



# PORT COMMISSION MEETING

## JUNE 24, 2025 – AGENDA





**Tuesday, June 24, 2025**  
**PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY**

**9:15 a.m.**  
**111 East Loop North**  
**Houston, TX 77029**  
**Fourth Floor Boardroom**  
**And Via WebEx**

**A. CALL TO ORDER**

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**B. OPENING REMARKS BY CHAIRMAN AND COMMISSIONERS**

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1. Governance, legislative, policy, operational, and community matters

**C. APPROVAL OF MINUTES**

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1. Port Commission Public Meeting - May 20, 2025

**D. STAFF REPORTS**

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1. Summary of selected financial and operational matters

**E. APPEARANCES**

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1. Public Comment

**F. EXECUTIVE**

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***Staff Report*** – Selected agenda items – Jessica Shaver, Chief Administrative Officer

***Awards, Amendments & Change Orders***

1. Award a one-year professional contract to Pendulum Strategies, LLC for federal governmental policy consulting and support in an amount not to exceed \$120,000.
2. Award a one-year professional contract to Cassidy and Associates for federal governmental policy consulting and support in an amount not to exceed \$260,000.
3. Amend the professional services contract with Business Wire, Inc. to provide news distribution services by exercising its one-year renewal option in an amount not to exceed \$37,000.

***General***

4. Adopt the Strategic Sourcing Committee Charter.

## **G. CHANNEL INFRASTRUCTURE**

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**Staff Report** – Selected agenda items – Lori Brownell, Chief Channel Infrastructure Officer

### ***Awards, Amendments & Change Orders***

1. Authorize an agreement to provide that the U.S. Army Corps of Engineers assume certain obligations for Separable Element 1B of Houston Ship Channel Expansion Channel Improvement Project (Project 11).

### ***Permits/Licenses/Pipeline Easements***

2. Approve the renewal of expiring Port Authority pipeline licenses for thirty-year terms for the following entities: Deer Park Refining Limited Partnership, HFOTCO LLC, and Sand Dollar Pipeline LLC.

3. Issue a pipeline license to Targa Downstream LLC for a 12-inch wastewater pipeline under Old Cedar Bayou north of Interstate 10.

4. Approve the transfer of five pipeline licenses from Shell Pipeline Company LP and Triton West LLC to Edgewater Midstream Pasadena LLC; and approve the transfer and renewal of six pipeline licenses for thirty-year terms from Shell Pipeline Company LP and Triton West LLC to Edgewater Midstream Pasadena LLC.

5. Approve the transfer and renewal of a pipeline license from Shell Oil Company to Deer Park Refining Limited Partnership for a 24-inch petroleum product pipeline under the Southside Mainline Railroad East of Beltway 8.

## **H. COMMERCIAL**

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**Staff Report** – Selected agenda items – John Moseley, Chief Commercial Officer

### ***Leases***

1. Approve a lease for a two-year term with a one-year mutual extension option with Enterprise Terminating Services, L.P. effective July 1, 2025, for approximately 13.5 acres in the Beltway 8 vicinity, at an annual base rent of approximately \$486,000, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.

2. Approve a lease for a two-year term with a one-year mutual extension option commencing no earlier than August 1, 2025, with Texas Stevedoring Services LLC to combine both office spaces and reduce the premises area for a total of 2,594 square feet in the Barbours Cut Administrative Building at an annual base rent of \$66,368.01, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.

## **I. FINANCE**

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**Staff Report** – Selected agenda item – Tim Finley, Chief Financial Officer

### ***Awards, Amendments & Change Orders***

1. Approve staff's ranking of vendors and award a two-year contract effective July 1, 2025, with 2 two-year extensions, in an amount not to exceed \$110,000 per year for the first two-year term, for investment advisory and consulting services for the Port Authority's operating and bond fund cash and investments, to the top-ranked proposer Hilltop Securities Asset Management LLC.

## **J. INFRASTRUCTURE**

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**Staff Report** – Selected agenda items – Rich Byrnes, Chief Port Infrastructure Officer

### ***Awards, Amendments & Change Orders***

1. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$250,000 for 2025 annual perimeter security fence replacement, to the top-ranked proposer Printesa, LLC.
2. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$18,250,477 for the construction of the new Port Coordination Center facility at Turning Basin Terminal to the top-ranked proposer Satterfield & Pontikes Construction, Inc.
3. Award a professional services contract with Jacobs Engineering Group, Inc. to perform the preliminary design of West End Container Yards, Phase 2 at Barbours Cut Terminal in an amount not to exceed \$563,642
4. Approve a change order with Orion Construction, LLC to perform additional work associated with the bulkhead and fender repairs at Wharf 20/21 at Turning Basin Terminal in an amount not to exceed \$550,000.
5. Approve a change order with Breaux Brothers Enterprises, Inc. for an alternate battery system for the new Port Authority tour boat in an amount not to exceed \$135,405.

## **K. MAINTENANCE**

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**Staff Report** – Selected agenda items – Paulo Soares, Chief Port Maintenance Officer

### ***Awards, Amendments & Change Orders***

1. Approve staff's ranking of vendors and award a three-year contract in an amount not to exceed \$400,000 to perform occupational and safety inspection services for equipment at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal to the top-ranked proposers: staff ranking – first, Pattie Services, LLC dba Patriot Specialty Services; second, Kempco Inspection Services, Inc.; and third, Crane Inspection & Certification Bureau, LLC (CICB).
2. Award a three-year contract to Sudden Service, Inc., the sole source provider, for the purchase of captive replacement parts and services for Taylor handling equipment at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$400,000.
3. Award a three-year contract to Briggs Equipment, the sole source provider, for the purchase of captive spare and replacement parts and services for Hyster container handling equipment at Barbours Cut Terminal and Bayport Container Terminals in an amount not to exceed \$1,000,000.
4. Declare an electric yard tractor as surplus property and authorize its exchange for one clean diesel Tier-4 engine yard tractor through Briggs Equipment using the BuyBoard program for the Bayport Container Terminal in a total amount not to exceed \$30,000.
5. Approve a change order with Bishop Lifting Products, Inc. for the purchase of wire ropes and related components for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$500,000.

## **L. OPERATIONS**

**Staff Report** – Selected agenda item – Ryan Mariacher, Chief Port Operations Officer

### ***General***

1. Approve a memorandum of agreement with U.S. Customs and Border Protection for reimbursement in an amount not to exceed \$129,945 for end user information technology equipment and devices to support its operations at Barbours Cut Terminal and Bayport Container Terminal.

## **M. PEOPLE**

1. No items.

## **N. SECURITY AND EMERGENCY OPERATIONS**

**Staff Report** – Selected agenda items – Amy Seymour, Chief Port Security and Emergency Operations Officer

### ***Awards, Amendments & Change Orders***

1. Award a contract to Bakers' Signs & Manufacturing, Inc. for unified Port Authority terminal safety signage in an amount not to exceed \$200,000.

2. Enter into a two-year interlocal agreement with San Jacinto College to provide fireboat simulation training for the Fire Department in an amount not to exceed \$19,500.

3. Authorize (i) a contract with the Woods Hole Group for the reconnaissance, design, procurement, integration, and installation of a dual air gap real-time monitoring station on the IH-610 bridge, in an amount not to exceed \$145,000, and (ii) an amendment to the agreement with the U.S. Department of Commerce, National Oceanic and Atmospheric Administration for maintenance of the system in an amount not to exceed \$20,000 annually and a total amount not to exceed \$40,000.

## **O. STRATEGY**

1. No items.

## **P. TECHNOLOGY**

**Staff Report** – Selected agenda items – Charles Thompson, Chief Information Officer

### ***Awards, Amendments & Change Orders***

1. Award a three-year contract to HiED, Inc. for renewal of the Adobe Enterprise Term License Agreement for subscriptions for Adobe Acrobat and Adobe Sign, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$366,000.

2. Award a three-year contract to Microsoft Corporation for purchase of Microsoft Unified Support Services for unlimited Microsoft reactive support, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$557,367.

3. Amend the Master Services Agreement with Semper Sec, LLC to include additional services for information security documentation for an additional period of 18 months in an amount not to exceed \$204,000.

4. Approve a change order with Criner-Daniels & Associates, Inc. to extend professional services for the Device Refresh project and to include additional work associated with the Windows 11 Project in an amount not to exceed \$75,000.

#### **Q. RECESS OPEN MEETING AND CONVENE EXECUTIVE SESSION**

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act), including consultation concerning claims regarding HDR Architecture, Inc.

2. Real Estate (Section 551.072, Texas Open Meetings Act)

3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)

4. Employment and Evaluation of Public Officers and Employees (Section 551.074, Texas Open Meetings Act)

5. Security-Related Matters (Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act)

6. Adjourn Executive Session

#### **R. RECONVENE OPEN MEETING**

1. Announce any items from Executive Session requiring Port Commission action

#### **S. CLOSING REMARKS BY CHAIRMAN AND COMMISSIONERS**

1. Governance, legislative, policy, operational, and community matters

#### **T. ADJOURN MEETING**

1. Next Meeting Requested - July 22, 2025

2. Adjourn Port Commission Meeting



## F. EXECUTIVE

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|                    |  |
|--------------------|--|
| <b>Subject</b>     | <b>1. Award a one-year professional contract to Pendulum Strategies, LLC for federal governmental policy consulting and support in an amount not to exceed \$120,000.</b>  |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, award a professional services contract to Pendulum Strategies, LLC, for federal governmental policy consulting and support in an amount not to exceed \$120,000, for a one-year term effective July 1, 2025, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Government Relations

**Staff Contact:**

Cam Spencer/Kerrick Henny

**Background:**

The Port Authority currently contracts with Pendulum Strategies, LLC to consult on federal policy priorities, assist in developing strategic plans and objectives, and facilitate effective communication with government officials and their staff.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission authorize a new one-year contract with Pendulum Strategies, LLC for continued federal consulting and support services.



## F. EXECUTIVE

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|                    |   |
|--------------------|---|
| <b>Subject</b>     | <b>2. Award a one-year professional contract to Cassidy and Associates for federal governmental policy consulting and support in an amount not to exceed \$260,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, award a one-year professional services contract to Cassidy and Associates for federal governmental policy consulting and support, for a one-year term effective July 1, 2025, in an amount not to exceed \$260,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Government Relations

**Staff Contact:**

Cam Spencer/Kerrick Henny

**Background:**

To advance the project of widening and deepening the Houston Ship Channel, Port Authority staff has sought additional support to assist in its work with the U.S. Army Corps of Engineers regarding the Houston Ship Channel Expansion Improvement Project (Project 11) and continuing to move forward with staff's efforts to obtain funding for Project 11. Cassidy and Associates also assist with other Houston Ship Channel funding priorities, and other congressional and administration advocacy efforts.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission authorize a new one-year contract with Cassidy and Associates for continued federal consulting and support services.



## F. EXECUTIVE

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| <b>Subject</b>     | <b>3. Amend the professional services contract with Business Wire, Inc. to provide news distribution services by exercising its one-year renewal option in an amount not to exceed \$37,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, amend the professional services contract with Business Wire, Inc. to provide news distribution services by exercising its one-year renewal option in an amount not to exceed \$37,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Corporate Communications & Branding

**Staff Contact:**

Lisa Ashley

**Background:**

The Media Relations department utilizes news releases as a tool to help support disseminating news and information concerning the Port Authority and the Houston Ship Channel.

The Port Commission previously approved a contract under Business Wire, Inc., to provide news distribution services in support of this effort. That contract is nearing the end of its term, and staff is seeking to exercise the renewal option it provides.

**Staff Evaluation/Justification:**

Staff requests that the Port Commission amend the contract with Business Wire, Inc., to provide news release distribution services for an additional one-year period.



## F. EXECUTIVE

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|                    |   |
|--------------------|---|
| <b>Subject</b>     | <b>4. Adopt the Strategic Sourcing Committee Charter.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, adopt the Strategic Sourcing Committee Charter, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

General

**Department:**

Executive

**Staff Contact:**

Erik Eriksson

**Background:**

In order to aid the efficient and transparent conduct of Port Authority affairs, at its May 24, 2011 meeting, the Port Commission formally designated five standing Port Commission task forces, including a Procurement and Small Business Development Task Force. The responsibilities of that group included assisting the Port Commission in monitoring the Port Authority's procurement activities and Small Business Development Program, and creating and updating relevant policies and procedures.

By actions at its March 26, 2013 meeting and September 27, 2016 meeting, the Port Commission adopted and revisited that group's charter to memorialize its purpose and authority, and at its April 26, 2022 meeting adopted a restatement as the Business Equity Committee Charter, to reflect the Port Authority's business equity initiatives.

**Staff Evaluation/Justification:**

At its April 29, 2025 meeting, the Business Equity Committee considered revising the charter to address the recent Port Authority staff reorganization, which has brought together the Business Equity department and Procurement Services department under common leadership, with an overarching focus on the strategic sourcing of goods and services. Legal staff is now submitting a draft charter, attempting to do so to the Port Commission for its consideration.



**Strategic Sourcing Committee  
of the  
Port Commission of the Port of Houston Authority**

Charter  
June 2025

A. Purpose and Authority.

1. The Strategic Sourcing Committee (“Committee”) is established by the Port Commission of the Port of Houston Authority (“Port Authority”) for the primary purpose of reviewing and providing advice regarding the Port Authority’s strategic sourcing programs and initiatives, and related policies.

2. Consistent with this function, the Committee encourages continuous improvement of, and fosters adherence to, the Port Authority’s policies, programs, and procedures at all levels. In addition, the Committee will support the missions of the Port Authority and its Strategic Sourcing Department, which are as follows:

Mission Statements

Port Authority

*We move the world and drive regional prosperity.*

Strategic Sourcing

*The Strategic Sourcing Department delivers  
high-value, sustainable, competitively advantaged solutions  
through cost-effective supplier relationships,  
and ethical, transparent, and efficient procurement practices –  
leveraging responsible sourcing strategies, collaboration, and negotiation with vendors,  
to maximize business opportunities, drive efficiency, and expand access  
for small, and minority and women-owned businesses,  
in support of Port Houston’s mission.*

3. The Committee also provides for open communication among the Port Commission and senior management.

4. The Committee has the authority to initiate investigations into any matters within its scope of responsibility and obtain advice and assistance from outside legal or other advisors, as necessary, to perform its duties and responsibilities.

5. In carrying out its duties and responsibilities, the Committee shall also have the authority to meet with and seek any information it requires from Port Commissioners, officers, employees, and external parties.

6. The Port Commission may provide appropriate funding, as requested by the Committee, for compensation to any advisers that the Committee chooses to engage, and for payment of ordinary administrative expenses of the Committee that are necessary or appropriate in carrying out its duties.

7. The Committee will primarily fulfill its responsibilities by carrying out the activities enumerated in Section C of this charter.

B. Composition and Meetings.

1. The Committee will be comprised of three Port Commissioners, as determined by the Port Commission or the Chairman of the Port Commission.

2. Unless a chairperson is selected by the Port Commission or the Chairman of the Port Commission, the members of the Committee may designate a chairperson by majority vote.

3. The Committee will meet periodically as circumstances dictate. The Committee chairperson will approve the agenda for the Committee's meetings and any member may request items for inclusion on the agenda.

4. As part of its responsibility to foster open communication, the Committee may meet periodically with employees and legal counsel in executive sessions as permitted by the Texas Open Meetings Act.

5. The Committee will endeavor to conduct its meetings in compliance with those relevant procedures set forth in the Amended and Restated Bylaws of the Port Authority in effect from time-to-time.

C. Responsibilities and Duties. To fulfill its responsibilities and duties, the Committee may carry out the following activities.

1. Strategic Sourcing.

a. Review and advise regarding the Port Authority's policies, programs, and procedures relating to strategic sourcing matters and ensure that the Port

Authority's policies, programs, and procedures relating to strategic sourcing matters are consistent with the Port Authority's mission and its other policies and objectives.

b. Review sourcing trends and best practices for their applicability to the Port Authority.

c. Advise the Port Commission of current best practices in goods and services sourcing.

d. Consult with and support the Governance Committee, as permitted by the Texas Open Meetings Act, to periodically review and recommend to the Port Commission policies and procedures regarding strategic sourcing.

e. Consult with and support any other Port Commission committee, as permitted by the Texas Open Meetings Act, in preparing and adopting policies and procedures relating to strategic sourcing activities.

f. Consistent with the foregoing, take such other actions as it deems necessary to encourage continuous improvement of, and foster adherence to strategic sourcing policies, programs, and procedures adopted by the Port Authority.

2. Small and Minority and Women-Owned Business Development.

a. Review and advise regarding the Port Authority's policies, programs, and procedures relating to Small Business Development, and Minority and Women-Owned Business Enterprise Development (collectively "S/MWBE") matters, and ensure that those policies, programs, and procedures are consistent with the Port Authority's overall mission and its other policies and objectives.

b. Review applicable trends and best practices in S/MWBE matters for their applicability to the Port Authority.

c. Advise the Port Commission of current best practices in S/MWBE matters.

d. Consult with and support the Governance Committee, as permitted by the Texas Open Meetings Act, to periodically review and recommend to the Port Commission revisions to the Port Authority's policies and procedures regarding the Port Authority's S/MWBE policies, programs, and initiatives.

e. Consult with and support any other Port Commission committee, as permitted by the Texas Open Meetings Act, in preparing and adopting policies and procedures relating to the Port Authority's S/MWBE initiatives.

f. Consistent with the foregoing, take such other actions as it deems necessary to encourage continuous improvement of, and foster adherence to, the Port Authority's S/MWBE policies and procedures at all levels.

3. Port Commission Meetings and Information.

a. Review and advise regarding the detail and appropriate timing for distribution of Port Commission materials regarding Strategic Sourcing Department agenda items, to allow the Port Commission adequate time to review materials and prepare for meetings.

b. Review and advise regarding other Port Commission briefing materials and educational initiatives that relate to strategic sourcing matters.

4. Compliance.

a. Periodically review any significant issues and/or activities that could have a significant impact on the Port Authority's strategic sourcing activities.

b. Obtain regular updates from management and counsel regarding other strategic sourcing matters.

5. Reporting.

Report regularly to the Port Commission regarding the execution of the Committee's duties and responsibilities, activities, any issues encountered, and related recommendations.

6. Other Responsibilities.

a. Periodically conduct an assessment of this charter and the Committee's purpose, duties, and responsibilities hereunder, and recommend to the Port Commission any changes or amendments.

b. Perform any other activities consistent with governing laws that the Port Commission or Committee determines are necessary or appropriate.



## G. CHANNEL INFRASTRUCTURE

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|                    |   |
|--------------------|---|
| <b>Subject</b>     | <b>1. Authorize an agreement to provide that the U.S. Army Corps of Engineers assume certain obligations for Separable Element 1B of Houston Ship Channel Expansion Channel Improvement Project (Project 11).</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, authorize an agreement to provide that the U.S. Army Corps of Engineers assume certain obligations for Separable Element 1B of Houston Ship Channel Expansion Channel Improvement Project (Project 11), and authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Channel Infrastructure Operations

**Staff Contact:**

Lori Brownell/Leia Wilson

**Background:**

By Minute No. 2021-0614-04, the Port Commission authorized a Project Partnership Agreement with the U.S. Army Corps of Engineers in connection with the construction of the Houston Ship Channel Expansion Channel Improvement Project, Harris, Chambers, and Galveston Counties, Texas (Project 11).

Project 11 was authorized by Section 401(1)7 of the Water Resources Development Act (WRDA) of 2020, and includes separable element 1B as a locally preferred plan (LPP). Construction of Segment 1B was completed in December 2024 under a contract approved by the Galveston District of the U.S. Army Corps of Engineers and carried out by the Port Authority.

This proposed agreement would move the financial obligation for future maintenance of Separable Element 1B, as originally contemplated pursuant to the LPP, from the Port Authority to the federal government, in accordance with previously approved Assumption of Maintenance Memoranda:

- May 8, 2025 - D. Lee Forsgren, Acting Assistant Secretary of the Army
- January 21, 2025 - Edward E. Belk, Director of Civil Works – U.S. Army Corps of Engineers Headquarters
- January 6, 2025 - George H. Walter, Commanding General – U.S. Army Corps of Engineers Division
- October 16, 2024 - Rhett Blackmon, Commanding General – U.S. Army Corps of Engineers District

**Staff Evaluation/Justification:**

Staff has reviewed and recommends that the Port Commission authorize this agreement.



## G. CHANNEL INFRASTRUCTURE

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|                    |   |
|--------------------|---|
| <b>Subject</b>     | <b>2. Approve the renewal of expiring Port Authority pipeline licenses for thirty-year terms for the following entities: Deer Park Refining Limited Partnership, HFOTCO LLC, and Sand Dollar Pipeline LLC.</b>  |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, authorize the Port Authority to renew expiring Port Authority pipeline licenses for thirty-year terms for the following entities: Deer Park Refining Limited Partnership, HFOTCO LLC, and Sand Dollar Pipeline LLC, and further authorize the Chief Executive Officer 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 Infrastructure Real Property

**Staff Contact:**

Garry McMahan/Mollie Powell

**Background:**

The pipeline licensees listed below have applied to renew their licenses:

**30-Year Term**

| <b>Company</b>                         | <b>File No.</b> | <b>License Fee*</b> |
|--|-----------------|---------------------|
| Deer Park Refining Limited Partnership | 2013-0336       | \$5,727             |
| HFOTCO LLC                             | 1995-0066       | \$73,827            |
| Sand Dollar Pipeline LLC               | 1995-0071       | \$38,176            |
| <b>Total</b>                           |                 | <b>\$117,730</b>    |

\*License fee is calculated for the first 10 years of the agreement for the 30-year term licenses.

**Staff Evaluation/Justification:**

The applications were reviewed and approved by the Port Authority's Channel Infrastructure Real Property department and the Port Terminal Railroad Association when applicable. The licenses are to be renewed subject to the Port Authority's usual terms and conditions.

Staff recommends approval.



## G. CHANNEL INFRASTRUCTURE

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| <b>Subject</b>     | <b>3. Issue a pipeline license to Targa Downstream LLC for a 12-inch wastewater pipeline under Old Cedar Bayou north of Interstate 10.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, authorize a pipeline license to Targa Downstream LLC for a 12-inch wastewater pipeline under Old Cedar Bayou north of Interstate 10, and further authorize the Chief Executive Officer 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 Infrastructure Real Property

**Staff Contact:**

Garry McMahan/Chris Gossett

**Background:**

Targa Downstream LLC, Port Authority File No. 2025-0179, has applied for a 12-inch wastewater pipeline under Old Cedar Bayou north of Interstate 10, in the William Bloodgood Survey, A-4.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Infrastructure Real Property department. The license is subject to the Port Authority's usual terms and conditions for a 30-year license and at an initial fee of \$5,727 for the first ten-year term. The \$1,000 application fee and the \$10,000 as-built deposit have been paid.

Staff recommends approval.



## G. CHANNEL INFRASTRUCTURE

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|--------------------|--|
| <b>Subject</b>     | <b>4. Approve the transfer of five pipeline licenses from Shell Pipeline Company LP and Triton West LLC to Edgewater Midstream Pasadena LLC; and approve the transfer and renewal of six pipeline licenses for thirty-year terms from Shell Pipeline Company LP and Triton West LLC to Edgewater Midstream Pasadena LLC.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve the transfer of five pipeline licenses from Shell Pipeline Company LP and Triton West LLC to Edgewater Midstream Pasadena LLC; approve the transfer and renewal of six pipeline licenses for thirty-year terms from Shell Pipeline Company LP and Triton West LLC to Edgewater Midstream Pasadena LLC, and further authorize the Chief Executive Officer 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 Infrastructure Real Property

**Staff Contact:**

Garry McMahan/Mollie Powell

**Background:**

Edgewater Midstream Pasadena LLC has applied to transfer eleven pipeline licenses from Shell Pipeline Company LP and Triton West LLC to Edgewater Midstream Pasadena LLC. Six licenses will also be renewed for thirty-year terms.

**Transfer**

| <b>Company</b>            | <b>File No.</b> | <b>Expiration Date</b> |
|---------------------------|-----------------|------------------------|
| Shell Pipeline Company LP | 1987-0104       | 6/30/2027              |
| Shell Pipeline Company LP | 1999-0107       | 6/30/2049              |
| Shell Pipeline Company LP | 2001-0108       | 5/16/2051              |
| Triton West LLC           | 2015-0270       | 8/31/2028              |
| Triton West LLC           | 2018-0346       | 11/30/2027             |

**Transfer and Renew**

| <b>Company</b>            | <b>File No.</b>     | <b>Expiration Date</b> | <b>License Fee*</b> |
|---------------------------|---------------------|------------------------|---------------------|
| Triton West LLC           | 1995-0070           | 4/30/2025              | \$11,484            |
| Shell Pipeline Company LP | 1995-0072           | 4/30/2025              | \$5,727             |
| Shell Pipeline Company LP | 1997-0196/2013-0001 | 12/1/2024              | \$5,727             |
| Shell Pipeline Company LP | 1999-0229           | 9/30/2019              | \$5,706             |
| Shell Pipeline Company LP | 2000-0068           | 4/30/2020              | \$27,305            |
| Triton West LLC           | 2004-0421           | 11/30/2024             | \$18,192            |
| <b>Total</b>              |                     |                        | <b>\$74,141</b>     |

\*License fee is calculated for the first 10 years of the agreement for the 30-year term licenses.

**Staff Evaluation/Justification:**

The applications were reviewed and approved by the Port Authority's Channel Infrastructure Real Property department and Port Terminal Railroad Association. The licenses are subject to the Port Authority's usual terms and conditions for a thirty-year license and at a fee of \$74,141 for the first ten years of the term. The \$1,000 application fee has been paid for each application.

Staff recommends approval.

## G. CHANNEL INFRASTRUCTURE

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|--------------------|--|
| <b>Subject</b>     | <b>5. Approve the transfer and renewal of a pipeline license from Shell Oil Company to Deer Park Refining Limited Partnership for a 24-inch petroleum product pipeline under the Southside Mainline Railroad East of Beltway 8.</b>  |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve the transfer and renewal of a pipeline license from Shell Oil Company to Deer Park Refining Limited Partnership, and further authorize the Chief Executive Officer 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 Infrastructure Real Property

**Staff Contact:**

Garry McMahan/Mollie Powell

**Background:**

Deer Park Refining Limited Partnership, Port Authority File No. 2002-0113, has applied to transfer and renew a pipeline license from Shell Oil Company to Deer Park Refining Limited Partnership for a 24-inch petroleum product pipeline under the Southside Mainline Railroad East of Beltway 8, in the Thomas Earle Survey, A-18.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Infrastructure Real Property Department and Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions at a fee of \$23,859 for the thirty-year term. The \$1,000 application fee has been paid.

Staff recommends approval.



## H. COMMERCIAL

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| <b>Subject</b>     | <b>1. Approve a lease for a two-year term with a one-year mutual extension option with Enterprise Terminaling Services, L.P. effective July 1, 2025, for approximately 13.5 acres in the Beltway 8 vicinity, at an annual base rent of approximately \$486,000, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve a lease for a two-year term with a one-year mutual extension option with Enterprise Terminaling Services, L.P. effective July 1, 2025, for approximately 13.5 acres in the Beltway 8 vicinity, at an annual base rent of approximately \$486,000, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

Isaac W. Kyle/Jared Atabuatsi

**Background:**

On November 1, 2013, Oiltanking Partners, L.P., now known as Enterprise Terminaling Services, L.P. (Enterprise) entered into a twenty-five-year lease (PHA File No. 2013-0337) with a twenty-three-year renewal option for approximately 58 acres in the Beltway 8 vicinity adjacent to the current proposed lease for a 13.5-acre lease site. The 58-acre parcel is primarily used for tank farming, as well as dry and liquid bulk storage, with pipeline infrastructure in place to transfer stored products.

On May 1, 2014 (PHA File No. 2014-0064), Enterprise leased a 30-acre tract at the same general location to serve as a construction staging area for site improvements at the adjacent property. This lease expired in 2017. Subsequently, on March 5, 2015, the landlord and tenant entered into a Consent, Waiver, and Cure Agreement, regarding certain environmental impacts to this tract, and on February 1, 2019, the Texas Commission on Environmental Quality (TCEQ) issued a certificate of completion for VCP No. 1897 (effective December 17, 2018), confirming that the tract was thereafter acceptable for commercial/industrial land use.

On September 7, 2017 (PHA File No. 2017-0237), the parties renewed the lease for the 30-acre site on a month-to-month basis, maintaining its role as a construction staging area for adjacent site improvements. That lease was terminated on December 31, 2021.

Enterprise has now requested that the Port Authority lease it approximately 13.5 acres at the same Beltway 8 Property vicinity. The proposal includes a two-year term with a one-year mutual extension option, and once again, it would specifically be used as a construction staging area.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission approve the proposed lease with Enterprise under the terms described above.



## H. COMMERCIAL

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| Subject            | <b>2. Approve a lease for a two-year term with a one-year mutual extension option commencing no earlier than August 1, 2025, with Texas Stevedoring Services LLC to combine both office spaces and reduce the premises area for a total of 2,594 square feet in the Barbours Cut Administrative Building at an annual base rent of \$66,368.01, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve a lease for a two-year term with a one-year mutual extension option commencing no earlier than August 1, 2025, with Texas Stevedoring Services LLC to combine both office spaces and reduce the premises area for a total of 2,594 square feet in the Barbours Cut Administrative Building at an annual base rent of \$66,368.01, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

Isaac W. Kyle/Diana Sechler

**Background:**

Texas Stevedoring Services LLC has requested that the Port Authority combine its 1,372 square foot and 1,276 square foot office leases and reduce the premises area by 54 square feet for a total of 2,594 square feet in the Barbours Cut Administrative Building, and approve a lease for a two-year term with a one-year mutual extension option commencing no earlier than August 1, 2025.

In 2019, the 1,276 square foot office space in the Barbours Cut Administrative Building was assigned from Hapag-Lloyd (America) LLC to Texas Stevedoring Services LLC. In 2020, Texas Stevedoring Services LLC leased an additional 1,652 square feet of office space in the Barbours Cut Administrative building, which was subsequently reduced to 1,372 square feet. Both existing office spaces would now be combined into one office lease.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission approve the proposed lease with Texas Stevedoring Services LLC under the terms described above.



## I. FINANCE

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| Subject            | <b>1. Approve staff's ranking of vendors and award a two-year contract effective July 1, 2025, with 2 two-year extensions, in an amount not to exceed \$110,000 per year for the first two-year term, for investment advisory and consulting services for the Port Authority's operating and bond fund cash and investments, to the top-ranked proposer Hilltop Securities Asset Management LLC.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve staff's ranking of vendors and award a two-year contract effective July 1, 2025, with 2 two-year extensions, in an amount not to exceed \$110,000 per year for the first two-year term, for investment advisory and consulting services for the Port Authority's operating and bond fund cash and investments, to the top-ranked proposer Hilltop Securities Asset Management LLC, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO</a><br><a href="#">Maximize Capacity and Regional Competitiveness</a>  |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Treasury

**Staff Contact:**

Roland Gonzalez/David DeLoach

**Background:**

By Minute No. 2023-0523-25, the Port Commission awarded an investment consulting and advisory services agreement to Meeder Public Funds, Inc. The two-year contract ends June 30, 2025, and staff now seeks to continue these services.

The Port Authority notified vendors regarding its request for proposals (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. Nine vendors downloaded the project materials from BuySpeed. Staff also held a pre-proposal meeting on April 22, 2025, with eight individuals representing five firms attending.

The significant items included in the RFP-3582 scope of services were non-discretionary investment consulting, annual investment policy review and updates in accordance with the Texas Public Funds Act, monthly and quarterly investment performance reporting, periodic market updates, investment credit rating tracking, investment policy compliance monitoring, and monthly listing of approved commercial paper investments.

**Staff Evaluation/Justification:**

On May 14, 2025, two RFP responses were received and opened. Staff evaluated and ranked the proposals in accordance with the selection criteria published in the RFP. Staff identified Hilltop Securities Asset Management, LLC, as providing best value to the Port Authority.

Following staff Executive Committee review, staff recommends that the Port Commission award an investment advisory and consulting services agreement to Hilltop Securities Asset Management, LLC, and act as otherwise described above.

## J. INFRASTRUCTURE

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| <b>Subject</b>     | <b>1. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$250,000 for 2025 annual perimeter security fence replacement, to the top-ranked proposer Printesa, LLC.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$250,000 for 2025 annual perimeter security fence replacement, to the top-ranked proposer Printesa, LLC, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>  |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Craig J. Kasper, P.E.

**Background:**

This project consists of the removal and replacement of deteriorated or damaged perimeter security fencing at Barbours Cut Terminal and the Turning Basin Terminal. The existing fencing is either 6-foot or 8-foot perimeter fencing that would be replaced with 8-foot fencing and three strands of barbed wires to comply with United States Homeland Security requirements.

The Port Authority notified vendors regarding its request for competitive sealed proposals (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. Eighteen vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On May 21, 2025, four CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Printesa, LLC, the proposer providing best value for the Annual Perimeter Security Fence Replacement 2025, and act as otherwise described above.



## J. INFRASTRUCTURE

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| <b>Subject</b>     | <b>2. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$18,250,477 for the construction of the new Port Coordination Center facility at Turning Basin Terminal to the top-ranked proposer Satterfield &amp; Pontikes Construction, Inc.</b>  |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$18,250,477 for the construction of the new Port Coordination Center facility at Turning Basin Terminal to the top-ranked proposer Satterfield & Pontikes Construction, Inc., and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO</a><br><a href="#">Maximize Capacity and Regional Competitiveness</a>  |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Craig J. Kasper, P.E.

**Background:**

This project would consist of constructing a new Port Coordination Center (PCC) building at the Turning Basin Terminal. This facility would be approximately 35,000 square feet of tilt-up-wall construction and would serve as a safe shelter and administrative building for the Port Authority's Fire, Police, Emergency Management, and Turning Basin Operations departments.

The Port Authority notified vendors regarding its request for competitive sealed proposals (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. Forty-two vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On May 14, 2025, four CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Satterfield & Pontikes Construction, Inc., the proposer providing best value for the construction of the new Port Coordination Center facility at Turning Basin Terminal, and act as otherwise described above.



## J. INFRASTRUCTURE

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| <b>Subject</b>     | <b>3. Award a professional services contract with Jacobs Engineering Group, Inc. to perform the preliminary design of West End Container Yards, Phase 2 at Barbours Cut Terminal in an amount not to exceed \$563,642</b>  |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, award the professional services contract with Jacobs Engineering Group, Inc. to perform the preliminary design of West End Container Yards, Phase 2 at Barbours Cut Terminal in an amount not to exceed \$563,642, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO</a><br><a href="#">Maximize Capacity and Regional Competitiveness</a>  |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Craig J. Kasper, P.E.

**Background:**

This project phase consists of terminal planning services, preliminary design, and sequencing for the construction of the western container yards at Barbours Cut Terminal. The scope of services also includes strategic planning for civil improvements, utilities, and operational requirements.

By Minute No. 2024-0924-20, the Port Commission approved the selection of Jacobs Engineering Group, the most highly qualified provider, as engineer of record for the West End Container Yards at Barbours Cut Terminal. The initial award included Phase 1 design of the northwest thirteen-acre yard at Barbours Cut Terminal. The redevelopment of Barbours Cut West End will be developed and administered through a phased design and construction approach, which includes additional container yards west of existing yard 7 and all supporting infrastructure such as terminal exit gates, reefer storage, and/or pad sites for future building development.

**Staff Evaluation/Justification:**

Staff has reviewed Jacobs Engineering Group, Inc.'s proposal and found it to be fair and reasonable, has determined that the firm is the most highly qualified provider for this work, and recommends that the Port Commission approve the proposed contract.



## J. INFRASTRUCTURE

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| Subject            | <b>4. Approve a change order with Orion Construction, LLC to perform additional work associated with the bulkhead and fender repairs at Wharf 20/21 at Turning Basin Terminal in an amount not to exceed \$550,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve a change order with Orion Construction, LLC to perform additional work associated with the bulkhead and fender repairs at Wharf 20/21 at Turning Basin Terminal in an amount not to exceed \$550,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>  |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Craig J. Kasper, P.E.

**Background:**

By Minute No. 2024-1210-23, the Port Commission awarded a contract to Orion Construction, LLC for \$9,281,420.

This proposed change order includes jacketing repairs on existing concrete piers to return them to the condition necessary for the proposed bulkhead anchorage and stabilization system.

This is the fourth change order to this contract, for a total change order value to date of \$1,704,531.41, which is 18.4% of the total contract value.

**Staff Evaluation/Justification:**

Port Authority staff has reviewed the proposal submitted by Orion Construction, LLC and found it to be fair and reasonable, and recommends that the Port Commission authorize this change order.



## J. INFRASTRUCTURE

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| <b>Subject</b>     | <b>5. Approve a change order with Breaux Brothers Enterprises, Inc. for an alternate battery system for the new Port Authority tour boat in an amount not to exceed \$135,405.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve a change order with Breaux Brothers Enterprises, Inc. for an alternate battery system for the new Port Authority tour boat in an amount not to exceed \$135,405, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO</a><br><a href="#">Maximize Capacity and Regional Competitiveness</a>  |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Craig J. Kasper, P.E.

**Background:**

By Minute No. 2025-0325-22, the Port Commission awarded a contract to Breaux Brothers Enterprises, Inc for \$6,997,950.

This proposed change order provides for a change in the vessel's battery system and manufacturer. Approximately 95% of the proposed battery system and components would be manufactured in the United States.

This is the second change order to this contract, for a total change order value to date of \$135,405, which is 1.93% of the total contract value. The first change order to this project had no time or cost impact.

**Staff Evaluation/Justification:**

Port Authority staff has reviewed the proposal submitted by Breaux Brothers Enterprises, Inc. and found it to be fair and reasonable, and recommends that the Port Commission authorize this change order.



## K. MAINTENANCE

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| Subject            | <b>1. Approve staff's ranking of vendors and award a three-year contract in an amount not to exceed \$400,000 to perform occupational and safety inspection services for equipment at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal to the top-ranked proposers: staff ranking – first, Pattie Services, LLC dba Patriot Specialty Services; second, Kempco Inspection Services, Inc.; and third, Crane Inspection &amp; Certification Bureau, LLC (CICB).</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | <p>The Port Commission, at its June 24, 2025 meeting:</p> <p>(a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, Pattie Services, LLC dba Patriot Specialty Services; second, Kempco Inspection Services, Inc.; and third, Crane Inspection &amp; Certification Bureau, LLC (CICB);</p> <p>(b) award a three-year contract to the top-ranked proposer for occupational and safety inspection services for equipment at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$400,000;</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 Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.</p> |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO</a><br><a href="#">Maximize Capacity and Regional Competitiveness</a>  |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Nathan Fabian

**Background:**

By Minute No. 2021-0720-26, the Port Commission awarded a two-year contract to Pattie Services, LLC dba Patriot Specialty Services, to perform occupational and safety inspection services for equipment at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in the amount not to exceed \$400,000. Occupational and safety inspection services are necessary for the operation of the Port Authority's numerous cranes and equipment. The current contract has now expired, and funds have been nearly depleted.

The Port Authority currently owns thirty-one wharf cranes, one hundred and forty-seven rubber-tired gantry (RTG) cranes, one hundred and fifty-eight spreaders, and nine over-height attachments operating at Barbours Cut Terminal and Bayport Container Terminal. Additional equipment

requiring annual inspections includes empty handlers, top loaders, aerial lift equipment, forklifts, and overhead cranes. They are required to be annually inspected for visual and operating functions and load tested once every four years.

The Port Authority notified vendors regarding this request for proposals (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. Six vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On April 28, 2025, four RFP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP. Staff identified the following vendors, listed in order of ranking, as providing best value to the Port Authority:

- Pattie Services, LLC dba Patriot Specialty Services
- Kempco Inspection Services, Inc.
- Crane Inspection & Certification Bureau, LLC (CICB)

Following staff Executive Committee Review, staff recommends that the Port Commission award a three-year contract to Pattie Services, LLC dba Patriot Specialty Services, and act as otherwise described above.

## K. MAINTENANCE

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| Subject            | <b>2. Award a three-year contract to Sudden Service, Inc., the sole source provider, for the purchase of captive replacement parts and services for Taylor handling equipment at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$400,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, award a three-year contract to Sudden Service, Inc., for the purchase of captive replacement parts and services for Taylor handling equipment at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$400,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO</a><br><a href="#">Maximize Capacity and Regional Competitiveness</a>   |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Mike Gignac

**Background:**

By Minute No. 2022-0927-58, the Port Commission awarded a three-year contract to Sudden Services, Inc. for the purchase of captive replacement parts for Taylor handling equipment at Barbours Cut Terminal and Bayport Container Terminal in the amount not to exceed \$300,000. Contract funds have been depleted.

The Port Authority currently owns fifteen Taylor machines for maintenance and operation at container facilities, including ten operating at Barbours Cut Terminal and five at Bayport Container Terminal. Captive replacement parts for these units would be purchased through this contract as needed, to minimize equipment downtime and provide acceptable levels of service.

**Staff Evaluation/Justification:**

Section 60.412 of the Water Code provides that a purchase for an item that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from Taylor Machine Works, Inc., confirming that Sudden Service, Inc. is the sole authorized source for captive replacement parts in the Houston Metro area.

Staff recommends that the Port Commission authorize the Port Authority to enter into a three-year contract with Sudden Service, Inc. for the purchase of captive replacement parts for Taylor handling equipment at Barbours Cut Terminal and Bayport Container Terminal, beginning July 1, 2025, and ending June 30, 2028.



## K. MAINTENANCE

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| Subject            | <b>3. Award a three-year contract to Briggs Equipment, the sole source provider, for the purchase of captive spare and replacement parts and services for Hyster container handling equipment at Barbours Cut Terminal and Bayport Container Terminals in an amount not to exceed \$1,000,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, award a three-year contract to Briggs Equipment, for the purchase of captive spare and replacement parts and services for Hyster container handling equipment at Barbours Cut Terminal and Bayport Container Terminals in an amount not to exceed \$1,000,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO</a><br><a href="#">Maximize Capacity and Regional Competitiveness</a>  |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Mike Gignac

**Background:**

By Minute No. 2023-0926-45, the Port Commission awarded a two-year contract to Briggs Equipment for the purchase of captive spare and replacement parts for Hyster container handling equipment at Barbours Cut Terminal in the amount not to exceed \$350,000. Contract funds have been depleted.

The Port Authority currently owns eleven empty container handling machines and one forklift manufactured by Hyster at Barbours Cut Terminal and fifteen empty container handling machines and one reach stacker by Hyster at Bayport Container Terminal. Captive replacement parts for these units would be purchased through this contract as needed, to minimize equipment downtime and provide acceptable levels of service to the industry.

**Staff Evaluation/Justification:**

Section 60.412 of the Water Code provides that a purchase for an item that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from Hyster-Yale Materials Handling confirming that Briggs Equipment is the sole authorized source for captive replacement parts in the Houston metro area.

Staff recommends that the Port Commission authorize the Port Authority to enter into a three-year contract Briggs Equipment for the purchase of captive spare and replacement parts and services for Hyster container handling equipment at Barbours Cut Terminal and Bayport Container Terminal.



## K. MAINTENANCE

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| <b>Subject</b>     | <b>4. Declare an electric yard tractor as surplus property and authorize its exchange for one clean diesel Tier-4 engine yard tractor through Briggs Equipment using the BuyBoard program for the Bayport Container Terminal in a total amount not to exceed \$30,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, declare an electric yard tractor as surplus property and authorize its exchange for one clean diesel Tier-4 engine yard tractor through Briggs Equipment using the BuyBoard program for the Bayport Container Terminal in a total amount not to exceed \$30,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Mike Gignac

**Background:**

By Minute No. 2020-0428-66, the Port Commission approved the purchase of an electric yard tractor from Briggs Equipment using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, fully funded by the Texas Commission on Environmental Quality (TCEQ). The electric yard tractor subsequently experienced operating issues.

The Port Authority's Surplus and Salvage Disposition Policy, adopted by the Port Commission by Minute No. 2009-1117-13, and Local Government Code Sec. 263.151, provides that surplus property includes personal property that:

- Is not salvage property or items routinely discarded as waste;
- Is not currently needed by its owner;
- Is not required for the owner's foreseeable needs; and
- Possesses some usefulness for the purpose for which it is intended.

**Staff Evaluation/Justification:**

Staff recommends that the electric yard tractor be declared surplus property, as it is no longer needed for foreseeable Port Authority needs. In addition, the Strategic Sourcing department has determined that procuring a clean diesel Tier-4 engine yard tractor through the BuyBoard program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

Following this surplus declaration, staff recommends that the Port Commission approve the exchange of the surplus electric yard tractor for one clean diesel Tier-4 engine yard tractor as described above, and additionally act as otherwise described above.



## K. MAINTENANCE

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|--------------------|---|
| <b>Subject</b>     | <b>5. Approve a change order with Bishop Lifting Products, Inc. for the purchase of wire ropes and related components for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$500,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve a change order with Bishop Lifting Products, Inc. for the purchase of wire ropes and related components for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$500,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO</a><br><a href="#">Maximize Capacity and Regional Competitiveness</a>   |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Nathan Fabian

**Background:**

By Minute No.2023-1024-32, the Port Commission awarded a two-year contract to Bishop Lifting Products, Inc. in the amount not to exceed \$2,000,000 for the purchase of wire ropes and related components for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal. Contract funds have been depleted.

**Staff Evaluation/Justification:**

Port Authority staff believes that issuing a change order to Bishop Lifting Products, Inc. to ensure continued operation and servicing of terminal equipment such as wharf cranes and rubber-tired gantry (RTG) cranes is the appropriate way to proceed until a new two-year contract has been issued.

Accordingly, staff recommends that the Port Commission approve the change order for the above-referenced contract in an amount not to exceed \$500,000 to be issued to Bishop Lifting Products, Inc.



## L. OPERATIONS

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| <b>Subject</b>     | <b>1. Approve a memorandum of agreement with U.S. Customs and Border Protection for reimbursement in an amount not to exceed \$129,945 for end user information technology equipment and devices to support its operations at Barbours Cut Terminal and Bayport Container Terminal.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve a memorandum of agreement with U.S. Customs and Border Protection (CBP) for reimbursement in an amount not to exceed \$129,945 for end user information technology equipment and devices to support its operations at Barbours Cut Terminal and Bayport Container Terminal, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

General

**Department:**

Operations

**Staff Contact:**

Ryan Mariacher

**Background:**

U.S. Customs and Border Protection (CBP) is a critical partner in safe and secure operations at all Port Authority facilities. In order to support the federal directives of CBP and support continued growth at the public container terminals, CBP has submitted a request for reimbursement for certain of its end-user equipment.

Execution of the proposed agreement and installation of the associated equipment would enable CBP to enhance the support of the Port Authority's strategic plan and the efficient facilitation of lawful trade while simultaneously advancing national and economic security. More specifically, this equipment and associated capabilities would be leveraged by more than thirty CBP personnel within the Bayport Container Terminal and Barbours Cut Terminal facilities to support increased risk management and mitigation capabilities, more efficient coordination of cargo examinations, timely cargo release, and overall optimization of resources.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission approve the memorandum of agreement with CBP.



## N. SECURITY AND EMERGENCY OPERATIONS

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| <b>Subject</b>     | <b>1. Award a contract to Bakers' Signs &amp; Manufacturing, Inc. for unified Port Authority terminal safety signage in an amount not to exceed \$200,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, award a contract to Bakers' Signs & Manufacturing, Inc. for unified Port Authority terminal safety signage in an amount not to exceed \$200,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">MARITIME ECONOMIC DEVELOPMENT</a> Facilitate safe navigation and grow maritime commerce within the Houston Ship Channel complex.   |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Safety

**Staff Contact:**

Matt Chapman

**Background:**

The Port Authority is seeking to implement unified Port Authority terminal safety and traffic signage to significantly enhance safety and mitigate operational risks across the three main Port Authority terminal locations with a consistent, clearly recognizable and universally understood signage. By doing so across these terminals, the Port Authority seeks to improve situational awareness, ensure regulatory compliance, and foster a safer environment for personnel, visitors, and transport operators.

The Port Authority notified vendors regarding its request for competitive sealed proposals (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. Sixteen vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On May 22, 2025, one CSP response was received, opened, and publicly read. The response was reviewed and evaluated by staff in accordance with the published selection criteria.

Following the staff Executive Committee review, the staff recommends that the Port Commission award a contract to Bakers' Signs & Manufacturing, Inc. as providing best value, to provide a unified Port Authority terminal safety signage, and act as otherwise described above.



## N. SECURITY AND EMERGENCY OPERATIONS

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| <b>Subject</b>     | <b>2. Enter into a two-year interlocal agreement with San Jacinto College to provide fireboat simulation training for the Fire Department in an amount not to exceed \$19,500.</b>  |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, authorize a two-year interlocal agreement with San Jacinto College to provide fireboat simulation training for the Fire Department in an amount not to exceed \$19,500, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |
| Goals              | <a href="#">MARITIME ECONOMIC DEVELOPMENT</a> Facilitate safe navigation and grow maritime commerce within the Houston Ship Channel complex.<br><a href="#">Strategic Objective PARTNERSHIPS - CONNECTION</a> Drive Regional Impact Projects<br><a href="#">PARTNERSHIPS</a> Expand regional maritime opportunities and enhance collaboration with stakeholders.              |

**Category:**

Awards, Amendments, & Change Orders

**Department:**

Fire

**Staff Contact:**

William Buck

**Background:**

The Port Authority Fire Department operates three fireboats in the Houston Ship Channel. Because of the density and diversity of maritime traffic operating in the Houston Ship Channel in all weather conditions, the Port Authority's United States Coast Guard-licensed fireboat captains undergo individualized training each year in a simulator to test their capabilities, providing professional development in adverse conditions ranging from dense fog to imminent collision situations. This training allows them to test their abilities in a safe learning environment, without potential damage to the Port Authority's fireboats. The simulator training also meets certain recurring requirements of United States Coast Guard licensing.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission authorize this interlocal agreement with San Jacinto College, which maintains a maritime vessel simulator programmed with Port Authority fireboat characteristics, to permit this training.



## N. SECURITY AND EMERGENCY OPERATIONS

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**Subject**                      **3. Authorize (i) a contract with the Woods Hole Group for the reconnaissance, design, procurement, integration, and installation of a dual air gap real-time monitoring station on the IH-610 bridge, in an amount not to exceed \$145,000, and (ii) an amendment to the agreement with the U.S. Department of Commerce, National Oceanic and Atmospheric Administration for maintenance of the system in an amount not to exceed \$20,000 annually and a total amount not to exceed \$40,000.**

Meeting                      Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                      Public

Type                      Action

Recommended Action                      The Port Commission, at its June 24, 2025 meeting, authorize (i) a contract with the Woods Hole Group for the reconnaissance, design, procurement, integration, and installation of a dual air gap real-time monitoring station on the IH-610 bridge, in an amount not to exceed \$145,000; and (ii) an amendment to the agreement with the U.S. Department of Commerce, National Oceanic and Atmospheric Administration for maintenance of the system in an amount not to exceed \$20,000 annually and a total amount not to exceed \$40,000, and further authorize the Chief Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                      [PARTNERSHIPS Expand regional maritime opportunities and enhance collaboration with stakeholders.](#)  
[MARITIME ECONOMIC DEVELOPMENT Facilitate safe navigation and grow maritime commerce within the Houston Ship Channel complex.](#)

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

**Department:**  
Fire

**Staff Contact:**  
Amy Seymour/William Buck

**Background:**  
The Port Authority contracts with the National Oceanic and Atmospheric Administration (NOAA) to support the Houston-Galveston Physical Oceanographic Real-Time System (PORTS), which provides real-time oceanographic data to pilots, ship masters, and other navigators to improve the safety of navigation on the Houston Ship Channel (HSC). The agreement, funded from the Port Authority's Harbor Fee and paid for by ships and barges within the port-wide complex, supports enhancement, management, operation, maintenance, and repair of the PORTS system.

Based on several economic impact studies of the systems, NOAA estimates an economic benefit of each at between \$2.2 million and \$4.5 million each year.

The Houston Pilots have now proposed that an air gap station be installed at the IH-610 (Sidney Sherman) bridge structure, to provide a real-time resource for safe navigation and increased efficiency while decreasing the probability of vessel collisions and bridge allisions.

Reconnaissance, design, procurement, integration, and installation of the station would be managed by the Woods Hole Group and supported by technicians from the Texas A&M University Conrad Blucher Institute (CBI), and commissioned into the PORTS system. Woods Hole Group and CBI personnel are trained in accordance with the most recent NOAA Standard Operating Procedures, and the personal services of these vendors are required for this work.

The vendors would work in turn with NOAA cooperatives (CO-OPS) during this process, providing standard CO-OPS reconnaissance reports and proposed drawings to meet required specifications for a PORTS installation, and the Port Authority would act as interface with the Texas Department of Transportation (TXDOT) to obtain necessary permissions for the work.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission authorize a contract with the Woods Hole Group to execute the installation project, in an amount not to exceed \$145,000, and additionally approve an amendment to the existing agreement with NOAA for maintenance of the system for the duration of the existing agreement through September 2027, in an amount not to exceed \$20,000 annually.

## P. TECHNOLOGY

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| <b>Subject</b>     | <b>1. Award a three-year contract to HiED, Inc. for renewal of the Adobe Enterprise Term License Agreement for subscriptions for Adobe Acrobat and Adobe Sign, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$366,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, award a three-year contract to HiED, Inc. for renewal of the Adobe Enterprise Term License Agreement (ETLA) for subscriptions for Adobe Acrobat and Adobe Sign, using Texas Department of Information Resources cooperative purchase program, beginning July 11, 2025, in an amount not to exceed \$366,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Courtney Sullivan-Ward

**Background:**

The Port Authority is seeking to renew its Adobe Enterprise Term License Agreement (ETLA). This is a three-year agreement paid annually to ensure license compliance with Adobe for its Acrobat DC Professional and Adobe Sign programs.

The Texas Department of Information Resources (DIR) is a department of the State of Texas and has cooperative purchasing programs that may be used by the Port Authority.

**Staff Evaluation/Justification:**

The Strategic Sourcing department has determined that procuring the ETLA through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology department has determined that the best availability, price, and contract term for the item needed is provided by HiED, Inc. under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase in an amount not to exceed \$366,000.

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



## P. TECHNOLOGY

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| Subject            | <b>2. Award a three-year contract to Microsoft Corporation for purchase of Microsoft Unified Support Services for unlimited Microsoft reactive support, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$557,367.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, award a three-year contract to Microsoft Corporation for purchase of Microsoft Unified Support Services for unlimited Microsoft reactive support, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$557,367, determine that this procurement method provides the best value to the Port Authority, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Courtney Sullivan-Ward

**Background:**

The Port Authority is seeking to obtain Microsoft Premier Support Services for reactive support to address all Microsoft technologies, including Microsoft 365, Microsoft Teams, Power Business Intelligence (BI), Windows, Windows Server, and Structured Query Language (SQL) Server. These services would allow for direct contact with senior Microsoft engineers who would provide immediate and proactive assistance to troubleshoot critical business applications and plan for the implementation of new functionality.

The Texas Department of Information Resources (DIR) is a department of the State of Texas and has cooperative purchasing programs that may be used by the Port Authority.

**Staff Evaluation/Justification:**

The Strategic Sourcing department has determined that procuring Microsoft Premier Unified Support through the Texas DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology division has determined that the best availability, price, and contract term for the item needed is provided by Microsoft Corporation 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.



## P. TECHNOLOGY

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| <b>Subject</b>     | <b>3. Amend the Master Services Agreement with Semper Sec, LLC to include additional services for information security documentation for an additional period of 18 months in an amount not to exceed \$204,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY  |
| Access             | Public   |
| Type               | Action   |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve an amendment of the Master Services Agreement with Semper Sec, LLC to include additional services for information security documentation for an additional period of 18 months in an amount not to exceed \$204,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority has a Master Services Agreement with Semper Sec, LLC in an amount not to exceed \$97,000 for the development, implementation, and updated documentation necessary to enable the Port Authority to manage its cybersecurity program compliance with the National Institute for Standards and Technology (NIST) Cyber Security (CSF) Core framework 1.1.

The Port Authority now seeks to amend the Master Services Agreement to extend the term for an additional 18 months and include in the scope of work additional services necessary to develop policies, procedures, and documentation to comply with United States Coast Guard regulations and NIST CSF framework 2.0.

**Staff Evaluation/Justification:**

Staff has reviewed Semper Sec, LLC's proposal and found it to be fair and reasonable, and recommends that the Port Commission approve the proposed contract.



## P. TECHNOLOGY

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| <b>Subject</b>     | <b>4. Approve a change order with Criner-Daniels &amp; Associates, Inc. to extend professional services for the Device Refresh project and to include additional work associated with the Windows 11 Project in an amount not to exceed \$75,000.</b>   |
| Meeting            | Jun 24, 2025 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY   |
| Access             | Public  |
| Type               | Action  |
| Recommended Action | The Port Commission, at its June 24, 2025 meeting, approve a change order with Criner-Daniels & Associates, Inc. to extend professional services for the Device Refresh project and to include additional work associated with the Windows 11 Project in an amount not to exceed \$75,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. |

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

On March 11, 2025, the Port Authority awarded a \$65,000 purchase order to Criner-Daniels & Associates, Inc., for implementation, consulting, and professional services supporting the Device Refresh Project.

On May 28, 2025, a change order in the amount of \$10,000 was approved to extend the term by two weeks to complete the deployment of remaining devices under the Device Refresh Project, bringing the updated purchase order total to \$75,000.

This proposed change order would increase the scope of services from Criner-Daniels & Associates, Inc. to include additional services needed for the Windows 11 Upgrade project, including manual installations of Windows 11 on user devices.

**Staff Evaluation/Justification:**

Port Authority staff has reviewed the proposal submitted by Criner-Daniels & Associates Inc., and found it to be fair and reasonable and recommends that the Port Commission authorize this amendment.

