

# **Lago Vista Independent School District**

## **Request for Proposals Custodial and Grounds Services**

**Issue Date: March 9, 2022**

**This document is a Request for Proposals for the design and implementation of a comprehensive Custodial and Grounds Management plan and program for the Lago Vista Independent School District.**

Issued by:

Jason Stoner  
Director of Finance  
Lago Vista ISD  
8039 Bar K Ranch Rd.  
Lago Vista, TX 78645

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## **Forms & Attachments**

### **VII. Forms**

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- **Conflict of Interest Questionnaire**
- **Vendor Deviation Form**
- **Compliance Form**
- **Non-Collusion Affidavit**
- **Felony Conviction Notification**
- **Debarment or Suspension Certification**
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# I. PROPOSAL PROCESS

**A. PURPOSE:** The purpose of this Request for Proposals (RFP) is to solicit sealed offers from qualified firms and to negotiate an agreement for the provision of comprehensive facilities management services for specified departments and functions as outlined herein. The services to be managed hereunder will include custodial and grounds services and related operations.

**B. BACKGROUND:** Lago Vista ISD is a public school district in and around Lago Vista, Texas. The District utilizes 7 educational and support buildings on 3 sites and has an enrollment of 1,812. The District operates approximately 426,705 square feet of space and maintains approximately 133 acres of grounds.

For additional information about Lago Vista ISD, please refer to the District's website at <http://www.lagovistaisd.net/>

With the expectation of producing higher levels of service in an environment of decreasing resources, the District foresees the necessity to maximize the value currently received from support service departments. To this end, it is desirable to seek the services of a professional specialized firm, with programs and resources to support and complement the District's existing programs.

**C. MANAGEMENT STUDY AND PLAN:** Each participating firm shall conduct a management study, provide a thorough and comprehensive analysis and develop a concept of operations, and shall submit a written Proposal detailing the manner in which the objectives set forth in this RFP shall be achieved. Within the framework set forth herein, each firm will be expected to bring its own unique style and approach to the process.

**D. SCOPE:** The selected firm shall furnish all necessary resources (including but not limited to personnel, training programs, support, equipment, materials, services and supplies) to implement a program that improves efficiency and effectiveness of the District's custodial, and grounds services and related operations.

**E. TIMETABLE:**

Issue RFP	March 9, 2022
Pre-Proposal Conference	N/A
Deadline for Inquiries	March 28, 2022 - 3 PM (CST)
Deadline for Submission	March 31, 2022 - 2 PM (CST)

Recommendation/Decision April 11, 2022 – 6 PM Board Meeting

**F. SUBMISSION DEADLINE:** Sealed Proposals will be received until 2:00 p.m. central standard time on Thursday, March 31, 2022.

**G. SITE VISITS:** Any firm wishing to submit a Proposal may schedule a District site visit between March 21, 2022 and March 25, 2022.

**H. COMMUNICATION:** All inquiries and requests for information regarding proposal submission requirements shall be directed to:

Jason Stoner  
Director of Finance  
Lago Vista ISD  
8039 Bar K Ranch Rd.  
Lago Vista, TX 78645  
Phone: 512-267-8300 ext. 1502  
Facsimile: 512-267- 8304  
E-Mail: jason\_stoner@lagovista.txed.net

**I. PROPOSAL ACCEPTANCE:** The District shall have the right to accept or reject any proposal. In particular, the District may reject a proposal not accompanied by data required by the RFP or in any way incomplete or irregular. Conditional proposals will not be accepted.

**J. CONTRACT AWARD:** Award shall be made to the one qualified firm whose Proposal is determined to be the most advantageous when taking into consideration the evaluation factors set forth in the sections that follow, including overall long-term value to the District. There is no obligation on the part of the District to award a contract. Any contract awarded will be awarded to a single firm.

**K. FEES AND OPERATING COST:** Fees will be considered a part of overall operating cost. Operating cost will be viewed as one of several component determinants of overall best value and will be considered in accordance with the criteria established herein.

**L. ADDENDA:** Any changes to this RFP will be made by addendum and such changes will prevail over previously issued information. Addenda issued will be mailed to firms on record to participate and will also be posted on the District's website under the Business Office Department. Each firm submitting a proposal is responsible to be sure the latest addendum is incorporated.

Anyone obtaining RFP documents from a source other than the District must notify the District of a contact name, address, telephone, e-mail and facsimile number in order to receive any correspondence, including addenda.

**M. OPEN COMPETITION:** The District encourages free and open competition. Whenever possible, specifications and proposal terms and conditions are designed to accomplish this objective, consistent with the necessity to satisfy the needs of the District and the assurance of an economically and operationally sound solution.

**N. NON-COLLUSION:** Submission of a Proposal guarantees that the Proposal has been prepared without collusion with other firms and without effort to preclude the District from

obtaining the best possible competitive value. The firm certifies that neither its officers nor its employees have bribed or attempted to bribe or influence in any improper manner any officer, employee or agent of the District, and that the firm has disclosed any known beneficial relationship between a District official and the firm.

**O. WITHDRAWAL OR MODIFICATION:** A Proposal may be withdrawn, but only before the Submission Deadline and only in its entirety. A withdrawn proposal may be resubmitted after modification, but only before the Submission Deadline. A Proposal may not be withdrawn or modified for a period of 60 days following the Submission Deadline.

**P. ERRORS:** The District is not liable for any errors or misinterpretations made in responding to this RFP.

**Q. PREPARATION EXPENSE:** All Proposals submitted in response to this RFP must be supplied at the sole expense of the proposing firm, irrespective of the final decision of the District as to contract award.

**R. INSPECTION OF FACILITIES:** It is the responsibility of each firm to become fully informed as to the nature and extent of the work required and its relation to any other condition, including possible interference from academic or other activities.

**S. ORAL PRESENTATION:** A firm or firms submitting Proposals which meet the selection criteria and which are deemed to be most advantageous to the District may be required to give oral presentation(s) to District officials. The District is under no obligation to schedule an oral presentation with any specific firm, and any scheduling of oral presentations will be done by the District.

**T. INQUIRIES:** The District will not provide verbal answers to inquires or verbal instructions regarding the RFP. A verbal statement by any person representing the District shall be considered non-binding. The District is not liable for increased cost or other consequence resulting from the acceptance of verbal direction by a participating firm.

**U. INTERPRETATION:** Any questions as to the meaning of the RFP should be directed in writing to the individual indicated in Section H above. The District will attempt to provide adequate clarification to specific questions directly to the firm submitting the question. Only in cases where the District discovers probable cause for all proposing firms to misinterpret the meaning and intent of the document will an addendum be issued. All clarifications and interpretations issued by the District will be final and binding upon the recipient.

Cost or problems associated with misinterpretation of the intent of the RFP or because of failure to receive addenda or written clarification will be the responsibility of the proposing firm.

**V. QUALIFICATIONS:** A contract will only be awarded to a qualified firm with proven capability to provide the full range of services specified. The District may require evidence of qualification, including:

1. Evidence of appropriate licensing to perform the work specified.

2. Experience record showing expertise and success in similar work.
3. Proof of substantial experience managing public school contracts.

**W. SELECTION:** Selection shall be made of one firm deemed to be fully qualified and best suited among those submitting Proposals based on the evaluation factors identified herein. The District may cancel this RFP, reject Proposals or any portions thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous. Should the District determine (at its sole discretion) that only one firm is fully qualified, or that one firm is clearly more suitable than the others under consideration, a contract may be awarded to that firm.

**X. NEGOTIATIONS:** Final negotiations may be conducted with the selected firm in order to insure the best overall program design and to achieve the best business arrangement for the parties.

**Y. AMERICANS WITH DISABILITIES ACT:** If special accommodations are needed in order to attend meetings or to accomplish building site visits, please contact the District at least one (1) week prior to the event to insure such accommodations.

## II. PROPOSAL CONDITIONS

**A. CONTRACT TERM:** The successful firm will be awarded a contract with a term of five years. The District reserves the right to extend any multi-year contract at the time of renewal upon mutual agreement of the parties. The District reserves the right to terminate any multi-year contract at the time of renewal.

**B. APPROPRIATION:** If funds for the services provided under the contract are not appropriated in a given District fiscal year, the District may terminate the contract upon 30 day's notice.

**C. EMPLOYMENT:** This section defines the intended employment relationships of all persons working within the custodial and grounds services under any contract resulting from this RFP.

All on-site management employees will be employees of the selected firm. All on-site supervisory employees will be employees of the selected firm. All on-site clerical employees will be employees of the selected firm. All on-site production and technical employees will be employees of the selected firm.

All current custodial and grounds employees of the current firm must interview with the selected firm. The firm will only be required to hire the number of full-time equivalent employees needed for the operation in accordance with its Management Plan.

### **D. WAGES AND BENEFITS:**

The firm may in no manner charge back any portion of the cost of its worker's compensation insurance to its employees.

The selected firm will outline in its Proposal its policy for employee paid time off, including vacation, sick, holiday, personal and other accruals.

**E. ILLEGAL WORKERS:** The District shall consider the intentional employment of unauthorized aliens by the selected firm in violation of U.S. immigration laws cause for unilateral cancellation of any contract resulting from this RFP.

**F. UNIFORMS:** The selected firm will provide uniforms and photo identification badges for its employees. Notation of Lago Vista ISD must be included in the uniform identification.

**G. BACKGROUND CHECK:** All employees of the selected firm must undergo a criminal background check prior to beginning work. No employee with a felony conviction or a conviction of sex crime, crime of moral turpitude or any crime against a child may be employed.

**H. AGREEMENT NOT TO HIRE:** The District and the selected firm will agree not to hire each other's management employees without permission.

**I. ASBESTOS MATTERS:** The District will be responsible for all matters relating to asbestos.

**J. OFFICES/STORAGE:** The District will provide for the selected firm suitable central office and storage facilities and suitable storage facilities at each work location, including furniture, utilities, phone and internet service.

**K. PRICING AND PAYMENT:** Base contract pricing will be set annually unless amended by the parties. Monthly invoices may be submitted by the selected firm at the beginning of the month in which services are to be provided.

Start Up – pricing will include all costs associated with start-up of services.

CPI Adjustment and increases – An adjustment based on the Consumer Price Index may be permitted on each anniversary of the contract with proper justification by the firm and acceptance from the District.

Adjustment for Changes in Service – An adjustment based on change in services or scope will be negotiated between the parties and will be effective upon the change.

Other Changes – Unionization, minimum wage increases, tax rate changes, mutual decisions to alter staffing, and other similar circumstances will be considered reason for review and/or negotiation of new contract pricing.

**L. CAPITAL EQUIPMENT:** The selected firm shall provide, as a part of the contract all custodial and grounds equipment necessary to most effectively accomplish the work required under the contract. Equipment provided by the firm will become the property of the District as it is depreciated. The District will permit the selected firm to supplementary utilize existing custodial and grounds equipment and district vehicles, upon approval of the district, when necessary. The firm should be prepared to demonstrate how its equipment decisions fit into the overall Management Plan for the District.

Operational Equipment – Supplemental non-fixed operational capital equipment (such as cleaning carts, floor machines, mowers, weed eaters) will be provided by the selected firm.

Fixed Equipment – permanent equipment (or components thereof which increase the life expectancy of the equipment) and building/grounds components with a value of \$1,000 or more and a useful life of more than 3 years (such as air conditioning units, motors, boilers, pumps, kitchen equipment, renovation and construction projects, flooring, furnishings) will not be provided by the selected firm.

Each party shall be responsible for maintenance, repair, insurance and replacement of its respective operational equipment and vehicles.

**M. SUPPLIES AND SERVICES:** The selected firm will provide all custodial and grounds supplies and purchased services necessary to accomplish the work required under the contract. The District will provide utilities, pest control services and waste removal services, maintenance supplies and purchased services.



**N. PAYMENT RESPONSIBILITY:** The payment responsibilities of the parties will be clearly spelled out in the contract and in the proposal.

**O. REGULATORY COMPLIANCE:** The selected firm will comply at all times with all regulations governing the services provided as a result of this RFP, and the District will fully cooperate with such efforts by the firm.

The selected firm must be licensed to do business in the State of Texas.

**P. INSURANCE:** The selected firm shall maintain with a company or companies, lawfully authorized to do business in the State of Texas, such insurance as will protect the firm from claims arising out of or resulting from the firm's operations under any contract resulting from this RFP, and for which the firm may be legally liable, whether such operations be by the firm or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Certificates of Insurance will be required naming the District as additional insured. The District must be notified at least 30 day in advance of any policy cancellation.

General Liability Insurance – The selected firm shall provide the ISO Commercial General Liability policy for general liability coverage with limits of not less than \$5,000,000 per occurrence. Coverage shall be maintained without interruption from date of commencement of work until date of final payment.

Worker's Compensation – The selected firm shall secure and maintain for the life of the contract valid Worker's Compensation Insurance as required by law.

Automobile Liability – The selected firm shall secure and maintain for the life of the contract automobile liability insurance on all vehicles against bodily injury and property damage in the amount of at least \$100,000 per person, \$300,000 per occurrence.

Employer's Liability - The selected firm shall secure and maintain for the life of the contract employer's liability insurance with at least a \$500,000 limit.

Fidelity Bond – The selected firm shall secure and maintain for the life of the contract a fidelity bond in the amount of at least \$50,000 per employee, or equivalent coverage.

**Q. WAIVER OF RECOVERY:** The District and the selected firm will mutually waive all rights of recovery against their respective insurers.

**R. INDEMNITY:** The Selected Firm will defend, indemnify, save harmless, and exempt the District, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees incident to any work done in the performance of this Contract arising out of a willful or negligent act or omission of the District, its officers, agents, and employees, or third parties.

**S. BONDING:** In an effort to effectively manage cost, the District will not require either a bid bond or a performance bond. Therefore, the District will only consider firms with sufficient demonstrated financial strength and performance history to fulfill the requirements

of the RFP. If the District determines that a firm is qualified but lacks sufficient financial strength or performance history to ensure fulfillment of the requirements, bonds may be subsequently required.

**T. ASSIGNMENT:** Assignment of contract may only be made to an affiliate or wholly-owned subsidiary of the selected firm.

**U. NOTICES AND AMENDMENTS:** All notices and amendments must be in writing.

**V. FORCE MAJEUR:** The contract may contain a provision limiting obligation and liability due to catastrophe or other force majeure.

**W. TERMINATION:** Any contract resulting from this RFP may be cancelled upon 90 days notice without cause or upon 30 days notice for cause, except that the contract may be cancelled upon 10 days notice if the cause is non-payment.

**X. JURISDICTION:** This agreement will be construed and governed in the state of Texas.

**Y. LANGUAGE REQUIREMENT:** English is the recognized language used in the District. Although it is not a requirement that all the selected firm's employees speak English, it is a requirement that the overall supervisor and the lead person on each campus be able to speak, write and understand English, in order to properly understand and communicate instructions. All written instructions, including Material Safety Data Sheets, posting of notices, etc., will be provided in both English and Spanish.

### III. PROPOSAL SUBMISSION

**A. PROPOSAL SUBMISSION:** Three (3) Proposal documents are to be submitted in (a) sealed envelope(s) or box(es). One must be an original. Please indicate with the response the name of the firm, contact person and contact information. The District reserves the right to request additional copies or information without cost or to duplicate information submitted as required for the purpose of evaluating Proposals.

Proposals should be mailed or delivered to:

Jason Stoner  
Director of Finance  
Lago Vista ISD  
8039 Bar K Ranch Rd.  
Lago Vista, TX 78645

Email and faxed proposals will not be accepted. Late proposals will be returned unopened.

**B. PROPOSAL FORMAT:** Proposals should provide a straightforward, concise description of the capabilities of the firm and must satisfy at least the basic requirements of the RFP. Emphasis should be on completeness and clarity of content. The response may be placed in any order, but should be formatted in the following major sections:

Section I - Introduction

Introduction or summary of proposal.

Section II – Services

Overview and description of services to be provided.

Section III – Company

Company information and approach to this particular contract, including support organization, references and other information that demonstrates the capability of your company.

Section IV – Resources

Describe your on-site management structure, transition to management, quality assurance, process for planning, monitoring of operations and other ways in which your resources will ensure positive results.

Section V – Financial

Sufficient financial detail to explain your fee structure and how your program will impact the financial aspect of District operations.

**C. SPECIFIC REQUIREMENTS:** Proposals should be as thorough and detailed as necessary so that the District may properly evaluate the capabilities of the firm to provide the required services. Each firm is required to submit completely the following items.

1. A complete response to the RFP.
2. A minimum of five (5) public school district clients for whom the firm is currently providing services of the same or substantially similar scope as outlined herein. Include the dates of service, the client name, address, and the name and telephone of one or more administrators who have responsibility for the relationship. Five (5) of these references must be of comparable size or complexity as the District.
3. Evidence of experience in providing services similar to those described herein for at least a five-year period.
4. As evidence of financial stability, please provide the most recent annual report produced by the firm, showing at least two consecutive years of financial results.
5. As evidence of a support organization sufficient to deliver the proposed services, please include a chart and information demonstrating the organization that would support the firm's proposed program.
6. Please include any other pertinent information that demonstrates the firm's corporate capability to successfully perform the services.
7. Please indicate and identify those capabilities and resources produced within the firm's organization as opposed to those to be acquired through the use of third-party employees or subcontractors. If subcontractors are to be employed in the performance of the specified services, provide a written narrative describing the rationale used for utilizing these resources for the purposes of this contract.

## IV. PROPOSAL EVALUATION

**A. EVALUATION CRITERIA:** Proposals will be evaluated and contract award made based on the following criteria:

Evaluation Criteria	Weight	Possible Points
1. Cost	20%	200
2. Experience	5%	50
3. Management Capabilities	25%	250
4. Financial Condition	5%	50
5. References	10%	100
6. Ability to Provide Additional Resources	5%	50
7. Leadership and Support Capability	20%	200
8. Organizational Design and Impact	5 %	50
9. Long Term Value and Financial Impact	5 %	50
<b>Total Points</b>		<b>1,000</b>

**B. PERFORMANCE INVESTIGATIONS:** As part of the proposal evaluation process the District may make inquiries and investigations, including visiting sites or obtaining verbal or written references from the firm's customers, to determine the ability of the firm to provide service.

## V. GENERAL PROGRAM REQUIREMENTS

**A. PROGRAM GOALS:** The services performed by the selected firm shall accomplish the following goals:

1. Develop and implement a plan to improve the appearance and functionality of all buildings and grounds, to create and maintain a cleaner and safer environment for students and to support the education mission more effectively.
2. Create value driven and cost effective custodial and grounds services and related functions that contribute to achievement of District mission and strategic initiatives.
3. Determine and implement appropriate levels of staffing for custodial and grounds operations and related functions.
4. Implement a system to improve individual and team productivity and encourage an employee philosophy of excellence, teamwork, and personal growth.
5. Enhance personnel development through a program of motivation, in-service education, training and recognition.
6. Ensure the implementation of a comprehensive training and development plan for all positions within the functions managed.
7. Provide advanced training and development for those who desire to take advantage of such opportunities at all levels of staff.
8. Provide leadership and support to the District with specific expertise in facility operations, custodial, grounds management, finance, legal, regulatory compliance and other areas which will add value to the operation.
9. Provide on-site management with significant experience in facilities operations and significant leadership capability.
10. Determine appropriate deployment and use of technology, tools and manpower (including recommended staffing levels and upgrading of capital equipment requirements) for custodial and grounds operations.
11. Improve performance through the utilization of specialized tools, equipment, technologies and processes.
12. Introduce a systems approach and quality assurance program which will define, establish, quantify, maintain, evaluated and adjust desired levels of service.
13. Incorporate an appropriate level of technology and information management.

14. Implement a technology plan and system that effectively integrates with the District's framework and supports both the accomplishment of operational initiatives and the fulfillment of the education mission.
15. Provide for the collection and recording of all data required for the implementation of the information system as a tool for ongoing planning, review, record keeping and decision making.
16. Implement a balanced preventive maintenance, corrective maintenance, casualty prevention and capital preservation program which support the strategic initiatives of the District.

**B. ADMINISTRATIVE, FINANCIAL AND MATERIALS MANAGEMENT:** The selected firm will provide the following:

1. Assist with the preparation of necessary budgets, the analysis and explanation of variances of actual expenditures as compared with budget and the provision of financial and statistical data as requested.
2. Provide consultation and technical advice in preparation of specifications for procurement of parts, supplies and services incidental to operations as requested. Recommend vendors as necessary.
3. Provide consultative and technical advice regarding the receipt, inspection, storage, safeguarding, and issuing of materials or items purchased.
4. Recommend annually or more often, if necessary, the needs for replacement of capital equipment. Make recommendations for changes in existing equipment, or measures to extend its useful life or performance, as appropriate.
5. Recommend programs to ensure the District complies with local, state and federal regulations and other regulatory agencies as they apply to operations managed.

**C. FUNCTIONAL SAFETY AND RISK MANAGEMENT:** The selected firm will provide the following:

1. Assist in the collection of available documentary evidence of structural safety and building safety compliance (such as Statement of Construction and Fire Protection) as needed for accreditation requirements.
2. Maintain on file documents and certification of compliance with the requirements of applicable local, state and federal codes and regulations.
3. Make recommendations to administration to facilitate compliance with applicable building codes, fire prevention codes, state and/or federal occupational health and safety codes, and life safety codes, as appropriate.
5. Maintain good safety practices and keep equipment, workspaces and shops in safe and acceptable condition.

6. As requested, assist in preparation of external and internal disaster plans.

**D. QUALITY CONTROL OF SERVICES:** The selected firm will provide the following:

1. Make and record a variety of regular facility inspections designed to assess all aspects of the program.
2. Maintain records of schedules and work accomplished for review by the District upon request.
3. Seek regular evaluation by the District in determining the quality of services provided by the firm.

**E. ADDITIONAL SUPPORT:** The selected firm will provide the following:

1. Fully developed and appropriate training and in-service programs for all employees.
2. Written standards, procedures, schedules, daily journals and other records required by regulating and accrediting agencies and good business practice.
3. Individual preventive/predictive maintenance instructions for each preventive/predictive maintenance action required.
4. Line and staff support personnel available on a scheduled and as needed basis, to provide effective quality, technical support and consulting capabilities. All such support personnel will be on the payroll of the firm.

**F. CUSTODIAL SERVICE:** The selected firm will design and implement a custodial management program for the District that will provide service to all current District buildings and include but not be limited to the following:

1. Provide standardization of the custodial program.
2. Provide training, management and direction of all custodial personnel in the performance of their respective duties.
3. Ensure that necessary supplies and equipment are provided for the custodial staff to use in proper performance of their duties.
4. Provide daily work schedules and project schedules.
5. Provide a computerized custodial management system including building and room inventory, scheduling, personnel information and asset tracking.
6. Provide adequate cleaning coverage for both evening and day activities.
7. Provide custodial staff to accommodate such activities as opening of the building, closing of the building, lunch room monitoring, extracurricular activity coverage (non school



related activities will incur a charge for use of facilities and provision of personnel), and other duties commonly associated with school district operations.

8. Initial collection and input into the firm's computerized maintenance system of all data required for the system to operate as designed. This will include the provision of leadership and labor necessary to collect and input such information.

**G. GROUNDS SERVICE:** The selected firm shall develop and implement an effective program of grounds maintenance. The program shall be designed to promote the overall attractiveness of the grounds as well as the safe and enjoyable use of recreational facilities. All procedures will be in accordance with established environmental protection policies, and will include, but not be limited to, the following:

1. Provide general grounds care such as fertilization, weed control, pest control in bedded areas and disposal of landscape waste.
2. The district's maintenance staff will provide for all campus grounds and athletic grass/turf care to include mowing, aeration, turf repair, fertilization, weed control and pest control. Light mowing of small areas may be required from the selected firm.
3. Provide care of shrubs, groundcovers, shrub beds, flowers and trees.
4. Be capable of providing project work and new landscape installations.
5. Provide, as needed, exterior set-ups for special events, snow removal, training and certification for all grounds employees, grounds management planning calendar and regular grounds inspections.

**H. ADDITIONAL CAPABILITIES:** It is the intent of the District to enter into a contract with a firm which can provide, upon request of the District, additional resources related to the custodial and grounds operations, as may be needed from time to time.

## VI. DETAILED PROGRAM REQUIREMENTS

### A. CUSTODIAL DUTIES AND FREQUENCIES

1. Daily Duties When Students Are in School. The custodial staff will perform the following duties daily during days students are in school (Monday through Friday):

#### a. Classrooms, Laboratories, Auditorium and Shop Areas

- (1) Empty waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.
- (2) Spot clean glass in doors and partitions and on the inside of windows to remove smudges.
- (3) Empty pencil sharpeners.
- (4) Spot clean walls, doors and ledges as needed.
- (5) Vacuum clean the traffic patterns on any carpets (four days each week) and check for spot cleaning. One day each week vacuum entire carpet.
- (6) Dust mop hard surface floors. Sweep rough wood or concrete floors.
- (7) Spot mop hard surface floors as necessary.
- (8) Clean sinks and replenish paper towels.
- (9) Rearrange furniture as needed.

#### b. Rest Rooms

- (1) Thoroughly sanitize/service rest rooms after school each evening and police as necessary (at least 3 times during the school day).
- (2) Remove trash to collection point.
- (3) Refill paper towel, soap and toilet paper containers.
- (4) Clean and sanitize floors and disinfect plumbing fixtures, including all basins, bowls and urinals, inside and outside, shower nozzles and lavatory and shower faucets.
- (5) Polish mirrors and bright work.
- (6) Damp wipe partitions with disinfectant.

- (7) Spot clean walls.
- (8) Clean shower area, removing body oil and soap film build-up, sanitize all surfaces and clean water drains of debris.
- (9) Clean soap dishes.
- (10) Remove graffiti.
- (11) Check to be sure plumbing is operational; that there are no stoppages or leaks.

c. Offices, Lounges and Conference Rooms

- (1) Empty waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.
- (2) Dust clear areas of furniture tops, shelves, sills and ledges as needed.
- (3) Spot clean glass in doors and partitions. Wipe dry as needed.
- (4) Clean any sinks or other rest room fixtures in offices in accordance with the rest room cleaning procedure.
- (5) Dust mop hard surface floors with a dust mop. Sweep wooden or concrete floors.
- (6) Spot mop hard surface floors only to remove very heavy soil.
- (7) Vacuum clean traffic patterns on carpeted floors four days each week. Vacuum clean the entire carpeted area on day each week.
- (8) Rearrange furniture as needed.

d. Entrances, Lobbies and Hallways

- (1) Empty waste from waste receptacles. Damp wipe soiled receptacles. Replace plastic liners daily.
- (2) Clean smudges and soil from glass in partitions and doors.
- (3) Vacuum any carpets or mats and check carpets for spot cleaning.
- (4) Dust mop floors.
- (5) Spot mop or machine scrub floors as necessary to remove heavy soil.
- (6) Clean and sanitize water fountains.

(7) Spot clean smudges on walls, door facings and doors.

e. Kitchens, Cafeterias, Lunchrooms

(1) All cleaning of kitchen, kitchen storage and serving areas will be provided by food and nutrition department staff. All cleaning supplies, tools and equipment for these areas will be provided by the food and nutrition department.

During School

(2) Sweep and mop spills and major pieces of litter from the floor.

(3) Empty waste from waste receptacles as needed.

(4) Clean tables and chairs for breakfast and lunch.

After School

(5) Dust mop and damp mop or machine scrub floors daily.

(6) Scrub spots where soil is heavy.

(7) Spot clean walls, ceilings and arrange furniture.

(8) Clean glass partitions and doors.

(9) Damp wipe tabletops and chairs with a mild germicidal disinfectant.

(10) Vacuum carpeted areas thoroughly.

(11) Clean and sanitize drinking fountains.

f. Locker Rooms, Dressing Areas and Gyms

(1) Empty and clean waste receptacles.

(2) Damp clean benches and furniture.

(3) Spot clean walls, furniture and lockers

(4) Wet mop floors with germicidal solution.

(5) Dust and spot mop gymnasium floors daily.

g. Showers

- (1) Remove pieces of soap and other foreign matter.

- (2) Wet mop floors with germicidal solution.

- (3) Wipe down walls with germicidal solution.

h. Stairways

- (1) Spot clean walls.

- (2) Spot mop treads which are heavily soiled.

- (3) Vacuum carpets and spot clean as necessary.

i. Indoor Policing of Entrances, Lobbies, Halls and Other Public Areas

- (1) Sweep outside steps or nearby sidewalk (up to 15 feet from entrance) to keep soil away from door.

- (2) Keep matting and runners clean and dry at entrances. Vacuum if necessary. Spot mop to remove tracked in water or soil.

- (3) Keep waste receptacles emptied as required.

- (4) Pick up any items that have been dropped on floors.

- (5) Clean any spillage or soiled spots on floors with a mop. Spot clean spills on carpets.

j. Indoor Policing of Rest Rooms

- (1) Empty rest room trash receptacles as required.

- (2) Check and refill dispensers.

- (3) Spot clean soiled basins, toilet seats or any other fixtures or partitions.

- (4) Clean and disinfect any spillage or soiled spots on the floors.

k. Outdoor Policing

- (1) Empty waste receptacles and replace plastic liners.

- (2) Keep walkways clear of debris.

- (3) Remove obvious debris from grounds, athletic areas, fence lines and parking areas.

2. Weekly Duties When Students Are in School. The custodial staff will perform the following duties weekly (unless otherwise noted) during days students are in school:

a. Classrooms, Laboratories, Libraries, Auditorium and Shop Areas

- (1) Thoroughly mop hard surface flooring with a mild sanitizing solution.
- (2) Completely vacuum carpeted areas, moving all furniture and rearranging as needed.
- (3) Damp wipe doors.
- (4) Dust window ledges, sills, displays and decorations. Dust horizontal furniture surfaces, inspect student desktops and spot clean them to remove heavy soil, heavy markings or graffiti.
- (5) Dust vertical furniture surfaces, wall vents and vertical wall trim.
- (6) High dusting.
- (7) Clean doorknobs, push plates and kick plates.
- (8) As needed burnish finished hard surface floors. Dust mop after burnishing. Burnish finished concrete floors monthly.

b. Rest Rooms

- (1) Damp wipe vertical surface with a mild sanitizing disinfectant.
- (2) De-lime urinals.
- (3) Clean door knobs, kick plates and push plates.
- (4) Check ceilings for cobwebs and remove as required.
- (5) Dust ledges, vents, partitions and light fixtures above sinks.
- (6) As needed machine scrub rest room floor with a mild sanitizing disinfectant.

c. Offices, Lounges and Conference Rooms

- (1) In areas that have ceramic, concrete, terrazzo or resilient tile floors, damp mop or machine scrub the entire area.
- (2) Completely vacuum carpeted areas.
- (3) Dust vertical furniture surfaces, wall vents and vertical wall trim.

- (4) Clean door knobs, push plates and kick plates.
- (5) Check ceilings for cobwebs and remove as required.
- (6) Burnish or spray buff hard surface floor traffic patterns every week. Burnish or spray buff entire floor monthly.
- (7) Clean telephones with a mild sanitizing disinfectant.

d. Entrances, Lobbies and Hallways

- (1) Clean entranceway glass.
- (2) Completely damp mop ceramic, concrete, terrazzo and resilient tile floors.
- (3) Dust vertical furniture surfaces, wall vents and vertical wall trim.
- (4) Dust windowsills, ledges and furniture tops
- (5) Vacuum return air vents.
- (6) Clean brass doorknobs, rails, push plates on doors, kick plates on doors and other pieces of brass trim.
- (7) Check ceilings for cobwebs and remove as required.
- (8) Shampoo or extract carpeted areas monthly (entrances and lobbies), quarterly (hallways) or as needed.
- (9) Wipe baseboards (entrances and lobbies).
- (10) Twice per week, burnish or spray buff resilient tile and terrazzo floors.

e. Cafeterias, Lunchrooms

- (1) Damp wipe vertical surfaces within 6 feet of ground level with a mild sanitizing disinfectant.
- (2) Burnish or spray buff finished resilient flooring surfaces.
- (3) Vacuum upholstered furniture.
- (4) Clean doorknobs, push plates and kick plates.

f. Locker Rooms, Dressing Areas and Gyms

- (1) Thoroughly mop or machine scrub under moveable gym seats (monthly).
- (2) Thoroughly vacuum floor areas.
- (3) Clean showerheads, handles and other washroom hardware using a mild germicidal disinfectant.
- (4) Thoroughly damp wipe vertical wall and locker surfaces within 6 feet of floor level with a mild germicidal disinfectant.
- (5) Remove cobwebs.
- (6) Clean doorknobs, push plates and kick plates.

g. Stairways

- (1) Dust mop. Dust handrails and any windowsills or ledges.
- (2) Completely damp mop treads.
- (3) Wash handrails.
- (4) Wash stair risers (monthly) to remove soil, scuffs and shoe marks.

h. Minimal Service Areas, Mechanical Areas

- (1) Mechanical areas to be cleaned by maintenance staff.
- (2) No storage is permitted in these areas.

i. Outside Policing

- (1) Remove cobwebs and debris from overhangs and walls.

j. Annual and Semi-Annual Project Cleaning. Project cleaning will be scheduled for the following on an as needed basis:

- a. Resilient and hard surface floor care, including machine scrubbing, stripping and refinishing, shower scrubbing and recoating, burnishing, degreasing, etc.
- b. Carpet care, including spot cleaning, damp buffing, light extraction and deep extraction processes.
- c. Polish furniture.



- d. Wash walls, locker exteriors and waste receptacles.
- e. Wash Venetian blinds.
- f. Vacuum and shampoo or extract upholstered furniture.
- g. Wash interior and first floor exterior windows.
- h. Clean and wash lighting and mechanical diffusers.

4. Miscellaneous Responsibilities. It is understood that, in each school, the custodians (particularly on the day shift) are there to support the school principal and staff. Various scheduled and unscheduled needs which arise from time to time and which are generally to be met by the custodial staff include the following:

- a. Opening and closing of the facilities during normal school operating hours, generally 7:00 a.m. to 10:00 p.m. Administrative and support buildings will generally be opened by others and closed by custodial staff after cleaning. The custodial staff will be responsible for securing buildings at the end of each day of operation or after special events, whichever is later.
- b. Morning check of functional integrity of the building hot water, heat, leaks, etc. This will not be required in schools that have assigned maintenance technicians.
- c. Routine refinishing of hard wood floors in gymnasiums, stages and other areas will be a requirement of the contract. The contractor will be responsible for striping and periodic total refinishing (sanding, striping and recoating).
- d. Removal of trash and debris on the grounds, from the building to the street, on ascheduled basis. Mowing and other grounds duties will be the responsibility of others.
- e. The District allows its facilities to be rented by private groups and organizations for use after school hours. The selected firm will be responsible for staffing special events and performing set-up, tear-down and cleaning services according to an agreed upon hourly rate per employee. The staff will also be responsible for opening and securing facilities in conjunction with such events.
- f. Routine and project cleaning during fall, winter, spring and summer breaks.
- g. Furniture moving within buildings.
- h. Changing of light bulbs not requiring special maintenance equipment (such as a lift) unless provided by District, nor requiring special knowledge or handling.
- i. Set ups for meetings and graduations

- j. Post class schedule activity clean ups
- k. Assisting in receiving of supplies
- l. Incidental graffiti removal on the interior of the building
- m. Reporting observed safety hazards
- n. Scheduling work around evening classes if applicable
- o. Other duties assigned by the principal and within the scope of the Agreement.
- p. Replacement of walk-off mats at entrances on a scheduled basis (unless built in, mats are to be provided by the firm).
- q. Twice annual cleaning of windows inside and outside. Use of existing district lift equipment for the purpose of cleaning high windows will be permitted.

## **B. GROUNDS DUTIES AND FREQUENCIES**

- 1. General Grounds Duties. The grounds staff will perform the following duties.
  - a. Mowing.
    - (1) The district's maintenance staff will provide for all campus grounds and athletic grass/turf care to include mowing, aeration, turf repair, fertilization, weed control and pest control.
    - (2) Light mowing of small areas may be required from the selected firm.
  - b. Irrigation.
    - (1) To be performed on any area in which equipment and water is available.
    - (2) Athletic fields will receive priority.
    - (3) Water and irrigation equipment to be supplied by District.
    - (4) Any watering restrictions imposed by City of Lago Vista are to be followed.
  - c. Insect and Pest Management.
    - (1) Insects and other pests will be identified prior to the application of any insecticide or pesticide.

(2) Insects and other pests will be managed by means of biological (environmentally friendly) methods when possible, and chemical insecticides and pesticides when necessary.

(3) Applicator must have a valid pesticide applicator license.

(4) County mosquito control will be contacted for control of mosquitoes.

d. Weed and Disease Control.

(1) Control of non-desirable vegetation will be accomplished by use of both pre- and post-emergent herbicides or a combination of both.

(2) Control of diseases will be accomplished once the disease is identified.

(3) Control will include turf areas, ornamental plant beds, sidewalks, parking lots, fences and mechanical yards.

e. Fertilization.

(1) A comprehensive fertilization program will be implemented for bed areas, trees and shrubs (where required).

(2) Fertilization programs for athletic fields and campus grounds will be performed by the District's maintenance team, and including the following:

(i) Stadiums, care of synthetic turf

(ii) Baseball and softball game fields

(iii) High School and Middle School practice fields

(iv) Other practice fields

(v) Campus lawns and fields

(3) Other turf areas will be fertilized as needed and as resources permit.

(4) Fertilization of beds, trees and shrubs will be accomplished as needed and as resources permit.

2. Additional Grounds Duties.

a. Ornamental Shrubbery and Trees.

(1) Ornamental shrubbery will be pruned or sheared according to design intent and

growth habit.

(2) Pruning or shearing will be accomplished in a timely manner that is conducive to the health of the plant.

(3) Pruning to remove dead, diseased, or damaged limbs or those which pose a safety hazard, and corrective pruning, within 15 feet of ground level, will be accomplished by grounds staff. Pruning above 15 feet may be accomplished through the hiring of a tree removal contractor.

b. Ornamental Beds.

(1) Ornamental beds and trees will be mulched and have a defined edge.

(2) Beds will be free of weeds prior to placement of mulch, and mulch will not exceed a depth of two inches.

3. Athletic Fields and Playgrounds. The District's maintenance staff will perform the following duties:

a. Field Lining.

(1) Field lining will be done to properly prepare athletic fields for interscholastic activities.

(2) Frequency will be based on field use.

b. Bare Earth Maintenance.

(1) Bare earth on tracks and infield areas will be maintained as needed to insure a desirable condition for use.

(2) Frequency will be based on field use.

c. Playgrounds.

(1) Playground equipment will be inspected monthly.

(2) Playground equipment will be repaired as needed.

## VII. FORMS

The following forms are attached following this page, and should be completed and included in the response document by the proposing firm.

1. Proposal Submittal
2. Conflict of Interest Questionnaire
3. Vendor Deviation Form
4. Compliance Form
5. Non-Collusion Affidavit
6. Felony Conviction Notification
7. Debarment or Suspension Certification
8. Certification Sheet
9. Resident Certification
10. W-9 – Request for Taxpayer Identification Number
11. Certificate of Insurance

**Lago Vista Independent School District**

**REQUEST FOR PROPOSAL  
FULL SERVICE CUSTODIAL AND GROUNDS**

**PROPOSAL SUBMITTAL**

Having read all the Terms and Conditions of the Request for Proposal, conducted an on-site survey of the Lago Vista Independent School District facilities, and received \_\_\_\_\_ addenda, I hereby submit the following proposal on the assumption that there is no increase/decrease in the Consumer Price Index nor any other cost during the next five (5) contract years.

Base Proposal 2022-2023	\$ _____
Base Proposal 2023-2024	\$ _____
Base Proposal 2024-2025	\$ _____
Base Proposal 2025-2026	\$ _____
Base Proposal 2026-2027	\$ _____

Explain costing procedures for planned and unplanned projects.







## VENDOR DEVIATION FORM

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COMPANY NAME

---

ADDRESS

CITY

STATE

---

PHONE NUMBER

---

FAX NUMBER

If the undersigned bidder intends to deviate from the Terms and Conditions or Item Specifications listed in this bid invitation, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. The District will consider any deviations in its bid award decisions, and the District reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the bidder assures the District of their full compliance with the Terms and Conditions, Item Specifications, and all other information contained in this Bid Invitation.

- No Deviation
- Yes Deviations

If yes is checked, please list below.

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## COMPLIANCE FORM

It is understood and agreed that the Lago Vista Independent School District reserves the right to modify Conditions and Specifications by mutual agreement with the selected Contractor, both at the time of acceptance of this proposal as so modified, and subsequent thereto.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership, or individual has not prepared the proposal in collusion with any other Proposer, and that the contents of this proposal as to prices, terms or conditions of said proposal agent to any other person engaged in this type of business prior to the official opening of this proposal.

**THIS PROPOSAL MUST BE SIGNED. FAILURE TO SIGN THIS PROPOSAL WILL BE SUFFICIENT REASON FOR REJECTION OF PROPOSAL.**

### PROPOSAL SUBMITTED BY:

COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_

Please print or type

SIGNATURE: \_\_\_\_\_

POSITION WITH COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

## NON-COLLUSION AFFIDAVIT

STATE OF TEXAS           §  
                                          §  
COUNTY OF TRAVIS§

By the signature below, the signatory for the proposer certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm proposing this project has violated the antitrust laws of this State, codified at Section 15.01, *et seq.*, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a proposal committed any other act of collusion related to the development and submission of this proposal.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBED and sworn to before me the undersigned authority by \_\_\_\_\_ the \_\_\_\_\_ of, \_\_\_\_\_ on behalf of said proposer.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

## FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states, "a person or business entity that enters into a contract with a school district must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction." The district must compensate the person or business entity for services performed before the termination of the contract.

**This notice is not required of a publicly-held corporation.  
Please complete the information below:**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**Vendor's Name:** \_\_\_\_\_

**Authorized Company Official's Name (please print or type):**

\_\_\_\_\_

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable:

Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: \_\_\_\_\_ Date: \_\_\_\_\_

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

\_\_\_\_\_

**Signature of Company Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Name should be the same as on the affidavit-Form A)

Contractor is responsible for the performance of the persons, employees and/or subcontractors Contractor assigns to provide services for the Lago Vista ISD pursuant to this Contract on any and all Lago Vista ISD campuses or facilities. Contractor will not assign individuals to provide services at a Lago Vista ISD campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction, without the prior written consent of the Lago Vista ISD Business Department. Prior to supplying labor services under this Contract, Contractor shall provide a list identifying the individuals, employees and subcontractors that may be assigned to Lago Vista ISD along with a letter signed by an appropriate officer of Contractor that affirms compliance with this provision. Contractor will revise such letter each time there is a change in Contractor's personnel assigned to a Lago Vista ISD campus or facility, but in any case, annually on the anniversary date of this Contract, if applicable.

## DEBARMENT OR SUSPENSION CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Contractors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

- ◆ Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (§\_.36).

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vendor Telephone: \_\_\_\_\_

Authorized Company Official's Name: \_\_\_\_\_  
(printed)

Signature of Company Official: \_\_\_\_\_

Date: \_\_\_\_\_

## CERTIFICATION SHEET

All specifications, terms, and conditions of the proposal have been read.

Our Company accepts the specifications and conditions unless otherwise accepted in writing to Jason Stoner, Director of Finance, Lago Vista Independent School District.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

Name of Representative Authorized to Sign for Proposer:

Typed/Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

## RESIDENT CERTIFICATION

The State of Texas passed a law relating to bids by nonresident contractors. This law can be found in the Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the District to determine the residence of its offerors. In part, this law reads as follows:

Section 2252.001

- (2) "Nonresident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.
- (3) "Texas resident bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 2252.002 "A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the non-resident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that \_\_\_\_\_ is a  
(Company Name)

Resident Bidder of Texas as defined in Section 2252.001

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

.....  
I certify that \_\_\_\_\_ is a  
(Company Name)

Nonresident Bidder of Texas as defined in Section 2252.001 and our principal place of business is:

\_\_\_\_\_  
(City and State)

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

**W9 Request for Taxpayer  
Identification Number and Certification**



## LAGO VISTA INDEPENDENT SCHOOL DISTRICT INSURANCE REQUIREMENTS

Workmen's Compensation (Including Waiver of Subrogation Endorsement) - All liability arising out of Contractor's employment of workers and anyone for whom Contractor shall be liable for Worker's Compensation claims. Worker's Compensation is required and no "alternative" form of insurance shall be permitted.

Employer Liability                                 \$1,000,000.00

Commercial General Liability:

Each Occurrence                                 \$1,000,000.00  
General Aggregate                                 \$2,000,000.00  
Personal Injury                                     \$1,000,000.00 each person  
Property Damage                                 \$1,000,000.00 each occurrence  
                                                               \$2,000,000.00 aggregate

Automobile Liability:

Bodily Injury/Property Damage                 \$1,000,000.00 combined single limit

The required insurance must be written by a company licensed to do business in Texas at the time the policy is issued, and rated no less than A-VII in the most current edition Best's Rating Manual at all times during the term of this Agreement.

The General Liability and Automobile policy or policies so issued in the name of Vendor shall also name the District as an additional insured. The coverage afforded to the additional insured under the policy or policies shall be primary insurance. It is the intent of the parties that the General Liability coverage required shall be primary to and shall seek no contribution from all insurance available to District, with District's insurance being excess, secondary and noncontributing. The Commercial General Liability and Auto Liability coverage provided by Vendor shall be endorsed to provide such primary and non-contributing liability. If the additional insured has other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis.

A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Workers' Compensation Commission, or a coverage agreement (DWC-81, DWC-82, DWC-83, or DWC-84), showing statutory Workers' Compensation insurance coverage for the person's or entity's employees providing services on a Project is required for the duration of the Contract.

## **IX. DISTRICT INFORMATION**

### **Facility Information**

1. List of all buildings, permanent and portable, including square footage

### **Other Information**

1. Current school year calendar
2. 2022-2023 preliminary school calendar
3. Enrollment by instructional site

## LIST OF BUILDINGS, PERMANENT AND PORTABLE, INCLUDING SQUARE FOOTAGE

The following is a list of the buildings and the surrounding areas that are to be serviced under the contract.

<b>Lago Vista ISD Building Square Footage</b>	
<b>Building</b>	<b>Square Footage</b>
Administration Building	2,700
Elementary School	65,005
Elementary Daycare	1,536
Intermediate School	20,077
Middle School	117,409
Middle School Concession Stands/ Restrooms	1,050
Middle School Gym	9,720
Viking Hall	20,943
Viking Hall Gym	5,400
High School	131,779
High School Auxiliary Gym	8,543
High School Performing Arts Center	18,103
High School Field House/Concessions	13,016
7 Portables	10,824
Maintenance/Bus Barn	600
<b>Total</b>	<b>426,705</b>

**Academic Calendar**

**Enrollment by instructional site**