



**Houston Community College
Procurement Operations Department
2023 Procurement Plan**

Anticipated Release	Project Title
Q1 First Quarter January, February, and March	Audio Technician & Support Services
	Audio/Video Production Rental Services
	Budget and Planning System Implementation
	Challenger Learning Center Construction Project
	Greenhouse Installation Project
	Commercial Trucks - Tractor Trailer Maintenance and Repair
	Construction Audit Services†
	Continuing Education Registration Platform
	Course Evaluation (Survey) Software Platform
	Culinary Food Distribution Services
	Elevator Modernization
	Exterior Pylon/Monument Signage/Phase III (Re-Bid)
	Financial Advisory Services
	Merchant Services
	Nursing Testing Services
	Print and Mailing Services
Student Financial Collection Services	
Third Party Retirement Plan Admin Services	
Website Redesign Services	
Q2 Second Quarter April, May, and June	Automotive Vehicle Repairs (Fleet Maintenance)†
	Automotive Vehicle Repairs (Paint & Body Work)†
	Automotive Vehicle Tire Service (Purchase and Repair Services)
	Furniture and Related Services
	Job Order Contracting
	Tree Trimming and Maintenance Services
	Pressure Washing Services
	Investment Broker Dealer Services
	Professional Services: Real Estate Appraisal Services
	Specialty Promotional Items
	Labor and Employment Legal Services
	Library Discovery Layer
	Library Subscription Services
	Police/Security Uniforms and Related Items†
	Printing Services (Envelopes, Letterheads and Business Cards)
	Sign Language Interpreter Services and Communication Access Real-Time Translation
	TAB Services - HVAC Testing and Balancing Services
Electricity and Natural gas Services	
Stormwater Inspections and Detention Pond Maintenance Services	

Anticipated Release	Project Title
Q3 Third Quarter July, August, and September	Childcare Services (drop-off services)
	Childcare Services -Central Campus
	Employee Assistance Program Services
	Optional Retirement Plan (ORP) 403B and 457 Investment Product Services
	Parking Lot & Parking Garage Cleaning Services
	Professional Services: Land Surveying Services
	Professional Services: Geotechnical Services
	Professional Services: Mechanical/Electrical and Plumbing Engineering Services
	Security Guard Services
	Structured Cabling Services
	Unemployment Insurance Claims Management and Employment Verification
Q4 Fourth Quarter October, November, and December	Armored Car Services
	External Auditing Services
	Professional Services: Civil Engineering
	Professional Services: Architect & Engineer Services
	Background Check Service Provider†
	Bookstore and Related Services
	Event Equipment Rental Services †
	IT Hardware Recycling Program†
	Pest Management Services
	Systemwide Food Service

Notes

† New procurement (scope to be developed).

◊ Various separate projects, detailed advertisement date for each pending confirmation.

The projects noted above are subject to change and do not constitute any guarantee that the referenced procurement may be issued; this list is intended to serve as an informational tool. Official solicitation notice will be posted on the HCC Procurement Operations Department website (click [HERE](#)).

Once a solicitation is advertised/posted/distributed, the Prohibited Communications "Blackout Period" and Political Contributions prohibition (as defined in the Board of Trustees Bylaws) goes into effect. Proposers considering responding to a current solicitation shall certify that they have read, understand, and agree to be bound by the Prohibited Communications/Political Contributions provision set forth in the solicitation document. Potential vendors, subcontractors, service providers, bidders, brokers, officers, lobbyists or consultants shall not make a political contribution to a Trustee or candidate during the prohibited communication period. Proposers further understands that they shall not communicate with a HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning a solicitation from the day it is first advertised through thirty (30) days after the contract is executed by the Chancellor or his/her designee, or when a determination is made that the solicitation will not be awarded. This period is known as the "Blackout Period", as further defined in Section 1.9.10 and 2.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct and will be handled as such with regard to all applicable federal and state laws, regulations, local ordinances, policies, and procurement procedures.

With regard to a Proposer, violation of the Blackout Period may result in the cancellation of the referenced transaction, disbarment, disqualification from current and future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.