



## Mission Consolidated Independent School District

- 1201 Bryce Drive, Mission, Texas 78572
- Telephone: (956) 323 5505 Fax: (956) 323 5634
- Website: [www.mcisd.net](http://www.mcisd.net)

## *Notice and Agenda*

The Board of Trustees of the Mission Consolidated Independent School District will hold a **Board of Trustees WORKSHOP** on **Wednesday, February 4, 2026, at 6:30 PM** in the **Administration Office Eagles Staff Development Room, 1201 Bryce Dr., Mission, TX 78572**. At this meeting, the Board may deliberate or act on any of the subjects listed on this agenda. The President may change the order of items listed below for the convenience of the meeting. **Notice Regarding Executive Session:** The Board of Trustees may convene in a closed meeting (Executive Session) at any time during the course of this meeting as authorized by the Texas Open Meetings Act, Tex. Gov't Code §§ 551.071, 551.072, 551.073, 551.074, 551.076, 551.082, 551.0821, 551.0785, 551.089, 551.087, §§ 418.175-.182, and Tex. Educ. Code § 39.030(a). Any final action or decision on a matter deliberated in a Executive Session will be made in open session in accordance with law.

### A G E N D A

#### **I. Call Meeting to Order**

#### **II. Acknowledge Board Members Present**

#### **III. Public Comment(s) on Specific Agenda Item(s)**

#### **IV. CURRICULUM & INSTRUCTION**

##### **1. Presentation(s) to the Board of Trustees**

- a. 2025 – 2026 HB 3 Campus Goals & Progress Monitoring** 5
- b. 2025 – 2026 HB 3 Board Adopted Goals Progress Monitoring Middle of Year (MOY) Data** 6

##### **2. Discussion and Possible Action for Next Board Meeting**

- a. Proposed 2026 – 2027 Academic School Calendar** 7

##### **3. Board of Trustees Information Items**

- a. Annual Texas Academic Performance Report (TAPR) – Public Hearing on February 11, 2026 at 6:15 p.m.**

#### **V. FACILITIES & OPERATIONS**

##### **1. Construction Projects**

- a. Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Mission CISD Facility Enhancement (SAFE) Project Package #1, #3, and #4 – CG5 Architect** 12
- b. Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Mission CISD Facility Enhancement (SAFE) Project Package #2 – CG5 Architect** 20
- c. Increase the Budget for the VMHS CTE HVAC Chiller Project – DBR Engineering** 29

- 2. Warehouse/Fixed Assets/Textbooks/Records
  - a. Disposal of Personal Protective Equipment Items 44
  - b. Disposal of Instructional Materials – Incomplete Manipulatives 77
  - c. Disposal of Printed Instructional Materials
  - d. Records of Destruction
  - e. Notice of Surplus Items Scheduled for Auction

- 3. Board of Trustees Information Items
  - a. Mission CISD – TEA – Notice regarding Senate Bill 546 – Required Reporting on School Bus Seat Belt
  - b. Mission CISD – HVAC Updates
  - c. Marcell Elementary Remediation Status Update

**VI. HUMAN RESOURCES & SUPPORT SERVICES/POLICY**

- 1. Discussion and Possible Action for Next Board Meeting
  - a. Waiver Request Related to Student Attendance Accounting Due to Bad Weather on January 26th
  - b. Second Reading of Board Policy Changes, Including TASB-Policy Update 126, Affecting Local Policies:
    - (1) BE(LOCAL) – BOARD MEETINGS
    - (2) BED(LOCAL) – BOARD MEETINGS-PUBLIC PARTICIPATION
    - (3) CJ(LOCAL) – CONTRACTED SERVICES
    - (4) CJA(LOCAL) – CONTRACTED SERVICES-BACKGROUND CHECKS AND REQUIRED REPORTING
    - (5) CLE(LOCAL) – BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT-REQUIRED DISPLAYS
    - (6) CQB(LOCAL) – TECHNOLOGY RESOURCES-CYBERSECURITY
    - (7) CQD(LOCAL) – TECHNOLOGY RESOURCES-ARTIFICIAL INTELLIGENCE
    - (8) CSA(LOCAL) – FACILITY STANDARDS-SAFETY AND SECURITY
    - (9) CV(LOCAL) – FACILITIES CONSTRUCTION
    - (10) DBD(LOCAL) – EMPLOYMENT REQUIREMENTS AND RESTRICTIONS-CONFLICT OF INTEREST
    - (11) DEC(LOCAL) – COMPENSATION AND BENEFITS-LEAVES AND ABSENCES
    - (12) DFBB(LOCAL) – TERM CONTRACTS-NONRENEWAL
    - (13) DGBA(LOCAL) – PERSONNEL-MANAGEMENT RELATIONS-EMPLOYEE COMPLAINTS/GRIEVANCES
    - (14) DH(LOCAL) – EMPLOYEE STANDARDS OF CONDUCT
    - (15) EEP(LOCAL) – INSTRUCTIONAL ARRANGEMENTS-LESSON PLANS
    - (16) EFA(LOCAL) – INSTRUCTIONAL RESOURCES-INSTRUCTIONAL MATERIALS
    - (17) EHBAF(LOCAL) – SPECIAL EDUCATION-VIDEO/AUDIO MONITORING
    - (18) EIA(LOCAL) – ACADEMIC ACHIEVEMENT-GRADING/PROGRESS REPORTS TO PARENTS
    - (19) FA(LOCAL) – PARENT RIGHTS AND RESPONSIBILITIES
    - (20) FEF(LOCAL) – ATTENDANCE-RELEASE TIME
    - (21) FFAC(LOCAL) – WELLNESS AND HEALTH SERVICES-MEDICAL TREATMENT
    - (22) FFB(LOCAL) – STUDENT WELFARE-CRISIS INTERVENTION
    - (23) FFF(LOCAL) – STUDENT WELFARE-STUDENT SAFETY

- (24) FFG(LOCAL) – STUDENT WELFARE-CHILD ABUSE AND NEGLECT
- (25) FNG(LOCAL) – STUDENT RIGHTS AND RESPONSIBILITIES-STUDENT AND PARENT COMPLAINTS/GRIEVANCES
- (26) FO(LOCAL) – STUDENT DISCIPLINE
- (27) GF(LOCAL) – PUBLIC COMPLAINTS
- (28) GKA(LOCAL) – COMMUNITY RELATIONS-CONDUCT ON SCHOOL PREMISES

**VII. BUSINESS & FINANCE**

- 1. Presentation(s) to the Board of Trustees
  - a. Internal Audit Quarterly Report
- 2. Discussion and Possible Action for Next Board Meeting
  - a. Bids, Proposals, and Purchases of \$50,000 and Over
    - (1) E-Rate 29 Internet Access and Internal Connections
    - (2) Fuel and Oil
    - (3) VMware Subscriptions
  - b. Amended Order of General Election for the May 2, 2026, Mission CISD Board of Trustee Election
  - c. Resolution with the City of Palmhurst to Conduct a Joint Election on May 2, 2026
  - d. Resolution Nominating a Candidate for the Hidalgo County Appraisal District Board Vacancy
  - e. Quarterly Investment Report
  - f. Budget Amendment
  - g. Donations
  - h. Tax Collection Report
  - i. Discussion on Matters Related to the Annexation of District Property to the City of Palmhurst
- 3. Board of Trustees Information Items
  - a. Financial Reports:
    - (1) General Fund and Debt Service
    - (2) Cash Disbursements

**VIII. Important Dates to Remember**

- 1. Monday, February 9, 2026, Bad Weather Day
- 2. Wednesday, February 11, 2026, Annual Texas Academic Performance Report (TAPR) Public Hearing at 6:15 p.m. Location: Mission CISD Annex
- 3. Wednesday, February 11, 2026, Regular Board of Trustees Meeting at 6:30 p.m. Location: Mission CISD Annex

**IX. Adjournment**

This Notice was posted by 4:00 p.m., on January 29, 2026.

  
Dr. Cris King, Superintendent of Schools

**Mission Consolidated Independent School District**



**Mission C.I.S.D.**  
1201 Bryce Drive,  
Mission, TX 78572  
P: (956) 323-5500

*TRANSFORMING TEACHING AND LEARNING*



Students First • Innovation • Collaborative Ownership • Diversity • Continuous Learning

## **2025 – 2026 HB 3 Campus Goals & Progress Monitoring**

In November, the Board of Trustees approved the district's HB 3 Board Goals, establishing clear expectations for student growth and achievement. In December, the HB 3 campus goals were presented.

Since that time, campuses have received their 2025 HB 3 baseline data, disaggregated by "All Students" and each required student group. Using the 2025 baseline as a starting point, campuses established long-term goals for 2026 – 2030 for "All Students" and for each student group. These goals reflect realistic yet ambitious targets designed to improve outcomes, close performance gaps, and ensure continued progress.

This presentation provides the Board with an overview of the target goals for each progress measure at every campus. This is the district's approach to ongoing progress monitoring to ensure accountability and continuous improvement.

Together, these efforts reinforce the district's commitment to data-driven decision-making, transparency, and improved outcomes for all students.

**SUBJECT:** Presentation of 2025 - 2026 HB 3 Board Adopted Goals Progress Monitoring Middle of Year (MOY) Data

**PRESENTER:** Cynthia Wilson, Assistant Superintendent for Curriculum & Instruction

**BACKGROUND INFORMATION**

House Bill 3 (86th Texas Legislature) established a statewide accountability framework emphasizing improved student outcomes through targeted investments in early childhood education and strengthened College, Career, and Military Readiness (CCMR) indicators. In alignment with legislative intent and the Texas Education Agency accountability measures, the Board of Trustees previously reviewed and approved the district HB 3 Board Goals to ensure a strategic, data-driven approach to student achievement.

The HB 3 goals focus on improving early literacy outcomes in the foundational grades and increasing the percentage of students who graduate college-, career-, or military-ready. These goals reflect the district’s commitment to equity, access, and continuous improvement for all student groups.

This mid-year presentation provides a progress monitoring update on the Board-approved House Bill 3 goals.

**ADMINISTRATIVE CONSIDERATIONS**

NA

**FUNDING SOURCE/AND AMOUNT**

NA

**RECOMMENDATION**

NA

**CONTACT PERSON(S)**

Cynthia Wilson, Assistant Superintendent for Curriculum & Instruction  
Dora Villalobos, Executive Director for Elementary Education  
Fidel Garza Jr., Executive Director for Secondary Education  
Laquanta Bivens-Hernandez, Coordinator for Elementary Math  
Shaila Silva, Coordinator for Elementary Reading Language Arts  
Emily Alvarado, Coordinator for Early Childhood and Elementary Social Studies  
Elementary Principals  
High School Principals

**SUBJECT:** Proposed 2026 – 2027 Academic School Calendar

**PRESENTER:** Cynthia Wilson, Assistant Superintendent for Curriculum and Instruction  
Kim Risica, Executive Director for Special Programs and School Improvement

### **BACKGROUND INFORMATION**

A District Calendar Survey was distributed to all Mission CISD staff to gather feedback and support the development of the 2026 – 2027 academic calendar. The Mission CISD District Educational Improvement Committee (DEIC) convened and selected members to serve as representatives on a DEIC calendar subcommittee.

The calendar subcommittee reviewed the results of the District Calendar Survey and was charged with developing three proposed calendars for the 2026–2027 school year. In accordance with Texas Education Code §25.081, each school district is required to provide a minimum of 75,600 minutes of instruction, including intermissions and recess. As a District of Innovation, Mission CISD is permitted to begin the school year prior to the fourth Monday in August.

All Mission CISD employees were given the opportunity to vote on Calendar A, Calendar B, or Calendar C. Voting was conducted electronically and was open from January 26, 2026, at 9:00 a.m. through Tuesday, February 3, 2026, at 5:00 p.m. Votes were tabulated by department and campus, and the results were submitted to the Office of Special Programs and School Improvement. A total of \_\_\_\_ employees participated in the vote, with \_\_\_\_ votes cast for Option A, \_\_\_\_ votes for Option B, and \_\_\_\_ votes for Option C.

### **ADMINISTRATIVE CONSIDERATIONS**

Employees cast votes electronically and results were tabulated by the different departments and campuses. Results were provided to the Office of Special Programs and School Improvement. The calendar option with the most votes is being submitted for approval, which is Calendar Option \_\_\_\_.

### **FUNDING SOURCE/AND AMOUNT**

N/A

### **RECOMMENDATION**

Approval of Proposed 2026 – 2027 Academic School Calendar

### **CONTACT PERSON(S)**

Cynthia Wilson, Assistant Superintendent for Curriculum and Instruction  
Kim Risica, Executive Director for Special Programs and School Improvement



Proposed District Academic  
Calendars 2026 – 2027  
Comparisons

2026-2027 Calendar	Calendar A	# of days	Calendar B	# of days	Calendar C	# of days
1 <sup>st</sup> Day for Teachers	August 3, 2026	-	August 4, 2026	-	August 3, 2026	-
1 <sup>st</sup> Day for Students	August 11, 2026	-	August 13, 2026	-	August 11, 2026	-
1 <sup>st</sup> Grading Period	Aug 11 – Sept 18	28	Aug 13 – Sept 24	30	Aug 11 – Sept 18	29
2 <sup>nd</sup> Grading Period	Sept 22 – Oct 30	26	Sept 28 – Nov 6	29	Sept 22 – Oct 30	27
3 <sup>rd</sup> Grading Period	Nov 2 – Dec 18	30	Nov 10 – Dec 17	23	Nov 3 – Dec 18	29
1 <sup>st</sup> Semester - Total Days	--	84	--	82	--	85
4 <sup>th</sup> Grading Period	Jan 7 – Feb 11	25	Jan 11 – Feb 19	29	Jan 13 – Feb 19	27
5 <sup>th</sup> Grading Period	Feb 16 – April 9	32	Feb 22 – April 9	28	Feb 22 – April 9	29
6 <sup>th</sup> Grading Period	April 12 – May 26	33	April 12 – May 26	32	April 12 – May 26	33
2 <sup>nd</sup> Semester - Total Days	--	90	--	89	--	89
Total Instructional Minutes / Days	Elementary – 78,300 Jr High – 83,520 High Schools – 83,520	174	Elementary – 76,950 Jr High – 82,080 High Schools – 82,080	171	Elementary – 78,300 Jr High – 83,520 High Schools – 83,520	174
Early Release Days		0		0		0
Last Day for Students	May 26, 2027	-	May 26, 2027	-	May 26, 2027	-
Last Day for Teachers	May 28, 2027	-	May 28, 2027	-	May 28, 2027	-
Staff Development Day	--	5.5	--	7.5	--	5.5
Work Days	--	7.5	--	8.5	--	7.5
Bad Weather Makeup Days	October 9, 2026 February 15, 2027	2	Feb 15, 2027 May 17, 2027	2	October 12, 2026 February 15, 2027	2
2026-2027 Calendar	Calendar A	# of days	Calendar B	# of days	Calendar C	# of days
Labor Day	September 7	1				
Columbus Day	October 12	1	October 12	1		
Fall Break	November 23 - 27	5	November 23 - 27	5	November 23 - 27	5
Winter Break	Dec 21 – Jan 4	11	Dec 21 – Jan 5	12	Dec 21 – Jan 8	15
Teachers Return Students Return	January 5 - Tues. January 7-Thurs.		January 6 - Wed January 11 - Mon		January 11 – Mon January 13 - Wed	
MLK Day	January 18	1				
Spring Break	March 15-19	5	March 15-19	5	March 15-19	5
Easter	March 26-29	2	March 26-29	2	March 26	1

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3 SD	4 SD	5 SD	6 WD	7 SD	8
9	10 WD	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 WD	22	23	24	25
26	27	28	29	30		

October 2026						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12 H	13 WD	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 H	24 H	25 H	26 H	27 H	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 H	22 H	23 H	24 H	25 H	26
27	28 H	29 H	30 H	31 H		

**Reporting Periods**

1st Grading Period **28 Days**

8/11/26 - 9/18/26

2nd Grading Period **26 Days**

9/22/26 - 10/30/26

3rd Grading Period **30 Days**

11/2/26 - 12/18/26

1st Semester = **84 Days**

4th Grading Period **25 Days**

1/7/27 - 2/11/27

5th Grading Period **32 Days**

2/16/27 - 4/9/2027

6th Grading Period **33 Days**

4/12/27 - 5/26/27

2nd Semester = **90 Days**

Total = **174 Days**

**Minutes**

Elementary: **78,300**

Jr High School: **83,520**

High School: **83,520**

**Holidays**

Labor Day: September 7

Columbus Day: October 12

Fall Break: November 23-27

Winter Break: December 21-January 4

Spring Break: March 15-19

Easter: March 26-29

**Bad Weather Makeup Days**

1. October 9

2. February 15

**Other Dates**

Student's First Day: August 11

Student's Last Day: May 26

**State Testing Dates**

November 30 - December 11 -STAAR

EOC

April 5-April 30 - STAAR Testing

June 14-June 25 - STAAR EOC Retesting

**SD - Staff Development Days: 5.5**

August 3-5

August 7

January 6

May 28 (1/2)

**WD - Workdays: 7.5**

August 6 & 10

September 21

October 13

January 5

February 12

May 27

May 28 (1/2)

Total Teacher Days: **187**

January 2027						
S	M	T	W	T	F	S
					1 H	2
3	4 H	5 WD	6 SD	7	8	9
10	11	12	13	14	15	16
17	18 H	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12 WD	13
14	15 BW	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 H	16 H	17 H	18 H	19 H	20
21	22	23	24	25	26 H	27
28	29 H	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27 WD	28 SD	29

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3	4 SD	5 SD	6 SD	7 WD	8
9	10 SD	11 WD	12 WD	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September 2026						
S	M	T	W	T	F	S
6	7 SD	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 WD	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 H	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 WD	10	11	12	13	14
15	16	17	18	19	20	21
22	23 H	24 H	25 H	26 H	27 H	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 WD	19
20	21 H	22 H	23 H	24 H	25 H	26
27	28 H	29 H	30 H	31 H		

**Reporting Periods**

1st Grading Period 30 Days

8/13/26 - 9/24/26

2nd Grading Period 29 Days

9/28/26 - 11/6/26

3rd Grading Period 23 Days

11/10/26 - 12/17/26

1st Semester = 82 Days

4th Grading Period 29 Days

1/11/27 - 2/19/27

5th Grading Period 28 Days

2/22/27 - 4/9/2027

6th Grading Period 32 Days

4/12/27 - 5/26/27

2nd Semester = 89 Days

Total = 171 Days

**Minutes**

Elementary: 76,950

Jr High School: 82,080

High School: 82,080

**Holidays**

October 12

Fall Break: November 23-27

Winter Break: December 21-January 5

Spring Break: March 15-19

Easter: March 26-29

**Bad Weather Makeup Days**

1. February 15

2. May 17

**Other Dates**

Student's First Day: August 13

Student's Last Day: May 26

**State Testing Dates**

November 30 - December 11 -STAAR

EOC

April 5-April 30 - STAAR Testing

June 14-June 25 - STAAR EOC Retesting

**SD - Staff Development Days:** 7.5

August 4-6

August 10

September 7

January 6-7

May 27 (1/2)

**WD - Workdays:** 8.5

August 7

August 11-12

September 25

November 9

December 18

January 8

May 27 (1/2), May 28

Total Teacher Days: 187

January 2027						
S	M	T	W	T	F	S
					1 H	2
3	4 H	5 H	6 SD	7 SD	8 WD	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 BW	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 H	16 H	17 H	18 H	19 H	20
21	22	23	24	25	26 H	27
28	29 H	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 BW	18	19	20	21	22
23/30	24/31	25	26	27 SD	28 WD	29

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	T	F	S
						1
2	3 SD	4 WD	5 SD	6 WD	7 SD	8
9	10 SD	11 [	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 WD	22 [	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9 WD	10
11	12 BW	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	T	F	S
1	2 WD	3 [	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 H	24 H	25 H	26 H	27 H	28
29	30					

December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 H	22 H	23 H	24 H	25 H	26
27	28 H	29 H	30 H	31 H		

**Reporting Periods**

1st Grading Period 29 Days

8/11/26 - 9/18/26

2nd Grading Period 27 Days

9/22/26 - 10/30/26

3rd Grading Period 29 Days

11/3/26 - 12/18/26

1st Semester = 85 Days

4th Grading Period 27 Days

1/13/27 - 2/19/27

5th Grading Period 29 Days

2/22/27 - 4/9/2027

6th Grading Period 33 Days

4/12/27 - 5/26/27

2nd Semester = 89 Days

Total = 174 Days

**Minutes**

Elementary: 78,300

Jr High School: 83,520

High School: 83,520

**Holidays**

Fall Break: November 23-27

Winter Break: December 21-January 8

Spring Break: March 15-19

Easter: March 26

**Bad Weather Makeup Days**

1. October 12

2. February 15

**Other Dates**

Student's First Day: August 11

Student's Last Day: May 26

**State Testing Dates**

November 30 - December 11 -STAAR

EOC

April 5-April 30 - STAAR Testing

June 14-June 25 - STAAR EOC Retesting

**SD - Staff Development Days:** 5.5

August 3, 5, 7, 10

January 11

May 27 (1/2)

**WD - Workdays:** 7.5

August 4 & 6

September 21

October 9

November 2

January 12

May 27 (1/2)

May 28

Total Teacher Days: 187

January 2027						
S	M	T	W	T	F	S
					1 H	2
3	4 H	5 H	6 H	7 H	8 H	9
10	11 SD	12 WD	13 [	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 BW	16	17	18	19	20
21	22 [	23	24	25	26	27
28						

March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 H	16 H	17 H	18 H	19 H	20
21	22	23	24	25	26 H	27
28	29	30	31			

April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 [	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27 SD	28 WD	29

June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**SUBJECT:** Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Mission CISD Facility Enhancement (SAFE) Project Package #1, #3, and #4 – CG5 Architect

**PRESENTER:** Rick Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The Texas School Safety Center requires new school safety standards, and Mission CISD was awarded a Safety and Facilities Enhancement (SAFE) Grant, which allows for additional funding for safety and facilities enhancement. This safety project will address the prevention of school violence and create secure learning environments and other safety enhancements districtwide. This project will support a range of activities and strategic use of funds aimed at fortifying the security infrastructure within Mission CISD schools. Key elements of the SAFE Grant include the purchase of fencing materials, emergency egress gates, anti-scaling devices, fence posts, safety measures for windows and doors, and silent panic alert technology, along with other Texas Education Agency (TEA) approved school safety standards. The implementation of these safety measures aligns with the district's commitment to creating a secure and conducive learning environment for students and staff within Mission CISD.

Administration has been gathering information on the school safety grants, thus we present the Project, Proposed Budget, and Request for Qualifications (RFQ's) for Professional Design Services for the Mission CISD Safety & Facilities Enhancement Project.

If approved by the Board of Trustees the Purchasing department will proceed with advertisements for this project. Request for Qualifications (RFQ's) will be advertised for professional design services and Administration will schedule presentations to the Board for the selection. A ranking criterion will also need to be reviewed and approved.

Administration will use Competitive Sealed Proposals (CSPs) as the procurement method, as approved by the Board of Trustees in the February 2021 Board of Trustees meeting. This method was approved as the primary default method for projects.

The Board of Trustees must take the necessary action in accordance with Texas Education Code 44.035, which consisted of the selection/designation of an architect and/or engineer to prepare construction documents for this project. The engineer and/or architect selected or designated will have full responsibility for complying with the Texas Engineering Practice Act (Article 3271a, Vernon's Texas Civil Statutes) or Chapter 478, Acts of the 45th Legislature, Regular Session, 1937 (Article 249a, Vernon's Texas Civil Statutes) as applicable.

If the engineer or architect is not a full-time employee of the District, the Board must select the engineer or architect on the basis of demonstrated competence and qualifications as provided by Section 2254.004, Government Code. The selected architect/engineer along with preparing construction documents will be required to provide MCISD with an estimated project budget.

The preliminary timeline is to advertise for RFQ's on or about February, with presentations to the Board of Trustees for evaluation and ranking in March, with possible selection and approval to enter into a design contract in April. The amount of the design contract for this project will exceed the Board approved On-call threshold, thus a request for RFQ's.

At the Regular Board of Trustees meeting held on January 24, 2024, the Board approved the Project, Proposed Budget, Request for Qualifications (RFQ's) for Professional Design

Services, and Ranking Criteria for the Mission CISD Safety & Facilities Enhancement Project.

Advertisements in local newspapers were posted from March 6, 2024, through March 21, 2024. No firms submitted any proposals during this initial time period. Administration extended the advertisement for an additional week. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. The submission of RFQ's was due on March 28, 2024, for proposals to be received. The Administration ranking team reviewed and pre-ranked the single RFQ on April 2, 2024, at 2 p.m.. After the review, Administration will then recommend the top firm to be reviewed and ranked in order of selection. The ranking team consisted of Mr. Adrian Hernandez, Maintenance Director, Mr. Leandro Ochoa, Maintenance Coordinator, Mr. Martin Castaneda, Director for Safety and Security, and Ms. Anabel Garza, Purchasing Coordinator, who will serve as the facilitator.

Administration presented Approval to Enter Into Negotiations in the Order of Ranking for the Request for Qualifications (RFQ's) for the Professional Design Services, and Ranking Criteria for the Mission CISD Safety & Facilities Enhancement Project. Only one firm submitted an RFQ for this SAFE project.

<u>Firms</u>	<u>Points</u>
CG5 Architects	90.0

At the Regular Board of Trustees meeting held on April 10, 2024, the Board approved to Enter Into Negotiations in the Order of Ranking for the Request for Qualifications (RFQs) for the Professional Design Services and Ranking Criteria for the Mission CISD Safety & Facilities Enhancement Project. Only one firm submitted an RFQ for this SAFE project. CG5 Architects was the firm approved to enter into negotiations.

Project negotiations were held on April 11, 2024, April 18, 2024, and April 22, 2024, with Mr. Charlie Garcia from CG5 Architects, Mr. Ricardo Rivera, Mr. Adrian Hernandez, Mr. Joel Garcia, and Mr. Martin Castaneda from MCISD.

At the Regular Board of Trustees meeting held on May 08, 2024, the Board approved the Best and Final Offer (BAFO) for Professional Design Services for the Mission CISD Safety & Facilities Enhancement Project. CG5 Architects best and final offer (BAFO) of 7.50% of the construction cost and \$3,500.00 per campus visit, evaluation, and report was approved.

The Board of Trustees had the option to accept this BAFO or to decline the offer and to direct Administration to re-advertise the project using the same specifications.

Administration will work with our legal counsel to write and execute the contract so that the firm can begin as soon as possible.

At the Regular Board of Trustees meeting held on September 11, 2024, the Board tabled the Construction Documents for the Mission CISD Safety & Facilities Enhancement Project (Fencing) for bid package #1. The Board of Trustees directed Administration to have the design team look into different options of fencing other than chainlink fencing for those areas that have a direct visual to streets.

At this meeting, CG5 Architects presented that he continues to work on the remaining fencing projects and anticipates submitting those for approval at the October meetings.

Administration is working with CG5 Architects on packaging projects in groups of 3 – 5 and not wait until all are complete so that we can expedite the projects as quickly as designs are ready. By packaging, it will allow for more contractors to submit proposals because it will allow smaller firms to compete. Smaller firms also may not have the bonding capacity to submit for all, so by packaging it may allow them that capability to submit proposals.

At the meeting, CG5 Architects, for the first time, presented a Summary of Estimated Costs with Options 1-4 on the fencing for package #1. Options #1 & #2 are designed for chain link fencing.

Option #1 is to continue using the same system as has been done, which is of extending the current 6' fencing and adding an additional 2' of fabric material.

Option #2 is to extend the fence posts by the additional 2' needed and remove the existing fabric material, and install new full 8' material. Mr. Garcia stated that either of these options was well below the grant budget for all the remaining campuses. The remaining campuses being addressed are eighteen (18).

Options #3 & #4 are installing a design fence fabric material with a combination of new 8' chainlink fencing fabric material.

Option #3 is providing new 8' fabric material at street sides and extended 8' fencing with new fabric material at sides and back sides.

Option #4 is providing new 8' aluminum picket fencing at street sides and extended 8' fencing with new fabric material at sides and back sides.

Mr. Garcia presented that options #3 & #4 would not be within the grant budget and would exceed by over \$1 million dollars. After discussing the current options and estimated costs, Mr. Garcia stated that he will work on an Option #2.5 that may incorporate the others and maybe within budget. We will meet with Mr. Garcia and present this at the Regular Board Meeting.

Currently Administration is presenting to proceed with Bid Package #1 only, and should an option be approved, we will proceed to advertise for competitive sealed proposals. As per Mr. Garcia, the remaining packages of #2 - #4 are ready, and these will be presented in November.

There was a possible concern that by extending the current 6' fence and adding the additional 2' portion that the existing support poles would not handle the additional weight. This is the system that was designed and installed by the previous grant and is being completed currently. Mr. Jose Rios, Project Architect for Sam Garcia Architects, the architect of record for the current fencing, was in the audience and addressed this concern. Mr. Rios stated that all the corner support posts were replaced, and any others that were deemed as possibly weak were also replaced as part of the project design and scope of work. Mr. Rios stated that there should be no issues with any fencing supports or weight.

If approved we will continue to move forward and work with our Purchasing department to advertise for competitive sealed proposals and continue with the process of selecting a contractor for consideration and approval as per our procurement process for package #1.

At the Regular Board of Trustees meeting held on October 09, 2024, the Board approved the following agenda item.

Construction Documents and Fencing Options for the Mission CISD Safety & Facilities Enhancement Project (Fencing) – Bid Package #1(Leal, Castro, O’Grady, Pearson Elementary and K.White Jr. High with Option 4A.

At the Regular Board of Trustees meeting held on November 13, 2024, the Board approved Construction Documents and Fencing Options for the Mission CISD Safety & Facilities Enhancement Project (Fencing) – Bid Package #2 - #4.

Schematic Design:

Rough sketches that develop a feasible conceptual design of the project.

Construction Documents:

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

For Bid Package # 1, advertisements were posted from October 23, 2024, through October 30, 2024. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. A pre-proposal meeting was held on October 23, 2024, with only one vendor in attendance. The submission of CSP’s were due on November 7, 2024, at 2:00 p.m., with no proposals being submitted.

For Bid Package #1 – #4, advertisements were posted from November 20, 2024, through November 27, 2024. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. A pre-proposal meeting was held on December 2, 2024, with two vendors attending. The submission of CSP’s were due on December 4, 2024, at 2:00 p.m. The Administration ranking team will review and pre-rank the CSP’s. After the review, Administration will then recommend the top firms to be reviewed and ranked in order of selection. Due to the unavailability of Maintenance Staff for the ranking, the ranking team consisted of Mr. Martin Castaneda, Ms. Dora Garcia, and Mr. Ricardo Rivera, with Mr. Daniel Carmona and Ms. Anabel Garza who served as the facilitators.

### **A & A Avilla Construction, LLC**

- |   | Base Bid                                     | Contingency                     |          |           |
|---|--|---------------------------------|----------|-----------|
| • | SAFE Bid Package #1: \$2,154,495.46          | + \$172,320.00 = \$2,326,815.46 | 120 days | 31 points |
| ○ | Alternate: \$271,077.00 - 35 additional days |                                 |          |           |
| • | SAFE Bid Package #2: \$2,345,650.85          | + \$187,655.58 = \$2,533,306.46 | 120 days | 38 points |
| ○ | Alternate: part of the base bid              |                                 |          |           |
| • | SAFE Bid Package #3: \$1,768,058.52          | + \$141,444.68 = \$1,909,503.20 | 120 days | 29 points |
| ○ | Alternate: part of the base bid              |                                 |          |           |
| • | SAFE Bid Package #4: \$1,284,638.45          | + \$102,771.08 = \$1,387,409.53 | 120 days | 31 points |
| ○ | Alternate: part of the base bid              |                                 |          |           |
| ○ |  |                                 |          |           |

### **SLR Building Contractors**

- |   | Base Bid                            | Contingency                    |          |           |
|---|-------------------------------------|--------------------------------|----------|-----------|
| • | SAFE Bid Package #1: \$1,199,421.46 | + \$50,000.00 = \$1,249,421.00 | 145 days | 68 points |
| ○ | Alternate: \$308,351.00             |                                |          |           |
| • | SAFE Bid Package #2: \$1,255,178.00 | + \$50,000.00 = \$1,305,178.00 | 145 days | 81 points |

- Alternate: \$444,535.00
- SAFE Bid Package #3: \$778,523.00 + \$50,000.00 = \$828,523.00 145 days 68 points
  - Alternate: \$377,392.00
- SAFE Bid Package #4: \$749,069.00 + \$50,000.00 = \$799,069.00 145 days 66 points
  - Alternate: \$228,900.00

**Veronica DeAnda LLC dba Excellent Fence**

- |                        | Base Bid     | Contingency |                    |
|------------------------|--------------|-------------|--------------------|
| ● SAFE Bid Package #1: | \$758,419.00 | None        | 150 days 94 points |
| ○ Alternate:           | \$201,000.00 |             |                    |
| ● SAFE Bid Package #2: | no bid       |             |                    |
| ● SAFE Bid Package #3: | \$495,734.00 | None        | 150 days 94 points |
| ○ Alternate:           | \$231,915.00 |             |                    |
| ● SAFE Bid Package #4: | \$431,809.00 | None        | 150 days 94 points |
| ○ Alternate:           | \$156,950.00 |             |                    |

At the Regular Board of Trustees meeting held on December 18, 2024, the Board approved to Enter Into Negotiations in the Order of Ranking for the Mission CISD Safety & Facilities Enhancement Project Bid Package #1 - #4 (Fencing).

Bid Package #1, #3 and #4 – Excellent Fence

Bid Package #2 – SLR Building Contractors

The Board also approved amending the contract for CG5 Architects due to the TEA Intruder Detection Auditors (IDA's) Safety Regulations. CG5 Architects will be asked to provide additional design work to include the installation of 8' high gates at every overhead door at any of the districts outside gyms that require it. As per legal suggestion, this amendment can be done as a change order for CG5.

Initial negotiations were held on December 20, 2024, for Bid Packages #1, #3, and #4 with Ms. Veronica DeAnda from Excellent Fence, Mr. Adan Rivera, Mr. Leandro Ochoa, Mr. Ricardo Rivera, and Mr. Daniel Carmona from MCISD. The firms have presented their best and final offer (BAFO).

**Bid Package No 1 – Excellent Fence**

1. BAFO Bid Package No 1 RE-BID Base Bid: \$758,419.00
2. BAFO Bid Package No 1 RE-BID Alternate Bid: \$201,000.00
3. BAFO Bid Package No 1 Contingency Allowance: \$50,000.00
4. BAFO Bid Package No 1 Grand Total: \$1,009,419.00
5. BAFO Bid Package No 1 Days of Completion: 150 days

**Bid Package No 3 – Excellent Fence**

1. BAFO Bid Package No 3 Base Bid: \$495,734.00
2. BAFO Bid Package No 3 Alternate Bid: \$231,915.00
3. BAFO Bid Package No 3 Contingency Allowance: \$50,000.00
4. BAFO Bid Package No 3 Grand Total: \$777,649.00
5. BAFO Bid Package No 3 Days of Completion: 150 days

**Bid Package No 4 – Excellent Fence**

1. BAFO Bid Package No 4 Base Bid: \$431,809.00
2. BAFO Bid Package No 4 Alternate Bid: \$156,950.00

3. BAFO Bid Package No 4 Contingency Allowance: \$50,000.00
4. BAFO Bid Package No 4 Grand Total: \$638,759.00  
BAFO Bid Package No 4 Days of Completion: 150 days

Initial negotiations were held on December 20, 2024, for Bid Package #2 with Mr. Gilberto Renteria III from SLR Building Contractors, Mr. Adan Rivera, Mr. Leandro Ochoa, Mr. Ricardo Rivera, and Mr. Daniel Carmona from MCISD. The firm has presented its best and final offer (BAFO).

Bid Package No 2 – SLR Building Contractors

1. BAFO Bid Package No 2 Base Bid: \$1,300,000.00 (Contingency Allowance of \$50,000 included)
2. BAFO Bid Package No 2 Alternate No 1: \$444,535.00
3. BAFO Bid Package No 2 Grand Total: \$1,744,535.00
4. BAFO Bid Package No 2 Days of Completion: 145 days

The Board of Trustees has the option to accept each separate BAFO, to decline the offer(s), and direct Administration to enter into negotiations with the next firm(s), or to reject all offer(s) and re-advertise the project using the same specifications.

Administration will work with our legal counsel to write and execute the contracts so that the contractors can begin as soon as possible.

At the Board Workshop Meeting, Administration presented a comprehensive grant worksheet with the Cycle 1 & 2 safety grants received, project and amounts expended, proposed projects, deadlines, and estimated balances.

Options for fencing projects were presented on a Safety Grant Work Sheet with costs and remaining balances. Option 4 was recommended, which would construct mandated 8' tall chain link campus perimeter fencing and 8' tall decorative fencing in front and sides of campuses that face a street. This option allowed for an estimated grant balance that would allow the district to purchase a new phone system with an emergency push button away from all other phone buttons, thus limiting the accidental calling for emergency services/false alarms. This option would also allow for any balance left to be applied to cover safety and security payroll costs that are currently being paid by district general funds.

Option 4 also reduced each project bid package contingency fund from \$50,000.00 each to \$10,000.00 each.

Administration will work with CG5 Architects on the design for the elementary gym gates and Mission Collegiate High School pavilion fencing. This will be advertised as a separate fencing project and will use competitive sealed proposals as the procurement method, as in the previous approved fencing projects.

At the Regular Board of Trustees meeting held on January 22, 2025, the Board approved the Best and Final Offer (BAFO) for the Mission CISD Safety & Facilities Enhancement Project Bid Package #1 - 4 (Fencing) (Option 4).

Bid Package No. 1,3 & 4 - Excellent Fence

BAFO Bid Package No 1 RE-BID Base Bid: \$758,419.00 with Contingency \$10,000.00

BAFO Bid Package No 3 Base Bid: \$495,734.00 with Contingency \$10,000.00

BAFO Bid Package No 4 Base Bid: \$431,809.00 with Contingency \$10,000.00

With 150 days of construction days. A Notice to Proceed was set forth on March 5, 2025,

with substantial completion on August 1, 2025.

Bid Package No. 2 – SLR Building Contractors

BAFO Bid Package No 2 Base Bid: \$1,260,000.00 with Contingency \$10,000

With 145 days of construction days. A Notice to Proceed was set forth on February 24, 2025, with substantial completion on July 18, 2025.

At the Regular Board Meeting held on August 13, 2025, the Board approved the following agenda items: Construction Change Directive (CCD) #1 for Delay Days and Proposed Pole Extensions for the Mission Cisd Facility Enhancement (SAFE) Project Package #2. The new substantial completion date is July 23, 2025.

Approval of Change Order #1 for Delay Days for Delay Days for the Mission Cisd Facility Enhancement (SAFE) Project Package #1,3 & 4. The new substantial completion date is September 18, 2025.

Construction Documents for the Mission Cisd Facility Enhancement (SAFE) Project for the TEA Intruder Detection Auditors (IDA's) Safety Regulations for the Gym Gates. CG5 Architects is to present an updated estimated construction cost.

**Schematic Design:**

Rough sketches that develop a feasible conceptual design of the project.

**Construction Documents:**

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

At the Special Board Meeting held on August 20, 2025, the Board approved Substantial completion for the Mission Cisd Facility Enhancement (SAFE) Project Package #2.

At the Regular Board Meeting held on October 08, 2025, the Board approved the following agenda items. Substantial Completion for the Mission Cisd Facility Enhancement (SAFE) Project Package #1, #3, and #4. This project was completed on time. Substantial completion was September 18, 2025.

The Board also approved Change Order #3 for twelve (12) weather days. The new substantial completion date is September 30, 2025.

Note: Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

Final completion is due thirty (30) days after substantial completion.

**ADMINISTRATIVE CONSIDERATIONS**

As per CG5 Architects and Excellent Fence, they are presenting Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Mission Cisd Facility Enhancement (SAFE) Project Packages #1, #3, and #4.

However, after meetings and correspondences with both Excellent Fence and CG5 Architects, change orders continue to be pending presentation to the Board. Change orders for work being done and subsequent work days without prior Board presentation and approval have arisen. Final close-out documents also have not been submitted as per contract agreement and requirements. CG5 has been in continuous communication with Excellent Fence to bring all items forward for Board presentation to possibly close out this project.

### **FUNDING SOURCE**

General Funds

Safety & Facilities Enhancement (SAFE) Grant Cycle 1 - \$4,768,797.00

Safety & Facilities Enhancement (SAFE) Grant Cycle 2 - \$524,062.00

Note: The SAFE Grant incorporates different safety initiatives that have been approved, including and not limited to, fencing, window film, cameras, safety technology, etc. This particular project, CG5 Architects will incorporate those safety initiatives that would pertain to his professional design services, and his project total amount would reflect that.

The Business Office will submit a SAFE Grant Project amendment to transfer as much money as needed to complete the district-wide fencing project, as some money was initially allocated to other projects.

Any safety fencing and window film project amount not covered by the first grant would be transferred to the SAFE Grant for completion.

### **RECOMMENDATION if APPLICABLE**

Administration presents Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Mission CISD Facility Enhancement (SAFE) Project Packages #1, #3, and #4.

### **EXHIBIT**

Final Change Orders – to be presented by the Architect at the meeting

### **CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

Epigmenio “TJ” Gonzalez, Director for Maintenance

**SUBJECT:** Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Mission CISD Facility Enhancement (SAFE) Project Package #2 – CG5 Architect

**PRESENTER:** Rick Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The Texas School Safety Center requires new school safety standards, and Mission CISD was awarded a Safety and Facilities Enhancement (SAFE) Grant, which allows for additional funding for safety and facilities enhancement. This safety project will address the prevention of school violence and create secure learning environments and other safety enhancements districtwide. This project will support a range of activities and strategic use of funds aimed at fortifying the security infrastructure within Mission CISD schools. Key elements of the SAFE Grant include the purchase of fencing materials, emergency egress gates, anti-scaling devices, fence posts, safety measures for windows and doors, and silent panic alert technology, along with other Texas Education Agency (TEA) approved school safety standards. The implementation of these safety measures aligns with the district's commitment to creating a secure and conducive learning environment for students and staff within Mission CISD.

Administration has been gathering information on the school safety grants, thus we present the Project, Proposed Budget, and Request for Qualifications (RFQ's) for Professional Design Services for the Mission CISD Safety & Facilities Enhancement Project.

If approved by the Board of Trustees the Purchasing department will proceed with advertisements for this project. Request for Qualifications (RFQ's) will be advertised for professional design services and Administration will schedule presentations to the Board for the selection. A ranking criterion will also need to be reviewed and approved.

Administration will use Competitive Sealed Proposals (CSPs) as the procurement method, as approved by the Board of Trustees in the February 2021 Board of Trustees meeting. This method was approved as the primary default method for projects.

The Board of Trustees must take the necessary action in accordance with Texas Education Code 44.035, which consisted of the selection/designation of an architect and/or engineer to prepare construction documents for this project. The engineer and/or architect selected or designated will have full responsibility for complying with the Texas Engineering Practice Act (Article 3271a, Vernon's Texas Civil Statutes) or Chapter 478, Acts of the 45th Legislature, Regular Session, 1937 (Article 249a, Vernon's Texas Civil Statutes) as applicable.

If the engineer or architect is not a full-time employee of the District, the Board must select the engineer or architect on the basis of demonstrated competence and qualifications as provided by Section 2254.004, Government Code. The selected architect/engineer along with preparing construction documents will be required to provide MCISD with an estimated project budget.

The preliminary timeline is to advertise for RFQ's on or about February, with presentations to the Board of Trustees for evaluation and ranking in March, with possible selection and approval to enter into a design contract in April. The amount of the design contract for this project will exceed the Board approved On-call threshold, thus a request for RFQ's.

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Services, and Ranking Criteria for the Mission CISD Safety & Facilities Enhancement Project.

Advertisements in local newspapers were posted from March 6, 2024, through March 21, 2024. No firms submitted any proposals during this initial time period. Administration extended the advertisement for an additional week. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. The submission of RFQ's was due on March 28, 2024, for proposals to be received. The Administration ranking team reviewed and pre-ranked the single RFQ on April 2, 2024, at 2 p.m.. After the review, Administration will then recommend the top firm to be reviewed and ranked in order of selection. The ranking team consisted of Mr. Adrian Hernandez, Maintenance Director, Mr. Leandro Ochoa, Maintenance Coordinator, Mr. Martin Castaneda, Director for Safety and Security, and Ms. Anabel Garza, Purchasing Coordinator, who will serve as the facilitator.

Administration presented Approval to Enter Into Negotiations in the Order of Ranking for the Request for Qualifications (RFQ's) for the Professional Design Services, and Ranking Criteria for the Mission CISD Safety & Facilities Enhancement Project. Only one firm submitted an RFQ for this SAFE project.

<u>Firms</u>	<u>Points</u>
CG5 Architects	90.0

At the Regular Board of Trustees meeting held on April 10, 2024, the Board approved to Enter Into Negotiations in the Order of Ranking for the Request for Qualifications (RFQs) for the Professional Design Services and Ranking Criteria for the Mission CISD Safety & Facilities Enhancement Project. Only one firm submitted an RFQ for this SAFE project. CG5 Architects was the firm approved to enter into negotiations.

Project negotiations were held on April 11, 2024, April 18, 2024, and April 22, 2024, with Mr. Charlie Garcia from CG5 Architects, Mr. Ricardo Rivera, Mr. Adrian Hernandez, Mr. Joel Garcia, and Mr. Martin Castaneda from MCISD.

At the Regular Board of Trustees meeting held on May 08, 2024, the Board approved the Best and Final Offer (BAFO) for Professional Design Services for the Mission CISD Safety & Facilities Enhancement Project. CG5 Architects best and final offer (BAFO) of 7.50% of the construction cost and \$3,500.00 per campus visit, evaluation, and report was approved.

The Board of Trustees had the option to accept this BAFO or to decline the offer and to direct Administration to re-advertise the project using the same specifications.

Administration will work with our legal counsel to write and execute the contract so that the firm can begin as soon as possible.

At the Regular Board of Trustees meeting held on September 11, 2024, the Board tabled the Construction Documents for the Mission CISD Safety & Facilities Enhancement Project (Fencing) for bid package #1. The Board of Trustees directed Administration to have the design team look into different options of fencing other than chainlink fencing for those areas that have a direct visual to streets.

At this meeting, CG5 Architects presented that he continues to work on the remaining fencing projects and anticipates submitting those for approval at the October meetings.

Administration is working with CG5 Architects on packaging projects in groups of 3 – 5 and not wait until all are complete so that we can expedite the projects as quickly as designs are ready. By packaging, it will allow for more contractors to submit proposals because it will allow smaller firms to compete. Smaller firms also may not have the bonding capacity to submit for all, so by packaging it may allow them that capability to submit proposals.

At the meeting, CG5 Architects, for the first time, presented a Summary of Estimated Costs with Options 1-4 on the fencing for package #1. Options #1 & #2 are designed for chain link fencing.

Option #1 is to continue using the same system as has been done, which is of extending the current 6' fencing and adding an additional 2' of fabric material.

Option #2 is to extend the fence posts by the additional 2' needed and remove the existing fabric material, and install new full 8' material. Mr. Garcia stated that either of these options was well below the grant budget for all the remaining campuses. The remaining campuses being addressed are eighteen (18).

Options #3 & #4 are installing a design fence fabric material with a combination of new 8' chainlink fencing fabric material.

Option #3 is providing new 8' fabric material at street sides and extended 8' fencing with new fabric material at sides and back sides.

Option #4 is providing new 8' aluminum picket fencing at street sides and extended 8' fencing with new fabric material at sides and back sides.

Mr. Garcia presented that options #3 & #4 would not be within the grant budget and would exceed by over \$1 million dollars. After discussing the current options and estimated costs, Mr. Garcia stated that he will work on an Option #2.5 that may incorporate the others and maybe within budget. We will meet with Mr. Garcia and present this at the Regular Board Meeting.

Currently Administration is presenting to proceed with Bid Package #1 only, and should an option be approved, we will proceed to advertise for competitive sealed proposals. As per Mr. Garcia, the remaining packages of #2 - #4 are ready, and these will be presented in November.

There was a possible concern that by extending the current 6' fence and adding the additional 2' portion that the existing support poles would not handle the additional weight. This is the system that was designed and installed by the previous grant and is being completed currently. Mr. Jose Rios, Project Architect for Sam Garcia Architects, the architect of record for the current fencing, was in the audience and addressed this concern. Mr. Rios stated that all the corner support posts were replaced, and any others that were deemed as possibly weak were also replaced as part of the project design and scope of work. Mr. Rios stated that there should be no issues with any fencing supports or weight.

If approved we will continue to move forward and work with our Purchasing department to advertise for competitive sealed proposals and continue with the process of selecting a contractor for consideration and approval as per our procurement process for package #1.

At the Regular Board of Trustees meeting held on October 09, 2024, the Board approved the following agenda item.

Construction Documents and Fencing Options for the Mission CISD Safety & Facilities Enhancement Project (Fencing) – Bid Package #1(Leal, Castro, O’Grady, Pearson Elementary and K.White Jr. High with Option 4A.

At the Regular Board of Trustees meeting held on November 13, 2024, the Board approved Construction Documents and Fencing Options for the Mission CISD Safety & Facilities Enhancement Project (Fencing) – Bid Package #2 - #4.

Schematic Design:

Rough sketches that develop a feasible conceptual design of the project.

Construction Documents:

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

For Bid Package # 1, advertisements were posted from October 23, 2024, through October 30, 2024. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. A pre-proposal meeting was held on October 23, 2024, with only one vendor in attendance. The submission of CSP’s were due on November 7, 2024, at 2:00 p.m., with no proposals being submitted.

For Bid Package #1 – #4, advertisements were posted from November 20, 2024, through November 27, 2024. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. A pre-proposal meeting was held on December 2, 2024, with two vendors attending. The submission of CSP’s were due on December 4, 2024, at 2:00 p.m. The Administration ranking team will review and pre-rank the CSP’s. After the review, Administration will then recommend the top firms to be reviewed and ranked in order of selection. Due to the unavailability of Maintenance Staff for the ranking, the ranking team consisted of Mr. Martin Castaneda, Ms. Dora Garcia, and Mr. Ricardo Rivera, with Mr. Daniel Carmona and Ms. Anabel Garza who served as the facilitators.

### **A & A Avilla Construction, LLC**

- |   | Base Bid                                     | Contingency                     |          |           |
|---|--|---------------------------------|----------|-----------|
| • | SAFE Bid Package #1: \$2,154,495.46          | + \$172,320.00 = \$2,326,815.46 | 120 days | 31 points |
| ○ | Alternate: \$271,077.00 - 35 additional days |                                 |          |           |
| • | SAFE Bid Package #2: \$2,345,650.85          | + \$187,655.58 = \$2,533,306.46 | 120 days | 38 points |
| ○ | Alternate: part of the base bid              |                                 |          |           |
| • | SAFE Bid Package #3: \$1,768,058.52          | + \$141,444.68 = \$1,909,503.20 | 120 days | 29 points |
| ○ | Alternate: part of the base bid              |                                 |          |           |
| • | SAFE Bid Package #4: \$1,284,638.45          | + \$102,771.08 = \$1,387,409.53 | 120 days | 31 points |
| ○ | Alternate: part of the base bid              |                                 |          |           |
| ○ |  |                                 |          |           |

### **SLR Building Contractors**

- |   | Base Bid                            | Contingency                    |          |           |
|---|-------------------------------------|--------------------------------|----------|-----------|
| • | SAFE Bid Package #1: \$1,199,421.46 | + \$50,000.00 = \$1,249,421.00 | 145 days | 68 points |
| ○ | Alternate: \$308,351.00             |                                |          |           |
| • | SAFE Bid Package #2: \$1,255,178.00 | + \$50,000.00 = \$1,305,178.00 | 145 days | 81 points |

- Alternate: \$444,535.00
- SAFE Bid Package #3: \$778,523.00 + \$50,000.00 = \$828,523.00 145 days 68 points
  - Alternate: \$377,392.00
- SAFE Bid Package #4: \$749,069.00 + \$50,000.00 = \$799,069.00 145 days 66 points
  - Alternate: \$228,900.00

**Veronica DeAnda LLC dba Excellent Fence**

- |                        | Base Bid     | Contingency |                    |
|------------------------|--------------|-------------|--------------------|
| ● SAFE Bid Package #1: | \$758,419.00 | None        | 150 days 94 points |
| ○ Alternate:           | \$201,000.00 |             |                    |
| ● SAFE Bid Package #2: | no bid       |             |                    |
| ● SAFE Bid Package #3: | \$495,734.00 | None        | 150 days 94 points |
| ○ Alternate:           | \$231,915.00 |             |                    |
| ● SAFE Bid Package #4: | \$431,809.00 | None        | 150 days 94 points |
| ○ Alternate:           | \$156,950.00 |             |                    |

At the Regular Board of Trustees meeting held on December 18, 2024, the Board approved to Enter Into Negotiations in the Order of Ranking for the Mission CISD Safety & Facilities Enhancement Project Bid Package #1 - #4 (Fencing).

Bid Package #1, #3 and #4 – Excellent Fence

Bid Package #2 – SLR Building Contractors

The Board also approved amending the contract for CG5 Architects due to the TEA Intruder Detection Auditors (IDA's) Safety Regulations. CG5 Architects will be asked to provide additional design work to include the installation of 8' high gates at every overhead door at any of the districts outside gyms that require it. As per legal suggestion, this amendment can be done as a change order for CG5.

Initial negotiations were held on December 20, 2024, for Bid Packages #1, #3, and #4 with Ms. Veronica DeAnda from Excellent Fence, Mr. Adan Rivera, Mr. Leandro Ochoa, Mr. Ricardo Rivera, and Mr. Daniel Carmona from MCISD. The firms have presented their best and final offer (BAFO).

**Bid Package No 1 – Excellent Fence**

1. BAFO Bid Package No 1 RE-BID Base Bid: \$758,419.00
2. BAFO Bid Package No 1 RE-BID Alternate Bid: \$201,000.00
3. BAFO Bid Package No 1 Contingency Allowance: \$50,000.00
4. BAFO Bid Package No 1 Grand Total: \$1,009,419.00
5. BAFO Bid Package No 1 Days of Completion: 150 days

**Bid Package No 3 – Excellent Fence**

1. BAFO Bid Package No 3 Base Bid: \$495,734.00
2. BAFO Bid Package No 3 Alternate Bid: \$231,915.00
3. BAFO Bid Package No 3 Contingency Allowance: \$50,000.00
4. BAFO Bid Package No 3 Grand Total: \$777,649.00
5. BAFO Bid Package No 3 Days of Completion: 150 days

**Bid Package No 4 – Excellent Fence**

1. BAFO Bid Package No 4 Base Bid: \$431,809.00
2. BAFO Bid Package No 4 Alternate Bid: \$156,950.00

3. BAFO Bid Package No 4 Contingency Allowance: \$50,000.00
4. BAFO Bid Package No 4 Grand Total: \$638,759.00  
BAFO Bid Package No 4 Days of Completion: 150 days

Initial negotiations were held on December 20, 2024, for Bid Package #2 with Mr. Gilberto Renteria III from SLR Building Contractors, Mr. Adan Rivera, Mr. Leandro Ochoa, Mr. Ricardo Rivera, and Mr. Daniel Carmona from MCISD. The firm has presented its best and final offer (BAFO).

Bid Package No 2 – SLR Building Contractors

1. BAFO Bid Package No 2 Base Bid: \$1,300,000.00 (Contingency Allowance of \$50,000 included)
2. BAFO Bid Package No 2 Alternate No 1: \$444,535.00
3. BAFO Bid Package No 2 Grand Total: \$1,744,535.00
4. BAFO Bid Package No 2 Days of Completion: 145 days

The Board of Trustees has the option to accept each separate BAFO, to decline the offer(s), and direct Administration to enter into negotiations with the next firm(s), or to reject all offer(s) and re-advertise the project using the same specifications.

Administration will work with our legal counsel to write and execute the contracts so that the contractors can begin as soon as possible.

At the Board Workshop Meeting, Administration presented a comprehensive grant worksheet with the Cycle 1 & 2 safety grants received, project and amounts expended, proposed projects, deadlines, and estimated balances.

Options for fencing projects were presented on a Safety Grant Work Sheet with costs and remaining balances. Option 4 was recommended, which would construct mandated 8' tall chain link campus perimeter fencing and 8' tall decorative fencing in front and sides of campuses that face a street. This option allowed for an estimated grant balance that would allow the district to purchase a new phone system with an emergency push button away from all other phone buttons, thus limiting the accidental calling for emergency services/false alarms. This option would also allow for any balance left to be applied to cover safety and security payroll costs that are currently being paid by district general funds.

Option 4 also reduced each project bid package contingency fund from \$50,000.00 each to \$10,000.00 each.

Administration will work with CG5 Architects on the design for the elementary gym gates and Mission Collegiate High School pavilion fencing. This will be advertised as a separate fencing project and will use competitive sealed proposals as the procurement method, as in the previous approved fencing projects.

At the Regular Board of Trustees meeting held on January 22, 2025, the Board approved the Best and Final Offer (BAFO) for the Mission CISD Safety & Facilities Enhancement Project Bid Package #1 - 4 (Fencing) (Option 4).

Bid Package No. 1,3 & 4 - Excellent Fence

BAFO Bid Package No 1 RE-BID Base Bid: \$758,419.00 with Contingency \$10,000.00

BAFO Bid Package No 3 Base Bid: \$495,734.00 with Contingency \$10,000.00

BAFO Bid Package No 4 Base Bid: \$431,809.00 with Contingency \$10,000.00

With 150 days of construction days. A Notice to Proceed was set forth on March 5, 2025,

with substantial completion on August 1, 2025.

Bid Package No. 2 – SLR Building Contractors

BAFO Bid Package No 2 Base Bid: \$1,260,000.00 with Contingency \$10,000

With 145 days of construction days. A Notice to Proceed was set forth on February 24, 2025, with substantial completion on July 18, 2025.

At the Regular Board Meeting held on August 13, 2025, the Board approved the following agenda items: Construction Change Directive (CCD) #1 for Delay Days and Proposed Pole Extensions for the Mission CISD Facility Enhancement (SAFE) Project Package #2. The new substantial completion date is July 23, 2025.

Approval of Change Order #1 for Delay Days for Delay Days for the Mission CISD Facility Enhancement (SAFE) Project Package #1,3 & 4. The new substantial completion date is September 18, 2025.

Construction Documents for the Mission CISD Facility Enhancement (SAFE) Project for the TEA Intruder Detection Auditors (IDA's) Safety Regulations for the Gym Gates. CG5 Architects is to present an updated estimated construction cost.

**Schematic Design:**

Rough sketches that develop a feasible conceptual design of the project.

**Construction Documents:**

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

At the Special Board Meeting held on August 20, 2025, the Board approved Substantial completion for the Mission CISD Facility Enhancement (SAFE) Project Package #2.

At the Regular Board Meeting held on October 08, 2025, the Board approved the following agenda items. Substantial Completion for the Mission CISD Facility Enhancement (SAFE) Project Package #1, #3, and #4. This project was completed on time. Substantial completion was September 18, 2025.

The Board also approved Change Order #3 for twelve (12) weather days. The new substantial completion date is September 30, 2025.

Note: Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

Final completion is due thirty (30) days after substantial completion. Substantial completion was on August 20, 2025.

**ADMINISTRATIVE CONSIDERATIONS**

As per CG5 Architects and SLR Building Contractors, they are presenting Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Mission CISD Facility Enhancement (SAFE) Project Packages #2.

However, after meetings and correspondences with both SLR Building Contractors and CG5 Architects, change orders continue to be pending presentation to the Board. Change orders for work being done without Board presentation and approval have arisen. SLR has submitted those change orders along with “credit” due the District for work that was either not installed or changed. We continue to meet and correspond with both SLR and CG5 Architects to verify these changes and credits due to bring all items forward for Board presentation to possibly close out this project.

Changes and credits due are for work at Bryan Elementary and Mims Elementary and calculations were done using the contractors Schedule of Values (SOV) that they submitted. As per meetings with CG5 and SLR it was agreed that calculations using the SOV for costs and credits is the correct and established process in construction.

“The SOV is the Contractor’s detailed cost for construction items and is itemized. It is a detailed breakdown of the costs associated with different phases or items of work within a construction project. It serves as a roadmap for payments, ensuring transparency and accuracy in the billing process. The SOV itemizes all work, assigns a cost to each, and is used to track progress and verify payment applications.” “The SOV is crucial for tracking progress payments to contractors. As work is completed, the SOV allows for accurate verification of the value of work performed and facilitates timely payments.” “The SOV promotes transparency among all parties involved (owner, architect, contractor) by providing a clear breakdown of project costs.” “The SOV can be used to measure project progress, as the percentage of completion for each line item corresponds to the percentage of the total value billed.”

Administration continues not to be in agreement with the costs and payments submitted for Midkiff Elementary and for the work that was eliminated from the original plans and specifications that the Board of Trustees did not approve. All parties continue to meet on this matter.

### **FUNDING SOURCE**

General Funds

Safety & Facilities Enhancement (SAFE) Grant Cycle 1 - \$4,768,797.00

Safety & Facilities Enhancement (SAFE) Grant Cycle 2 - \$524,062.00

Note: The SAFE Grant incorporates different safety initiatives that have been approved, including and not limited to, fencing, window film, cameras, safety technology, etc. This particular project, CG5 Architects will incorporate those safety initiatives that would pertain to his professional design services, and his project total amount would reflect that.

The Business Office will submit a SAFE Grant Project amendment to transfer as much money as needed to complete the district-wide fencing project, as some money was initially allocated to other projects.

Any safety fencing and window film project amount not covered by the first grant would be transferred to the SAFE Grant for completion.

### **RECOMMENDATION IF APPLICABLE**

Administration presents Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Mission CISD Facility Enhancement (SAFE) Project Packages #2

**EXHIBIT**

Final Change Order to be presented by the Architect at the meeting

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations

Epigmenio "TJ" Gonzalez, Director for Maintenance

**SUBJECT:** Increase the Budget for the VMHS CTE HVAC Chiller Project

**PRESENTER:** Ricardo Rivera, Assistant Superintendent for Operations

### **BACKGROUND INFORMATION**

Mission CISD prioritizes the safety and health of its students, staff, and community and ensures that all safety and health measures, including air quality, are addressed as a priority. School indoor air quality is particularly important as it may affect the health, performance, and comfort of school staff and students. The MCISD Five (5) Year Improvement Plan consists of facilities improvements district-wide that include improvements for drainage, roof replacements, lighting improvements, and replacement of HVAC systems. The plan shows that due to the campuses' age, certain items need to be assessed, such as air handlers, blowers, and control systems.

Due to laws and requirements that regulate such equipment and the cost, this project is being considered a construction project, and as such, the Texas Education Code 44.031 (a) requires the board of a school district considering a construction project to comply with bidding requirements.

Administration will use competitive sealed proposals (CSP's) as the procurement method as approved by the Board of Trustees in the January 2021 Board of Trustees meeting. This method was approved as the primary default method for projects.

At the June 01, 2021, Board of Trustees Workshop, DBR Mechanical, Electrical, Plumbing (MEP) Engineering made an air quality Heating, Ventilation and Air-Conditioning (HVAC) presentation.

At the August 11, 2021, Board of Trustees meeting, the Board approved an Indoor Air Quality (IAQ) project, proposed budget, and competitive sealed proposals (CSP's) as the procurement method. Administration presented, and the Board approved the implementation of replacements and repairs to district-wide HVAC systems utilizing the Five (5) Year Plan.

At this same meeting, the Board approved soliciting for Request for Qualifications (RFQ's) for MEP Engineering Professional Services for the IAQ study and projects.

At the Regular Board of Trustees meeting held on September 8, 2021, the Board approved to accept Administrations rankings and enter into negotiations in the order of ranking for MEP professional design services for the IAQ projects. The highest-ranked firm was DBR MEP Engineering.

At the Regular Board of Trustees meeting held on October 20, 2021, the Board approved to enter into a contract with DBR MEP Engineering for the IAQ projects at a 5.5% construction cost fee.

In November of 2021, DBR began to conduct on-site building reviews.

On May 24, 2022, DBR submitted preliminary IAQ study reviews with priority rankings and estimated costs and began designs for Salinas, Cavazos, and Midkiff Elementary schools.

At the Regular Board meeting held on January 25, 2023, the Board approved the Final Design for the Indoor Air Quality Projects for Cavazos, Midkiff, and Salinas Elementary – DBR MEP Engineering.

Note: Most campuses are scheduled for air quality projects, with some more complicated and intensive than others. These three can be worked on quicker than others, and we will begin.

We continue to be in the design phase, and those will be presented as completed by DBR MEP Engineering.

**Salinas Elementary School (Est. Cost \$2,775,000.00) (revised)**

The project scope consists of replacing the aging 27-year-old HVAC systems. This work includes air handlers, VAV boxes, air-cooled chillers, and associated pumps. The design increased air quality by providing air handlers with higher MERV filter rating capabilities and replacing the existing HVAC control system. In addition, the project includes converting the heating from hot water to electric heat to reduce maintenance upkeep.

**Hurla M. Midkiff Elementary School (Est. Cost \$2,325,000.00) (revised)**

The project scope consists of replacing the aging 21-year-old HVAC systems. This work includes outside air units, VAV boxes, and air handlers. The design increased air quality by replacing the nonfunctioning outside air units, providing air handlers with higher MERV filter rating capabilities, and replacing the existing HVAC control system.

**Raquel Cavazos Elementary (Est. Cost \$2,325,000.00) (revised)**

The project scope consists of replacing the aging 21-year-old HVAC systems. This work includes outside air units, VAV boxes, and air handlers. The design increased air quality by replacing the nonfunctioning outside air units, providing air handlers with higher MERV filter rating capabilities, and replacing the existing HVAC control system.

Schematic Design:

Rough sketches that develop a feasible conceptual design of the project.

Advertisements in the local newspapers were posted on February 08, 2023, and February 15, 2023. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. Proposal(s) Bid Opening will be on Thursday, February 23, 2023. After the review, Administration will then recommend those firms to be reviewed and ranked in order of selection.

<u>Company Name</u>	<u>Base Bid &amp; Contingency</u>	<u>Days</u>
<b><i>Central Air and Heating Service Inc. (CAHS)</i></b>		
• Cavazos Elem. Base Bid	\$2,600,000.00	240
• Cavazos Elem. Contingency	\$ 140,000.00	
• Midkiff Elem. Base Bid	\$2,600,000.00	240
• Midkiff Elem. Contingency	\$ 140,000.00	
• Salinas Elem. Base Bid	\$2,400,000.00	240
• Salinas Elem. Contingency	\$ 165,000.00	
<b>Total Price:</b>	<b>\$8,045,000.00</b>	
<b><i>Carrier Corporation</i></b>		
• Cavazos Elem. Base Bid	\$2,750,000.00	674
• Cavazos Elem. Contingency	\$ 140,000.00	
• Midkiff Elem. Base Bid	\$2,750,000.00	674
• Midkiff Elem. Contingency	\$ 140,000.00	
• Salinas Elem. Base Bid	\$2,430,000.00	674
• Salinas Elem. Contingency	\$ 165,000.00	
<b>Total Price:</b>	<b>\$8,375,000.00</b>	

At the Regular Board meeting held on March 08, 2023, the Board approved the rankings and entered into negotiations in the order of ranking for the Indoor Air Quality Projects for Cavazos Elem., Midkiff Elem. And Salinas Elem.

At the same Regular Board meeting, the Board approved the Construction Documents for the Indoor Air Quality Projects for Bryan Elementary and Alton Memorial Jr. High School - DBR Engineering.

Administration will proceed to advertise for competitive sealed proposals (CSP's). At this meeting, DBR MEP Engineers advised Administration and the Board of Trustees that there is no change in the estimated construction costs. As per DBR, the project budget estimates are current. Mr. Hugo Avila – DBR MEP Engineering presented.

Administration plans to present proposals and rankings for Bryan Elementary and AMJH at the May meetings.

### **Alton Memorial Junior High School**

The project scope consists of replacing the aging 21-year-old HVAC systems. This work includes replacing 23 roof-mounted air handlers, fan-powered terminal units, air-cooled chillers, chilled water pumps, building automation systems, and re-insulating chilled water lines above the ceilings. The design will increase air quality by providing air handlers with higher MERV filter rating capabilities, increased ventilation air, and better HVAC controls. In addition, the fan-powered terminal units will be replaced with single duct boxes, which helps reduce maintenance up-keep.

Project Budget: \$7.9M

Design Development Documents: Completed February 7, 2023

Time to complete Construction Documents: March 3, 2023

### **Bryan Elementary School**

The project scope consists of replacing the aging 23-year-old HVAC systems. This work includes replacing six floor-mounted air handlers, air-cooled chillers, chilled water pumps, terminal units, duct insulation in select areas, building automation systems, and exterior chilled water lines. The design will increase air quality by providing air handlers with higher MERV filter rating capabilities, increased ventilation air, and better HVAC controls.

Project Budget: \$2.6M

Design Development Documents: Completed February 7, 2023

Time to complete Construction Documents: March 3, 2023

### **Construction Documents:**

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

A virtual project negotiations meeting was held on March 10, 2023, with Mr. Jeff Matz from Central Air and Heating Service Inc. (CAHS), Mr. Adrian Hernandez, Mr. Ricardo Rivera from MCISD, and Mr. Hugo Avila from DBR Engineering. During the negotiation, Central Air and Heating Service Inc. (CAHS) presented their Best and Final Offer (BAFO) of \$8,045,000.00 with no decrease in their initial proposal, with 240 days of construction time from the notice to proceed (NTP). Central Air and Heating (CAHS) only negotiated on the value engineering (VE) options to lower the years of warranty for parts. DBR Engineering did not recommend the option.

The Board of Trustees has the option to accept this BAFO, decline the offer, direct the Administration to continue negotiations with the contractor, or to reject all offers and re-advertise the project using the same specifications and design, or direct the engineer to re-design the project.

If approved, Administration will work with our legal counsel to write and execute the contract so that the contractor can begin as soon as possible.

Note: The project's Best and Final Offer (BAFO) is \$145,000.00 over the estimated project budget.

At the Regular Board of Trustees Meeting held on April 19, 2023, the Board approved Consideration and Approval of the Best and Final Offer (BAFO) for the Indoor Air Quality Projects for Cavazos, Midkiff, and Salinas Elementary in the amount of \$8,045,000.00 with 240 construction Days with CAHS.

Cavazos	\$2,740,000.00
Midkiff	\$2,740,000.00
Salinas	\$2,565,000.00

Bryan Elementary and AMJH project advertisements were posted on March 29, 2023, and April 05, 2023, in the local newspapers. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. Proposal(s) Bid Opening was scheduled to be on Thursday, April 13, 2023; however, due to having to issue addendums to answer contractor questions, the proposal date was extended to Thursday, April 20, 2023, to allow contractors more time.

After the review, Administration will then recommend those firms to be reviewed and ranked in order of selection. The recommendations will be presented for review at the Wednesday, May 10, 2023, Regular Board of Trustees meeting.

<u>Company Name</u>	<u>Base Bid &amp; Contingency</u>	<u>Days</u>
<b><i>Johnson Controls Inc. – 92.5 Points</i></b>		
	<u>Base Bid</u> <u>Contingency</u>	
• Bryan Elem.:	\$1,959,893.76 + \$130,000.00 = \$2,089,893.76	396 days
• AMJH:	\$4,120,331.87 + \$390,000.00 = \$4,510,331.87	396 days
	<b>Total for Both Projects: \$6,600,225.63</b>	
<b><i>Carrier Corporation – 90.5 Points</i></b>		
	<u>Base Bid</u> <u>Contingency</u>	
• Bryan Elem.:	\$1,610,000.00 + \$130,000.00 = \$1,740,000.00	590 days
• AMJH:	\$3,450,000.00 + \$390,000.00 = \$3,840,000.00	590 days
	<b>Total for Both Projects: \$5,580,000.00</b>	
<b><i>Central Air and Heating Service Inc. (CAHS) – 86.0 Points</i></b>		
	<u>Base Bid</u> <u>Contingency</u>	
• Bryan Elem.:	\$2,425,000.00 + \$130,000.00 = \$2,555,000.00	580-680 days
• AMJH:	\$5,750,000.00 + \$390,000.00 = \$6,140,000.00	580-680 days
	<b>Total for Both Projects: \$8,695,000.00</b>	

At the Regular Board of Trustees meeting held on May 10, 2023, the Board of Trustees approved the ranking criteria sheet, point system, and process. Johnson Controls Inc. was

unofficially pre-ranked higher than Carrier Corporation, although they were \$1,020,225.63 higher in total cost.

The Board of Trustees has the option to not accept Administrations unofficial pre-ranking and review all the firms proposal packages and conduct their ranking. The Board will then direct Administration to enter into negotiations with the top-ranked firms in order selected.

The Board of Trustees has the option to accept Administrations unofficial pre-ranking and direct Administration to enter into negotiations with the top-ranked firms in order. Should negotiations fail with the top-ranked firm, then Administration will cease negotiations and begin with the next-ranked firm, not being able to resume or re-negotiate with the previous.

Administrations goal is to be able to negotiate an agreement and bring it forward for Board consideration and approval to enter into a contract. The Board has the option to accept the offer, direct Administration to continue negotiations, decline any offer, and direct Administration to re-advertise.

At the Regular Board of Trustees meeting held on May 10, 2023, the Board approved the Consideration and Approval of Ranking and Enter Into Negotiations for the Indoor Air Quality Projects for Bryan Elementary and Alton Memorial Jr. High School with:

**Johnson Controls Inc. – 92.5 Points**

	<u>Base Bid</u>	<u>Contingency</u>		
• Bryan Elem.:	\$1,959,893.76	+ \$130,000.00	= \$2,089,893.76	396 days
• AMJH:	\$4,120,331.87	+ \$390,000.00	= \$4,510,331.87	396 days
<b>Total for Both Projects:</b>			<b>\$6,600,225.63</b>	

A virtual project negotiations meeting was held on May 12, 2023, with Mr. Omar Rodriguez from Johnson Controls Inc. and Mr. Adrian Hernandez from MCISD. During the negotiations, Johnson Controls Inc. presented its best and final offer (BAFO) with no adjustments to its initial proposal.

**Johnson Controls Inc. – 92.5 Points**

	<u>Base Bid</u>	<u>Contingency</u>		
• Bryan Elem.:	\$1,959,893.76	+ \$130,000.00	= \$2,089,893.76	396 days
• AMJH:	\$4,120,331.87	+ \$390,000.00	= \$4,510,331.87	396 days
<b>Total for Both Projects:</b>			<b>\$6,600,225.63</b>	

At the Regular Board of Trustees meeting held on June 21, 2023, the Board approved Consideration and Approval of the Best and Final Offer (BAFO) for the Indoor Air Quality Projects for Bryan Elementary and Alton Memorial Jr. High School with Johnson Controls Inc., with total budgets of \$6,600,225.63 with 396 construction days. Substantial Completion is October 24, 2024.

The Board of Trustees had the option to accept this BAFO, or to decline the offer and direct Administration to enter into negotiations with the next contractor, or to reject all offers and re-advertise the project using the same specifications and design, or direct the engineer to re-design the project. The Board approved JCI's BAFO.

On September 6, 2023, at the Board of Trustees Workshop, a district-wide air-conditioning status presentation was given.

At the Regular Board of Trustees meeting held on September 13, 2023, the Board approved Request for Qualifications (RFQ's) for professional HVAC commissioning. This project requires

HVAC Commissioning by a Mechanical, Electrical, and Plumbing (MEP Engineering) firm. Administration will advertise, and rankings will be submitted to the Board for the selection.

If the commissioning firm is not a full-time employee of the District, the Board must select the firm on the basis of demonstrated competence and qualifications.

### **What is HVAC Commissioning?**

Commissioning is the process of thoroughly verifying and proving that building systems are installed and operating according to the criteria in the original design and engineering documentation.

Commissioning is basically a startup process for newly installed equipment, and it's just to make sure that everything is operating within the manufacturer's specifications. There's data that is collected during the operation of the equipment, so we can set a baseline and figure out where your systems at, what we need to tweak, and make sure that it is set up properly.

We use this baseline during maintenance, this baseline helps us keep in line to maximize comfort, to extend the life of the system, and to make sure that we are saving as much energy as possible.

This process cannot be completed until the system is completely installed and operable.

Advertisements in the local newspapers were posted on October 04, 2023, and October 11, 2023. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. The submission of RFQ's will be on October 19, 2023, and three (3) proposals were received. The Administration ranking team reviewed and pre-ranked the RFQ's on October 23, 2023, at 2 p.m.. After the review, Administration will then recommend the top firm to be reviewed and ranked in order of selection. The ranking team consisted of Mr. Adrian Hernandez, Maintenance Director, Mr. Leandro Ochoa, Maintenance Coordinator, Mr. Adan Rivera, Assistant Maintenance Coordinator, Mr. Ricardo Rivera, Assistant Superintendent for Operations, and Ms. Daisy Cuevas, Purchasing Specialist, who served as the facilitator.

At the Regular Board of Trustees meeting held on November 08, 2023, the Board approved to Enter Into Negotiations in the Order of Ranking for Professional Design Services for the HVAC Commissioning Services for Mission CISD Indoor Air Quality Project.

<b><u>Firms</u></b>	<b><u>Points</u></b>
DBR Engineering	92
LEAF Engineering	91
Terracon Consultants Inc.	86

On November 9, 2023, a conference with Mr. Tim Kilby and Mr. Hugo Avila from DBR Engineering was held.

At the Regular Board of Trustees meeting held on December 13, 2023, the Board approved DBR MEP Engineering (BAFO) in the amount of \$106,050.00 for Heating/Ventilation/Air Conditioning (HVAC) commissioning for the five (5) current air quality HVAC projects.

The Board of Trustees had the option to accept this BAFO, to decline the offer and direct Administration to enter into negotiations with the next firm, or to reject all offers and re-advertise the project using the same specifications.

Administration will work with our legal counsel to write and execute the contract. DBR Engineering is the awarded professional design service for the Indoor Air Quality projects, and they are also the on-call Mechanical, Electrical, and Plumbing (MEP Engineers).

Also presented at the December 13, 2023, meeting was Consideration and Approval of Change Order #1 for five hundred seventy-seven (577) Delay Days for the Indoor Air Quality Project at Cavazos, Midkiff, and Salinas Elementary. If approved, the new substantial completion would be August 27, 2025.

After a lengthy discussion on the long delay request, this agenda item was “pulled,” and the Board directed Administration to continue communicating with DBR on why the contractor cannot use a different electrical equipment supplier and brand. As per DBR, the issue is only for the Salinas Elementary project.

DBR has also stated that the equipment currently at Salinas Elementary is equal to “best” practices, is still in good condition, and meets all electrical and building codes, and could be used.

At the Regular Board of Trustees meeting held on Wednesday, January 24, 2024, Administration presented and the Board approved this agenda item. DBR and Central Air and Heating Service Inc. (CAHS) are requesting days due to the manufacturer’s shipping delays for the Indoor Air Quality Project at Cavazos, Midkiff, and Salinas Elementary, thus they present Consideration and Approval of Change Order #1 for Two hundred Twenty (220) Delay Days for the Mission CISD Indoor Air Quality Project at Cavazos, Midkiff, and Salinas Elementary. If approved, the new substantial completion will be August 31, 2024.

The change order for delay days now encompasses all three project campuses.

A credit for Salinas Elementary electrical gear will be applied to project contingency. The amount is yet to be determined.

At the June 05, 2024 Board Workshop, a presentation was made on the Mission CISD Review of Current Heating/Ventilation/Air Conditioning (HVAC) Systems. At the presentation, information was given on addressing the current five (5) HVAC projects being addressed. We addressed how these first five projects were selected by DBR MEP Engineering and the order of future projects, using the air quality as the standard. Air standard was the primary standard at the time of selection due to the information and guidance from health officials.

Since the time of its first selection, the Center for Disease Control (CDC) has since classified COVID as a “flu-like” virus, and the priority signification has changed. If Administration is to continue with HVAC projects, we will now need to evaluate the priority of the next projects by the age of the equipment and other current operational factors.

Mission CISD shows a balance from ESSER funding of approximately \$14 million for the repair and replacement of HVAC systems. Charts shown at the meeting show projects listed as a priority by air quality and a chart listing as a priority by equipment age.

Primary factors and other HVAC information, as well as our Energy Management Plan that we have were discussed. Future funding considerations and financial challenges were also discussed.

If we are to proceed, direction will be needed as to how to allocate the remaining balance and to which campuses. As per the age chart, MHS and VMHS are the next projects, however, these two campuses will absorb all the balance. Pearson and O’Grady Elementary campuses

are currently having equipment breakdowns, even though they are not next in line for repairs and replacement. As per DBR MEP Engineers, some work may be done at both high schools, and the repairs will also be done at the two elementary campuses. However, at a later time, we would need to go back to the high schools and complete the work.

At the Regular Board Meeting held on June 19, 2024, the Board approved the Consideration and Approval of Heating, Ventilation, and Air Conditioning (HVAC) Projects for the remaining balance of partial sections at Mission High School and Veterans Memorial High School and recommended systems at Pearson and O'Grady Elementary.

At the Regular Board meeting held on August 14, 2024, the Board approved Allowance Expenditure Authorization (AEA) #2 and #3 for providing a control transformer and control wiring to each of the terminal units in the mechanical rooms at Midkiff and Cavazos Elementary. The cost will be taken from the contingency allowance balance.

Contingency Allowance Cavazos Elem.	\$140,000.00
AEA #2 replace control transformer & wiring	<u>\$ 35,200.00</u>
Contingency Allowance Balance:	\$104,800.00

Contingency Allowance Midkiff Elem.	\$140,000.00
AEA #3 replace control transformer & wiring	<u>\$ 35,200.00</u>
Contingency Allowance Balance:	\$104,800.00

At the September 04, 2024, Board Workshop, the agenda item for approval of substantial completion for the Indoor Air Quality Project at Cavazos, Midkiff, and Salinas Elementary was pulled since CAHS was not substantially complete.

**Note:** Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

At the Regular Board of Trustees meeting held on September 11, 2024, the Board approved Consideration and Approval of Change Order #2 for Twenty-one (21) Delay Days for the Indoor Air Quality Project at Cavazos, Midkiff, and Salinas Elementary. During the Twenty-one (21) delay days, in the process of replacing the ductwork that crossed the fire-rated walls, there was no proper support for the existing CMU brick above the ductwork. CAHS properly sealed the fire-rated wall for the Indoor Air Quality Project at Salinas Elementary. There is no additional cost for this, just the days. The new substantial completion date will be September 21, 2024.

At the same Board meeting, the Board approved of Allowance Expenditure Authorization (AEA) #1 and #2 for the Temporary Chillers for the Indoor Air Quality Project at Bryan Elementary. The cost will be taken from the contingency allowance balance.

Throughout the project, Bryan Elementary continued to use their old chiller; however, daily, continuous issues of the chiller shutting down were occurring. With the school year beginning, we could not risk the chiller shutting down and impacting student learning. A temporary chiller #1 is installed, and a temporary chiller #2 will be installed until the new replacement chiller arrives and is installed by the contractor. The new chiller is scheduled to arrive by the end of September. Substantial completion is still scheduled for October 24, 2024.

Contingency Allowance Bryan Elem.	\$130,000.00
AEA #1 Temporary 100 Ton Chiller #1	<u>\$ 23,380.67</u>
	\$106,619.33

Contingency Allowance Bryan Elem:	\$106,619.33
AEA #2 Temporary 200 Ton Chiller #2	<u>\$ 36,500.56</u>
Contingency Allowance Balance:	<u>\$ 70,118.77</u>

At the same Board meeting, the Board approved the Construction Documents for the Indoor Air Quality Projects at O'Grady and Pearson Elementary. We will continue to move forward to advertise and follow the procurement process with our Purchasing department.

Schematic Design:

Rough sketches that develop a feasible conceptual design of the project.

Construction Documents:

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

**O'Grady Elementary School:**

The project scope consists of work that includes the District considering retro-commissioning the campus to ensure that the systems operate correctly and that the required outside air is introduced correctly. As part of the Retro-Commissioning, the system's air flows must be verified and rebalanced accordingly to meet the code.

Project Budget: \$1M

Design Development Documents: Completed

Time to complete Construction Documents: August 21, 2024

**Pearson Elementary School:**

The Project scope consists of the majority of the units that were manufactured in 2000 and are now 22 years old. Since these units are past their useful life, they should be replaced with like-size units that meet all the current codes. Existing piping and ductwork may be reused where possible to help with constructability and lower construction costs. A new HVAC control system is recommended to integrate the mechanical upgrades.

Project Budget: \$3.1M

Design Development Documents: Completed

Time to complete Construction Documents: September 06, 2024

At the Regular Board of Trustees meeting held on October 09, 2024, the Board approved. Change Order #1 for One Hundred and Eighty-seven (187) delay days for the Indoor Air Quality Project at Alton Memorial Jr. High (AMJH) and Bryan Elementary.

DBR Engineering and JCI have determined that an attempt to replace large equipment (air handling units) during regular school days would cause extensive downtime and disruption to student instruction. It is recommended that the large equipment be replaced during the school holidays, including Thanksgiving, Christmas, and Spring Break, if needed. There is no additional cost for this, just the request for the delay days. The new substantial completion day will be April 30, 2025.

At the same Board meeting, the agenda item for substantial completion for the Indoor Air Quality Project at Cavazos, Midkiff, and Salinas Elementary was pulled by DBR Engineering because the project was not ready for consideration and approval.

At the Regular Board meeting held on November 13, 2024, the Board approved Substantial Completion for the Indoor Air Quality Projects at Cavazos, Midkiff, and Salinas Elementary. Original substantial completion was due on September 21, 2024, and achieved on October 23,

2024. The project was substantially late by 32 days, and possible liquidated damages will be presented at “Final” completion. Final completion is due 30 days after substantial completion has been achieved and approved. Final completion is due on or about November 23, 2024.

Note: Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

**NOTE:**

The contract's original substantial completion date was due September 21, 2024, this project has possible liquidated damages of approximately 32 days for not meeting the substantial completion date. As presented at previous meetings, controls were delayed.

32 days X \$1,500.00 per day = \$48,000.00

At the same Board meeting of November 13, 2024, the Board approved to Enter Into Negotiations in the Order of Ranking for the General Construction Services and Ranking Criteria for the Indoor Air Quality Projects at O’Grady and Pearson Elementary.

Note: The advertisements for O’Grady and Pearson Elementary Indoor Air Quality were posted from October 09, 2024, through October 31, 2024. The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. The pre-proposal meeting was held on October 18, 2024. The submission of CSP’s was due on October 31, 2024, at 2:00 p.m.. The Administration ranking team reviewed and pre-ranked the CSP’s. After the review, Administration recommends that the top firms be reviewed and ranked in order of selection. The ranking team consists of Mr. Adrian Hernandez, Mr. Leandro Ochoa, Mr. Adan Rivera, Ms. Anabel Garza, Mr. Ricardo Rivera, and Mr. Daniel Carmona, who will serve as the facilitators.

***Carrier Corporation***

	<u>Base Bid</u>	<u>Contingency</u>		
• O’Grady Elem.:	\$2,985,000.00	+ \$115,000.00	= \$3,100,000.00	320 days 97.0 Points
• Pearson Elem.:	\$1,985,000.00	+ \$115,000.00	= \$2,100,000.00	320 days 97.0 Points
<b>Total for Both Projects: \$5,200,000.00</b>				

***Central Air and Heating Service Inc. (CAHS)***

	<u>Base Bid</u>	<u>Contingency</u>		
• O’Grady Elem.:	\$3,785,000.00	+ \$115,000.00	= \$3,900,000.00	360 days 90.0 Points
• Pearson Elem.:	\$2,785,000.00	+ \$115,000.00	= \$2,900,000.00	360 days 87.0 Points
<b>Total for Both Projects: \$6,800,000.00</b>				

***Johnson Controls Inc.***

	<u>Base Bid</u>	<u>Contingency</u>		
• O’Grady Elem.:	\$4,287,196.38	+ \$115,000.00	= \$4,402,196.38	300 days 83.0 Points
• Pearson Elem.:	\$3,252,218.93	+ \$115,000.00	= \$3,367,218.93	300 days 80.0 Points
<b>Total for Both Projects: \$7,769,415.31</b>				

***Quantum Mechanical Contractors***

	<u>Base Bid</u>	<u>Contingency</u>		
• O’Grady Elem.:	\$3,132,807.00	+ \$115,000.00	= \$3,247,807.00	300 days 91.0 Points
• Pearson Elem.:	\$3,462,852.00	+ \$115,000.00	= \$3,577,852.00	300 days 78.0 Points
<b>Total for Both Projects: \$6,825,659.00</b>				

### **Victoria Air Conditioning**

	<u>Base Bid</u>	<u>Contingency</u>		
• O'Grady Elem.:	\$4,528,000.00	+ \$115,000.00	= \$4,643,000.00	545 days 80.0 Points
• Pearson Elem.:	\$3,687,700.00	+ \$115,000.00	= \$3,802,700.00	635 days 76.0 Points
<b>Total for Both Projects:</b>			<b>\$8,445,700.00</b>	

### **Tex-Air Company Inc.**

	<u>Base Bid</u>	<u>Contingency</u>		
• Pearson Elem.:	\$3,443,000.00	+ \$115,000.00	= \$3,558,000.00	300 days 78.0 Points

At the Regular Board meeting held on December 18, 2024, the following item was pulled by DBR Engineering. Approval of Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Indoor Air Quality Project at Cavazos, Midkiff, and Salinas Elementary. Final completion was due November 23, 2024. The project had not been completed at this time.

At the same Regular Board meeting held on December 18, 2024, the Board approved the following agenda items.

Approval of the Best and Final Offer (BAFO) for the Indoor Air Quality Projects at O'Grady and Pearson Elementary from Carrier Corporation.

### **Original Base Bid Carrier Corporation**

	<u>Base Bid</u>	<u>Contingency</u>		
• O'Grady Elem.:	\$2,985,000.00	+ \$115,000.00	= \$3,100,000.00	320 days 97.0 Points
• Pearson Elem.:	\$1,985,000.00	+ \$115,000.00	= \$2,100,000.00	320 days 97.0 Points
<b>Total for Both Projects:</b>			<b>\$5,200,000.00</b>	

Approval of Construction Documents for the Indoor Air Quality Projects at Mission High School (MHS) and Veterans Memorial High School (VMHS).

#### **Schematic Design:**

Rough sketches that develop a feasible conceptual design of the project.

#### **Construction Documents:**

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

#### **Mission High School:**

The project scope of work consists of Buildings A and B replacement of air handler units. Building E, R, K, Gym replacement of rooftop units. Buildings J Replacement of existing classroom units to new suspended fan coil units. Auditorium replacement of the chiller. AG building replacement of fan coil split units. Field House replacement of controls

Project Budget: \$4M

Design Development Documents: Completed

Time to complete Construction Documents: October 2024

#### **Veterans Memorial High School:**

The project scope of work consists of the Main Building replacement of air handler units, fan power boxes with single duct boxes, and controls. Science Building replacement of controls. CTE Building replacement of controls, chiller & pumps, air handler units, VAVs with single duct boxes, and boiler and associated pump. Gym Building replacement of controls, all air handler units, boiler, and associated pump. Auditorium Building replacement of controls. Field

House Building replacement of controls and chiller. Central Plant Mechanical room replacement boiler and associated pump, water-cooled chiller, water-cooled chiller pumps, and VFD.

Project Budget: \$4M

Design Development Documents: Completed

Time to complete Construction Documents: October 2024

**Note:** As per a meeting with Mr. Hugo Avila, DBR MEP Engineering, Mr. Adrian Hernandez, and I on Tuesday, December 03, 2024, he is not totally convinced that final completion has been met or will be met by meeting day. He is scheduled to meet with CAHS on Thursday, December 05, 2024, to discuss this matter. In our meeting, MCISD stressed the importance and requirement that only when all contractual obligations stated in the contract are met will final completion be presented by Administration. MCISD recommended to Mr. Avila and DBR to advise CAHS to review their contract for final project closeouts. Mr. Avila is to present this agenda item and may elect to "Pull" this item at the time of the meeting. Possible liquidated damages of \$500.00 per delay day for not meeting "Final" completion may be applicable and yet to be determined.

The total amount of the contingency allowance to be credited back is still being finalized. In addition, a credit back is due from the Salinas project on using existing equipment that was still in compliance, in lieu of new equipment that had long delivery delays.

At the Regular Board meeting held on January 22, 2025, the following items were pulled by DBR Engineering and CAHS. Approval of Change Order #3 for the Indoor Air Quality Project at Cavazos, Salinas, and Midkiff Elementary.

Approval of Final Completion, Less Betterment Fund Allowance, Less Liquidated Damages, and Final Payment for the Indoor Air Quality Project at Cavazos, Midkiff, and Salinas Elementary. Final completion was due November 22, 2024. The project had not been completed at this time.

At the Regular Board of Trustees meeting held on May 14, 2025, the Board approved change order #3 for an additional 36 delay days requested during the Allowance Expenditure Authorization (AEA)#2 and AEA #3 for the Indoor Air Quality Project at Cavazos, Salinas, and Midkiff Elementary. If approved, the new substantial completion will be October 27, 2024.

Substantial completion was achieved on October 23, 2024. Final completion was due November 22, 2024, and is anticipated to be achieved in May 2025, as per DBR Engineering.

Note: As per a meeting with Mr. Hugo Avila, Mr. George Castaneda from DBR MEP Engineering, and myself on Wednesday, February 26, 2025, CAHS requested additional delay days not previously accounted for while submitting Allowance Expenditure Authorization (AEA) #2 and #3.

At the Regular Board of Trustees meeting held on June 18, 2025, the Board approved Allowance Expenditure Authorization (AEA) #3, #4, #5, for installations of new check valves on the CHW pumps at Bryan Elementary and Alton Memorial Jr. High School. The cost will be taken from the contingency allowance balance.

Approval of Change Order #2 is for ninety-one (91) delay days due to HVAC systems being turned off and to avoid disrupting students' learning for the Indoor Air Quality Project at Bryan Elementary and Alton Memorial Jr. High School. If approved, the new substantial completion date will be July 31, 2025.

Contingency Allowance Bryan	\$70,118.77
AEA#3 install of new check valves	<u>\$17,825.00</u>
Balance:	\$52,293.77

Contingency Allowance Bryan	\$52,293.77
AEA#4 install of new check valves	<u>\$13,688.80</u>
Balance:	\$38,604.97

Contingency Allowance AMJH	\$390,000.00
AEA#5 install of new check valves	<u>\$ 13,688.80</u>
Balance:	\$376,311.20

At the Special Board of Trustees Meeting on Wednesday, August 20, 2025, the Board voted to terminate the HVAC contract with Carrier Corp. for the Pearson and O’Grady Elementary projects.

On September 01, 2025, a “Notice of Termination for Cause” was sent to Carrier Corp. DBR Engineering was sent a notice to “Hold” on these projects until further notice.

At the Regular Board Meeting on October 8, 2025, the Board approved the following agenda items.

Utilizing the Design Build as the Procurement Method for Pearson and O’Grady HVAC Projects.

Veterans Memorial High School (VMHS) HVAC chiller mechanical failures in the CTE building has now made this a priority project for the district. Since the start of the school year, we have had to rent a temporary chiller solely for the CTE building in order to have a comfortable learning environment for our students. The monthly rental of equipment is \$18,000.00 per month.

VMHS is on the short list of HVAC renovations, which CTE was included; however, further district HVAC projects are being evaluated on the funding source. The VMHS CTE portion of the project has now become a priority. This project will be funded with funds that were previously committed to HVAC projects at Pearson and O’Grady Elementary, which have recently been placed on hold. Those committed funds were \$5.2 million dollars.

HVAC designs and specifications were already in place for the entire VMHS package, however, at this time we will separate the CTE portion and proceed with only that part of the package. Estimated costs range from \$160,000.00 to \$300,000.00. DBR Engineering has the plans and specifications and has very little work to adjust these so we can immediately ask our Purchasing department to advertise for proposals if approved. The majority of the engineering cost by DBR has already been paid with only the construction administration portion pending. As per DBR there may possibly be a minimal additional administrative cost for separating the project from the larger package.

Approval of using the Competitive Sealed Proposals (CSP) as the procurement method since we are ready to proceed immediately once our Purchasing department has the information needed to post.

## **ADMINISTRATIVE CONSIDERATIONS**

Veterans Memorial High School (VMHS) is on the short list of HVAC renovations, which CTE was included; however, further district HVAC projects are being evaluated on the funding source. The VMHS CTE portion of the project has now become a priority. This project will be funded with funds that were previously committed to HVAC projects at Pearson and O'Grady Elementary, which have recently been placed on hold. Those committed funds were \$5.2 million dollars.

HVAC designs and specifications were already in place for the entire VMHS package; however, at this time, we will separate the CTE portion and proceed with only that part of the package. Estimated costs range from \$160,000.00 to \$300,000.00. DBR Engineering has the plans and specifications and has very little work to adjust these, so we can immediately ask our Purchasing department to advertise for proposals if approved. The majority of the engineering cost by DBR has already been paid, with only the construction administration portion pending. As per DBR, there may possibly be a minimal additional administrative cost for separating the project from the larger package.

Advertisements were conducted and proposals submitted on December 11, 2025 at 2:00 p.m.. The lowest proposal was overbudget by approximately \$270,000.00. The original budget established was to replace only one of the two existing CTE chiller systems. This proposal replaces both systems.

According to DBR Engineering, they recommend installing both chillers for the VMHS CTE HVAC system and not only the current one that has issues. Both are on the original plans for VMHS renovations and replacement. We can move forward with only replacement of one or replace both and not worry about future failures, this second chiller system will eventually need to be replaced. If we wait prices continue to escalate and delivery times may also be an issue. We also do not know how long the other will operate. Thus, we present to increase the budget for the VMHS CTE HVAC Chiller Project. This additional monies will be funded from those previous HVAC committed funds no longer in the plans currently or from contingency allowances still pending from the previous five HVAC projects.

## **FUNDING SOURCE – ESSER FUNDS**

Est. Project Budget:	\$19,380,000.00
Project Contingency 20%:	\$ 5,700,000.00
Est. Professional Services 12%:	\$ 3,420,000.00
<b>Est. Total Project Cost:</b>	<b><u>\$28,500,000.00</u></b>

Project Budget for Cavazos Elem.	\$2,740,000.00
Project Budget for Midkiff Elem.	\$2,740,000.00
Project Budget for Salinas Elem.	<u>\$2,565,000.00</u>
Total Project Cost:	\$8,045,000.00

Project Budget for Bryan Elem.	\$2,089,893.76
Project Budget for AMJH.	<u>\$4,510,331.87</u>
Total Project Cost:	\$6,600,225.63

Project Budget for O'Grady Elem.	\$3,100,000.00
Project Budget for Pearson Elem.	<u>\$2,100,000.00</u>
Total Project Cost:	\$5,200,000.00

Current Const. Cost: \$19,845,225.63 (includes contingency allowance)

Contingency Allowance: \$834,718.77 (possible credit back if not used - 5 projects)

DBR Engineering Fee 5.5% of const. cost: \$1,091,487.41 (7 projects - subject to change - less)

DBR Engineering Commissioning Fixed Fee: \$106,050.00 (5 projects)  
Est. Commissioning Fees: \$76,500.00 (2 projects)

MEG Testing Fees: \$150,436.81

Balance: \$7,230,300.15

**RECOMMENDATION**

Administration presents to Increase the Budget for the VMHS CTE HVAC Chiller Project.

**EXHIBIT**

N/A

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations  
Epigmenio "TJ" Gonzalez, Director for Maintenance

**SUBJECT:** Disposal of Personal Protective Equipment Items

**PRESENTER:** Valerie Marie Uresti, Coordinator Fixed Assets/Warehouse/Textbooks /Records

**BACKGROUND INFORMATION**

The Personal Protective Equipment was acquired during the COVID-19 pandemic. However, over time, PPE can degrade due to age, storage conditions, etc. The items were previously offered to the Departments/Campuses.

**ADMINISTRATIVE CONSIDERATION**

To seek Board Approval for the safe disposal of expired, damaged, or otherwise unserviceable Personal Protective Equipment currently in inventory.

**FUNDING SOURCE / AMOUNT**

Revolving account 199-00-1311-000-000-00-0-00

**RECOMMENDATION**

Administration is seeking to obtain board approval to properly dispose of Personal Protective Equipment that has either expired or no longer being used.

**EXHIBIT**

Memorandum- Dispose of Personal Protective Equipment  
Warehouse Inventory Internal Audit Report  
Purchase Orders for PPE

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations  
Valerie Marie Uresti-Coordinator for Fixed Assets /Warehouse/Records



Valerie Uresti-Rojas,  
Coordinator for Fixed Assets/Warehouse/Textbooks/Records  
925 E. Business Hwy. 83  
Mission, TX 78572  
(956) 323-8900  
[vmures31@mcisd.org](mailto:vmures31@mcisd.org)

## MEMORANDUM

**TO:** Ricardo Rivera, Assistant Superintendent for Operations  
**FROM:** Valerie Uresti-Rojas, Coordinator for Fixed Assets/Warehouse/Textbooks/Records  
**Subject:** Disposal of Personal Protective Equipment  
**DATE:** January 14, 2026

The purpose of this memorandum is to request approval for the disposal of surplus Personal Protective Equipment (PPE) currently maintained by the District.

During the COVID-19 pandemic, the District acquired PPE supplies to ensure the health and safety of students and staff. As operational needs have changed, a portion of this equipment is no longer required. Some items have exceeded their recommended shelf life, are outdated, or are no longer compatible with current health guidelines.



The PPE identified for disposal includes, but is not limited to, gloves, masks, face shields, and related supplies that are expired, damaged, or no longer usable. These items have no remaining instructional or operational value and cannot be redistributed or repurposed. Furthermore, based on the previous audit recommendations was to reduce PPE items.

Disposal will be conducted in accordance with District procedures and applicable local, state, and federal regulations to ensure proper and environmentally responsible handling.

Administration respectfully recommends approval to dispose of the identified surplus PPE equipment.

Item	Quantity/Amount	Expiration/Funding
<p>Medium Gloves</p> 	1441	12/2023/Donations
<p>Small Gloves</p> 	1746	3/2024/Donations
<p>Large Gloves</p> 	1140	10/2023/Donations
<p>KN92</p> 	11,440	8/2020/Donations
<p>R04- Small Gloves</p>	193 @ \$6.00 = \$1,158.00	1/2024/General Account

 <p><b>Current Inventory</b> 178 1/13/26</p>		199-00-1311-000-000-00-0-00
<p>R05 Gloves- Medium</p>  <p><b>Current Inventory</b> 196 1/13/26</p>	1420 @ \$6.00 = \$8,520	1/2023/General Accounts 199-00-1311-000-000-00-0-00
<p>R06 Gloves -Large</p> <p><b>Current Inventory</b> 162 1/13/26</p> 	304 @ \$6.00 = \$1,824	2/21/General Accounts 199-00-1311-000-000-00-0-00
<p>R6X- Gloves</p> <p><b>Current Inventory</b> 178 1/13/26</p> 	494 @ \$6.00 = \$2,964.00	12/25/General Accounts 199-00-1311-000-000-00-0-00

<p><b>R07</b></p>  	<p><b>10, 221</b></p> <p><b>5110 @ .76 = \$3883.60</b>  <b>Recommending half of the inventory to dispose</b></p>	<p><b>No exp/General Funds</b>  <b>199-00-1311-000-000-00-0-00</b></p>
<p><b>R08</b></p>	<p><b>18,613 Recommending half of the inventory to dispose</b></p> <p><b>9,306 @ .83 = \$7,723.98</b></p>	<p><b>No exp/General Funds</b>  <b>199-00-1311-000-000-00-0-00</b></p>

Please share this information with the applicable staff. If you have any questions, please contact me at [vmures31@mcisd.org](mailto:vmures31@mcisd.org) or (956) 323-8900. Thank you.

**Rebecca Magee, CPA**

**Internal Auditor**

1201 Bryce Drive - Mission, Texas 78572-4399

Office (956) 323-5511 - Fax (956) 323-8255

E mail: [bmagee@mcisd.org](mailto:bmagee@mcisd.org) - [www.mcisd.net](http://www.mcisd.net)




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Students First • Innovation • Collaborative Ownership • Diversity • Continuous Learning

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To: Valerie Marie Uresti-Rojas  
Coordinator for Fixed Assets/Warehouse/Textbooks/Records

From: Rebecca Magee, CPA - Internal Auditor 

Date: April 4, 2025

Re: Central Warehouse Inventory Testing

Central Warehouse inventory consists of school/office supplies, custodial supplies and PPE (personal protective equipment). My procedures for testing consisted of selecting a sample of inventory items, recounting those items and reconciling any differences. Additionally, I reviewed the pricing of a sample of the inventory items. I also reviewed general inventory controls and procedures.

The majority of the inventory is stored in the warehouse located at the Annex, while some of the overstock PPE stored at another storage building. I selected a sample of ten inventory items to recount. Six of the items selected were custodial supplies, three items were school/office supplies, and one item was PPE. All of the items selected for recount agreed with the inventory count per the Munis system.

I also reviewed the invoices of a few of those inventory items selected above and found that the unit prices agreed with the unit cost in the Munis inventory system. The extended values also appear to be calculated correctly based on the quantity and unit value. The total value of Central Warehouse inventory as of 4/2/2025 was \$348,908.98 as per the Munis Perpetual Inventory Report.

Internal controls and procedures over inventory appear to be sufficient. Requisitions are entered by the campuses/departments and follow an approval work flow set-up in Munis based on funding source. The general ledger inventory account in Munis is automatically updated for the different transaction types.

Approximately half of the total inventory value consists of PPE that was acquired during the COVID pandemic. Since campuses/departments are no longer requesting them, I recommend that the district explore the possibility of disposing of excess PPE items by auction or donation to other entities.

The cooperation and assistance that I received from you and your staff during my visit was appreciated. If you have any questions, please do not hesitate to contact me. Thank you for your time and consideration in this matter.

Cc: Board of Trustees  
Dr. Cris Valdez, Superintendent of Schools  
Ricardo Rivera, Assistant Superintendent for Operations  
Jaime Lopez, Assistant Superintendent for Business and Finance

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*Our Vision: Mission CISD will prepare and inspire all students to be equipped to excel in the college and career of their choice, dominate 21st century skills in leadership, knowledge, language, and technology to compete in a global economy and serve as successful citizens in their community.*

*Declaración de la Visión: Mission CISD preparará e inspirará a todos los estudiantes a estar preparados para sobresalir en la universidad y la carrera de su elección, dominar habilidades del siglo 21 en liderazgo, conocimiento, lenguaje y tecnología para competir en una economía global y servir como ciudadanos exitosos en su comunidad.*



**Bill To**  
 Attn: ACCOUNTS PAYABLE  
 MISSION CISD  
 1201 BRYCE DR  
 MISSION, TX 78572  
 Email: AP@MCISD.ORG

**Purchase Order**

Fiscal Year 2021      REQ # 110783      Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order #      **2107689 - 01**

Conditions governing this purchase order can be found on  
 the Purchasing website located at [www.mcisd.net](http://www.mcisd.net)

**Requested By:** SMILEY - ANA VELY URESTI

**Ship To**

FIXED ASSETS / WAREHOUSE  
 723 N HOLLAND  
 MISSION, TX 78572  
 Phone: 956-323-8900

**Vendor**

SCHOOL HEALTH CORPORATION  
 6764 EAGLE WAY  
 CHICAGO, IL 60678-1067  
 Fax: 800-235-1305  
 Phone: 800-323-1305

DATE ORDERED	VENDOR NUMBER	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION		
03/26/2021	66560		ASSETS MANAGEMENT / WAREHOUSE		
ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	FACE SHIELDS (CHILDREN) BID/CONTRACT#: BUYBOARD TRAVEL ID#: 610-20	5,000.0	EA	\$1.22	\$6,084.75
GL SUMMARY					
199-00-1311-000-000-00-0-00-		\$6,084.75			

Change Order

*Dora Garcia*  
 PURCHASING COORDINATOR

Total Ext. Price	\$6,084.75
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00
<b>Purchase Order Total</b>	<b>\$6,084.75</b>



**Bill To**  
 Attn: ACCOUNTS PAYABLE  
 MISSION CISD  
 1201 BRYCE DR  
 MISSION, TX 78572  
 Email: AP@MCISD.ORG

**Purchase Order**

Fiscal Year 2022      REQ # 116311      Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order # **2200904**

Conditions governing this purchase order can be found on  
 the Purchasing website located at [www.mcisd.net](http://www.mcisd.net)

**Requested By:** SMILEY NUNEZ

**Ship To**

FIXED ASSETS / WAREHOUSE  
 723 N HOLLAND  
 MISSION, TX 78572  
 Phone: 956-323-8900

**Vendor**

LIBERTY DATA PRODUCTS  
 LIBERTY OFFICE PRODUCTS  
 8744 WESTPARK DRIVE  
 HOUSTON, TX 77063

DATE ORDERED	VENDOR NUMBER	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION		
08/05/2021	105740		ASSETS MANAGEMENT / WAREHOUSE		
ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	FACE SHIELD 4 PER PACKAGE <small>BID/CONTRACT#: BUYBOARD            TRAVEL ID#: 576-18</small>	7,000.0	PACK	\$0.76	\$5,320.00
2	FACE SHIELDS (CHILDREN) <small>BID/CONTRACT#: BUYBOARD            TRAVEL ID#: 576-18</small>	5,000.0	EA	\$0.83	\$4,150.00
GL SUMMARY					
199-00-1311-000-000-00-0-00-		\$9,470.00			

*Dora Garcia*  
 PURCHASING COORDINATOR

Total Ext. Price	\$9,470.00
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00
<b>Purchase Order Total</b>	<b>\$9,470.00</b>



**Bill To**  
 Attn: ACCOUNTS PAYABLE  
 MISSION CISD  
 1201 BRYCE DR  
 MISSION, TX 78572  
 Email: [AP@MCISD.ORG](mailto:AP@MCISD.ORG)

**Purchase Order**

Fiscal Year 2022      REQ # 116633      Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order # **2201180**

Conditions governing this purchase order can be found on the Purchasing website located at [www.mcisd.net](http://www.mcisd.net)

**Requested By:** SMILEY NUNEZ

**Ship To**

FIXED ASSETS / WAREHOUSE  
 723 N HOLLAND  
 MISSION, TX 78572  
 Phone: 956-323-8900

**Vendor**

LIBERTY DATA PRODUCTS  
 LIBERTY OFFICE PRODUCTS  
 8744 WESTPARK DRIVE  
 HOUSTON, TX 77063

DATE ORDERED	VENDOR NUMBER	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION		
08/12/2021	105740		ASSETS MANAGEMENT / WAREHOUSE		
ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	FACE SHIELD 4 PER PACKAGE <small>BID/CONTRACT#: BUYBOARD            TRAVEL ID#: 576-18</small>	5,000.0	PACK	\$0.76	\$3,800.00
2	FACE SHIELDS (CHILDREN) <small>BID/CONTRACT#: BUYBOARD            TRAVEL ID#: 576-18</small>	10,000.0	EA	\$0.83	\$8,300.00
GL SUMMARY					
199-00-1311-000-000-00-0-00-		\$12,100.00			

*Dora Garcia*  
 PURCHASING COORDINATOR

Total Ext. Price	\$12,100.00
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00
<b>Purchase Order Total</b>	<b>\$12,100.00</b>



**Bill To**  
 Attn: ACCOUNTS PAYABLE  
 MISSION CISD  
 1201 BRYCE DR  
 MISSION, TX 78572  
 Email: AP@MCISD.ORG

**Purchase Order**

Fiscal Year 2022      REQ # 116913      Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order # **2201337**

Conditions governing this purchase order can be found on the Purchasing website located at [www.mcisd.net](http://www.mcisd.net)

**Requested By:** SMILEY NUNEZ

**Ship To**

FIXED ASSETS / WAREHOUSE  
 723 N HOLLAND  
 MISSION, TX 78572  
 Phone: 956-323-8900

**Vendor**

GULF COAST PAPER CO  
 635 BILLY MITCHELL BLVD  
 BROWNSVILLE, TX 78521-5014  
 Fax: 956-541-2018  
 Phone: 956-541-2281

DATE ORDERED	VENDOR NUMBER	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION		
08/18/2021	34320		ASSETS MANAGEMENT / WAREHOUSE		
ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	GLOVES EXAMINATION SM.100/BX <small>BID/CONTRACT#: BUYBOARD            TRAVEL ID#: 569-18</small>	200.0	BOX	\$7.60	\$1,520.00
2	GLOVES EXAMINATION MED.100/BX <small>BID/CONTRACT#: BUYBOARD            TRAVEL ID#: 569-18</small>	500.0	BOX	\$7.60	\$3,800.00
3	GLOVES EXAMINATION LG 100/BOX <small>BID/CONTRACT#: BUYBOARD            TRAVEL ID#: 569-18</small>	700.0	BOX	\$7.60	\$5,320.00
4	XL EXAMINATION GLOVE ANSELL <small>BID/CONTRACT#: BUYBOARD            TRAVEL ID#: 569-18</small>	200.0	BOX	\$7.60	\$1,520.00
GL SUMMARY					
199-00-1311-000-000-00-0-00-		\$12,160.00			

*Dora Garcia*  
 PURCHASING COORDINATOR

Total Ext. Price	\$12,160.00
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00
<b>Purchase Order Total</b>	<b>\$12,160.00</b>



**Bill To**  
 Attn: ACCOUNTS PAYABLE  
 MISSION CISD  
 1201 BRYCE DR  
 MISSION, TX 78572  
 Email: AP@MCISD.ORG

**Purchase Order**

Fiscal Year 2022      REQ # 117670      Page: 1 of 1

**THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKAGES AND SHIPPING PAPERS.**

Purchase Order # **2202024**

Conditions governing this purchase order can be found on the Purchasing website located at [www.mcisd.net](http://www.mcisd.net)

**Requested By:** SMILEY - ANA VELY URESTI

**Ship To**

FIXED ASSETS / WAREHOUSE  
 723 N HOLLAND  
 MISSION, TX 78572  
 Phone: 956-323-8900

**Vendor**

GATEWAY PRINTING  
 OFFICE SUPPLY INC  
 EDINBURG, TX 78539-4594  
 Fax: 956-383-4674  
 Phone: 956-383-3861

DATE ORDERED	VENDOR NUMBER	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION		
08/31/2021	30290		ASSETS MANAGEMENT / WAREHOUSE		
ITEM #	DESCRIPTION / PART #	QTY	UOM	UNIT PRICE	EXTENDED PRICE
1	GLOVES EXAMINATION SM.100/BX BID/CONTRACT#: MP	200.0	BOX	\$6.00	\$1,199.80
2	GLOVES EXAMINATION MED.100/BX BID/CONTRACT#: MP	1,000.0	BOX	\$6.00	\$5,999.00
3	GLOVES EXAMINATION LG 100/BOX BID/CONTRACT#: MP	1,000.0	BOX	\$6.00	\$5,999.00
4	XL EXAMINATION GLOVE ANSELL BID/CONTRACT#: MP	300.0	BOX	\$6.00	\$1,799.70
GL SUMMARY					
199-00-1311-000-000-00-0-00-		\$14,997.50			

*Dora Garcia*  
 PURCHASING COORDINATOR

Total Ext. Price	\$14,997.50
Total Freight	\$0.00
Total Discount	\$0.00
Total Credit	\$0.00
<b>Purchase Order Total</b>	<b>\$14,997.50</b>

**SUBJECT:** Disposal of Instructional Materials – Incomplete Manipulatives

**PRESENTER:** Valerie Uresti-Rojas, Coordinator for Fixed Assets/Warehouse/Textbooks & Records

**BACKGROUND INFORMATION**

In accordance to Education Code 31.105, the Board shall determine how the district will dispose of discontinued printed instructional materials, electronic instructional materials, and technological equipment.

The Board may dispose of printed instructional material before the date of the instructional material is discontinued for use in the public schools by the State Board of Education (SBOE) if the Board determines that the instructional material is not needed by the district and the Board does not reasonably expect that the instructional material will be needed.

A district must notify the Commissioner of any instructional material the disposes of under this provision.

**ADMINISTRATIVE CONSIDERATION**

All items recommended for disposal have been reviewed by the Curriculum Instruction Department and determined to have no remaining instructional purpose since sets are incomplete. Disposal will be in accordance with District policies and applicable regulations.

**FUNDING SOURCE / AMOUNT**

Not Applicable.

**RECOMMENDATION**

Administration is seeking to obtain Board Approval to properly dispose of the Incomplete Manipulatives no longer used in the classrooms.

**EXHIBIT**

Disposal Instructional Materials Memorandum  
Teacher Fair Flyer

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations  
Valerie Uresti-Rojas, Coordinator for Fixed Assets/Warehouse/Textbooks & Records



Valerie Uresti-Rojas,  
Coordinator for Fixed Assets/Warehouse/Textbooks/Records  
925 E. Business Hwy. 83  
Mission, TX 78572  
(956) 323-8900  
[vmures31@mcisd.org](mailto:vmures31@mcisd.org)

## MEMORANDUM

**TO:** Campus Principals, Assistant Principals, and Department Administrators  
**FROM:** Valerie Uresti-Rojas, Coordinator for Fixed Assets/Warehouse/Textbooks/Records  
**Subject:** Disposal of Instructional Materials Memorandum  
**DATE:** January 14, 2026

The purpose of this memorandum is to request the approval to dispose of instructional manipulatives that are no longer in use or aligned with the District's current curriculum and instructional practices.

A review of inventory was conducted to identify manipulatives that are outdated, damaged, incomplete, or no longer instructional relevant. These items have exceeded their useful life and are not being utilized by instructional staff.

The items had been previously offered to the district via the slideshow and Teacher Fair. Disposal of these materials will allow the District to maintain accurate inventory records.

Moreover, all items recommended for disposal have been reviewed by the Curriculum Instruction Department and determined to have no remaining instructional purpose since sets are incomplete. Disposal will be in accordance with District policies and applicable regulations.

Thank you for your consideration.

Please share this information with the applicable staff. If you have any questions, please contact me at [vmures31@mcisd.org](mailto:vmures31@mcisd.org) or (956) 323-8900. Thank you.

The background is a green field with a dashed red border. Scattered throughout are various school supplies: orange staplers, white triangular rulers, blue and red apples, and light blue rectangular boards. The text is centered in a white rectangular area.

Oct. 17th -18th

# TEACHER FAIR

Come and see what resources we have

Hours:

9:00AM to 12:00PM

1:00PM to 4:30PM

Location: Annex Board Room





































