastructure and capital improvement project areas.

ATTACHMENT D-12 (CONTINUED)
FIRE/LIFE SAFETY SERVICES

Service Expectations:

A. Compliance with codes and regulations:	100%
B. Compliance with HFC requirements:	100%
C. Maintenance and system testing frequencies completed as required:	100%
D. Work requests addressed consistent with service level response goals:	98%
E. Projects completed consistent within final scope and budget goals:	100%
F. Projects completed consistent with schedule requirements:	95%
G. Customer satisfaction rating average:	Greater than 4.0 out of a 5 scale

ATTACHMENT D-13

GENERAL BUILDING MAINTENANCE

Function: Provide General Building Maintenance services at all assigned properties. Functional components include maintenance and renewal programs, response to remedial work requests, protection of architectural finishes, painting services, and providing building material warehousing and inventory control services.

Responsibilities:

1. Maintain all architectural finishes (e.g., paint, wall covering, carpet, tile, vinyl, etc.) associated with walls, ceilings, hard and soft floors, doors, etc. to ensure safety is not compromised and the finishes reflect the appropriate level of care.
2. Maintain and repair all assigned roofing systems and exterior building surfaces including all drainage systems. Prepare annual improvement recommendations including a scope of work and projected costs.
3. Promptly and effectively address all roofing, piping, condensation or other water leakage/drip problems, and potential problems, to ensure events are not negatively impacted in any way.
4. Lubricate and repair all dock levelers, including hydraulic dock levelers, as a routine part of the services provided under this Agreement.
5. Provide locksmith or subcontractor services to properly maintain and repair, and provide preventive maintenance for, door hardware, overhead doors, sliding doors, door cylinders and closers, access controlled doors, and ADA accessible doors. Maintain, repair and replace locking mechanisms associated with internal and external doors.
6. Maintain and repair all parts and finishes of moveable wall panels associated with meeting rooms and exhibit halls.
7. Maintain and repair interior and exterior building glass components including caulking to ensure a watertight fit, if requested.
8. Provide quarterly building condition assessments and reports specific to architectural finishes and building fixtures.
9. Ensure properly trained personnel address the range of general maintenance services with all actions taken in compliance with local, state and national codes and regulations and HFC safety and security policies and procedures. Professional services include painters, masons, locksmiths, and general maintenance and minor construction functions.
10. Respond to emergency situations consistent with emergency response procedures.
11. Respond to remedial service requests consistent with the service level response goals.

ATTACHMENT D-13 (CONTINUED)
GENERAL BUILDING MAINTENANCE

- 12. Ensure minor project activities (i.e., painting, carpet replacement, roof repair etc.) are addressed in a safe and efficient manner and completed consistent with approved project scope, budget and schedules. HFC will utilize a separate roof repair services contract for extensive repairs. Note: The George R. Brown Convention Center's roof has an 18 year roof warranty. Miller Outdoor Theatre is having extensive roof work done through another contract, and it will have a 20 year warranty. Provide for the installation, temporary removal and replacement of HFC or City-provisioned art objects including wall preparation, restoration, painting, etc.
- 14. Ensure all Contractor-owned or leased vehicles are properly maintained and operated in a safe manner.
- 15. And other items as necessary.

Service Volumes:

Painting specific projected annual Workload Volumes:

GRBCC:	8,500 – 9,500 person hours
Theater District:	8,500 – 9,500 person hours

Service Expectations:

A. Compliance with codes and regulations:	100%
B. Compliance with safety and security programs:	100%
C. Events occur as intended:	100%
D. Non-critical PM work orders completed as planned:	95%
E. Work requests addressed consistent with service level response goals:	95%
F. Minor projects completed consistent with scope and budget goals:	100%
G. Minor projects completed consistent with schedule goals:	95%
H. Customer satisfaction rating average:	Greater than 4.0 out of a 5 scale

ATTACHMENT D-14

CAPITAL IMPROVEMENT PROJECT MANAGEMENT

Function: Provide Project Management services associated with building infrastructure and capital improvements within all assigned Facilities. Intent is to ensure critical business operations and the general work environments are as free as possible from interruptions due to building systems or equipment failures. New building construction and major Facility improvement projects are not included in this SLA.

Responsibilities:

1. Develop scope of work documents as approved and warranted. Prepare final project scope, justification, schedule and cost documents for HFC approval.
2. Conduct Proposal procedures as required using approved scope of work and construction documents and retain the necessary resources to successfully deliver the selected design approach. Ensure all insurance and permitting requirements are satisfied.
3. Prepare and maintain project files, schedules, project meeting minutes and budgets. Report on project status as part of the normal monthly reporting process (monthly reports to include all project activities occurring within a given Facility whether under the Contractor's direct control or not).
4. Comply with all HFC procurement, security and safety policies. All project work to be completed consistent with local, state and national codes and regulations.
5. For all projects with a total cost greater than \$25,000, Contractor shall provide the following documents to HFC, in a form approved by HFC: (i) a payment bond and (ii) an executed release of liens from all subcontractors associated with such projects.
6. Oversee all project activities, utilizing HFC assigned project management resources to the extent practical, and retain external project management resources only as specialized expertise or time requirements dictate.
7. Develop and manage an effective "change order" process to ensure only appropriately authorized scope changes are implemented.
8. Maintain an accurate local as-built drawings library, ensure all equipment maintenance requirements are entered into the preventive maintenance CMMS system, and clearly identify and effectuate warranty benefits. Forward all as-built information to the appropriate HFC representatives.
9. And other items as necessary.

ATTACHMENT D-14 (CONTINUED)
CAPITAL IMPROVEMENT PROJECT MANAGEMENT

Service Expectations:

A.	Compliance with codes and regulations:	100%
B.	Compliance with safety and security policies and procedures, and approved procurement policies:	100%
C.	Attainment of major project scope and budget goals:	100%
D.	Projects completed consistent with schedule goals:	95%
E.	Scope changes approved by proper HFC authority:	100%
F.	Customer satisfaction rating average:	Greater than 4.0 out of a 5 scale

ATTACHMENT D-15

MECHANICAL SERVICES

Function: Provide HVAC services at all assigned properties. Contractor's responsibilities include preventive and predictive maintenance, response to remedial work requests, remedial PM repairs, efficient operation of mechanical equipment, and building infrastructure and capital improvement projects.

Responsibilities:

1. Operate and maintain building infrastructure equipment such as air handlers, boilers and accessories, chillers, server room A/C units, cooling towers, exhaust systems, fan coil units, fresh air and return air fan systems, pumps, roof-top packaged units, split systems, VAV boxes, VFD's, thermostats, etc. to ensure continuous operations with no controllable interruptions that impact business and convention operations or performances.
2. Replace HVAC system filters and clean kitchen exhaust systems as per manufacturer's recommendations or as directed by HFC standards and practices.
3. Ensure expected electrical and mechanical back-up operations occur during power outages or other emergency conditions. Quarterly test mechanical equipment connected to emergency back-up systems or during monthly generator testing where building systems are transferred to produce load.
4. Staff personnel who can operate, program and maintain the Building Automation System(s) to ensure proper operation and scheduling of connected equipment for the purpose of energy efficiency, environmental control of conditioned spaces, environmental monitoring and air quality.
5. Perform comprehensive predictive maintenance on mechanical systems to include at a minimum vibration analysis, eddy current testing, oil analysis, thermography and megger testing (e.g., winding insulation, conductors, etc.)
6. Perform remedial maintenance on mechanical systems resulting from findings associated with regular preventive maintenance and inspections to ensure equipment and systems function reliably and efficiently.
7. Provide water treatment services to ensure reliable and efficient mechanical equipment operation.
8. Ensure properly trained and licensed personnel address the range of HVAC services work with all actions taken in compliance with all local, state and national codes and regulations.
9. Respond to emergencies consistent with emergency response procedures resolving abnormal incidents with minimal business impact.

ATTACHMENT D-15(CONTINUED)
MECHANICAL SERVICES

10. Respond to remedial work requests consistent with the service level response goals.
11. Recommend opportunities to improve system reliability and prepare for future renewal programs.
12. Recommend opportunities to reduce or contain energy costs without impacting customer business operations.
13. Ensure work is addressed in a manner that is in compliance with all HFC safety and security programs, policies and procedures. Ensure all equipment is appropriately labeled.
14. Maintain up-to-date hard and soft copy one-line drawings and ensure all pertinent information is entered into the CMMS system. All new project information to be entered into the CMMS system within 30 days of project completion.
15. And other items as necessary.

Service Expectations:

A.	Compliance with codes and regulations:	100%
B.	Compliance with on-site schedule requirements:	100%
C.	Compliance with safety and security programs:	100%
D.	Critical work environments available to conduct business:	100%
E.	Critical PM work orders completed as planned:	100%
F.	Non-critical PM work orders completed as planned:	95%
G.	Work requests addressed consistent with service level response goals:	95%
H.	Projects completed consistent with scope and budget goals:	100%
I.	Projects completed consistent with schedule goals:	95%
J.	Remedial PM work orders completed:	100%
K.	CMMS update within 30 days of project completion:	100%
L.	One line drawings updated within 30 days of project completion:	100%
M.	Customer satisfaction rating average:	Greater than 4.0 out of a 5 scale

ATTACHMENT D-16

LIGHTING MAINTENANCE

Function: Provide Lighting Maintenance services at assigned properties within the portfolio. Contractor's responsibilities include managing and operating lighting control technologies, energy conservation programs, prompt replacement of interior and exterior failed bulbs and building infrastructure project support services.

Responsibilities:

1. Ensure lighting control technologies are utilized in a manner that maximizes their capabilities and conserve energy. Technologies include computerized controls, motion sensors, dimmers, high efficiency products and programs dependent on people to monitor and implement lighting efficiencies.
2. Coordinate all necessary building outages with occupants. Manage all communications with stakeholders and adhere to equipment maintenance schedules.
3. Ensure all lighting systems connected to emergency back-up systems function as intended during power outages and no controllable interruptions that impact business operations, events or performances occur in a unplanned manner.
4. Ensure all exit signs are illuminated at all times.
5. Ensure lights associated with decorative fountains and HFC's public art, such as the Seven Towers behind the Wortham, are maintained and replaced to ensure the lighting design intent is not compromised.
6. Ensure properly trained and licensed personnel and subcontractors address the range of lighting maintenance work, including lamp disposal, with all actions taken being in compliance with all local, state and national codes and regulations, and HFC security and safety policies and procedures.
7. Respond to emergency situations on a priority and immediate basis and consistent with emergency response procedures.
8. Respond to remedial work requests consistent with established service level response goals.
9. Recommend improvements to ensure potential problem and reliability areas are addressed prior to failure for both internal and external lighting components.
10. Recommend lighting programs designed to improve lighting quality and conserve energy. Implement approved programs consistent with scope of work, budget and schedule objectives.
11. And other items as necessary.

ATTACHMENT D-16 (CONTINUED)
LIGHTING MAINTENANCE

Service Expectations:

A. Compliance with codes, regulations: safety and security programs:	100%
B. Compliance with safety and security programs:	100%
C. Exit signs and emergency lighting function as intended:	100%
D. Fountain lighting functions as intended:	100%
E. Lighting PM work orders completed as planned:	100%
F. Remedial work requests completed consistent with service level goals:	98%
G. Projects completed consistent with final scope and defined budget	100%
H. Projects completed consistent with schedule determined at time of project approval:	95%
I. All supported environments available to conduct business: (not including utility outages and scheduled system outages)	100%

ATTACHMENT D-17

PLUMBING SERVICES

Function: Provide Plumbing services at assigned Facilities within HFC. Functional components include preventive maintenance and response to remedial work requests, during regular business hours and for events as requested on nights and weekends, and efficient operation of plumbing equipment and operational infrastructure projects.

Responsibilities:

1. Maintain building infrastructure equipment and systems such as pumps, municipal water lines, sewer lines, sprinklers, back flow preventers, roof drains, storm drains, water filters, grease traps and drains, condensate pumps, sump pumps, etc. to ensure continuous operations.
2. Ensure no controllable interruptions impact business operations where back-up power systems are in place by periodically testing equipment using the auxiliary back-up power distribution systems.
3. Ensure properly trained and licensed personnel address the range of plumbing services work with all actions taken being in compliance with local, state and national codes and regulations. Ensure all equipment is appropriately labeled with correct and consistent reference to the site plumbing riser diagrams.
4. Ensure work is addressed in a manner that is in compliance with all HFC safety and security policies and procedures.
5. Promptly address all active leak problems and implement corrective measures to eliminate potential leak concerns.
6. Respond to emergency situations as quickly as possible and in compliance with emergency response procedures.
7. Respond to remedial service requests consistent with the service level response goals.
8. Recommend opportunities to reduce or contain utility costs and/or enhance reliability. As approved, implement all improvement initiatives consistent with the approved scope of work, budget and schedule.
9. And other items as necessary.

ATTACHMENT D-17(CONTINUED)
PLUMBING SERVICES

Service Expectations:

A. Critical work environments available to conduct business:	100%
B. Compliance with on-site schedule requirements:	100%
C. Compliance with codes and regulations:	100%
D. Compliance with HFC safety and security programs:	100%
E. Critical PM work orders completed as planned:	100%
F. Non-critical PM work orders completed as planned:	95%
G. Remedial requests addressed consistent with service level response goals:	95%
H. Projects completed consistent with scope and budget goals:	100%
I. Projects completed consistent with schedule goals:	95%

ATTACHMENT D-18 PARKING FACILITIES

Function: Provide Parking Facilities services at all assigned parking garages and parking lots. Contractor's services include maintenance and renewal programs, response to remedial work requests, protecting architectural and structural components, maintenance and repair of Facility signage, and general upkeep of the various Parking Facilities.

Responsibilities:

1. Maintain all architectural finishes (e.g., paint, wall treatment, signage, lobby carpet and tile, etc.) associated with walls, ceilings, hard and soft floors, doors, gates, etc. to ensure safety is not compromised. The appearance of the Parking Facilities should reflect the appropriate level of care.
2. Maintain and repair all assigned roofing systems and exterior building surfaces including all drainage systems. Prepare annual improvement recommendations including a scope of work and projected costs. **HFC's roof repair services contract and warranties should be used when appropriate.**
3. Provide quarterly building condition assessments and reports specific to the structural integrity and continued use of the Parking Facilities.
4. Implement all assigned parking lot repair activities in a manner that minimizes inconveniences and ensures public safety by using proper signage and repair area protective devices.
5. Ensure properly trained personnel address the range of maintenance services with all actions taken in compliance with local, state and national codes and regulations, and HFC safety and security policies and procedures.
6. Respond to emergency situations consistent with emergency response procedures.
7. Ensure all parking garage and lot lighting is sufficient to provide safe usage. Respond to remedial service requests consistent with budget and schedule goals.
8. Ensure minor project activities are addressed in a safe and efficient manner and completed consistent with the approved project scope, budget and schedules.
9. And other items as necessary.

ATTACHMENT D-18 (CONTINUED)
PARKING FACILITIES

Service Volumes:

Parking facilities include:

- GRBCC surface parking lots
- Convention District Garage
- Theater District Parking Garages
- Surface parking lots C and H
- The Houston Center for the Arts parking lot
- Talento Bilingue de Houston parking lot
- Tundra Garage

Service Expectations:

- | | |
|--|-----------------------------------|
| A. Compliance with codes and regulations: | 100% |
| B. Compliance with safety and security programs: | 100% |
| C. Non-critical PM work orders completed as planned: | 95% |
| D. Work requests addressed consistent with service level response goals: | 95% |
| E. Minor projects completed consistent with scope and budget goals: | 100% |
| F. Minor projects completed consistent with schedule goals: | 95% |
| G. Customer satisfaction rating average: | Greater than 4.0 out of a 5 scale |

ATTACHMENT D-19

PREVENTIVE MAINTENANCE

Function: Provide comprehensive preventive and predictive maintenance (PM) services to ensure all building equipment, components and systems operate as intended within the assigned properties.

Responsibilities:

1. Ensure the equipment contained within the portfolio is maintained and repaired appropriately to provide a suitable work and event environment for the general offices, convention center, theaters, parking, and other specialty areas.
2. Business operations are not to be impeded in any way due to preventive maintenance work activities or Equipment failures.
3. Assign the appropriately skilled, licensed and trained staff and subcontractors to effectively complete the maintenance and repair activities consistent with industry standards and in compliance with all warranty stipulations.
4. Ensure compliance with all local, state and national codes and regulations.
5. Maintain the proper level of documentation to effectively demonstrate that the Equipment is maintained consistent with the manufacturer approved preventive maintenance programs. Required reporting shall include:
 - a. Number of Critical PM activities scheduled and completed as planned;
 - b. Number of non-critical PM activities scheduled and completed as planned;
 - c. Status of non-critical PM activities deferred;
 - d. Actual person hours expended to complete the PM routines as compared to estimated person hours;
 - e. Report on work orders and PM routines completed by asset;
 - f. Progress towards attaining the major preventive maintenance goals and objectives as defined in the Service Expectations section; and
 - g. Summary of remedial work orders generated as a result of PM activities where additional work is required to restore or preserve Equipment functions (includes volume, description and status of completion).
6. Develop and implement an effective communications program to notify General Managers and/or the President and/or other appropriate HFC staff when a large scale problem occurs (e.g., Notify General Managers or event coordinators when an area of a building will be warm for an extended period of time).
7. And other items as necessary.

ATTACHMENT D-19 (CONTINUED)
PREVENTIVE MAINTENANCE

Service Expectations:

A. Work environment available for daily use (excludes emergency situations and external utility interruptions):	100% of the time
B. Compliance with applicable codes and regulation:	100%
C. Emergency back-up systems operate as intended:	100%
D. OSHA fines/citations:	Zero
E. Compliance with warranty stipulations:	100%
F. Warranty benefits realized:	100%
G. Critical PM activities completed on-time (critical PM's are those routines that impact safety or continuous business operations):	100%
H. Non-critical PM activities completed on-time:	95%
I. Maximum PM deferral time (non-critical):	4 weeks
J. PM activities completed in total:	100%
K. Completion of remedial work orders:	100%
L. Client notification for critical work with potential impact to business unit systems operations:	100%

ATTACHMENT D-20

REMEDIAL WORK REQUESTS

Function: Respond to remedial work requests in a timely manner and consistent within established response goals. Deliver services to General Managers residing in all assigned properties with volume, response time, Service Level Agreement compliance and resource utilization data reported monthly.

Responsibilities:

1. Provide sufficient resources to address remedial work requests in a manner that complies with the service level response goals.
2. Ensure services are delivered in a quality, consistent and professional manner.
3. Develop and implement building alarm response procedures to address critical alarm conditions that occur during normal business and non-business day periods. Off-hour response program to address all conditions where a building problem may result in an interruption to business operations, have major financial consequences or cause damage to physical assets.
4. Ensure remedial work requests are completed consistent with all local, state and national codes and regulations, and HFC safety programs and security requirements.
5. Analyze recurring remedial work requests and implement procedures to minimize ongoing repetitive requests going forward.
6. Maintain a remedial work requests workload database and monthly report on the attainment of service level performance objectives.
7. Maintain a customer satisfaction survey process which measures HFC satisfaction, tracks results and analyzes those results to drive ongoing improvements to business processes.
8. And other items as necessary.

Service Expectations:

- | | |
|--|-----------------------------------|
| A. Compliance with local, state and national code and regulations: | 100% |
| B. Compliance with Safety and Security procedures: | 100% |
| C. Service Levels – Consistent with service level response goals: | 98% overall |
| D. Customer Satisfaction rating average: | Greater than 4.0 out of a 5 scale |

ATTACHMENT D-20A SERVICE LEVEL RESPONSE GOALS GRBCC

Priority One	Priority One-A	Priority Two	Priority Three
Immediate response (initiated within 10-15 minutes)	Immediate response During Events (initiated within 10-15 minutes)	Same Day - complete within 24 hours or next business day	Routine Service - complete within less than 5 days (average 2.5 days)
Examples	Examples	Examples	Examples
Medical Emergency	Entrance/Exit Doors not opening / locking	Drinking water quality issue	EH&S tactical evaluation
ADA equipment malfunction	Adjust/repair lock or door hardware	EH&S related request - acknowledgement	Hang sign, whiteboard or pictures
Air quality - foul air smell (i.e., gas, sewer, electrical etc.)	Air Conditioning Temperature Problem	Fix lock or door hardware	Install lock/provide keys
Broken exterior glass or window - immediate temporary fix	Restore Power for event	Free clogged catch basins, drains or gutters	Repair wall or surface area
Building emergency back-up systems transfer to generators	Floor or carpet tripping hazard	No power for non-critical equipment	Interior signage request
Audible Fire Alarm Warning	Replace critical light bulbs	Repair emergency lighting and exit signs	Light bulb replacement
Sprinkler System Alarm or Leak	Noisy air handler or equipment malfunction	Repair HVAC unit not operating properly	New branch circuit installation (Tenant Service)
Designated VIP response	Repair HVAC unit not operating properly	Repair lighting problem (ballast etc.) for critical business need	Repair damaged wall/corner
Critical light out & Replacement	Repair lighting problem (ballast etc.) for critical business need	Request for off-hours HVAC	Repair window blinds/shades
Exterior lighting safety issue	Toilet or sink overflowing	Work station/office power problem - provide power strip	
Extreme temperature fluctuations (too hot, too cold)	Kitchen - water heater or boiler problem	Painting touch-up	
Hazardous materials spill		Free clogged catch basins, drains or gutters	
Imminent threat to life issues		Repair emergency lighting and exit signs	
Pipe leaks or plumbing unit overflowing		No power for non-critical equipment	
Repair interior/exterior door or lock - security issue		Replace damaged ceiling tile	
Reset HVAC systems for critical environments		Replace damaged/missing ceiling tile	

ATTACHMENT D-20A SERVICE LEVEL RESPONSE GOALS GRBCC

Priority One	Priority One-A	Priority Two	Priority Three
Immediate response (initiated within 10-15 minutes)	Immediate response During Events (initiated within 10-15 minutes)	Same Day - complete within 24 hours or next business day	Routine Service - complete within less than 5 days (average 2.5 days)
Examples	Examples	Examples	Examples
Roof Leaks - temporary repair/protection		Repair electronic/illuminated signs	
Chilled Water Supplying Kitchen Coolers		Minor Painting Project	
Equipment arcing or sparking		Fix light by replacing Ballasts	
Toilet/Sink clogged		Food equipment repair - faucets & plumbing	
Moveable Wall Panel Problem		Fix Carpet Tiles	
Drinking Water Quality Issue			
Kitchen Exhaust System			

And other items as necessary.

ATTACHMENT D-20A SERVICE LEVEL RESPONSE GOALS THEATER DISTRICT

Priority One	Priority One-A	Priority Two	Priority Three
Immediate response (initiated within 10-15 minutes)	Immediate response During Events (initiated within 10-15 minutes)	Same Day - complete within 24 hours or next business day	Routine Service - complete within less than 5 days (average 2.5 days)
Examples	Examples	Examples	Examples
Medical Emergency	Drinking water quality issue	Drinking water quality issue	EH&S Tactical evaluation
ADA equipment malfunction	Fix lock or door hardware	EH&S related request – acknowledgement	Fix Carpet Tiles
Air quality - foul air smell (i.e., gas, sewer, electrical etc.)	Free clogged catch basins, drains or gutters	Fix lock or door hardware	Fix light by replacing Ballasts
Broken exterior glass or window - immediate temporary fix	No power for non-critical equipment	Free clogged catch basins, drains or gutters	Food Management equipment repair
Building emergency back-up systems transfer to generators	Potential floor or carpet tripping hazard	No power for non-critical equipment	Hang sign, whiteboard or pictures
Critical/fire alarm conditions	Repair emergency lighting and exit signs	Potential floor or carpet tripping hazard	Install lock/provide keys
Designated VIP response	Repair HVAC unit not operating properly	Repair emergency lighting and exit signs	Interior signage request
Critical light out	Repair lighting problem (ballast etc.) for critical business need	Repair HVAC unit not operating properly	Light bulb replacement
Exterior lighting safety issue		Repair lighting problem (ballast etc.) for critical business need	New branch circuit installation (Tenant Service)
Extreme temperature fluctuations (too hot, too cold)		Request for off-hours HVAC	Repair damaged wall/corner
Hazardous materials spill		Work station/office power problem - provide power strip	Repair window blinds/shades
Imminent threat to life issues		Painting Touch-up	Replace damaged/missing ceiling tile
Pipe leaks or plumbing unit over flowing			Minor Painting Project
Repair interior/exterior door or lock - security issue			
Reset HVAC systems for critical environments			
Roof Leaks - temporary repair/protection			
Wet/Slippery floor			
Equipment arcing or sparking			
Toilet/Sink clogged			

Similar service level responses are expected at all Parking Facilities. And other items as necessary.

ATTACHMENT D-21

SERVICE/CALL CENTER

Function: Provide Service/Call Center services for HFC, tenants, and in-house contractors utilizing assigned properties. Contractor's services include fielding and processing phone, e-mail and Web based correspondence relating to remedial work requests and general inquiries, managing the preventive maintenance work order systems and developing monthly financial and operational reports.

Responsibilities:

1. Develop and maintain a system and process for accepting remedial work requests providing, at minimum, phone, e-mail and web-based methods for request submittals and work order status follow-up.
2. Maintain an effective program to properly route all incoming remedial work requests and preventive maintenance work orders to the appropriate support personnel and responsible units.
3. Coordinate and track all remedial work requests using a CMMS technology that supports detailed reporting at the property, service function and individual work order level.
4. Reconcile and close out all HFC work orders and implement follow-up actions for work orders that remain open. This includes following up and proactively communicating with General Managers.
5. Keep open lines of communication with HFC, its security contractor in order to ensure proper emergency communications and response actions. Activate emergency response procedures for all critical alarms received directly or via HFC management and security contractor.
6. Prepare quarterly workload and resource utilization reports that summarize the service and demand work order and preventive maintenance activities (e.g., tasks received, tasks completed, tasks deferred, personnel hours expended, etc.)
7. Receive remedial request work orders and communicate the applicable service level objectives to the requestor. Document the customer information, issue or problem at hand and facilitate the support staff's ability to fully understand the request.
8. At all times maintain a professional and courteous manner when receiving requests from HFC management and when forwarding information to the various service units and vendors/subcontractors.
9. Respond back to General Managers within the same day, or at least within one business day, confirming the status of their requests. Give General Managers an estimated time of completion for remedial work order tasks, to the extent possible.
10. And other items as necessary.

ATTACHMENT D-21 (CONTINUED)
SERVICE/CALL CENTER

Service Expectations:

A. Compliance with emergency response procedures:	100%
B. Service/Call Center availability as scheduled:	100%
C. Off-hour phone coverage availability:	100%
D. HFC satisfaction rating average:	Greater than 4.0 out of a 5 scale
E. General Managers notified if work will be delayed:	100%
F. Accuracy of operational workload reports:	100%
G. Appropriately certified personnel respond and address problem conditions:	100%
H. Prompt follow-up communication with General Manager regarding status of request and estimated time of task completion.	100%

ATTACHMENT D-22
ELECTRONIC SECURITY

Function: Provide electronic security equipment repair and maintenance services at designated Facilities within HFC. Functional components include intrusion alarm systems, CCTV, security camera/video surveillance and recording, duress alarm equipment, motion/noise detectors, door contacts, access control system equipment, biometric time clock equipment, and other electronic equipment and devices.

Responsibilities:

1. Maintain electronic security Equipment in a manner that ensures the Equipment’s operational integrity on a daily basis.
2. Implement Equipment repair activities consistent with manufacturer approved repair procedures and ensure Equipment downtime is minimized and security is not compromised. As necessary, coordinate temporary security measures such as additional security officer coverage to maintain the required level of protection while electronic Equipment is out of service. Use spare Equipment as a “like for like” replacement whenever possible to minimize costs and downtime.
3. Install and remove temporary monitoring equipment as directed by General Managers.
4. Develop and implement operational response procedures to ensure staff and/or Contractor personnel appropriately address Equipment malfunctions and failures.
5. Ensure work is addressed in a manner that is in compliance with all local, state and national codes and regulations, HFC safety and security policies and procedures and service level response goals.
6. And other items as necessary.

Service Expectations:

- | | |
|--|------|
| A. Compliance with codes and regulations: | 100% |
| B. Compliance with safety and security programs: | 100% |
| C. Compliance with service level response goals: | 100% |
| D. Appropriate response procedures activated as warranted: | 100% |

ATTACHMENT D-23
ENVIRONMENTAL, HEALTH AND SAFETY (EH&S)

Function: Provide advisory and oversight services related to environmental, health and safety services including advising HFC on EH&S issues, evaluating potential hazardous situations, conducting accident investigations and environmental tests, and ensuring HFC is compliant with all regulatory requirements. EH&S services to be provided at all assigned Facilities.

Responsibilities:

1. Assist HFC in emergency preparedness planning, administration, emergency response, continuity of services, emergency record management, inventory control of disaster equipment, and emergency management / materials budgeting.
2. Monitor local, state and federal disaster preparedness information requirements and advise HFC of local obligations or opportunities.
3. Actively participate in HFC Safety Committee meetings and complete subsequently assigned action items.
4. Conduct post-incident evaluations and produce post incident reports with recommendations to properly rectify existing conditions and avoid a reoccurrence.
5. Ensure all regulatory agency reporting is properly submitted and monthly EH&S summary reports are prepared and delivered consistent with HFC requirements.
6. Prepare a business plan and budget which highlights EH&S related remedial actions, anticipated activities and new requirements, if requested by the President.
7. Conduct environmental evaluations and tests in response to HFC requests and required testing programs including evaluations and tests such as indoor air quality, electromagnetic fields, noise levels and lighting analyses including baseline tests. Prepare an accurate response that reflects an evaluation's findings and recommended remedial actions.
8. Administer, coordinate, evaluate, and present simulated field and office practice drills, exercises and related training (e.g. First Aid / CPR) on a routine schedule, and establish a process to evaluate preparedness and response.
9. Develop and utilize standard request for service templates to promptly respond to HFC requests and add any additional or unique information as the individual circumstances dictate. For circumstances that are not addressed by the standard templates, prepare a suitable letter or e-mail message for the unique circumstances to be addressed.
10. Retain the appropriate specialized vendors/subcontractors to evaluate or analyze unique situations when the Contractor's staff does not possess the proper certification or have the proper equipment available to complete the required test sufficiently.

ATTACHMENT D-23 (CONTINUED)
ENVIRONMENTAL, HEALTH AND SAFETY (EH&S)

11. Support compliance with City/State environmental regulations and special recycling initiatives.
12. Effectively interface with the project management teams to ensure building modifications are implemented using sound EH&S policies and standards.
13. Ensure compliance by all Contractor personnel and subcontractors with all HFC EH&S programs.
14. And other items as necessary.

Service Expectations:

- | | |
|---|-----------------------------------|
| A. Compliance with all governing agency requirements and regulations: | 100% |
| B. Compliance with HFC maintenance and reporting requirements: | 100% |
| C. Compliance with HFC emergency programs and procedures: | 100% |
| D. EH&S evaluations appropriate for situation and request: | 100% |
| E. Accuracy of record keeping and reporting: | 100% |
| F. Customer satisfaction rating average: | Greater than 4.0 out of a 5 scale |

ATTACHMENT D-24

GENERAL SERVICES

Function: Provide General Services at all assigned Facilities. "General Services" means Contractor's response to remedial and new work requests for services that are not considered part of the base building service and maintenance workload. This workload is to be tracked separately from the base building service request workload.

Responsibilities:

General Services include (but are not limited to):

1. Coordinate with HFC event coordinators to ensure proper integration and provision of in-scope services in support of on-site event activities. Examples of in-scope support services to be coordinated are power and special HVAC provisions.
2. Maintain, repair, and replace the marquee systems, signage, equipment and display boards consistent with HFC requirements and display specifications.
3. Other unique or specialized requests, which are outside of the base building services or would typically be charged directly to the HFC requestor.
4. Ensure properly trained personnel address the range of services with all actions taken in compliance with local, state and national codes and regulations.
5. Ensure compliance with HFC safety and security policies and procedures.
6. Respond to remedial work requests consistent with service level response goals.
7. Ensure minor project activities (e.g., office painting, carpet replacement, etc.) are addressed in a safe and efficient manner and completed consistent with approved project scope, cost estimates and schedules.
8. And other items as necessary.

ATTACHMENT D-24 (CONTINUED)
GENERAL SERVICES

Service Expectations:

A. Compliance with codes and regulations:	100%
B. Compliance with safety and security programs:	100%
C. Service requests addressed consistent with service level response goals:	95%
D. Minor projects completed consistent with scope and costs goals:	100%
E. Minor projects completed consistent with schedule goals:	95%
F. Monthly reports accurately reflect workload activities:	100%
G. Customer satisfaction rating average:	Greater than 4.0 out of a 5 scale

ATTACHMENT E EQUIPMENT LISTS--DETAILED BY FACILITY

Equipment includes but is not limited to:

I. GEORGE R. BROWN CONVENTION CENTER:

	EQ #	Description	Location	Manufacturer
Air Compressors				
	4023-GRB-02-AIR3-01	AIR COMPRESSOR-COMP-01	HOU-GRBCC-L2R-BOILER	
	4023-GRB-02-AIR3-02	AIR COMPRESSOR-COMP-02	HOU-GRBCC-L2R-BOILER	
Air Dryer Systems				
	4023-GRB-02-DRY1-01	AIR DRYER-DRYER	HOU-GRBCC-L2R-BOILER	
Air Handlers				
1	4023-GRB-01-AHU1-1SW35S	AIR HANDLING UNIT, SWITCH ROOM SE210;2SE25S	HOU-GRBCC-LM1-SWCORN	YORK
2	4023-GRB-01-AHU1-36SW35S	AIR HANDLING UNIT, LOWER EXHIBIT HALL;36SW35S	HOU-GRBCC-LM1-SWCORN	YORK
3	4023-GRB-01-AHU1-38NW35N	AIR HANDLING UNIT, LOWER EXHIBIT HALL;38NW35N	HOU-GRBCC-LM1-NWCORN	YORK
4	4023-GRB-01-AHU1-3NE25N	AIR HANDLING UNIT, ELECROOM NE209; 3NE25N	HOU-GRBCC-LM1-NECORN	YORK
5	4023-GRB-01-AHU1-40SW35S	AIR HANDLING UNIT, LOWER EXHIBIT HALL;40SW35S	HOU-GRBCC-LM1-SWCORN	YORK
6	4023-GRB-01-AHU1-41SW35S	AIR HANDLING UNIT, LOWER EXHIBIT HALL;41SW35S	HOU-GRBCC-LM1-SWCORN	YORK
7	4023-GRB-01-AHU1-42SW35S	AIR HANDLING UNIT, LOWER EXHIBIT HALL;42SW35S	HOU-GRBCC-LM1-SWCORN	YORK
8	4023-GRB-01-AHU1-A4NE25N	AIR HANDLING UNIT, HPD;A4NE25N	HOU-GRBCC-LM1-NECORN	YORK
9	4023-GRB-01-AHU2-16NE35N	AIR HANDLING UNIT, UPPER EXHIBIT HALL;16NE35N	HOU-GRBCC-LM1-NECORN	YORK
10	4023-GRB-01-AHU2-16SE35S	AIR HANDLING UNIT, UPPER EXHIBIT HALL;16SE35S	HOU-GRBCC-LM1	YORK
11	4023-GRB-01-AHU2-17NE35N	AIR HANDLING UNIT, UPPER EXHIBIT HALL;17NE35N	HOU-GRBCC-LM1-NECORN	YORK
12	4023-GRB-01-AHU2-17SE35S	AIR HANDLING UNIT, LOWER EXHIBIT HALL;17SE35S	HOU-GRBCC-LM1	YORK
13	4023-GRB-01-AHU2-18NE35N	AIR HANDLING UNIT, LOWER EXHIBIT HALL;18NE35N	HOU-GRBCC-LM1-NECORN	YORK
14	4023-GRB-01-AHU2-18SE35S	AIR HANDLING UNIT, LOWER EXHIBIT HALL;18SE35S	HOU-GRBCC-LM1	YORK
15	4023-GRB-01-AHU2-19NE35N	AIR HANDLING UNIT, LOWER EXHIBIT HALL;19NE35N	HOU-GRBCC-LM1-NECORN	YORK
16	4023-GRB-01-AHU2-19SE35S	AIR HANDLING UNIT, LOWER EXHIBIT HALL;19SE35S	HOU-GRBCC-LM1	YORK
17	4023-GRB-01-AHU2-20SE35S	AIR HANDLING UNIT, LOWER EXHIBIT HALL;20SE35S	HOU-GRBCC-LM1	YORK
18	4023-GRB-01-AHU2-21NE35N	AIR HANDLING UNIT, LOWER EXHIBIT HALL;21NE35N	HOU-GRBCC-LM1-NECORN	YORK

19	4023-GRB-01-AHU2-21SE35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;21SE35S	HOU-GRBCC-LM1	YORK
20	4023-GRB-01-AHU2-22NE35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;22NE35N	HOU-GRBCC-LM1-NECORN	YORK
21	4023-GRB-01-AHU2-22SE35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;22SE35S	HOU-GRBCC-LM1	YORK
22	4023-GRB-01-AHU2-23NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;23NW35N	HOU-GRBCC-LM1-NWCORN	YORK
23	4023-GRB-01-AHU2-23SE35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;23SE35S	HOU-GRBCC-LM1	YORK
24	4023-GRB-01-AHU2-24NE35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;24NE35N	HOU-GRBCC-LM1-NECORN	YORK
25	4023-GRB-01-AHU2-24NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;24NW35N	HOU-GRBCC-LM1-NWCORN	YORK
26	4023-GRB-01-AHU2-25NE35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;25NE35N	HOU-GRBCC-LM1-NECORN	YORK
27	4023-GRB-01-AHU2-25NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;25NW35N	HOU-GRBCC-LM1-NWCORN	YORK
28	4023-GRB-01-AHU2-25SE35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;25SE35S	HOU-GRBCC-LM1	YORK
29	4023-GRB-01-AHU2-26NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;26NW35N	HOU-GRBCC-LM1-NWCORN	YORK
30	4023-GRB-01-AHU2-26SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;26SW35S	HOU-GRBCC-LM1-SWCORN	YORK
31	4023-GRB-01-AHU2-27NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;27NW35N	HOU-GRBCC-LM1-NWCORN	YORK
32	4023-GRB-01-AHU2-27SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;27SW35S	HOU-GRBCC-LM1-SWCORN	YORK
33	4023-GRB-01-AHU2-28NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;28NW35N	HOU-GRBCC-LM1-NWCORN	YORK
34	4023-GRB-01-AHU2-28SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;28SW35S	HOU-GRBCC-LM1-SWCORN	YORK
35	4023-GRB-01-AHU2-29NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;29NW35N	HOU-GRBCC-LM1-NWCORN	YORK
36	4023-GRB-01-AHU2-29SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;29SW35S	HOU-GRBCC-LM1-SWCORN	YORK
37	4023-GRB-01-AHU2-30NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;30NW35N	HOU-GRBCC-LM1-NWCORN	YORK
38	4023-GRB-01-AHU2-30SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;30SW35S	HOU-GRBCC-LM1-SWCORN	YORK
39	4023-GRB-01-AHU2-31NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;31NW35N	HOU-GRBCC-LM1-NWCORN	YORK
40	4023-GRB-01-AHU2-31SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;31SW35S	HOU-GRBCC-LM1-SWCORN	YORK
41	4023-GRB-01-AHU2-32NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;32NW35N	HOU-GRBCC-LM1-NWCORN	YORK
42	4023-GRB-01-AHU2-32SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;32SW35S	HOU-GRBCC-LM1-SWCORN	YORK
43	4023-GRB-01-AHU2-33SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;33SW35S	HOU-GRBCC-LM1-SWCORN	YORK
44	4023-GRB-01-AHU2-34SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;34SW35S	HOU-GRBCC-LM1-SWCORN	YORK

45	4023-GRB-01-AHU2-35NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;35NW35N	HOU-GRBCC-LM1-NWCORN	YORK
46	4023-GRB-01-AHU2-35SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;35SW35S	HOU-GRBCC-LM1-SWCORN	YORK
47	4023-GRB-01-AHU2-36NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;36NW35N	HOU-GRBCC-LM1-NWCORN	YORK
48	4023-GRB-01-AHU2-37NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;37NW35N	HOU-GRBCC-LM1-NWCORN	YORK
49	4023-GRB-01-AHU2-37SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;37SW35S	HOU-GRBCC-LM1-SWCORN	YORK
50	4023-GRB-01-AHU2-38SW35S	AIR HANDLING UNIT,LOWER EXHIBIT HALL;38SW35S	HOU-GRBCC-LM1-SWCORN	YORK
51	4023-GRB-01-AHU2-A5NE35N	AIR HANDLING UNIT,HPD;A5NE35N	HOU-GRBCC-LM1-NECORN	YORK
52	4023-GRB-01-AHU3-01NE35	AIR HANDLING UNIT-AHU-01NE35	HOU-GRBCC-LM1-NECORN	TRANE
53	4023-GRB-01-AHU3-01NW35	AIR HANDLING UNIT-AHU-01NW35	HOU-GRBCC-LM1-NWCORN	TRANE
54	4023-GRB-01-AHU3-01SE35	AIR HANDLING UNIT-AHU-01SE35	HOU-GRBCC-LM1	TRANE
55	4023-GRB-01-AHU3-01SW35	AIR HANDLING UNIT-AHU-01SW35	HOU-GRBCC-LM1-SWCORN	TRANE
56	4023-GRB-01-AHU3-02NE35	AIR HANDLING UNIT-AHU-02NE35	HOU-GRBCC-LM1-NECORN	TRANE
57	4023-GRB-01-AHU3-02NW35	AIR HANDLING UNIT-AHU-02NW35	HOU-GRBCC-LM1-NWCORN	TRANE
58	4023-GRB-01-AHU3-02SE35	AIR HANDLING UNIT-AHU-02SE35	HOU-GRBCC-LM1	TRANE
59	4023-GRB-01-AHU3-02SW35	AIR HANDLING UNIT-AHU-02SW35	HOU-GRBCC-LM1-SWCORN	TRANE
60	4023-GRB-01-AHU3-03NE35	AIR HANDLING UNIT-AHU-03NE35	HOU-GRBCC-LM1-NECORN	TRANE
61	4023-GRB-01-AHU3-03NW35	AIR HANDLING UNIT-AHU-03NW35	HOU-GRBCC-LM1-NWCORN	TRANE
62	4023-GRB-01-AHU3-03SE35	AIR HANDLING UNIT-AHU-03SE35	HOU-GRBCC-LM1	TRANE
63	4023-GRB-01-AHU3-03SW35	AIR HANDLING UNIT-AHU-03SW35	HOU-GRBCC-LM1-SWCORN	TRANE
64	4023-GRB-01-AHU3-04NE35	AIR HANDLING UNIT-AHU-04NE35	HOU-GRBCC-LM1-NECORN	TRANE
65	4023-GRB-02-AHU2-13NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;13NE83N	HOU-GRBCC-LM2-NECORN	YORK
66	4023-GRB-02-AHU2-14NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;14NE83N	HOU-GRBCC-LM2-NECORN	YORK
67	4023-GRB-01-AHU3-04NW35	AIR HANDLING UNIT-AHU-04NW35	HOU-GRBCC-LM1-NWCORN	TRANE
68	4023-GRB-01-AHU3-04SE35	AIR HANDLING UNIT-AHU-04SE35	HOU-GRBCC-LM1	TRANE
69	4023-GRB-01-AHU3-04SW35	AIR HANDLING UNIT-AHU-04SW35	HOU-GRBCC-LM1-SWCORN	TRANE
70	4023-GRB-01-AHU3-05NE35	AIR HANDLING UNIT-ANU-05NE35	HOU-GRBCC-LM1-NECORN	TRANE
71	4023-GRB-01-AHU3-05NW35	AIR HANDLING UNIT-AHU-05NW35	HOU-GRBCC-LM1-NWCORN	TRANE
72	4023-GRB-01-AHU3-05SE35	AIR HANDLING UNIT-AHU-05SE35	HOU-GRBCC-LM1	TRANE
73	4023-GRB-01-AHU3-05SW35	AIR HANDLING UNIT-AHU-05SW35	HOU-GRBCC-LM1-SWCORN	TRANE
74	4023-GRB-01-AHU3-06NE35	AIR HANDLING UNIT-AHU-06NE35	HOU-GRBCC-LM1-NECORN	TRANE
75	4023-GRB-01-AHU3-06NW35	AIR HANDLING UNIT-AHU-06NW35	HOU-GRBCC-LM1-NWCORN	TRANE

76	4023-GRB-01-AHU3-06SE35	AIR HANDLING UNIT-AHU-06SE35	HOU-GRBCC-LM1	TRANE
77	4023-GRB-01-AHU3-06SW35	AIR HANDLING UNIT-AHU-06SW35	HOU-GRBCC-LM1-SWCORN	TRANE
78	4023-GRB-01-AHU3-07NE35	AIR HANDLING UNIT-AHU-07NE35	HOU-GRBCC-LM1-NECORN	TRANE
79	4023-GRB-01-AHU3-07NW35	AIR HANDLING UNIT-AHU-07NW35	HOU-GRBCC-LM1-NWCORN	TRANE
80	4023-GRB-01-AHU3-07SE35	AIR HANDLING UNIT-AHU-07SE35	HOU-GRBCC-LM1	TRANE
81	4023-GRB-01-AHU3-07SW35	AIR HANDLING UNIT-AHU-07SW35	HOU-GRBCC-LM1-SWCORN	TRANE
82	4023-GRB-01-AHU3-08NE35	AIR HANDLING UNIT-AHU-08NE35	HOU-GRBCC-LM1-NECORN	TRANE
83	4023-GRB-01-AHU3-08NW35	AIR HANDLING UNIT-AHU-08NW35	HOU-GRBCC-LM1-NWCORN	TRANE
84	4023-GRB-01-AHU3-08SE35	AIR HANDLING UNIT-AHU-08SE35	HOU-GRBCC-LM1	TRANE
85	4023-GRB-01-AHU3-08SW35	AIR HANDLING UNIT-AHU-08SW35	HOU-GRBCC-LM1-SWCORN	TRANE
86	4023-GRB-01-AHU3-09NE35	AIR HANDLING UNIT-AHU-09NE35	HOU-GRBCC-LM1-NECORN	TRANE
87	4023-GRB-01-AHU3-09NW35	AIR HANDLING UNIT-AHU-09NW35	HOU-GRBCC-LM1-NWCORN	TRANE
88	4023-GRB-01-AHU3-09SE35	AIR HANDLING UNIT-AHU-09SE35	HOU-GRBCC-LM1	TRANE
89	4023-GRB-01-AHU3-09SW35	AIR HANDLING UNIT-AHU-09SW35	HOU-GRBCC-LM1-SWCORN	TRANE
90	4023-GRB-01-AHU3-10NE35	AIR HANDLING UNIT-AHU-10NE35	HOU-GRBCC-LM1-NECORN	TRANE
91	4023-GRB-01-AHU3-10NW35	AIR HANDLING UNIT-AHU-10NW35	HOU-GRBCC-LM1-NWCORN	TRANE
92	4023-GRB-01-AHU3-10SE35	AIR HANDLING UNIT-AHU-10SE35	HOU-GRBCC-LM1	TRANE
93	4023-GRB-01-AHU3-10SW35	AIR HANDLING UNIT-AHU-10SW35	HOU-GRBCC-LM1-SWCORN	TRANE
94	4023-GRB-01-AHU3-11NE35	AIR HANDLING UNIT-AHU-11NE35	HOU-GRBCC-LM1-NECORN	TRANE
95	4023-GRB-01-AHU3-11NW35	AIR HANDLING UNIT-AHU-11NW35	HOU-GRBCC-LM1-NWCORN	TRANE
96	4023-GRB-01-AHU3-11SE35	AIR HANDLING UNIT-AHU-11SE35	HOU-GRBCC-LM1	TRANE
97	4023-GRB-01-AHU3-11SW35	AIR HANDLING UNIT-AHU-11SW35	HOU-GRBCC-LM1-SWCORN	TRANE
98	4023-GRB-01-AHU3-12NE35	AIR HANDLING UNIT-AHU-12NE35	HOU-GRBCC-LM1-NECORN	TRANE
99	4023-GRB-01-AHU3-12NW35	AIR HANDLING UNIT-AHU-12NW35	HOU-GRBCC-LM1-NWCORN	TRANE
100	4023-GRB-01-AHU3-12SE35	AIR HANDLING UNIT-AHU-12SE35	HOU-GRBCC-LM1	TRANE
101	4023-GRB-01-AHU3-12SW35	AIR HANDLING UNIT-AHU-12SW35	HOU-GRBCC-LM1-SWCORN	TRANE
102	4023-GRB-01-AHU3-13NE35	AIR HANDLING UNIT-AHU-13NE35	HOU-GRBCC-LM1-NECORN	TRANE
103	4023-GRB-01-AHU3-13NW35	AIR HANDLING UNIT-AHU-13NW35	HOU-GRBCC-LM1-NWCORN	TRANE
104	4023-GRB-01-AHU3-13SE35	AIR HANDLING UNIT-AHU-13SE35	HOU-GRBCC-LM1	TRANE
105	4023-GRB-01-AHU3-13SW35	AIR HANDLING UNIT-AHU-13SW35	HOU-GRBCC-LM1-SWCORN	TRANE
106	4023-GRB-01-AHU3-14NE35	AIR HANDLING UNIT-AHU-14NE35	HOU-GRBCC-LM1-NECORN	TRANE
107	4023-GRB-01-AHU3-14NW35	AIR HANDLING UNIT-AHU-14NW35	HOU-GRBCC-LM1-NWCORN	TRANE
108	4023-GRB-01-AHU3-14SE35	AIR HANDLING UNIT-AHU-14SE35	HOU-GRBCC-LM1	TRANE
109	4023-GRB-01-AHU3-14SW35	AIR HANDLING UNIT-AHU-14SW35	HOU-GRBCC-LM1-SWCORN	TRANE

110	4023-GRB-01-AHU3-15NE35	AIR HANDLING UNIT-AHU-15NE35	HOU-GRBCC-LM1-NECORN	TRANE
111	4023-GRB-01-AHU3-15NW35	AIR HANDLING UNIT-AHU-15NW35	HOU-GRBCC-LM1-NWCORN	TRANE
112	4023-GRB-01-AHU3-15SE35	AIR HANDLING UNIT-AHU-15SE35	HOU-GRBCC-LM1-SWCORN	TRANE
113	4023-GRB-01-AHU3-15SW35	AIR HANDLING UNIT-AHU-15SW35	HOU-GRBCC-LM1-NECORN	TRANE
114	4023-GRB-01-AHU3-16NE35	AIR HANDLING UNIT-AHU-16NE35	HOU-GRBCC-LM1-NWCORN	TRANE
115	4023-GRB-01-AHU3-16NW35	AIR HANDLING UNIT-AHU-16NW35	HOU-GRBCC-LM1-SWCORN	TRANE
116	4023-GRB-01-AHU3-16SW35	AIR HANDLING UNIT-AHU-16SW35	HOU-GRBCC-LM1-NECORN	TRANE
117	4023-GRB-01-AHU3-17NE35	AIR HANDLING UNIT-AHU-17NE35	HOU-GRBCC-LM1-NWCORN	TRANE
118	4023-GRB-01-AHU3-17NW35	AIR HANDLING UNIT-AHU-17NW35	HOU-GRBCC-LM1-SWCORN	TRANE
119	4023-GRB-01-AHU3-17SW35	AIR HANDLING UNIT-AHU-17SW35	HOU-GRBCC-LM1-NECORN	TRANE
120	4023-GRB-01-AHU3-18NW35	AIR HANDLING UNIT-AHU-18NW35	HOU-GRBCC-LM1-NWCORN	TRANE
121	4023-GRB-01-AHU3-18SW35	AIR HANDLING UNIT-AHU-18SW35	HOU-GRBCC-LM1-SWCORN	TRANE
122	4023-GRB-01-AHU3-19NW35	AIR HANDLING UNIT-AHU-19NW35	HOU-GRBCC-LM1-NECORN	TRANE
123	4023-GRB-01-AHU3-19SW35	AIR HANDLING UNIT-AHU-19SW35	HOU-GRBCC-LM1-NWCORN	TRANE
124	4023-GRB-01-AHU3-20NW35	AIR HANDLING UNIT-AHU-20NW35	HOU-GRBCC-LM1-SWCORN	TRANE
125	4023-GRB-01-AHU3-20SW35	AIR HANDLING UNIT-AHU-20SW35	HOU-GRBCC-LM1-NECORN	TRANE
126	4023-GRB-01-AHU3-21NW35	AIR HANDLING UNIT-AHU-21NW35	HOU-GRBCC-LM1-NWCORN	TRANE
127	4023-GRB-01-AHU3-21SW35	AIR HANDLING UNIT-AHU-21SW35	HOU-GRBCC-LM1-SWCORN	TRANE
128	4023-GRB-01-AHU3-22NW35	AIR HANDLING UNIT-AHU-22NW35	HOU-GRBCC-LM1-NECORN	TRANE
129	4023-GRB-01-AHU3-22SW35	AIR HANDLING UNIT-AHU-22SW35	HOU-GRBCC-LM1-NWCORN	TRANE
130	4023-GRB-01-AHU3-23NE35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;23NE35N	HOU-GRBCC-LM1-NECORN	YORK
131	4023-GRB-01-AHU3-23SW35	AIR HANDLING UNIT-AHU-23SW35	HOU-GRBCC-LM1-SWCORN	
132	4023-GRB-01-AHU3-34NW35N	AIR HANDLING UNIT,LOWER EXHIBIT HALL;34NW35N	HOU-GRBCC-LM1-NWCORN	YORK
133	4023-GRB-02-AHU1-27SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;27SW83S	HOU-GRBCC-LM2-SWCORN	
134	4023-GRB-02-AHU1-29SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;29SW83S	HOU-GRBCC-LM2-SWCORN	
135	4023-GRB-02-AHU1-30SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;30SW83S	HOU-GRBCC-LM2-SWCORN	
136	4023-GRB-02-AHU1-31SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;31SW83S	HOU-GRBCC-LM2-SWCORN	
137	4023-GRB-02-AHU1-32SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;32SE83S	HOU-GRBCC-LM2-SECORN	
138	4023-GRB-02-AHU1-32SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;32SW83S	HOU-GRBCC-LM2-SWCORN	YORK

139	4023-GRB-02-AHU1-33SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;33SE83S	HOU-GRBCC-LM2-SECORN	YORK
140	4023-GRB-02-AHU1-33SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;33SW83S	HOU-GRBCC-LM2-SWCORN	YORK
141	4023-GRB-02-AHU1-34SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;34SE83S	HOU-GRBCC-LM2-SECORN	YORK
142	4023-GRB-02-AHU1-34SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;34SW83S	HOU-GRBCC-LM2-SWCORN	YORK
143	4023-GRB-02-AHU1-35SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;35SE83S	HOU-GRBCC-LM2-SECORN	YORK
144	4023-GRB-02-AHU1-35SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;35SW83S	HOU-GRBCC-LM2-SWCORN	YORK
145	4023-GRB-02-AHU1-36SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;36SE83S	HOU-GRBCC-LM2-SECORN	YORK
146	4023-GRB-02-AHU1-37SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;37SE83S	HOU-GRBCC-LM2-SECORN	YORK
147	4023-GRB-02-AHU1-39SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;39SE83S	HOU-GRBCC-LM2-SECORN	YORK
148	4023-GRB-02-AHU1-39SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;39SW83S	HOU-GRBCC-LM2-SWCORN	YORK
149	4023-GRB-02-AHU1-40SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;40SW83S	HOU-GRBCC-LM2-SWCORN	YORK
150	4023-GRB-02-AHU1-41SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;41SE83S	HOU-GRBCC-LM2-SECORN	YORK
151	4023-GRB-02-AHU1-41SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;41SW83S	HOU-GRBCC-LM2-SWCORN	YORK
152	4023-GRB-02-AHU1-42SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;42SW83S	HOU-GRBCC-LM2-SWCORN	YORK
153	4023-GRB-02-AHU1-43SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;43SE83S	HOU-GRBCC-LM2-SECORN	YORK
154	4023-GRB-02-AHU1-43SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;43SW83S	HOU-GRBCC-LM2-SWCORN	YORK
155	4023-GRB-02-AHU1-44SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;44SE83S	HOU-GRBCC-LM2-SECORN	YORK
156	4023-GRB-02-AHU1-44SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;44SW83S	HOU-GRBCC-LM2-SWCORN	YORK
157	4023-GRB-02-AHU1-45SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;45SE83S	HOU-GRBCC-LM2-SECORN	YORK
158	4023-GRB-02-AHU1-45SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;45SW83S	HOU-GRBCC-LM2-SWCORN	YORK
159	4023-GRB-02-AHU1-46SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;46SE83S	HOU-GRBCC-LM2-SECORN	YORK
160	4023-GRB-02-AHU1-46SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;46SW83S	HOU-GRBCC-LM2-SWCORN	YORK
161	4023-GRB-02-AHU1-47SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;47SE83S	HOU-GRBCC-LM2-SECORN	YORK
162	4023-GRB-02-AHU1-48SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;48SE83S	HOU-GRBCC-LM2-SECORN	YORK
163	4023-GRB-02-AHU1-49SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;49SW83S	HOU-GRBCC-LM2-SWCORN	YORK
164	4023-GRB-02-AHU1-50SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;50SE83S	HOU-GRBCC-LM2-SECORN	YORK

165	4023-GRB-02-AHU1-50SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;50SW83S	HOU-GRBCC-LM2-SWCORN	YORK
166	4023-GRB-02-AHU1-51SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;51SE83S	HOU-GRBCC-LM2-SECORN	YORK
167	4023-GRB-02-AHU1-51SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;51SW83S	HOU-GRBCC-LM2-SWCORN	YORK
168	4023-GRB-02-AHU1-52SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;52SE83S	HOU-GRBCC-LM2-SECORN	YORK
169	4023-GRB-02-AHU1-52SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;52SW83S	HOU-GRBCC-LM2-SWCORN	YORK
170	4023-GRB-02-AHU1-53SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;53SE83S	HOU-GRBCC-LM2-SECORN	YORK
171	4023-GRB-02-AHU1-53SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;53SW83S	HOU-GRBCC-LM2-SWCORN	YORK
172	4023-GRB-02-AHU1-54SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;54SE83S	HOU-GRBCC-LM2-SECORN	YORK
173	4023-GRB-02-AHU1-54SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;54SW83S	HOU-GRBCC-LM2-SWCORN	YORK
174	4023-GRB-02-AHU1-55SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;55SE83S	HOU-GRBCC-LM2-SECORN	YORK
175	4023-GRB-02-AHU1-55SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;55SW83S	HOU-GRBCC-LM2-SWCORN	YORK
176	4023-GRB-02-AHU1-56SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;56SE83S	HOU-GRBCC-LM2-SECORN	YORK
177	4023-GRB-02-AHU1-56SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;56SW83S	HOU-GRBCC-LM2-SWCORN	YORK
178	4023-GRB-02-AHU1-57SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;57SE83S	HOU-GRBCC-LM2-SECORN	YORK
179	4023-GRB-02-AHU1-58SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;58SE83S	HOU-GRBCC-LM2-SECORN	YORK
180	4023-GRB-02-AHU1-59SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;59SE83S	HOU-GRBCC-LM2-SECORN	YORK
181	4023-GRB-02-AHU1-59SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;59SW83S	HOU-GRBCC-LM2-SWCORN	YORK
182	4023-GRB-02-AHU1-60SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;60SW83S	HOU-GRBCC-LM2-SWCORN	YORK
183	4023-GRB-02-AHU1-61SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;61SE83S	HOU-GRBCC-LM2-SECORN	YORK
184	4023-GRB-02-AHU1-61SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;61SW83S	HOU-GRBCC-LM2-SWCORN	YORK
185	4023-GRB-02-AHU1-62SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;62SE83S	HOU-GRBCC-LM2-SECORN	YORK
186	4023-GRB-02-AHU1-62SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;62SW83S	HOU-GRBCC-LM2-SWCORN	YORK
187	4023-GRB-02-AHU1-63SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;63SE83S	HOU-GRBCC-LM2-SECORN	YORK
188	4023-GRB-02-AHU1-63SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;63SW83S	HOU-GRBCC-LM2-SWCORN	YORK
189	4023-GRB-02-AHU1-64SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;64SE83S	HOU-GRBCC-LM2-SECORN	YORK
190	4023-GRB-02-AHU1-64SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;64SW83S	HOU-GRBCC-LM2-SWCORN	YORK

191	4023-GRB-02-AHU1-65SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;65SE83S	HOU-GRBCC-LM2-SECORN	YORK
192	4023-GRB-02-AHU1-66SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;66SE83S	HOU-GRBCC-LM2-SECORN	YORK
193	4023-GRB-02-AHU1-67SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;67SE83S	HOU-GRBCC-LM2-SECORN	YORK
194	4023-GRB-02-AHU1-68SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;68SE83S	HOU-GRBCC-LM2-SECORN	YORK
195	4023-GRB-02-AHU1-69SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;69SE83S	HOU-GRBCC-LM2-SECORN	YORK
196	4023-GRB-02-AHU1-70SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;70SE83S	HOU-GRBCC-LM2-SECORN	YORK
197	4023-GRB-02-AHU2-15NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;15NE83N	HOU-GRBCC-LM2-NECORN	YORK
198	4023-GRB-02-AHU2-16NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;16NE83N	HOU-GRBCC-LM2-NECORN	YORK
199	4023-GRB-02-AHU2-17NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;17NE83N	HOU-GRBCC-LM2-NECORN	YORK
200	4023-GRB-02-AHU2-18NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;18NE83N	HOU-GRBCC-LM2-NECORN	YORK
201	4023-GRB-02-AHU2-19NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;19NE83N	HOU-GRBCC-LM2-NECORN	YORK
202	4023-GRB-02-AHU2-20NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;20NE83N	HOU-GRBCC-LM2-NECORN	YORK
203	4023-GRB-02-AHU2-20NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;20NW83N	HOU-GRBCC-LM2-NWCORN	YORK
204	4023-GRB-02-AHU2-21NE83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;21NE83N	HOU-GRBCC-LM2-NECORN	YORK
205	4023-GRB-02-AHU2-21NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;21NW83N	HOU-GRBCC-LM2-NWCORN	YORK
206	4023-GRB-02-AHU2-22NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;22NW83N	HOU-GRBCC-LM2-NWCORN	YORK
207	4023-GRB-02-AHU2-23NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;23NW83N	HOU-GRBCC-LM2-NWCORN	YORK
208	4023-GRB-02-AHU2-24NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;24NW83N	HOU-GRBCC-LM2-NWCORN	YORK
209	4023-GRB-02-AHU2-25NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;25NW83N	HOU-GRBCC-LM2-NWCORN	YORK
210	4023-GRB-02-AHU2-26NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;26NW83N	HOU-GRBCC-LM2-NWCORN	YORK
211	4023-GRB-02-AHU2-27NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;27NW83N	HOU-GRBCC-LM2-NWCORN	YORK
212	4023-GRB-02-AHU2-28SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;28SW83S	HOU-GRBCC-LM2-SWCORN	YORK
213	4023-GRB-02-AHU2-30NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;30NW83N	HOU-GRBCC-LM2-NWCORN	YORK
214	4023-GRB-02-AHU2-30SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;30SE83S	HOU-GRBCC-LM2-SECORN	YORK
215	4023-GRB-02-AHU2-31NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;31NW83N	HOU-GRBCC-LM2-NWCORN	YORK
216	4023-GRB-02-AHU2-32NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;32NW83N	HOU-GRBCC-LM2-NWCORN	YORK

217	4023-GRB-02-AHU2-36SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;36SW83S	HOU-GRBCC-LM2-SWCORN	YORK
218	4023-GRB-02-AHU2-37SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;37SW83S	HOU-GRBCC-LM2-SWCORN	YORK
219	4023-GRB-02-AHU2-38SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;38SE83S	HOU-GRBCC-LM2-SECORN	YORK
220	4023-GRB-02-AHU2-40SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;40SE83S	HOU-GRBCC-LM2-SECORN	YORK
221	4023-GRB-02-AHU2-42SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;42SE83S	HOU-GRBCC-LM2-SECORN	YORK
222	4023-GRB-02-AHU2-47SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;47SW83S	HOU-GRBCC-LM2-SWCORN	YORK
223	4023-GRB-02-AHU2-48SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;48SW83S	HOU-GRBCC-LM2-SWCORN	YORK
224	4023-GRB-02-AHU2-49SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;49SE83S	HOU-GRBCC-LM2-SECORN	YORK
225	4023-GRB-02-AHU2-57SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;57SW83S	HOU-GRBCC-LM2-SWCORN	YORK
226	4023-GRB-02-AHU2-58SW83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;58SW83S	HOU-GRBCC-LM2-SWCORN	YORK
227	4023-GRB-02-AHU2-60SE83S	AIR HANDLING UNIT,UPPER EXHIBIT HALL;60SE83S	HOU-GRBCC-LM2-SECORN	YORK
228	4023-GRB-02-AHU2-A3SW83S	AIR HANDLING UNIT,BOARDROOM OFFICES;A3SW83S	HOU-GRBCC-LM2-SWCORN	YORK
229	4023-GRB-02-AHU2-A6NW83N	AIR HANDLING UNIT,BOARDROOM; A6NW83N	HOU-GRBCC-LM2-NWCORN	YORK
230	4023-GRB-02-AHU3-01NE25	AIR HANDLING UNIT-AHU-01NE25	HOU-GRBCC-LM2-NECORN	TRANE
231	4023-GRB-02-AHU3-01NE83	AIR HANDLING UNIT-AHU-01NE83	HOU-GRBCC-LM2-NECORN	TRANE
232	4023-GRB-02-AHU3-01NW83	AIR HANDLING UNIT-AHU-01NW83	HOU-GRBCC-LM2-NWCORN	TRANE
233	4023-GRB-02-AHU3-01SE25	AIR HANDLING UNIT-AHU-01SE25	HOU-GRBCC-LM2-SECORN	TRANE
234	4023-GRB-02-AHU3-01SE83	AIR HANDLING UNIT-AHU-01SE83	HOU-GRBCC-LM2-SECORN	TRANE
235	4023-GRB-02-AHU3-01SW83	AIR HANDLING UNIT-AHU-01SW83	HOU-GRBCC-LM2-SWCORN	TRANE
236	4023-GRB-02-AHU3-02NE25	AIR HANDLING UNIT-AHU-02NE25	HOU-GRBCC-LM2-NECORN	TRANE
237	4023-GRB-02-AHU3-02NE83	AIR HANDLING UNIT-AHU-02NE83	HOU-GRBCC-LM2-NECORN	TRANE
238	4023-GRB-02-AHU3-02NW83	AIR HANDLING UNIT-AHU-02NW83	HOU-GRBCC-LM2-NWCORN	TRANE
239	4023-GRB-02-AHU3-02SE83	AIR HANDLING UNIT-AHU-02SE83	HOU-GRBCC-LM2-SECORN	TRANE
240	4023-GRB-02-AHU3-02SW83	AIR HANDLING UNIT-AHU-02SW83	HOU-GRBCC-LM2-SWCORN	TRANE
241	4023-GRB-02-AHU3-03NE83	AIR HANDLING UNIT-AHU-03NE83	HOU-GRBCC-LM2-NECORN	TRANE
242	4023-GRB-02-AHU3-03NW83	AIR HANDLING UNIT-AHU-03NW83	HOU-GRBCC-LM2-NWCORN	TRANE
243	4023-GRB-02-AHU3-03SE83	AIR HANDLING UNIT-AHU-03SE83	HOU-GRBCC-LM2-SECORN	TRANE

244	4023-GRB-02-AHU3-03SW83	AIR HANDLING UNIT-AHU-03SW83	HOU-GRBCC-LM2-SWCORN	TRANE
245	4023-GRB-02-AHU3-04NE83	AIR HANDLING UNIT-AHU-04NE83	HOU-GRBCC-LM2-NECORN	TRANE
246	4023-GRB-02-AHU3-04NW83	AIR HANDLING UNIT-AHU-04NW83	HOU-GRBCC-LM2-NWCORN	TRANE
247	4023-GRB-02-AHU3-04SE83	AIR HANDLING UNIT-AHU-04SE83	HOU-GRBCC-LM2-SECORN	TRANE
248	4023-GRB-02-AHU3-04SW83	AIR HANDLING UNIT-AHU-04SW83	HOU-GRBCC-LM2-SWCORN	TRANE
249	4023-GRB-02-AHU3-05NE83	AIR HANDLING UNIT-AHU-05NE83	HOU-GRBCC-LM2-NECORN	TRANE
250	4023-GRB-02-AHU3-05NW83	AIR HANDLING UNIT-AHU-05NW83	HOU-GRBCC-LM2-NWCORN	TRANE
251	4023-GRB-02-AHU3-05SE83	AIR HANDLING UNIT-AHU-05SE83	HOU-GRBCC-LM2-SECORN	TRANE
252	4023-GRB-02-AHU3-05SW83	AIR HANDLING UNIT-AHU-05SW83	HOU-GRBCC-LM2-SWCORN	TRANE
253	4023-GRB-02-AHU3-06NE83	AIR HANDLING UNIT-AHU-06NE83	HOU-GRBCC-LM2-NECORN	TRANE
254	4023-GRB-02-AHU3-06NW83	AIR HANDLING UNIT-AHU-06NW83	HOU-GRBCC-LM2-NWCORN	TRANE
255	4023-GRB-02-AHU3-06SE83	AIR HANDLING UNIT-AHU-06SE83	HOU-GRBCC-LM2-SECORN	TRANE
256	4023-GRB-02-AHU3-06SW83	AIR HANDLING UNIT-AHU-06SW83	HOU-GRBCC-LM2-SWCORN	TRANE
257	4023-GRB-02-AHU3-07NE83	AIR HANDLING UNIT-AHU-07NE83	HOU-GRBCC-LM2-NECORN	TRANE
258	4023-GRB-02-AHU3-07NW83	AIR HANDLING UNIT-AHU-07NW83	HOU-GRBCC-LM2-NWCORN	TRANE
259	4023-GRB-02-AHU3-07SE83	AIR HANDLING UNIT-AHU-07SE83	HOU-GRBCC-LM2-SECORN	TRANE
260	4023-GRB-02-AHU3-07SW83	AIR HANDLING UNIT-AHU-07SW83	HOU-GRBCC-LM2-SWCORN	TRANE
261	4023-GRB-02-AHU3-08NE83	AIR HANDLING UNIT-AHU-08NE83	HOU-GRBCC-LM2-NECORN	TRANE
262	4023-GRB-02-AHU3-08NW83	AIR HANDLING UNIT-AHU-08NW83	HOU-GRBCC-LM2-NWCORN	TRANE
263	4023-GRB-02-AHU3-08SE83	AIR HANDLING UNIT-AHU-08SE83	HOU-GRBCC-LM2-SECORN	TRANE
264	4023-GRB-02-AHU3-08SW83	AIR HANDLING UNIT-AHU-08SW83	HOU-GRBCC-LM2-SWCORN	TRANE
265	4023-GRB-02-AHU3-09NE83	AIR HANDLING UNIT-AHU-09NE83	HOU-GRBCC-LM2-NECORN	TRANE
266	4023-GRB-02-AHU3-09NW83	AIR HANDLING UNIT-AHU-09NW83	HOU-GRBCC-LM2-NWCORN	TRANE
267	4023-GRB-02-AHU3-09SE83	AIR HANDLING UNIT-AHU-09SE83	HOU-GRBCC-LM2-SECORN	TRANE
268	4023-GRB-02-AHU3-09SW83	AIR HANDLING UNIT-AHU-09SW83	HOU-GRBCC-LM2-SWCORN	TRANE
269	4023-GRB-02-AHU3-10NE83	AIR HANDLING UNIT-AHU-10NE83	HOU-GRBCC-LM2-NECORN	TRANE
270	4023-GRB-02-AHU3-10NW83	AIR HANDLING UNIT-AHU-10NW83	HOU-GRBCC-LM2-NWCORN	TRANE
271	4023-GRB-02-AHU3-10SE83	AIR HANDLING UNIT-AHU-10SE83	HOU-GRBCC-LM2-SECORN	TRANE
272	4023-GRB-02-AHU3-10SW83	AIR HANDLING UNIT-AHU-10SW83	HOU-GRBCC-LM2-SWCORN	TRANE

273	4023-GRB-02-AHU3-11NE83	AIR HANDLING UNIT-AHU-11NE83	HOU-GRBCC-LM2-NECORN	TRANE
274	4023-GRB-02-AHU3-11NW83	AIR HANDLING UNIT-AHU-11NW83	HOU-GRBCC-LM2-NWCORN	TRANE
275	4023-GRB-02-AHU3-11SE83	AIR HANDLING UNIT-AHU-11SE83	HOU-GRBCC-LM2-SECORN	TRANE
276	4023-GRB-02-AHU3-11SW83	AIR HANDLING UNIT-AHU-11SW83	HOU-GRBCC-LM2-SWCORN	TRANE
277	4023-GRB-02-AHU3-12NE83	AIR HANDLING UNIT-AHU-12NE83	HOU-GRBCC-LM2-NECORN	TRANE
278	4023-GRB-02-AHU3-12NW83	AIR HANDLING UNIT-AHU-12NW83	HOU-GRBCC-LM2-NWCORN	TRANE
279	4023-GRB-02-AHU3-12SE83	AIR HANDLING UNIT-AHU-12SE83	HOU-GRBCC-LM2-SECORN	TRANE
280	4023-GRB-02-AHU3-12SW83	AIR HANDLING UNIT-AHU-12SW83	HOU-GRBCC-LM2-SWCORN	TRANE
281	4023-GRB-02-AHU3-13NW83	AIR HANDLING UNIT-AHU-13NW83	HOU-GRBCC-LM2-NWCORN	TRANE
282	4023-GRB-02-AHU3-13SE83	AIR HANDLING UNIT-AHU-13SE83	HOU-GRBCC-LM2-SECORN	TRANE
283	4023-GRB-02-AHU3-13SW83	AIR HANDLING UNIT-AHU-13SW83	HOU-GRBCC-LM2-SWCORN	TRANE
284	4023-GRB-02-AHU3-14NW83	AIR HANDLING UNIT-AHU-14NW83	HOU-GRBCC-LM2-NWCORN	TRANE
285	4023-GRB-02-AHU3-14SE83	AIR HANDLING UNIT-AHU-14SE83	HOU-GRBCC-LM2-SECORN	TRANE
286	4023-GRB-02-AHU3-14SW83	AIR HANDLING UNIT-AHU-14SW83	HOU-GRBCC-LM2-SWCORN	TRANE
287	4023-GRB-02-AHU3-15NW83	AIR HANDLING UNIT-AHU-15NW83	HOU-GRBCC-LM2-NWCORN	TRANE
288	4023-GRB-02-AHU3-15SE83	AIR HANDLING UNIT-AHU-15SE83	HOU-GRBCC-LM2-SECORN	TRANE
289	4023-GRB-02-AHU3-15SW83	AIR HANDLING UNIT-AHU-15SW83	HOU-GRBCC-LM2-SWCORN	TRANE
290	4023-GRB-02-AHU3-16NW83	AIR HANDLING UNIT-AHU-16NW83	HOU-GRBCC-LM2-NWCORN	TRANE
291	4023-GRB-02-AHU3-16SE83	AIR HANDLING UNIT-AHU-16SE83	HOU-GRBCC-LM2-SECORN	TRANE
292	4023-GRB-02-AHU3-16SW83	AIR HANDLING UNIT-AHU-16SW83	HOU-GRBCC-LM2-SWCORN	TRANE
293	4023-GRB-02-AHU3-17NW83	AIR HANDLING UNIT-AHU-17NW83	HOU-GRBCC-LM2-NWCORN	TRANE
294	4023-GRB-02-AHU3-17SE83	AIR HANDLING UNIT-AHU-17SE83	HOU-GRBCC-LM2-SECORN	TRANE
295	4023-GRB-02-AHU3-17SW83	AIR HANDLING UNIT-AHU-17SW83	HOU-GRBCC-LM2-SWCORN	TRANE
296	4023-GRB-02-AHU3-18NW83	AIR HANDLING UNIT-AHU-18NW83	HOU-GRBCC-LM2-NWCORN	TRANE
297	4023-GRB-02-AHU3-18SE83	AIR HANDLING UNIT-AHU-18SE83	HOU-GRBCC-LM2-SECORN	TRANE
298	4023-GRB-02-AHU3-18SW83	AIR HANDLING UNIT-AHU-18SW83	HOU-GRBCC-LM2-SWCORN	TRANE
299	4023-GRB-02-AHU3-19NW83	AIR HANDLING UNIT-AHU-19NW83	HOU-GRBCC-LM2-NWCORN	TRANE
300	4023-GRB-02-AHU3-19SE83	AIR HANDLING UNIT-AHU-19SE83	HOU-GRBCC-LM2-SECORN	TRANE
301	4023-GRB-02-AHU3-19SW83	AIR HANDLING UNIT-AHU-19SW83	HOU-GRBCC-LM2-SWCORN	TRANE

302	4023-GRB-02-AHU3-20SE83	AIR HANDLING UNIT-AHU-20SE83	HOU-GRBCC-LM2-SECORN	TRANE
303	4023-GRB-02-AHU3-20SW83	AIR HANDLING UNIT-AHU-20SW83	HOU-GRBCC-LM2-SWCORN	TRANE
304	4023-GRB-02-AHU3-21SE83	AIR HANDLING UNIT-AHU-21SE83	HOU-GRBCC-LM2-SECORN	TRANE
305	4023-GRB-02-AHU3-21SW83	AIR HANDLING UNIT-AHU-21SW83	HOU-GRBCC-LM2-SWCORN	TRANE
306	4023-GRB-02-AHU3-22SE83	AIR HANDLING UNIT-AHU-22SE83	HOU-GRBCC-LM2-SECORN	TRANE
307	4023-GRB-02-AHU3-22SW83	AIR HANDLING UNIT-AHU-22SW83	HOU-GRBCC-LM2-SWCORN	TRANE
308	4023-GRB-02-AHU3-23SE83	AIR HANDLING UNIT-AHU-23SE83	HOU-GRBCC-LM2-SECORN	TRANE
309	4023-GRB-02-AHU3-23SW83	AIR HANDLING UNIT-AHU-23SW83	HOU-GRBCC-LM2-SWCORN	TRANE
310	4023-GRB-02-AHU3-24SE83	AIR HANDLING UNIT-AHU-24SE83	HOU-GRBCC-LM2-SECORN	TRANE
311	4023-GRB-02-AHU3-24SW83	AIR HANDLING UNIT-AHU-24SW83	HOU-GRBCC-LM2-SWCORN	TRANE
312	4023-GRB-02-AHU3-25SE83	AIR HANDLING UNIT-AHU-25SE83	HOU-GRBCC-LM2-SECORN	TRANE
313	4023-GRB-02-AHU3-25SW83	AIR HANDLING UNIT-AHU-25SW83	HOU-GRBCC-LM2-SWCORN	TRANE
314	4023-GRB-02-AHU3-26SE83	AIR HANDLING UNIT-AHU-26SE83	HOU-GRBCC-LM2-SECORN	TRANE
315	4023-GRB-02-AHU3-27SE83	AIR HANDLING UNIT-AHU-27SE83	HOU-GRBCC-LM2-SECORN	TRANE
316	4023-GRB-02-AHU3-28SE83	AIR HANDLING UNIT-AHU-28SE83	HOU-GRBCC-LM2-SECORN	TRANE
317	4023-GRB-02-AHU3-29NW83N	AIR HANDLING UNIT,UPPER EXHIBIT HALL;29NW83N	HOU-GRBCC-LM2-NWCORN	YORK
318	4023-GRB-02-AHU3-29SE83	AIR HANDLING UNIT-AHU-29SE83	HOU-GRBCC-LM2-SECORN	TRANE
319	4023-GRB-02-AHU3-K1NW83	AIR HANDLING UNIT-AHU-K1NW83	HOU-GRBCC-LM2-NWCORN	TRANE
320	4023-GRB-02-AHU3-K2NW83	AIR HANDLING UNIT-AHU-K2NW83	HOU-GRBCC-LM2-NWCORN	TRANE
321	4023-GRB-02-AHU3-K3NW83	AIR HANDLING UNIT-AHU-K3NW83	HOU-GRBCC-LM2-NWCORN	TRANE
322	4023-GRB-02-AHU3-K4NW83	AIR HANDLING UNIT-AHU-K4NW83	HOU-GRBCC-LM2-NWCORN	TRANE
323	4023-GRB-03-AHU3-ADMIN	AIR HANDLING UNIT;SERVES ADMINISTRATIONOFFICE	HOU-GRBCC-LV3	
324	4023-GRB-BS-AHU3-01CP	AIR HANDLING UNIT-AHU-01CP	HOU-GRBCC-LCP-CNTRLP	
325	4023-GRB-BS-AHU3-02CP	AIR HANDLING UNIT-AHU-02CP	HOU-GRBCC-LCP-CNTRLP	
326	4023-GRB-BS-AIR3-01	AIR COMPRESSOR-COMP-01CP	HOU-GRBCC-LCP-CNTRLP	
327	4023-GRB-MZ-AHU3-02T	AIR HANDLING UNIT-AHU-02T	HOU-GRBCC-TUN	
328	4023-GRB-MZ-AHU3-03T	AIR HANDLING UNIT-AHU-03T	HOU-GRBCC-TUN	
329	4023-GRB-RF-AHU1-A7SW83S	AIR HANDLING UNIT,ROOFTOP; A7SW83S	HOU-GRBCC-ROO	YORK
330	4023-GRB-TU-AHU2-1NW12N	AIR HANDLING UNIT,MEZZANINE; 1NW12N	HOU-GRBCC-TUN	YORK

331	4023-GRB-TU-AHU2-4T-12NEN	AIR HANDLING UNIT, ELECROOM NE005; 4T-12NEN	HOU-GRBCC-TUN	YORK
332	4023-GRB-TU-AHU2-5T-12SES	AIR HANDLING UNIT, ELECROOM SE005; 5T-12SES	HOU-GRBCC-TUN	YORK
333	4023-GRB-TU-AHU2-A1SW12S	AIR HANDLING UNIT,ADMIN OFFICE AREA;A1SW12S	HOU-GRBCC-TUN	YORK
334	4023-GRB-TU-AHU2-A2SW12S	AIR HANDLING UNIT,SALES OFFICE AREA;A2SW12S	HOU-GRBCC-TUN	YORK

Building Automation System ("BAS") Condition List			
EQ #	Description	Location	Manufacturer
Master # 1	LCU-8	Central Plant	Andover 256M Plus
Master # 1	Slave 1	Central Plant	Andover 256S Plus
Master # 1	IOU	Central Plant	Andover 256 Plus
Master # 2	LCU-8	Boiler Room	Andover 256 Plus
Master # 2	IOU	Boiler Room	Andover 256 Plus
Master # 3	LCU-8	M-2 Room 223	Andover 256 Plus
Master # 4	LCU-8	M-1Room 111	Andover 256 Plus
Master # 4	IOU	M-1Room 111	Andover 256 Plus
Master # 5	LCU-8	M-2 Room 219	Andover 256 Plus
Master # 5	IOU	M-2 Room 219	Andover 256 Plus
Master # 6	LCU-8	M-2 Room 207	Andover 256 Plus
Master # 6	IOU	M-2 Room 207	Andover 256 Plus
Master # 7	LCU-8	M-1 Room 122	Andover 256 Plus
Master # 7	IOU	M-1 Room 122	Andover 256 Plus
Master # 8	LCU-8	M-1 Room 128	Andover 256 Plus
Master # 8	IOU	M-1 Room 128	Andover 256 Plus
Master # 9	LCU-8	M-2 Room 211	Andover 256 Plus
Master # 9	IOU	M-2 Room 211	Andover 256 Plus
EP- Transducer	EP-8000-4	M-1 & M-2	Johnson Controls
NCM-350	Network Controller	Masters 1-9	Metasys
JCI-C50	N2 to Andover AC250	Masters 1-9	Centarus
OS Air Circulating Pump	KL 1205A	OHU's	Baldor
AS-UNT1144-0	Application Specific Controller	SW &	Metasys
M9216-HGA-2YR	HW & CHW	AHU's	Johnson Controls -York
AP-VMA1420-0	VAV Controllers	SW-NW- HPD	Johnson Controls
DX-9100	Controller	C-Plant & M-2	Metasys
XT9100	Expansion Module	C-Plant & M-2	Metasys
XT9102	Expansion Module	C-Plant & M-2	Metasys
XT9103	Expansion Module 8 DI's	C-Plant & M-2	Metasys
XT9105	Expansion Module 8 DO's	C-Plant & M-2	Metasys
JC-VA7152-1001	Proportional Actuator 0-10VDC	T-Booth-Elevator	Johnson Controls

Boilers		
4023-GRB-02-BOL3-01	BOILER-BOILER-01	HOU-GRBCC-L2R-BOILER
4023-GRB-02-BOL3-02	BOILER-BOILER-02	HOU-GRBCC-L2R-BOILER
4023-GRB-02-BOL3-03	BOILER-BOILER-03	HOU-GRBCC-L2R-BOILER
Chill Water Pumps		
4023-GRB-BS-CWP1-01	CHILLED WATER PUMP-CHP-01	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-01A	CHILLED WATER PUMP-CHP-01A	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-02	CHILLED WATER PUMP-CHP-02	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-02A	CHILLED WATER PUMP-CHP-02A	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-03	CHILLED WATER PUMP-CHP-03	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-03A	CHILLED WATER PUMP-CHP-03A	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-04	CHILLED WATER PUMP-CHP-04	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-04A	CHILLED WATER PUMP-CHP-04A	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-05	CHILLED WATER PUMP-CHP-05	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-05A	CHILLED WATER PUMP-CHP-05A	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-06	CHILLED WATER PUMP-CHP-06	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CWP1-06A	CHILLED WATER PUMP-CHP-06A	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-DRY1-01	AIR DRYER-DRYER-CP	HOU-GRBCC-LCP-CNTRLP
4023-GRB-MZ-AHU3-01T	AIR HANDLING UNIT-AHU-01T	HOU-GRBCC-TUN
Chillers		
4023-GRB-BS-CHL4-01	CHILLER-CH-01	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CHL4-02	CHILLER-CH-02	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CHL4-03	CHILLER-CH-03	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CHL4-04	CHILLER-CH-04	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CHL4-05	CHILLER-CH-05	HOU-GRBCC-LCP-CNTRLP
4023-GRB-BS-CHL4-06	CHILLER-CH-06	HOU-GRBCC-LCP-CNTRLP
4023-GRB-RF-CHL4-07	CHILLER-CH-07	HOU-GRBCC-ROO York

Condenser Water Pumps		
4023-GRB-BS-CDP1-01	CONDENSER WATERPUMP-CWP-01	HOU-GRBCC-LCP- CNTRLP
4023-GRB-BS-CDP1-02	CONDENSER WATERPUMP-CWP-02	HOU-GRBCC-LCP- CNTRLP
4023-GRB-BS-CDP1-03	CONDENSER WATERPUMP-CWP-03	HOU-GRBCC-LCP- CNTRLP
4023-GRB-BS-CDP1-04	CONDENSER WATERPUMP-CWP-04	HOU-GRBCC-LCP- CNTRLP
4023-GRB-BS-CDP1-05	CONDENSER WATERPUMP-CWP-05	HOU-GRBCC-LCP- CNTRLP
4023-GRB-BS-CDP1-06	CONDENSER WATERPUMP-CWP-06	HOU-GRBCC-LCP- CNTRLP
Condensing Unit		
4023-GRB-01-CDU1-A4NE25N	CONDENSING UNIT, HPD;A4NE25N	HOU-GRBCC-LM1- NECORN
Cooling Towers		
4023-GRB-RF-CLT3-1N	COOLING TOWER NORTH	HOU-GRBCC- ROO-NORTHS
4023-GRB-RF-CLT3-1S	COOLING TOWER SOUTH	HOU-GRBCC- ROO-SOUTHS
4023-GRB-RF-CLT3-2S	COOLING TOWER CENTRAL	HOU-GRBCC- ROO-SOUTHS
Diesel Generators		
4023-GRB-02-EMG2-01	DIESEL GENERATOR- DIESEL-01	HOU-GRBCC NORTH
4023-GRB-02-EMG2-02	DIESEL GENERATOR- DIESEL-02	HOU-GRBCC-L2R- BOILER
4023-GRB-02-EMG2-03	DIESEL GENERATOR- DIESEL-03	HOU-GRBCC-L2R- BOILER
4023-GRB-02-EMG2-04	DIESEL GENERATOR- DIESEL-04	HOU-GRBCC SOUTH
Elevators Sump Pumps		
	ELEVATOR SUMP PUMP- N-2	HOU-GRBCC-A- HALL- PASSANGER
	ELEVATOR SUMP PUMP- N-3	HOU-GRBCC-A- HALL-FREIGHT
	ELEVATOR SUMP PUMP- N-4	HOU-GRBCC-NW- PARK & MANAGEMENT
	ELEVATOR SUMP PUMP- N-5	HOU-GRBCC-HPD
	ELEVATOR SUMP PUMP- B-3	HOU-GRBCC-B- HALL-FREIGHT
	ELEVATOR SUMP PUMP- C-3	HOU-GRBCC-C- HALL-FREIGHT
	ELEVATOR SUMP PUMP- D-3	HOU-GRBCC-D- HALL-FREIGHT
	ELEVATOR SUMP PUMP- E-2-S-1	HOU-GRBCC-E- HALL-FRONT
	ELEVATOR SUMP PUMP- S-3	HOU-GRBCC-E- HALL
	ELEVATOR SUMP PUMP- S-4	HOU-GRBCC-E- HALL-FREIGHT
	ELEVATOR SUMP PUMP- S-5	HOU-GRBCC-SW- ADMIN
	ELEVATOR SUMP PUMP- E-5	HOU-GRBCC- SECURITY

		ELEVATOR SUMP PUMP- E-6	HOU-GRBCC- SECURITY	
Exhaust Fans				
	4023-GRB-RF-FAN2-01	EXHAUST FAN-F-NORTH KITCHEN	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-02	EXHUAIST FAN-F-COFFEE ROOM	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-1R	EXHUAIST FAN-F-1R	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-2R	EXHAUST FAN-F-2R	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-3R	EXHAUST FAN-F-3R	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-4R	EXHAUST FAN-F-4R	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-5R	EXHAUST FAN-F-5R	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-6R	EXHAUST FAN-F-6R	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-7R	EXHAUST FAN-F-7R	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-K1R	EXHAUST FAN-F-K1R	HOU-GRBCC-ROO	
	4023-GRB-RF-FAN2-K2R	EXHAUST FAN-F-K2R	HOU-GRBCC-ROO	
Fan Coil Units				
1	4023-GRB-01-FCU1-A	FAN COIL UNIT; SERVESTICKET BOOTH A	HOU-GRBCC- HOU-LV1	
2	4023-GRB-01-FCU1-B	FAN COIL UNIT; SERVESTICKET BOOTH B	HOU-GRBCC- HOU-LV1	
3	4023-GRB-01-FCU1-C	FAN COIL UNIT; TICKETBOOTH C	HOU-GRBCC- HOU-LV1	
4	4023-GRB-01-FCU2-01NW35	FAN COIL UNIT-FCU- 01NW35	HOU-GRBCC-LM1- NWCORN	
5	4023-GRB-01-FCU2-02NW35	FAN COIL UNIT-FCU- 02NW35	HOU-GRBCC-LM1- NWCORN	
6	4023-GRB-01-FCU2-1NE25S	FAN COIL UNIT; 1NE25N	HOU-GRBCC-LM1- NECORN	
7	4023-GRB-01-FCU2-1NW35N	FAN COIL UNIT, EXISTING35 MEZZ; 1NW35N	HOU-GRBCC-LM1- NWCORN	
8	4023-GRB-01-FCU2-1SE25S	FAN COIL UNIT, SWITCHROOM; 1SE25S	HOU-GRBCC-LM1	
9	4023-GRB-01-FCU2-1SW35S	FAN COIL UNIT, EXISTING35 MEZZ; 1SW35S	HOU-GRBCC-LM1- SWCORN	
10	4023-GRB-01-FCU2-208	FAN COIL UNIT; SERVESROOM 208	HOU-GRBCC-LM1	
11	4023-GRB-01-FCU2-209	FAN COIL UNIT; SERVESROOM 209	HOU-GRBCC-LM1	
12	4023-GRB-02-FCU2-01	FAN COIL UNIT; FREIGHTELEVATOR	HOU-GRBCC-LM2	
13	4023-GRB-02-FCU2-02	FAN COIL UNIT; FREIGHTELEVATOR ROOM	HOU-GRBCC-LM2	
14	4023-GRB-02-FCU2-2NE83N	FAN COIL UNIT, ELEV MACH RM N3; 2NE83N	HOU-GRBCC-LM2- NECORN	YORK
15	4023-GRB-02-FCU2-2NW0N	FAN COIL UNIT, BOXOFFICE NW105; 2NW0N	HOU-GRBCC-LM2- NWCORN	YORK
16	4023-GRB-02-FCU2-2SE83S	FAN COIL UNIT, ELEV MACH RM S4; 2SE83S	HOU-GRBCC-LM2- SECORN	YORK
17	4023-GRB-02-FCU2-2SW0S	FAN COIL UNIT, BOXOFFICE SW105; 2SW0S	HOU-GRBCC-LM2- SWCORN	YORK

18	4023-GRB-03-FCU2-01	FAN COIL UNIT; ABOVEPASSENGER ELEVATOR	HOU-GRBCC-LV3	
19	4023-GRB-03-FCU2-02	FAN COIL UNIT; ABOVEPASSENGER ELEVATOR	HOU-GRBCC-LV3	
20	4023-GRB-03-FCU2-03	FAN COIL UNIT; ABOVEPASSENGER ELEVATOR	HOU-GRBCC-LV3	
21	4023-GRB-03-FCU2-04	FAN COIL UNIT; SYSTEMOPERATION	HOU-GRBCC-LV3	
22	4023-GRB-03-FCU2-302	FAN COIL UNIT; SERVESROOM 302	HOU-GRBCC-LV3	
23	4023-GRB-03-FCU2-304	FAN COIL UNIT; SERVESROOM 304	HOU-GRBCC-LV3	
24	4023-GRB-03-FCU2-3NW67N	FAN COIL UNIT, ELEV MACH RM N1; 3NW67N	HOU-GRBCC-LV3	YORK
25	4023-GRB-03-FCU2-3SW67S	FAN COIL UNIT, ELEV MACH RM S1; 3SW67S	HOU-GRBCC-LV3	YORK
26	4023-GRB-MZ-FCU2-01T	FAN COIL UNIT-FCU-01T	HOU-GRBCC-TUN	
27	4023-GRB-MZ-FCU2-02T	FAN COIL UNIT-FCU-02T	HOU-GRBCC-TUN	
28	4023-GRB-MZ-FCU2-03T	FAN COIL UNIT-FCU-03T	HOU-GRBCC-TUN	
29	4023-GRB-MZ-FCU2-04T	FAN COIL UNIT-FCU-04T	HOU-GRBCC-TUN	
30	4023-GRB-MZ-FCU2-05T	FAN COIL UNIT-FCU-05T	HOU-GRBCC-TUN	
31	4023-GRB-MZ-FCU2-06T	FAN COIL UNIT-FCU-06T	HOU-GRBCC-TUN	
32	4023-GRB-MZ-FCU2-07T	FAN COIL UNIT-FCU-07T	HOU-GRBCC-TUN	
33	4023-GRB-MZ-FCU2-08T	FAN COIL UNIT-FCU-08T	HOU-GRBCC-TUN	
34	4023-GRB-MZ-FCU2-09T	FAN COIL UNIT-FCU-09T	HOU-GRBCC-TUN	
35	4023-GRB-MZ-FCU2-10T	FAN COIL UNIT-FCU-10T	HOU-GRBCC-TUN	
36	4023-GRB-MZ-FCU2-11T	FAN COIL UNIT-FCU-11T	HOU-GRBCC-TUN	
37	4023-GRB-MZ-FCU2-12T	FAN COIL UNIT-FCU-12T	HOU-GRBCC-TUN	
38	4023-GRB-MZ-FCU2-13T	FAN COIL UNIT-FCU-13T	HOU-GRBCC-TUN	
39	4023-GRB-MZ-FCU2-14T	FAN COIL UNIT-FCU-14T	HOU-GRBCC-TUN	
40	4023-GRB-MZ-FCU2-15T	FAN COIL UNIT-FCU-15T	HOU-GRBCC-TUN	
41	4023-GRB-MZ-FCU2-16T	FAN COIL UNIT-FCU-16T	HOU-GRBCC-TUN	
42	4023-GRB-MZ-FCU2-17T	FAN COIL UNIT-FCU-17T	HOU-GRBCC-TUN	
43	4023-GRB-MZ-FCU2-18T	FAN COIL UNIT-FCU-18T	HOU-GRBCC-TUN	
44	4023-GRB-MZ-FCU2-19T	FAN COIL UNIT-FCU-19T	HOU-GRBCC-TUN	
45	4023-GRB-MZ-FCU2-20T	FAN COIL UNIT-FCU-20T	HOU-GRBCC-TUN	
46	4023-GRB-RF-FCU2-01	FAN COIL UNIT; SERVES FREIGHT ELEVATOR	HOU-GRBCC-ROO	
47	4023-GRB-TU-FCU2-21TS	FAN COIL UNIT, TUNNEL STAIRS1; 21TS	HOU-GRBCC-TUN	YORK
48	4023-GRB-TU-FCU2-22TN	FAN COIL UNIT, TUNNEL STAIR N1; 22TN	HOU-GRBCC-TUN	YORK
49	4023-GRB-TU-FCU2-25TS	FAN COIL UNIT, COMM ROOM SW006; 25TS	HOU-GRBCC-TUN	YORK
50	4023-GRB-TU-FCU2-26TS	FAN COIL UNIT, COMM ROOM SW006; 26TS	HOU-GRBCC-TUN	YORK
51	4023-GRB-TU-FCU2-27TN	FAN COIL UNIT, COMM ROOM NW006; 27TN	HOU-GRBCC-TUN	YORK
52	4023-GRB-TU-FCU2-28TN	FAN COIL UNIT, COMM ROOM NW006; 28TN	HOU-GRBCC-TUN	YORK

Fire Pumps		
4023-GRB-02-FRP1-03	FIRE PUMP-FIRE PUMP – 1	HOU-GRBCC-L2R-BOILER
4023-GRB-02-FRP2-03	FIRE PUMP-FIRE PUMP - 2	HOU-GRBCC-L2R-BOILER
Hot Water Pumps		
4023-GRB-02-HWP1-01	HOT WATER PUMP-HWP-01	HOU-GRBCC-L2R-BOILER
4023-GRB-02-HWP1-01A	HOT WATER PUMP-HWP-01A	HOU-GRBCC-L2R-BOILER
4023-GRB-02-HWP1-02	HOT WATER PUMP-HWP-02	HOU-GRBCC-L2R-BOILER
4023-GRB-02-HWP1-02A	HOT WATER PUMP-HWP-02A	HOU-GRBCC-L2R-BOILER
4023-GRB-02-HWP1-03	HOT WATER PUMP-HWP-03	HOU-GRBCC-L2R-BOILER
4023-GRB-02-HWP1-03A	HOT WATER PUMP-HWP-03A	HOU-GRBCC-L2R-BOILER
Jockey Pumps		
4023-GRB-02-FRP1-01	JOCKEY PUMP-JOCKEYPUMP-01	HOU-GRBCC-LCP-CNTRLP
4023-GRB-02-FRP1-02	JOCKEY PUMP-JOCKEYPUMP-02	HOU-GRBCC-L2R-BOILER
Sewage Pumps		
4023-GRB-MZ-PMP4-01	SEWAGE EJECTOR PUMP-SEP-01	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-02	SEWAGE EJECTOR PUMP-SEP-02	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-03	SEWAGE EJECTOR PUMP-SEP-03	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-04	SEWAGE EJECTOR PUMP-SEP-04	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-05	SEWAGE EJECTOR PUMP-SEP-05	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-06	SEWAGE EJECTOR PUMP-SEP-06	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-07	SEWAGE EJECTOR PUMP-SEP-07	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-08	SEWAGE EJECTOR PUMP-SEP-08	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-09	SEWAGE EJECTOR PUMP-SEP-09	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-10	SEWAGE EJECTOR PUMP-SEP-10	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-11	SEWAGE EJECTOR PUMP-SEP-11	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-12	SEWAGE EJECTOR PUMP-SEP-12	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-13	SEWAGE EJECTOR PUMP-SEP-13	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-14	SEWAGE EJECTOR PUMP-SEP-14	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-15	SEWAGE EJECTOR PUMP-SEP-15	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-16	SEWAGE EJECTOR PUMP-SEP-16	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-17	SEWAGE EJECTOR PUMP-SEP-17	HOU-GRBCC-TUN
4023-GRB-MZ-PMP4-18	SEWAGE EJECTOR PUMP-SEP-18	HOU-GRBCC-TUN

	4023-GRB-MZ-PMP4-19	SEWAGE EJECTOR PUMP-SEP-19	HOU-GRBCC-TUN
	4023-GRB-MZ-PMP4-20	SEWAGE EJECTOR PUMP-SEP-20	HOU-GRBCC-TUN
	4023-GRB-MZ-PMP4-21	SEWAGE EJECTOR PUMP-SEP-21	HOU-GRBCC-TUN
	4023-GRB-MZ-PMP4-22	SEWAGE EJECTOR PUMP-SEP-22	HOU-GRBCC-TUN
	4023-GRB-MZ-PMP4-23	SEWAGE EJECTOR PUMP-SEP-23	HOU-GRBCC-TUN
	4023-GRB-MZ-PMP4-24	SEWAGE EJECTOR PUMP-SEP-24	HOU-GRBCC-TUN
Smoke Exhaust Fans			
1	4023-GRB-01-SRF1-41N	SMOKE EXHAUST FAN - SRF# 41N; 35NW	HOU-GRBCC-LM1
2	4023-GRB-01-SRF1-42N	SMOKE EXHAUST FAN - SRF# 42N; 35NW	HOU-GRBCC-LM1
3	4023-GRB-01-SRF1-43N	SMOKE EXHAUST FAN - SRF# 43N; 35NW	HOU-GRBCC-LM1
4	4023-GRB-01-SRF1-44N	SMOKE EXHAUST FAN - SRF# 44N; 35NW	HOU-GRBCC-LM1
5	4023-GRB-01-SRF1-45N	SMOKE EXHAUST FAN - SRF# 45N; 35NW	HOU-GRBCC-LM1
6	4023-GRB-01-SRF1-46N	SMOKE & RELIEF AIR FAN -SRF# 46N; 35NE	HOU-GRBCC-LM1
7	4023-GRB-01-SRF1-47N	SMOKE & RELIEF AIR FAN -SRF# 47N; 35NE	HOU-GRBCC-LM1
8	4023-GRB-01-SRF1-48N	SMOKE & RELIEF AIR FAN -SRF# 48N; 35NE	HOU-GRBCC-LM1
9	4023-GRB-01-SRF1-49N	SMOKE & RELIEF AIR FAN -SRF# 49N; 35NE	HOU-GRBCC-LM1
10	4023-GRB-01-SRF1-58S	SMOKE EXHAUST FAN - SRF# 58S; 35SW	HOU-GRBCC-LM1
11	4023-GRB-01-SRF1-59S	SMOKE EXHAUST FAN - SRF# 59S; 35SW	HOU-GRBCC-LM1
12	4023-GRB-01-SRF1-60S	SMOKE EXHAUST FAN - SRF# 60S; 35SW	HOU-GRBCC-LM1
13	4023-GRB-01-SRF1-61S	SMOKE EXHAUST FAN - SRF# 61S; 35SW	HOU-GRBCC-LM1
14	4023-GRB-01-SRF1-62S	SMOKE EXHAUST FAN - SRF# 62S; 35SW	HOU-GRBCC-LM1
15	4023-GRB-01-SRF1-63S	SMOKE & RELIEF AIR FAN -SRF# 63S; 35SE	HOU-GRBCC-LM1
16	4023-GRB-01-SRF1-64S	SMOKE & RELIEF AIR FAN -SRF# 64S; 35SE	HOU-GRBCC-LM1
17	4023-GRB-01-SRF1-65S	SMOKE & RELIEF AIR FAN -SRF# 65S; 35SE	HOU-GRBCC-LM1
18	4023-GRB-01-SRF1-66S	SMOKE & RELIEF AIR FAN -SRF# 66S; 35SE	HOU-GRBCC-LM1
19	4023-GRB-02-AHU1-26SW83S	AIR HANDLING UNIT, UPPER EXHIBIT HALL; 26SW83S	HOU-GRBCC-LM2- SWCORN
20	4023-GRB-02-SRF1-50N	SMOKE EXHAUST FAN - SRF# 50N; 83NW	HOU-GRBCC-LM2 AEROFOIL

21	4023-GRB-02-SRF1-51N	SMOKE EXHAUST FAN - SRF# 51N; 83NW	HOU-GRBCC-LM2	AEROFOIL
22	4023-GRB-02-SRF1-52N	SMOKE EXHAUST FAN - SRF# 52N; 83NW	HOU-GRBCC-LM2	AEROFOIL
23	4023-GRB-02-SRF1-53N	SMOKE EXHAUST FAN - SRF# 53N; 83NW	HOU-GRBCC-LM2	AEROFOIL
24	4023-GRB-02-SRF1-54N	SMOKE & RELIEF AIR FAN -SRF# 54N; 83NE	HOU-GRBCC-LM2	AEROFOIL
25	4023-GRB-02-SRF1-55N	SMOKE & RELIEF AIR FAN -SRF# 55N; 83NE	HOU-GRBCC-LM2	AEROFOIL
26	4023-GRB-02-SRF1-56N	SMOKE & RELIEF AIR FAN -SRF# 56N; 83NE	HOU-GRBCC-LM2	AEROFOIL
27	4023-GRB-02-SRF1-57N	SMOKE & RELIEF AIR FAN -SRF# 57N; 83NE	HOU-GRBCC-LM2	AEROFOIL
28	4023-GRB-02-SRF1-67S	SMOKE & RELIEF AIR FAN -SRF# 67S; 83SW	HOU-GRBCC-LM2	AEROFOIL
29	4023-GRB-02-SRF1-68S	SMOKE EXHAUST FAN - SRF# 68S; 83SW	HOU-GRBCC-LM2	AEROFOIL
30	4023-GRB-02-SRF1-69S	SMOKE & RELIEF AIR FAN -SRF# 69S; 83SW	HOU-GRBCC-LM2	AEROFOIL
31	4023-GRB-02-SRF1-70S	SMOKE EXHAUST FAN - SRF# 70S; 83SW	HOU-GRBCC-LM2	AEROFOIL
32	4023-GRB-02-SRF1-71S	SMOKE EXHAUST FAN - SRF# 71S; 83SE	HOU-GRBCC-LM2	AEROFOIL
33	4023-GRB-02-SRF1-72S	SMOKE & RELIEF AIR FAN -SRF# 72S; 83SE	HOU-GRBCC-LM2	AEROFOIL
34	4023-GRB-02-SRF1-73S	SMOKE EXHAUST FAN - SRF# 73S; 83SE	HOU-GRBCC-LM2	AEROFOIL
35	4023-GRB-02-SRF1-74S	SMOKE & RELIEF AIR FAN -SRF# 74S; 83SE	HOU-GRBCC-LM2	AEROFOIL
Transformers				
1	4023-GRB-02-FAN3-01	TRANSFORMER COOLINGFAN-BLOWER- 01	HOU-GRBCC-L2R- BOILER	
2	4023-GRB-02-FAN3-02	TRANSFORMER COOLINGFAN-BLOWER- 02	HOU-GRBCC-L2R- BOILER	
3	4023-GRB-02-FAN3-03	TRANSFORMER COOLINGFAN-BLOWER- 03	HOU-GRBCC-L2R- BOILER	
4	4023-GRB-02-FAN3-04	TRANSFORMER COOLINGFAN-BLOWER- 04	HOU-GRBCC-L2R- BOILER	
5	4023-GRB-02-FAN3-05	TRANSFORMER COOLINGFAN-BLOWER- 05	HOU-GRBCC-L2R- BOILER	
6	4023-GRB-02-FAN3-06	TRANSFORMER COOLINGFAN-BLOWER- 06	HOU-GRBCC-L2R- BOILER	
7	4023-GRB-02-FAN3-07	TRANSFORMER COOLINGFAN-BLOWER- 07	HOU-GRBCC-L2R- BOILER	
8	4023-GRB-02-FAN3-08	TRANSFORMER COOLINGFAN-BLOWER- 08	HOU-GRBCC-L2R- BOILER	

And other similar Equipment, such as the following:

Boiler Pumps – Primary:

Boiler Pumps – Secondary:

Chilled Water Pumps – Primary

Chilled Water Pumps – Secondary

Compressors

Condenser Pumps

Control Systems

Cooling Towers

Cooling Tower Filters

Motor Control Center

Emergency Generators

Electrical Power System, transformers, and transformer stations

Fans

Fire Alarm System: (1) Annual Inspection

Kitchen Exhaust Systems

Lighting Control System

Pumps:

Domestic Water Pumps

Fire Pump & Controls

Refrigerated coolers

Gas fire water heaters

All primary lighting, computer control fed. Meeting rooms secondary lighting all on dimming panels.

Building System ("B.A.S.")

Pod Diffusers directional motors

All thermostat, RA, cold deck temp and reset, humidity stats, start/stop, and filter status

Start/stop – alarm status on exhaust fans and fan coil units – smoke relief fans.

Sewage & Storm Pumps, including surface mounted motor vertical shaft pumps

Trans Chillers

Water Heaters

A. Water heaters supplying kitchen area

B. Water heaters supplying restroom areas

Water Treatment Equipment

Chemical Treatment Control Panels

Loading Dock Levelers

All Electronic Security Equipment, including but not limited to:

Digital Cameras & mounts

Monitors

Card Access Readers

Digital Video Recorders

Computer – System Server

Computer – Work Stations

Time Lapse Video Recorders

Badge Production System w/printer & camera

All Moveable Wall Panels

All sump pumps

II. WORTHAM THEATER CENTER:

<u>Equipment #</u>	<u>Floor</u>	<u>Room</u>
Air Compressor		
Air Compressor	6th Floor	Central Plant
Air Dryer	6th Floor	Central Plant
Air Handling Units		
AHU-B-01	Basement	See Map
AHU-B-02	Basement	See Map
AHU-B-03	Basement	See Map
AHU-B-04	Basement	See Map
AHU-B-05	Basement	See Map
AHU-B-06	Basement	See Map
AHU-B-07	Basement	See Map
AHU-B-08	Basement	See Map
AHU-B-09	Basement	See Map
AHU-B-10	Basement	See Map
AHU-B-11	Basement	See Map
AHU-B-12	Basement	See Map
AHU-B-13	Basement	See Map
AHU-B-14	Basement	See Map
AHU-B-15	Basement	See Map
AHU-B-16	Basement	See Map
AHU-B-17	Basement	See Map
AHU-B-18	Basement	See Map
AHU-1-01	1st Floor	See Map
AHU-1-02	1st Floor	See Map
AHU-1-03	1st Floor	See Map
AHU-2-01	2nd Floor	See Map
AHU-2-02	2nd Floor	See Map
AHU-2-03	2nd Floor	See Map
AHU-2-04	2nd Floor	See Map
AHU-2-05	2nd Floor	See Map
AHU-2-06	2nd Floor	See Map
AHU-3-01	3rd Floor	See Map
AHU-3-02	3rd Floor	See Map
AHU-3-03	3rd Floor	See Map
AHU-3-04	3rd Floor	See Map
AHU-3-05	3rd Floor	See Map
AHU-3-06	3rd Floor	See Map
AHU-4-01	4th Floor	See Map
AHU-4-02	4th Floor	See Map
AHU-4-03	4th Floor	See Map
AHU-4-04	4th Floor	See Map
AHU-4-05	4th Floor	See Map
AHU-4-06	4th Floor	See Map
AHU-4-07	4th Floor	See Map
AHU-4-08	4th Floor	See Map

AHU-4-09	4th Floor	See Map
AHU-5-02	5th Floor	See Map
AHU-5-04	5th Floor	See Map
AHU-5-05	5th Floor	See Map
AHU-5-06	5th Floor	See Map
AHU-5-08	5th Floor	See Map
AHU-5-09	5th Floor	See Map
AHU-5-10	5th Floor	See Map
AHU-6-01	6th Floor	See Map
AHU-6-02	6th Floor	See Map
AHU-6-03	6th Floor	See Map
AHU-6-04	6th Floor	See Map
AHU-6-07	6th Floor	See Map
AHU-6-08	6th Floor	See Map
AHU-6-11	6th Floor	See Map
AHU-6-12	6th Floor	See Map
AHU-6-13	6th Floor	See Map
AHU-6-14	6th Floor	See Map
AHU-6-15	6th Floor	See Map
AHU-6-16	6th Floor	See Map
AHU-6-17A	6th Floor	See Map
AHU-7-01	7th Floor	See Map
AHU-7-02	7th Floor	See Map
AHU-7-03	7th Floor	See Map
AHU-7-04	7th Floor	See Map
AHU-7-05	7th Floor	See Map
AHU-7-06	7th Floor	See Map
AHU-7-07	7th Floor	See Map
AHU-7-08	7th Floor	See Map
AHU-7-09	7th Floor	See Map
AHU-7-10	7th Floor	See Map
AHU-7-11	7th Floor	See Map
AHU-7-12	7th Floor	See Map
AHU-7-13	7th Floor	See Map
AHU-7-14	7th Floor	See Map
AHU-7-15	7th Floor	See Map
AHU-7-16	7th Floor	See Map
AHU-7-17	7th Floor	See Map
AHU-7-18	7th Floor	See Map
AHU-7-19	7th Floor	See Map
Boilers - Pumps – Heaters		
Boiler 01	7th Floor	Boiler Room
Boiler 02	7th Floor	Boiler Room
Boiler 03	7th Floor	Boiler Room
HWP-01	7th Floor	Boiler Room
HWP-02	7th Floor	Boiler Room
Hot Water Expansion Tanks	7th Floor FOH	Boiler Room
Space Heater No.1	1st Floor	Loading Dock

Space Heater No.2	1st Floor	Loading Dock
Space Heater No.3	6th Floor	Central Plant
Space Heater No.4	7th Floor	Boiler Room
Building Automation System		
*All BAS controls including pneumatic proportional controllers and EP relays	Basement through 7th floor.	Central plant mechanical and elevator equipment rooms.
Chilled Water Pumps		
CHP-01	Central Plant	Central Plant
CHP-02	Central Plant	Central Plant
CHP-03	Central Plant	Central Plant
CHP-04	Central Plant	Central Plant
Chillers		
CH-01	Central Plant	Central Plant
CH-02	Central Plant	Central Plant
CH-03	Central Plant	Central Plant
CH-04	Central Plant	Central Plant
Chilled Water Expansion Tanks	6th Floor FOH	Central Plant
Condenser Water Pumps		
CWP-01	Central Plant	Central Plant
CWP-02	Central Plant	Central Plant
CWP-03	Central Plant	Central Plant
CWP-04	Central Plant	Central Plant
Cooling Towers		
CT-01	Roof, 2nd Lvl	Roof
CT-02	Roof 2nd Lvl	Roof
CT-03	Roof 2nd Lvl	Roof
Domestic Water Systems		
Domestic Water Chiller Unit	5th Floor	Near AHU 5-6
Domestic Water Chiller Unit	5th Floor	Behind AHU 5-8
Domestic Water Chiller Unit	3rd Floor FOH	At Prairie Elev. Lobby
Domestic Water Chiller Unit	3rd Floor FOH	At beginning of west hallway
Domestic Water Chiller Unit	1st Floor	Near Stairwell "B"
Domestic Water Chiller Unit	Basement BOH	Room B-66
Drinking Water Fountains	All levels FOH	
Drinking Water Fountains	All levels BOH	
Domestic Water Pump #1	Basement	Fire pump room
Domestic Water Pump #2	Basement	Fire pump room
Hot water piping in basement	Basement	All
Potable water tank & Cla-Valves	Basement	Fire pump room

Electrical Systems		
Skylight Lighting Panel	7th Floor	See Map
Theater & Public Dimming Systems - 7 locations	1.5, 2, 4 & 6th Floors	See Map
BAS Lighting Contactors	All Levels	See Map
Emergency Generator	7th Floor	FOH
Elevator Sump Pumps		
Central Plant Elev.	Pit	
Prairie W. Elev.	Pit	
Prairie E. Elev.	Pit	
Green Rm Elev	Pit	
Actors Elev.	Pit	
Security Elev.	Pit	
Lg. Freight Elev	Pit	
Sm. Freight Elev	Pit	
Exhaust Fans		
EF-30	2nd Floor (Dock)	AHU-2-3
EF-31	2nd Floor (Dock)	AHU-2-3
EF-01	Roof	Roof
EF-02	Roof	Roof
EF-03	Roof	Roof
EF-04	Roof	Roof
EF-05	Roof	Roof
EF-06	Roof	Roof
EF-07	Roof	Roof
EF-08	Roof	Roof
EF-09	Roof	Roof
EF-10	Roof	Roof
EF-11	Roof	Roof
EF-13	Roof	Roof
EF-14	Roof	Roof
EF-15	Roof	Roof
EF-16	Roof	Roof
EF-17	Roof	Roof
EF-18	Roof	Roof
EF-19	Roof, 2nd Lvl Cooling Tower	Roof
EF-20	Roof, 2nd Lvl	Roof
EF-21	Roof	Roof
EF-22	Roof	Roof
EF-23	Roof	Roof
EF-24	Roof	Roof

EF-25	Roof	Roof
EF-26	Roof	Roof
EF-27	Roof	Roof
EF-28	Roof	Roof
EF-29	Roof	Roof
EF-30	Roof	Roof
EF-32	Roof	Roof
EF-33	7th Floor	Boiler Rm
EF-34	7th Floor	Boiler Rm

Fire System		
Fire Alarm Panel	1st Floor	By Guard Desk. Back Of House
Fire & Jockey Pump Systems	Basement	Fire Pump Room
Halon Suppression Systems	10 Systems, multiple levels	Strand Light rm. Brown Light rm. Brown Sound rm. Strand Dimmer rm. Brown Usher rm. 3rd flr. Sound rm. Sound Control on 1 Light Control on 1 6 flr. Strand rm. Blue Print rm.
Ansul Suppression System / Pre-action	8 Systems, multiple levels	Elev equip rooms
Bldg. sprinkler system	All levels	All Rooms
Humidifier		
Humidifier Brown storage	Basement	See Map
Humidifier Cullen storage	Basement	See Map
Overhead Doors & Dock Levelers		
Brown Sound Door	1st Floor	Brown Stage
Brown Dock Door	1st Floor	Loading Dock
Cullen Dock Door	1st Floor	Loading Dock
Overhead Door	1st Floor	Loading Dock
Dock Levers East	1st Floor	Loading Dock
Dock Levers West	1st Floor	Loading Dock
Sump Pumps		
Sump Pump & Sewage Ejector	Basement BOH – East	See Map
Sump Pump & Sewage Ejector	Basement BOH – West	See Map
Sump Pump	Basement FOH	See Map
Sump Pump	Garage	At bottom of Tunnel

And additional Equipment including but not limited to:

Energy Management System:

- A. Monitor
- B. Building automation system (“BAS”) printer
Function: Check and read temperature, humidity of public areas, rehearsal hall and other areas. System will record the current status of equipment such as AHU’s, pumps, chillers, domestic hot water and 29 lighting contractors. Command on and off. Read-out user name equipment and print. Adjust temperature to range of requirements. Alarms the operators if units malfunction. Check and print the chilled water temperature and information concerning A/C chillers. Prints fire alarm, low water pressure and high water in sump pumps.
- C. BAS system – related equipment (valves, sensors, motors, fire stats, etc.)

Pumps
All sump pumps

Refrigerators:

All refrigerators located in the Facility.

Water Treatment Equipment

All Electronic Security Equipment, including:

- Proximity card readers
- Reader control units
- Lock power supplies
- Magnetic locks
- Electric strike locks
- Egress push buttons
- Egress motion detectors
- Door contacts
- Door prop alarms
- Directional photobeams
- Digital video recorder
- PTZ dome cameras
- Fixed cameras

Loading Dock Levelers – 2 units

(4) Large Overhead Doors (Dock Area)

III. DIVISION OF RESPONSIBILITY – TENANTS:

Generally, Equipment and systems owned or leased by Tenants will not be the Contractor's responsibility, with the exception of Equipment in the caterer's kitchen and tasting room at the GRBCC, and the limited amount of Equipment at the Albert Thomas Office at Bayou Place and the Bagby Street underpass (window unit air conditioner and lighting: luminaires, ballasts, light fixtures). However, operation and maintenance of Tenant owned or leased Equipment shall be the Contractor's responsibility if such Equipment uses chilled water, hot water, or domestic hot water. Tenants include the Houston Dynamos, Houston Police Department Special Operations, Houston Grand Opera, Houston Symphony, Society for the Performing Arts, Houston Ballet Ticket Center, Stages Repertory Theatre, Bayou Preservation Association, Talento Bilingue de Houston, Bayou Place Limited Partnership, and any other tenants who may lease space from time to time at any of the Facilities.

Air Conditioning System:

For Offices:	SU603A-23	¾ HP
	SU51	½ HP

Capacitors:

Fixed:	MCC-1	100 K
	MCC-2	120 K VAR
	MCC – 3	120 K VAR
Automatic:	USS-7C	320 K VAR
	USS-CP	2500 KVA

IV. HOUSTON CENTER FOR THE ARTS

The Houston Center for the Arts (“HCA”) has an HVAC system and a Fire Alarm System. Contractor will be responsible for maintaining both the existing Equipment and any new Equipment that is installed, along with associated warranties effective upon installation.

NOTE - All heat is supplied by electric heat except both theaters and lobby have a hot water boiler.

Miscellaneous Houston Center for the Arts Parking Equipment:

Type of Equipment	Manufacturer	Model No.	Location
Booth			Entrance to Parking Lot
Window unit air conditioner	Hampton Bay	HBLG7000H	Booth at entrance to lot
Gate equipment	Sentex	SW 2000 - B3	Attached to both entrance & Exit gates
Gate controller	Linear	412001 300	1 at Parking Office-- 2 at HCA

Houston Center for the Arts		
Equipment #	Floor	Room
Air Conditioning System		
75 ton Chiller	Roof	Roof
CHW Cir. Pump	2nd Floor	Center Mech.
Boiler	Roof	Roof
HW Cir. Pump	2nd Floor	Center Mech.
BAS / TAC System	2nd Floor	Center Mech.
AHU-1	2nd Floor	Arena
AHU-2	2nd Floor	Yeager
AHU-3	2nd Floor	Lobby
ACCU-14	South Roof	Dressing Rm
AHU-14A	2nd Floor	Dressing Rm
ACCU-11	South Roof	Green Rm
AHU-11A	2nd Floor	Green Rm
RTU-13	South Roof	Arena Back Stage
RTU-12	South Roof	Ticket Office
ACCU-4	North Roof	Bayou Pres
AHU-4A	2nd Floor	Bayou Pres
ACCU-7	North Roof	1-HAA
AHU-7A	1st Floor	1-HAA
RTU-5	North Roof	Admin.
RTU-6	North Roof	Rehearsal
RTU-8	Upper Roof West	HAA
RTU-9	Upper Roof Center	HAA
RTU-10	Upper Roof East	HAA

Drinking Fountains		
	1st Floor	Between Theaters
	1st Floor	At Rehearsal hall Restrooms
Emergency & Exit Lights		
	Both Floors	Throughout Building
Exhaust Fans		
EF-01	Roof	Roof
EF-02	Roof	Roof
Fire System		
Fire Alarm Sys.	Simplex-Grinnell Model # 4010	
Fountain--Houston Center for the Arts Courtyard		
Cir. Pump & Motor	Cir. Pump & Motor	Cir. Pump & Motor
Sand Filter	Sand Filter	Sand Filter
Hot Water Heaters		
HW Heater #1	2nd Floor	Center Mech Room
HW Heater #2	2nd Floor	HAA Restroom
HW Heater #3	1st Floor	Above Rehearsal Rm Restrooms
HW Heater #4	Warehouse 1st Floor	North Office Area
Lighting		
	Both Floors	Throughout Building
Warehouse		
ACCU-15	Ground	Ground
AHU-15A	1st Floor	Mech./Shop
ACCU-16	Ground	Ground
AHU-16A	1st Floor	Mech./Office
RTU-18	Roof	Roof
RTU-17	Roof	Roof

Drinking Fountains

Emergency and Exit Lights

V. Jones Hall for the Performing Arts

<u>Equipment #</u>	<u>Floor</u>	<u>Room</u>
AHU #1	Bsmt / CP	
AHU #2	Bsmt / CP	
AHU #3	Bsmt / CP	
AHU #4	Bsmt / CP	
AHU #5	Bsmt / CP	
AHU #6	Bsmt / CP	
AHU #7	Bsmt / CP	

AHU #8	Attic	
AHU #9	Bsmt / CP	
AHU #10	Bsmt / CP	
AHU #11	Attic	
AHU #12	Attic	
AHU #13	Bsmt	
AHU #14	Bsmt	
AHU #15	Bsmt	
AHU #16	Bsmt	
AHU #17	Balcony	
AHU #18	Balcony	
AHU #19	Balcony	
AHU #20	Balcony	

Jones Hall continued

AHU #21	Bsmt / CP	
AHU #22	Bsmt	
AHU #23	Bsmt	
AHU #24	Bsmt / CP	
AHU #25	Attic	
AHU #26	Bsmt / CP	
AHU #27	Balcony	
AHU #28	Bsmt / CP	
AHU #29	Mezz	
AHU #30	Bsmt / CP	
AHU #31	1 st	
AHU #32	1 st	

Central Plant Equipment

Talon-BAS	Bsmt	Plant
Chiller #1	Bsmt	Plant
Chiller #2	Bsmt	Plant
Chilled Water Pump #13	Bsmt	Plant
Chilled Water Pump #14	Bsmt	Plant
Chilled Water Pump #15	Bsmt	Plant
Chilled Water Expansion Tank	Bsmt	Plant
Cond. Water Pump #16	Bsmt	Plant
Cond. Water Pump #17	Bsmt	Plant
Cond. Water Pump #18	Bsmt	Plant
Boiler #1	Bsmt	Plant
Boiler #2	Bsmt	Plant
Boiler Pump #9	Bsmt	Plant
Boiler Pump #10	Bsmt	Plant
Dom. HW Heat Exchanger West	Bsmt	Plant

Dom. HW Heat Exchanger East	Bsmt	Plant
Dom. HW Booster Pump #19A	Bsmt	Plant
Dom. HW Booster Pump #19B	Bsmt	Plant
Dom. HW Cir. Pump / West	Bsmt	Plant
Dom. HW Cir. Pump / East	Bsmt	Plant
Dom. HW Expansion Tank	Bsmt	Plant
Dom. Potable Water Tank	Bsmt	
Cla-Valve #1	Bsmt	
Cla-Valve #2	Bsmt	
Dom. Water Pump #1	Bsmt	Plant
Dom. Water Pump #2	Bsmt	Plant
Dom. Water Pump #3	Bsmt	Plant
Sewage Ejector Pump #1	Bsmt	Plant

Jones Hall continued

Sewage Ejector Pump #2	Bsmt	Plant
Sump Pump #3	Sub-Bsmt	Storage Rm.
Emergency Generator	Bsmt	N. Plant
Air Compressor	Bsmt	Plant

Cooling Towers

Tower #1	Roof	
Tower #2	Roof	

Elevator Sump Pumps

Sump pump at Glass Elev.	Pit	
Sump Pump at Actors Elev.	Pit	
Sump Pump at Freight Elev.	Pit	

Exhaust Fans

Exh. Fan #1		
Exh. Fan #2		
Exh. Fan #3		
Exh. Fan #4		
Exh. Fan #5		
Exh. Fan #6		
Exh. Fan #7		
Exh. Fan #8		
Exh. Fan #9		
Exh. Fan #10		
Exh. Fan #11		
Exh. Fan #12		
Exh. Fan #13		
Exh. Fan #14		

Fan Coil Units		
FCU #1		
FCU #2		
FCU #3		
FCU #4		
FCU #5		
FCU #6		
FCU #7		
FCU #8		
FCU #9		
Humidifiers		
Humidifier #1	Bsmt	Plant
Humidifier #2	Bsmt	Plant
Humidifier #3	Bsmt	Plant

Jones Hall continued

Humidifier #4	Bsmt	Plant
Inst.Storage #5	Balcony	
Supply Fans		
Supply Fan #1		
Supply Fan #2		

Water Treatment Equipment

Miscellaneous Parking Equipment - Green Level

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Supply Fan #1	Industrial Air	022-072	317586-30	Aisle K down ramp between orange & violet levels	25 HP Motor
Supply Fan #2	Industrial Air	022-072	317586-30	Aisle J down ramp between orange & violet levels	25 HP Motor
Supply Fan #3	Industrial Air	022-072	317586-30		25 HP Motor
Supply Fan #4	Industrial Air	022-072	317586-30	Orange level Aisle B	25 HP Motor
Air Handler Unit (AHU) #1	Trane	LVCAD10F1CORK0000000004FAFA		Jones Hall Tunnel	
AHU #2		LVCAD10F1CORK0000000004FAFA		Southeast corner of Orange Level	
AHU #3		LVCAD10F1CORK0000000004FAFA		Orange Concourse Tunnel	

AHU #4		LVCAD10F1CORK0 0000000004FAFA		Orange Concourse Tunnel	
AHU #5		LVCAD10F1CORK0 0000000004FAFA		Orange Concourse Tunnel	
AHU #6		LVCAD10F1CORK0 0000000004FAFA		Orange Concourse Tunnel	
Chiller	York	YCAL0070SC46XA ASXT	RHKM0010 20	East down ramp between green & orange levels	74 Ton

VI. Talento Bilingue de Houston

Equipment #	Floor	Room
Air Conditioning System		
RTU-1	Roof	
RTU-2	Roof	
RTU-3	Roof	
RTU-4	Roof	
RTU-5	Roof	
RTU-6	Roof	
RTU-7	Roof	
RTU-8	Roof	
Drinking Fountains		
	1st Floor	Main Lobby
Emergency & Exit Lights		
	1st Floor	Throughout Building
Exhaust Fans		
EF-01	Roof	Kitchen Hood
EF-02	Roof	Lobby
EF-03	Roof	Actors dressing rms.
Fire System		
Alarm Panel	1st Floor	Lobby
Sprinkler System	1st Floor	Throughout Building
Hot Water Heater		
HW Heater	1st Floor	Kitchen
Lighting		
Lighting	1st Floor	Throughout Building
Parking Lot lights		Parking Lot
Sump Pump		
Sump Pump	Outside	At N.E. Corner

VII. MILLER OUTDOOR THEATRE

<u>Equipment Description</u>	<u>Floor</u>	<u>Room</u>
Air Handling Unit		
2-50ton chillers	Roof	Roof
AHU#1-100ton	1st Floor	Supplies stage
ACCU #1	Roof	Roof
FCU #1		
ACCU #2	Roof	Roof
AHU #2		
ACCU #3	Roof	Roof
Miller Outdoor Theatre continued		
AHU #3		
RTU #1	Roof	Roof
RTU #2	Roof	Roof
RTU #3	Roof	Roof
RTU #4	Roof	Roof
Concession Building		
RTU #1	Roof	Roof
RTU #2	Roof	Roof
RTU #3	Roof	Roof
RTU #4	Roof	Roof
Hot Water Heater		
Hot Water Tank #1	1st Floor	Main Bldg.
Hot Water Tank #2	1st Floor	Concession Bldg.
Sump Pumps		
Sump Pump 1	Orchestra Pit	Stage
Sump Pump 2	Orchestra Pit	Stage
Exhaust Fans		
EF-01	Roof	Roof
EF-02	Roof	Roof
EF-03	Roof	Roof
EF-04	Roof	Roof
EF-05	Roof	Roof
EF-06	Roof	Roof
EF-07	Roof	Roof
EF-08	Roof	Roof
EF-09	Roof	Roof
Fire System		
Fire Alarm Panel	1st Floor	Near Guard's Desk

Dry & Wet System	1st Floor	Near Guard's Desk
Ansul System	1st Floor	Concession Kitchen
2 hose racks	1 st Floor stage left & right	Miller Theatre
Drinking Fountains		
Drinking Fountain	1st Floor	Indoor Stage Right
Drinking Fountains	Outdoors	In Park
Roll-Up Doors		
2 Manual Doors	1st Floor	Concession Side Walls
5 Motorized Doors	1 st Floor	Concession Front Wall
1 Manual Door	1 st Floor	Miller Theatre Loading Westside

VIII. JONES PLAZA:

Air Handlers:

- (3) TRANE Modular Climate Changer Central Station

Cooling Condensers:

- (3) Odyssey Split System
Models (60Hz): TTA120B...D, TTA150B...D, TTA120C...G

Lighting throughout: Luminaires, Ballasts, Fixtures

Roof Exhaust Fans:

- (6) Greenheck Model G Direct Drive Centrifugal

Mechanical Equipment:

Air Cooled Condensing Units				
Service	# of Compr.	Tonnage	Make	
Women's ACCU-1	2	14	Carrier Mod. # 95151	
Men's ACCU-2	2	14	Carrier Mod. # 95161	
Kitchen ACCU-3	2	10	Carrier Mod. # 95101	
Air Handling Units				
Service	Fan HP	CFM	Make	Heater Kw
Women's AHU-1	1.5	1570	Carrier Mod. #39LA03 HDT	24
Men's AHU-2	1.5	1400	Carrier Mod. # 39LA03 HDT	24
Kitchen AHU-3	3	3240	Carrier Mod. #39LB08 HDT	12
Exhaust Fans				
Service	Fan HP	CFM	Make	Drive
Toilet Exhaust				
Toilet Exhaust Fan-1	0.5	1275	Greenheck #BSQ-130	Belt
Toilet Exhaust Fan-2	0.5	1075	Greenheck #BSQ-130	Belt
Toilet Exhaust Fan-3		100	Greenheck #SQ-75	Direct

Toilet Exhaust Fan-4		300	Greenheck #G-75	Direct
Exhaust Hood				
KEF-1	1	2800	Greenheck #Cube-180	Belt
Exhaust				
EF-1		300	Greenheck #SET-8-440-D-QD	Direct
EF-2		300	Greenheck #SET-8-440-D-QD	Direct
Display Fountain				
Service	HP	GPM	Make	
Cir. Motor-1	15			
Cir. Motor-2	15			
Cir. Pump-1		1050	Paco Mod. #5095-7 Type-L	
Cir. Pump-2		1050	Paco Mod. #5095-7 Type-L	
Filter Pump Motor	2			
Jones Plaza continued				
Filter Pump			Max-Flo Mod. #SP-2815X20	
Water Heaters				
Service	Gallon	Kw	Make	
Ladies'	50	9	O.S. Smith #DSE-50	
Men's	50	9	O.S. Smith #DSE-50	
Kitchen	30	9	O.S. Smith #DSE-30	

IX. Root Memorial Square Park

Equipment

Area

Fountain Pump	Pit
Filter Pump	Pit
Sand Filter	Pit
Sump pumps	Pit
Electrical	Pit
Basketball court lights, 1,000 watt MH	
Pole Lights, M57/175 watt MH	
Ground Lights, 100 watt Metal Halide	
Tree lights, 150 watt M-102 lamps	

X. Sabine Promenade Hike & Bike Trail

Equipment

Quantity

Sidewalk lamp poles, 2 - each 23 watt small compac florescent	150
Bridge Lights, 150 watt, flood	4
Tree Lights, SMP-150/par38/u/fl35	55
Rail Lights, 2,750 feet of 120 volt rope lights	17
Canoe Lights, 23 watt small compac	14
Blue Lights, 400 watt & 1,000 watt Metal halide	37
Electrical Panels, 8 stainless steel	8
Photo Cells	4

XI. PARKING FACILITIES

THEATER DISTRICT PARKING:

Civic Center Garage:

- (19) Exhaust Fans - 25 HP each
- (4) Supply Fans - 20 HP each
- (2) Bagby Lift Stations - 5 HP each
- (1) Water Pump - 10 HP
- (8) Sump Pumps - 5 HP each
- (7) AHU's - 1 HP each

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Generator	Cummins	GTA955GI	25272441	Southeast corner of green level	293HP
Condenser Unit	Lennox	HS21-048-1P	5801J36861	Security Office	
AHU	Lennox	CB31MV-41-1P	5801G47440	Security Office	
Condenser Unit	Lennox	HS21-060-1P	5801E23243	Parking Office	
AHU	Lennox	LB31MV-65-1P	5801J28708	Parking Office	
Condenser Unit	Lennox	HS21-060-1Y	5802A15176	CEF Parking Office	
AHU	Lennox	CB31MV-65-1P	5801J28703	CEF Parking Office	
Compressor	Powerex Griffin	OTS110104	(H)9/24/2001-1620484	South wall in EF #17&18 Room	1HP 30 Gallon 120 PSI max
32 Dewatering Pumps	Dewatering Corp.	Special Griffin	100901-B/18544-10	Violet level	
Cashier Booth A/C Unit	General Electric	AJC508ACAM1	DA604975	Exit #1	side mounted
Cashier Booth A/C Unit	General Electric	AJC508ACAM1	DA604975	Exit #2 Wall	side mounted
Cashier Booth A/C Unit	General Electric	AJC508ACAM1	DA604975	Exit #2 Center	side mounted
Cashier Booth A/C Unit	General Electric	AJC508ACAM1	DA604975	Exit #4	side mounted
Cashier Booth A/C Unit	Coleman Mack	8330-713	80146999	Exit #5	roof top
Cashier Booth A/C Unit	Coleman Mack	8330-713	80146999	Exit #6/8	roof top
Cashier Booth A/C Unit	General Electric	AJC508ACAM1	DA604975	Exit #7	side mounted

Parking Lot H:

Type of Equipment	Manufacturer	Model No.	Serial No.	Notes
Cashier Booth A/C Unit	Duo-Therm	3107541	WA166027	roof top
Cashier Booth A/C Unit	Duo-Therm	3107541	WA166025	roof top

Small Tranquility Garage:

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Exhaust Fan #1	Northern Blower	7410	A49123-1	Brown level south wall	40 HP
Exhaust Fan #2	Northern Blower	7410	A49123-1	Brown level south wall	40 HP
Exhaust Fan #3	Northern Blower	7410	A49123-1	Brown level south wall	40 HP
Supply Fan #1	Northern Blower	7410	A49123-4	Brown level north wall	40 HP Motor
Supply Fan #2	Northern Blower	7410	A49123-4	Brown level north wall	40 HP Motor
Supply Fan #3	Northern Blower	7410	A49123-4	Brown level north wall	40 HP Motor
Air Compressor #5	General Air Products	LT2500500B	LT2500-KH78520	Brown level southwest corner	5 HP
Air Compressor #6	General Air Products	LT2500500B	LT2500-KH78520	Brown level northwest corner	5 HP
Sump Pump #4A	Weil	2221	2221J459.245	Brown level southeast corner	15 HP
Sump Pump #4B	Weil	2221	2221J459.245	Brown level southeast corner	15 HP
Sewer Pump #2A	Weil	2224	2224J459.244	Brown level southeast corner	5 HP
Sewer Pump #2A	Weil	2224	2224J459.244	Brown level southeast corner	5 HP
Generator	Cummins	500GTRA28-68-10	25629108	Brown level southeast corner	500 KW

Large Tranquillity Garage:

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Sump Pump #1A	Immons	SP10H	SS10-011	Pink level near Stair G	10 HP
Sump Pump #1B	Immons	SP10H	SS10-011	Pink level near Stair G	10 HP
Sump Pump #2A	Weil	2221	2221J459.247	Pink level Aisle E	15 HP
Sump Pump #2B	Weil	2221	2221J459.247	Pink level Aisle E	15 HP
Sump Pump #3A	Weil	2221	2221J459.247	Pink level near Stair F	15 HP
Sump Pump #3B	Weil	2221	2221J459.247	Pink level near Stair F	15 HP
Sewer Pump #3A	Weil	2224	2224J459-246	Pink level Aisle E	15 HP
Sewer Pump #3A	Weil	2224	2224J459-246	Pink level Aisle E	15 HP
Air Compressor #1	General	LT2500500B	LT2500-KH78462	Pink level northeast corner	5 HP
Air Compressor #2	General	LT2500500B	LT2500-KH78462	Pink level southeast corner	5 HP
Air Compressor #3	General	LT2500500B	LT2500-KH78463	Pink level near Stair D	5 HP

Air Compressor #4	General	LT250050 0B	LT2500- KH78463	Pink level near Stair C	5 HP
Exhaust Fan #4	Industrial Air	022-084	317586-00	Pink level Aisle E	50 HP Motor
Exhaust Fan #5	Industrial Air	022-084	317586-00	Pink level Aisle E	50 HP Motor
Exhaust Fan #6	Industrial Air	022-084	317586-00	Pink level Aisle E	50 HP Motor
Exhaust Fan #7	Industrial Air	022-084	317586-00	Pink level east side of down ramp	50 HP Motor

Large Tranquillity Garage continued

Exhaust Fan #8	Industrial Air	022-084	317586-00	Pink level east side of down ramp	50 HP Motor
Exhaust Fan #9	Industrial Air	022-084	317586-00	Pink level east side of down ramp	50 HP Motor
Supply Fan #4	Industrial Air	022-084	317586-10	Pink level near Stair D	50 HP Motor
Supply Fan #6	Industrial Air	022-084	317586-10	Pink level near Stair D	50 HP Motor
Supply Fan #8	Industrial Air	022-084	317586-20	Pink level east wall	50 HP Motor
Supply Fan #9	Industrial Air	022-084	317586-20	Pink level east wall	50 HP Motor
Condenser	York	H1RAD6S4 68	WFKMD65695	Pink level near Stair F (Engineer's office)	
AHU #1	Magic Air	48/60	W010893122	Adjacent to Engineer's office	
Condenser	York	H1RA060S 468	WFKM065689	City Hall Basement Tunnel	
AHU #2	York	CA0061121	DHKM- 08098B	City Hall Basement Tunnel	

T-Tunnel:

Type of Equipment	Manufacturer	Model No.	Serial No.	Location
Condenser	York	H4CE090A46C	(S)NGJM098077	Aqua level southeast corner
AHU #3	York	CA0061327	BHKM-0H100B	Aqua level southeast corner

Theater District Parking

T-Tunnel continued

Condenser	York	H4CE090A46C	(S)NHJM104797	Blue level C.H. Annex Garage
AHU	York	CA0061327	DHKM-08099B	Blue level C.H. Annex Garage

Theater District Parking Garages

Old Rusk Entrance #1

Type of Equipment	Manufacturer	Model No.	Serial No.
Booth	Par Kut		10464

New Rusk Entrance #2

Type of Equipment	Manufacturer	Model No.	Serial No.
Booth	Par Kut		98147
Booth	Par Kut		98146

Old Capitol Entrance #4

Type of Equipment	Manufacturer	Model No.	Serial No.
Booth	Par Kut		98148

New Capitol Entrance #5

Type of Equipment	Manufacturer	Model No.	Serial No.
Booth	Par Kut		98151

Texas Entrance #7

Type of Equipment	Manufacturer	Model No.	Serial No.
Booth	Par Kut		98149

Prairie Entrance #6 & #8

Type of Equipment	Manufacturer	Model No.	Serial No.
Booth	Par Kut		98150

**CIVIC CENTER GARAGE
Exhaust Fans Green Level**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Exhaust Fan #1	Industrial Air	026-048LV824-1024R	31758670	Northwest corner	25 HP Motor
EF #2	Industrial Air	026-048LV824-1024R	31758670	North wall	25 HP Motor
EF #3	Industrial Air	026-048LV824-1024R	31758670	North wall	25 HP Motor
EF #4	Industrial Air	026-048LV824-1024R	31758670	North wall	25 HP Motor
EF #5	Industrial Air	026-048LV824-1024R	31758670	North wall	25 HP Motor
EF #6	Industrial Air	026-048LV824-1024R	31758670	North wall	25 HP Motor
EF #7	Industrial Air	026-048LV824-1024R	31758670	North wall	25 HP Motor
EF #8	Industrial Air	026-048LV824-1024R	31758670	North wall	25 HP Motor
EF #9	Industrial Air	026-048LV824-1024R	31758670	North wall	25 HP Motor
EF #10	Industrial Air	026-048LV824-1024R	31758650	North wall	25 HP Motor
EF #11	Industrial Air	026-048LV824-1024R	31758640	North wall	25 HP Motor
EF #12	Industrial Air	026-048LV824-1024R	31758640	Jones Hall drop off	25 HP Motor
EF #13	Industrial Air	026-048LV824-1024R	31758640	Jones Hall drop off	25 HP Motor
EF #14	Industrial Air	026-048LV824-1024R	31758640	South wall	25 HP Motor
EF #15	Industrial Air	026-048LV824-1024R	31758640	South wall	25 HP Motor
EF# 16	Industrial Air	026-048LV824-1024R	31758640	South wall	25 HP Motor
EF #17	Industrial Air	026-048LV824-1024R	31758640	South wall	25 HP Motor
EF #18	Industrial Air	026-048LV824-1044R	31758640	South wall	25 HP Motor
EF #19	Industrial Air	026-048LV824-1024R	31758640	South wall	25 HP Motor
EF #20	Industrial Air	026-048LV824-1024R	31758640	Southwest corner	25 HP Motor
EF # 21	Industrial Air	026-048LV824-1024R	31758640	Southwest corner	25 HP Motor

**CIVIC CENTER GARAGE
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Sump Pump #1A	Weil	AE254UTDR6761 BDW PUMP 224 L78	345670	Violet level Stair N	5 HP
Sump Pump #1B	Weil	AE254UTDR6761 BDW PUMP 224 L78	316711	Violet level Stair N	5 HP
Sump Pump #2A	Weil	AE254UTDR6761 BDW PUMP 224 L78	294591	Violet level Stair D	5 HP
Sump Pump #2B	Weil	AE254UTDR6761 BDW PUMP 224 L78	31240	Violet level Stair D	5 HP
Sump Pump #3A	Weil	AE254UTDR6761 BDW PUMP 224 L78	31637	Violet level Stair R	5 HP
Sump Pump #3B	Weil	AE254UTDR6761 BDW PUMP 224 L78	34555	Violet level Stair R	5 HP
Sump Pump #4A	Weil	AE254UTDR6761 BDW PUMP 224 L78	34587	Violet level Stair R	5 HP
Sump Pump #4B	Weil	AE254UTDR6761 BDW PUMP 224 L78	34587	Violet level Stair R	5 HP
Sewage Ejection Pump	Weil	8311		Green level back room of Security Office	
Storm Sewer Pump	Immons	SL9HT	5539-001	Capitol Entrance #5 near street	7.5 HP
Storm Sewer Pump	Immons	SL9HT	5539-001	Capitol Entrance #5 near street	7.5 HP
Storm Sewer Pump	Immons	SL9HT	5539-001	Bagby on esplanade mid block between Texas & Capitol	7.5 HP
Storm Sewer Pump	Immons	SL9HT	5539-001	Bagby on esplanade mid block between Texas & Capitol	7.5 HP
Storm Sewer Pump	Fairbanks	6360	K2M20344 85	Texas on sidewalk near Entrance #6	7.5 HP
Storm Sewer Pump	Fairbanks	6360	K2M20344 85		7.5 HP

**CIVIC CENTER GARAGE
Miscellaneous Equipment
Green Level**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Supply Fan #1	Industrial Air	022-072	317586-30	Aisle K down ramp between orange &	25 HP Motor
Supply Fan #2	Industrial Air	022-072	317586-30	Aisle J down ramp between orange &	25 HP Motor
Supply Fan #3	Industrial Air	022-072	317586-30		25 HP Motor
Supply Fan #4	Industrial Air	022-072	317586-30	Orange level Aisle B	25 HP Motor
Air Handler Unit (AHU) #1	Trane	LVCAD10F1CORK0000000004FAFA		Jones Hall Tunnel	
AHU #2		LVCAD10F1CORK0000000004FAFA		Southeast corner of Orange Level	
AHU #3		LVCAD10F1CORK0000000004FAFA		Orange Concourse Tunnel	
AHU #4		LVCAD10F1CORK0000000004FAFA		Orange Concourse Tunnel	
AHU #5		LVCAD10F1CORK0000000004FAFA		Orange Concourse Tunnel	
AHU #6		LVCAD10F1CORK0000000004FAFA		Orange Concourse Tunnel	
Chiller	York	YCAL0070SC46XASXTXXXXLXX XX44XXXXXXQX XXSAXXBXXXXX XXXXX	RHKM0010 20	East down ramp between green & orange levels	74 Ton

**CIVIC CENTER GARAGE
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Generator	Cummins	GTA955GI	25272441	Southeast corner of green level	293HP
Condenser Unit	Lennox	HS21-048-1P	5801J36861	Security Office	
AHU	Lennox	CB31MV-41-1P	5801G47440	Security Office	
Condenser Unit	Lennox	HS21-060-1P	5801E23243	Parking Office	
AHU	Lennox	LB31MV-65-1P	5801J28708	Parking Office	
Condenser Unit	Lennox	HS21-060-1Y	5802A15176	HFC Parking Office	
AHU	Lennox	CB31MV-65-1P	5801J28703	HFC Parking Office	

Compressor	Powerex	OTS110104	(H)9/24/2001-1620484	South wall in EF #17&18 Room	1HP 30 Gallon 120 PSI max
32 Dewatering Pumps	Griffin Dewatering Corp.	Special Griffin	100901-B/18544-10	Violet level	
Cashier Booth A/C Unit	General Electric	AJC508ACAM1	DA604975	Exit #1	side mounted
	General Electric	AJC508ACAM1	DA604975	Exit #2 Wall	side mounted
	General Electric	AJC508ACAM1	DA604975	Exit #2 Center	side mounted
	General Electric	AJC508ACAM1	DA604975	Exit #4	side mounted
	Coleman Mack	8330-713	080146999	Exit #5	roof top
	Coleman Mack	8330-713	080146999	Exit #6/8	roof top
	General Electric	AJC508ACAM1	DA604975	Exit #7	side mounted
	Duo-Therm	3107541.017	WA166027	Lot H	roof top
	Duo-Therm	3107541.017	WA166025	Lot H	roof top

SMALL TRANQUILLITY GARAGE

Miscellaneous Equipment

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Exhaust Fan #1	Northern Blower	7410	A49123-1	Brown level south wall	40 HP
Exhaust Fan #2	Northern Blower	7410	A49123-1	Brown level south wall	40 HP
Exhaust Fan #3	Northern Blower	7410	A49123-1	Brown level south wall	40 HP
Supply Fan #1	Northern Blower	7410	A49123-4	Brown level north wall	40 HP Motor
Supply Fan #2	Northern Blower	7410	A49123-4	Brown level north wall	40 HP Motor
Supply Fan #3	Northern Blower	7410	A49123-4	Brown level north wall	40 HP Motor
Air Compressor #5	General Air Products	LT2500500B	LT2500-KH78520	Brown level southwest corner	5 HP
Air Compressor #6	General Air Products	LT2500500B	LT2500-KH78520	Brown level northwest corner	5 HP
Sump Pump #4A	Weil	2221	2221J459.245	Brown level southeast corner	15 HP
Sump Pump #4B	Weil	2221	2221J459.245	Brown level southeast corner	15 HP
Sewer Pump #2A	Weil	2224	2224J459.244	Brown level southeast corner	5 HP
Sewer Pump #2A	Weil	2224	2224J459.244	Brown level southeast corner	5 HP
Generator	Cummins	500GTRA28-68-10	25629108	Brown level southeast corner	500 KW

LARGE TRANQUILLITY GARAGE
Miscellaneous Equipment

Type of Equipment	Manufacturer	Model No.	Serial No.	Location	Notes
Sump Pump #1A	Immons	SP10H	SS10-011	Pink level near Stair G	10 HP
Sump Pump #1B	Immons	SP10H	SS10-011	Pink level near Stair G	10 HP
Sump Pump #2A	Weil	2221	2221J459.247	Pink level Aisle E	15 HP
Sump Pump #2B	Weil	2221	2221J459.247	Pink level Aisle E	15 HP
Sump Pump #3A	Weil	2221	2221J459.247	Pink level near Stair F	15 HP
Sump Pump #3B	Weil	2221	2221J459.247	Pink level near Stair F	15 HP
Sewer Pump #3A	Weil	2224	2224J459-246	Pink level Aisle E	15 HP
Sewer Pump #3A	Weil	2224	2224J459-246	Pink level Aisle E	15 HP
Air Compressor #1	General	LT2500500B	LT2500-KH78462	Pink level northeast corner	5 HP
Air Compressor #2	General	LT2500500B	LT2500-KH78462	Pink level southeast corner	5 HP
Air Compressor #3	General	LT2500500B	LT2500-KH78463	Pink level near Stair D	5 HP
Air Compressor #4	General	LT2500500B	LT2500-KH78463	Pink level near Stair C	5 HP
Exhaust Fan #4	Industrial Air	022-084	317586-00	Pink level Aisle E	50 HP Motor
Exhaust Fan #5	Industrial Air	022-084	317586-00	Pink level Aisle E	50 HP Motor
Exhaust Fan #6	Industrial Air	022-084	317586-00	Pink level Aisle E	50 HP Motor
Exhaust Fan #7	Industrial Air	022-084	317586-00	Pink level east side of down ramp	50 HP Motor
Exhaust Fan #8	Industrial Air	022-084	317586-00	Pink level east side of down ramp	50 HP Motor
Exhaust Fan #9	Industrial Air	022-084	317586-00	Pink level east side of down ramp	50 HP Motor
Supply Fan #4	Industrial Air	022-084	317586-10	Pink level near Stair D	50 HP Motor
Supply Fan #5	Industrial Air	022-084	317586-10	Pink level near Stair D	50 HP Motor
Supply Fan #6	Industrial Air	022-084	317586-10	Pink level near Stair D	50 HP Motor
Supply Fan #7	Industrial Air	022-084	317586-20	Pink level east wall	50 HP Motor
Supply Fan #8	Industrial Air	022-084	317586-20	Pink level east wall	50 HP Motor
Supply Fan #9	Industrial Air	022-084	317586-20	Pink level east wall	50 HP Motor
Condenser	York	H1RAD6S468	WFKMD65695	Pink level near	

				Stair F (Engineer's office)	
AHU #1	Magic Air	48/60	W010893122	Adjacent to Engineer's office	
Condenser	York	H1RA060S468	WFKM065689	City Hall Basement Tunnel	
AHU #2	York	CA0061121	DHKM- 08098B	City Hall Basement Tunnel	

**T-TUNNEL
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location
Condenser	York	H4CE090A46C	(S)NGJM098077	Aqua level southeast corner
AHU #3	York	CA0061327	BHKM-0H100B	Aqua level southeast corner
Condenser	York	H4CE090A46C	(S)NHJM104797	Blue level C.H. Annex Garage
AHU	York	CA0061327	DHKM-08099B	Blue level C.H. Annex Garage

**OLD RUSK ENTRANCE #1
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location
Booth	Par Kut		10464	

**NEW RUSK ENTRANCE #2
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location
Booth	Par Kut		98147	
Booth	Par Kut		98146	

**OLD CAPITOL ENTRANCE #4
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location
Booth	Par Kut		98148	

**NEW CAPITOL ENTRANCE #5
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location
Booth	Par Kut		98151	

**TEXAS ENTRANCE #7
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location
Booth	Par Kut		98149	

**PRAIRIE ENTRANCE #6 & #8
Miscellaneous Equipment**

Type of Equipment	Manufacturer	Model No.	Serial No.	Location
Booth	Par Kut		98150	

Convention District Garage

Equipment #

Floor

Room

Air conditioning System

A/C 1-1		RM 420
A/C 1-2		RM 420
A/C 1-3		RM 412
A/C 1-3		RM 412
A/C 2-1		RM 403
A/C 2-2		RM 403
A/C 2-2 Split	2nd Level	
A/C 1-2 Split	1st Level	
A/C 2-1 Split	2nd Level	
Condenser 1-1	1st Level	
Condenser 2-1	2nd Level	
Condenser 2-2	2nd Level	
Condenser B-1	Basement	
Fan Coil 1-1	1st Level	
Fan Coil 2-1	B-2 Level	Lobby
Fan Coil 2-2	1st Level	RM 412
Fan Coil 3-1	B -2	Lobby
Fan Coil B-1	Basement	
Fan Coil B-1		Lobby
Roof Top HVAC P-1	1st Level	
Roof Top HVAC P2-1	2nd Level	
Roof Top HVAC P3-3	Roof	

Exhaust Fans

Exhaust Fan B1-1		RM 416 A
Exhaust Fan B 1-2		RM 415
Exhaust Fan B 2-1		RM 436 B
Exhaust Fan B-2-2		RM 427
Exhaust Fan	1st Level	
Exhaust Fan R 2-1	Roof	
Exhaust Fan B-2-1	Basement	
Exhaust Fan B 2-2	Roof	

Pumps

Ejector Pump #1	Basement
Ejector Pump # 2	Basement
Ejector Pump # 3	Basement
Ejector Pump # 4	Basement
Ejector Pump # 5	Basement
Ejector Pump # 6	Basement

Supply Fans

Supply Fan SF-B1-1	1st Level
Supply Fan SF B1-2	1st Level
Supply Fan SF B2-1	2nd Level
Supply Fan SF B2-2	2nd Level

Sump Pumps

Sump Pump #1	Basement
Sump Pump # 2	Basement
Sump Pump # 3	Basement
Sump Pump # 4	Basement
Sump Pump # 5	Basement
Sump Pump # 6	Basement
Sump Pump # 7	Basement
Sump Pump # 8	Basement
Sump Pump # 9	Elevator Pit
Sump Pump # 10	Elevator Pit

XII. LIGHTING EQUIPMENT includes but is not limited to:

Lighting Fixtures:

General: Lighting fixtures for each Facility are specified by type and manufacturer in the lighting fixture schedule

Light poles and standards:

Listings: UL-57 Electric Lighting Fixtures

Return Air Fixtures: Must be capable of returning 300 CFM at .5° W.C.

Luminaires:

General: Provide luminaires for lighting fixture types specified in the lighting fixture schedule on the construction drawings.

Acceptable Manufacturers: General Electric, Sylvania, and Westinghouse, Phillips.

Ballasts:

General: Provide energy efficient lighting fixture ballasts for fixtures that require them.

Fluorescent: Provide Class P ballasts with high power factor and Class A sound ratings. Use ballasts tested or approved by Electrical Testing Laboratories and Certified Ballast Manufacturers.

Metal Halide and Mercury: Provide constant wattage ballasts with high power factor. Ballasts must be suitable for operation in ambient temperature of 55 degrees C.

- High-Pressure Sodium: Provide constant wattage ballasts with high power factor. Ballasts must be suitable for operation in ambient temperature of 55 degrees C.
- Listings: 01 Fluorescent, UL 935
02 High Intensity Discharge, UL 1029
- Acceptable Manufacturers: 01 Rapid Start Fluorescent: General Electric, Universal VLH
02 Metal Halide: Advance, General Electric, Jefferson, Sola and the listed fixture manufacturers.
03 High-Pressure Sodium: Advance, General Electric, Jefferson, Sola, and the listed fixture manufacturers.

Reference standards:

- A. ANSI/ANSI C78 – Fluorescent Lamps
- B. ANSI/ANSI C78 – High Intensity Discharge Lamps
- C. ANSI/ANSI C78 – Incandescent Lamps
- D. ANSI/ANSI C82 – Lamp Ballasts
- E. ANSI/UL 935 – Safety Standard for Fluorescent Lamp Ballasts
- F. ANSI/UL 1029– High Intensity Discharge Lamp Ballasts
- G. NEMA FA 1 – Outdoor Floodlighting Equipment
- H. NEMA LE 1 – Fluorescent Luminaires
- I. NEMA LE 3 – Manual for High Intensity Discharge (HID) Lamps
- J. UL 57 – Electric Lighting Fixtures

XIII. DOORS, WINDOWS, OFFICE FURNITURE, MISCELLANEOUS includes but is not limited to the following:

Doors:

- Access Controlled Doors
- ADA accessible doors
- Door closers
- Door Hinges
- Lock and passage sets
- Overhead Doors
- Weatherstripping

Office Furniture

Miscellaneous:

- Flag Poles, Ropes, Pulleys, Lanyards
- Landscaping Hardscape and Fixtures, Benches

Moveable wall panel electrical/mechanical and finish repairs Windows:

Glass and Glazing

Mullions

Seals

Storefront Glass and Glazing

Weatherstripping

Window Operators and Hinges

XIV. PLAZAS AND FOUNTAINS includes but is not limited to:

Sesquicentennial Park Equipment:

<u>Quantity</u>	<u>Items</u>
900'	Robert's Lights
14	CE 1262 Hydrel Lights
98	CE 1263 Hydrel Lights
14	CE 1264 Hydrel Lights
26	4524A Hydrel Lights
24	4418-5 Hydrel Lights
9	4424-5 Hydrel Lights
1	4842S-3 Hydrel Lights
20	48468-5 Hydrel Lights
12	BEGA 9333645-MV Lights
2	BEGA 9272-M Lights
17	Low Voltage Transformers
1	75 KVA Transformer
4	G.E. Breaker Panels
6	G.E. Lighting Contractors
1	G.E. 100 H.P. Motor & Pump
1	G.E. 8000 Line Motor Control Center
2	5 H.P. Sump Pumps
1	2 H.P. Filter Pump
1	5 Ton Watersource Heat Pump
1	1/8 H.P. Circulating Pump
1	1/8 H.P. Exhaust Fan
1	Model 300-29X Chlorine Feeder
1	Triton II Sand Filter
5	Time Clocks
1	Rain Bird Sprinkler Controller

Equipment**Location****Sesquicentennial Park/Wortham Fountain**

Fountain Pump	Outside Pit
Fountain Pump Switchgear	Outside Pit
Sump Pump	Outside Pit

George Bush Fountain - Bagby & Franklin

Display Pump	Pit
Filter Pump	Pit
Elect. Controls & Lighting	Pit

Houston Center for the Arts Courtyard and Fountain:

1 each	Durex Model CMK50 5 HP Fountain Pump
1 each	Dynamo Model DYNII-NI ¾ Filter Pump

Jones Hall Courtyard:

Fountain Pump and Components

Jones Plaza Equipment

	<u>Floor</u>	<u>Area</u>
Paco Fountain Pump #1	Bsmt	Pit
Paco Fountain Pump #2	Bsmt	Pit
Max-Flo filter pump & motor	Bsmt	Mech.
Condenser/ Evaporator Unit #1	Bsmt	LRR
Condenser/ Evaporator Unit #2	Bsmt	MRR
Condenser/ Evaporator Unit #3	Bsmt	Bistro
Toilet Exhaust Fan-1	1	LRR
Toilet Exhaust Fan-2	1	MRR
Toilet Exhaust Fan-3	1	Bistro
Toilet Exhaust Fan-4	1	GR
Kitchen Exhaust hood	Roof	Bistro
Elect.Rm. EF-1	Bsmt	Elect
Mech.Rm. EF-2	Bsmt	Mech.
9kw DSE-50 Water Heater-1	1	LRR
9kw DSE-50 Water Heater-2	1	MRR
9kw DSE-30 Water Heater-3	1	Bistro

Preston Street – Cotswold Fountains:

2" gas powered water pump	model 3P956
50 feet of 2" suction hose	
50 feet of 2" discharge hose	
Leaf skimmer	model 4RH23
Vacuum head & Pole	vacuum head 5YL37 & Pole 4RH22
Flood lights	model #RFL-100-EN (140)
Flood lights	model #RFL-500-EN (46)
Large Wet/Dry Vac	model 4TR14
5 gpm submersible pump	model 4RJ35
50 gpm submersible pump model	HS2.4S-61
Gas pressure washer model	4ZZ96

PLAZAS AND FOUNTAINS continued

Stainless Steel Fountain - Congress & Smith

Sta-Rite pump & motor	Bsmt	Pit
Pac Fab sand filter TR-50	Bsmt	Pit
Elect. Controls	Bsmt	Pit

Man Hole Cover Fountain - Preston & Louisiana

Sta-Rite pump & motor	Bsmt	Pit
Pac Fab sand filter TR-50	Bsmt	Pit
Elect. Controls and Lighting	Bsmt	Pit

South Market Square Fountain - Preston between Milam & Travis

Sta-Rite pump & motor	Bsmt	Pit
Pac Fab sand filter TR-50	Bsmt	Pit
Elect. Controls	Bsmt	Pit

West Main Street Fountain - Preston & Main

Paco pump & motor	Bsmt	Pit
Sta-Rite filter pump & motor	Bsmt	Pit
Pac Fab sand filter TR-50	Bsmt	Pit
Elect. Controls and Lighting	Bsmt	Pit

East Main Street Fountain - Preston & Main

Paco pump & motor	Bsmt	Pit
Sta-Rite filter pump & motor	Bsmt	Pit
Pac Fab sand filter TR-50	Bsmt	Pit
Elect. Controls and Lighting	Bsmt	Pit

Flooding Bayou Fountain - Preston between Fannin & San Jacinto

Sta-Rite pump & motor	Bsmt	Pit
12 - Solenoid valves	Bsmt	Pit
Pac Fab sand filter TR-50	Bsmt	Pit
Elect. Controls	Bsmt	Pit

Two Rectangle Fountains - Preston & Caroline

Sta-Rite pump & motor	Bsmt	Pit
Pac Fab sand filter TR-50	Bsmt	Pit
Elect. Controls	Bsmt	Pit

Baseball Fountain - Preston & Crawford

Sta-Rite pump & motor	Bsmt	Pit
Pac Fab sand filter TR-50	Bsmt	Pit
Elect. Controls	Bsmt	Pit

North Market Square Fountain - Congress between Milam & Travis

Sta-Rite pump & motor	Bsmt	Pit
Roman fountain sand filter RSFJ	Bsmt	Pit
Elect. Controls	Bsmt	Pit

West Main Street Fountain - Congress & Main

Roman Fountain pump & motor RWSP-150	Bsmt Pit
Roman Fountain pump & motor RWSP-50	Bsmt Pit
Roman fountain sand filter RSFJ	Bsmt Pit
Elect. Controls & Lighting	Bsmt Pit

East Main Street Fountain - Congress & Main

Roman Fountain pump & motor RWSP-150	Bsmt Pit
Roman Fountain pump & motor RWSP-50	Bsmt Pit
Roman fountain sand filter RSFJ	Bsmt Pit
Elect. Controls & Lighting	Bsmt Pit

Cotswold Wall Fountain - Prairie & Travis

Wisperflow pump & motor RSM-1-200	Bsmt Pit
Jacuzzi cartridge filter CFR50	Bsmt Pit
Elect. Controls & Lighting	Bsmt Pit

Icon Fountain - Prairie & Travis

Wisperflow pump & motor RSM-1-200	Bsmt Pit
Jacuzzi cartridge filter CFR50	Bsmt Pit
Elect. Controls & Lighting	Bsmt Pit

Sweeney Clock

Clock	Park
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Root Memorial Square Park

Fountain Pump	Pit
Filter Pump	Pit
Sand Filter	Pit
Sump pumps	Pit
Electrical	Pit

XV. FOOD MANAGEMENT EQUIPMENT includes but is not limited to:

George R. Brown Convention Center:

Kitchen equipment: All ovens, refrigeration equipment, and ice machines

Wortham Theater Center:

Refrigerators:

2 – Techumsa – located in alcoves

2 – Techumsa – located in Kitchen

1 – Techumsa – located in Green Room

2 – Techumsa – located in Founders Salon

Miller Outdoor Theatre:

One Taylor Ice machine

One walk in cooler

One walk in freezer

One walk in keg room

XVI. ALBERT THOMAS OFFICE AT BAYOU PLACE AND BAGBY STREET UNDERPASS

One Mitsubishi split a/c unit, 1-ton
Luminaires, ballasts, light fixtures

XVII. SUNSET COFFEE BUILDING

Plumbing, including gravity fed rainwater collection system.

Mechanical/HVAC:

- 8 Fan Coil Units
- 8 Condensing Units
- 6 Fans
- 8 Unit Heaters

Lighting/Electrical, including luminaires, ballasts, light fixtures

XVIII. TUNDRA GARAGE

Plumbing

Mechanical/HVAC

Lighting/Electrical, including luminaires, ballasts, light fixtures

XIX. ADDITIONAL ITEMS OF SIMILAR EQUIPMENT

While efforts have been made to provide accurate lists of Equipment, any similar additional items of Equipment at the named Facilities, which may have been inadvertently omitted from the preceding lists, are also included as "Equipment." For example, all fire suppression systems and fire extinguishers located at the Facilities are included as "Equipment."

XX. EQUIPMENT FOR NEW OR ADDITIONAL FACILITIES

Contractor shall maintain similar Equipment for new or additional facilities.

ATTACHMENT F

PERFORMANCE BOND

STATE OF TEXAS § _____
§
COUNTY OF HARRIS §

Be it known that _____, as Surety, and _____, as Principal, are hereby held and firmly bound unto Houston First Corporation, a local government corporation created under Chapter 431 of the Texas Transportation Code, in the penal amount of ONE MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$1,750,000) for payment whereof, Principal and Surety bind themselves, their heirs, executors, administrators, jointly and severally.

The conditions of this obligation are such that Contractor has on or about this day executed a contract with Houston First Corporation known as the Facility Operations, Maintenance and Repair Services (“Agreement”) all of such work to be done as set out therein, which is made a part of this instrument as fully and completely as if set out in full herein;

NOW, THEREFORE, the conditions of this obligation are such that if Principal shall faithfully perform the work in accordance with the Agreement, then this obligation shall be null and void, otherwise, the same shall remain in full force and effect for the definite period of **January 1, 2015** through **December 31, 2015**; provided, however, that the bond may be extended by continuation certificate for additional annual periods from the expiry date thereof;

Provided, however, that this bond is executed pursuant to the provisions of Chapter 2253 of the Texas Government Code, as may be amended from time to time, and all liabilities on this bond shall be determined in accordance with the provisions thereof to the same extent as if it were set forth in its entirety herein;

Surety, for value received, stipulates and agrees that no change, extension of time, alteration or addition to the terms or conditions of the Agreement, or to the work performed thereunder, shall in any way affect or relieve Surety of its obligations hereunder. Surety does hereby waive notice of any such change, extension of time, alteration or addition to the Agreement, or to the work to be performed thereunder.

IN WITNESS WHEREOF, Principal and Surety have executed this instrument on this the _____ day of _____, 20__.

_____, “Principal” _____, “Surety”

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____
Address: _____
Phone: _____

A copy of the Surety agent’s Power of Attorney must be attached hereto.

ATTACHMENT G

BENEFITS MATRIX

RFP Ref. #	Compensation Category	“Contractor’s Name” – Response
		This information represents examples only
3.8.1	Medical Benefits	<p>Medical Deductible:</p> <ul style="list-style-type: none"> • \$xxx/person or \$xxx per family - plan A • Employee monthly contribution - \$xxx • Employee + 1 member monthly contribution - \$xxx • Employee + family monthly contribution - \$xxx <p>Dental Deductible:</p> <ul style="list-style-type: none"> • Dental Deductible - \$xxx • Employee monthly contribution - \$xxx • Employee + 1 member monthly contribution - \$xxx • Employee + family monthly contribution - \$xxx
3.8.2	Short Term Disability	<ul style="list-style-type: none"> • xx% of base pay for xx weeks • Employee contribution
3.8.3	Long Term Disability	<ul style="list-style-type: none"> • xx% of base pay up to \$xxxx of monthly pay, plus xx% above \$xxxx of monthly pay • Employee contribution
3.8.4	Life Insurance	<ul style="list-style-type: none"> • Death benefit coverage up to xx times annual pay with maximum of \$xxxx • Employee contribution
3.8.5	Dependent Life Insurance	<ul style="list-style-type: none"> • Spouse and children coverage up to \$xxxx/\$xxxx respectively • Employee contribution
3.8.6	Accidental Death and Dismemberment	<ul style="list-style-type: none"> • Up to \$xxxx against unexpected accident resulting in death or severe injury • Employee contribution
3.8.7	Defined Benefit Plans	<ul style="list-style-type: none"> • Define program • Employee contribution

ATTACHMENT G
BENEFITS MATRIX continued

RFP Ref. #	Compensation Category	“Contractor’s Name” – Response
3.8.8	Incentive Savings Plans or Variable Benefit Plans	<ul style="list-style-type: none"> • Company matches dollar for dollar up to x%, then \$.xx of next %, with employee able to contribute xx% of base pay • Participation available after xx months from start of employment
3.8.9	Holidays	<ul style="list-style-type: none"> • xx paid holidays per year
3.8.10	Severance	<ul style="list-style-type: none"> • xx weeks pay for every xx years of service
3.8.11	Vacation	<ul style="list-style-type: none"> • xx paid vacation days for every xx years of service up to a maximum of xx, xx vacations can be carried over from one year to the next
3.8.12	Sick/Personal Time	<ul style="list-style-type: none"> • xx accrued sick days per year up to a maximum of xx
3.8.13	Educational Assistance	<ul style="list-style-type: none"> • Define program
3.8.14	Variable Compensation	<ul style="list-style-type: none"> • Define program
3.8.15	Medical Retiree	<ul style="list-style-type: none"> • Define program

ATTACHMENT H

PRICING MODEL CONTRACTOR COMPENSATION STRUCTURE

Please see separate Excel document attachment titled "Pricing Workbook."

Skip to "Pricing Model Instructions" for Proposal instructions.

1. **Operating Budget:**

Contractor shall provide an operating budget to the President annually, by the first business day in December during the Agreement Term, including any Renewal Term. The budget is subject to the President's written approval and should be substantially similar to the budget contained in Contractor's proposal and attached hereto as Attachment "H"—"Roll-up Summary" and itemized in Exhibits "H-1A" and "H-1B." The Approved Budget for the first Agreement Year is attached hereto as Attachment "H"—"Rollup Summary." After the President has approved Contractor's budget for each Agreement Year, it shall be known as the "Approved Budget."

Within the budget, Contractor shall clearly delineate any and all proposed salary adjustments, for each employee. The maximum salary for each employee shall not exceed the high end of the salary range that Contractor has proposed for each individual position, as shown in Attachment H1-A, without the President's prior written approval. Merit increases that Contractor provides for its employees shall be based on annual performance evaluations. The President shall be given the opportunity to comment on the employee performance evaluations. Bonuses shall not exceed the amount in the "Bonus Factor" column of Attachment HI-A. Bonuses are not cumulative and shall not exceed the amounts proposed for each individual position.

Contractor realizes that cost containment is an important HFC goal and agrees that it shall not exceed the total amount of the Approved Budget, plus a proportionate allowance for Special Services, for any given Agreement Year, including Renewal Terms, without the President's prior written approval. In any event, the total maximum contract amount shall not be exceeded unless and until the President approves of such an increase.

2. **Reimbursable Expenses:**

a. **Reimbursable Costs** – Contractor shall be reimbursed by HFC for all actual expenses incurred in operating the Facilities as delineated in the Approved Budget (as defined above). Contractor shall receive, review and approve all invoices for reimbursable expenses incurred in operating the Facilities and shall pay such invoices in accordance with the terms and conditions of this Agreement, if they are within the Approved Budget or if they have otherwise been pre-approved by President. Upon President's or General Manager's request, copies of all paid invoices shall be forwarded to appropriate HFC staff together with Contractor's Monthly Report. Contractor shall submit invoices to the General Managers electronically on a monthly basis, by the fifth calendar day of the month, via EDI or another acceptable electronic upload format, at no additional charge to HFC. Reimbursable costs described in this subparagraph "a." shall not include any of

Contractor's employee costs, which costs will be evaluated and paid as described in subparagraph "b." below.

- b. **Contractor's Employee and Insurance Costs - With the exception of Non-reimbursable costs listed below**, Contractor will be reimbursed by HFC for the share of the actual costs of the gross salary and wages, payroll taxes, insurance, retirement plans, 401k plans, and other benefits of the Contractor's employees who are directly involved and required to properly, adequately, safely and economically render the Facilities Management Services provided that: (1) such positions have been identified and enumerated in the Approved Budget, (2) such costs do not exceed the budgeted amount, (3) such costs are not already reflected in the monthly "Base Management Fee," as defined herein, and (4) such costs are directly attributable to this Agreement. For each insurance amount included in the Budget, Contractor must submit the following from its insurance provider(s): (1) written documentation that the cost of such insurance is directly attributable to this Agreement, (2) a true and correct copy of each insurance policy, including all applicable endorsements, and (3) written documentation evidencing each calculation using policy rates, budgeted payroll, and revenues attributable to this Agreement that support each such line item. Non-employee related insurance must be shown as a separate line item in the Budget. In no event, however, shall any employees of Contractor be deemed to be employees of HFC on account of such reimbursement nor shall HFC be responsible to pay any sums for severance of any such employees.

- c. **Contractor's Additional Reimbursable Costs** - In addition to the costs described in Section 2.a. hereof, the following costs paid by Contractor in connection with the management, operation and maintenance of the Facilities shall be reimbursed by HFC:
 - i. The cost of all approved budget changes; and
 - ii. The cost of emergency repairs approved by President that are not otherwise made by Contractor in accordance with the terms and conditions of this Agreement.

- d. **Non-reimbursable Costs** - The following expenses or costs incurred by Contractor in connection with the management, operation and maintenance of the Facilities shall be the expense of Contractor and will not be reimbursed by HFC:
 - i. Costs such as gross salaries/wages, payroll taxes, insurance, and other benefits attributable to Contractor's home/corporate office and executive personnel will not be reimbursed;
 - ii. General accounting and reporting services which are provided by Contractor's personnel located at any location other than at a Facility;
 - iii. Cost of forms, papers, ledgers, and other supplies and equipment used in the Contractor's offices not associated with the operation of a Facility unless specifically approved by President;
 - iv. Cost attributable to litigation or lawsuits arising from Contractor's services, except to the extent reimbursement may be required pursuant to the indemnification provisions of this Agreement;
 - v. Travel expenses of Contractor's employees incurred in traveling to and from the Facilities at the beginning and ending of their shifts.

- vi. Any and all other costs and expenses that were not incurred either solely and directly pursuant to the terms of this Agreement or approved by President in an Approved Budget.
- vii. Employee recruitment costs and expenses to fill personnel positions.
- viii. Other costs not included in the Approved Budget or otherwise approved by the President.

3. Environmental Health & Safety Fee:

HFC shall pay Contractor, as compensation for the Environmental Health & Safety services, the amounts as calculated and set forth on **Attachment H-1D** attached hereto and made a part hereof (hereafter referred to as the "Environmental Health & Safety Fees"). The Environmental Health & Safety Fees shall be paid by HFC for services actually completed. All unit prices set forth on **Attachment H-1D** shall remain constant for the term of this Agreement. Contractor agrees to accept the payments per sample/unit cost as recited in this Section 3 as compensation for the Environmental Health & Safety Services to be rendered to, or at the request of, HFC hereunder during the term hereof.

4. Base Management Fee:

- a. HFC shall pay Contractor, as compensation for the services Contractor renders under this Agreement, the annual Base Management Fees as set forth on **Attachment H-1C** attached hereto and made a part hereof (hereafter referred to as the "Base Management Fee"), for each Agreement Year, in monthly payments equal to the amount of the annual Base Management Fees divided by twelve (12).
- b. The Base Management Fee shall be paid by HFC monthly, within 30 days after receipt of an approved invoice. The monthly Base Management Fee shall be prorated for any partial calendar month at the beginning or end of the contract term. Contractor agrees to accept the payments recited in this Section 4 as base compensation for the services to be rendered to, or at the request of, HFC hereunder during the term hereof.

5. At-Risk Management Fee:

- a. HFC shall pay Contractor, as additional compensation for the services under this Agreement, the amounts set forth on the Performance Fee Schedule attached hereto as **Attachment H-1C** (hereafter referred to as the "At-Risk Management Fee"), as based upon Contractor's performance rating, calculated in accordance with the Performance Report Card in Attachment "I." The At-Risk Management Fee shall be paid within 30 days following approval of each semi-annual performance evaluation as described below. Contractor agrees to accept the payments recited in this Section 5 as performance compensation for the services to be rendered to, or at the request of, HFC hereunder during the term of this Agreement.
- b. Contractor shall be paid the At-Risk Management Fee in two payments per Agreement Year, the total of which shall not exceed the total annual At-Risk Management Fees for the Agreement Years shown in Attachment "H-1C." Contractor shall be eligible to receive up to 50 percent (50%) of the annual At-Risk Management Fee semi-annually, based on Contractor's score on the Performance Report Cards for each six-month period of the Agreement.

- c. The Performance Report Card shall be used to calculate an overall score for the Contractor's performance against the Service Level Agreements for each six-month period for which the At-Risk Management Fee is being calculated. The maximum score to be assigned to each category of the Performance Report Card and the relative weight of each performance element are set forth in **Attachment I--"Performance Report Card"** attached hereto. The total maximum score set forth in **Attachment I** shall be 100 on a 100 point scale.

- d. Within five business days following the end of each six-month period, the Contractor shall deliver to General Managers a proposed Performance Report Card (and the associated calculation of the semi-annual At-Risk Management Fee) reflecting the Contractor's assessment of its performance for the previous six-month period. Within five business days following receipt of the proposed Performance Report Card from Contractor, General Managers shall review the proposed Performance Report Card and either (a) approve the Performance Report Card as submitted, or (b) provide Contractor with written exceptions to the Performance Report Card. If the General Managers have noted exceptions to the proposed Performance Report Card, then the General Manager(s) and Contractor shall meet within ten business days in order to discuss HFC's exceptions. If the General Managers accept the proposed Performance Report Card as submitted, then HFC shall pay Contractor the portion of the semi-annual At-Risk Management Fee determined to be due. If the General Managers do not accept the proposed Performance Report Card as submitted, then HFC shall pay Contractor the portion of the semi-annual At-Risk Management Fee determined to be due based upon the adjusted Performance Report Card within 30 calendar days after HFC and Contractor resolve General Managers' exceptions to the proposed Performance Report Card.

PRICING MODEL INSTRUCTIONS

IMPORTANT: OPEN AND COPY ATTACHMENT “H” TO YOUR COMPUTER (EXCEL WORKBOOK ATTACHED TO RFP)

Proposers are required to provide detailed budget information for projected staffing (Paragraph 3.6), and projected operating expenses, including management fees (Paragraph 3.12) for each of the Facilities shown on Attachment B (i.e., GRBCC including Convention District Garage, Tundra Garage, Wortham Theater, Jones Hall, Miller Outdoor Theatre, Houston Center for the Arts, Sunset Coffee Building, Talento Bilingue de Houston, Houston First Outdoors and Fountains, and Theater District Parking Facilities). For ease of proposing, one workbook has been pre-populated with individual worksheets pre-linked with a consistent budget format for each Facility, titled “VVV. Att. H Pricing Model.” (Note: Please replace “VVV” with your company’s initials, for example: Acme Building Company = “ABC. Att. H Pricing Model”).

Attachment H – Roll-Up Summary

This first worksheet within the Attachment H workbook is designed to summarize all of the key components of the financial Proposal--excluding Other Work services (work that cannot be performed by Contractor’s on-site staff) and the One Time Capital Project pricing--at a high-level on one sheet. **DO NOT INPUT – THIS WILL FEED DIRECTLY FROM THE APPROPRIATE UNDERLYING WORKSHEETS.**

Underlying Worksheets

- ◆ H-1A - Staffing plans (detailed and summary templates)
- ◆ H-1B - Projected Operating Budgets (detailed and summary templates)
- ◆ H-1C - Management Fee
- ◆ H-1D - Unit pricing
- ◆ H-2 - Transition Fees
- ◆ H-3 - Other Work hourly rates (work that cannot be performed by Contractor’s on-site staff)

Response Submission

Upon completion forward the file on a flash drive or computer disk ("c.d.") as directed in Section 1.5.

It is imperative that you:

- ◆ Do not modify any formulas,
- ◆ **Input data only in the cells indicated (highlighted in yellow),**
- ◆ Do not insert any rows or columns,
- ◆ Do not rename any underlying worksheets,
- ◆ Save the workbooks exactly as instructed.

ATTACHMENT H-1A

STAFFING PLAN WORKSHEET DEFINITIONS

Please refer to the following definitions while populating the staffing plan worksheets. The H-1-A Roll-up worksheet requires no input by Proposers as this worksheet will automatically populate from the underlying Staffing Plan templates. A comprehensive Staffing Plan template (H 1-A) has been included for each of the Facility groups and requires that the Proposers input the proposed staffing plan, by Facility group, to address all of the operations and maintenance services and general services. Proposers are required to input all compensation-related expenses into these spreadsheets. Only input information into these spreadsheets if you propose to support the activities with on-site staff. If you propose to support a particular service by utilizing a subcontractor, input the proposed annual cost for their services into the appropriate line item within the Operating Budget templates (H 1-B).

HFC requires on-site staffing on a 24/7/365 basis at the George R. Brown Convention Center and availability to respond as needed on a 24/7/365 basis at all Facilities. The following on-site staffing positions should be reflected in your staffing along with other positions and staffing levels that you feel are necessary to meet all of the responsibilities as defined in the SLAs. Staffing qualifications are described in Attachment D-1A. Typical service hours are listed in Section 12.3 of this RFP.

Project Manager

Operations Managers

Maintenance Supervisors

Maintenance Mechanics currently include a couple of "Rover" Maintenance Mechanics, who are assigned to work at different Facilities as maintenance needs vary. For example, one Rover Maintenance Mechanic may be assigned to Miller Outdoor Theatre and Houston First Outdoors, and another Rover Maintenance Mechanic may generally be assigned to Fountains and Houston First Outdoors, but must be available to work in other locations if requested.

[Do any Facilities have Operating Engineers now?]Maintenance Electricians

Journeyman Electricians

Maintenance Mechanics

Plumber(s), including a female plumber or plumber's helper

Fountain Technicians

General Maintenance Technician

Painters and Painter's Assistants

Locksmith

Proposers are to enter their proposed staffing and cost information in the appropriate yellow shaded cells for all positions they propose in their staffing plan.

Definitions have been provided only for those fields that require input:

- ◆ Position Title – Identify on each line, the separate job classifications/position types that are related to each major function as indicated within the spreadsheet. For a position that may be staffed on second or third shifts, where a shift differential is proposed, list each position separately. (e.g. HVAC Technician, HVAC Technician – 2nd Shift/3rd Shift).
- ◆ Proposed Headcount – The number of employees per position type (for staff that will be performing multiple functions, please use the fraction of time allotted to the relevant

function). Please note the sum of all headcount on all Facilities must true to the total number of headcount proposed as direct pass through on the account.

◆ Salary Range:

Low – The low end of the salary range for an employee in the listed position.

High – The high end of the salary range for an employee in this position.*

*The high end of the salary range is the maximum salary that the employee will be paid during this Agreement, including any salary adjustments. Bonuses should not exceed the amounts proposed in the "Bonus Factor" column. Bonuses are not cumulative. As the Agreement progresses, no salary adjustment shall exceed the high end of the salary range for each individual position without the President's prior written approval. Bonuses shall not exceed the amounts proposed for each individual position.

- ◆ Expected Salary – The expected base salary amount an employee in the listed position would earn.
- ◆ Load Factor % – The actual costs incurred, and passed through for benefits and taxes, reported as a percentage of base salary. Note: Providers will be required to document the actual costs.
- ◆ Overtime Factor – The percentage of anticipated overtime that a given position will incur on an annual basis.
- ◆ Bonus Factor – The average annual bonus projected per position as a percentage of expected salary.

ATTACHMENT H-1B

OPERATING BUDGET WORKSHEET DEFINITIONS

Please refer to the following definitions while populating the Attachment H-1B pricing worksheets. The H-1B Roll-up worksheet requires no input by Proposers as this worksheet will automatically populate from the specific asset group templates.

The overall intent of collecting this level of information at this point in time is to help HFC understand how each Proposer would propose to staff and/or support each of the services included within the RFP, and to understand the probable total cost associated with each service. Consistent with the overall compensation structure for this agreement, all direct costs associated with labor, contracted services and/or materials would be passed through to HFC at cost. Any fees associated with providing or managing these services should be incorporated into the Proposer's overall Management Fee proposal.

Proposers are to enter their projected cost information in the appropriate yellow shaded cells for the applicable chart of account categories listed for each asset group. Projected costs associated with staff allocations of salary and benefits, management fees and transition costs will automatically feed from the appropriate worksheets.

Definitions have been provided only for those fields that require input:

41 - Repairs and Maintenance ("R&M")

- ◆ HVAC – R&M expenses associated with maintaining the HVAC system, including HVAC contracted services and materials expenses.
- ◆ Electrical – R&M expenses for electrical upkeep, including any electrical contracted services and materials expense.
- ◆ Structural/Roofing – R&M expenses for the building structure and roof, including all contracted services and materials expenses.
- ◆ Plumbing – R&M expenses for building plumbing, including plumbing contracted services and materials expense.
- ◆ Fire & Life Safety – R&M expenses for building fire and life safety, including fire and life safety contracted service and materials expense.
- ◆ General Building R&M (Interior) – Includes directly expensed outlays for repairs and maintenance inside the building such as common area (building) signage, painting, carpet repairs, and other common area surface repairs.
- ◆ General Building R&M (Exterior) – Includes directly expensed outlays for repairs and maintenance to the building exterior such as exterior window replacement, concrete repairs, power-washing, etc.
- ◆ Other – Any miscellaneous building R&M expense for subcontracted services and materials that cannot be placed in any of the above categories. Parking Facilities R&M should be included in this category.

ATTACHMENT H-1B (Continued)
OPERATING BUDGET WORKSHEET DEFINITIONS

- ◆ Allocation of Salary & Benefits – All payroll costs for any in-house R&M staff; including costs for time allocated to manage infrastructure projects. – DO NOT INPUT – THIS WILL FEED DIRECTLY FROM STAFFING PLAN WORKSHEET.

45 – Administrative

- ◆ Allocated Administrative Fees – Pro rata share of any or all Administrative overhead charges/fees assigned to the building.
- ◆ Management Contract Fees - Annual fees paid to the operations and maintenance Contractor - DO NOT INPUT – THIS WILL SUM THE BASE MANAGEMENT FEE AND AT-RISK MANAGEMENT FEE VALUES.
- ◆ Base Management Fee – Refer to Pricing Instructions H-1C for definition. DO NOT INPUT – THIS WILL FEED DIRECTLY FROM THE MANAGEMENT FEE WORKSHEET.
- ◆ At-Risk Fee – Refer to Pricing Instructions H-1C for definition. DO NOT INPUT – THIS WILL FEED DIRECTLY FROM THE MANAGEMENT FEE WORKSHEET.
- ◆ Professional Fees - All fees such as legal fees, accounting, data processing, engineering consulting and auditing.
- ◆ General Office Expense - Administrative expenses for running the building such as supplies, furniture, telephone, temporary help and postage. HFC will not pay for personal long-distance telephone calls.
- ◆ Employee Expenses - Educational programming and training. No other expenses will be allowed without President's prior written approval.
- ◆ Other Administrative Expenses - Other building administrative expenses such as software must be detailed. Unsubstantiated expenses labeled "other" or "miscellaneous" are subject to the President's approval.
- ◆ Transition Expenses - Reasonable expenses associated with transitioning service to a new contract structure or new provider. DO NOT INPUT – THIS WILL FEED DIRECTLY FROM THE TRANSITION EXPENSE WORKSHEET.
- ◆ Allocation of Salary & Benefits – All payroll and benefits expenses for directly employed administrative personnel, including account management – DO NOT INPUT – THIS WILL FEED DIRECTLY FROM THE STAFFING PLAN WORKSHEET.

80 – General Services

400 – General Services (Attachment D-24)

- ◆ Subcontracted Services - All projected costs associated with subcontracting firms to deliver General Services, as described in Attachment D-24.
- ◆ Materials – All supplies and materials related to General Services

Allocation of Salary & Benefits – All payroll and benefits expenses for personnel directly employed to deliver General Services – DO NOT INPUT – THIS WILL FEED DIRECTLY FROM THE STAFFING PLAN WORKSHEET.

ATTACHMENT H-1C MANAGEMENT FEE DEFINITIONS

Please refer to the following definitions while populating the management fee worksheets. The management fee pricing is quoted on the basis of a total fee to be charged annually for each of the asset groups and the portfolio in total.

Proposers are to enter their proposed fee information in the appropriate yellow shaded cells for each asset group. Portfolio totals will automatically sum up.

Definitions have been provided only for those fields that require input:

- ◆ Administrative Overhead – Costs to be allocated to each Facility that are attributable to administrative support functions provided by your firm whether incurred by dedicated, shared, on-site or off-site resources to provide:
 - I/T Services
 - Human Resource Services
 - Marketing Services
 - Legal Services
 - Accounting Services
 - Call Center Services
 - Procurement Services
 - Training Services
- ◆ Corporate Overhead – Costs to be allocated to each asset group that are attributable to your firm's corporate overhead costs such as:
 - Your firm's infrastructure related costs (i.e., web page, I/T infrastructure etc.)
 - Management and administrative costs that are not assigned to a specific account but support the firm in total (i.e., regional and national management and expert resources).
- ◆ Profit – The proposed base profit your firm expects to receive on an annual basis for each asset group.
- ◆ At-Risk Component – The percentage of the Total Management Fee that you are willing to place at risk based upon your ability to deliver to the specifications and service levels outlined within the RFP as applied to each asset group.
- ◆ Base Management Fee – The fee that will be paid annually regardless of performance – DO NOT POPULATE. THIS WILL FEED AUTOMATICALLY BASED UPON THE PERCENTAGE PROPOSER IS WILLING TO PLACE AT RISK.
- ◆ At-Risk Management Fee – The fee that will be paid annually based on performance – DO NOT POPULATE. THIS WILL FEED AUTOMATICALLY BASED UPON THE PERCENTAGE PROPOSER IS WILLING TO PLACE AT RISK.

ATTACHMENT H-1D UNIT PRICING DEFINITIONS

Please refer to the following definitions while populating the unit pricing worksheets in the Excel document attached as **Attachment “H”—Pricing Model**. The unit pricing is quoted on the basis of the unit of measure noted for each function and projected annual workload volumes. Unit prices apply for all Facilities within the portfolio.

- ◆ Unit Measure – unit price structure required for the associated service:
 - Cost/Work Order – price per remedial work request and preventive maintenance work order received, processed and reported inclusive of all labor, materials, overhead and profit (does not include personnel to complete the requested work order service).
 - Cost per EH&S Investigation, Survey and Sample – price per occurrence for all labor, materials, overhead and profit to complete a thorough analysis for all of the line items listed.

The following work order categories will apply to the dollar cost per work order pricing structure:

- ◆ Remedial Work Request work orders – Direct telephone, e-mail or web-site work order submissions to the service/call center to initiate a service action that results in a Contractor staff member or subcontractor response. (Note: customer inquiries for follow-up information or to report a work activity that has not been sufficiently completed **does not result in a work order**). Service work orders are generated on an as needed basis and are to be addressed consistent with the service level response goals for the various services to be provided. The following guidelines are to be followed for chargeable remedial request work orders (both criteria must be satisfied):
 - Remedial request is for a single/specific location
 - Remedial request is for a single/specific disciplineExample: Single request to fix locks in three locations within one building is one (1) work order (not three).
- ◆ Preventive/Predictive Maintenance Work orders – Work tasks to ensure the building equipment and systems function as designed and intended. PM work orders will be generated from a PM database on a pre-determined frequency. PM work orders may be added to the database as new equipment is installed or removed from the database as obsolete equipment is retired. The following guidelines are to be followed for chargeable PM work orders:
 - PM work orders are to be at the building level with grouped maintenance tasks defined within a work order for common routines (i.e., inspect all exit signs).
 - As much as practical, repetitive work tasks are to be batched within one chargeable work order for common PM routines (i.e., similar filter changes within a given asset, belt replacements within a given asset etc.) Actual work completed is still to be tracked at the equipment unit level.

ATTACHMENT H-1D (Continued)
UNIT PRICING DEFINITIONS

Proposers are to enter their proposed unit pricing in the appropriate yellow shaded cells.

Worksheet Definitions:

- ◆ Unit Measure – the specific unit measure for the specified service or function - DO NOT INPUT – THE UNIT MEASURE HAS BEEN SPECIFIED BY HFC.
- ◆ Volume – the projected annual volume for the unit measure specified which is to be utilized as the basis for you unit pricing and to determine the annual cost for a particular service or function. For work orders the base value represents the current projected annual work order volumes that are to be priced on a unit cost basis. Proposers are then to enter their unit costs should the annual volume increase by 10%, and then exceed the 10% threshold - DO NOT INPUT – THE PROJECTED VOLUMES HAVE BEEN SPECIFIED BY HFC.
- ◆ Extended Volume – the workload volume to be used to calculate the extended cost or projected annual cost - DO NOT INPUT – THE EXTENDED VOLUMES HAVE BEEN SPECIFIED BY HFC.
- ◆ Unit Cost – Input your unit price for the specified services using the defined unit measure metric. Unit costs are to be inclusive of all labor, materials, administrative overhead and profit required to deliver the required services at the unit price entered.
- ◆ Extended Cost – Calculated volumes or extended volumes times unit prices entered – DO NOT INPUT – THIS FIELD WILL AUTOMATICALLY CALCULATE.

ATTACHMENT H-2 TRANSITION FEE DEFINITIONS

Please refer to the following definitions while populating the Transition Fee worksheet.

All pricing represents one-time costs incurred by the Proposer to transition services from the current methodology to the Proposer's proposed solution. If the Proposer plans to absorb some or all of the transition expenses as defined below, please include the percent of the total transition amount associated with each asset group that will be passed through to HFC. Transition costs may include:

- ◆ Management Personnel Expenses – Includes personnel costs assigned specifically for the transition period only (personnel that are part of the proposed staffing plan are not to be included).
- ◆ Furniture/Fixtures – Costs associated with establishing a temporary office from which the transition plan will be managed and executed (if not provided by HFC).
- ◆ Computer Equipment – Costs associated with obtaining computer equipment specific to managing the account.
- ◆ Software & Related Licenses – Costs associated with obtaining software specific to managing the account and any software licensing fees specific to the account.
- ◆ Office Costs – Miscellaneous office supplies purchased specifically for the transition period.
- ◆ Maintenance & Repair Parts – Materials purchased to establish a start-up inventory.
- ◆ Tools & Equipment – Items purchased to be utilized on the HFC account going forward.
- ◆ Overhead/Fees/Profit – Charges associated specifically with the execution of the transition. This should not include the management fee previously quoted.
- ◆ Other Costs – Any other charges that will be incurred by you in transitioning the HFC account (please itemize).
- ◆ Percent Pass Through to HFC – The percent of the total transition costs noted that would be directly passed through to HFC.
- ◆ Total HFC Transition Cost – Dollar value of transition costs to be directly passed through to HFC – DO NOT POPULATE. THIS WILL AUTOMATICALLY CALCULATE BASED ON THE PERCENT PASS THROUGH TO HFC VALUE ENTERED.

ATTACHMENT H-3 OTHER WORK SERVICES PRICING DEFINITIONS

Please refer to the following definitions while populating the Other Work services pricing worksheet. The Other Work services pricing is quoted on the basis of the total hourly fee to be charged to HFC for any approved work requests that cannot be performed by Contractor's on-site staff. The Contractor will be expected to fully optimize the use of all on-site staff to address work requests on an ongoing basis, but if the Contractor justifies the need to use additional/external labor, once approved by the President, these standard hourly rates will be used as the maximum allowable billable rate, per trade discipline. The hourly rate value submitted on this pricing template is to reflect the necessary skills, experience and qualifications to accomplish the responsibilities as defined within the noted Service Level Agreements. Enter your cost/hour values in the yellow shaded cells for the following positions, for all five (5) Agreement Years:

- ◆ Infrastructure Project Manager – Total hourly cost associated with hiring an Infrastructure Project Manager for Other Work (per Attachment D-14).
- ◆ Carpenter – Total hourly cost associated with hiring a Carpenter for Other Work (per Attachment D-13 and/or D-24).
- ◆ Electrician – Total hourly cost associated with hiring an Electrician for Other Work (per Attachment D-10, D-16 and/or D-24).
- ◆ HVAC Technician – Total hourly cost associated with hiring an HVAC Technician for Other Work (per Attachment D-15 and/or D-24).
- ◆ Painter – Total hourly cost associated with hiring a Painter for Other Work (per Attachment D-13 and/or D-24).
- ◆ Plumber – Total hourly cost associated with hiring a Plumber for Other Work (per Attachment D-17 and/or D-24).
- ◆ Locksmith – Total hourly cost associated with hiring a Locksmith for Other Work (per Attachment D-13).

ATTACHMENT I
PERFORMANCE REPORT CARD

Please see separate Excel document titled “Performance Report Card.”

ATTACHMENT J

HFC-OWNED TOOLS
PROVIDED TO CURRENT CONTRACTOR

GRBCC

Quantity	Description
4	Battery Charger Motorola
4	Battery Charger Motorola
2	Motorola
4	Motorola
1	24 FT. UPRIGHT LIFT
1	31 FT. UPRIGHT LIFT
2 ea.	736" Klein Pipe Wrenches (steel)
2 ea.	24" Rigid Pipe Wrenches (steel)
1 ea.	No. 1 Bolt Cutter
1 ea.	Hand-held wood saw
1 ea.	Klein Safety Belts
2 ea.	Drop Lights with 50' cords
2 ea.	Grease Guns
1 ea.	Hand-held plumbing snake "ridid"
2 ea.	Bag type filter pullers
1 ea.	Hand-held hack saws
1 ea.	Rigid K5800 Plumbing Auger 1 100' extr 1/2" snake line
1 set	Rigid portable pipe threading kit w/ reaming tool, 1/4" - 2"
1 ea.	Milwaukee 3/8" high speed drills
1 ea.	Hou-Tex percussion drill
1 ea.	Black & Decker 1/2" impact drill
1 ea.	Proto 3/4" Drive Socket set 7/8" - 2"
1 ea.	Porter Cable Portband Saw
1 ea.	Milwaukee H.D. Sawzall
1 ea.	Black & Decker Portable Belt Sander
1 ea.	Associated Mo. #6229 Battery Tester
1 ea.	Goodway Tube Puncher w/ 9 xtra 1/2" brushes
1 ea.	Hitachi Ltd. 4400 lb. Electric Chain Hoist
1 ea.	Uniweld Oxy-Acetylene Torch
1 ea.	Dayton Electric Portable Compressor w/ extra nozzle
1 ro.	3/8" Polypro Rope (nylon)
1 ea.	10 lb. Sledge Hammer
1 ea.	Dremel Br. Engraving Tool
1 ea.	Chicago Pneumatic High Speed Air Drill
1 ea.	Binks Mo. #2001 Spray Gun
1 ea.	Binks Mo. #80 Paint Pressure Bucket
1 ea.	10" Visegrips
2 ea.	Craftsman 10" Channellock Pliers
1 set	Nicholson 6" & 8" Asst. Files
1 ea.	Craftsman 8" half-round file
1 ea.	Craftsman 5/8" x 7" chisel
2 ea.	Craftsman 3/4" x 6" chisel
1 ea.	Craftsman spanner/pry tool
1 ea.	Craftsman 3/8" punch

1 set Craftsman Hex Head Key Wrenches
 1 ea. Craftsman 1/4" screwdriver (med.)
 1 ea. Craftsman 3/16" screwdriver (long)
 1 ea. Craftsman #1 Phillips screwdriver
 1 ea. Craftsman #0 Phillips screwdriver
 1 ea. Craftsman #3 Phillips screwdriver
 1 ea. Craftsman #4 Phillips screwdriver
 1 ea. Klein Nut Drivers 1/4" - 1/2"
 1 ea. Craftsman NU Drivers 1/4" - 1/2" -- 5/16, 11/32, 1/2
 1 ea. Milwaukee Percussion Drill Bit 3/8" x 4"
 1 ea. Milwaukee Percussion Drill Bit 3/8" x 6"
 1 ea. Milwaukee Percussion Drill Bit 7/16" x 6"
 1 ea. Milwaukee Percussion Drill Bit 1/2" x 12"
 1 ea. Milwaukee Percussion Drill Bit 1/2" x 6"
 1ea. Milwaukee Percussion Drill Bit 5/8"X8"
 1ea. Milwaukee Percussion Drill Bit 7/8"X6"
 1ea. Milwaukee Percussion Drill Bit 9/16"X12"
 1ea. Milwaukee Percussion Drill Bit 1"X8"
 1ea. 1-1/4" Hole Cutting Bit For Wood
 1ea. Craftsman 15/16"X1" Open end Wrench+2 Proto 15/16X1 open
 1ea. Craftsman 1-1/2"X1-5/8" Open end Wrench
 1ea. Craftsman 1-1/4"X1-5/16" Open end Wrench
 1ea. Craftsman 1-3/8"X1-7/16" Open end Wrench
 1ea. Craftsman 3/4" X 7/8" Open end Wrench
 1ea. Craftsman 5/8"X 3/4" Open end Wrench+2 Proto 5/8X3/4 open
 2ea. Proto 5/8"X9/16" Open End Wrench
 1ea. Craftsman 1/4"X9/16 Open End Wrench
 1ea. Proto 1/4"X5/16" Open End Wrench
 1ea. Craftsman 1-7/16"X1-1/2"Box End Wrench
 1ea. Craftsman 1-1/8"X1-5/16"Box End Wrench
 1ea. Craftsman 1-1/16"X1-1/4"Box End Wrench
 2ea. Proto 7/8x13/16 Open
 1ea. Craftsman 11/16X13X16 Open
 1ea. Craftsman 1/16X1-1/8 Open
 1ea. Proto 3/8X5/16 Open
 2ea. Proto 3/4X11/16 Open
 1ea. Proto 5/8X9/16 Box
 1ea. Proto 3/4X11/16 Box
 1ea. Proto 7/8X13/16 Box
 1ea. Proto 1-1/16"X1-1/8"Box End Wrench
 1ea. Craftsman15/16"X1" Box End Wrench
 1ea. Craftsman 3/4"X7/8" Box End Wrench
 1ea. Craftsman11/16"X13/16" Box End Wrench
 2ea. Craftsman 5/8"X3/4"" Box End Wrench
 1ea. Craftsman 1/2"X9/16"" Box End Wrench
 1ea. Klein 3LB Sledge Hammer

1ea. Craftsman Rubber Hammer
 1ea. Craftsman 5/8"X3/4" Ratchet Wrenches
 1ea. Craftsman 13/16"X7/8" Ratchet Wrenches
 1ea. Dunlap 13/16X7/8 Ratchet Wrenches
 1ea. Williams 3/4"X7/8" Ratchet Wrenches
 1ea. Craftsman 1/2"X9/16" Ratchet Wrench
 1ea. Gear puller
 1ea. Craftsman Ring- puller Plier
 1ea. Craftsman 1/2" Ratchet
 1ea. Craftsman 1/2" Breaker Bar
 1ea. Craftsman 1/2"X10" Extension
 1ea. Craftsman 3/4" Ratchet w/ 1" – 2" sockets; 4", 8" & 10"
 Extensions; & Breaker Bar
 1ea. Craftsman 1/2" Sockets 1/2"-1-1/4"
 1ea. Craftsman 3/8" Breaker Bar
 1ea. Craftsman 3/8" Sockets 1/2"-1-1/8"
 1ea. Dayco Belt Tension Gauges
 2ea. Water Pressure Testing Gauges
 1set. Proto 1/2" Ratchet w/Sockets; & extensions 1/2"-1-1/4"
 1ea. Weller Soldering Gun
 2rls. Silver Solder
 1ea. 4oz. Jar Solder Flux
 1tb. Copper Alloy Solder
 2ea. Simpson Multi Meters
 1ea. Proto 3/4" Drive Torque Wrench
 1ea. Magna Tap & Die Set
 1ea. Rigid Screw Extractor Kit
 1ea. Dayton 10amp Battery Charger
 4ea. Drill Indexes 1/16"-1/2"
 1ea. TIF 5500 Halogen Leak Detector
 1ea. TIF 8800 Detector Combustible Gas Detector
 3ea. Dwyer Magnehelic Gauge
 1ea. Amprobes
 1ea. Waveter Multi Meters
 1ea. RPM Gauges
 1ea. Stanley 100' Measuring Tape
 1ea. Klein 50' Measuring Tape
 1ea. Bilge Pump
 1ea. Alnon Air Volume Balancer
 1ea. Milwaukee Rotany Hammer
 1ea. Wilton 10" Desk Vise
 3ea. Complete Tool Pouches signed out to Maintenance Personnel
 each Pouch containing
 1ea. Klein Vise Grip
 1ea. Klein 1/2" screwdriver (long)
 1ea. Klein 1/4" screwdriver (long)

1ea. Klein 1/4" screwdriver (short)
 1ea. Klein #1 Phillips Screwdriver (3in.)
 1ea. Klein #2 Phillips Screwdriver (long)
 1ea. Klein #3 Phillips Screwdriver (long)
 1ea. Needlenose pliers
 1ea. Cutters
 1ea. Allen Wrench Set
 1ea. Klein 8" Crescent Wrench
 1ea. Knaack Job Box
 1ea. Milwaukee Bench Grinder Model 4991
 1ea. Delta Floor Model Drill Press Serial 8723-Model 17
 1ea. Harris Acetylene Regulators
 2ea. Starrett Dial Indicator
 2ea. Rubbing Flare Tools
 700 lbs R11 Freon
 2ea. Rebuilt 25 Horsepower Motor 1700 RPM
 1ea. 2 Drawer Lateral File Cabinet
 5ea. 36x72 Meter Desk
 1ea. 48" Round table
 4ea. Chairs
 2ea. 6X30 Tables
 1ea. 6x18 Tables
 8ea. EDS Canopy/ Marquee Bulb Circuit Boards
 3ea. EDS Canopy/ Marquee Power Supplies
 2ea. EDS Canopy/ Marquee Driver Boards
 125 CanopyMarquee Bulbs
 0ea. Andover LCU8 Circuit Boards
 1ea. Spare Net Commander Back Up
 1ea. Silver Red EXGG7D Typewriter
 1ea. Telescopic Seating Control Switch
 1ea. Large Sewer Machine
 2ea. 6 ft. Ladder
 1ea. 8 ft. Ladder
 1ea. 10 ft. Ladder
 2ea. Ear Muffs
 1ea. Bulb Changer
 2ea. Pocket Testers
 1ea. 2- ton ratchet puller
 1ea. Tap & Die Set
 1 HACK SAW
 1 1172SUPPER WRENCH OPEN END 1 1/8
 1 BOX END 1 3/8
 1 18" CRESCENT WRENCH
 1 24" BOLT CUTTER
 1 DAYTON MODEL 6 X 628 TAP
 1 DIE SET- 52 PIECES

- 1 HEAT DUAL WELDER D-550
- 1 240/3325 WATTS
- 1 AMPROB
- 1 RIGID FOLDING PIPE VISE
- 1 DAYTON HAND TRUCK
- 1 DAYTON DRUM TRUCK
- B/D 1/2" DRILL MOTOR
- MILLER A/C D/C ARC WELDER
- B/D 3/8" Drill Motor
- Victor Acetylene Welding & Cutting Drill Press #67c991/One
- Dayton Airless Paint Sprayer
- 7" Hand Grinder
- Rigid Pipe Cutter & Reamer
- Bench Grinder
- Dayton Battery Charger
- Keil Key Machine
- Spartan Sewer Machine, 100 Cable
- Thompson Ice Edger
- #Gpo60rbduad086
- Serial #P-318026
- 1 1/2 Ton Chain Hoist

Quantity JONES HALL INVENTORY

- 1 Grinder
- 1 (Broken) 1/2" Drill
- Jig Saw
- 2 Sump Pumps
- 1 Arc Welder
- 2 Retaining Ring Pliers
- 1 Channel Lock
- 1 10" Grip Pliers
- 1 7" Grip Pliers
- 1 8" Vise Grip Pliers
- 2 Wire Strippers
- WRENCHES**
- Open End- Box End: 3/4", 11/16", 5/8", 9/16", 1/2", 1", 1 1/4", 1 1/8", 1 1/16", 13/16",
- Pipe Wrenches: 36", 24", 14", 12"
- 2 5/8" Spud Wrench
- Crescent Wrenches: 18", 15"
- 13" Bolt Cutter
- 2 Rip Saws
- 1 24" Leveler
- 1 Framing Square
- 2 Oil Cans
- 3 Hammers

- 2 Grease Guns
- 3 Putty Knives
- 1 Pipe Threading Set
- 3 Packing Removal Tools
- 6 Metal And Wood Files
- 1 Proto Tool Box
- 2 C-Clamp
- 1 Wheel Puller
- 1 Come-A-Long
- 1 DeWalt Hammer Drill 18v
- 1 DeWalt Hand Grinder 18v
- 1 DeWalt reciprocating Saw 18v
- 1 DeWalt Flashlight 18v
- 1 DeWalt Circular Saw 18v
- 1 Belt Sander 120v
- 1 Assortment of Screw Drivers
- 1 Portable Husky Air Compressor
- 2 6' A Frame Ladders
- 1 24' Little Giant Ladder
- 1 14' A Frame Ladder
- 1 8' A Frame Ladder
- 1 Digital Volt/Amp Meter
- 1 Wet/Dry Vac
- 2" Pipe Cutter
- 1 Hacksaw
- 1 Fish Tape
- 1 50' Extension Cord
- 1 Tire Tool
- 6 Boiler Tube Brushes
- 1 Flaring Tool
- 1 Mallet
- 1 Torque Wrench
- 1 Tap & Die Set
- 1 Deep Drive Socket Set
- 1 Misc Drill Set
- 1 Vise
- 1 Hatchet

**Wortham Center
Inventory Tool List**

- 1ea. Drum Dolley
- 1ea. Tool Box, 9 Drawer Proto
- 1ea. Knack Lock Box (work box)
- 1ea. Knack Box, 18" X 30"
- 1ea. Crowbar
- 1ea. Rotosplit Box cutter

1ea. Tap& Die Set, 77 piece
 1ea. 150' Tape Measure
 1ea. Electrical Fish Tape
 1ea. Small Submersible Sump Pump
 1ea. Handsaw
 1ea. Allen Set
 1ea. Long Arm Allen Set
 3ea. Extension Cords
 1ea. Square
 1ea. Face Shield
 2ea. Pulley Pullers
 1ea. Bench Grinder
 6ea. (HFC Preq) Radios
 1ea. Tube Snip
 1ea. Hole Saw Set
 1ea. 3# Sledge Hammer
 1ea. Pipe Reamer
 2ea. Tube Cutter
 1ea. Flare Tool
 3ea. Garden Hoses
 3ea. Notched Trowel
 1ea. Drill Press
 4ea. 6' A Frame ladder
 1ea. 7' A Frame Ladder
 3ea. 8' A Frame Ladder
 2ea. 10' A Frame Ladder
 1ea. 12' A Frame Ladder
 1ea. 16' A Frame Ladder
 1ea. 16' A Frame ladder w/center extension
 1ea. 20' Extension Ladder
 1ea. 32' Extension Ladder
 6ea CP200 Motorola Two-Way Radios w/chargers
 1ea. Dell Computer w/ Officejet J6480 Printer
 1ea Old Milwaukee hand Grinder
 1ea. ½" Dewalt Hammer/Drill 18v w/extra batteries
 1ea 3/8" Milwaukee Drill 14v
 2ea. 24"pipe Wrench
 1ea. Set of Hex T Wrenches
 1ea. Strap Pipe Wrench
 1ea. Bolt Cutter
 1ea. Multi socket Set
 1ea. Assortment of Pliers
 1ea. Combo Wrench Set
 1ea. Assortment of hand files
 2ea. Safety Harness
 1ea. Grease Gun

- 2ea. Hacksaw
- 1ea. ½" EMT Pipe Bender
- 1ea. Zolatone Spray Rig – Pot
- 1ea. Zolatone Spray Rig – Turbine
- 1ea. Rigid 4.5 gal air compressor #0F45150A
- 1ea. Speedair air compressor #3Z419G
- 1ea. Husky 2 gal air compressor
- 1ea. 5 kw gas generator
- 75' x 3/8" elect Sewer Machine
- 1ea. 25' x ¼" Hand Sewer Machine
- 1ea. Assortment of extension cords
- 1ea. Employee Time Clock
- 1ea. Microwave
- 1ea. Refrigerator
- 2ea. Digital Multi Meter
- 1ea High Voltage Tester & Insulated Pole
- 2ea. Wet/Dry Vac
- 1ea. Screw Driver Knocker
- 1ea. Rubber mallet
- 1ea. Ball Pein Hammer
- 1ea. Sheet Metal Cutting Pliers
- 1ea. Faucet Seat Removal Set
- 3ea. Chain Hoist
- 1ea. Key Machine
- 1ea. Best Key Punching Machine

Theater District Remote Sites / Parking Garage

Tool Name

- 4' A-Frame Fiberglass Ladder
- 6' A-Frame Fiberglass Ladder #1
- 6' A-Frame Fiberglass Ladder #2
- Little Giant Multi-Function Fiberglass Ladder
- Golf Cart White (Electric/Electricians)
- Golf Cart White (Electric/Painters)
- Golf Cart White (Gas/General Use)
- Golf Cart White (Gas/Electrician) #2
- Golf Cart Green (Gas/General Use)
- Golf Cart Green Heavy Duty (Gas)
- Kawasaki Mule Cart (Gas/General Use)
- 36v DeWalt Drill
- 36v DeWalt Saw
- 36v DeWalt Batteries (Qty:2)
- 36v DeWalt Battery Charger
- Milwaukee Hammer Drill
- Milwaukee Electric Shears
- Ryobi Circular Saw
- Aluminum Man Rescue Tripod

A-Frame Hoist
Chain Come Along
Single-Man Lift
Engine Hoist
2-Inch Semi Trash Pump #1
2-Inch Semi Trash Pump #2
2-Inch Semi Trash Pump #3
3-Inch Semi Trash Pump Emergency Flooding
2-inch Suction Hose
2-inch Discharge Hose
3-inch Suction Hose
3-inch Discharge Hose
2-Inch Strainer Cover
3-Inch Strainer Cover
Battery Charger
36" Pipe Wrench #1
36" Pipe Wrench #2
100' Green Lee Fish Tape
100' Extension Cord
50' Extension Cord #1
50' Extension Cord #2
GFI Cord
Pallet Jack
6 hp wet vac
6 hp wet vac
Tools that on the van
Full shield safety goggles
dust masks
lattice gloves
leather gloves
ear plugs
freon gauges
oxygen acetylene kit
18v Dewalt hammer drill
18v Dewalt sawzall
18v Batteries
Freon Leak Detector
Screwdriver Set
Channel Locks
Tin Snips
1/2", 3/8", 1/4" Socket Set
Sink Wrench
Toilet Wrench
Stud Sensor
File Set
Torx & Allen Wrench Set

Power T Handle Allen Wrench Set
Digital volt/amp Prob
Nut Drive Set
Grease Gun
Wire Pulling Snake
Caulking Gun
4' Level
120v DeWalt Hand Grider
17pc Combo Wrench Set
Dust Pan
Hacksaw
Mallet
Ballpen Hammer
Claw Hammer
18' Pipe Wrench
Water Hose
Water Nozzle

ATTACHMENT K CONTRACTOR EVALUATION FORM

1. List your firm's Experience Modification Rate for the 3 most recent years: [The EMR is a computation that compares a company's annual losses in insurance claims against its policy premiums over a three-year period, excluding the most current year.]

2011 _____
 2012 _____
 2013 _____

2. Use your last year's OSHA NO 200 Log, Log and Summary of Occupational Injuries and Illnesses, to fill in:
 Number of injuries and illnesses.

A) Number of Lost Time accidents _____
 B) Number of lost workday cases _____
 C) Number of restricted workday cases _____
 D) Number of cases with medical attention only _____
 E) Number of fatalities _____

3. Employee hours worked last year (do not include any non-work time, even though paid). _____

4. Do you hold Site Safety Meetings for field Supervisors? Yes___ No___
 How often?
 Weekly___ Bi-Weekly___ Monthly___ Less often, as needed___

5. Do you conduct Project Safety Inspections? Yes___ No___
 If yes, who conducts these inspections (title)? _____
 How often? _____

6. How are Accident Records and Accident Summaries kept? How often are they reported?

	<u>Yes</u>	<u>No</u>	<u>Monthly</u>	<u>Annually</u>
a. Accidents totaled for the entire Company	___	___	_____	_____
b. Accidents totaled by Project	___	___	_____	_____
c. Subtotaled by Superintendent	___	___	_____	_____
d. Subtotaled by Foreman	___	___	_____	_____

ATTACHMENT K (Continued)
CONTRACTOR EVALUATION FORM

7. List key personnel. Please list names, qualifications, and positions.

	<u>Yes</u>	<u>No</u>
8. Do you have a written Safety Program?	___	___
If yes, does it address the following OSHA Standards?		
A. Hazard Communication	___	___
B. Blood borne Pathogens	___	___
C. Lockout/Tag-out	___	___
D. Elevated Work and Fall Protection	___	___
E. Electrical Safe Work Practices	___	___
F. PPE – Job hazard analysis	___	___
G. Confined Space Entry	___	___
H. Fire Protection and Prevention	___	___
I. Emergency Reporting and Response	___	___
9. Do you have an orientation program for New Hires?	___	___
If yes, does it include the following:		
A. Head Protection	___	___
B. Eye Protection	___	___
C. Respiratory Protection	___	___
D. Safety Belts and Lifeline	___	___
E. Scaffolding	___	___
F. Perimeter Guarding	___	___
G. Housekeeping	___	___
H. Fire Protection	___	___
I. First Aid Facilities	___	___
J. Emergency Procedures	___	___
K. Toxic Substances	___	___
L. Trenching and Excavation	___	___
M. Signs, Barricades, and Flagging	___	___
N. Electrical Safety	___	___
O. Rigging and Crane Safety	___	___
P. Safe use of hand tools	___	___
Q. Safe lifting – back safety	___	___
R. Work place ergonomics	___	___
S. Machine Guarding	___	___

ATTACHMENT L

LIST OF PREVIOUS CUSTOMERS/LIST OF SUBCONTRACTORS/SUBMITTAL FORM

LIST OF PREVIOUS CUSTOMERS:

In order to receive Proposal award consideration, the Proposer must be able to demonstrate that they are currently providing or have had at least one contract, as a prime contractor, for security guard services that is similar in size and scope to this contract. **Contractor must have references documenting that it has performed facility operations and maintenance services in some of the following types of facilities:** convention centers, theaters, or similar venues in excess of 1,000,000 square feet, which host heavily-attended public events. The reference(s) should be included in the space provided below. Please attach additional pages if necessary. If references are not included with the Proposal, the Proposer shall be required to provide such references to HFC within five working days from receipt of a written request from HFC to do so. **Proposers' capability and experience shall be a factor in determining best proposal for HFC.**

1. Name: _____ Phone No.: _____
Address: _____
E-mail address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Contract Description: _____
2. Name: _____ Phone No.: _____
Address: _____
E-mail address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Contract Description: _____
3. Name: _____ Phone No.: _____
Address: _____
E-mail address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Contract Description: _____
4. Name: _____ Phone No.: _____
Address: _____
E-mail address: _____
Contract Award Date: _____ Contract Completion Date: _____
Contract Name/Title: _____
Contract Description: _____

LIST OF SUBCONTRACTORS

The following is a list of subcontractors we propose to engage on the following items of work. Any item of work which does not designate a subcontractor will be done by the firm submitting the Proposal.

SEGREGATED PART OF WORK

SUBCONTRACTOR/SUPPLIER

SUBMITTAL FORM

NOTE: PROPOSAL MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE PROPOSER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM SERVICES REQUIRED BY THE CONTRACT IF AWARDED.

The undersigned, as Proposer, certifies that the only person or parties interested in this proposal as principals are those named herein; that the Proposer has not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this contract.

Respectfully Submitted:

(print or type name of Contractor – full company name)

By: _____
(signature of authorized officer or agent)

Name: _____

Title: _____

Date: _____

Attest/Witness: _____
(signature)

Name: _____

Title: _____

Date: _____

Address of Contractor: _____

Telephone No. of Contractor: (_____) _____

E-mail address of contact person: _____

(signature, name and title of Affiant)

Notary Public in and for

_____ County, Texas

My Commission Expires: _____ day of _____ 20_____