

Regular Board of Education Meeting

April 26, 2021 6:00 PM

Robert J. Smallridge School Administration Building

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

IV. Special Reports/Presentations

A. Good News

V. Public Forum

VI. Consent Agenda

A. Board Minutes: 3-29-21

VII. Items for Action

A. Selection of Oak Ridge Schools Volunteer of the Year

B. FY21 Budget Amendment #2 - First Reading

C. FY21 Budget Amendment #2 - Second Reading

D. FY21 Budget Transfer #5 - First Reading

E. FY'22 District Liability and Workers Comp Insurance

F. Purchase of Food Service Equipment

G. Oak Log Contract

H. Preschool Head Start Request for Use of COLA Funds

I. CTE Perkins Reserve Consolidated Grant

J. ESSER 3.0 Grant

VIII. Items for Information

A. FY'22 Budget Concepts

B. Attendance and Enrollment Reports

C. Finance Report

IX. Items for Discussion

X. Old Business

XI. New Business

XII. Communications

XIII. Adjournment



Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Pat Smith, Finance Director *PS*
Subject: **FY'21 Budget Amendment #2**
Date: April 16, 2021

The attached FY'21 Budget Amendment #2 includes the following budget revisions for Board of Education approval.

- **General Fund**
 - Reverse/Cancel Capital Lease revenue and expenditure value of (\$1,650,000) for purchase of Student Devices (Approved in Budget Amendment #1)

FY 21 FYTD Budget Summary - Budget Amendment #2

Fund	FY21 Original Approved Budget	Budget Amendment #1	Budget Amendment #2	Budget Transfers July 1, 2020 through Apr 15, 2021	FY21 Amended Budget Amounts
Fund 141 (General Fund)	\$ 61,154,449.00	\$ 2,159,564.09	\$ (1,650,000.00)	\$ (202,297.68)	\$ 61,461,715.41
Fund 142 (Federal)	\$ 4,798,134.00	\$ 3,120,709.36		\$ 199,867.30	\$ 8,118,710.66
Fund 143 (Food Service)	\$ 2,508,891.00				\$ 2,508,891.00
Fund 145 (Other Education)	\$ 236,719.00			\$ 2,430.38	\$ 239,149.38
Fund 146 (Extended Child Care)	\$ 456,651.00				\$ 456,651.00
TOTAL All Funds	\$ 69,154,844.00	\$ 5,280,273.45	\$ (1,650,000.00)	\$ (0.00)	\$ 72,785,117.45

Fund 141 Budget Amendment

Fund 141 REVENUES	Account Number	Decrease	Increase
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Reverse Capital Lease Budget - Student Devices	141 R 49300 000 000 00000 000	\$ 1,650,000.00	\$ -
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		\$ -	
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Fund 141 EXPENDITURES	Account Number	Increase	Decrease
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Reverse Capital Lease Budget - Student Devices	141 E 71100 722 000 00000 233	\$ -	\$ 1,650,000.00
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		\$ -	
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TOTAL		\$ 1,650,000.00	\$ 1,650,000.00
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MEMORANDUM

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		\$ -	
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Fund 141 EXPENDITURES	Account Number	Increase	Decrease
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Reverse Capital Lease Budget - Student Devices	141 E 71100 722 000 00000 233	\$ -	\$ 1,650,000.00
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		\$ -	
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TOTAL		\$ 1,650,000.00	\$ 1,650,000.00
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Oak Ridge Schools

OFFICE OF
Finance Director

Telephone (865) 425-9004

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent of Schools
From: Pat Smith, Finance Director *Pat*
Subject: FY'21 Budget Transfer #5
Date: April 16, 2021

The attached FY'21 Budget Transfer #5 includes the following budget transfer requests for Board of Education approval:

- Establish revenue and expenditure budget for Amentum Donation for purchase of smartboards
- Reverse budgeted expenditure for Computer Lease Payment
- Realignment of some budgeted salary and benefit lines due to fluctuations
- All routine budget transfers and revisions from January 15 through April 16, 2021 for Board Approval, the majority of which are grant realignments.

Fund 141 Budget Transfers

Fund 141 REVENUES	Account Number	Decrease	Increase
Establish Amentum Donation Budget	141 R 44570 000 000 00000 000	\$ 50,000.00	\$ -
	141 R 44570 000 000 00000 118	\$ -	\$ 50,000.00

Fund 141 EXPENDITURES	Account Number	Increase	Decrease
JMS Transfer from Stipends for Instructional Needs	141 E 72210 196 000 00025 000	\$ -	\$ 2,700.00
	141 E 71100 429 000 00025 000	\$ 2,700.00	\$ -

Transfer for Professional Development & Service Needs	141 E 72130 322 000 00000 000	\$ -	\$ 8,000.00
	141 E 72210 524 000 00068 000	\$ 8,000.00	\$ -

Establish Amentum Donation Budget	141 E 71900 599 000 00000 000	\$ -	\$ 50,000.00
	141 E 72130 722 000 00000 118	\$ 50,000.00	\$ -

Establish Budget for Replacement Furniture : Roofing Vendor Reimbursement	141 E 71100 711 000 00045 000	\$ 2,152.00	\$ -
	141 E 71900 599 000 00000 004	\$ -	\$ 2,152.00

Budget Adjustments for AVID & Virtual Curriculum	141 E 72130 189 000 00000 605	\$ -	\$ 15,000.00
	141 E 72130 196 000 00000 605	\$ 3,000.00	\$ -
	141 E 72210 524 000 00086 000	\$ -	\$ 1,499.68
	141 E 72210 196 000 00068 000	\$ -	\$ 3,000.00
	141 E 72210 201 000 00000 605	\$ -	\$ 930.00
	141 E 72130 212 000 00000 605	\$ -	\$ 217.49
	141 E 72210 524 000 00068 000	\$ 17,647.17	\$ -
	141 E 72130 189 000 00000 605	\$ -	\$ 15,000.00
	141 E 72130 196 000 00000 605	\$ 3,000.00	\$ -
	141 E 72210 524 000 00086 000	\$ -	\$ 1,499.68

Transfer to Contingency for mid-year custodial realignment & reversal of Capital Lease Budget						
141 E 73401	166 000	00043	000	\$	7,912.00	\$ -
141 E 82130	610 000	00000	000	\$	-	\$ 430,175.00
141 E 71900	599 000	00000	004	\$	422,263.00	\$ -

141 E 73400	116 011	00043	000	\$	-	\$ 352.02
141 E 73400	163 011	00043	000	\$	-	\$ 1,860.00
141 E 73400	201 011	00043	000	\$	-	\$ 487.04
141 E 73400	204 011	00043	000	\$	65.00	\$ -
141 E 73400	207 011	00043	000	\$	498.00	\$ -
141 E 73400	208 011	00043	000	\$	92.04	\$ -
141 E 73400	212 011	00043	000	\$	-	\$ 104.96
141 E 73400	299 011	00043	000	\$	26.04	\$ -
141 E 73400	429 011	00043	000	\$	2,646.94	\$ -
141 E 73400	201 011	00043	031	\$	-	\$ 469.00
141 E 73400	212 011	00043	031	\$	-	\$ 55.00

**Realign Voluntary Pre-K Grant to Match
Preschool Needs**

141 E 71100	116 000	00000	000	\$	-	\$ 51,335.00
141 E 71100	163 000	00000	000	\$	13,000.00	\$ -
141 E 71100	207 000	00000	000	\$	-	\$ 13,600.00
141 E 71100	217 000	00000	000	\$	600.00	\$ -
141 E 71150	163 000	00036	000	\$	1,000.00	\$ -
141 E 71150	207 000	00036	000	\$	-	\$ 1,000.00
141 E 71200	116 000	00000	000	\$	12,000.00	\$ -
141 E 71200	163 000	00000	000	\$	16,000.00	\$ -
141 E 71200	206 000	00000	000	\$	10.00	\$ -
141 E 71200	208 000	00000	000	\$	15.00	\$ -
141 E 71200	299 000	00000	000	\$	10.00	\$ -
141 E 71300	204 000	00000	000	\$	7,000.00	\$ -
141 E 71300	208 000	00000	000	\$	125.00	\$ -
141 E 71300	217 000	00000	000	\$	1,900.00	\$ -
141 E 72120	131 000	00000	000	\$	2,600.00	\$ -
141 E 72120	207 000	00000	000	\$	-	\$ 2,500.00
141 E 72120	217 000	00000	000	\$	500.00	\$ -

**Budget Realignment of Salaries & Benefits to
Meet District Needs**

	141 E 72130 207 000 00000 000	\$	-	\$	500.00	-	\$	500.00
	141 E 72130 217 000 00000 000	\$	500.00	\$	-	-	\$	-
	141 E 72210 207 000 00000 000	\$	-	\$	2,850.00	-	\$	2,850.00
	141 E 72210 217 000 00000 000	\$	50.00	\$	-	-	\$	-
	141 E 72220 207 000 00000 000	\$	2,800.00	\$	-	-	\$	-
	141 E 72230 161 000 00035 000	\$	1,400.00	\$	-	-	\$	-
	141 E 72230 201 000 00035 000	\$	75.00	\$	-	-	\$	-
	141 E 72230 212 000 00035 000	\$	30.00	\$	-	-	\$	-
	141 E 72250 105 000 00000 000	\$	-	\$	325,790.00	-	\$	325,790.00
	141 E 72250 120 000 00000 000	\$	325,790.00	\$	-	-	\$	-
	141 E 72250 204 000 00000 000	\$	2,000.00	\$	-	-	\$	-
	141 E 72250 207 000 00000 000	\$	-	\$	2,000.00	-	\$	2,000.00
	141 E 72250 212 000 00000 000	\$	1,000.00	\$	-	-	\$	-
	141 E 72250 217 000 00000 000	\$	-	\$	1,000.00	-	\$	1,000.00
	141 E 72290 161 000 00035 000	\$	1,400.00	\$	-	-	\$	-
	141 E 72310 201 000 00000 000	\$	620.00	\$	-	-	\$	-
	141 E 72310 212 000 00000 000	\$	150.00	\$	-	-	\$	-
	141 E 72310 214 000 00000 000	\$	10,000.00	\$	-	-	\$	-
	141 E 72320 206 000 00000 000	\$	150.00	\$	-	-	\$	-
	141 E 72320 207 000 00000 000	\$	-	\$	150.00	-	\$	150.00
	141 E 72410 139 000 00000 000	\$	200.00	\$	-	-	\$	-
	141 E 72410 162 000 00000 000	\$	2,500.00	\$	-	-	\$	-
	141 E 72410 207 000 00000 000	\$	-	\$	2,700.00	-	\$	2,700.00
	141 E 72610 207 000 00000 000	\$	-	\$	400.00	-	\$	400.00
	141 E 72610 217 000 00000 000	\$	400.00	\$	-	-	\$	-
	141 E 72620 207 000 00000 000	\$	-	\$	100.00	-	\$	100.00
	141 E 72620 217 000 00000 000	\$	100.00	\$	-	-	\$	-
	141 E 73401 207 000 00043 000	\$	-	\$	1.00	-	\$	1.00
	141 E 73401 299 000 00043 000	\$	1.00	\$	-	-	\$	-
	141 E 72210 196 000 00025 000	\$	-	\$	300.00	-	\$	300.00
	141 E 72210 524 000 00025 000	\$	300.00	\$	-	-	\$	-

Budget Realignment of Salaries & Benefits to Meet District Needs (Cont.)

JMS Professional Development Needs

	141 E 72130	189 000 00000	605	\$	-	\$	2,705.00
	141 E 72130	201 000 00000	605	\$	-	\$	167.71
	141 E 72130	212 000 00000	605	\$	-	\$	39.22
	141 E 72130	499 000 00000	605	\$	-	\$	7,340.03
	141 E 72130	196 000 00000	605	\$	-	\$	3,000.00
Reallocation of AVID Funds for Supplies & Materials and Professional Development	141 E 72210	429 000 00081	000	\$	7,000.00	\$	-
	141 E 72210	355 000 00081	000	\$	-	\$	500.00
	141 E 72210	196 000 00081	000	\$	1,000.00	\$	-
	141 E 72210	524 000 00081	000	\$	-	\$	4,500.00
	141 E 72210	599 000 00068	000	\$	4,000.00	\$	-
	141 E 72210	524 000 00068	000	\$	6,251.96	\$	-
	TOTAL			\$	989,480.15	\$	989,480.15

Fund 142 Budget Transfers

Fund 142 REVENUES	Account Code	Decrease	Increase
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Increase Carl Perkins Grant Budget to Reflect	142 R 47131 000 801 00000 000	\$ -	\$ 4,869.04
Additional Allocation Received	142 R 46980 000 000 00000 000	\$ 4,869.04	\$ -

Transfer Revenue Budget to new ESSER 2.0	142 R 47307 000 935 00000 000	\$ -	\$ 3,120,709.36
Revenue Account	142 R 47590 000 935 00000 000	\$ 3,120,709.36	\$ -

FUND 142 EXPENDITURES	Account Code	Increase	Decrease
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Increase Carl Perkins Grant Budget to Reflect	142 E 71300 730 801 00000 000	\$ 4,869.04	\$ -
Additional Allocation Received	142 E 71900 599 000 00000 000	\$ -	\$ 4,869.04

Realign Head Start COVID Grant	142 E 73300 195 035 00043 000	\$ -	\$ 5,000.00
	142 E 73300 429 035 00043 000	\$ 5,000.00	\$ -

Realign Head Start Grant to Meet Preschool Needs	142 E 73300 201 035 00043 000	\$ -	\$ 87.54
	142 E 73300 204 035 00043 000	\$ -	\$ 40.90
	142 E 73300 212 035 00043 000	\$ -	\$ 56.77
	142 E 73300 429 035 00043 000	\$ 185.21	\$ -
	142 E 73300 399 030 00043 000	\$ -	\$ 325.00
	142 E 73300 524 030 00043 000	\$ 325.00	\$ -

Realign Title III to Match ePlan	142 E 72210 499 303 00000 000	\$ 1,230.64	\$ -
	142 E 72210 524 303 00000 000	\$ -	\$ 1,230.64

	142 E 73300 162 431 00015 000	\$	-	\$	1,799.00	\$	1,799.00
	142 E 73300 429 431 00015 000	\$	1,799.00	\$	-	\$	-
	142 E 73300 169 431 00015 000	\$	-	\$	2,910.00	\$	2,910.00
	142 E 73300 429 431 00015 000	\$	2,910.01	\$	-	\$	-
	142 E 73300 189 431 00015 000	\$	-	\$	3,280.01	\$	3,280.01
	142 E 73300 116 431 00015 000	\$	3,280.00	\$	-	\$	-
	142 E 73300 166 431 00045 000	\$	-	\$	3,000.00	\$	3,000.00
	142 E 73300 429 431 00045 000	\$	3,000.00	\$	-	\$	-
	142 E 73300 399 431 00045 000	\$	-	\$	3,000.00	\$	3,000.00
	142 E 73300 429 431 00045 000	\$	3,000.00	\$	-	\$	-

**21st Century Grant Adjustment to Meet
Current Needs**

	142 E 73300 104 031 00043 000	\$	-	\$	865.00	\$	865.00
	142 E 73300 116 031 00043 000	\$	-	\$	4,215.00	\$	4,215.00
	142 E 73300 161 031 00043 000	\$	-	\$	490.00	\$	490.00
	142 E 73300 163 031 00043 000	\$	-	\$	18,000.00	\$	18,000.00
	142 E 73300 207 031 00043 000	\$	-	\$	4,500.00	\$	4,500.00
	142 E 73300 212 031 00043 000	\$	-	\$	750.00	\$	750.00
	142 E 73300 208 031 00043 000	\$	-	\$	65.00	\$	65.00
	142 E 73300 355 031 00043 000	\$	-	\$	300.00	\$	300.00
	142 E 73300 119 031 00043 000	\$	-	\$	70.00	\$	70.00
	142 E 73300 429 031 00043 000	\$	25,255.00	\$	-	\$	-
	142 E 73300 524 031 00043 000	\$	2,000.00	\$	-	\$	-
	142 E 73300 499 031 00043 000	\$	2,000.00	\$	-	\$	-
	142 E 73300 399 030 00043 000	\$	-	\$	2,800.00	\$	2,800.00
	142 E 73300 524 030 00043 000	\$	2,800.00	\$	-	\$	-

**Realign Head Start Grant to Meet Preschool
Needs**

	142 E 72210 524 202 00000 000	\$	-	\$	6,493.53	\$	6,493.53
	142 E 72210 196 202 00000 000	\$	5,000.00	\$	-	\$	-
	142 E 72210 201 202 00000 000	\$	310.00	\$	-	\$	-
	142 E 72210 204 202 00000 000	\$	513.50	\$	-	\$	-
	142 E 72210 207 202 00000 000	\$	597.53	\$	-	\$	-
	142 E 72210 212 202 00000 000	\$	72.50	\$	-	\$	-

Realign Title II to Match ePlan

	142 E 72120 189 411 00000 000	\$	434.40	\$	-
	142 E 72120 201 411 00000 000	\$	25.89	\$	-
	142 E 72130 599 411 00000 000	\$	8,000.00	\$	-
	142 E 72210 196 411 00000 000	\$	-	\$	15,500.00
	142 E 72210 201 411 00000 000	\$	-	\$	961.00
	142 E 72210 204 411 00000 000	\$	-	\$	1,591.85
	142 E 72210 212 411 00000 000	\$	-	\$	224.75
	142 E 72210 524 411 00000 000	\$	-	\$	460.29
	142 E 72210 499 411 00000 000	\$	15,878.79	\$	-
	142 E 72250 196 411 00000 000	\$	-	\$	4,750.00
	142 E 72250 201 411 00000 000	\$	-	\$	294.50
	142 E 72250 204 411 00000 000	\$	-	\$	487.82
	142 E 72250 212 411 00000 000	\$	-	\$	68.87
	142 E 72210 207 101 00000 000	\$	5,655.46	\$	-
	142 E 72130 599 101 00000 000	\$	-	\$	5,655.46

Realign Title IV to Match ePlan

	142 E 71100 399 931 00000 000	\$	-	\$	47,488.74
	142 E 71100 429 931 00008 000	\$	-	\$	373.42
	142 E 71100 722 931 00000 000	\$	-	\$	4,597.85
	142 E 71100 722 931 00008 000	\$	10,245.74	\$	-
	142 E 72210 196 931 00000 000	\$	19,800.00	\$	-
	142 E 72210 201 931 00000 000	\$	1,227.60	\$	-
	142 E 72210 204 931 00000 000	\$	2,033.36	\$	-
	142 E 72610 720 931 00000 000	\$	-	\$	12,085.00
	142 E 72210 499 931 00000 000	\$	25,376.10	\$	-
	142 E 73300 399 931 00008 000	\$	4,000.00	\$	-
	142 E 71100 206 931 00035 000	\$	62.21	\$	-
	142 E 71100 471 931 00000 000	\$	1,800.00	\$	-

Adjust ESSER Budget to Match ePlan

TOTAL		\$	3,284,265.38	\$	3,284,265.38
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Oak Ridge Schools

OFFICE OF
Business Services

Telephone (865) 425-9004
Fax (865) 425-9060

MEMORANDUM

To: Dr. Bruce Borchers, Superintendent

From: Pat Smith, Finance Director

Date: April 15, 2021

RE: Recommendation of Insurance Provider for Property, Casualty, & Workers Compensation Insurance

Oak Ridge Schools recently sought proposals for the District's Property, Casualty, & Workers Compensation Insurance coverage for FY22. The RFP included current coverage limits & deductibles as well as the evaluation criteria to be used in the selection of the provider. The RFP was advertised in the *Knoxville News-Sentinel*, posted online through Vendor Registry, and was available online via the Oak Ridge Schools website. In addition, the RFP request was sent electronically to three vendors that had expressed an interest in providing these services. Two proposal responses were received. Both proposals met the minimum requirements as stated in the RFP and were evaluated by a five-person evaluation and selection committee as outlined in the RFP.

Each person on the selection committee (consisting of Mr. Lay, Mr. Bradburn, Mr. Thacker, Ms. Van Dyke, and myself) evaluated the proposals individually and assigned scores based on RFP guidelines in 4 specific areas. The proposals were each evaluated on the following merits, with the evaluation criteria based on the coverages quoted (including maximum, aggregate amounts, and applicable deductibles), as well as the services to be provided to the District, our employees, parents, and students:

- Background and Qualifications (15%)
- Personnel (10%)
- Technical Merit (25%)
- Cost Effectiveness (50%)

A proposal Score Summary as well as the Evaluation Committee Comparison Summary, the Apparent Best Evaluated Proposer Letter are attached for reference.

The apparent best proposer, as ranked in the evaluation process, was Tennessee Risk Management Trust (TNRMT). Although TNRMT was not the lowest priced bidder, the additional services provided to the District under their coverage, including individualized service and support to our employees when they are injured at work, and to parents when a student is injured during athletics, as well as their history and experience insuring school districts across the state, were paramount to the evaluation process. Please see the Evaluation Committee Comparison for specific information.

Based on the RFP results and the strong recommendation of the evaluation and selection committee, I recommend that the Oak Ridge Board of Education accept and approve the District's Property, Casualty, & Worker's Compensation Insurance with Tennessee Risk Management Trust for FY22. The total annual cost quoted of \$481,229 is \$75,750.82 (16%) less than the FY21 cost.

Attachments:

Original RFP
RFP Schedule of Events
Proposal Score Summary Matrix
Evaluation Committee Comparison
Apparent Best Evaluated Proposer Letter

RFP #21-005
Property, Casualty, & Workers Compensation Insurance

Schedule of Events:

RFP Issued	2/12/2021
Deadline for Questions from Proposers Regarding RFP	2/24/2021
Questions with Responses will be posted online	2/26/2021
Deadline for Submittal of Proposals	3/26/2021
RFP Evaluation of Criteria Begins	3/29/2021
Submitted for Board Approval	4/26/2021
Anticipated Award	5/3/2021
Implementation Date	7/1/2021

Proposal Score Summary Matrix

RFP # 21-005

Property, Casualty, & Workers Compensation Insurance Provider

4/13/2021

Background & Qualifications	15%	Public Risk Insurors	TNRMT
Evaluator 1		6	10
Evaluator 2		5	10
Evaluator 3		8	10
Evaluator 4		5	10
Evaluator 5		6	10
Average:		0.90	1.50
Personnel	10%		
Evaluator 1		7	9
Evaluator 2		5	10
Evaluator 3		9	10
Evaluator 4		5	10
Evaluator 5		6	10
Average:		0.64	0.98
Technical Merit	25%		
Evaluator 1		7	9
Evaluator 2		5	10
Evaluator 3		7	10
Evaluator 4		7	10
Evaluator 5		6	10
Average:		1.60	2.45
Cost Effectiveness	50%		
Evaluator 1		9	8
Evaluator 2		9	8
Evaluator 3		10	9
Evaluator 4		10	9
Evaluator 5		10	8
Average:		4.80	4.20
OVERALL SCORE (Maximum 10 Pts)		7.94	9.13

Price Quote Coverage Details (Form/Coverage/Deductible(s) and Exclusions) for coverage quoted on Price Quote Sheet

	Public Risk Insurers			TNRMT		
	Coverage (Maximum)	Deductible	Exclusion(s)	Coverage (Maximum)	Deductible	Exclusion(s)
I. Workers Compensation -	\$1,000,000	None	Contracts, Punitive Damages, Intentional, USL & H, Fines	\$1,000,000 (includes case worker for all injured employees)	None	
II. Property & Casualty Program						
Property (All Buildings and Contents including: Electronic Data Processing Equipment, Media & Extra Expense, Contractors' Equipment & Miscellaneous Equipment, Valuable Papers and Money & Securities)	Buildings: \$211,314,844 Contents: \$25,338,527 Extra Expenses: \$5,000,000	\$1,000	Unexplained disappearance, criminal, fraudulent, dishonesty Animals Lead, silica	Buildings – Blanket Content - Blanket Extra Expense - \$5,000,000	\$500	
Boiler & Machinery - Comprehensive coverage including boiler, pressure vessels, mechanical & electrical machines including air conditioning, refrigeration equipment, electrical apparatus and electronic computer of electronic data processing equipment, including production machines unless otherwise specified.	Full TIV Limits: \$237,153,371 Spoilage: \$250,000 Expediting Exp: \$100,000 Hazardous Sub: \$250,000 Ordinance of Law: \$500,000	\$1,000		Limit per breakdown: \$10,000,000 Spoilage: \$500,000 Expediting Exp: \$500,000 Hazardous Sub: \$500,000 Ordinance of Law: \$2,500,000	\$5,000	
Inland Marine	\$244,195	\$1,000		Per Schedule	\$500	
Electronic Data Processing	\$1,000,000	\$1,000		\$1,000,000	\$500	
Miscellaneous Equipment	\$500,000	\$1,000		\$500,000	\$500	
Extra Expense	\$5,000,000	\$1,000		\$5,000,000	\$500	
Valuable Papers	\$1,000,000	\$1,000		\$1,000,000	\$500	
Deductible	Each Occurance	\$1,000		Each Occurance	\$500	
Employee Fidelity	\$400,000	\$500		\$400,000	\$500	
Depositors' Forgery	\$400,000	\$500		\$400,000	\$500	
Money Orders & Counterfeit Papers	\$400,000	\$500		\$400,000	\$500	
General Liability including all employees as additional insured (<i>occurrence form</i>)	\$2,000,000 per occ \$3,000,000 Aggregate	NONE	Contractual Liability Expected or Intended, Taxes, Fines, Multiplied Damages, Punitive Damages, Nurse	\$2,000,000 per occurrence No Aggregate Limits	\$500	
Educators Legal Liability/Errors & Omissions (<i>Claims Made Form</i>)	\$2,000,000 per occ \$3,000,000 Aggregate	\$2,500	Front Pay/Future Damages Multiplied/Punitive Damages	\$2,000,000 per occ No Aggregate Limits	\$2,500	
Employee Benefits Liability (<i>Claims Made Form</i>)	\$1,000,000 Limit \$3,000,000 Aggregate	\$1,000		2000000 No Aggregate Limits	\$2,500	
Defense of Ouster	\$100,000	\$2,500		\$100,000	\$500	Defense Only
Automobile Liability	\$2,000,000 (requires list of drivers & licenses be provided & maintained by ORS)	NONE	Racing (Mid-term charge for any additional vehicles added during school year.)	\$2,000,000	\$500	
Auto Physical Damage	ACV for All Owned Vehicles	\$500 Comp \$500 Collision	Personally Owned Vehicles	Book Value	\$500	Personally Owned Vehicles
Auto Uninsured/Underinsured Motorist	\$1,000,000	NONE		\$2,000,000	\$500	
Auto Med Pay	\$5,000 per accident	NONE		\$5,000/ Person \$100,000/ Accident	\$500	
Athletic Participation Liability	\$2,000,000 per occ \$3,000,000 Aggregate	NONE		\$2,000,000 per occ No Aggregate Limits	NONE	
Cyber Liability (<i>Claims Made Form</i>)	\$1,000,000 First Party \$1,000,000 Third Party \$500,000 Exp/Fines	\$10,000		\$1,000,000	\$1,000	
Student and Athletic Accident	\$25,000(Full Excess)	NONE	Drugs, Alcohol, Suicide, fighting, hernia, mental disorders (Parents required to file paperwork)	\$25,000(Full Excess)	NONE	



Oak Ridge Schools

BUSINESS SERVICES

Telephone (865)425-9048
Fax: (865)425-9060

April 15, 2021

Tom Montgomery
TNRMT
101 Tamaras Way
Hendersonville, TN 37075

Dear Mr. Montgomery

Thank you for your proposal in response to RFP 21-005. Oak Ridge Schools has completed its evaluation of proposals in response to this Request for Proposal, and the subject procurement records are open for public inspection.

Tennessee Risk Management Trust is the apparent best-evaluated proposer that the School System will consider for contract award. This notice is NOT an acceptance of any offer, and the School System retains the right to reject any proposal.

In accordance with the subject RFP and State law, this notice shall NOT create rights, interests, or claims of entitlement in the apparent best-evaluated proposer or any vendor. No vendor shall acquire any such right unless and until a contract is fully signed by all appropriate School System officials.

We appreciate your interest in providing services to Oak Ridge Schools.

Sincerely,

Pat Smith
Finance Director



Business Department
School Administration Building
304 New York Ave
Oak Ridge, Tennessee 37830
Phone (865) 425-9004
Fax (865) 425-9060

Request for Proposal

Description of items/services requested:

The Oak Ridge Schools Board of Education (District) is requesting proposals for viable options from qualified insurance carriers for casualty, property insurance, and risk management services for the 2021/2022 policy term to include coverage for Property, Liability, Workers' Compensation, and Student Accident Insurance, subject to the terms and conditions of the Request for Proposal (RFP), and the accompanying specifications.

Responding to the Request for Proposal – Proposal Procedures/Requirements:

All persons and firms wishing to submit proposals must obtain a complete copy of the Request for Proposal and submit all required forms as outlined in the solicitation document with their response.

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **March 5, 2021 2:00 PM EST**. Every proposal must be enclosed in a sealed envelope clearly marked with **“RFP Property & Casualty and Workers Compensation.”** **One original and five full copies** of the proposal must be submitted, with original signatures as required. Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Facsimile or emailed responses will not be considered. Bid prices must be valid for no less than one hundred twenty (120) days from the date of the bid.

All documents shall be submitted to the following address:

Mary Ann Riley, Purchasing Specialist
RE: **(RFP #21-005) “RFP Property & Casualty and Workers
Compensation”**
School Administration Building
304 New York Avenue
Oak Ridge, TN 37830

Important: Respondents should allow sufficient time for delivery. Any Proposal arriving past the appointed date and time will be considered late and will not be opened.

A public bid opening will be held on the date stated above, but no specifics regarding prices or services will be stated at that time. An evaluation committee will meet to review and score all bids. All committee scoresheets and notes will be made available to the public.

General Information:

Oak Ridge Schools is requesting sealed proposals from qualified companies. Oak Ridge School invites any qualified proposer to respond to this RFP by submitting a proposal for such work, service, and/or items consistent with the terms and conditions herein set forth. It is the intent of Oak Ridge Schools to award a vendor(s) with a one (1) year contract with the option to renew annually, if agreeable by all parties. The initial contract period will be from July 1, 2021 until June 30, 2022.

Disclosure:

The District has their current coverage with Tennessee Risk Management Trust and has been a member for over a decade. This advertised template specification document was not created by District staff in its entirety. It is the result of reviewing other advertisements and assembling these specifications to meet the needs specific to Oak Ridge Schools. There is no bias toward any specific provider. **If there is anything in this document, which opposing providers considers or deems as proprietary in nature, the opposing carrier is to notify the Purchasing Specialist, Mary Ann Riley, by email mariley@ortn.edu to evaluate the matter and determine the reasonableness and whether to apply such standard.**

Schedule:

RFP Issued	2/12/2021
Deadline for Questions from Proposers Regarding RFP	2/24/2021
Questions with Responses will be posted online	2/26/2021
Deadline for Submittal of Proposals	3/5/2021
RFP Evaluation of Criteria Begins	3/8/2021
Submitted for Board Approval	3/29/2021
Anticipated Award	4/5/2021
Implementation Date	7/1/2021

Proposal Procedures/Requirements

Award of Contract: The owner (Oak Ridge Schools) reserves the right to reject any and all bids, to waive any and all informalities, to negotiate contract terms with the successful bidder, and to disregard all non-conforming, non-responsive, or conditional

bids. Oak Ridge Schools may conduct such investigations as it deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors, and other persons and organizations to perform the work in accordance with the contract documents. The contract shall be awarded to the bidder, whose evaluation by the owner indicates that the award will be in the best interest of Oak Ridge Schools.

While total cost is naturally a factor, Oak Ridge Schools is likewise interested in the broadest coverage available with an excellent and responsible company. Price alone will not determine conclusively the awarding of the account. The intent will be to place the coverage through one source or agency based on the merits of the total "package." However, Oak Ridge Schools reserves the right to place separately coverage which is not critical to package treatment.

A great deal of underwriting information is included, and Oak Ridge Schools will furnish all possible, additional information requested. We have attempted to be as accurate as possible with all information furnished; however, no warranty is to be taken as expressed or implied. It is hoped that the attached underwriting information is sufficient for proposers.

It is understood that the "successful bidder," who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the District. Oak Ridge Schools does not enter into contracts that provide for mediation or arbitration.

Oak Ridge Schools shall be supplied satisfactory proof of coverage of the required insurance (as shown in Appendix A), with Oak Ridge Schools being conspicuously named on the Certificate of Insurance as Certificate Holder for each insurance category.

The successful proposer agrees that they will function as an independent contractor and agrees to indemnify and hold harmless Oak Ridge Schools, its Board Members, employees, and agents for any and all claims that may arise out of its duties contracted for pursuant to this RFP.

General Conditions:

It is hereby understood and agreed by all parties that the following general conditions and/or amendatory endorsements shall apply to all policies or contracts of insurance, unless specifically noted by exception:

- It is agreed that the insuring company shall not hold the insured, its employees, agent's servant and/or representatives responsible for faulty, incomplete or misleading information unless such information was intentionally withheld or altered;
- It is agreed and understood that knowledge of a loss or occurrence shall mean knowledge by an officer, manager, or consultant and then only as it relates to his scope of authority.

- Knowledge by an employee or subcontractor shall not constitute knowledge of an occurrence;
- Inadvertent failure of the Named Insured to report all exposures at the inception of this policy, which would normally or automatically be covered hereunder, shall not void coverage for the same;
- Any premium due for such exposure shall be paid by endorsement;
- The insurance company shall (preferably on a quarterly basis), forward to the insured written statements and reports of the status of any and all claims for damage made against the insured.

The successful proposer will be required to provide services based on RFP specifications and their proposal response, including any written and/or electronic communications provided during the evaluation process. Negotiations may be undertaken with the proposer whose understanding, qualifications, experience, fee schedule, and financial terms show them to be the company best qualified, responsible, and capable of performing the work and addressing the needs of the district.

Oak Ridge Schools reserves the right to request any additional information deemed necessary in the evaluation of this RFP. Requested information shall be submitted to the District within five (5) business days from date of request.

The terms, conditions and specifications listed in this proposal constitute the total terms and conditions that will be acceptable. Oak Ridge Schools will not be bound by conditions other than those stated. RFP award will be made to the best responsive company and/or firm meeting the requirements of the school district.

Oak Ridge Schools reserves the right to reject any or all responses, waive defects or informalities in responses and to make awards as deemed to be in its best interest. Award will be made to the best company and/or firm to be determined by the school district, if awarded.

Any exceptions to the general conditions and specifications must be clearly stated in the RFP response. In addition, proposer should include a copy of any contract they may require with their proposal.

Costs not delineated in the RFP response will not be negotiated in the contract.

Proposer's recommendations must be in compliance with all local, state and federal regulations, laws, and licenses.

The successful proposer shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, and in compliance with any and all reasonable rules of Oak Ridge Schools relative to the premises. No instructions given in the contract or RFP documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.

Any alteration to this RFP document by a proposer will deem that proposer's response to this RFP as null and void.

Addenda - Revisions, Questions/Responses:

Any and/all revisions made to this RFP prior to due date will be posted on the following website and will be the responsibility of the proposer to check for any and/all revisions, <https://www.ortn.edu/central-office/business-and-operations/open-rfps/> and www.vendorregistry.com .

The District shall issue a written addendum if substantial changes, which impact the technical submission of Proposals, are required. A copy of the addenda will be posted online at our website: www.ortn.edu In the event of a conflict with the original RFP documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

The school district has the right at their discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond its control. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.

Non-Appropriation of Funds: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the customer shall have no continuing obligation under the terms of this Contract.

Questions: All questions related to specifications regarding this Request for Proposal must be submitted electronically no later than 4:00 PM Eastern Time, February 24, 2021 to the District's Purchasing Specialist, Mary Ann Riley, mariley@ortn.edu **ALL questions must be submitted by e-mail and only e-mail questions will be answered.** All questions and responses are public and posted in a timely manner on the Oak Ridge School website www.ortn.edu under the RFP section. No questions will be received after February 24, 2021.

District staff are not authorized to orally interpret the meaning of the specifications or other Agreement documents or correct any apparent ambiguity, inconsistency, or error therein. In order to be binding upon the District, the interpretation or correction must be given by the District Purchasing Specialist and must be in writing. Every request for a written interpretation or correction must be received not later than 4:00 PM EST on February 24, 2021 in order to be considered. Requests may be submitted by email to mariley@ortn.edu . Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation and posted online by the Purchasing Specialist as outlined above.

Rejection of Proposal: Proposals must be delivered to the specified location and received before the Proposal opening in order to be considered. Untimely Proposals will remain unopened and automatically disqualified. Proposals will be considered irregular and may be rejected if they show material omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate Proposals, or other material irregularities in an otherwise valid Proposal. **THE DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS WHEN IT DETERMINES IN ITS SOLE JUDGMENT AND DISCRETION THAT IT IS NOT IN ITS BEST INTEREST TO AWARD THE AGREEMENT.**

Evaluation of the Proposal: Proposals will be evaluated by a staff Evaluation Committee based upon the criteria and weighting set forth in "EVALUATION CRITERIA." (Appendix G)

Completeness: Each response will be reviewed prior to the selection process for completeness and adherence to format.

Evaluation Process: The District will rely on its staff to formally evaluate each complete proposal. The evaluation process will objectively grade the proposal on their merit and responsiveness. The District will develop and employ a grading scale when evaluating proposals based on insurance company ratings and financial rankings, coverage adequacy and scope of contract, professional qualifications, specialized experience and technical competence, service support capabilities of proposer, proposer's references from previous or current clients of comparable size to the District, ability to meet or exceed the specifications and standards of the RFP and product price.

The committee members will meet as appropriate to discuss the Proposals and their individual evaluations. Each committee member will complete an evaluation form, from which the overall ranking of Proposals is compiled.

A Selection shall be made of one or more offerors deemed to be fully qualified and best suited among those submitting proposals based on the selection criteria. Oak Ridge Schools may elect to select multiple responsive, responsible Respondents, having the highest ranked Proposal, as a result of this solicitation. Any final agreement may be modified based on the District's acceptance of any alternatives listed in the Proposal that the District deems in its best interest.

All Respondents will be notified in writing of the committee's intended recommendation to the Board of Education regarding award of the Agreement. Alternatively, the committee may elect to submit the final ranking to the Board of Education for approval prior to commencement of negotiations and, upon approval of the ranking of Proposals, commence negotiations and execute an agreement as approved by the Board. All Respondents will then be notified in writing of the committee's intended award of the Agreement.

Proposal Preparation & Submission:

- All proposals shall be in accordance with the instructions to proposers and specifications included in this RFP. Specifications are intended to be open and non-restrictive.

- It shall be the sole responsibility of the proposer to make certain that all proposals in proper form are submitted prior to the deadline as described above.
- All original forms must be signed by a person with authority to bind the proposal. The proposal must be sealed in an envelope or package that is labeled according to the directions stated in the RFP.
- Sealed written proposals will be received at the time and place specified on the RFP. Postmark on the proposal by this date will not suffice. Proposal must be received on or before the date and time stated. Faxed or electronic proposal documents will not be accepted.

Restrictive or Ambiguous Specifications: It is the responsibility of the proposer to review the entire RFP document and to notify the Purchasing Specialist of Oak Ridge Schools mariley@ortn.edu if the RFP is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested.

Minimum Qualifications:

- The insurance agent will maintain, at their expense, adequate insurance coverage to protect them from claims arising under the Workers Compensation Act and Professional Liability or Errors or Omissions Liability coverage in the amount of no less than \$2,000,000 per occurrence.
- Qualified proposers must be a qualified self-insured pool established under TCA 29-20-401 or an insurance company with an A.M. Best rating of A- or better. Any deviations from the above requirements must be disclosed in the bid submission.
- Irrespective of the minimum qualifications stated above, the District may make such investigations as it deems necessary to determine the ability of the Respondent to perform the Work. The District reserves the right to reject any Proposal if the evidence submitted by such Respondent and/or the District's independent investigation of such Respondent fails to satisfy the District that such Respondent is properly qualified to carry out the obligations of the Agreement and complete the Work in a manner acceptable to the District within the time period specified.

Claim(s) Adjustment Services: The awarded proposer will administer the District's claim activities in accordance with the requirements of Tennessee Statutes and District policy. Types of claims to be administered include general liability, auto liability, public official errors and omissions, and workers' compensation, among others. The awarded proposer shall:

- 1) Administer all open, all newly filed, and all reopened claims on behalf of the District.
- 2) Administer claims in a timely, courteous, and equitable manner.
- 3) Utilize effective claims management techniques designed to contain costs and resolve claims as quickly as possible.
- 4) Maintain open communication with and provide excellent customer service to claimants, employees, other providers, and regulatory bodies.
- 5) Conduct field investigations and all customary investigative work as necessary.

- 6) Attend meetings, depositions, mediations, and other proceedings as necessary and provide the District with written updates on those proceedings.
- 7) Report claims in accordance with their respective written procedures.
- 8) Compile data for and file all notices and reports required by the State of Tennessee and/or other pertinent regulators.
- 9) Make contact with claimants within 24 hours of notification of a claim.
- 10) Provide review of all accounting and billing data received on the District's behalf to ensure accuracy.
- 11) Provide monthly claim status reports, with loss runs, to District Management, to include a summary and analysis of the District's claim history (i.e. trends, charts, graphs, etc.) by department and work group as requested.
- 12) Make all claims files and notes of any type, whether involving litigation or not, accessible to the District, whether online or otherwise.
- 13) Assist with coordination of light-duty programs for injured employees during their recovery period.
- 14) Make recommendations to improve claims handling and service.
- 15) Assist with training appropriate District staff on proper claims handling procedures, as agreed upon between the District and the awarded proposer.
- 16) Obtain approval from District prior to selection and/or use of outside legal representation to assist with litigated claims.
- 17) Notify the District of proposed or enacted changes in claims administration regulatory requirements that may affect the District.
- 18) At least every six months, review all open cases, including reserve amounts, in order to expedite settlement, and update District Management on claims status.
- 19) Provide the District with an annual stewardship report detailing claim counts, services rendered, and measurement of performance goals.
- 20) The District retains all ownership rights to loss data and claim files that are generated as a result of services provided by the awarded proposer, and as such, awarded proposer is to provide all claim data, files, documents, etc. in an electronic format to the District upon request, or within 10 days in the event that services are terminated.

Proposal Document: Proposals should provide a straightforward and concise presentation, adequate to satisfy the requirements of the Request for Proposal (RFP). Emphasis should be on completeness, clarity of contents and responsiveness to the RFP. Proposals should be structured to respond to the RFP specifications.

Specifications: Oak Ridge Schools is seeking the best proposal for Property and Casualty Insurance and a Workers Compensation Program. Proposals may be submitted as a "package" or as individual policies. Unless offerors specify mandatory groupings of coverage, it is understood that any separate coverage may be chosen individually. It is also understood that coverages indicated as "optional" may or may not be purchased at the discretion of the Schools. The proposal should include insurance coverage as specified in Appendix A.

Conflict of Interest: All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the State of Tennessee, or any of its agencies (which includes Oak Ridge Schools). Further, all bidders must disclose the

name of any state or Oak Ridge School employee who owns, directly or indirectly, an interest in the bidder's firm or any of its branches. Bidding by Oak Ridge School employees is prohibited.

Contractors, Subcontractors and employees: If work is to be performed during regular school hours when children are present, the BOE reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property.

Controlling Documents: Compliance with Oak Ridge Schools' contract for coverage will be subject to all terms and conditions which comprise Oak Ridge Schools' General and Special Bid Conditions, if any, unless an exception is taken by the bidder to which Oak Ridge Schools has concurred in writing.

Criminal Background Compliance: Bidders shall be required to complete the attached Criminal Background Compliance Affidavit form in compliance with the provisions of Tennessee Code Annotated § 49-5-413.

Deadline: Any responses received after the scheduled closing time for the receipt for responses will not be considered.

Default of Vendor: In the event the Vendor defaults in performing this Contract, the Contractor agrees to pay Oak Ridge Schools all reasonable costs incurred in remedying such default, including a reasonable Attorney's fee.

Errors in Bids: When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications, or bidding schedule, is made at the risk of the bidder.

Exceptions: If the bidder takes exception to anything in the specifications or terms and conditions, the exception must be listed in bid. If necessary, you may supplement with an attachment. If no comments or exceptions are furnished, it will be assumed that no exceptions are being taken.

Facsimile or Electronic transmissions: Electronic transmissions will not be accepted except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

Hold Harmless Agreement: Bidders shall be required to complete the attached Hold Harmless Agreement.

Laws and Regulations: The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction and shall apply to the contract throughout, and they will be deemed to be

included in the contract the same as though herein written out in full.

Legal Issues: Contracts with Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bid will be denied if these provisions are not included in the contract.

Legal Requirements: The successful bidder shall be responsible for compliance with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility for their bid.

Non-Collusion Affidavit: Bidder shall be required to complete the attached Non-Collusion Affidavit.

Pricing: If the Proposer is awarded a contract under this solicitation, the prices proposed by the Vendor shall remain fixed and firm during the term of the solicitation review and any subsequent contract.

Public Acts of 2006: In compliance with the requirements of Chapter 878, Public Acts of 2006, the Contractor hereby attests that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this contract.

Purchase: No purchase or contract is authorized or valid until the issuance of a Purchase Order from Oak Ridge Schools and the Board of Education approval of a project in accordance with Oak Ridge Schools Policy. No employee is authorized to purchase equipment, supplies, or services prior to the issuance of such Purchase Order and Board of Education approval.

Sub-contracts: The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.

Taxes: Oak Ridge Schools is exempt from federal excise taxes and from state sales taxes on purchases of tangible personal property. Copies of the appropriate exemption documentation will be provided upon request. Contractors are responsible for the payment of taxes on tangible personal property which they use in the completion of their contracts, for which sales taxes have not otherwise been paid, irrespective of who holds title to the property or for whom the work is done.

Title VI of the Civil Rights Act of 1964: All interested parties, without regard of race, color, or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Oak Ridge Schools strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

ABOUT THE DISTRICT:

Oak Ridge Schools is a City school district located in the City of Oak Ridge, Tennessee.

Governance: The Schools are overseen by a five-member board of education. (“Board”) that is elected by the citizens. Each member is elected to a four-year term with the elections being staggered so that not all positions are voted on during the same year.

Schools: 1 Preschool
4 Elementary Schools
2 Middle Schools
1 High School

Total Students: 4,820

Staff: Teachers.....391
Others.....279
Food Service and Transportation are currently provided through Contracted Services (no bus drivers and only 2 grandfathered food service employees)

FY21 Annual Budget:	General Fund.....	\$61,154,449
	Federal Projects.....	\$4,798,134
	Food Services.....	\$2,508,891
	Other Funds.....	\$236,719
	Extended Child Care Program.....	\$456,651
	TOTAL.....	<u>\$69,154,844</u>

Minimum Coverages and Exposures:

- I. **Workers Compensation** – Standard Workers’ Compensation Insurance is to be provided in accordance with Tennessee Workers’ Compensation Law and Tennessee Statutory Limits.
- II. **Property** – all Buildings and Contents including:
 - **Property** – all Buildings and Contents including: Electronic Data Processing Equipment, Media & Extra Expense, Contractors’ Equipment & Miscellaneous Equipment, Valuable Papers and Money & Securities.
 - **Employee Blanket Bond** - all member employees including, but not limited to, elected officials, School Directors, Accountants, Bookkeepers and Finance Directors. *Coverage must comply with TCA 4-4-108 for blanket bonds and TCA 8-19-101 as replacement for individual official bonds.*
 - **Auto Liability & Physical Damage**

- **General Liability**
- **Comprehensive Cyber Liability** – including Media and Website; Security Breach Liability, Replacement or Restoration of Electronic Data, Extortion Threats, Business Income and Extra Expense, Public Relations Expense, Security Breach Expense – includes credit monitoring, notification and call center costs (*Only one deductible applies per claim*)
- **Boiler & Machinery**
- **School Leaders Errors & Omissions**
- **Student and Athletic Accident** for 4,763 Preschool through Twelfth Grade students (paid by District)
 - Includes, but not limited to all school sports, cheerleading, band and PE classes, job shadow programs, field trips, & travel to and from games.

Most Recent Financial Statement and Audit Report: The FY20 Audit is on the District’s website at https://www.ortn.edu/Business-Office/ORS_FY20_Audit_Report.pdf

Current Exposure Information: See Appendix H, Property Schedule, for current covered property, and “About the District” above for Workers Compensation and Student Accident.

Loss and Historical Exposure Information: For detailed loss and financial loss information for all lines of claims, please email mariley@ortn.edu.

Current Insurance Coverage(s) and Minimum(s): For current coverage and minimum coverages and exposures, see
 Appendix D - Current Coverage (includes current coverage, deductibles, etc.)
 Appendix E - Boiler & Machinery Specifications
 Appendix F - Athletics & Student Accident Insurance.

PREPARATION AND ORGANIZATION OF PROPSAL DOCUMENTS - Proposal Format Requirements and Specifications:

Respondents shall submit one (1) original and a minimum of five (5) additional copies of the Proposal package. Please identify the original Proposal as “ORIGINAL.” In order to assist the District’s review process, **each submittal package shall be bound or submitted in three-ring binders.** All Proposal Responses to this RFP must be submitted in the following format: (Each section should be labeled with the corresponding letter and title, in the same order as requested) (i.e. the first item and your proposal will be “a. Firm Structure and Experience”)

Respondent is encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of its qualifications. Each section shall be evaluated separately on its own merit.

This document is a Request for Proposal. It differs from a Request for Bid in that the District is seeking a solution as described herein, not a bid meeting firm specification for the lowest price. Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, and availability or capability, may be overriding factors, and price alone may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how a proposer's approach meet the desired requirements and needs of the District.

Standard brochures and specifications may be submitted as additional material but shall not be submitted as the primary qualification data.

a. Firm Structure and Experience:

1. Description of the firm and its relevant experience, including a statement of the date of establishment or incorporation under the present management structure. Statement describing the full extent of the responding firm's business, including all parent and subsidiary entities.
2. Brief history
3. Number of employees
4. Employee turnover
5. Number of years in existence
6. Local and overall organizational structure
7. Legal and other resources
8. Percentage of business by product line
9. Corporate office location and location of the office that will primarily service the account

b. Qualifications:

1. Must be a qualified self-insured pool established under TCA 29-20-401 or an insurance company with an A.M. Best Rating of A- or better. Please provide details of firm's qualification.
2. If not rated A.M. Best, then a copy of the most recent financial statement filed with the Tennessee Comptroller must be attached.
3. Proposer qualifications and licenses authorizing them to do business in the State of Tennessee must be included.
4. Description of the firm and its relevant experience, including a statement of the date of establishment or incorporation under the present management structure. Statement describing the full extent of the responding firm's business, including all parent and subsidiary entities.
5. Name and qualifications of qualified principal including number of years' experience in commercial lines insurance brokerage that will oversee all areas of coverage for the District.
6. How would your firm monitor the financial and managerial strength of existing and potential carriers?
7. Must be able to provide policies specifically tailored to the District as detailed in Appendix D.

c. Company background and qualifications referenced:

1. Five (5) clients from whom you have currently provided comparable services for K-12 or higher education. Please include contact name, address, telephone number, and email address for each reference.
2. Description of the firm's experience performing the type of services requested in this RFP, including description of current and recent arrangements with other clients for which similar services are performed.
3. Identification of any material litigation, administrative proceedings or investigations regarding your firm or team member that is ongoing or has been settled or otherwise concluded during the past two years.
4. Identification of any conflict of interest related to this proposal.
5. All responses must include, if respondent is incorporated, identification of the firm's state of incorporation and a statement that it is in good standing in that state, and, if the state of incorporation is not Tennessee, a statement that the respondent has complied with all filing requirements of that state.
6. All responses must include any termination of contracts by any school district or municipality with cause or due to failure to provide proper service to any school district.
7. Please provide any other information you feel makes your firm stand out among others in its ability to secure the desired coverage. Please refrain from making broad generalizations regarding the parent corporation and concentrate on the talent that would be directly involved in providing coverage and claims service to the District

d. Experience providing insurance services to Government entities in Tennessee

1. How many public entities does the Proposer serve?
2. Of those public entities, how many Tennessee public entities does the Proposer serve?
3. Of those public entities, how many Tennessee public school districts does the Proposer serve?
4. Detail your firm's expertise in specialty coverages for schools, such as environmental liability and cyber liability.

e. Service Team:

1. Provide an organizational chart indicating positions that would be servicing the District
2. Describe the proposed account team including their name, job title, current responsibilities, number of years of experience in the insurance industry, number of years with your firm, and professional qualifications of the primary staff who will be assigned to Oak Ridge Schools.
3. Provide resumes of these key individuals as an Appendix to this proposal
4. Include your approach to providing quality customer service and response times on services such as issuance of certificates of insurance and additional insured endorsements.
5. Number of full-time employees at your organization

6. How many years has the Proposer been in the business of workers' compensation administration? In Tennessee?
7. Describe the process of ensuring the Proposer is up to date on Tennessee Workers' Compensation law?
8. Does the Proposer have its own staff, or are services provided by a broker or other third-party vendors? List all providers associated with the Proposer and any associated relationships.

f. System for aid to District Pre-and-Post Emergency Event

1. Emergency contact. 24-Hour Emergency Name, Title, and Telephone Number
2. Describe what procedures and policies your company has to prepare for emergency events (i.e. hurricanes, fires, tornadoes, etc.) and what the company response time and procedures are after the emergency events.

g. Project plan:

1. Description of the firm's understanding of the District's insurance and risk management needs.
2. Description of the firm's approach to providing the types of services sought by the District
3. Description of the software and analytic capabilities of the firm
4. Outline the process you would employ to assist the District in evaluating its current safety and risk management programs.
5. Outline the process you would employ to assist the District in identifying new and emerging exposures.
6. If the District were to choose your team to be our broker going forward, how would you help us manage the transition?

h. Required Services:

1. Assisting the District in surveying, identifying, and analyzing loss exposures including periodic review of the valuation of District property and vehicle inventory. Does proposer provide property appraisals at no additional cost to the District?
2. Designing District insurance requirements for any outside party wanting to rent one of the District's premises. Does proposer provide this service?
3. Reviewing loss runs of all claims on a quarterly basis and consulting with the District regarding trends, problems and possible methods of improvements in claims processing. Does proposer provide this service?
4. Maintaining a good working relationship with the District's law firm on all contractual matters relation to property and casualty insurance for the District.

i. Support services and training.

1. Value added services – Describe the value-added services you would bring if you were selected (e.g. online access, training, reference library, loss control review, valuation assessments)

2. Implementation Plan – Supply an outline of an implementation plan including a timeline, key milestones, work streams, roles and responsibilities, and transition from current provider.
3. Describe your administrative systems and process for providing Certificate of Insurance
4. What is the average turn-around time for providing a Certificate of Insurance?
5. Will proposer provide Proof of Insurance Cards for all District-Owned Vehicles?

j. Claims Service

1. Complete explanation as to how claims are to be handled through your agency. Detail what the client's responsibilities are in reporting losses and instructions for completing, as well as copies of claims forms. Please be as specific as possible as to how claims will be handled for each area of insurance coverage (e.g. liability, workers compensation, student accident, auto)
2. List the address and phone number of the claims office that will provide the administration of claims for the District. (If different based on areas of coverage.... Please provide details.)
3. What options does the Proposer offer to receive claim reports outside of normal business hours?
4. Describe the quality control process provided for the administration of claims.
5. Describe the Proposer's claims management philosophy, processes, and approach.
6. Describe the Proposer's investigative procedures. Provide information on criteria used and type of experts used in the management of a claim.
7. Provide the qualifications and experience of Claims Adjustors, Supervisors and staff who will be assigned to our account
8. What is the Proposer's average claim load for an adjustor, supervisor, and manager? Please specify for record only, medical only, and indemnity claims.
9. Does proposer provide assistance with Physicians List for Workers Compensation to the District? Please provide details.

k. Case Management

1. How does the Proposer identify claims with subrogation potential and what procedures are used for recovery?
2. Does the Proposer provide case management services internally, or is it provided by a third party?
3. Describe the case management process including any additional cost or fees.

4. What is the average time for initial claims management contact with District, employee, claimant? Please provide specific examples for each type of insurance coverage to be provided. (i.e. workers compensation, student accident, general liability, etc.)

I. Legal Services:

1. Proposers who include legal services as part of their claims service are requested to submit information regarding who is used, their contractual relationship with the proposer, the individual or firms' qualifications and experience, and applicable costs, if additional. This should include legal consultation, pre-defense review, and claims defense.
2. Does the Proposer have legal counsel available for general legal questions regarding workers' compensation? If yes, what is the charge for the service (i.e. per call, per hour)?
3. Is defense of claims provided? If so, how (internal counsel or contracted)? If contracted, where is counsel located?
4. The District is seeking approval/agreement with Provider upon any legal firm for any employment disputes covered by any proposal award. Is this option available? If so, please outline process.

m. Risk Management and Loss Prevention

1. Attach a description of loss prevention services provided.
2. Include a recent example of a loss prevention service completed by the Proposer's firm.
3. Describe the specific risk management materials/resources that are available to the District. Indicate the additional charges, if any.
4. Provide the name(s), title and qualifications for staff that will be providing loss prevention services.
5. Describe the specific education and training that will be provided to District personnel.

n. Conflict(s) of Interest

1. Provide a statement of conflicts your firm; sub-consulting firms and/or key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, state so within your proposal.
2. Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of the District? If yes, Proposer will explain

o. Disclosure of Commission and/or fees

1. Proposer will fully disclose any and all commission and/or fees which would be payable, directly or indirectly, to any and all insurance intermediaries involved in the placement of the coverage(s) that is the subject of this RFP.

2. Commission Structure: Indicate commission rates on policies written
 3. Would any employee(s) of the Proposer receive a commission or other compensation for any insurance coverage lines proposed? If so, please provide details.
- p. Existing Claims “Run-Out” Management:** Proposer should provide a program and procedure for dealing with “run-out” or existing claims at the termination or non-renewal of any contract period. This should include but is not limited to continued existing claims management and defense, transfer or sale of existing claims to a new carrier or third party, assuming existent claims from an old carrier, and final disposition of existing claims. All associated costs are to be clearly identified. For the purpose and intent of this RFP, existing claims means any style or type of claim with a date of loss prior to July 1, 2021.
- q. Other information as specified or included for consideration**
1. Proposer should attach proof of Errors and Omission insurance, Professional liability and Employee dishonesty insurance
 2. Provide a description of the quality controls, checks and balances currently in place, including the approach to and frequency of internal audits.
 3. List the name of the vendor to which the Proposer anticipates subcontracting any additional services.
- r. Signature and Certification Requirements.** An individual submitting a Proposal must sign his/her name therein and state his/her address and the name and address of every other person interested in the Proposal as principal. If a firm or partnership submits the Proposal, state the name and address of each member of the firm or partnership. If a corporation submits the Proposal, an authorized officer or agent must sign the Proposal, subscribing the name of the corporation with his or her own name and affixing the corporate seal. Such officer or agent must also provide the name of the state under which the corporation is chartered, and the names and business addresses of the President, Secretary, and Treasurer. Corporations chartered in states other than Tennessee must submit evidence of registration with the Tennessee Secretary of State for doing business in the State of Tennessee. Respondent must certify that all persons or entities having an interest as principal in the submittal of the Proposal or in substantial performance of the Work have been identified in the Proposal forms.
- s. Completion of Coverage Summary Comparison** Due to variations in insurance contracts and ratable exposures, all proposers are expected to complete the coverage summary comparison forms thoroughly and accurately. Discrepancies could invalidate the proposal. **IMPORTANT NOTE:** When completing the coverage summary comparison forms, it is imperative that they be completed thoroughly and accurately. If they are not completed accurately, and any restrictive terms are not divulged, your proposal will be disqualified.

- t. Yearly Return on Premium Policy:** Does the company give a refund if the member saves the company money throughout the year and what percentage would be given back to the District if premium payouts are lower than expected?
- u. Exceptions:**
1. Any and all deviations from the specifications must be individually identified as an alternative proposal or specific deviations from the specifications. If no exceptions are stated, it will be understood that all general and specific conditions will be complied without exception.
 2. Exclusions: In addition to item 1, include Appendix E, Inclusion/Exclusion Q/A with appropriate “Included” or “Excluded” marked for each specific coverage area.
- v. Policy/Contract Format:** The District may benefit if able to combine coverage options from more than one proposal. Each proposer should state the extent to which individual coverage being proposed are separable without a change in premium cost.
- w. Sample Policies, Endorsements and Rate Worksheets:** The District requests that sample policy forms and endorsements be provided with proposals for a fair analysis of coverage as well as price. Proposers are requested to submit with the proposals rate worksheets or a schedule of net rates.
- x. Copy of sample reports available to District regarding claims and indicate the frequency of such.** (*Proposers should indicate the accessibility of online claim management information*);
- y. Early Payment Discount** – Payment terms offering a “prompt payment discount” of 20 days or greater will be considered in the evaluation of proposals. All other payment terms shall be net forty-five (45) calendar days or greater. Please outline specific details and percentage discount to be offered for early payment.
- z. REQUIRED FORMS:**
1. **Criminal Background Compliance Affidavit**
 2. **Hold Harmless Agreement**
 3. **Non-collusion Affidavit**
 4. **Iran Divestment Act Form**
 5. **Appendix A – Proposal and Cost Certification Sheet**
 6. **Appendix B – Price Quote Details**
 7. **Appendix C – Inclusion/Exclusion Questionnaire**

Only bids returned in the above-referenced format with the proper forms will be accepted. Packages must be sealed and marked as an RFP document. Any RFP may be withdrawn prior to the date of opening, March 5, 2021.

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____
COUNTY OF _____

The undersigned, principal officer of _____, an Employer contracting with the Oak Ridge School Board of Education to provide services having direct contact with children or access to grounds of an Oak Ridge public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.

2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-413 as amended effective September 1, 2007, for entities entering into contracts with a local board of education where the Company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.

3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.

Principal Officer

STATE OF _____
COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____ of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20_____.

Notary Public

My commission expires: _____

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between

Name of Proposer

(hereinafter Proposer), and Oak Ridge Schools named in this RFP.

Proposer agrees that as a condition precedent to "Proposer" being awarded a contract from Oak Ridge Schools, "Proposer" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Proposer's" providing goods or services to Oak Ridge Schools.

Name of Proposer: _____

By: _____

Title: _____

STATE OF TENNESSEE

County of _____

_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of _____.

Signature

Witness by hand and Notaries seal at office this _____ day of _____,
year of _____.

Notary Public

My Commission Expires: _____

NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY Proposer

State of _____

County of _____

_____, being first duly sworn, deposes and says that he or she is of the party making the foregoing proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the proposer an advantage over any other proposer; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham bid, or that anyone shall refrain from submitting a proposal; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposal for insurance or any other proposer, or to fix any overhead, profit, or cost element of the proposed price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the insurance proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposed price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this _____ day
of _____, 20__.

Signature of Officer

Notary Signature

Typed Name of Officer

Office

Notary Seal

WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.

IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to *Tennessee Code Annotated* § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department's Central Procurement Office*. When competitive bidding is required, *Tennessee Code Annotated* § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to *T.C.A.* § 12-12-106.

Signature

Date

Printed Name

Title

Name of Firm/Company

*[https://tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106. Iran Divestment Act-July.pdf](https://tn.gov/assets/entities/generalservices/cpo/attachments/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106.%20Iran%20Divestment%20Act-July.pdf)

APPENDIX A

REQUEST FOR PROPOSAL - Insurance Price Quotation Summary

Note: See current products as shown in Current Coverage Appendix D. Oak Ridge Schools recognizes the important elements of design and cost when scripting the best coverage and value. Deviations from the Current Coverage as shown in Appendix D must be clearly identified. Attach summary of policy form and exclusions for each category of coverage proposed. Include name and claims payment ratings and financial rankings of each insurance company proposed.

	Annual Quoted Premium Amount	Meets or Exceeds District Current Coverage Limits? (as summarized on Appendix ___ Current/Minimum Coverage)		Can this coverage be purchased by itself at this price?	
		Yes	No	Yes	No
I. WORKERS COMPENSATION PROGRAM					
a. Professional, Clerical, & Teachers					
b. All other employees					
II. PROPERTY & CASUALTY PROGRAM					
a. Property - all Buildings and Contents including Electronic Data Processing Equipment, Media & Extra Expense, Contractors' Equipment & Miscellaneous Equipment, Valuable Papers and Money & Securities					
b. Employee Blanket Bond					
c. Auto Liability & Physical Damage					
d. General Liability					
e. Cyber Liability					
f. Boiler & Machinery					
g. School Leaders Errors & Omissions					
h. Student and Athletic Accident					
II Total Property & Casualty Program Cost					
Total Workers Comp and Property & Casualty Program Costs Proposed					

Company Name: _____
 Street Address _____
 City/State/Zip _____

APPENDIX A

Authorized Representative Signature _____

Representative Name (print) _____

Contact Phone Number _____

Contact Fax Number _____

Contact Email Address _____

The Proposer (by signing above) agrees to comply with all provisions and requirements as detailed in this Request for Proposal. They further agree to provide all products and services as defined in the statement of services and the terms and conditions as specified in this document. Proposer agrees to comply with all local, State and Federal laws. The Proposer assures, to the best of their ability, that all information submitted is accurate and was submitted without collusion with another party. By signing this Proposal, the signatory certifies legal authority to bind the proposing entity to the provisions of this proposal and any award pursuant to it. By signing this document, the proposer declares there are not conflicts of interest between the proposer and the District. Furthermore, the proposer certifies that neither they nor their subcontractors have ever been disbarred by any Federal, State, or Local Governmental Agency.

APPENDIX B

Price Quote Coverage Details (for coverage quoted on Price Quote Summary)				
		Coverage (Maximum)	Deductible	Exclusion(s)
I.	Workers Compensation -			
	Professional, Clerical and Teachers			
	All Other Employees			
II	Property & Casualty Program			
	Property (All Buildings and Contents including: Electronic Data Processing Equipment, Media & Extra Expense, Contractors' Equipment & Miscellaneous Equipment, Valuable Papers and Money & Securities)			
	Boiler & Machinery - Comprehensive coverage including boiler, pressure vessels, mechanical & electrical machines including air conditioning, refrigeration equipment, electrical apparatus and electronic computer or electronic data processing equipment, including production machines unless otherwise specified.			
	Inland Marine			
	Electronic Data Processing			
	Miscellaneous Equipment			
	Extra Expense			
	Valuable Papers			

APPENDIX B

		Coverage (Maximum)	Deductible	Exclusion(s)
	Deductible			
	Employee Fidelity			
	Depositors' Forgery			
	Money Orders & Counterfeit Papers			
	General Liability including all employees as additional insured (<i>occurrence form</i>)			
	Educators Legal Liability/Errors & Omissions (<i>Claims Made Form</i>)			
	Employee Benefits Liability (<i>Claims Made Form</i>)			
	Defense of Ouster			
	Automobile Liability			
	Auto Physical Damage			
	Auto Uninsured/Underinsured Motorist			
	Auto Med Pay			
	Athletic Participation Liability			
	Cyber Liability (<i>Claims Made Form</i>)			
	Student and Athletic Accident			

*NOTE: Type of coverage, maximum coverage, and exceptions for insurance coverage quoted on "1 Price Quote Sheet"

APPENDIX C

Are the following items specifically "included" or "excluded" from quoted coverage? (Please provide additional information as necessary)

		Included	Excluded
1	Physical damage to personally owned automobiles		
2	Property losses of a degenerative nature or from loss by insect or vermin, including mold, wear and tear, and deterioration		
3	Any loss from flood in flood zone "A" or zones prefixed in "A"		
4	Pollution		
5	Mold or Fungus		
6	War Risk		
7	Terrorism (unless Certified Act of Terrorism under TRIA Act)		
8	Aircraft Liability		
9	Medical Malpractice - Employed School Nurses		
10	Nuclear Liability or Damage		
11	Inverse Condemnation		
12	Asbestos Bodily Injury & Property Damage		
13	AIDS Liability		
14	Pension and Welfare Fiduciary Responsibility Insurance		
15	Electromagnetic Fields		
16	Wages		
17	Liability arising from organic pathogens		
18	Liability arising from virus(es)		
19	Liability arising from COVID		
20	Drones		
		Yes	No
21	Is there a mid-term charge for adding vehicles to coverage?		
22	Does coverage contain aggregate liability limits?		
23	Do you provide one (1) point of contact for all coverages and issues?		
24	Is a list of drivers required for coverage under Automobile?		
25	Do you pay dividends based on savings? (If so, please explain how that process works)		
Explanation			

APPENDIX D

Summary of Current (FY21) Insurance Coverage Limits and Deductibles		
I. Workers Compensation - Statutory	\$1,000,000/\$1,000,000/\$1,000,000	None
II Property & Casualty Program		
Property (All Buildings and Contents including: Electronic Data Processing Equipment, Media & Extra Expense, Contractors' Equipment & Miscellaneous Equipment, Valuable Papers and Money & Securities)	Property – Blanket Building - Blanket Extra Expense - \$5,000,000	\$500 Deductible on all first party losses
Boiler & Machinery - Comprehensive coverage including boiler, pressure vessels, mechanical & electrical machines including air conditioning, refrigeration equipment, electrical apparatus and electronic computer of electronic data processing equipment, including production machines unless otherwise specified.	*\$10,000,000 Limit per breakdown (See <i>detailed Summary of Boiler & Machinery coverage details (Appendix E)</i>)	Repair or Replacement Cost
Inland Marine	Per Schedule	Actual Cash Value
Electronic Data Processing	\$1,000,000	Per occurrence including hardware, media and extra expense
Miscellaneous Equipment	\$500,000	Per occurrence
Extra Expense	\$5,000,000	Per occurrence

APPENDIX D

Valuable Papers	\$1,000,000	Per occurrence
Deductible	\$500	Each occurrence All First Party losses
Employee Fidelity	\$400,000	Each and every loss \$500 deductible on all first party losses
Depositors' Forgery	\$400,000	Each and every loss \$500 deductible on all first party losses
Money Orders & Counterfeit Papers	\$400,000	Each and every loss \$500 deductible on all first party losses
General Liability including all employees as additional insured	\$2,000,000	Per Occurrence (Includes Sexual Harassment, Sexual Misconduct, Corporal Punishment and Teacher's Professional Liability) Sexual Abuse Coverage for Accused Perpetrator (Discretionary legal defense available up to \$35,000 for falsely accused perpetrator)

APPENDIX D

Educators Legal Liability/Errors & Omissions	\$2,000,000	Per Occurrence, \$2,500 Retention Includes Non-Monetary Defense Costs \$100,000 Annual Aggregate/\$2,500 Deductible
Employee Benefits Liability	\$2,000,000	Per Occurrence/\$2,500 Deductible
Defense of Ouster	\$100,000	Per Occurrence/Defense Only
Automobile Liability	\$2,000,000	Per Occurrence
Auto Physical Damage	Included	Actual Cash Value (Collision & Comprehensive) \$500 Deductible
Auto Uninsured/Underinsured Motorist	\$2,000,000	Per Occurrence
Auto Med Pay	\$5,000/\$100,000	Any one Person/Any one Claim
Athletic Participation Liability	\$2,000,000	Combined Single Limit
Cyber Liability	\$1,000,000	Each and every loss (\$1,000 deductible)
Student and Athletic Accident	\$25,000 per accident *(See Athletics & Student Accident Program Specifications on Appendix F)	None
<p>Note: Limits are paid according to the Tennessee Tort Liability Act. These limits are \$300,000 for Bodily Injury to one person in one accident, \$700,000 for two or more persons and \$100,000 Property Damage. Limit is \$2,000,000 per occurrence if immunity defense does not apply.</p>		

APPENDIX E

Boiler & Machinery Coverage Specifications

Coverage: Comprehensive coverage covering boiler, pressure vessels, mechanical & electrical machines including air conditioning, refrigeration equipment, electrical apparatus and electronic computer or electronic data processing equipment including production machines unless otherwise specified.

The limits of insurance for property damage and the coverage extensions and limitations are part of, not in addition to, the total limit per breakdown. If included is shown under limit of insurance for property damage or a coverage extension or limitation, then the limit for such coverage is part of, not in addition to, the other limit of insurance identified.

Premises: All premises on file, except any listed separately

Valuation: Repair or replacement cost

Limit(s) per Breakdown	\$10,000,000
Property Damage (Included in total limit per breakdown)	INCLUDED
Expediting Expense	\$500,000
Extra Expense (Included)	INCLUDED
Extended Period of Restoration (# of Days of Coverage)	30
Spoilage Damage	\$500,000
Utility Interruption - Spoilage coverage applies only if the interruption lasts at least (waiting period - hours)	8
Electronic Data or Media Coverage	\$ 500,000
Errors in Description Coverage	INCLUDED
Fungus, Wet Rot & Dry Rot Coverage - Property Damage	\$ 100,000
Hazardous Substance Limitation	\$ 500,000
Newly Acquired Locations	\$ 5,000,000
(# of days of coverage)	90
Ordinance of Law (Including demolition and increased cost of construction) Coverage	\$ 2,500,000
Refrigerant Contamination Limitation	\$ 500,000
Water Damage Limitation	\$ 1,000,000
Conditional & Optional Coverages - Number of Days for notice of Cancellation	\$ 60

Deductibles: The deductible applies only to a coverage for which an amount, hours, days, times daily value, or the word INCLUDED is shown.
 Property Damage - \$5,000/ Extra Expense - 24 Hours/ Spoilage Damage - Included in Property Damage
 Deductible/Refrigerant Contamination - Included in Property Damage Deductible

APPENDIX F

Athletics and Student Accident Program Specifications

Coverage: Program includes coverage for, but not limited to:

All School Sports, Cheerleading, Band & PE Classes, Job Shadow Programs, Field Trips, Travel to and from Games

The limits of insurance for property damage and the coverage extensions and limitations are part of, not in addition to, the total limit per breakdown. If included is shown under limit of insurance for property damage or a coverage extension or limitation, then the limit for such coverage is part of, not in addition to, the other limit of insurance identified.

Limits: Student Accident coverage provided with **no deductible** and a medical maximum benefit of \$25,000 per accident. Specific sublimits apply for covered expenses (see schedule of benefits)

All benefits are provided on a **Full Excess** basis for covered expenses. This means that covered expenses will be paid when they are "in excess of any other plan providing medical expense benefits." Thus, parents must submit all bills to their primary provider first. The accident policy program will consider the unpaid balances for covered expenses up to the limits of the policy. A Proof of Loss (claim form) must be submitted within 90 days. No claim will be considered if Proof of Loss is not submitted within 365 days after the accident.

BENEFITS	Maximum Limit - Plan Purchased by District (Full Excess)	\$25,000 per Accident
Physicians	Surgery/fracture care fees - U&C..... (\$6,000 Max.)	
	Non-surgical visits or consultations.....\$125 per visit	
	Physical therapy.....\$50 visit/Max \$1,000	
Hospital	In-patient room and board.....Semi-private room	
	In-patient miscellaneous charges.....\$6,000 per injury	
	Out-patient charges (non-surgical).....\$1,000 per injury	
	Out-patient charges (surgical).....\$5,000 per injury	
	Diagnostic X-Rays, MRIs, CAT Scans\$2,000 per injury	
Dental	Amount payable for each injured sound, natural tooth.....\$1,000 per tooth	
Orthopedic Appliances	\$1,500 per injury	
Ground Ambulance Service	\$1,000 per injury	
Maximum Motor Vehicle Accident Benefit	\$1,000 per injury	

The student accident coverage applies to all students including Pre K and Head Start Programs but does not cover participants in adult education programs beyond PreK-12.

APPENDIX G

Evaluation Committee Member Name:

Proposer

**Evaluation Criteria
Insurance Proposal - RFP# 21-005**

Evaluation and selection will be based upon written qualifications and proposals with emphasis on the following general criteria:

	Criteria	Weight	Score	Total
1	Background and Qualifications *Demonstrated experience in providing risk management and insurance services to clients with similar needs as the District. *Technical ability, capabilities and capacity of the firm to provide risk management and insurance as described herein, including legal coverage.	15%	8.00	1.20
2	Personnel *The knowledge, skills, experience and professional credentials of the key personnel to be assigned to the District.	10%	7.00	0.70
3	Technical Merit Approach to risk management and insurance an overall responsiveness to the RFP including: *Completeness of proposal *Clarity of proposal Adequately addresses the needs of the District	25%	6.00	1.50
4	Cost Effectiveness Proposed cost for services to be provided	50%	10.00	5.00
TOTAL		100%	31.00	8.40

Evaluation Rating Scale - 1 through 10:

More than adequate.....	8 to 10
Adequate.....	5 to 7
Less than adequate.....	1 to 4
Not covered in proposal.....	0

Appendix H

Property	Address	City	Building Value	Contents	Totals
School Administration	304 New York Avenue	Oak Ridge	5230032	300000	\$ 5,530,032.00
Schools Administration Annex	304 New York Avenue	Oak Ridge	444891	125000	\$ 569,891.00
Storage Shed	304 New York Avenue	Oak Ridge	2918	5000	\$ 7,918.00
Willowbrook Elementary	298 Robertsville Road	Oak Ridge	16623021	1773419	\$ 18,396,440.00
Portable Classroom	298 Robertsville Road	Oak Ridge	272420	18750	\$ 291,170.00
Portable Classroom	298 Robertsville Road	Oak Ridge	272420	18750	\$ 291,170.00
Woodland Elementary	168 Manhattan Avenue	Oak Ridge	13500648	1254340	\$ 14,754,988.00
Portable Classroom	168 Manhattan Avenue	Oak Ridge	261300	18750	\$ 280,050.00
Linden Elementary School	700 Robertsville Road	Oak Ridge	13002648	1737262	\$ 14,739,910.00
Storage Shed	700 Robertsville Road	Oak Ridge	1520	500	\$ 2,020.00
Pump House	700 Robertsville Road	Oak Ridge	6720	20000	\$ 26,720.00
Glenwood Elementary School	125 Auduben Road	Oak Ridge	12669611	1528111	\$ 14,197,722.00
Storage Shed	125 Audubon Road	Oak Ridge	2280		\$ 2,280.00
Outdoor Classroom/Metal Covered Shed	125 Auduben Road	Oak Ridge	33228		\$ 33,228.00
Robertsville Middle School	245 Robertsville Road	Oak Ridge	23196370	2269510	\$ 25,465,880.00
Storage Building/Track	245 Robertsville Road	Oak Ridge	65247		\$ 65,247.00
Jefferson Middle School	200 Fairbanks Raod	Oak Ridge	22883970	2987385	\$ 25,871,355.00
Storage Building	200 Fairbanks Road	Oak Ridge	27563	1000	\$ 28,563.00
Oak Ridge High School	1450 Oak Ridge Turnpike	Oak Ridge	81590634	8993750	\$ 90,584,384.00
G Building/Alternative School	1450 Oak Ridge Turnpike	Oak Ridge	6212923	1500000	\$ 7,712,923.00
Portable Classroom	1450 Oak Ridge Turnpike	Oak Ridge	224640	750000	\$ 974,640.00
Portable Classroom	1450 Oak Ridge Turnpike	Oak Ridge	224640	750000	\$ 974,640.00
Portable Classroom	1450 Oak Ridge Turnpike	Oak Ridge	224640	750000	\$ 974,640.00
Soccer Field	1450 Oak Ridge Turnpike	Oak Ridge	497488		\$ 497,488.00
Concessions/Restroom	1450 Oak Ridge Turnpike	Oak Ridge	230956		\$ 230,956.00
Running Track	1450 Oak Ridge Turnpike	Oak Ridge	750185		\$ 750,185.00
Storage Building	1450 Oak Ridge Turnpike	Oak Ridge	31872		\$ 31,872.00
Storage Building	1450 Oak Ridge Turnpike	Oak Ridge	23600		\$ 23,600.00
Storage Building Behind Cooling Tower	1450 Oak Ridge Turnpike	Oak Ridge	2950	2000	\$ 4,950.00
Soccer Field & Concession Stand	1450 Oak Ridge Turnpike	Oak Ridge	138579		\$ 138,579.00
Storage Shed @ Welding Shop	1450 Oak Ridge Turnpike	Oak Ridge	3040		\$ 3,040.00
Conex Box	1450 Oak Ridge Turnpike	Oak Ridge	1500		\$ 1,500.00
Welding Shop Carport	1450 Oak Ridge Turnpike	Oak Ridge	2452		\$ 2,452.00

Appendix H

Football Stadium	144 Broadway Avenue	Oak Ridge	2143822		\$ 2,143,822.00
Lower Ticket Booth	144 Broadway Avenue	Oak Ridge	28512		\$ 28,512.00
Visitors Restroom	144 Broadway Avenue	Oak Ridge	70962		\$ 70,962.00
Storage Building	144 Broadway Avenue	Oak Ridge	13196		\$ 13,196.00
Upper Ticket Booth	144 Broadway Avenue	Oak Ridge	1466		\$ 1,466.00
Visitors Concession	144 Broadway Avenue	Oak Ridge	42828		\$ 42,828.00
Press Box/Team Room	144 Broadway Avenue	Oak Ridge	533500		\$ 533,500.00
Upper Concession	144 Broadway Avenue	Oak Ridge	257656		\$ 257,656.00
Doc Combs Pavilion	144 Broadway Avenue	Oak Ridge	15255		\$ 15,255.00
Storage Building	100 Woodbury Lane	Oak Ridge	31845	35000	\$ 66,845.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Conex Box	100 Woodbury Lane	Oak Ridge	1725		\$ 1,725.00
Covered Storage	100 Woodbury Lane	Oak Ridge	5096		\$ 5,096.00
Pre School	157 Carver Ave	Oak Ridge	1000000	500000	\$ 10,500,000.00
Mobile Equipment	Various				\$ 97,835.00
					\$ 237,251,206.00

Appendix H

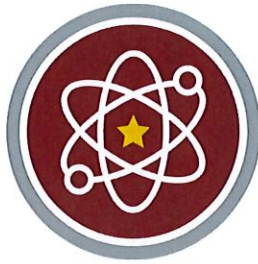
Vehicle Department	Year	Make	Model	VIN
Administration	1998	Dodge	CARAVAN VAN	2B4FP2530WR629130
Administration	2000	Ford	WINDSTAR VAN	2FMZA5145YBC87067
Administration	2006	Ford	ESCAPE	1FMYU93196KA56639
Administration	2011	Dodge	GRAND CARAVAN	2D4RN4DG8BR600042
Administration	2017	Dodge	CARAVAN	2C4RDGBG9HR554492
Administration	2017	Dodge	GRAND CARAVAN	2C4RDGBG7HR793720
Administration	2017	Dodge	RAM VAN	ZFBERFABXH6D96953
Administration	2019	Dodge	Grand Caravan	2C7WDGCG1KR649494
Band	1996	GMC	PICKUP	1GTHK39J3TE549824
Band	2006	Ford	F350 PICKUP	1FTWW31P46EA30913
Food Service	1997	Plymouth	VOYAGER VAN	2P4FP2533VR439142
Food Service	2003	Chevrolet	CG2 VAN	1GCFG25T631116323
Food Service	2020	Ram	Promaster City	ZFBHRFAB4L6R57232
Maintenance	1990	Chevrolet	TANDEM TRUCK	1GBG6D1A2LV101726
Maintenance	2001	Dodge	DUMP TRUCK	3B6MC36531M519950
Maintenance	2001	Dodge	PICKUP TRUCK	1B7HC16X01S170059
Maintenance	2002	Ford	F450 TRUCK	1FDXF46S62EC95667
Maintenance	2002	Ford	WINDSTAR VAN	2FMZA50492BA84174
Maintenance	2003	Ford	PICKUP TRUCK	1FTRF17233NB67253
Maintenance	2003	Ford	VAN	1FTPE24213HB24548
Maintenance	2004	Ford	F250 TRUCK	1FDNF20L04EB71958
Maintenance	2005	Ford	F350 DUMP TRUCK	1FDWF36Y65EA33758
Maintenance	2005	Ford	FRE VAN	2FMZA50695BA26409
Maintenance	2006	Chrysler	TOWN & COUNTY VAN	2A4GP44R46R756160
Maintenance	2006	Ford	F250 TRUCK	1FTNF20546EA56188
Maintenance	2006	Ford	F350 PICKUP	1FDSF35546ED26906
Maintenance	2008	Ford	E250 VAN	1FTNE24W58DA29077
Maintenance	2008	Ford	F550 BUCKET TRUCK	1FDAF57R38EB67418
Maintenance	2010	Ford	E350 12 PSGR VAN	1FBNE3BLXADA14941
Maintenance	2010	Ford	F250 TRUCK	1FTSW2B51AEAEA72227
Maintenance	2013	Dodge	CARAVAN	2C4RDGBG8DR787306
Maintenance	2013	Dodge	GRAND CARAVAN	2C4RDGBG9DR787296
Maintenance	2013	Ford	F150 PICKUP	1FTFW1EF9DKD30838

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Maintenance	2016 Ford	F350 SUPERCAB PICKUP	1FD8X3B6XGED15365
Maintenance	2016 Ford	F450 DUMP TRUCK	1FDUF4HY3GEB18229
Maintenance	2017 Dodge	RAM 250 PICKUP	3C7WR5ATXHG558356
Maintenance	2019 Dodge	RAM	3C6URVHG8KE500527
Maintenance	2019 Dodge	RAM	3C6URVHGXKE500528
Special Education	2018 Dodge	VAN	2C4RDGBG6JR187900
Technology	2018 Dodge	PROMASTER VAN	3C6TRVDG6JE108050
Technology	2018 Nissan	NV200	3N6CM0KN1JK697499

Appendix H

Mobile Equipment Description	Department	Year	Make	Model	Serial Number
Robotics Trailer		2019	FRDM	190	5WKBE1427K1058190
ORHS CARGO TRAILER	BAND	2005			5KXBV36245M004145
Carry-On 7x12 Utility Trailer	Band	2017			4YMBU1216HGO84303
BOBCAT 7x18' TANDEM UTILITY TRAILER	MAINTENANCE				1C9BU18226W998323
ESCALATE HYDRALIC TRAILER	MAINTENANCE				5CUBE35101A000313
FORD 3910 TRACTOR #1 - SWEEPER	MAINTENANCE				BB85407
FORD 3910 TRACTOR #2	MAINTENANCE				39788010300
HUSTLER 7x14 UTILITY TRAILER	MAINTENANCE				4DMBS151871038785
HUSTLER 7x14' UTILITY TRAILER	MAINTENANCE				4DMBS151471038556
HUSTLER 7x20 UTILITY TRAILER	MAINTENANCE				4DMBS2024E1045915
HUSTLER 7x20' UTILITY TRAILER	MAINTENANCE				4DMBS232071037258
HUSTLER 7x21 UTILITY TRAILER	MAINTENANCE				4DMB52121E1046082
JOHN DEERE 4x4 BACKHOE	MAINTENANCE				LV0110T210994
JOHN DEERE 4x4 UTILITY TRACTOR	MAINTENANCE				LV5205C820823
LAUB 7x16' ENCLOSED TANDUM CARGO TRAILER	MAINTENANCE				5BFCB162X8J034486
TRI-DECK FINISH MOWER	MAINTENANCE				0865-21219
NISSAN FORK LIFT	MAINTENANCE	1996			KAPH02-900891
CLARK "GENESIS" BATTERY FORK LIFT	MAINTENANCE	2000			ECG358-0352-6859FB
BOBCAT GATOR 4x4 UTILITY VEHICLE	MAINTENANCE	2016			4XAB3C3A6G8012050
CENTERVILLE 5x11' LOW ANGLE TILT TRAILER	MAINTENANCE	2017			5JVTT1120H1003463
JROTC Trailer	ROTC	2020	Interstate	VICT612SAFS	4RAVS121XLG000933



Oak Ridge

SCHOOLS

Maintenance and Operations

Date: April 12, 2021

To: Bruce Lay, Executive Director of Leadership

From: Allen Thacker, Supervisor of Maintenance and Operations

Subject: Food Service Equipment Bid

Mr. Lay,

I am recommending that the Oak ridge Schools Board of Education approve the Food Service Equipment bid (RFP 21-007) from KaTom Restaurant Supply Inc. of Kodak TN in the amount of \$93,860.84. The bid includes replacement of the dish machine and associated equipment at Woodland Elementary, a new serving line at Jefferson Middle, and a new sink with stainless steel worktables at Willow Brook Elementary School. Maintenance and Operations will coordinate with Food Service for delivery and installation of all equipment.

The bid was advertised in accordance with state guidelines with one vendor responding.

Funding for this project will be from the FY22 Food Service Equipment budget line 73100-710. The equipment and installation was bid in the current fiscal year due to long equipment lead times and scheduling around school starting.

Thank you,

Allen Thacker

Supervisor of Maintenance and Operations

Maintenance Office

100 Woodbury, Oak Ridge, TN 37830

(865) 425-3171

www.ortn.edu

COPY

Bid Form

Owner: Oak Ridge Schools Board of Education
Mary Ann Riley, Purchasing Specialist
School Administration Building
304 New York Ave
Oak Ridge, TN 37830

Project: Food Service Equipment (RFP 21-007)

Bid Opening: **2:00 PM EDT, April 7, 2021**

Company Name: KaTom Restaurant Supply, INC

Address: 305 KaTom Drive

Kodak, TN 37764

Phone Number: 865-225-1561, option 2

Email: iramsey@katom.com

Each item price on the below Bid Table shall include labor and delivery.

Equipment will be selected based on district priority and available funds. Oak Ridge Schools reserves the right to purchase from multiple vendors as necessary to maximize available funds.

Work may begin June 1, 2021 and must be completed by July 27, 2021.

Bid Table for Oak Ridge Schools Food Service

Please list each item separately with a total at the end of each School site and a grand total at the end of the sheet. Individual sites may be awarded separately or as a whole base on the available funds and bidder's ability to complete work within the required timeframe.

Woodland Elementary School

Item 1	Soiled Dish Table	\$ <u>4,950.52</u>
	Installation	\$ <u>206.25</u>
Item 2	Reel Rinse Installation Kit with Hose Reel	\$ <u>1,843.20</u>
	Installation	\$ <u>206.25</u>
Item 3	Dishwasher, Conveyor Type	\$ <u>37,995.09</u>
	Installation	\$ <u>7,252.50</u>
Item 4	Pant Leg Duct Work and Trim	\$ <u>3,393.92</u>
	Installation	\$ <u>206.25</u>
Item 5	Clean Dish Table	\$ <u>1,892.91</u>
	Installation	\$ <u>206.25</u>
Item 6	Kitchenware Dryer	\$ <u>3,955.84</u>
	Installation	\$ <u>206.25</u>
**	Item 7 Metro Pot & Pan Shelving Rack	\$ <u>1,009.93</u>
Item 8	Stainless Steel Wall Panels	\$ <u>8,450.01</u>
	Installation	\$ <u>206.25</u>
Woodland Total		\$ <u>71,981.42</u>

Willow Brook Elementary School

Item 1 Three Compartment Sink \$ 4,983.34
Installation \$ N/A

Item 2 Worktable \$ 3,647.05
Installation \$ N/A

Willow Brook Total \$ 8,630.39

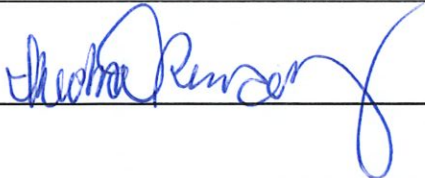
Jefferson Middle School

Item 1 Hot Food Serving Counter \$ 13,249.03
Installation \$ N/A

Jefferson Total \$ 13,249.03

Grand Total \$ 93,860.84

Company: KaTom Restaurant Supply, INC

Signature: 

Title: Contract Estimating Dept. Manager

Date: 4 / 6 / 2021

Please attach detailed specifications. *All shipping is to be included in final price.*****

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between Katom Restaurant Supply
Name of Contractor

(Hereinafter Contractor), and Oak Ridge Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Oak Ridge Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Oak Ridge Schools.

Name of Contractor: Katom Restaurant Supply

By: Jkeshia Ramsey

Title: Contract Estimating Manager

STATE OF Tennessee

County of Hamblen

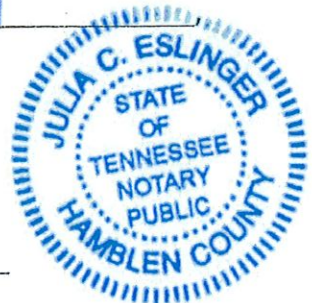
Jkeshia Ramsey personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of Katom Restaurant Supply Inc.

Jkeshia Ramsey
Signature

Witness by hand and Notaries seal at office this 6th day of April
year of 2021.

Julia C. Eslinger
Notary Public

My Commission Expires: 03-25-2023



NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED
BY DESIGN-BUILDER

State of TN

County of Sevier

Jkeshia Ramsey, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this 6th day

of April, 2021.

Jkeshia Ramsey
Signature of Officer

Julia C. Eslinger
Notary Signature

Jkeshia Ramsey
Typed Name of Officer

Katon Restaurant Supply
Office



Notary Seal

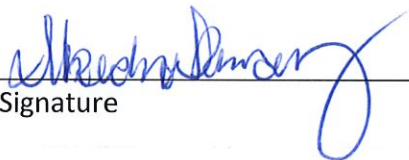
WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.

IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department’s Central Procurement Office*. When competitive bidding is required, Tennessee Code Annotated § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to *T.C.A. § 12-12-106*.



Signature

Ikeshia Ramsey

Printed Name

KaTom Restaurant Supply, INC

Name of Firm/Company

4 / 6 / 2021

Date

Contract Estimating Dept. Manager

Title

*https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_An_n._12-12-106._Iran_Divestment_Act-July.pdf



Business

Department

School Administration Building
304 New York Ave
Oak Ridge, Tennessee 37830
Phone (865) 425-9003
Fax (865) 425-9060

Request for Proposal

Description of items/services requested:

The Oak Ridge Schools Board of Education is soliciting proposals for Food Service Equipment (RFP 21-007) **Food Service Equipment.**

General Requirements:

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **2:00 PM EDT, April 7, 2021.** Every document must be enclosed in an envelope clearly marked as a bid document. Two full copies of the proposal must be submitted each with original signatures on both Bid Forms (included in this packet). Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than sixty (60) days from the date of the bid.

All documents shall be submitted to the following address:

Mary Ann Riley, Purchasing Specialist
Re: Food Service Equipment
(RFP 21-007)
Oak Ridge Schools
304 New York Ave
Oak Ridge, TN 37830

FOOD SERVICE SPECIFICATIONS:

PART I GENERAL

1.01 SCOPE:

- A.** The Food Service Dealer/Contractor (FSC) shall furnish and complete, all food service equipment, labor, materials, equipment, etc. as shown on plans and as specified herein.
- B.** FSC is responsible for procurement, delivery, unpacking, damage inspection, assembly/erection and final placement of all equipment included herein in required locations as shown on plans, leaving same with threaded outlets of type of connections as standardized by Food Service Equipment Manufacturer's for FSC to make final steam, plumbing, electric and ventilating connections unless directed otherwise in the specifications.
- C.** FSC shall provide to the OWNER for each school the equipment item information and shop drawings so that coordination relating to all required rough-in requirements, utility connections, anchorage, support blocking space allocation and delivery requirements can be provided to the OWNER. The FSC shall construct all openings, utility rough-ins, furnish and install required sleeves, furnish and install all reinforcing, miscellaneous supports, angles, plates, anchors and bolts necessary to secure FSC furnished equipment in place. Final utility connections to direct wired and plumbed equipment will be by the FSC unless noted otherwise. OWNER shall coordinate access to project site with FSC who will be responsible for the final positioning and testing of equipment.
- D.** FSC is to provide a competent foreman for erection and placing of equipment and to counsel with THE OWNER in regard to connections at time of final placement.
- E.** FSC shall erect the equipment at the site in full compliance with current rules and regulations of state, county and local regulations. If, because of certain job conditions, any work specified to be performed under this contract must be done by others, the FSC shall sub-let such work to those who may be qualified to do such work or make other arrangements at his own expense as may be approved by the Owner.
- F.** If it becomes necessary to schedule construction so that all partitions will be erected prior to delivery of Food Service Equipment, bidders are cautioned that all equipment must be fabricated so that it can be handled through finished door openings. FSC shall furnish necessary flues and/or vents of proper capacity to operate fixtures specified.
- G.** Trim of same material as body of fixtures furnished and installed on fixtures where necessary to create sanitary conditions and finished appearance.
- H.** FSC will clean up all debris made by his workmen immediately upon completion of final placement and remove same from premises. Equipment is to be received on the job site in clean condition and cleaned just prior to Owner's acceptance so as to be free from dirt and dust occurring from building conditions.

1.02 RELATED DOCUMENTS:

- A.** Applicable provisions of the Invitation to Bid shall apply to the work under this section.

1.03 QUALIFICATIONS OF BIDDERS:

- A.** It is required that all fabricated equipment such as food serving units, tables, sinks, counter tops, etc., described in following specifications other than by name and catalog numbers, be manufactured by an equipment fabricator who has the plant, personnel and engineering facilities to properly design, detail and manufacture high quality food service equipment. The manufacturer to be subject to approval of Owner. All work in the above category manufactured by one manufacturer and of standard unit assembly and uniform design and finish.

- B. The manufacturer of this equipment must be able to show that he is now, and has been engaged in the manufacture or distribution of equipment as required under this contract as his principal product.
- C. Upon demand, manufacturer being considered for possible negotiation, shall submit to THE Owner, evidence of his having executed contracts of a size comparable to this contract. He shall further submit evidence of ample financial resources which enable him to handle the work in a satisfactory manner, and to deliver items of equipment as required, without delaying the progress of the work.
- D. The manufacturer of this equipment as herein specified is a recognized distributor for the items of equipment specified herein to be of other manufacture than his own.
- E. Quality Assurance:
 1. Manufacturer's Qualifications: Firms regularly engaged in manufacture of food service equipment types, capacities, and sizes required, whose products have been satisfactory use in similar service for not less than 5 years.
 2. Installer's Qualifications: Firms with at least 5 years of successful installation experience on projects with food service equipment similar to that required for project.
 3. Fabricator's Qualifications: Where indicated units required custom fabrication, provide units fabricated by shop which is skilled and with a minimum of 5 years of experience in similar work. Fabricate all custom equipment items at same shop. Where units cannot be fully shop-fabricated, it will be acceptable to complete fabrication work at project site.
- F. Only manufacturers who can meet the foregoing qualifications will be considered to be approved.

ALL SCHOOLS - Approved Fabricators: Titan Stainless and Hobart Sales and Service (Specialty Stainless)

1.04 CODES AND STANDARDS: or most up to date codes required.

- A. NSF Standards: Comply with applicable National Sanitation Foundation (NSF) standards and recommend criteria. Provide each principal item of food service equipment with a NSF "Seal of Approval".
- B. U.L. Labels: Where available, provide U.L. labels on prime electrical components of food service equipment. Provide U.L. "recognized marking" on other items with electrical components, signifying listing by U.L., where available.
- C. ANSI Standards: Comply with applicable ANSI standards for electrical powered and gas-burning appliance, for piping to compressed gas cylinders, and for plumbing fittings including vacuum breakers and air gaps to prevent syphonage in water piping.
- D. NFPA Codes: Install food service equipment in accordance with the following National Fire Protection Codes (NFPA) Codes:
 NFPA 54 - National Fuel Gas Code.
 NFPA 70 - National Electrical Code.
 NFPA 96 - Removal of Smoke and Grease-Laden Vapors from Commercial Cooking Equipment.
- E. ASME Boiler Code: Construct steam generating and close steam heated equipment to comply with American Society of Mechanical Engineers (ASME) Boiler and Pressure

Vessel Code; Section IV for units not exceeding 15 psi or 250 deg. F (121 deg. C.), or Section 1 for higher pressure/temperature units.

- F. Health Code: Install food service equipment in accordance with local health department applicable regulation.
- G. Building and Local Codes: Construction and installation shall comply with all applicable local building, utility, safety and fire codes and regulations.

1.05 SUBMITTALS AND CLOSEOUT:

- A. Product Data: Submit manufacturer's product specifications and installation instructions for each item; include rough-in dimensions, service connection requirements performance, power/fuel requirements, water/drainage requirements, and other similar information.
- B. Shop Drawings: SUBMIT ROUGH-IN DRAWINGS WITH 10 DAYS AFTER NOTIFICATION TO PROCEED, to allow for timely installation and coordination of all trades. Submit dimensioned rough-in drawings, at minimum of scale 1/2" = 1'-0", showing mechanical and electrical requirements. Submit dimensioned fabrication drawings for custom fabricated equipment including plans, elevations, and sections, at minimum scale of 3/4" = 1'0", showing materials and gages used. Digital submittals are encouraged.
- C. Instruction: After final connections have been made, this contractor shall carefully examine and adjust all operative equipment and instruct personnel in the correct operation and the manufacturers recommended maintenance procedures.
- D. Maintenance Data: Furnish two (2) sets of dimensional prints, data sheets, spare parts list, wiring diagrams, and operation instructions for each piece of operating equipment, each set neatly bound in al stiff-back cover. Digital submittals are encouraged.

1.06 DELIVERY, STORAGE, AND HANDLING:

- 1. Deliver food service equipment in factory-fabricated containers designed to protect equipment and finish until final installation. Make arrangements to receive equipment at project site, or to hold in warehouse until delivery can be made to job site.
- 2. Store food service equipment in original containers, and in location to provide adequate protection to equipment while not interfering with other construction operations.
- 3. Handle food service equipment carefully to avoid damage to components, enclosures, and finish. Do not install damaged food service equipment; replace and return damaged components to equipment manufacturer.

1.07 DRAWINGS AND FIELD MEASUREMENTS:

- A. Prints of the foregoing drawings are to be submitted to the Owner for approval before proceeding with fabrication. After approval has been received, copies are to be supplied to the Owner for distribution to other contractors where necessary. Digital submittals are encouraged.
- B. FSC shall check all measurements at the building and be responsible for same. Measurements shown on drawings accompanying these specifications are approximately and are for estimating purposes only. At time of checking measurements, FSC shall carefully examine spaces and

existing conditions, and report to the Owner any work performed by others or planned by others which prevents him from execution of his work as required under the contract and obtain Owner's final decision and instructions before proceeding.

- C. FSC shall carefully measure locations of all floor and wall penetrations and existing conditions, and indicate them and provide for them on his shop drawings and final mechanical plan. If his inspection reveals that any of these existing conditions seriously interfere with execution of his work as required under his contract, he is to report these conditions to the Owner and await his decision and instructions before proceeding with that portion of his detailed drawings.

1.08 MATERIAL AND WORKMANSHIP:

- A. Unless otherwise specified or shown on the drawings, all material to be new, of best quality, perfect and without flaws, and delivered upon completion in an undamaged condition.
- B. All labor performed in a thorough workmanlike manner by qualified, efficient, and skilled mechanics.

1.09 SANITARY CONSTRUCTION:

- A. All equipment constructed in strict compliance with standards of the National Sanitation Foundation as outlined in their bulletin on Food Service Equipment entitled "Standard No. 2" dated July and October, 1952, and in full compliance with Public Health Regulations of State of Alabama in which installation is to be made. Each piece of equipment to have "seal of approval" label of the National Sanitation Foundation or of most recent compliances on record.
- B. Dishwashing machine must conform to Standard No. 3 revised September, 1956, and electrical and gas cooking and warming equipment must conform to National Sanitation Foundation, Ann Arbor, Michigan or of most recent compliances on record.

1.10 BRANDS AND NAMES:

- A. Substitutions by any bidder wishing to supply alternate equipment other than that specified shall follow the requirements listed in the Invitation to Bid.
- B. Bidders recommending such substitutions are cautioned to examine mechanical and electrical plans and conditions of building to determine if such substitutions will require changes in mechanical or electrical connections which have already been planned. If proposed substitutions require such changes, bidder shall be responsible for any cost involved.
- C. Any bidder wishing to supply alternate equipment other than that specified must submit a written request for substitution to the OWNER ten (10) days prior to the Bid Date for approval or disapproval. The request must be accompanied by the name of the manufacturer and model, a complete description of the proposed substitution, drawings, catalog cuts, specifications, performance and test data, samples, of applicable, and all information necessary for an evaluation. A statement describing any changes in materials, equipment, or work that incorporation of the substitute would require must be included. A detailed description of the manner in which the proposed substitution conforms and/or varies from the item specified must also be provided. If approved an addendum will be issued.

1.11 PERMITS AND LICENSES:

- A. FSC shall give to proper authorities all notices as required by law relative to work in his charge; obtain all official permits, licenses, etc., and pay such proper and legal fees to public officers and others as may be necessary to the due and faithful performance of the work, and which may arise incident to the fulfilling of these specifications.

1.12 INSPECTION AND CONDEMNATION:

- A. The Owner shall have free access to FSC's shop or shops during the construction of this equipment for purpose of making inspections to see that plan, specifications, and detail

drawings are being adhered to carefully. The FSC shall correct any errors found during these inspections to the extent and within scope of plans, specifications and detail drawings.

- B. All work and materials in full accordance with latest rules of U. S. Public Health Service, National Board of Fire Underwriters, any local or State Ordinances, (the State Accident Commission's Safety Order) and regulations of the State Fire Marshal.

1.13 WORK BY OTHERS:

- A. All plumbing, steam, electrical and ventilation work required in connection with this equipment will be done by THE FSC. The work to be done by the FSC to include roughing-in to points indicated on mechanical plan, and final connecting from rough-in point to various pieces of equipment requiring such connections, and the supply of all necessary materials and labor for this work except as hereinafter noted.
- B. Refrigeration work done by FSC is hereinafter listed in Itemized Specifications SHALL INCLUDE electrical and plumbing connections to compressors, blower coils, controls, etc. These final connections are to be made by THE FSC.
- C. All line and disconnect switches, safety cut-outs, control panels, fuse boxes, or other electrical controls, fittings, and connections furnished and installed by others. Starting switches provided by FSC as specified under "General Specifications". Those starting switches furnished loose as standardized by Food Service Equipment Manufacturers (other than fabricated items) mounted and wired complete under FSC.
- D. Any sleeves or conduit required for refrigeration, tubing lines furnished and installed under FSC.
- E. FSC are to see that all lines are flushed free of foreign matter before connecting fixtures.

1.14 TESTING AND OPERATING INSTRUCTIONS:

- A. After all utility connections to equipment are made, conduct final test of equipment in presence of the Owner.
- B. FSC shall prepare a maintenance manual of food service equipment including care of finished surfaces, parts list and brochure of all equipment. Information to be assembled in a loose leaf binder. VENDOR shall also provide instructions for operating all equipment.
- C. FSC shall have the manufacturer's representative to demonstrate to Owner's Personnel

1.15 GUARANTEE:

- A. The VENDOR shall guarantee in writing all materials and workmanship of equipment provided under this Contract for a period of one year from date of final acceptance, **unless otherwise noted**. Any defects due to the use of improper materials or workmanship and not due to carelessness or misuse occurring within that time shall be promptly rectified by this FSC at his own expense upon notification by the Owner.
- B. **All walk in and refrigeration units shall have provided a one-year parts and labor warranty by the MANUFACTURER/FSC with an additional compressor warranty of FOUR years FOR PARTS ONLY.**

PART II PRODUCTS

2.01 GENERAL:

- A. The following specifications apply to all items mentioned hereinafter and embrace the particular details of construction. All deviations described within item itself.

NOTE:

The FSC shall verify and be responsible for seeing that all equipment being furnished shall have correct electrical and mechanical characteristics to match services available at the equipment. Indicate on shop drawings that this has been done.

- B. Electrical Specifications:**
1. Motors up to and including 1/2 hp wired for 110, 115, or 120 volts, single phase. Motors over 1/2 hp wired for 208 or 220 volts, three phases, unless otherwise shown on Architect's plans or shown in individual specifications.
 2. Heating elements having a connected load up to and including 1,000 watts wired for 110 or 220 volts, single phase. Any heating element over 1,000 watts or any combination of heating elements within one (1) fixture totaling more than 1,000 watts wired for 220 volts, single phase. Fixtures having a multiple number of heating elements such as hot food tables, etc., wired for three phases with the load balanced as equally as possible within fixture.
- C. Switches and Controls:**
1. The FSC to supply for each motor driven appliance or electrically heated unit, a suitable control switch or starter of proper type in accordance with Underwriter's code. Controls that are mounted on vertical surfaces of fabricated fixtures set into recessed die stamped stainless steel cups or otherwise indented to prevent damage.
 2. All internal wiring for fabricated equipment items, including all electrical devices, wiring controls, switches, etc., built into or forming an integral part of these items furnished and installed by Food Service Equipment Supplier in his factory with all items wired complete to a junction box within the fixture ready for final connection to building lines by Food Service Equipment Supplier. Provide standard three prong plug to fit "U" slot grounding type receptacles for all equipment items powered by plugging into 110 volt, 120 volts single phase AC. Provide suitable length three wire cord for equipment.
- D. Faucets, Valves and Fittings:**
1. FSC shall furnish all faucets, traps, tailpieces and fittings. Sinks fitted with faucets as called for under each item or as a separate item listed as faucets. All basin type faucets to be T & S #B-221CC. All splash mount faucets T & S #B-231CC. All special faucets for kettles, prewash, etc., listed under Item Specifications.
 2. All stops and shut-offs shall be furnished and installed by FSC.
- E. Non-Corrodible Alloy:**
1. Non-corrodible alloy, or stainless steel, specified hereinafter to be Type 302 stainless steel, having a standard analysis of 18% chrome and 8% nickel.
 2. All gauges, where specified United States Standard gauges. All exposed surfaces give to #4 or 180 grit. Where manufacturing process and welding disturb the original finish, it shall be carefully reground, polished and restored to match balance of surface.
- F. Galvanized Iron:**
1. Where galvanized iron is specified, furnish tight coat galvanized Copper Bearing. To be used in largest possible sheets with as few joints as necessary.
- G. Welding:**
1. All welded parts non-porous and free of imperfections, free of pits, cracks or disconnections. All welds of galvanized metal on dish tables and sinks ground smooth and sand blasted and sprayed with molten zinc at 1,200° Fahrenheit to a thickness of .004. Tinning of welds not acceptable. All welds of stainless steel ground and polished to original finish.
- H. Pipe Stands and Frames:**
1. All pipe stands for open base tables or dish tables shall be constructed of 1-5/8" stainless steel tubing as indicated in the itemized specifications. All stringers and cross

braces to be same material as legs. All joints between legs and cross braces are to be welded and ground smooth.

2. Cross rails must be supplied between each leg. Legs anchored to closed gussets at top only and without cross rails are not accepted except in the case of sinks.
3. All cross rails to be 10" center line above floor or as called for by local health authorities.

I. Feet:

1. All pipe legs fitted with sanitary die stamped stainless steel bullet shaped feet, fully enclosed with a slightly rounded bottom to protect the floor. Top of these feet fitted with a male threaded stem to fit into the end of the pipe legs hereinabove specified and provided a total adjustment of 1". Stem is extra-long so threads are not exposed. Bottom of pipe leg finished off smoothly and overlaps stem to provide sanitary fitting and prevent accumulation of grease or other debris at this joint.
2. Cabinet type fixtures mounted on 6" high die stamped sanitary one-piece stainless steel feet not less than 3" in diameter at top. Bottom adjusting member telescopes up into inside of upper member and match adjuster of open base units. Fitted with a male threaded stem and has an adjustment of 1" on the 6" high legs. The upper part stamped in a neat design with flared inverted shoulder, welded to stainless steel base plate designed for anchoring to channel braces below cabinet type fixtures.

J. Table Tops (Metal):

1. Metal table tops of #14 gauge stainless steel with all horizontal and vertical corners cover on 5/8" radius. Shop seams and corners welded, ground smooth and polished. Working tops on closed base fixtures reinforced on the underside with a framework of 1-1/4" x 1-1/2" x 1/8" galvanized angles. Cross angle members placed at each pair of legs. Additional cross angle members between legs on not less than 15" centers, and no more than 18" centers. (2) Two full length hat channel bracing for tables under 36". (3) Three for tables 36" and wider.
2. Tops reinforced so there will not be any noticeable deflection and reinforcements stud welded to underside of top. No rivets or bolts used through top.
3. Field joints provided in top where necessary, and located for practical construction and consistent with sizes convenient for shipping and accessibility into building. See section entitled "Field Joints" for description of these joints.
4. Metal tops turned down 1-3/4" in a bull nose roll except where adjacent to walls or other pieces of equipment. Wall side turned up 6" and back 2" on a 45 angle unless otherwise specified in item specifications.

K. Dish Table Tops:

1. Tops of dish tables constructed of 14-gauge stainless steel with all free edges turned up 3" and finished with die formed sanitary rolled rim. Sides adjacent to walls or higher fixtures flanged up 9" and back 2" on a 45 angle. All interior horizontal and vertical corners covered on 5/8" radius. Outside radius of rolled rim corners concentric with inside cove. Top braced with 1-1/2" x 1/8" G.I. angle front to back on approximately 24" centers. Bracing stud bolted to underside of top with cadmium plated lock nuts. Sound deadening mastic breaks metal to metal contact between all angle bracing and underside of top.
2. Dish table tops mounted on steel tubing legs and connecting rails same as specified for open base tables.
3. End of splash closed. Free corners of top spherical.

L. Drawers:

1. Drawer bodies die stamped from one (1) piece of #18 gauge Stainless Steel, 20" x 20" x 5" or as called for in Itemized Specifications. Top edges of drawer flanged out 1/2". Interior horizontal corners rounded on a 1" radius and interior vertical corners on 2" radius. The use of solder or other material to fill in these corners will not be accepted. Drawer bodies to be removable.
2. Drawer face of #16 gauge stainless steel. Face die stamped with a raised border for rigidity and an integral die stamped handle embossed in face.
3. Channel drawer slides welded to drawer face and fitted with steel ball bearing rollers. Adjustable stops furnished on each drawer.
4. Drawers on open base tables partially enclosed between channel slides and underside of top with 18 gauge galvanized iron.

M. Under shelves:

1. The under shelves on open base tables solid removable metal shelf of #18 gauge stainless steel. Shelf made in removable sections with rolled down edges on sides which overlap pipe cross rails where they abut same. Abutting sections of shelves turned down 1" straight.

N. Elevated Shelves:

1. Elevated shelves constructed of #16 gauge stainless steel with edges and brackets as per itemized specifications.

O. Sinks:

1. Sinks of the size called for, constructed of #14 gauge stainless steel. Backs, bottoms and front formed of one continuous sheet with ends welded in place. Partitions for compartment sinks of same material and single thickness with top of partition fitted with 1-1/4" full roll formed integral with partition and welded.
2. Vertical and horizontal corners including partition coved on 5/8" radius electrically welded ground smooth and polished.
3. Top edges of sinks at front and ends, except where fitted with integral type drain boards, furnished with a 1-1/4" die formed integral sanitary semi-full rim.
4. Across back of sinks, unless otherwise specified, there will be a 10" high splash back coved back 2-1/2" on a 45° angle. Ends enclosed. Unless otherwise specified, two (2) faucet holes on 8" centers provided over the center line of partitions between compartments, 2-1/2" down from top of splash turn back.
5. Bottom of each compartment to have six (6) radial die stamped grooves pitched to center drain, and provided with 2" chrome plated brass level type drain with stainless steel strainer. Drain fitted with steel rod level handle for opening and closing drain and end of handle fitted with chrome plated brass four pronged EZ-TACH handle. Rod handles suitable braced to bottom of sink.
6. Bodies mounted on 1-5/8" O.D. tubing legs same material as specified for open base tables and fitted with stainless steel bullet type adjustable feet. Legs fitted with die formed fully enclosed gussets. These welded to underside of sink.
7. Free standing sinks 36" high to top of front edge and 46" high to top of splash. Sink depth from top of front edge to bottom of tub as specified. Lengths and widths given overall. Each drain fitted with tail piece.

P. Sink Inserts:

1. Sink inserts of one piece deep construction size called for and constructed of #14 gauge stainless steel. Sinks welded integral with counter tops with no lap between.

- Q.** Sink Drain boards:
1. Drain boards constructed of same material as sinks and welded integral to same. Drain boards to have 1-1/2" high rims with die formed integral rolled edges to match sink edges. Horizontal and vertical corners covered on 5/8" radius electrically welded, ground and polished to a #4 finish 180 grit. Solder filleting of these corners will not be acceptable. Drain boards pitched to properly drain into sink.
 2. Across backs and ends against walls or high fixtures, a 10" high splash back covered back across the top 2-1/2" to match splash of sink compartment. Splash back welded integral with splash of sink compartment with ends closed.
- R.** Field Joints:
1. Field joints located for practical construction and consistent with sizes convenient for shipping and accessibility into building. Field joints in tops, carefully sheared so they can be tightly butted and joined together to form an integral unit to match balance of equipment.
- S.** Refrigeration Joints:
1. Refrigeration furnished with start-up and service for one (1) year.
- T.** Sound Deadening:
1. Underside of all tops at contact of body and bracing sound deadened with high quality asphalt mastic.
 2. Double walled sliding and swing doors fitted with sound deadening insulation between the walls.
- U.** Painting
1. All fixtures, unless made of stainless steel, shall be of the highest quality, air-dried, and applied in accordance with the manufacturer's direction.

2.02 DETAILED SPECIFICATIONS PER SCHOOL:

Woodland ES

ITEM 1 -SOILED DISHTABLE (1 REQ'D)

Approved Manufacturer: HOBART SALES AND SERVICE

Approximately "L" shaped soiled dish table to fit dish machine on the left side with s/s H-frame legs. FSC to verify all dimensions. 14/300 s/s, nsf SEE DRAWING

Supply stainless steel raised rim-5/8" for scrap block

Supply 8" OC splash mount fabrication for hose reel installation kit

Where dish table abuts wall provide an integral 10" high splash with 2" return on a 45° slope. Ends are closed, welded, ground, and polished.

Table secured to wall with 12" long stainless steel "Z" clips mounted at 24" OC.

Table mounted on 1-5/8" OD stainless steel legs with similar cross bracing on a maximum of 72" centers. Legs are attached to fully enclosed stainless-steel gussets welded to the under bracing and secured with setscrews.

Provide horizontal cross rails fully welded, ground, and polished at joints. Cross rails must be positioned to avoid equipment under the tables.

Move cross rail to the front when they interfere with rear plumbing utilities.

Where shown, soiled dish table shall be provided with an integrally welded 20" x 20" x 5" deep 14 ga. stainless steel pre-wash sink with all corners covered on a 3/4" radius. Sink to have die stamped drain star in the bottom and 1-1/2" removable basket drain. Pre-wash sink complete with removable 18" ga. stainless steel perforated scrap basket with 1-7/8" stainless steel legs and rack handle slides flush with the top of the sink.

Top of soiled dish table to be formed with as an integral pass windowsill, passing through wall opening as shown on drawings. Pass through sill to be of same gauge as soiled dish table top. Extreme outside edge of sill to be formed as an inverted "V" edge, turned up 1/2" and down 4" flush against the outside wall.

Measurements are made from wall to wall and an allowance not greater than 1/4" must be used for fit.

ITEM 2 -REEL RINSE INSTALLATION KIT WITH HOSE REEL (1 REQ'D)

Fisher Model 28231 Reel Rinse Installation Kit, wall-mounted

1 ea. Model 29610 Hose Reel Assembly, exposed reel rinse with spray valve, reel stainless steel construction, 35 feet of 3/8" ID, 3 ply, working pressure of 150 psi, withstands 140° F water temperature, 1/2" or 3/8" NPT female

ITEM 3 -DISHWASHER, CONVEYOR TYPE (1 REQ'D)

Hobart Model CL44EN-BAS+BUILDUP

Conveyor Dishwasher, single tank, (202) racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF Pot & Pan mode, programmable de-lime notification, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office

1 ea. Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA

1 ea. Model CL44EN-BASELE0AX 208v/60/3-ph, electric heat only

1 ea. Model CL44EN-BASHT15K Electric tank heat 15kW

1 ea. Model CL44EN-BASHGTSTD Standard height

1 ea. Model CL44EN-BASERH30K 30kW electric booster

1 ea. Model CL44EN-BASDIR0LR Left to right operation

1 ea. Model DDU38E-L/R Direct Drive Unload L-R E-Series (installation priced separately)

- 1 ea. Installation by local Hobart Service Office if within 100 mile radius & done during normal business hours. 72 Hour Assembly Notice Recommended. Must be ordered with Hobart Dish machine. Price includes assembly of direct drive unload to Hobart dish machine ONLY. Installation of dish machine can be by others. Does not include drain connection.
- 1 ea. Model CL44EN-BASFETSTD Standard feet
- 1 ea. Model WS40-NOINSTALL Water Softening System, 2,527 grains/lb. capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED, for steam equipment, a CB15K-SYSTEM or CB30K-SYSTEM is required for treatment of Chlorine & Chloramines (NET)
- 1 ea. Model DTV-CLEN Drain water tempering kit for CLEN models
- 1 ea. Installation of DWT kit only (NET)
- 1 ea. Model VNTHD/E-ADJ E-series vent hood domestic (adjustable)
- 1 ea. Model SHTHD/E-ADJ E-series vent hood short (adjustable)
- 3 ea. Model BUNPAN-RACK Rack, bun pan
- 3 ea. Model DISHRAK-P1400 Rack, peg type with one side open (tray/sheet pan rack)
- 3 ea. Model SHTPAN-RACK Rack, 6 sheet pan
- 1 ea. Model PRESREG-1/20BR 1/2" brass pressure regulator (is standard with built-in booster heater models)
- 2 ea. Model 1/2INSHK-ABSRBR Water Shock Absorber Kit (2 required - 1 each incoming hot and cold water lines)
- 1 ea. Model CLE/TBL-SWITCH Table limit switch CLE-Series
- 1 ea. Model CURTAIN-KITSTD KIT CURT'N SPLASH Standard E-SERIES

ITEM 4 -PANT LEG DUCT WITH DUCT WORK AND TRIM (1 REQ'D)

HOBART SALES AND SERVICE

Pant Leg Duct made from 16 gauge, type 304, 18-8 steel, all welded and polished to a smooth finish. Duct shall be welded as one piece. The pant leg duct is to extend through the ceiling plus 6" to 12" beyond it depending upon type of ceiling (verify). Stainless steel trim is provided at the ceiling.

ITEM 5 -CLEAN DISHTABLE (1 REQ'D) *

Approved Manufacturer: HOBART SALES AND SERVICE

APPROX: SEE DRAWING Clean Dish table on the RIGHT side of the dish machine with s/s H-frame legs. 14/300 s/s, nsf

Supply needed fabrication for field installed table limit switch

Supply removable under counter shelves for dishrack storage.

Supply space for water softener location by dish machine.

See "Fabricated Equipment" and "General Notes for All Equipment" in this specification section.

All stainless steel.

Table fabricated to fit specified dish machine at unload end.

Where dish table abuts wall provide an integral 10" high splash with 2" return on a 45° slope. Ends are closed, welded, ground, and polished.

Table secured to wall with 12" long stainless steel "Z" clips mounted at 24" OC. 6. Table mounted on 1-5/8" OD stainless steel legs with similar cross bracing on a maximum of 72" centers. Legs are attached to fully enclosed stainless steel gussets welded to the under bracing and secured with setscrews.

Provide horizontal cross rails fully welded, ground and polished at joints. Cross rails must be positioned to avoid equipment under the tables. Move cross rail to the front when they interfere with rear plumbing utilities.

Notch to be cut in the end of the dish table for the table limit switch, provided by the dishwasher manufacturer, and positioned for contact with all types of dish racks. Provide directions to electrical contractor for routing wiring for limit switch.

ITEM 6 -KITCHENWARE DRYER (1 REQ'D)

San-Aire Industries Model PD-100-M

PowerDry™ Kitchenware Dryer, Electric, lighted on/off rocker switch, (2) 20" x 6" x 3/8" removable aluminum filter, 826 CFM blower, adjustable air distribution louver, stainless steel housing, UL, CUL, NSF

1 ea. 120v/60/1, 4.33amps, 500w, 8'0' cord w/NEMA 5-15P

1 ea. Model SMB-PD-100M Standard Wall Mount Bracket

1 ea. Model RD-101 RapiDrain™ Kitchenware Drainer, stainless steel construction, 1" x 3/16" flat bar with openings for water flow, 3/8" round rod cross bars, 16 ga. formed ends, 1-1/2" 90° lip

1 ea. Model RD-101-E RapiDrain™ Kitchenware Drainer Extension, stainless steel construction, 1" x 3/16" flat bar with openings for water flow, 3/8" round rod cross bars, 16 ga. formed ends

ITEM 7 -POT & PAN SHELIVING RACK (1 REQ'D)

Metro Model PR48VX4

MetroMax i@ Mobile Drying Rack Unit, 26"W x 50"L x 68"H, 4-tier, includes: (4) cutting board/tray drying rack, built in Microban® antimicrobial product protection, (2) 5PCX swivel casters & (2) 5PCBX swivel casters with brakes, NSF

ITEM 8 -SS WALL PANELS (1 LOT REQ'D)

Hobart Sales & Service

20 gal 304 ss with trim at all seams with #4 finish. 8 foot tall panels including capping pass thru window.

ITEM 1-DISHWASHER/DISHROOM INSTALLATION (1 REQ'D)

HOBART SERVICE AND FOOD SERVICE DEALER

1. Existing dish machine, booster heater, condensate hood, hose reel and dish-tables are to be disconnected and removed and disposed of by HOBART SALES AND SERVICE.
2. **FABRICATOR** WILL INSTALL PANT LEG AND CONNECT TO EXISTING EXHAUST. If determined to need replacement for above ceiling duct or fan Oak Ridge Schools will contract that cost directly with the fabricator.
3. All pricing to include delivery, uncrate and set in place with all crating material removed from the site BY HOBART SALES AND SERVICE OF ITEMS.
4. Owner/Oak Ridge City is to provide all properly sized utility requirements to the final connection point for connection by Hobart.
5. Owner/Oak Ridge City is to provide floor drain for dish machine per code. (OR City will have taken the liability that the installation will not be to code if a floor drain with an air gap cannot be provided because of the limitation of the building.)
6. Hobart Sales and Service to make all final utility connections including water, electrical and drains. Drains to be copper to handle the hot discharge water. Final hook-ups (within 5 feet) of new machine.
7. Installation of side loader by local Hobart Service Office. Must be ordered with Hobart Dish machine. Price includes Assembly of Side Loader to Hobart dish machine ONLY.
8. Installation of water softener
9. Installation of table limit switch
10. Installation of drain water tempering kit
11. Start up and adjust all equipment.
12. Hobart final connection to extend Hobart dish machine warranty from the standard 12 months to 18 months.
 - Unit to have full 18-month warranty (12 months if Hobart does not do the installation) on parts labor and mileage against manufacturer's defects. Service shall be available thru a manufacturer operated service office with factory-trained technicians located in TN. After utility

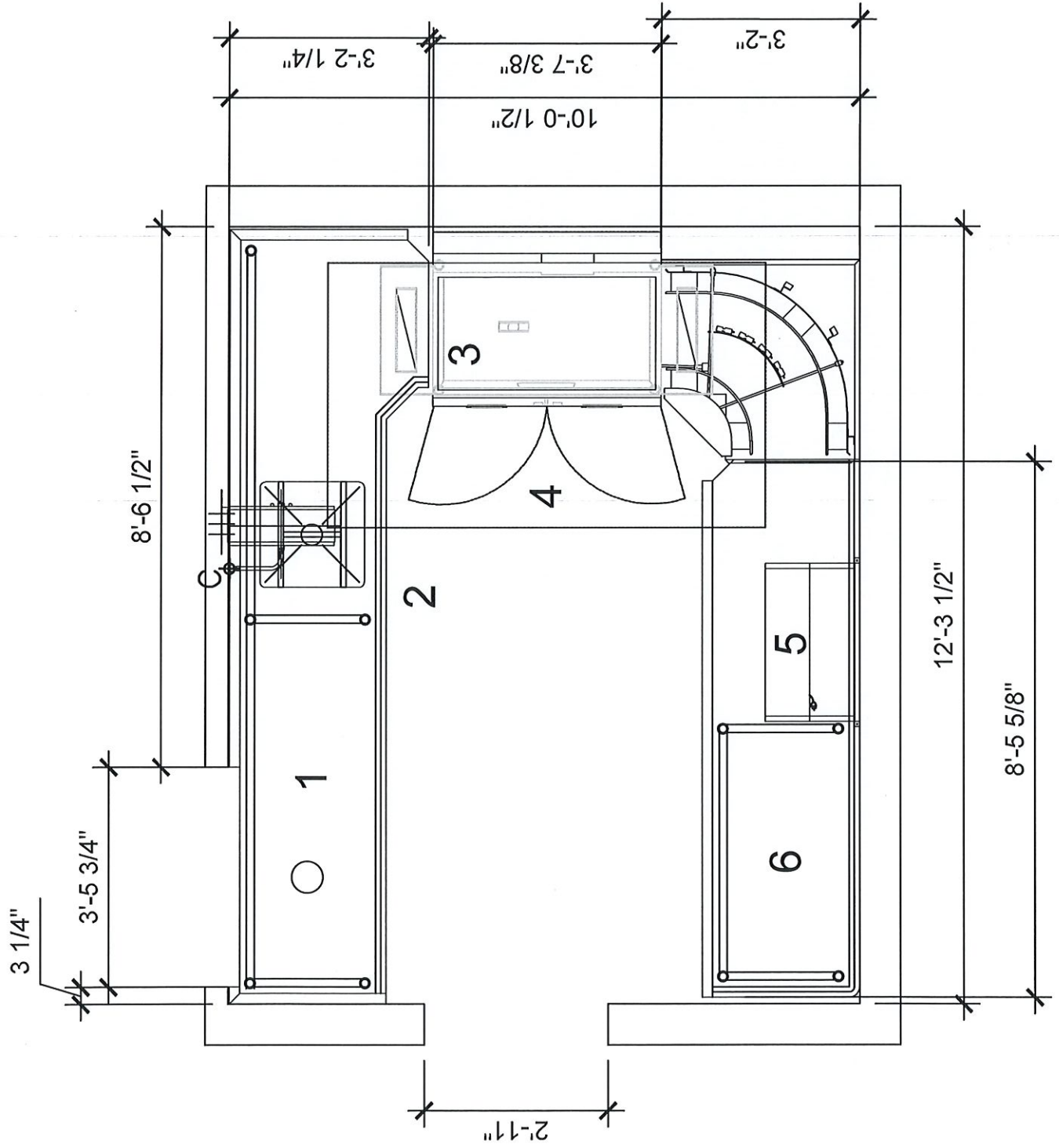
connections are made, Hobart office will complete no cost, and start up and checkout for proper installation. Office to stock all common breakdown parts. Unit listed by NSF and UL. No substitutions are acceptable.

Demonstration of use and care by installing contractor or factory representative.

Owner/City will be responsible for any floor repair, cleaning and/or wall painting as needed after removal of existing equipment.

- Installations completed during normal business hours. Monday – Friday; 8:00am – 5:00pm.

WOODLAND ES-OAK RIDGE SCHOOLS



Willow Brook ES-Oak Ridge Schools to disconnect and reconnect new three compartment sink.

ITEM 1 -THREE (3) COMPARTMENT SINK (1 REQ'D)

Titan Stainless LLC Model 3C24-2D24-14

3 Compartment Sink 24" x 24" x 14" with raised rolled edge, (2) 24" drainboards, s/s H-frame legs, and adjustable s/s bullet feet, 14/300 s/s, nsf

3 ea. Model LDB Lever drain bracket

1 ea. Model SKT-3 One-piece stainless steel skirt front for 3 compartment sink

4 ft. Model USR Sectional removable undershelf, 16 gauge stainless steel, (per linear foot)

1 ea. Model NTBS Notch in backsplash/countertop

2 ea. Fisher Model 64785 Faucet, backsplash mount, 8" centers, 16" swing spout, lever handles with color coded indexes, 1/2" NPT male inlets, with EZ Install Adapters, brass, CSA, ADA Compliant

2 ea. Fisher 1 year warranty against defects in materials or workmanship, standard

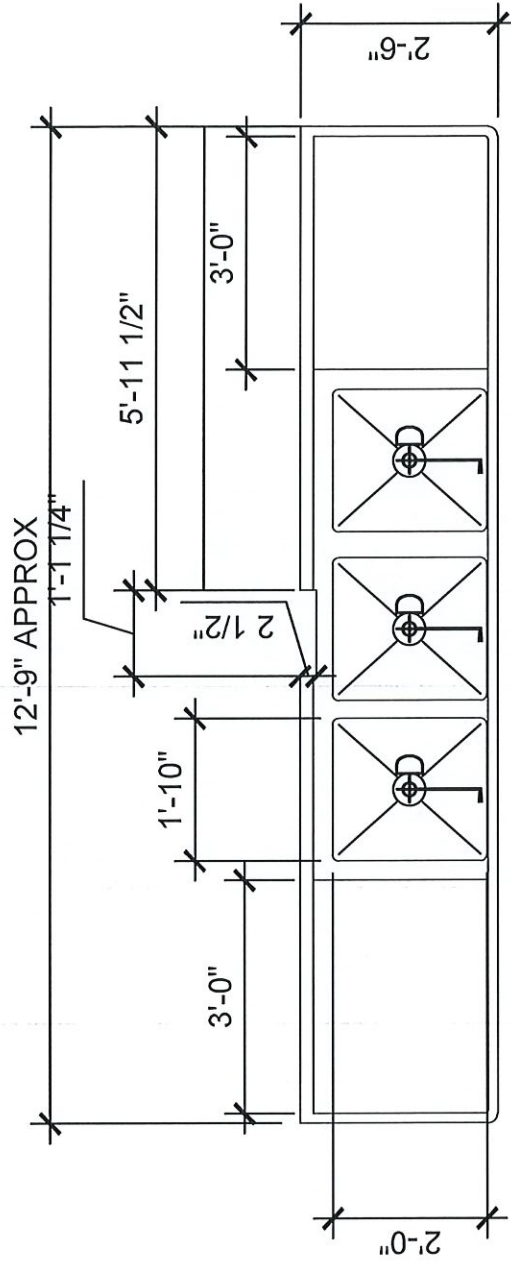
3 ea. Fisher Model 22349 DrainKing Waste Valve, locking basket strainer, 12 GPM drain rate, cast red brass body

ITEM 2 -WORK TABLE (1 REQ'D)

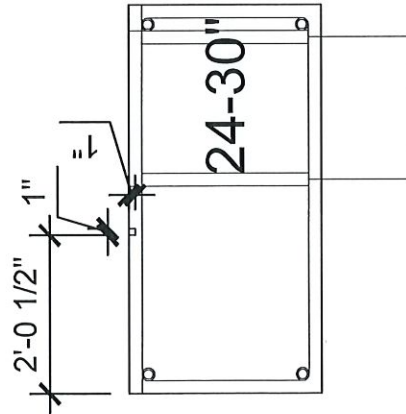
Titan Stainless LLC Model 7SLUB-30-14

84" x 30" Worktable with backsplash, s/s legs, undershelf, and adjustable s/s bullet feet. 14/300 s/s, nsf

1 ea. Model 3DS-2020 Cabinet Base, 20"W x 20"L, enclosed, w/3 drawers with s/s pans, s/s construction



THIS 3-COMP SINK IS NEXT TO THE TABLE ON LEFT NEED A SIDE SLASH TO MOUNT TO WALL 50" HIGH WITH ROUNDED TOP



3-TIER DELUX DRAWERS W/ LOCK & KEY

Jefferson Middle School-FSC to deliver, uncrate, clean and ready for final connection by Oak Ridge City Schools.

ITEM 1 -HOT FOOD SERVING COUNTER / TABLE (1 REQ'D)

Duke Manufacturing Model TEHF-74SS

Thurmaduke™ Hot Food Unit, mobile, electric, 74"W x 32"D x 36"H, 16ga stainless steel top, (5) stainless steel heat wells, drains, copper manifolds, (1) valve, thermostats, dish shelf, 20ga stainless steel body & undershelf, 5" swivel casters & brakes, 6 ft. cord with plug, cULus, UL EPH Classified (NOTE: Electric values & plug configurations change for 3 phase or when adding electric options - Contact Factory for more info)

1 ea. Model TEHF74-208-1 208v/60/1-ph, 4500 watts, 21.6 amps

1 ea. Model MOD-14-5 14ga stainless steel top, in lieu of standard

1 ea. Model SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing tracks

1 ea. Model 442-5S-HD-OP Cutting Board/Shelf, operator's side, 7"D, 18ga stainless steel shelf, (3) hinged brackets, shelf mounted flush to counter top (Specify any special height)

1 ea. Model CORD-8 8 ft. cord & plug

1 ea. Model CUT-OP1-G Round cutout with grommet, in counter top, body panel or a shelf (specify cutout diameter & location)

1 ea. Model TS550-74 Thurmaduke™ Designer Sneeze Guard, 73-5/8"W x 18"D x 18"H, self-service style, glass top, painted end panels & 1/4" acrylic end guards, cULus, UL EPH Classified

1 ea. Model SSE Stainless Steel Ends, in lieu of standard painted steel

1 ea. Add Hose Bib attachment to drain.

Extend drain toward employee for ease of access.

Add LED lights only.

NEMA 14-50P required

END OF SPECIFICATIONS

Submission Requirements:

1. A detailed bid form, which includes quantity and unit cost must be included in the bid package. Please include specification sheets on all products/terms.
2. **Two full copies of the proposal must be submitted**, with original Bid Forms included with each copy.
3. A detailed description of all warranties and support for equipment and software must be included.
4. Any license or renewal costs (if any) shall be included in notes on the Bid Form. Specifically, anticipated annually recurring costs for maintenance, support, and software updates and upgrades, if any, must be listed.

Functional Equivalents:

Equipment shall be as specified above and meet all criteria.

Schedule:

Sealed bids will be opened at the School Administration Building, 304 New York Avenue, Oak Ridge TN, 37830, at 2:00 PM EDT, April 7, 2021.

Equipment will be selected based on district priority and available funds. Oak Ridge Schools reserves the right to purchase from multiple vendors as necessary to maximize available funds.

Work may begin June 1, 2021 and must be completed by July 27, 2021.

Bidding Procedures

Location: All bids must be submitted to the Oak Ridge Schools Business Department at or before the announced deadline.

Mary Ann Riley,
Purchasing Specialist
Food Service Equipment
RFP 21-007
304 New York Ave.
Oak Ridge, TN 37830

Award of Contract: The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids. Oak Ridge Schools may conduct such investigations, as it deems necessary, to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of Oak Ridge Schools. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder," who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the owner. Price will be the primary factor when determining the successful bidder assuming all bid specifications are met. Oak Ridge Schools does not enter into contracts that provide for mediation or arbitration. The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder (e.g., product line-item deletions or adjustments), and the right to disregard all non-conforming, non-responsive, or conditional bids.

Bid Document: For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the date and time as set forth in the "bid invitation."

Errors in Bids: When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications, or bidding schedule, is made at the risk of the bidder.

Facsimile transmissions: Electronic transmissions will not be accepted, except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

Hold Harmless Agreement: Bidders shall be required to complete the attached Hold Harmless Agreement.

Laws and Regulations: The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

Legal Issues: Contracts with Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bids will be denied if these provisions are not included in the contract.

Non-Collusion Affidavit: Bidder shall be required to complete the attached Non-Collusion Affidavit.

Payments: Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses.

Payment terms shall be specified in the bid response, including any discounts for early payment. The Oak Ridge Schools Business Department discourages the practice of picking up checks in person, unless there is an emergency situation.

Purchase: No purchase or contract is authorized or valid until the issuance of a Purchase Order from Oak Ridge Schools and the Board of Education approval of project in accordance with Oak Ridge Schools Policy. No employee is authorized to purchase equipment, supplies or services prior to the issuance of such Purchase Order and Board of Education approval.

Sub-contracts: The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.

Subcontractors and employees: If work is to be performed during regular school hours when children are present, the BOE reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property.

Taxes: Oak Ridge Schools is tax exempt.

Tie Bids: If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the owner.

Title VI of the Civil Rights Act of 1964: All interested parties, without regard of race, color, or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Oak Ridge Schools strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

Vendor Indemnify: Oak Ridge Schools will indemnify vendor to the extent Tennessee law allows.

Warranty: The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.



Project:
Oak Ridge Schools Bid RFP 21 007
Oak Ridge, TN

From:
KaTom Restaurant Supply, Inc.
Ikeshia Ramsey, CFSP
305 KaTom Drive
Kodak, TN 37764-1480
865-225-1561 Option 2 (Contact)
iramsey@katom.com
Contract Estimator/Bid Specialist

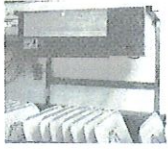

Job Reference Number:
95683_OR3

Item	Qty	Description	Sell	Sell Total
WOODLAND ELEMENTARY SCHOOL				
<u>1</u>	1 ea	SOILED DISH TABLE Hobart Sales & Service Model No. SOILED DISH TABLE Soiled dish table, "L" shaped soiled dish table to fit dish machine on the left side with s/s H-frame legs. FSC to verify all dimensions. 14/300 s/s, nsf	\$5,156.77	\$5,156.77
			ITEM TOTAL:	\$5,156.77
<u>2</u>	1 ea	REEL RINSE INSTALLATION KIT Fisher Model No. 28231 Reel Rinse Installation Kit, wall-mounted	\$2,049.45	\$2,049.45
	1 ea	75394 Hose Reel Assembly, exposed reel rinse with spray valve, reel stainless steel construction, 35 feet of 3/8" ID, 3 ply, working pressure of 150 psi, withstands 140° F water temperature, 1/2" or 3/8" NPT female <u>NOTE - Model 29610 is discontinued. Model quoted is the replacement.</u>		
			ITEM TOTAL:	\$2,049.45
<u>3</u>	1 ea	DISHWASHER, CONVEYOR TYPE Hobart Model No. CL44EN-BAS+BUILDUP Conveyor Dishwasher, single tank, (202) racks/hour, insulated hinged doors, .62 gallon/rack, stainless steel enclosure panels, microprocessor controls with low temperature & dirty water indicators, NSF Pot & Pan mode, programable de-lime notification, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office	\$45,247.59	\$45,247.59

Initial: _____

Item	Qty	Description	Sell	Sell Total
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	CL44EN-BASELE0AX 208v/60/3-ph, electric heat only		
	1 ea	CL44EN-BASHTE15K Electric tank heat 15kW		
	1 ea	CL44EN-BASHGTSTD Standard height		
	1 ea	CL44EN-BASERH30K 30kW electric booster		
	1 ea	CL44EN-BASDIR0LR Left to right operation		
	1 ea	DDU38E-L/R Direct Drive Unload L-R E-Series (installation priced separately)		
	1 ea	Installation by local Hobart Service Office if within 100 mile radius & done during normal business hours. 72 Hour Assembly Notice Recommended. Must be ordered with Hobart Dishmachine. Price includes assembly of direct drive unload to Hobart dishmachine ONLY. Installation of dishmachine can be by others. Does not include drain connection.		
	1 ea	CL44EN-BASFETSTD Standard feet		
	1 ea	WS40-NOINSTALL Water Softening System, 2,527 grains/lb capacity, 5 gallons regeneration volume, & salt alarm, holds 1 bag of salt, pricing DOES NOT include standard installation. INSTALLATION BY AUTHORIZED HOBART SERVICE OFFICE IS RECOMMENDED (NET)		
	1 ea	DTV-CLEN Drain water tempering kit for CLEN models		
	1 ea	Installation of DWT kit only (NET)		
	1 ea	VNTHD/E-ADJ E-series vent hood domestic (adjustable)		
	1 ea	SHTHD/E-ADJ E-series vent hood short (adjustable)		
	3 ea	BUNPAN-RACK Rack, bun pan		
	3 ea	DISHRAK-P1400 Rack, peg type with one side open (tray/sheet pan rack)		
	3 ea	SHTPAN-RACK Rack, 6 sheet pan		
	1 ea	PRESREG-1/20BR 1/2" brass pressure regulator – Standard with built-in booster heater models. Regulator must be installed before the booster (built-in or remote), as the water temperature to the regulator must not exceed 140F		
	2 ea	1/2INSHK-ABSRBR Water Shock Absorber Kit (2 required - 1 each incoming hot and cold water lines)		
	1 ea	CLE/TBL-SWITCH Table limit switch CLE-Series		
	1 ea	CURTAIN-KITSTD KIT CURT'N SPLASH Standard E-SERIES		
			ITEM TOTAL:	\$45,247.59
<u>4</u>	1 ea	PANT LEG HOOD & VENT DUCT Hobart Sales & Service Model No. PANT LEG DUCT Pant Leg Duct made from 16 gauge, type 304, 18-8 steel, all welded and polished to a smooth finish. Duct shall be welded as one piece. The pant leg duct is to extend through the ceiling plus 6" to 12" beyond it depending upon type of ceiling (to be verified). Stainless steel trim is provided at the ceiling.	\$3,600.17	\$3,600.17
			ITEM TOTAL:	\$3,600.17
<u>5</u>	1 ea	CLEAN DISH TABLE	\$2,099.16	\$2,099.16

Initial: _____

Item	Qty	Description	Sell	Sell Total
		Hobart Sales & Service Model No. CLEAN DISH TABLE Clean Dish table on the RIGHT side of the dish machine with s/s H-frame legs. 14/300, s/s, nsf		
			ITEM TOTAL:	\$2,099.16
6	1 ea	TRAY DRYER	\$4,162.09	\$4,162.09
		San-Aire Industries Model No. PD-100-M PowerDry™ Kitchenware Dryer, Electric, lighted on/off rocker switch, (2) 20" x 6" x 3/8" removable aluminum filter, 826 CFM blower, adjustable air distribution louver, stainless steel housing, UL, CUL, NSF		
	1 ea	120v/60/1, 4.33amps, 500w, cord with NEMA 5-15P		
	1 ea	SMB-PD-100M Standard Wall Mount Bracket		
	1 ea	RD-101 RapiDrain™ Kitchenware Drainer, stainless steel construction, 1" x 3/16" flat bar with openings for water flow, 3/8" round rod cross bars, 16 ga. formed ends, 1-1/2" 90° lip		
	1 ea	RD-101-E RapiDrain™ Kitchenware Drainer Extension, stainless steel construction, 1" x 3/16" flat bar with openings for water flow, 3/8" round rod cross bars, 16 ga. formed ends		
			ITEM TOTAL:	\$4,162.09
7	1 ea	DRYING RACK UNIT	\$1,009.93	\$1,009.93
		Metro Model No. PR48VX4 MetroMax® i Mobile Drying Rack Unit, 48"W x 24"D x 68"H, 4-tier, includes: (4) shelves, (4) 63" mobile posts, (2) cutting board/tray drying racks, (2) pan racks, (4) polymer swivel casters (2 with brakes), built in Microban® antimicrobial product protection, NSF		
			ITEM TOTAL:	\$1,009.93
8	1 lt	S/S WALL PANELS	\$8,656.26	\$8,656.26
		Hobart Sales & Service Model No. SS WALL PANELS 20 gal 304 ss with trim at all seams with #4 finish. 8 foot tall panels including capping pass thru window.		
			ITEM TOTAL:	\$8,656.26
9	1 ea			<Included>
		hobart sales and service Model No. WOODLAND INSTALL Installation of Hobart dish machine		
	1 ea	1. Existing dish machine, booster heater, condensate hood, hose reel and dish-tables are to be disconnected and removed and disposed of by HOBART SALES AND SERVICE. 2. FABRICATOR WILL INSTALL PANT LEG AND CONNECT TO EXISTING EXHAUST. If determined to need replacement for above ceiling duct or fan Oak Ridge Schools will contract that cost directly with the fabricator. 3. All pricing to include delivery, uncrate and set in place with all crating material removed from the site BY HOBART SALES AND SERVICE OF ITEMS. 4. Owner/Oak Ridge City is to provide all properly sized utility requirements to the final connection point for connection by Hobart. 5. Owner/Oak Ridge City is to provide floor drain for dish machine per code. (OR City will have taken the liability that the installation will not		<Included>

Initial: _____

Item	Qty	Description	Sell	Sell Total
		be to code if a floor drain with an air gap cannot be provided because of the limitation of the building.)		
		6. Hobart Sales and Service to make all final utility connections including water, electrical and drains. Drains to be copper to handle the hot discharge water. Final hook-ups (within 5 feet) of new machine.		
		7. Installation of side loader by local Hobart Service Office. Must be ordered with Hobart Dish machine. Price includes Assembly of Side Loader to Hobart dish machine ONLY.		
		8. Installation of water softener		
		9. Installation of table limit switch		
		10. Installation of drain water tempering kit		
		11. Start up and adjust all equipment.		
		12. Hobart final connection to extend Hobart dish machine warranty from the standard 12 months to 18 months.		
		13. Unit to have full 18-month warranty (12 months if Hobart does not do the installation) on parts labor and mileage against manufacturer's defects. Service shall be available thru a manufacturer operated service office with factory-trained technicians located in TN.		
		14. After utility connections are made, Hobart office will complete no cost, and start up and checkout for proper installation. Office to stock all common breakdown parts. Unit listed by NSF and UL.		
1 ea		ELEC-PLUMB Misc. electrical and plumbing supplies	<Included>	
		<i>All work to be done during normal business hours.</i>	<Included>	
<u>SUBTOTAL</u>				\$71,981.42

****WILLOW BROOK ELEMENTARY SCHOOL****

<u>1</u>	1 ea	THREE (3) COMPARTMENT SINK Titan Stainless Model No. 3C24-2D36-14 Sink, 3-compartments, 24"W x 24" front-to-back x 14" deep bowls, raised rolled edge, (2) 36" drainboards, stainless steel H-frame legs & adjustable bullet feet, 14/300 stainless steel construction, NSF	\$4,533.46	\$4,533.46
	3 ea	LDB Lever Drain Bracket		
	1 ea	SKT-3 Skirt, one-piece, for 3 compartment sink, stainless steel construction		
	6 ft	USR Sectional removable undershelf, 16 gauge stainless steel, (per linear foot)		
	1 ea	NTBS Notch in backsplash/countertop		
			ITEM TOTAL:	\$4,533.46
<u>1.1</u>	2 ea	WALL / SPLASH MOUNT FAUCET Fisher Model No. 64785 Faucet, backsplash mount, 8" centers, 16" swing spout, lever handles with color coded indexes, 1/2" NPT male inlets, with EZ Install Adapters, brass, CSA, ADA Compliant	\$105.48	\$210.96
	2 ea	1 year warranty against defects in materials or workmanship, standard		
			ITEM TOTAL:	\$210.96



Item	Qty	Description	Sell	Sell Total
<u>1.2</u>	3 ea	DRAIN, LEVER / TWIST WASTE	\$79.64	\$238.92



Fisher Model No. 22349
 DrainKing Waste Valve, locking basket strainer, 12 GPM drain rate,
 cast red brass body

ITEM TOTAL: \$238.92

SUBTOTAL \$4,983.34

<u>2</u>	1 ea	WORK TABLE, STAINLESS STEEL TOP	\$3,647.05	\$3,647.05
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Titan Stainless Model No. 7SLUB-30-14
 Work Table, 84"W x 30"D x 41"H, 14/300 stainless steel top,
 backsplash, legs, undershelf & adjustable bullet feet, NSF

1 ea 3DS-2020 Cabinet Base, 20"W x 20"D, (3) drawers with stainless steel
 pans, stainless steel construction

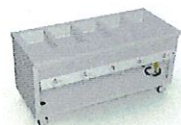
3 ea DL Drawer Locks

ITEM TOTAL: \$3,647.05

SUBTOTAL \$3,647.05

****JEFFERSON MIDDLE SCHOOL****

<u>1</u>	1 ea	HOT FOOD SERVING COUNTER / TABLE	\$13,249.03	\$13,249.03
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Duke Manufacturing Model No. TEHF-74SS
 Thurmaduke™ Hot Food Unit, mobile, electric, 74"W x 32"D x 36"H,
 16ga stainless steel top, (5) stainless steel heat wells, drains, copper
 manifolds, (1) valve, thermostats, dish shelf, 20ga stainless steel body
 & undershelf, 5" swivel casters & brakes, 6 ft cord with plug, cULus, UL
 EPH Classified (NOTE: Electric values & plug configurations change for
 3 phase or when adding electric options - Contact Factory for more
 info)

1 ea TEHF74-208-1 208v/60/1-ph, 4500 watts, 21.6 amps

1 ea MOD-14-5 14ga stainless steel top, in lieu of standard

1 ea SOLID-HD-5CU Tray Slide, customer's side, 74" W x 12-1/4" D, solid
 stainless steel, on hinged brackets, with (2) 1/8" die-formed rubbing
 tracks

1 ea 442-5S-HD-OP Cutting Board/Shelf, operator's side, 7"D, 18ga stainless
 steel shelf, (3) hinged brackets, shelf mounted flush to counter top
 (Specify any special height)

1 ea CORD-8 8 ft. cord & plug

1 ea Drain to be angled 90 degrees, not to extend through bottom shelf: To
 have hose bib attachment for drain hose by others

1 ea CUT-OP1-G Round cutout with grommet, in counter top, body panel or
 a shelf (specify cutout diameter & location)

1 ea TS570-74 Thurmaduke™ Designer Sneeze Guard, 73-5/8"W x 16-1/2"D
 x 18"H, service style, flip-up front glass, glass top, painted end panels
 & 1/4" acrylic end guards, cULus, UL EPH Classified

1 ea SCPC Standard Color Powder Coat Paint

1 ea PH_PAINT Powder Coat color to be determined

Initial: _____

04/06/2021

Item	Qty	Description	Sell	Sell Total
	1 ea	SSE Stainless Steel Ends, in lieu of standard painted steel		
	1 ea	LED-5 LED light under shelf, wired to base, 120v/60/1-ph (this may require cord & plug option)		
			ITEM TOTAL:	\$13,249.03
			<i>SUBTOTAL</i>	\$13,249.03
			<i>Total</i>	<i>\$93,860.84</i>

Acceptance: _____ Date: _____

Printed Name: _____

APPLICATION:

PRODUCT NAME:
WALL MOUNTED REEL RINSE
INSTALLATION KIT

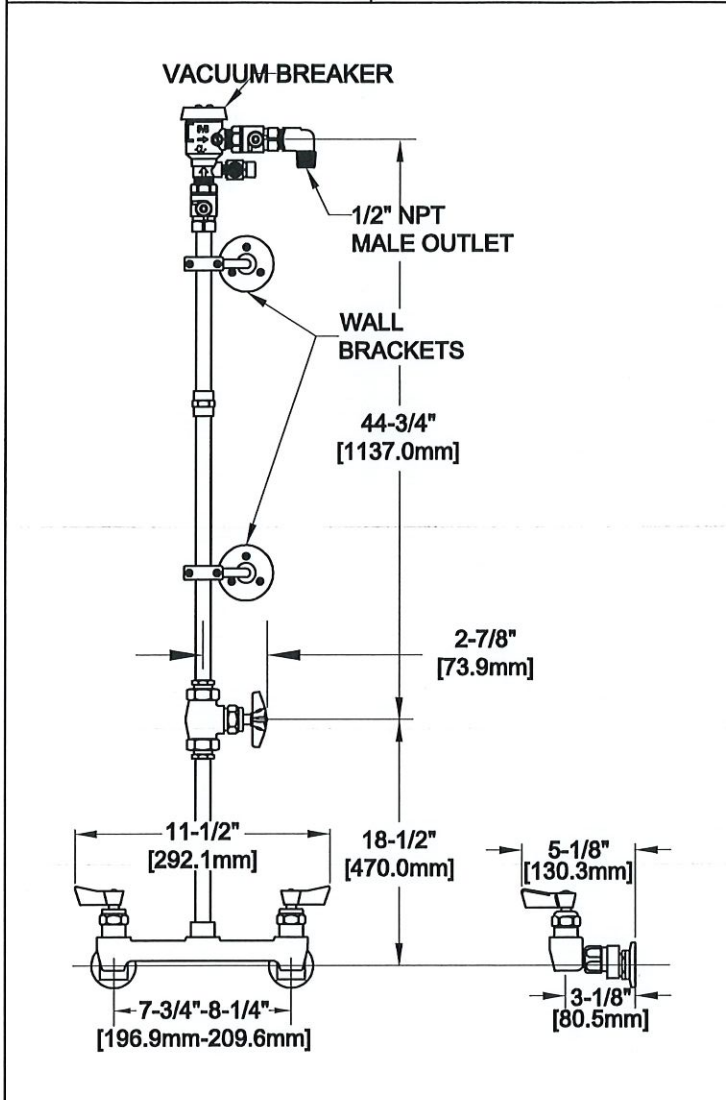
JOB NAME:

SPECIAL CONFIGURATION
CHECK BASE MODEL AND OPTIONS

QUANTITY:

ITEM NO.

MODEL:
 28231



OPTIONS OR MODIFICATIONS:
 SUPPLY LINES (24" OR 36") CIRCLE LENGTH
 HANDLES (CROSS OR WRIST) CIRCLE STYLE
 OTHER _____

FEATURES:
WALL CONTROL VALVE
* ECCENTRICS ADJUST FROM 7-1/2" TO 8-1/2"
* INTERNAL SPRING LOADED CHECK VALVES
* SWIVELING SEAT DISKS
* HOT SIDE STEM - RIGHT HAND
* COLD SIDE STEM - LEFT HAND
* STAINLESS STEEL SEATS
* STAINLESS STEEL SEAT SCREWS
* STAINLESS STEEL HANDLE SCREWS

RISER CONTROL VALVE
* RIGHT HAND SWIVEL STEM WITH CROSS HANDLE
* STAINLESS STEEL SEAT
* STAINLESS STEEL SEAT SCREW
* STAINLESS STEEL HANDLE SCREW

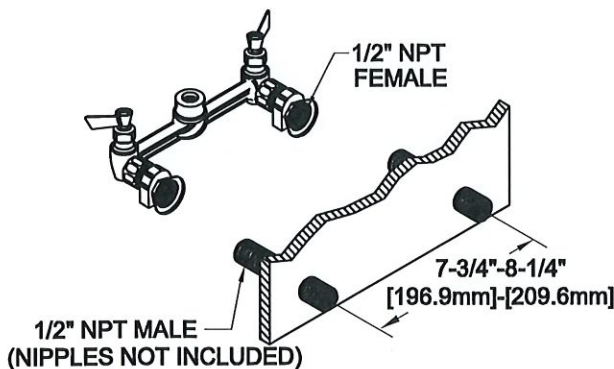
VACUUM BREAKER
* ANTI-SPILL DESIGN
* ASSE - 1056 APPROVED

WALL BRACKET
* ADJUSTS FROM 2" TO 12"

SYSTEM LIMITS
* TEMP: 40°F TO 140°F MAX.
* PRESSURE 200 PSI MAX. STATIC

SHIPPING WEIGHT
* 15.0 LBS

ROUGH-IN:



ANSI/A112.18.1M

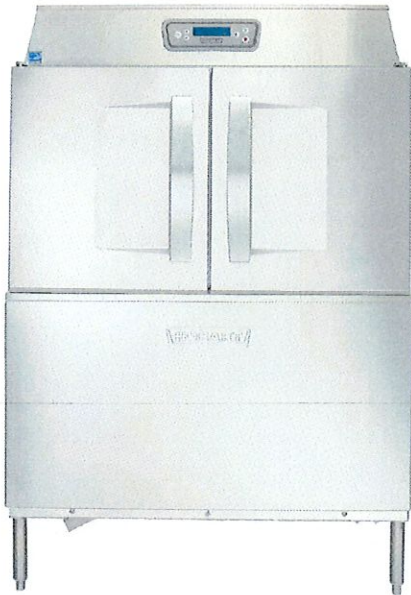
FISHER
FISHER MANUFACTURING COMPANY
TOLL FREE: 800-421-6162 - FAX: 800-832-8238
information@fisher-mfg.com - www.fisher-mfg.com



Project _____
 AIA # _____ SIS # _____
 Item # _____ Quantity _____ C.S.I. Section 114000



CL44eN-BAS ELECTRIC High Temperature Rack Conveyor Dishwashing Machine



STANDARD FEATURES

- + 202 racks per hour
- + Opti-Rinse™ system
- + Rapid return conveyor drive mechanism
- + Large double door opening for ease of cleaning
- + Doors are insulated & hinged with door interlock switches
- + 19.5" chamber height opening (accepts sheet pans)
- + Top mounted micro-processor control module
- + Energy saver mode (programmable auto-shut down)
- + Dirty water indicator
- + Manager activated low temperature alert
- + NSF rated configurable pot and pan dwell mode
- + Configurable "intelligent" delime notification
- + Service diagnostics
- + Self-aligning wash manifolds
- + Stainless steel anti-clogging wash arms
- + Removable pump intake screen
- + Stainless steel self-draining pump and impeller
- + Single, sloping scrap screen and deep scrap basket
- + Stainless panels enclose perimeter and bottom
- + Door actuated drain closure
- + Convertible hot water or low temp final rinse
- + Vent fan control
- + Booster heater control
- + ENERGY STAR® Certified

CLEN SERIES - CL44eN-BAS ELECTRIC

SPECIFIER STATEMENT

Specified dishwasher will be Hobart CL44eN Base electric tank heat model with Opti-Rinse™. Includes insulated ergonomic cabinet style doors, dirty water indicator, configurable "intelligent" de-lime notification, top mounted computer controls, and NSF approved pot and pan cycle mode. The wash tank utilizes durable precision pressure sensor monitors in lieu of conventional mechanical floats. The 19.5" standard chamber height will accommodate up to (6) standard sheet pans at a time on an open-end sheet pan rack.

OPTIONS & ACCESSORIES (Available at extra cost)

- Standard, short and extended stainless steel vent hoods
- Internal stainless steel pressure-less 30 kW booster heater field convertible to 15 kW (booster includes PRV)
- Direct drive unloader – adds 38" length. Reference spec F39520 for more details
- Side loader – SL23 adds 23" length, SL30 adds 30" length. Reference specs F40926 and F40927 for more details
- Blower-dryer – adds 33¼" to length. Reference spec F40252 for more details (ships separate from dishmachine, contact Hobart Service for installation)
- Drain water tempering kit (field installed)
- Flanged feet kit (requires two kits)
- Higher than standard chamber (24" opening)
- Table limit switch with 10' wire
- Correctional package (contact Hobart for details)
- Pressure regulator valve (PRV), for use with external booster
- Water shock absorber kit
- Factory-mounted circuit breakers (contact Hobart for details)
- Common electrical connection (see page 4)

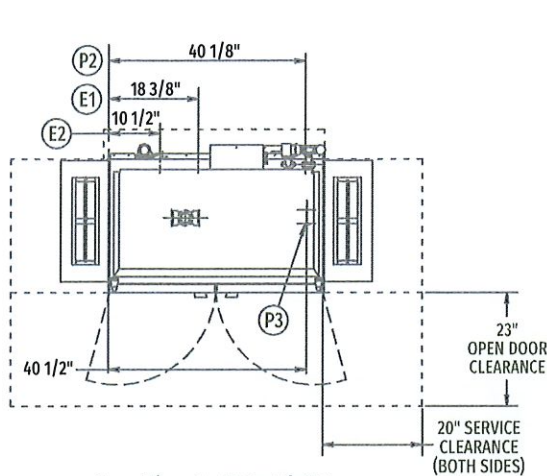
Approved by _____ Date _____ Approved by _____ Date _____



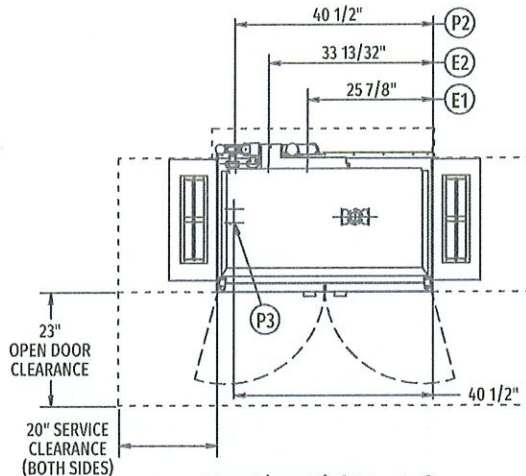
CL44eN-BAS ELECTRIC

High Temperature Dish Rack Conveyor

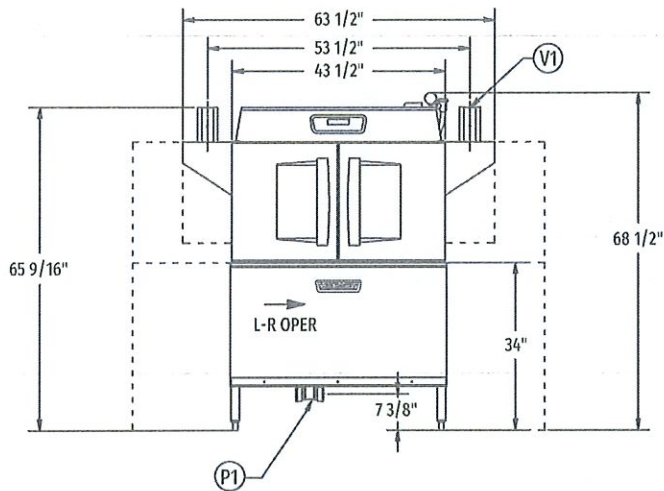
Dishwashing Machine



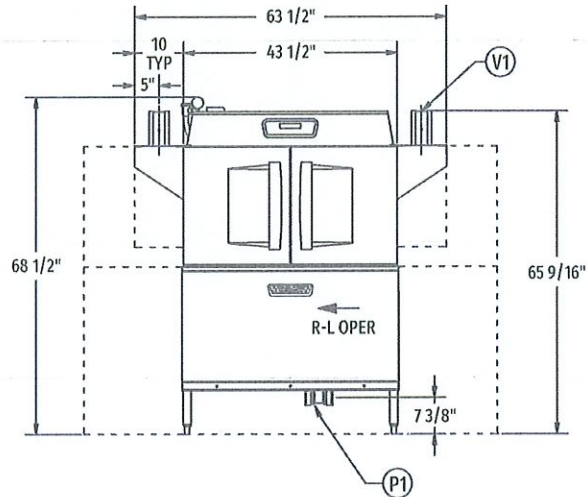
Top View Left to Right



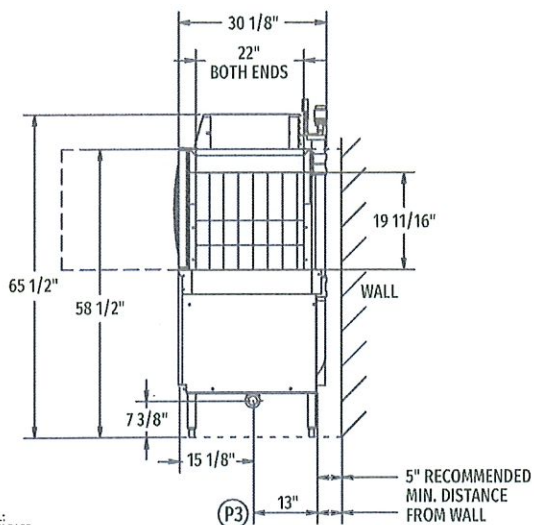
Top View Right to Left



Front View Left to Right

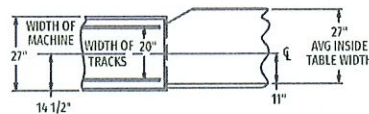


Front View Right to Left

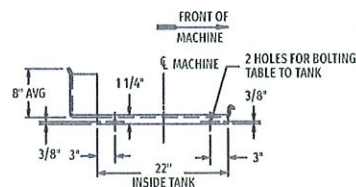


Side View

Tabling Connection: 44" inside tank (at table connection)



Suggested Track and Table Layout



View Showing Hole Locations in Turned Down Portion of Table

MODEL:
CL44eN BASE
L-R OPERATION
D-974801
REV B

MODEL:
CL44eN BASE
R-L OPERATION
D-974800
REV B



CL44eN-BAS ELECTRIC High Temperature Rack Conveyor Dishwashing Machine

LEGEND

Electrical Connections	
E1	Motors, controls, and electric tank heat 1-1/4" or 2" conduit, 63-3/4" AFF.
E2	Internal electric booster 1-1/4" or 2" conduit, 63-3/4" AFF.
NOTE: Common electrical connection (single point) available, see page 4 for details.	
Plumbing Connections	
P1	Drain. May be drained to either side of valve, plug opposite side 2" FPT. Recommend a floor drain minimum of 12" from machine for access and maintenance. 7-3/8" AFF.
P2	Hot water. 1/2" FPT connection. 1/2", 11-3/16" AFF. See plumbing notes for required temperatures.
P3	Optional cold water connection for drain water tempering 1/2" FPT, cold water temperature 80°F, maximum 7-3/8" AFF.
Vent Connections	
V1	Optional vent hoods, 4" x 16" vent stack with damper.

SPECIFICATIONS

Capacities

Racks Per Hour (NSF rated)	202
Wash Tank (U.S. gallons)	23
Conveyor Speed (feet per minute)	5.6

Motor Horsepower

Drive	1/6
Wash	2

Water Consumption

U.S. Gallons per Hour (maximum use at 20 PSI)	126
U.S. Gallons per Rack	0.62
Peak Drain Flow (U.S. gallons per minute)	38

Heating

Tank Heat, Electric (kW)	15
Optional Electric Booster (built-in) (kW for 40°F rise)	15
Optional Electric Booster (built-in) (kW for 70°F rise)	30

Venting

Load End (minimum CFM)	200
Unload End (minimum CFM)	400

Shipping Weight (approximate) 594 lbs.

Crated Dimensions 53"L x 38"W x 78"H

E1	Electrical Connection (3 PH only) Motors, Controls and Electric Tank Heat		
Voltage	Rated Amps	Minimum Supply Circuit Ampacity	Maximum Protective Device
208/60/3	55.0	70	70
240/60/3	52.6	70	70
480/60/3	27.9	40	40
600/60/3	14.4	20	20

NOTE: Electric tank heat can be split from motors & controls, see page 4 for details.

Dishmachine not provided with internal GFCI protection.

NOTE: Additional CLeN Voltages and Amperages are available, see document F40972.

WARNING: Plumbing and electrical connections should be made by qualified personnel who will observe all the applicable plumbing, sanitary, safety codes and National Electrical Code.

Plumbing Notes: Minimum incoming water temperatures: 110°F for 30kW internal booster, 140°F for 15kW field converted internal booster, 180°F without internal booster. Building flowing water pressure to dish machine is 20 PSI, (+/- 5 PSI). For non-booster machines, a PRV with internal expansion bypass is required. When ordered as an accessory, 1/2" brass regulator must be installed before the booster. Water temperature to the regulator must not exceed 140°F.

Recommended water hardness to be 3 grains or less for best results.

E2	Booster Heat 30 kW (Standard) Minimum 110°F Incoming Water		
Voltage	Rated Amps	Minimum Supply Circuit Ampacity	Maximum Protective Device
208/60/3	83.9	90	90
240/60/3	80.2	90	90
480/60/3	40.1	50	50
600/60/3	26.9	40	40

E2	Booster Heat 15 kW (Field Convertible) Minimum 140°F Incoming Water		
Voltage	Rated Amps	Minimum Supply Circuit Ampacity	Maximum Protective Device
208/60/3	45.0	60	60
240/60/3	40.1	50	50
480/60/3	20.0	25	25
600/60/3	13.5	20	20

Booster	CL44eN-BAS Electric Heat Dissipation BTU/HR.	
	Latent	Sensible
Without Booster	14,700	6,300
15kW Booster	28,300	12,100
30kW Booster	41,800	17,900



CL44eN-BAS ELECTRIC

High Temperature Rack Conveyor Dishwashing Machine

COMMON ELECTRICAL CONNECTION (SINGLE POINT) – CONTACT FACTORY FOR ADDITIONAL INFORMATION

Common Electrical Connection (Includes Motors & Controls, Electric Tank Heat, & Electric Booster Heater)						
Voltage	MACHINE AND 15kW BOOSTER			MACHINE AND 30kW BOOSTER		
	Rated Amps	Minimum Supply Circuit Ampacity	Maximum Protective Device	Rated Amps	Minimum Supply Circuit Ampacity	Maximum Protective Device
208/60/3	100	110	110	138.9	175	175
240/60/3	92.7	110	110	132.8	150	150
480/60/3	47.9	60	60	68.0	90	90
600/60/3	27.9	40	40	41.3	60	60

OPTIONAL SPLIT SERVICE CONNECTIONS

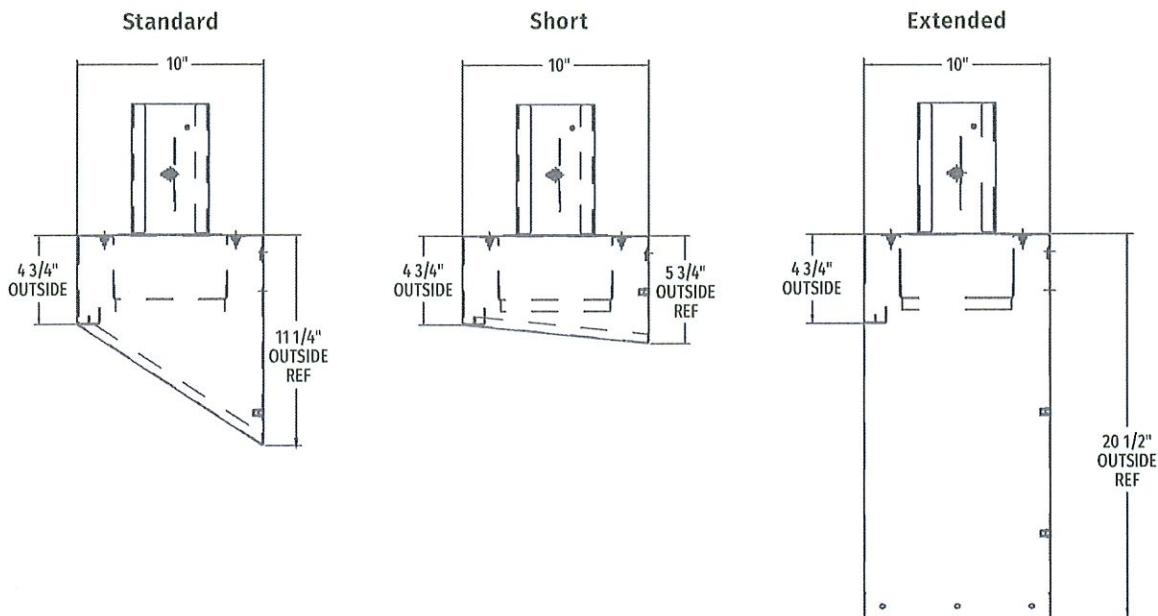
At time of installation, service connections for motors, controls, and electric tank heat can be split as necessary for installation.

Separate Service Connection for Electric Heat			
Voltage	Rated Amps	Minimum Supply Circuit Ampacity	Maximum Protective Device
208/60/3	45.0	60	60
240/60/3	43.0	60	60
480/60/3	22.0	30	30
600/60/3	14.4	20	20

Separate Service Connection for Motors & Controls			
Voltage	Rated Amps	Minimum Supply Circuit Ampacity	Maximum Protective Device
208/60/3	10.0	15	15
240/60/3	9.7	15	15
480/60/3	6.4	15	15
600/60/3	5.9	15	15

NOTE: Additional CLen Voltages and Amperages are available, see document F40972.

VENT HOOD OPTIONS (Adjustable, vent stack can be adjusted 1" to either side)



As continued product improvement is a policy of Hobart, specifications are subject to change without notice.

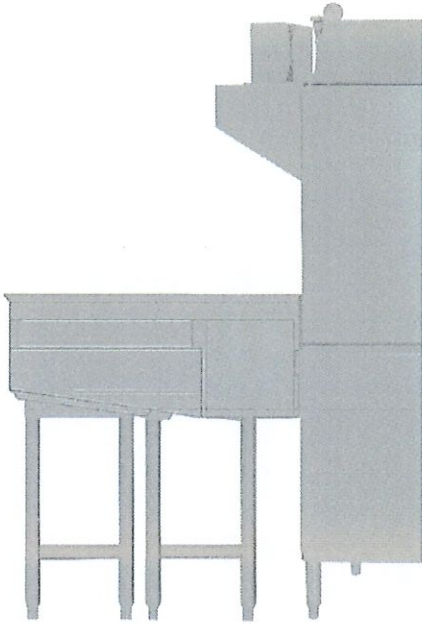


Project _____
 AIA # _____ SIS # _____
 Item # _____ Quantity _____ C.S.I. Section 114000



DDU38e DIRECT DRIVE UNLOADER

For CLeN Series



STANDARD FEATURES

- + Back, bottom and end shields of formed 14 gauge stainless steel with coved corners
- + Attached to the clean side of the dishwasher by stainless steel bolts
- + Unit has a 1½" drain connection and perforated stainless steel drain cover
- + Center pawl to be connected to dishwasher conveyor by means of a stainless steel adjustable rod.
- + As conveyor drives, center pawl drives racks around 90 degree corner.
- + Designed to move the racks at the same speed as the conveyor dishwasher speed.



CLeN SERIES – DDU38e DIRECT DRIVE UNLOADER

SPECIFIER STATEMENT

The DDU38e is an accessory for any Hobart CLeN Dishwasher. It is set up to be easily installed in the field. The DDU38e adds 38" to the length of the machine. It includes a table limit switch.

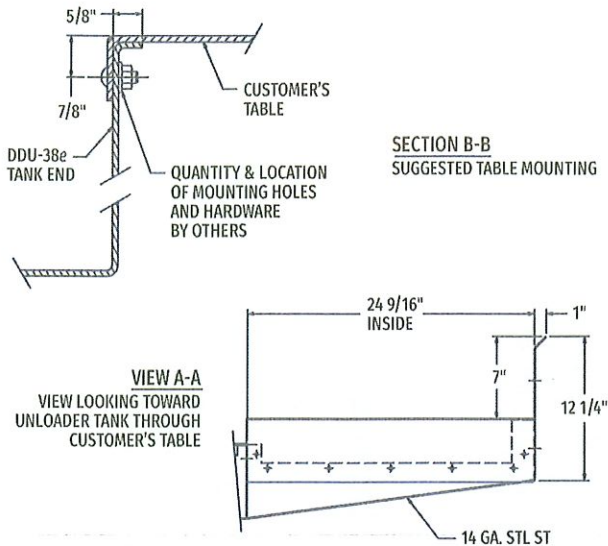
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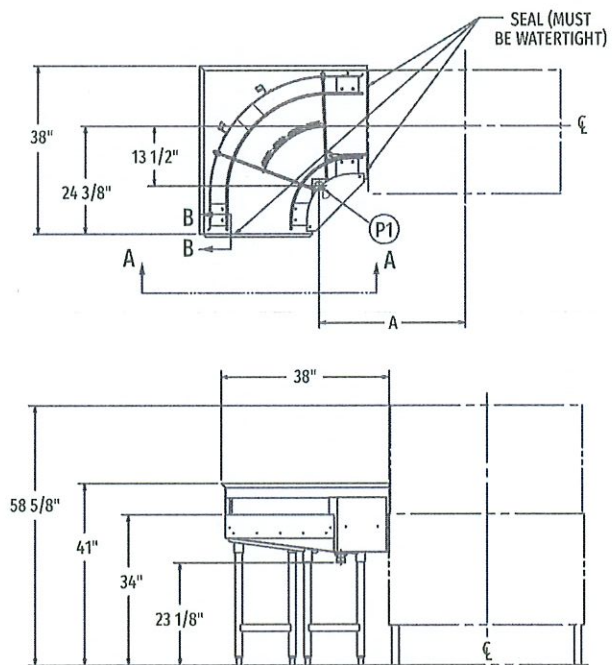
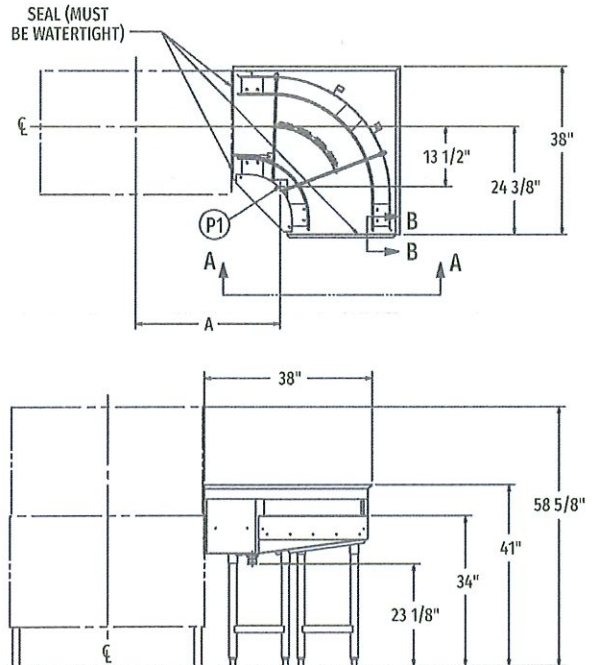
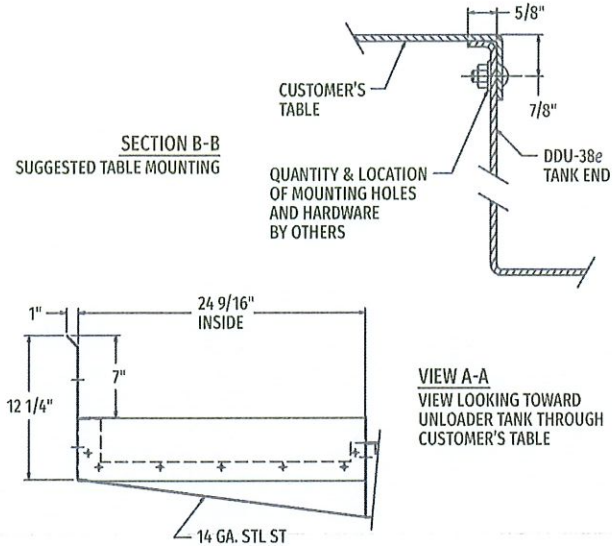
DDU38e DIRECT DRIVE UNLOADER

For CLeN Series

Left to Right Operation



Right to Left Operation



FLOOR LINE: ALL DIMENSIONS TAKEN FROM FLOOR LINE MAY BE INCREASED APPROX. 3/4" OR DECREASED 1/2".

MODEL: CLeN DIRECT UNLOADER
L-R OPERATION
D-936646
REV C

FLOOR LINE: ALL DIMENSIONS TAKEN FROM FLOOR LINE MAY BE INCREASED APPROX. 3/4" OR DECREASED 1/2".

MODEL: CLeN DIRECT UNLOADER
R-L OPERATION
D-936645
REV C

WARNING: Electrical and grounding connections must comply with the applicable portions of the National Electrical Code and/or other local electrical codes.

Plumbing connections must comply with applicable sanitary, safety and plumbing codes.

Note: For dimensions not shown, see specification sheet for model specified.

Model	Dimension A
CL4eN	33"
CLPS66eN	33"
CL54eN	43"
CLPS76eN	43"
CL64eN	43"
CLPS86eN	43"

LEGEND

Plumbing Connections	
P1	Drain connection: 1-1/2" FPT approx. 23-1/8" AFF.

As continued product improvement is a policy of Hobart, specifications are subject to change without notice. [CAD and/or Revit Files Available](#)

HOBART PRODUCT WARRANTY

Hobart warrants new Hobart products and certain products sold by Hobart under other brand names to the original end user ("Owner") when installed within the United States, against defective material and workmanship for one (1) year from the date of original installation. Hobart will, during normal working hours, through one of its Branches or authorized servicing outlets repair or replace, at its option, including service and labor, all parts found to be defective and subject to this warranty.

Certain Hobart products or parts may be warranted for a period other than one (1) year and others may be subject to travel limitations. Certain Hobart parts, expendable by nature and that need to be replaced frequently, may not be covered. Service labor to perform certain adjustments on Hobart products may not be covered. Ask your authorized Hobart representative for information regarding these products and coverage exclusions.

This warranty is conditioned upon Hobart receiving notice of any defect subject to this warranty within thirty (30) days of its discovery by Owner.

This warranty does not apply to damage resulting from fire, water, burglary, accident, abuse, misuse, acts of God, attempted repairs or improper installation by unauthorized persons. Failure to follow use, care, or maintenance instructions in your Instruction Manual may void this warranty.

THIS WARRANTY EXCLUDES ALL ORAL, STATUTORY, EXPRESS OR IMPLIED WARRANTIES WHICH MAY BE APPLICABLE TO HOBART, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.

Hobart shall have no obligation or liability of any kind or character, including any obligation or liability for consequential or special damages arising out of, or with respect to, the product, its sale, operation, use or repair. Hobart neither assumes nor authorizes anyone else to assume for it any obligation or liability in connection with the product, its sale, operation, or use, other than as stated herein.

POWERDRY™

KITCHENWARE DRYER

The perfect solution to all of your tray/dishware drying needs.



The **POWERDRY™**
Kitchenware Dryer...

- Dries your dish/trayware and pots and pans
- Lower labor and inventory costs
- Improves sanitation
- Cools kitchenware to touch
- Reduces spotting and streaking
- Economical to use (115V)
- Easily mounted in your kitchen's dishwashing area
- Easy to use—plug in then turn on the switch

Needs only 24 inches over
the "take-off" section of
your dishmachine.



SAN AIRE
INDUSTRIES

*The solution to your
sanitary drying problems*

Call our sales department:

800-757-1912
101 E. Felix Street
Fort Worth, TX 76115
817-924-7189
Fax: 817-921-3963

Notes:

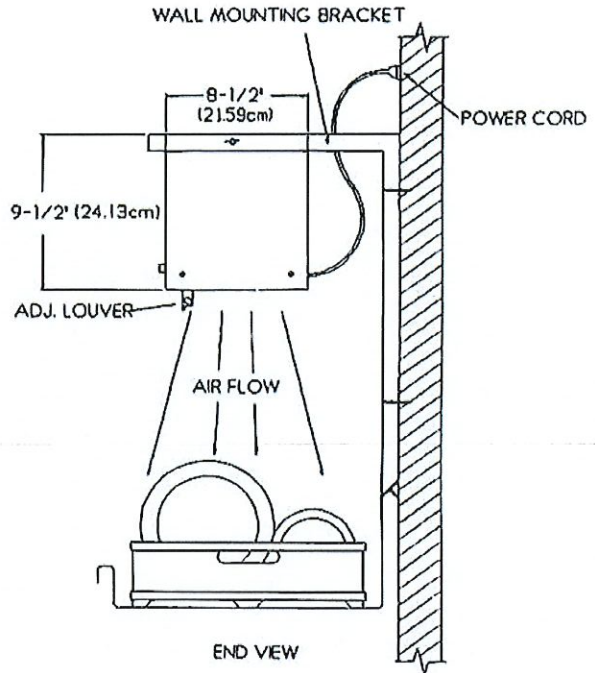
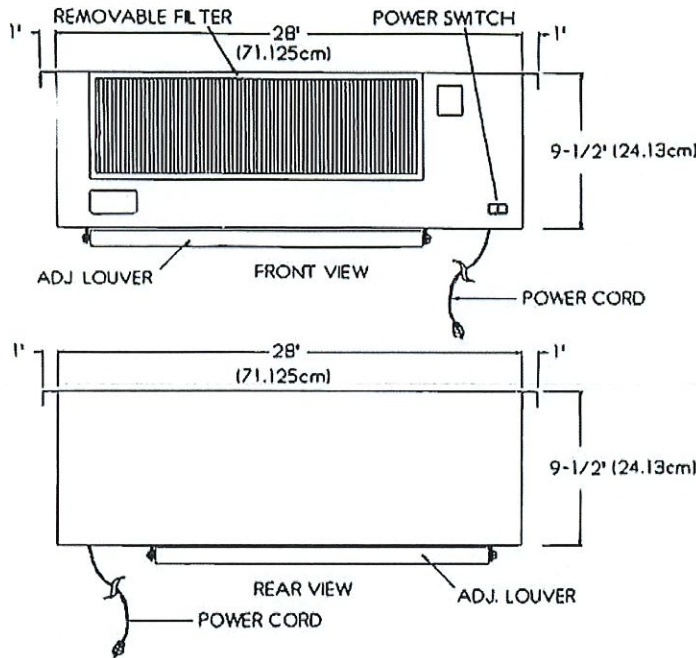
Due to ongoing analysis programs at SanAire Industries, Inc., specifications are subject to change without notice.

Revised July 2000



KITCHENWARE DRYER

Dimensions (inches/cm)



VIEW OF TYPICAL WALL MOUNT INSTALLATION
(INSTALLATION METHOD MAY VARY BY LOCATION)

Bid Specifications

PRODUCT#	VOLT	AMPS	WATTS	CFM	RPM	FMP	NETWT. lbs./kg.	SHIPWT. lbs./kg.	SHIPVOL. cu. ft./cu. mm.
PD-100-M	120v/lp	4.33	500	826	3111	2800	35/15.9	40/18	1.25/.035

Standard Equipment shall include:

- Housing of 20 Ga. #3 grade stainless steel
- (2) 20" x 6" x3/8" Aluminum filters (removable)
- Lighted on/off rocker switch
- 8 ft. cord with Nema 5-15P plug
- Thumb screws on each end of unit for adjustment
- "u" channel ends for fitting to standard wall mount
- Noise level: 74 dBA (OSHA permissible is 90 dBA for an 8-hour period)
- Warranty: One (1) year motor replacement, 90 days parts and labor

Options and Accessories:

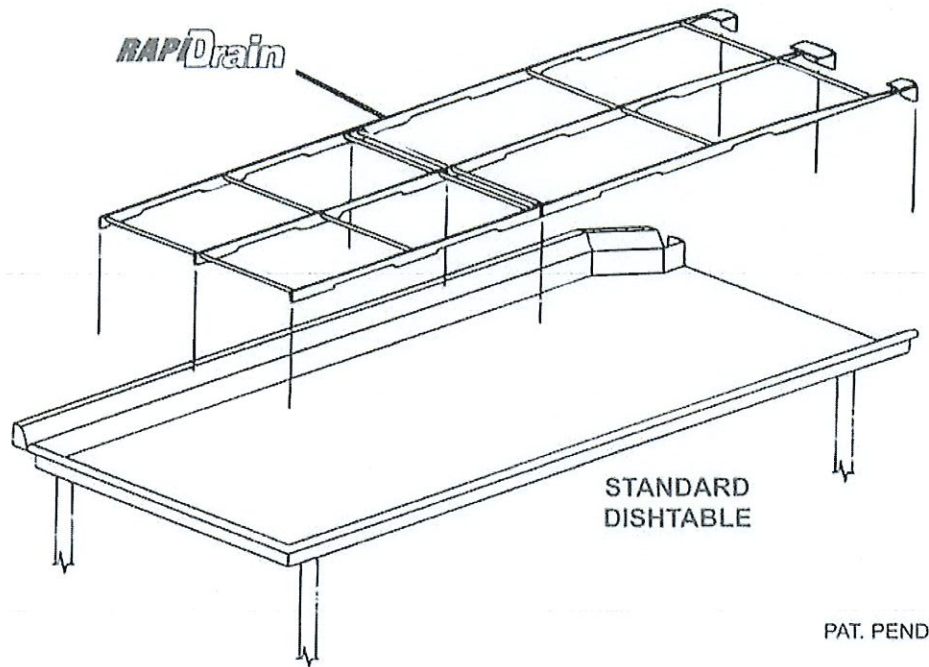
- Additional filters available
- Correctional Facility packages available
- All PowerDry™ units should be mounted on either a standard wall mount bracket or hat channel for flight type or dishmachines that are more than 5" out from wall.



RAPIDrain™

KITCHENWARE DRAINER

Are your clean kitchenware racks immersed in standing water? Do your clean dishtables not drain properly? then try the first drainer designed specifically for the Food Service industry to eliminate this problem and to compliment the **POWERDry™** kitchenware dryer.



Before the **RAPIDrain™**
Kitchenware Drainer

- Cross contamination from standing water
- Spotting of dishware due to splash
- Excess water remains trapped in rack
- Base of kitchenware items remain wet

After the **RAPIDrain™**
Kitchenware Drainer

- Sanitary drying conditioners
- Reduces spotting problems
- Disembogues water
- Dry dishes/trays drain properly


SAN-AIRE
INDUSTRIES
*The solution to your
sanitary drying problems*

Call our sales department:

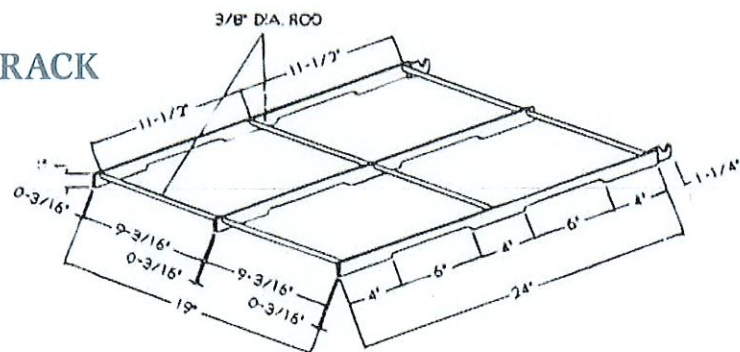
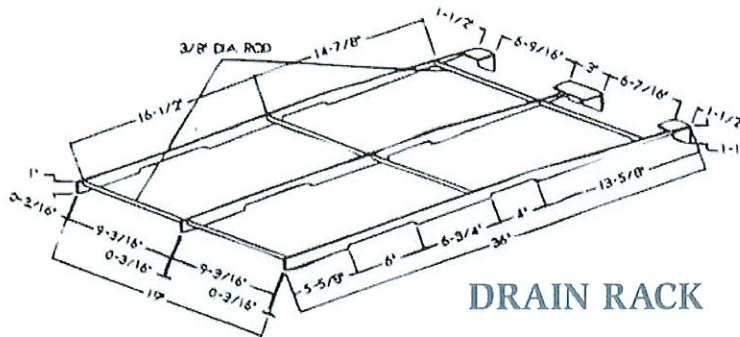
800-757-1912
101 E. Felix Street
Fort Worth, TX 76115
817-924-7189
Fax: 817-921-3963

- Easy placement
- No maintenance required
- Health Departments love them

RAPIDrain™

KITCHENWARE DRAINER

Dimensions (inches/cm)



Bid Specifications

MODEL#	Description	Length	Width	Height	90° Lip	Construction
RD-101	Drainer	36"	19"	1"	1-1/2"	All S/S construction
RD-101E	Extension	24"	19"	1"	N/A	All S/S construction

Standard Equipment shall include:

- All stainless steel construction:
 - 1"x 3/16" flat bar
 - 3/8" round rod
 - 16 ga. formed ends
- Openings on flat bar for water to flow through
- Rust resistant
- Warranty—One (1) year workmanship

Options and Accessories

- Custom sizing available.
 - Contact factory for pricing
 - 3/8" round rod
 - 16 ga. formed ends

Notes:

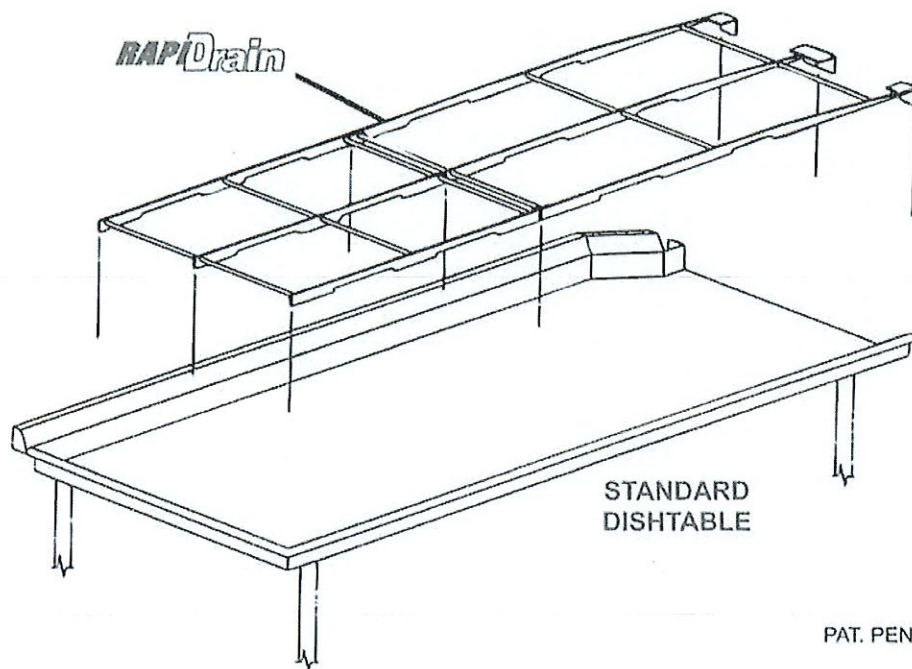
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Revised July 2000

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*The solution to your
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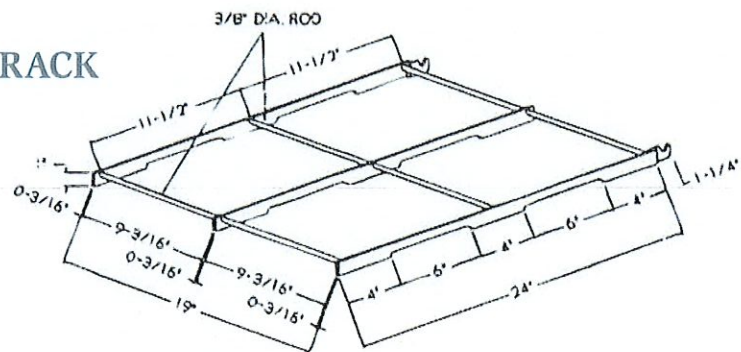
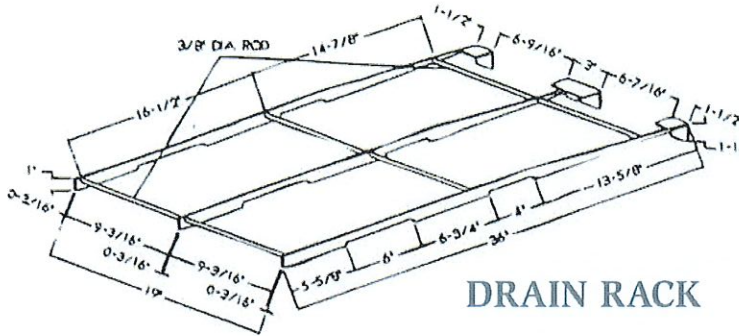
800-757-1912
101 E. Felix Street
Fort Worth, TX 76115
817-924-7189
Fax: 817-921-3963

- Easy placement
- No maintenance required
- Health Departments love them

RAPI Drain™

KITCHENWARE DRAINER

Dimensions
(inches/cm)



Bid Specifications

MODEL#	Description	Length	Width	Height	90° Lip	Construction
RD-101	Drainer	36"	19"	1"	1-1/2"	All S/S construction
RD-101E	Extension	24"	19"	1"	N/A	All S/S construction

Standard Equipment shall include:

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 - 1" x 3/16" flat bar
 - 3/8" round rod
 - 16 ga. formed ends
- Openings on flat bar for water to flow through
- Rust resistant
- Warranty—One (1) year workmanship

Options and Accessories

- Custom sizing available.
Contact factory for pricing
- 3/8" round rod
- 16 ga. formed ends

Notes:

Due to ongoing analysis programs at SanAire Industries, Inc., specifications are subject to change without notice.

Revised July 2000



Item # _____

We put space to work.

Job _____

MetroMax® i Drying Racks combine the corrosion protection and strength of MetroMax i with the convenience of a drying rack unit that efficiently sorts and holds pots, pans and trays while they dry to prevent wet nesting.

Three Tier Tray Rack with drip tray:

"-XDR" models with drip tray: 36" (914mm) an 48" (1219mm) lengths. Mobile. Each consists of (3) MetroMax i shelf frames, (4) 63" (1600mm) mobile posts, (4) corrosion resistant polymer horn casters (two swivel, two brake), (3) tray racks, and (1) adjustable drip tray.

Four Tier Bulk Drying and Tray Rack:

"-XDR" models with drip tray: 36" (914mm) an 48" (1219mm) lengths. Mobile. Each consists of (3) MetroMax i shelf frames, (1) MetroMax i shelf, (4) 63" (1600mm) mobile posts, (4) corrosion resistant polymer horn casters (two swivel, two brake), (2) stainless steel drop-in racks, (1) tray rack, and (1) adjustable drip tray.

Basic model: 48" (1219mm) length

Each consists of (2) MetroMax i shelf frames, (2) MetroMax i shelves, (2) stainless steel drop-in racks, (1) tray rack. Mobile model includes (4) 63" (1600mm) mobile posts and (4) corrosion resistant polymer horn casters (two swivel, two brake). Stationary model uses (4) 74" (1880mm) posts with leveling feet.

Four Tier Tray and Steam Pan Rack:

"-XDR" models with drip tray: 36" (914mm) an 48" (1219mm) lengths. Mobile. Each consists of (4) MetroMax i shelf frames, (4) 63" (1600mm) mobile posts, (4) corrosion resistant polymer horn casters (two swivel, two brake), (2) tray racks, (2) steam pan racks, (1) adjustable drip tray.

Basic model: 48" (1219mm) length

Each consists of (4) MetroMax i shelves, (2) tray racks, (2) steam pan racks. Mobile model includes (4) 63" (1600mm) mobile posts and (4) corrosion resistant polymer horn casters (two swivel, two brake). Stationary model uses (4) 74" (1880mm) posts with leveling feet.

Key Benefits

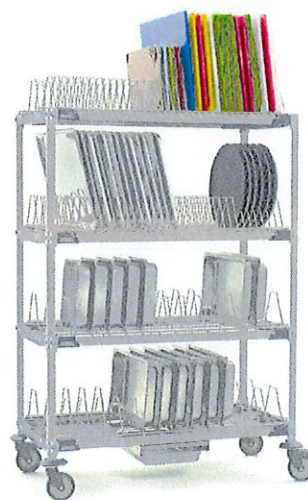
- **Promotes food safety** by preventing wet nesting, where two wet/damp items are nested together preventing proper airflow.
- **Superior air circulation:** Fast drying of trays, cutting boards, pans, lids, pots and all sink items.
- **Drip Tray** minimizes wet floors by collecting dripping water and funneling it to a removable full size steam pan.
- **"Hold strong" slots:** Tray and Pan Racks have tall slots to assure trays, cutting boards, steam pans, and other tall items don't tip over.
- **Easy to Move** with swivel polymer casters.
- **Easy to Clean:** Shelf mats, posts and epoxy coated drying racks have built-in Microban antimicrobial product protection. It keeps the product "cleaner between cleanings"
- **Superior Organization:** Optional hanging rails and grids help sort and dry utensils and other vessels with long handles.
- **NSF Listed**



PR48VX2-XDR



PR48VX3-XDR



PR48VX4-XDR



METRO
MetroMax® i Drying Racks

9.31



Inhibits the growth of stain and odor causing bacteria. Microban® does not protect users from food borne illness. Normal cleaning practices should be maintained. Microban is a registered trademark of Microban Products Company.

All Metro Catalog Sheets are available on our website: www.metro.com



InterMetro Industries Corporation
North Washington Street, Wilkes-Barre, PA 18705
Product Information, U.S. and Canada: 1.800.992.1776
Outside U.S. and Canada: www.metro.com/contactus

LO2-185
Printed in U.S.A. 3/19

Information and specifications are subject to change without notice. Please confirm at time of order.

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MetroMax® i Drying Racks

Specifications - Shelving Units, Drop-Ins, Tray Racks, Pan Racks

- **Longitudinal Beams & Posts:** Pultrusions - continuous glass fibers and thermo set resin composite with built-in Microban antimicrobial product protection. Exterior surfaces are high-impact thermoplastic resin.
- **End Beams, Adjustable Foot & Socket:** Injection molded polyester thermoplastic resin with glass reinforcement.
- **Drop In Rack** -Electro-Polished Type 304 Stainless Steel
- **Cutting Board/Tray Drying Rack:** Corrosion resistant taupe epoxy coated steel with built-in Microban product protection and rigid PVC (non phthalate) extrusions.
- **Shelf Mats:** Polypropylene. Mats contain Microban antimicrobial product protection.
- **Load Capacity:** 200 lbs. (91kg) per drop-in rack, tray rack, or pan rack.
- **Stationary Load Capacity:** 2000lbs. (907kg)
- **Mobile Load Capacity:** 900 lbs. (408kg) per unit
- **Polymer Casters:** 2 swivel, 2 swivel with brakes. Corrosion-resistant, polymer horn, stainless steel axle and hardware. 5" (127mm) diameter.

Dimensions

MetroMax i Mobile Drying Rack Units with Drip Trays

Three Tray Racks (three tier unit)

Model No.	Nominal Width (in.) (mm)		Nominal Length (in.) (mm)		Nominal Height (in.) (mm)		Approx. Pkd. Wt. (lbs.) (kg)	
PR36VX2-XDR	24	610	36	914	68	1702	82.7	37.5
PR48VX2-XDR	24	610	48	1219	68	1702	100.8	45.7

Two SS Drop-ins, One Tray Rack, One Bulk Shelf (4-tier)

Model No.	Nominal Width (in.) (mm)		Nominal Length (in.) (mm)		Nominal Height (in.) (mm)		Approx. Pkd. Wt. (lbs.) (kg)	
PR36VX3-XDR	24	610	36	914	68	1702	98.8	44.8
PR48VX3-XDR	24	610	48	1219	68	1702	108.2	49.1

Two Tray Racks and Two Pan Racks (4-tier)

Model No.	Nominal Width (in.) (mm)		Nominal Length (in.) (mm)		Nominal Height (in.) (mm)		Approx. Pkd. Wt. (lbs.) (kg)	
PR36VX4-XDR	24	610	36	914	68	1702	92.8	42.1
PR48VX4-XDR	24	610	48	1219	68	1702	112.8	51.2

MetroMax i Drying Racks - Basic Models without drip trays

Mobile Model No.	Nominal Width (in.) (mm)		Nominal Length (in.) (mm)		Nominal Height (in.) (mm)		Approx. Pkd. Wt. (lbs.) (kg)	
PR48VX3	24	610	48	1219	68	1702	116.0	52.6
PR48VX4	24	610	48	1219	68	1702	148.6	67.4

Stationary Model No.	Nominal Width (in.) (mm)		Nominal Length (in.) (mm)		Nominal Height (in.) (mm)		Approx. Pkd. Wt. (lbs.) (kg)	
PR48X3	24	610	48	1219	74	1880	109.6	49.7
PR48X4	24	610	48	1219	74	1880	142.2	64.5

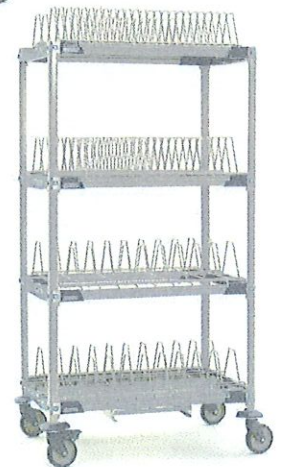
Note: For the actual dimensions for mobile units, add 2" (51mm) to the nominal dimension to account for the bumpers.



PR36VX2-XDR



PR36VX3-XDR



PR36VX4-XDR



MetroMax® i Drying Racks

Drying Rack Accessories

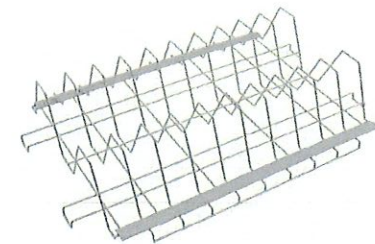
- Use to create a unique configuration to fit the application. These may be added to existing shelves or shelf frames when a specific configuration or single drying/sorting tier is needed.

Cutting Board & Tray Drying Rack Accessories

- Mount to open grid and solid MetroMax i shelves, MetroMax i open shelf frames, MetroMax 4 open shelf frames, MetroMax Q, Super Erecta Pro, and Super Erecta.
- For best air circulation use with an open shelf frame.
- 1 1/8" (28mm) or 3" (76mm) slot spacing available.
- Polymer glide strips provide an impact resistant surface for long life.



XTR2436XE



XTR2436XEA

Model No.	Fits Shelf or Frame (in. / mm)		Upright Spacing (in. / mm)		Upright Height (in. / mm)		Tray Capacity	Approx. Pkd. Wt. (lbs. / kg)	
XTR2436XE	24x36	610x914	1 1/8	28	6	150	24	14.7	6.7
XTR2448XE	24x48	610x1219	1 1/8	28	6	150	34	19.8	9.0
XTR2460XE	24x60	610x1524	1 1/8	28	6	150	43	25.4	11.5
XTR2436XEA	24x36	610x914	3	76	6	150	10	9.9	4.5
XTR2448XEA	24x48	610x1219	3	76	6	150	14	12.9	5.8
XTR2460XEA	24x60	610x1524	3	76	6	150	17	16.4	7.4

Note: Can be retrofitted to older Metro shelving systems.

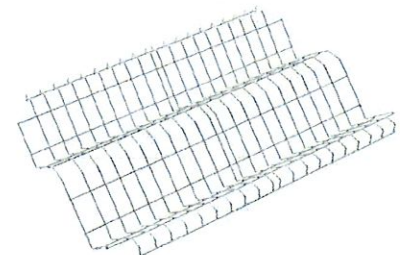
Actual Width and Length: Add 7/8" (22mm) to nominal width. Add 1/2" (13mm) to nominal length.

Type 304 Stainless Drop-In Racks (for MetroMax i only)

- Drop-ins require a four-sided MetroMax i frame. See spec sheet 9.25
- Center beams are optional and may be added for additional load capacity.
- A drop-in rack can be added to a standard MetroMax i shelf by removing the shelf mats and using the shelf frame. The center beam is optional.

Model No.	Fits Shelf or Frame (in. / mm)		Actual Length (in. / mm)		Actual Height (in. / mm)		Approx. Pkd. Wt. (lbs. / kg)	
DR36S	24x36	610x914	33 7/8	860	5 1/4	133	6.5	2.9
DR48S	24x48	610x1219	45 7/8	1165	5 1/4	133	8.5	3.9
DR60S	24x60	610x1524	57 7/8	1470	5 1/4	133	11	5

Actual Width: Add 3/4" (19mm) to nominal width.

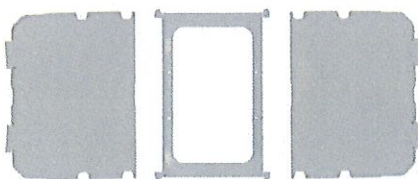


DR36S

Drip Tray - Patent pending water collection system.

- Must be mounted to a **MetroMax i** shelf frame or shelf - Drip Tray assembly adjusts to fit 24x36" and 24x48" (610x914 or 610x1219mm) sizes.
- Consists of (2) solid polymer chutes and (1) mounting frame.
- Collection pan is not included. The mounting frame is designed to hold a full size steam pan or GN 1/1, preferably 2-1/2" or 4" tall (64 or 102mm).
- Materials
Solid Chute: HDPE
Mounting Frame: Aluminum
- Model No.: **XDRIP**

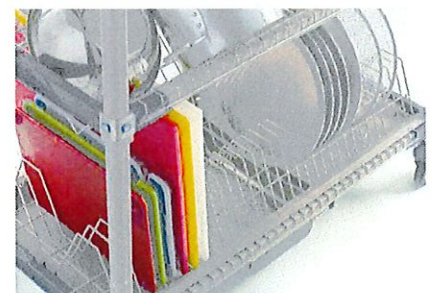
Tip: Mount tray and pan racks on an open frame over the drip tray for maximum water collection.



XDRIP



Mounted to 24x36" (610x914mm) Frame. Steam Pan not included.



Mounted to 24x48" (610x1219mm) Open Frame with Tray Rack. Steam Pan not included.

9.31

Job _____



We put space to work.

MetroMax® i Drying Racks

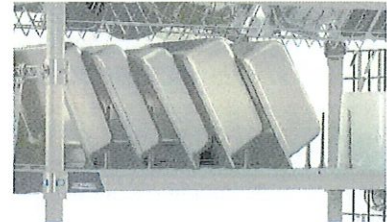
Sorting Pegs and Hanging Accessories

6" Tall (152mm) Sorting Pegs

- Installs to any open grid polymer Metro shelf
- Pack of 8 Pegs
- Can be used to manage steam pans 4" (102mm) and deeper
- Material: Mineral reinforced polypropylene
- Model No. **X6PEG-8PK**

X6PEG-8PK

X8

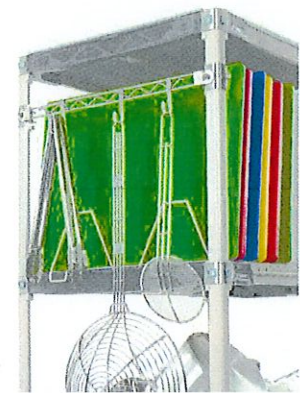


Hanger Rail with Add-a-Collar Brackets and Accessory Hooks

- Add-a-collars and Hanger Rails combine to form a mounting rail for hooks.
- Easily retrofitable to any MetroMax shelving (2010 to present day).
- Unique design installs easily without tools. No disassembly required.
- 5" hooks manage larger utensils and are designed for use in exposed areas. Designed to mount on a hanger rail only.
- Material: Type 304 Stainless Steel
- Hanger rails are also compatible with SmartWall Hooks. (HK23C, HK25C, HK26C, chrome plated, see spec sheet 10.43)

Model No.	Description	Nominal Width (in./mm)		Nominal Length (in./mm)		Nominal Height (in./mm)		Approx. Pkd. Wt. (lbs./kg)	
XHR24S	24" Hanger Rail	24	610	-	-	1 1/8	29	1	0.45
XACS-2PK	Pack of 2 add-a-collars and wedges	2	51	2	51	2 1/4	57	0.5	0.2
X5HK-2PK	Hooks for hanger rail, 2-pack	1	25	5"	127	-	-	0.5	0.2

Note: Add-a-collars mount using MQ9985 wedges (included).
 *Hooks extend from the hanger rail approx. 5 inches (127mm).



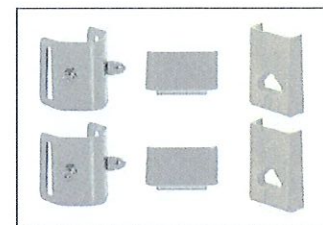
Grid Mounting Kit for MetroMax shelving

- Add-a-collars, grid spacer brackets, and Metro wire grids combine to form a hanging grid solution for MetroMax shelving.
- Grid kit consists of (4) Add-a-collars with wedges and (4) grid spacer brackets. Grids and grid accessories are sold separately. See spec sheet 10.43 for options.
- Material: Type 304 Stainless Steel

Model No.	Description	Approx. Pkd. Wt. (lbs./kg)	
XACS-GRID	Kit for mounting a grid to a MetroMax unit	1.2	0.5
WG2436K3	Grid, 24x36, Metroseal 3	12.0	5.4
WG2448K3	Grid, 24x48, Metroseal 3	15.5	7.0



XHR24S

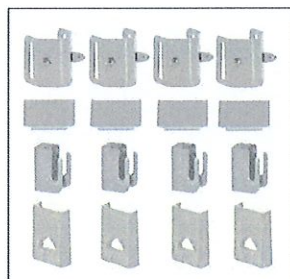


XACS-2PK



X5HK-2PK

X2



XACS-GRID

an Ali Group Company



The Spirit of Excellence

MetroMax i Drying Racks



APPLICATION:

PRODUCT NAME:

8" C/C BACKSPLASH FAUCET
WITH EZ INSTALL ADAPTER

JOB NAME:

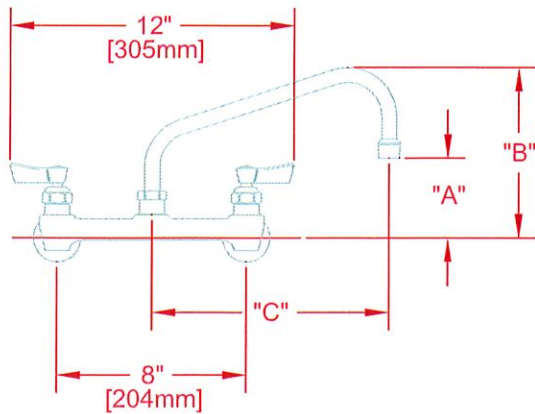
SPECIAL CONFIGURATION
 _____ CHECK BASE MODEL AND OPTIONS

QUANTITY:

ITEM NO.

MODEL:

- 64734 W/ 6" SWING SPOUT
- 64742 W/ 8" SWING SPOUT
- 64750 W/ 10" SWING SPOUT
- 64769 W/ 12" SWING SPOUT
- 64777 W/ 14" SWING SPOUT
- 64785 W/ 16" SWING SPOUT



OPTIONS OR MODIFICATIONS:

- SUPPLY LINES (24" OR 36") CIRCLE LENGTH
- DJ SUB-ASSY (7-1/4" OR 13") CIRCLE LENGTH
- ELBOWS
- VANDAL RESISTANT KIT
- HANDLES (CROSS OR WRIST) CIRCLE STYLE
- OTHER EZ INSTALL ADAPTER

MODEL	DIM "A"	DIM "B"	DIM "C"
64734	2-1/4" [57mm]	5-7/8" [149mm]	6" [152mm]
64742	2-1/2" [64mm]	6-3/8" [162mm]	8" [204mm]
64750	3-1/8" [79mm]	6-7/8" [175mm]	10" [254mm]
64769	3-3/4" [95mm]	7-3/8" [187mm]	12" [305mm]
64777	4-3/8" [111mm]	8-1/4" [210mm]	14" [356mm]
64785	5" [127mm]	8-7/8" [225mm]	16" [406mm]

FEATURES

CONTROL VALVE

- * 8" C/C BACKSPLASH MOUNT
- * SWIVELLING SEAT DISKS
- * HOT SIDE STEM - RIGHT HAND
- * COLD SIDE STEM - LEFT HAND
- * STAINLESS STEEL SEATS
- * STAINLESS STEEL SEAT SCREWS
- * STAINLESS STEEL HANDLE SCREWS
- * 1/2" SLIP JOINT

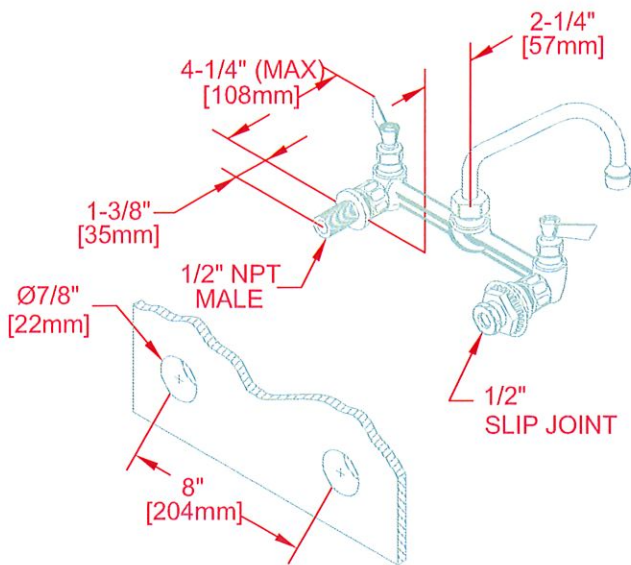
SYSTEM LIMITS

- * TEMP: 40°F MIN. TO 140°F MAX.
- * PRESSURE: 200 PSI MAX. STATIC
- * 2.20 GPM AT 80 PSI

SHIPPING WEIGHT

- * 6.0 LBS

ROUGH-IN:



ANSI/A112.18.1M

FISHER

FISHER MANUFACTURING COMPANY

TOLL FREE: 800-421-6162 - FAX: 800-832-8238

information@fisher-mfg.com - www.fisher-mfg.com

APPLICATION:

PRODUCT NAME:
DrainKing WASTE VALVE

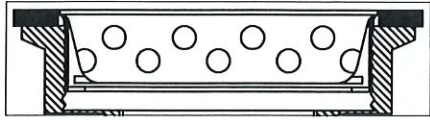
JOB NAME:

SPECIAL CONFIGURATION
CHECK BASE MODEL AND OPTIONS

QUANTITY:

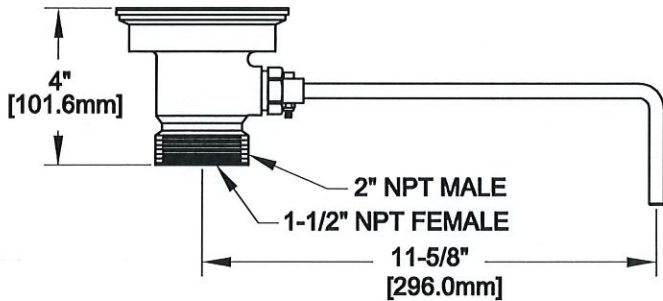
ITEM NO.

MODEL:
 22349 w/ LOCKING BASKET STRAINER



OPTIONS OR MODIFICATIONS:
 OTHER _____

- FEATURES:**
- * DUAL TEFLON SEALS
 - * STAINLESS STEEL BALL
 - * CAST RED BRASS BODY
 - * EXTRA STURDY STAINLESS STEEL CLAMPING RING
 - * "CLEAR THROUGH" OPENING - NO NEED TO DISASSEMBLE IF SNAKING IS REQUIRED
 - * INDUSTRY STANDARD "SEALING" ANGLE - FITS FLUSH TO STANDARD STAINLESS STEEL SINKS
 - * STAINLESS STEEL LOCKING BASKET STRAINER
 - * 1/4 TURN FULLY OPENS AND CLOSES VALVE

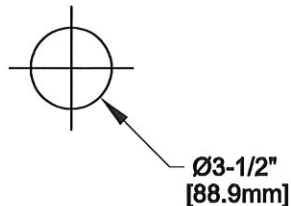


DRAIN RATE:
* 12.0 GPM

SHIPPING WEIGHT
* 5.0 LBS

ROUGH-IN:

DRAIN:



ANSI/A112.18.1M

FISHER

FISHER MANUFACTURING COMPANY
TOLL FREE: 800-421-6162 - FAX: 800-832-8238
Information@fisher-mfg.com - www.fisher-mfg.com



Your Solutions Partner

Specifications

F.O.B. Sedalia, Missouri 65301



TEHF-46PG
(shown with optional foodshield)

OPTIONS:

- 14 gauge tops
- Internal locking devices
- Individual drain valves
- No drains
- Recessed top to hold - 18" x 26" sheet pans, 1" deep
- Three phase wiring
- Electric heat in base module
- Foodshields
- Workshelves
- Trayslides
- Food pans - See Top Equipment in Price Book
- Sliding/Hinged doors
- 8' or 10' cord and plug
- Veneered plastic laminate panels on body
- Powder coat paint colors
- 6" adjustable legs in lieu of casters
- Kickplates s/s or p/g

Agency Listings:



DUKE MANUFACTURING CO.

2305 N. Broadway

St. Louis, MO 63102

800.735.3853 Toll Free

314.231.5074 Fax

www.dukemfg.com

SS-1167 Thermaduke - Hot Food - Elec

Approval Stamp(s):

PRODUCT INFORMATION:

PROJECT: _____

ITEM: _____

QUANTITY: _____

MODEL:

**Thermaduke Serving Systems
Hot Food Units - Electric**

- TEHF-32** 32" length unit, 2 top openings
- TEHF-46** 46" length unit, 3 top openings
- TEHF-60** 60" length unit, 4 top openings
- TEHF-74** 74" length unit, 5 top openings
- TEHF-88** 88" length unit, 6 top openings

TOP:

- 16 gauge, 300 Series stainless steel
- Die-stamped openings - 11-7/8" x 19-7/8"

HEAT COMPARTMENTS:

- Die-stamped openings, raised beaded edges
- Seamless, fully coved, stainless wells, 6-1/2" deep
- Controls mounted below top on operator's side
- Heating element beneath each well
- 120, 208 or 240 volt (must choose one)
- Robertshaw thermostat, with indicator light
- Wired to master toggle switch w/indicator light
- 6' cord and plug
- Sealed wells with drains copper manifolded to valve

BODY:

- Choice of (12) powder coat paint colors**
- Stainless steel body**
- Operator's side open to bottom shelf
- Customer side and ends fully enclosed
- Bottom shelf paint grip or stainless steel to match body
- Recessed stainless steel dish shelf

Specification subject to change

WARNING: Cancer and Reproductive Harm - www.p65warnings.ca.gov

THURMADUKE SERVING SYSTEMS - HOT FOOD - ELECTRIC

Catalog No. TSS-ELECHOT

A.I.A. File No. 35-C-13

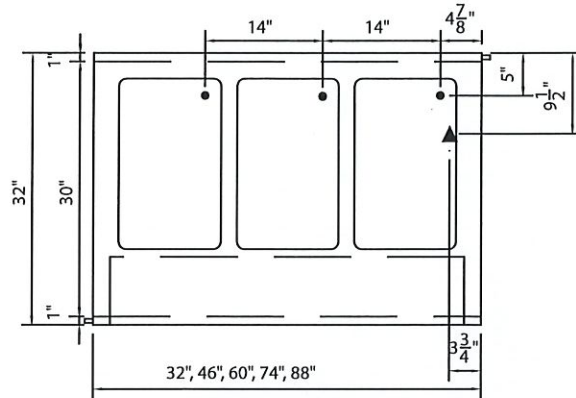
REV B 04/20/2020



**THURMADUKE SERVING SYSTEMS
HOT FOOD UNITS - ELECTRIC**

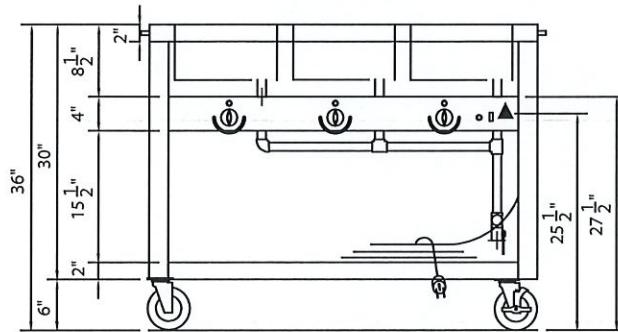
A.I.A. File No. 35-C-13

Catalog No. TSS-ELECHOT

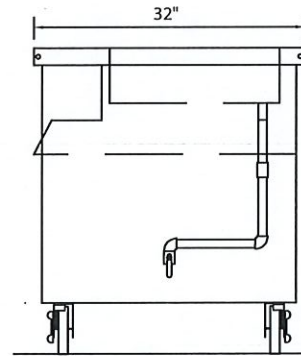


TOP VIEW

LEGEND	
▲	ELECTRICAL CONNECTION
●	DRAIN LOCATION - 3/4" brass, male thread, pop out screen, copper manifolds and brass master valve



FRONT VIEW



RIGHT SIDE VIEW

DIMENSIONS:

Freight Class: 150

Model	Length		Width		Height		Cube ft. crated	Weight		Top Openings
	in	cm	in	cm	in	cm		lbs	kg	
TEHF-32	32	81.3	32	81.3	36	91.4	34.8	253	115.0	2
TEHF-46	46	116.8	32	81.3	36	91.4	47.7	327	148.6	3
TEHF-60	60	152.4	32	81.3	36	91.4	60.5	400	181.8	4
TEHF-74	74	188.0	32	81.3	36	91.4	73.3	482	219.1	5
TEHF-88	88	223.5	32	81.3	36	91.4	86.2	595	270.5	6

ELECTRICAL SPECIFICATIONS:

Model	120 Volt - 750 watt elements			208 Volt - 900 watt elements			240 Volt - 1200 watt elements		
	watts	amps	NEMA	watts	amps	NEMA	watts	amps	NEMA
TEHF-32	1500	12.5	5-15	1800	8.7	6-20	2400	10.0	6-20
TEHF-46	2250	18.8	L5-30	2700	13.0	6-20	3600	15.0	6-20
TEHF-60	3000	25.0	5-50	3600	17.3	L6-30	4800	20.0	L6-30
TEHF-74	3750	31.3	5-50	4500	21.6	L6-30	6000	25.0	6-50
TEHF-88	4500	37.5	5-50	5400	26.0	6-50	7200	30.0	6-50

CONTACT FACTORY: Electric values & plug configurations change for 3 phase or when adding electric options.

THURMADUKE SERVING SYSTEMS - HOT FOOD - ELECTRIC



Duke Manufacturing Co.
2305 N. Broadway
St. Louis, MO 63102

Phone: 314-231-1130
Toll Free: 1-800-735-3853
Fax: 314-231-5074

www.dukemfg.com

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"Your Solutions Partner"

Specifications

F.O.B Sedalia, Missouri 65301



TS530-xx



TS530-xx-1SN



TS540-xx



TS550-xx



TS560-xx



TS570-xx



TS580-xx



TS530-xx-1SN

OPTIONS:

- Fluorescent light
- Radiant heat rod w/incandescent light - 120v (steel shelf only)
- Radiant heat rod w/switch (steel shelf only)
- Special lengths or heights
- Special finish colors
- Acrylic end enclosures

AGENCY LISTINGS:



DUKE MANUFACTURING CO.
 2305 N. Broadway
 St. Louis, MO 63102

800.735.3853 Toll Free
 314.231-1130 In Missouri
 314.231.5074 Fax
 www.dukemfg.com

Approval Stamp(s):

PRODUCT INFORMATION:

PROJECT: _____
 ITEM: _____
 QUANTITY: _____

MODEL:

Thurmaduke Serving Systems - Designer Food Shields

- **TS530-xx** Buffet Style - 2-sided
- **TS530-xx-1SN** Buffet Style - 1-sided
- **TS540-xx** Self-Service Style, stainless steel top
- **TS550-xx** Self-Service Style, glass top
- **TS560-xx** Service Style, stainless steel top
- **TS570-xx** Service Style, glass top
- **TS580-xx** Self-Service Style - 2-sided
- **TS580-xx-1SN** Self-Service Style - 1-sided

TOPS:

- All edges flanged down
- 18 gauge stainless steel or paint grip steel
- Choice of (12) powder coat paint colors (must choose one):

<input type="checkbox"/> #217105 - Designer White	<input type="checkbox"/> #217103 - Natural Almond
<input type="checkbox"/> #217150 - Orange Red	<input type="checkbox"/> #217154 - Racing Red
<input type="checkbox"/> #217107 - Hollyberry Red	<input type="checkbox"/> #217120 - Sky Blue
<input type="checkbox"/> #217127 - Fence Green	<input type="checkbox"/> #217152 - Stone Gray
<input type="checkbox"/> #217102 - Duke Silver	<input type="checkbox"/> #217113 - Brown Kickplate
<input type="checkbox"/> #217101 - Semi-Gloss Black	<input type="checkbox"/> #217125 - Textured Black

FRAMES

- 18 gauge stainless steel or choice of 12 powder coat colors

GUARDS

- Adjustable 1/4" tempered glass food shield
- Flip-up 1/4" clear acrylic breath guard

SIZES

- All Units available in following lengths
 31-5/8", 45-5/8", 59-5/8", 73-5/8", 87-5/8"

SHORT FORM SPECIFICATIONS:

Thurmaduke Serving Systems - Designer Food Shields. **TS530-xx** Buffet Style - 2-sided, with flip-up acrylic guards, stainless steel or painted top and end panels. 13" wide shelf. **TS530-xx-1SN** - 1 sided, with flip-up acrylic, stainless steel or painted top and end panels. 13" wide shelf. **TS540-xx** - Self Service style with stainless steel or painted top and end panels. 12-1/4" glass front, positive stop guard. **TS550-xx** - Self-Service Style with glass top, painted frame and end panels. 12-1/4" glass front, positive stop guard. **TS560-xx** - Service Style with front glass, stainless steel or painted top and end panels. 13" wide shelf, swing front glass. **TS570-xx** - Service Style with glass top, front glass, painted end panels. **TS580-xx** - Self-Service Style, 2-sided, 2-tier with glass shelves, adjustable front glass, painted end panels. 16-1/2 shelf, positive stop guards. **TS580-xx-1SN** - Self Service Style, 1-sided, 2-tier with glass shelves, adjustable front glass, painted end panels. 16-1/2" shelf, positive stop guards. Choice of twelve (12) powder coat paint colors.

THURMADUKE SERVING SYSTEMS - DESIGNER FOOD SHIELDS

Catalog No. TSS-DESIGNSHIELDS

A.I.A. File No. 35-C-13

A.I.A. File No. 35-C-13



**THURMADUKE SERVING SYSTEMS
Designer Food Shields**

- TS530-xx Buffet Style - 2-sided
- TS530-xx-1SN Buffet Style - 1-sided
- TS540-xx Self-Service Style, stainless steel top
- TS550-xx Self-Service Style, glass top
- TS560-xx Service Style, stainless steel top
- TS570-xx Service Style, glass top
- TS580-xx Self-Service Style - 2-sided
- TS580-xx-1SN Self-Service Style - 1-sided

DIMENSIONS: Lengths for all units 31-5/8", 45-5/8", 59-5/8", 87-5/8"

Buffet Style - 2-sided or Single (1SN), w/flip-up acrylic, stainless steel top, painted end panels 18"/45.7cm height.

Model	Weight		Width		Cube crated ft.	Model	Weight		Width		Cube crated ft.	Height for all	
	in.	cm	in.	cm			lbs.	kg	in.	cm		in.	cm
TS530-32	50	22.7	36	91.4	19.3	TS530-32-1SN	35	15.9	22-1/2	57.2	14.6	18	45.7
TS530-46	58	26.4	36	91.4	26.3	TS530-46-1SN	42	19.1	22-1/2	57.2	19.9	18	45.7
TS530-60	78	35.5	36	91.4	33.4	TS530-60-1SN	60	27.3	22-1/2	57.2	25.3	18	45.7
TS530-74	108	49.1	36	91.4	40.5	TS530-74-1SN	88	40.0	22-1/2	57.2	30.7	18	45.7
TS530-88	128	58.2	36	91.4	47.6	TS530-88-1SN	118	53.6	22-1/2	57.2	36.0	18	45.7

Self Service - w/stainless steel top, painted end panels.

Model	Weight		Height		Cube Crated ft.	Width	
	lbs	kg	in.	cm		in.	cm
TS540-32	25	11.4	18	45.7	8.3	13	33.0
TS540-46	31	14.1	18	45.7	11.4	13	33.0
TS540-60	36	16.4	18	45.7	14.5	13	33.0
TS540-74	40	18.2	18	45.7	17.5	13	33.0
TS540-88	44	20.0	18	45.7	20.6	13	33.0

Self Service - w/glass top, painted end panels

Model	Weight		Height		Cube Crated ft.	Width	
	lbs	kg	in.	cm		in.	cm
TS550-32	40	18.2	18	45.7	9.4	16.5	41.9
TS550-46	48	21.8	18	45.7	13.3	16.5	41.9
TS550-60	68	30.9	18	45.7	16.2	16.5	41.9
TS550-74	98	44.6	18	45.7	19.7	16.5	41.9
TS550-88	128	58.2	18	45.7	23.1	16.5	41.9

Self Service - w/adjustable front glass, stainless steel top, painted end panels.

Model	Weight		Height		Cube Crated ft.	Width	
	lbs	kg	in.	cm		in.	cm
TS560-32	54	24.6	18	45.7	8.3	13	33.0
TS560-46	62	28.2	18	45.7	11.4	13	33.0
TS560-60	82	37.3	18	45.7	14.5	13	33.0
TS560-74	112	50.9	18	45.7	17.5	13	33.0
TS560-88	137	62.3	18	45.7	20.6	13	33.0

Self Service - w/glass top, adjustable front glass, painted end panels

Model	Weight		Height		Cube Crated ft.	Width	
	lbs	kg	in.	cm		in.	cm
TS570-32	58	26.4	18	45.7	9.4	16.5	41.9
TS570-46	78	35.5	18	45.7	13.3	16.5	41.9
TS570-60	108	49.1	18	45.7	16.2	16.5	41.9
TS570-74	128	58.2	18	45.7	19.7	16.5	41.9
TS570-88	148	67.3	18	45.7	23.1	16.5	41.9

Self Service - 2-sided or Single (1SN), 2 tier, w/ glass shelves, adjustable front glass, painted end panels. 20"/50.8cm height

FREIGHT CLASS 150

Model	Weight		Width		Cube crated ft.	Model	Weight		Width		Cube crated ft.	Height for all	
	in.	cm	in.	cm			lbs.	kg	in.	cm		in.	cm
TS580-32	85	38.6	36	91.4	16.5	TS580-32-1SN	65	29.6	16-1/2	41.9	12.6	20	50.8
TS580-46	100	45.5	36	91.4	22.5	TS580-46-1SN	80	36.4	16-1/2	41.9	17.3	20	50.8
TS580-60	120	54.6	36	91.4	28.6	TS580-60-1SN	100	45.5	16-1/2	41.9	21.9	20	50.8
TS580-74	145	65.9	36	91.4	34.7	TS580-74-1SN	125	56.8	16-1/2	41.9	26.6	20	50.8
TS580-88	165	75.0	36	91.4	40.8	TS580-88-1SN	145	65.9	16-1/2	41.9	31.2	20	50.8

DUKE MANUFACTURING CO.
2305 N. Broadway
St. Louis, MO 63102



"Your Solutions Partner"

800.735.3853 Toll Free
314.231.5074 Fax
www.dukemfg.com

Specification subject to change

06/08
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Limited Warranty

The **DUKE MANUFACTURING CO.** warrants to the purchaser of this product that the same shall be free from defects in material and workmanship for a period of one (1) year. The warranty period commences with the date of installation, or six (6) months from date of shipment from the factory, whichever is sooner. Refrigeration compressors carry an additional four (4) year replacement warranty not to include labor and freight. Duke Manufacturing will bear the labor and parts expense during the warranty period, which applies only to products used within the United States, Canada and Mexico. All labor and parts expense after the expiration of the warranty shall be the responsibility of the end user.

All warranty labor is to be authorized by the factory. Restocking charge of 20% applies to new and unused returned goods. Invoices totaling \$50.00 net or less are nonreturnable. All inquiries concerning this warranty or any return of goods must be directed to DUKE MANUFACTURING CO., 2305 N. Broadway, St. Louis, MO 63102.

Duke Counter Top Warmers (ACTW-I) must be taken to an authorized service provider for ALL warranty services.

The warranty includes travel time to portal, not to exceed 100 miles round trip, or two hours total travel time. The warranty requires that all labor must be performed during regular work hours. Overtime premiums will be charged to the owner. The warranty does not apply to any equipment or component parts which have been subjected to shipping damage, improper voltage, improper installation, alteration, abuse, or misuse. The warranty does not cover routine maintenance activities, any failure that results from lack of, or improper equipment maintenance activities. The warranty does not cover any loss of business profits, any loss of food, or other products, or damage to property due to electrical, gas or mechanical malfunction or to any incidental or consequential damages of Purchaser or any third party. Damage due to floods, fire or other acts of God also are not covered.

DUKE MANUFACTURING CO's, liability hereunder is limited to the purchase price of the goods. Purchaser's sole and exclusive remedy is the repair, replacement, or refund of the purchase price on nonconforming goods or parts.

Duke Manufacturing Co. does not recommend or authorize the use of any product(s) in a non-commercial application, including but not limited to residential use. The use or installation of product(s) in non-commercial applications renders all warranties, express or implied, including the warranties of MERCHANTABILITY and FITNESS FOR A PARTICULAR PURPOSE, null and void, including any responsibility for damage, costs and legal actions resulting from the use or installation of product(s) in any non-commercial setting.

To the extent allowed by law any express warranties or any implied warranties or merchantability or fitness are limited to the replacement guarantee above and any other warranty is disclaimed.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to Purchaser. This warranty gives the Purchaser specific legal rights. Purchaser may also have other rights, which may vary from state to state.



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201300E
Effective Date
07/31/2012



Oak Ridge High School
1450 Oak Ridge Turnpike
Oak Ridge, TN 37830


(865) 425-9601 Fax: (865) 425-9678

RECEIVED
APR 16 2021

Memorandum

OAK RIDGE SCHOOLS
BUSINESS OFFICE

To: **Pat Smith, Finance Director**

From: **Stephanie Thompson, Assistant Principal** 

Date: **April 16, 2021**

Subject: **Publication Agreement for Oak Log Year 2021/2022**

I recommend the Oak Ridge Board of Education accept the bid from Balfour for the annual *Oak Log* yearbook bid. Their bid of \$56,625.00 was the best price that met specifications. Bids ranged from \$35,347.50, to \$62,900.00. The bid includes shipping and specified requirements.

Bids were advertised in accordance with state guidelines and were available on the Oak Ridge Schools website. Five companies responded with bids.

It is our recommendation to contract with Balfour again this year for the 2021-2022 yearbook at ORHS. The services provided by the yearbook representative for training and on-site support are superior and a critical component of our choice. In addition, the flexibility provided by Balfour and the support from their printing and distribution plant in Dallas, Texas have been critical to producing a high-quality book for the past three years, including winning a national award for the 2019-2020 book. Students have been trained in the software with Balfour and will to continue to receive on-site training with the representative a monthly basis next year. Balfour does not charge additional fees for pulling pages, submitting changes or missed deadlines which are fees that are communicatively charged by other companies.

The contract for the 2021-2022 school year has the exact same language as the contract for the previous three years.

Cc: Dr. Garfield Adams, Principal, ORHS

Principal
Dr. Garfield Adams

Assistant Principals
Beth Estep
David Foust
Amber Roberts
Stephanie Thompson

Athletic Director
Mike Mullins



Taylor Publishing Company dba Balfour is hereby authorized as the official publisher of the publication described below.

(Please Print)

Production Year 2022	Title of Book Oak Log	Date 4-12-2021	Cust# 24762
School Oak Ridge H.S.	Address 1450 Oak Ridge TNPK		Phone # 865-425-9601
City Oak Ridge	State TN	Zip 37830	Email Address rahale@ORTN.edu
Mr., Ms., Dr. Mrs.	First Name Rebecca	Last Name Hale	Title YBK Adviser
Copies 750	Pages 264	Trim Size 9x12	Cover Type <input type="checkbox"/> Softcover <input checked="" type="checkbox"/> Hardcover
		Delivery Season <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Sum-Fall	Requested Ship Date 4-14-22
		Cust Type <input checked="" type="checkbox"/> HS <input type="checkbox"/> JHS/MS <input type="checkbox"/> Elem	<input type="checkbox"/> K-12 <input type="checkbox"/> Univ <input type="checkbox"/> Fine Book

COPY PREPARATION (Check one)

- BalfourTools® for Adobe InDesign®
 StudioWorks+®
 Encore®
 BalfourTools® with BalfourGO®
 StudioWorks+® with BalfourGO®
 myYear®

BAL4.TV		eYEARBOOK	
Activate Yearbook Project for BAL4.TV Codes: (add codes at studio.balfour.com) <input type="checkbox"/> Yes		Purchase: <input type="checkbox"/> School (one subscription for each printed yearbook) <input type="checkbox"/> Consumer (parent/student orders online, 50 minimum)	
Price Per Code		(School purchase only) Price per eYearbook	Estimated eYearbook Distribution Date

The completed books will be shipped on a standard delivery schedule after the final copy shipment is received. Standard delivery schedules vary with product line. Failure to meet deadline requirements or to return proofs within the designated time will result in adjustments to the delivery schedule (ask your representative for other exceptions.) The company will make every effort to return submitted photographs and artwork, however the Company assumes no responsibility for their loss or damage. The company exercises no editorial control over the content of the book, and under Texas Law has no responsibility for its content.

This Contract is contingent upon Government regulations, strikes, fires, or acts of Providence. Prices shown are estimates based on the contract specifications. Changes in specifications can affect the final billing price. The Total Estimated Price shown above is based upon the Company's current price list, which in turn is based upon current material, labor, and other costs. To compensate for cost increases that will be incurred by the Company in the event of delay in the production schedule, the following shall apply: If final copy is received by the Company after December 31 of the Production Year, the total price shall increase by an amount equal to 5 percent of the Total Estimated Price. Prices are contingent on the Company's ability to obtain materials at a reasonable price. Should our suppliers increase their prices by an unexpected amount, the Company may be required to adjust prices accordingly. The Company will notify the Customer prior to manufacture of any such price adjustments.

Applicable sales taxes will be added to the final invoice unless the Customer furnishes evidence of tax-exempt status. The Customer agrees to pay the final invoice within 30 days of the invoice date or pay a late payment fee of 1 1/2% per month of the unpaid balance. Costs associated with collections, including reasonable attorney fees and court costs if it becomes necessary to place this account for collection, will be borne by the Customer. By the authorized signature below, Customer hereby waives notice of acceptance, default and exemption.

Pursuant to V.T.C.A., Government Code §2270.002, the Company affirms that it does not boycott Israel and will not boycott Israel during the term of this contract. The Print Trade Customs of the Printing Industry of America, Inc. are incorporated into the terms of this Contract, except as specifically otherwise stated herein, and are reprinted on the back of this Contract. This contract is subject to acceptance by Taylor Publishing Company dba Balfour in Dallas, Texas, and will be governed by the laws of the State of Texas.

1st Deposit: \$ _____	Date: <u>N/A</u>	Total Estimated Price: <u>\$56,625.00</u>
2nd Deposit: \$ _____	Date: _____	
<small>(30% of Total Est. Price)</small>	<small>(Final Copy Deadline)</small>	

I [we] have read, understand and accept the terms and conditions of this Contract. I further stipulate that I am an authorized representative of the customer named herein and, as such, am authorized to sign this Contract. **This Contract is subject to school board or administration approval based on quality and terms of pricing. Upon execution, the Contract also protects and freezes any additional price increases which may occur prior to the Production Year.**

Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	Is a Purchase Order Required? <input type="checkbox"/> Yes <input type="checkbox"/> No P.O. #: _____
Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	
Sales Representative (Please Print) Mandy Zientek	Rep # 931908	Accepted at Balfour LD

PRINTING TRADE CUSTOMS

Trade Customs have been in general use in the printing industry throughout the United States and Canada for more than 90 years.

1. **QUOTATIONS/ESTIMATES** A quotation not accepted within 30 days may be changed.
2. **ORDERS** Acceptance of orders is subject to credit approval and contingencies such as fire, water, strikes, theft, vandalism, act of God, and other causes beyond the provider's control. Canceled orders require compensation for incurred costs and related obligations.
3. **EXPERIMENTAL WORK** Experimental or preliminary work performed at the customer's request will be charged to the customer at the provider's current rates. This work may not be used without the provider's written consent.
4. **CREATIVE WORK** Sketches, copy, dummies, and all other creative work developed or furnished by the provider are the provider's exclusive property. The provider must give written approval for all use of this work and for any derivation of ideas from it.
5. **ACCURACY OF SPECIFICATIONS** Quotations are based on the accuracy of the specifications provided. The provider can requote a job at the time of submission if copy, film, tapes, disks, or other input materials do not conform to the information on which the original quotation was based.
6. **VENUE** In the event of suit regarding this contract, then venue and jurisdiction therefore shall be in either the District, State or Municipal Court, as appropriate, of the county of Dallas, State of Texas. The parties agree and stipulate that the essential terms of this contract are to be performed in said Dallas County.
7. **ELECTRONIC MANUSCRIPTS/IMAGES** It is the customer's responsibility to maintain a copy of the original file. The provider is not responsible for accidental damage to media supplied by the customer or for the accuracy of furnished input or final input. Until digital input can be evaluated by the provider, no claims or promises are made about the provider's ability to work with jobs submitted in digital format, and no liability is assumed for problems that may arise. Any additional translating, editing, or programming needed to utilize customer-supplied files will be charged at prevailing rates.
8. **ALTERATIONS/CORRECTIONS** Customer alterations include all work performed in addition to the original specifications. All such work will be charged at the provider's current rates.
9. **PREPRESS PROOFS** The provider will submit prepress proofs along with original copy for the customer's review and approval. Corrections will be returned to the provider on a "master set" marked "O.K.," "O.K. With Corrections" or "Revised Proof Required" and signed by the customer. Until the master set is received, no additional work will be performed. The provider will not be responsible for undetected production errors if:
 - Proofs are not required by the customer.
 - The work is printed per the customer's OK.
 - Requests for changes are communicated verbally.
10. **PRESS PROOFS** Press proofs will not be furnished unless they have been required in writing in the provider's quotation. A press sheet can be submitted for the customer's approval as long as the customer is present at the press during makeready. Any press time lost or alterations/corrections made because of the customer's delay or change of mind will be charged at the provider's current rates.
11. **COLOR PROOFING** Because of differences in equipment, paper, inks, and other conditions between color proofing and production pressroom operations, a reasonable variation in color between color proofs and the completed job is to be expected. When a variation of this kind occurs, it will be considered acceptable performance.
12. **OVERRUNS/UNDERRUNS** Overruns or underruns will not exceed 10 percent of the quantity ordered. The provider will bill for the actual quantity delivered within this tolerance. If the customer requires a guaranteed quantity, the percentage of tolerance must be stated at the time of quotation.
13. **CUSTOMER'S PROPERTY** The provider will only maintain fire and extended coverage on property belonging to the customer while the property is in the provider's possession. The provider's liability for such property will not exceed the amount recoverable from the insurance. Additional insurance coverage may be obtained if it is requested in writing and in the premium is paid to the provider.
14. **DELIVERY** Unless otherwise specified, the price quoted is for a single shipment, without storage, F.O.B. the provider's address. Proposals are based on continuous and uninterrupted delivery of the complete order. If the specifications state otherwise, the provider will charge accordingly at current rates. Charges for delivery of materials and supplies from the customer to the provider or from the customer's supplier to the provider are not included in quotations unless specified. Title for finished work passes to the customer upon delivery to the carrier at the shipping point or upon mailing of invoices for the finished work or a portion thereof, whichever occurs first.
15. **PRODUCTION SCHEDULES** Production schedules will be established and followed by both the customer and the provider. There will be no liability or penalty for delays due to a state of war, riot, civil disorder, fire, strikes, accidents, action of government or civil authority, acts of God, or other cases beyond the control of the provider. In such cases, schedules will be extended by an amount of time equal to the delay incurred.
16. **CUSTOMER-FURNISHED MATERIAL** Materials furnished by customers or their suppliers are verified by delivery tickets. The provider bears no responsibility for discrepancies between delivery tickets and actual counts. Customer supplied paper must be delivered according to specifications furnished by the provider. These specifications will include correct weight, thickness, pick resistance, and other technical requirements. Artwork, film, color separations, special dies, tapes, disks, or other materials furnished by the customer must be usable by the provider without alteration or repair. Items not meeting this requirement will be repaired by the customer or by the provider at the provider's current rates.
17. **OUTSIDE PURCHASES** Unless otherwise agreed in writing, all outside purchases as requested or authorized by the customer, are chargeable.
18. **TERMS/CLAIMS/LIENS** Payment is net cash 30 calendar days from date of invoice. Claims for defects, damages, or shortages must be made by the customer in writing no later than 10 calendar days after delivery. If no such claim is made, the provider and the customer will understand that the job has been accepted. By accepting the job, the customer acknowledges that the provider's performance has fully satisfied all terms, conditions, and specifications. The Provider's Liability will be limited to the quoted selling price of defective goods without additional charge for special or consequential damages. As security for payment of any sum due under the terms of an agreement, the provider has the right to hold and place a lien on all customer property in the provider's possession. This right applies even if credit has been extended, notes have been accepted, trade acceptances have been made, or payment has been guaranteed. If payment is not made, the customer is liable for all collection costs incurred.
19. **LIABILITY**
 1. **Disclaimer of Express Warranties.** The provider warrants that the work is as described in the purchase order. The customer understands that all sketches, copy, dummies, and preparatory work shown to the customer are intended only to illustrate the general type and quality of the work. They are not intended to represent the actual work performed.
 2. **Disclaimer of Implied Warranties.** The Provider warrants only that the work will conform to the description contained in the purchase order. The provider's maximum liability, whether by negligence, contract, or otherwise, will not exceed the return of the amount invoiced for the work in the dispute. Under no circumstances will the provider be liable for specific, individual, or consequential damages.
20. **INDEMNIFICATION** The customer agrees to protect the provider from economic loss and any other harmful consequences that might arise in connection with the work. This means the customer will hold the provider harmless and save, indemnify, and otherwise defend the provider against claims, demands, actions, and proceedings on any and all grounds. This will apply regardless of responsibility for negligence.
 1. **Copyrights.** The customer also warrants that the subject matter to be printed is not copyrighted by a third party. The customer also recognizes that because subject matter does not have to bear a copyright notice to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The customer further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the customer agrees to indemnify and hold the provider harmless for all liability, damages, and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.
 2. **Personal or Economic Rights.** The customer also warrants that the work does not contain anything that is libelous or scandalous or anything that threatens anyone's right to privacy or other personal or economic rights. The customer will, at the customer's sole expense, promptly and thoroughly defend the provider in all legal actions on these grounds as long as the provider:
 - Promptly notifies the customer of legal action.
 - Gives the customer reasonable time to undertake and conduct a defense.
 - The provider reserves the right to use its sole discretion in refusing to print anything the provider deems libelous, scandalous, improper, or infringing on copyright law.
21. **STORAGE** The provider will retain intermediate materials used until the related end product has been accepted by the customer. If requested by the customer, intermediate materials will be stored for an additional period at an additional charge. The provider is not liable for any loss or damage to stored material beyond what is recoverable by the provider's fire and extended insurance coverage.
22. **TAXES** All taxes and assessments levied by any governmental authority are the responsibility of the customer. All amounts due for taxes and assessments will be added to the customer's invoice. No tax exemption will be granted unless the customer's "Exemption Certificate" (or other official proof of exemption) accompanies the purchase order. If, after the customer has paid the invoice, it is determined that more tax is due, then the customer must promptly remit the required taxes to the taxing authority or immediately reimburse the provider for any additional taxes paid.
23. **TELECOMMUNICATIONS** Unless otherwise agreed, the customer will pay for all transmission charges. The provider is not responsible for any errors, omissions, or extra costs resulting from faults in transmission.
24. **PREPARATORY MATERIAL** Artwork, type, plates, negatives, positives, tapes, disks, and other items supplied by the provider shall remain the provider's exclusive property.

Originally formally promulgated, Annual Convention, United Typothetae of America, 1922. Revised and updated and repromulgated, Printing Industries of America, Inc., 1945, 1974, 1985 & 1994. Updated and adopted by the Printing Industries of America, National Association of Printers and Lithographers and Graphic Arts Technical Foundation, 2003.

Printing Industries of America, Inc.

Adopted by Taylor Publishing Company 2012

April 2021

I respectfully request the Board approval of the Preschool Head Start request for COLA funds in the amount of \$12,757. The COLA funds would be used to support the increase in pay for Head Start staff at the Preschool.

Respectfully,

Lisa Downard

Principal

Oak Ridge Schools Preschool/Head Start

Oak Ridge Schools' Preschool/Head Start
Budget Narrative for 2021-2022 COLA Increase

The following information outlines the delegate's anticipated use of additional grant funds that are being provided to assist in increasing staff salaries and fringe benefits and offsetting higher operating costs:

Salaries & Fringe Benefits: ORS Preschool/Head Start hires teachers certified in early childhood in accordance with Oak Ridge City Schools' policies. This provides us with teachers who are highly qualified in early education and are experts in working with children to achieve our school readiness goals in all areas. The personnel costs at ORS Preschool/Head Start are paid on the Oak Ridge City Schools' pay scale. This pay scale includes a step increase and any COLA approved by our board of education or mandated by the state. A step increase (an added year of experience) is added to classified personnel salaries each year up to 16 years of service with an additional step increase at 20 years of service. Certified personnel receive step increases each year up to 15 years of service with an additional step increase at 20 years of service. The step increase for FY21 equals approximately \$15,672.00. There is also a proposed 1% salary increase which, if approved, will add an addition \$8,531.00 to our salaries and benefits. The additional COLA funds in the amount of \$12,757.00 will be used to offset these costs. At this time we do not anticipate any remaining COLA funds, however; should any remain, they will be used to offset the increased cost of classroom supplies and materials.

Non-Federal share in the amount of \$3,189.00 for the additional COLA funds will be met through afternoon bus transportation services paid for out of the school district's local funds.

Oak Ridge City Schools' Head Start Program

Grant #04CH011524-02-001

GRANT STAFF:

<u>Position</u>	<u>Salary</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Retirement</u>	<u>Employees</u>
Child Health and Development					
<u>Mgrs. & Area Experts</u>	\$1,673	\$104	\$24	\$164	3
<u>Teachers</u>	\$4,181	\$260	\$61	\$512	9
<u>Teacher Assistants</u>	\$2,085	\$129	\$30	\$157	12
Family and Community Partnership					
<u>Mgrs. & Area Experts</u>	\$442	\$27	\$7	\$52	1
<u>Other Family & Community Partner.</u>	\$815	\$51	\$12	\$44	3
Program Design & Management					
<u>Head Start Director</u>	\$811	\$50	\$12	\$99	1
<u>Clerical Personnel</u>	\$440	\$27	\$6	\$39	2
<u>Fiscal Personnel</u>	\$371	\$23	\$5	\$44	1
<u>TOTAL</u>	\$10,818	\$671	\$157	\$1,111	32
<u>Grant Total</u>	\$12,757				

Increase in Non-Federal Share for COLA funds

Transportation Services provided by the school district	\$3,189.00
---	------------

Evaluation Methodology for the Non-Federal Share

The Oak Ridge School District pays the transportation costs for the Oak Ridge Schools' Preschool/Head Start Program. We are required to have a monitor on each bus and the district pays \$38.24 per day, per bus for these monitors. We provide transportation for our students 170 days out of the year and it requires 7 school buses for a total of \$45,505.60 per year. At a minimum, 60% of our students are Head Start which means that at a minimum, the school district pays \$27,303.36 in transportation costs (monitors) for our Head Start students. \$3,189.00 of that \$27,303.36 will be used as Non-Federal Share for the COLA increase.

Line Item Number	Account Number	71300 - Vocational Education Program	72130 - Other Student Support	Total
499 - Other Supplies and Materials		16,700.00	0.00	16,700.00
524 - In-Service / Staff Development			15,000.00	15,000.00
730 - Vocational Instruction Equipment		40,800.00		40,800.00
Total		57,500.00	15,000.00	72,500.00
			Adjusted Allocation	0.00
			Remaining	-72,500.00

Oak Ridge Schools’ staff will have an opportunity to advance improvement efforts and address student and teacher needs with ESSER 3.0 funding. With these funds, the Oak Ridge Schools’ Portrait of a Graduate will quickly move from vision to action. ESSER 3.0 funds have been allocated with careful consideration of the following federally defined focus areas:

- Learning Loss through evidence-based interventions
- Ensure interventions respond to students' social, emotional, and academic needs.
- Disproportionate impact of COVID-19 on underrepresented student groups - activities outside the school day and year.

Oak Ridge Schools’ ESSER 3.0 plan includes the following staff, programs, and materials:

Curriculum	Intervention materials and software for reading, math, science, and social studies K-12. Materials to extend and supplement high quality reading adoption K-8. High quality mathematic instructional materials (Illustrative Mathematics) K-12. SEL curriculum – Purposeful People and Character Strong, a vertically aligned social-emotional curriculum that emphasizes the Portrait of a Graduate skills of empathy, self-discipline, and self-awareness Digital Skills and Citizenship curriculum
Professional Development	Illustrative Mathematics curriculum training SEL curriculum training Career exploration curriculum training New technology tools and software training Professional Learning Community training Cognitive Coaching training for administrators, coaches, and coordinators
Technology	Complete the 5-12 student device refresh 9-12 Interactive flat panels for classroom refresh Additional iPads for special area teachers and repair/replace stock Additional laptops for teacher and student repair/replace stock Technology equipment to improve virtual learning capabilities
Air Quality	ESG project cost increase - HVAC
Summer & Intersession Programming	Expanded summer and intersession programs through 2023 Staffing, Transportation, and Materials
Staff	3.0 FTE PLC Coaches for K-8 1.0 FTE ITC for Secret City and Oak Ridge Preschool 1.0 FTE PLC Coordinator and Coach for Oak Ridge Preschool 1.0 FTE Student Success Coordinator 0.4 FTE Graduation Coach ORHS 0.6 FTE STEM Teacher ORHS/RMS 2.0 FTE Special Education Teaching Assistants.

Budget

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

Indirect Cost	
Total Contributing to Indirect Cost	\$4,252,079.91
Indirect Cost Rate	16.90%
Maximum Allowed for Indirect Cost	\$672,541.92

Account Number	Total
71100 - Regular Instruction Program	\$3,890,759.41
71150 - Alternative Instruction Program	\$0.00
71200 - Special Education Program	\$191,328.00
71300 - Vocational Education Program	\$0.00
72110 - Attendance	\$0.00
72120 - Health Services	\$0.00
72130 - Other Student Support	\$453,740.00
72210 - Support Services/Regular Instruction Program	\$1,594,842.50
72215 - Support Services/Alternative Instruction Program	\$0.00
72220 - Support Services/Special Education Program	\$0.00
72230 - Support Services/Vocational Education Program	\$0.00
72250 - Education Technology	\$0.00
72260 - Support Services/Adult Education Program	\$0.00

72320 - Office of the Superintendent		\$0.00
72410 - Office of the Principal		\$0.00
72510 - Fiscal Services		\$0.00
72520 - Human Resources/Personnel		\$0.00
72610 - Operation of Plant		\$0.00
72620 - Maintenance of Plant		\$0.00
72710 - Transportation		\$330,000.00
73100 - Food Service		\$0.00
73300 - Community Services		\$0.00
73400 - Early Childhood Education		\$0.00
76100 - Regular Capital Outlay		\$148,000.00
99100 - Transfers Out		\$400,000.00
	Total	\$7,008,669.91
	Adjusted Allocation	\$7,008,669.91
	Remaining	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

71100 - Regular Instruction Program - \$3,890,759.41 ▼

Budget Detail		Narrative Description
Account Number:	71100 - Regular Instruction Program	30 teachers, Summer and Intercession, 2 years, 16 weeks for students of greatest academic need.
Line Item Number:	116 - Teachers	
Focus Area:	Addressing Learning Loss: Coordinat...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$500,000.00	
Line Item Total:	\$500,000.00	
Account Number:	71100 - Regular Instruction Program	
Line Item	116 - Teachers	

Budget Overview

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

Indirect Cost	
Total Contributing to Indirect Cost	\$4,252,079.91
Indirect Cost Rate	16.90%
Maximum Allowed for Indirect Cost	\$672,541.92

Filter by Location: All - \$7,008,669.91 ▼

Line Item Number	Account Number	71100 - Regular Instruction Program	71200 - Special Education Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	76100 - Regular Capital Outlay	99100 - Transfers Out	Total
116 - Teachers		660,524.00	0.00						660,524.00
138 - Instructional Computer Personnel					160,524.00				160,524.00
163 - Educational Assistants		0.00	114,428.00		0.00				114,428.00
189 - Other Salaries & Wages		0.00	0.00	0.00	907,600.00	0.00			907,600.00

Line Item Number	Account Number	71100 - Regular Instruction Program	71200 - Special Education Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	76100 - Regular Capital Outlay	99100 - Transfers Out	Total
201 - Social Security		40,952.50	7,095.00	0.00	66,224.00	0.00			114,271.50
204 - State Retirement		68,034.00	11,786.00	0.00	110,017.00	0.00			189,837.00
206 - Life Insurance		2,142.00	504.00	0.00	1,386.00	0.00			4,032.00
207 - Medical Insurance		43,470.00	53,961.00	0.00	148,395.00	0.00			245,826.00
208 - Dental Insurance		6,213.50	1,462.00	0.00	4,020.50	0.00			11,696.00
212 - Employer Medicare		9,578.00	1,660.00	0.00	15,488.00	0.00			26,726.00
299 - Other Fringe Benefits		1,836.00	432.00	0.00	1,188.00	0.00			3,456.00
312 - Contracts with Private Agencies		0.00	0.00		0.00	330,000.00			330,000.00
430 - Textbooks - Electronic		309,327.50	0.00						309,327.50
449 - Textbooks - Bound		300,000.00	0.00						300,000.00

Line Item Number	Account Number	71100 - Regular Instruction Program	71200 - Special Education Program	72130 - Other Student Support	72210 - Support Services/Regular Instruction Program	72710 - Transportation	76100 - Regular Capital Outlay	99100 - Transfers Out	Total
471 - Software		545,831.91	0.00	0.00	0.00	0.00			545,831.91
504 - Indirect Cost								400,000.00	400,000.00
524 - In-Service / Staff Development				0.00	180,000.00	0.00			180,000.00
707 - Building Improvements							148,000.00		148,000.00
722 - Regular Instruction Equipment		1,902,850.00							1,902,850.00
790 - Other Equipment				453,740.00	0.00				453,740.00
Total		3,890,759.41	191,328.00	453,740.00	1,594,842.50	330,000.00	148,000.00	400,000.00	7,008,669.91
Adjusted Allocation									7,008,669.91
Remaining									0.00

Number:	
Focus Area:	Addressing Learning Acceleration: S...
School Type:	Traditional Public School
Optional Program Code:	
Location Code:	Oak Ridge (012)
Quantity:	1.00
Cost:	\$160,524.00
Line Item Total:	\$160,524.00
Account Number:	71100 - Regular Instruction Program
Line Item Number:	201 - Social Security
Focus Area:	Addressing Learning Acceleration: S...
School Type:	Traditional Public School
Optional Program Code:	
Location	Oak Ridge (012)

STEM/CTE 0.6 FTE, 2 years
30 teachers, Summer and 2-week intersessions, 2 years, 16 weeks for students of greatest academic need.

Code:		
Quantity:	1.00	
Cost:	\$40,952.50	
Line Item Total:	\$40,952.50	
Account Number:	71100 - Regular Instruction Program	STEM/CTE 0.6 FTE, 2 years 30 teachers, Summer and 2-week Intersections, 2 years, 16 weeks for students of greatest academic need.
Line Item Number:	204 - State Retirement	
Focus Area:	Addressing Learning Acceleration: S...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$68,034.00	
Line Item Total:	\$68,034.00	
Account Number:	71100 - Regular Instruction Program	
Line Item	206 - Life Insurance	STEM/CTE 0.6 FTE, 2 years 30 teachers, Summer and 2-week Intersections, 2 years, 16 weeks for students of greatest academic need.

Number:	
Focus Area:	Addressing Learning Acceleration: S...
School Type:	Traditional Public School
Optional Program Code:	
Location Code:	Oak Ridge (012)
Quantity:	1.00
Cost:	\$2,142.00
Line Item Total:	\$2,142.00
Account Number:	71100 - Regular Instruction Program
Line Item Number:	207 - Medical Insurance
Focus Area:	Addressing Learning Acceleration: S...
School Type:	Traditional Public School
Optional Program Code:	
Location	Oak Ridge (012)

STEM/CTE 0.6 FTE, 2 years
30 teachers, Summer and 2-week intersessions, 2 years, 16 weeks for students of greatest academic need.

Code:		
Quantity:	1.00	
Cost:	\$43,470.00	
Line Item Total:	\$43,470.00	
Account Number:	71100 - Regular Instruction Program	STEM/CTE 0.6 FTE, 2 years 30 teachers, Summer and 2-week Intersections, 2 years, 16 weeks for students of greatest academic need.
Line Item Number:	208 - Dental Insurance	
Focus Area:	Addressing Learning Acceleration: S...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$6,213.50	
Line Item Total:	\$6,213.50	
Account Number:	71100 - Regular Instruction Program	
Line Item	212 - Employer Medicare	STEM/CTE 0.6 FTE, 2 years 30 teachers, Summer and 2-week Intersections, 2 years, 16 weeks for students of greatest academic need.

Number:	
Focus Area:	Addressing Learning Acceleration: S...
School Type:	Traditional Public School
Optional Program Code:	
Location Code:	Oak Ridge (012)
Quantity:	1.00
Cost:	\$9,578.00
Line Item Total:	\$9,578.00
Account Number:	71100 - Regular Instruction Program
Line Item Number:	299 - Other Fringe Benefits
Focus Area:	Addressing Learning Acceleration: S...
School Type:	Traditional Public School
Optional Program Code:	
Location	Oak Ridge (012)

vision Ins STEM/CTE 0.6 FTE, 2 years
vision 30 teachers, Summer and 2-week Intersections, 2
years, 16 weeks for students of greatest academic need.

Code:		
Quantity:	1.00	
Cost:	\$1,836.00	
Line Item Total:	\$1,836.00	
Account Number:	71100 - Regular Instruction Program	LearnZillion - EL - TDOE approved high quality reading materials needed to complete the adoption cycle for five years. Grades K-5
Line Item Number:	430 - Textbooks - Electronic	
Focus Area:	High Quality Instructional Material...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$309,327.50	
Line Item Total:	\$309,327.50	
Account Number:	71100 - Regular Instruction Program	
Line Item	449 - Textbooks - Bound	

Number:	
Focus Area:	High Quality Instructional Material...
School Type:	Traditional Public School
Optional Program Code:	
Location Code:	Oak Ridge (012)
Quantity:	1.00
Cost:	\$300,000.00
Line Item Total:	\$300,000.00
Account Number:	71100 - Regular Instruction Program
Line Item Number:	471 - Software
Focus Area:	Addressing Learning Loss: Coordinat...
School Type:	Traditional Public School
Optional Program Code:	
Location	Oak Ridge (012)

Intervention programs and curricula targeting reading and math used in regular school programs, after-school programs, and summer programs. K-2 phonics focused.

Code:		
Quantity:	1.00	
Cost:	\$385,831.91	
Line Item Total:	\$385,831.91	
Account Number:	71100 - Regular Instruction Program	<p>SEL Curriculum - Character Counts 5-12, Purposeful People K-4</p> <p>ECRA Student SEL Survey and student Dashboard (2 years) used to monitor success of new curriculum tools.</p> <p>Programs used to intentionally focus on increasing self-discipline, self-awareness, empathy.</p> <p>Expand Naviance career exploration tools and self-awareness tools to middle school students.</p>
Line Item Number:	471 - Software	
Focus Area:	Providing Mental Health Supports	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$160,000.00	
Line Item Total:	\$160,000.00	
Account Number:	71100 - Regular Instruction Program	
Line Item	722 - Regular Instruction Equipment	

Number:		<p>oldest student devices. These funds will be combined with ESSER 2.0 funds to complete the lease payments for 5-12 student devices.</p> <p>Purchase 100 additional lenovo student devices and 40 additional ipads for inventory completion, replacement purposes, and repair loans.</p> <p>Bluetooth headphones for students needed for educational software.</p>
Focus Area:	Purchasing Education Technology	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$1,742,130.00	
Line Item Total:	\$1,742,130.00	
Account Number:	71100 - Regular Instruction Program	
Line Item Number:	722 - Regular Instruction Equipment	
Focus Area:	Addressing Facility Needs and Defer...	<p>Student classroom furniture to accommodate updated technology and facilitate interactive student learning spaces.</p>
School Type:	Traditional Public School	
Optional Program Code:		
Location	Oak Ridge (012)	

Code:		
Quantity:	1.00	
Cost:	\$160,720.00	
Line Item Total:	\$160,720.00	
Total for 71100 - Regular Instruction Program:		\$3,890,759.41
Total for all other Account Numbers:		\$3,117,910.50
Total for all Account Numbers:		\$7,008,669.91
Adjusted Allocation:		\$7,008,669.91
Remaining:		\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

71200 - Special Education Program - \$191,328.00 ▼

Budget Detail		Narrative Description
Account Number:	71200 - Special Education Program	2 FTE TAs (1 RMS, 1 JMS), 2 years to add support schools with highest population of special education students to address learning loss and acceleration.
Line Item Number:	163 - Educational Assistants	
Focus Area:	Addressing the Unique Needs of Spec...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$114,428.00	
Line Item Total:	\$114,428.00	
Account Number:	71200 - Special Education Program	
Line Item	201 - Social Security	

Number:	
Focus Area:	Addressing the Unique Needs of Spec...
School Type:	Traditional Public School
Optional Program Code:	
Location Code:	Oak Ridge (012)
Quantity:	1.00
Cost:	\$7,095.00
Line Item Total:	\$7,095.00
Account Number:	71200 - Special Education Program
Line Item Number:	204 - State Retirement
Focus Area:	Addressing the Unique Needs of Spec...
School Type:	Traditional Public School
Optional Program Code:	
Location	Oak Ridge (012)

2 FTE TAs (1 RMS, 1 JMS), 2 years to add support schools with highest population of special education students to address learning loss and acceleration.

Code:		
Quantity:	1.00	
Cost:	\$11,786.00	
Line Item Total:	\$11,786.00	
Account Number:	71200 - Special Education Program	2 FTE TAs (1 RMS, 1 JMS), 2 years to add support schools with highest population of special education students to address learning loss and acceleration.
Line Item Number:	206 - Life Insurance	
Focus Area:	Addressing the Unique Needs of Spec...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$504.00	
Line Item Total:	\$504.00	
Account Number:	71200 - Special Education Program	
Line Item	207 - Medical Insurance	

Number:	
Focus Area:	Addressing the Unique Needs of Spec...
School Type:	Traditional Public School
Optional Program Code:	
Location Code:	Oak Ridge (012)
Quantity:	1.00
Cost:	\$53,961.00
Line Item Total:	\$53,961.00
Account Number:	71200 - Special Education Program
Line Item Number:	208 - Dental Insurance
Focus Area:	Addressing the Unique Needs of Spec...
School Type:	Traditional Public School
Optional Program Code:	
Location	Oak Ridge (012)

2 FTE TAs (1 RMS, 1 JMS), 2 years to add support schools with highest population of special education students to address learning loss and acceleration.

Code:		
Quantity:	1.00	
Cost:	\$1,462.00	
Line Item Total:	\$1,462.00	
Account Number:	71200 - Special Education Program	2 FTE TAs (1 RMS, 1 JMS), 2 years to add support schools with highest population of special education students to address learning loss and acceleration.
Line Item Number:	212 - Employer Medicare	
Focus Area:	Addressing the Unique Needs of Spec...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$1,660.00	
Line Item Total:	\$1,660.00	
Account Number:	71200 - Special Education Program	
Line Item	299 - Other Fringe Benefits	

Budget Detail

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

72130 - Other Student Support - \$453,740.00 ▼

Budget Detail		Narrative Description
Account Number:	72130 - Other Student Support	<p>Grades 9-12 Newline Interactive Panels. Needed upgrade to replace failing Smartboards and projectors for classroom technology. The interactive boards will enhance in-person and remote learning needs with greater student collaborative capabilities on the panels. Panels will be on carts and can be shared in grade levels and also used for teacher professional development. Interactive panels provide easier connections in 1:1 environment and much higher quality visual capacity. 4k Ultra HD, for all those videos we play in the classroom to supplement learning. Anti-glare tempered glass hard to break or scratch. Wireless capability and mobile stand capability (can be mounted and they have height adjustable mounting available). Can be used anywhere in a classroom. Remote control to freeze or mute image, adjust volume, select multiple sources. Multiple HDMI, USB, and Microphone inputs. 5 year advanced replacement warranty included.</p> <p>Equipment needed to update HS student presentation space - projection and sound replacements.</p> <p>Cases for student computers. - Increase life of student computers with protective cases.</p> <p>Interactive projection tools for physical education spaces so that students can combine academic practice with physical movement activities.</p> <p>Webcams compatible with new classroom technology - used for Tier 1, 2, 3 learning opportunities.</p>
Line Item Number:	790 - Other Equipment	
Focus Area:	Purchasing Education Technology	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$453,740.00	
Line Item Total:	\$453,740.00	

Total for 72130 - Other Student Support: \$453,740.00

Total for all other Account Numbers:	\$6,554,929.91
Total for all Account Numbers:	\$7,008,669.91
Adjusted Allocation:	\$7,008,669.91
Remaining:	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

72210 - Support Services/Regular Instruction Program - \$1,594,842.50 ▼

Budget Detail		Narrative Description
Account Number:	72210 - Support Services/Regular Instruction Program	Salary for Instructional Technology Coach 2 years, 1 FTE: to facilitate new technology tools and support for students and teachers for two years.
Line Item Number:	138 - Instructional Computer Personnel	
Focus Area:	Addressing Learning Loss: Coordinat...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$160,524.00	
Line Item Total:	\$160,524.00	
Account Number:	72210 - Support Services/Regular Instruction Program	
Line Item	189 - Other Salaries & Wages	1.0 FTE PLC Instructional Coordinator, 2 years, direct school support PreK-12

Number:		1.0 FTE Student Success Coordinator, 2 years, direct school support PreK-12
Focus Area:	Addressing Learning Loss: Coordinat...	.40 FTE Graduation Coach, 2 years 9-12, direct student support
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$907,600.00	
Line Item Total:	\$907,600.00	
Account Number:	72210 - Support Services/Regular Instruction Program	Instructional Technology Coach 2 years, 1 FTE: to facilitate new technology tools and support for students and teachers for two years.
Line Item Number:	201 - Social Security	3.0 FTE PLC Instructional Coach 2 years, direct school support K-8
Focus Area:	Addressing Learning Loss: Coordinat...	1.0 FTE PLC Instructional Coordinator, 2 years, direct school support PreK-12
School Type:	Traditional Public School	1.0 FTE Student Success Coordinator, 2 years, direct school support PreK-12
Optional Program Code:		.04 Graduation Coach, 2 years 9-12, direct student support
Location	Oak Ridge (012)	

Code:		
Quantity:	1.00	
Cost:	\$66,224.00	
Line Item Total:	\$66,224.00	
Account Number:	72210 - Support Services/Regular Instruction Program	<p>Instructional Technology Coach 2 years, 1 FTE: to facilitate new technology tools and support for students and teachers for two years. 3.0 FTE PLC Instructional Coach 2 years, direct school support K-8 1.0 FTE PLC Instructional Coordinator, 2 years, direct school support PreK-12 1.0 FTE Student Success Coordinator, 2 years, direct school support PreK-12 .04 Graduation Coach, 2 years 9-12, direct student support</p>
Line Item Number:	204 - State Retirement	
Focus Area:	Addressing Learning Loss: Coordinat...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$110,017.00	
Line Item Total:	\$110,017.00	
Account Number:	72210 - Support Services/Regular Instruction Program	
Line Item	206 - Life Insurance	<p>Instructional Technology Coach 2 years, 1 FTE: to facilitate new technology tools and support for students and teachers for two years. 3.0 FTE PLC Instructional Coach 2 years, direct school support</p>

Number:		K-8
Focus Area:	Addressing Learning Loss: Coordinat...	1.0 FTE PLC Instructional Coordinator, 2 years, direct school support PreK-12
School Type:	Traditional Public School	1.0 FTE Student Success Coordinator, 2 years, direct school support PreK-12
Optional Program Code:		.04 Graduation Coach, 2 years 9-12, direct student support
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$1,386.00	
Line Item Total:	\$1,386.00	
Account Number:	72210 - Support Services/Regular Instruction Program	Instructional Technology Coach 2 years, 1 FTE: to facilitate new technology tools and support for students and teachers for two years.
Line Item Number:	207 - Medical Insurance	3.0 FTE PLC Instructional Coach 2 years, direct school support K-8
Focus Area:	Addressing Learning Loss: Coordinat...	1.0 FTE PLC Instructional Coordinator, 2 years, direct school support PreK-12
School Type:	Traditional Public School	1.0 FTE Student Success Coordinator, 2 years, direct school support PreK-12
Optional Program Code:		.04 Graduation Coach, 2 years 9-12, direct student support
Location	Oak Ridge (012)	

Code:		
Quantity:	1.00	
Cost:	\$148,395.00	
Line Item Total:	\$148,395.00	
Account Number:	72210 - Support Services/Regular Instruction Program	Instructional Technology Coach 2 years, 1 FTE: to facilitate new technology tools and support for students and teachers for two years. 3.0 FTE PLC Instructional Coach 2 years, direct school support K-8 1.0 FTE PLC Instructional Coordinator, 2 years, direct school support PreK-12 1.0 FTE Student Success Coordinator, 2 years, direct school support PreK-12 .04 Graduation Coach, 2 years 9-12, direct student support
Line Item Number:	208 - Dental Insurance	
Focus Area:	Addressing Learning Loss: Coordinat...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$4,020.50	
Line Item Total:	\$4,020.50	
Account Number:	72210 - Support Services/Regular Instruction Program	
Line Item	212 - Employer Medicare	Instructional Technology Coach 2 years, 1 FTE: to facilitate new technology tools and support for students and teachers for two years. 3.0 FTE PLC Instructional Coach 2 years, direct school support

Number:		K-8
Focus Area:	Addressing Learning Loss: Coordinat...	1.0 FTE PLC Instructional Coordinator, 2 years, direct school support PreK-12
School Type:	Traditional Public School	1.0 FTE Student Success Coordinator, 2 years, direct school support PreK-12
Optional Program Code:		.04 Graduation Coach, 2 years 9-12, direct student support
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$15,488.00	
Line Item Total:	\$15,488.00	
Account Number:	72210 - Support Services/Regular Instruction Program	Vision Ins. Instructional Technology Coach 2 years, 1 FTE: to facilitate new technology tools and support for students and teachers for two years.
Line Item Number:	299 - Other Fringe Benefits	Vision Ins. 3.0 FTE PLC Instructional Coach 2 years, direct school support K-8
Focus Area:	Addressing Learning Loss: Coordinat...	1.0 FTE PLC Instructional Coordinator, 2 years, direct school support PreK-12
School Type:	Traditional Public School	1.0 FTE Student Success Coordinator, 2 years, direct school support PreK-12
Optional Program Code:		.04 Graduation Coach, 2 years 9-12, direct student support
Location	Oak Ridge (012)	

Code:		
Quantity:	1.00	
Cost:	\$1,188.00	
Line Item Total:	\$1,188.00	
Account Number:	72210 - Support Services/Regular Instruction Program	Professional Development for high quality math curriculum (Kiddom/Illustrative Mathematics), 2 years, \$80,000 PD for High quality reading curriculum (Better Lesson & Learn Zillion), 1.5 years, \$30,000 PD for new SEL curriculum (Character Counts/Purposeful People), SEL student survey & Profile tool (ECRA), and Naviance Career exploration expansion, 2 years \$70,000
Line Item Number:	524 - In-Service / Staff Development	
Focus Area:	Addressing Learning Loss: Coordinat...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$180,000.00	
Line Item Total:	\$180,000.00	
Total for 72210 - Support Services/Regular Instruction Program:		
Total for all other Account Numbers:		\$5,413,827.41

Total for all Account Numbers:

\$7,008,669.91

Adjusted Allocation:

\$7,008,669.91

Remaining:

\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant
 72710 - Transportation - \$330,000.00

Budget Detail		Narrative Description
Account Number:	72710 - Transportation	Buses for afterschool and summer programming for two years
Line Item Number:	312 - Contracts with Private Agencies	
Focus Area:	Addressing Learning Loss: Coordinat...	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$330,000.00	
Line Item Total:	\$330,000.00	
Total for 72710 - Transportation:		
Total for all other Account Numbers:		\$6,678,669.91

Total for all Account Numbers:	\$7,008,669.91
Adjusted Allocation:	\$7,008,669.91
Remaining:	\$0.00

Budget Detail

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

76100 - Regular Capital Outlay - \$148,000.00 ▼

Budget Detail		Narrative Description
Account Number:	76100 - Regular Capital Outlay	<p>Air quality improvement - replacement of HVAC systems that are at or past useful life and installation of ionization technology (Needle Point Bi Polar Ionization - NPBI). The key benefits of these building improvements include killing germs, viruses, and mold, and improve total air quality.</p>
Line Item Number:	707 - Building Improvements	
Focus Area:	School Facility Repairs	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$148,000.00	
Line Item Total:	\$148,000.00	
Total for 76100 - Regular Capital Outlay:		
Total for all other Account Numbers:		\$6,860,669.91

Total for all Account Numbers:	\$7,008,669.91
Adjusted Allocation:	\$7,008,669.91
Remaining:	\$0.00

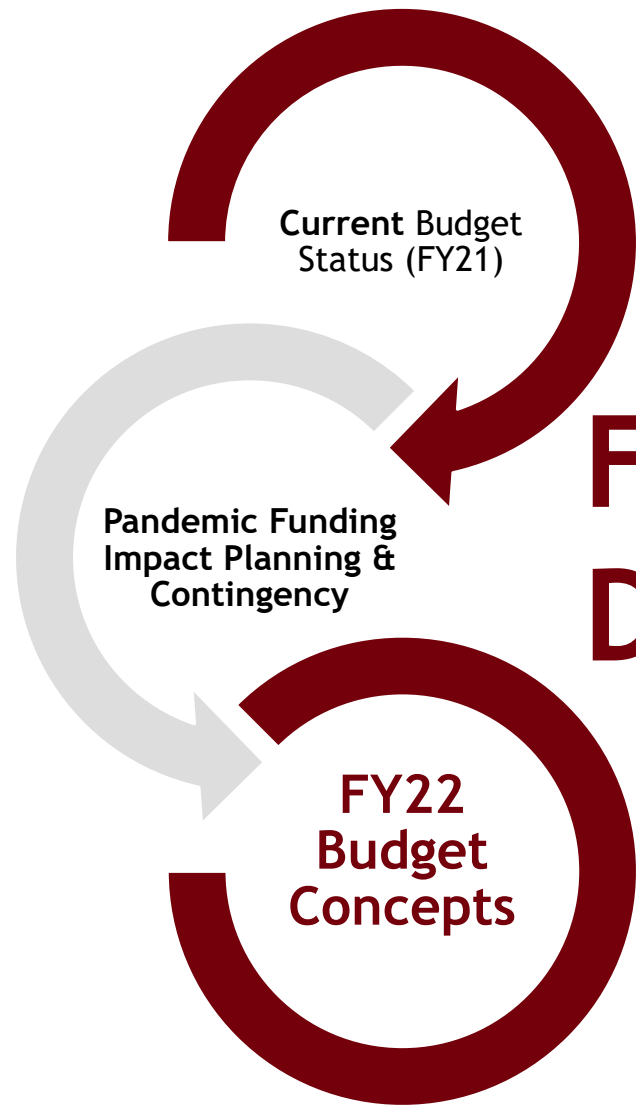
Budget Detail

Oak Ridge (012) Public District - FY 2022 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 - Rev 0 - Elementary and Secondary School Emergency Relief (ESSER) 3.0 Grant

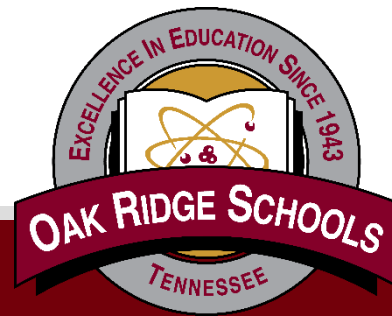
99100 - Transfers Out - \$400,000.00 ▼

Budget Detail		Narrative Description
Account Number:	99100 - Transfers Out	Indirect costs
Line Item Number:	504 - Indirect Cost	
Focus Area:	Indirect Cost	
School Type:	Traditional Public School	
Optional Program Code:		
Location Code:	Oak Ridge (012)	
Quantity:	1.00	
Cost:	\$400,000.00	
Line Item Total:	\$400,000.00	
Total for 99100 - Transfers Out:		
Total for all other Account Numbers:		\$6,608,669.91

Total for all Account Numbers:	\$7,008,669.91
Adjusted Allocation:	\$7,008,669.91
Remaining:	\$0.00



Fiscal Year '22 Budget Development Concepts



Current Year Budget Status (FY21)

FY21 Budget vs. Actual

*Thorough review and monitoring of monthly financial reports and trend data

*Budget is being closely monitored on both the revenue and expenditure sides

Staffing

Personnel represent the largest percentage of the ORS budget.

In order to maintain a world class school system, the district employs over 650 people as teachers, administrators, psychologists, counselors, librarians, teaching assistants, office staff, technology specialists, food service workers, operations and maintenance personnel, as well as others including substitutes and support staff.

We recognize that effective teachers are the key to student success and ORS strives to hire the best and brightest. Currently, 81% of the licensed staff hold advanced degrees and all are licensed.

Staffing ratios follow federal, state, and local guidelines

FY21 Staff Changes

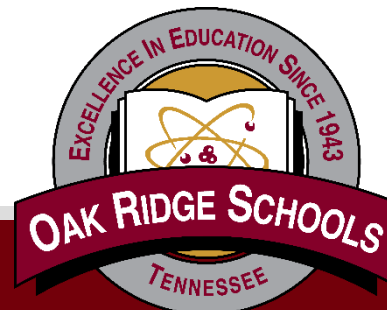
Since the adoption of the FY21 Budget, the following positions have been added repurposed or removed:

GENERAL FUNDS:

- +1.0 NJROTC Teacher at ORHS (Approved by BOE on 7/17/20)
- +1.0 Paraprofessional at Woodland (Approved by BOE on 8/3/20)
- .50 Reading Specialist Teacher at Woodland (Replaced with 1.0 Paraprofessional)
- +1.0 Paraprofessional at Willow Brook (Approved by BOE on 7/17/20)
- .50 Reading Specialist Teacher At Willow Brook (Replaced with 1.0 Paraprofessional)
- +.50 Temporary ConnectOR Teacher at ORHS (General Fund)

FEDERAL FUND:

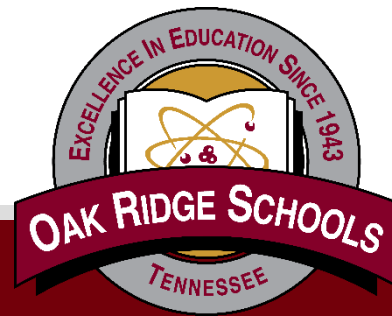
- +.50 Temporary ConnectOR Teacher at ORHS (Federal Grant Funding)
- +Three .75 Teacher Assistants at Preschool (Head Start Grant-federal funding)



FY22 Budget Concepts...

FY 22 Student Enrollment Projection Overview (Details are outlined in the following 2021-2022 Enrollment Projections document)

FY22 Enrollment Projections	ORHS	Middle Schools	Elementary Schools
Overall decrease of 89 students from October, 2020 Most significant decrease at RMS.	Projected decrease of 30 students	Decrease of 56 students at one middle school and an increase of 6 students at the other middle school	Projected Increases at two west side elementary schools; and decreases at two east side elementary schools





Oak Ridge
SCHOOLS

2021 - 2022 Enrollment Projections

School	K	1	2	3	4	5	6	7	8	9	10	11	12	Total K-12	Current Year (10/1)	Diff
Glenwood	64	60	66	65	63									318	346	-28
Linden	80	86	95	91	81									433	423	10
Willow Brook	73	76	85	73	64									371	364	7
Woodland	82	76	80	89	86									413	414	-1
Jefferson						161	191	198	180					730	724	6
Robertsville						145	171	152	181					649	702	-53
ORHS										378	392	374	360	1,504	1,534	-30
Projected Enrollment 2021-22	299	298	326	318	294	306	362	350	361	378	392	374	360	4,418	4,507	-89
Current Year (10/1)	298	324	321	299	305	354	347	362	363	395	387	367	385	4,507		
Difference	1	-26	5	19	-11	-48	15	-12	-2	-17	5	7	-25	-89		

Staffing

Anticipated New Expenditures for Staffing

The overall number of positions required will depend upon enrollment and meeting district and state guidelines for student-teacher ratios as well as program/department initiatives

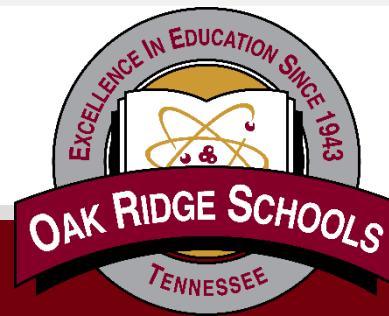
Compensation

Cost of Step Increase for all eligible Staff

The total financial impact to grant a step increase to all eligible staff is \$553,725 (includes salary & benefits)

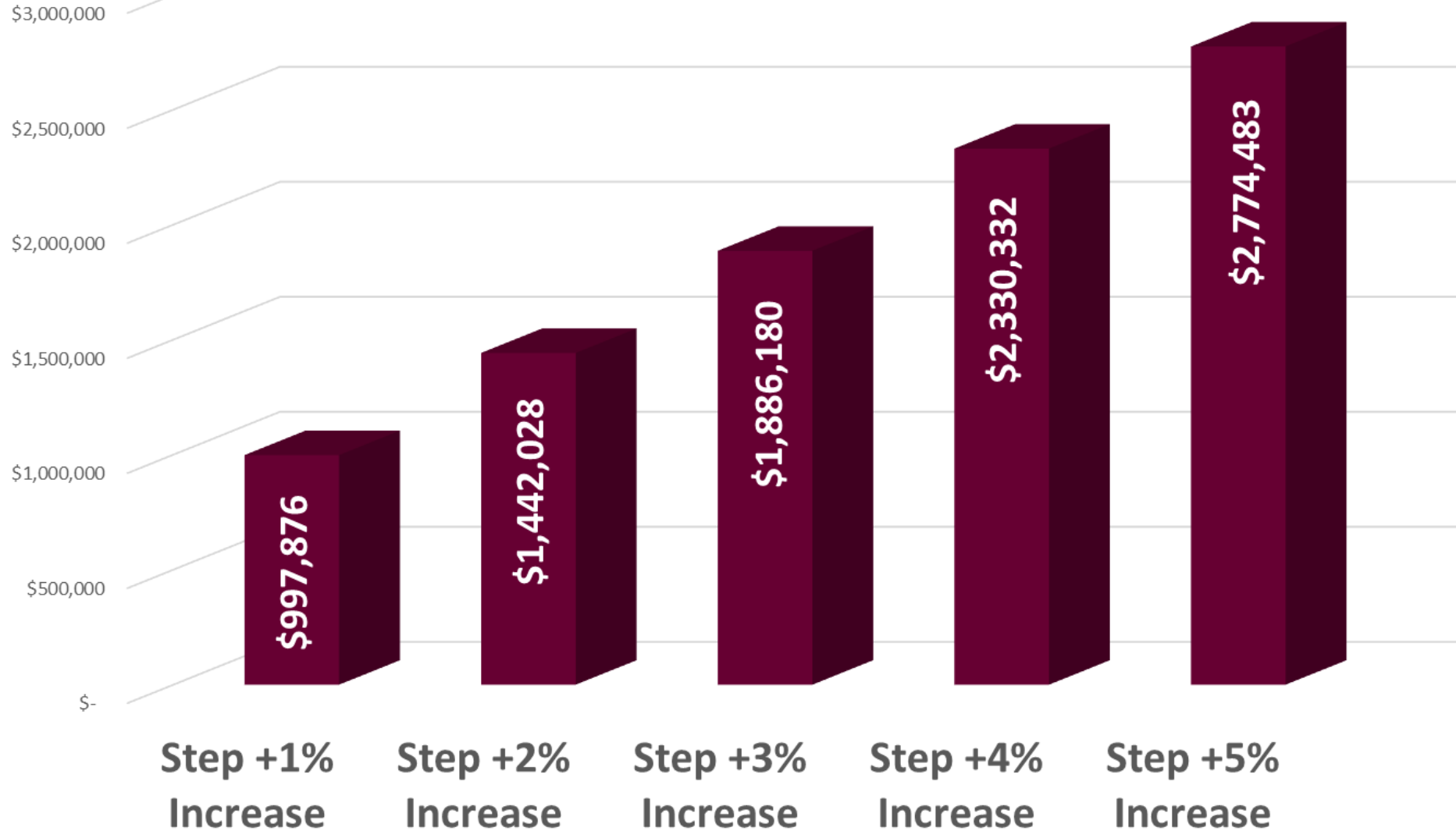
Salaries

Oak Ridge Schools will strive to support salaries that are competitive with Districts throughout the State.



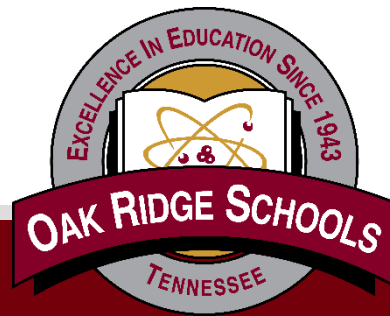
Cost of Step and Percentage Increase

(includes Cost of Step Increase for eligible Staff)



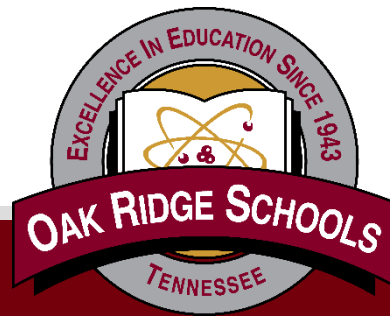
Benefits

- Licensed Staff retirement benefit will increase .03% (from 10.27% to 10.30%)
- Non-Licensed Staff retirement benefit will decrease 3.08% (from 9.97% to 6.89%)
- No projection has been received from the State for Employee Health Insurance
- No increase in Dental, Vision, or Life Insurance for FY22



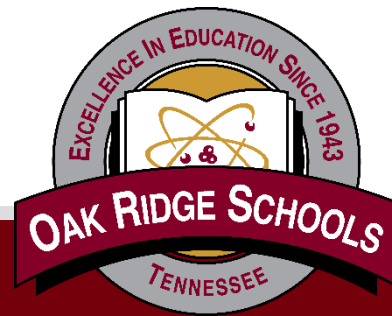
Budget Goals

- Focus on opportunities that will improve and enhance the Portrait of a Graduate
- Focus on finding the best possible alignment of resources and student success
- Expand opportunities for students
- Increase opportunities for partnership with local industries
- Increase efficiency and effectiveness
- Maintain effective strategy for cohesive operation and allow for flexibility for future budget implications



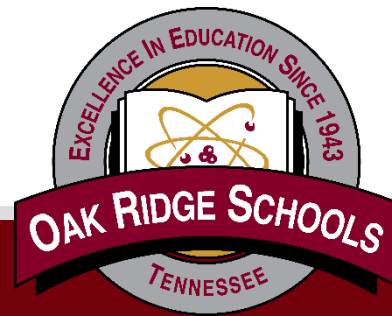
CIP

- Need for increase of investment for aging facilities
- Continue to emphasize the need for replacement of facility roofs
- Benefits of successful partnership between the City and School District on the Energy Services Project conducted by ESG. Continuation of partnership with Phase II
- Evaluate building conditions and review possible impact(s) on educational services of continued deferred capital improvement funding



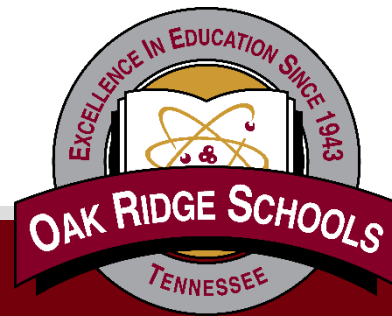
Revenues

- BEP Estimates from the State for FY22 will be received in April, May, June, and the final appropriation will not be confirmed until July, 2021
- No increase in City Maintenance of Effort is anticipated for FY22
- Sales and Property taxes from Anderson and Roane County will be projected based upon recent historical information combined with the most current information available during budget development. Estimates will be adjusted to reflect and align with current influences and any estimated reductions by State and Local Governments

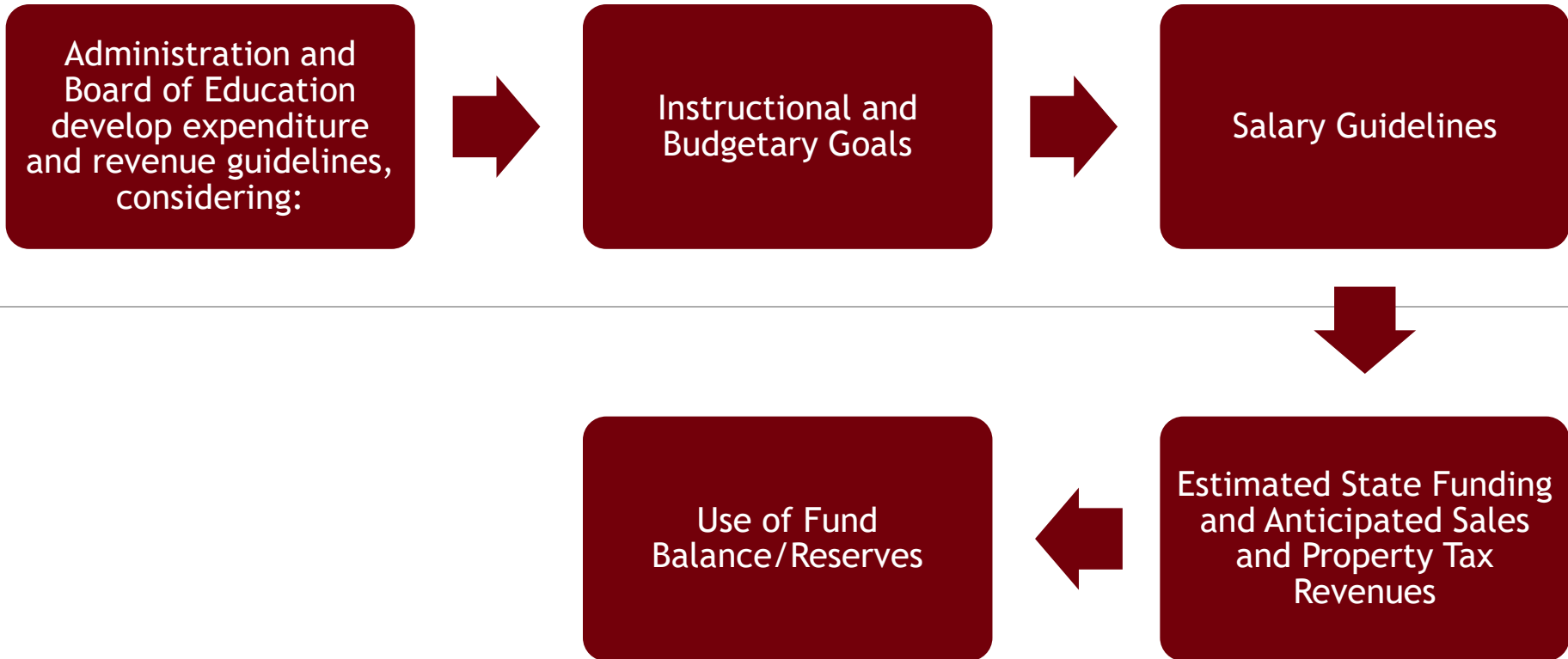


Expenditure considerations for Budget Planning and Projections

- Attract and retain high quality staff (81% of current budget is related to staff salaries/benefits)
- Annual health insurance increase will be available in late April
- Substantial retirement benefit decrease for non-certified staff
- No increase in employee Dental, Vision, and Life Insurance Benefits
- Support for high quality curriculum and materials development and adoption
- Payment 4 of 15 for ESG Phase I Improvements
- Payment 1 of 20 for ESG Phase II Improvements
- No capital lease payments budgeted



FY'22 Budget Planning Process



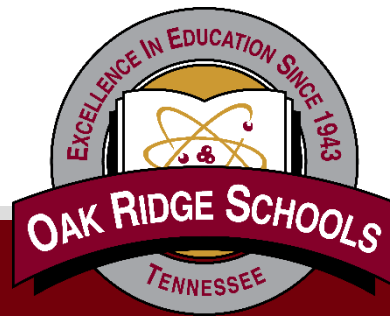
Budget Presentation, Development, and Approval Process... next steps

May

- **May 5th** First Draft of Budget sent to BOE
- **May 10th 5:30 p.m.** Special BOE Meeting - Budget presented to BOE... City Council will visit for Budget Presentation
- **May 10th 7:00 p.m.** **City Council Meeting - FY21 Budget Amendment 1st Reading**
- **May 12th 5:30 p.m.** Special BOE Meeting - Budget Work Session
- **May 17th 5:30 p.m.** Special BOE Meeting - Budget Work Session... Line by Line Review of Budget
- **May 18th:** **Special City Council Meeting - FY21 Budget Amendment 2nd Reading**
- **May 19th 5:30 p.m.** Special BOE Meeting - Public Hearing and 1st Reading
- **May 24th 6:00 p.m.** Regular BOE Meeting - Adoption of FY22 Budget - 2nd Reading
- **May 28th** Budget Transmitted to City

June

- **June 1st** - City Council Meeting - City Manager presents Budget to City Council/Public Hearing for Appropriations Ordinance
- **June 7th** - City Council Meeting... 1st Reading of Appropriations Ordinance
- **June 14th** - City Council Meeting... 2nd Reading of Appropriations Ordinance

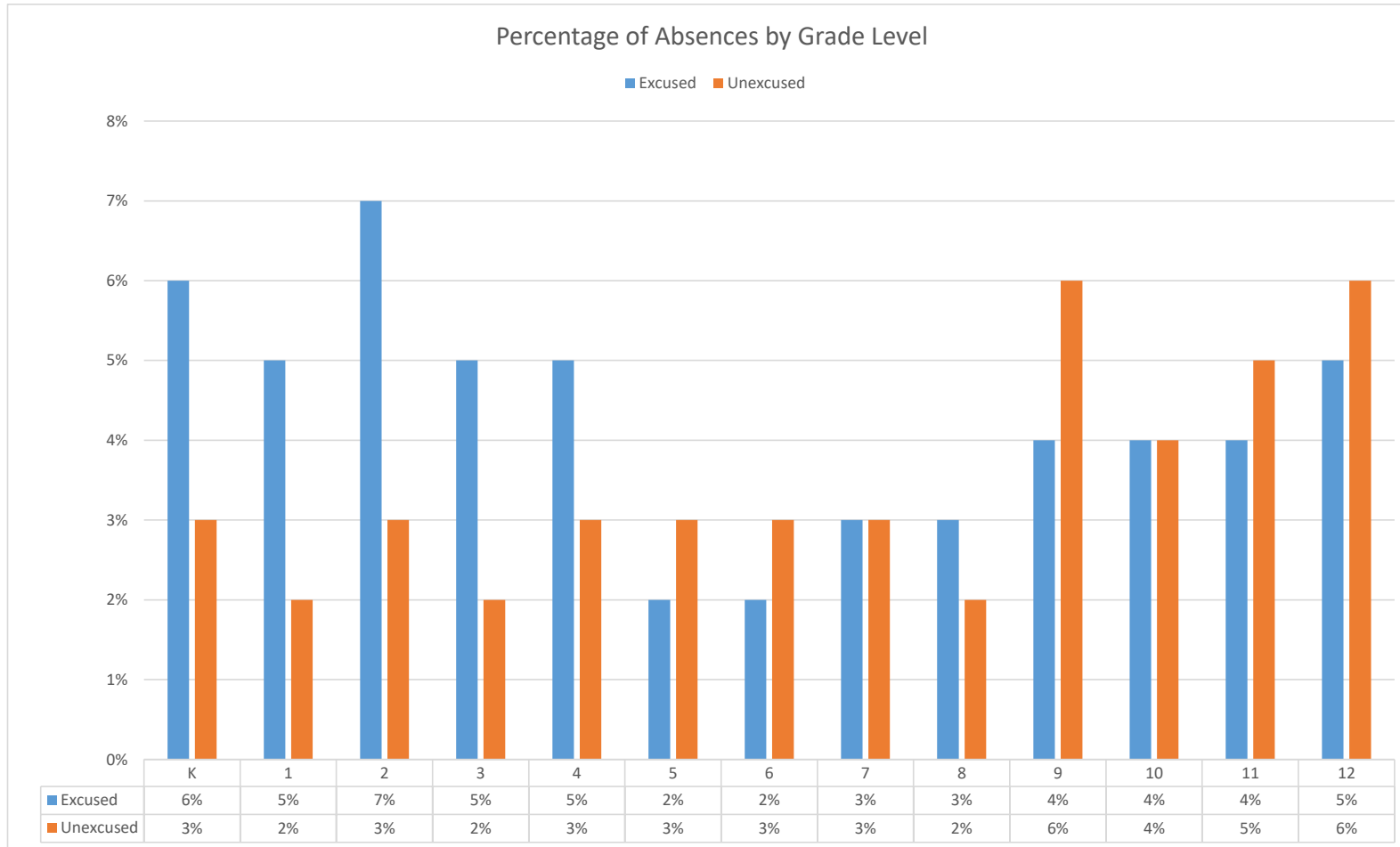


Attendance Graphs

The graphs below display excused and unexcused absence totals, total enrollment, and attendance percentages by grade and reporting period.

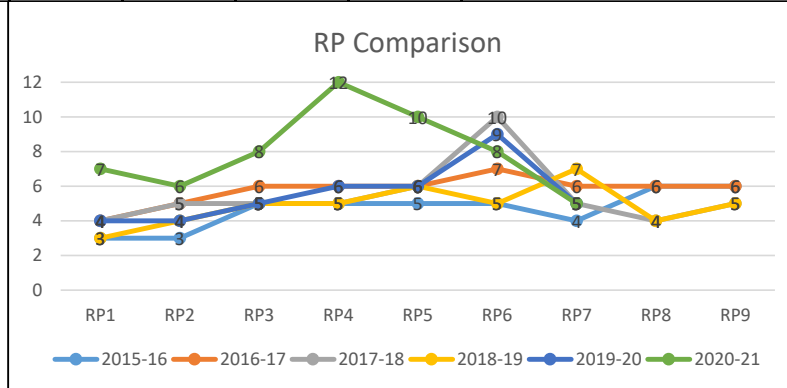
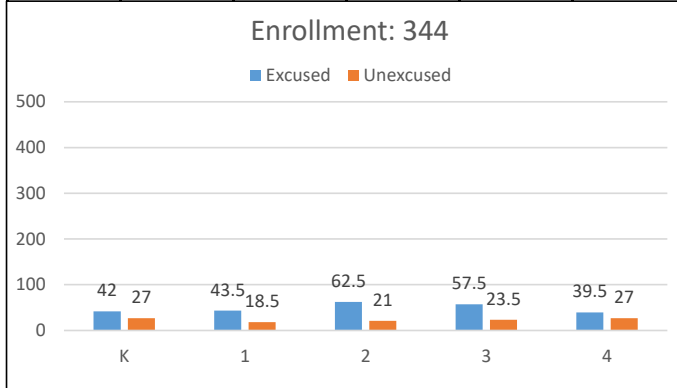
The data was compiled using information from attendance detail and summary reports and entity counts reports.

Reporting Period 7: 2/22/2021-4/5/2021



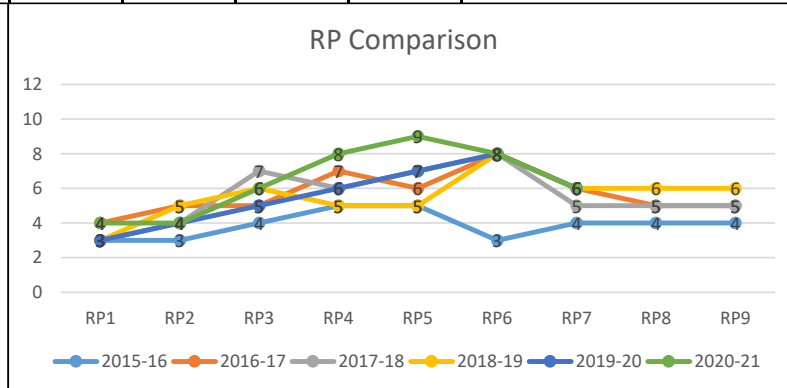
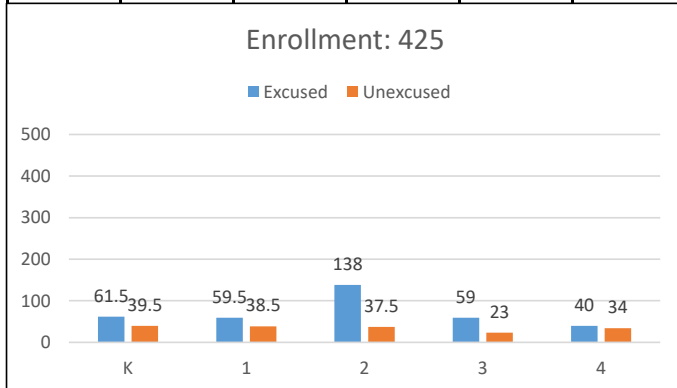
2015-16	RP1: 3%	RP2: 3%	RP3: 5%	RP4: 5%	RP5: 5%	RP6: 5%	RP7: 4%	RP8: 6%	RP9: 6%
2016-17	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6%	RP5: 6%	RP6: 7%	RP7: 6%	RP8: 6%	RP9: 6%
2017-18	RP1: 4%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 10%	RP7: 5%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 5%	RP7: 7%	RP8: 4%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6%	RP6: 8.8%	RP7: 4.9%	Covid-19	Covid-19
2020-21	RP1: 7.3%	RP2: 5.8%	RP3: 8.1%	RP4: 11.6%	RP5: 9.9%	RP6: 7.5%	RP7: 5.3%		

Glenwood



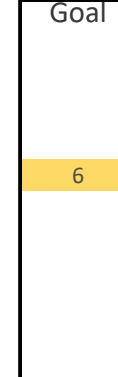
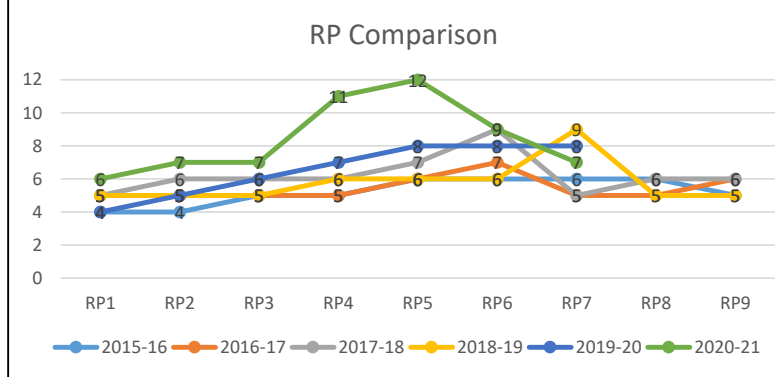
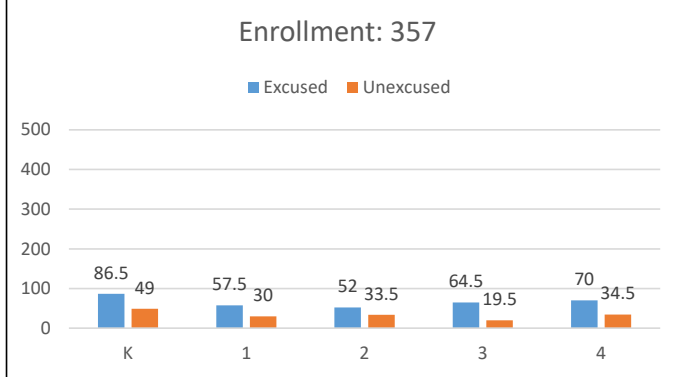
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2016-17	RP1: 4%	RP2: 5%	RP3: 5%	RP4: 7%	RP5: 6%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 5%
2017-18	RP1: 3%	RP2: 4%	RP3: 7%	RP4: 6%	RP5: 7%	RP6: 8%	RP7: 5%	RP8: 5%	RP9: 5%
2018-19	RP1: 3%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 6%	RP9: 6%
2019-20	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.8%	RP6: 7.7%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 4.3%	RP2: 4.3%	RP3: 6.1%	RP4: 7.7%	RP5: 9.1%	RP6: 7.9%	RP7: 6.2%		

Linden



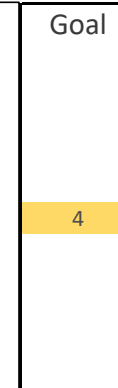
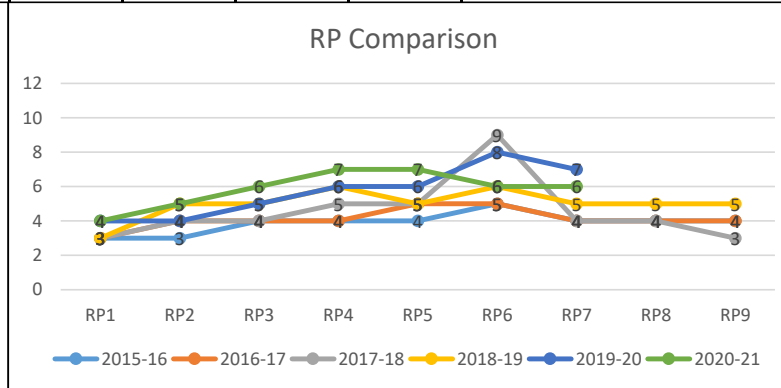
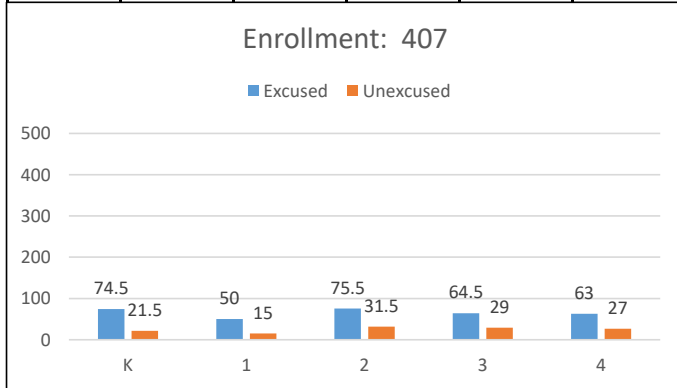
2015-16	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5%	RP5: 6%	RP6: 6%	RP7: 6%	RP8: 6%	RP9: 5%
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2017-18	RP1: 5%	RP2: 6%	RP3: 6%	RP4: 6%	RP5: 7%	RP6: 9%	RP7: 5%	RP8: 6%	RP9: 6%
2018-19	RP1: 5%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 6%	RP7: 9%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.6%	RP5: 7.8%	RP6: 8.4%	RP7: 7.5%	Covid-19	Covid-19
2020-21	RP1: 6.1%	RP2: 7.1%	RP3: 7.3%	RP4: 11%	RP5: 11.7%	RP6: 8.9%	RP7: 6.9%		

Willow Brook



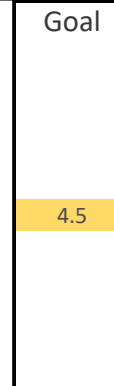
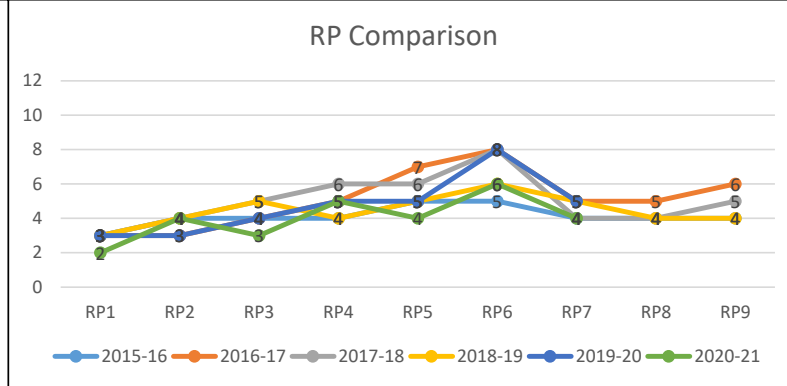
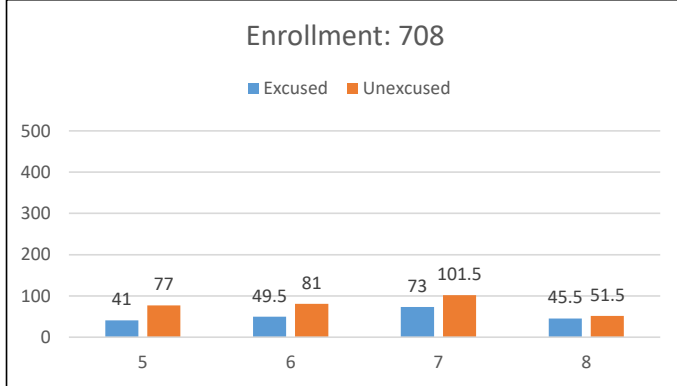
2015-16	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 4%	RP5: 4%	RP6: 5%	RP7: 4%	RP8: 4%	RP9: 4%
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2017-18	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 5%	RP5: 5%	RP6: 9%	RP7: 4%	RP8: 4%	RP9: 3%
2018-19	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 5%	RP9: 5%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.6%	RP5: 6.2%	RP6: 8.4%	RP7: 6.6%	Covid-19	Covid-19
2020-21	RP1: 4.1%	RP2: 4.9%	RP3: 6.2%	RP4: 7.1%	RP5: 7.1%	RP6: 5.9%	RP7: 5.5%		

Woodland



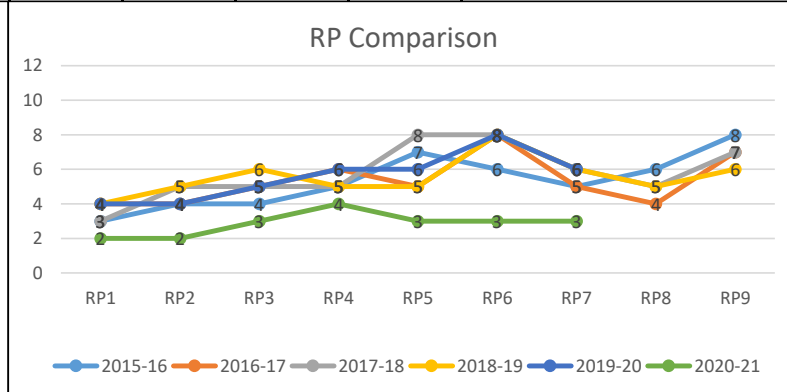
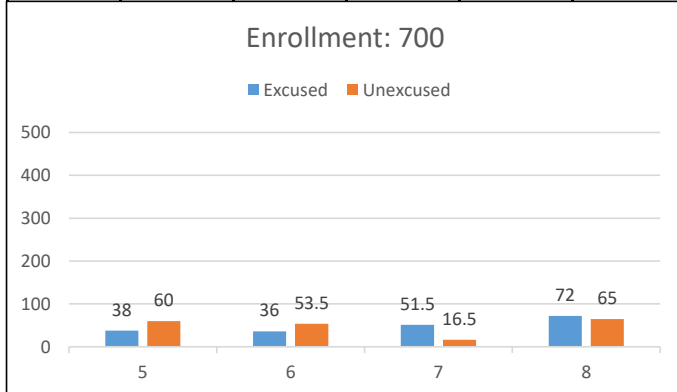
2015-16	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 4%	RP5: 5%	RP6: 5%	RP7: 4%	RP8: 4%	RP9: 4%
2016-17	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 7%	RP6: 8%	RP7: 5%	RP8: 5%	RP9: 6%
2017-18	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 8%	RP7: 4%	RP8: 4%	RP9: 5%
2018-19	RP1: 3%	RP2: 4%	RP3: 5%	RP4: 4%	RP5: 5%	RP6: 6%	RP7: 5%	RP8: 4%	RP9: 4%
2019-20	RP1: 3%	RP2: 3%	RP3: 4%	RP4: 5%	RP5: 4.9%	RP6: 8.4%	RP7: 5.2%	Covid-19	Covid-19
2020-21	RP1: 2.2%	RP2: 4.1%	RP3: 3.4%	RP4: 4.5%	RP5: 3.8%	RP6: 5.7%	RP7: 3.7%		

Jefferson



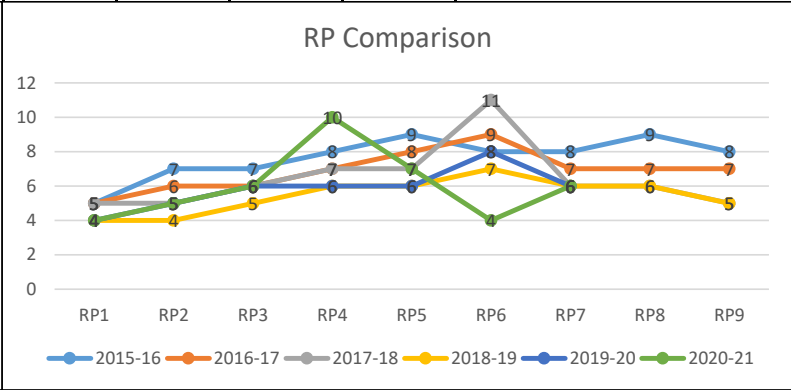
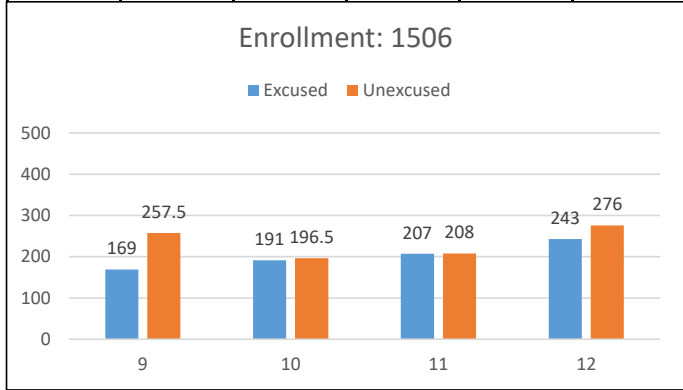
2015-16	RP1: 3%	RP2: 4%	RP3: 4%	RP4: 5%	RP5: 7%	RP6: 6%	RP7: 5%	RP8: 6%	RP9: 8%
2016-17	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 5%	RP6: 8%	RP7: 5%	RP8: 4%	RP9: 7%
2017-18	RP1: 3%	RP2: 5%	RP3: 5%	RP4: 5%	RP5: 8%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 7%
2018-19	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 5%	RP5: 5%	RP6: 8%	RP7: 6%	RP8: 5%	RP9: 6%
2019-20	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 5.7%	RP5: 5.6%	RP6: 7.9%	RP7: 5.7%	Covid-19	Covid-19
2020-21	RP1: 2%	RP2: 2.3%	RP3: 3.4%	RP4: 4%	RP5: 2.7%	RP6: 3.3%	RP7: 2.8%		

Robertsville



2015-16	RP1: 5%	RP2: 7%	RP3: 7%	RP4: 8%	RP5: 9%	RP6: 8%	RP7: 8%	RP8: 9%	RP9: 8%
2016-17	RP1: 5%	RP2: 6%	RP3: 6%	RP4: 7%	RP5: 8%	RP6: 9%	RP7: 7%	RP8: 7%	RP9: 9%
2017-18	RP1: 5%	RP2: 5%	RP3: 6%	RP4: 7%	RP5: 7%	RP6: 11%	RP7: 6%	RP8: 6%	RP9: 5%
2018-19	RP1: 4%	RP2: 4%	RP3: 5%	RP4: 6%	RP5: 6%	RP6: 7%	RP7: 6%	RP8: 6%	RP9: 5%
2019-20	RP1: 4%	RP2: 5%	RP3: 6%	RP4: 6.2%	RP5: 6.4%	RP6: 7.6%	RP7: 6.4%	Covid-19	Covid-19
2020-21	RP1: 3.6%	RP2: 4.6%	RP3: 5.5%	RP4: 9.9%	RP5: 3.9%	RP7: 5.8%			

ORHS



Goal
6

Oak Ridge Schools

7th Attendance Period

April 8, 2021

These numbers reflect the **2020-2021** Skyward Student Management System (Entity) active student enrollment count as of **April 8, 2021**.

The total includes **41** private school and home schooled students receiving Special Ed services.



Oak Ridge Schools

Enrollment Entity Counts 7th RP 2020-21

April 9, 2021

School	P3	P4	K	1	2	3	4	5	6	7	8	9	10	11	12	Total PK-12 2020-21	Previous 6th RP 2020-21	Diff
Preschool	93	101														194	189	5
Glenwood			58	67	72	67	80									344	344	0
Linden			81	98	98	78	70									425	426	-1
Willow Brook			77	77	63	69	71									357	360	-3
Woodland			85	74	81	82	85									407	408	-1
JMS								177	179	182	170					708	705	3
RMS								171	157	183	189					700	704	-4
ORHS												393	383	355	375	1506	1511	-5
Enrollment 2020-21	93	101	301	316	314	296	306	348	336	365	359	393	383	355	375	4641	4647	-6
Prev. 6th RP 2020-21	88	101	300	320	318	295	305	347	340	361	361	394	382	359	376	4647		
Difference	5	0	1	-4	-4	1	1	1	-4	4	-2	-1	1	-4	-1	-6		

This report compares the 2020-21 7th RP period enrollment with the 2020-21 6th RP period.

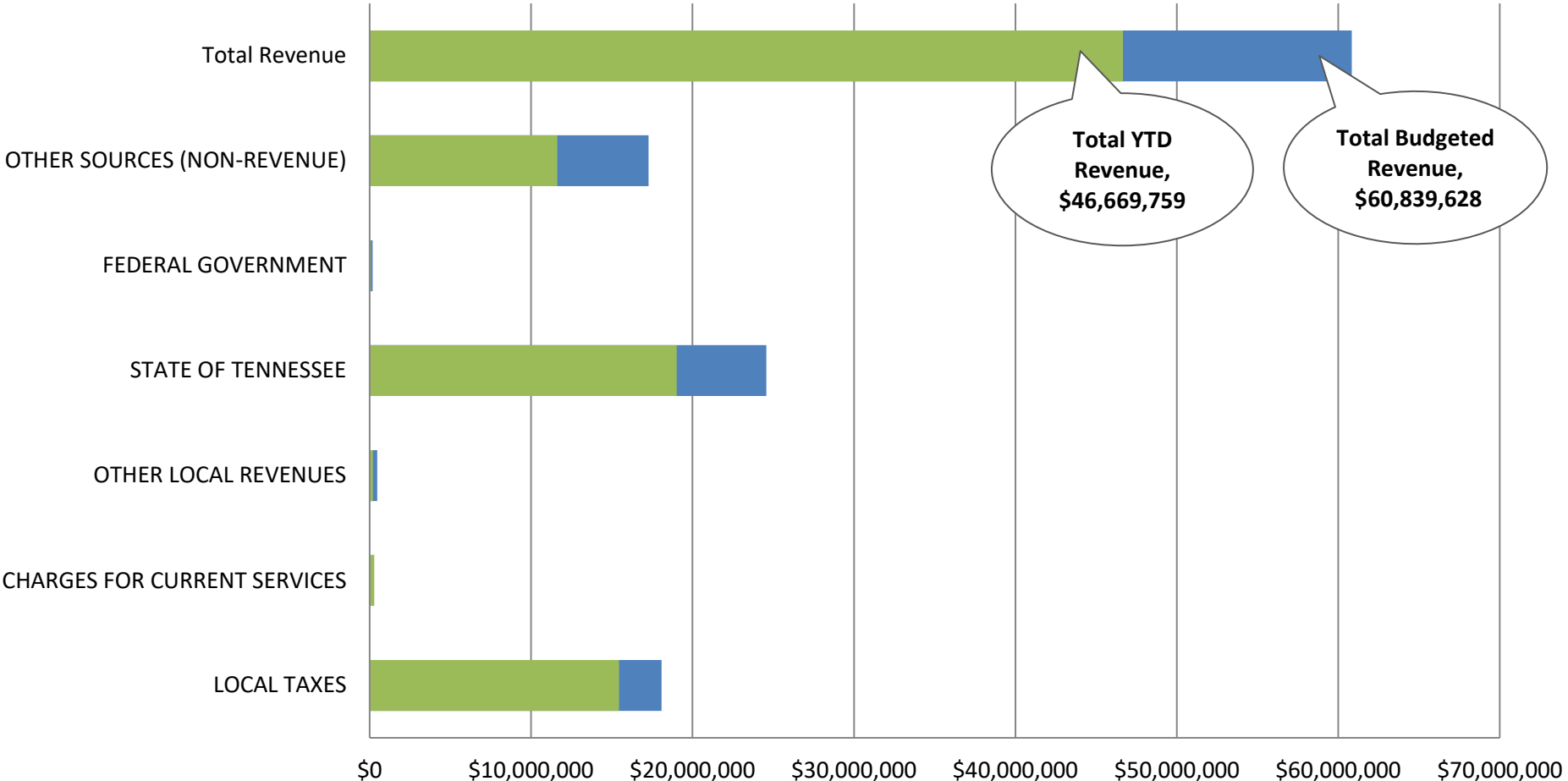
Acct	Acct	2020-21 FYTD Budget	March 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	2020-21 Encumbered Amount	Unencumbered Budget Remaining
40110	Current Property Tax	11,711,350.00	3,549,571.16	10,230,797.80	87.36%	1,480,552.20		1,480,552.20
40210	Local Option Sales Tax	6,366,339.00	858,968.36	5,216,204.32	81.93%	1,150,134.68		1,150,134.68
40275	Mixed Drink Tax	125.00	5.24	194.25	155.40%	-69.25		-69.25
40280	Mineral Severance Tax	125.00		5.30	4.24%	119.70		119.70
43511	Tuition - Regular Day Students	245,000.00	19,838.79	282,861.16	115.45%	-37,861.16		-37,861.16
43513	Tuition - Summer School	12,000.00		150.00	1.25%	11,850.00		11,850.00
43533	Transportation Fees	5,000.00		70.00	1.40%	4,930.00		4,930.00
44110	Interest Earned	140,000.00	924.49	14,468.96	10.33%	125,531.04		125,531.04
44120	Lease/Rentals	18,000.00	560.00	905.00	5.03%	17,095.00		17,095.00
44170	Miscellaneous Refunds	2,500.00	1,114.77	6,261.99	250.48%	-3,761.99		-3,761.99
44530	Sale of Equipment	35,000.00	1,292.80	28,356.10	81.02%	6,643.90		6,643.90
44570	Contributions & Gifts	195,553.00	50,000.00	136,729.00	69.92%	58,824.00		58,824.00
44990	Other Local Revenues	75,000.00	4,798.71	7,423.21	9.90%	67,576.79		67,576.79
46511	Basic Education Program	23,331,000.00	2,350,900.00	18,616,200.00	79.79%	4,714,800.00		4,714,800.00
46515	Early Childhood Education	460,110.64	43,994.92	269,914.42	58.66%	190,196.22		190,196.22
46590	Other State Education Funds	75,000.00	6,798.48	51,002.25	68.00%	23,997.75		23,997.75
46610	Career Ladder Program	133,500.00		64,081.94	48.00%	69,418.06		69,418.06
46980	Other State Grants	534,154.77				534,154.77		534,154.77
46990	Other State Revenues	45,189.00	17,925.91	27,176.41	60.14%	18,012.59		18,012.59
47143	Special Education Grants	50,000.00				50,000.00		50,000.00
47630	Public Law 874 - Maint/Operat.	55,000.00		63,300.00	115.09%	-8,300.00		-8,300.00
47640	ROTC Reimbursement	73,772.00		26,497.86	35.92%	47,274.14		47,274.14
49300	Capital Leases Issued	1,650,000.00				1,650,000.00		1,650,000.00
49700	Insurance Recovery	6,947.00		5,761.00	82.93%	1,186.00		1,186.00
49800	Transfers In	125,000.00		926.02	0.74%	124,073.98		124,073.98
49810	City General Fund Transfer	15,493,963.00	1,291,163.58	11,620,472.22	75.00%	3,873,490.78		3,873,490.78
-----	Revenue	60,839,628.41	8,197,857.21	46,669,759.21	76.71%	14,169,869.20		14,169,869.20
		=====	=====	=====	=====	=====		=====
71100	Regular Instruction Prgm	29,045,681.32	2,468,896.94	18,482,767.29	63.63%	10,562,914.03	8,247,209.69	2,315,704.34
71150	Alternative Instruction Prgm	827,640.00	75,935.75	553,503.94	66.88%	274,136.06	252,104.36	22,031.70
71200	Special Education Prgm	4,504,725.29	420,211.37	2,977,564.30	66.10%	1,527,160.99	1,382,707.90	144,453.09
71300	Career/Technical Education Prg	1,450,835.93	142,844.35	974,266.77	67.15%	476,569.16	457,420.15	19,149.01
71900	Contingency	1,764,420.16		-1,291.50	-0.07%	1,765,711.66		1,765,711.66
72120	Health Services	606,835.28	57,376.87	427,772.30	70.49%	179,062.98	162,694.40	16,368.58
72130	Other Student Support	1,744,076.59	120,470.73	1,197,968.20	68.69%	546,108.39	471,239.75	74,868.64
72210	Regular Inst. Support	3,340,102.13	776,788.52	2,404,453.69	71.99%	935,648.44	650,391.71	285,256.73
72220	Special Education Support	837,632.72	75,127.31	593,614.95	70.87%	244,017.77	222,223.03	21,794.74
72230	Career & Technical Prg Support	116,924.14	14,327.55	90,900.14	77.74%	26,024.00	27,065.04	-1,041.04

Acct	Acct	2020-21 FYTD Budget	March 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Budget Remaining
72250	Technology Services	2,569,883.15	254,478.18	1,918,116.33	74.64%	651,766.82	492,288.62	159,478.20
72290	Communications	119,305.02	11,612.61	87,407.79	73.26%	31,897.23	33,445.73	-1,548.50
72310	Board of Education	1,109,590.69	112,127.44	855,462.12	77.10%	254,128.57		254,128.57
72320	Director of Schools	357,863.16	29,114.44	263,063.48	73.51%	94,799.68	83,991.73	10,807.95
72410	Office of the Principal	3,885,922.41	348,314.12	2,839,610.38	73.07%	1,046,312.03	992,759.80	53,552.23
72510	Fiscal Services	856,378.80	70,224.26	629,038.87	73.45%	227,339.93	183,605.91	43,734.02
72520	Human Resources/ Personnel	416,318.28	39,530.48	319,775.36	76.81%	96,542.92	89,589.55	6,953.37
72610	Operation of Plant	4,468,565.47	348,039.91	3,096,252.53	69.29%	1,372,312.94	593,792.04	778,520.90
72620	Maintenance of Plant	1,689,052.78	143,912.32	1,252,153.60	74.13%	436,899.18	340,545.60	96,353.58
72710	Transportation	1,562,142.00	147,881.92	1,011,993.78	64.78%	550,148.22		550,148.22
73300	Community Services	4,146.80	4,146.80	4,146.80	100.00%			
73400	Early Childhood Education	460,110.64	38,732.85	308,647.27	67.08%	151,463.37	148,774.64	2,688.73
73401	Pre-K General Fund	704,536.74	90,446.17	510,676.30	72.48%	193,860.44	143,236.70	50,623.74
76100	Regular Capital Outlay	585,846.91	44,321.84	130,583.77	22.29%	455,263.14	155,107.78	300,155.36
99100	Transfers Out	83,179.00				83,179.00		83,179.00
-----	Expense	63,111,715.41	5,834,862.73	40,928,448.46	64.85%	22,183,266.95	15,130,194.13	7,053,072.82
-----	General Purpose School Fund	-2,272,087.00	2,362,994.48	5,741,310.75	70.67%	-8,013,397.75	-15,130,194.13	7,116,796.38
	Grand Revenue Totals	60,839,628.41	8,197,857.21	46,669,759.21	76.71%	14,169,869.20		14,169,869.20
	Grand Expense Totals	63,111,715.41	5,834,862.73	40,928,448.46	64.85%	22,183,266.95	15,130,194.13	7,053,072.82
	Grand Totals	2,272,087.00	2,362,994.48	5,741,310.75	-252.69%	8,013,397.75	15,130,194.13	7,116,796.38
		Loss	Profit	Profit		Loss	Loss	Profit

Number of Accounts: 1510

***** End of report *****

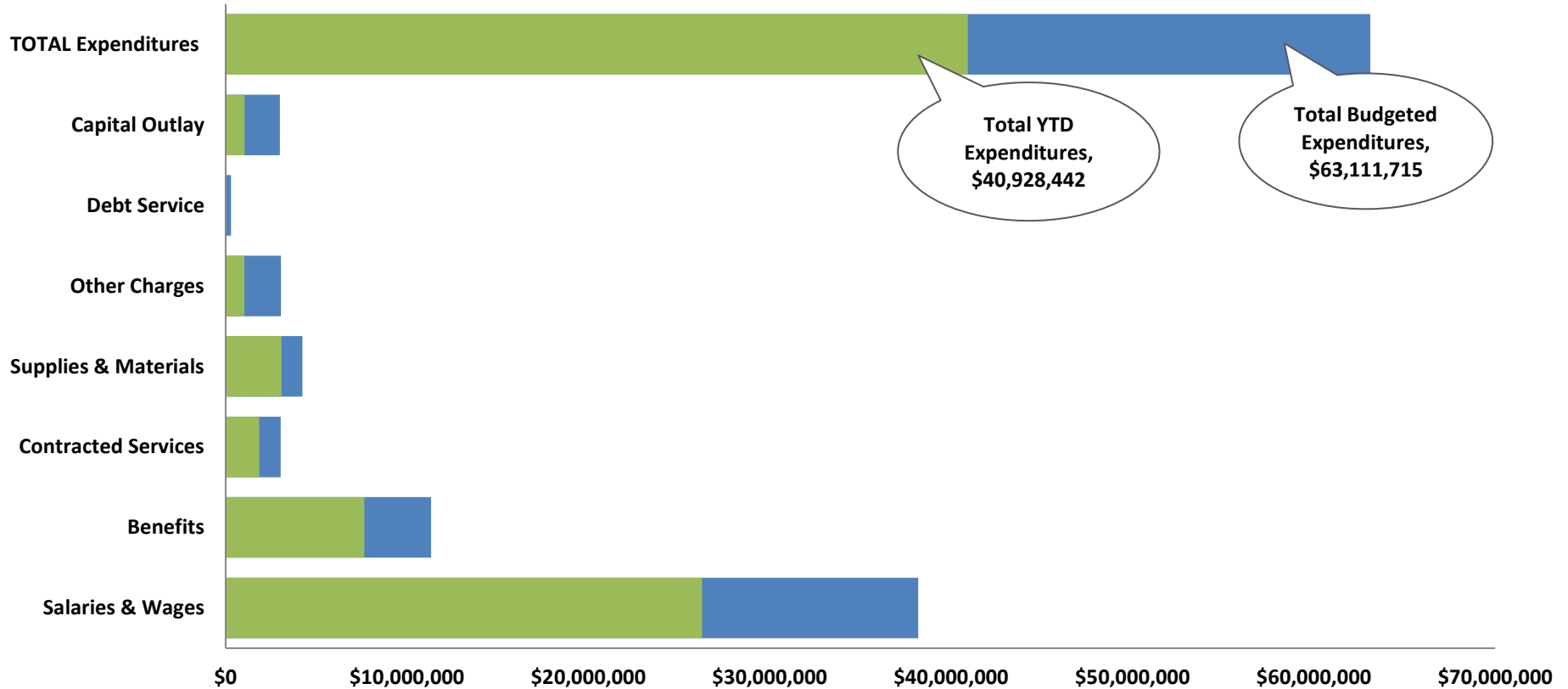
General Fund Revenue Budget to Actual Summary - March, 2021



	LOCAL TAXES	CHARGES FOR CURRENT SERVICES	OTHER LOCAL REVENUES	STATE OF TENNESSEE	FEDERAL GOVERNMENT	OTHER SOURCES (NON-REVENUE)	Total Revenue
■ Percent of Budget	0.85%	1.08%	0.42%	0.77%	0.50%	0.67%	76.71%
■ Year-To-Date	15447201.67	283081.16	194144.26	19028375.02	89797.86	11627159.24	\$46,669,759
■ FYTD Budget	18077939	262000	466053	24578954.41	178772	17275910	\$60,839,628

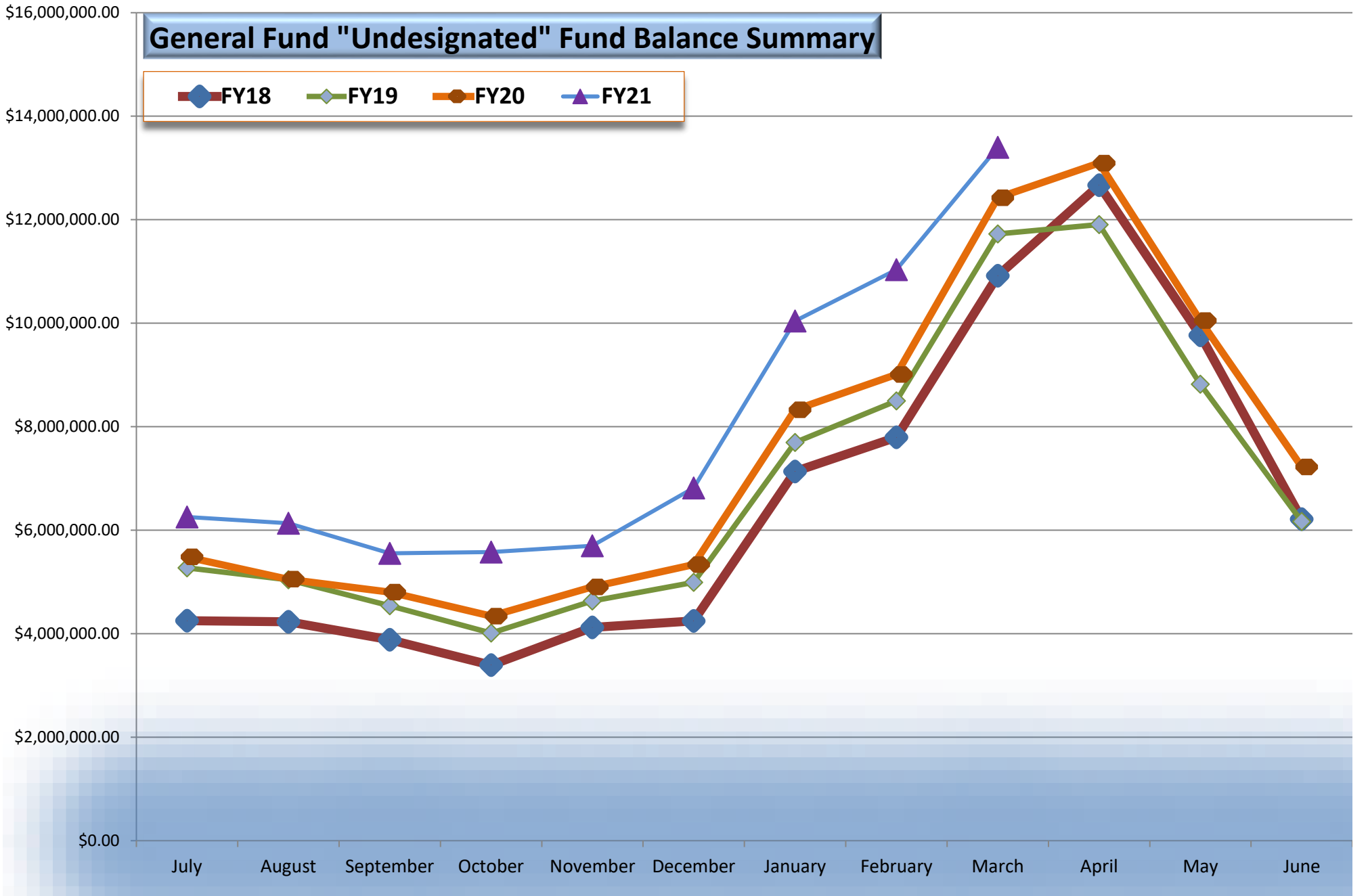
General Fund Expenditure Budget to Actual Summary by Object 2021

March,



	Salaries & Wages	Benefits	Contracted Services	Supplies & Materials	Other Charges	Debt Service	Capital Outlay	TOTAL Expenditures
FYTD %	68.81%	67.48%	61.18%	72.81%	33.73%	0	77.74%	64.85%
FYTD Activity	26,265,926.96	7,644,602.98	1,857,693.32	3,085,758.14	1,030,813.91	0	1,043,653.15	\$40,928,448
FYTD Revised Bdg	38,181,359.11	11,327,470.70	3,036,506.19	4,237,263.37	3,049,445.95	287,205.00	2,992,465.09	\$63,111,715

General Fund "Undesignated" Fund Balance Summary



Acct	Acct	2020-21 FYTD Budget	March 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
R	Revenue							
47131	Vocational Program Improvement	124,801.54	2,148.00	85,257.10	68.31%	39,544.44		39,544.44
47139	Other Vocational	150,000.00	3,497.50	150,415.43	100.28%	-415.43		-415.43
47141	Title I	1,013,484.09	64,670.76	565,666.28	55.81%	447,817.81		447,817.81
47143	Special Education Grants	1,166,454.62	84,405.66	605,089.69	51.87%	561,364.93		561,364.93
47145	Special Ed Pre-School Grants	44,904.87	9,698.61	24,959.61	55.58%	19,945.26		19,945.26
47146	English Lang Acq Grants	28,088.51	2,317.65	7,649.76	27.23%	20,438.75		20,438.75
47147	Title IV Part B, 21st Century	166,148.98	15,519.41	79,041.99	47.57%	87,106.99		87,106.99
47189	Title II	168,560.54	10,293.26	84,322.86	50.03%	84,237.68		84,237.68
47301	ESSER	756,515.31		541,709.83	71.61%	214,805.48		214,805.48
47303	COVID19 Grant	100,000.00		100,000.00	100.00%			
47304	Remote Technology Grant	90,940.35		90,940.35	100.00%			
47305	Internet Connectivity Grant	45,000.00		41,084.83	91.30%	3,915.17		3,915.17
47590	Other Federal Through State	3,205,437.91	2,746.22	23,416.01	0.73%	3,182,021.90		3,182,021.90
47990	Other Direct Fedral Revenue	1,058,373.94	78,273.24	551,897.73	52.15%	506,476.21		506,476.21
-----	Revenue	8,118,710.66	273,570.31	2,951,451.47	36.35%	5,167,259.19		5,167,259.19
E	Expense							
71100	Regular Instruction Prgm	2,687,786.05	75,253.62	1,228,576.18	45.71%	1,459,209.87	1,248,215.50	210,994.37
71200	Special Education Prgm	904,953.46	62,605.01	518,363.99	57.28%	386,589.47	202,162.31	184,427.16
71300	Career/Technical Education Prg	268,681.54	21,162.08	253,555.02	94.37%	15,126.52	15,128.49	-1.97
72120	Health Services	16,946.00	1,311.23	10,474.85	61.81%	6,471.15	3,933.67	2,537.48
72130	Other Student Support	662,593.74	11,769.56	55,594.12	8.39%	606,999.62	509,625.31	97,374.31
72210	Regular Inst. Support	459,931.90	50,851.94	274,840.98	59.76%	185,090.92	59,729.33	125,361.59
72220	Special Education Support	252,827.48	25,657.87	199,062.13	78.73%	53,765.35	80,246.83	-26,481.48
72250	Technology Services	9,990.24		202.98	2.03%	9,787.26		9,787.26
72610	Operation of Plant	8,448.00		3,915.44	46.35%	4,532.56	8.99	4,523.57
73300	Community Services	1,211,500.42	109,114.94	740,159.16	61.09%	471,341.26	263,793.93	207,547.33
76100	Regular Capital Outlay	1,500,000.00				1,500,000.00		1,500,000.00
99100	Transfers Out	135,051.83		926.02	0.69%	134,125.81		134,125.81
-----	Expense	8,118,710.66	357,726.25	3,285,670.87	40.47%	4,833,039.79	2,382,844.36	2,450,195.43
-----	School Federal Projects		-84,155.94	-334,219.40	38.41%	334,219.40	-2,382,844.36	2,717,063.76

Acct	Acct	2020-21 FYTD Budget	March 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
142	School Federal Projects							
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143	Central Cafeteria							
R	Revenue							
43521	Lunch Payments - Children	237,298.00		11,131.95	4.69%	226,166.05		226,166.05
43522	Lunch Payments - Adults	4,000.00	3.95	343.45	8.59%	3,656.55		3,656.55
43523	Income From Breakfast	28,866.00		1,758.60	6.09%	27,107.40		27,107.40
43525	A la Carte Sales	332,340.00	2,291.90	11,752.55	3.54%	320,587.45		320,587.45
43990	Other Charges for Food Service	10,000.00	3,620.70	27,227.83	272.28%	-17,227.83		-17,227.83
44110	Interest Earned	3,800.00	156.30	1,150.79	30.28%	2,649.21		2,649.21
46520	School Food Service	17,069.00		20,560.37	120.45%	-3,491.37		-3,491.37
47111	USDA School Lunch Program	1,030,734.00	102,870.00	659,315.30	63.97%	371,418.70		371,418.70
47112	USDA Commodities	138,470.00				138,470.00		138,470.00
47113	Breakfast	360,119.00	45,794.38	305,755.36	84.90%	54,363.64		54,363.64
47114	USDA - Other	166,195.00	12,341.59	146,384.19	88.08%	19,810.81		19,810.81
-----	Revenue	2,328,891.00	167,078.82	1,185,380.39	50.90%	1,143,510.61		1,143,510.61
E	Expense							
73100	Food Service	2,508,891.00	5,644.17	812,191.04	32.37%	1,696,699.96	19,882.89	1,676,817.07
-----	Expense	2,508,891.00	5,644.17	812,191.04	32.37%	1,696,699.96	19,882.89	1,676,817.07
-----	Central Cafeteria	-180,000.00	161,434.65	373,189.35	41.29%	-553,189.35	-19,882.89	-533,306.46
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Acct	Acct	2020-21 FYTD Budget	March 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
145	Other Education Funds							
R	Revenue							
44990	Other Local Revenues	32,929.00	1,750.00	42,135.00	127.96%	-9,206.00		-9,206.00
46590	Other State Education Funds	123,041.38		106,840.01	86.83%	16,201.37		16,201.37
49800	Transfers In	83,179.00				83,179.00		83,179.00
-----	Revenue	239,149.38	1,750.00	148,975.01	62.29%	90,174.37		90,174.37
E	Expense							
72130	Other Student Support	112,790.65	8,482.57	71,237.40	63.16%	41,553.25	29,951.03	11,602.22
72210	Regular Inst. Support	2,500.00				2,500.00		2,500.00
72620	Maintenance of Plant	90,929.73	401.91	81,293.09	89.40%	9,636.64	9,500.00	136.64
73300	Community Services	32,929.00	1,335.93	28,984.49	88.02%	3,944.51		3,944.51
-----	Expense	239,149.38	10,220.41	181,514.98	75.90%	57,634.40	39,451.03	18,183.37
-----	Other Education Funds		-8,470.41	-32,539.97	69.10%	32,539.97	-39,451.03	71,991.00
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146	Extended School Program							
R	Revenue							
43581	Community Services Fees Child	456,651.00	26,015.00	239,507.60	52.45%	217,143.40		217,143.40
-----	Revenue	456,651.00	26,015.00	239,507.60	52.45%	217,143.40		217,143.40
E	Expense							
73300	Community Services	446,651.00	33,034.92	224,105.81	50.17%	222,545.19	65,185.16	157,360.03
99100	Transfers Out	10,000.00				10,000.00		10,000.00
-----	Expense	456,651.00	33,034.92	224,105.81	49.08%	232,545.19	65,185.16	167,360.03

Acct	Acct	2020-21 FYTD Budget	March 2020-21 Monthly Activity	2020-21 Year-To-Date	2020-21 Percent of Budget	2020-21 Variance from Bud	Encumbered Amount	Unencumbered Balance Remaining
146	Extended School Program							
-								
-----	Extended School Program		-7,019.92	15,401.79	50.76%	-15,401.79	-65,185.16	49,783.37
			=====	=====	=====	=====	=====	=====

Grand Revenue Totals	11,143,402.04	468,414.13	4,525,314.47	40.61%	6,618,087.57		6,618,087.57
Grand Expense Totals	11,323,402.04	406,625.75	4,503,482.70	39.77%	6,819,919.34	2,507,363.44	4,312,555.90
Grand Totals	180,000.00	61,788.38	21,831.77	-12.13%	201,831.77	2,507,363.44	2,305,531.67
	Loss	Profit	Profit		Loss	Loss	Profit

Number of Accounts: 440

***** End of report *****

Combined Fund Balance and YTD Operating Statement Summary

March, 2021

Description	General Fund 141	Federal Fund 142	Food Service Fund 143	Special Fund 145	ECC Fund 146
Beginning Fund Balance July 1, 2020	10,022,093.25	0.00	953,368.79	7,783.83	75,957.36
Plus YTD Revenue per books 3/31/21	46,669,759.21	2,951,451.47	1,185,380.39	148,975.01	239,507.60
Less YTD Expenditures per books 3/31/21	(40,928,448.46)	(3,285,670.87)	(812,191.04)	(181,514.98)	(224,105.81)
Revenues Over (Under) Expenditures as of 3/31/21	5,741,310.75	(334,219.40)	373,189.35	(32,539.97)	15,401.79
Ending Fund Balance per books as of 3/31/21	15,763,404.00	(334,219.40)	\$1,326,558.14	(24,756.14)	91,359.15

Fund Balance Restricted/Committed/Assigned Status

Encumbrances and Deferred Revenue		\$ -	\$ 37,305.47		
Inventory					
Restricted for Career Ladder Program	-5,078.96				
Restricted for Operation of Non-Instructional Services			1,109,252.67		91,359.15
Committed for Other Purposes (Vehicles- ERR Fund)	283,570.52				
Assigned for Instruction- Coordinated School Health	2,673.96				
Assigned for other local grants					
Assigned for Instruction - Education Foundation Grant	769.56				
Assigned for Instruction (APSI-ORHS)	12,279.95				
Assigned for Support Services FRC Local Funds (56)				20,934.34	
Nonspendable-Prepaid Expenditures					
Assigned to Balance FY21 Budget	2,072,087.00	0.00	180,000.00		
Unassigned Fund Balance 3/31/21	\$ 13,397,101.97	-334,219.40		-45,690.48	
Total Fund Balance 3/31/21	15,763,404.00	\$ (334,219.40)	\$ 1,326,558.14	(\$24,756.14)	\$ 91,359.15