



Agenda of Regular Meeting

August 15, 2022

5:30 PM Closed Session / 7:00 PM Open Session

A Regular Meeting of the Board of Trustees of Georgetown ISD is August 15, 2022, beginning at 5:30 PM in the GISD Hammerlun Center for Leadership & Learning Building at 507 E University Avenue. Immediately after opening, the Board of Trustees will convene in Closed Session and will return to Open Session following the completion of Closed Session. The Board will not reconvene in Open Session before 7:00 p.m.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. (See TASB Policy BEC Legal).

Prior to consideration of agenda subjects, the Board will hear public comments from any member of the public who has complied with District procedures for signing up to speak.

- I. Determination of Quorum, Call to Order, and Pledges of Allegiance
- II. Closed Session (authorized by TX Gov't Code Section 551.071, 551.074, 551.082, 551.0821)
 - A. Personnel: Consider Appointment, Employment, Evaluation, or Duties of Professional Employees
 - B. Discussion of the Purchase, Exchange, Lease, or Value of Real Property
- III. Recognitions
 - Melinda Brasher
 - A. National Qualifier - FCCLA 3
 - B. National Finalist - TAFE 4
- IV. Presentations
 - A. Safety and Security Update 5
 - Dr. Heather Stoner
- V. Information Items

VI. Superintendent's Report	6
A. District Updates	
B. Events & Activities	
VII. Hearing of Citizens Who Desire to Come Before the Board	
VIII. Consent Items	
A. Financial Reports	17
B. Minutes of Previous Board Meetings	18
C. 2022-2023 Remote Learning Resolution	19
D. Williamson County 4-H Resolution	20
E. 2022-2023 Georgetown ISD Student Code of Conduct	21
IX. Action Items	
A. Consideration and Action on Appointment, Employment, Evaluation, or Duties of Professional Employees Sue Harrison	25
B. Consideration and Action on the Adoption of Agreement for the Purchase of Attendance Credits Steve West	26
C. Consideration and Action with Respect to "A Resolution Directing the Defeasance and Redemption of a Portion of the District's Outstanding Variable Rate Unlimited Tax School Building Bonds, Series 2019-B; and Enacting Other Provisions Relating to the Subject" Steve West	28
D. Consideration and Action on Adoption of Calculation of Tax Rates Pursuant to Chapter 46 of the Texas Property Tax Code Steve West	30
E. Consideration and Action for the Adoption of Resolution Setting Tax Rate Steve West	32
F. Consideration and Action on Elementary Campuses Custodial Cleaning Contract Kirby Campbell	34
G. Consideration and Action on Approval of the Guaranteed Maximum Price for the New Benold Middle School Project Jimmy Jones	49
H. Consideration and Action on Approval of a Not-To-Exceed cost for Temporary Classrooms at Wolf Ranch Elementary Jimmy Jones	51
X. Closed Session (authorized by TX Gov't Code Section 551.071, 551.129, 551.074)	
A. Personnel: Consider Appointment, Employment, Evaluation, or Duties of Professional Employees	
B. Discussion of the Purchase, Exchange, Lease, or Value of Real Property	
XI. Adjourn	



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/4/2022 10:00:04

- Consent Agenda
- Action Needed
- Information Only
- Recognition
- Presentation

Recognition

Name of Person Responsible:

Emily Jimenez

Department or Campus:

East View HS - CTE

Title of Agenda Item:

Recognition of National Qualifier - FCCLA

Background Information:

East View HS student Peyton Krzywonski has ranked No. 2 Teen Chef in America! In early July, Peyton competed at the FCCLA Culinary Arts National Competition in San Diego. Under the leadership of Chef Emily Jimenez, East View Culinary Arts continues to see amazing success on the National stage year after year.

Attachments:

Superintendent's Recommendations:

Recognize



BOARD AGENDA ITEM

Board Meeting Date: 8/15/2022

Submitted Date: 8/3/2022 15:46:41

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Recognition

Name of Person Responsible:

Laura Bruce

Department or Campus:

Georgetown HS - CTE

Title of Agenda Item:

Recognition of National Finalist for TAFE

Background Information:

GHS Student Ella Hampton was a semi-finalist in Children's Literature at the TAFE National Competition in Washington DC. She placed in the top -10 out of 78 competitors!

Attachments:

Superintendent's Recommendations:

Recognition



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/10/2022 15:25:57

- Consent Agenda
- Action Needed
- Information Only
- Recognition
- Presentation

Presentation

Name of Person Responsible:

Heather Stoner

Department or Campus:

Student and Campus Services

Title of Agenda Item:

Safety and Security Update

Background Information:

This presentation will share updates on the district's summer safety planning and share feedback from the latest Safety and Security Committee meeting and GISD PTA council review of our safety plans.

Attachments:

Superintendent's Recommendations:

No action needed.

SUPERINTENDENT REPORT



Vision: Home of the most inspired students, served by the most empowered leaders.

Mission: Inspiring and empowering every learner to lead, grow, and serve.

WE BELIEVE PUBLIC EDUCATION IS THE FOUNDATION OF OUR COMMUNITY.

OUR ACTIONS SHOULD BE STUDENT-CENTERED. [relationships]

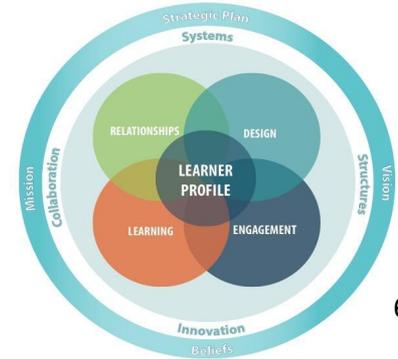
IT IS OUR RESPONSIBILITY TO PREPARE STUDENTS FOR THEIR FUTURE. [innovation]

DEVELOPING LEADERS IS VITAL TO OUR SUCCESS. [system + structure]

INSTRUCTION SHOULD BE DESIGNED BASED ON THE NEEDS OF THE LEARNERS. [learning]

COMMUNITY ENGAGEMENT ENHANCES EDUCATIONAL EXPERIENCES. [collaboration + engagement]

STRATEGIC FRAMEWORK



6



2022-2023 BOARD GOALS

[Adopted January 2022]



Student Academics, as measured by:

College, Career and Military Readiness

Literacy + Numeracy

STAAR and EOC Performance

7

Local Community Priorities, as measured by:

Learner Profile Progress

Community Based Accountability System

Social Emotional Learning

Learn more about Board Goals at www.georgetownisd.org/boardgoals

TODAY'S BOARD WORKSHOP



- 2022 State Accountability
- 2023-2024 Budget
- Update: Attendance Action Team

COVID Protocols - updated



GISD will continue to notify families and staff if they may have come in contact with a COVID-positive individual at one of our facilities.

GISD will not utilize a COVID dashboard for the 2022-23 school year, though the district will still report cases to the state as required.

STUDENTS:

10

If you test positive for COVID-19, you must isolate for 5 days before returning to school. Families should notify their student's campus nurse.

STAFF:

If you test positive for COVID-19, you must isolate for 5 days before returning to work and should submit sick leave time in Skyward.

Staff should also notify their supervisor and complete the [Employee Health Reporting Form](#).



Meal Prices + Free/Reduced Meals

- Federal program that supported free meals for all students has expired.
- As a result, Georgetown ISD must return to charging for school meals and offering free and reduced-priced meals based on student eligibility.
- Find 2022-23 meal prices [online](#)

MEALS	2022-2023		
Elementary Breakfast	\$1.75	Secondary Lunch	\$3.25
Elementary Lunch	\$3.00	Reduced Breakfast	\$0.30
Secondary Breakfast	\$2.00	Reduced Lunch	\$0.40

- Fill out the form for [free or reduced lunch](#) online. Applications are also available from your child's campus or at our Nutrition Services office at 603 Lakeway Dr.



BACK TO SCHOOL

- Enrollment information for **NEW + RETURNING** students
- School Supply Lists
- School Hours
- After-school childcare + programming
- Immunization requirements
- Attendance Zones
- Register to volunteer

Everything you need to get ready at www.georgetownisd.org/backtoschool



2022-2023 Calendar

You can now download our 2022-2023 Calendar in English or Spanish online.

Students will also be bringing home copies with other back-to-school paperwork this week.

The screenshot displays a grid of monthly calendars for the 2022-2023 school year. Each month's calendar includes days of the week and dates, with specific dates highlighted in various colors corresponding to the calendar key. The key identifies Professional Learning/Student Holiday (light blue), District Closed/Holiday (orange), Early Release/Full Staff Day (purple), Staff Comp Day (yellow), First/Last Day of School (green), and Nine Week Grading Period (pink). A large '2022 2023' graphic is also present.

Important Dates

- First Day of School
Aug. 18
- Labor Day
Sept. 5
- Fall Break
Oct. 7-10
- Thanksgiving Break
Nov. 27-29
- Winter Break
Dec. 19 - Jan. 3
- Spring Break
Mar. 13-17
- Last Day of School
May 26

Calendar Key

- Professional Learning/ Student Holiday
- District Closed/Holiday
- Early Release/Full Staff Day
- Staff Comp Day
- First/Last Day of School
- Nine Week Grading Period

2022 2023

www.georgetownisd.org

[f](#) [i](#) [t](#) [v](#) [@georgetownisd](#)

Teacher Externships



Business Name	Participant Name
Brookwood in Georgetown	Michelle McAlister
Bowie County Juvenile	Leah Miller
Christian Brothers Auto	Derrick Mersiovsky
City of Georgetown	Erin Gertsema
Community Impact	Brady McBride
Georgetown ISD - CTE	Mark Tilton
Georgetown Police Dept.	Chrystal Gonzalez
Minuteman Press	Ramiro Luna
Radiation Detection Co.	Kayla Newmyer
Georgetown Sheraton Hotel	Emily Jimenez
Sport Clips	Gina Richarte
St David's Healthcare	Alexandra Allen
Sugar Mommy's Bakery	Nikki Rudloff
The Caring Place	Mechy Velez Montes
The Wesleyan, senior living	DeLessa Martin
Wag Heaven pet store	Georgeanne Upchurch
Williamson Museum	Jesse Howell

IMPORTANT DATES



August 18
First Day of School

September 5
Labor Day Holiday - school closed

September 14
Groundbreaking - Future Ready Complex

September 19
Professional Learning/Student Holiday
Board Meeting

BE INFORMED

Visit

www.georgetownisd.org

Sign up for District News

www.georgetownisd.org/newsletter

@GeorgetownISD



Questions?

We can help. Send us your inquiries.

[Submit a Let's Talk Dialogue](#)



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/10/2022 15:53:13

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Consent Agenda

Name of Person Responsible:

Steve West, Interim CFO

Department or Campus:

Business Services

Title of Agenda Item:

Financial Reports

Background Information:

Reports showing activity and balances through July 31, 2022 for tax collections and General Fund, Food Service Fund and Debt Service Fund budgets.

Attachments:

https://drive.google.com/open?id=1QjWb8YRwdZ_lxdWja5EfPbhj-kKT4aOg

Superintendent's Recommendations:

Approval of the Financial Reports



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/8/2022 12:22:51

- Consent Agenda
- Action Needed
- Information Only
- Recognition
- Presentation

Consent Agenda

Name of Person Responsible:

Michelle Mainz

Department or Campus:

Superintendent's Office

Title of Agenda Item:

Board Meeting Minutes

Background Information:

Board meeting minutes are attached for review.

Attachments:

<https://drive.google.com/open?id=1zERskjocgsaLwet96ajFIPxrEzFwJxJp>

Superintendent's Recommendations:

Approval of board meeting minutes as presented.



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/3/2022 13:42:23

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Consent Agenda

Name of Person Responsible:

Terri Conrad

Department or Campus:

Learning & Design

Title of Agenda Item:

2022-2023 Remote Learning Resolution

Background Information:

Information was presented last month on the option to approve a resolution for the 2022-2023 school year (as was approved in 2021-2022) for the ability to utilize remote attendance procedures if needed.

Attachments:

https://drive.google.com/open?id=1mH8Qxa2E_AJ5cEsaB7Ji83DJiYFheBd

Superintendent's Recommendations:

Recommend that the resolution be approved as presented.



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/10/2022 14:45:29

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Consent Agenda

Name of Person Responsible:

Bretton Schulz

Department or Campus:

Career and Technical Education

Title of Agenda Item:

Williamson County 4-H Resolution

Background Information:

Annually, the Board is presented with the Resolution from the Office of Williamson County allowing the county Extension agents to act as adjunct staff members in order to count students participating in 4-H Extension activities "in attendance" for Foundational School Program purposes. This Resolution will be presented to the Board for consideration.

Attachments:

<https://drive.google.com/open?id=1YFpc0IC3BwRsdw1DbZEbyGEos8tQrfGF>

Superintendent's Recommendations:

To approve the Williamson County 4-H Resolution as presented.



BOARD AGENDA ITEM

Board Meeting Date: 8/15/2022

Submitted Date: 8/11/2022 8:57:54

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Consent Agenda

Name of Person Responsible:

Heather Stoner

Department or Campus:

Student and Campus Services

Title of Agenda Item:

2022-2023 Georgetown ISD Student Code of Conduct

Background Information:

The GISD Student Code of Conduct has been updated for the 2022-2023 school year. The process for writing and updating both the Student Code of Conduct and Student Handbook begins with a template provided and recommended by the Texas Association of School Boards (TASB). TASB makes updates to the template every year based on changes to legislation and input from their policy experts. Any changes we make to this TASB-recommended language begins with input from principals, directors, or strategists based on GISD-specific needs and is then vetted by our legal counsel to ensure wording and phrasing is consistent with best practices and legal requirements.

This year, there are very few changes to the Student Code of Conduct. The Student Handbook is still in the process of being updating and will be shared with you when it is complete.



BOARD AGENDA ITEM

Attachments:

https://drive.google.com/open?id=1ICqjSUdE5WXqZPo0KSQfpr_l8VWr_lAx,
https://drive.google.com/open?id=1TW8hfNtx4dk9veS5IQG4_8jbjTzS0LD

Superintendent's Recommendations:

Approve the SCOC as presented.



LEAD | GROW | SERVE

2022-2023
STUDENT CODE OF CONDUCT
SUMMARY OF CHANGES

Page Number(s)	Change	Explanation
23	<p>Changed title of the section from “Appeals” to “Campus-Based Disciplinary Decisions.”</p> <p>Changed “Appeals and Complaints” to “Complaints”</p> <p>Added “(listed above)” to specific discipline management techniques.</p> <p>Added “For the DAEP assignment appeals process, see Appeals in the section titled Disciplinary Alternative Education Program (DAEP) Placement below.”</p>	<p>Updated to reflect district practices (GISD Discipline Decision Appeal Process) and clearly define the difference between appeals of Campus-Based Disciplinary Decisions and DAEP placements.</p>



BOARD AGENDA ITEM

Board Meeting Date: 8/15/2022

Submitted Date: 8/11/2022 14:59:18

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Action Needed

Name of Person Responsible:

Sue Harrison

Department or Campus:

Human Resources

Title of Agenda Item:

Professional Hires

Background Information:

This action item includes professional hires since the July 25, 2022 board meeting. Professional hires will be presented in executive session.

Attachments:

Superintendent's Recommendations:

Approve the recommendation for professional hires as presented.



BOARD AGENDA ITEM

Board Meeting Date: 6/15/2022

Submitted Date: 8/10/2022 15:09:21

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Action Needed

Name of Person Responsible:

Steve West, Interim CFO

Department or Campus:

Business Services

Title of Agenda Item:

Adoption of Agreement for the Purchase of Attendance Credits

Background Information:

The purpose of this agreement is to enable the District to reduce its wealth per student to a level that is not greater than the equalized wealth level as determined by the Commissioner of Education in accordance with the TEC, §48.257. Renewal of the Option 3 Agreement is required by TEA annually. The District has indicated to TEA of its intent to purchase attendance credits for the revenue in excess of its entitlement.

For the 2022-23 school year, the Board delegates contractual authority to obligate the school district under Texas Education Code (TEC) §11.1511(c)(4) to the superintendent, solely for the purpose of obligating the district under TEC, §48.257 and TEC, Chapter 49, Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, 49.009. This includes approval of the Option3 Agreement for the Purchase of Attendance Credit.



BOARD AGENDA ITEM

Attachments:

https://drive.google.com/open?id=1tGqDXcytCzymGJpSi84q_2y4UPK0f8Dm

Superintendent's Recommendations:

Adoption of Agreement for the Purchase of Attendance Credits for the 2022-2023 school year.



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/10/2022 15:11:23

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Action Needed

Name of Person Responsible:

Steve West, Interim CFO

Department or Campus:

Business Services

Title of Agenda Item:

Consideration and action with respect to "A Resolution Directing the Defeasance and Redemption of a Portion of the District's Outstanding Variable Rate Unlimited Tax School Building Bonds, Series 2019-B; and Enacting Other Provisions Relating to the Subject"

Background Information:

As a component of its debt management policy, the District periodically redeems a portion of its variable rate bonds in order to reduce its outstanding principal and interest costs. The current recommendation is to redeem \$12,995,000 of bonds from the Variable Rate Bond Series 2019-B. Bonds with the longest maturity date will be redeemed to maximize the savings of future interest cost.

Attachments:

<https://drive.google.com/open?id=1X5-qMvXnNn8Kby8GQD3yNoNBt7Fb3kPk>



BOARD AGENDA ITEM

Superintendent's Recommendations:

Consideration and action with respect to "A Resolution Directing the Defeasance and Redemption of a Portion of the District's Outstanding Variable Rate Unlimited Tax School Building Bonds, Series 2019-B; and Enacting Other Provisions Relating to the Subject"



BOARD AGENDA ITEM

Board Meeting Date: 8/15/2022

Submitted Date: 8/10/2022 15:44:00

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Action Needed

Name of Person Responsible:

Steve West, Interim CFO

Department or Campus:

Business Services

Title of Agenda Item:

Adoption of Calculation of Tax Rates Pursuant to Chapter 46 of the Texas Property Tax Code

Background Information:

Prior to the adoption of the 2022 tax rates, the Board must append to budget to include the calculation worksheet from the Williamson Tax Assessor Collector. This worksheet includes the following information:

NO-NEW-REVENUE TAX RATE:	\$0.971440 / \$100
VOTER-APPROVAL TAX RATE:	\$1.222944 / \$100
CALCULATED DEBT RATE:	\$0.338344 / \$100

The above "Voter-Approval" tax rate and the "Calculated Debt" rate are less than the proposed rates presented to the Board on June 20, 2022. Therefore, the District may adopt the proposed tax rates used for budget adoption.



BOARD AGENDA ITEM

Attachments:

<https://drive.google.com/open?id=1e4U5CU4CIM4HuoRc7HGlxAnXTLnMpRda>

Superintendent's Recommendations:

Approval of the Adoption of Calculation of Tax Rates



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/10/2022 15:45:29

- Consent Agenda
- Action Needed
- Information Only
- Recognition
- Presentation

Action Needed

Name of Person Responsible:

Steve West, Interim CFO

Department or Campus:

Business Services

Title of Agenda Item:

Adoption of Resolution Setting Tax Rate

Background Information:

Before setting a tax rate, school districts are required to take action on several items. These items include publishing notice of public hearing on the budget and proposed tax rate, conducting the public hearing, adopting a budget and receiving approval from TEA to proceed with the tax rate adoption process after the district has submitted its intent to exercise Option 3 Purchase of Attendance Credit in order to equalize its wealth.

The budget for the 2022-23 fiscal year was adopted on June 20, 2022. The Notice of Public Meeting to Discuss Budget and Proposed Tax Rate was published in the Williamson County Sun on June 8, 2022. The district received approval from TEA on August 1, 2022 to proceed with the tax rate adoption.

The recommended tax rate for 2022-23 for the Georgetown Independent School District is \$1.2136. This is comprised of \$0.8846 for general operating and \$0.329 for debt service.

The Maintenance & Operations (M&O) tax rate has been lowered from \$0.9020 to



BOARD AGENDA ITEM

\$0.8846. The M&O rate is governed by the maximum compressed rate (MCR) set by TEA. The MCR of \$0.8046 plus \$0.08 (tier 2 pennies) equals the M&O rate of \$0.8846.ast year.

Attachments:

https://drive.google.com/open?id=198oCN4xNp218P4j2-PJg6HO_WWMCczKj

Superintendent's Recommendations:

Adoption of the attached resolution setting a tax rate of \$1.2136 per \$100 of taxable value for the 2022 tax year.



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/11/2022 10:15:27

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Action Needed

Name of Person Responsible:

Kirby Campbell

Department or Campus:

Support Services - Custodial Services

Title of Agenda Item:

Elementary Campuses Custodial Cleaning Contract

Background Information:

FLY Sheet for the GISD Custodial Cleaning Contract

Over the last couple of years GISD has continued to struggle to fill vacancies in the custodial department. To help with the staffing shortage the custodial team has worked with campus staff on solutions including cleaning supplies in classrooms, campus staff helping with trash and students helping with cleanup after events. The custodial team has participated in job fairs, posting banners in certain targeted areas of the district and internet ads. In January of 2022 the school board approved a mid-year \$1.00 pay increase plus in July the district increased the starting pay again to help encourage applicants and reduce turnover. The district has also reduced building rentals due to the lack of custodial staff to clean after the rental events.

A district team came together to put out a RFP for custodial service at elementary campuses to help cover the cleaning of these campuses for the 2022/2023 school year. This RFP consisted of turnkey operations for the district's 10 elementary schools. This



BOARD AGENDA ITEM

RFP includes staffing, supplies and equipment. This type of service has been successful in other school districts in helping solve the issue of short staffing. The RFP produced 7 proposals ranging from 1.81 million to 2.7 million per year for the cleaning of all 10 elementary schools. The district's current cost of custodial services for all 10 schools when staffed is \$2.5 million per year. The advantages that these professional cleaning companies have over single district run operations is the synergy of operating many school districts. These companies also have a larger staffing support from other school districts to be able to shift staff around when needed. After all the RFPs were calculated and reviewed with SSC achieving the highest points. SSC has proven in other districts that they can cover the cleaning responsibilities even in times of staffing shortages. The estimated contract price with SSC for the 22/23 SY Custodial Cleaning Services of all 10 of GISD elementary campuses is estimated at \$2,230,225. We expect this contract to be cost neutral to our current cost with the expectation that all cleaning will be performed above the current standards due to staffing shortages. Attached is the bid calculations and the expected cleaning frequency chart. The district will perform monthly principal surveys which could administer penalties for service expectations not met. We believe this will be the correct step in the process of keeping our campus clean and disinfected without disruption to the campus staff

Attachments:

https://drive.google.com/open?id=1SERyCrjgxbpbDTmz_fHu_PdqHIBwHNI,
<https://drive.google.com/open?id=1m6KgilbvFpYqajUKiFcVmmf2uuv1Sz3>

Superintendent's Recommendations:

Recommend the Board approve permission to enter into a contract with SSC for the 22/23 school year for custodial cleaning of the district's 10 elementary campuses with a price not to exceed \$2.5 million.

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

ATTACHMENT E – Frequency Chart

Frequency of cleaning is determined by usage and level of traffic. Frequencies noted are minimums.

1. **CLASSROOMS – Including Art Rooms, Music Rooms, Science Rooms, etc.**
 - A. **Daily (Five Days Per Week)**
 1. Empty wastebaskets and replace liners
 2. Spot clean all windows
 3. Clean and sanitize counters, sinks, desks, and chairs
 4. Dust mop composition floor
 5. Wet mop all composition floors with disinfectant mop
 6. Vacuum all carpet
 7. Spot clean carpet
 8. Vacuum all District approved rugs
 9. Sweep and vacuum walk-off mats
 10. Wipe down computer screen(s) and keyboard(s) with dry microfiber cloth
 11. Replace paper towel roll as needed
 12. Refill hand sanitizer in wall mounted dispensers
 13. Refill disinfectant spray in bottles
 - B. **Weekly**
 1. Dust all horizontal surfaces up to twelve (12) feet – sills, moldings, ledges, shelves, frames, ducts, heating outlets, etc.
 2. Dust baseboards
 3. Damp clean window ledges
 4. Damp clean fingerprints from doors, frames, light switches, kick plates, handles and railings using a disinfectant
 5. FRIDAY ONLY - Clean whiteboards, markers boards, and trays
 - C. **Monthly**
 1. Remove dust and cobwebs from ceiling areas and light fixtures and covers up to 12 feet
 2. Dust blinds
 - D. **Annually (Summer)**
 1. Wash all windows and glass partitions (both sides) up to a height that can be reached using an extension mop up to 12 feet
 2. Remove furniture from classrooms, refinish floors, place furniture back in classrooms
 3. Refinish (strip and apply five (5) coats of finish) all composition floors (classrooms, hallways, vestibules, foyers, lobbies, etc.)
 4. Clean carpeting (hot water extraction method)
 5. Clean entire surfaces of student's desks and chairs
 6. Machine scrub non-carpet floors and apply appropriate protective coating
 7. Clean and sanitize counters and sinks
 8. Clean whiteboards and trays
 9. Remove dust and cobwebs from ceiling areas
 10. Dust blinds and air vents
 11. Clean walls – Remove dirt, stains, etc.
2. **OFFICES**
 - A. **Daily (Five Days Per Week)**
 1. Empty wastebaskets and replace liners
 2. For fabric covered furniture, vacuum and spot clean as needed
 3. Dust interior window ledges
 4. Disinfect telephone receiver
 5. Spot clean all window glass and glass partitions up to 12 feet
 6. Spot clean and disinfect desk tops
 7. Dust mop all composition floors for non-carpeted offices

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

8. Vacuum carpet
 9. Spot clean carpet
 10. Sweep and vacuum walk-off mats
 11. Wipe down computer screen(s) and keyboard(s) with dry microfiber cloth
 12. Refill hand sanitizer in wall mounted dispensers
 13. Refill disinfectant spray in bottles
 - B. **Weekly**
 1. Dust furniture, including desks, chairs, and tables
 2. Low dust horizontal surfaces to hand height six feet (6')
 3. Dust baseboards
 4. Damp clean window ledges
 5. Damp clean fingerprints from doors, frames, light switches, kick plates, handles, and railings with a disinfectant
 6. Spray buff composition floors with burnisher
 - C. **Monthly**
 1. High dust horizontal surfaces, including ceilings, light fixtures, shelves, moldings, ledges, pipes, ducts, heating outlets, etc. up to 12 feet
 2. Remove dust and cobwebs from ceiling areas and light fixtures and covers up to 12 feet
 3. Dust blinds
 - D. **Annually (Summer)**
 1. Wash all windows and glass partitions (both sides)
 2. Clean all carpet
 3. Clean entire surfaces of desks and chairs
 4. Dust interior window ledges
 5. Dust blinds and air vents
 6. High dust horizontal surfaces up to 12 feet
3. **LOUNGES, BREAKROOMS, RECEPTION AREAS**
- A. **Daily (Five Days Per Week)**
 1. Empty wastebaskets and replace liners
 2. For fabric covered furniture, vacuum and spot clean as needed
 3. Dust interior window ledges
 4. Disinfect telephone receiver
 5. Spot clean all window glass and glass partitions to hand height, up to six feet (6')
 6. Clean and disinfect counter tops and sinks
 7. Disinfect vending machines
 8. Dust mop all composition floors
 9. Spot mop composition floors with all-purpose disinfectant cleaner
 10. Vacuum carpet
 11. Spot clean carpet
 12. Sweep and vacuum walk-off mats
 13. Refill hand sanitizer in wall mounted dispensers
 14. Refill disinfectant spray in bottles
 - B. **Weekly**
 1. Dust furniture, including desks, chairs, and tables
 2. Low dust all horizontal surfaces to hand height, up to six feet (6')
 3. Dust baseboards
 4. Remove fingerprints from doors, frames, light switches, kick places, handles and railings with a disinfectant
 5. Spray buff composition floors with burnisher
 - C. **Monthly**
 1. High dust horizontal surfaces, including ceilings, light fixtures, shelves, moldings, ledges, pipes, ducts, heating outlets, etc. up to 12 feet
 2. Remove dust and cobwebs from ceiling areas and light fixtures and covers up to 12 feet

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

- 3. Dust blinds
- D. **Annually (Summer)**
 - 1. Refinish all composition floors (strip and apply five (5) coats of finish)
 - 2. Damp clean all washable furniture with disinfectant
 - 3. Clean all carpet
 - 4. Dust blinds and air vents
 - 5. High dust horizontal air vents up to 12 feet
 - 6. Wash all windows and glass partitions (both sides)
- 4. **LIBRARY**
 - A. **Daily (Five Days Per Week)**
 - 1. Empty wastebaskets and replace liners
 - 2. Dust furniture, including desks, chairs, and tables
 - 3. For fabric covered furniture, vacuum and spot clean as needed
 - 4. Dust interior window ledges
 - 5. Spot clean all window glass and glass partitions up to 12 feet high
 - 6. Disinfect desk tops
 - 7. Dust mop all composition floors with chemically treated mop
 - 8. Spot mop composition floors with all-purpose disinfectant cleaner
 - 9. Vacuum all carpet
 - 10. Spot clean carpet
 - 11. Vacuum all District approved rugs
 - 12. Sweep and vacuum walk-off mats
 - 13. Wipe down computer screen(s) and keyboard(s) with dry microfiber cloth
 - 14. Refill hand sanitizer in wall mounted dispensers
 - 15. Refill disinfectant spray in bottles
 - B. **Weekly**
 - 1. Dust horizontal surfaces up to 12 feet – shelves, moldings, pipes, ducts, heating outlets, etc.
 - 2. Dust all bookshelves (books to remain in place)
 - 3. Dust baseboards
 - 4. Damp clean window ledges
 - 5. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings with a disinfectant
 - C. **Monthly**
 - 1. Dust horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.
 - 2. Remove dust and cobwebs from ceiling areas
 - 3. Clean light fixture covers up to 12 feet
 - D. **Annually (Summer)**
 - 1. Clean carpet
 - 2. Clean all *District approved* rugs
 - 3. Damp clean all washable furniture
 - 4. Dust blinds and air vents
 - 5. High dust horizontal surfaces up to 12 feet
 - 6. Wash all windows and glass partitions (both sides)
- 5. **COMMON AREAS, NEIGHBORHOOD AREAS, HALLWAYS, ETC. – INSIDE AND OUTSIDE (up to the curb)**
 - A. **Daily (Five Days Per Week)**
 - 1. Keep all **sidewalks** free of trash and debris
 - 2. Grass areas between building and curb shall be kept free from trash and debris
 - 3. Spot clean doors and partitions (both sides)
 - 4. Clean and sanitize water fountains
 - 5. Clean windows inside and outside up to 12 feet
 - 6. Dust interior window ledges
 - 7. Dust mop all composition floors with chemically treated mop

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

8. Spot mop composition floors with all-purpose disinfectant cleaner
 9. Vacuum carpet
 10. Spot clean carpet
 11. Vacuum all District approved rugs
 12. Sweep and vacuum walk-off mats
 13. Dust vents up to 12 feet high
 14. Empty and wipe clean trash receptacles at entrances
 15. Refill hand sanitizer in wall mounted dispensers
 16. Refill disinfectant spray in bottles
 - B. **Two Times Per Week**
 1. Spray buff composition floors with burnisher
 - C. **Weekly**
 1. Clean under entrance mats, inside and outside
 2. Dust baseboards
 3. Damp clean window ledges
 4. Dust locker tops
 5. Scrape gum from sidewalks or as needed
 - D. **Monthly**
 1. Dust all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, heating outlets, etc. up to 12 feet
 2. Remove dust and cobwebs from ceiling areas and light fixtures and covers up to 12 feet
 3. Hot water pressure wash entrances
 - E. **Semi-Annually (Winter and Summer Breaks)**
 1. Refinish all composition floors (strip and apply five (5) coats of finish)
 2. Clean all carpet
 3. Clean lobby windows inside and outside up to 12 feet
 - F. **Annually (Summer)**
 1. Machine scrub Mondo floors and apply five (5) protective coating
 2. Hot pressure wash all exterior entrance ways
 3. Dust interior window ledges
 4. Deep clean all carpet and walk-off mats and *District approved rugs*
6. **RESTROOMS**
- A. **Daily (Five Days Per Week)**
 1. Check restrooms throughout the school day and clean, replenish supplies as needed
 2. Empty wastebaskets and replace liners
 3. Clean, sanitize, and polish toilet bowls, urinals, and hard basins
 4. Clean, polish and disinfect chrome fittings
 5. Clean and sanitize toilet seats
 6. Clean and polish glass and mirrors
 7. Wash and sanitize exterior of containers, including sanitary napkins, trash cans, paper towel dispensers, toilet tissue dispensers, soap dispensers
 8. Remove spots, marks, stains, and splashes from wall areas
 9. Dust metal partitions
 10. Spot clean partitions
 11. Sweep floors
 12. Damp mop floors with germicidal disinfectant
 13. Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc. with a disinfectant
 - B. **Weekly**
 1. Dust horizontal surfaces, including shelves, molding, ledges, pipes, ducts, heating outlets, etc.
 2. Damp clean baseboards
 - C. **Monthly**

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

1. High dust above horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, heating outlets, etc. up to 12 feet
 2. Wash and sanitize metal partitions using a machine, not by hand
 3. Machine scrub floors with germicidal disinfectant
 4. Remove dust and cobwebs from ceiling areas and light fixtures and covers up to 12 feet
7. **GYMNASIUMS, MULTI-PURPOSE AREAS (including Storage Areas)**
- A. **Daily (Five Days Per Week)**
 1. Empty wastebaskets and replace liners
 2. Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc. with a disinfectant
 3. Dust mop floors
 4. Spot mop composition floors
 5. Refill hand sanitizer in wall mounted dispensers
 6. Refill disinfectant spray in bottles
 - B. **Weekly**
 1. Dust all horizontal surfaces up to 12 feet all horizontal surfaces including shelves and moldings
 2. Sweep baseboards
 - C. **Monthly**
 1. Remove dust and cobwebs from ceiling areas and light fixtures and covers up to 12 feet
 - D. **Annually (Summer)**
 1. Wash all windows and glass partitions (both sides)
 2. Strip and wax tile floors with eight (8) coats of wax. The District is responsible for wood floors.
8. **CAFETERIA** – Contractor shall be responsible for dining area up to serving line. District is responsible for serving line back including office and restrooms.
- A. **Daily (Five Days Per Week)**
 1. Empty trash cans and replace all plastic can liners
 2. Clean and sanitize surfaces of tables, benches and chairs
 3. Sweep floors
 4. Dust mop
 5. Clean windows inside and outside up to 12 feet
 6. Sweep and vacuum walk off mats
 7. Clean and sanitize water fountains
 8. Refill hand sanitizer in wall mounted dispensers
 9. Refill disinfectant spray in bottles
 - B. **Two Times Per Week**
 1. Spray buff composition floors
 - C. **Weekly**
 1. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings
 2. Low dust all horizontal surfaces to hand height (six feet {6'})
 3. Damp clean baseboards and window ledges
 - D. **Monthly**
 1. High dust above hand height (six feet {6'}) horizontal surfaces including shelves, moldings, pipes, ducts, heating outlets, etc.
 2. Clean light fixture covers and remove dead bugs from fixtures up to 12 feet
 - E. **Annually**
 1. Strip and refinish composition floors, strip and apply eight (8) coats of finish
 2. Machine scrub floors with a neutral floor cleaner
 3. Dust interior window ledges
 4. Dust blinds and air vents
 5. Clean and sanitize surfaces of tables and chairs

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

9. **EVENT SETUPS AND TAKE DOWNS**

A. **Special Events – During Regular Hours (i.e., Staff Training/Professional Development, PTO Meetings)**

1. Notice shall be given to the Contractor at least 5 working days before the event so proper staffing levels are made available
2. Scope of Work / Services required shall be agreed upon by both parties
3. Events shall **not** be billed separately
4. Set up and take down tables, trash receptacles, chairs, etc. as required for the event
 - a) Empty wastebaskets and replace liners
 - b) Sweep and mop floors (if necessary)
5. Restrooms – Refer to **ATTACHMENT E**, Item 6 for cleaning requirements

B. **Special Events – Outside Regular Hours (i.e., Musicals, Theater Productions, Competitions, Banquets, Carnivals)**

1. Notice shall be given to the Contractor at least 5 working days before the event so proper staffing levels are made available
2. Scope of Work / Services required shall be agreed upon by both parties
3. Events may be billed separately, to the requesting campus / department, based upon proposed hourly rates
4. Set up and take down tables, trash receptacles, chairs, etc. as required for the event
 - a) Empty wastebaskets and replace liners
 - b) Sweep and mop floors (if necessary)
5. Restrooms – Refer to **ATTACHMENT E**, Item 6 for cleaning requirements

C. **Events Hosted by Outside Organizations (i.e., Church)**

1. Scope of Work / Services required shall be agreed upon by both parties
2. Events shall be billed separately, to the District Department/Campus, based upon agreed pricing between both parties
3. Sweep and clean floors in areas where event occurred
4. Empty wastebaskets and replace liners in areas where event occurred
5. Restrooms in areas where event occurred – Refer to **ATTACHMENT E**, Item 6 for cleaning requirements

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

ATTACHMENT F – Individual Performance Task Standards

The following individual performance task standards provide the basis for evaluating contract performance.

1. **Dust Mop and or Sweep / Vacuum Non-Carpeted Floors**
 - A. The entire area will be thoroughly cleaned to remove dust, dry soil, and other surface debris.
 - B. All areas under chairs, trash receptacles, desks, vending machines, and other furnishings, which are accessible, will be cleaned as well.
 - C. Desk chairs will be placed back at desks and classroom chairs will be arranged after cleaning.
 - D. After cleaning, surfaces, including corners, abutments, and places accessible to the cleaning equipment will be free of all visible soil, streaks, litter and spots caused by spills.
 - E. The elevator door track will be vacuumed as needed to be debris / spot free.

2. **Wet Mop – Debris / Spot Free**
 - A. All accessible areas will be mopped to remove all soil and non-permanent stains.
 - B. After mopping, the floor shall have a uniform debris / spot free appearance.
 - C. In Electronic Data Processing (EDP) areas with raised floors, the mop will be wrung as dry as possible prior to mopping, and the mop bucket will be kept outside the raised floor area.

3. **Vacuum Carpets – Debris Free**
 - A. After vacuuming the entire floor, floor will be free of all visible litter, soil, dust, and embedded grit, including corners, and next to the baseboards.
 - B. Trash receptacles will be moved as necessary to vacuum underneath.

4. **Clean Drinking Fountains**
 - A. Remove all obvious soil, streaks, smudges, etc. from drinking fountains and eyewash; then disinfect all porcelain and polished metal surfaces including the orifice and drain.
 - B. Stainless steel sections will be polished with an appropriate cleaner.
 - C. After cleaning, the entire drinking fountain and/or eyewash will be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.

5. **Remove Trash**
 - A. All waste receptacles and other trash containers within the service area(s) will be emptied each night of service and returned to their initial locations.
 - B. Pencil sharpeners will be emptied on the night of service.
 - C. Boxes, cans, papers, etc., placed near a trash receptacle and marked "TRASH" will also be removed.
 - D. Items not marked as trash will not be removed.
 - E. All waste from trash receptacles will be removed from the area and emptied into a designated trash dumpster or receptacle in such a manner as to prevent the surrounding area from becoming littered.
 - F. Dumpster lids will be kept closed.
 - G. All litter on the ground immediately around trash dumpsters shall be swept up and placed in the dumpster on a daily basis.
 - H. Exterior of wastebaskets will be damp-wiped to remove evident soil and the inside as needed.
 - I. Wet spills on interior of wastebaskets will be removed.
 - J. All trash receptacles will be lined with plastic liners and replaced when obviously soiled or torn.
 - K. Exterior trash containers will be emptied each day of service and returned to their initial locations to ensure they do not obstruct the walkway.
 - L. Garbage from exterior cans shall be transferred in a manner that avoids spillage and staining of adjacent walkways.
 - M. Miscellaneous trash around the general area of the trash cans shall be picked up and removed each time the can is serviced.
 - N. Remove litter and trash adjacent to the can for a 10 foot radius.
 - O. Spot clean as needed to remove spills, gum and debris from the lid, can and adjacent area.
 - P. Neatly tie off plastic bags at the top of the barrels and replace lids firmly on cans.

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

6. **Report Maintenance Items**
 - A. Any item requiring maintenance or repair by Facilities Services shall be reported to the Maintenance Department.
 - B. Items like plugged toilets, leaking pipes, loose tile, inoperative lights, etc. are expected to be reported immediately upon finding them.
 - C. Emergency repairs during off hours (i.e. after 5:00 PM and before 8:00 AM) such as broken pipes, floods, or serious roof leaks should be reported to Maintenance and Operations immediately after discovery.

7. **Secure All Areas Post Cleaning**
 - A. Only Responsible for areas that were cleaned that night
 - B. The only time a locked room will be unlocked is when the custodian is working in the room.
 - C. When the door is closed after servicing, it is to be tested to ensure that it is locked.
 - D. The custodian will not unlock a locked room for a student.
 - E. Any damage or operational problems with these doors should be reported to Maintenance and Operations for maintenance or repair.

8. **Dust Mop and / or Sweep/Vacuum Stairs**
 - A. After cleaning, stairs, landings and steps will be debris / spot free of lint, dust, soil, gum, and cobwebs.
 - B. Hand railings, ledges, grills, fire apparatus, doors, lights, window ledges, and radiators shall be dusted 12 feet and below.
 - C. Handrails and touch points shall be disinfected and sanitized.

9. **Clean Entrance Mats – Debris Free**
 - A. Entrance mats, including inlaid carpet, located in the interior of entrances shall be thoroughly vacuumed and debris free when complete.
 - B. Soil and moisture underneath mats shall be removed and mats shall be returned to their original location.
 - C. Exterior scraper mats shall be cleaned and debris free and mats shall be returned to their original location.

10. **Spot Clean Entrance Door Glass – Both Sides**
 - A. Spot clean both sides of entrance glass and the window immediately adjacent to the entrance doors.
 - B. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.

11. **Clean and Disinfect All Touch Points**
 - A. Sport clean and disinfect all touch points including but not limited to knobs, push plates, panic bars, railings, and door surfaces between knob and bar and at a height of eight (8) feet.
 - B. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc.

12. **Building Security – Exterior Locking and Unlocking per District Schedule**
 - A. Building locking and unlocking schedule will be strictly followed.
 - B. Once a building is locked, the custodian will NOT open doors to allow a person to enter.
 - C. Only people with keys and authorization are allowed in the District buildings after hours.
 - D. Any problem dealing with unauthorized personnel in the building, theft, or vandalism will be immediately reported to the Campus/Department Administrator and Maintenance and Operations.

13. **Restore Furniture to Standard Arrangement**
 - A. Upon completion of the cleaning tasks, the furniture will be arranged in the original pattern in the classroom setting.
 - B. There will be a uniform appearance with straight evenly spaced chairs in rows with equal space between rows.

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

- C. The designated aisles will be straight with sufficient width for occupant movement.
 - D. Sufficient space will also be left in the front of the room and near entrances.
14. **Clean Whiteboards**
- A. Remove all chalk marks, finger marks, and chalk dust from writing surface of the chalkboards.
 - B. Under no circumstances will water or other liquids be used to clean non-steel chalkboards.
 - C. The eraser will be cleaned daily to remove chalk dust.
 - D. Dry marker boards will be cleaned using the appropriate product.
 - E. After cleaning the chalkboard, the writing surface will have a uniform appearance with no remaining marks, streaks, or excess dust.
 - F. Erasers will be clean.
 - G. The chalkboard tray, molding, baseboards and floor surfaces immediately underneath will show no evidence of chalk dust.
 - H. Chalkboards containing written data will not be erased and cleaned, except when the board is in general purpose classrooms, where boards containing written material, unless clearly marked to "SAVE", will be erased and cleaned nightly.
 - I. Replenish chalk to general-purpose classrooms only.
15. **Clean Doors, Door Glass, and Walls**
- A. Clean doors, door frames, push plates and kick plates, thresholds, door glass, and walls to remove stains, spots, streaks and graffiti.
 - B. After cleaning, the surface will have a uniform appearance free from marks, dust, lint, streaks, and stains.
16. **Refill Soap Dispensers**
- A. Soap dispensers will be filled with the proper approved product.
 - B. The dispensers and adjacent surfaces will be wiped to remove handprints and smudges after filling.
 - C. The device will be checked after filling for proper operation.
 - D. Caked or dried soap will be cleaned from the orifice.
 - E. Remove the semi-hardened soap from spout of liquid soap dispensers daily.
 - F. Inoperable devices will be reported Maintenance and Operations.
17. **Clean Mirrors**
- A. Remove soil, streaks, smudges, film, etc. from the surface of mirrors with a damp cloth or sponge.
 - B. Polish dry with a clean, soft, non-terry towel.
 - C. After cleaning, surface will have no visible signs of streaks, smudges, lint, film, etc. and present a uniform, clean appearance.
 - D. The frame of the mirror and shelves and other adjacent areas also will be cleaned and free of dust.
18. **Refill Paper Products Dispensers**
- A. Refill all paper towel and toilet tissue dispensers to the proper level.
 - B. Single fold paper towels will be interlocked with remaining towels in the cabinet.
 - C. The paper towel roll cabinets utilize the reserve roll feature.
 - D. Dispensers will be wiped with germicidal detergent after stocking.
 - E. Toilet tissue dispensers hold single or two coreless rolls.
 - F. The dispensers will be wiped down with germicidal detergent after stocking.
 - G. The dispenser will be checked for proper operation after filling and inoperable dispensers will be reported to Maintenance and Operations on a daily basis.
19. **Clean and Disinfect Sinks**
- A. Completely clean and disinfect all exposed surfaces of the sink.
 - B. A nonabrasive cleaner will be used on the exposed hardware.
 - C. The cleaning includes the drying and polishing of all exposed hardware.

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

- D. After cleaning, the fixture will present a clean, bright shiny appearance and will be free of all visible soil, streaks, oily smudges, residue cleaning agents, etc.
 - E. All metal hardware, such as faucet valves, drain and faucets; will be free of streaks, spots, stains, etc.
 - F. Inoperable or broken fixtures will be reported immediately on a maintenance work request form.
 - G. Different cloths, sponges, brushes and scouring pads will be used to clean the sinks than the ones used for cleaning the commodes and urinals.
20. **Clean and Disinfect Toilets and Urinals**
- A. Completely scrub clean and disinfect all exposed surfaces (inside and out) of the toilets and urinals, paying particular attention to areas under the rim and water inlet orifices.
 - B. Use a nonabrasive cleaner on the exposed hardware.
 - C. Dry and polish of all exposed hardware.
 - D. Remove all foreign material from the urinal drain trap.
 - E. Thoroughly scrub the surfaces of the urinal drain not covered by water.
 - F. A special set of sponge, cloths, scouring pads and brushes will be maintained and used only for cleaning the urinals and toilets.
 - G. After cleaning, the toilet seat must be completely dried and placed in an upright position.
 - H. All fixtures will present a clean, bright shiny appearance and will be free of all streaks, spots, stains, rings, foreign material, etc., including the metal hardware.
 - I. Clogged toilets will be plunged to free the obstruction.
 - 1. Only if the obstruction cannot be dislodged completely will it be reported on a maintenance work request along with other inoperable or broken fixtures.
 - J. Inoperable stalls will have "Out of Order" signs placed on the doors.
21. **De-scale**
- A. Remove scale, scum, mineral deposits, rust stains, etc. from the interior of toilet bowls and urinals as needed to maintain a clean, uniform, bright shiny appearance.
22. **Spot Clean Walls, Partitions, Doors, Remove Graffiti**
- A. Clean partition walls, frames, partition doors, walls surrounding the urinal and toilet.
 - B. Remove any non-permanent stains, spots, streaks and graffiti.
 - C. Use a cloth or sponge dampened with a germicidal detergent solution.
 - D. Wipe the surface dry using a clean cloth.
 - E. The surface shall have a uniform appearance free from dust, lint, streaks, stains, and writing.
23. **Clean Floor Drain**
- A. Remove all built-up deposits, embedded hairs, etc. from the grate of the drain.
 - B. After wet mopping the floor, empty the remaining germicidal detergent down the floor drain.
 - C. The drain and grate shall be free of odors and built-up deposits when finished cleaning.
24. **Mop and Disinfect Floor**
- A. Clean the entire floor with germicidal detergent
 - B. The floor shall have a uniform appearance free of spots, spills, stains, dirt, oily film, mop strings, standing water, etc. when finished mopping.
25. **Clean and Disinfect All Touch-Points**
- A. Cleaning to include:
 - 1. Door handles,
 - 2. Door push plates and bars,
 - 3. Faucets,
 - 4. Towel dispenser handles,
 - 5. Flush levers,
 - 6. Latching and locking hardware,

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

- 7. Light switches,
 - 8. Water fountains.
 - B. After cleaning fixtures, apply an approved germicidal disinfectant and allow to dry per manufactures direction.

- 26. **Dust Locker Tops and Other Surfaces**
 - A. Remove all surface litter, loosen dust and soil from the top of the lockers, wipe with cloth.
 - B. Surfaces shall have a uniform appearance, free of streaks, smudges, dust, lint, litter, etc.

- 27. **Mop / Disinfect Runners**
 - A. Remove all surface litter from runners.
 - B. Roll them up and sweep underneath.
 - C. Damp mop all floor surfaces.
 - D. After the floor is dry, roll out the runner and damp mop with a germicidal detergent solution.
 - E. The runner shall have a clean, disinfected surface from loose soil, stains, spots, and mop strings, etc.

- 28. **Clean Tables, Counters, and Sinks**
 - A. Remove any nonpermanent stains, spots, spills from all tables, counters, and sinks.
 - B. Counters and sinks shall have a uniform appearance, free from streaks, smudges, lint, etc., with complete removal of soil from the surface.
 - C. Clean and disinfect all touch points including refrigerator and microwave keypads, handles, knobs, and entry door handles.
 - D. The surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, etc.

- 29. **Spot Clean Tables, Student Seats, Desks – Classrooms Only**
 - A. Remove all pencil and pen marks from the writing surface of student seating.
 - B. Remove any non-permanent stains, spots, spills and pencil and pen marks from tables, lecterns, projection stands, conference tables, instructor's table and other desks using a sponge or cloth dampened in a mild detergent solution.
 - C. The cleaning will not be of such a degree as to remove the finish or leave abrasive marks.
 - D. The surface will have a uniform appearance free from abrasive marks, film, stains, spots, pen, and pencil marks.

- 30. **Sweep Building Entrances and Steps**
 - A. Sweep and pickup area from the building entrances to the bottom of the steps or edge of landing to remove all soil, litter, trash, etc.

- 31. **Dust Common Areas and Classrooms – 12 Ft and Below**
 - A. Remove dust, lint, dry soil, and cobwebs from baseboards, radiator registers, moldings, ledges, door and window casings, window sills, and handrails.
 - B. This only applies to permanent fixtures 12 feet and below.
 - C. Surfaces shall have a uniform appearance free from streaks, smudges, lint and cobwebs.

- 32. **Clean and Spray Buff Main Floor Hallways, Vestibules and Entryways**
 - A. Dust and damp mop floors prior to spray buffing.
 - B. Spray buff all areas showing wear and scuffing to provide a uniform gloss and protective finish to the entire floor.

- 33. **Sweep Loading Docks, Trash and Recycling Collection Areas**
 - A. Sweep areas around trash and recycling collection areas to remove all surface litter and debris.

- 34. **Deep Clean Classrooms, Auditoriums and Class Labs**
 - A. These are areas that are not fully attended to during the regular class cycle.

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

- B. Remove all gum and marks from seating tables and flooring.
 - C. Remove marks from tables, lecterns, projection stands, conference tables, instructor's tables and other desks using a sponge or cloth dampened with a mild detergent solution.
 - D. The cleaning will not be of such a degree as to remove the finish or leave abrasive marks.
 - E. After spot cleaning, the surface will have a uniform appearance free from abrasive marks, film, stains, spots, pen and pencil marks. Inspect and report damaged or missing components of student desks and seating. Provide deep clean of all classrooms quarterly as classes are not in session.
35. **Dust Building Surfaces and Furniture eight feet (8') and Below**
- A. Remove dust, lint, dry soil, and cobwebs from baseboards, radiator registers, moldings, ledges, door and window casings, window sills, and handrails.
 - B. This applies to permanent fixtures eight feet (8') and below.
 - C. After dusting, these surfaces will have a uniform appearance free from streaks, smudges, lint, and cobwebs.
36. **Deep Clean Entryways, Hallways, Stairways, and Vestibules**
- A. Fully clean /shampoo fixed entry walk off systems per manufacturers recommendations.
 - B. Remove and vacuum beneath floating track systems.
 - C. Remove dust, lint, soil, and cobwebs from baseboards, moldings, ledges, door and window casings, window sills, and handrails.
 - D. After dusting, these surfaces will have a uniform appearance free from streaks, smudges, lint, and cobwebs.
37. **Power Wash Exterior Building Entries, Porches, Ramps, and Stairways**
- A. Deep clean exterior entrances, porches, and steps of all serviced buildings.
 - B. Clean light fixtures and remove cobwebs.
 - C. Power wash stairs, accessible ramps, landings, patios, porches, and terraces to remove moss and dirt build-up.
 - D. Ensure water does not leak into buildings.
38. **Dust Building Surfaces and Equipment up to twelve feet**
- A. Remove dust, lint, dry soil, and cobwebs from the following:
 - 1. Door and window casings,
 - 2. Ledges,
 - 3. Moldings and trim,
 - 4. Light fixtures,
 - 5. Projection screens,
 - 6. Vents,
 - 7. Grills,
 - 8. Louvers,
 - 9. Pipes,
 - 10. Conduit,
 - 11. And similar high mounted fixed equipment.
 - B. After dusting, these surfaces will have a uniform appearance free from streaks, smudges, dust, lint and cobwebs.
39. **Sweep / Vacuum Floors in Storage Areas**
- A. Sweep and remove trash in areas not normally serviced during the year.
40. **Clean and Spray Buff Hallways**
- A. Dust and damp mop floors prior to spray buffing.
 - B. Spray buff all areas showing wear and scuffing to provide a uniform gloss and protective finish to the entire floor.

GEORGETOWN INDEPENDENT SCHOOL DISTRICT
Custodial Services for District Elementary Campuses Only
Request for Proposal (RFP) Number 23-XXX

41. **Power Wash Exterior Trash Receptacles**
- A. Remove liner and power wash all exterior trash containers, liner cans and lids to remove soil, stains, gum, dirt and moss accumulations.
 - B. Clean litter and spills / stains adjacent to the can for a ten-foot (10') radius.
42. **Carpet Spot Removal two-foot (2') radius or less – Request Only**
- A. Upon request, carpet spots that are two-foot (2') radius or less will be cleaned according to Item XLVIII (Carpet Cleaning) below.
 - B. Areas larger than two feet (2') radius or if the contractor recommends a full carpet cleaning, the Contractor shall communicate with the District Point of Contact for approval.
43. **Floor Maintenance**
- A. Floors and carpets will be completely stripped and refinished or carpets completely deep cleaned every two years.
 - B. This is accomplished by 50% of the building being stripped and refinished or deep cleaned one year and the other 50% being done the following year.
 - C. The 50% that are not completely stripped and refinished or deep cleaned will be scrubbed and/or buffed and vacuumed.
44. **Hard Surface Stripping / Refinish**
- A. Completely remove, without damage to the floor surface, all finish and/or sealer, marks, scuffs, stains, etc. from all visible floor surfaces, except in cases in which there is permanent damage to the floor surfaces.
 - B. During the stripping process, care will be taken to avoid flooding of the floor with either the stripping solution or the rinse so as to prevent damage to the tile and its bond to the sub-floor.
 - C. Refinishing occurs when at least 5 coats of finish are applied to a stripped floor.
45. **Carpet Cleaning**
- A. After the carpets are cleaned (utilizing low moisture or extraction) and dry, the carpet will have a uniform appearance with all soil, stains, spots, and dry chemical cleaning agent removed.
 - B. In cases where there is damage to the carpet beyond the contractor's control (sun bleaching, apparent fiber wear, tears, rust spots or age) the contractor must inform the District Point of Contact before carpets are done to ensure that customer satisfaction is met considering all factors listed above.



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/11/2022 11:11:58

- Consent Agenda**
- Action Needed**
- Information Only**
- Recognition**
- Presentation**

Action Needed

Name of Person Responsible:

Jimmy Jones

Department or Campus:

Construction and Development

Title of Agenda Item:

Consideration and Possible Approval of the Guaranteed Maximum Price for the New Benold Middle School Project

Background Information:

This project is part of the 2021 Bond program of projects.

Bartlett Cocke General Contractors provided a Guaranteed Maximum Price (GMP) on August 2.

The bids received for this project exceeded the budget due to commodity market volatility, inflation, rising wages for hourly craft workers, and a general upward pressure of bid pricing by contractors.

The design team and the general contractor's team, along with GISD, have analyzed the project's scope to identify areas where cost savings can be realized. GISD Construction staff, Bartlett Cocke staff and Huckabee Architects staff have participated in multiple meetings to identify potential cost saving items. This effort has resulted in savings for the project. The reductions proposed do not alter the student learning environment or the ability to support student needs.



BOARD AGENDA ITEM

A breakdown of the project cost is listed below:

Items included in the GMP total:

- Owner Contingency \$ 1,575,451.00
- Contractor Contingency \$ 1,575,451.00
- Cost Escalation Allowance \$ 3,544,765.00

GMP Total \$78,772,548.00

Attachments:

Superintendent's Recommendations:

Staff recommend approval of the New Benold Middle School project as presented.



BOARD AGENDA ITEM

Board Meeting Date:8/15/2022

Submitted Date: 8/11/2022 11:42:20

- Consent Agenda
- Action Needed
- Information Only
- Recognition
- Presentation

Action Needed

Name of Person Responsible:

Jimmy Jones

Department or Campus:

Construction and Development

Title of Agenda Item:

Consideration and Possible Approval of a Not-To-Exceed cost for Temporary Classrooms at Wolf Ranch Elementary

Background Information:

This item is being proposed as a means to create relief at this campus due to the sharply increased growth GISD is experiencing. Enrollment at this particular campus is expected to increase by 200 students for the 2022-2023 school year.

The GISD Construction office has received proposals from multiple vendors that supply temporary classrooms using the cooperative purchasing networks for which GISD is a member.

This purchase is inclusive of the following:

- One temporary building 24ft x 64ft – delivered and installed
- Aluminum ramp and deck systems - delivery only

A breakdown of the Not-to-Exceed cost for the items listed above is as follows:

Temporary building	\$112,000.00
--------------------	--------------



BOARD AGENDA ITEM

Aluminum ramp and decks	\$ 36,000.00
Cost escalation allowance 3%	\$ 4,440.00
Total Not-To-Exceed Amount	\$152,440.00

Attachments:

Superintendent's Recommendations:

Staff recommend approval of this Not-To-Exceed cost as presented.