

I N D E X

PORT COMMISSION  
OF THE  
PORT OF HOUSTON AUTHORITY  
OF THE PORTS OF HARRIS COUNTY, TEXAS

July 31, 2018

<u>Minute No.</u>	<u>Event/Action</u>
	<b>General</b>
	Chairman Longoria convened the meeting of the Port Commission and provided opening remarks
	<b>Minutes</b>
2018-0731-01	Approve the Minutes of the June 26, 2018 Port Commission Meeting
	<b>Port Commission Committee Updates</b>
2018-0731-02	Chairman Longoria reported on the Audit Committee Meeting – July 26, 2018
2018-0731-03	Authorize funding to Grant Thornton, LLP for auditing services to be provided to the Port Authority for fiscal year 2018
	<b>Appearances</b>
2018-0731-04(a)	Chairman Longoria introduced Al Maldonado, District Director, League of United Latin American Citizens (LULAC), who addressed the Port Commission
2018-0731-04(b)	Chairman Longoria introduced Ingrid Robinson, President, Houston Minority Supplier Development Council, who addressed the Port Commission
2018-0731-04(c)	Chairman Longoria introduced Yolanda Smith, Executive Director, National Association for the Advancement of Colored People (NAACP) – Houston Branch, who addressed the Port Commission
2018-0731-04(d)	Chairman Longoria asked if anyone would like to address the Port Commission; there was no response
	<b>Staff Reports</b>

<u>Minute No.</u>	<u>Event/Action</u>
2018-0731-05	Roger Guenther, Executive Director, presented a summary of selected financial and operations matters
	<b>G. Executive</b>
2018-0731-06	Approve and reaffirm the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies, effective July 31, 2018
	<b>H. Commercial</b>
2018-0731-07	Approve Port Authority sponsorship of the 2019 Retail Industry Leaders Association Logistics Conference
2018-0731-08	Approve a two-year and three month contract with Ben Line Singapore, Limited, for trade development activities on behalf of the Port Authority in Asia
2018-0731-09	Authorize the renewal of professional services contracts with CK Productions and David Bray Photography for an additional one-year each commencing October 1, 2018, to provide professional photography and videography services in an amount not to exceed \$60,000 each
2018-0731-10	Authorize a one-year advertising and sponsorship agreement with JOC Group Inc.
2018-0731-11	Authorize a one-year advertising and sponsorship agreement with Breakbulk Events & Media
2018-0731-12	Authorize the Port Authority to contract with Levy Restaurants to provide customer event services at the 2018 Breakbulk Americas Conference Welcome Reception
2018-0731-13	Approve a Memorandum of Friendship and Trade Cooperation between the Port of Açu in Brazil and the Port Authority
2018-0731-14	Approve an amendment to the lease agreement with Watco Transloading, LLC at Industrial Park East increasing the leased premises by approximately 10 acres for a total of approximately 22.58 acres, at a total annual rental of \$812,880 subject to an annual increase of the greater of 3% or the increase in the Consumer Price Index
2018-0731-15	Approve a third amendment to the lease agreement with SESCO Cement Corp. at the Southside Turning Basin increasing the leased premises by approximately 4.48 acres for a total of approximately 19 acres, at a total rental (once operational) of \$338,965 subject to the annual increase of the Consumer Price Index, not to exceed 4 percent

Minute No.

Event/Action

**I. Finance**

2018-0731-16	Authorize advertisement and receipt of responses for fifteen formal procurements
2018-0731-16(a)	Request for competitive sealed bids for trash disposal and recycling services for the Turning Basin Terminal, Barbours Cut Terminal, Bayport Container Terminal, Woodhouse Terminal, and Turning Basin Terminal South for a three-year term
2018-0731-16(b)	Request for competitive sealed bids for a two-year contract for rental of heavy equipment for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
2018-0731-16(c)	Request for competitive sealed bids for the rehabilitation of the drainage system at Volkswagen Yard at Turning Basin Terminal
2018-0731-16(d)	Request for competitive sealed bids for perimeter security fence replacement at Barbours Cut Terminal
2018-0731-16(e)	Request for competitive sealed proposals to construct electrical and telecommunications infrastructure under Port Road and the ExxonMobil at Bayport Container Terminal
2018-0731-16(f)	Request for competitive sealed proposals to construct electrical and telecommunications infrastructure in Container Yards 4, 5, and 6 at Barbours Cut Terminal
2018-0731-16(g)	Request for competitive sealed proposals for electrical preventative maintenance services at Barbours Cut Terminal and Bayport Container Terminal
2018-0731-16(h)	Request for competitive sealed proposals for a two-year contract for structural inspection services for seventeen wharf cranes at Barbours Cut Terminal and Bayport Container Terminal
2018-0731-16(i)	Request for competitive sealed proposals for a two-year contract for occupational and safety inspection services for equipment at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
2018-0731-16(j)	Request for proposals for purchase of miscellaneous personal safety equipment for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
2018-0731-16(k)	Request for proposals for an environmental service provider to monitor the Port Authority's public water supply

<u>Minute No.</u>	<u>Event/Action</u>
2018-0731-16(l)	Request for proposals for the purchase of a TWIC/badge reader software application to be deployed at Port Houston truck gates
2018-0731-16(m)	Request for qualifications for a detailed assessment of the grain storage and transport system at Woodhouse Terminal
2018-0731-16(n)	Request for qualifications for building program development and design for Maintenance and Administration buildings complex at Barbours Cut Terminal
2018-0731-16(o)	Request for qualification for design of Bayport Container Terminal Port Road expansion and drainage
2018-0731-17	<p>Approve the purchase of annual software subscription and support services for Cognos budgeting and reporting software from Mark III Systems, Inc., using a State of Texas Department of Information Resources cooperative purchase contract</p> <p>Authorize funding to Grant Thornton, LLP for auditing services to be provided to the Port Authority for fiscal year 2018 (<i>see above – approved by Minute No. 2018-0731-03</i>)</p>

#### **J. Health, Safety, Security & Emergency Management**

2018-0731-18	Amend the existing professional services contract with Oil Mop LLC dba OMI Environmental Solutions for hazardous materials incident response services
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#### **K. Infrastructure**

2018-0731-19	Rescind the award and re-advertise for competitive sealed proposals for the renovation of the Executive Office Building at Turning Basin Terminal
2018-0731-20	Award a construction contract to Grant Mackay Demolition for the demolition of the former seafarers center building at Turning Basin Terminal
2018-0731-21	<p>Approve staff's ranking of vendors and award a construction contract to construct Container Yard 7 at Bayport Container Terminal to the top-ranked proposer: staff ranking – first, McCarthy Building Companies, Inc.; second, Webber, LLC; and third, Archer Western Construction, LLC</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>

<u>Minute No.</u>	<u>Event/Action</u>
2018-0731-22	Amend the professional services contract with RPS Klotz Associates, Inc. to perform construction phase services for Container Yard 7 at Bayport Container Terminal
2018-0731-23	<p>Approve staff's ranking of vendors and award a professional services contract to conduct structural analysis of eleven Turning Basin Terminal wharf structures to the top-ranked proposers: staff ranking – first, CH2M Hill Engineers, Inc.; second, Atkins North America; and third, Moffat &amp; Nichol</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2018-0731-24	Enter into a U.S. Coast Guard Marine Industry Training Agreement permitting LT Sarah Rousseau to be assigned to the Port Authority for a two-week training detail
2018-0731-25	Issue a pipeline license to CenterPoint Energy Houston Electric, LLC for one 10-inch natural gas pipeline under and across Greens Bayou in Houston
2018-0731-26	Approve the renewal of an expiring Port Authority license for a new ten-year term: HSC Pipeline Partnership, LLC
2018-0731-27	Issue a pipeline license to Lyondell Chemical Company for one 6-inch ethanol/methanol pipeline and one 10-inch ETBE/MTBE pipeline under and across the Small Boat Channel in Harris County
2018-0731-28	Issue a pipeline license to Jacob Stern & Sons, Inc. for two 6-inch tallow pipelines, two 8-inch spare pipelines, one 12-inch molasses pipeline, and a pipe rack across the Turning Basin Area – West in Houston
2018-0731-29	Issue a license to Kinder Morgan Texas Pipeline LLC for a 0.044-acre surface site on the Beltway 8 property in Houston
2018-0731-30	Amend a pipeline license to MVP Terminalling LLC to modify the diameter to 20 inches and move the location of a proposed pipeline further downstream across the Houston Ship Channel in Pasadena
2018-0731-31	Amend a pipeline license to INEOS Chocolate Bayou Pipeline LLC to add a 0.188-acre surface site within Southside Mainline railroad right-of-way in La Porte
2018-0731-32	Assign a license from INEOS USA LLC to INEOS Chocolate Bayou Pipeline LLC for one 14-inch pipeline across various Port Authority properties

<u>Minute No.</u>	<u>Event/Action</u>
	<b>L. Operations</b>
2018-0731-33	Award a three-year contract to Anixter, Inc. for purchase of miscellaneous electrical cables for wharf and RTG cranes at Barbours Cut Terminal and Bayport Container Terminal
2018-0731-34	<p>Approve staff's ranking of vendors and award a two-year contract for repair of motors, generators, and alternators for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal to the top-ranked proposer: staff ranking – first, Northstar Industries; and second, Marine Tekno Services, LLC</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2018-0731-35	<p>Approve staff's ranking of vendors and award a contract for replacement of forestays on Cemco wharf crane at Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, Industrial &amp; Crane Services, Inc.; and second, ZPMC USA, Inc.</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2018-0731-36	<p>Approve staff's ranking of vendors and award a one-year contract for spotting of vessels at all Port Authority facilities to the top-ranked proposer: staff ranking – first, Texas Mooring, LLC; and second, Marine Tekno Services, LLC; and to authorize re-advertisement for additional awards for contracts for spotting of vessels</p> <p>Port Commission adopted the staff-recommended ranking and authorized award, and authorized re-advertisement</p>
2018-0731-37	Issue a purchase order to Automated Logic Contracting Services, Inc. for maintenance and support of building automation systems at Bayport Container Terminal for a three-year period, using Harris County Department of Education's Choice Partners, a cooperative purchase program
2018-0731-38	Issue a purchase order to Altec Industries, Inc. for the purchase of an articulating bucket truck, using the National Joint Powers Alliance, a cooperative purchase program
2018-0731-39	Amend the services agreement with ITS Technologies & Logistics, LLC f/k/a In-Terminal Services Corporation for a one-year extension to provide for Operation of the Port Authority's Intermodal Rail Ramp at Barbours Cut Terminal at no cost to the Port Authority
2018-0731-40	Enter into a Marine Terminal Services Agreement with CMA CGM S.A.

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Event/Action

**M. People (no items)**

**N. Technology**

- 2018-0731-41 Approve staff's ranking of vendors and award a contract for continued improvement solutions JD Edwards Configurable Network Computing to the top-ranked proposer: staff ranking - first, Cyret Technologies, Inc.; second, Denovo Ventures, LLC; and third, Smartbridge, LLC
- Port Commission adopted the staff-recommended ranking and authorized award
- 2018-0731-42 Issue a purchase order to CDW Government, LLC for purchase of a one-year renewal of NetApp (data storage) hardware and software maintenance, using Texas Department of Information Resources Cooperative Purchase Program
- 2018-0731-43 Award a purchase order to Solid Border, Inc. for a one-year renewal of Palo Alto (firewall) hardware and software maintenance, using the State of Texas Department of Information Resources Cooperative Purchase Program
- 2018-0731-44 Award a purchase order to SHI Government Solutions, Inc. for annual renewal of Mimecast email management software maintenance and support, using Local Government Purchasing Cooperative's BuyBoard
- 2018-0731-45 Award a contract to ECS Federal, LLC for purchase of information technology implementation services in support of the migration from Microsoft SharePoint 2010 and supporting functionality to Microsoft SharePoint 2016 using the United States General Services Administration, an agency of the United States

**O. Recess Open Meeting and Convene Executive Session**

**P. Reconvene Open Meeting**

- 2018-0731-46 Motion to authorize the Port Authority to amend the lease with Ridge POH I, LLC on the terms discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing
- 2018-0731-47 Motion to authorize the Port Authority to pay amounts to Interface Consulting International, Inc. for consulting services on the terms discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing
- 2018-0731-48 Motion to authorize the Port Authority to amend its agreement for legal services with Amy Loeserman Klein on the terms discussed in Executive

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Event/Action

Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing

2018-0731-49

Motion to authorize terms of the Port Authority's acquisition of a real property interest in a fifteen foot-wide utility easement encumbering Port Authority land known as the Ballard Wah Change property, by purchase or exercise of eminent domain, to allow it to be more fully used in the public interest by the Port Authority, as discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing

2018-0731-50

Motion to authorize terms of the Port Authority's acquisition of fee simple interests in three tracts (approximately 3.78, 3.70, and 8.88 acres), by purchase or exercise of eminent domain, in connection with development and operation of Bayport Terminal facilities and other port-related activities, as discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing

**Q. Adjourn Meeting**



**Port of Houston Authority  
Port Commission Public Meeting**

**Houston, Texas  
July 31, 2018**

A public meeting of the Port Commission of the Port of Houston Authority of Harris County, Texas was convened on July 31, 2018 at 9:00 a.m., at the Port of Houston Authority Executive Offices, Fourth Floor Boardroom, at 111 East Loop North, Houston, Texas 77029. The following Commissioners, staff and counsel were present:

Janiece Longoria, Chairman  
Theldon R. Branch, III, Commissioner, arrived at 9:35 a.m.  
Dean E. Corgey, Commissioner  
Stephen H. DonCarlos, Commissioner  
Clyde E. Fitzgerald, Commissioner  
John D. Kennedy, Commissioner  
Roger Guenther, Executive Director  
Erik Eriksson, Chief Legal Officer  
J. Kent Friedman, outside counsel, arrived at 9:17 a.m.

Chairman Longoria convened the meeting of the Port Commission, welcomed everyone, and provided remarks as follows.

- Chairman Longoria asked the interns to stand up and noted that Mr. Guenther would be recognizing them in his comments.
- The M/V Sam Houston, originally called the “Show Window to the Port,” was christened on July 30, 1958 by Karen Tellepsen, and is celebrating its 60<sup>th</sup> anniversary. Since then, the public tour has showcased the Port of Houston to nearly 2 million visitors, and offers visitors a unique opportunity to get an up-close look at one of the busiest ports in the nation. The M/V Sam Houston hosts 10 free tours a week, carrying up to 100 passengers per sailing. Chairman Longoria encouraged everyone in attendance to take the tour if they had not already done so.
- Chairman Longoria recognized the Small Business and Maritime Education Department, noting that the Port Houston Partners in Maritime Education program was selected for Honorable Mention in the 2018 National Career Pathways Awards program. The awards are sponsored by the National Career Pathways Network, which strives to share information on exemplary practices, collaborate to develop implementation resources, and foster communication about career pathways and other workforce education programs.

The Career Pathways Award emphasizes the importance of career guidance for students, professional development for educators and employers, and the employer’s role in providing work-based learning opportunities for students, similar to the interns present today. It is a great honor to receive this type of

recognition on a national level and Chairman Longoria congratulated Gilda Ramirez, Senior Director, Small Business and Education Outreach, and her staff on the achievement.

- Chairman Longoria announced that the next Port Commission meeting would be held on September 25, 2018.

(2018-0731-01) Minutes

Chairman Longoria called for a motion to approve the minutes of the June 26, 2018 Port Commission meeting. Commissioner Kennedy moved for approval, seconded by Commissioner Fitzgerald.

Commissioner Corgey commented that the minutes did not reflect the discussion of agenda Item L1. Mr. Eriksson responded that the discussion was summarized but that more detail could be included. Chairman Longoria asked which matter his comment related to and Commissioner Corgey indicated it was the item regarding vessel spotting. Chairman Longoria asked Mr. Eriksson to take a look at the matter; he agreed to do so.

Chairman Longoria called the vote to approve the minutes with the requested change. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. The minutes were approved as amended.

(2018-0731-02) Chairman Longoria reported on the Audit Committee Meeting – July 26, 2018.

Chairman Longoria reported that the Committee reviewed Grant Thornton LLP's contract for professional auditing services and recommended that the option to extend the professional services agreement for an additional one-year term be exercised, requested approval by the Port Commission, and asked that the item be taken out of order and voted upon.

(2018-0731-03) RCA I3 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA I3 PASSED.

She went on to report that staff had performed a self-assessment of the Port Authority's compliance with the Audit Committee Charter, Internal Audit Charter, Texas Special District Local Laws Code Chapter 5007, and Texas Government Code Chapter 2102, and indicted that the Port Authority is in compliance with the regulations. Chairman Longoria thanked Mr. Eriksson and Ms. Buckles for their excellent work in ensuring that the Port Authority remains in compliance with these regulations.

The Committee also completed its annual review of the Audit Committee and Internal Audit Charters, and Internal Audit Policies. Staff affirmed that these documents continue to be consistent with Institute of Internal Auditors Standards. There were no proposed changes to the documents. The Committee concurred with staff's review and recommended reconfirmation of the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies as presented in agenda Item G1.

Staff conducted its annual review of Grant Thornton LLP and Lead Partner qualifications. Both continue to be in good standing with the Texas State Board of Public Accountancy. Ms. Dunlap has served as the engagement partner on the last eight audits and is considered highly qualified and competent to continue in this capacity and recommended same to the Committee, the Committee concurred.

Staff also provided audit reports to the Committee related to the following

1. Review of third-party hosted sites and related assessment of service organization controls;
2. Wharf 46 construction audit;
3. Wind power revenue audit; and
4. The Promotion and Development Fund fourth quarter 2017 and first quarter 2018 reviews.

Staff informed the Committee that there was one issue reported under the Port Authority's "whistleblower" policy during the period March through June 2018. The matter was considered a Human Resources issue regarding communication and has been resolved.

Chairman Longoria asked if there were any questions. There were none.

(2018-0731-04)      Appearances

(a)      Chairman Longoria introduced Al Maldonado, District Director, League of United Latin American Citizens (LULAC), who addressed the Port Commission.

Mr. Maldonado requested that the Port Commission conduct a diversity study to ensure its contracting practices and award system is fair and equitable to the Hispanic and minority communities. He stated that Port Houston's current procurement system encourages Minority Women Business Enterprises ("MWBEs") through the Small Business Development Program, but the system is based on only the race-neutral means. He also requested that a meeting be held with his group and commissioners to discuss the employment representation of Hispanics and minorities in all levels.

Chairman Longoria thanked Mr. Maldonado for his comments.

(b) Chairman Longoria introduced Ingrid Robinson, President, Houston Minority Supplier Development Council, who addressed the Port Commission.

Ms. Robinson gave a brief overview of the Council and emphasized the economic impact that the Council has in Houston and the surrounding area. She also requested that the Port Commission conduct a diversity study regarding minority-owned small businesses, in order to identify the ethnic breakdown and gender breakdown on small businesses that are currently enrolled in Port Houston's Small Business Development Program.

Chairman Longoria thanked Ms. Robinson for her comments.

(c) Chairman Longoria introduced Yolanda Smith, Executive Director, National Association for the Advancement of Colored People (NAACP) – Houston Branch, who addressed the Port Commission.

Ms. Smith concurred with the two previous speakers and stated that much more needs to be done to level the playing field. She requested that Port Houston quantify the actual impact of the Small Business Development Program by collecting and publishing the percentages of MWBEs that are vendors, and also requested that Port Houston conduct a disparity study to investigate its current practices and policies and help promote equality for the communities.

Chairman Longoria thanked Ms. Smith for her comments.

(d) Chairman Longoria asked if anyone else would like to address the Port Commission; there was no response.

Chairman Longoria congratulated Roger Guenther on behalf of the Port Commission and staff for being named as one of the "Most Admired CEOs" by the *Houston Business Journal*, noting that Port Authority employees had nominated him to receive the recognition. Mr. Guenther expressed his appreciation for being able to serve in the position and for the Port Commission and staff that he works with.

(2018-0731-05)      Staff Reports

Mr. Guenther presented a summary of operational and financial matters as follows:

- Mr. Guenther announced that through the second quarter of 2018, Port Houston had moved 1.3 million twenty-foot equivalent units (“TEUs”), for a 6% increase over 2017. In addition, steel trade had increased 21% over 2017, with imports of 2.1 million tons to date.
- The Bayport Container Terminal had the largest number of box lifts for a vessel in its history in July, when more than 4,800 lifts were completed on a 6,400 TEU class vessel from East Asia. This was made possible with the expansion of the Panama Canal, and the investments Port Houston has made in deepening and widening the channel and other capital improvements, in order to accommodate these larger vessels. This move was accomplished at a very productive rate with the partnership of Port Houston operations personnel in addition to stevedores and laborers.
- The first half of 2018 has produced operating revenues of \$179 million. Each sector of the business has experienced revenue growth in the first six months, led by the volume increases of the container business.
- Mr. Guenther noted that on the agenda for commission consideration were requests for more than \$70 million in capital project awards and advertisements, to keep commerce moving through Port Houston and maintain capacity for the high demand in the future.
- It was estimated that the three new cranes for the Bayport Container Terminal will arrive August 6.
- Mr. Guenther concluded his report by recognizing the students who are participating in the 2018 internship program. Mr. Guenther reported that the interns have been working very hard on individual projects, were reaching the completion of the program, and would conclude with a group presentation to senior leadership in August. He asked the students in attendance to introduce themselves, state the departments they interned for, and the universities they were attending.

J Tayler Quinn	Security	Texas A&M (Galveston)
Sara Longoria	Emergency Management	University of Texas
Ryan Gruenzner	Accounting & Finance	Texas A&M (College Station)
Guillermina Sweeny	M/V Sam Houston	Texas Southern University
Brittany Becker	Internal Audit	Texas A&M (College Station)
Rachel Jones	Environmental Affairs	Tarleton State University
Tiffanie Williams	Project & Construction Mgmt.	University of Houston
Anne Dubiel	Human Resources	University of Oklahoma
Katherine Kline	Operations (General Cargo)	Texas A&M (Galveston)
Austin Lloyd	Operations (Container Terminals)	Texas A&M (Galveston)
Kevin Gray	Asset Management/Facility Planning	Sam Houston State University
Samuel Beverly	Corporate Strategy	Texas State University
Alexis Jimenez	Small Business and Education Outreach	Texas A&M (College Station)
Dayton Corbiere	Channel Development	Texas A&M (Galveston)

- Mr. Guenther thanked the students for their hard work and participation in the internship program and acknowledged and thanked Azlina Kabani, Human Resources Generalist, and Rebecca Robie, Benefits Specialist, who led the program.

The Port Commission then considered each Request for Port Commission Action (“RCA”) attached to these minutes as Exhibit “A.”

(2018-0731-06) RCA G1 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Kennedy. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA G1 PASSED.

(2018-0731-07) RCA H1 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H1 PASSED.

(2018-0731-08) RCA H2 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H2 PASSED.

(2018-0731-09) RCA H3 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H3 PASSED.

(2018-0731-10) RCA H4 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H4 PASSED.

(2018-0731-11) RCA H5 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H5 PASSED.

(2018-0731-12) RCA H6 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H6 PASSED.

(2018-0731-13) RCA H7 was presented, moved by Commissioner DonCarlos, seconded by Commissioner Kennedy. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H7 PASSED.

(2018-0731-14) RCA H8 was presented, moved by Commissioner DonCarlos, seconded by Commissioner Corgey. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H8 PASSED.

(2018-0731-15) RCA H9 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Kennedy. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA H9 PASSED.

(2018-0731-16) RCA I1(a-o) was presented, moved by Commissioner Kennedy, seconded by Commissioner Corgey. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA I1(a-o) PASSED.

(2018-0731-17) RCA I2 was presented, moved by Commissioner DonCarlos, seconded by Commissioner Corgey. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA I2 PASSED.

RCA I3 was approved (*see above – approved by Minute No. 2018-0731-03*).



(2018-0731-18) RCA J1 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Kennedy. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA J1 PASSED.

(2018-0731-19) RCA K1 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K1 PASSED.

(2018-0731-20) RCA K2 was presented, moved by Commissioner Kennedy, seconded by Commissioner Fitzgerald. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K2 PASSED.

(2018-0731-21) RCA K3 was presented. Commissioner Fitzgerald moved for staff ranking – first, McCarthy Building Companies, Inc.; second, Webber, LLC; and third, Archer Western Construction, LLC, seconded by Commissioner Kennedy. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K3 PASSED.

(2018-0731-22) RCA K4 was presented, moved by Commissioner Corgey, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K4 PASSED.

(2018-0731-23) RCA K5 was presented. Commissioner Kennedy moved for staff ranking – first, CH2M Hill Engineers, Inc.; second, Atkins North America; and third, Moffat & Nichol, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K5 PASSED.

(2018-0731-24) RCA K6 was presented, moved by Commissioner Corgey, seconded by Commissioner Kennedy. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K6 PASSED.

(2018-0731-25) RCA K7 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Chairman Longoria recused herself. Nays none. RCA K7 PASSED.

(2018-0731-26) RCA K8 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K8 PASSED.



(2018-0731-27) RCA K9 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K9 PASSED.

(2018-0731-28) RCA K10 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K10 PASSED.

(2018-0731-29) RCA K11 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K11 PASSED.

(2018-0731-30) RCA K12 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K12 PASSED.

(2018-0731-31) RCA K13 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K13 PASSED.

(2018-0731-32) RCA K14 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA K14 PASSED.

(2018-0731-33) RCA L1 was presented, moved by Commissioner Kennedy, seconded by Commissioner Corgey. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA L1 PASSED.

(2018-0731-34) RCA L2 was presented. Commissioner DonCarlos moved for staff ranking – first, Northstar Industries; and second, Marine Tekno Services, LLC, seconded by Commissioner Fitzgerald. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA L2 PASSED.

(2018-0731-35) RCA L3 was presented. Commissioner Corgey moved for staff ranking – first, Industrial & Crane Services, Inc.; and second, ZPMC USA, Inc.,

seconded by Commissioner Kennedy. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA L3 PASSED.

(2018-0731-36) RCA L4 was presented. Commissioner Kennedy moved for staff ranking – first, Texas Mooring, LLC; and second, Marine Tekno Services, LLC; and to authorize re-advertisement for additional awards for contracts for spotting of vessels, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA L4 PASSED.

(2018-0731-37) RCA L5 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Longoria, and Commissioners Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA L5 PASSED.

(2018-0731-38) RCA L6 was presented, moved by Commissioner Kennedy, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA L6 PASSED.

(2018-0731-39) RCA L7 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA L7 PASSED.

(2018-0731-40) RCA L8 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA L8 PASSED.

(2018-0731-41) RCA N1 was presented. Commissioner Corgey moved for staff ranking – first, Cyret Technologies, Inc.; second, Denovo Ventures, LLC; and third, Smartbridge, LLC, seconded by Commissioner Branch. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA N1 PASSED.

(2018-0731-42) RCA N2 was presented, moved by Commissioner Kennedy, seconded by Commissioner DonCarlos. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA N2 PASSED.

(2018-0731-43) RCA N3 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Branch. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA N3 PASSED.

(2018-0731-44) RCA N4 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Branch. Chairman Longoria, and Commissioners

Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA N4 PASSED.

(2018-0731-45) RCA N5 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Branch. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. RCA N5 PASSED.

At 9:38 a.m., Chairman Longoria instructed Mr. Eriksson to make the following announcement:

It is now 9:39 a.m. The Port Commission of the Port of Houston Authority of Harris County, Texas will now convene in a closed meeting, as permitted by the Texas Open Meetings Act and Government Code (1) to conduct a private Consultation with Attorneys (*Section 551.071, Texas Open Meetings Act*), including consultations regarding (i) proposed amendment to the agreement for legal services with Amy Loeserman Klein, and (ii) consulting services by Interface Consulting International, Inc.; deliberate regarding (2) Real Estate (*Section 551.072, Texas Open Meetings Act*), including deliberations regarding disposition of Wah Chang property and submerged lands, and disposition of Bayport properties; (3) Economic Development Negotiations or Incentives (*Section 551.087, Texas Open Meetings Act*); (4) Employment and Evaluation of Public Employees (*Section 551.074, Texas Open Meetings Act*), including deliberations regarding public employees; and (5) Security-Related Matters (*Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act*). The Port Commission will reconvene in public session after the closed meeting is adjourned.

Immediately thereafter the Port Commission retired into closed session.

At 9:57 a.m., Chairman Longoria reconvened the open meeting at the Port of Houston Authority Executive Office Boardroom, at 111 East Loop North, Houston, Texas 77029, with the following Commissioners, staff and counsel in attendance:

Janiece Longoria, Chairman  
Theldon R. Branch, III, Commissioner  
Dean E. Corgey, Commissioner  
Stephen H. DonCarlos, Commissioner  
Clyde E. Fitzgerald, Commissioner  
John D. Kennedy, Commissioner  
Roger Guenther, Executive Director

Erik Eriksson, Chief Legal Officer  
J. Kent Friedman, outside counsel

(2018-0731-46) Commissioner DonCarlos moved to authorize the Port Authority to amend the lease with Ridge POH I, LLC, on the terms discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing, seconded by Commissioner Branch. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. MOTION PASSED.

(2018-0731-47) Commissioner Fitzgerald moved to authorize the Port Authority to pay amounts to Interface Consulting International, Inc. for consulting services, on the terms discussed in Executive Session, and authorize the Chief Legal Officer to do all things necessary to give effect to the foregoing, seconded by Commissioner Corgey. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. MOTION PASSED.

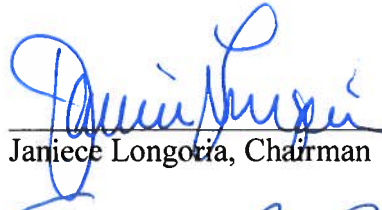
(2018-0731-48) Commissioner Kennedy moved to authorize the Port Authority to amend its agreement for legal services with Amy Loeserman Klein, on the terms discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing, seconded by Commissioner Branch. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. MOTION PASSED.

(2018-0731-49) Commissioner Corgey moved to authorize terms of the Port Authority's acquisition of a real property interest in a fifteen foot-wide utility easement encumbering Port Authority land known as the Ballard Wah Chang property, by purchase or exercise of eminent domain, to allow it to be more fully used in the public interest by the Port Authority, as discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing, seconded by Commissioner Branch. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. MOTION PASSED.

(2018-0731-50) Commissioner Branch moved to authorize terms of the Port Authority's acquisition of fee simple interests in three tracts (approximately 3.78, 3.70, and 8.88 acres), by purchase or exercise of eminent domain, in connection with development and operation of Bayport Terminal facilities and other port-related activities, as discussed in Executive Session, and authorize the Executive Director to do all things necessary to give effect to the foregoing, seconded by Commissioner Corgey. Chairman Longoria, and Commissioners Branch, Corgey, DonCarlos, Fitzgerald, and Kennedy voted Aye. Nays none. MOTION PASSED.

At 10:00 a.m., Chairman Longoria adjourned the Port Commission meeting.

The above is a correct copy of the Minutes of the July 31, 2018 meeting of the Port Commission of the Port of Houston Authority.



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Janiece Longoria, Chairman



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Erik A. Eriksson, Secretary

## G. EXECUTIVE

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<b>Subject</b>	<b>1. Approve and reaffirm the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies, effective July 31, 2018.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its July 31, 2018 meeting, approve and reaffirm the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Invest in people and organize for success)

**Category:**  
General

**Department:**  
Internal Audit

**Staff Contact:**  
Maxine Buckles

**Background:**

By Minute No. 2017-0926-05, the Port Commission last approved the Port Authority's Audit Committee Charter, Internal Audit Charter, and the Internal Audit Policies supporting the Audit Committee and Internal Audit Charters.

The Audit Committee Charter requires that the Audit Committee conduct an annual review of its charter, the Internal Audit Charter, and the Internal Audit Policies.

The Internal Audit Charter sets forth the purpose, authority, and responsibilities of the Internal Audit Department relating to Port Authority systems and business processes, risk management practices, interaction with the Port Authority's independent auditor, internal control structure, accounting policy, and internal audit matters, compliance, and reporting. The Internal Audit Policies support the Audit Committee and Internal Audit Charters.

**Staff Evaluation/Justification:**

The Audit Committee and staff propose a reaffirmation of the Audit Committee Charter, the Internal Audit Charter, and the Internal Audit Policies to document the completion of the annual review and to maintain synchronization of the effective dates. All other content is unchanged.

The Audit Committee has reviewed the Audit Committee Charter, Internal Audit Charter, and Internal Audit Policies, and staff requests that the Port Commission reaffirm the Audit Committee Charter, the Internal Audit Charter, and the Internal Audit Policies.

## H. COMMERCIAL

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**Subject**                      **1. Approve Port Authority sponsorship of the 2019 Retail Industry Leaders Association Logistics Conference in an amount not to exceed \$65,000.**

**Meeting**                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                      Public

**Type**                        Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, approve Port Authority sponsorship of the 2019 Retail Industry Leaders Association Logistics Conference in an amount not to exceed \$65,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals**                        STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)  
Strategic Objective 4b. - Cultivate productive relationships with all stakeholders

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Marketing & External Communications

**Staff Contact:**  
John Moseley / Stan Swigart

**Background:**  
The Retail Industry Leaders Association (RILA) is an American trade association headquartered in Arlington, Virginia. Members include retailers, product manufacturers, and service suppliers. Together, RILA members operate more than 100,000 stores, manufacturing facilities, and distribution centers domestically and abroad.

The 2019 RILA Logistics Conference provides an opportunity for the Port Authority's Trade Development team to meet and engage with key industry leaders and promote the Port Authority as a major gateway for inbound containerized retail goods. Membership and sponsorship are required for non-retailers to participate in this annual supply chain conference, which draws small, medium, and large retailers from across the country along with their ocean carriers and forwarder service providers.

An additional benefit, not listed with this package, is having the only Port Authority seat on the Conference Steering Committee. Normally, this is only included to participants at the Title sponsorship level costing \$100,000.

**Staff Evaluation/Justification:**  
Staff recommends the Port Commission approve sponsorship of the 2019 RILA Logistics Conference.



## H. COMMERCIAL

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**Subject**                    **2. Approve a two-year and three month contract with Ben Line Singapore, Limited, for trade development activities on behalf of the Port Authority in Asia in an amount not to exceed \$425,025.**

Meeting                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, approve a two-year and three month contract with Ben Line Singapore, Limited, for trade development activities on behalf of the Port Authority in Asia in an amount not to exceed \$425,025, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Trade Development

**Staff Contact:**

John Moseley

**Background:**

Ben Line Agencies Singapore, Limited, an independent contractor, using its experience for over 150 years in the shipping industry in Asia, its established network of over 100 offices across 15 countries, and its proven abilities, has continued to promote Port Authority facilities and services while helping maintain a positive image of Houston across Asia.

By Minute No. 2016-0726-05, the Port Commission authorized the award of a contract to Ben Line Agencies Singapore, Limited, for a two-year term in an amount not to exceed \$370,000.

In 2017, East Asian imports through the Port Authority container facilities grew over 25%. Trade with Asia now represents 29% of the total volume of import and export containers which move through Port Authority Terminals. China was the Port Authority's number one country for container trade in 2017 and accounted for 22% of all loaded containers, more than three times that of the next highest country of Brazil.

With the addition of the Maersk/MSC 2M service (that launched in May 2016), increasing Asia service vessel sizes, and high beneficial cargo owner demand for cargo routing through the Port Authority, Asian volumes are expected to continue to trend upward, and Asia continues to represent the fastest-growing trade area for the Port Authority.

**Staff Evaluation/Justification:**

Based on these circumstances, staff recommends the Port Authority advance its strategic positioning in Asia (i.e., China, South Korea, Japan, Hong Kong, Taiwan, Singapore, Philippines, Thailand, Indonesia, Malaysia, Vietnam, Cambodia, Myanmar, Australia, Sri Lanka, and India) through the award of a new two-year and three month contract with Ben Line Agencies Singapore, Limited, not to exceed \$425,024.91 during the entire term of this Agreement (\$11,158.33 per month), including Port Authority related travel and business expense reimbursement not to exceed \$55,000 per year including \$13,750 for the three months ending December 31, 2020. The additional three months of this term are requested to put the contract on a calendar-year basis.



## H. COMMERCIAL

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<b>Subject</b>	<b>3. Authorize the renewal of professional services contracts with CK Productions and David Bray Photography for an additional one-year each commencing October 1, 2018, to provide professional photography and videography services in an amount not to exceed \$60,000 each.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its July 31, 2018 meeting, authorize the renewal of professional services contracts with CK Productions and David Bray Photography for an additional one-year each commencing October 1, 2018, to provide professional photography and videography services in an amount not to exceed \$60,000 each, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Invest in people and organize for success) Strategic Objective 2c. - Develop a strong brand identity

**Category:**

Award, Amendments & Change Orders

**Department:**

Commercial

**Staff Contact:**

John Moseley / Stan Swigart

**Background:**

By Minute No. 2017-0926-11, the Port Commission approved one-year extensions for the Port Authority's agreements with CK Productions and David Bray Photography; these now expire on September 30, 2018.

In the past year, the Port Authority has regularly used these photographers to obtain images and video recordings of meetings with public officials, special events, and Port Authority operations and other activities. The materials are used in connection with the Port Authority's public outreach efforts and promotional activities, including those that support the development of regional maritime commerce as well as Port Authority terminal and other business activities. Staff believes these services continue to meet its expectations and bring value to the Port Authority's marketing and public relations efforts.

**Staff Evaluation/Justification:**

Staff recommends a renewal of the agreements with CK Productions and David Bray Photography.

## H. COMMERCIAL

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**Subject** 4. Authorize a one-year advertising and sponsorship agreement with JOC Group Inc. in an amount not to exceed \$170,000.

**Meeting** Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access** Public

**Type** Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, authorize a one-year advertising and sponsorship agreement with JOC Group Inc. in an amount not to exceed \$170,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals** STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)  
Strategic Objective 4b. - Cultivate productive relationships with all stakeholders

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Commercial

**Staff Contact:**  
John Moseley / Stan Swigart

**Background:**  
This agreement is part of the Marketing and External Communication group's business-to-business ad campaign and promotion strategy. Ad placement in printed publications and digital media, along with e-mail blasts and sponsorships at JOC Group Inc. conferences, targets beneficial cargo owners, carriers, third party logistics providers, and various other containerized freight service providers. The conferences sponsored by the Port Authority would be the Gulf Shipping Conference, TPM America, and TPM Asia.

**Staff Evaluation/Justification:**  
Staff recommends the Port Commission enter into a one-year advertising and sponsorship agreement with JOC Group Inc.

## H. COMMERCIAL

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**Subject**                      **5. Authorize a one-year advertising and sponsorship agreement with Breakbulk Events & Media in an amount not to exceed \$100,000.**

Meeting                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                      Public

Type                      Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, authorize a one-year advertising and sponsorship agreement with Breakbulk Events & Media in an amount not to exceed \$100,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                      STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)  
Strategic Objective 4b. - Cultivate productive relationships with all stakeholders

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Commercial

**Staff Contact:**  
John Moseley / Stan Swigart

**Background:**  
This agreement is part of the Trade Development and Marketing group's business-to-business ad campaign, business development and promotion strategy. Ad placement in Breakbulk Events & Media publications and attendance at the Breakbulk conferences targets beneficial cargo owners, carriers, third party logistics providers, and various other non-containerized freight service providers. Breakbulk conferences that will be sponsored by the Port Authority this year would be Breakbulk Europe and Breakbulk Americas.

**Staff Evaluation/Justification:**  
Staff recommends the Port Commission authorize entering into a sponsorship agreement for advertising with Breakbulk Events & Media.

## H. COMMERCIAL

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**Subject**                    **6. Authorize the Port Authority to contract with Levy Restaurants to provide customer event services at the 2018 Breakbulk Americas Conference Welcome Reception in an amount not to exceed \$70,000.**

Meeting                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, approve a contract with Levy Restaurants to provide customer event services at the 2018 Breakbulk Americas Conference Welcome Reception to be held October 2, 2018 in an amount not to exceed \$70,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)  
Strategic Objective 4b. - Cultivate productive relationships with all stakeholders

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Commercial

**Staff Contact:**  
John Moseley / Stan Swigart

**Background:**

The 2018 Breakbulk Americas Conference welcome reception allows the Port Authority staff to extend its appreciation to all of the breakbulk customers that use its facilities, as well as market its general cargo facilities to potential new customers. Since 2015, the Port Authority has sponsored this welcome reception which allows all conference badge holders to attend, with a much higher turnout and lower cost than previous closing night receptions.

Port Authority staff expects the attendance figure to be slightly higher this year, based on reports received from the organizer.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission authorize contracting with Levy Restaurants to provide customer event services for the 2018 Breakbulk Americas Conference Welcome Reception. The Port Authority is requesting to hire Levy Restaurant for this event, as it has been designated its sole provider of these services.

## H. COMMERCIAL

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**Subject**                      **7. Approve a Memorandum of Friendship and Trade Cooperation between the Port of Açu in Brazil and the Port Authority.**

Meeting                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                      Public

Type                      Action

Recommended Action      The Port Commission, at its July 31, 2018 meeting, approve a Memorandum of Friendship and Trade Cooperation between the Port of Açu in Brazil and the Port of Houston Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                      STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**  
General

**Department:**  
Trade Development and Marketing

**Staff Contact:**  
John Moseley / Stan Swigart

**Background:**

In 2016, Brazil was the Port Authority's number one export destination country in terms of containers and was ranked number three in imports, behind only China and Germany. The Port of Açu is an upcoming multi-purpose port located in central Brazil and is considered by Port Authority staff as a key partner to help grow Port Authority trade in that country. In addition, the Port of Açu has a strategic partnership with the Port of Antwerp on the Europe – South America trade, as the Port Authority does on the Europe – U.S. transatlantic trade.

The Port of Açu has now approached the Port Authority to request a Memo of Friendship and Trade Cooperation, based on the potential synergies and interests that we share. This instrument would record the parties' intention to work together to develop and expand mutual understanding and cooperation in an effort to promote greater economic benefits for both ports.

The Memorandum of Friendship and Trade Cooperation would provide that the parties may elect to undertake joint marketing activities and share information regarding trade, marketing, modernization and improvements, training programs, and technology. The memorandum expressly states that it is not intended to constitute a legal contract or agreement or otherwise set forth any legally binding rights or obligations.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve a Memorandum of Friendship and Trade Cooperation between the Port of Açu and the Port Authority.

**H. COMMERCIAL**

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**Subject** 8. Approve an amendment to the lease agreement with Watco Transloading, LLC at Industrial Park East increasing the leased premises by approximately 10 acres for a total of approximately 22.58 acres, at a total annual rental of \$812,880 subject to an annual increase of the greater of 3% or the increase in the Consumer Price Index.

**Meeting** Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access** Public

**Type** Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, approve an amendment to the lease agreement with Watco Transloading, LLC at Industrial Park East increasing the leased premises by approximately 10 acres for a total of approximately 22.58 acres, effective no earlier than August 1, 2018, at a total annual rental of \$812,880 subject to an annual increase of the greater of 3% or the increase in the Consumer Price Index, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals** STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**  
Leases

**Department:**  
Real Estate

**Staff Contact:**  
R.D. Tanner

**Background:**  
By Minute No. 2018-0416-07, the Port Commission approved a lease to Watco Transloading, LLC (Watco) of approximately 12.58 acres at Industrial Park East. Watco has now proposed to amend the lease by adding the adjacent approximate 10 acres, which was previously leased by Watco and Ranger Steel as co-tenants. Ranger Steel has elected to not renew the lease, allowing Watco to remain as the sole tenant for the leased premises.

**Staff Evaluation/Justification:**  
Staff recommends the Port Commission approve this amendment to the lease agreement with Watco.

## H. COMMERCIAL

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**Subject**                    **9. Approve a third amendment to the lease agreement with SESCO Cement Corp. at the Southside Turning Basin increasing the leased premises by approximately 4.48 acres for a total of approximately 19 acres, at a total rental (once operational) of \$338,965 subject to the annual increase of the Consumer Price Index, not to exceed 4 percent.**

**Meeting**                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                    Public

**Type**                      Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, approve a third amendment to the leased premises with SESCO Cement Corp. at the Southside Turning Basin increasing the current acreage by approximately 4.48 acres for a total of approximately 19 acres, effective no earlier than August 1, 2018, at a total rental (once operational) of \$338,965 subject to the annual increase of the Consumer Price Index, not to exceed 4 percent, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals**                      STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**  
Leases

**Department:**  
Real Estate

**Staff Contact:**  
R.D. Tanner

**Background:**  
By Minute No. 2017-0131-04, the Port Commission approved a thirty-one year, six month lease with SESCO Cement Corp. (SESCO) of approximately 14.52 acres out of the Southside Turning Basin.

By Minute No. 2018-0130-13, the Port Commission approved an amendment to the lease adding an additional 0.66 of an acre, and authorizing the Port Authority to request an approximate 14.71 acre subdivision replat of certain affected property to be issued by the City of Houston. An unrestricted right within the feasibility period of the lease has been waived by the tenant, and the lease is now in its construction period.

SESCO now requests that the Port Authority amend the existing lease by adding an additional 4.48 acres across J.W. Peavy Street, as an extension of the existing lease, subject to an independent six-month feasibility and eighteen-month construction period for this tract.

**Staff Evaluation/Justification:**  
Staff recommends the Port Commission approve this amendment to the lease with SESCO.

## I. FINANCE

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<b>Subject</b>	<b>1. Authorize advertisement and receipt of responses for fifteen formal procurements.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	<p>The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to advertise and receive responses for fifteen formal procurements, determine that the proposed procurement methods provide the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing for these procurements.</p> <p>(a) Request for competitive sealed bids for trash disposal and recycling services for the Turning Basin Terminal, Barbours Cut Terminal, Bayport Container Terminal, Woodhouse Terminal, and Turning Basin Terminal South for a three-year term</p> <p>(b) Request for competitive sealed bids for a two-year contract for rental of heavy equipment for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal</p> <p>(c) Request for competitive sealed bids for the rehabilitation of the drainage system at Volkswagen Yard at Turning Basin Terminal</p> <p>(d) Request for competitive sealed bids for perimeter security fence replacement at Barbours Cut Terminal</p> <p>(e) Request for competitive sealed proposals to construct electrical and telecommunications infrastructure under Port Road and the ExxonMobil at Bayport Container Terminal</p> <p>(f) Request for competitive sealed proposals to construct electrical and telecommunications infrastructure in Container Yards 4, 5, and 6 at Barbours Cut Terminal</p> <p>(g) Request for competitive sealed proposals for electrical preventative maintenance services at Barbours Cut Terminal and Bayport Container Terminal</p> <p>(h) Request for competitive sealed proposals for a two-year contract for structural inspection services for seventeen wharf cranes at Barbours Cut Terminal and Bayport Container Terminal</p> <p>(i) Request for competitive sealed proposals for a two-year contract for occupational and safety inspection services for equipment at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal</p> <p>(j) Request for proposals for purchase of miscellaneous personal safety equipment for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal</p> <p>(k) Request for proposals for an environmental service provider to monitor the Port Authority's public water supply</p> <p>(l) Request for proposals for the purchase of a TWIC/badge reader software application to be deployed at Port Houston truck gates</p> <p>(m) Request for qualifications for a detailed assessment of the grain storage and transport system at Woodhouse Terminal</p> <p>(n) Request for qualifications for building program development and design for Maintenance and Administration buildings complex at Barbours Cut Terminal</p> <p>(o) Request for qualification for design of Bayport Container Terminal Port Road expansion and drainage</p>

**Category:**

Authority to Obtain Bids, Proposals, or Qualifications

**Department:**

Procurement Services



**Staff Contact:**

Yvette Camel-Smith

**Background:**

In accordance with the Port Authority's Procurement Policy, the Port Commission should approve in advance every Port Authority solicitation for the procurement of goods and services that must be approved by the Port Commission pursuant to Texas Water Code Chapter 60 (Formal Procurements). In addition, Texas Water Code Chapter 60 requires that the Port Commission determine which Formal Procurement purchasing method provides "best value" for the Port Authority.

The Port Commission has established the following purchasing methods provide "best value" to the Port Authority, unless it determines otherwise in conjunction with its approval of the solicitation of a Formal Procurement:

- Solicitation of "Competitive Sealed Proposals" or "Competitive Sealed Bids," for construction, repair, rehabilitation, or alteration of facilities and for non-construction items;
- Solicitation of "Requests for Proposals," for procurement of items other than construction services; and
- Solicitation of "Requests for Qualifications," for the professional services of engineers, architects, and surveyors.

**Staff Evaluation/Justification:**

Port Authority staff requests approval to advertise fifteen Formal Procurements. Staff has evaluated and recommends the customary best value methods for each procurement.

## I. FINANCE

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<b>Subject</b>	<b>2. Approve the purchase of annual software subscription and support services for Cognos budgeting and reporting software from Mark III Systems, Inc., using a State of Texas Department of Information Resources cooperative purchase contract, in an amount not to exceed \$88,380.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its July 31, 2018 meeting, approve the purchase of annual software subscription and support services for Cognos budgeting and reporting software from Mark III Systems, Inc., using a State of Texas Department of Information Resources cooperative purchase contract, in an amount not to exceed \$88,380, find that this purchasing method provides the best value to the Port Authority for this item, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<p>STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Invest in people and organize for success)</p> <p>Strategic Objective 1c. - Implement streamlined processes supported by technology</p>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Financial Planning

**Staff Contact:**

Tim Finley

**Background:**

The Port Authority is seeking to renew International Business Machines Corporation's (IBM's) Cognos budgeting and reporting software, which is currently being used as a tool for budget preparation, financial reporting, and cargo statistical reporting, and purchase annual subscription and support services to provide for software revision upgrades and technical support.

The Texas Department of Information Resources (DIR) is a department of the State of Texas. DIR has a cooperative purchase contract DIR-TSO-3996 (DIR Contract) with Mark III Systems, Inc.

The DIR Contract with Mark III Systems, Inc. authorizes IBM to designate a third-party to fulfill customers' purchase orders pursuant to conditions set out in the DIR Contract; such third-party is defined in the DIR Contract as an Order Fulfiller.

**Staff Evaluation/Justification**

The Director of Procurement Services has determined that procuring IBM's Cognos budgeting and reporting software through the Texas Department of Information Resources' (DIR) purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

IBM has notified the Port Authority that IBM has designated Mark III Systems, Inc. as one of IBM's Order Fulfillers and qualified resellers under the DIR Contract, and has requested that the Port Authority accept Mark III Systems, Inc. as IBM's Order Fulfiller for the Port Authority's purchase of services and implementation under the DIR Contract.

The Information Technology Department has determined that the best availability, price, and contract term for the item needed is provided by Mark III Systems, Inc., as Order Fulfiller for IBM under the pricing schedule obtained from that vendor's DIR contract, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

## I. FINANCE

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<b>Subject</b>	<b>3. Authorize funding to Grant Thornton, LLP for auditing services to be provided to the Port Authority for fiscal year 2018 in an amount not to exceed \$250,000.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its July 31, 2018 meeting, authorize funding to Grant Thornton, LLP for auditing services to be provided to the Port Authority for fiscal year 2018 in an amount not to exceed \$250,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Accounting

**Staff Contact:**

Curtis Duncan

**Background:**

Texas Water Code, Sections 60.002 and 49.191, requires the Port Authority to secure an annual audit by a certified public accountant or a public accountant holding a license from the Texas State Board of Public Accountancy.

By Minute No. 2015-0728-14, the Port Commission approved staff's ranking of vendors and awarded a professional services contract for professional auditing services for the fiscal year ending 2015, with options to renew for two additional one-year terms, to Grant Thornton, LLP. Staff exercised renewal options for the years 2016 and 2017. In addition to the three years described above, the Port Commission acknowledged that the services of service provider for audits of the fiscal year ending in 2018 could be negotiated, subject to Port Commission approval.

**Staff Evaluation/Justification:**

Grant Thornton, LLP completed its audit of the Port Authority's financial statements for the fiscal year ended December 31, 2017, and made a presentation to the Audit Committee on April 10, 2018.

The Audit Committee and staff recommend that the Port Commission formally approve the funding for Grant Thornton, LLP's 2018 financial statement audit (including the Single Audit and Promotion & Development Fund).

## **J. PORT SECURITY AND EMERGENCY OPERATIONS**

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**Subject**                    **1. Amend the existing professional services contract with Oil Mop LLC dba OMI Environmental Solutions for hazardous materials incident response services in an amount not to exceed \$150,000.**

Meeting                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action   The Port Commission, at its July 31, 2018 meeting, approve an amendment to the professional services contract with Oil Mop LLC dba OMI Environmental Solutions for hazardous materials incident response services, in an amount not to exceed \$150,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    Strategic Objective 4a. - Be an environmental leader  
Strategic Objective 4c. - Operate safely and securely

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Emergency Management

**Staff Contact:**  
Colin Rizzo

**Background:**  
By Minute No. 2017-1023-24, the Port Commission awarded a two-year professional services contract to Oil Mop LLC dba OMI Environmental Solutions for hazardous materials incident response services in the amount of \$100,000. The contract is used on an "as needed" basis and was initially funded at \$100,000 based on historical usage. Approximately \$61,000 has already been expended on three incidents, and another event has resulted in a pending invoice for approximately \$79,000.

Since the contract was put in place, the vendor has responded to multiple incidents and has performed satisfactorily. Due to the uncertain nature of emergency management, it is in the best interests of the Port Authority to have a "stand-by" hazardous materials incident response services contract in place for the safety of personnel and the environment. By having competitively procured the contract, in advance of an incident, the Port Authority is eligible for potential reimbursement from the Federal Emergency Management Agency (FEMA) in a declared disaster.

**Staff Evaluation/Justification:**  
This \$150,000 amendment to the contract amount is requested to cover the current invoice and provide a balance on the purchase order for potential future events. Accordingly, staff recommends that the Port Commission approve the proposed \$150,000 amendment to the existing contract with Oil Mop LLC dba OMI Environmental Solutions.

## K. INFRASTRUCTURE

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<b>Subject</b>	<b>1. Rescind the award and re-advertise for competitive sealed proposals for the renovation of the Executive Office Building at Turning Basin Terminal.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its July 31, 2018 meeting, (i) rescind its award to Turner Construction Company for the renovation of the Executive Office Building at the Turning Basin Terminal; (ii) authorize the Port Authority to re-advertise a request for competitive sealed proposals and receive responses for the renovation of the Executive Office Building at the Turning Basin Terminal; (iii) determine that this purchasing method provides best value to the Port Authority; and (iv) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Reject & Other Actions

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project consists of the selective demolition and renovation of each floor of the four-story Executive Office Building at the Turning Basin Terminal. The project's objective is to make the space more energy efficient and to replace systems/features in the building that are beyond their useful life. It is also expected to create space that is flexible enough to grow and change with the organization in the future.

By Minute No. 2018-0626-09, the Port Commission authorized staff to award a construction contract for this project to Turner Construction Company in an amount not to exceed \$4,835,052. However, the selected vendor has not agreed to the terms of the contract as stated in the proposal, and staff has determined not to negotiate the contract with the next-ranked proposers.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission rescind the award to Turner Construction Company and approve re-advertising a request for competitive sealed proposals for the renovation of the Executive Office Building at the Turning Basin Terminal. Staff recommends use of the customary competitive sealed proposal method to provide best value to the Port Authority.

## K. INFRASTRUCTURE

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<b>Subject</b>	<b>2. Award a construction contract to Grant Mackay Demolition for the demolition of the former seafarers center building at Turning Basin Terminal in an amount not to exceed \$87,850.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its July 31, 2018 meeting, award a construction contract to Grant Mackay Demolition for the demolition of the former seafarers center building at Turning Basin Terminal in an amount not to exceed \$87,850, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project consists of the demolition of the former seafarers center building at the Turning Basin Terminal. The demolition scope includes the building structure and foundation, the existing swimming pool structure, and associated equipment. The contractor would be required to backfill and grade the site to the surrounding elevation of the existing subgrade.

By Minute No. 2018-0327-11(f), the Port Commission authorized the advertisement and receipt of competitive sealed bids (CSBs) for the demolition of the former seafarers center building at Turning Basin Terminal. The Port Authority notified vendors regarding its request for CSBs using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Ten vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On June 20, 2018, four CSBs were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Staff recommends that the Port Authority award a contract to Grant Mackay Demolition, the responsible bidder submitting the lowest and best bid, for the demolition of the former seafarers center building at Turning Basin Terminal.

## K. INFRASTRUCTURE

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<b>Subject</b>	<b>3. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$49,562,800 to construct Container Yard 7 at Bayport Container Terminal to the top-ranked proposer: staff ranking – first, McCarthy Building Companies, Inc.; second, Webber, LLC; and third, Archer Western Construction, LLC.</b>
<b>Meeting</b>	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
<b>Access</b>	Public
<b>Type</b>	Action
<b>Recommended Action</b>	The Port Commission, at its July 31, 2018 meeting: (a) approve staff's ranking of vendors providing best value, based on the selection criteria, in the following order – first, McCarthy Building Companies, Inc.; second, Webber, LLC; and third, Archer Western Construction, LLC; (b) award a construction contract to the top-ranked proposer to construct Container Yard 7 at Bayport Container Terminal in an amount not to exceed \$49,562,800; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
<b>Goals</b>	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project consists of the construction of approximately 45 acres of container yard at Container Yard 7, located on the west end of Bayport Container Terminal.

By Minute No. 2018-0130-19(c), the Port Commission authorized the advertisement and receipt of competitive sealed proposals (CSPs) to construct Container Yard 7 at Bayport Container Terminal. The Port Authority notified vendors regarding its request for CSPs using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Forty-seven vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On June 20, 2018, five CSP's were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria. Staff identified the following vendors, listed in order of ranking, as providing best value for the required services:

- McCarthy Building Companies, Inc.
- Webber, LLC
- Archer Western Construction, LLC

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to McCarthy Building Companies, Inc. and act as otherwise described above.

**K. INFRASTRUCTURE**

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**Subject** 4. Amend the professional services contract with RPS Klotz Associates, Inc. to perform construction phase services for Container Yard 7 at Bayport Container Terminal in an amount not to exceed \$571,835.

**Meeting** Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access** Public

**Type** Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, approve an amendment to the professional services contract with RPS Klotz Associates, Inc. to perform construction phase services for Container Yard 7 at Bayport Container Terminal in an amount not to exceed \$571,835, and authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals** STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Project and Construction Management

**Staff Contact:**  
Roger H. Hoh, P.E.

**Background:**

By Minute No. 2017-0321-21, the Port Commission awarded a professional services contract to RPS Klotz Associates, Inc. for the design of Container Yard 7 at Bayport Container Terminal. This proposed amendment would revise the professional services contract with RPS Klotz Associates, Inc. to include construction phase services for the construction of Container Yard 7 at Bayport Container Terminal and the associated security infrastructure install.

**Staff Evaluation/Justification:**

Staff has reviewed RPS Klotz Associates, Inc.'s proposal and found it to be fair and reasonable and recommends that the Port Commission approve the proposed amendment.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>5. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$734,126, to conduct structural analysis of eleven Turning Basin Terminal wharf structures to the top-ranked proposers: staff ranking – first, CH2M Hill Engineers, Inc.; second, Atkins North America; and third, Moffat &amp; Nichol.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	<p>The Port Commission, at its July 31, 2018 meeting:</p> <p>(a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, CH2M Hill Engineers, Inc.; second, Atkins North America; and third, Moffat &amp; Nichol;</p> <p>(b) award a professional services contract to the top-ranked proposer to conduct structural analysis of eleven Turning Basin Terminal wharf structures, in an amount not to exceed \$734,126;</p> <p>(c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and</p> <p>(d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.</p>
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

The Port Authority is seeking to obtain professional engineering services from a qualified firm to create computer models by utilizing structural engineering evaluation software, such as STAAD PRO or equivalent, to identify the load bearing capacity of the wharves currently assessed by the Port Authority's "FICAP" process (the facilities inspection and condition assessment program, which is a visual condition assessment). These will result in charts and tables that will help clients to understand the structural capacity of a selected number of Port Authority wharves.

By Minute No. 2018-0130-19(k), the Port Commission authorized the advertisement of a request for qualifications (RFQ) for professional services. The Port Authority notified vendors regarding its RFQ using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Thirty-six vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On May 9, 2018, five RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- CH2M Hill Engineers, Inc.

- Atkins North America
- Moffat & Nichol

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to CH2M Hill Engineers, Inc. and act as otherwise described above.

## K. INFRASTRUCTURE

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<b>Subject</b>	<b>6. Enter into a U.S. Coast Guard Marine Industry Training Agreement permitting LT Sarah Rousseau to be assigned to the Port Authority for a two-week training detail.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its meeting on July 31, 2018, enter into a U.S. Coast Guard Marine Industry Training Agreement permitting LT Sarah Rousseau to be assigned to the Port Authority for a two-week training detail at no cost to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Invest in people and organize for success) STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**  
General

**Department:**  
Channel Development

**Staff Contact:**  
Mark Vincent, P.E.

**Background:**

The U.S. Coast Guard has established a Marine Industry Training Program for competitively selected members, which allows them to be assigned to a third-party entity to "further the institutional interests of the Coast Guard" by providing the opportunity to work alongside industry personnel to deepen their professional knowledge of the maritime industry. The Port Authority has been asked to sponsor LT Sarah Rousseau for approximately two weeks in September 2018.

The U.S. Coast Guard would pay all salaries and benefits to LT Rousseau during the program. The Port Authority would be responsible for providing a working space and a schedule of activities. LT Rousseau is currently detailed with the U.S. Army Corps of Engineers. Following the requested training time at the Port Authority and completion of the Marine Industry Training Program, LT Rousseau is expected to be assigned to U.S. Coast Guard Sector Houston-Galveston as a Waterways Manager.

**Staff Evaluation/Justification:**

This program benefits both the U.S. Coast Guard and the Port Authority by developing a strong relational linkage not only individually but institutionally as well. There is minimal cost to the Port Authority, which also benefits from having a high-caliber U.S. Coast Guard officer onboard to share her insights. Should this item be approved, Garry McMahan has been selected to serve as LT Rousseau's sponsor.

Staff recommends the Port Commission authorize the Port Authority to enter into this agreement, which has been reviewed by the Legal Department.

**K. INFRASTRUCTURE**

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**Subject**                      **7. Issue a pipeline license to CenterPoint Energy Houston Electric, LLC for one 10-inch natural gas pipeline under and across Greens Bayou in Houston.**

Meeting                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                      Public

Type                      Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to issue a pipeline license to CenterPoint Energy Houston Electric, LLC for one 10-inch natural gas pipeline under and across Greens Bayou in Houston, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Development

**Staff Contact:**

Mark Vincent, P.E.

**Background:**

CenterPoint Energy Houston Electric, LLC, Port Authority File No. 2018-0158, has applied for a pipeline license for one 10-inch natural gas pipeline under and across Greens Bayou in Houston, in the J. Gordon Survey, A-291 and E. Shipman Survey, A-68, in Harris County, Texas.

The pipeline would provide natural gas to residential and commercial customers in the area.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Development department. The license is to be issued subject to the Port Authority's usual terms and conditions and at a fee of \$5,785. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.

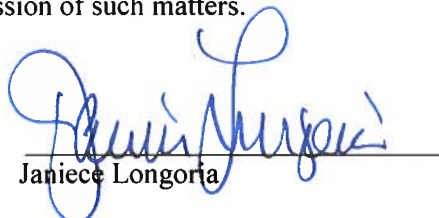
## AFFIDAVIT OF SUBSTANTIAL INTEREST

STATE OF TEXAS           §  
                                      §  
 COUNTY OF HARRIS       §

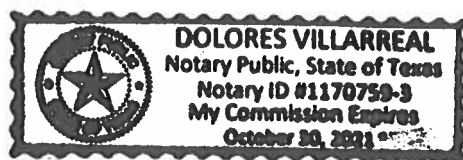
**Filed with the Port of Houston Authority  
 In Compliance with Section 171.004 of the Texas Local Government Code**

On this day appeared Janiece Longoria, who after being duly sworn, stated as follows:

1. I am twenty-one (21) years of age or over and competent to make this Affidavit of Substantial Interest, based upon facts within my personal knowledge.
2. I am Chairman of the Port Commission (the "Commission") of the Port of Houston Authority (the "Port Authority").
3. I am filing this Affidavit with the official record keeper of the Port Authority, pursuant to §171.004 of the Texas Local Government Code, to comply with the provisions of Chapter 171 of the Texas Local Government Code.
4. I have or may have a substantial interest in the matter of Item K-7 from the Commission Agenda dated July 31, 2018.
5. The nature and extent of the substantial interest described above is as follows: a possible interest in a business entity, on which the action requested in the above matter will have a special economic effect, distinguished from the effect on the public. This substantial interest derives from ownership of \$15,000 or more of the fair market value of CenterPoint Energy, a company affiliated with one or more of the pipeline licensees that are the subject of the Request for Port Commission Action for the above-referenced Item K-7.
6. This substantial interest also derives from my service as a director of CenterPoint Energy, a company affiliated with one or more of the pipeline licenses that are the subject of the Request for Port Commission Action for the above-referenced item; funds received by me in connection with such employment exceed 10 percent of my gross income for the previous year.
7. By virtue of the foregoing described interest, I have not and will not participate in any consideration, vote, or decision by the Port Commission of such matters.

  
 Janiece Longoria

SWORN TO AND SUBSCRIBED before me this July 31, 2018.



  
 Notary Public, State of Texas

## K. INFRASTRUCTURE

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**Subject**                      **8. Approve the renewal of an expiring Port Authority license for a new ten-year term: HSC Pipeline Partnership, LLC.**

Meeting                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                      Public

Type                      Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to approve the renewal of an expiring license for a new ten-year term: HSC Pipeline Partnership, LLC, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Development

**Staff Contact:**

Mark Vincent, P.E.

**Background:**

The pipeline licensee listed below has applied to renew its license:

<u>Company</u>	<u>File number</u>	<u>License fee</u>
HSC Pipeline Partnership, LLC	1999-0051	\$4,646
	<b>Total</b>	<b>\$4,646</b>

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Development department and the Port Terminal Railroad Association when applicable. The license is to be renewed subject to the Port Authority's usual terms and conditions.

Staff recommends approval.

**K. INFRASTRUCTURE**

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**Subject**                      **9. Issue a pipeline license to Lyondell Chemical Company for one 6-inch ethanol/methanol pipeline and one 10-inch ETBE/MTBE pipeline under and across the Small Boat Channel in Harris County.**

Meeting                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                      Public

Type                      Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to issue a pipeline license to Lyondell Chemical Company for one 6-inch ethanol/methanol pipeline and one 10-inch ETBE/MTBE (ethyl tert-butyl ether/methyl tert-butyl ether) pipeline under and across the Small Boat Channel in Harris County, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Development

**Staff Contact:**

Mark Vincent, P.E.

**Background:**

Lyondell Chemical Company, Port Authority File No. 2018-0155, has applied for a pipeline license for one 6-inch ethanol/methanol pipeline and one 10-inch ETBE/MTBE pipeline under and across the Small Boat Channel, in the William Harris Survey, A-30, in Harris County, Texas.

The pipelines would serve the LyondellBassell Bayport facility by transporting products from the LyondellBasell Bayport facility to the LBC Bayport facility.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Development department. The license is to be issued subject to the Port Authority's usual terms and conditions and at a fee of \$3,439. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.



## K. INFRASTRUCTURE

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**Subject**                    **10. Issue a pipeline license to Jacob Stern & Sons, Inc. for two 6-inch tallow pipelines, two 8-inch spare pipelines, one 12-inch molasses pipeline, and a pipe rack across the Turning Basin Area – West in Houston.**

**Meeting**                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                    Public

**Type**                      Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to issue a pipeline license to Jacob Stern & Sons, Inc. for two 6-inch tallow pipelines, two 8-inch spare pipelines, one 12-inch molasses pipeline, and a pipe rack across the Turning Basin Area – West in Houston, for a 30-year term with license fees to be evaluated every 5 years, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Development

**Staff Contact:**

Mark Vincent, P.E.

**Background:**

Jacob Stern & Sons, Inc. (Jacob Stern), Port Authority File No. 2018-0187, has applied for a pipeline license for two 6-inch tallow pipelines, two 8-inch spare pipelines, one 12-inch molasses pipeline, and a pipe rack across the Turning Basin Area – West in Houston, in the W. S. Hunt Survey, A-1690, in Harris County, Texas.

The pipelines and pipe rack are currently licensed to Jacob Stern under Port Authority File No. 2000-0020. Staff seeks to terminate the existing license and issue a new license to Jacob Stern under Port Authority File No. 2018-0187 that is coterminous with the company's Port Authority lease, File No. 2009-0411.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Development and Real Estate departments. Staff seeks to issue a license effective February 1, 2018 for a 30-year term with license fees to be evaluated every 5 years. The license is to be issued subject to the Port Authority's other usual terms and conditions and at a fee of \$35,336. The \$675 application fee has been paid.

Staff recommends approval.

## K. INFRASTRUCTURE

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**Subject**                    **11. Issue a license to Kinder Morgan Texas Pipeline LLC for a 0.044-acre surface site on the Beltway 8 property in Houston.**

**Meeting**                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                    Public

**Type**                      Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to issue a license to Kinder Morgan Texas Pipeline LLC for a 0.044-acre surface site on the Beltway 8 property in Houston, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Development

**Staff Contact:**

Mark Vincent, P.E.

**Background:**

Kinder Morgan Texas Pipeline LLC (Kinder Morgan), Port Authority File No. 2018-0079, has applied for a license for a 0.044-acre surface site on the Beltway 8 property in Houston, in the Richard & Robert Vince Survey, A-76, in Harris County, Texas.

The proposed surface site would be part of a project between Kinder Morgan and CenterPoint to increase capacity at an existing Kinder Morgan surface site located on the Port Authority's Beltway 8 property, within Enterprise's leased premises. The proposed 0.044-acre surface site would expand the existing 0.014-acre surface site to a total of 0.058 acre (2,500-square feet), increasing the capacity of natural gas flow through the site.

As part of the surface site expansion, CenterPoint proposes to construct a pipeline that would extend from the site and into Enterprise's fee property, enabling CenterPoint to provide gas service to Enterprise (File No. 2018-0142).

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Development and Real Estate departments. The license is to be issued subject to the Port Authority's usual terms and conditions, certain special conditions relating to a drill site and the adjacent lease area, and at a fee of \$9,120. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.

## K. INFRASTRUCTURE

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**Subject**                    **12. Amend a pipeline license to MVP Terminalling LLC to modify the diameter to 20 inches and move the location of a proposed pipeline further downstream across the Houston Ship Channel in Pasadena.**

**Meeting**                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                    Public

**Type**                      Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to amend a pipeline license to MVP Terminalling LLC to modify the diameter to 20 inches and move the location of a proposed pipeline further downstream across the Houston Ship Channel in Pasadena, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Development

**Staff Contact:**

Mark Vincent, P.E.

**Background:**

MVP Terminalling LLC (MVP), Port Authority File No. 2017-0344, has applied to amend a pipeline license to modify the diameter and location of a proposed pipeline across the Houston Ship Channel in Pasadena, in the William P. Harris & Robert Wilson Survey, A-31 and William Vince Survey, A-78, in Harris County, Texas.

Per Minute No. 2018-0130-33, the Port Commission authorized the Port Authority to issue a license to MVP for a 16-inch crude oil pipeline across the Houston Ship Channel. Prior to executing the license, MVP notified the Port Authority of modifications to the proposed pipeline. MVP proposes to increase the diameter of the proposed pipeline from 16-inch to 20-inch and move the crossing downstream of the originally proposed location. The change in diameter will also require a fee change from \$4,317 to the new fee of \$8,247.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Development department. The license is to be issued subject to the Port Authority's usual terms and conditions and at a fee of \$8,247. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.

**K. INFRASTRUCTURE**

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**Subject**                    **13. Amend a pipeline license to INEOS Chocolate Bayou Pipeline LLC to add a 0.188-acre surface site within Southside Mainline railroad right-of-way in La Porte.**

Meeting                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to amend a pipeline license to INEOS Chocolate Bayou Pipeline LLC to add a 0.188-acre surface site within Southside Mainline railroad right-of-way in La Porte, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Development

**Staff Contact:**

Mark Vincent, P.E.

**Background:**

INEOS Chocolate Bayou Pipeline LLC (INEOS), Port Authority File No. 1988-0064, has applied to add a 0.188-acre surface site within Southside Mainline railroad right-of-way in La Porte, in the Arthur McCormick Survey, A-46, in Harris County, Texas.

The existing license is currently for an 8-inch ethylene pipeline and an 8-inch pipeline tee.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Development department and the Port Terminal Railroad Association. The license is to be issued subject to the Port Authority's usual terms and conditions and at a fee of \$37,688. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.

**K. INFRASTRUCTURE**

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**Subject** 14. Assign a license from INEOS USA LLC to INEOS Chocolate Bayou Pipeline LLC for one 14-inch pipeline across various Port Authority properties.

**Meeting** Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access** Public

**Type** Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to permit the assignment of a license from INEOS USA LLC to INEOS Chocolate Bayou Pipeline LLC for one 14-inch pipeline across various Port Authority properties, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Development

**Staff Contact:**

Mark Vincent, P.E.

**Background:**

INEOS USA LLC (INEOS USA), Port Authority File No. 2001-0152, has applied to transfer and assign a pipeline license from INEOS USA to INEOS Chocolate Bayou Pipeline LLC for one 14-inch liquid hydrocarbons pipeline across Southside Mainline railroad right-of-way in multiple areas: Vince Bayou, Little Vince Bayou, and Pasadena Cut-Off railroad right-of-way, in the William Vince Survey, A-78 and James Seymore Survey, A-698, in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Development department and the Port Terminal Railroad Association. The license is to be issued subject to the Port Authority's usual terms and conditions. The \$675 application fee has been paid.

Staff recommends approval.

## L. OPERATIONS

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<b>Subject</b>	<b>1. Award a three-year contract to Anixter, Inc. for purchase of miscellaneous electrical cables for wharf and RTG cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$1,500,000.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its July 31, 2018 meeting, award a three-year contract to Anixter, Inc. for purchase of miscellaneous electrical cables for wharf and RTG cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$1,500,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

By Minute No. 2014-0923-26, the Port Commission awarded a three-year contract to Anixter, Inc. in an amount not to exceed \$1,450,775 for purchase of miscellaneous electrical cables for wharf and RTG cranes at Barbours Cut and Bayport Container Terminals. This contract is necessary for the routine maintenance and purchase of electrical cables for wharf and rubber tire gantry (RTG) cranes at the container terminals and to ensure operational efficiency. The current contract will expire on September 30, 2018.

By Minute No. 2018-0517-12(b), the Port Commission authorized the advertisement and receipt of competitive sealed bids (CSBs) for the purchase of miscellaneous electrical cables for wharf and rubber tire gantry cranes at Barbours Cut and Bayport Container Terminals. The Port Authority notified vendors regarding its request for CSBs using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Thirteen vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On June 20, 2018, two CSBs were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Staff recommends that the Port Authority award a contract to Anixter, Inc., the responsible bidder submitting the lowest and best bid, for purchase of miscellaneous electrical cables for wharf and RTG cranes at Barbours Cut Terminal and Bayport Container Terminal.

## L. OPERATIONS

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**Subject**                    **2. Approve staff's ranking of vendors and award a two-year contract in an amount not to exceed \$1,000,000 for repair of motors, generators, and alternators for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal to the top-ranked proposer: staff ranking – first, Northstar Industries; and second, Marine Tekno Services, LLC.**

**Meeting**                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                    Public

**Type**                      Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting:  
 (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order - first, Northstar Industries; second, Marine Tekno Services, LLP;  
 (b) award a two-year contract to the top-ranked proposer for repair of motors, generators, and alternators for Barbours Cut Terminal, Bayport Container Terminal and Turning Basin Terminal in an amount not to exceed \$1,000,000;  
 (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and  
 (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals**                      **STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)**

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

By Minute No. 2017-0321-34, the Port Commission awarded a two-year contract to Northstar Industries in an amount not to exceed \$1,000,000 for repair of motors, generators, and alternators for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal. Funds have been depleted due to a higher than expected number of motor repairs during the first twelve months of this contract.

By Minute No. 2018-0517-12(d), the Port Commission authorized the advertisement and receipt of competitive sealed proposals (CSPs) for repair of motors, generators, and alternators for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal. The Port Authority notified vendors regarding its request for CSPs using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Four vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On June 20, 2018, two CSP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the CSP. Staff identified the following vendors, listed in ranking order, as most qualified to provide the required service:

- Northstar Industries



- Marine Tekno Services, LLC

Following staff Executive Committee review, staff recommends that the Port Commission award a two-year contract to Northstar Industries and act as otherwise described above.

## L. OPERATIONS

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**Subject**                      **3. Approve staff's ranking of vendors and award a contract in an amount not to exceed \$285,000 for replacement of forestays on Cemco wharf crane at Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, Industrial & Crane Services, Inc.; and second, ZPMC USA, Inc.**

**Meeting**                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                      Public

**Type**                        Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting:

- (a) approve staff's ranking of vendors providing best value, based on the selection criteria, in the following order - first, Industrial & Crane Services, Inc.; second, ZPMC USA, Inc.;
- (b) award a contract to the top-ranked proposer for replacement of forestays on Cemco wharf crane at Barbours Cut Terminal in an amount not to exceed \$285,000;
- (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and
- (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals**                        STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Maintenance

**Staff Contact:**  
Paulo Soares

**Background:**  
The Port Authority currently owns one Cemco wharf crane operating at its Barbours Cut Terminal. Upon completion of a recent structural inspection, it was noted that forestays (four steel members) located between the crane apex and boom have developed multiple cracks. This presents a risk to the structural integrity of the crane as the forestays are a critical component for supporting the boom structure.

By Minute No. 2018-0517-12(e), the Port Commission authorized the advertisement and receipt of competitive sealed proposals (CSPs) for the replacement of forestays on Cemco wharf crane at Barbours Cut Terminal. The Port Authority notified vendors regarding its CSP using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Three vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**  
On June 20, 2018, two CSP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the CSP. Staff identified the following vendors, listed in ranking order, as most qualified to provide the required service:

- Industrial & Crane Services, Inc.
- ZPMC USA, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Industrial & Crane Services, Inc. and act as otherwise described above.

## L. OPERATIONS

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**Subject**                      **4. Approve staff's ranking of vendors and award a one-year contract for spotting of vessels at all Port Authority facilities in an amount not to exceed \$250,000 to the top-ranked proposer: staff ranking – first, Texas Mooring, LLC; and second, Marine Tekno Services, LLC; and to authorize re-advertisement for additional awards for contracts for spotting of vessels.**

**Meeting**                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                      Public

**Type**                        Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting:  
 (a) approve staff's ranking of vendors providing best value, based on the selection criteria, in the following order – first, Texas Mooring, LLC; and second, Marine Tekno Services, LLC;  
 (b) award a one-year contract to Texas Mooring, LLC for spotting of vessels at all Port Authority facilities in an amount not to exceed \$250,000;  
 (c) authorize re-advertisement for additional awards for contracts for spotting of vessels; and  
 (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals**                        **STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)**

**Category:**

Awards, Amendments & Change Orders

**Department:**

Operations

**Staff Contact:**

Jeff Davis

**Background:**

Approximately 2,500 ships called Port Houston facilities in 2017. Historically, Port Police have met each ship upon arrival and coordinated with the Houston Pilots and the mooring companies' line handlers to spot the vessel's location on the wharf. Upon conclusion of that process, Port Police then input arrival and departure data in the Port Authority's Navis Operating System to initiate billing associated with the vessel visit.

Currently, two mooring companies operate at Port Authority facilities, and one or the other is appointed by the vessel's owner or the owner's representative to provide vessel services. In an effort to streamline the efficiency of arrival and departure of ships, staff has entered into short term contracts with both providers and seeks to enter into long-term contracts to provide spotting services. Port Police no longer have these responsibilities.

By Minute No. 2018-0327-11(k), the Port Commission authorized the advertisement and receipt of request for proposals (RFPs) for spotting of vessels at all Port Authority facilities. The Port Authority notified vendors regarding its request for RFPs using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Two vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On July 2, 2018, two RFPs were received and opened. The responses were reviewed and evaluated by staff in accordance with the published selection criteria. Staff identified the following vendors as qualified to provide the required services:

- Texas Mooring, LLC
- Marine Tekno Services, LLC

Following staff Executive Committee review, staff recommends that the Port Authority award a one-year contract to Texas Mooring, LLC for spotting of vessels at all Port Houston facilities and authorize the re-advertisement for additional awards for contract for spotting of vessels.

Through re-advertisement, staff's goal is to award similar contracts to additional vendors(s) in the future that will enable all mooring companies appointed by vessel owners and owner's representatives the opportunity to provide spotting services to all ships calling Port Authority facilities.

## L. OPERATIONS

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**Subject**                      **5. Issue a purchase order to Automated Logic Contracting Services, Inc. for maintenance and support of building automation systems at Bayport Container Terminal for a three-year period, using Harris County Department of Education's Choice Partners, a cooperative purchase program, in an amount not to exceed \$88,000.**

**Meeting**                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                      Public

**Type**                        Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, issue a purchase order to Automated Logic Contracting Services, Inc. for maintenance and support of building automation systems at Bayport Container Terminal for a three-year period, using Harris County Department of Education's Choice Partners, a cooperative purchase program, in an amount not to exceed \$88,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals**                        STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Maintenance

**Staff Contact:**  
Paulo Soares

**Background:**  
The Port Authority seeks to obtain a three-year maintenance and support services contract for the automation systems of the operations and maintenance and repair buildings at Bayport Container Terminal. These systems use sensors, timers, and software to anticipate heating, cooling, and lighting needs based on operational hours and room occupation. Regular adjustments and calibration need to occur for the system to function properly.

**Staff Evaluation/Justification:**  
The Director of Procurement Services has determined that procuring maintenance and support of building automation systems through the Harris County Department of Education's (HCDE) Choice Partners cooperative purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Maintenance Department has determined that the best availability, price, and contract term for the item needed is provided by Automated Logic Contracting Services, Inc. under the pricing schedule obtained from that vendor's contract with HCDE under its Choice Partners program, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

## L. OPERATIONS

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**Subject**                      **6. Issue a purchase order to Altec Industries, Inc. for the purchase of an articulating bucket truck, using the National Joint Powers Alliance, a cooperative purchase program, in an amount not to exceed \$160,000.**

Meeting                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                      Public

Type                      Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, issue a purchase order to Altec Industries, Inc., for the purchase of an articulating bucket truck, using the National Joint Powers Alliance, a cooperative purchase program, in an amount not to exceed \$160,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                      STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Port Authority currently owns a 2002 bucket truck which is used daily to perform repairs to warehouses (sheet metal, gutter, etc.), replace terminal lights, and maintain security/IT cameras at all facilities. The bucket mechanism in this particular unit is obsolete, no longer offers reliable performance, and has become costly to maintain.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring an articulating bucket truck through the National Joint Powers Alliance (NJPA) is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Central Maintenance department has determined that the best availability, price, and contract term for the item needed is provided by Altec Industries, Inc. under the pricing schedule obtained from that vendor's contract with the NJPA, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

## L. OPERATIONS

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**Subject**                    **7. Amend the services agreement with ITS Technologies & Logistics, LLC f/k/a In-Terminal Services Corporation for a one-year extension to provide for Operation of the Port Authority's Intermodal Rail Ramp at Barbours Cut Terminal at no cost to the Port Authority.**

Meeting                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its July 31, 2018 meeting, authorize amendment of the services agreement with ITS Technologies & Logistics, LLC f/k/a In-Terminal Services Corporation for a one-year extension to provide for Operation of the Port Authority's Intermodal Rail Ramp at Barbours Cut Terminal at no cost to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Operations

**Staff Contact:**

Jeff Davis

**Background:**

By Minute Nos. 98-0824-15, 2003-0127-43 (Amendment No. 1), 2008-0722-41 (Amendment No. 2), and 2008-0826-35, the Port Commission awarded a contract to ITS Technologies & Logistics, LLC f/k/a In-Terminal Services Corporation (ITS) for the operation of the Port Authority's Intermodal Rail Ramp at Barbours Cut Terminal. The original contract commenced on August 24, 1998 and was again awarded to ITS on August 24, 2008 for a ten-year term. The Port Authority does not compensate ITS for its work under the contract; rather ITS is paid on a per-lift basis by the railroads served at the Rail Ramp. ITS reimburses the Port Authority monthly for utility costs on a per-lift basis.

ITS's work under the agreement includes loading and unloading containers to and from railcars, coordination with Port Authority Operations and the trucking industry for pick-up and delivery of containers, shifting of railcars as necessary, and preparing outbound trains in accordance with railroad policies. The railroads have indicated that they are satisfied with ITS's operation of the Rail Ramp.

In order to provide the Port Authority with adequate time to evaluate future operation of the Rail Ramp, the Port Authority and ITS have agreed to a one-year extension of the current agreement.

**Staff Evaluation/Justification:**

Staff recommends that the contract with ITS be extended until August 2019 for operation of the Port Authority's Rail Ramp at Barbours Cut Terminal at no cost to the Port Authority.



## **L. OPERATIONS**

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<b>Subject</b>	<b>8. Enter into a Marine Terminal Services Agreement with CMA CGM S.A.</b>
Meeting	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its July 31, 2018 meeting, authorize the Port Authority to enter into a Marine Terminal Services Agreement with CMA CGM S.A., and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand) STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**  
General

**Department:**  
Operations

**Staff Contact:**  
Jeff Davis

**Background:**

The Port Authority anticipates continued development of Bayport Container Terminal and improvement of facilities at Barbours Cut Terminal to better serve carriers at these terminals.

To permit the Port Authority to properly plan its capital investments in these terminals and prudently commit and spend public funds, the Port Authority has entered into Marine Terminal Services Agreements (MTSA) with its major container carriers, requiring them to commit for a specified term to handle their cargoes moved through the region at the Port Authority's public container terminals. In connection with such agreements, the Port Authority provides volume incentives for using these facilities.

The Port Authority previously entered into an MTSA with CMA CGM S.A., which was filed with the Federal Maritime Commission on September 5, 2008. That agreement is currently at the end of its ten-year term.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission approve a new MTSA with CMA CGM S.A.

## N. TECHNOLOGY

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**Subject** 1. Approve staff's ranking of vendors and award a contract in an amount not to exceed \$242,618 for continued improvement solutions JD Edwards Configurable Network Computing to the top-ranked proposer: staff ranking - first, Cyret Technologies, Inc.; second, Denovo Ventures, LLC; and third, Smartbridge, LLC.

**Meeting** Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access** Public

**Type** Action

**Recommended Action** The Port Commission, at its July 31, 2018, meeting:  
 (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order - first, Cyret Technologies, Inc.; second, Denovo Ventures, LLC; and third, Smartbridge, LLC;  
 (b) award a contract to the top-ranked proposer for continued improvement solutions JD Edwards Configurable Network Computing in an amount not to exceed \$242,618;  
 (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected, and  
 (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals** Strategic Objective 1c. - Implement streamlined processes supported by technology  
 Strategic Objective 3a. - Develop and implement a facilities Master Plan and Asset Management Program

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking to upgrade and add additional functionality for the JD Edwards Enterprise Resource Planning software to enhance port-wide user experiences and improve business processes.

By Minute No. 2017-0131-18(h), the Port Commission authorized the advertisement of a request for proposals (RFP) for the Port Authority's JD Edwards Enterprise Resource Planning software program. The Port Authority notified vendors regarding its RFP using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Three hundred and thirteen firms downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On May 9, 2018 five RFP responses were received and opened. Staff evaluated and ranked the proposals in accordance with the selection criteria published in the RFP. Staff identified the following firms, listed in order of ranking, as most qualified to provide the required services:

- Cyret Technologies, Inc.
- Denovo Ventures, LLC

- Smartbridge, LLC

Follwing staff Executive Committee review, staff recommends that the Port Commission award the contract to Cyret Technologies, Inc. and act as otherwise described above.

## N. TECHNOLOGY

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<b>Subject</b>	<b>2. Issue a purchase order to CDW Government, LLC for purchase of a one-year renewal of NetApp (data storage) hardware and software maintenance, using Texas Department of Information Resources Cooperative Purchase Program, in an amount not to exceed \$ 230,000.</b>
<b>Meeting</b>	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
<b>Access</b>	Public
<b>Type</b>	Action
<b>Recommended Action</b>	The Port Commission, at its July 31, 2018 meeting, issue a purchase order to CDW Government, LLC for purchase of a one-year renewal of NetApp (data storage) hardware and software maintenance, using Texas Department of Information Resources Cooperative Purchase Program, in an amount not to exceed \$230,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
<b>Goals</b>	Strategic Objective 1c. - Implement streamlined processes supported by technology Strategic Objective 2b. - Deliver cost and service advantages through innovation and efficiency

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

As the Information Technology (IT) Department continues to provide data storage at both Port Authority Data Centers, it is imperative that data storage equipment has the needed service and support from the vendor (NetApp). The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority to provide such service and support.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring the renewal of NetApp (data storage) hardware and software maintenance through the Texas Department of Information Resources (DIR) purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology (IT) Department has determined that the best availability, price, and contract term for the item needed is provided by CDW Government, LLC under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

## N. TECHNOLOGY

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**Subject**                    **3. Award a purchase order to Solid Border, Inc. for a one-year renewal of Palo Alto (firewall) hardware and software maintenance, using the State of Texas Department of Information Resources Cooperative Purchase program, in an amount not to exceed \$75,000.**

**Meeting**                    Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                    Public

**Type**                    Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, award a purchase order to Solid Border, Inc. for a one-year renewal of Palo Alto (firewall) hardware and software maintenance, using the State of Texas Department of Information Resources Cooperative Purchase program, in an amount not to exceed \$75,000, determine that this method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals**                    Strategic Objective 1c. - Implement streamlined processes supported by technology  
Strategic Objective 4c. - Operate safely and securely

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

As the Information Technology (IT) Department continues to maintain and provide firewall security services, it is imperative the devices providing these services stay updated and supported by the vendor (Palo Alto Networks).

The Texas Legislature enacted Government Code Chapter 2054 (the Information Resources Management Act) which established the State of Texas Department of Information Resources (DIR). DIR has a cooperative purchasing program (ITC Co-op) that enables governmental entities to efficiently pool their purchasing power to negotiate favorable pricing for computer hardware, software and technology services. Under this program the State of Texas through its DIR has entered into contracts with providers of products and related services that are the result of compliance with applicable procurement laws of the State of Texas, and authorizes state agencies and local governments to purchase the products and services under these DIR cooperative contracts.

Pursuant to Texas Government Code Section 2054.0565, procurement using DIR contracts satisfies competitive procurement requirements. Additionally, DIR is an agency of the state of Texas, therefore the use of a DIR contract is a purchasing method acceptable for the Port Authority pursuant to Texas Water Code Section 60.454.

**Staff Evaluation/Justification:**

Staff has determined that the price and availability offered by Solid Border, Inc. using DIR contract (DIR-TSO-2700) to renew Palo Alto (firewall) hardware and software maintenance provides the best value to the Port Authority, and accordingly recommends that the Port Commission approve this contract.

## N. TECHNOLOGY

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**Subject**                      **4. Award a purchase order to SHI Government Solutions, Inc. for annual renewal of Mimecast email management software maintenance and support, using Local Government Purchasing Cooperative's BuyBoard, in an amount not to exceed \$55,000.**

**Meeting**                      Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

**Access**                      Public

**Type**                        Action

**Recommended Action** The Port Commission, at its July 31, 2018 meeting, award a purchase order to SHI Government Solutions, Inc. for annual renewal of Mimecast email management software maintenance and support, using Local Government Purchasing Cooperative's BuyBoard, in an amount not to exceed \$55,000, determine that this method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Goals**                        Strategic Objective 1c. - Implement streamlined processes supported by technology  
Strategic Objective 4c. - Operate safely and securely

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

In order to ensure that the Port Authority's email archival, retention, and search capabilities are properly supported, it is imperative that the Mimecast email management software is maintained and up-to-date. This requires annual renewal of the software maintenance and support agreement.

SHI Government Solutions, Inc., (SHI) is a provider of Mimecast email management software and support agreements, and offers them at a competitive price through its contract with the Texas BuyBoard Purchasing Cooperative (Contract #498-15).

The Local Government Purchasing Cooperative (Cooperative) is an administrative agency of cooperating local governments authorized by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Cooperative is further authorized as a local purchasing cooperative organization as set forth in Section 271.101, et seq., of the Texas Local Government Code. The Port Commission, by Minute No. 2006-1023-43, entered into an interlocal agreement with the Cooperative to become a member participant, and since that time has used the Cooperative and its BuyBoard electronic purchasing application to facilitate compliance with state procurement requirements; to more efficiently identify qualified vendors of commodities, goods and services; to relieve the burdens of the governmental purchasing function; and to realize the various potential economies, including administrative cost savings.

**Staff Evaluation/Justification:**

Accordingly, staff has determined that the price and availability from SHI provides the needed Information Technology equipment and best value to the Port Authority and recommends that the Port Commission award a purchase order to the above entity.

## N. TECHNOLOGY

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<b>Subject</b>	<b>5. Award a contract to ECS Federal, LLC for purchase of information technology implementation services in support of the migration from Microsoft SharePoint 2010 and supporting functionality to Microsoft SharePoint 2016 using the United States General Services Administration, an agency of the United States, in an amount not to exceed \$265,000.</b>
<b>Meeting</b>	Jul 31, 2018 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
<b>Access</b>	Public
<b>Type</b>	Action
<b>Recommended Action</b>	The Port Commission, at its July 31 meeting, award a contract to ECS Federal, LLC for purchase of information technology implementation services in support of the migration from Microsoft SharePoint 2010 and supporting functionality to Microsoft SharePoint 2016 using the United States General Services Administration, an agency of the United States, in an amount not to exceed \$265,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
<b>Goals</b>	Strategic Objective 1c. - Implement streamlined processes supported by technology Strategic Objective 2b. - Deliver cost and service advantages through innovation and efficiency

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking to obtain information technology implementation services from ECS Federal, LLC in support of the migration from SharePoint 2010 to SharePoint 2016; this migration will ensure that all current functionality remain available after the upgrade.

Currently, SharePoint 2010 is the base platform for internal collaboration – branded as SharePORT – and for document and records management. Microsoft ended mainstream technical support for SharePoint 2010 in 2015 and extended support will end in 2020. Likewise, the Gimmal add-on which allows us to meet regulatory and compliance requirements for documents and records is also out of support. The Port Authority will be migrating to SharePoint 2016 and upgrading the Gimmal records management software to ensure ongoing technical support of this critical platform.

Port Authority staff seeks assistance with implementation and migration services in support of this migration. These services will augment hands-on work done by our internal technical team.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring information technology implementation services through the United States General Services Administration (GSA), an agency of the United States, is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority. The Port Authority, as a political subdivision of the State of Texas, is authorized to use GSA for the procurement of certain items (primarily technology, security, and fire/police items).



The Information Technology department has determined that the best availability, price, and contract term for the services needed is provided by ECS Federal, LLC under the pricing schedule obtained from that vendor's contract with United States General Services Administration (contract GS-35-0601K) and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.