

REQUEST FOR PROPOSALS (RFP)

Equipment Maintenance and Repair

Southeast Polk Community School District
8325 NE University, Pleasant Hill, Iowa 50327

Southeast Polk Community School District Food & Nutrition Services Department is requesting bids for Maintenance and Equipment Repair for the National School Lunch Program for the 2025-2026 school year.

Please complete the Quote page attached. Sign all forms included with RFP and return via email to:

Sara Salvini, Nutrition Services Director, Southeast Polk Community Schools: sara.salvini@southeastpolk.org.

Proposals will be due before 10:00 am on Wednesday, May 14th. The successful proposal will be awarded at the June School Board meeting.

If you choose NOT to submit a proposal, please complete the last sheet of this RFP and email no later than Wednesday, May 14, 2025 by 10:00am.

SUBMITTED BY:

Name (Please Print or Type)

Signature of Quotation Manager

Name of Company

Address

City State Zip

(_____)_____
Area Code – Phone Number

Southeast Polk Food & Nutrition Department reserves the right to accept or reject all or parts of all submitted bids from items described in this quotation and/or bid. The School District further reserves the right to terminate the contract at any time for due cause which shall include such reasons as unsatisfactory service or products.

Proposal prices are firm. The prices need to be good for 1 year. Bid will be awarded based on the evaluation criteria listed below. The school district reserves the right to extend the contract for an additional 4 years beyond the 2025-2026 school year with the successful bidder. Mutually agreed upon pricing terms and conditions will apply for succeeding years. A decision by the school district and supplier to extend the bid contract or not will be made by June 1st for the following year.

SEP Profile	
Approximate school enrollment (see Delivery in Section III for site details)	7700
Number of sites	12 schools, 1 warehouse with WIF(only)

Calendar of Events

The scheduled dates and times by which actions will be completed and, where applicable, locations are listed in the following chart. Times are local time at the Participating District.

Calendar of Events	
Action	Date/Time and Location if applicable
RFP released	4/1/25
Proposal due date and opening	5/14/25 by 10:00am to sara.salvini@southeastpolk.org
Board approval and contract award	School Board Approval June Board Meeting

Evaluation Criteria

It is the intent of the bid to select a Service company determined to best fit the needs of the District. To aid in this process, ratings will be assigned for each proposal within the weighted evaluation criteria described below. Items without points assigned will not be used in computing the score received but will instead be used as a basis for possible disqualification. Total points for each proposal will be accumulated and proposals will be ranked based on the total number of points received. However, rankings will serve only to assist the Southeast Polk CSD Food & Nutrition Services in its selection of a Manufacturer. Southeast Polk CSD Food & Nutrition Services will evaluate proposals based on the following criteria. The maximum possible score for each criteria is shown.

Criteria	Percentage (weight)	Vendor 1	Vendor 2	Vendor 3
Overall Price Firm fee	1st 50 points 2nd 40 points 3rd 30 points All other receive zero points			
Completeness of bid and adherence to requirements.	1st 20 points 2nd 10 points 3rd 5 points All other receive zero points			
Technician training, technicians on staff, response time equipment service, lines cover warranty, etc.	1st 10 points 2nd 5 points 3rd 2 points All other receive zero points			
Computer capabilities, including operational reports, work order reports, requesting service.	1st 10 points 2nd 5 points 3rd 2 points All other receive zero points			
References: Provide three references from Iowa Schools who you have worked with. Overall score will determine category points.	1st 10 points 2nd 5 points 3rd 2 points All other receive zero points			
Total Points (Total possible points = 100)	-			

Proposal Selection

Final selection will be based upon a comprehensive review and analysis of all proposal documentation. Contract award is contingent upon the District and Service Company reaching mutually agreeable terms. The District reserves the right to select the Service Company that they determine, in their sole discretion, is most advantageous to their programs based on price and other factors, and is otherwise in their best interests. Other Service Companies that have submitted proposals will be notified when a Contract has been awarded.

The District reserves the right to:

- A) Waive any irregularities or informalities in proposals;
- B) In the best interests of the District, accept or reject any and all proposals or portions thereof, select the next most responsive proposal, or if necessary issue a new RFP or take other action as the District deems appropriate.

Quote sheet (Attachment A)

Complete the quote sheet and answer all questions. May answer on sheet or provide a narrative on a different sheet of paper.

Southeast Polk Community School District Site Information	
School Site	Address
Southeast Polk High School	7945 NE University Ave. Pleasant Hill, IA 50327 (515) 967-6631
Southeast Polk Junior High School	8325 NE University Ave. Pleasant Hill, IA 50327 (515) 967-5509
Southeast Polk Middle School	501 Falcon Drive Altoona, IA 50009 (515) 967-5533
Southeast Polk District Office School (Previously Spring Creek)	8031 NE University Ave. Pleasant Hill, IA 50327 UNKNOWN
Altoona Elementary	301 6 th St. SW Altoona, IA 50009 (515) 967-3771
Centennial Elementary	910 7 th Ave. SE Altoona, IA 50009 (515) 967-2109
Clay Elementary	3200 1 st Ave. S Altoona, IA 50009 (515) 967-4198
Delaware Elementary	4401 E 46 th St. Des Moines, IA 50317 (515) 262-3197
Four Mile Elementary	670 SE 68 th St. Pleasant Hill, IA 50327 (515) 265-1972
Mitchellville Elementary	308 Elm Ave. NW Mitchellville, IA 50169 (515) 967-4274
Runnells Elementary	6675 SE 116 th St. Runnells, IA 50237 (515) 966-2068
Willowbrook Elementary	300 17 th Ave. SW Altoona, IA 50009 (515) 967-7512
Warehouse SEP Buildings and Grounds Building	8445 NE University Ave Pleasant Hill, IA 50327

Attachment K has a list of equipment in each kitchen. Note list may not be all inclusive but is close.

The District reserves the right, in their sole discretion, to decide not to utilize the services of any selected firm or to terminate the selection without cause and without penalty and the selection of a firm does not assure that any services will ultimately be requested.

Employee Conduct: Awarded Service company is responsible for their employees while on District property.

1. Awarded Service company's personnel that are not in an identifiable uniform must provide Contractor identification preferably with a photo upon request.
2. Awarded Service company's personnel are to present a professional appearance at all times. Personnel shall be neat, clean, well groomed, properly uniformed and conduct themselves in a respectable and courteous manner while performing duties at any of the District facilities.
3. Awarded Service company's personnel are forbidden to consume alcohol, use tobacco, possess/use controlled substances, or possess weapons/firearms when on school district property.
4. Awarded Service company acknowledges that it shall not fulfill this contract in any part by use of a person who is barred by any state, local, or federal law from being on school district property at any time.
5. Awarded Service company will provide competent supervision of employees.
6. Awarded Service company will take precautions necessary to protect persons or property against injury that may occur as a result of fault or negligence of their employee.
7. Awarded Service company will perform work without unnecessarily interfering with school district activities.
8. Awarded Service company will be responsible for any and all damage or injury to existing facilities and equipment and property or persons caused by Selected Contractor's employee

Force Majeure: The contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes, and unusually severe weather but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor.

Indemnify and Hold Harmless: Service company shall indemnify, defend and hold harmless each District, its directors, officers, employees, and agents from and against all liability, damages, losses and expenses (including reasonable attorneys' fees and costs) which arise out of Distributor's negligence, breach or other performance of the Contract, or violation of any law or right of a third party, or that of Distributor's employees, subcontractors, or agents. Distributor will comply with all laws relating to intellectual property, will not infringe on any third party's intellectual property rights, and will indemnify, defend and hold harmless each District and its directors, officers, employees, and agents from and against any claims for infringement of any copyrights, patents, or other infringements of intellectual property rights related to its activities under this Contract.

Reports: The contract supplier shall be required to submit maintenance reports to the District as requested. Reports should be provided listing products by descending dollars spent or descending number of items purchased as District requests.

The contractor agrees to retain all books, records, invoices and records pertinent to this contract for three years after the district makes final payments and all other pending matters are closed. The District, its authorized agents, the State Agency, or USDA shall have full access and right to examine any books, documents, papers, and records of the Contractor which are directly pertinent to the specific contract. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

Retention of Records: The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. If an investigation or audit is in progress, records shall be maintained until stated matter is closed. The district, its authorized agents and/or federal/state representatives shall have full access to, and the right to examine any of said materials during said period.

Audit: At any time during the term of this contract, the contractor's or any subcontractor's books and records shall be subject to audit by the school district, state, or Federal Government to the extent that the books and records relate to the performance of the contractor or subcontractor.

Payments: District pays bills only after approval from the Board of Education, which meets monthly

Assignment: No contract or its provisions may be assigned, sublet or transferred without the written consent of the District Director of Food Service or his/her designee.

Criminal background checks must be conducted on any personnel accessing school district property. No one with a history of child abuse or sexual assault will be allowed to access any school property. Attachment E must be signed verifying that all personnel meet this standard and should be included with your bid.

Terms and Conditions: Service company must be fully acquainted with terms and conditions relating to the scope and restrictions involved in the execution of the work as described in the BID. Failure or omission of Selected Distributor(s) to be familiar with existing conditions shall in no way relieve the company of obligation with respect to this BID.

Service Company Experience: Service company must have a minimum of five (5) years of experience in the food business and must maintain a current business license from the State of Iowa. Distributors shall provide documentation of applicable license, certification, and/or commercial experience upon request. Provide information on any litigation, arbitration, mediation, administrative proceeding, or like matter related to their business activities in which they are currently a party or in which they were a party within the last 5 years.

Business Ethics: Service company must have a high degree of integrity and business ethics, and a satisfactory record of performances, and must not have been notified by any local, State or Federal agency with competent jurisdiction that its standing in any matters whatsoever would preclude it from participating in a Contract. Service company will comply with any reasonable requests to supply any information sufficient to substantiate the proposing entity's ability to meet these minimum standards.

Targeted Small Business Certification: Businesses owned, operated, and managed by women, minority persons, and individuals with disabilities or service-connected to disabled veterans are encouraged to respond to the solicitation. Vendor should attach a copy of the Targeted Small Business (TSB) certification issued by the Iowa Department of Economic Development.

Prohibition Against Conflicts of Interests, Gratuities and Kickbacks: "Any employee or any official of the school district, elective or appointive, who shall take, receive or offer to take or receive either directly or indirectly, any rebate, percentage of contract, money or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to, or from, any person, partnership, firm of corporation, offering, bidding for, or in open market seeking to make sales to the school district shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or a fine in accord with State and/or Federal laws."

Conflict of Interest: Service company must note any and all relationships/suspected matters that might be conflicts of interest, which would disqualify Service company from participating in this BID or receiving any award related to this BID. Service company's failure to identify and disclose any such matters constitutes its affirmation that no such matters exist, and that failure to disclose in this Proposal any such matters which do exist is a material breach of Contract which would void the submitted Proposal or any resulting Contracts, and subject selected Service company to removal from all procurement lists and possible criminal prosecution.

Code of Ethics: Service company must maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. Provide a copy when requested by a District.

Not Debarred, Suspended, Proposed for Debarment, Declared Ineligible, or Voluntarily Excluded: Service company certifies that neither the company nor any of its principals has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency. Service company should consult Executive Orders 12549 and 12689. For additional information, Service company should check <https://www.epls.gov/>, a public service site by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefit.

Provide Product and Service: Service company must, upon request of the District, furnish satisfactory evidence of their ability to furnish products and services in accordance with the terms and conditions of the BID. Sub-contracting, assignment, or out-sourcing of product(s) awarded is not permitted, unless approved by the District. The District reserves the right to make the final determination as to Service company's ability to provide the products and services requested herein. A Service company may be designated as unacceptable and in breach of its obligations if the requirements listed herein are violated and/or poor communications exist between Service company and a District. If Federal/State reimbursement is lost because of failure to meet the terms of the Contract, the District will require the Selected Service company to pay any dollar amount equal to the cost of the product and lost reimbursement.

- a. Provide quick effective response to problems with repair, paper transactions, billings, or product performances. Communications may be in writing, e-mail, telephone, voice messaging, and/or in person in a timely manner.
- b. Provide emergency phone contacts for after/before office hours (including weekends) in writing.
- c. Provide all products and services using sound, professional practices and in a competent and professional manner using knowledgeable, trained, and qualified personnel.

State and Federally Required Contractual Provisions: Service company must have obtained, and will continue to maintain during the entire term of this Contract, all permits, approvals or licenses necessary for lawful performance of its obligations under this Contract. In addition, Service company is responsible to abide by all applicable Federal and State laws and policies of the Iowa Department of Education and State and Local Boards of Education, as applicable, when providing services under this Contract, including but not limited to:

Equal Employment Opportunity – By submitting a response to this request, Service company has agreed to affirmatively cooperate in the implementation of the policy and provision of Executive Order 11246; Executive Order 11375, and 41 CFR part 60. To comply, the vendor will:

- 1) Provide equal opportunity to all qualified persons to prohibit discrimination in employment on the basis of race, color, religion, sex, or national origin.
- 2) Will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- 3) Employ and treat employees fairly during employment, which shall include, but is not limited to the following: upgrading, demoting, or transferring, recruitment, layoff or termination, rates of pay or other forms of compensation, and selection for training.

Labor and Civil Rights Laws – Service company shall comply with applicable Federal, State and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with Service company's performance of work under this Contract, Service company agrees not to discriminate against any employee(s) or applicant(s) for employment because of sex, age, race, color, religion, creed, sexual orientation, gender identity, national

origin, or disability. Service company shall also comply with applicable Civil Rights laws as amended including but not limited to Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.

Civil Right Provision

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA and THE DISTRICT parties are equal opportunity providers and employers.

It is the policy of the District not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by the District, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.

Drug Free Workplace Act: The contractor must comply with all terms and conditions of the Drug Free Workplace Act, S.C. CODE ANN. 44-107-10 et seq. (1976, as amended), if this contract is for a stated or estimated value of \$50,000 or more.

Smoking – Service company shall comply with all prohibitions on smoking in the District’s facilities and grounds pursuant to the Iowa Smoke Free Air Act and other applicable laws or policies.

Unauthorized Aliens – The employment of unauthorized aliens by Service company is considered a violation of federal law. If Distributor knowingly employs unauthorized aliens, such a violation shall be cause for termination of Contract.

Clean Air Act and Energy Policy and Conservation Act – Service company shall comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), as applicable, as well as the Energy Policy and Conservation Act, Pub. L. 94-163, 89 Stat. 871, and any related state energy laws, as applicable. Distributor shall report all violations to the District and to the relevant federal or state agency as appropriate.

Insurance: Service company shall maintain all necessary and proper insurance for the duration of the work to be performed, including Comprehensive General Liability Insurance and Property Damage Insurance, Workers Compensation Insurance, Employer’s Liability Insurance, and Automobile Liability Insurance. Distributor shall have a policy endorsement covering personal property of others. Should any required insurance be cancelled before the expiration date, the issuing company will mail 30-days written notice to the District. Service company shall provide a statement of certificates of insurance from issuing company or their authorized agent as requested. Distributor shall meet the statutory requirements of the State of Iowa for worker’s compensation coverage and employer’s liability insurance.

Property Damage Liability: Service company shall maintain insurance covering all owned, non-owned and hired vehicles. The policy limits of such insurance shall not be less than \$1,000,000 combined single limit each person/each occurrence.

Comprehensive General Liability: Service company shall maintain Comprehensive General Liability insurance that shall protect Distributor from claims of bodily injury or property damage which arise from performance

under this Contract. This insurance shall include coverage for contractual liability. The policy limits of such insurance shall not be less than \$1,000,000 combined single limit each occurrence/annual aggregate.

Workman's Compensation: Coverage of all individuals engaged in any work under this contract, and meeting the requirements of S.C. Law regarding workman's compensation insurance.

Competition: This solicitation is intended to promote competition. If the language, specifications, terms, and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it must be the responsibility of the interested vendor to notify the school food service director for the school district in writing so as to be received five (5) days prior to the opening date. The solicitation may or may not be changed but a review of such notification will be made prior to award.

Breach of Contract and Remedies: If Service company fails to comply with any of the terms and conditions of this agreement; the District has the option to send the Service company a ten (10) business day Notice to Cure the defect or breach. During the ten-day Notice to Cure, the parties may meet and confer to discuss the resolution of the defect or breach.

If there is not a satisfactory resolution at the end of the ten-day Notice to Cure, the District has the option to immediately cancel all or any part of the order. Such cancellation shall not be deemed a waiver by the District of any rights or remedies for any breach by Service company and the District expressly reserve all rights and remedies provided by statute or common law in the event of such breach. Without limiting the foregoing, the District may, at its option, require Service company to repair or replace, at Service company's expense, any products or goods, which breach Service company's warranty, wherever located. If the District or an authorized agent or dealer must replace any product as a result of Service company's breach, then the Service company agrees to reimburse the District and/or agent for labor and costs incurred in performing such work.

In the event of nonconformity, non-delivery, partial delivery or late delivery, the District may, at its option, cancel the contract or place the products in the open market after due notice and recover from Service company the anticipated difference between the market price at the time of replacement and the contract price.

The remedies of the District are cumulative, and additional to any/or other further remedies provided by law. No waiver of any breach shall constitute a waiver of any other breach.

Waiver: No claims or rights arising out of a breach of this Contract can be discharged in whole or part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

Right to Assurance: Whenever one party to this Contract, in good faith, has reason to question the other party's intent to perform in accordance with the terms and conditions of the Contract, the questioning party may demand that the other party provide written assurance of intent to perform. In the event a demand is made and no written assurance is given within five (5) days, the demanding party may treat the lack of response and subsequent failure as an anticipatory repudiation of the Contract.

Taxes: As applicable, the District will provide evidence of tax-exempt status upon request.

AWARD AND POST AWARD INFORMATION

Award: In accordance with each District's policies, if any or all parts of Service company's Proposal are accepted by the District, the Board of Directors of each such party shall affix its signature on the *Proposal Certification and Contract*

Award (Attachment I) and collectively this BID and Service company's Proposal in response thereto shall become the Contract and shall represent the entire agreement between each District and Distributor. Please sign the *Proposal Certification and Contract Award* (Attachment I) and return with proposal.

Appeals: Service company whose proposal has been timely filed and who is aggrieved by the award of a contract to another Service company may appeal the decision by filing a written notice of appeal. The notice must be filed within five (5) business days of the date of the award of Contract, exclusive of Saturdays, Sundays, and legal state holidays. The notice of appeal must clearly and fully identify all issues being contested by reference to the page, and section of the RFP and/or award of Contract.

An appeal will be heard by the designated District's administration unless the petitioner is not an aggrieved party, or a prior request by the same petitioner relating to the same contract award has been granted, or the request is capricious, frivolous, or without merit.

The burden of proof lies with the petitioner. The evidence presented must specifically address and be limited to one or more of the following:

1. Violation of state or federal law;
2. Irregularities creating fundamental unfairness; or
3. Arbitrary or capricious award.

The appeal will be reviewed by each District's administration who will provide a written response within ten (10) business days after hearing the appeal. If the appealing party is not satisfied with the response, the petitioner may appeal to the District's Board of Directors for further review. Further review must be requested in writing, and must be received by the Board of Directors within five (5) business days after the date of the administration's response. The request for further review must state the reasons the administration's response is being rejected.

The Board of Directors will review the original appeal and supporting documentation; the response and supporting documentation; and the request for review and supporting documentation. The Board of Directors will meet to rule on the appeal no later than ten (10) business days after receipt for further review. The decision of the Board of Directors shall be in writing, and shall be the final decision on the matter.

Mutual Agreement Termination: With mutual agreement of both parties to a contract, upon receipt and acceptance of not less than thirty (30) days written notice, the contract may be terminated on an agreed upon date before the end of the contract period without penalty to either party.

Non-Performance of Contract and Termination:

Termination for Cause:

1. Except as may be otherwise provided by this document, this Contract may be terminated in whole or in part by either party to the Contract in the event of failure by the other party to fulfill its obligations under this Contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given
 - a. at least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and
 - b. an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) business days or such other reasonable amount of time as may be required under the circumstances, to rectify the defects in products or performance, prior to termination.
2. In the case of default by Service company, the District shall have the right to purchase any or all products in default in the open market, charging the Service company with any additional cost. The defaulting Distributor shall not be considered a responsible bidder until the assessed charge has been satisfied.

3. A District may terminate this Contract immediately upon written notice to Service company if Service company becomes the subject of a proceeding under state or federal law for the relief of debtors or if an assignment is made for the benefit of creditors, or if Service company loses its license or other ability to provide the required products and services, or if Service company takes any action that violates any applicable laws (including, but not limited to, state and federal law governing the CNP).
4. Valid causes for termination of this Contract shall include, but are not limited to:
 - a. Service company failure to adhere to any of the provisions of the General Terms and Conditions of this BID.
 - b. Service company delivering any product(s) that fail to meet the Specifications included in this BID.
 - c. Service company delivering any substitution(s) of products without the prior approval.
 - d. Service company failure to meet the required delivery schedules as agreed to.
 - e. Service company violation of any other provision contained within the BID and/or Contract or any Attachment or Addendum(s) thereto.
5. In the event District terminates this Contract, in whole or in part, for cause or default on the part of Service company, the District reserves the right to award the canceled Contract, or any portion thereof, to the next lowest or most responsive Service company as it deems such award to be in the best interest of the District.
6. Should any Contract formed hereunder be funded from District appropriations, and in the event no funds or insufficient funds are appropriated and budgeted in any fiscal year for payments due under a Contract made pursuant to this solicitation, the District shall immediately notify Service company of such occurrence but the District shall have no further obligation as to such current or succeeding fiscal year and the Contract shall be null and void, except as to the portions of payment herein agreed upon for the funds which shall have been appropriated and budgeted.
7. Any Contract termination resulting from any cause other than a Force Majeure event or termination for non-appropriations will be deemed valid reason for not considering any future Proposal or bid from the defaulting Service company.

Termination for Convenience: The District may terminate this Contract prior to the expiration of the agreed upon contract duration or school year, without cause and without penalty. The district will provide thirty (30) days written notice to the selected vendor.

Final Payments: Upon any termination of the Contract, the District will pay for all earned amounts to include a pro-rata portion of monthly amounts for products or services completed up to the effective date of termination. The Service company shall submit all required reports and other information.

Other Provisions:

1. Any notice required or permitted by the Contract will be deemed to be delivered, and thus effective, when personally received, or three days after being placed in the U.S. Mail, postage prepaid, and addressed to the party at their administrative offices.
2. The Contract shall be governed exclusively by Iowa and federal law. Any litigation arising between the parties to the Contract related to the Contract shall be initiated and maintained only in the U.S. District Court for the Southern District of Iowa or the District Court for Polk County, Iowa.
3. The Contract will constitute a complete understanding of the parties with respect to the subject matter therein and supersedes, replaces and merges all prior understandings, promises, representations and agreements, written or oral, relating thereto.
4. If any provision of the Contract is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be modified to the extent necessary to be valid and enforceable, and all other provisions shall remain in full force and effect.
5. The relationship between the parties to the Contract shall be that of independent contract. No joint venture, partnership, employment, or agency relationship shall exist between the parties to the Contract and neither party

shall have the authority to create any obligations for the other, or to bind the other to any representation, statement, or document.

Attachment A

Southeast Polk Food Service Equipment Repair Quote

Company: _____

Address: _____

Phone # _____

Fax # _____

Email _____

Rates:

1. Hourly Charge for Labor _____
2. Travel Charges _____
3. Service Charges _____
4. Fuel Charges _____
5. Overtime hourly charge _____
6. Preventative maintenance hourly rate _____. If varies based on piece of equipment, please include a sheet with pricing. Typically conduct one preventative maintenance check per year in the summer time. Please list what is all included in preventative maintenance.

Technician Training:

1. Number of technicians on staff?
2. Is your company a member of CFESA? _____
3. How many of your technicians are master certified? _____
4. How many technicians have a state license in plumbing? _____ gas? _____ steam? _____ electricity? _____ refrigeration? _____
5. Are your refrigeration technicians EPA certified? _____

Miscellaneous:

1. Please explain your experience working with schools as well as food service establishments in general? Number of years, etc.
2. Average response time for service once called in?
3. Do you service Hobart dish machines? _____
4. Does your company measure first time fixes and if so, what is your %? _____
5. Provide a list of Manufacturers & Brands that you service and have parts available.
6. Parts Cost in Relation to Manufacturer's List Price: _____
 - a. % discount off list _____
7. What is your warranty for parts & labor? Day parts and labor or explain.
8. How many lines (provide list) are you recommended by the manufacturer to do their warranty work? _____
9. How do we contact for service? Phone, email, internet, etc.
10. Are you able to provide per equipment piece reports of repair and costs?
11. Do you repair any plumbing? Sink heads, piping, etc. If yes, please explain.
12. We have Mavea water purifiers on many pieces of equipment? Do you carry Mavea filters and what is your price?

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of Organization Submitting Proposal

Address of Organization Submitting Proposal

City State Zip Code

Name of Submitting Official

Title of Submitting Official

Signature

Date

Attachment D

Approved by OMB No. 0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See Reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____	
6. Federal Department/Agency: 	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(If individual, last name, first name, MI):</i> 	b. Individuals Performing Services <i>(Including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> 	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred, Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward receipt. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in Item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
11. Certifying official shall sign and date the form, print his/her name, title and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Attachment E

Certificate of Compliance

I CERTIFY THAT THE BELOW-NAMED DISTRIBUTOR submitting a proposal in response to this RFP shall conduct criminal background checks on any employees or other personnel accessing District property, and that no personnel who do not meet the standards stated in the RFP will be allowed to access any District property. The Distributor further certifies that all employees are in compliance with the Sex Offender Registry Laws and Regulations who would be on or within 300 feet of the school's boundary, and that no employees who service an Iowa school district are sexual offenders whose conviction involved a sex offense against a minor. The Service company by signing this certificate acknowledges and certifies that any contracted services provided resulting from the RFP shall comply with Iowa Code Section 692A.113.

Distributor Name _____

Print Name Title of Authorized Representative

_____ / ____ / ____

Signature Date

Attachment F

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST

The undersigned certifies, to the best of his or her knowledge and belief that:

- 1. The development of this Proposal by Service company's officers or employees was completed independent from any other company or entity and without influence or attempt of influence by any person or company of a like entity.

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

- 2. Conflict of interest is any situation in which an individual or corporation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit. When an individual tries (and/or succeeds) in influencing the outcome of a decision for personal benefit, it is considered a conflict of interest. The undersigned certifies, to the best of his or her knowledge and belief that:
 - a. No relationship exists or will exist during the contract period between Distributor and any District that interferes with fair competition or is a conflict of interest.
 - b. No relationship exists or will exist during the contract period between Distributor and any other Distributor or Manufacturer that interferes with fair competition or is a conflict of interest.

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

- 3. My company has the following possible conflict of interest: _____

Organization Name (print)

Name and Title of Authorized Representative (print)

Signature

Date

Civil Rights Assurance Statement

The Vendor hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, or reprisal or retaliation for prior civil rights activity be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the State agency, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the State agency.

Signature of Vendor's
Authorized Representative

Title

Date

Attachment H

References

List three (3) customers with approximately the same volume as this contract including the customer name, address, phone number and contact person. List (1) customer with approximately the same volume who has discontinued a contract with you in the last (3) years. Include the same information as above and in addition list the rationale for canceling the contract. Attach additional sheets if necessary.

References Customer Name & Address	Contact Person & phone Number
1.	
2.	
3.	

Customer Name & Address Contact Person & Phone Number (For a customer who has discontinued a contract)	Rational for Canceling

PROPOSAL CERTIFICATION AND CONTRACT AWARD

Proposal Certification: Service company's failure to execute/sign Proposal prior to submittal may render Proposal non-responsive.

Organization Name (print)

Name and Title of Authorized Representative (print)

Address

City, State ZIP

I certify by my signature below that the PRICES quoted in this Bid are correct and that the Bid conforms to all requirements outlined in the BID. I further certify that I have the authority to obligate the company to perform under the terms and conditions stated in this BID, which is hereby incorporated by reference and made a part hereof, and the company agrees to be bound by such terms and conditions and any resulting Contract. I further agree that any conflict between the terms and conditions of the BID and the company's Proposal documents will be resolved in favor of the BID, except as may be otherwise agreed to in writing by the company and the District.

Signature of Authorized Representative Date

Email Phone

Contract Award for Package(s):

By its signature below, and in consideration of the mutual promises of each party, the below-designated District agrees to award the Contract, as defined in the BID, to the above-designated Service company in accordance with the terms and conditions of such Contract, which is hereby incorporated by reference and made a part hereof.

By _____ Date _____
School Board President

ATTEST:

Date _____
Superintendent of Schools/Food Service Director

References for Iowa Schools:

Reference #1

School Name: _____

School District Address: _____

Contact Name and Title: _____

Contact Phone Email: _____

Contact Phone Number: _____

Years of Service to District: _____

Reference #2

School Name: _____

School District Address: _____

Contact Name and Title: _____

Contact Phone Email: _____

Contact Phone Number: _____

Years of Service to District: _____

Reference #3

School Name: _____

School District Address: _____

Contact Name and Title: _____

Contact Phone Email: _____

Contact Phone Number: _____

Years of Service to District: _____

Attachment K

SEP Food & Nutrition Services Equipment List

List is not inclusive of all equipment. List last updated 1/15/25

SEP equipment is given an SEP asset tag number. This may be used to reference equipment.

Altoona Elementary

SEP Tag Number	Asset Description	Brand	Model #	Serial No.
052709	Booster heater	Hatco	C-27	3318771809
034919	Can opener	Edlund	296	149251
012866	Cold table	Vollrath	M37076-4576-EFF	W046-00193393-001
012918	Dishmachine	Hobart	C44A	85-1050228
012765	Double stalk combi	Blodgett		
012917	Double stalk oven	Blodgett		
023143	Floor fan	TPI	IHP-3011	PYFK
	Garbage disposal	In Sink Erator	SS-200-35	20103159460
012920	Garbage disposal	In sink erator	SS-100-29	05119025871
012764	Large mixer	Hobart	HL600	31-1369-042
012766	Mixer	Hobart	H:200	31-1369-431
012888	Steam table	Vollrath	37040-4576-EFF	W040-00186860-001
046507	Steamer	Accutemp		37575
053750	Walk-in cooler	Kolpak	18400-S	05K2089CLR
	Walk-in freezer	Kolpak	18703-S	05K2089FRZ1
053734	Warmer	Crescor	H33912188C	EJI-K5154A
054183	Rational top combi oven	Rational	LM1000cG.AXXXX	G62SJ21042884921
054162	Rational bottom combi oven	Rational	LM1000cG.AXXXX	G62SJ21042864203
055183	Food processor	Robot Coupe	CL50 Ultra	
012917	Top oven	Blodgett		
053736	bottom oven	Blodgett		

Centennial Elementary

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
053825	Booster Heater	Hatco	C-54	9284040513
1283562	Combi Steamer/Oven	Blodgett Oven	B14G/AB	031505JQ040T
000374	Dish Machine	Hobart	C44A	85-1008042
1519120	Garbage Disposal	In-Sink_Erator	SS150-34	5049018844
015440	Steamer (Gas) (top)	Groen	HY-12G	12G37826MS
	Steamer (Gas) (bottom)	Groen	HY-12G	12G37825MS
053831	WIF	Kolpak - Manitowoc	17509-S	D5C02531RSS1
053830	Walk in cooler	Kolpak - Manitowoc	17508-S	D5C02531RSS-1
053828	can opener	Edlund	266	155082

025470	mixer	Hobart Legacy	HL200	31-1391-798
	Pedestal fan	Flow Pro	103808	128
015439	Oven (top)	Blodgett	H1381834C	IAD-J41954-887
053799	Oven (bottom)	Blodgett	H1381834C	031005YA016B
015441	Steam table	Vollrath	M37040-4576-EFF	V094-00155615-001
015442	Cool serving table	Vollrath	V096-00155619-001	M37075-4576-EFA
012806	Exhaust Hood (part 1?)			
012807	Exhaust Hood (part 2?)			
	Combi	Rational i Combi Pro	LM 100CG. AXXXX	G62SJ22062981777
	Combi	Rational i Combi Pro	LM 100CG. AXXXX	G62SJ22093002329

Clay Elementary

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
053888	Can Opener	Edlund	203	58631 K97
025667	Convection Oven	Blodgett	ZEPHAIRE-CL	122005YA047T
025678	Dishwasher	Hobart	C44A	85-1058430
025686	Freezer	KolPak	BCL249L249LOP-3	07F1672FR21
025688	Garbage Disposal	Insinkerator	55100-29	7069045039
025672	Garbage Disposal	Insinkerator	55200-29	7069045217
025671	Garbage Disposal	Insinkerator	55100-29	70690450002
025669	Large Mixer	Hobart	HL600	31-1394-129
	Refrigerator	KolPak	PCL70MOP-Z	07F1672CLR
025673	Serving Table Cooler	VolRath	37023-4576-MNA	X163-00248955-001
025668	Small Mixer	Hobart	HL200	31-1391-800
025674	Steam Table	VolRath	37040-4576-MNB	X159-00248943-001
055176	Steamer (top)	Groen	HY-5GF	V2528282-1-T
055175	Steamer (bottom)	Groen	HY-5GF	V2528282-1-B
054006	Warmer	Crescor	1000HHSS2DE	JCA-J000587107-4
053890	Pedestal fan	TPI Industrial	60-220	IHP-30H
025685	Booster heater	Hatco	C-30	3190342313
025666	Warmer	Crescor	H339x12188C	HAH-J153400-890
055067	Combi oven	Rational	LM100CG. AXXXX	G62SJ22032960707
055066	Combi oven	Rational	LM100CG. AXXXX	G62SJ22032960243

Delaware Elementary

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
023384	Dish Washer	Hobart	C44A	851055135
053942	Steamer	Market Forge	M3663004SP	226180
053966	Can opener	Edlund	266	149258
023377	Oven - double stalk	Blodgett		
023209	Cold holding	Vollrath	370234567mna	x032-00240541-001
023208	Steam table	Vollrath	M37040-4576-MNB	X025-00240514-001
016573	Hot holding cart	Crescor	H33912188L	JAB-K5757A-781

023381	Booster heater	Hatco	C54	3144240644
023380	Garbage disposal	In sink erator	SS200-29	6109036271
023382	Mixer	Hobart legacy	HL200	31-1387-196
003383	Mixer	Hobart	HL600	31-1387-283
053963	Walk in freezer	Kolpak		06k0055
023217	Walk in cooler	Kolpak		06k0055
023379	Garbage disposal (back)	In sink erator	SS100-29	06109036172
053967	Hot Holding Cart	Crescor	H339188	HIJ-K9631
055152	Oven (top)	Rational	LM100CG.AXXXX	G62SJ22092996379
055151	Oven (bottom)	Rational	LM100CG.AXXXX	G62SJ22092996378

Four Mile Elementary

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
015415	bottom oven	blodgett		031005YA025B
015414	top oven	blodgett		031005YA024T
015432	cold table	vollrath	M37075-4576	
046500	combitherm	alto-sham	7.14ESG	117211-000
015419	dish washer	hobart	C44A	85-1045591
015429	garbage disposal	in-sink	55100-12	5039017453
	garbage disposal (main)	in-sink	55200-35	20123160905
015430	large mixer	hobart	HL600	31-1342-235
015428	small mixer	hobart	A200	31-1341-039
	warmer	Crescor	H33912188C	EJLK5154A
046499	small steamer	accutemp	N6120E06000200	41846
015433	steam table	vollrath	M37040-4576-EFF	V094-00155640-001
015431	walk in cooler	kolpak		05C02481R-551
015434	walk in freezer	kolpak		05C02480R455-1
015418	Booster	Hatco	C-54	9284060513
015943	Can opener	Edlund	266	146270

Mitchellville Elementary

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
016150	dishmachine	Hobart	C44A	85-1028805
016602	Garbage disposal	Salvajor	200	68877
016156	Blodget oven (single)			
012568	Univex mixer	Univex	SRM30+	M005180
046498	Steamer	Accutemp	N61201E6020200	41829
016151	Booster heater	Hatco	C-54	9959010402
016155	Coldcart-serving unit	Vollrath		
052877	Steam Table	Randell	RAN HTD-4S	W1793310-1
052877	Coldcart Serving Unit	Randell	RS SSO-RCP-4	W1793308-1
023800	Warmer	Crescor	H339X12188C	HAH-J153400-889
016603	Small Disposal	Waste King	10001	BX07
012566	2 door reach in fridge	Hobart	DA2	32-1076107

052780	3 Door freezer	Norlake	NF803SSS/0	1903292609
055165	2 Door reach in freezer	ATOSA	MBF8002GR	MBF8002GRAUS1TO321102100C40041
055160	2 Door reach in freezer	ATOSA	MBF8002GR	MBF8002GRAUS1T03211800C40007
046337	refrigerator single door on wheels	Victory	V-Series	

Runnells Elementary

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
011456	Dish Washer	Hobart	C44A	85-1031079
016170	Holding Cabinet	Cres-Cor	H39912188C	EAE-J59615-1106
011454	oven	Hobart	HGC5	481331767LX
046331	refrigerator	Victory	VR3	E1202233
046332	freezer	Victory	VF-2	G-1202318
046052	mixer	Hobart	D340	31-1385-511
	Norklake 3 door freezer	Norlake	NF803SSS/0	2003312702
052876	Cold tables	Randell	RS SSO-P-4	WI793308-3
052876	Steam tables	Randell	RAN HTD-4S	W1793310-2
028095	Freezer	Traulsen	G22010	T31839A10
044235	Refrigerator/freezer	Magic Chef		
016584	Garbage disposal	In sink erator	SS200-29	WG348888
053841	Booster	Hatco	C-36	8822860224
016585	Garbage disposal (back)	In sink erator	SS100-29	WG348490
	Can opener	Edlund	266	94935
055153	iCombi Pro	Rational	LM100EG.AXXXX	G12SJ22052975301
023144	Industrial fan	TPI Industrial	IHP 30-H	

Willowbrook Elementary

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
052256	Booster	Hatco	C-54	7766551605
015412	Combi/ Steamer (top)	Blodgett	B14G/AB	031505JQ042T
015413	Combi/ Steamer (bottom)	Blodgett	B14G/AB	031505JQ043B
002444/053858	Reach in cooler	Hobart		
010955	Reach in cooler	Hobart		
002453/053859	Reach in freezer	Manitowoc		
046333	Reach in freezer	Victory		
016638	Chest freezer	Blue Bunny	RIOS100L	3408297
	Garbage disposal	evergrind	E606-1	15103014825
046336	Garbage disposal	insinkerator	SS150-36	14109128698
002430/053854	Mixer	Hobart	M600-T	11403541
046484	Oven	Blodgett		
002454/053857	Refrig	Manitowoc		
052878	Steam table	Randell	RAN HTD-4S	W-1793310-3

052878	Cold table	Randell	RS SSO-RCP-4	W1793308-2
046506	Steamer	Accutemp	AROL-3659-1	37584
016146	Warmer	Cres Cor	H1381834C	DAD-J32667-927
052716	Dishwasher	CMA Dishmachines	EST-44	212389
053865	Kettle	Vulcan	GL40E-44	27169197
055184	Food Processor	Robot Coupe	CL50 Ultra	
055167	Walk in Freezer	US Cooler		50219

Junior High School

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
046508	Accutemp Steamer	Accutemp	Evolution	38712
010741 (top)/053483 (bottom)	Oven	Blodgett		072899RAO39T
046502 (top)	Oven	Blodgett		122910YA036T
046501 (bottom)	Oven	Blodgett		10041048061Z
053483	Oven	Blodgett		072899RA040B
028684	Cooler	Carter Hoffman	PHB495	447510
036399	Can opener	Edlund	266	24607
	Can opener	Edlund	266	24659
	Can opener	Edlund	203	102360
052710	Hatco Water Heater	Hatco	S-30	3456801813
010739	Hobart Dishwasher	Hobart	C64A	85-4024528
028710	Hobart Mixer	Hobart	Legacy HL800	31-1425177
	Mixer	Kitchen Aid	K45SS	
	Fan	Lasko Cyclone X2	F20E905	
016637	Warmer	Metro Flavor View	C175-CM 200	C20W-20465
052718	Garbage disposal	Salvajor	300	47120
052719/028699	Garbage disposal	Salvajor	300	47153
028725	Double cooler	Traulsen	RRI232LUT-FHS	T32549B10
028708	Pass thru cooler	Traulsen	RRI132LPUT-FHS	T32546B10
028709	Pass thru warmer	Traulsen		
052267	Beverage cooler	TRUE	GDM-12-HC-LD	7741871
052268	Beverage cooler	TRUE	GMD-12-HC-LD	8641978
028727	Walkin Freezer	Kolpak		410012963F2RA
028726	Walkin Refrigerator		Kolpak	410012965CLRA
046065	Hot Holding 5 Wells Serving Line		MCT-HF5	09-068-3
046066	Cold Holding Serving Line		MCT-CF5	09-068-1
046060	Cold/Hot Serving Line		MCT-CF2 MOD	09-068-6
046061	Cold/Hot Serving Line		MCT-CF2 MOD	09-068-5
046062	Long table Serving Line		MCT-FT5	09-068-4
028686	Holding cabinet	C Vap	HA4522GE	20100104-030

046745	Wall Fan	Xtreme Grarage Fan	HVOWF-18	
	Wall Fan	Dayton		
055185	Salad Cooler	Atosa	MCF8722GR	MCF8722GRAUS100323030400C003
16159	Kettle	Groen		
046486	can opener	edlund	266	029755
054181	Oven	Rational	LM100CG.AXXXX	G62SJ21062901598
054180	Oven	Rational	LM100CG.AXXXX	G62SJ21062901599
Senior High School				
<u>SEP Tag Number</u>	<u>Asset Description</u>	<u>Brand</u>	<u>Model #</u>	<u>Serial Number</u>
052740 (bottom)/052741 (top)	Alto shaam double stack combi oven	Alto shaam	CTP7-20G	2311244-000
046083	Baking Oven	Baxter	BXA1G	24-1049010
046102	Cold Pass Through	Traulsen	ARI123LPUT-FHS	T91312H08
046101	Cold Pass Through	Traulsen	ARI123LPUT-FHS	T91313H08
	Cold Reach-In	Traulsen	ARI132 LUT-FHS	T91308H08
046086/053176	Commercial Dryer	Speed Queen	FES17 AWF	905016909
046094	Commercial Mixer	Hobart	MB02	31-1282-382
031847	Dish Washer	Hobart	CL64E	85-1064970
046113	Double Sided Reach-In Cooler	Hobart	DA2	32-1083723
053178	Food processor	Hobart	FP100	76-1014781
023145	Fan Tall	TPI	IHP-30	
053167	Fan Tall	North N Tech	HVP-30	
053174	Garbage Disposal (dish room)	In sink erator	SS-200-29	8059057177
046110	Heated Display	Hatco	GR2SDG-30D	5319610822
046085/053175	High Efficiency Washer	Speed Queen	FTSA1AWN	905019462
046487	Holding Unit	Cambro	47631, Cam 7000	S7029121298
053173	Hot Pass Through	Traulsen		
053151	Hot Pass Through	Traulsen		
046107	Hot Serving Unit	Wyott		
046105	Hot Serving Unit	Wyott		
046078	Kettle Steam	Groen	DHT/1-40	83749
046126	Reach in Cooler	Traulsen	ARI132LUTFHS	T91308H08
046114	Reach-In Cooler	Traulsen	ARI132LUT-FHS	T91309H08
046129	Reach-In Freezer	Traulsen	ALT132WUT-HHS	T91433H08
046092	Reach-In Refrigeration Unit	Randall	51362PR	W116090-1
046124	Ref Glass Doors	Traulsen	AHT132WUT-HHG	T91541H08
046111	Roller Oven	Cres Cor	worn off	worn off
016550	Roller Oven	Metro	Flavor-Hold	worn off
053171	Roller Oven	Cres Cor		
046118	Salad Bar	Wyott		
046108	Serving Unit	Wyott	APW	

046119	Serving Unit	Wyott		
046104	Serving Unit	Wyott		
046134	Serving Unit	Wyott		
046106	Serving Unit	Wyott		
046120	Serving Unit	Wyott		
053198	Walk In Freezer	Kolpak-Manitowoc		410001430FZR1
016166	Hot Hold	CRes Cor	H1381834C	DAD-J32667-929
046154	Walk in Beverage cooler	Kolpak		
046156	Produce cooler	Kolpak		
046157	Main dish cooler	Kolpak		
046487	Cold Holding Unit	Cambro		
054177	Single Alto Shaam Main Line	Oven		
046132	Hot Hold Server	Hatco		
039929	Tall Fan - Main Line	TPI		
053383	Serving Unit (special diets)	Vollrath		
054178	Alto Shaam / top oven Grill			
054179	Alto Shaam / Bottom Grill			

Middle School

SEP Tag Number	Asset Description	Brand	Model #	Serial Number
	Ice Cream Freezer	Beverage Air		
	2 Door Glass Display Case	Beverage Air/True Manufacturing	GDM-49-HC-TSL01	
	Black Display Case	Structural Concepts	B5932	
	Black Display Case	Structural Concepts	B5932	
	2 Well (Hot/Cold) Serving Line (Salad Bar)	Servco		
	Cold Well Serving Line (Salad Bar)	Servco/Quick Switch		
	2 Well (Hot Cold) Serving Line (North Side)	Servco/Quick Switch	D1-QSCHP-2	
	4 Well (Hot Cold) Serving Line (North Side)	Servco/Quick Switch	DI-QSCHP-4	
	1/2 Mobile Warming Cabinet (North Side)	Metro C5		C59000000000
	Reach-in Refrigerator (South Side)	Victory	RIS-1D-S1-XH-HC	14409789?
	Pass Thru Warmer (North Side)	Traulson	R/AHF132WP	
	Pass Thru Cooler (North Side)	Traulson	AHT132WPUT-HHS	

	2 Well (Hot Cold) Serving Line (South Side)	Servco		
	4 Well (Hot Cold) Serving Line (South Side)	Servco		
	1/2 Mobile Warming Cabinet (South Side)	Metro C5		C59000000000
	Full Size Mobile Warming Cabinet (South Side)	Metro C5	C599-SDS-U	C59000000000
	Stainless Steel Shelving	Metro		
	Black A la Carte Display Rack (4 units)	Metro		
	Warmer	Crescor	1501840D	DCG-J000691144-003
	Disposal	Salvajor	200	76414
	Disposal	Salvajor	200	76413
	Cold cabinet	Victory Ultraspec	RIS-1D-S1-XH-HC	14409788
	Cold cabinet (2 door)	Victory Ultraspec	RS-1D-S1-EWPTH-DHC	14412728
	Warmer (2 door in wall)	Victory Ultraspec	HS-1D-1-EW-PT-HD	14412716
	Oven (Top)	Blodgett	Zephaire-100-G	091222CLT-00000000000000000003
	Oven (Bottom)	Blodgett	Zephaire-100-G	091222CLB-00000000000000000003
	Tilt skillet	Cleveland	KE604595-3	
	Combi (Top)	Rational (middle)	LM100CG-AXXXX	G62SJ2207983896
	Combi (Bottom)	Rational (middle)	LM100CG-AXXXX	G62SJ22082990914
	Combi (Top)	Rational (end)	LM100CG-AXXXX	G62SJ22082990281
	Combi (Bottom)	Rational (end)	LM100CG-AXXXX	G62SJ22072983899
	Combi (In Serving Area Top)	Rational	LM100CG-AXXXX	
	Combi (In Serving Area Bottom)	Rational	LM100CG-AXXXX	
	Can opener	Edlund	203	108848
	Can opener	Edlund	203	108849
	Fridge	Victory Ultraspec	RIS-1D-SI-XH-HC-18	14409791
	Mixer	Hobart Legacy	HL200	31-I645-791
	WIC	Thermalrite Everidge	TR3878F	232-E034112-01
	WIF	Thermalrite Everidge	TR3878F	232-E034112-01
	Dishwasher	Hobart	CL64ENER	85-1109791
	Washer	GE	GFW550SSN5WW	AZB16894N
	Dryer	GE	GFD55ESSN3WW	LZ904306G
	Reach-in Refrigerator (Kitchen)	ARI132HUT-FHS	ARI132HUT-FHS	

	Combination Food Processor	Robot Coupe	R2UDICE	
Spring Creek/District Office Building				
SEP Tag Number	Asset Description	Brand	Model #	Serial Number
3244	AeriHot Foodwarmer	kolpak		
52717	Booster Heater	Hatco	c-54	4282221837
46486	can opener	edlund		
46053	Combi stacked	Blodgett		
12767	Combi stacked	Blodgett		
012767S	Combi Steamer/Oven	Blodgett Oven	B14G/AB	121605J1008T
03238SE	Convection Oven	Vulcan-Hart	SG2	48052544
10908	Cooler serving unit	Duke		
	Cooler serving unit Ala'carte	Harmony		
	Dishmachine	CMA		
16175	Double door freezer	Traulsen		
46503	Foodwarmer	Randell		
16614	garbage disposal	ss-125		
52771	garbage disposal	Insinkerator	SS100-47	18123150273
1446085	Holding Cabinet	Cres-Cor	H33912188	FJAK4842A
1383436	Holding Cabinet	Cres-Cor	H339188	HIJ-K9631
46337	refrigerator single door on wheels	Victory		
23371	refrigerator walk-in	Kolpak		
4274	snorkel oven stacked	vulcan		
12768	Stand up mixer	Hobart		
32239	Stove 4 burner gas	Vulcan		
046054s	WIF	Kolpack-Maintowoc		0612120FRZ1

Annual Preventative Maintenance Costs Per Building

Preventative Maintenance & Service (1 time per year).

Cost (per each):

Building	Refrigeration Inspection & Cleaning - Cost & Scope	Dish Machine Inspection & Cleaning- Cost & Scope
Altoona Elementary		
Centennial Elementary		
Clay Elementary		
Delaware Elementary		
Four Mile Elementary		
Mitchellville Elementary		
Runnells Elementary		
Willowbrook Elementary		
SEP Middle School		
SEP Junior High		
SEP High School		

Signature of person completing sheet: _____

Printed name: _____

Title: _____

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. Email:
program.intake@usda.gov

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