



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Beth MacKenna, Director of Nutrition Services
Date: May 27, 2025
Re: Top Shelf, Inc. Repair Service Approval

Top Shelf, Inc., located at 4240 Regency Court, Davenport, IA, has provided repair and installation services for the District's kitchen equipment since 2006. Their work includes servicing critical items such as refrigerators, freezers, ovens, and steam tables across multiple school sites.

Top Shelf has consistently delivered dependable, timely, and knowledgeable service, which has helped ensure the uninterrupted operation of our nutrition services. Given the specialized nature of kitchen equipment maintenance and the vendor's proximity, it has been challenging to identify comparable service providers through a competitive bid process.

With significant investments made in kitchen infrastructure and equipment, ongoing maintenance is essential to protect that investment. Top Shelf's continued support helps maintain the functionality, safety, and longevity of the District's food service operations.

Investment Period: July 1, 2025 – June 30, 2026
Total Investment: Not to Exceed \$12,000
Funding Source: Nutrition Department Funds