

# ***Red Oak Community School District***

***604 S Broadway***

***Red Oak, Iowa 51566***

***712.623.6600***

**[www.redoakschooldistrict.com](http://www.redoakschooldistrict.com)**

## **Special Board of Directors Meeting**

Meeting Location: Red Oak Jr./Sr. Virtual Learning Center OR

VIA Internet and phone -visit website for information

Go To Meeting Link: <https://meet.goto.com/814369741>

Wednesday, January 29, 2025 – 5:30 pm

### **Public Hearing on the Conveyance of Bancroft and Webster Properties at Approximately 5:35 p.m.**

#### **– Agenda –**

1.0 Call to Order – Board of Directors President Bret Blackman

2.0 Roll Call – Board of Directors Secretary Heidi Harris

3.0 Approval of the Agenda – President Bret Blackman

4.0 Communications

4.1 Public Comment

The board invites members of the public to offer comments about items of interest or concern relating to the district. Public comments are limited to two (2) minutes. The Board will not respond to comments at this time, but may consider public input when the topic is raised on an agenda. Due to open meeting laws the Board cannot discuss items not already on the agenda.

4.2 Good News from Red Oak Schools

4.3 Visitors and Presentations

4.3.1 *Public Hearing*– Representatives from Acorn Development will present their proposals to purchase the Bancroft and Webster properties; the Board will receive and consider objections and petitions regarding the proposal to purchase the Bancroft and Webster properties

4.3.2 Daric O’Neal of Alley Poyner Macchietto Architecture (APMA) and a Representative from Boyd Jones will present preliminary schematic designs and budget estimates for proposed Inman Elementary additions and renovations.

5.0 Consent Agenda

5.1 Review and Approval of Minutes from January 8, 2025 Board Meeting

5.2 Review and Approval of Monthly Business Reports

5.3 Personnel Considerations

- 5.3.1 Hiring of Keely Boltinghouse as Paraprofessional at Inman Elementary
- 5.3.2 Hiring of Abigail Ellsworth as Sr High School Girls Track Coach
- 5.3.3 Resignation of Abigail Ellsworth as Sr High School Assistant Girls Track Coach
- 5.3.4 Hiring of Vivian Ogden as Sr High School Girls Track Assistant Coach
- 5.3.5 Resignation of Michele Smith as Inman Elementary and Preschool Special Education Teacher effective at the end of the 2024-2025 school year
- 5.3.6 Resignation of Melanie Rohrig as Sr High School Small Group Speech Coach effective immediately
- 5.3.7 Resignation of Melanie Rohrig as Sr High School Large Group Speech Assistant Coach effective immediately
- 5.3.8 Hiring of Laura Horn as Sr High School Small Group Speech Coach effective immediately
- 5.3.9 Resignation of Laura Horn as Sr High School Small Group Speech Assistant effective immediately
- 5.3.10 Hiring of Josie Wiser as Sr High School Small Group Speech Assistant effective immediately
- 5.4 Approval of School Budget Review Committee (SBRC) Request for Supplemental Modified Amount
  - 5.4.1 Approval of At Risk/Dropout Prevention Modified Supplemental Amount of \$240,317.00
- 6.0 General Business for the Board of Directors
  - 6.1 Old Business
    - 6.1.1 Discussion/Approval of Third Reading of Board Policy 214.2
  - 6.2 New Business
    - 6.2.1 Discussion/Approval of First Reading of Board Policy 506.5 and Accompanying Regulation 506.5R1 (i.e., Designating Personal Finance as High School Elective Rather Than a Graduation Requirement, Adjusting the Number of Required Electives Accordingly, and Eliminating Pre-Algebra)
    - 6.2.2 Discussion/Approval Authorizing the Transfer of Unexpended and Unobligated Media Book Club (\$57.30) Balance to the General Athletics Activity Fund Per the Recommendation of our Independent Auditor
    - 6.2.3 Discussion/Approval of Authorizing the Transfer of Unexpended and Unobligated K-3 Activity Fund (507.25) Balance to the General Athletics Activity Fund Per the Recommendation of our Independent Auditor
    - 6.2.4 Discussion/Approval of Authorizing Board Secretary to Use Board President's Facsimile Signature (i.e., Autopen Stamp) to Endorse Officiate Statements of Claims In Order to Pay Officials, Referees, Umpires, and Judges in a Timely Manner
    - 6.2.5 Discussion/Approval of E-Rate Proposal for Internet Service at Outdoor Learning Facility (i.e., Football/Baseball Complex) for the 2025-2026 School Year (\$60 per month)
    - 6.2.6 Discussion/Approval of E-Rate Multi-Year Proposal for Managed Services Beginning in July 2025 (\$720 per month)

6.2.7 Discussion/Approval of Conveying Bancroft and Webster Real Properties to Acorn Development for \$1,000 Each and Other Good and Valuable Consideration (Conveyance shall be by Deed without Warranty)

6.2.8 Discussion/Approval of Issuing a Request for Proposals (RFP) to Provide Custodial Services

6.2.9 Discussion/Approval of 2025-2026 Budget Guarantee Resolution

6.2.10 Discussion of Potential FY2025 Certified Budget and Maximum Property Tax Rates

## 7.0 Reports

7.1 Board Facilities Committee Report

7.2 Administrative Reports

7.3 Future Conferences, Workshops, Seminars

7.4 Other Announcements

7.5 Board Member Requested Item(s) for Next Meeting Agenda

8.0 Next Board of Directors Meeting:           Wednesday, February 19, 2025– 5:30 p.m.  
Red Oak Virtual Learning Center  
Red Oak Jr./Sr. High

## 9.0 Adjournment

Special Note: Following the adjournment of the regular board of directors meeting, the board will meet in an exempt session to discuss negotiations strategy for upcoming contract discussions with the Red Oak Education Association per Iowa Code section 20.17(3).

**Red Oak Community School District**  
**Meeting of the Board of Directors**  
**Meeting Location: Virtual Classroom/ Phone/Internet**  
**Red Oak Junior Senior High School Campus**  
**January 8, 2025**

The special meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bret Blackman at 5:30 p.m. at the Red Oak Junior Senior High School Virtual Classroom.

**Present**

Directors: Bret Blackman, Kathy Walker, Bryce Johnson, Scott Bruce  
Superintendent Ron Lorenz, Board Secretary/Business Manager, Heidi Harris

**Approval of Agenda**

Motion by Director Walker, second by Director Bruce to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

**Consent Agenda**

Motion by Director Johnson, second by Director Walker to approve the consent agenda as presented including meeting minutes and personnel considerations. Motion carried unanimously.

**Board Policies 210-218**

Motion by Director Bruce, second by Director Walker to approve the second reading of board policies 200 – 218. Motion carried unanimously.

**Closed Session**

Motion by Director Walker, second by Director Johnson to enter closed session at 5:42 p.m. per Iowa Code 21.5(1)(i) “to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable to injury to that individual’s reputation and that individual requests a closed session.”

Exited closed session at 5:45 p.m.

**Appointing Individual to Fill Vacant Board Position**

Motion by Director Walker, second by Director Johnson to approve and appoint Pastor Ricky Rohrig to fill the vacant board seat for the remainder of the original term. Motion carried unanimously.

**Oath of Office**

Heidi Harris, Board Secretary, issued the Oath of Office to new Board Director Pastor Ricky Rohrig.

**Adjournment**

Motion by Director Johnson, second by Director Bruce to adjourn the regular meeting at 5:50 p.m. Motion carried unanimously.

**Next Board of Directors Meeting**

Wednesday, January 29, 2025 – 5:30 p.m.  
Virtual Classroom/Phone/Internet  
Red Oak Junior Senior High School Campus

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Bret Blackman, President

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Heidi Harris, Board Secretary

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AGRIVISION	1001505217	36.52
10 9010 2640 000 0000 618	gator service	36.52
Vendor Name AGRIVISION		<u>36.52</u>
AHLERS & COONEY	879841	493.50
10 9010 2310 000 0000 342	Professional Services	493.50
AHLERS & COONEY	880910	1,320.00
10 9010 2310 000 0000 342	Professional Services	1,320.00
Vendor Name AHLERS & COONEY		<u>1,813.50</u>
AMAZON CAPITAL SERVICES, INC.	137C-XXHG-CCD3	227.76
10 0418 1000 100 8001 612	PTO - bracelets for Tiger Matrix approve	227.76
AMAZON CAPITAL SERVICES, INC.	1VRX-XYHD-9F6R	147.70
10 0418 1000 108 0000 612	Nurse - Medicine cups	8.89
10 0445 2620 000 0000 618	Preschool - Velcro Dots & Strips	110.52
10 0445 2620 000 0000 618	Preschool - Posterboard	28.29
AMAZON CAPITAL SERVICES, INC.	1XFC-9HR4-7LH1	30.94
10 9010 1000 100 3419 618	Casio printing calculator	30.94
AMAZON CAPITAL SERVICES, INC.	1Y69-M7PV-7MVG	12.95
10 0109 2640 000 0000 618	40 watt coated light bulb	12.95
Vendor Name AMAZON CAPITAL SERVICES, INC.		<u>419.35</u>
BATTEN SANITATION SERVICE	BattenDec2024	5,495.00
10 0109 2630 000 0000 421	JRSR High Trash Services	1,800.00
10 0418 2630 000 0000 421	IES Trash Services	1,800.00
10 0445 2630 000 0000 421	ROECC Trash Services	1,800.00
10 9010 2630 000 0000 421	Admin/BBF/FBF/Bancroft/Webster Trash Ser	95.00
Vendor Name BATTEN SANITATION SERVICE		<u>5,495.00</u>
BLACKHAWK SUPPLY, LLC	119734	384.59
10 0418 2620 000 0000 618	heat valves and fittings	384.59
BLACKHAWK SUPPLY, LLC	121006	1,123.70
10 0418 2620 000 0000 618	heat valves and fittings	1,123.70
Vendor Name BLACKHAWK SUPPLY, LLC		<u>1,508.29</u>
CAPITAL SANITARY SUPPLY CO.	o081335	438.20
10 9010 2620 000 0000 618	Bum Paper	438.20
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>438.20</u>
CASEY'S BUSINESS MASTERCARD	fuelDec2024	196.18
10 9010 2700 000 0000 626	Activities Fuel	121.18
10 9010 2700 000 0000 626	Late Fee	75.00
Vendor Name CASEY'S BUSINESS MASTERCARD		<u>196.18</u>
CDW GOVERNMENT, INC.	AB7RR5C	90.01
10 9010 2235 000 0000 618	APC Backup UPS 650VA	90.01
Vendor Name CDW GOVERNMENT, INC.		<u>90.01</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
CENTURY LINK	333530031 DEC	113.04
10 9010 2490 000 0000 530	Internet	113.04
CENTURY LINK	333618424 DEC	106.05
10 9010 2490 000 0000 530	Internet	106.05
CENTURY LINK	333787005 DEC	176.00
10 9010 2490 000 0000 530	Internet	176.00
CENTURY LINK	333950737 DEC	113.04
10 9010 2490 000 0000 530	Internet	113.04
CENTURY LINK	334025445 DEC	113.04
10 9010 2490 000 0000 530	Internet	113.04
CENTURY LINK	334031752 DEC	113.04
10 9010 2490 000 0000 530	Internet	113.04
CENTURY LINK	334115776 DEC	113.04
10 9010 2490 000 0000 530	Internet	113.04
CENTURY LINK	334122590 DEC	127.05
10 9010 2490 000 0000 530	Internet	127.05
Vendor Name CENTURY LINK		<u>974.30</u>
CHEMSEARCH	8985319	510.55
10 0109 2640 000 0000 433	HS Water Treatment	510.55
CHEMSEARCH	8987282	523.68
10 0418 2640 000 0000 433	IES Water Treatment	523.68
Vendor Name CHEMSEARCH		<u>1,034.23</u>
CITY OF RED OAK	WaterDec2024	1,657.71
10 0109 2620 000 0000 411	JRSR High Water	563.23
10 0418 2620 000 0000 411	IES Water	600.42
10 0445 2620 000 0000 411	ROECC Water	355.40
10 9010 2620 000 0000 411	Admin/Bus Barn/BB/FB Water	138.66
Vendor Name CITY OF RED OAK		<u>1,657.71</u>
COUNCIL BLUFFS COMM SCHOOLS	20250235	6,281.16
10 9010 1200 217 3303 320	Sped lvl 3 OE Out	6,281.16
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>6,281.16</u>
CREXENDO BUSINESS SOLUTIONS, INC	222417	1,443.83
10 9010 2510 000 0000 532	Internet Phone	1,443.83
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		<u>1,443.83</u>
DICK BLICK	4567893	837.73
10 0109 1000 100 0000 612	Glue Sticks for Mini-Trigger Guns - 5/16	31.95
10 0109 1000 100 0000 612	Sharpie Peel-Off China Marker - Black	4.98
10 0109 1000 100 0000 612	Plastic Spray Bottle - 16 oz	28.86
10 0109 1000 100 0000 612	Plaid Mod Podge - Gloss Finish, 8 oz	4.11

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 1000 100 0000 612	Crayola Colored Pencils - Assorted Color	43.24
10 0109 1000 100 0000 612	Richeson Bulk Printmaking Paper - 6" x 9	12.88
10 0109 1000 100 0000 612	Blick Lockable Pump Lid - 1/2 Gallon	12.40
10 0109 1000 100 0000 612	Blick Essentials Tempera - Green, Gallon	17.04
10 0109 1000 100 0000 612	Blick Essentials Gloss Glaze - Class Pac	111.15
10 0109 1000 100 0000 612	Blick Red Earthenware Clay - 50 lb	126.52
10 0109 1000 100 0000 612	Amaco No. 25 White Art Clay - 50 lb	204.60
10 0109 1000 100 0000 612	Handling	240.00
Vendor Name DICK BLICK		<u>837.73</u>
DOORS INC.	355912	1,489.60
10 0109 2620 000 0000 618	4 Closer Arms	1,489.60
Vendor Name DOORS INC.		<u>1,489.60</u>
DOVEL REFRIGERATION	6017656	2,214.63
10 0418 2620 000 0000 432	Washer/Dryer	2,214.63
Vendor Name DOVEL REFRIGERATION		<u>2,214.63</u>
ENGINEERED CONTROLS	180006	2,958.50
10 0418 2620 000 0000 432	Thermostat Repair IES	2,958.50
Vendor Name ENGINEERED CONTROLS		<u>2,958.50</u>
FAREWAY FOOD STORES	00056407	73.21
10 0109 1300 340 0000 612	Groceries-FACS	73.21
FAREWAY FOOD STORES	00057600	90.02
10 0109 1300 340 0000 612	Facs-Groceries	90.02
FAREWAY FOOD STORES	00107019	15.72
10 0109 1300 340 0000 612	Groceries - FACS	15.72
FAREWAY FOOD STORES	19603394	170.54
10 0109 1300 340 0000 612	Facs-Groceries	170.54
Vendor Name FAREWAY FOOD STORES		<u>349.49</u>
FES	INV003151	405.00
10 9010 2236 000 0000 536	Web Hosting January	405.00
Vendor Name FES		<u>405.00</u>
FIRST BANKCARD - HEIDI HARRIS	124536	166.80
10 0418 2620 000 0000 618	boiler drain valves	166.80
FIRST BANKCARD - HEIDI HARRIS	25-818240	31.90
10 0418 1000 100 0000 618	Music for program	31.90
FIRST BANKCARD - HEIDI HARRIS	33960	431.88
10 0418 1000 100 8001 612	PTO - Light Covers	431.88
FIRST BANKCARD - HEIDI HARRIS	3426507	203.67
10 9010 2620 000 0000 618	10 pack of ballasts	203.67
FIRST BANKCARD - HEIDI HARRIS	501536121	189.07
10 0418 2620 000 0000 618	IP wallpaper supplies	189.07
Vendor Name FIRST BANKCARD - HEIDI HARRIS		<u>1,023.32</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
FIRST BANKCARD - OFFICE CARD 1	287171384	26.76
10 0418 1000 100 8001 612	PTO - Teachers pay Teachers	26.76
FIRST BANKCARD - OFFICE CARD 1	840568000402	87.12
	39634592	
10 0418 2410 000 0000 531	Certified Mail postage	87.12
FIRST BANKCARD - OFFICE CARD 1	840568000402	5.58
	39637630	
10 9010 2321 000 0000 531	Certified mail IRS 941	5.58
Vendor Name	FIRST BANKCARD - OFFICE CARD 1	<u>119.46</u>
FIRST BANKCARD - OFFICE CARD 2	127028	58.08
10 0109 2410 000 0000 531	Reg. Mail	58.08
FIRST BANKCARD - OFFICE CARD 2	840568000401	9.68
	33976262	
10 0418 2410 000 0000 531	Certified mail postage	9.68
FIRST BANKCARD - OFFICE CARD 2	840568000402	48.40
	39386672	
10 0109 2410 000 0000 531	Certified Mail	48.40
FIRST BANKCARD - OFFICE CARD 2	840568000402	9.68
	39505622	
10 0418 2410 000 0000 531	Certified Mail postage	9.68
Vendor Name	FIRST BANKCARD - OFFICE CARD 2	<u>125.84</u>
FIRST BANKCARD - OFFICE CARD 3	LJLXIK35Q	388.00
10 0109 2620 000 0000 618	kinetico water filter	388.00
Vendor Name	FIRST BANKCARD - OFFICE CARD 3	<u>388.00</u>
GLENWOOD COMMUNITY SCHOOLS	ApexDEC24	3,995.42
10 9010 1200 217 3303 580	Apex lvl 3	3,995.42
GLENWOOD COMMUNITY SCHOOLS	OEGlendwood2	4,181.26
	4-25	
10 9010 1000 100 0000 567	OE OUT	3,913.00
10 9010 1000 130 3116 567	TLC	188.87
10 9010 1000 100 3376 567	Prof Dev	38.00
10 9010 1000 100 3216 567	ETC	41.39
Vendor Name	GLENWOOD COMMUNITY SCHOOLS	<u>8,176.68</u>
GRABRIAN, CHRIS	1468	850.00
10 9010 2310 000 0000 320	GASB 75	850.00
Vendor Name	GRABRIAN, CHRIS	<u>850.00</u>
GRAINGER	1536568329	540.84
10 0418 2620 000 0000 618	handwashing station parts	540.84
GRAINGER	9369930095	542.01
10 0109 2620 000 0000 618	glycol 15 gallons	542.01
Vendor Name	GRAINGER	<u>1,082.85</u>
GREEN HILLS AEA	5266	45,000.00
10 0109 1000 420 1119 320	School Based Interventionist	17,121.43
10 9010 1000 100 4669 320	School Based Interventionist	27,878.57
GREEN HILLS AEA	5298	1,826.00
10 9010 2235 000 0000 358	KnowBe4	176.00
10 9010 2235 000 0000 358	vCISO	1,650.00
GREEN HILLS AEA	5327	41,010.00
10 9010 2113 420 1119 130	MSW 1st Semester	1,010.00



Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 1000 100 4643 121	MSW 1st Semester	40,000.00
Vendor Name GREEN HILLS AEA		<u>87,836.00</u>
GREEN TREE COMPANY, THE	11027	1,000.00
10 9010 2630 000 0000 435	2 Loads of Dirt	1,000.00
Vendor Name GREEN TREE COMPANY, THE		<u>1,000.00</u>
HERRICK, KEVIN	Mileage01142 5	58.75
10 9010 2235 000 0000 580	Mileage Reimbursement	58.75
Vendor Name HERRICK, KEVIN		<u>58.75</u>
HY VEE FOOD STORES	111192580015 111192	6.67
10 0109 1300 340 0000 612	Groceries-FACS	6.67
HY VEE FOOD STORES	898806580002 895506	180.06
10 0109 1300 340 0000 612	Groceries-FACS	180.06
Vendor Name HY VEE FOOD STORES		<u>186.73</u>
IOWA ASSOCIATION OF SCHOOL BOARDS	CONVENT00000 04214	225.00
10 9010 2310 000 0000 320	Fall FY25 IASB Convention	225.00
Vendor Name IOWA ASSOCIATION OF SCHOOL BOARDS		<u>225.00</u>
JAN-PRO OF OMAHA	18631	2,314.77
10 9010 2630 000 0000 340	Portable February	2,314.77
JAN-PRO OF OMAHA	18737	38,181.82
10 9010 2630 000 0000 340	February Janitorial	38,181.82
Vendor Name JAN-PRO OF OMAHA		<u>40,496.59</u>
JOHNSON AUTO PARTS	PB-Statement	37.96
10 9010 2700 000 0000 618	Blades	37.96
Vendor Name JOHNSON AUTO PARTS		<u>37.96</u>
JOHNSON CONTROLS FIRE PROTECTION LP	52515275	710.66
10 0445 2620 000 0000 432	ROECC Repair	710.66
Vendor Name JOHNSON CONTROLS FIRE PROTECTION LP		<u>710.66</u>
LOOMIS ABSTRACT	24596/24604	1,000.00
10 9010 2310 000 0000 320	Building Abstracts	1,000.00
Vendor Name LOOMIS ABSTRACT		<u>1,000.00</u>
LORENZ, RONALD	CellphoneQtr 1/2 24-2	500.00
10 9010 2231 000 0000 580	Cell Phone Stipen Qtr 1 \$ Qtr 2	500.00
LORENZ, RONALD	Mileage01142 025	175.00
10 9010 2321 000 0000 580	Mileage Reimbursement	175.00
Vendor Name LORENZ, RONALD		<u>675.00</u>
MATHESON TRI-GAS	0030728295	232.12
10 0109 1300 370 0000 612	Plasma Cutter Shield, Electrode, and Noz	147.10

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
10 0109 1300 370 0000 612	Horizontal Bandsaw Blade		85.02
Vendor Name MATHESON TRI-GAS			<u>232.12</u>
MEDIACOM	838497059009 1339DEC	70.96	
10 9010 2236 000 0000 536	Interenet		70.96
MEDIACOM	838497059009 1909DEC	256.80	
10 9010 2236 000 0000 536	Interenet		256.80
MEDIACOM	838497500000 0648FEB	912.77	
10 9010 2236 000 0000 536	Interenet		912.77
MEDIACOM	838497500012 962DEC	1,550.10	
10 9010 2236 000 0000 536	Interenet		1,550.10
Vendor Name MEDIACOM			<u>2,790.63</u>
MIDAMERICAN ENERGY	5609290271	326.14	
10 0418 2620 000 0000 622	Portable Electric		326.14
MIDAMERICAN ENERGY	560930418	130.69	
10 9010 2620 000 0000 622	Admin Electric		130.69
MIDAMERICAN ENERGY	560934339	188.69	
10 9010 2620 000 0000 622	FBF Electric		188.69
MIDAMERICAN ENERGY	560934719	4,210.27	
10 0418 2620 000 0000 622	IES Electric		4,210.27
MIDAMERICAN ENERGY	560934971	7,860.04	
10 0109 2620 000 0000 622	JRSR High School Electric		7,860.04
MIDAMERICAN ENERGY	560939868	297.03	
10 9010 2620 000 0000 622	Bancroft Electric		297.03
MIDAMERICAN ENERGY	560943832	222.18	
10 9010 2620 000 0000 622	Bus Barn Electric		222.18
MIDAMERICAN ENERGY	560985140	2,048.21	
10 0445 2620 000 0000 622	ROECC Electric		2,048.21
Vendor Name MIDAMERICAN ENERGY			<u>15,283.25</u>
MONTGOMERY CO. MEMORIAL HOSP.	13359	5,084.63	
10 9010 2134 000 1134 597	Nurse Pay		5,084.63
Vendor Name MONTGOMERY CO. MEMORIAL HOSP.			<u>5,084.63</u>
NEBRASKA AIR FILTER, INC.	3561	153.45	
10 9010 2620 000 0000 618	Air Filters		153.45
NEBRASKA AIR FILTER, INC.	3889	182.70	
10 9010 2620 000 0000 618	permanent air filters		182.70
Vendor Name NEBRASKA AIR FILTER, INC.			<u>336.15</u>
NEW COOPERATIVE INC	6503816	13.99	
10 0109 1300 370 0000 612	4x4 skid		13.99
NEW COOPERATIVE INC	6510064	49.02	
10 0109 1300 370 0000 612	Sheetrock		8.40
10 0109 1300 370 0000 612	spray paint white		6.99
10 0109 1300 370 0000 612	Spray Paint black		6.99
10 0109 1300 370 0000 612	Chalk-Blue		2.99
10 0109 1300 370 0000 612	Dry-Wall bits		4.78
10 0109 1300 370 0000 612	Hex Screw Guide		4.89
10 0109 1300 370 0000 612	Dry Wall Screws		6.99

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 1300 370 0000 612	Red Spray Paint	6.99
NEW COOPERATIVE INC	6521210	4.89
10 0109 1300 370 0000 612	Blue Spray Paint	4.89
NEW COOPERATIVE INC	NCI-Dec2425	3,447.70
10 9010 2700 000 0000 618	DEF	62.81
10 9010 2700 000 0000 626	Maintenance Ethanol	191.36
10 9010 2700 000 0000 626	Ethanol	802.02
10 9010 2700 000 0000 627	Diesel	811.92
10 9010 2700 217 3303 626	Sped Gas	1,341.39
10 9010 2700 217 3303 627	Sped Diesel	169.22
10 9010 2620 000 0000 618	Surcharge	0.50
10 9010 2620 000 0000 618	District Supplies	68.48
Vendor Name	NEW COOPERATIVE INC	<u>3,515.60</u>
NOLTE, CORNMAN & JOHNSON P.C.	Audit2023	8,100.00
10 9010 2310 000 0000 320	22-23 Audit Fees	8,100.00
Vendor Name	NOLTE, CORNMAN & JOHNSON P.C.	<u>8,100.00</u>
ONESOURCE THE BACKGROUND CHECK COMPANY	2022170981	49.00
10 9010 2310 000 0000 340	Background Checks	49.00
Vendor Name	ONESOURCE THE BACKGROUND CHECK COMPANY	<u>49.00</u>
PIZZA HUT	0006	214.07
10 0418 3200 000 8901 618	Pizza for Staff	214.07
Vendor Name	PIZZA HUT	<u>214.07</u>
PLUMB SUPPLY/RIBACK SUPPLY	S100787068.001	422.04
10 0418 2620 000 0000 618	Water Softener for HS	422.04
Vendor Name	PLUMB SUPPLY/RIBACK SUPPLY	<u>422.04</u>
QUADIENNT	Q1592481	531.76
10 9010 2321 000 0000 531	Postage	531.76
Vendor Name	QUADIENNT	<u>531.76</u>
QUILL LLC	20250113	759.64
10 0109 1000 100 0000 618	Office Supplies42101959/42102173/4209565	759.64
Vendor Name	QUILL LLC	<u>759.64</u>
RAY MARTIN COMPANY	31358	4,999.98
10 0109 2620 000 0000 432	Boiler Maintenance	4,999.98
RAY MARTIN COMPANY	31359	2,466.70
10 0109 2620 000 0000 432	Boiler Maintenance	2,466.70
Vendor Name	RAY MARTIN COMPANY	<u>7,466.68</u>
REA, CHRISTY	MileageOct-Dec2425	28.76
10 9010 2235 000 0000 580	Mileage Reimbursement	28.76
Vendor Name	REA, CHRISTY	<u>28.76</u>
RED OAK DO IT CENTER	108313	30.26

Vendor Name	Invoice Number	Amount	
Account Number	Detail Description		Amount
10 0418 2620 000 0000 618	wallpaper supplies		30.26
Vendor Name	RED OAK DO IT CENTER		<u>30.26</u>
RED OAK FABRICATION INC.	348057	35.20	
10 9010 2640 000 0000 618	trailer repair		35.20
RED OAK FABRICATION INC.	348057/348055	335.20	
10 0109 2620 000 0000 618	powder coating		300.00
10 9010 2650 000 0000 673	angle iron		35.20
Vendor Name	RED OAK FABRICATION INC.		<u>370.40</u>
RED OAK HARDWARE HANK	210629	58.99	
10 9010 2660 000 0000 618	Gallon of Paint		58.99
Vendor Name	RED OAK HARDWARE HANK		<u>58.99</u>
RED OAK PUBLISHING LLC	761 - 24-25	49.99	
10 9010 2572 000 0000 540	Subscription		49.99
RED OAK PUBLISHING LLC	Dec24-25Publications	528.38	
10 9010 2572 000 0000 540	December Publications		528.38
Vendor Name	RED OAK PUBLISHING LLC		<u>578.37</u>
RIVERSIDE TECHNOLOGIES, INC	IN0431428	1,608.40	
10 9010 2235 000 0000 618	Meraki MS130 12-Port POE Switch w/ lisen		1,608.40
RIVERSIDE TECHNOLOGIES, INC	RC0002563	760.00	
10 9010 2235 000 0000 359	Managed Services		760.00
RIVERSIDE TECHNOLOGIES, INC	rc0002611	12.00	
10 9010 2235 000 0000 359	DUO MFA		12.00
Vendor Name	RIVERSIDE TECHNOLOGIES, INC		<u>2,380.40</u>
SCHOOL BUS SALES	01p57965	682.98	
10 9010 2700 000 0000 673	roof mount hatch (Bus2) Dipstick (bus 3)		682.98
Vendor Name	SCHOOL BUS SALES		<u>682.98</u>
SCHOOL NURSE SUPPLY, INC	1033254-IN	91.98	
10 0418 1000 108 0000 612	Nurse Supplies		91.98
Vendor Name	SCHOOL NURSE SUPPLY, INC		<u>91.98</u>
SCHOOL SPECIALTY LATTA DIV.	208135231327	81.89	
10 0418 2222 000 0000 618	Media - Markers		81.89
Vendor Name	SCHOOL SPECIALTY LATTA DIV.		<u>81.89</u>
TIMBERLINE BILLING SERVICE LLC	30778	461.55	
10 9010 2510 217 3303 359	Medicaid Billing		461.55
Vendor Name	TIMBERLINE BILLING SERVICE LLC		<u>461.55</u>
TRUCK CENTER COMPANIES	34067	6.29	
10 9010 2700 000 0000 618	6.29 is the difference of the total char		6.29
TRUCK CENTER COMPANIES	XA104159401:01	71.00	
10 9010 2700 000 0000 673	Dipstick bus 2		71.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	TRUCK CENTER COMPANIES	<u>77.29</u>
UNITY POINT CLINIC	252836	7.00
10 9010 2700 000 0000 346	Drug Testing	7.00
Vendor Name	UNITY POINT CLINIC	<u>7.00</u>
US CELLULAR	0697477904	835.62
10 9010 2510 000 0000 532	Business Official Phone	46.52
10 9010 2510 000 0000 532	FBF/BBF MiFi	277.74
10 9010 2510 000 0000 532	Principal	46.16
10 0418 2410 000 0000 532	SAM's Phone	46.52
10 9010 2490 000 0000 530	Transportation Phones	93.04
10 9010 2490 000 0000 530	Nurse Phone	46.52
10 9010 2490 000 0000 532	Maintenance Phones	186.08
10 9010 2490 000 0000 532	Tech Phones	93.04
Vendor Name	US CELLULAR	<u>835.62</u>
VISUAL EDGE IT dba COUNSEL	24AR2345112	622.25
10 0445 1000 100 0000 359	ROECC Copier Clicks	79.68
10 0109 1000 100 0000 359	JRSR High Copier Clicks	149.21
10 0418 1000 100 0000 359	IES Copier Clicks	346.95
10 9010 2520 000 0000 618	Admin Office Copier Clicks	33.42
10 9010 2620 000 0000 618	Steady Serve	12.99
Vendor Name	VISUAL EDGE IT dba COUNSEL	<u>622.25</u>
WELLS FARGO LEASING	5032487532	1,215.50
10 9010 2520 000 0000 618	Admin Copier	110.50
10 0418 1000 100 0000 359	IES School Copier	331.50
10 0109 1000 100 0000 359	JRSR High School Copier	552.50
10 0445 1000 100 0000 359	ROECC Copier	221.00
Vendor Name	WELLS FARGO LEASING	<u>1,215.50</u>
WESTLAKE ACE HARDWARE	2798585	303.53
10 9010 2620 000 0000 618	District Supplies	148.70
10 0109 2620 000 0000 618	HS Supplies	42.22
10 0418 2620 000 0000 618	IES Supplies	112.61
Vendor Name	WESTLAKE ACE HARDWARE	<u>303.53</u>
WINGFIELD, FELICIA	Mileage1stSemester	49.14
10 9010 2235 000 0000 580	Mileage Reimbursement	49.14
Vendor Name	WINGFIELD, FELICIA	<u>49.14</u>
YOUNG AUTO PARTS INC.	262347	125.49
10 9010 2700 217 3303 673	oil filters	125.49
Vendor Name	YOUNG AUTO PARTS INC.	<u>125.49</u>
Fund Number	10	<u>226,423.04</u>
Checking Account ID	1	Fund Number 22
SPECIALTY UNDERWRITERS LLC	SW4359-4	MANAGEMENT FUND
22 9010 2310 000 0000 520	Quarterly Policy Installment	25,894.00
Vendor Name	SPECIALTY UNDERWRITERS LLC	<u>25,894.00</u>

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Fund Number 22		<u>25,894.00</u>
Checking Account ID 1	Fund Number 36	PHYSICAL PLANT & EQUIPMENT
COUNCIL BLUFFS COMM SCHOOLS	20250235	1,007.25
36 9010 2620 000 0000 441	Rent	1,007.25
Vendor Name COUNCIL BLUFFS COMM SCHOOLS		<u>1,007.25</u>
ELECTRONIC CONTRACTING CO.	67325	10,623.90
36 0109 2235 000 0000 739	Audio System in Secondary Gym	10,623.90
Vendor Name ELECTRONIC CONTRACTING CO.		<u>10,623.90</u>
WILLIAMS SCOTSMAN INC	9022774695	2,958.20
36 9010 2620 000 0000 441	January Portable	2,958.20
Vendor Name WILLIAMS SCOTSMAN INC		<u>2,958.20</u>
Fund Number 36		<u>14,589.35</u>
Checking Account ID 1	Fund Number 40	DEBT SERVICES FUND
UMB BANK N.A.	995610	300.00
40 9010 5000 000 0000 349	Billing Period	300.00
Vendor Name UMB BANK N.A.		<u>300.00</u>
Fund Number 40		<u>300.00</u>
Checking Account ID 1		<u>267,206.39</u>
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
OPAA! FOOD MANAGEMENT INC	IA00061508	3,645.22
61 9010 3110 000 4557 631	FFVP December	3,645.22
OPAA! FOOD MANAGEMENT INC	IA00061627	41,764.82
61 9010 3110 000 0000 570	December Food Expenses	41,764.82
Vendor Name OPAA! FOOD MANAGEMENT INC		<u>45,410.04</u>
Fund Number 61		<u>45,410.04</u>
Checking Account ID 2		<u>45,410.04</u>
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
BSN SPORTS	12666133	75.00
21 9010 1400 920 6710 618	One BBB Jersey	75.00
Vendor Name BSN SPORTS		<u>75.00</u>
BURT, ZACH	BURT121624	170.00
21 0109 1400 920 6710 320	JV/V BBB Official	170.00
Vendor Name BURT, ZACH		<u>170.00</u>
CHEER OUTFITTERS	SI-221578	1,169.25
21 0109 1400 920 6600 618	Wrestling Cheer Unis	1,169.25
Vendor Name CHEER OUTFITTERS		<u>1,169.25</u>
DICKINSON, DOUG	DICKINSON010925	225.00
21 0109 1400 920 6790 340	HS Wrestling Official	225.00
Vendor Name DICKINSON, DOUG		<u>225.00</u>
EDIE, DUSTIN	EDIE010925	200.00
21 0109 1400 920 6790 340	HS Wrestling Official	200.00
EDIE, DUSTIN	EDIE121924	200.00

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 920 6790 340	HS WR Official	200.00
Vendor Name EDIE, DUSTIN		<u>400.00</u>
FAIRPLAY CORPORATION	1608050	3,440.00
21 0109 1400 920 6600 618	Black Gym Scoreboard Control	3,440.00
Vendor Name FAIRPLAY CORPORATION		<u>3,440.00</u>
FAREWAY FOOD STORES	139455/00055 935	1,459.71
21 0109 1400 950 7407 618	FFA Groceries	1,459.71
Vendor Name FAREWAY FOOD STORES		<u>1,459.71</u>
FIRST BANKCARD - OFFICE CARD 4	HotelsDec202 4	2,318.94
21 0109 1400 920 6790 580	Wrestling Stampede Hotel	2,318.94
Vendor Name FIRST BANKCARD - OFFICE CARD 4		<u>2,318.94</u>
GIRRES, CHRIS	GIRRES011325	170.00
21 0109 1400 920 6710 320	V/V BB Official	170.00
Vendor Name GIRRES, CHRIS		<u>170.00</u>
GRAND THEATER	1313	240.00
21 0109 1400 950 7421 320	Movie Tickets	240.00
Vendor Name GRAND THEATER		<u>240.00</u>
IA GIRLS H.S. ATHLETIC UNION	21535	28.00
21 0109 1400 920 6600 618	Scoresheets	28.00
Vendor Name IA GIRLS H.S. ATHLETIC UNION		<u>28.00</u>
JOHNSON, CHRIS	JOHNSON12162 4	170.00
21 0109 1400 920 6710 320	JV/V BBB Official	170.00
Vendor Name JOHNSON, CHRIS		<u>170.00</u>
LAVALLEUR, ROBERT	LAVALLEUR011 325	140.00
21 0109 1400 920 6710 320	JV/9th Boys BB Official	140.00
Vendor Name LAVALLEUR, ROBERT		<u>140.00</u>
LONG, JOHN	LONG010625	210.00
21 0109 1400 920 6710 320	9th/JV/V BBB Official	210.00
Vendor Name LONG, JOHN		<u>210.00</u>
LOTUS, CHRIS	LOTUS121924	225.00
21 0109 1400 920 6790 340	HS WR Official	225.00
Vendor Name LOTUS, CHRIS		<u>225.00</u>
MCCONE FOODS, INC	MCCONE010925 F	896.00
21 0109 1400 950 7407 618	FFA Fundraiser Supplies	896.00
Vendor Name MCCONE FOODS, INC		<u>896.00</u>
MCCREADY, BRIEN	MCCREADY0106 25	210.00

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
21 0109 1400 920 6710 320	9th/JV/V BBB Official	210.00
Vendor Name MCCREADY, BRIEN		<u>210.00</u>
MILLER, JUSTIN	MILLER121624	170.00
21 0109 1400 920 6710 320	JV/V BBB Official	170.00
Vendor Name MILLER, JUSTIN		<u>170.00</u>
OSBORN, CURTIS	OSBORN011325	140.00
21 0109 1400 920 6710 320	JV/9th Boys BB Official	140.00
Vendor Name OSBORN, CURTIS		<u>140.00</u>
PELZER, CASEY	PELZER011325	170.00
21 0109 1400 920 6710 320	V/V BB Official	170.00
Vendor Name PELZER, CASEY		<u>170.00</u>
RED OAK HARDWARE HANK	215210/21055	1,155.89
	7	
21 0109 1400 920 6710 618	Basketballs	1,155.89
Vendor Name RED OAK HARDWARE HANK		<u>1,155.89</u>
SHANKS, KIP	SHANKS011325	170.00
21 0109 1400 920 6710 320	V/V BB Official	170.00
Vendor Name SHANKS, KIP		<u>170.00</u>
UHLENKAMP, STEVE	UHLENKAMP010	210.00
	625	
21 0109 1400 920 6710 320	9th/JV/V BBB Official	210.00
Vendor Name UHLENKAMP, STEVE		<u>210.00</u>
WOOD, JACOB	WOOD010925	140.00
21 0109 1400 920 6790 340	HS Wrestling - Medical	140.00
WOOD, JACOB	WOOD121424	140.00
21 0109 1400 920 6790 340	HS WR - Medical	140.00
Vendor Name WOOD, JACOB		<u>280.00</u>
Fund Number 21		<u>13,842.79</u>
Checking Account ID 3		<u>13,842.79</u>



December 2024 Reconciliation Report

RED OAK COMMUNITY SCHOOLS 2024	GENERAL FUND	MANAGEMENT	PHYSICAL PLANT AND EQUIPMENT LEVY	DEBT SERVICE	SAVE TAXES/REV BONDS
Beg. Balance 12-01-2024	\$5,137,926.84	\$354,185.36	\$3,343,054.89	\$1,349,705.98	\$3,554,082.18
Revenue	\$1,247,309.69	\$574.68	\$98,154.91	\$110,149.95	\$109,387.89
Expenditure	\$993,307.66	\$(159,804.00)	\$30,683.90	\$48,734.00	\$73,955.67
Balance 12-31-2024	\$5,391,928.87	\$514,564.04	\$3,410,525.90	\$1,411,121.93	\$3,589,514.40

\*\*voided check\*\*

<b>Balance 12-31-2023</b>	\$5,092,125.57	\$941,477.39	\$3,123,732.67	\$1,206,811.39	\$3,081,776.82
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Checking Account .33%

Checking Account	\$6,550,757.96
Bank Iowa	\$2,631,847.83
ISJIT	\$5,169,892.52
Petty Cash	\$100.00
Outstanding Checks	\$32,369.49
	<u>\$14,320,228.82</u>

Beg. Balance 11-01-2024

Revenue	\$77,890.37
Expenditure	\$9,766.06
Balance 11-30-2024	\$13,244.39
	<u>\$74,412.04</u>

NUTRITION FUND

	\$772,516.63
	\$79,263.20
	\$56,626.88
	<u>\$795,152.95</u>

**Balance 12-31-2023**

	\$90,848.66	\$743,929.30
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Checking Account .33%

Petty Cash Boxes	\$74,412.04
Outstanding cks	\$200.00
	\$2,501.05
	<u>\$72,110.99</u>

	\$795,152.95
	\$16.20
	<u>\$795,136.75</u>

**Capital Projects Fund**

	2021-2022	2022-2023	2023-2024	2024-2025
<b>Beg Balance (July 1)</b>	\$1,830,921	\$2,264,484	\$2,815,738	\$ 3,299,759
<b>Add: Revenue</b>				
1c Sales Tax	\$1,247,814	\$1,447,127	\$1,341,320	\$ 590,955.85
Interest	\$4,218	\$14,279	\$31,323	\$ 142,533.94
<b>Subtotal</b>	\$3,082,954	\$3,725,890	\$4,188,381	\$4,033,248
<b>LESS: Expenditures</b>				
Chromebook Lease	\$10,097			
Record FB/BB Fields Deed	\$22			
Revenue Bond Payment	\$73,807	\$3,500	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,801	\$73,612	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$73,612	\$2,983	\$ 73,955.67
District Signage	\$9,895	\$9,717	\$73,803	\$ 73,955.67
Revenue Bond Payment	\$73,807	\$6,000	\$73,803	
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	
Revenue Bond Payment	\$73,807	\$7,596	\$73,803	
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	
Revenue Bond Payment	\$73,807	\$73,612	\$73,803	
Track Incorrectly Coded	-\$3,500			
<b>Subtotal</b>	\$828,387	\$910,152	\$888,796	\$443,734
<b>Fund Balance</b>	<u>\$2,254,567</u>	<u>\$2,815,738</u>	<u>\$3,299,585</u>	<u>\$3,589,514</u>

**PHYSICAL PLANT AND EQUIPMENT LEVY**

	2021-2022	2022-2023	2023 - 2024	2024-2025
<b>Beginning Balance (July 1)</b>	\$ 2,726,988.24	\$ 3,193,485.61	\$ 3,209,437.61	\$ 3,169,679.95
<b>Add: Revenue</b>				
Property Taxes	\$ 130,392.46	\$ 174,097.05	\$ 599,750.69	\$ 381,054.53
Voted PPEL	\$ 446,494.67	\$ 420,024.91	\$ 74,345.39	\$ 59,945.35
Voted PPEL Surtax	\$ 174,559.79	\$ 45,787.95	\$ 16,764.93	\$ 8,126.57
Utility Replacement Tax	\$ 3,566.87	\$ 3,776.43		
Utility Replacement Tax (SAVE)	\$ 16,751.07	\$ 13,371.56		
Mobile Home Tax	\$ 45.81	\$ 88.96	\$ 145.75	\$ 102.76
Voted PPEL Mobile Home	\$ 269.31	\$ 88.06		
Military Credit	\$ 31.27	\$ 27.29		
Military Credit (SAVE)	\$ 0.56	\$ 98.69	\$ 113.50	
Commercial Industrial tax	\$ 2,101.92			
Commercial Ind. Voted PPEL	\$ 3,814.88			
Interest	\$ 5,991.65	\$ 17,061.65	\$ 97,000.21	\$ 8,314.30
Sale of Vacant Lot	\$ 2,000.00		\$ 143,764.80	\$ 5994.5
<b>Subtotal</b>	\$ 786,020.26	\$ 674,422.55	\$ 931,885.27	\$ 568,433.07
<b>TOTAL AVAILABLE</b>	\$ 3,513,018.50	\$ 3,867,908.16	\$ 4,141,322.88	\$ 3,738,113.02

<b>LESS: Expenditures</b>				
Frontline License Renewals	\$ 17,052.94			\$ 80,485.64
US Bank-Chromebook Lease Payment	\$ 84,897.28			\$ 52,471.62
Forecast#5	\$ 14,426.00			\$ 3,118.76
Software Unlimited	\$ 8,195.00			\$ 5,916.40
Heartland Insealers	\$ 5,120.00			\$ 4,465.00
Bus Lease	\$ 61,602.40			\$ 56,400.52
Rent Council Bluffs Sp Ed	\$ 259.08			\$ 63,106.43
Rent Council Bluffs Sp Ed	\$ 2,202.60			\$ 2,958.20
Track Resurfacing	\$ 4,000.00			\$ 11,794.25
<b>LESS: Expenditures</b>				
Chrome Book Lease (Double Payment)	\$ 169,794.56			\$ 84,897.28
Frontline/SUI Software	\$ 41,560.28			\$ 36,310.83
FY22 Expenses Paid in FY23	\$ 18,715.00			\$ 2,958.20
Boiler Construction Documents	\$ 7,000.00			\$ 1,922.04
Portable Rental	\$ 34,356.02			\$ 4,655.00
Bus Lease	\$ 61,602.40			\$ 2,958.20
Garage Doors-Bus Barn	\$ 11,608.00			\$ 137,764.80
Chrome Book Lease (Double Pymt Refund)	\$ (84,897.28)			\$ 77,184.00
Portable Rental	\$ 3,015.34			\$ (18,318.56)
Press Box Chairs	\$ 419.93			\$ 12,590.23
Track Resurfacing	\$ 82,000.00			\$ 2,958.20
Portable Rental	\$ 2,978.20			\$ 7,900.00
Boiler Construction Documents	\$ 3,500.00			\$ 7,900.00
Portable Rental	\$ 2,968.20			\$ 1,259.17
Portable Rental	\$ 2,484.44			\$ 195,505.00
Rent Council Bluffs Sp Ed	\$ 2,968.20			\$ 5,520.92
Portable Rental	\$ 2,968.20			\$ 100.00
Lunch Van	\$ 57,186.00			\$ 2,000.00
Gym Floor Resurfacing	\$ 5,678.50			\$ 4,370.36
Portable Rental	\$ 2,968.20			\$ 7,134.80
Rent Council Bluffs Sp Ed	\$ 2,272.87			\$ 8,700.00
Portable Rental	\$ 178,070.00			\$ 23,073.00
HS Boiler	\$ 2,968.20			\$ 2,958.20
Software Subscription	\$ 3,100.00			\$ 12,150.00
Rent Council Bluffs Sp Ed	\$ 1,947.40			\$ 105,800.00
Portable Rental	\$ 2,968.20			\$ 5,347.90
K-12 Docs	\$ 1,435.00			\$ 3,130.10
Gym Floor Resurfacing	\$ 3,920.00			\$ 3,135.00
Rent Council Bluffs Sp Ed	\$ 2,003.36			\$ 4,161.08
Portable Rental	\$ 2,958.20			\$ 3,125.78
Architect Svcs	\$ 6,000.00			\$ 151,983.90
Rent Council Bluffs Sp Ed	\$ 7,112.92			\$ 1,223.50
Architect Svcs	\$ 9,042.55			\$ 77,184.00
Portable Rental	\$ 2,958.20			
Rent Council Bluffs Sp Ed				
<b>Subtotal</b>	\$ 652,862.89	\$ 971,642.93	\$ 971,642.93	\$ 327,587.12
<b>Cash Balance</b>	\$ 3,215,245.27	\$ 3,169,679.95	\$ 3,169,679.95	\$ 3,410,525.90

<b>LESS: Expenditures</b>				
Chrome Book Lease	\$ 84,897.28			\$ 80,485.64
Frontline/SUI Software Renewal	\$ 52,471.62			\$ 52,471.62
Portable Rental/Apex Rent	\$ 3,118.76			\$ 3,118.76
Portable Rental/Apex Rent	\$ 5,916.40			\$ 5,916.40
Cap San Gym Floor Wax	\$ 4,465.00			\$ 4,465.00
Gundwalde/Boiler Repair	\$ 56,400.52			\$ 56,400.52
Gundwalde/Boiler Repair	\$ 63,106.43			\$ 63,106.43
Portable Rental/Apex Rent	\$ 2,958.20			\$ 2,958.20
Boiler/Construction Docs	\$ 11,794.25			\$ 11,794.25
Portable Rental/Apex Rent	\$ 2,958.20			\$ 2,958.20
Software Subscription - ISFIS	\$ 2,000.00			\$ 2,000.00
Building Repair/Svcs	\$ 8,270.00			\$ 8,270.00
Portable Rental/Apex Rent	\$ 2,958.20			\$ 2,958.20
Grundwalde/Boiler	\$ 30,683.90			\$ 30,683.90

<b>Subtotal</b>	\$ 327,587.12			
<b>Cash Balance</b>	\$ 3,410,525.90			

January 23, 2025

Red Oak Community School Board Members  
Mr. Ron Lorenz  
Red Oak Community School District  
604 South Broadway Street  
Red Oak, IA 51566

RE: Possible Sale of Former School Sites to Acorn Development

Dear School Board Members and Mr. Lorenz:

I am very pleased to write to you regarding the Acorn Development offer to purchase the Bancroft and Webster School sites. City staff has had numerous meetings with the Acorn team to discuss items such as zoning, utilities and incentives. While there are still items to work on, I wanted to let you know that we believe the team's plan is one that can be brought to fruition for the betterment of two sites in the heart of Red Oak.

I also wanted to share with you that the City Council recently adopted a new Comprehensive Plan for the community. In this plan there were four main goals established. After our City Strategic Planning day with elected officials and the management team, we have named these four goals Pillars of Progress. Two of the Pillars are directly related to the redevelopment of these school properties. The first is to "Improve the visual appearance of Red Oak" and the third is "Improve the housing stock". After reviewing the Request for Proposals the District issued and the Acorn preliminary plans, we encourage the Board to consider and hopefully approve the purchase agreement. We appreciate all you are doing to serve our community.

I can be reached at [redoakadmin@redoakia.city](mailto:redoakadmin@redoakia.city) or (563) 320-1206, if you have any questions.

Sincerely,

Lisa A. Kotter  
City Administrator

Date 1-7-2025

Red Oak Community School District

Request for Proposals to Purchase Real Property

From:

Acorn Development Two Inc.

P.O. Box 288

Red Oak, IA 51566

Both the Bancroft and Webster School Building are currently zoned Residential so zoning will not need to be changed as Acorn Development Two is planning to put single family residential homes on each of the two properties. A suggested layout of homes has been prepared by Daric O'Neal at Alley Poyner Macchietto Architecture and is attached for each location. Acorn Development Two will be working together with the Red Oak Heritage Foundation and the Red Oak Chamber and Industry Association to finance the asbestos removal and demolition of the buildings currently located on each property. We are also working with Southwestern Community College and the Red Oak Community Schools Building Trades Program. Each of these locations would provide lots for homes to be built on that fit nicely into the Building Trades Program.

The Benefits to the community are helping with the education of our youth via the Building Trades Program and additional housing for the community along with increasing the property tax base for the City of Red Oak, including the demolition of two vacant buildings on tax exempt properties in our community.

Plans would be for Acorn Development Two to take ownership of the properties by no later than March 1<sup>st</sup>, 2025. Removal of asbestos from each of the facilities would start ASAP. Completion of this is planned at this time by May 1<sup>st</sup>, 2025, with demolition to follow. We would like to complete demolition by July 1<sup>st</sup>, 2025, and have lots available for construction by August 1<sup>st</sup>, 2025, completion date.

Acorn Development Two has financing in place for the project. Estimated costs to complete the project with the generous help of other community businesses is estimated at 250,000.00 with half of this cost being the removal of asbestos.

Acorn Development Two has currently built two homes in Red Oak with a third home being constructed at this time. The Building Trades Program is building their first home in Red Oak with an estimated May 15<sup>th</sup>, 2025.

Acorn Development Two and the Red Oak Chamber and Industry Association will maintain the properties until they are sold.

Acorn Development Two, Inc. was established in 1997 and most of its stockholder are local business owners and community members who are interested in the development of Red Oak. Acorn Development Two has purchased and sold land and built and sold buildings in the Red Oak community on a speculative bases to help attract industry to the Red Oak area. The Board is currently focusing on residential housing in the community. The current volunteer Board of directors are Randy Orme President, Mickey Anderson Vice President, Tim Werges Secretary/Treasurer. Other current Directors on the Board are Jeff Soe, John O'Neal, Darrin Bouray, and Kelly Osheim.

## REAL ESTATE PURCHASE OFFER

TO: Red Oak Community School District (the "Seller").

Acorn Development Two Inc. (the "Buyer") hereby offers to buy and the Seller agrees to sell the real property locally known as the Bancroft Building, located at 209 E. Prospect Street, Red Oak, Iowa, and legally described as follows:

All of Block One of Bishops Subdivision of the West  $\frac{3}{4}$  of Outlot 6 in the Northeast Addition to the City of Red Oak, Iowa

### To be confirmed by abstract

together with any easements and servient estates appurtenant thereto and subject to any (i) zoning restrictions, and (ii) easements and restrictive covenants or record (the "Property").

**1. PURCHASE PRICE.** The Purchase Price shall be \$ 1,000.00 (the "Purchase Price"). The Buyer shall pay the Purchase Price as follows:

- a. 10% of the Purchase Price as an earnest money deposit ("Earnest Deposit") upon acceptance of this Agreement by Seller, to be payable to and held in trust by Ahlers & Cooney, P.C. IOLTA Trust Account (the "Escrow Agent"), and
- b. the balance of the Purchase Price in cash at the time of closing with proper adjustments as provided in this Agreement.

### 2. REAL ESTATE TAXES.

- a. The parties acknowledge that the Property is exempt from real estate taxes while owned by the Seller and used for a school purpose. Therefore, the parties agree there shall be no credit from Seller due at Closing for property taxes or the proration thereof.
- b. Buyer shall pay all real estate taxes that accrue against the Property following the date of Closing.

### 3. SPECIAL ASSESSMENTS.

- a. Seller shall pay in full all special assessments which are a lien on the Property as of the Closing Date.
- b. Seller shall pay in full all charges for solid waste removal, sewage and maintenance that are attributable to Seller's possession, including those for which assessments arise after Closing.

c. Buyer shall pay all other special assessments concerning the Property.

**4. RISK OF LOSS AND INSURANCE.**

a. Seller shall bear the risk of loss or damage to the Property prior to Closing.

b. Seller agrees to maintain existing insurance up to the Closing Date and Buyer may purchase additional insurance.

c. In the event of substantial damage or destruction prior to Closing, the parties shall complete the Closing and the Buyer shall receive any insurance proceeds regardless of the extent of damages.

**5. CLOSING AND POSSESSION.**

a. Closing shall occur on a date mutually agreed to between the parties on or before March 1st, 2025 (the "Closing Date").

b. Possession of the Property ("Possession") shall be delivered to Buyer on the Closing Date.

c. This transaction shall be considered closed upon:

i. the filing of all title transfer documents, and

ii. Seller's receipt of all funds due from Buyer under this Agreement ("Closing").

**6. POST-CLOSING OBLIGATIONS.** The Buyer shall demolish the building currently located on the Property no later than 18 months following Closing

**7. FIXTURES.** Included with the Property shall be all fixtures that integrally belong to, are specifically adapted to, or are a part of the real estate, whether attached or detached.

**8. CONDITION OF PROPERTY.**

a. Notwithstanding any other provision contained herein, it is understood and agreed that Seller is not making and has not at any time made any warranties or representations of any kind or character, express or implied, with respect to the Property, including, but not limited to, any warranties or representations as to habitability, merchantability, fitness for a particular purpose, title, leasing, zoning, tax consequences, latent or patent physical condition, utilities, operating history or projections, valuation, governmental approvals, or the compliance of the Property with laws. Buyer acknowledges and agrees that at the Closing, Seller shall sell and convey to Buyer and Buyer shall accept the Property "AS IS, WHERE IS, WITH ALL FAULTS". Buyer has not relied and will not rely on, and Seller is

not liable for or bound by, any express or implied warranties, guaranties, statements, representations, or information pertaining to the Property or relating thereto made or furnished by Seller, or any agent representing or purporting to represent Seller, to whomever made or given, directly or indirectly, orally or in writing. Buyer represents to Seller that Buyer has conducted, or will conduct prior to Closing under Section 7(b) of this Agreement, such investigations of the Property, including but not limited to the physical and environmental condition thereof, as Buyer deems necessary to satisfy itself as to the condition of the Property. At the Closing, Buyer shall be deemed to have waived, relinquished, and released Seller (and Seller's officers, directors, employees, and agents) from and against any and all claims, demands, causes of action (including causes of action in tort), losses, damages, liabilities, costs, and expenses (including attorneys' fees and court costs) of any and every kind or character, known or unknown, which Buyer might have asserted or alleged against Seller (and Seller's officers, directors, employees, and agents) at any time by reason of or arising out of any latent or patent physical conditions, violations of any applicable laws and any and all other acts, omissions, events, circumstances, or matters regarding the Property. Seller and Buyer acknowledge that the compensation to be paid to Seller for the Property takes into account that the Property is being sold subject to the provisions of this Section 7(a).

- b. Within 30 calendar days after the acceptance of this Agreement, Buyer may, at its sole expense, have the property inspected by a person or persons of Buyer's choice to determine if there are any deficiencies.
  - i. The Buyer shall promptly notify the Seller in writing of any deficiencies, and the Seller shall promptly notify Buyer of what steps, if any, the Seller will take to correct any deficiencies before Closing.
  - ii. The Buyer shall then promptly notify the Seller, in writing, that
    1. such steps are acceptable, in which case this Agreement, as so modified, shall be binding upon all parties; or
    2. such steps are not acceptable, in which case this Agreement shall be terminated and the Escrow Agent shall immediately return the Earnest Deposit to Buyer.

**9. ABSTRACT AND TITLE.**

- a. Seller, at Seller's expense, shall promptly obtain an abstract of title to the Property continued through the date of acceptance of this Agreement and deliver it to Buyer's attorney for examination.
- b. The abstract shall show marketable title in Seller in conformity with this Agreement, Iowa law, and the title standards of the Iowa State Bar Association.



Seller shall make every reasonable effort to promptly perfect title. If Closing is delayed due to Seller's inability to provide marketable title, this Agreement shall continue in force and effect until either party rescinds the Agreement after giving 10 calendar days written notice to the other party. Upon receipt of a copy of said written notice of rescission, Escrow Agent shall immediately return the Earnest Deposit to Buyer.

- c. The abstract shall become the property of Buyer when the Purchase Price is paid in full.
- d. Seller shall pay the costs of any additional abstracting and title work due to any act or omission of Seller, including transfers by or the death of Seller or their assignees.

**10. SURVEY.** Buyer may, at Buyer's expense prior to Closing, have the Property surveyed and certified by a registered land surveyor. If the survey shows an encroachment on the Property or if any improvements located on the Property encroach on lands of others, the encroachments shall be treated as a title defect.

**11. DEED.** Upon payment of the Purchase Price, Seller shall convey the Property to Buyer by deed without warranty, free and clear of all liens, restrictions, and encumbrances except as permitted by this Agreement. The deed shall include a use restriction requiring the Buyer to comply with the terms of section 6 of this Agreement, which shall be enforceable by a reversionary right in favor of the Seller.

**12. USE OF PURCHASE PRICE.** Seller agrees that at time of settlement, funds of the Purchase Price may be used to pay taxes, other liens, and to acquire outstanding interests, if any, prior to the proceeds being paid to Seller.

**13. REMEDIES OF THE PARTIES.**

- a. If Buyer fails to timely perform this Agreement, Seller may forfeit it as provided in the Iowa Code (Chapter 656), and the Earnest Deposit shall be forfeited. Seller may also seek any other remedy available to it. If Seller is the prevailing party in an action to enforce this Agreement, Seller shall be entitled to obtain judgment for costs and attorneys fees.
- b. If Seller fails to timely perform this Agreement, Buyer may, as its sole and exclusive remedy, terminate this Agreement by providing notice of termination to Seller and the Earnest Deposit shall be returned to the Buyer.

**14. NOTICE.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery or mailed by certified mail, addressed to the parties at the addresses given below.

**15. GENERAL PROVISIONS.**

- a. In the performance of each part of this Agreement, time shall be of the essence. Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default.
- b. This Agreement shall apply to and bind the successors in interest of the parties.
- c. This Agreement shall survive the Closing.
- d. This Agreement contains the entire agreement of the parties and shall not be amended except by a written instrument duly signed by Seller and Buyer.
- e. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement.
- f. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to the context.

**16. NO REAL ESTATE AGENT OR BROKER.**

- a. Neither party has used the service of a real estate agent or broker in connection with this transaction.
- b. Each party agrees to indemnify and save harmless the other party from and against all claims, costs, liabilities and expense (including court costs and reasonable attorney's fees) incurred by the other party as a result of a breach of this representation, which shall survive Closing.

**17. CERTIFICATION.** Buyer and Seller each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to my breach of the foregoing certification.

**[SIGNATURES TO FOLLOW]**

**SELLER**

RED OAK COMMUNITY SCHOOL DISTRICT

\_\_\_\_\_  
Bret Blackman, Board President

\_\_\_\_\_  
Heidi Harris, Board Secretary

604 S. Broadway  
Red Oak, IA 51566

**BUYER**

\_\_\_\_\_  
Acorn Development Two Inc.

\_\_\_\_\_  
Randy Orme - President

\_\_\_\_\_  
Jim Wang, Treasurer

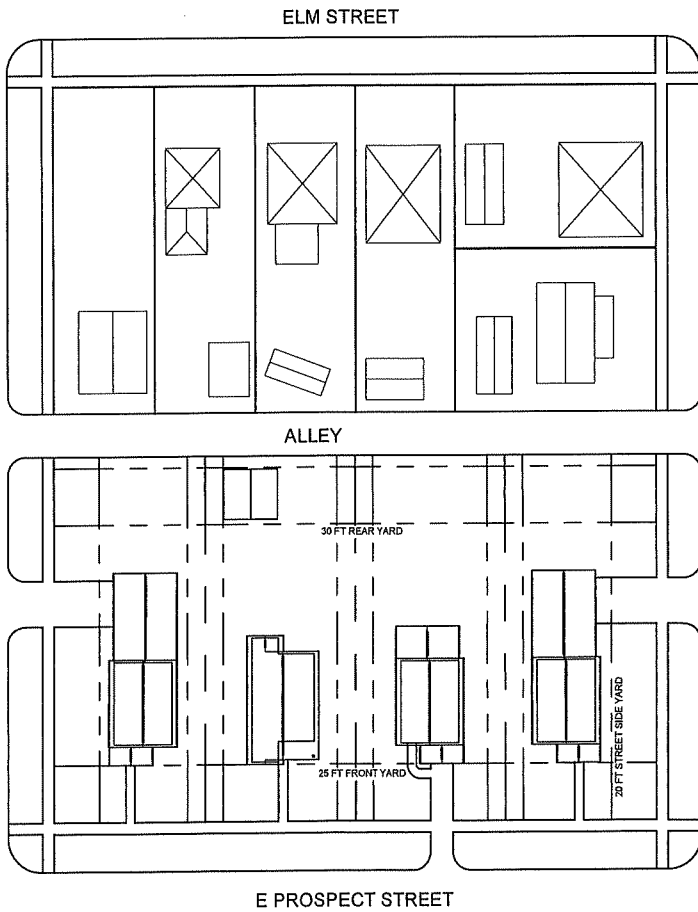
Buyer Address:

\_\_\_\_\_  
PO Box 288

\_\_\_\_\_  
Red Oak, IA 51566

\_\_\_\_\_

**Bancroft School - Red Oak, IA**  
**Site Test Fit - 4 Lots**



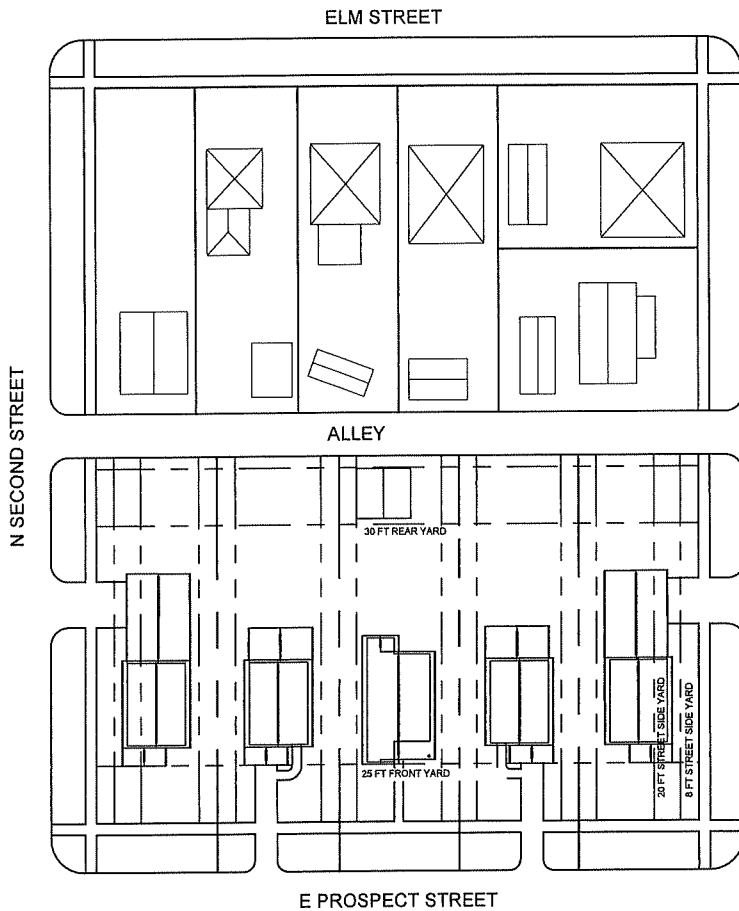
**RED OAK ZONING REQUIREMENTS**

- R-2
- 25 FT FRONT YARD
- 30 FT REAR YARD
- 8 FT SIDE YARD
- 20 FT STREET SIDE YARD
- MIN WIDTH 65 FT
- MIN LOT AREA 7,200 SF

**DEVELOPMENT PROPOSED**

- R2
- 4 LOTS
- 25 FT FRONT YARD
- 30 FT REAR YARD
- 8 FT SIDE YARD
- 20 FT STREET SIDE YARD
- 5 FT REAR YARD ACCESSORY STRUCTURE
- ACTUAL LOT WIDTH 67 FT
- ACTUAL LOT AREA 10,881 SF

**Bancroft School - Red Oak, IA**  
**Site Test Fit - 5 Lots**



**RED OAK ZONING REQUIREMENTS**

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**DEVELOPMENT PROPOSED**

- R2
- 5 LOTS
- 25 FT FRONT YARD
- 30 FT REAR YARD
- 8 FT SIDE YARD
- \*8 FT STREET SIDE YARD
- 5 FT REAR YARD ACCESSORY STRUCTURE
- \*LOT WIDTH 54 FT
- ACTUAL LOT AREA 8,600 SF

Date 1-7-2025

Red Oak Community School District

Request for Proposals to Purchase Real Property

From:

Acorn Development Two Inc.

P.O. Box 288

Red Oak, IA 51566

Both the Bancroft and Webster School Building are currently zoned Residential so zoning will not need to be changed as Acorn Development Two is planning to put single family residential homes on each of the two properties. A suggested layout of homes has been prepared by Daric O'Neal at Alley Poyner Macchietto Architecture and is attached for each location. Acorn Development Two will be working together with the Red Oak Heritage Foundation and the Red Oak Chamber and Industry Association to finance the asbestos removal and demolition of the buildings currently located on each property. We are also working with Southwestern Community College and the Red Oak Community Schools Building Trades Program. Each of these locations would provide lots for homes to be built on that fit nicely into the Building Trades Program.

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## REAL ESTATE PURCHASE OFFER

TO: Red Oak Community School District (the "Seller").

Acorn Development Two Inc (the "Buyer") hereby offers to buy and the Seller agrees to sell the real property locally known as the Webster Building, located at 904 Broad Street, Red Oak, Iowa, and legally described as follows:

Block 81 of the Northeast Addition to the City of Red Oak, Iowa

### To be confirmed by abstract

together with any easements and servient estates appurtenant thereto and subject to any (i) zoning restrictions, and (ii) easements and restrictive covenants or record (the "Property").

**1. PURCHASE PRICE.** The Purchase Price shall be \$ 1,000.00 (the "Purchase Price"). The Buyer shall pay the Purchase Price as follows:

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- b. the balance of the Purchase Price in cash at the time of closing with proper adjustments as provided in this Agreement.

### **2. REAL ESTATE TAXES.**

- a. The parties acknowledge that the Property is exempt from real estate taxes while owned by the Seller and used for a school purpose. Therefore, the parties agree there shall be no credit from Seller due at Closing for property taxes or the proration thereof.
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- a. Seller shall pay in full all special assessments which are a lien on the Property as of the Closing Date.
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thereto made or furnished by Seller, or any agent representing or purporting to represent Seller, to whomever made or given, directly or indirectly, orally or in writing. Buyer represents to Seller that Buyer has conducted, or will conduct prior to Closing under Section 7(b) of this Agreement, such investigations of the Property, including but not limited to the physical and environmental condition thereof, as Buyer deems necessary to satisfy itself as to the condition of the Property. At the Closing, Buyer shall be deemed to have waived, relinquished, and released Seller (and Seller's officers, directors, employees, and agents) from and against any and all claims, demands, causes of action (including causes of action in tort), losses, damages, liabilities, costs, and expenses (including attorneys' fees and court costs) of any and every kind or character, known or unknown, which Buyer might have asserted or alleged against Seller (and Seller's officers, directors, employees, and agents) at any time by reason of or arising out of any latent or patent physical conditions, violations of any applicable laws and any and all other acts, omissions, events, circumstances, or matters regarding the Property. Seller and Buyer acknowledge that the compensation to be paid to Seller for the Property takes into account that the Property is being sold subject to the provisions of this Section 7(a).

- b. Within 30 calendar days after the acceptance of this Agreement, Buyer may, at its sole expense, have the property inspected by a person or persons of Buyer's choice to determine if there are any deficiencies.
  - i. The Buyer shall promptly notify the Seller in writing of any deficiencies, and the Seller shall promptly notify Buyer of what steps, if any, the Seller will take to correct any deficiencies before Closing.
  - ii. The Buyer shall then promptly notify the Seller, in writing, that
    1. such steps are acceptable, in which case this Agreement, as so modified, shall be binding upon all parties; or
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**9. ABSTRACT AND TITLE.**

- a. Seller, at Seller's expense, shall promptly obtain an abstract of title to the Property continued through the date of acceptance of this Agreement and deliver it to Buyer's attorney for examination.
- b. The abstract shall show marketable title in Seller in conformity with this Agreement, Iowa law, and the title standards of the Iowa State Bar Association. Seller shall make every reasonable effort to promptly perfect title. If Closing is delayed due to Seller's inability to provide marketable title, this Agreement shall

continue in force and effect until either party rescinds the Agreement after giving 10 calendar days written notice to the other party. Upon receipt of a copy of said written notice of rescission, Escrow Agent shall immediately return the Earnest Deposit to Buyer.

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**11. DEED.** Upon payment of the Purchase Price, Seller shall convey the Property to Buyer by deed without warranty, free and clear of all liens, restrictions, and encumbrances except as permitted by this Agreement. The deed shall include a use restriction requiring the Buyer to comply with the terms of section 6 of this Agreement, which shall be enforceable by a reversionary right in favor of the Seller.

**12. USE OF PURCHASE PRICE.** Seller agrees that at time of settlement, funds of the Purchase Price may be used to pay taxes, other liens, and to acquire outstanding interests, if any, prior to the proceeds being paid to Seller.

**13. REMEDIES OF THE PARTIES.**

- a. If Buyer fails to timely perform this Agreement, Seller may forfeit it as provided in the Iowa Code (Chapter 656), and the Earnest Deposit shall be forfeited. Seller may also seek any other remedy available to it. If Seller is the prevailing party in an action to enforce this Agreement, Seller shall be entitled to obtain judgment for costs and attorney's fees.
- b. If Seller fails to timely perform this Agreement, Buyer may, as its sole and exclusive remedy, terminate this Agreement by providing notice of termination to Seller and the Earnest Deposit shall be returned to the Buyer.

**14. NOTICE.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery or mailed by certified mail, addressed to the parties at the addresses given below.

**15. GENERAL PROVISIONS.**

- a. In the performance of each part of this Agreement, time shall be of the essence.

Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default.

- b. This Agreement shall apply to and bind the successors in interest of the parties.
- c. This Agreement shall survive the Closing.
- d. This Agreement contains the entire agreement of the parties and shall not be amended except by a written instrument duly signed by Seller and Buyer.
- e. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement.
- f. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to the context.

**16. NO REAL ESTATE AGENT OR BROKER.**

- a. Neither party has used the service of a real estate agent or broker in connection with this transaction.
- b. Each party agrees to indemnify and save harmless the other party from and against all claims, costs, liabilities and expense (including court costs and reasonable attorney's fees) incurred by the other party as a result of a breach of this representation, which shall survive Closing.

**17. CERTIFICATION.** Buyer and Seller each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to my breach of the foregoing certification.

**[SIGNATURES TO FOLLOW]**

**SELLER**

RED OAK COMMUNITY SCHOOL DISTRICT

\_\_\_\_\_  
Bret Blackman, Board President

\_\_\_\_\_  
Heidi Harris, Board Secretary

604 S. Broadway  
Red Oak, IA 51566

**BUYER**

\_\_\_\_\_  
Acorn Development Two Inc.

\_\_\_\_\_  
Randy Dume - President

\_\_\_\_\_  
Jim Wang, Treasurer

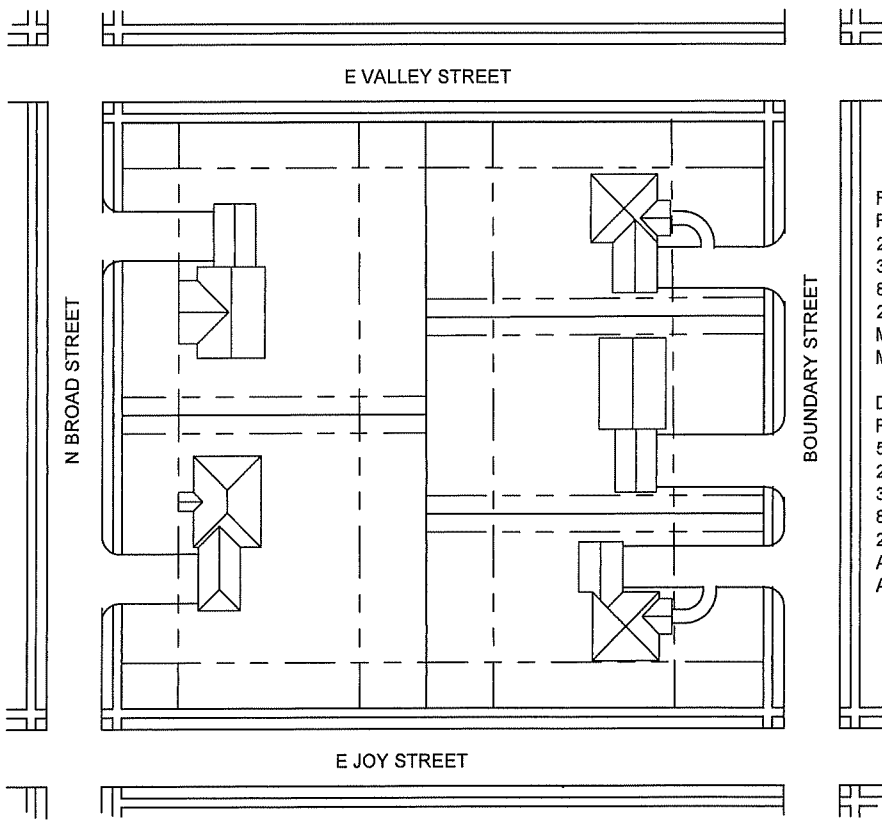
Buyer Address:

\_\_\_\_\_  
P.O. Box 288

\_\_\_\_\_  
Red Oak, IA 51566

\_\_\_\_\_

# Webster School - Red Oak, IA Site Test Fit



### RED OAK ZONING REQUIREMENTS

- R-2
- 25 FT FRONT YARD
- 30 FT REAR YARD
- 8 FT SIDE YARD
- 20 FT STREET SIDE YARD
- MIN WIDTH 65 FT
- MIN LOT AREA 7,200 SF

### DEVELOPMENT PROPOSED

- R2
- 5 LOTS
- 25 FT FRONT YARD
- 30 FT REAR YARD
- 8 FT SIDE YARD
- 20 FT STREET SIDE YARD
- ACTUAL LOT WIDTH 85 FT AND 128 FT
- ACTUAL LOT AREA 17,400 SF AND 12,800 SF

## 506.5 – Graduation Requirements

### Graduation Requirements

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the required total credits prior to graduation. The following credits will be required:

#### Tiered Graduation Pathways

Courses	Distinguished Diploma	Achievement Diploma	Core Diploma	Requirements
English Language Arts	8	8	8	Language Arts 9 and Language Arts 10
Mathematics	6	6	6	Algebra I and Geometry: Student seeking a “Distinguished” Diploma must also complete Algebra II
Science	8	6	6	Biology and Physical Science: Effective 2026, students seeking a “Distinguished” Diploma must also complete Chemistry or Physics
Social Studies	6	6	6	U.S. History I & II and Government
Physical Education*	8	8	8	Required each semester unless exempted in accordance with Iowa law.*
World Language	4	0	0	Effective in 2026, Students seeking a “Distinguished Diploma” must complete Spanish I and Spanish II
Career Technical Education/ Work-Based Learning	1	5	0	

<del>Personal Finance</del>	<del>4</del>	<del>4</del>	<del>4</del>
Fine Arts	1	0	0
Electives	<del>9-10</del>	<del>7 8</del>	<del>7 8</del>
Total	<b>52</b>	<b>47</b>	<b>42</b>

\*Students shall be excused by the principal of the school if their parent or guardian requests in writing they be excused from the physical education requirement. A student who wishes to be excused from the physical education requirement must:

1. be seeking to do so in order to enroll in academic courses not otherwise available to the student;
2. be enrolled in a work-based learning program or other educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day; or
3. participate in a school sponsored extracurricular activity which requires at least as much physical activity per week as one-eight unit of physical education.

To be granted a waiver, parents must indicate the activities students will participate in to complete at least 120 minutes of physical activity each week, as required by the *Healthy Kids Act*.

Graduation requirements for special education students will be in accordance with state-required standards and the prescribed course of study as described in the students' Individualized Education Program (IEP). In order to obtain a diploma, the student must meet current state-required standards including; four units (years) of English, three units (years) of math, three units (years) of social studies, and three units (years) of science (4-3-3-3). An IEP team cannot excuse or waive the state's graduation requirements. An IEP team may waive local district graduation requirements based on the student's needs and abilities. An IEP team must demonstrate reasonable cause for waiving local district graduation requirements.

An entitled student who is not able to meet the requirements for a regular high school diploma will be granted a certificate of completion if they fulfill the course requirements and expectations outlined in their IEP.

All students must complete a CPR course provided by the school.

Students who complete a regular session in the Legislative Page Program of the general assembly at the state capitol will be credited ½ credit of social studies.

Prior to graduation, the district will advise students on how to successfully complete the free application for federal student aid (FAFSA).

The Board shall have complete discretion to determine extraordinary circumstances that may permit variances from the above.

The required courses of study will be reviewed by the Board as needed.

Approved August 27, 2018

Reviewed December 13, 2023

Revised January 24, 2024



## GRADUATION REQUIREMENTS REGULATION

### Classification of Students

Students in the Red Oak Community High School shall be classified at the beginning of each year as follows:

- Freshman Those entering their first year of high school.
- Sophomore Those entering their second year of high school.
- Junior Those entering their third year of high school.
- Senior Those entering their fourth or more year(s) of high school.

### COURSE REQUIREMENTS

The following courses are required and should be taken at the level indicated.

9th

Language Arts 9

Biology

US History I

Algebra I ~~or Pre-algebra\*\*~~

Physical Education\*\*

10th

Language Arts 10

Physical Science

US History II

~~Algebra I~~ or Geometry\*\*

Physical Education\*\*

11th

Language Arts Elective

Earth & Space Science

Government\*

Social Studies Elective\*

~~Geometry~~, Algebra II or Math Elective

Physical Education\*\*

~~Personal Finance\*~~

12th

Language Arts Elective

Government\*

Social Studies Elective\*

Physical Education\*\*

~~Personal Finance\*~~

\*Required as a junior or senior.

\*\*Students shall be excused by the principal of the school if their parent or guardian requests in writing they be excused from the physical education requirement. Students who wish to be excused from physical education must:

1. be seeking to do so in order to enroll in academic courses not otherwise available to the student;
2. be enrolled in a work-based learning program or other educational program authorized by the school which requires the student to leave the school premises for specified periods of time during the school day; or
3. participate in a school sponsored extracurricular activity which requires at least as much physical activity per week as one-eight unit of physical education.

To be granted a waiver, parents must indicate the activities students will participate in to complete at least 120 minutes of physical activity each week, as required by the Healthy Kids Act.

Students seeking a “distinguished diploma” must complete Algebra II, Chemistry or Physics, and two years of a world language.

Making up courses that have been failed: Whenever a student fails a required course, the course must be made up or retaken as soon as possible. Whenever a student fails an elective course, the particular course failed need not be made up or retaken; however, the student must be sure he or she will have enough credits to graduate. The best procedure to follow whenever a course is failed in each and every situation is for the student to visit with the counselor. No credit is given for courses failed.

Duplicating Courses: In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions and you should review each course description. Written permission from the principal and teacher is required to duplicate any course and it should be a part of the student’s 4-year plan.

Approved August 27, 2018

Reviewed February 21, 2024

Revised February 21, 2024



**Mediacom E Rate Services Proposal**

**FOR**

**Red Oak Comm School District**

604 S Broadway St  
Red Oak, IA 51566

Form 470 Application Number: 250011150

**SERVICES INCLUDED**

**Category One  
Telecommunications  
Internet Access**

**From**

**Greg Jochims**

**KAE**

**319-651-5859**

**gjochims@mediacomcc.com**

**Mediacom SPIN: 143029836**

**MCC Telephony, LLC**



E Rate Services Proposal



## **Enterprise Business Networks Is The New Communications Provider**

*We Offer Choices That Didn't Exist Until Now*

Enterprise Business Networks provides a single integrated network solution for your voice, video, data and Internet communications. We offer data networking speeds that far exceed traditional options, and provide the foundation needed to implement all multimedia applications that are custom designed, delivered and managed to improve the productivity of your business.

Enterprise Business Networks can link your sites together with our fiber optic network, providing you with highly robust network speeds from 10Mbps (million bits per second) up to 100Mbps, 1,000Mbps, OC-x and beyond! Alternatively, if you are a single location in need of high-speed access to the Internet, we can help. In either case our mission is clear: we are committed to providing you with the communications infrastructure you need to successfully meet your objectives, both now and in the future.

Businesses, schools (K-12), universities (13-20), hospitals and local governments/municipalities are among the many users of our services today. Anyone with high-speed networking requirements will benefit from our services. Why wait for the future when Enterprise Business Networks helps you realize your future today?

### **Company Goal:**

Custom design, deliver and manage large LAN/WAN network solutions, voice and data services for faster and more economical bandwidth and telecom services by leveraging strong fiber capacity within the local CATV fiber (HFC) infrastructure.

**Enterprise Solutions is a Division of Mediacom**



## E Rate Services Proposal

### **Coax Services Outdoor Education Facility:**

#### **1 year agreement options:**

300/30 Mbps - \$ 229.95 MRC

500/50 Mbps - \$ 269.95 MRC

1Gbps/50Mbps- \$ 329.95

**3 or 5 year pricing is \$ 50 a month less for any speed.**

Static IP is 5.95 a month

1. SPIN **143029836**
2. E-Rate Contact:
  - a. Nancy Tom and/or Enterprise Billing
  - b. [NTom@mediacomcc.com](mailto:NTom@mediacomcc.com) or [enterprisebilling@mediacomcc.com](mailto:enterprisebilling@mediacomcc.com)
  - c. 845.443.2627 or 845-443-2464
3. Pricing before e-rate discount.
4. No install.
5. This is a fiber solution.
6. All costs above are eligible for E-Rate discount.
7. Other bandwidth, service, and term options available.
8. References: Burlington Community Schools, Western Dubuque Schools, Iowa Falls Schools, Ottumwa Schools, Urbandale Schools, PCM Schools, Pella Schools, New London Schools, Des Moines CSD, Creston CSD, and others available upon request.
9. SLA available
10. All services to be installed by July 1, 2025
11. Data will be handed off by Ethernet.
12. Network uptime is 99.999% on fiber services.
13. Scalable
14. Reliable
15. Secure
16. 24x7 NOC Monitored
17. Local technicians
18. BEAR Billing only for coax services
19. DDoS and local caching included with direct Internet service.



## E Rate Services Proposal

**Mediacom agrees and complies with requirement of USAC Guidelines.**

### **Mediacom Trouble Ticket Reporting & Escalation List**

This is a fully managed solution that is monitored by our Network Operations Center (NOC) twenty four (24) hours a day, seven (7) days a week, every day of the year. For any reason if the network goes down or if there is transmission problems, an alarm will immediately go off at the NOC. The NOC will then place a call to the technical contact where the troubleshooting process begins immediately and continues nonstop until the problem is isolated and fixed. For any reason, our customers are provided an escalation list below, that if something is being done unsatisfactorily, we ask that the escalation begins, and try to remedy the situation on an ASAP basis.

**Mediacom Business Technical Support Center (BTSC)**  
**877-550-DATA (3282) – Answered 24x7x365**  
**[enterprise\\_support@mediacomcc.com](mailto:enterprise_support@mediacomcc.com)**

This proposal is submitted by:

Mediacom Telephony, LLC.

Greg Jochims  
Key Account Executive  
[Gjochims@mediacomcc.com](mailto:Gjochims@mediacomcc.com)  
319-651-5859



# CYTRANET

CONNECTING TODAY, EMPOWERING TOMORROW

## PROPOSAL



Telecommunications Firm, LLC  
PO Box 230801  
Las Vegas, NV 89105  
Tel: 702-864-5000 Fax: 480-591-9820  
info@Cytranet.com  
www.Cytranet.com



Cytranet is honored to be given the opportunity to present this proposal to your organization. We have reviewed and accept all the terms and conditions of the request.

Cytranet is in the business of making connections. We recognize the value of matching the right people with the right company, and we take the same approach with our communication service. There are many companies that can provide a dial-tone, but we believe that you deserve a partner that takes your agency as seriously as you do, and that starts with the right connection.

Having read and evaluated your Request for Proposal, we are confident that Cytranet cannot only meet your requirements but also exceed your expectations in multiple areas — ranging from communication infrastructure and carrier-grade quality of service to technical support and customer service. We call it Amazing Support and we look forward to delivering it to you.

We started this company to provide what we call Amazing Support to our customers, and we have spent the last ten years building a culture around that concept. We knew early on that the only way to become a leader in the Unified Communications industry is to provide the best service possible to our customers. Technical innovation features, and ancillary services are very important in this industry, and we devote a large amount of resources to R & D. We believe that innovation within the service part of our organization is equally as important. In fact, by applying the concept of Amazing Support to all parts of the business, we have been able to create a company that puts the needs of our customers ahead of anything else.

Naturally, Amazing Support means that our customer service and support departments are second to none. But we take Amazing Support much further than that. In our Infrastructure and IT department, Amazing Support means only using Tier 1 class telecommunications hardware and software from vendors including Acme Packet, Oracle, Cisco, HP and Brocade. It also means co-locating our platform in Carrier-Class data centers that are geographically protected from natural disasters, located on multiple power grids, have provided 99.999% uptime for at least five years, and served by at least ten diverse fiber providers.

Please review the pricing information we provide below. If you have any questions about this response, the company Cytranet, or the services we provide, please do not hesitate to contact me directly.

Very truly yours,

A handwritten signature in black ink, appearing to read "Doug Roberts". The signature is stylized and cursive.

**Doug Roberts**

PRESIDENT, TELECOMMUNICATIONS FIRM, LLC



## CONFIRMATION OF COMPLIANCE

Cytranet is nationally recognized as a leading provider of Hosted VoIP, SIP, PRI, Video, and Unified Communications. Cytranet is also ranked #1 in reliability and customer service and is one of the fastest growing companies in the VoIP industry. Cytranet's intuitive online platform allows for an unlimited number of VoIP features, all for a single, predictable monthly price. Cytranet has reviewed all of the specifications of this request, and believes that it is truly the best provider to be able to meet all of the objectives and goals of this request.

The following products and features distinguish Cytranet Communications above all competition in the communications marketplace:

**Platform Ownership.** Cytranet has developed—and has full ownership and control of—our proprietary Cytranet platform and all attendant cloud architecture and software. Ownership of the Cytranet platform provides for rapid application development and extremely fast turnaround on technical support issues. It also allows for more flexible pricing, as Cytranet isn't obligated to any third-party developers. Cytranet's elite team of developers and telecommunications experts has broad experience and a deep understanding of VoIP and the underlying technologies. This pool of expertise greatly strengthens the stability of the firm.

**Experienced Staff.** Platform ownership ensures that Cytranet is qualified and committed to supply your organization with the technology it deserves. This capability not only includes matters of maintenance but also future systems enhancements. Cytranet has already gained recognition for developing many vertical-specific features tailored to the various segments of Cytranet's client base. These features include functionality such as Emergency Outbound Notification for K-12 school districts and Broadcast Paging for food services. Our skilled engineers are passionately dedicated to maintaining system performance for our clients. Cytranet's system is backed by an aggressive Service Level Agreement (SLA), which is included in this response.

**Related Experience.** Cytranet has performed many of the largest true Hosted VoIP installations currently deployed throughout the US. Cytranet has garnered impressive experience in several government deployments. These deployments differentiate Cytranet above its SMB-focused competitors. For example, Cytranet recently deployed our Hosted VoIP solution in a large MLB baseball stadium, as well as in a large hospital system with over 1,000 users.

**Inclusive Pricing.** Cytranet has a unique pricing strategy. Our all-inclusive pricing covers the full spectrum of both classic and advanced features in its hosted VoIP suite. Cytranet does not charge additional fees for unlimited auto-attendants, voicemail boxes, ring groups, queues, schedules, user groups, or dial-plans. Nor does Cytranet charge for features such as Virtual Fax, Call Center, Conference Bridges, et cetera. Many providers charge additional fees for many of these services or restrict the number allowed.

**Industry Leading Reliability.** Cytranet's up-time and reliability lead the hosted VoIP industry. Many of providers experience frequent—and often prolonged—outages, impacting telecommunications clients with serious consequences.

## Dedicated Fiber Internet

### **100mb/100mb**

\$709/month - \$550 installation

### **250mb/250mb**

\$1065/month - \$550 installation

### **500mb/500mb**

\$1368/month - \$550 installation

### **600mb/600mb**

\$1467/month - \$550 installation

### **1000mb/1000mb**

\$1515/month - \$550 installation

### **5000mb/5000mb**

\$3111/month - \$1250 installation

### **10000mb/10000mb**

\$4353/month - \$1250 installation

IP addresses included at no charge, up to 128 block. Complex construction may require extra fees. Taxes, fees, surcharges of up to 17.5% may be assessed. Prices are per individual circuit.

## Point-to-Point MPLS Fiber

### **1000mb/1000mb**

\$1900/month - \$550 installation

### **10000mb/10000mb**

\$2500/month - \$1250 installation

Prices are for complete circuit (both locations). Complex construction may require extra fees. Taxes, fees, surcharges of up to 17.5% may be assessed.

## Voice

### **PRI (23ch) – Unlimited Local & LD**

\$399/month - \$550 installation

### **Analog Line – Unlimited Local & LD**

\$29.99/month - \$50 installation

### **Hosted Phone Seat – Unlimited Local & LD**

\$29.99/month - \$50 installation

### **SIP Trunk Channel – Unlimited Local & LD**

\$19.99/month - \$50 installation

Each line includes a single DID, additional DIDs billed \$1 each. Toll-Free numbers billed at \$0.04/minute. Taxes, fees, surcharges of up to 17.5% may be assessed.

## Managed Network

**Gigabit Router with Integrated Firewall**

\$299/month - \$349 installation

**48-port Gigabit PoE+ Switch with 4 SFP ports**

\$199/month - \$249 installation

**802.11ac Wave 2 Cloud-Managed WiFi Access Point**

\$39/month - \$149 installation

**Gigabit Router with Integrated Firewall with Unlimited LTE Backup Plan**

\$399/month - \$349 installation

**SD-WAN Appliance with Traffic Shaping & Failover**

\$199/month - \$149 installation

**Managed 12-port Auto-Reboot Power Appliance**

\$99/month - \$149 installation

**Cable Drop CAT6 (Labor Only)**

\$149 installation

## Data Center/Cloud Services

**42U Full Rack, 15A Power, 1000M Internet, 64 Public IPs**

\$1999/month - \$599 installation

**21U Half Rack, 15A Power, 1000M Internet, 64 Public IPs**

\$999/month - \$399 installation

**Exchange-compatible Email Mailbox with 25GB Storage**

\$9.99/month - \$25 installation

**Data Backup of VMware or Hyper-V Servers with 60 Day Retention**

\$2/GB/month - \$999 installation

**Data Backup of Files with 60 Day Retention**

\$1/GB/month - \$499 installation

## Web Content Filtering

**DNS-Based CIPA compliant filter**

\$0.09/student/month - \$499 installation

**E-Rate Bid Evaluation Matrix 2025-2026**  
**Cat-1 Internet Service**  
**Outdoor Learning Facility**

<b>Factors to Consider</b>	<b>Total Points Available</b>	<b>Mediacom</b>	<b>CYTRANET</b>
Cost of Eligible Goods & Services	30	30	5
Prior Experience with Vendor	25	25	0
Availability of Services in Area	15	15	10
Personnel Qualifications	10	10	10
Flexible Invoicing (BEAR 472/SPI 474)	15	0	15
Customer Service	5	5	5
<b>Total</b>	<b>100</b>	<b>85</b>	<b>45</b>

PASSION, CREATIVITY, & TEAMWORK

# RTI<sup>®</sup>

RIVERSIDE TECHNOLOGIES, INC.

105 Gateway Drive | North Sioux City, SD 57049

## Form 470 Application Number: 250011141

FY25-26 Cat 2 Managed Services



Red Oak Community School District  
604 S. Broadway St  
Red Oak, IA 51566-1974  
SPIN 143033191



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January 13, 2025

Red Oak Community School District  
604 S Broadway St  
Red Oak, IA 51566-1974

Dear Kevin Herrick,

Riverside Technologies, Inc. (RTI) is pleased to provide Red Oak Community School District with the following response to Form 470# 250011141. We are confident that our proposed solution provided by our network engineers will exceed your expectations for affordability, quality, performance, and customer support.

Driven by passion, creativity, and teamwork, RTI is committed to providing you with the best hardware and customer service possible. With years of experience in data center engineering, technology support and customer service, your account management team is ready to go above and beyond to find solutions for you. RTI has worked with numerous school districts/organizations in varying industries across the United States, so we understand your unique challenges and are dedicated to developing systems that are efficient for your needs.

RTI can provide the following services to Red Oak Community School District:

- **E-Rate Experience:** RTI's 498 ID (formerly known as SPIN) is 143033191 and has been participating in the Erate program since 2013.
- **Advanced Networking and Support:** RTI has the highest experience with Cisco, Meraki, HPE, Aruba, and Fortinet networking solutions. We can assist you with anything from design and implementation work to management and support of any network size.
- **Virtualization:** RTI specializes in VMware virtualization products and services in the server, storage, PC, and network spaces.
- **Managed Services:** Whether you need a little extra help with your IT support or want to completely outsource your IT, RTI can offer tailor-made solutions that work for you.

RTI is a trusted advisor and partner who delivers true peace of mind. We provide outstanding customer service, professionalism, advanced technical ability, and premium product. We look forward to collaborating with your school and employees. Together we can make a difference at Red Oak Community School District.

Please do not hesitate to reach out to Matt Collins at 866-804-4388 ext.1044 with any questions. We appreciate the opportunity to do business with you!

Sincerely,

*Kevin Heiss*

**Kevin Heiss**  
**President**  
**Riverside Technologies, Inc.**  
Cell | 712-490-9981  
Phone | 866-804-4388  
[kevinh@lrti.com](mailto:kevinh@lrti.com)

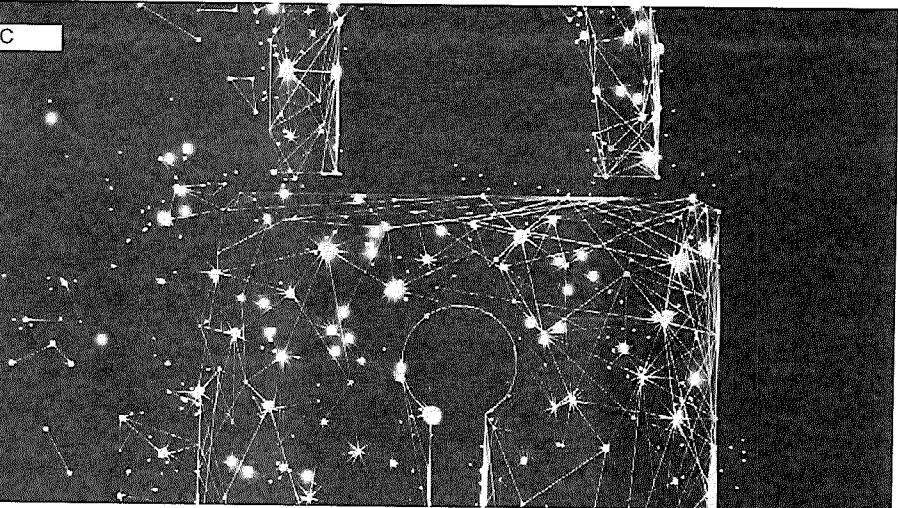


[www.RiversideTechnologies.com](http://www.RiversideTechnologies.com)



866.804.4388





## E-Rate

*Maximize Every Dollar*



E-rate can be complicated sometimes. **Riverside Technologies, Inc. (RTI)** has education technology specialists who understand the ins and outs of E-rate. We have worked with numerous educational institutions across the United States in Category 2 and other E-Rate responses in accordance with the Universal Service Administrative Company (USAC).

### Complete, Reliable Solutions

Our consultants maximize every E-rate dollar while reducing complexity and improving security. We offer reliable solutions to help meet your specific technology needs.

### Managed Services

Enjoy peace of mind. We will create a customized plan within your budget and help you stay ahead of the curve by monitoring, adjusting, and maintaining your IT environment.

### Wired and Wireless Solutions

Let us worry about the details. We help improve student classroom performance and ease the teaching burden while reducing network complexity, risk, and cost. We'll ensure you have enough coverage and capabilities for all your devices.

### Next-Generation Firewall

Protection is key. We will help ensure that your mobile, cloud, and data-sharing interactions are protected without impairing network performance.

### Unified Wired and Wireless Network

Peak performance is the goal. Keep up with constantly changing technology demands with a unified wired and wireless network. Through design analysis and careful planning, we ensure you have the coverage you need.

### Fiber and Cabling

Our BICSI certified engineers can bring increased performance to your network by installing up-to-date Fiber and Category 6 or 6A cables to connect your equipment at its best speeds.

**Riverside Technologies, Inc. (RTI)** is an IT service provider specializing in managed services, IT hardware, warehouse services, and technology deployment. We understand your challenges, develop creative solutions, and provide unmatched responsiveness. We service corporate clients, educational institutions, and state and local governments nationwide. RTI is your complete IT source.

E-Rate SPIN #14303319



**Red Oak - E-Rate 2025 – MIBS and Meraki Firewall**

**Quote #MC125833 v1**

Prepared For:  
**Red Oak Community School Dist**

Prepared by:  
**Riverside Technologies**

Date Issued:  
**01.13.2025**

Kevin Herrick  
604 S Broadway Street

Matt Collins  
748 N 109th Court  
Omaha, NE 68154

Expires:  
**02.12.2025**

Red Oak, IA 51566  
P: 712-623-6600  
E: herrickk@redoakschools.org

P: 866.804.4388  
E: mcollins@1rti.com

Contract:

		Price	Qty	Ext. Price
MIBS 1-year				
RTMSP-T0002	Managed Internal Broadband Services – 1-year	\$600.00	12	\$7,200.00
			Subtotal:	<b>\$7,200.00</b>

		Price	Qty	Ext. Price
Optional: MIBS 3-year -				
RTMSP-T0002	Managed Internal Broadband Services – 3-year	\$600.00	36	\$21,600.00
			* Optional Subtotal:	<b>\$21,600.00</b>

		Price	Qty	Ext. Price
Optional: MIBS 5-year - * Optional				
RTMSP-T0002	Managed Internal Broadband Services – 5-year	\$600.00	60	\$36,000.00
			* Optional Subtotal:	<b>\$36,000.00</b>

Quote Summary		Amount
MIBS 1-year		\$7,200.00
		Total:
		<b>\$7,200.00</b>

*Optional Expenses		One-Time
Optional: MIBS 3-year		\$21,600.00
Optional: MIBS 5-year		\$36,000.00
		Optional Subtotal:
		<b>\$57,600.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.



January 13, 2025

Red Oak Community School District  
604 S Broadway St  
Red Oak, IA 51566-1974

To whom it may concern,

This letter is an agreement that confirms Red Oak Community School District decision to purchase \$7,200.00 of Erate eligible hardware/professional services from Riverside Technologies, Inc. during the Funding Year 2024 as specified in the attached specification and price quotations.

The procurement of the hardware/professional services will be dependent upon your acceptance of the below terms and conditions:

- I certify an FCC Form 470 was posted and that any related RFP was made available for at least 28 days before considering all bids received and selecting a service provider.
- I certify that the entity or entities listed on this application have not received anything of value or a promise of anything of value, as prohibited by the Commission's rules, other than services and equipment sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- RTI will not invoice Red Oak Community School District until after July 1, 2025.
- A separate PO must be issued to Riverside Technologies, Inc. for Non-Erate services or hardware.
- The Service Provider will use the FCC Form 474, Service Provider Invoice (SPI) Form, to request reimbursements from the Universal Service Administrative Company (USAC) for eligible services provided at discounted prices. The service provider must provide the service and give a discounted bill to the applicant prior to submitting the FCC Form 474. It is the Applicants responsibility to file the FCC Form 486 within 120 days of receiving FCDL.
- I acknowledge that the Billed Entity is responsible for the full Purchase Order/Agreement dollar amount. Billed Entity is also responsible to check/understand their approved commitment dollar amount from USAC. After 120 days without USAC approval, the Billed Entity is required to pay the outstanding invoice in full and file a BEAR form when approved. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.

We look forward to working with Red Oak Community School District on this project.

Riverside Technologies, Inc.  
Kevin Heiss, President

Red Oak Community School District  
Kevin Herrick, Technology Director

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: January 13, 2025

Date: \_\_\_\_\_





**Managed Services Agreement - Servers**

**Quote #MC125922 v1**

Prepared For:  
**Red Oak Community School Dist**

Prepared by:  
**Riverside Technologies, Inc.**

Date Issued:  
**01.14.2025**

Kevin Herrick  
604 S Broadway Street

Matt Collins  
748 N 109th Court  
Omaha, ne 68154

Expires:  
**02.13.2025**

RED OAK, Iowa

P:  
E: herrickk@redoakschools.org

P: 866.804.4388  
E: mcollins@1rti.com

Contract:

Managed Services Servers - 1 year		Price	Qty	Ext. Price
RTMSP-T0001	<b>Managed Services Servers (12)</b>	\$600.00	12	\$7,200.00
			<b>Subtotal:</b>	<b>\$7,200.00</b>

Optional: Managed Services Servers - 3 years - * Optional		Price	Qty	Ext. Price
RTMSP-T0001	<b>Managed Services Servers (12)</b>	\$600.00	36	\$21,600.00
			<b>* Optional Subtotal:</b>	<b>\$21,600.00</b>

Optional: Managed Services Servers - 5 years - * Optional		Price	Qty	Ext. Price
RTMSP-T0001	<b>Managed Services Servers (12)</b>	\$600.00	60	\$36,000.00
			<b>* Optional Subtotal:</b>	<b>\$36,000.00</b>

Quote Summary		Amount
Managed Services Servers - 1 year		\$7,200.00
<b>Total:</b>		<b>\$7,200.00</b>

*Optional Expenses		One-Time
Optional: Managed Services Servers - 3 years		\$21,600.00
Optional: Managed Services Servers - 5 years		\$36,000.00
<b>Optional Subtotal:</b>		<b>\$57,600.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**E-Rate Bid Evaluation Matrix 2025-2026**  
**Cat-2 Managed Services**

<b>Factors to Consider</b>	<b>Total Points Available</b>	<b>RTI</b>
Cost of Eligible Goods & Services	30	30
Prior Experience with Vendor	25	25
Availability of Services in Area	15	15
Personnel Qualifications	10	10
Flexible Invoicing (BEAR 472/SPI 474)	15	15
Customer Service	5	5
<b>Total</b>	<b>100</b>	<b>100</b>

**RESOLUTION**  
**AFTER**  
**PUBLIC HEARING**  
**ON**  
**JANUARY 29, 2025**

Date: January 29, 2025

The Board of Directors of the Red Oak Community School District (“District”) met in open session, in the Red Oak Jr./Sr. Virtual Learning Center located at 604 S. Broadway, Red Oak, IA, on the above date. There were present President Bret Blackman, in the chair, and the following Board Directors:

---

---

Absent:

---

\* \* \* \* \*

The President announced that this was the time and place for the public hearing and meeting on the matter of the proposed conveyances of an interest in two parcels of real property, and that notice of the proposed action had been published pursuant to the provisions of Section 297.22(1) of the Code of Iowa.

Inquiry was made whether any written objections had been filed by any resident or property owner of the District regarding the sale of such real properties by the District. The Secretary stated that \_\_\_ written objections had been filed. Oral objections to the sale of real property were then called for and received and \_\_\_ were made. Whereupon, the President declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Date: January 29, 2025

The proposed action and the extent of objections thereto were then considered.

Director \_\_\_\_\_ introduced the following Resolution and moved that it be adopted. Director \_\_\_\_\_ seconded the motion to adopt. The roll was called, and the vote was:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

\_\_\_\_\_

Whereupon, the President declared the resolution duly adopted as follows:

**RESOLUTION FOR A CONVEYANCE OF REAL PROPERTY**

WHEREAS, pursuant to notice published as required by law, the Board of Directors of the Red Oak Community School District on the 29th day of January, 2025 held a hearing on the proposals to convey an interest in two parcels of real property and the extent of objections received from residents or property owners as to said proposed transactions have been fully considered; and, accordingly the following action is now considered to be in the best interests of the District and residents thereof:

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE RED OAK COMMUNITY SCHOOL DISTRICT:**

Section 1. That the real property described as 904 North Broad Street, Red Oak, IA herein shall be conveyed by the District to Acorn Development Two Inc. for \$1,000.00 and other good and valuable consideration. Conveyance by the District shall be by Deed without Warranty.

Section 2. That the real property described as 209 E. Prospect Street, Red Oak, IA herein shall be conveyed by the District to Acorn Development for \$1,000.00 and other good and valuable consideration. Conveyance by the District shall be by Deed without Warranty.

Section 3. The Board President and Secretary are authorized to sign all conveyance documents for the real property described herein.

Section 4. The Board President, Secretary, Superintendent, and administrative officers of the District are authorized to take all actions necessary to complete the above-described transaction, including execution of ancillary documents.



Section 5. The real properties are locally known as 904 Broad Street, Red Oak, IA, and 209 E. Prospect Street, Red Oak, IA, and are legally described as follows:

Block 81 of the Northeast Addition to the City of Red Oak, Iowa

and

All of Block One of Bishops Subdivision of the West  $\frac{3}{4}$  of Outlot 6 in the Northeast Addition to the City of Red Oak, Iowa

PASSED AND APPROVED, this 29th day of January, 2025.

RED OAK COMMUNITY SCHOOL  
DISTRICT

By: \_\_\_\_\_  
Bret Blackman, President

ATTEST:

\_\_\_\_\_  
Heidi Harris, Secretary

**RED OAK COMMUNITY SCHOOL  
604 S. Broadway St.  
Red Oak, Iowa 51566  
[www.redoakschools.com](http://www.redoakschools.com)**

- **CUSTODIAL SERVICES SPECIFICATIONS  
REQUEST FOR PROPOSALS PACKAGE**

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## SCHEDULE OF EVENTS

<b><u>Activity</u></b>	<b><u>Date</u></b>
Release Proposal Request	February 3, 2025
Pre-Bid Meeting & Campus Tour (optional)	February 17, 2025
Bid Package Questions Submitted	February 24, 2025
Proposals Due	March 7, 2025
Interviews with Finalists (optional)	March 19-21, 2025
Contract Award	April 16, 2025
Service Begins	July 1, 2025

# INSTRUCTIONS TO BIDDERS

## SECTION 1

### **1.1 EXAMINATION OF DOCUMENTS**

Red Oak Community Schools (herein “Owner”) is requesting proposals (herein “Bid”) for custodial services on its campus. All bidders are cautioned to examine and thoroughly read all specifications, proposed Bidding Documents, and other data provided, inform themselves and become familiar with the nature and extent of all divisions of work necessary to fully perform under the Bidding Documents. The bidding Documents shall consist of all documents included in the Bid Specifications and all documents referenced therein, by submitting a Bid, it is understood that a Bidder received a complete set of the Bidding Documents and is familiar with the foregoing.

### **1.2 INVESTIGATION OF SITE AND EXISTING FACILITY**

Before submitting a Bid, each Bidder shall thoroughly examine the premises and become fully informed regarding conditions under which Bidder will be obliged to operate, or that in any way may affect the work under Bidder’s contract. Bidders who do not attend the mandatory facility pre-bid meeting and tour will be disqualified. Please see attached Building Tour Schedule.

If there are Bid package questions, Bidder must contact:

Adam Wenberg via e-mail at [wenberga@redoakschools.org](mailto:wenberga@redoakschools.org)

Responses will be sent to all bidders.

A Bidder's submission of a Bid will be representation and warrant that the Bidder has become fully informed and understands and accepts the existing conditions and the Bidding Documents. No claim for extra compensation will be allowed by reason of anything concerning that which the Bidder should have known prior to the bidding.

### **1.3 AMENDMENTS**

Any interpretation, correction, or change to the Bid will be made by written Amendment issued by Owner. Interpretations, corrections, or changes made in any other manner will not be binding. Amendments will be forwarded to all Bidders who have returned the attached *Acknowledgment of Receipt and attended the Mandatory Pre-Bid Meeting*. Bidder shall acknowledge receipt of amendment(s) to bids by signing and returning the signature page in Appendix B: Scope, Specifications, and Pricing Proposal. Amendment acknowledgement(s) must be submitted with the Bid reply. Amendment(s) shall be received before the Bid due date and time.

## **1.4 PREPARATION COSTS**

Owner will not be liable for any costs associated with the preparation of the Bid for Bidders submission.

## **1.5 BID SUBMITTAL**

All Bid proposals must be submitted in writing. No oral or telephone Bids, modifications, or amendments will be considered. All documents submitted with the Bid which require a signature must be signed by an authorized individual. Bids that are not signed will be rejected. All Bidders are required to submit three (3) copies of the following:

- Bid Form Response
- Response to Appendix A: Technical Requirements
- A signed and notarized Appendix B: Pricing Proposal
- A list of three (3) Iowa K12 references including district name, contact person, and phone number.
- Copies of any required licenses and bonds.
- A list of proposed subcontractors, if any, who shall be duly registered and licensed with appropriate federal, state, and local agencies, along with a description of the scope of work to be undertaken by such proposed Subcontractor. Owner may request information as it deems necessary to examine the qualifications, experience and financial responsibility of such proposed Subcontractor.
- Any alterations to format made within the bidder's proposal may be cause for rejection.

**Bids shall be sent to the office of:**

Adam Wenberg  
Red Oak Community Schools  
604 S Broadway St  
Red Oak, IA 51566

Bid must be received by **March 7, 2025**, at 1:00 p.m. They will be privately opened. Bids not received by this date and time will be considered as a "No Bid."

It is the Bidders responsibility, by whatever method he/she chooses, to ensure that his/her Bid is received before the time set and at the place identified for receipt of Bids. Any Bid submitted shall be enclosed in an envelope clearly marked "*Bid # Enclosed - Do Not Open.*"

Time is of the essence for these instructions. Bids received after the time and date for receipt of Bids will be returned unopened.

## **1.6 BID EVALUATION**

The Owner will evaluate each proposal based upon the contents submitted within the Bid Form, Appendix A: Technical Requirements and Appendix B: Pricing Proposal according to following criteria:

- |                                |           |
|--------------------------------|-----------|
| a) Experience/Past Performance | 25 Points |
| b) Cost of services            | 25 Points |
| c) Green Initiatives           | 15 Points |
| d) Personnel/Organization      | 15 Points |
| e) Financial capacity          | 10 Points |
| f) ISO Certification           | 10 Points |

Bidders may, at the sole discretion of Owner, be given the opportunity to personally present their total package to Owner.

### **1.7 ERRORS & OMISSIONS – BIDDERS PROPOSAL**

The Owner may accept or reject any Bidder's proposal, in part or its entirety, if such proposal contains errors, omissions, or other problematic information. The Owner shall decide on the materiality of such errors, omissions, or other problematic information.

### **1.8 REJECTION OF BIDS**

The Owner reserves the right to reject any or all Bid Proposals and to waive any irregularities/error for a period of ninety (90) days after the Bid opening.

### **1.9 NOTIFICATION OF NON-SELECTION**

Owner will notify in writing the Bidders who are not selected.

### **1.10 AWARD OF CONTRACT**

The successful Bidder will be notified in writing of the decision of the Owner to award the Custodial Services Contract on or before April 16, 2025. If awarded the contract, Bidder hereby agrees to furnish all labor and materials for the total compensation of slated services not to exceed the cost guaranteed by this Bid. Anticipated start for this contract will be July 1, 2025.

**No contract award shall exist until executed in writing.**

### **1.11 EXECUTION OF CONTRACT**

The successful Bidder will be presented with the Custodial Services Contract for execution (a copy of the contract is attached as Appendix F). Within seven (7) calendar days after contract award, Bidder shall deliver to the Owner the required number of the signed contracts, insurance certificate(s) and other pre-job submittals identified in the contract documents. The contract will consist of the Owner's Bid package, the Bidder's response with any and all revisions, award letter, and executed contract between the parties.

### **1.12 WARRANTY**

Bidder warrants to Owner that all goods and services will conform in all respects to the terms of this Bid, including any drawings, specifications, and/or defects in materials, workmanship, and free from such defects in design.

### **1.13 TAXES**

Red Oak Community Schools is a tax exempt institution. A tax exemption form will be provided by the Purchasing department upon execution of contract.

### **1.14 INSURANCE**

- I. The successful Bidder shall provide the following minimum insurance coverage:
  - A. Commercial General Liability  
Combined Single Limit - \$1,000,000 per occurrence and \$2,000,000 annual aggregate per location. Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability products and completed operations liability and personal injury liability, A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.
  - B. Worker's Compensation – Statutory Limits
  - C. Employer's Liability  
With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit, \$1,000,000 bodily injury each employee.
  - D. Commercial Automobile Liability  
Combined Single Limit - \$1,000,000 per accident.  
Such insurance shall cover injury (or death) and property damage arising out of the ownership, maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.
  - E. Property Insurance  
All-risk replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Bidder.
- II. Policies described in Sections I-A and I-D above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I-A above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

1. Red Oak Community Schools

- III. All policies will be written by insurance companies licensed to do business in the State of Iowa and which have a rating by Best's Key Rating Guide not less than – "A-/XII".
- IV. Bidder shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Bidder commences Contract Duties or Contract Duties will not be allowed to commence.
- V. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

"Should any of the described policies be canceled before the expiration date thereof, the issuing insurer must give 30 days written notice to the certificate holder named to the below, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives." An additional copy to be sent by certified mail return/receipt to:

Red Oak Community Schools  
Attn: Adam Wenberg  
604 S Broadway St  
Red Oak, IA 51566

In addition, the language set forth in this Paragraph VI shall also be added to each policy in the form of an endorsement.

### **1.15 DELIVERIES**

Unless otherwise specified and agreed to by the Owner, no items shall be delivered to the Owner's premises unless an employee of Bidder is on-site to accept the delivery. Owner is not responsible for any items delivered.

### **1.16 PERSONNEL**

The Bidder will be wholly responsible for supervision, compensation, and direction of its employees. The Bidder's employees shall adhere to the Owner's rules and regulations while on the school grounds, but control and direction of the Bidder's employees shall remain at all times with the Bidder. The Bidder shall indemnify and defend and agrees to hold Owners and its trustees, officer, directors, employees, and agents, harmless from and against any and all liabilities, claims, demands, suits, and costs of settlement arising out of or in connection with (i) a claim that any person employed by the Bidder is an employee of the District or (ii) any discriminatory, negligent or intentional conduct, acts or omissions to act, by the Bidder or its employees or agents. The foregoing indemnification obligations of the Bidder shall survive the expiration or termination of Agreement.

### **1.17 INDEPENDENT CONTRACTOR**



The Bidder is an independent contractor and not an employee of the school district. Neither the Bidder, nor any agent, employee, or subcontractor of the Bidder, shall be deemed to be an agent or employee of Red Oak Community Schools. The Bidder shall pay, when due, all required employment taxes and income tax withholding, shall provide and keep in force worker's compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the Bidder, its employees, agents, and subcontractors.

### **1.18 NONDISCRIMINATION**

In connection with the performance of work under this Contract, the Bidder agrees not to discriminate against any employee or applicant for employment because of race, religion, sex, color, or national origin. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates pay or other forms of compensation, and selection for training, including apprenticeship. The Bidder agrees to post hereafter in conspicuous places, available for employees applicants for employment, notice setting forth the provisions of the nondiscrimination clause. The Bidder further agrees to insert the foregoing provision in all Subcontractors hereunder, except Subcontractors for standard commercial supplies or raw materials.

## **BID FORM**

### Section II

### **2.1 CAPABILITIES PROPOSAL**

We encourage you, in your proposal, to tell us about your company and how you would, if selected, prepare for and handle the Custodial Service obligations. Certain subjects are of particular importance to us and we request a detailed outline of the items addressed below. Please do not feel restricted to these items, as we wish to know as much as possible about your company and its operation. Failure to respond to any items in the Bid Form may result in rejection of the Bid.

#### **A. GENERAL BACKGROUND**

Please provide background information about your company including number of employees, areas of expertise, number of years in the business, types of facilities serviced, qualifications of team (including subcontractors) assigned to the project, appropriate licensing, etc.

#### **B. FINANCIAL STABILITY**

- Provide a history of the company's growth and proof of financial stability.

#### **C. CLIENT RELATIONS**

- How will your company work with us to ensure client satisfaction?
- What are the value added benefits the Owner will realize if entering into a contract with your company?

#### **D. LITIGATION**

- Provide a list of litigations with the last five (5) years in which your company has been named as a:
  - Defendant in a lawsuit for breach of contract
  - Respondent in an administrative action for deficient performance on a project
  - Defendant in a criminal action
  - Defendant in a civil action for loss to client's property or person
  - Defendant in a civil action for conduct of an employee

#### **E. ADDITIONAL INFORMATION**

- Green Initiatives that support the Healthy Schools Campaign
- ISO Certification
- Method of employee background and social security number verifications
- Training Outline
- List of Equipment & supplies to be provided
- Transition/implementation plan
- Copy of Certificate of Insurance
- Dun & Bradstreet number
- Equal Opportunity Employer Certificate
- Drug free workplace

**OPTIONAL PRE-BID BUILDING TOUR SCHEDULE**  
**SECTION 3**

Bidders are invited to attend an optional building tour on February 17, 2025 at 2:00 p.m. Bidders will meet with Adam Wenberg at the Red Oak CSD Administrative Office located at 604 S Broadway St, Red Oak, IA.

# APPENDIX A: TECHNICAL REQUIREMENTS

## I. SCOPE OF SERVICES

Red Oak Community Schools is requesting proposals from qualified vendors for a contract to provide custodial services on its campus. Bidder is to examine the list of requirements provided below and provide a written response, signed by an authorized representative, indicating its ability to meet these requirements or can comply with the requirements with exceptions. A written detailed response is required.

### SERVICES TO BE PERFORMED

- A. The Bidder (Contractor) will be required to provide professional custodial services for Red Oak Community Schools at its campus in Red Oak, Iowa. The listing of buildings on the campus included in the scope is as follows:
1. Jr/Sr High School
  2. Inman Elementary School (Grades K-6)
  3. Red Oak Early Childhood Center (Pre-K)
  4. Administration Office/Transportation Bathrooms
- B. Contractor shall be responsible for cleaning all academic and office space as defined by the specifications. Specifications are attached as part of Appendix A. Additional information regarding floor plans will be given at the optional tour on **February 17, 2025**. All custodial services to be performed are subject to inspection by Owner. All questions that arise regarding the quality and acceptability of materials used, work performed or the rate of work progress shall be decided by the Owner. During the contract term, all deficiencies will be verbally reported to the Contractor with a written report to follow. All deficiencies must be corrected within a reasonable time frame to the satisfaction of the Owner.
- C. Contractor shall furnish labor, equipment, and cleaning supplies required for the adequate performance of work for this contract. Cleaning supplies shall not include any restroom consumable products. Contractor will ensure that employees are trained, reliable, and quality conscious. All custodial employees shall be mentally and physically competent to perform all the services as required.
- D. Contractor shall provide adequate coverage to ensure a clean, safe environment for the campus community. Janitorial coverage will be provided Monday through Friday. In addition, there may also be the occasion for the Owner to request employees to work overtime or over the weekend. Contractor will provide a working Lead Custodian to supervise the night custodial employees.
- E. Contractor shall be responsible for the supervision, direction, and safety training (including Right to Know, Blood borne Pathogens, etc.) of employees. Contractor shall supervise employees to maximize performance. All equipment utilized by the Contractor must be maintained in safe operating condition at all times. All electrical equipment must be properly

grounded. All employees must wear proper protective equipment while working on the campus.

- F. Contractor shall provide 1 (one) additional person for special events (e.g., weekend activities) which shall include but not be limited to setting up areas for special events, cleaning during events, and restoring rooms to original condition or as specified, as may be required from time to time. Owner will notify the Contractor of such needs at least 24 hours in advance. A separate Purchase Order will be issued for special events cleaning and set-up. Work that is required but outside the scope of the contract will be quoted under regular purchasing procedure.
- G. Contractor will provide 1 (one) day porter or custodian at each attendance center (i.e., Inman Elementary, and Red Oak Jr-Sr High School), from 6:30 a.m. to 3:00 p.m., to maintain the facility and keep it presentable throughout the day. Contractor will provide 2 (two) evening custodians at Inman Elementary and 3 (three) evening custodians at Red Oak Jr-Sr High School, from 3:00 p.m. to 11:30 p.m., to deep clean classrooms, offices, restrooms, gymnasiums, and common areas each evening. One of the evening custodians at the Jr-Sr High School will also be responsible for cleaning the Red Oak Preschool and Administrative Center. Contractor must provide a regularly updated organizational chart stipulating the staff who are responsible for assigned buildings.

### **Liability**

The contractor shall be responsible for the acts of its employees and agents while on Owner premises. Accordingly, the Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on Owner premises. Contractor shall be responsible for all damages to persons or property caused by Contractor or any of its agents or employees. Contractor shall promptly repair, to the specifications of District, any damage that it or its employees or agents, may cause to the District premises or equipment; on Contractor's failure to do so within the timeframe established by the District, the District may repair such damage and Contractor shall reimburse the college promptly for the cost of repair.

The Contractor agrees that, in the event of an accident of any kind, Contractor will immediately notify the Red Oak School's superintendent thereafter furnish a full written report of such accident.

### **Payments**

Red Oak Community Schools will pay all invoices net thirty (30) days. No late charges will be assessed prior to the thirty (30) days. Contractor will submit one monthly invoice which clearly identifies the monthly base contract work along with any additional scope items by the 10<sup>th</sup> of the month services. Invoices shall be sent to Heidi Harris, Accounts Payable.

Payment will be processed based on approval from the Owner's Representative.

## **II. SPECIFICATIONS**

## **Specifications and Scope of Service**

### **Cleaning Standards**

The Owner will hold the Contractor to a high standard of sanitation and cleanliness. This will include but not be limited to:

#### **Dusting**

A properly dusted surface is free of dirt and dust streaks, lint and cobwebs.

#### **Plumbing Fixtures and Dispenser Cleaning**

Plumbing fixtures and dispensers are clean when free of deposits and stains so that the item is left without dust streaks, film, odor, or stains.

#### **Sweeping**

A properly swept floor is free of dirt, dust, grit, lint, and debris, except embedded dirt and grit. Corners and edges shall be clean.

#### **Spot Cleaning**

A surface adequately spot cleaned is free of stains, deposits and is substantially free of cleaning marks.

#### **Damp Mopping**

A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris or standing water.

#### **Metal Cleaning**

Cleaned metal surfaces are without deposits or tarnish, and with a uniformly bright appearance. Cleaner is to be removed from adjacent surfaces.

#### **Glass Cleaning**

Glass is clean when glass surfaces are without streaks, film, deposits, and stains, and has a uniformly bright appearance and adjacent surfaces have been wiped clean.

#### **Floor Finish Removal (Stripping)**

Finish removal is accomplished when surfaces have finish removed down to the flooring material, are free of dirt, stains, deposits, debris, cleaning solution and standing water and the floor has a uniform appearance when dry. Plain water rinse and pickup must follow finish removal operation immediately.

#### **Scrubbing**

Scrubbing is satisfactorily performed when surfaces are without imbedded dirt, cleaning solution, film, debris, stains, marks, and standing water, and the floor has a uniformly clean appearance. A plain water rinse will follow the scrubbing process.

#### **Buffing of Finished Floor Surfaces**

Finished floor areas will be buffed sufficiently for maximum gloss, removal of surface dirt and have a uniform appearance.

### **Carpet Cleaning**

Periodic cleaning of carpets, sometimes referred to as "shampooing" shall be accomplished by steam cleaning or any other method now in use, or which may be developed in the future.

### **Floor Finishing**

Normally performed by powered machines. Finishing and sealing includes:

- Proper cleaning and preparation of surface including removal of residue of previous washing.
- Proper rinsing of floors to remove soap residue.
- Application of two evenly distributed coats of slip proof floor finish.

○

### **Corridors, Main Lobby and Entrance**

Daily

- Empty wastebaskets and other designated receptacles, and dispose of in the proper receptacle provided by building.
- Clean the walls behind and around trash receptacles.
- Clean interior door and partition glass.
- Clean and sanitize drinking fountains.
- Dust and damp mop floors.
- Vacuum and spot clean carpets.
- Sanitize door handles and other high touch surfaces.

Weekly

- Remove fingerprints and smudges from light switches, walls and doors.
- Dust horizontal surfaces.
- Machine polish finished hard surfaced floors.

Monthly

- Clean or vacuum furniture.
- Dust vertical surfaces.

### **Sanitizing Lockers, Showers and Restrooms**

Daily

- Empty wastebaskets, sanitize, and clean.
- Clean the walls behind and around trash receptacles.
- Empty sanitary napkin receptacles.
- Replace liners in wastebaskets, if dirty or torn.

- Clean and refill restroom dispensers.
- Clean mirrors and chrome fittings.
- Clean and sanitize showers, sinks, and fixtures.
- Clean and sanitize toilets.
- Clean and sanitize urinals.
- Sweep floors.
- Wet mop floor with disinfectant.
- Wash walls, partitions, and doors.
- Dust horizontal surfaces.
- Clean hand dryers.
- Clean face of lockers as needed.
- Clean tops of lockers.
- Sanitize door handles and other high touch surfaces.

#### Weekly

- Clean ceiling and wall vents.
- Foam showers.

### **Administrative Offices**

#### Daily

- Empty wastebaskets & other designated receptacles; dispose of in proper receptacle provided by building.
- Clean the walls behind and around trash receptacles.
- Clean and sanitize drinking fountains.
- Clean and sanitize showers (as necessary), sinks, and fixtures.
- Clean and sanitize toilets.
- Clean and sanitize urinals.
- Clean wastebaskets.
- Dust and damp mop floors.
- Spot clean desktops.
- Vacuum and spot clean carpets.
- Sanitize door handles and other high touch surfaces.

#### Weekly

- Remove fingerprints and smudges from light switches, walls, and doors.
- Dust surfaces above 70" and below 30".
- Sanitize phones.
- Dust horizontal surfaces. No working papers will be disturbed.

#### Monthly

- Vacuum upholstered furniture.



- Machine polish hard surfaced floors.

## **Cafeteria**

### Daily

- Clean lunchroom after each breakfast and lunch shift.
- Empty wastebaskets and other designated receptacles and dispose of in the proper receptacle provided by building.
- Clean the walls behind and around trash receptacles.
- Remove fingerprints and smudges from light switches, walls, and doors.
- Clean interior door and partition glass.
- Clean and sanitize drinking fountains.
- Vacuum and spot clean carpets, if applicable.
- Sweep and damp mop hard floors.
- Wash counters.
- Clean table tops.
- Damp wipe chairs.
- Sanitize door handles and other high touch surfaces.

### Weekly

- Dust horizontal and vertical surfaces.

### As Needed

- Set up and remove tables.

## **Lounge**

### Daily

- Empty wastebaskets.
- Remove fingerprints and smudges from light switches, walls, and doors.
- Clean interior door and partition glass.
- Clean and sanitize drinking fountains.
- Dust and damp mop hard surface floors.
- Clean desk tops.
- Vacuum and spot clean carpets.
- Sanitize door handles and other high touch surfaces.

### Weekly

- Damp mop hard floors.
- Dust horizontal surfaces. No working papers will be disturbed.

Monthly

- Vacuum upholstered furniture.

## **Classrooms/Instructional Areas**

Daily

- Clean and sanitize desk/table tops.
- Dust mop floors/vacuum carpets.
- Damp mop floors/spot clean carpets.
- Clean and erase white boards.
- Spot clean woodwork, doors, and glass partitions.
- Empty pencil sharpeners.
- Empty waste baskets.
- Sanitize door handles and other high touch surfaces.
- Clean and sanitize sinks, water fountains, and restrooms when present.

Weekly

- Dust horizontal and vertical surfaces.

Note: Instructional areas are defined to include special subject areas, such as music, art, industrial arts, science labs, home economics and business education, etc.

## **Facility Areas That Require Special Attention**

### **Media Center**

Daily

- Dust mop floors/vacuum carpets.
- Empty wastebaskets and pencil sharpeners.
- Clean glass.
- Spot clean walls.
- Sanitize door handles and other high touch surfaces.
- Clean table tops.

Weekly

- Dust Bookcases.

### **Gymnasium**

Daily

- Dust mop floor.
- Spot mop floor.
- Help set up and clean up before and after activities held in the gym, as needed.
- Empty and damp wipe trash containers and walls behind trash containers.
- Spot clean doors, walls and glass.
- Vacuum carpet runners.
- Sanitize door handles and other high touch surfaces.

#### Weekly

- Dust bleachers.

## **School Breaks, Cleaning and Refinishing Schedule**

Contractor will work during Christmas breaks. Plans will be implemented to complete as many cleaning projects as possible, depending upon the length of the break taken, and the events or activities scheduled by the school that would conflict with cleaning projects. Efforts will be concentrated in the following areas.

### **Christmas Break**

#### Hallways

- Hard surface hallways will be scrubbed and recoated.
- Carpeted hallways will be surface cleaned.

#### Restrooms/Locker Rooms

- Machine scrub and disinfect floors.
- Clean and disinfect toilets, toilet seats, and toilet tanks.
- Clean and disinfect urinals.

#### Administrative Offices

- Scrub and recoat hard floors.
- Surface clean carpets.

### **Schedule of Duties – Summer Cleanup**

The following guidelines will be utilized for specific summer clean-up. Daily and weekly cleaning protocols will continue to be followed for offices, classrooms, and other spaces that are utilized during the summer.

### **Classrooms and Instructional Areas**

- Floors are to be stripped as needed, to remove build up and ground in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish (per manufacturer's recommendations).
- Shampoo carpets.
- Walls cleaned free of pencil, ink and other type marks and dirt.
- Desks and chairs washed inside and out. Remove gum.
- Desk tops cleaned and free of pencil and ink marks.
- Ledges, window sills, light fixtures, chalkboards, bookcases, coat racks, and other flat surfaces washed and cleaned.
- Ceilings will be swept free of debris.
- Partition glass cleaned.
- Sinks, sink fixtures, and mirrors to be cleaned and disinfected.
- Trash containers to be washed and disinfected.
- Classroom Restrooms:
  - 1) Mirrors cleaned and polished.
  - 2) Sinks cleaned and polished.
  - 3) Toilets cleaned and disinfected thoroughly.
  - 4) Floor scrubbed and dirt and wax build up removed.
  - 5) Dirt, marks removed from walls, doors and woodwork.
  - 6) Supplies replenished.

NOTE: Summer cleaning will be performed during the recognized school summer vacation and will be completed prior to the fall opening.

### **Hallways, Stairways, and Landings**

- Floors to be stripped as needed, to remove build up and ground in soil (per manufacturer's recommendations).
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish (per manufacturer's recommendations).
- Entry windows and door glass to be cleaned and polished.
- Hand prints, marks and dirt to be removed from walls.
- Rails, ledges, light fixtures to be washed and cleaned.
- Clean and polish drinking fountains.
- Clean and shampoo entrance carpets.
- Scrub stairs and landings.
- Wash lockers inside and out.

### **Offices**

- Strip floors, removing build up and ground in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish (per manufacturer's recommendations).
- Clean and polish desks.
- Ledges, light fixtures, partitions, walls, doors to be cleaned.

- Clean door and partition glass.
- Clean and shampoo carpets.
- Clean and disinfect trash containers.

### **Library**

- Clean and shampoo carpets.
- Clean and polish desks.
- Clean and polish exposed areas of bookshelves. Books will not be removed.
- Clean free of dust and dirt window sills, ledges, flat surfaces, light fixtures.
- Clean door and partition glass.
- Strip hard surface floors as needed to remove build up and ground in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant metal interlock floor finish (per manufacturer's recommendations).

### **Restrooms**

- Clean and polish mirrors.
- Clean and polish sinks.
- Clean and disinfect toilets, toilet seats, and toilet tanks.
- Clean and disinfect urinals.
- Wash and disinfect walls, partitions, doors, and heating units.
- Clean light fixtures.
- Scrub floors - strip down to bare tile or terrazzo if a finish has been applied - reseal with a high quality terrazzo floor sealer (per manufacturer's recommendations).
- Replenish supplies.

### **Gymnasium**

- Wash bleachers, seats, footboards, and face boards.
- Spot clean walls to hand height.
- Wet mop steps and floor (bleacher area).

### **Locker and Shower Rooms**

- Wash lockers inside and out.
- Wash walls.
- Machine scrub floors with disinfectant.

### **Special Notes - Summer Cleaning**

The owner will expect the contractor to clean rooms during summer school as per the cleaning specification stated herein. In addition, the contractor will undertake a major cleaning of the owner's buildings. This will include the spot cleaning of interior walls; wash desks, tables, chairs, baseboards, etc.; wash exterior of wall heaters; shampoo carpeting; strip and refinish

floors, including stairways, corridors, and vestibules; toilet and shower rooms will be washed and sanitized completely. School closes for summer vacation.

Light diffusers and light tubes will be cleaned.

## **Additional Tasks**

In addition to the Schedule of Duties listed, will perform any tasks normally required by the District of its custodians beyond the scope of the contract. These tasks will be charged at the rate shown on the Agreement page.

### **Examples of additional duties**

- Weekends unable to be covered by adjusting the normal cleaning schedule.
- Painting projects.
- Special projects.
- Clinics and Camps
- Rental of school facilities that are outside of normal school activities.

### **Cleaning of Athletic Fields and Tracks**

- Clean and disinfect toilets, toilet seats, and toilet tanks.
- Clean and disinfect urinals.
- Clean press box.
- Dump trash barrels.
- Clean stadium.
- Clean concession stands.
- Sweep walks.
- Set up tables/chairs as needed for events.

### **Miscellaneous Responsibilities**

It is understood that, in each school, the Custodians (particularly on the day shift) are there to support the school principal and staff. As such, unscheduled needs will arise from time to time, and need to be met by the Custodial Staff. There will be a day custodian available to support the normally recurring miscellaneous duties that include:

- Furniture moving
- Set-ups for meetings and events
- Post class schedule activity cleanups
- Assisting in receiving of supplies
- Incidental graffiti removal – interior
- Reporting observed safety hazards
- Scheduling work around evening classes or school sponsored events, if applicable
- Other duties as assigned by the Facilities Director, Building Engineer, Principals, and/or Custodial Coordinator

- Adjust tables and desks as needed
- Clean up body fluids when necessary
- Set up and take down tables, chairs, etc. for any Athletic Event or event scheduled in any building.
- Open building for the day

**Work Excluded From Services**

- Sanding of stage and gym floors.
- Providing lawn seed, sod, fertilizers, or any other chemicals for grounds care, mowing, etc.
- Provision of any pest control services.
- Sandblasting exterior building surfaces.
- Major plumbing, electrical, mechanical or repairs of any kind, which cannot be performed by the Maintenance Department personnel.
- Any major painting projects where time constraints and scope of work exceeds the capability of the staff.
- Cleaning of kitchen and serving area will be completed by the kitchen staff.
- The washing or dry cleaning of curtains.
- Cleaning of technology including computers, smart panels and phones.

**APPENDIX B: PRICING PROPOSAL**

This Appendix and successful Bidder’s response will be incorporated into the final Contract (find Copy attached as Appendix D). The specification listed below is a mandatory requirement of the Bid. Bidders are required to include pricing for the equipment listed. Failure to provide pricing for mandatory items will be cause for rejection.

The scope for this project includes all custodial service for buildings listed under Appendix A: Technical Requirements. The square footage provided as a part of Appendix A is an estimate of the total and cleanable square footage for the purpose of evaluation of proposals. The successful Bidder shall be required to verify the exact cleanable square footage to the Owner in writing prior to executing the contract and issuance of invoices for commencement of the work.

Pricing Proposals for this Bid shall consist of the following:

A. Total cost of “cleaning services”

1<sup>st</sup> year \_\_\_\_\_

2<sup>nd</sup> year \_\_\_\_\_

3rd year\_\_\_\_\_

Optional

4th year\_\_\_\_\_

5th year\_\_\_\_\_

B. Additional costs for labor for special events/projects (outside the contract scope)

Regular time hourly cost\_\_\_\_\_

Overtime hourly cost\_\_\_\_\_

THE UNDERSIGNED:

Acknowledges receipt of:

Bid package including specifications and floor plans for the work indicated above.

Addenda: No.\_\_\_\_\_, dated  
No.\_\_\_\_\_, dated  
No.\_\_\_\_\_, dated

Having examined the site(s) of the work, and having familiarized itself with local conditions affecting the cost of the work and all the requirements of the bidding documents including instructions to Bidders, floor plans, specifications, and duly issued addenda, hereby agrees to perform all work and furnish all labor, material and equipment specifically required by the Bidding documents.

Agrees:

- To furnish the described equipment and services at a cost not to exceed the prices provided above by the Bidder in Appendix B: Scope, Specifications, and Pricing Proposal.
- To hold Bid prices constant for a period of six months.
- To furnish all bonds and insurance required by the bidding documents, if awarded contract.



- To complete all work in accordance with the contract and within the time constraints herin specified.

Signature:

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Bidder's signature: \_\_\_\_\_

Bidder's Title: \_\_\_\_\_

CORPORATE SEAL

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 2025

## APPENDIX C: SERVICE CONTRACT

See attached contract outline

## APPENDIX D: ACKNOWLEDGMENT OF RECEIPT

Custodial Services, RFP #

Please provide the requested information below as acknowledgment that you have received our Bid package noted above. It is strongly recommended that interested Bidders complete this acknowledgment and return via fax to: 712-623-6603. Submission of this form will enable us to provide you notification of any amendments to the Bid.

Name of Firm \_\_\_\_\_

Address: \_\_\_\_\_

Fax #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SERVICE CONTRACTOR AGREEMENT

**THIS AGREEMENT** is made and entered into this date, between Red Oak Community Schools (herein "Owner") and (herein "Service Contractor").

### WITNESSETH:

**WHEREAS**, Service "contractor is skilled in the performance of all the Contract Duties identified in Appendix A of bid document, and has offered to perform all said Contract Duties of Owner with respect to the property owned, leased, or operated by Red Oak Community School District, commonly known as Red Oak Community Schools (herein "Property "); and

**WHEREAS**, Owner is desirous of securing the performance of all the Contract Duties by Service Contractor.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants and agreements of the parties, it is agreed as follows:

#### Section 1. Term of Agreement.

Unless sooner terminated as herein provided, the term of this Agreement shall begin on (herein "Contract Commencement Date") and shall end on (herein "Contract Expiration Date").

#### Section 2. Contract Duties.

From and after the Contract Commencement Date and until the Contract Expiration Date or earlier termination of this Agreement, Service Contractor shall timely and fully perform all the Contract Duties set forth in Appendix A of bid document which is attached hereto and incorporated by reference herein. Service Contractor further agrees to perform all of the Contract Duties in a good and workmanlike manner, and in accordance with industry standards established by those engaged in a business similar to that of Service Contractor in performance of the Contract Duties; and to pay for all supplies, fuel, uniforms, equipment, machinery, repairs, transportation, material, labor, insurance premiums of any kind or description, sales taxes, salaries, federal and state employment taxes, any similar payroll taxes relating to employees of Service Contractor, and all other expenses whatsoever incurred in the performance of the Contract Duties; and to obtain and pay for all applicable permits and governmental fees, licenses and inspections necessary and incidental to the performance of the Contract Duties and to otherwise comply with all governmental regulations pertaining to performance of the Contract Duties and to provide a competent and well trained on-site supervisor for performance of the Contract Duties at the specified times when said Contract Duties are being performed.

#### Section 3. Service Contractor's Compensation.

Unless this Agreement is terminated prior to the Contract Expiration Date, Owner shall pay Service Contractor compensation, for Service Contractor's performance of the Contract Duties, in the amounts and at the rates established in Appendix B of bid document which is attached hereto and incorporated by reference herein. Service Contractor shall bill the Owner for such compensation not more frequently than once monthly. If the Contractor fails to perform the Contract Duties in a good and workmanlike manner, as determined by the Owner, the Owner may either self-perform or hire a third party to remedy the deficiency in Service Provider's performance of the Contract Duties. The Owner may then reduce any amount it owes to the Service Contractor under this Section 3 by the amount incurred by the owner in remedying Service Contractor's deficient performance.

#### Section 4. Additional Work.

It is understood that from time to time during the term of this Agreement, Owner may request Service Contractor to perform services or provide materials, which are not set forth in the Contract Duties but are related to the services encompassed within the Contract Duties (herein "Additional Work"). Service Contractor hereby agrees to perform such Additional Work so long as prior to the performance of such Additional Work, Owner shall authorize in writing the scope of such Additional Work and compensation payable to Service Contractor for the full performance of said Additional Work. In the event Service Contractor shall fail to secure such a writing relating to such Additional Work, any such work thereafter performed shall be deemed a part of the Contract Duties and Service Contractor shall not be entitled to any additional compensation therefore.

#### Section 5. Termination

Owner has the right to terminate this Agreement upon sixty (60) days written notice to Service Contractor. Contractor also has the right to terminate the contract upon ninety (90) days written notice.

#### Section 6. Relationship of Parties.

Service Contractor is retained by Owner only for the purpose and to the extent set forth herein and Service Contractor's relationship with Owner shall, during the entire term of this Agreement, be that of independent contractor so that neither Service Contractor, nor any employee, agent, servant, officer, director or shareholder of Service Contractor, shall be deemed an agent, servant or employee of Owner. Service Contractor agrees to indemnify and hold Owner and Owner and Owner and their respective affiliates, and their partners, officers, directors, employees and agents harmless of and from any and all liabilities, claims, demands, damages, and expenses (i) arising from any determination (whether judicially or administratively) that some relationship, other than that of independent contractor, exists between Owner and/or Owner and Service Contractor or (ii) in connection with hiring, termination, discipline, evaluation and resolution of complaints and grievances of Service Contractor's employees.

#### Section 7. Insurance

At all times while performing the Contract Duties, Service Contractor shall maintain, at its sole cost and expense, the insurance set forth in 1.14, attached hereto and incorporated by reference herein, from insurance companies and in a form reasonably satisfactory to Owner with limits of liability not less than stated in 11.14. Owner shall have the right to inspect and review the policies in their entirety and shall be provided with copies upon request.

#### Section 8. Indemnification.

To the fullest extent permitted by applicable law, Service Contractor shall defend indemnify and hold harmless the Owner and their respective officers, directors, employees, agents, shareholders, partners, joint ventures, affiliates, successors and assigns from and against any and all liabilities, obligations, claims, demands, causes of action, losses, expenses, damages, fines, judgments, settlements and penalties, including, without limitation, costs, expenses and attorneys' fees incident thereto, arising out of based upon or occasioned by or in connection with:

- (a) Service Contractor's performance of (or failure to perform) the Contract Duties;
- (b) a violation of any laws or any discriminatory, negligent or intentional acts or omissions to act by Service Contractor or its affiliates, subcontractors, agents or employees during performance of the Contract Duties; and/or
- (c) a breach of this Agreement by Service Contractor or its affiliates, subcontractors, agents or employees; and/or
- (d) a claim that any person employed by the Service Contractor is an employee of the Owner.

The aforesaid obligation of indemnity shall be construed so as to extend to all legal, defense and investigation costs, as well as all other reasonable costs, expenses and liabilities incurred by the party indemnified, from and after the time at which the party indemnified receives notification (whether verbal or written) that a claim or demand is to be made or may be made.

Except as may be otherwise provided by applicable law or any governmental authority, Owner's right to indemnification under this section shall not be impaired or diminished by any act, omission, conduct, misconduct, negligence or default (other than negligence or willful misconduct) of Owner or any employee of Owner who contributed or may be alleged to have contributed thereto. The foregoing indemnification obligations of the Service Contractor shall survive the expiration or termination of the Agreement.

#### Section 9. Assignment and Delegation.

9.01 Service Contractor shall be absolutely prohibited from assigning this Agreement or Delegating or subcontracting any of the Contract Duties (or any right, obligation

or Performance of Service Contractor hereunder), it being agreed that the services to be performed hereunder are personal in nature. Any attempted assignment or subletting of this Agreement or any delegation or subcontracting of any Contract duties or Additional Work without Owner's prior written consent, which may be withheld in Owner's sole and Absolute discretion, shall be void and of no force and effect.

#### Section 10. Notices

Any information or notices required to be given under this Agreement shall be in writing and shall be delivered either by (i) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid, in the U.S. mail; (ii) a reputable messenger service or a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such messenger or courier; or (iii) personal delivery with receipt acknowledged in writing, in which case notice shall be deemed delivered when received. All notices shall be addressed as follows:

If to Owner:           Red Oak Community Schools  
                              604 S Broadway Street  
                              Red Oak, Iowa 51566  
                              Attn: Adam Wenberg, Director of Grounds and Operations

If to Service Contractor:

The foregoing addresses may be changed from time to time by notice to the other party in the manner hereinbefore provided for.

#### Section 11. Severability.

If any provision hereof is deemed to be invalid or unenforceable under applicable law, this Agreement shall be considered divisible as to such provision and the same shall thereafter be inoperative, provided however, the remaining provisions of this Agreement shall be valid and binding.

#### Section 12. Applicable Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa without giving effect to the conflict of law rules thereof.

#### Section 13. Compliance with IRCA.

Service Contractor agrees at all times to remain in strict compliance with all terms, provisions, regulations, and rulings relative to the Immigration Reform and Control Act of 1986 (IRCA). All employees of Service Contractor assigned to the Property will have had their identity and eligibility for work within the United States properly verified. Within three (3) days of receipt of a written request from Owner, Service contractor shall provide copies of the I-9 form

or such other documentation as may be appropriate to satisfy Owner as to Contractor's compliance with IRCA.

Service Contractor agrees to defend and indemnify Owner and its affiliates and subsidiaries, and the respective directors, partners, officers, agents, representatives, and employees of each of them from and against any claims, actions, suits or proceedings of any type whatsoever arising out of or in any way connected with Service Contractor's breach of the terms of the paragraph immediately above.

#### Section 14. Compliance with Safety Regulations.

Service Contractor shall plan for, and ensure, that all personnel performing and Contract Duties or Additional Work comply with the basic provisions of OSHA Safety and Health Standards (29 CFR 1910) and General Construction Standards (29CFR 1926) as such federal regulations are applicable to the specific tasks constituting the Contract Duties and Additional Work (if any). The responsibility for the implementation and enforcement of health and safety requirements lies with the Service contractor, and its safety support staff. Service Contractor shall provide Material Safety Data (MSD) Sheets in compliance with OSHA Hazard Communication Standards. Service Contractor shall take all necessary and desirable precautions for the safety of, and provide the necessary and protection to prevent damage, injury, or loss to:

- a. all personnel on the work site.
- b. all materials or equipment to be provided, incorporated in, or utilized in connection with, the Contract Duties, whether on or off the work site.
- c. other property located at the site of the Contract Duties or at the Property.
- d. the Property.

#### Section 15. Miscellaneous Provisions Applicable to Service Contractor

15.01 Service Contractor shall, at all times, enforce strict discipline and good order among its employees and shall not employ on the Contract Duties any unfit person or anyone not skilled in performance of the Contract Duties. Owner has the right to require the Service Contractor to remove from its work force assigned to the Property any employees or subcontractor's employees whose presence at the Property Owner deems, in its sole discretion, to be detrimental to the best interests of the Property.

15.02 In conducting the Contract Duties, the Service Contractor and all of its subcontractors shall agree to employ only labor which shall not result in jurisdictional disputes or strikes or cause disharmony with other contractors, agents, and employees at the Property.

15.03 Service Contractor warrants to Owner and Owner that all Contract Duties shall be performed in a safe, good and workmanlike manner, and that the Contract Duties, including all materials and equipment furnished hereunder, shall conform to all

requirements and specifications identified in this Agreement and shall be free from defects of any kind in materials and workmanship. All Contract Duties not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

- 15.04 Service Contractor, in performing the Contract Duties, shall comply with all applicable laws. Service Contractor shall not take, and is not authorized to take, any action in the name of or on behalf of Owner, or which would violate any applicable law. If Service Contractor performs any Contract Duties contrary to applicable law, any additional costs resulting therefrom, including the costs of correcting said Contract Duties to comply with such law and the cost of fully indemnifying Owner and Owner from any liability or expenses with respect to such violations by Service Contractor may be offset by Owner against amounts owing to the Service Contractor in connection with the Agreement or otherwise.
- 15.05 Service Contractor shall obtain at its own cost all licenses (including professional licenses), permits, certificates and authorizations necessary for Service Contractor to do business in all jurisdictions where any part of the Contract Duties are to be performed. Service Contractor shall also obtain all licenses, permits, certificates and authorizations necessary in connection with Service Contractor's performance of the Contract Duties, and give all notices required under applicable law, or by any governmental entity having jurisdiction over the Contract Duties, Service Contractor, its employees, Owners, subcontractors Contractors, or the activities of any of them.
- 15.06 Service Contractor acknowledges that Owner (or other persons with the permission of Owner) may concurrently perform services of the same type as the Contract Duties (unrelated to this Agreement) at this site and the Property, and Service Contractor specifically consents to such concurrent performance of Contract Duties by Owner (and others) without interference by those who are performing the Contract Duties under this Agreement.
- 15.07 Service Contractor shall promptly remedy all damage or loss to any property at the site or at the Property if such damage or loss is caused directly or indirectly, in whole or in part, by Service Contractor, any subcontractor or anyone directly or indirectly performing the Contract Duties.
- 15.08 Service Contractor shall not permit any discrimination against or segregation of any person or group of persons in connection with the performance of this Agreement on account of sex, disability, marital status, age, race, religion, color, creed, national origin or ancestry nor shall Service Contractor or any person claiming under or through Service Contractor, establish or permit any such practice or practices of discrimination or segregation in connection with the performance of the Contract Duties and Service Contractor's other obligations under this Agreement.
- 15.09 All drawings, specifications, studies, analyses, opinions, recommendations, reports or other information and material of any nature, and copies thereof, (i) provided to



Service Contractor by Owner, (ii) prepared pursuant to this Agreement; or (ii) to which Service Contractor otherwise gains access during the performance of Contract Duties are the property of Owner and are to be treated as confidential. They are not to be disclosed to others without Owner's prior written approval and are to be delivered to Owner on request and in all events upon completion of the Contract Duties, or termination of this Agreement pursuant to the terms hereof. Service Contractor shall advise its affiliates, subcontractors, agents and employees having access to said information of this obligation of confidentiality and bind such parties to this same obligation. No articles, papers or treatises related to or in any way associated with the Contract Duties performed pursuant to this Agreement shall be submitted for publication without Owner's prior written consent.

#### Section 16. Miscellaneous

- 16.01 Time is of the essence. Service Contractor acknowledges that time is of the essence in regards to its performance under this Agreement.
- 16.02 No Liens. Service Contractor shall either suffer nor permit the attachment of any liens upon the Property as a direct result of Service Contractor's performance of the Contract Duties and/or Additional Work.
- 16.03 Cure of Service Contractor's Default. If Service Contractor shall default in the performance of the Contract Duties or any other duty imposed upon Service Contractor hereunder, Owner may (but shall not be required to ), without notice to Service Contractor and with or without terminating this Agreement, cure and rectify such defaults and either deduct the reasonable cost of cure and rectification from compensation due to Service Contractor hereunder or Owner may directly bill Service Contractor for such reasonable cost.
- 16.04 Force Majeure.
- a. Any delay or failure by either party hereto in the performance of its obligations hereunder shall not constitute a default hereunder or give rise to any claim for damages if, and only to the extent and for such period of time that, (i) such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of such party or any subcontractor, material man, or other party acting under or through such party, and (ii) said party is unable to prevent such delay or failure through the exercise of reasonable diligence. Events that shall be deemed to be beyond the control of the parties hereto shall include, but not be limited to: acts of God or public enemy; expropriation or confiscation of facilities by governmental or military authorities; changes in applicable laws; war, rebellion, sabotage or riots; floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; or other similar occurrences.

- b. Notwithstanding any other provision of this section 18.05, even though the performance of Service Contractor or a subcontractor or delivery of equipment or materials by a material man is delayed by an unforeseen event or occurrence beyond the control of Service Contractor, such subcontractor or such supplier of equipment or materials as provided in subsection 18.05(a), Service Contractor hereby agrees to use its best efforts to secure alternate sources of services, equipment or materials, if available. To the extent that Service Contractor fails to secure available alternate sources of services, equipment or materials, Owner is entitled to secure such alternate sources and offset any amounts expended on such alternate sources from amounts due or owing to Service Contractor under this Agreement to the extent that such amounts exceed the price allocations for the goods and services agreed upon in this Agreement. Service Contractor shall not be paid any additional compensation by Owner due to an unforeseen or uncontrollable event or occurrence of the type described in this section 18.05.
- c. In order to be entitled to an excuse for any delay or failure to perform under this Agreement pursuant to this section 18.05, the party claiming such excuse shall promptly give written notice to the other party hereto of any event or occurrence which it believes falls within the contemplation of this section 18.05.

16.05 Estoppel Certificate. Upon request of Owner, Service Contractor agrees to provide to Owner, within five (5) days after receipt of written request therefore, a written statement certifying that this Agreement is in full force and effect, that Owner and Service Contractor are current in their Respective obligations hereunder and that Owner is not in default under any provision of this Agreement.

16.06 Survival. The provisions of sections 6,8,11 and 15 of this Agreement shall survive the expiration or early termination of this Agreement.

16.07 The individual executing this Agreement on behalf of Service Contractor personally certifies and warrants that by his or her execution hereof, this Agreement shall be legally binding on and enforceable against Service Contractor.

### Section 17. Entire Agreement

17.01 This Agreement and the Exhibits, attached hereto and made a part thereof, constitute the entire agreement between the parties with respect to the Contract Duties and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that they are expressly incorporated herein.

17.02 Unless otherwise expressly provided herein, no changes, alterations, or modifications to this Agreement shall be effective unless in writing and signed by the respective parties hereto or their duly authorized agents.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands the day and year first above written, the corporate parties by their officers duly authorized.

**OWNER:**

RED OAK COMMUNITY SCHOOLS

By: Superintendent

By: \_\_\_\_\_

Title: \_\_\_\_\_

**SERVICE CONTRACTOR:**

By:

By: \_\_\_\_\_

Title: \_\_\_\_\_

## **INSURANCE**

### INSURANCE REQUIREMENTS

- I. The Service Contractor shall provide the following minimum insurance coverage:
  - A. Commercial General Liability  
Combined Single Limit - \$1,000,000 per occurrence and \$2,000,000 annual aggregate per location.  
Such insurance shall be broad form and include, but not be limited to, contractual liability, independent contractor's liability, products and completed operations liability, and personal injury liability. A combination of primary and excess policies may be utilized. Policies shall be primary and noncontributory.
  - B. Worker's Compensation – Statutory Limits
  - C. Employer's Liability  
With minimum liability limits of \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury by disease policy limit; \$1,000,000 bodily injury each employee.
  - D. Commercial Automobile Liability
    - Combined Single Limit - \$1,000,000 per accident.
    - Such insurance shall cover injury (or death) and property damage arising out of the ownership
    - Maintenance or use of any private passenger or commercial vehicles and of any other equipment required to be licensed for road use.
  - E. Property Insurance  
All-risk, replacement cost property insurance to protect against loss of owned or rented equipment and tools brought onto and/or used on any Property by the Service Contractor.
- II. Policies described in Sections I.A. and I.D. above shall include the following as additional insured, including their officers, directors and employees. A GL-2010 Endorsement shall be utilized for the policy(ies) described in Section I.A. above. Please note that the spelling of these parties must be exactly correct or the Contract Duties will not be allowed to commence.

### RED OAK COMMUNITY SCHOOLS

- III. Service Contractor waives any and all rights of subrogation against the parties identified above in Paragraph II above as additional insured's.
- IV. Service Contractor shall furnish to the Owner Certificate(s) of Insurance evidencing the above coverage. Original Certificate(s) of Insurance must be provided before Service

Contractor commences Contract Duties or Contract Duties will not be allowed to commence.

- V. Certificate(s) of Insurance relating to policies required under this Agreement shall contain the following words verbatim:

“Should any of the above described policies be canceled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.” An additional copy to be sent by certified mail, return receipt to:

Red Oak Community Schools  
Attn: Superintendent  
604 S Broadway Street  
Red Oak, IA 51566

In addition, the language set forth in this Paragraph VI shall also be added to each policy in the form of an endorsement.

## **RULES & REGULATIONS**

The following rules and regulations apply to contractors servicing the Red Oak Community Schools campus.

### **General**

1. Building Management will provide Contractor with a list of contacts to use in the event of an emergency. Contractor shall provide the same to Building Management, along with a list of subcontractors, if any.
2. Keys/access cards required to access certain areas of the Building (electrical closets, fan rooms, etc.) are available from Building Management, and must be returned at the end of each work day.

### **Operations**

1. Contractor is responsible for receiving and transporting any material deliveries related to their work. The Building Management staff will not be responsible for coordinating or accepting a contractor's material delivery.
2. Contractor shall use rubber-wheeled carts when moving material through the building.

3. Protection of all public corridors and elevator surfaces is the responsibility of the Contractor. Floor protection, or equivalent, must be provided and used as necessary. Failure to protect surfaces will result in cleaning and/or replacement of damaged material at Contractor's expense.
4. Any unsafe condition noted by Building Management or Chief Engineer must be corrected immediately.
5. Contractor is responsible for storing and securing its tools, materials and supplies. Storage space may be made available by Building Management.
6. Any Contractor employee caught stealing, drinking alcoholic beverages, or using any illegal substance, will be immediately banned from the property. Smoking is not permitted anywhere on campus
7. Contractor employees are expected to behave in a professional and courteous manner at all times.
8. Contractor employees may eat lunch or take breaks within the employee designated break room or area. Use of tenant space for break or lunch purposes is not permitted.
9. Noisy and disruptive cleaning services must be performed after normal business hours and coordinated through Building Management.
10. Lights in work areas should be turned off at the end of the workday.
11. Individual employees shall only be provided keys to the spaces that they service. Key disbursement and collection shall be the responsibility of the on-site supervisor on a nightly basis. Lost or misplaced keys must be reported to Building Management immediately. Contractor will be responsible for any costs associated with re-keying of space affected by keys lost or misplaced by the Contractor employee.

Budget Guarantee Resolution

Be it RESOLVED, that the Board of Directors of the RED OAK community school district, will levy property taxes for fiscal year 2025-2026 for the regular program budget adjustment as allowed under section 257.14, Code of Iowa.

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Bret Blackman, Board President

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Date

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Heidi Harris, Board Secretary

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Date