

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE TEXAS FACILITIES COMMISSION  
AND  
THE TEXAS SCHOOL FOR THE DEAF**

WHEREAS, the Texas Facilities Commission (“TFC”) and the Texas School for the Deaf (“TSD”) are agencies of the State of Texas (“State”); and

WHEREAS, TFC is the State agency with primary responsibility for construction, maintenance and repair of State buildings, grounds, and property; and

WHEREAS, pursuant to SB 211, 83<sup>rd</sup> Leg., R.S. (“SB 211”), effective September 1, 2013, the responsibilities for facilities maintenance services for the physical facilities of TSD, including facilities construction, cabling, facility reconfiguration, and other services, were transferred to TFC; and

WHEREAS, on August 31, 2013, TFC and TSD entered into a memorandum of understanding that identified and allocated between TFC and TSD the powers, duties, functions, programs, activities, staff, property, contracts, obligations and other items transferred under SB 211; and

WHEREAS, pursuant to SB 836, 84<sup>th</sup> Leg., R.S. (“SB 836”), effective September 1, 2015 (the “Effective Date”), the responsibilities for all remaining powers, duties, functions, programs and activities relating to maintenance of the physical facilities of TSD, including custodial, grounds maintenance, maintenance support for special events and security systems services, will be transferred to TFC; and

WHEREAS, Section 4 of SB 836 requires TFC and TSD to enter into a memorandum of understanding establishing a plan for the identification and transfer of the records, personnel, property and unspent appropriations of TSD that are used for purposes of TFC’s powers and duties directly related to the maintenance of TSD’s physical facilities; and

WHEREAS, it is the intent of TFC and TSD to enter into this MOU to memorialize the transfer of duties set forth in both SB 211 and SB 836 as of the Effective Date and replace the current memorandum of understanding known as TFC Contract No. 14-016-000 that transferred only the duties set forth in SB 211;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, TFC and TSD hereby agree as follows:

1. **TRANSFER OF TSD PROGRAMS TO TFC.** On the Effective Date, TFC shall continue or assume responsibility for the powers and duties of TSD that relate to: (i) facilities maintenance and operations services for the physical equipment and facilities on the campus of TSD; (ii) facilities construction; (iii) wiring, cabling and conduit; (iv) facility reconfiguration; (v) recycling and garbage disposal; (vi) pest control; (vii) deferred maintenance administration; (viii)

key administration; (ix) environmental hazards administration; (x) custodial; (xi) grounds maintenance; (xii) fire protection systems; and, (xiii) security systems services (collectively the "Transferred Programs"). TSD shall continue to contract and pay for utility services.

2. **TRANSFER OF TSD STAFF.** The FTEs and staff for the Transferred Programs, transferred as of September 1, 2015, are identified in Exhibit A, attached hereto and incorporated herein by reference for all purposes. On the Effective Date, all FTEs and staff for these Transferred Programs transferred as of September 1, 2015 shall become TFC FTEs and staff.

3. **LOCATION OF STAFF AND ALLOCATION OF SPACE AT THE TSD CAMPUS.** (a) On the Effective Date, the staff transferred to TFC shall report to the TFC facility manager who shall be located at the TSD campus and serve as the point of contact between TFC and TSD and manage the day-to-day facilities maintenance of the site ("Facility Manager").

(b) The area(s) on the TSD campus depicted on Exhibit B, attached hereto and incorporated herein, shall be assigned to TFC for facilities maintenance operations.

4. **TRANSFER OF INFORMATION TECHNOLOGY AND PERSONAL PROPERTY USED IN CONNECTION WITH THE TRANSFERRED PROGRAMS.** (a) All information technology and personal property of TSD that was purchased for, or used in connection with, the Transferred Programs transferred as of September 1, 2015 shall become the property of TFC on the Effective Date. TFC shall be responsible for all ongoing maintenance and ultimate replacement of transferred personal property. TSD shall ensure TFC that all personal property is in good working order upon transfer. A non-exhaustive list of the property is reflected in Exhibit C, attached hereto and incorporated herein by reference for all purposes. If necessary and with prior approval, TFC agrees to allow TSD use of equipment transferred to TFC.

5. **TRANSFER OF RECORDS.** On the Effective Date, all records associated with the Transferred Programs transferred as of September 1, 2015 and identified in Exhibit D, attached hereto and incorporated herein by reference for all purposes, shall automatically become records of TFC. From the Effective Date forward, all service records, maintenance records or other records that result from work performed for the Transferred Programs transferred as of September 1, 2015 shall be maintained by TFC, following TFC's records retention policies.

6. **TRANSFER OF STATE CONTRACTS AND OTHER PROGRAM RESPONSIBILITIES OF TFC.** On the Effective Date, all solicitations, contracts and purchase orders associated with the Transferred Programs transferred as of September 1, 2015 and identified in Exhibits E and F, attached hereto and incorporated herein by reference for all purposes, shall automatically become solicitations, contracts and purchase orders of TFC. From the Effective Date forward, all solicitations, purchase orders, contracts and other agreements that support the Transferred Programs shall be entered into and maintained by TFC, following TFC's purchasing policies and procedures and records retention policies.

7. **TRANSFER OF ONGOING LITIGATION.** All litigation associated with the Transferred Programs transferred as of September 1, 2015 is identified in Exhibit H, attached hereto and incorporated herein by reference for all purposes. On the Effective Date, all litigation identified

in Exhibit H shall automatically become the sole responsibility of TFC. As soon as possible after the Effective Date, TSD shall provide all records related to the litigation identified in Exhibit G to TFC. In the event that TSD is served with a new lawsuit concerning duties assigned to TFC under this MOU, TSD will immediately notify TFC of the lawsuit.

**8. MONTHLY MEETINGS AND TSD REPRESENTATIVE DESIGNATION.** (a) TFC and TSD shall meet monthly, or more often if necessary, to review school and state calendars, project schedules, outstanding work orders, and other maintenance or deferred maintenance items.

(b) TSD shall designate a "Designated Representative" who will serve as the point of contact between the TFC Facility Manager and TSD. The TSD Designated Representative may designate additional representative(s) as point of contact between TSD and TFC personnel.

**9. CRIMINAL BACKGROUND CHECKS AND STAFF TRAINING.** (a) TFC represents that all employees and contractors that will complete any work on-site at the TSD campus shall be subject to a criminal background check. Complete criminal background checks shall be completed before any employee performs services at the campus and may be requested at any time thereafter. Criminal background checks shall be accomplished by the Texas Department of Public Safety ("DPS"), which includes fingerprint processing by an independent third-party company selected by DPS. All criminal background checks are in accordance with the criteria set forth in Exhibit H, attached hereto and incorporated herein for all purposes.

(b) All TFC staff that regularly provides services at the TSD campus shall attend training provided by TSD to be educated about the campus and how to interact with the deaf and hard of hearing students.

**10. WORK ORDER PROCESS AND AFTER HOURS REPAIRS.** (a) Routine maintenance work requests should be submitted by the TSD Designated Representative through the Facilities Service Center on the TFC website at <http://www.tfc.state.tx.us> by completing a work order. Status of an existing work order may also be monitored through the Facilities Service Center. When requesting routine maintenance services, the TSD Designated Representative shall provide his/her identification, the name of the facility, the room number, and a point of contact including telephone number, and information about the service requested. Work orders are handled on a first-come, first-served basis unless deemed to be a priority. Residential and student related life safety work orders may be treated as emergency maintenance issues, if necessary, and if not deemed an "emergency" will be given a high priority.

(b) Emergency maintenance issues shall be directed to TFC's 24-hour Emergency Maintenance Line able to accept text messages at (512) 463-3600 or at another phone number that may be established to fulfill this requirement.

**11. FACILITIES MAINTENANCE SERVICES.** TFC shall provide the maintenance services set forth in this section. Most services are to be performed during regular business hours which are considered to be between 7:00 a.m. and 5:00 p.m. Monday through Friday, excluding holidays. Some operations will require work in the facility after normal business hours, and TFC is responsible for facility maintenance oversight on a twenty-four (24) hour basis. The TFC

Facilities Manager shall coordinate with the TSD Designated Representative to set the times and dates on which scheduled preventive maintenance will be performed on the campus. TFC and TSD will develop a mutually agreed upon preventive maintenance schedule that may be modified, as necessary. TFC will work with TSD to insure that a minimal skeleton maintenance staff is available on State holidays that are not school holidays.

(a) PREVENTATIVE MAINTENANCE. TFC shall perform preventative maintenance, periodic testing and/or inspection for the facilities on campus as required by other state, local and federal government agencies to include the following:

- (i) all HVAC systems, including air filters;
- (ii) the emergency backup system, including generators, UPS and other battery backups;
- (iii) fire safety equipment; including fire alarms, sprinkler systems, fire extinguishers, kitchen stove hoods and fire hydrants.
- (iv) electrical systems;
- (v) plumbing systems, including grease traps and swimming pools; and,
- (vi) elevators.

(b) GENERAL MAINTENANCE (CARPENTRY). TFC shall perform general maintenance for the facilities on campus to include the following:

- (i) repair and/or replace standard floor and wall coverings, as needed;
- (ii) repair and/or repainting of wall surfaces, as needed;
- (iii) repair and/or replace standard window treatments, as needed;
- (iv) repair and/or replace all doors and hardware, as needed, including restroom stall doors and partitions;
- (v) repair, maintain, and/or replace ceiling tiles and suspension systems, as needed;
- (vi) repair and/or replace building and garage envelopes, including windows, exterior materials and finishes, roof, pavement, sidewalks and associated appurtenances; and,
- (vii) maintain, repair and/or replace showers, tubs, sinks, counter tops and other flat surfaces, including caulking.

(c) **MECHANICAL, ELECTRICAL, AND PLUMBING SYSTEMS.** In addition to the preventative maintenance program, TFC shall maintain, operate and repair the following systems:

- (i) the distribution systems, which shall be adjusted, balanced, and monitored regularly;
- (ii) all HVAC systems, water systems, electrical, lighting systems, including replacing lamps as necessary, and all other similar equipment for the facilities on campus;
- (iii) the emergency electrical back-up systems; and,
- (iv) maintenance of surfaces that are not normally considered custodial, to include such items as ceiling AC vents, and other items located over eight (8) feet in height.

(d) **FIRE PROTECTION SYSTEMS.** TFC shall be responsible for the following fire protection system services for the facilities on campus:

- (i) provide fire programming and maintain databases for fire computers, communication panels (including modems), and remote fire panels and include off-site monitoring, inspection, testing and maintenance of all fire systems;
- (ii) maintain fire system devices such as fire alarm systems, fire sprinklers, fire pumps, fire extinguishers, fire hydrants per applicable National Fire Protection Association (hereinafter referred to as "NFPA") standards;
- (iii) analyze and adopt appropriate requirements using NFPA guidelines for fire safety maintenance;
- (iv) provide twenty-four (24) hour support to fire systems;
- (v) establish emergency procedures for TFC and TSD staff, develop a TFC emergency response team, and coordinate annual fire drills with the TSD Safety Officer; and,
- (vi) provide to the TSD Safety Officer a complete list of Material Safety Data Sheets ("MSDS's") for materials stored or used by TFC within the facility.

(e) **ELEVATOR AND LIFT SYSTEMS.** TFC will contract full preventative and routine maintenance, providing necessary systematic and periodic service and maintenance for specified elevator equipment located within the facility. TFC's elevator service contractor (hereinafter referred to as the "elevator contractor") shall maintain all elevators under this Contract in optimal operating condition and in compliance with the latest revisions of the American National Standards Institute/American Society of Mechanical Engineers (hereinafter referred to as "ANSI/ASME") 17.1 Safety Code for Elevators and Escalators, International Mechanical Code, National Electrical Code, Occupational Safety and Health Administration ("OSHA") requirements, the Texas Accessibility Standards, the Americans with Disabilities Act

Accessibility Guidelines, as well the manufacturer's standard recommendation manuals for service and repair. In addition, all annual and full-load test inspection and certification as required by the TDLR shall be performed.

(f) **GROUNDS MAINTENANCE.** (a) TFC shall provide grounds maintenance services for the campus including the outdoor athletic facilities. TFC shall devise a lawn care schedule for the campus that includes a frequency of tasks and appropriate number of grounds or other staff for the following: (i) general lawn care; (ii) fertilization; (iii) weed control; (iv) mulching; (v) shrub, perennial and tree pruning; (vi) debris and litter removal; (vii) maintenance and preparation of outdoor facilities for athletic events; and, (viii) clearing and maintaining sidewalks and other walking surfaces clear of ice accumulations during ice storms. TFC shall maintain the irrigation system servicing the campus and shall provide an irrigation specialist to oversee repairs to the irrigation system. The irrigation systems will be inspected throughout the year on a schedule set by TFC.

(g) **SECURITY CONTROLS AND EQUIPMENT.** TFC shall provide, service, and maintain the security controls and equipment for the facilities on campus as follows:

(i) the building access control system equipment to include all electronic door hardware, card readers, security panels, recording equipment and any other equipment to maintain a functioning system;

(ii) the building surveillance system equipment to include all cameras, recording equipment and any other equipment to maintain a functioning system; and,

(iii) coordination of locksmith requirements for the facilities per procedures developed by TFC. Keys and cores will be provided by TFC, but managed by TSD.

The responsibility for physical security of the campus shall remain the responsibility of TSD as further described in Section 14 of this MOU.

(h) **CUSTODIAL.** TFC shall be responsible for all custodial services on campus. Upon the transfer of this program, TFC shall complete an examination of current custodial activities and devise a mutually acceptable schedule outlining services to be performed and the frequency of such tasks. TFC shall provide all cleaning supplies and equipment necessary to carry out the scope of services of this Contract.

(i) **LAUNDRY.** TFC shall be responsible for all laundry services on campus. Laundry services include the collection of all bedding linens and table cloths, washing, drying, folding, and distribution. Laundry services shall also include table cloth placement and removal. TFC will work with TSD on a schedule for laundry services.

(j) **PEST CONTROL.** TFC shall be responsible for interior pest control for the facilities on campus, including but not limited to, termite, fire ant, and other types of ants, Africanized Bee, bat, birds, rodent, wasp and other insect control. The *Principles of Integrated Pest Management*, as adopted by the Environmental Protection Agency, shall be used by TFC to

determine the best methods for disease and pest control. All methods and application procedures shall comply with the rules and regulations of the Texas Department of Agriculture.

(k) **TRASH REMOVAL.** TFC shall provide trash removal for the campus. Dumpster size may increase or decrease, depending on occupancy, traffic or other considerations. Changes in dumpster locations are to be coordinated with the Designated Representative.

(l) **RECYCLING.** TFC shall collect recycling material from centralized collection areas within the buildings and deliver to specified exterior collection sites on campus. TFC will haul off recycled materials from exterior collection sites. TFC will work with TSD to implement the miniMAX centralized waste and recycling program to the greatest degree possible.

(m) **FUEL.** TFC shall be responsible for the maintenance of the diesel and unleaded gasoline storage tanks and dispensing stations. TSD shall be responsible for all fuel purchases and deliveries. TFC will follow the TSD protocols for recording quantity of fuel dispensed for TFC use. TSD will invoice TFC for all fuel used on a monthly basis.

(n) **EMERGENCY AND ON-CALL SERVICE.** TFC shall provide twenty-four (24) hour emergency services and on-call maintenance services through TFC's twenty-four (24) hour Emergency Maintenance Hotline 512-463-3600 or at another phone number with texting capability that may be established to fulfill this requirement. Emergency services shall be performed by TFC and may include, but are not limited to, repairs to electrical, plumbing, HVAC, elevator, and exterior doors or windows and may result from building system failures, natural disasters, vandalism, and other similar activities. An emergency is defined by TFC as "a reasonably unforeseen situation which presents an imminent peril to the public health, safety, or welfare, or presents an imminent peril to property, or which requires an immediate action to prevent a hazard to life, health, safety, welfare, or property." Emergency services shall be available on a twenty-four (24) hour basis with response by TFC staff or service provider within one (1) hour. When an Emergency occurs, TFC shall notify the TSD Designated Representative within sixty (60) minutes.

12. **ASSISTANCE WITH SPECIAL EVENTS AND ACTIVITIES.** TFC will work with TSD staff to assist with set-up and take-down for sporting events and student activities such as dances, registration graduation, parent's weekend and other special occasions for the student body and staff. Requests for assistance shall be made in writing to the TFC Facility Manager or his/her designee, ~~and shall be subject to the availability of staff.~~ Advance notice by TSD will assist TFC in making staff available for special events and activities. TSD will grant TFC access to its master events calendar to assist in planning and support; and, provide a listing of all regularly scheduled events held during the school calendar.

13. **TEXAS STATE FIRE MARSHAL'S OFFICE INSPECTIONS.** TFC and TSD agree to collaborate on all inspections performed by the State Fire Marshal's Office ("SFMO"). Collaboration includes jointly attending all on-site inspections; review of inspection reports; assignment of responsibilities to correct violations; regular reports on status of corrective actions; and, attendance at meetings with SFMO.

14. **PHYSICAL SECURITY SERVICES EXCLUSION.** TFC and TSD agree that the responsibility for physical security of the campus is delegated to TSD pursuant to Texas Government Code Section 2165.002(3)(B) and that no general appropriation to pay for the physical security of the campus was transferred by TSD to TFC. Physical security includes, but is not limited to: (i) campus wide risks and needs assessments; (ii) determinations of security clearances; (iii) badge and key control; (iv) monitoring of security cameras; (v) ownership, operation, and maintenance of the Raptor System; (vi) security incident reporting; (vii) interaction with law enforcement agencies; and, (viii) general physical safety of all students, staff, and visitors.

TSD agrees that any staff assigned to provide physical security to TFC shall cooperate with TFC staff with regards to the use of all fire protection systems and security controls.

15. **DATA CENTER EXCLUSION.** TSD agrees that TFC shall not be responsible for any materials or equipment located in data rooms, server rooms and the like. This includes, but shall not be limited to the following: (i) all uninterruptible power supplies; and, (ii) servers, racks, cabling, software and electronic data. TFC will maintain the emergency generator and transfer switch and air conditioning units serving the data center but will not warrant uninterrupted operation of these systems. TFC will closely coordinate with TSD all planned system outages.

16. **AUDIO/VISUAL SYSTEMS EXCLUSION.** TSD agrees that TFC shall not be responsible for the repair, maintenance or replacement of any Audio/Visual ("A/V") materials or equipment. A/V materials and equipment shall include, but are not limited to the following: (i) projectors; (ii) projection screens; (iii) monitors; (iv) production equipment; (v) teleconferencing systems; (vi) public address systems; (vii) assistive listening systems; (viii) speakers; (ix) amplifiers; (x) transmitters; (xi) control panels; (xii) microphones; (xiii) cabling; (xiv) racks; (xv) software; and, (xvi) signal processing systems. TFC will provide and maintain power to A/V equipment and closely coordinate planned outages of these systems.

17. **DEFERRED MAINTENANCE PROCESS.** TFC will work with TSD staff to identify needed capital improvements and deferred maintenance projects prior to the preparation of the TFC Legislative Appropriations Request. TFC will include TSD facilities into its Capital Improvement and Deferred Maintenance planning that defines capital improvements and critical and non-critical maintenance needs. Predictable and desired capital improvements will be listed including a proposed time frame for implementation and an estimate of probable project costs. Maintenance and deferred maintenance projects will be listed in priority order from critical health safety projects to lower priority projects and include proposed time frames for implementation and estimates of probable project costs. A full list of Capital Improvement projects and deferred maintenance needs will be issued no later than July 1<sup>st</sup> of even numbered years. Information communicated to the legislative leadership by TFC about TSD facilities should be jointly communicated to TSD.

18. **MINOR CONSTRUCTION.** (a) TFC can provide non-routine minor construction services for TSD through its Minor Construction division. Should this type of work be desired by TSD it shall generally be completed under a work order. Minor Construction projects valued in excess of \$100,000.00 shall be completed under a separate interagency contract. TSD will be responsible for securing capital spending authority from the legislature for all projects in excess

of \$100,000. Minor Construction work orders must be requested by the TSD Designated Representative.

(b) All Minor Construction services for non-routine maintenance that are not funded by TFC's maintenance appropriations stipulated towards TSD and shall be provided on a reimbursable cost basis through separate agreements. TFC Minor Construction will prepare a cost estimate for approval by the TSD Designated Representative. Reimbursable costs shall be based on actual minor construction services performed.

CB  
TSD

(c) TFC agrees to set aside \$10,000 for routine minor construction services requested by TSBVI during a Fiscal Year. Should this type of work be desired by TSBVI it shall be completed under a work order and performed outside of the Minor Construction division. Routine minor construction services are considered as very limited efforts and will be evaluated by TFC on a case by case basis.

TSD  
CB

19. **EFFECTIVE DATE AND TERMINATION.** This MOU shall be effective on September 1, 2015, and shall continue in effect thereafter until it is terminated by operation of law or a written agreement signed by authorized representatives of both parties.

20. **INCORPORATION AND AMENDMENTS.** All oral or written agreements between the parties hereto relating to the subject matter of this MOU that were made prior to the execution of this MOU have been reduced to writing and contained herein. Any alteration, addition to, or deletion from the terms of this MOU shall be by written amendment by both parties to this MOU.

Accepted and agreed to on this 10<sup>th</sup> day of September, 2015.

**TEXAS FACILITIES COMMISSION**

By: [Signature]  
Kay Molina  
General Counsel

**TEXAS SCHOOL FOR THE DEAF**

By: [Signature]  
Claire Bugen  
Superintendent

DIR [Signature]  
DED [Signature]

EXHIBITS H, I, J, K, L CB  
ANNEX.

CB: [Signature]  
KM: [Signature]

**EXHIBIT A**

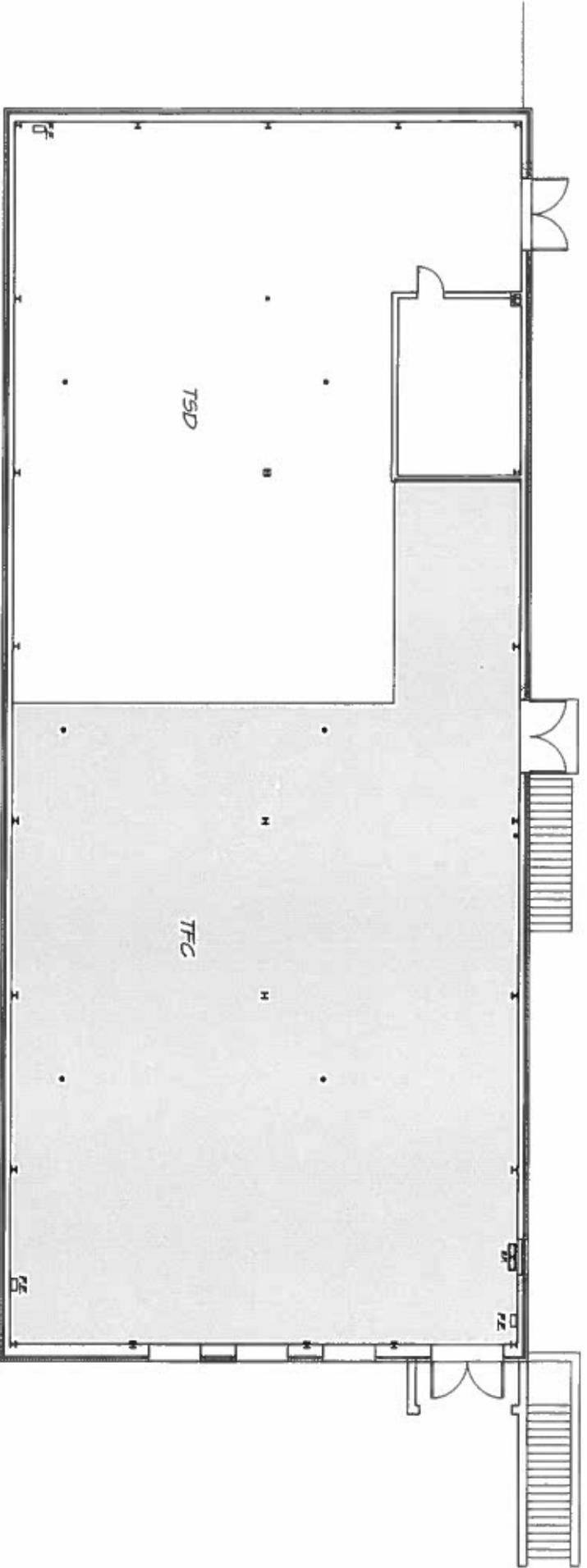
**TRANSFERRED STAFF/FTEs**

**STAFF TRANSFERRED TO TFC**

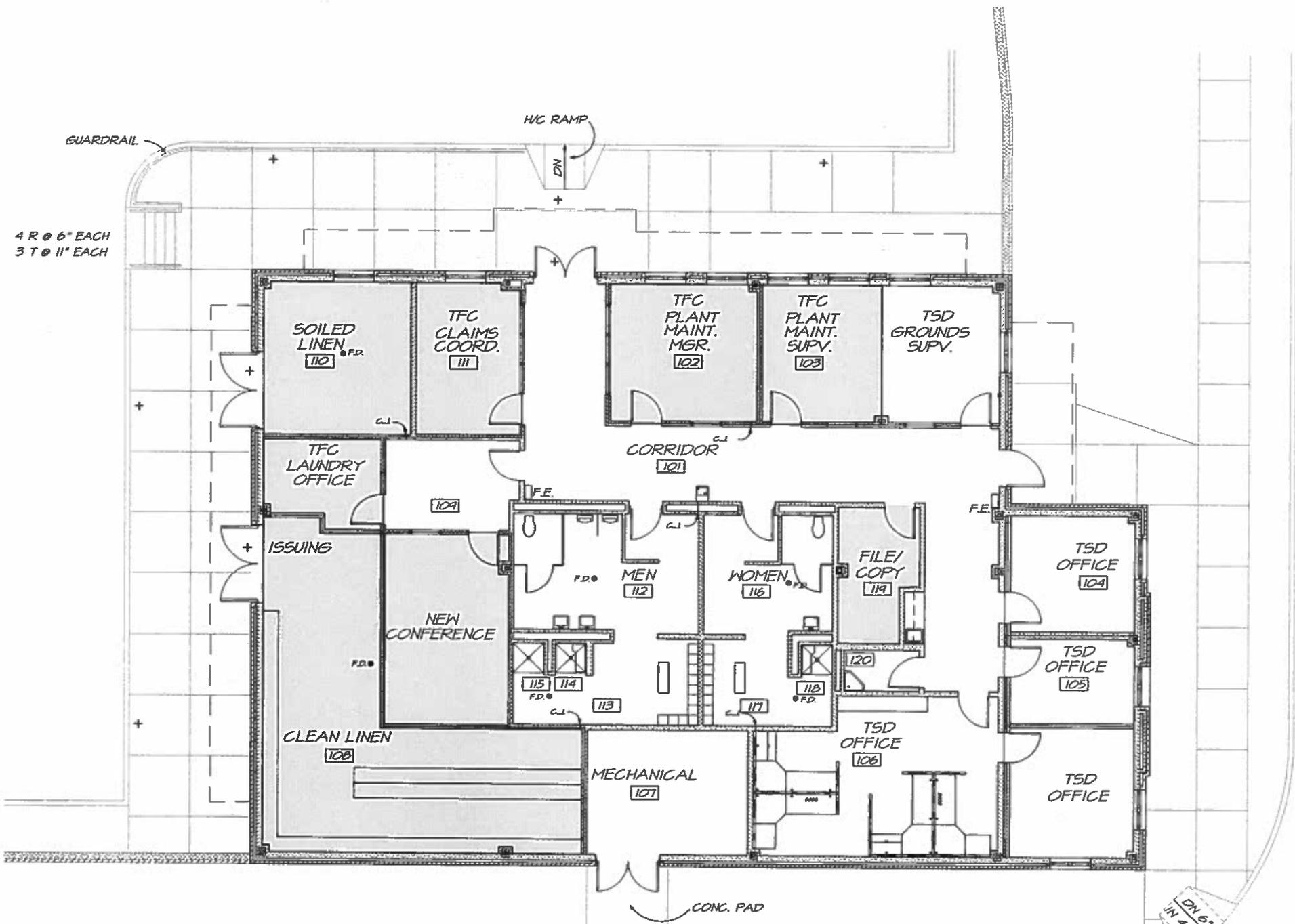
<u>POSITION NUMBER</u>	<u>JOB TITLE</u>	<u>NAME</u>	<u>2015 POSITIONS</u>	<u>2015 % TIME</u>	<u>DAYS/ MONTHS</u>	<u>2015 FTES</u>	<u>2015 SCALE</u>	<u>2015 SALARY</u>	<u>LONGEVITY</u>
0053	Manager I	D. Roes	1.00	100%	12	1.00	B22	57,687	720
0063	Maint. Supervisor III	vacant	1.00	100%	12	1.00	A16	53,726	
0064	Admin. Asst. II	S. Burks	1.00	100%	12	1.00	A11	32,080	1,680
0062	Groundskeeper II	vacant	1.00	100%	12	1.00	A06	25,632	
0067	Groundskeeper II	A. Olivio	1.00	100%	12	1.00	A06	26,603	240
0068	Groundskeeper II	J. Valencia	1.00	100%	12	1.00	A06	29,393	4,080
0069	Groundskeeper II	E. Herrera	1.00	100%	12	1.00	A06	28,396	3,360
0070	Groundskeeper II	H. Brown	1.00	100%	12	1.00	A06	27,805	3,360
0636	Groundskeeper II	I. Dvir	1.00	100%	12	1.00	A06	24,000	
0072	Custodial Mgr. III	M. Woerndell	1.00	100%	12	1.00	A16	43,200	1,200
0073	Bldg. Cust. II	E. Hart	1.00	100%	12	1.00	A06	20,706	1,440
0075	Bldg. Cust. II	M. Hurtado	1.00	100%	12	1.00	A06	20,706	480
0076	Bldg. Cust. II	L. Arevalo	1.00	100%	12	1.00	A06	23,057	1,680
0077	Bldg. Cust. II	R. Allen	1.00	100%	12	1.00	A06	22,650	2,640
0078	Bldg. Cust. II	L. Trevino	1.00	100%	12	1.00	A06	21,858	720
0079	Bldg. Cust. II	H. McKenzie	1.00	100%	12	1.00	A06	20,706	240
0080	Bldg. Cust. II	H. Carranza	1.00	100%	12	1.00	A06	24,845	960
0081	Bldg. Cust. II	L. Suarez	1.00	100%	12	1.00	A06	22,578	1,200
0082	Bldg. Cust. II	M. Zapata	1.00	100%	12	1.00	A06	20,706	
0083	Bldg. Cust. II	J. Lister	1.00	100%	12	1.00	A06	21,858	960
0084	Bldg. Cust. II	S. Ochoa	1.00	100%	12	1.00	A06	22,602	960
0085	Bldg. Cust. II	N. Negrete	1.00	100%	12	1.00	A06	23,574	240
0086	Bldg. Cust. II	J. Miera	1.00	100%	12	1.00	A06	20,706	
0088	Bldg. Cust. II	C. Lopez	1.00	100%	12	1.00	A06	22,602	720
0089	Bldg. Cust. III	vacant	1.00	100%	12	1.00	A08	22,800	
0090	Bldg. Cust. II	M. Ortiz	1.00	100%	12	1.00	A06	20,706	
0129	Bldg. Cust. III	A. Bell	1.00	100%	12	1.00	A08	24,674	1,200
0574	Custodial Mgr. I	F. Ledesma	1.00	100%	12	1.00	A12	36,570	1,440
0577	Bldg. Cust. III	E. Gaytan	1.00	100%	12	1.00	A08	27,164	720
0613	Bldg. Cust. II	M. Novela	1.00	100%	12	1.00	A06	21,858	960
0576	Laundry Manager I	O. Westcarth	1.00	100%	12	1.00	A12	36,369	2,640
0699	Laundry Worker	N. Gonzales	1.00	100%	12	1.00	A08	27,506	480
						<u>32.00</u>		<u>875,325</u>	<u>34,320</u>

**EXHIBIT B**

**SPACE ON TSD CAMPUS TO BE ASSIGNED TO TFC**



**MAINTENANCE/ TRANSPORTATION SHOP  
LOWER LEVEL**

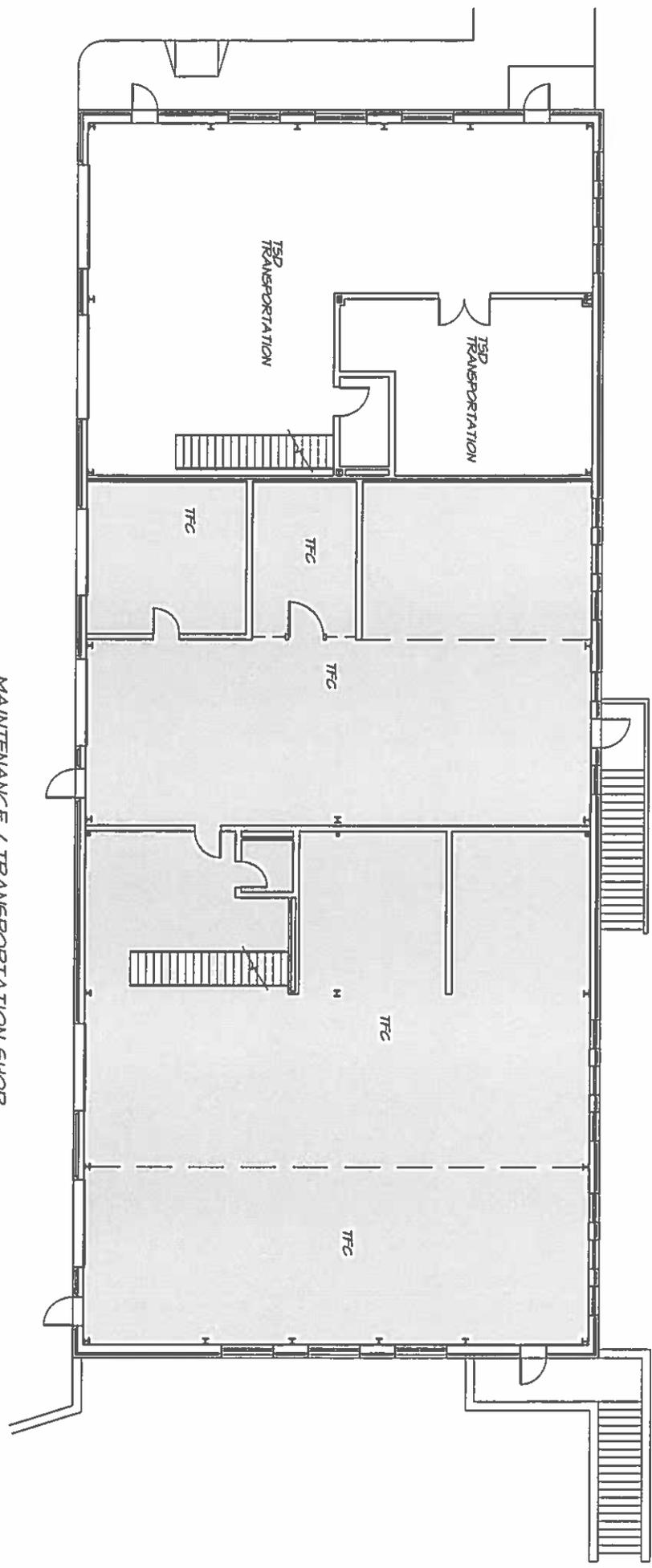


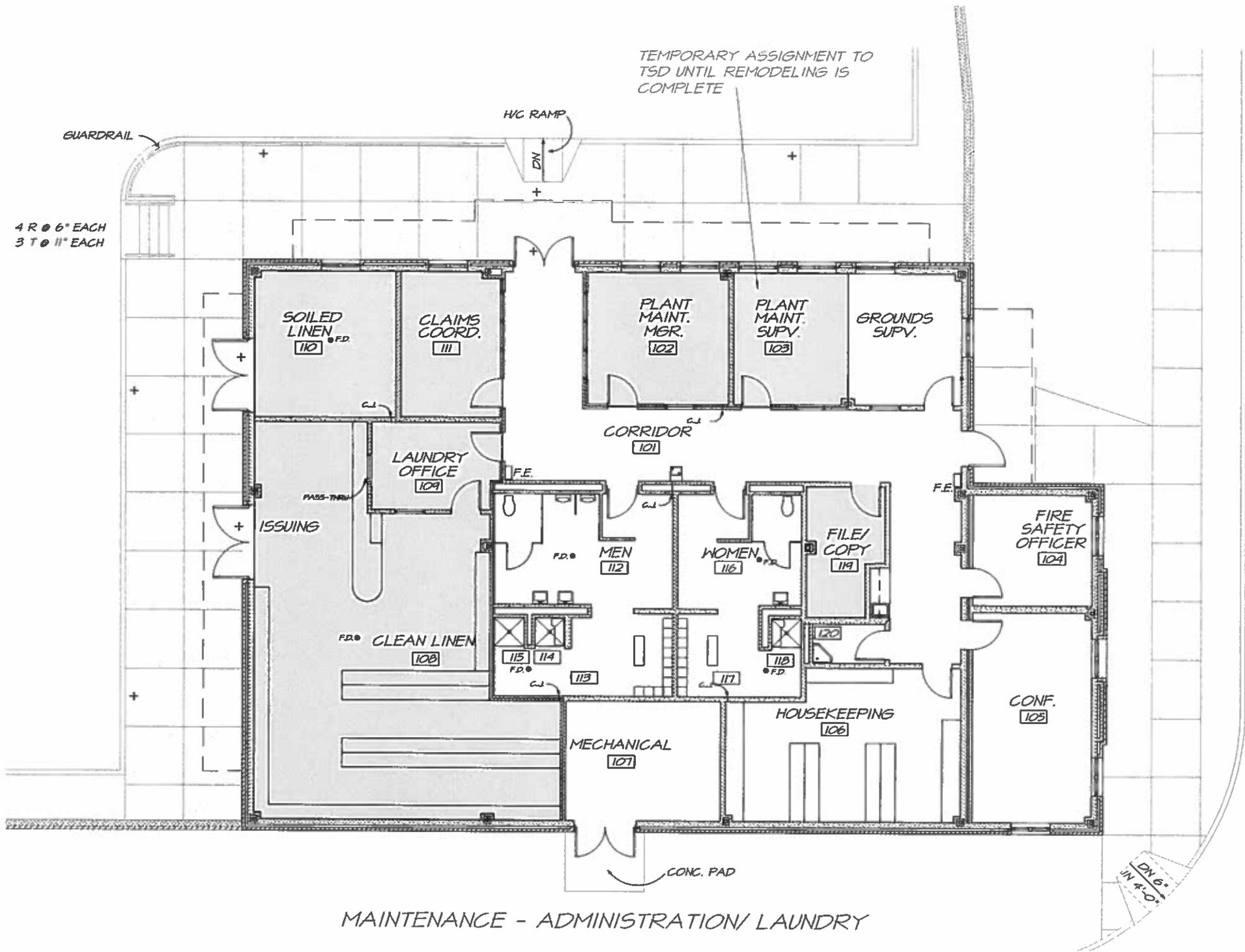
4 R @ 6" EACH  
3 T @ 11" EACH

PROPOSED REMODEL

DN 6'  
IN 4'-0"

MAINTENANCE / TRANSPORTATION SHOP  
UPPER LEVEL





MAINTENANCE - ADMINISTRATION/LAUNDRY

**EXHIBIT C**

**LIST OF INFORMATION TECHNOLOGY AND PERSONAL PROPERTY  
TO BE  
TRANSFERRED TO TFC**

**GROUNDS**

**INVENTORY TO BE TRANSFERRED TO  
TEXAS FACILITIES COMMISSION (TFC)**

**ON**

**SEPTEMBER 1, 2015**

**COMPILED JULY 1, 2015 BY:  
DAVID ROES**

## GROUNDS INVENTORY

	TYPE OF INVENTORY	NUMBER IN INVNETORY
1	CASE BACKHOE	1
2	IH TRACTOR	1
3	POWER WARSHER	2
4	BIG GUN SPRINKLERS	9
5	DEWALT DRILL	1
6	DEWALT HAND GRINDER	1
7	300' TAPE MEASURE	1
8	EXTENSION CORDS	5
9	DEWALT RADIO/CHARGER	1
10	RIGID WET VAC	1
11	T-POST DRIVERS	2
12	SMALL SUMP PUMP	1
13	HD CARGO STRAPS	2
14	4 WHEEL DOLLIES	15
15	ANVIL	1
16	ANIMAL TRAP	1
17	PARTIAL ROLLS OF CHAIN	3
18	2 WHEEL DOLLIES	8
19	WATER HOSES	8
20	WHEEL BARRELS	2
21	SEED SPREADERS	2
22	CANOPIES'	11
23	EDGER	1
24	20' TRAILER	1
25	LARGE SUMP PUMP	1
26	LIGHT TREE	1
27	LINE LOCATOR	1
28	ROTARY HAMMER	1

29	SPARE TIRES/WHEELS	5
30	HONDA GENERATOR	1
31	EXTENSION CORDS FOR SNAP CLOCK	2
32	6' LADDER	1
33	4" LADDER	2
34	10' LADDER	1
35	20' EXTENSION LADDER	1
36	TELEVISION	1
37	8' TABLE	1
38	BLACK REFRIGERATOR	1
39	MICROWAVE	1
40	SOFAS'	2
41	CHAIRS	8
42	WINDOW AIR CONDITIONER	1
43	BIG WILTON VISES	2
44	STAINLESS STEEL TABLE	1
45	GREEN CHEMICAL LOCKERS	2
46	BENCH GRINDER	1
47	4' BOX FAN	1
48	POLE HEDGE TRIMMER	1
49	CHAIN SAWS	3
50	BACKPAC BLOWERS	3
51	PIPE WRENHES	4
52	WEED EATERS	8
53	HAND HELD BLOWERS	4
54	MISC HAND TOOLS SOCKETS/WRENCHES	
55	JOHN DEERE CARTS	3
56	KAWASAKI CARTS	3
57	HD COME ALONG	1
58	SHOVELS	15
59	RAKES	10
60	5' PRY BARS	4

61	PUSH BROOMS	3
62	GAS CANS	10
63	SWAMP COOLER	1
64	FIRE RATED CABINETS	4
65	FILE CABINETS	6
66	PUSH MOWER	1
67	PICKS	2
68	HOE	1
69	POST HOLE DIGGER	1
70	BAGS OF MARBLE DUST	18
71	4' BOX FAN	2
72	72" LESCO RIDING MOWER	1
73	71" SCAG RIDING MOWER	1
74	60" SCAG RIDING MOWER	1
75	60" LESCO RIDING MOWER	1
76	48" LESCO RIDING MOWER	1
77	30" SNAPPER RIDING MOWER	1
78	ORANGE FENCE	500'
79	T-POSTS	60
80	BAGS OF INSULATION	3
81	SPRAY CAN LINER MARKERS	3
82	LITTLE WONDER CURB VACUUM	1
83	8' LADDER	1
84	CHALK LINE MARKERS	2
85	WALK BEHIND TILLER	1
86	ANIMAL TRAPS	2
87	24 GALLON SPRAYER WITH FOLDING BAR	1
88	3' BOX FAN	1
89	AERATOR	1
90	SET OF FORKS FOR THE BACKHOE	1
91	BOX BLADE	1
92	GRADER	1

93	TRACTOR AUGER	1
94	SHREDDER	1
95	ROTARY MOWER	1
96	DIRT GROOMER	1
97	PAINT TRAILER	1
98	UTILITY TRAILERS	2
99	BRUSH CHIPPER	1

**HOUSEKEEPING / LAUNDRY**

**INVENTORY TO BE TRANSFERRED TO  
TEXAS FACILITIES COMMISSION (TFC)**

**ON**

**SEPTEMBER 1, 2015**

**COMPILED JULY 14, 2015 BY:**

**MATTHEW WOERNDLL  
OSMOND WESTCARTH**

**EQUIPMENT INVENTORY TO BE TRANSFERRED TO TFC 2015-SEP-01.**

	<b>Make/Manf.</b>	<b>Model</b>	<b>Serial #</b>	<b>Description</b>	<b>Condition</b>
1	ADVANCE	AQUACLEAN	2018552	CARPET EXTRACTOR	AVERAGE
2	ADVANCE	AQUACLEAN 16ST	N4000072384	CARPET EXTRACTOR	NEW
3	CARPET MACHINE	PFX15S	B7757	OLD BLUE CARPET EXTRACTOR	BROKEN
4	CLARKE	FOCUS 2300STL	800064064	WALK BEHIND FLOOR SCRUBBER	AVERAGE
5	COOK	UNKNOWN	482213	PROPANE HIGH SPEED BURNISHER	AVERAGE
6	EAGLE POWER	415COMPACT	31168	WET/DRY VACUUM	AVERAGE
7	EAGLE POWER	551-86-5399	26074	WET/DRY VACUUM	AVERAGE
8	EAGLE POWER	415COMPACT	31197	WET/DRY VACUUM	AVERAGE
9	IPC EAGLE	S6451P	NR045088	BLACK/GREEN WET/DRY VAC	AVERAGE
10	KAIVAC	E174279	B326571	RESTROOM CLEANER	BROKEN
11	KAIVAC	KAIWHIZ	0653	RESTROOM CLEANER	BROKEN
12	KENT	KF1500D	920500496	HIGH SPEED BURNISHER	AVERAGE
13	KENT 2000	UNKNOWN	UNKNOWN	OLD BLUE HIGH SPEED BURNISHER	POOR
14	KENT 2000	UNKNOWN	UNKNOWN	HIGH SPEED BURNISHER	AVERAGE
15	LESSON/HAWK	RAPTOR	UNKNOWN	SQUARE FLOOR STRIPPER/SCRUBBER	GOOD
16	LESSON/HAWK	C182K17FC3A	UNKNOWN	SQUARE FLOOR STRIPPER/SCRUBBER	GOOD
17	OLD BUFFER	952005P/41EF	UNKNOWN	OLD BUFFER	POOR
18	OLD BUFFER	UNKNOWN	UNKNOWN	OLD BUFFER	POOR
19	PIONEER ECLIPSE	UNKNOWN	61516	PROPANE HIGH SPEED BURNISHER	AVERAGE
20	POWR-FLITE	M-2000-3+	A9641	HIGH SPEED BURNISHER	GOOD
21	POWR-FLITE	PD500DX	100411	BLOWER W/ WHEELS AND HANDLE	AVERAGE
22	POWR-FLITE	PD500DX	100413	BLOWER W/ WHEELS AND HANDLE	AVERAGE
23	POWR-FLITE	M-2000-3+	A9482	HIGH SPEED BURNISHER	AVERAGE
24	POWR-FLITE	POWER PRO	48003536	BACK-PACK VACUUM	GOOD
25	POWR-FLITE	M-2000-3+	9959	HIGH SPEED BURNISHER	AVERAGE
26	POWR-FLITE	PD500DX	111021	FLOOR BLOWER	AVERAGE
27	PROTEAM	1073110	15049-2050 1073110	BACK-PACK VACUUM	EXCELENT
28	PULLMAN-HOLT	UNKNOWN	UNKNOWN	LOW SPEED BUFFER	POOR
29	PULLMAN-HOLT	B18E	3-1036	FLOOR SCRUBBER	AVERAGE
30	RIDGID	KLD19560	14083R0301	WET/DRY VACUUM	GOOD
31				2010 CHUCK WAGON UTILITY VEHICLE	FAIR

*CB*

**MISC HOUSEKEEPING INVENTORY TO BE TRANSFERRED TO TFC 2015-SEP-01.**

<b>Items</b>	<b>Count</b>
Mop Bucket	46
Mop Bucket - Wringer	47
Mop Handles	96
Wet Floor Signs	41
Dust Mop Handle	47
Dust Mop Frame - 24"	25
Dust Mop Frame - 36"	8
Dust Mop Frame - 48"	5
Dust Mop Frame - 60"	2
Dust Pan	20
Floor Scraper	5
Floor Scrubber	14

<b>Items</b>	<b>Count</b>
Utility Cart	10
Utility Cart - Bag	8
Trash Can	8
Trash Can - Skirt	7
Trash Can - Wheels	10
Trash Can - Topper	2
Sanitaire Vacuum	28
Duster	14
Furniture Dollies	4
Hand Truck Dollies	3
Area Closed Bar/Flag	2

**LAUNDRY INVENTORY TO BE TRANSFERRED TO TFC 2015-SEP-01.**

<b>Items</b>	<b>Count</b>
Blankets	1114
Fitted Sheets	985
Flat Sheets	1074
Mattress Pads	2258
Pillow Cases	620
Skirts - White	50
Skirts - Blue	6
Tablecloths - Round (White)	240
Tablecloths - Rectangle (White)	120
Tablecloths - Rectangle (Blue)	8

<b>Items</b>	<b>Count</b>
Aprons	410
Dishcloths (Kitchen)	1225
Wash Clothes	1275
Towels	2530
Napkins - White	275
Napkins - Blue	160

## Chemical Dispenser Locations

	Building Name	Floor	Room	Condition
1	CTE/Ford	1st	Custodial	Excellent
2	CTE/Ford	2nd	Custodial	Good
3	Deaf Smith Center	1st	Custodial	Good
4	568	1st	Custodial	Good
5	567	1st	Custodial	Good
6	566	1st	Custodial	Good
7	565	1st	Custodial	Good
8	564	1st	Custodial	Average
9	Lewis Hall	1st	119	Good
10	Lewis Hall	3rd	Custodial	Good
11	Koen Hall	1st	119	Good
12	Koen Hall	3rd	Custodial	Good
13	MS/Elem Girls	1st	Custodial	Excellent
14	MS/Elem Boys	1st	Custodial	Good
15	Kleberg	1st	Custodial	Good
16	Pease	1st	Custodial	Good
17	High School	1st	Custodial	Good
18	Middle School	1st	Custodial	Good

	Building Name	Floor	Room	Condition
19	Middle School	1st	Night Crew / Cust	Good
20	Middle School	2nd	Custodial	Average
21	Middle School	3rd	Custodial	Good
22	44A	1st	Custodial	Good
23	45A	1st	Custodial	Good
24	45B	1st	Custodial	Good
25	44B	1st	Custodial	Good
26	SND Elem.	1st	Custodial	Good
27	PIP	1st	Custodial	Good
28	Yellow Hall	1st	Custodial	Good
29	ELEM	1st	Night Crew / Cust	Good
30	Health Center	1st	Custodial	Good
31	508	1st	Custodial	Good
32	Heritage Center	1st	Custodial	Good
33	Swim Center / TSD Gy	2nd	Custodial	Good
34	Maint/Trans Admins	1st	Custodial	Good
35	Transportation Shop	1st	Custodial	Excellent

## TSD Warehouse Housekeeping Stock Inventory List – JUNE 2015

AA1660 "Impact" Disinfectant Spray: 15.5 Oz. Aerosol Can (12/Cs)  
Industrial Soap Company  
*Minimum = 72 / Maximum = 288*  
Price/Unit \$3.63/Can  
Ordering Status: Each 12 months \*\*\* 240 Cans (20 Cs) = \$871.20  
Current Stock/Value: 63 Cans = \$ 228.69

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AA1727 Lite-N-Foamy Cranberry Ice Hand/Hair/Body Wash: 1 Gal. (4/Cs)  
Matera Paper Company  
*Minimum = 8 / Maximum = 48*  
Price/Unit: \$11.22/Gallon  
Ordering Status: Each 3 months \*\*\* 40 Gals (10 Cs) = \$448.80  
Current Stock/Value: 25 Gallons = \$ 280.50

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AA1800 *Closed Loop:* Comet Disinfecting Cleaner w/Bleach: 1 Gal. (3/Cs)  
Matera Paper Company  
*Minimum = 27 / Maximum = 108*  
Price/Unit: \$17.16/Gallon  
Ordering Status: Each 6 months \*\*\* 78 Gals (26 Cs) = \$1338.48  
Current Stock/Value: 19 Gallons = \$ 326.04

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AA1805 *Closed Loop:* Mr Clean Finished Floor Cleaner: 1 Gal. (3/Cs)  
Matera Paper Company  
*Minimum = 27 / Maximum = 108*  
Price/Unit: \$14.63/Gallon  
Ordering Status: Each 6 months \*\*\* 66 Gl (22 Cs) = \$965.58  
Current Stock/Value: 4 Gallons = \$ 58.52

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AA1810. Closed Loop: Disinfecting Floor Cleaner #33: 1 Gal. (4/Cs)  
Matera Paper Company  
Minimum = 36 / Maximum = 100  
Price/Unit: \$17.77/Gallon  
Ordering Status: Each 12 months \*\*\* 48 Gals (12 Cs) = \$852.96  
Current Stock/Value: 61 Gallons = \$ 1083.97

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AA1815 Closed Loop: Spic n Span Disinfecting All-Purpose Spray: 1 Gal. (2/Cs)  
Matera Paper Company  
Minimum = 24 / Maximum = 100  
Price/Unit: \$46.31/Gallon  
Ordering Status: Each 12 months \*\*\* 66 Gals (23 Cs) = \$3056.46  
Current Stock/Value: 84 Gallons = \$ 3890.04

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AA1153 Toilet Tissue: Scott Jumbo Coreless Rolls (12/Cs)  
Matera Paper Company  
Minimum = 240 / Maximum = 600  
Price/Unit: \$3.17/Roll  
Ordering Status: Each 1 months \*\*\* 300 Rolls (25 Cs) = \$951.00  
Current Stock/Value: 273 Rolls = \$ 865.41

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AA1159 Hand Towels: Scott White Rolls (6/Cs)  
Matera Paper Company  
Minimum = 168 / Maximum = 600  
Price/Unit: \$7.325/Roll  
Ordering Status: Each 1 months \*\*\* 192 Rolls (32 Cs) = \$1406.40  
Current Stock/Value: 319 Rolls = \$ 2336.675

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AA1625 \* Bleach: 96 Oz. (6/Cs)  
Mayfield Paper Company  
Minimum = 24 / Maximum = 120  
Price/Unit: \$1.95/Gallon  
Ordering Status: Each 6 months \*\*\* 96 Gals (16 Cs) = \$187.20  
Current Stock/Value: 37 Gallons = \$ 72.15

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AA1071 \* Trash Can Liners: 44 Gal., 1.2 Mil, Black (100 Bags/Cs)  
Matera Paper Company  
*Minimum = 64 / Maximum = 192*  
Price/Unit: \$13.28/Case  
Ordering Status: Each 3 months \*\*\* 128 Cs = \$1699.84  
Current Stock/Value: 54 Cases = \$ 717.12

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AA1073 \* Trash Can Liners: 12-16 Gal., 1 Mil, Black (500 Bags/Cs)  
Matera Paper Company  
*Minimum = 48 / Maximum = 144*  
Price/Unit: \$28.57/Case  
Ordering Status: Each 4 months \*\*\* 48 Cs = \$1371.36  
Current Stock/Value: 61 Cases = \$ 1742.77

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AA1177 \* Gloves: Nitrile, Powder-Free, Large, 100/Box (10 Box/Cs)  
Matera Paper Company  
*Minimum = 50 / Maximum = 100*  
Price/Unit: \$6.15/Box  
Ordering Status: Each 1 months \*\*\* 60 Box (6 Cs) = \$369.00  
Current Stock/Value: 40 Boxes = \$ 184.50

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\* Various Departments also request issues of these items

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**TSD Warehouse Housekeeping Wax/Stripper Inventory List – March 2015**

Showplace Wax: 5-Gallon Pail

TIBH

Price/Unit: \$64.16/Pail

Ordering Status: Each 12 months \*\*\* 50 Pails (5-Gallon Size) = \$3208.00

Current Stock/Value: 30 Pails (5-Gallon Size) = \$ 1924.80

Item is ordered via Purchase Requisition created by Housekeeping Supervisor and it is submitted to Purchasing Department to order from vendor. Vendor = TIBH

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"Strippy" Floor Stripper: 1 Gallon (6/Case)

TCI

Price/Unit: \$33.68/Case

Ordering Status: Each 12 months \*\*\* 50 Cases (300 Total Gallons) = \$1684.00

Current Stock/Value: 28 Cases = \$ 943.04

Item is ordered via Purchase Requisition created by Housekeeping Supervisor and it is submitted to Purchasing Department to order from vendor. Vendor = TCI

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**EXHIBIT D**

**LIST OF TRANSFERRED RECORDS**

**MAINTENANCE WORK ORDERS**

**PERSONNEL FILES**

ACCTG. USE ONLY

Acct # 955193

Q

# TEXAS SCHOOL FOR THE DEAF PURCHASE REQUISITION

CAMPUS South LOCATION 11-B REQUISITION NO. 772-2-0330

ORG. CODE 251

DIVISIONAL APPROVAL [Signature] REQUESTOR [Signature]

FUNDING APPROVAL \_\_\_\_\_

PHONE: 512-462-5377

PROPERTY # 1A0503.030

DATE: 3/1/12

SUGGESTED VENDOR: Pellerin Laundry Machine Sales Co.  
731 JACKSON ST.  
KANAWA LA. 70062  
TEL: 504-467-9596  
FAX: 504-467-9294  
*Attn: Tiffany Plummer*

R = Replacement Item  
N = New Item

ITEM	COMMODITY CODE	DESCRIPTION	QTY.	R/N	UNIT PRICE	COST
1	<del>045-72</del> 500 15 Commercial Washer	MILNOR Model 30022 T5X Washer - Electric	2		8335.00	16,670.00
2	0-15 44 Litho dryer	AMERICAN Dryer Model AD 758 GAS	2		3757.50	7515.00
3	931-40 washing machine	installation	1		2215.00	2215.00
4	maintenance repair	FREIGHT	1		1875.00	1875.00
<b>TOTAL</b>						<b>28,275.00</b>

RECEIVING REPORT  
DATE RECEIVED 9/20/12  
I hereby certify that the above shipment  
was received in good order, except as noted.  
By [Signature]

**INTENDED USE (Must Be Completed)**

**SPECIAL COMMENTS:**

Distribution: White Copy - Purchasing    Yellow Copy - Div/Dept.    Pink Copy - Acctg.    Goldenrod - Div/Dept. (suspense)



# PURCHASE ORDER      VENDOR FILE

<b>INVOICE IN QUINTUPLICATE TO AGENCY BELOW</b>
Texas School for the Deaf Attn: Accounts Payable 1102 South Congress Avenue Austin, TX 78704-1728
<b>DESTINATION OF GOODS IF DIFFERENT FROM ABOVE</b>
Texas School for the Deaf Warehouse 1102 South Congress Austin, TX 78704

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER.

VENDOR QUARANTEES MERCHANDISE DELIVERED ON THIS ORDER WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

<b>PREPAY ALL CHARGES</b>	
<b>SHOW NO. ON ALL PACKAGES</b>	
P.O. No.      988192	Regn. No.    772-2-0380
Order Date 08/06/12	
Type	Page1
<b>VENDOR</b>	
Pellerin Laundry Machine Sales 738 Jackson Street Kenner, LA 70062	

648

720503033

↓      FOR AGENCY USE ONLY      ↓

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
1	500-95 Milnor Model 30022 T5X Washer Extractor.	2 EA	8335.00	16670.00
2	045-94 American Dryer Model AD758 Gas.	2 EA	3757.50	7515.00
3	931-40 Installation.	1 EA	2215.00	2215.00
4	Shipping and Handling.			1875.00
<p>Contractor understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor s Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor s Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract it awards.</p>				
<b>TOTAL</b>				<b>28275.00</b>

**FAILURE TO DELIVER** If the contractor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, giving acceptable reasons to delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any to the contractor. No substitutes nor cancellations permitted without prior approval of the TEXAS SCHOOL FOR THE DEAF.

The State of Texas is exempt from all Feder Excise Taxes  
**STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:** The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this number order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

<p style="text-align: center;">IN ACCORDANCE WITH YOUR BID PROPOSAL SUPPLIES MUST BE PLACED IN THE DEPARTMENT RECEIVING ROOM IN _____ DAY FROM RECEIPT OF ORDER.</p>
<p style="text-align: center;">TEXAS SCHOOL FOR THE DEAF</p> <p>BY <i>Roberta Clark</i> CTM, 8/6/12</p>

*Inv # 988192*



**Laundry Machinery Sales Co.**

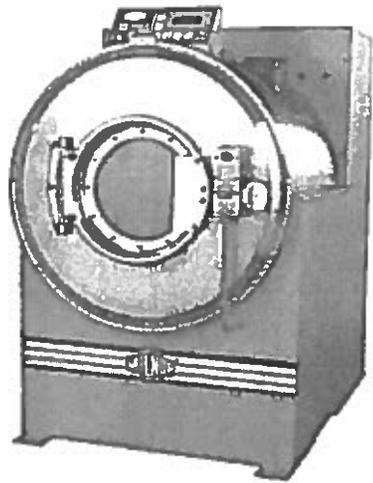
June 19, 2012

John Wright  
Texas School for the Deaf  
Austin, Texas 78704

**EQUIPMENT PRICING**

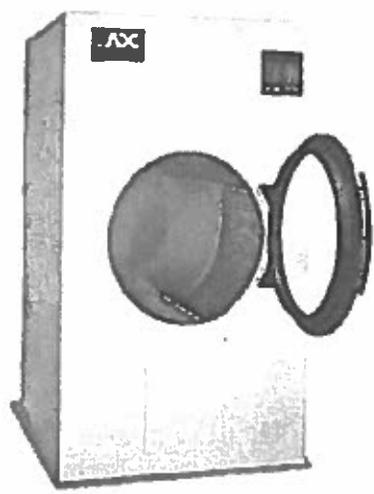
- Two (2) Milnor Model 30022 T5X Washer-Extractors**
- ◆ 60 Lb. Capacity
  - ◆ 9 cu.ft. Cylinder Volume
  - ◆ E-P Express Microprocessor
  - ◆ 30 Programmable Wash Formulas
  - ◆ Liquid Soap Connections
  - ◆ 208-240/60/3 Electrics

**FOR THE SUM OF.....\$ 16,670.00**



- Two (2) American Dryer Model AD 758 Gas Dryers**
- ◆ 75 Lb. Capacity
  - ◆ Microprocessor Controls
  - ◆ Auto Reversing Cylinder
  - ◆ Fire Suppression
  - ◆ 208-240/60/3 Electrics

**FOR THE SUM OF.....\$ 7,515.00**



**INSTALLATION SERVICES.....\$ 2,215.00**

**FREIGHT TO AUSTIN, TEXAS.....\$ 1,875.00**

- **Applicable Taxes Will Be Added To Invoice.**

**In order to secure equipment pricing and proceed with ordering the equipment, please sign this quotation and fax it back to my attention at 504-467-9244. Or you may call me with any questions at 832-368-2323.**

Approval Signature: Robertta Clardy, C.P.M., 5/6/12  
Purchasing Manager

Date: 8/6/12

## **INSTALLATION SERVICES**

**Pellerin is responsible to:**

- ◆ **Receive Equipment; Unload, Uncrate & Assemble**
- ◆ **Move Into Laundry Area; Set in Place**
- ◆ **Bolt-Level-Grout as Required**
- ◆ **Make Final Connections within 5' Excluding Ductwork**
- ◆ **Return For Start-up and Training**

**Customer is responsible to:**

- ◆ **Provide Adequate and Clear Access Into and Through the Laundry Area from the Outside**
- ◆ **Provide Utility Services within 5' to Code for All Equipment, and Provide and Connect Ductwork**
- ◆ **Provide the Proper Foundation for the Equipment**
- ◆ **Disposal of Crating-Packing Materials**

**Pellerin Laundry Machinery Sales Company, Inc.**

## TERMS AND CONDITIONS

1. Above prices are firm for thirty (30) days from the date of this proposal, unless expressly stated herein. We will be pleased to provide extended pricing beyond that time period upon request.

The above pricing is contingent upon receipt of a purchase order in lieu of a contract / subcontract. All purchase orders and correspondence are to be sent directly to the Corporate Office located at 731 Jackson Street, Kenner, LA 70062 or FAXED to (504) 467-9244.

2. All pricing is F.O.B. Factory. Motor freight charges will be prepaid and allowed.
3. Applicable taxes are to be added. If you are tax exempt, we require a copy of your tax exemption certificate applicable to laundry equipment.
4. Payment terms are ~~25% with order~~ <sup>Dw</sup> balance due Net ~~40~~ <sup>30 Dw</sup> days following shipment, with prior approved credit.
5. Orders accepted by Pellerin shall not be subject to cancellation except with our expressed written consent. Orders cancelled will be subject to a 15% cancellation charge.
6. Current *estimated* shipping schedules for this equipment would be approximately 3-6 weeks after receipt of your signed purchase order, and/or down payment.

For requested deliveries beyond that time period, please consult the Corporate Office. Extended delivery requests may affect pricing as quoted due to manufacturers price adjustments.

7. If, for any reason, the customer requests delays in shipment / delivery beyond their original requested date, Pellerin will make every attempt to accommodate that delay.  
  
Should storage of the machinery be necessary, and adequate storage facilities not be available at Pellerin and/or the original manufacturing facility, we will advise the customer that arrangements must be made, at the customers expense, to accept and store the equipment properly.
8. Customer is responsible to receive, offload, and install the equipment unless otherwise described in installation services above.
9. **Warranty:**  
Milnor Washers:                    **90 days labor, Parts Per Manufactures Written Policy**  
ADC Dryers:                        **90 days labor, Parts Per Manufactures Written Policy**
10. Pellerin Laundry Machinery reserves the right to correct any clerical errors in this proposal.

### TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency <b>Texas School for the Deaf</b>	
Address (Street & number, P.O. Box or Route number) <b>1102 South Congress Avenue</b>	Phone (Area code and number) <b>512/462-5345</b>
City, State, ZIP code <b>Austin, TX 78704</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: Pellerin Laundry Machine Sales Company

Street address: 731 Jackson Street City, State, ZIP code: Kenner, LA 70062

Description of items to be purchased or on the attached order or invoice:

Washer, Dryer

Purchaser claims this exemption for the following reason:

Commodities for use by State Agency

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser <u>Roberta Clark, CPM</u>	Title <u>Purchasing Manager</u>	Date <u>8/6/2012</u>
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NOTE This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle  
**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID**  
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.



BUSINESS AND OPERATIONS  
Purchasing Department

## Purchasing Department Fax Transmittal Cover

512-462-5333

DATE: 3/6/12

FAX TO: Pellerin Laundry Machine Sales Co.  
Agency or Company Name

ATTENTION: Tiffany Romo

AVC & Fax Number of Recipient: (504) 467-9244

FROM: Roberta Clarke, Purchasing Manager

TELEPHONE NO. (512) 462-5345

NO. OF PAGES w/COVER: 27

COMMENTS: New purchase order.

Do Not Duplicate purchase order #938192.

Roberta Clarke

**TRANSMISSION REPORT**

(TUE) AUG 7 2012 0:05

User /Account :  
DESTINATION : 915044879244  
DEST. NUMBER : 915044879244

DOCUMENT# : 9303038-911  
TIME STORED : AUG 6 23:57  
TX START : AUG 7 0:04  
DURATION : 6min. 44sec  
COM. MODE : ECM

F-CODE :

PAGES : 7page  
RESULT : OK



BUSINESS AND OPERATIONS  
Purchasing Department

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*Purchasing Department Fax Transmittal Cover*

512-462-5333

DATE: 8/6/12

PAY TO: Dallas, Lunden Mechanical, Dallas Co

ACCTG. USE ONLY

for #933192

(6)

# TEXAS SCHOOL FOR THE DEAF PURCHASE REQUISITION

CAMPUS South LOCATION 11-B REQUISITION NO. 772-2-4330

ORG. CODE 251

DIVISIONAL APPROVAL [Signature] REQUESTOR [Signature]

FUNDING APPROVAL \_\_\_\_\_

PHONE: 512 4625377

PROPERTY [Signature] # 720503038

DATE: 8/2/12

SUGGESTED VENDOR: Pellerin Laundry Machine Sales Co.

731 JACKSON ST.  
Kenner LA. 70062  
TEL: 504-467-9593  
FAX 504-467-9244

Attn: Duffany Romero

R = Replacement Item  
N = New Item

#64240

ITEM	COMMODITY CODE	DESCRIPTION	QTY.	R/N	UNIT PRICE	COST
1	<del>045-92</del> 50095 commercial washer	Minor Model 30022 TEX washer - Extracto	2		8335.00	16,670.00
2.	045-94 clothes dryer	American Dryer Model AD 758 GAS	2		3757.50	7515.00
3.	931-40 washing machine	Installation	1		2215.00	2215.00
4.	Maintenance & repair	FREIGHT	1		1875.00	1875.00
TOTAL						28,275.00

INTENDED USE (Must Be Completed)

SPECIAL COMMENTS:

Distribution: White Copy - Purchasing    Yellow Copy - Div./Dept.    Pink Copy - Acctg.    Goldenrod - Div./Dept. (suspense)

**TRANSMISSION REPORT**

(MON) AUG 6 2012 23:32

User /Account :  
DESTINATION : 915044879244  
DEST. NUMBER : 915044879244

DOCUMENT# : 9303039-910  
TIME STORED : AUG 6 23:29  
TX START : AUG 6 23:30  
DURATION : 1min. 03sec  
COM. MODE : ECM

F-CODE :

PAGES : 2page  
RESULT : OK



BUSINESS AND OPERATIONS  
Purchasing Department

---

*Purchasing Department Fax Transmittal Cover*

512-462-5333

DATE: 8/6/12  
FAX TO: Dollarin Laundry Machine Sales Co.



BUSINESS AND OPERATIONS  
Office of the Director

## MEMORANDUM

Date: July 31, 2012  
To: File  
From: Gary Bego, Director of Business and Operations  
Subject: Requisition Number 772-2-0380

*GB*

Under the provisions of the Texas Government Code, Title 10, subtitle D, Chapter 2151-2176, Sec 2155.067, Texas School for the Deaf (TSD) has conducted the proprietary search for vendors to provide industrial washers and dryers. Pellerin Laundry Machine Sales Company was the sole source selected due to the fact that they are the only re-sellers in the Southwest of the equipment that will hold up to the usage required. Pellerin will provide repairs, replacement and maintenance on their OEM industrial equipment.

Texas School for the Deaf will be saving approximately 50% by implementing in-house laundry services.



# Window on State Government

Sustained Compliance

## Debarred Vendor List

As of **October 26, 2011**, the following vendors have failed to comply with their contracts and have been debarred from doing business with the State of Texas for the period of time indicated.

Vendor ID Number	Vendor Name/Address	Date of Debarment	Length of Debarment
17601350246	Blast Incorporated 1208 Iowa Street South Houston, TX 77587	November 2, 2009	6 Years
14319583135	Blue Moon Solutions, Inc. 12117 Bee Caves Rd. Suite 180 Austin, TX 78738	December 20, 2007	5 Years
17603361605	Daystar Residential, Inc. 3926 Bahler Manvel, TX 77578	May 17, 2011	5 Years
11343506066	DBuilders2 LLC. PO Box 248 Mansfield, TX 76063	September 19, 2011	5 Years
1311799583000	Fine Line Products 5533 Glasgow Place Columbus, Ohio 43235	October 15, 2009	5 Years
16114778208	Robopack Systems Corporation 10836 Grissom Lane Ste. 110 Dallas, TX 75229	December 11, 2009	3 Years
12001717417	Spartan Filtration dba: New Life Environmental, Inc. 1461 Avilla Drive Perris, CA 92571	November 2, 2007	5 Years

# EPLS

## Excluded Parties List System



### Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates
- > Browse All Records

### View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

### Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

### OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

### EPLS Search Results

#### Search Results for Parties Excluded by

Firm, Entity, or Vessel : PELLRIN AND LAUNDRY AND MACHINE AND SALES AND COMPANY

As of 06-Aug-2012 10:30 AM EDT

Save to MyEPLS

Your search returned no results.

[Back](#) [New Search](#) [Printer-Friendly](#)

### Resources

- > Search Help
- > Advanced Search Tips
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News
- > System for Award Management (SAM)

### Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

### Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates
- > Browse All Records

### Contact Information

- > For Help Federal Service Desk

Electronic State Business Daily (ESBD)  
Logged in as: 772/SUPERUSER

[ESBD Search](#) | [Administration](#) | [Web Application Portal](#) | [Logout from ESBD](#)

Award Notice

Step 1:  
Add / Modify  
Award Notice

Step 2:  
Finish

Requisition Number: 772-2-0380

Agency: SCHOOL FOR THE DEAF

Bid Title

Dollar Amount Awarded: \$ 28275.00 (of 5999.00)

Bid Status:

- Cancelled
- Full Award
- Partial Award
- Re-bid Award

HUB Vendor Status: **NOT a HUB Vendor**

Please include any relevant award information. E.g. Awarded vendor and mailing address.  
dollar amounts awarded per vendor(s) and any other applicable pieces of information

NOTE: Word-wrap may not be automatic - please enter carriage returns

Texas School for the Deaf has awarded the purchase of a commercial washer and dryer from Pellerin Laundry Machine Sale Company located at 731 Jackson Street, Kenner, LA., 70062. TSD will start washing linens etc. in house beginning 3/15/13.

**FINISH**

TEXAS SCHOOL FOR THE DEAF  
**RECEIVING REPORT**

Vendor: PELLERIN LAUNDRY MACHINE SALE

PO# 772-2-0380

Via: \_\_\_\_\_ Prepaid X

Stamp 2724R

Freight/ Invoice#: \_\_\_\_\_ Class 300

Date 9/12/12

Delivery:  Complete  Partial

Quantities  Agree  Dissagree with packing list.

ITEM	DESCRIPTION	Qty	Unit
1	MILNOR MODEL 30022 T5X WASHER EXTRACTOR	2	EACH
2	AMERICAN DRYER MODEL AD758 GAS	2	EACH
3	INSTALLATION	1	EACH
4	SHIPPING & HANDLING	1	EACH

I hereby certify that I have this day received from the above vendor the items tabulated above, all materials conform with specifications set forth on the purchase order and were received in good conditions.

RECEIVED Rose Kimball TITLE WH CLERK IV DATE 9/12/12

Accepter's Signature *John Wright* Date 10-2-12  
 Requestor: JOHN WRIGHT



# PURCHASE ORDER

<b>INVOICE IN QUINTUPLICATE TO AGENCY BELOW</b>
Texas School for the Deaf Attn: Accounts Payable 1102 South Congress Avenue Austin, TX 78704-1728
<b>DESTINATION OF GOODS IF DIFFERENT FROM ABOVE</b>
Texas School for the Deaf Warehouse 1102 South Congress Austin, TX 78704

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER.

VENDOR QUARANTEES MERCHANDISE DELIVERED ON THIS ORDER WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

<b>PREPAY ALL CHARGES</b>	
<b>SHOW NO. ON ALL PACKAGES</b>	
P.O. No. 988226	Regn. No. 772-2-0435
Order Date 08/30/12	
Type	Page
<b>VENDOR</b>	
McCoy's Lawn Equipment Superst 8501 Research Blvd. Austin, TX 78758	

300

74-2689945

↓ FOR AGENCY USE ONLY ↓

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
1	515-56 SCAG Zero-Turn Rider Mower.  Contractor understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract it awards.	1 EA	8620.00	8620.00
	<b>TOTAL</b>			<b>8620.00</b>

**FAILURE TO DELIVER:** If the contractor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, giving acceptable reasons to delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any to the contractor. No substitutes nor cancellations permitted without prior approval of the TEXAS SCHOOL FOR THE DEAF

The State of Texas is exempt from all Feder Excise Taxes  
**STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:** The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this number order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

IN ACCORDANCE WITH YOUR BID PROPOSAL SUPPLIES MUST BE PLACED IN THE DEPARTMENT RECEIVING ROOM III _____ DAY FROM RECEIPT OF ORDER.
TEXAS SCHOOL FOR THE DEAF
BY _____

ACCTG. USE ONLY

100# 132611

F

TEXAS SCHOOL FOR THE DEAF

# PURCHASE REQUISITION

CAMPUS TSD LOCATION \_\_\_\_\_ REQUISITION NO. 77-4-1356

ORG. CODE 252

DIVISIONAL APPROVAL [Signature] REQUESTOR Bill Ashness (BA)

FUNDING APPROVAL \_\_\_\_\_

PHONE: 5350

PROPERTY # 14-2699245

DATE: 6-9-14

SUGGESTED VENDOR: McCoy's Lawn Equipment  
8501 Research Blvd.  
Austin TX 78758  
TEL: 512-453-7540

R = Replacement Item  
N = New Item

11642424

ITEM	COMMODITY CODE	DESCRIPTION	QTY.	R/N	UNIT PRICE	COST
1	027-63	72 inch Scag Chentah Lawn mower			7489.00	7489.00
<p><b>RECEIVING REPORT</b>  <b>DATE RECEIVED</b> <u>6-20-14</u></p> <p>I hereby certify that the above shipment was received in good order, except as noted:            By <u>[Signature]</u></p>						
TOTAL						\$7489.00

**INTENDED USE** (Must Be Completed) Cut Grass @ TSD

SPECIAL COMMENTS:

ACCTG. USE ONLY

(E)

# TEXAS SCHOOL FOR THE DEAF PURCHASE REQUISITION

CAMPUS TSD LOCATION GROUNDS REQUISITION NO. 772-3-7923

ORG. CODE 251

DIVISIONAL APPROVAL [Signature] REQUESTOR DAVID ROES ( )

FUNDING APPROVAL \_\_\_\_\_

PHONE: 462-5370

PROPERTY ID# 74-2689945

DATE: 6-12-13

SUGGESTED VENDOR: MCCOYS LAWN EQUIPMENT  
4140 SOUTH CONGRESS  
AUSTIN, TX. 78745  
TEL: 512-442-2337  
FAX: 512-444-8080

542424

R = Replacement Item  
N = New Item

ITEM	COMMODITY CODE	DESCRIPTION	QTY.	R/N	UNIT PRICE	COST
1	020-16	36 INCH SNAPPER COMMERCIAL LAWN MOWER	1	N	4,349. <sup>00</sup>	4,349. <sup>00</sup>
TOTAL						4,349. <sup>00</sup>

RECEIVING REPORT  
 DATE RECEIVED 6/28/13  
 I hereby certify that the above shipment was received in good order, except as noted.  
 By [Signature]

**INTENDED USE (Must Be Completed)** SNAPPER LAWN MOWER TO REPLACE OLD MOWER.

**SPECIAL COMMENTS:** 2 Mower (OTD) 6/12/13

Chair  
Betty Reinbeck

Commissioners  
William D. Darby  
Virginia Hermosa  
Brant C. Ince  
Mike Novak  
Jack W. Perry  
Alvin Shaw

Executive Director  
Harvey Hilderbran

Mailing address:  
P. O. Box 13047  
Austin, TX 78711-3047  
(512) 463-3446  
[www.tfc.state.tx.us](http://www.tfc.state.tx.us)

July 24, 2015

Claire Bugen  
Superintendent  
Texas School for the Deaf  
1102 South Congress  
Austin, TX 78704

Re: SB 836 – Personnel Records Transfer

Dear Ms. Bugen,

As per SB 836, relating to the transfer of the management services for the physical facilities for the Blind and Visually Impaired and the Texas School for the Deaf to the Texas Facilities Commission, this is to document the original personnel records, as identified in the enclosed list, have been transferred from the custody of the Texas School for the Deaf to the Texas Facilities Commission effective Friday, July 24, 2015.

  
\_\_\_\_\_  
Transferring Agency Representative Signature

7-24-2015  
Date

  
\_\_\_\_\_  
Receiving Agency Representative Signature

7/24/2015  
Date

Should you have any questions or require additional information regarding the transfer of records, please contact me via email at [eva.dechene@tfc.state.tx.us](mailto:eva.dechene@tfc.state.tx.us) or telephone (512) 463-8551.

Sincerely,



Eva R. Dechene  
Records Management Officer

Cc: Harvey Hilderbran, Texas Facilities Commission  
Claire Bugen, Texas School for the Deaf

POSITION NUMBER	EMPLOYEE FIRST	EMPLOYEE LAST	JOB CLASS TITLE
0053	✓ David	Roes	Manager I
0063		vacant	Maintenance Supervisor III
0064	✓ Sarita	Burks	Administrative Assistant II
0062		vacant	Groundskeeper II
0067	✓ Adam	Olivo	Groundskeeper II
0068	✓ John	Valencia	Groundskeeper II
0069	✓ Edward	Herrera	Groundskeeper II
0070	✓ Harold	Brown	Groundskeeper II
0636	✓ Ilian	Dvir	Groundskeeper II
0072	✓ Matthew	Woemdell	Custodial Manager III
0073	✓ Edward	Hart	Custodian II
0075	✓ Maria	Hurtado	Custodian II
0076	✓ Laura	Arevalo	Custodian II
0077	✓ RoseMarie	Allen	Custodian II
0078	✓ Louis	Trevino	Custodian II
0079	✓ Harley	McKenzie	Custodian II
0080	✓ Hilda	Carranza	Custodian II
0081	✓ Lisa	Suarez	Custodian II
0082	✓ Maria <i>BULLLEN</i>	Zapala	Custodian II
0083	✓ Juanita	Lister	Custodian II
0084	✓ Socorro	Ochoa	Custodian II
0085	✓ Nora	Negrete	Custodian II
0086	✓ Joe	Miera	Custodian II
0088	✓ Cynthia	Lopez	Custodian II
0089		vacant	Custodian III
0090	✓ Marcela	Oriz	Custodian III
0129	✓ Andre	Bell	Custodian III
0574	✓ Frank	Ledesma	Custodial Manager I
0577	✓ Enrique	Gaytan	Custodian III
0613	✓ Miriam	Novela	Custodian II
0576	✓ Osmond	Westcarth	Laundry Manager I
0699	✓ Nancy	Gonzales	Laundry/Sewing Room Worker III

JMRA

SUAREZ, LISA  
 BURKS, SARITA  
 HURTADO, MARIA  
 AREVALO, LAURA

**EXHIBIT E**

**LIST OF TRANSFERRED CONTRACTS**

## LAUNDRY SERVICE AGREEMENT

Matera Paper shall agree to supply and service Texas School for The Deaf campus with P&G laundry digital programmable pumps for their laundry facility at zero charge to the school.

As a loyalty service agreement, Texas School for the Deaf will agree to buy the P&G laundry detergent, bleach, and any other laundry products related to laundry from Matera Paper.

Matera shall also provide a service technician that will provide regular preventative maintenance calls to maintain 100% satisfaction on performance.

Date: June 30, 2015

---

Jorge Mora  
Matera Paper Company, Inc.

---

Matthew Woerdell  
Texas School for the Deaf



Corporate Office  
**SAN ANTONIO**  
335 North W. W. White Rd  
San Antonio, Texas 78219  
800-580-8350 Texas only  
210-692-5101  
F 210-892-5162

**HOUSTON**  
1809 Brittonville Road  
Houston, Texas 77043  
713-930-1500  
800-710-8260  
F 713-694-8366

**AUSTIN**  
13500 Municipal  
Pflugerville, Texas 78660  
512-836-7556  
F 512-839-7966

**CORPUS CHRISTI**  
2349 Folioz Drive  
Corpus Christi, Texas 78415  
361-857-6738  
800-430-4699  
F 361-857-6776

**DALLAS/FORTWORTH**  
945 Avenue R  
Grand Prairie, Texas 75050  
972-522-1700  
F 972-352-5286

**McALLEN**  
200 North McColl, Suite 11  
McAllen, Texas 78501  
956-685-1211  
800-469-4699  
F 956-686-2920

## LAUNDRY SERVICE AGREEMENT

Matera Paper shall agree to supply and service Texas School for The Deaf campus with P&G laundry digital programmable pumps for their laundry facility at zero charge to the school.

As a loyalty service agreement, Texas School for the Deaf will agree to buy the P&G laundry detergent, bleach, and any other laundry products related to laundry from Matera Paper.

Matera shall also provide a service technician that will provide regular preventative maintenance calls to maintain 100% satisfaction on performance.

Date: June 30, 2015

---

Jorge Mora  
Matera Paper Company, Inc.

---

Matthew Woerdell  
Texas School for the Deaf



Corporate Office  
**SAN ANTONIO**  
335 North W. White Rd  
San Antonio, Texas 78219  
800-580-0350 Texas only  
210-692-5101  
F: 210-802-5102

**HOUSTON**  
1009 Britmore Road  
Houston, Texas 77043  
713-980-1510  
800-700-0260  
F: 713-694-9366

**AUSTIN**  
13500 Mineral  
Pfluge v St. Texas 78660  
512-836-7556  
F: 512-836-7866

**CORPUS CHRISTI**  
2349 Pollex Drive  
Corpus Christi, Texas 78415  
361-857-6738  
800-460-4699  
F: 361-857-6776

**DALLAS/FORTWORTH**  
935 Avenue R  
G and Primm, Texas 75150  
972-522-1700  
F: 972-352-5286

**McALLEN**  
200 North McCook Street  
McAllen, Texas 78501  
956-685-1211  
800-460-4699  
F: 956-686-2820



**Matera Paper Distributor Loyalty Agreement**

This Distributor Loyalty Agreement hereby constitutes a four year contract renewal period in regards to the warranty of Kimberly-Clark Toilet Tissue, Roll Towel, and Soap Dispensers. All dispensers shall be provided to the Texas School for the Deaf at ZERO cost from Matera Paper Company, Inc.

The clarification is as follows:

Matera Paper shall guarantee delivery, maintenance, replacement parts, and an adequate reserve of inventory for all dispensers. Matera Paper guarantees firm pricing the first year with a guaranteed ceiling cap increase of no more than 5% for years two through four. After the fourth year, there will be a renewal option.

This multi-year agreement will include Kimberly-Clark Toilet Tissue and Roll Towels. Pricing is firm for the first year; March 11, 2015 through March 11, 2016. Matera Paper requires that the Texas School for the Deaf purchase the above noted products through the dated terms of this agreement. In the event that the Texas School for the Deaf does not honor the agreement (during the contract period), Matera Paper shall exercise the option of having the Texas School for the Deaf remove and return all said dispensers.

Dated: March 11, 2015

Signed \_\_\_\_\_  
Gary Bego  
Director of Business Operations

\_\_\_\_\_  
Texas School for the Deaf

Signed \_\_\_\_\_  
Jorge Mora  
Sales Representative

\_\_\_\_\_  
Matera Paper Company, Inc.



Contract: 3/11/2015 Through  
3/11/2018

**Texas School for the Deaf**  
**PROCTER & GAMBLE SCHOOL CONTRACT PRICING**

Order Number	DESCRIPTION	PACK	SIZE	SELL PRICE / CASE	In Use Cost		
					YIELDS DILUTED GAL	COST / DILUTED GAL	
<b>CLOSED LOOP PRODUCTS FOR AUTO DISP</b>							
30250	COMET CLEANER WITH BLEACH	3	1 GAL	1 GAL MAKES 5 GAL* CASE MAKES UP TO 15 GAL	\$50.72	15	\$3.381
20542	COMET DISINFECTING BATH CLNR CL	3	1 GAL	1 GAL MAKES 5 GAL* CASE MAKES UP TO 15 GAL	\$57.02	15	\$3.801
32535	SPIC & SPAN DISINFECT A.P.&GLASS-CLOSED LOOP	2	1 GAL	1 GAL MAKES 15 GAL CASE MAKES 30 GAL	\$92.84	30	\$3.095
39949	MR CLEAN FINISHED FLOOR CLNR CLOSED LOOP	3	1 GAL	1 GAL MAKES 128 GAL 1 CASE MAKES 384 GAL	\$42.87	384	\$0.112
02039	#33 PROLINE DISINFECTANT FLOOR CLOSED LOOP	4	1 GAL	1 GAL MAKES 128 GAL 1 CASE MAKES 512 GAL	\$71.14	512	\$0.139

- \* This pricing will be held for one Year.
- \* Upon signing an optional 2 or 3 year extension no more than 5% of the increase will be passed along.
- \* Should a price increase occur a letter will be provided from P&G.

- |   |                                    |   |
|---|------------------------------------|---|
| *No chemical contact                                      | *MSDS provided in installation kit | *Chemical back flow preventor                   |
| *Qty in-services with custodial staff and supervisors     |                                    | *Bilingual wall chart, training cards & Bottles |
| *FREE Pre Labeled Bottles with Triggers                   |                                    | *English and Spanish training DVDs provided     |
| *1 unit for auto bucket fill, and 4 spray bottle products |                                    | *Free technical support with repairs of system  |
| *Wall or floor mounted lock cages for product security    |                                    | *1-800 number for service and bottle ordering   |
| *Written and visual procedures for all job related duties |                                    | *Color coded system for proper product usage    |

Signed: \_\_\_\_\_ Gary Bego, Dir of Business & Operations

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

Signed: \_\_\_\_\_ Jorge Mora, Matera Paper

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

**EXHIBIT F**

**LIST OF TRANSFERRED PURCHASE ORDERS**



# PURCHASE ORDER

<b>VOICE IN QUINTUPLICATE TO AGENCY BELOW</b> Texas School for the Deaf Attn: Accounts Payable 1102 South Congress Avenue Austin, TX 78704-1728
<b>ESTIMATION OF GOODS IF DIFFERENT FROM ABOVE</b> Texas School for the Deaf 1102 South Congress Avenue Austin, TX 78704

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER.

VENDOR QUARANTEES MERCHANDISE DELIVERED ON THIS ORDER WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

<b>PREPAY ALL CHARGES</b>	
<b>SHOW NO. ON ALL PACKAGES</b>	
P.O. No. 988576	Regn. No. 772-4-7824
Order Date 05/02/14	
Type	Page 1
<b>VENDOR</b>	
<b>PELLERIN LAUNDRY MACHINERY SALES CO., INC.</b> 2009 108th ST. SUITE 903 GRAND PRAIRE TX 75050	

200

720503033

↓ FOR AGENCY USE ONLY ↓

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
1	934-42 <b>MAINTENANCE AGREEMENT PROGRAM WITH QUARTLY SERVICE AT TEXES SCHOOL FOR THE DEAF FOR 1 YEAR ON DATE:05/01/2014 - 04/30/2015 PER EQUIPMENT MAINTENANCE AGREEMENT PROGRAM</b>  Contractor understands that acceptance of funds under this contract acts as acceptance of the authority of the State Auditor s Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully with the State Auditor s Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract it awards.	1 LOT	2112.00	2112.00
	<b>TOTAL</b>			<b>2112.00</b>

**FAILURE TO DELIVER.** If the contractor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, giving acceptable reasons to delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any to the contractor. No substitutes nor cancellations permitted without prior approval of the TEXAS SCHOOL FOR THE DEAF.

The State of Texas is exempt from all Feder Excise Taxes  
**TATE AND CITY SALES TAX EXEMPTION CERTIFICATE:** The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this number order, purchased from contractor and/or shipper listed above, as this property being secured for the exclusive use of the State of Texas.

IN ACCORDANCE WITH YOUR BID PROPOSAL SUPPLIES MUST BE PLACED IN THE DEPARTMENT RECEIVING ROOM IN _____ DAY FROM RECEIPT 0 OF ORDER.
TEXAS SCHOOL FOR THE DEAF BY <i>Erny Harper</i> (CTP) 5/2/14

ACCTG. USE ONLY

988576

(E)

TEXAS SCHOOL FOR THE DEAF

# PURCHASE REQUISITION

CAMPUS South LOCATION 11-13 REQUISITION NO. 772-4-7824

ORG. CODE 254

DIVISIONAL APPROVAL [Signature] REQUESTOR John H. [Signature]

FUNDING APPROVAL \_\_\_\_\_

PHONE: 625-3377

PROPERTY ID# 720503033

DATE: 5-1-14

SUGGESTED VENDOR: Pellerin Laundry

2009 11th St. Suite 903  
Grand Prairie TX 75050

TEL: 1-888-830-6776

642681

fax 972-641-8181

R = Replacement Item  
N = New Item

ITEM	COMMODITY CODE	DESCRIPTION	QTY.	R/N	UNIT PRICE	COST
1	934-42	MAINTENANCE department Program with 1/4 daily service	1		Lot	2112.00
TOTAL						2112.00

DELIVERING REPORT  
 RECEIVED 8/25/14  
 I hereby certify that the above shipment  
 was received in good order except as noted.  
[Signature]

**INTENDED USE (Must Be Completed)**

MAINTENANCE SERVICES FOR

SPECIAL COMMENTS: J. Hopper (CTP) 5/2/14

Distribution: White Copy - Purchasing    Yellow Copy - Div./Dept.    Pink Copy - Acctg.    Goldenrod - Div./Dept. (suspense)

# **PELLERIN**

Pellerin Laundry Machinery Sales Co., Inc.  
2009 108<sup>th</sup> St. Suite 903  
Grand Prairie, TX 75050  
1-888-830-6276 FAX 972-641-8181

## **Maintenance Agreement Program – Texas School for the Deaf**

### **PLANNED MAINTENANCE CHECKLIST**

#### **WASHERS**

Change all oils  
Lubricate all grease points  
Clean contacts  
Check & adjust belts  
Check air line leaks and hose condition  
Check air valve leaks  
Check & adjust balance feature  
Check & adjust door latch  
Check water valves  
Check water leaks  
Check & tighten main bearing bolts  
Check floor mounting bolts  
Check full operation  
Perform full microprocessor based  
diagnostic procedure  
Check motors through voltage and amp  
draw tests.

#### **DRYERS**

Change all oils  
Lubricate all grease points  
Check & adjust all belts

Check & adjust chains  
Check sprockets  
Check and adjust door latch  
Check gas valve  
Check burner flame level  
Check thermostat  
Check timer  
Check full operation  
Check lint screen  
Check thermostat sensing probe  
Clean lint from air flow switch  
Clean air vents on drive motor

#### **IRONERS AND FOLDERS**

Lubricate all grease points  
Adjust chain  
Adjust belts  
Check thermostat  
Check ignition system  
Check lint filters  
Check oil level  
Check overall operations

#### **OTHER EQUIPMENT**

Upon request

## MAINTENANCE AGREEMENT PROGRAM

Pellerin Laundry Machinery Sales Company, Inc., a Louisiana corporation, with a principal place of business in Kenner, Parish of Jefferson, State of Louisiana, hereinafter referred to as PLMSCO, agrees to provide to the undersigned (hereinafter referred to as "Owner") scheduled maintenance service on equipment hereinafter set forth in this Agreement.

### PLMSCO AGREES:

1. To perform those maintenance procedures specifically shown on the Planned Maintenance Checklist incorporated herein. PLMSCO shall furnish the Owner or its representative a copy of the Planned Maintenance Checklist indicating the results of the maintenance service. The maintenance service shall be performed on or about the time schedule specified in this agreement.
2. If, during the performance of the procedures shown on the Planned Maintenance Checklist, PLMSCO should notice that any additional repairs or services are required, PLMSCO shall provide Owner with a copy of recommendation and cost regarding such additional repairs or service. Any repairs or service not specifically covered as part of the Planned Maintenance Checklist, shall only be performed upon authorization by the Owner or its representatives, and shall be charged separately at PLMSCO's prevailing service and parts rates.
3. To perform all maintenance work in a professional manner in accordance with the usual customs and standards prevalent in the industry.
4. To insure its employees with workman's compensation and public liability insurance.

### THE OWNER AGREES:

1. To provide suitable working space and facilities on its premises and to make the equipment available to the mechanic promptly upon his arrival.
2. To give PLMSCO the authority to replace or to put into serviceable condition any part or component where such repairs are necessary to performing the periodic maintenance services at the Owner's expense.
3. To make the equipment available for service during the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, holidays excepted.
4. To pay PLMSCO the stated price per each planned maintenance visit, plus the price of all parts and supplies used in connection with the planned maintenance visit, and any additional charges for authorized repairs. PLMSCO shall not be required to provide the herein services if the Owner should become thirty (30) days delinquent in payment of its account.
5. That the responsibility of PLMSCO is limited to providing those services as set forth in the Planned Maintenance Checklist, and PLMSCO does not guarantee the detection nor replacement of worn out, defective or malfunctioning parts. Any and all breakdowns which occur between the maintenance calls provided for in this Agreement will be deemed to be a separate responsibility of the Owner.
6. The owner hereby releases PLMSCO, its officers, agents and representatives from all claims and causes of action which may arise directly or indirectly out of the failure of the equipment or any part thereof serviced by PLMSCO hereunder.

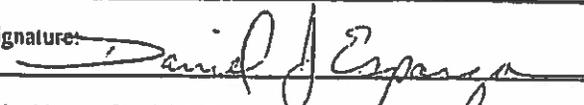
This Agreement will continue for a period of twelve (12) months from the date signed and shall be automatically renewed for successive twelve (12) month periods at prices, terms and conditions in effect at the time of renewal. The Owner will be provided with a written notice of such prices, terms and conditions forty-five (45) days prior to the renewal date. Owner or PLMSCO may at its option terminate this Agreement with forty-five (45) days written notice. Owner may not assign this agreement without prior written consent of PLMSCO.

## Equipment to be Serviced

Model	Serial Number	Service Schedule (approx. month of each service)
MLG758V Dryer (x2)	582985, 582986	Quarterly
30022T5X Washer (x2)	12716957/12213AAT, 12716958/12213AAT	Quarterly
Depending on the hours of use, we may want to recommend tri-quarterly or bi-annual preventative maintenance.		

TOTAL CONTRACT PRICE: \$ 2112.00      PER:  YEAR     QUARTER     MONTH     EVENT

Both parties agree that the foregoing constitutes the entire agreement between them and no representations, warranties or guarantees have been made which are not contained herein.

ACCEPTED:	
OA #: 65609 Company: Texas School for the Deaf Address: 1102 South Congress Austin, TX 78704	PELLERIN LAUNDRY MACHINERY SALES CO., INC.  Signature: 
Print Name: <u>Terry Harper</u>	Print Name: Daniel J. Esparza
Signature: <u>Terry Harper (CTP) 5/2/14</u>	Address: 2009 108 <sup>th</sup> St., Suite 903 Grand Prairie, TX 75050
Dated: <u>5/2/14</u>	Dated: April 28, 2014

If you agree with the contract please sign and date this page and return this page only to:

PELLERIN LAUNDRY MACHINERY SALES CO., INC.  
 2009 108<sup>TH</sup> ST. SUITE 903  
 GRAND PRAIRIE, TX 75050  
 FAX: 972-641-8181

ACCTG. USE ONLY

988576 (E)

# TEXAS SCHOOL FOR THE DEAF PURCHASE REQUISITION

CAMPUS South LOCATION 11-13 REQUISITION NO. 772-4-7824

ORG. CODE 254

DIVISIONAL APPROVAL [Signature] REQUESTOR John H. [Signature]

FUNDING APPROVAL \_\_\_\_\_

PHONE: 962-5377

PROPERTY ID# 720503033

DATE: 5-1-14

SUGGESTED VENDOR: Pellerin Laundry Machine & Dry Sales

2059 108 St. Suite 403  
Grand Prairie TX 75050

642681

TEL: 1-888-830-6776

any 972-641-8151

R = Replacement Item  
N = New Item

ITEM	COMMODITY CODE	DESCRIPTION	QTY.	R/N	UNIT PRICE	COST
1	934-42	MAINTENANCE agreement program with 9 month term	1		Lot	2112.00
TOTAL						2112.00

DELIVERING REPORT  
RECEIVED 8/25/14  
I hereby certify that the above shipment  
was received in good order except as noted.  
[Signature]

**INTENDED USE (Must Be Completed)**

MAINTENANCE Services for  
work

SPECIAL COMMENTS: J. Hopper (CTP) 5/2/14

Distribution: White Copy - Purchasing      Yellow Copy - Div./Dept.      Pink Copy - Acclg.      Goldenrod - Div./Dept. (suspense)

**EXHIBIT G**

**LIST OF TRANSFERRED LITIGATION**

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**EXHIBIT H**

**TFC CRIMINAL BACKGROUND CHECK GUIDELINES**



## **Texas Facilities Commission**

### **Criminal Background Checks and Application Guidelines**

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## **Introduction**

Texas Facilities Commission (TFC) has implemented new security procedures. Personnel and TFC contractors & subcontractors, who work in case-sensitive areas, may be required to submit to a criminal history background check. In addition, U.S Law requires companies to employ only individuals who may legally work in the United States; therefore employers must verify and show proof that employees are authorized to work. This package will begin the process for employers to authorize its employees to work for TFC.

## **Criminal History Criteria**

Employers should use the following criminal history criteria when hiring employees to perform work for TFC. Any employee failing to meet the minimum standard will be denied. If special circumstances exist, please contact the TFC representative for clarification.

### **Contractor Screening Criteria**

A conviction or deferred adjudication for one of the following offenses will result in the **permanent disqualification** of a person from eligibility to provide contractual services with Texas Facilities Commission:

- 1) any act causing death as defined in Texas Penal Code;
- 2) any felony or misdemeanor involving Arson, Burglary, Breach of Computer Security, Credit Card Abuse, Counterfeiting, Forgery, Kidnapping, Robbery, Stalking, Terroristic Threat, Theft, and any sexual offense designated as a felony in Texas Penal Code;

Additionally, anyone who has a current duty to register as a sex offender, is under indictment or is a fugitive from justice is disqualified.

For individuals who have a conviction or deferred adjudication for felonies not enumerated above, 10 years must have passed from the time of disposition or discharge of probation in order for that person to be eligible to provide contractual services with the Texas Facilities Commission

For individuals who have a misdemeanor conviction or deferred adjudication for misdemeanors not enumerated above, 5 years must have passed from the time of disposition or discharge of probation in order for that person to be eligible to provide contractual services with the Texas Facilities Commission

## Employer Guidelines

### FINGERPRINT APPLICANT SERVICES OF TEXAS, F.A.S.T.

The Department of Public Safety has entered into an exclusive contract with L-1 Enrollment Services to provide statewide electronic fingerprinting. The goal of the Fingerprint Applicant Services of Texas (F.A.S.T.) Program is to provide convenient applicant fingerprinting services throughout the state of Texas. L-1 Enrollment Services is committed to a 98% classifiable rate which means quality prints, less rejections, and quick responses. Appointments are available by scheduling on-line at [www.L1enrollment.com](http://www.L1enrollment.com) or by calling 1-888-467-2080. The cost of this service is \$9.95 plus a \$34.25 fee for the State and National Criminal History Record Information. You may pay for F.A.S.T. services online with a credit card or onsite with a check or money order made payable to L-1 Enrollment Services only. Cash is not accepted!

Here is how to get started:

1. You must obtain a FAST Pass from Texas Facilities Commission (located in forms C-1). This pass will contain all necessary instructions and information to schedule your fingerprint appointment.
2. You will need to schedule an appointment by logging on to the L-1 Enrollment Services website, [www.L1enrollment.com](http://www.L1enrollment.com) or by calling 1-888-467-2080. If you are scheduling by phone, please request an "Electronic Fingerprint Submission" appointment.

When scheduling an appointment you will be prompted by L-1 Enrollment Services for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. Requested data is required by the Texas Department of Public Safety to process your background check.

3. Please complete the necessary fields on the FAST Pass, bring your completed pass and valid State Issued Identification. During your Fingerprint appointment you will be prompted for Social Security Number and Driver License Number. You are also required to have your photograph taken at the time of your appointment. Requested data is required by the Texas Department of Public Safety to process your background check.
4. Once you have completed your appointment you will be provided with a signed receipt which includes your Tracking Control Number (TCN), please retain this receipt for your records.

Your fingerprints, demographic information, and photograph will be sent to the Department of Public Safety and the Federal Bureau of Investigation for process. Criminal History Record Information based upon your submission will be provided to the requesting agency.

If you have any questions regarding the F.A.S.T. processes, please feel free to contact the Fingerprint Services Unit at [fingerprint.service@dps.texas.gov](mailto:fingerprint.service@dps.texas.gov) or (512) 424 – 2365, Option 6.

A TFC representative will view criminal history information from DPS to determine if employee's clearance is accepted or denied. TFC will notify employer about the status of employee. The employee can submit a request to DPS to view their criminal history.

Employers must ensure that all employees are legally able to work in the United States. Employees must be a U.S. citizen or a foreign citizen who have the necessary authorization. Employers shall use E-Verify to check the status of employees. E-Verify is fast, free and easy to use. Employer will set up an account and go through the process. Employer must provide TFC with documentation the employee is authorized to work.

# The Verification Process

## Overview of the Verification Process



Using E-Verify to verify the employment eligibility of employees is a three-step process.

### Create a Case

Before an employer can create a case in E-Verify, both the employer and employee must complete the Employment Eligibility Verification form (Form I-9). All U.S. employers, regardless of whether they participate in E-Verify must complete Form I-9 no later than 3 business days after the employee begins work for pay. Information about the employee from Form I-9 then serves as the foundation for an E-Verify case, which must be created also no later than 3 business days after the employee begins work for pay.

E-Verify guides the employer through a series of questions, which follow Form I-9, beginning with the employee's citizenship attestation, document type(s), then biographical information including name, date of birth, Social Security number and Alien or I-94 number (if a noncitizen). In some cases, the document number and expiration date are also required.

If E-Verify cannot initially match the information, the employer will be prompted to review and correct the information if necessary. Otherwise, E-Verify will display an initial response within three to five seconds.

## Get Results

In most cases, E-Verify will instantly verify the employee's work authorization. If E-Verify returns an "Employment Authorized" response, the employer can continue to the last step in the verification process and close the case

Sometimes, E-Verify cannot immediately confirm the employee's work authorization and may require the employer or the employee to take action. In these cases, the employer will see one of the following responses on the employee's verification results screen:

- **DHS Verification in Process:** Sometimes, E-Verify's automated search of government records cannot immediately verify employment authorization, and a manual search is required. In this case, E-Verify will return a "DHS Verification in Process" response. The employer must check E-Verify until the employee's case is updated, which usually happens within 24 hours, though it may take as long as three business days. When the employee's case is updated, E-Verify will return either an "Employment Authorized" or "Tentative Nonconfirmation" response.
- **Tentative Nonconfirmation:** If the employee information does not match government records, the employer will see a tentative nonconfirmation (TNC) response. Visit the "Tentative Nonconfirmation" page in this section for more information.

To prevent unnecessary TNCs, the employer must carefully review all entered information for accuracy. Should the employer have made a typographical error or entered incorrect data, the employer should close the case and create a new case for the employee with the correct information.

- **Note: Employer will need to print verification and submit to TFC Representative.**

## Close the Case

All E-Verify cases must be closed by the user in E-Verify when a final verification result is received, regardless of the result. Closing cases is very important because it helps E-Verify maintain statistics on program usage and outcomes.

E-Verify will ask if the employee is still working for the employer and will then instruct the employer to choose the reason why the case is being closed. Once the case is closed, the employer must either record the case verification number on the employee's Form I-9 or print the case details and keep it on file with the employee's Form I-9.

**PROCEDURES FOR FINGERPRINT REJECTIONS  
ELECTRONIC FINGERPRINT SUBMISSIONS**

The Department of Public Safety will notify L-1 Enrollment Services when an applicant's fingerprints are rejected by either DPS or the FBI, regardless of the purpose and/or agency the fingerprints were submitted for. L-1 Enrollment Services will contact the applicant by telephone and by letter to notify the applicant of the rejected prints and schedule an appointment to have the fingerprints re-taken. There is no additional cost for having their fingerprints rolled again; often the applicant will disregard contact attempts from L-1 Enrollment Services because they are not DPS or the requesting agency.

**DPS REJECTS**

When an applicant's fingerprints are rejected for the first time on the DPS level their fingerprints are not submitted to the FBI. The requesting agency is notified of the rejection through Consolidated Response. Upon the second submission of fingerprints, whether the prints are rejected or deemed classifiable by DPS, they are sent to the FBI for process. The applicant has one year from the date of the last rejected fingerprint submission to complete the fingerprint based criminal history process. After one year, a new set of fingerprints and all fees must be resubmitted.

**FBI REJECTS**

The requesting agency is notified of the FBI rejection through Consolidated Response. Upon the second FBI rejection, it is the responsibility of the agency to request criminal history information based upon the applicant's name and date of birth from the FBI directly. The requesting agency has 90 days from the date of the last rejected fingerprint submission to request the results from the FBI. After the 90th day, a new set of fingerprints and all fees must be resubmitted.

**QUESTIONS**

If you have any questions regarding the electronic fingerprint rejection process please contact the Fingerprint Services Unit at [fingerprint.service@dps.texas.gov](mailto:fingerprint.service@dps.texas.gov) or (512) 424-2365, option 6.

## CRIMINAL HISTORY ERROR RESOLUTION

The Error Resolution Unit (ER) is responsible for updating and evaluating possible errors in criminal history records. Potential errors are reported to ER by law enforcement, judicial agencies, as well as private citizens.

### Requests Made by Applicants:

If an **applicant** needs to request that a criminal history record be updated or corrected, the applicant will need to supply certified documents to the Error Resolution Unit. Required forms and additional information to assist your applicant in retrieving the proper documentation to submit their requests to the Error Resolution Unit can be found at:

[http://www.txdps.state.tx.us/administration/crime\\_records/pages/errorresolution.htm](http://www.txdps.state.tx.us/administration/crime_records/pages/errorresolution.htm) and through the links below.

- [Help us Help You \(PDF\)](#)
- [Error Resolution Form \(PDF\)](#)
- [CHRI Tips \(PDF\)](#)

## **Contact Information**

**L-1 Identity Solutions**  
**Finance Department**  
**15 Century Blvd., Suite 510**  
**Nashville, TN 37214**  
**Phone: (877) 512-6962**  
**Fax: (615) 871-0845**

**Department of Public Safety**  
**Access and Dissemination Bureau**  
**Crime Records Service**  
**Phone: 512-424-2000**

**Marlena Schoenfeld**  
**Risk Management Specialist**

**Texas Facilities Commission**  
**1711 San Jacinto**  
**Austin, Texas 78701**  
**Office: 512-463-7148**  
**Cell: 512-828-1996**  
**Fax: 512-236-6170**  
**Email: [marlena.schoenfeld@tfc.state.tx.us](mailto:marlena.schoenfeld@tfc.state.tx.us)**

**Mark Gil**  
**Director of Risk Management**

**Texas Facilities Commission**  
**1711 San Jacinto**  
**Austin, Texas 78701**  
**Office: 512-463-1668**  
**Cell: 512-563-4093**  
**Fax: 512-236-6170**  
**Email: [mark.gil@tfc.state.tx.us](mailto:mark.gil@tfc.state.tx.us)**



**Account Application**

Firm Name: \_\_\_\_\_

Agency ID/ORI: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Average Monthly Volume Estimate (# of applicants): \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

Please remit draw account payments to:

**L-1 Enrollment Services Division  
Finance Department  
15 Century Blvd., Suite 510  
Nashville, TN 37214**

**Phone: (877) 512-6962  
Fax: (615) 871-0845**

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N. LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001  
512/424-2000

[www.txdps.state.tx.us](http://www.txdps.state.tx.us)

## Fingerprint Applicant Services of Texas (FAST)

The Department of Public Safety (DPS) entered into a contract with L1 Enrollment Services in 2005 to offer electronic fingerprinting services to our criminal and non-criminal justice customers. Since 2005, over 1.8 million customers have taken advantage of the FAST Program to satisfy criminal and non-criminal justice criminal history background check requirements. Currently, DPS and L1 Enrollment Services have 81 FAST locations strategically located around the state for customers to use. In addition to the statewide service, the DPS Denson Lobby at 108 Denson Drive provides walk-up fingerprinting services on a first come first serve basis

### FAST Process:

1. *Obtain a FAST Fingerprint Pass.* This document is available from your contact at the Texas Facilities Commission.
2. *Schedule a FAST Fingerprinting Appointment.* Please utilize the statewide FAST service by scheduling an appointment at [www.L1enrollment.com](http://www.L1enrollment.com) or by calling 1-888-467-2080. If you are located in the Austin area you may visit the DPS Denson Lobby at 108 Denson Drive. The Denson Lobby location provides FAST services on a first come first serve basis. It is very important that you follow the instructions on your FAST Fingerprint Pass.
3. *Attend Your Scheduled Fingerprint Appointment.* Attend the fingerprinting appointment selected during the scheduling process. At the fingerprinting location you *must* present a valid driver's license or state identification card to establish your identity. After your identity has been established, you will be electronically fingerprinted, digitally photographed, and additional biographical information will be requested.
4. *Keep Your Receipt.* At the end of the fingerprinting appointment the technician will provide you a receipt. If your fingerprints reject (<2% of the time) due to fingerprint abnormalities, you will need the TCN that is on the receipt to get fingerprinted again at no charge.

If you have any questions or need assistance please contact the Fingerprint Services Unit at [fingerprint.service@txdps.state.tx.us](mailto:fingerprint.service@txdps.state.tx.us) or at (512) 424 – 2365, option 6.



# IN STATE APPLICANT

## Texas Facilities Commission

This document is your *FAST Fingerprint Pass* for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. When scheduling an appointment you will be prompted by *IdentoGO* for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check. These data elements have been omitted from this document in order to better protect the security of your personal information.

You may pay for *FAST* services online with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: *Texas*
3. Select: *Online Scheduling*
4. Select: *English or Espanol*
5. Enter: *First and Last Name*
6. Select: *All Others*
7. Select: *Option A – Electronic Submission*
8. Select: *Yes, I have a FAST Fingerprint Pass*
9. Enter: *TX923605Z*
10. Follow the prompts to enter requested information.
11. Bring this completed form with you to your appointment.

### Section One: Qualified Entity Information

ORI#: TX923605Z

Original TCN: \_\_\_\_\_  
(If resubmission for rejected fingerprints)

Agency/Entity/Organization Name: Texas Facilities Commission

### Section Two: Applicant Name (To be completed by applicant)

Last: \_\_\_\_\_ (Please print)      First: \_\_\_\_\_ (Please print)      Middle: \_\_\_\_\_ (Please print)

### Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed.

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

### Section Four: Service Center Information (To be completed by FAST Enrollment Agent)

Date Prints Taken \_\_\_\_\_ Amount Charged For Service: \$41.45

Paid by:  Check  Money Order  Visa  MasterCard  Billing Acct \_\_\_\_\_

TCN: \_\_\_\_\_

I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION, I HAVE FINGERPRINTED THE SAME PERSON.

E.A. Name: \_\_\_\_\_ (Please print)      E.A. Signature: \_\_\_\_\_

EXHIBIT H

I CB ✓

### Sample Checklists for Special Events and Activities at TSD

- Opening of School
- Homecoming
- Winter Holiday/Celebration
- New Student Family Orientation
- Student Registration
- CEASD Accreditation Checklist

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

I CB ✓

## ANNUAL OPENING OF SCHOOL CHECKLIST

**EVENT TITLE:** Opening of School for Staff

**EVENT SPONSORS:** Claire Bugen, Twyla Heslop

**EVENT LOCATION:** Auditorium, Cafeteria

**DATE RESERVED:** **DATE CONFIRMED:** Yes

**EVENT DATE:** 08172015 **START TIME:** 7:00am **END TIME:** 1:00pm

**SITE SETUP:**

- Cafeteria:**
- Buffet Tables in center (draped and skirted)
- Use current setup of tables and chairs
- Auditorium:**
- Setup (TBD)

**HOUSEKEEPING:**

- Lobby
- Restrooms
- Grounds
- Electrical Hook-ups
- Solid Waste
- Clean up

**OTHER EQUIPMENT:**

- Podium
- Registration table

**FOOD & BEVERAGE REQUIREMENTS:**

- Linens (varies)
- Pick up and deliver food as needed (outside vendors and TSD Cafeteria)

**SIGNAGE:**

- Banners

**BRIEFING PRIOR TO EVENT:**

- Checklist from Twyla Heslop

**OTHER:**

- Respond to immediate and unplanned needs to ensure the events are a success.

Exhibits H, I, J, K

CB: \_\_\_\_\_ 

KM: \_\_\_\_\_

Page 2 of 30

Developed 07072015

Revised:

# HOMECOMING EVENT CHECKLIST

**EVENT TITLE:** Homecoming (Saturday, October 17, 2015)

**EVENT SPONSOR:**

Contact name: Russell O. West  
Phone:

Department:  
E-mail:

**EVENT LOCATION:** TSD Mall, Football Field, Auditorium, Seeger Gym, Deaf Smith Center, CTE Multipurpose Room

**DATE RESERVED:** Varies                      **DATE CONFIRMED:** For 2017 Only

**EVENT DATE:**                      **START TIME:** 6:00am                      **END TIME:** 9:00pm

**STAFF NEEDS:** 12 staff needed (2 staff remain until the Homecoming Dance is concluded)

**BRIEFING PRIOR TO EVENT:**

Homecoming Committee Meeting

**ENTERTAINMENT:**

Staging

**SITE SETUP:**

- Football Field**
- Striping
- "RANGERS" both end zones
- "T" in the middle of the field
- Mall**
- Rented Tables (70)
- Rented Chairs (150)
- Tents (10)
- Trash Cans
- Recycling Cans
- Trash Cans
- Seeger Gym**
- Trash Cans
- Banners
- Deaf Smith Center**
- Setup depends on requests
- Clean prior to and after Homecoming Dance
- CTE MPR**
- Setup depends on requests
- Cleanup after use

Exhibits H, I, J, K

CB: \_\_\_\_\_ 

KM: \_\_\_\_\_

## ANNUAL HOLIDAY CHECKLIST

**EVENT TITLE:** Annual Holiday Celebrations

**EVENT SPONSORS:** Twyla Heslop

**EVENT LOCATION:** Varies

**DATE RESERVED:** TBD

**DATE CONFIRMED:**

**EVENT DATE:**

**START TIME:**

**END TIME:**

**ENTERTAINMENT:**

Stage

**SITE SETUP:**

- Blue Tarp on Gym Floor
- Buffet Tables
- Tables
- Chairs
- Head table
- Risers
- Tent
- Decorating of Location May Require Lift
- Interpreter Stands
- Extension Cords
- Pick up and deliver items from warehouse

**HOUSEKEEPING:**

- Hallways
- Restrooms
- Grounds
- Electrical Hook-ups
- Solid Waste
- Clean up and make ready for additional events

**A/V & SOUND REQUIREMENTS:**

- Sufficient power available
- Screen set up

**OTHER EQUIPMENT:**

- Podium
- Registration table
- CB: 
- KM: \_\_\_\_\_

## ANNUAL NEW STUDENT FAMILY ORIENTATION CHECKLIST

**EVENT TITLE:** New Student Family Orientation (NSFO)  
**EVENT SPONSORS:** Russell O. West, Ann Meredith, Amanda Moody  
**EVENT LOCATION:** TSD Cafeteria, Auditorium  
**DATE RESERVED:** **DATE CONFIRMED:** Yes  
**EVENT DATE:** **START TIME:** 7:00am **END TIME:** 5:00pm

**SITE SETUP:**

**TSD Cafeteria:**  
 Interpreter Platforms  
 **Auditorium:**  
 Tables

**HOUSEKEEPING:**

Restrooms  
 Grounds  
 Electrical Hook-ups  
 Solid Waste  
 Clean up

**OTHER EQUIPMENT:**

Podium

**SIGNAGE:**

Banners

**BRIEFING PRIOR TO EVENT:**

Facility Reservation Form – Amanda Moody

**OTHER:**

Respond to immediate and unplanned needs to ensure the events are a success.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

## ANNUAL STUDENT REGISTRATION CHECKLIST

**EVENT TITLE:** Student Registration

**EVENT SPONSORS:** Russell O. West, Ann Meredith, Vivian Rogan

**EVENT LOCATION:** Seeger Gym

**DATE RESERVED:** **DATE CONFIRMED:** Yes

**EVENT DATE:** **START TIME:** 7:00am **END TIME:** 5:00pm

**SITE SETUP:**

- Seeger Gym:
- Blue Tarp
- Rectangular tables (52)
- Tablecloths (52)
- Chairs (115)
- Belt Stantions

**HOUSEKEEPING:**

- Restrooms
- Grounds
- Electrical Hook-ups
- Solid Waste
- Clean up

**OTHER EQUIPMENT:**

- Podium
- Registration table

**FOOD & BEVERAGE REQUIREMENTS:**

- Linens (varies)
- Pick up and deliver food as needed (outside vendors and TSD Cafeteria)

**SIGNAGE:**

- Banners

**BRIEFING PRIOR TO EVENT:**

- Facility Reservation Form – Vivian Rogan

**OTHER:**

- Respond to immediate and unplanned needs to ensure the events are a success.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_



## SCHOOL ACCREDITATION CHECKLIST

**EVENT TITLE:** On-Site-Visit for CEASD Accreditation

**EVENT SPONSORS:** Russell O. West

**EVENT LOCATION:** Entire Campus

**DATE RESERVED:**

**DATE CONFIRMED:**

**EVENT DATE:** 4 Days, October 2016

**START TIME:**

**END TIME:**

### CAMPUS WIDE MAKE READY:

**Establish a plan to ensure:**

Facilities and equipment are appropriate for achieving its philosophy/mission and are healthy, safe and well maintained

Plans for and funds, schedules regular preventative measures, repairs, and maintenance of its facilities and equipment

Facilities offer a variety of spaces for providing quality programs and services for all segments of the school's population and include appropriation accommodation for instruction, administration, conferences, student activities, student services, storage of school property

Sufficient systems are in place to monitor and adjust air quality to appropriate levels.

Lighting is adequate and appropriate in student and staff areas.

Sufficient space is available for ingress, egress, and traffic flow within the facilities.

School has satisfactory written procedures and functional equipment with which to communicate during fire and other emergencies, to summon assistances and to evacuate the school's facilities.

**Establish specific plans to include:**

Painting Schedule

Detailed Cleaning

Grounds (manicured, fresh plants as needed)

Certification/Inspection records up to date (elevators, fire extinguishers, etc)

Maintain log/record of work orders

Preventative Maintenance Schedule

Campus Master Plan

Training for TFC staff on Deaf Culture, Sensitivity, etc

Revise/Update and/or Develop Safety Policy and Procedures

Background Checks of TFC staff, contractors, etc

### BRIEFING PRIOR TO EVENT:

CEASD Core Committee Meetings (see Twyla Heslop)

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

Additional Lighting

**FOOD & BEVERAGE REQUIREMENTS:**

Linens (varies)

Pick up and deliver food as needed (outside vendors and TSD Cafeteria)

**SIGNAGE:**

Directional signs

Banners

**HOSPITALITY:**

Campus Accommodations for VIP's

**BRIEFING PRIOR TO EVENT:**

Specific Checklist from Twyla Heslop

**OTHER:**

Respond to immediate and unplanned needs to ensure the events are a success.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_



**HOUSEKEEPING:**

- Restrooms (High School, Concession Stand, Heritage Center, Seeger Gym, Auditorium)
- Grounds
- General Housekeeping in all open buildings

**OTHER REQUIREMENTS:**

- Sufficient power available from various buildings and Mall area
- Generators
- Electrical Hook-ups
- Managing Electrical Needs throughout the day
- Deliveries for vendors/staff
- TSD Alumni Association Meeting (Deaf Smith Center or CTE MPR)

**SIGNAGE:**

- Directional signs
- Banners

**HOSPITALITY:**

- Campus Accommodations for VIP's

**OTHER:**

- Respond to immediate and unplanned needs to ensure the events are a success.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

EXHIBIT

*JS CB*

**PEST CONTROL IN RESIDENTIAL FACILITIES (STUDENT LIFE)**

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

*JS CB*

## PEST CONTROL IN RESIDENTIAL FACILITIES (STUDENT LIFE)

**Quarterly:**

1) Columbus Day Weekend 2) Christmas Break 3) Spring Break 4) Summer Break (after CSW)

**Bi-Annually:**

1) Christmas Break 2) Summer Break (after CSW)

**Dorms:**

**Quarterly:** All kitchen/eating spaces including apartments

**Bi-Annually:** All areas including staircases/exits.

**Cottages:**

**Quarterly:** All kitchen/eating spaces

**Bi-Annually:** All areas including exits.

**Deaf Smith Center:**

**Quarterly:** All areas including entry/exit areas

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_



EXHIBIT J

12

CB

**FLOOR STRIP/WAS UPKEEP SCHEDULE IN RESIDENTIAL FACILITIES (STUDENT LIFE)**

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

CB  
KM

**FLOOR STRIP/WAX AND UPKEEP SCHEDULE IN RESIDENTIAL FACILITIES (Student Life)**

**Lewis/Koen Halls:**

Floors stripped & waxed yearly - *Right after school ends & just before FWR/Summer Programs*  
Routine floor buffing/touch up in hallways (all 3 floors) every 3 months during school year.  
*(Would like to set a date like second Monday)*

**EL/MS Dorms:**

Floors stripped & waxed yearly - *During Spring Break*  
Routine floor buffing/touch up in hallways/living/common areas every 3 months during school year. *(Would like to set a date like second Tuesday)*

**ACCESS/SND Dorms:**

Floors stripped & waxed yearly - *During Christmas Break*  
Routine floor buffing/touch up in hallways/living/common areas before school opening & Spring Break.

**ACCESS Cottages:**

Floors stripped & waxed yearly - *During Christmas Break*  
Routine floor buffing/touch up in hallways/living/common areas before school opening & Spring Break.

**Deaf Smith Center:**

Floors stripped & waxed twice a year - *After Summer Programs & Christmas Break*  
Routine floor buffing/touch up monthly due to heavy use/foot traffic. *(Would like to set a date like first Monday of each month except when it is due for strip/wax in December & July)*

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

CB

\_\_\_\_\_

EXHIBIT K

TSD CLEANING SCHEDULES, GUIDES AND ADDITIONAL DUTIES

CB

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

# Cleaning Schedule Guide

## Restrooms

- Empty waste containers to the designated dumpster. Replace plastic liners where used.
- Replenish soap, towel, and tissue containers.
- Wash and disinfect both sides of toilet seats, inside and outside toilet bowls and urinals and hardware.
- Wash and disinfect sinks, hardware, and dispensers.
- Wash all splash marks from walls around sinks.
- Clean all mirrors
- Sweep floor then wet-mop using disinfectant
- Clean toilet stall walls and spot remove any graffiti. Report any graffiti and vandalism to the appropriate principal immediately.
- Report any leaking plumbing and any items needing repair to your immediate supervisor.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_



# ***Cleaning Schedule Guide***

## **Classrooms, Offices, Conference Rooms, etc.**

### ***Daily***

- Empty all waste receptacles and remove to the designated area. Recyclables go to collection area and waste to designated dumpsters. Replace plastic liners when used in waste receptacles
- Dust clear areas of furniture tops, shelves, telephones, ledges, and displays with dusting mitts or treated dust cloths.
- Carefully clean chalk and marker board trays.
- Spot clean glass in doors and partitions with glass cleaner and lint-free cloth or paper towels.
- Vacuum traffic patterns on carpets and spot clean as necessary.
- Dust mop resilient tile floors with a wide treated dust mop. Sweep the floors too rough to dust mop.
- Spot mop all floors not carpeted with a detergent-disinfectant solution and spot remove marks as necessary.
- Clean any sinks in accordance with restroom cleaning procedures.
- Rearrange furniture as necessary.

### ***Weekly***

- Completely damp mop entire area of resilient tile floors except areas of laboratories, sinks, etc, which will be completely damp mopped twice weekly
- Completely vacuum carpeted areas.

### ***Bi-Weekly***

- Spot clean marks on walls, clean push-plates, kick-plates, rails, and HVAC vents
- Using a buffer with pad, spray buff resilient floor tile where needed. Dust mop after buffing as necessary.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

# ***Cleaning Schedule Guide***

## **Entrances, Lobbies, Halls, Stairwells, and Elevators**

### ***Daily***

- Sweep outside steps and sidewalks and pick up litter around the entrance area.
- Sweep all stairwells and check, report, and remove any graffiti and/or vandalism.
- Sweep out all elevators and wipe down all surfaces with a disinfecting spray.
- Keep doormats and runners clean and dry at entrance. Spot-mop or use vacuum to remove tracked-in soil or moisture.
- Empty all waste receptacles and take to designated dumpsters. Replace plastic liners in waste receptacles.
- Dust window sills, ledges, furniture, etc. with dust cloth or dust mitts as applicable.
- Spot clean smudges and soil from glass in lobby partitions and doors using glass cleaner in a spray bottle and lint free cloth or paper towels.
- Vacuum any carpets or mats and check for spot cleaning.
- Dust mop tile floors with a wide treated dust mop. Sweep rough concrete floors where applicable.
- Spot-mop floors as necessary to remove any heavy soil or moisture. Spot-clean shoe marks.
- Clean water fountains with germicidal detergent. Wipe off and polish with a dry cloth.

### ***Weekly***

- Completely damp-mop concrete and resilient tile floors.

### ***Bi-Weekly***

- Place warning signs and damp mop all stairwells and elevators.
- Using a buffer with pad, spray buff resilient tile floors. Dust mop after buffing as necessary.
- Clean push-plates, kick-plates, rails, and HVAC vents.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

# ***Cleaning Schedule Guide***

## **Dormitories**

**Never enter any student rooms unless directed by your supervisor or job duties!**

### ***Daily***

- Clean all offices and all common areas as per the "Office Cleaning Schedule"
- Clean all entrances, lobbies, hallways, stairwells, and elevators as per the "Entrance Cleaning Schedule"
- Clean all common restrooms in the lobby and hallways as per the "Restroom Cleaning Schedule"

### ***Lewis Hall & Koen Hall Only***

#### ***Daily***

- Perform all duties listed above.
- Sweep outside and pick up any trash in the common court yard area in between Lewis Hall and Koen Hall.

#### ***Monday***

- On the 1st floor and Inside the student bedrooms, clean the shared restrooms and showers as per the "Restroom Cleaning Schedule".

#### ***Tuesday***

- On the 2nd floor and Inside the student bedrooms, clean the shared restrooms and showers as per the "Restroom Cleaning Schedule".

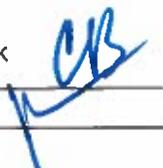
#### ***Wednesday***

- On the 3rd floor and Inside the student bedrooms, clean the shared restrooms and showers as per the "Restroom Cleaning Schedule".

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_



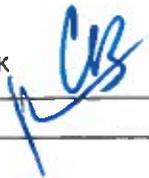
### Additional Job Duties for Grounds Staff

1. Line football and baseball fields
2. Paint the end zones for Homecoming game
3. Groom the softball infield
4. Maintain the sand jump pits at the football field
5. Move the high jump mats, as needed
6. Moving the portable bleachers
7. Set up and take down the discus nets
8. Move furniture (almost every day)
9. Drive to state warehouse to pick up furniture for staff and deliver to the rooms
10. Cover and roll up gyms (TSD & Seeger) floor covers for many occasions
11. Set up tables and chairs in both gyms, as needed
12. Pick up litter on campus and on Congress Ave twice a week, or as needed
13. Aerate and water all sports fields
14. Pull out and push in the gym bleachers
15. Trim trees that can be reached with a pole saw
16. Empty all metal trash containers
17. Remove TV's from walls
18. Set up T-post, install orange fencing for athletic events, and parking for movie companies
19. Set up tables and chairs on mall for Homecoming fair and collect trash during event
20. Work overtime on weekends when needed
21. Deliver campus mules to Georgetown for repairs
22. Minor repairs to grounds equipment
23. Deliver and pick up for Diamond Gala
24. Deliver food and equipment for Family Weekend Retreat
25. Need catchall for things that will happen that must be supported

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_



Break Times:		1st Break 9:30AM - 9:45AM			Lunch 12:00PM - 1:00PM			2nd Break 2:30PM - 2:45PM					
Name	Key	#	Building	#	Building	#	Building	#	Building	#	Building		
Maeda Guillen Zapata	1	5	Seeger Before 12:00PM	15	TSD After 12:00PM	7	Pool RR Before 12:00PM	7	Pool Office RR After 12:00PM	7	Pool Offices After 12:00PM	7	Outside Elev Any time
			M T W T F		M T W T F		Monday Only		M T W T		M T W T F		T T
Rose Allen	2	3	HS 1st Floor All Day	3	HS 2nd Floor All Day	27	LRC/Media Room						
			M T W T F		M T W T F		M T W T F						
Laura Arevalo	3	24B	ELE/MS Girls Before Lunch	40	Toddler Cntr / PIP After Lunch	26	HR 7:00 AM						
			M T W T F		M T W T F		M T W T F						
Louis Trevino	4	38	Cottage 565 9:00 AM	35	Cottage 568 7:00 AM	37	Cottage 566 8:00 AM	16	Cligner Gym Twice Daily	44B	HS Senior Girls 11:00 AM - 1:00 PM		
			M T W T F		M T W T F		W		M T W T F		M T W T F		
Open	6	11	Elem. School All Day	11	ECE Twice a Day							10	Auditorium  As Needed
			M T W T F		M T W T F								
Hilda Carranza	7	11	SND Elem School All Day									10	Auditorium  As Needed
			M T W T F										
Cindy Lopez	8	17	Koen Hall Before Lunch	25	Health Center After Lunch							10	Auditorium  As Needed
			M T W T F		M T W T F								
Marin Hurtado	9	21	Pease 7:00 AM	4	MS 1st Floor All Day	4	MS 2nd Floor All Day	27	M.S. Adm Comms				
			M T W T F		M T W T F		M T W T F		M T W T F				

OB

Break Times:		1st Break 9:30AM - 9:45AM			Lunch 12:00PM - 1:00PM			2nd Break 2:30PM - 2:45PM			
Name	Key	#	Building	#	Building	#	Building	#	Building	#	Building
Miriam Novela	10	19	Kleberg	30	Maint/Trans	22	Admissions	Security RR	30	Maint. Admins	
			M T W T W		M T W T F		M T W T F		M T W T F		1:30 PM
Socoro Ochoa	11	2	CTE Ford Buildin All Day	20	Warehouse 7:00 AM		All Setups In CTE/Ford				
			M T W T F		M T W T F		As Needed				
Nora Negrete	12	14	508 / Bus. Office 7:00 AM	44A	HS Senior Boys	45A	HS SND Boys	45B	HS SND Girls		
			M T W T W		M T W T F		M T W T F		M T W T F		
Lisa Suarez	13	18	Lewis Hall Before Lunch	25	Health Center After Lunch					11	Elem School & ECE
			M T W T W		M T W T F						As Needed
Juanita Lister	14	4	MS 3rd Floor All Day	27	MS/HS 4th Floor	27	Residential				
			M T W T W		M T W T W		M T W T F				
Marcela Ortiz	15	24A	ELE/MS Boys	28	ERCOD/Outreach	8	Heritage Center After Lunch			10	Auditorium
			M T W T F		M W F		T T				M T W T F
Joe Miera											
Harley McKenzie	25		Supply Deliveries 7:00 AM - 9:30 AM		Supply Room Restock After Lunch Wednesday Only		Supply Room Inventory 3:30 PM Friday Only	Morning Trash Run 9:45 AM - 11:30 AM	Afternoon Trash Run 2:45 PM - 3:45 PM	43	Concessions
			T T					M T W T F	M T W T F	13	Deaf Smith Cntr As Needed

1 of 30

## Cleaning Schedule Guide

Classrooms, Offices, Conference rooms, etc.

Daily	1.	Empty all waste receptacles and remove to the designated area. Recyclables go to collection area and waste to designated dumpsters. Replace plastic liners when used in waste receptacles
	2.	Dust clear areas of furniture tops, shelves, telephones, ledges, and displays with dusting mitts or treated dust cloths
	3.	Carefully clean chalk and marker board trays
	4.	Spot clean glass in doors and partitions with glass cleaner and lint-free cloth or paper towels
	5.	Vacuum traffic patterns on carpets and spot clean as necessary
	6.	Dust mop resilient tile floors with a wide treated dust mop. Sweep the floors too rough to dust mop
	7.	Spot mop all floors not carpeted with a detergent-disinfectant solution and spot remove marks as necessary
	8.	Clean any sinks in accordance with restroom cleaning procedures
	9.	Rearrange furniture as necessary
Weekly	10.	Completely damp mop entire areas of resilient tile floors except areas of laboratories, sinks, etc, which will be completely damp mopped twice weekly
	11.	Completely vacuum carpeted areas
Bi-Weekly	12.	Spot clean marks on walls, clean push-plates, kick-plates, rails, and HVAC vents
	13.	Using a buffer with pad, spray buff resilient floor tile where needed. Dust mop after buffing as necessary

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

## Cleaning Schedule Guide

Classrooms, Offices, Conference rooms, etc.

Daily	1.	Empty all waste receptacles and remove to the designated area. Recyclables go to collection area and waste to designated dumpsters. Replace plastic liners when used in waste receptacles
	2.	Dust clear areas of furniture tops, shelves, telephones, ledges, and displays with dusting mitts or treated dust cloths
	3.	Carefully clean chalk and marker board trays
	4.	Spot clean glass in doors and partitions with glass cleaner and lint-free cloth or paper towels
	5.	Vacuum traffic patterns on carpets and spot clean as necessary
	6.	Dust mop resilient tile floors with a wide treated dust mop. Sweep the floors too rough to dust mop
	7.	Spot mop all floors not carpeted with a detergent-disinfectant solution and spot remove marks as necessary
	8.	Clean any sinks in accordance with restroom cleaning procedures
	9.	Rearrange furniture as necessary
Weekly	10.	Completely damp mop entire areas of resilient tile floors except areas of laboratories, sinks, etc, which will be completely damp mopped twice weekly
	11.	Completely vacuum carpeted areas
Bi-Weekly	12.	Spot clean marks on walls, clean push-plates, kick-plates, rails, and HVAC vents
	13.	Using a buffer with pad, spray buff resilient floor tile where needed. Dust mop after buffing as necessary

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

## Cleaning Schedule Guide

### Restrooms

Daily	1.	Empty waste containers to the designated dumpster. Replace plastic liners where used
	2.	Replenish soap, towel, and tissue containers
	3.	Wash and disinfect both sides of toilet seats, inside and outside toilet bowls and urinals and hardware
	4.	Wash and disinfect sinks, hardware, and dispensers
	5.	Wash all splash marks from walls around sinks
	6.	Clean all mirrors
	7.	Sweep floor then wet-mop using disinfectant
	8.	Clean toilet stall walls and spot remove any graffiti. Report any graffiti and vandalism to the appropriate principal immediately
	9.	Report any leaking plumbing and any items needing repair to maintenance

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

*CB*

## Cleaning Schedule Guide

### Entrances, Lobbies, and Halls

Daily	1.	Sweep outside steps and side walks
	2.	Pick up litter around entrance area
	3.	Keep doormats and runners clean and dry at entrance. Spot-mop or use vacuum to remove tracked-in soil or moisture
	4.	Empty all waste receptacles and take to designated dumpsters. Replace plastic liners in waste receptacles
	5.	Dust window sills, ledges, furniture, etc. with dust cloth, mitts as applicable
	6.	Spot clean smudges and soil from glass in lobby partitions and doors using glass cleaner in a spray bottle and lint free cloth or paper towels
	7.	Vacuum any carpets or mats and check for spot cleaning
Weekly	8.	Dust mop tile floors with a wide treated dust mop. Sweep rough concrete floors where applicable
	9.	Spot-mop floors as necessary to remove any heavy soil or moisture. Spot-clean shoe marks
	10.	Clean water fountains with germicidal detergent. Wipe off and polish with a dry cloth
Bi-Weekly	11.	Completely damp-mop concrete and resilient tile floors
Bi-Weekly	12.	Using a buffer with pad, spray buff resilient tile floors. Dust mop after buffing as necessary
	13.	Clean push-plates, kick-plates, rails, and HVAC vents

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

CB

## Cleaning Schedule Guide

### Entrances, Lobbies, and Halls

Daily	1.	Sweep outside steps and side walks
	2.	Pick up litter around entrance area
	3.	Keep doormats and runners clean and dry at entrance. Spot-mop or use vacuum to remove tracked-in soil or moisture
	4.	Empty all waste receptacles and take to designated dumpsters. Replace plastic liners in waste receptacles
	5.	Dust window sills, ledges, furniture, etc. with dust cloth, mitts as applicable
	6.	Spot clean smudges and soil from glass in lobby partitions and doors using glass cleaner in a spray bottle and lint free cloth or paper towels
	7.	Vacuum any carpets or mats and check for spot cleaning
Weekly Bi-Weekly	8.	Dust mop tile floors with a wide treated dust mop. Sweep rough concrete floors where applicable
	9.	Spot-mop floors as necessary to remove any heavy soil or moisture. Spot-clean shoe marks
	10.	Clean water fountains with germicidal detergent. Wipe oil and polish with a dry cloth
	11.	Completely damp-mop concrete and resilient tile floors
	12.	Using a buffer with pad, spray buff resilient tile floors. Dust mop after buffing as necessary
	13.	Clean push-plates, kick-plates, rails, and HVAC vents

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

CBS

## Cleaning Schedule Guide

### Restrooms

Daily	1.	Empty waste containers to the designated dumpster. Replace plastic liners where used
	2.	Replenish soap, towel, and tissue containers
	3.	Wash and disinfect both sides of toilet seats. inside and outside toilet bowls and urinals and hardware
	4.	Wash and disinfect sinks, hardware, and dispensers
	5.	Wash all splash marks from walls around sinks
	6.	Clean all mirrors
	7.	Sweep floor then wet-mop using disinfectant
	8.	Clean toilet stall walls and spot remove any graffiti. Report any graffiti and vandalism to the appropriate principal immediately
	9.	Report any leaking plumbing and any items needing repair to maintenance

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_



# Cleaning Schedule Guide

## Restrooms

- Empty waste containers to the designated dumpster. Replace plastic liners where used.
- Replenish soap, towel, and tissue containers.
- Wash and disinfect both sides of toilet seats, inside and outside toilet bowls and urinals and hardware.
- Wash and disinfect sinks, hardware, and dispensers.
- Wash all splash marks from walls around sinks.
- Clean all mirrors
- Sweep floor then wet-mop using disinfectant
- Clean toilet stall walls and spot remove any graffiti. Report any graffiti and vandalism to the appropriate principal immediately.
- Report any leaking plumbing and any items needing repair to your immediate supervisor.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

*CB*

# Cleaning Schedule Guide

## Entrances, Lobbies, Halls, Stairwells, and Elevators

### Daily

- Sweep outside steps and sidewalks and pick up litter around the entrance area.
- Sweep all stairwells and check, report, and remove any graffiti and/or vandalism.
- Sweep out all elevators and wipe down all surfaces with a disinfecting spray.
- Keep doormats and runners clean and dry at entrance. Spot-mop or use vacuum to remove tracked-in soil or moisture.
- Empty all waste receptacles and take to designated dumpsters. Replace plastic liners in waste receptacles.
- Dust window sills, ledges, furniture, etc. with dust cloth or dust mitts as applicable.
- Spot clean smudges and soil from glass in lobby partitions and doors using glass cleaner in a spray bottle and lint free cloth or paper towels.
- Vacuum any carpets or mats and check for spot cleaning.
- Dust mop tile floors with a wide treated dust mop. Sweep rough concrete floors where applicable.
- Spot-mop floors as necessary to remove any heavy soil or moisture. Spot-clean shoe marks.
- Clean water fountains with germicidal detergent. Wipe off and polish with a dry cloth.

### Weekly

- Completely damp-mop concrete and resilient tile floors.

### Bi-Weekly

- Place warning signs and damp mop all stairwells and elevators.
- Using a buffer with pad, spray buff resilient tile floors. Dust mop after buffing as necessary.
- Clean push-plates, kick-plates, rails, and HVAC vents.

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

*CS*  
*[Signature]*

# Cleaning Schedule Guide

## Dormitories

**Never enter any student rooms unless directed by your supervisor or job duties!**

### Daily

- Clean all offices and all common areas as per the "Office Cleaning Schedule"
- Clean all entrances, lobbies, hallways, stairwells, and elevators as per the "Entrance Cleaning Schedule"
- Clean all common restrooms in the lobby and hallways as per the "Restroom Cleaning Schedule"

### Lewis Hall & Koen Hall Only

#### Daily

- Perform all duties listed above.
- Sweep outside and pick up any trash in the common court yard area in between Lewis Hall and Koen Hall.

#### Monday

- On the 1st floor and inside the student bedrooms, clean the shared restrooms and showers as per the "Restroom Cleaning Schedule".

#### Tuesday

- On the 2nd floor and inside the student bedrooms, clean the shared restrooms and showers as per the "Restroom Cleaning Schedule".

#### Wednesday

- On the 3rd floor and inside the student bedrooms, clean the shared restrooms and showers as per the "Restroom Cleaning Schedule".

Exhibits H, I, J, K

CB: \_\_\_\_\_

KM: \_\_\_\_\_

