

AGENDA

HOUSTON FIRST CORPORATION

OPERATIONS COMMITTEE MEETING

April 6, 2023 – 2:00 P.M.

Partnership Tower, 701 Avenida de las Americas, Suite 200

Houston, Texas 77010

HOUSTON FIRST BOARD ROOM

COMMITTEE MEMBERS:

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

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

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

Any questions regarding the Agenda, should be directed to Lisa K. Hargrove, General Counsel at either 713-853-8965 or Lisa.Hargrove@houstonfirst.com

- I. **Call to Order**
- II. **Public Comments**
- III. **Minutes – March 20, 2023**
- IV. **Committee Business**
 - A. Consideration and possible recommendation of a Janitorial Cleaning Services Agreement between Houston First Corporation and United Maintenance Company, Inc.
- V. **Adjourn**

III. Minutes – March 20, 2023

MINUTES

HOUSTON FIRST CORPORATION

OPERATIONS COMMITTEE MEETING

March 20, 2023 – 1:00 P.M.

Partnership Tower, 701 Avenida de las Americas, Suite 200

Houston, Texas 77010

HOUSTON FIRST BOARD ROOM

The Operations Committee (“Committee”) of Houston First Corporation (the “Corporation” or “HFC”), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV’T. CODE ANN. §394.001 et seq., held a meeting at Partnership Tower, 701 Avenida de las Americas, Suite 200, Houston, Harris County, Texas 77010 on Monday, March 20, 2023, commencing at 1:00 p.m.

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

The following Committee Members participated in the meeting: Desrye Morgan (Chair), Alex Brennan-Martin, Steven Mitzner, and Bobby Singh.

1. **Call to Order.** The Committee Chair called the meeting to order at 1:03 p.m., and a quorum was established.
2. **Public Comments.** None.
3. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the minutes for February 14, 2023, were, approved as presented.
4. **Presentations, Reports, and Updates**
 - A. **HFC President & CEO Report**

Michael Heckman, President & CEO, announced that Lynn Wyatt Square’s grand opening celebration would occur on April 28, 2023, and stated that HFC would promptly inform Committee Members of further details.

Mr. Heckman transitioned into updating the Committee Members about questions and concerns raised during the last Board Meeting, which pertained to HFC's janitorial provider and the Service Employees International Union. He stated that HFC communicated with union representatives and the vendor, Caring Commercial Cleaning, Inc. ("Caring"). He also explained that HFC submitted a list of questions to Caring and received their written responses. According to Mr. Heckman, HFC was investigating potential solutions to ensure that written agreements aligned with business practices. Mr. Heckman then assured Committee Members that the janitorial issue had the full attention of the Management Team, which was navigating the matter. He indicated that HFC would provide a similar update to the Board at the next meeting. He then emphasized that the janitorial issue was an important matter, which HFC would continue to push for an expeditious resolution.

Bobby Singh stated that it was essential to ensure that Caring honored the contract. He also added that it was necessary to differentiate "included" and "excluded" contractual terms, which would govern HFC's scope.

Alex Brennan-Martin suggested providing a timeline and the steps to resolve the issue at the next Board meeting, scheduled for Thursday, March 23, 2023.

B. NCAA Final Four Update

John Gonzalez, Senior Vice President & General Manager, reported that the National Association of Basketball Coaches moved into the George R. Brown Convention Center ("GRB") on Thursday, and the Men's Final Four Fan Fest move-in would begin on March 21, 2023, and would occur from March 31, 2023, to April 3, 2023. He highlighted that Megan Thee Stallion would headline the opening night Friday, March 31, 2023, and that other dates would include performances by Lil Nas X, Tim McGraw, Keith Urban, Little Big Town, Maggie Rogers, and Mickey Guyton. Mr. Gonzalez noted that fireworks would occur behind the GRB on Sunday evening.

5. Committee Business

A. Consideration and possible recommendation of a new one-time Grant Agreement between Houston First Corporation and Midtown Arts and Theater Center Houston ("MATCH").

Mr. Heckman stated that HFC management, Alex Brennan-Martin, Chair of the Benefits, Compensation, and Finance Committee, and Desrye Morgan, Chair of the Operations Committee, met with representatives from Midtown Arts and Theater Center Houston ("MATCH") regarding their request for additional funding. Mr. Heckman explained that MATCH was facing a lack of funding and that the current contract between HFC and MATCH would end in September 2023. He also illuminated that MATCH did not have an alternative funding source to fill its funding gap and that HFC encouraged MATCH to investigate other funding options, including donation initiatives, sponsorships, and other methods. He then conveyed that HFC's management recommended providing MATCH with a one-time grant for eighteen months, beginning in October 2023, which would give MATCH two years to locate and determine alternative funding.

Desrye Morgan stated that MATCH was a viable asset that needed preservation; and highlighted that the extension provided a window for MATCH to find alternative

funding. Bobby Singh suggested the inclusion of a contractual clause for MATCH to provide HFC with quarterly updates on its fundraising efforts during the 18 months and emphasized that meeting minutes should clarify that HFC was providing a one-time extension. Alex Brennan-Martin suggested communicating directly with MATCH's Board or attending their Board meetings. Stephen Mitzner, suggested limiting MATCH's extension to six or twelve months instead of eighteen months. Desrye Morgan stated MATCH was invited to attend today's meeting, but chose not to attend. Alex Brennan-Martin suggested modifying the existing contract to include accepting money from other organizations, such as Houston Arts Alliance.

Following a motion duly seconded, Committee Members unanimously approved a new one-time Grant Agreement between Houston First Corporation and Midtown Arts and Theater Center Houston ("MATCH").

6. **Adjourn.** The meeting adjourned at 1:45 p.m.

IV. (A) Consideration and possible recommendation of a Janitorial Cleaning Services Agreement between Houston First Corporation and United Maintenance Company, Inc.

Consideration and possible approval of a Janitorial Cleaning Services Agreement between Houston First Corporation and United Maintenance Company, Inc.

DESCRIPTION: On July 29, 2022, Houston First issued a Best Value Invitation to Bid for Janitorial Cleaning Services for all managed facilities. All proposers were interviewed by the selection committee and all bids were then evaluated. The highest score was awarded to Caring Commercial Cleaning, Inc. and United Maintenance Company, Inc. was the second ranked firm. Management has issued a letter to Caring Commercial Cleaning, Inc. terminating their services for convenience.

At this time, management recommends approval of United Maintenance Company, Inc., as the second highest ranking company, to perform janitorial cleaning services, subject to the parameters set forth below:

- The term of the Agreement begins on May 4, 2023, and is for five years.
- The Diversity Participation Goal remains at 33%.

The Agreement provides that the minimum hourly wage paid under the Agreement may not be less than \$15.00 per hour.

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

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

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

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

PROPOSERS

**CARING
COMMERCIAL
CLEANING, INC.**

**\$2,678,252.00
Score: 464**

*UnitedService
Companies*

**\$2,669,682.72
Score: 458**

KLEEN-TECH

**\$2,678,252.00
Score: 437**

 **midwest
maintenance**

**\$3,042,774.60
Score: 436**

 **LCC GLOBAL**

**\$2,572,365.72
Score: 432**

 **TG
TRANSSEED
GROUP**

**\$2,597,737.88
Score: 355**

 **PRITCHARD
SPORTS & ENTERTAINMENT GROUP**

**\$4,280,261.94
Score: 353**

DLP
Cleaning services

**\$2,510,120.80
Score: 340**

dexterra
GROUP

**\$2,181,875.00
Score: 324**

 **StarBuildingServices**
Maintenance & Cleaning Services

**\$2,531,924.76
Score: 319**

Well Done
CLEANING SERVICES

**\$2,769,938.00
Score: 297**

 **VGC AIRMEDIQUE**

**\$3,638,799.24
Score: 253**

HFC RECOMMENDATION

UNITED SERVICE COMPANIES

- Based in Chicago, IL, founded in 1982
- Fee at \$2,669,682 is below \$2,888,688 avg of the 12 proposals
- Current clients include
 - Kay Bailey Hutchinson Convention Center, Dallas, Orange Country Convention Center, Orlando, Los Angeles Convention Center, Javits Center, NYC, United Center Stadium, O'Hare International Airport, Mandalay, MGM Resorts
- Diversity: 38% Goal