



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 FY2025

The District utilizes Top Shelf, Inc., located at 4240 Regency Court, Davenport, IA, for a variety of kitchen equipment repairs and installation services across all school locations. An emergency garbage disposal repair at one of the elementary schools will cause the total expenditure with this vendor to exceed the \$10,000 threshold established by Board Policy. To ensure continued service without disruption, staff is requesting approval for an amount not to exceed \$25,000 for the remainder of the fiscal year.

This funding will allow Top Shelf to address urgent needs that arise, including repairs to essential equipment such as refrigerators, freezers, ovens, and steam tables. Timely repairs are critical to maintaining uninterrupted food service operations. Delays could result in equipment downtime and directly impact the District's ability to provide meals to students.

We recommend that the Board approve an allocation of up to \$25,000 for emergency kitchen repairs through Top Shelf, Inc. for the remainder of the fiscal year.

Investment Period: July 1, 2024 – June 30, 2025

Total Investment: Not to Exceed \$25,000

Funding Source: Nutrition Department Funds

Rock Island-Milan School District #41

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