

GMSD Board Work Session

May 14, 2024 5:30 PM

Board Room, GMSD Office

1. Revision of Policies - First Reading
2. Budget Amendment
3. GMSD FY 2024-25 Federal, Capital, Cafeteria, Health Insurance and OPEB Budgets - First Reading
4. Contract amendment with Southwest Foodservice Excellence (SFE) for 24-25 fiscal year
5. GBOE Resolution 07 - Purchasing Cooperatives
6. GMSD bid # FY2024-007 Houston High Classroom/Program Relocation Project
7. Property, Liability, Workers Compensation, and Student Accident Insurance
8. Teacher Tenure Recommendations for 2024
9. Further Business

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: Work Based Learning Program	Descriptor Code: 4.211	Issued Date: 05/**/24 04/25/23
		Rescinds:	Issued: 10/17/16

1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow
2 them to apply classroom theories to practical problems as well as explore career options.

3 GMSD shall offer a for-credit work-based learning experience (“WBL”).

4 All federal and state labor laws shall be observed for WBL experiences.

5 GMSD shall follow all TDOE rules and policies pertaining to WBL experiences.

6 STUDENT PARTICIPATION AND ASSESSMENT

7 1. Students shall be on track to meet the requirements for graduation as adopted by the TDOE to be
8 eligible to participate in for-credit WBL experiences.

9 2. Students shall exhibit work readiness, knowledge, attitudes, and skills as determined by the WBL
10 Coordinator, high school administration, and WBL Placement Mentor, and pass a safety
11 examination prior to placement in a for-credit WBL experience.

12 3. Students shall demonstrate their knowledge and skill attainment through the development of
13 artifacts and/or portfolios aligned to the WBL course standards which may include, but are not
14 limited to:

- 15 (a) Work products
- 16 (b) Evaluations
- 17 (c) Original research
- 18 (d) Reflections
- 19 (e) Presentations

20 4. Students participating in WBL experiences must be sixteen (16) years of age or older.

21 5. Students must receive teacher recommendation to participate in a WBL experience.

22 6. In a WBL program, a maximum of **six (6)** ~~three (3)~~ credits may be earned in one (1) school year.
23 At least one (1) credit shall be earned through related classroom experience, which shall include
24 a minimum of two (2) periods per week of classroom instruction if the school is on a period
25 schedule, or a minimum of one (1) block per week of classroom instruction if the school is on a
26 block schedule. A minimum of **five (5)** ~~ten (10)~~ hours per week of supervised work experience

- 1 is required for one (1) additional credit, ~~and a minimum of twenty (20) hours per week is required~~
2 ~~for two (2) additional credits.~~

Legal References

State Board of Education Policy 2.103
State Board of Education Rule 0520-01-07-.04

Germanton Municipal School District

Monitoring: Review: Annually	Descriptor Term: Homebound Instruction	Descriptor Code: 4.614	Issued Date: 05/**/24 08/24/21
		Rescinds:	Issued:

1 **HOMEBOUND INSTRUCTION GENERALLY¹**

2 A student qualifies for a medical homebound instruction program if the student's treating physician
3 certifies in writing that the student has a medical condition that prevents the student from attending
4 regular classes. A student is prevented from attending regular classes if the student will miss more than
5 ten (10) consecutive instructional days over the period of the school year due to the medical condition.

6 Once a student has qualified for a medical homebound instruction program, the homebound instruction
7 period shall be determined by the student's review team on a case-by-case basis and shall take into
8 consideration the recommendations of the student's treating physician. Student review teams shall be
9 comprised of the school staff, including the student's 504 team or IEP team if applicable, who are
10 familiar with the health and educational needs of the student for whom a medical homebound instruction
11 program is being requested.

12 The student's review team shall consider the student's grade level, academic status, physical abilities,
13 individual academic needs, homebound instruction period, and similar factors when determining the
14 amount of instructional time per week provided to the student under a medical homebound instruction
15 program.

16 A medical homebound instruction program shall consist of a minimum of three (3) hours of instruction
17 per week while school is in session for the homebound instruction period determined by the student's
18 review team.

19 For students receiving special education and related services, the frequency and duration of instruction
20 necessary to provide a free appropriate public education for a student with a disability during a medical
21 homebound instruction program placement shall be determined by the student's IEP team but, shall not
22 be less than the minimum of three (3) hours per week.

23 Pursuant to the recommendation of the student's review team, the homebound instruction program may
24 be provided at a student's home, hospital, or related site, by contracting with a hospital or related site to
25 provide educational services to the student or online or virtually, if GMSD is conducting online or virtual
26 programs.

27 An adult, other than the homebound teacher, shall be present during the homebound instruction period.

1 **Recertification for Medical Homebound**

2 A medical homebound instruction program for longer than the initial medical homebound instruction
3 period shall only be provided to a student who is recertified in writing by his/her treating physician as
4 having a medical condition that, in the student's treating physician's judgment, continues to prevent the
5 student from returning to regular classes.

6 The initial medical homebound instruction period and any additional medical homebound instruction
7 period shall be for the number of school days certified by the student's review team.

8 Recertification must be obtained upon the expiration of each additional medical homebound instruction
9 period if medical homebound instruction is to be continued beyond the initial medical homebound
10 instruction period.

11 **Re-Entry**

12 Prior to the expiration of the medical homebound instruction period, the student's review team shall
13 develop a transition plan for the student's reentry into their school.

14 **Attendance and Funding**

15 Students approved for the medical homebound instruction program shall not be counted absent from
16 school and shall continue to earn TISA BEP funding for the school district.

17 IDEA Part B funds may be expended only for instruction of students with disabilities who are placed in
18 a homebound instruction program.

19 **HOMEBOUND PLACEMENTS FOR STUDENTS WITH DISABILITIES²**

20 A homebound placement is instruction provided at home, hospital or related site to children with
21 disabilities who are eligible pursuant to IDEA and state regulations. Instruction provided to children
22 with disabilities in homebound placements shall be provided by qualified personnel, pursuant to IDEA
23 and state regulations.

24 All homebound placements for students with disabilities shall be temporary. Homebound placements
25 shall not exceed thirty (30) school days duration, unless there is a medical necessity that requires
26 extended homebound instruction, in which case additional homebound placements of thirty (30) school
27 days or less may be instituted. All homebound placements shall be reviewed at intervals of thirty (30)
28 school days by the student's IEP team to ensure appropriateness of the provision of instruction and
29 appropriateness of continuing the homebound placement.

30 Where behavioral and/or disciplinary issues cannot be safely addressed in any other educational setting,
31 the IEP team may consider a homebound placement. Such changes in placement may be instituted
32 strictly on an emergency basis and for a temporary period of time not to exceed thirty (30) school days
33 to determine how to best address the child's needs. The IEP team must document that a homebound

- 1 placement is necessary, temporary and consistent with requirements for the provision of a free
- 2 appropriate public education.
- 3 The frequency and duration of instruction necessary to provide a free appropriate public education
- 4 (FAPE) during a homebound placement will be determined by the IEP team.

Legal References

T.C.A. § 49-10-1101
~~TRR/MS~~ State Board of Education Rule 0520-01-02-.10
~~TRR/MS~~ State Board of Education Rule 0520-01-09-.07

~~Cross References~~

~~Alternative Credit Options 4.209~~
~~Virtual Education Program 4.212~~
~~Student Communicable Diseases 6.403~~
~~Acquired Immune Deficiency Syndrome 6.404~~

Germantown Municipal School District

Monitoring: Review: Annually	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 05/**/24 04/19/22 08/24/21
		Rescinds: 5.113	Issued: 10/07/19

1 **IN-SERVICE EDUCATION**

2 Each certified employee shall be required to participate in the professional development opportunities
3 (in-service) provided by the school district. Failure to participate in an in-service training may be
4 considered to be insubordination and may result in disciplinary action up to and including termination.

5 *Administrative and Supervisory Employees*

6 Administrative and supervisory employees shall show evidence of continual professional growth by
7 attendance at in-service programs and institutes, studying professional literature, meeting with other
8 professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
9 student growth and development.

10 **HUMAN TRAFFICKING IN-SERVICE TRAINING**

11 Once every three (3) years, every certified employee shall be required to attend in-service training on
12 the detection, intervention, prevention, and treatment of human trafficking in which the victim is a child.
13 The in-service training must be accomplished through the viewing of a video recording approved by the
14 GMSD Superintendent.

15 Each certified employee attending the human trafficking in-service training shall receive in-service credit
16 for viewing the video equal to the length of the video.

17 GMSD shall maintain a record of each certified employee who completes the human trafficking in-
18 service training.

19 **PROFESSIONAL LEARNING PROGRAM**

20 Professional learning programs and activities shall reflect the Standards for Professional Learning set
21 forth by the Tennessee State Board of Education.

22 The Board may pay expenses of selected personnel who participate in professional learning programs.

23 **DE-ESCALATION TRAINING**

24 **Annually, each teacher, administrator, and other school personnel shall be required to attend de-**
25 **escalation training.**

Legal References

Tennessee State Board of Education Policy 5.200

T.C.A. § 49-5-501

T.C.A. § 49-5-5703

T.C.A. § 49-6-3004

Tennessee 113th General Assembly Public Acts of 2023-2024, Chapter 675



2025 GMSD OTHER FUNDS

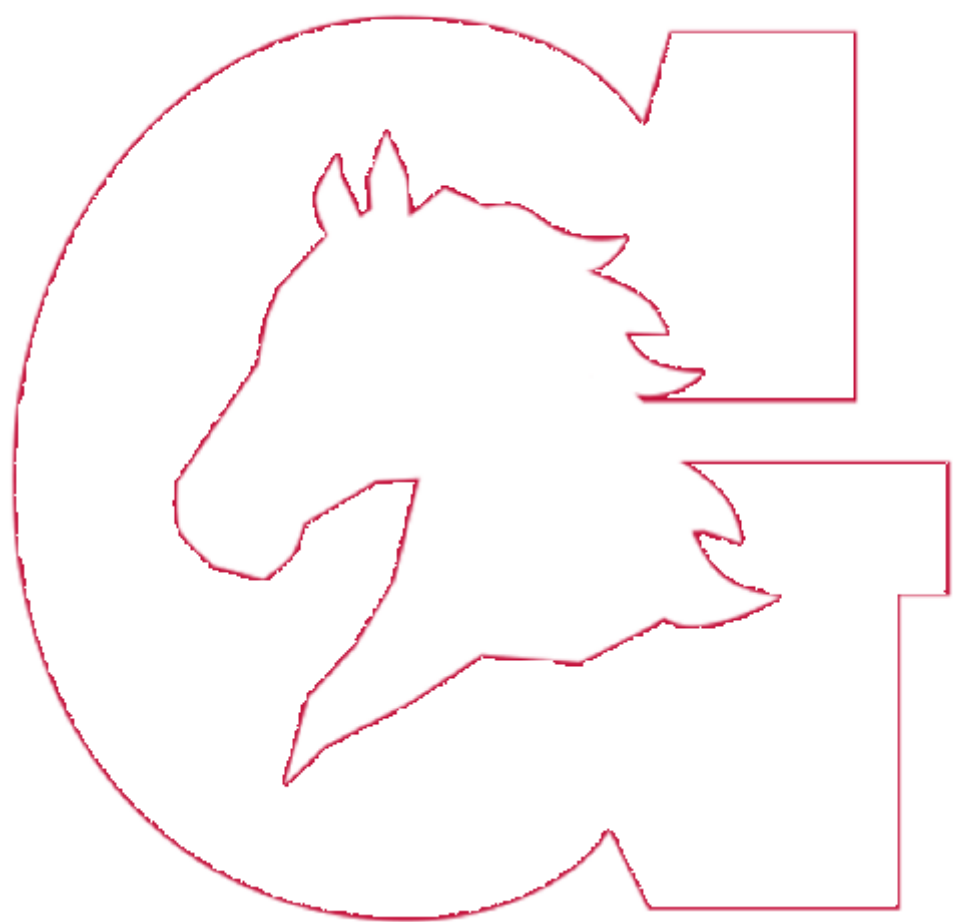
First Reading – May 21, 2024

KEVIN JONES,
CHIEF FINANCIAL OFFICER

JOSH CATHEY,
DEPUTY SUPERINTENDENT

JASON MANUEL,
SUPERINTENDENT

RYAN STRAIN,
SCHOOL BOARD CHAIR





GERMANTOWN MUNICIPAL SCHOOL DISTRICT

BOARD OF EDUCATION

Ryan Strain	Chair
Amy Eoff	Vice-Chair
Dr. Daniel Chatham	Board member
Brian Curry	Board member
Angela Griffith	Board member

ADMINISTRATION

Jason Manuel	Superintendent
Missy Abel	Assistant Superintendent, Teaching, Learning and Assessment
Chauncey Bland	Assistant Superintendent, Student Services
Josh Cathey	Deputy Superintendent
Sarah Huffman	Assistant Superintendent, Exceptional Student Education
Kevin Jones	Chief Financial Officer
Elissa Stratton	Assistant Superintendent, Human Resources

GERMANTOWN MUNICIPAL SCHOOL DISTRICT

SCHOOL DISTRICT VISION, MISSION, AND GOALS

VISION

Inspiring Personal Excellence

MISSION

Cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.

GOALS

1. Engaging, Challenging & Innovative Academics
2. Development of the Whole Child
3. Recruit, Develop & Retain Exemplary Employees
4. Resource Management & Long-term Planning
5. Community Partnerships



CONTENTS

OTHER FUNDS

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FEDERAL PROJECTS REVENUES

Consolidated Administration, Title I, Title II, Title III, Title IV, Carl Perkins Basic, IDEA Part B, IDEA Preschool

6

FEDERAL PROJECTS EXPEND

Consolidated Administration, Title I, Title II, Title III, Title IV, Carl Perkins Basic, IDEA Part B, IDEA Preschool

22

SCHOOL NUTRITION

24

CAPITAL IMPROVEMENTS

26

HEALTH INSURANCE

28

OPEB TRUST

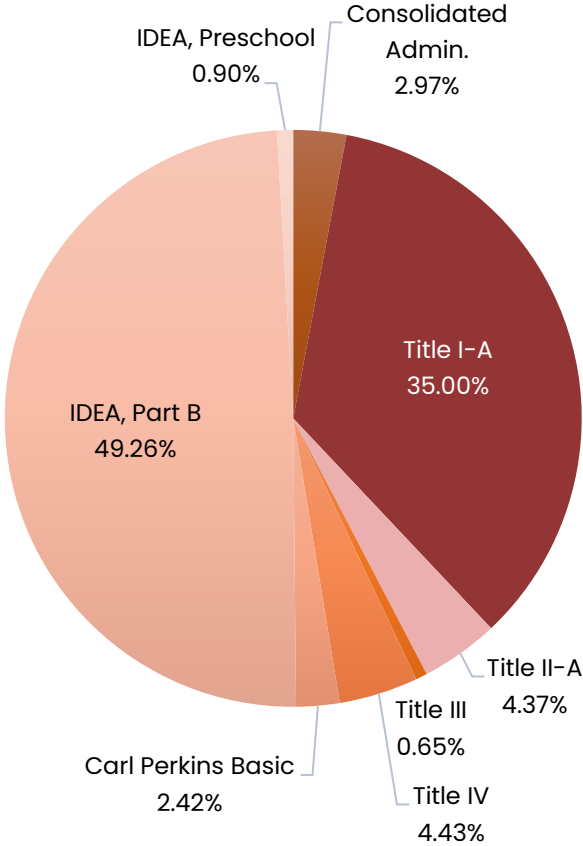
Inspiring Personal Excellence.

Our Germantown Municipal School District's mission is to cultivate the knowledge and skills that empower our students to achieve their full potential as lifelong learners and contributing global citizens.



FEDERAL PROJECTS REVENUES

\$2,566,125



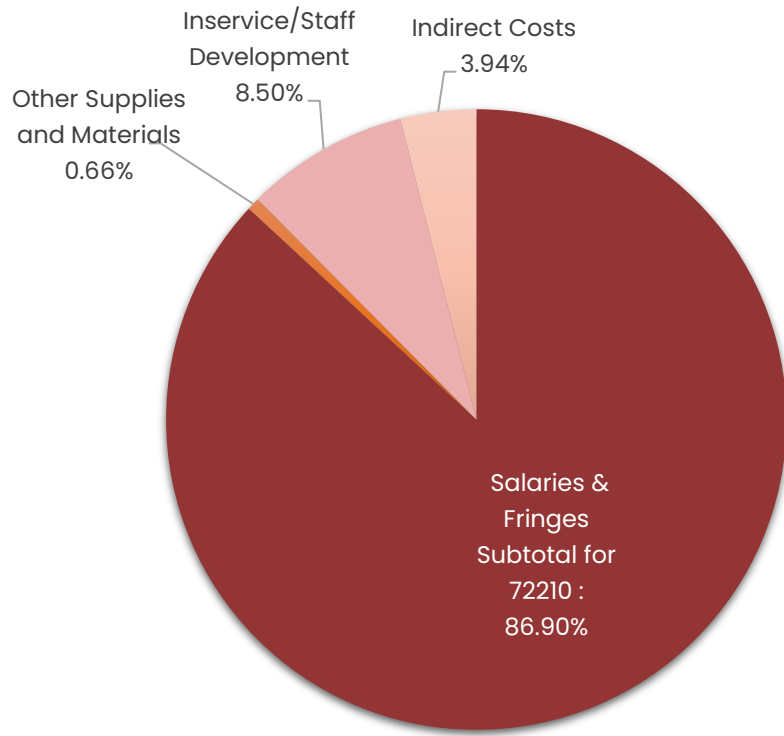
Subcategories

- Consolidated Admin
- Title I-A
- Title II-A
- Title III
- Title IV
- Carl Perkins Basic
- IDEA, Part B
- IDEA Preschool

FEDERAL PROJECTS REVENUES

Program	Description	FY 2025 Budget	FY 2024 Budget	FY 2023 Actual
010	Consolidated Admin.	76,100	71,300	116,802
100	Title I-A	898,174	287,500	996,906
200	Title II-A	112,225	116,189	77,576
300	Title III	16,667	12,295	11,770
400	Title IV	113,630	33,453	73,559
800	Carl Perkins Basic	62,193	54,275	61,609
900	IDEA, Part B	1,264,023	1,208,255	1,156,934
902	ARP IDEA	-	-	182,541
910	IDEA, Preschool	23,113	21,074	11,499
912	ARP Preschool	-	-	9,535
FEDERAL PROJECTS REVENUES TOTAL:		<u>2,566,125</u>	<u>1,804,341</u>	<u>2,698,731</u>

CONSOLIDATED ADMINISTRATION



\$76,100

Overview

Consolidated Administration funds are utilized to administer Elementary and Secondary Education Act (ESEA) programs which provide services for children, teachers, principals, other instructional staff, and parents. These resources are also used to ensure compliance with all applicable statutes, regulations, and procedures. Programs included are Title I, Part A; Title II, Part A; and Title III, Part A.

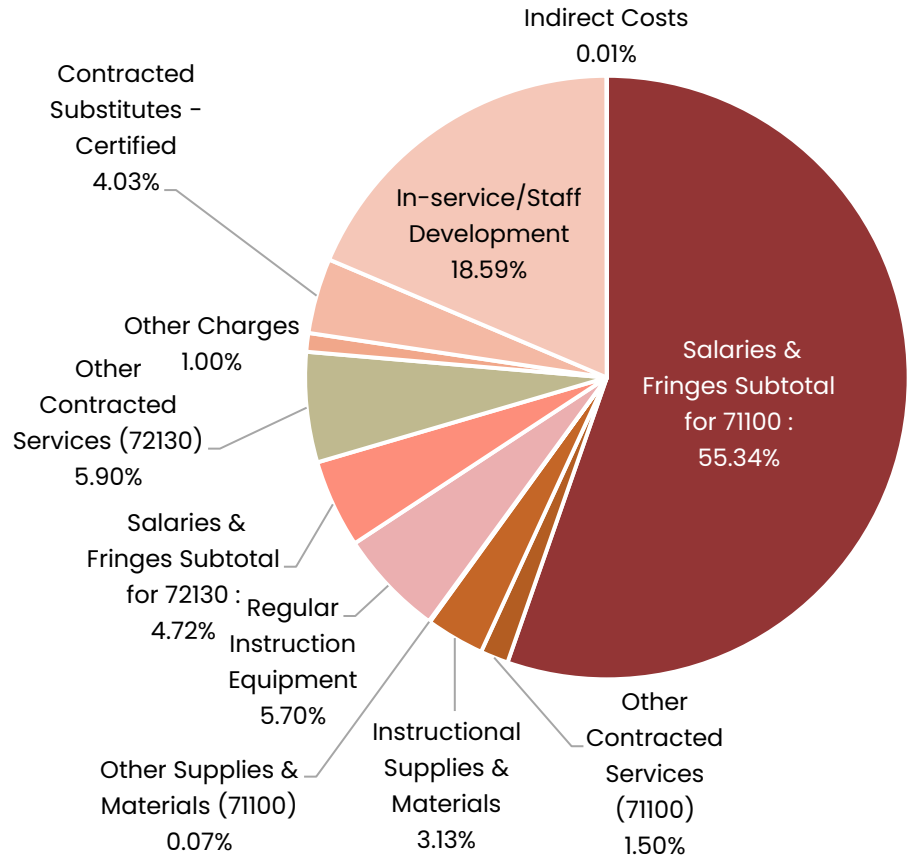
CONSOLIDATED ADMIN

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages (0.5 FTE)	53,622	52,100	82,370
201	Social Security	3,500	3,230	4,814
204	State Retirement	4,000	3,550	7,166
206	Life Insurance	76	76	122
207	Medical Insurance	4,130	4,130	6,604
212	Medicare	800	760	1,126
	Salaries & Fringes Subtotal for 72210 :	<u>66,128</u>	<u>63,846</u>	<u>102,202</u>
499	Other Supplies and Materials	500	500	-
524	Inservice/Staff Development	6,472	6,000	6,605
790	Other Equipment			2,755
Transfers Out (99100)				
504	Indirect Costs	<u>3,000</u>	<u>954</u>	<u>5,240</u>
	CONSOLIDATED ADMIN TOTAL:	<u><u>76,100</u></u>	<u><u>71,300</u></u>	<u><u>116,802</u></u>

TITLE I-A



\$898,174



Overview

Title I, Improving Academic Achievement, provides resources to help ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education, and reach, at a minimum, proficiency on challenging state academic standards and state academic assessments. The major focus of this funding are school improvement, assessment, and accountability.

TITLE I-A

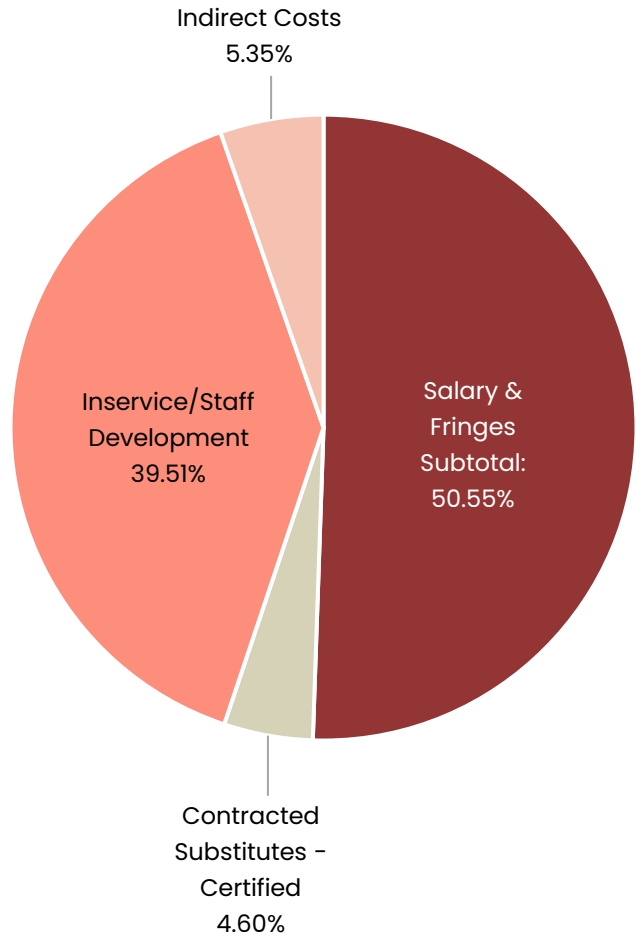
Fund	Description	FY 2025 Budget	FY 2024 Budget	FY 2023 Actual
Regular Instruction (71100)				
116	Teachers	195,500	161,907	219,304
189	Other Salaries & Wages	214,920	-	85,701
201	Social Security	26,810	10,100	17,520
204	State Retirement	37,060	16,650	22,758
206	Life Insurance	400	314	323
207	Medical Insurance	16,000	10,000	14,980
212	Medicare	6,370	2,400	4,247
	Salaries & Fringes Subtotal for 71100 :	<u>497,060</u>	<u>201,371</u>	<u>364,833</u>
311	Contracts with Other School Systems			-
399	Other Contracted Services (71100)	13,500		-
429	Instructional Supplies & Materials	28,135	20,000	255,775
499	Other Supplies & Materials (71100)	600	600	-
722	Regular Instruction Equipment	51,200	34,139	163,134
Other Student Support (72130)				
189	Other Salaries & Wages	35,000	-	-
201	Social Security	3,000	-	-
204	State Retirement	3,800	-	-
212	Medicare	600	-	-
	Salaries & Fringes Subtotal for 72130 :	<u>42,400</u>	<u>-</u>	<u>-</u>
399	Other Contracted Services (72130)	53,000	-	-
599	Other Charges	8,982	-	1,372
Support: Regular Instruction (72210)				
369	Contracted Substitutes - Certified	36,195	1,290	35,219
499	Other Supplies & Materials (72210)			2,779
524	In-service/Staff Development	167,002	30,000	161,660
790	Other Equipment			-
Transfers Out (99100)				
504	Indirect Costs	<u>100</u>	<u>100</u>	<u>12,134</u>
TITLE I-A TOTAL:		<u><u>898,174</u></u>	<u><u>287,500</u></u>	<u><u>996,906</u></u>





\$112,225

TITLE II-A



Overview

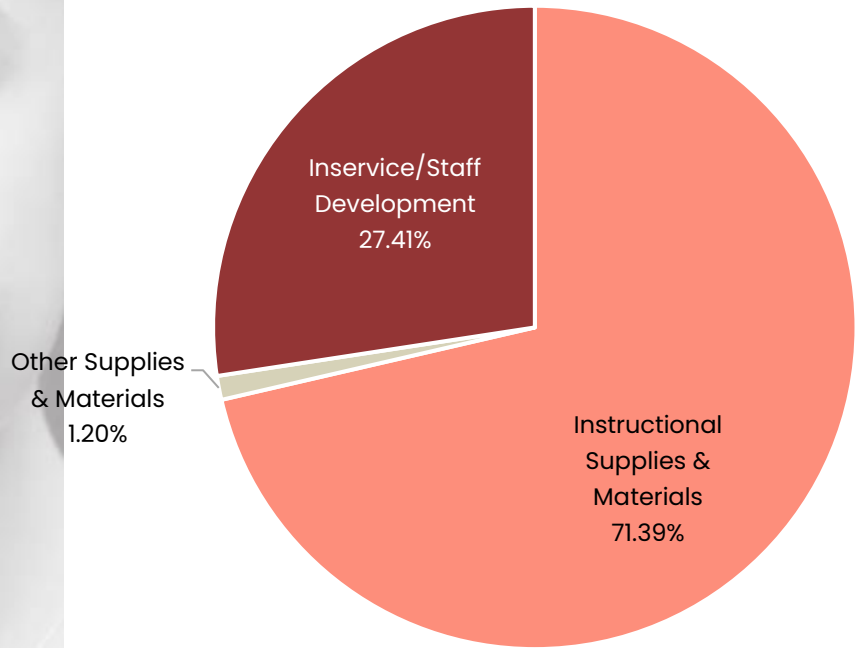
Title II, Training & Recruiting, is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality and ensure that all teachers are highly qualified. These funds are utilized to provide professional development activities.

TITLE II-A

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
Support: Regular Instruction (72210)				
189	Other Salaries & Wages	46,556	44,600	45,602
201	Social Security	2,900	2,800	2,652
204	State Retirement	3,200	3,100	3,950
206	Life Insurance	60	60	57
207	Medical Insurance	3,310	3,310	3,302
212	Medicare	<u>700</u>	<u>650</u>	<u>620</u>
	Salary & Fringes Subtotal:	56,726	54,520	56,183
369	Contracted Substitutes - Certified	5,160	2,580	1,806
524	Inservice/Staff Development	44,339	50,089	16,006
Transfers Out (99100)				
504	Indirect Costs	<u>6,000</u>	<u>9,000</u>	<u>3,581</u>
	TITLE II-A TOTAL:	<u><u>112,225</u></u>	<u><u>116,189</u></u>	<u><u>77,576</u></u>



TITLE III



\$16,667

Overview

Title III assists the district to develop and to enhance their capacity to provide effective Instructional programs designed to prepare English learners.

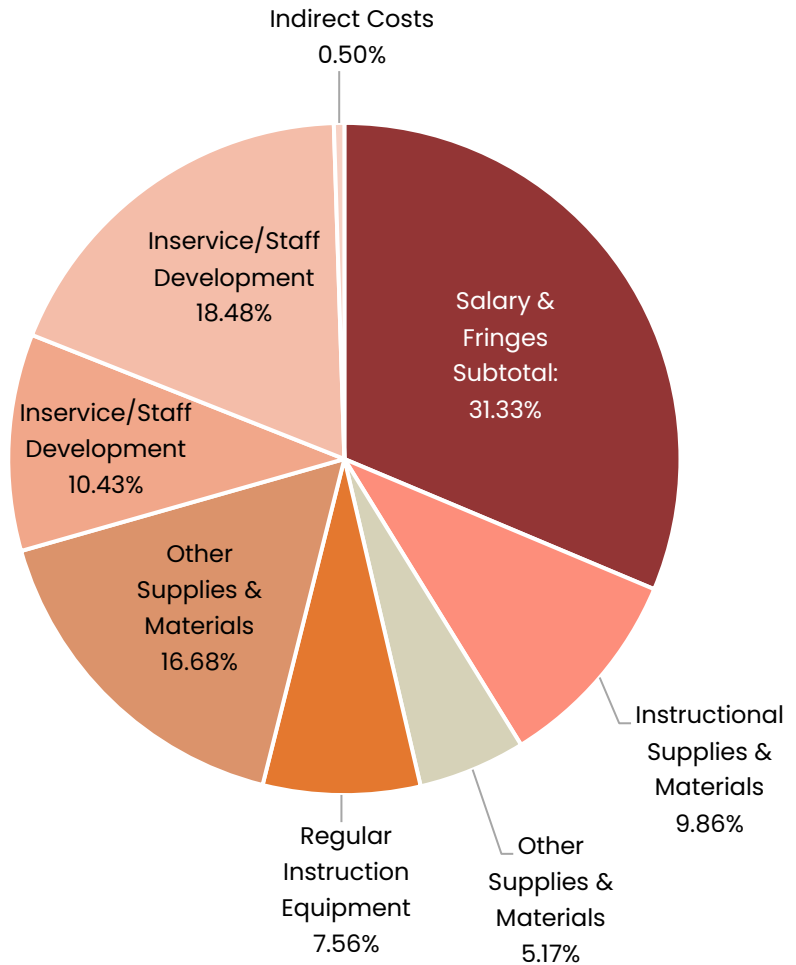
TITLE III

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
Regular Instruction (71100)				
429	Instructional Supplies & Materials	11,898	10,394	10,375
Other Student Support (72130)				
499	Other Supplies & Materials	200	200	-
Support: Regular Instruction (72210)				
524	Inservice/Staff Development	<u>4,569</u>	<u>1,701</u>	<u>1,395</u>
TITLE III TOTAL:		<u><u>16,667</u></u>	<u><u>12,295</u></u>	<u><u>11,770</u></u>



\$113,630

TITLE IV



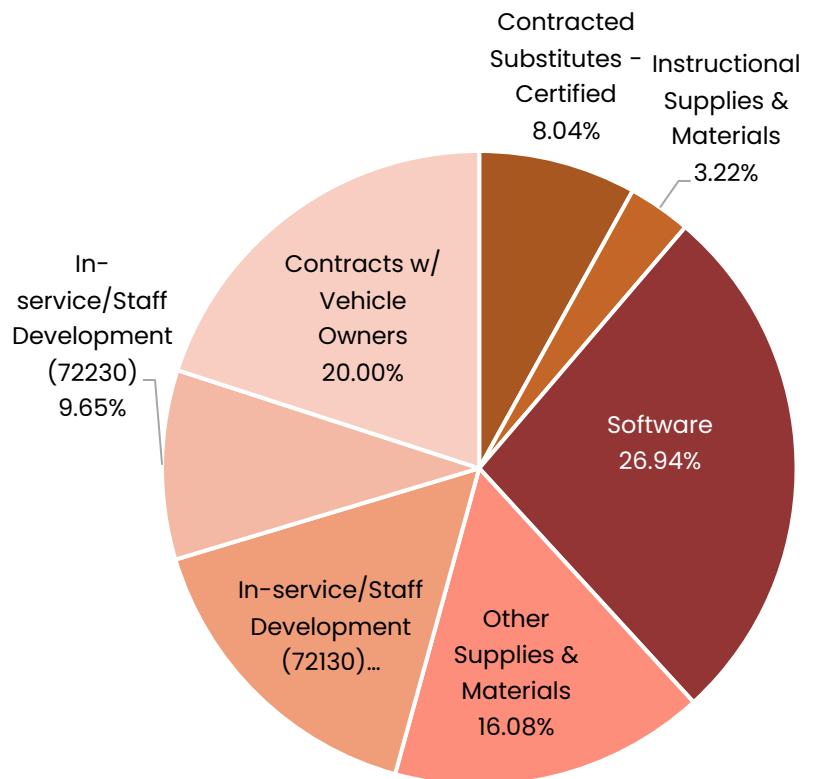
Overview

Title IV, Student Support and Academic Enrichment (SSAE), is intended to improve students' academic achievement by increasing the capacity of state educational agencies, local educational agencies, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology to improve the digital literacy of all students.

TITLE IV

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
Regular Instruction (71100)				
169	Part-Time Personnel	30,000	-	-
201	Social Security	1,900	-	-
204	State Retirement	3,200	-	-
212	Medicare	500	-	-
	Salary & Fringes Subtotal:	35,600	-	-
429	Instructional Supplies & Materials	11,200	11,802	9,758
499	Other Supplies & Materials	5,871	83	-
722	Regular Instruction Equipment	8,589	-	14,295
Health Services (72120)				
499	Other Supplies & Materials	18,950	13,900	11,055
Support: Regular Instruction (72210)				
369	Contracted Substitutes - Certified	-	-	3,354
524	Inservice/Staff Development	11,850	4,098	34,097
Education Technology (72250)				
524	Inservice/Staff Development	21,000	3,000	-
Transfers Out (99100)				
504	Indirect Costs	570	570	1,000
	TITLE IV TOTAL:	<u>113,630</u>	<u>33,453</u>	<u>73,559</u>

CARL PERKINS BASIC



\$62,193

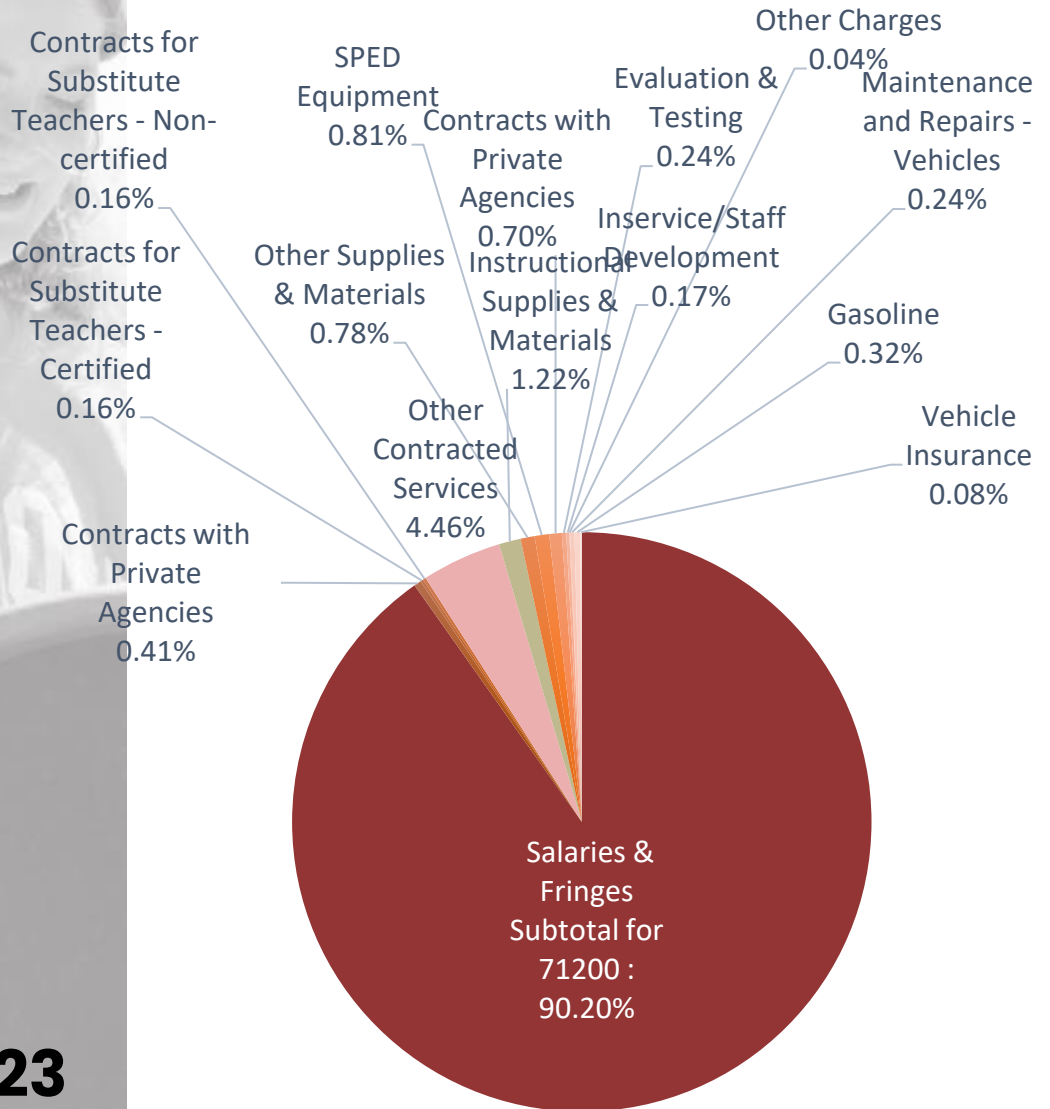
Overview

Carl Perkins provides funding for secondary career and technical education programs. The funding is used for secondary and adult career and technical programs, technology program improvement, technology preparation, and career enhancement.

CARL PERKINS BASIC

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
Vocational Instruction (71300)				
369	Contracted Substitutes - Certified	5,000	-	-
429	Instructional Supplies & Materials	2,000	15,920	20,001
471	Software	16,754		
499	Other Supplies & Materials	10,000	10,000	14,000
Other Student Support (72130)				
355	Travel	-	10,855	10,000
399	Other Contracted Services	-	-	3,354
524	In-service/Staff Development	10,000	10,000	-
Support: Vocational Education (72230)				
524	In-service/Staff Development	6,000	5,000	14,254
790	Other Equipment	-	2,500	-
Transportation (72710)				
315	Contracts w/ Vehicle Owners	12,439		
Transfers Out (99100)				
504	Indirect Costs	-	-	-
CARL PERKINS BASIC TOTAL:		<u>62,193</u>	<u>54,275</u>	<u>61,609</u>

IDEA, PART B



\$1,264,023

Overview

IDEA, Part B, is for students ranging in ages of three through twenty-one who are eligible for special education services. The Individuals with Disabilities in Education Act (IDEA, Part B) provides services such as specialized instruction and programs, interpretation services, and behavior interventions.

IDEA-B

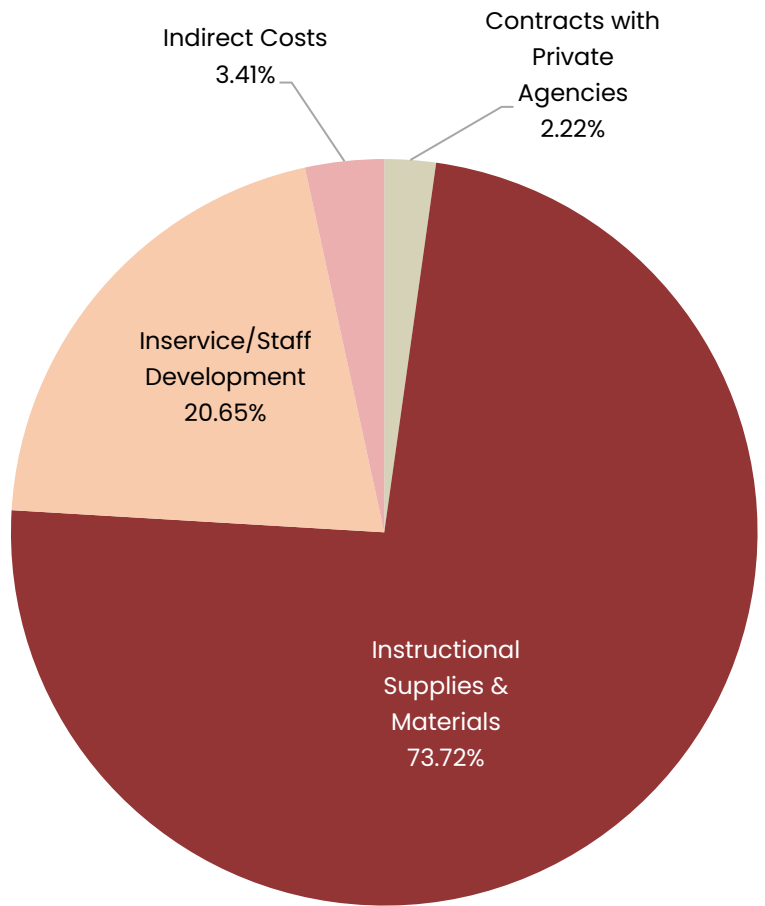
<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
Special Education (71200)				
116	Teachers (2 FTEs)	130,229	130,229	127,799
163	Educational Assistants (20 FTEs)	673,805	673,805	541,166
188	Instructional Responsibility	500	5,410	30,500
189	Other Salaries & Wages	-	-	-
201	Social Security	57,294	57,294	40,328
204	State Retirement	87,435	87,435	56,948
206	Life Insurance	8,769	8,769	1,000
207	Medical Insurance	141,800	141,800	69,396
212	Medicare	13,306	13,306	9,431
	Salaries & Fringes Subtotal for 71200 :	1,113,138	1,118,048	876,568
312	Contracts with Private Agencies	5,000	500	3,150
369	Contracts for Substitute Teachers - Certified	2,000	100	258
	Contracts for Substitute Teachers - Non-			
370	certified	2,000	100	1,033
399	Other Contracted Services	55,000	100	120
429	Instructional Supplies & Materials	15,000	10,000	85,658
499	Other Supplies & Materials	9,678	500	-
725	SPED Equipment	10,000	1,000	21,882
Support: Special Education (72220)				
105	Supervisor/Director	-	-	36,407
201	Social Security	-	-	2,077
204	State Retirement	-	-	3,164
206	Life Insurance	-	-	55
207	Medical Insurance	-	-	4,501
212	Medicare	-	-	486
	Salaries & Fringes Subtotal for 72220 :	-	-	46,690
312	Contracts with Private Agencies	8,600	8,600	29,206
322	Evaluation & Testing	3,000	13,000	6,973
355	Travel	-	-	414
399	Other Contracted Services	-	-	-
499	Other Supplies & Materials	-	1,700	3,656
524	Inservice/Staff Development	2,107	12,107	49,566
599	Other Charges	500	4,500	-
Transportation (72710)				
338	Maintenance and Repairs - Vehicles	3,000	3,000	-
425	Gasoline	4,000	4,000	1,534
511	Vehicle Insurance	1,000	1,000	226
729	Transportation Equipment	-	-	-
Transfers Out (99100)				
504	Indirect Costs	30,000	30,000	30,000
	IDEA-B TOTAL:	1,264,023	1,208,255	1,156,934



IDEA PRESCHOOL



\$23,113



Overview

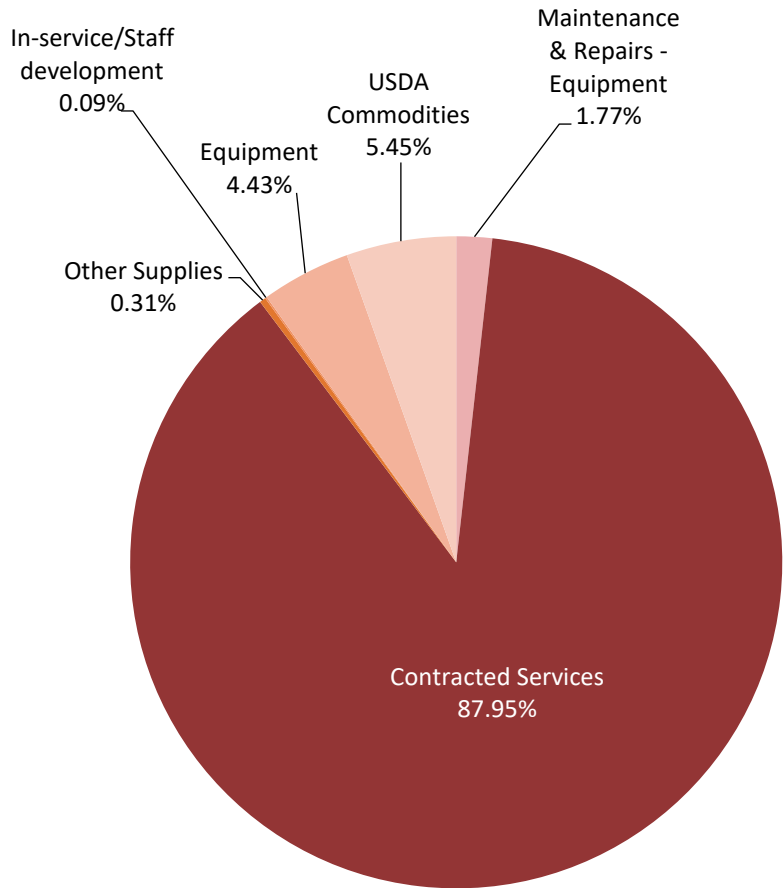
Federal funds provided for special education services to preschool students.

IDEA- PRESCHOOL

<u>Fund</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
Special Education (71200)				
312	Contracts with Private Agencies	514	514	-
399	Other Contracted Services	-	-	-
429	Instructional Supplies & Materials	17,039	15,000	6,268
499	Other Supplies & Materials	-	-	-
725	Special Education Equipment	-	-	1,782
Support: Special Education (72220)				
524	Inservice/Staff Development	4,772	4,772	3,000
Transfers Out (99100)				
504	Indirect Costs	<u>788</u>	<u>788</u>	<u>449</u>
IDEA- PRESCHOOL TOTAL:		23,113	21,074	11,499



SCHOOL NUTRITION



\$2,256,808

Overview

SFE, an independent contractor, is responsible for all District cafeteria operations. All sales and USDA breakfast and lunch reimbursements are received directly by the District.

SCHOOL NUTRITION

REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
43521	Lunch Income- Children	832,642	885,452	863,686
43522	Lunch Income- Adults	23,969	10,000	9,715
43523	Breakfast Income	48,531	50,018	56,229
43525	Ala Carte Sales	774,762	590,817	455,215
47111	USDA Lunch	389,263	444,321	430,982
47113	USDA Breakfast	44,600	48,497	46,812
47112	USDA Commodities	122,889	145,240	93,127
47121	Miscellaneous - Other Revenue - Catering	6,500	5,000	4,773
47590	Other Federal Through State	26,162	26,538	113,061
TOTAL NUTRITION REVENUES:		<u>2,269,318</u>	<u>2,205,883</u>	<u>2,073,600</u>

Includes federal reimbursements from the Federal Government for meals served, payments made by students, teachers, and parents eating at schools, and other miscellaneous revenues.

EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
336	Maintenance & Repairs - Equipment	40,000	40,000	40,567
399	Contracted Services	1,984,919	1,802,370	1,557,973
499	Other Supplies	7,000	7,000	1,584
524	In-service/Staff development	2,000	2,000	382
707	Building Improvements	-	-	152,020
710	Equipment	100,000	100,000	83,853
469	USDA Commodities	122,889	145,240	93,127
TOTAL NUTRITION EXPENDITURES:		<u>2,256,808</u>	<u>2,096,610</u>	<u>1,929,506</u>

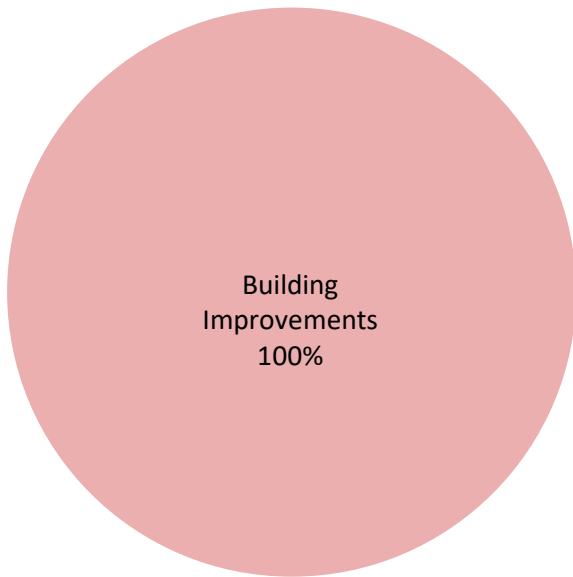
Includes expected contracted service to food service management company.

CHANGE IN CAFETERIA FUND BALANCE:

<u>12,510</u>	<u>109,273</u>	<u>144,094</u>
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CAPITAL IMPROVEMENTS



Overview

Sources to fund capital improvement projects come from the Shelby County Commission and from the City of Germantown. Budgeted amounts include funds for building improvements to schools and building construction costs.

CAPITAL IMPROVEMENT

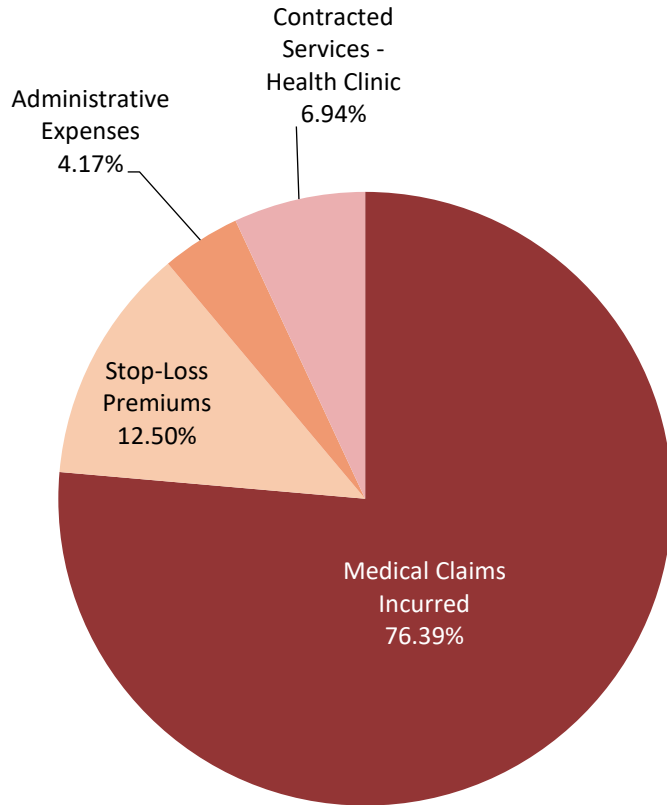
REVENUES

Acct	Description	FY 2025 Budget	FY 2024 Budget	FY 2023 Actual
44190	County Commission	2,500,000	3,701,747	1,001,151
49100	Bond/Note Proceeds	-	-	867,521
49810	Transfers from the City of Germantown	-	750,000	864,817
39000	Reserves	<u>2,065,657</u>	<u>609,478</u>	<u>-</u>
TOTAL CAPITAL IMPROV. REVENUE:		<u>4,565,657</u>	<u>5,061,225</u>	<u>2,733,489</u>

EXPENDITURES

Acct	Description	FY 2025 Budget	FY 2024 Budget	FY 2023 Actual
706	Building Construction	-	-	1,680,345
707	Building Improvements	4,565,657	5,061,225	1,035,190
TOTAL CAPITAL IMPROV. EXPENDITURES:		<u>4,565,657</u>	<u>5,061,225</u>	<u>2,715,535</u>
CHANGE IN CAPITAL IMPROVEMENT FUND BALANCE:		<u>-</u>	<u>-</u>	<u>17,954</u>

HEALTH INSURANCE



\$7,200,000

Overview

During 20 pay periods of the year, employees, through payroll deduction, and the District make contributions to the health insurance fund to pay actual medical and pharmacy claims incurred during the year. Stop-loss insurance covers any claims above \$125,000. Contributions also cover any administrative expenses paid to third-party administrators and consultants.

HEALTH INSURANCE

REVENUES

Acct	Description	FY 2025 Budget	FY 2024 Budget	FY 2023 Actual
42000	Employee Contributions	2,028,640	1,862,500	1,870,562
42100	Employer Contributions	3,731,200	3,432,580	3,952,026
42900	Other Income	160,000	200,000	86,816
44110	Interest income	0	0	40,504
	Reserves	1,280,160	1,104,920	0
TOTAL HEALTH INSURANCE FUND REVENUES:		<u>7,200,000</u>	<u>6,600,000</u>	<u>5,949,908</u>

Includes employees' and the District's contributions for health insurance. Other income includes pharmacy rebates.

EXPENDITURES

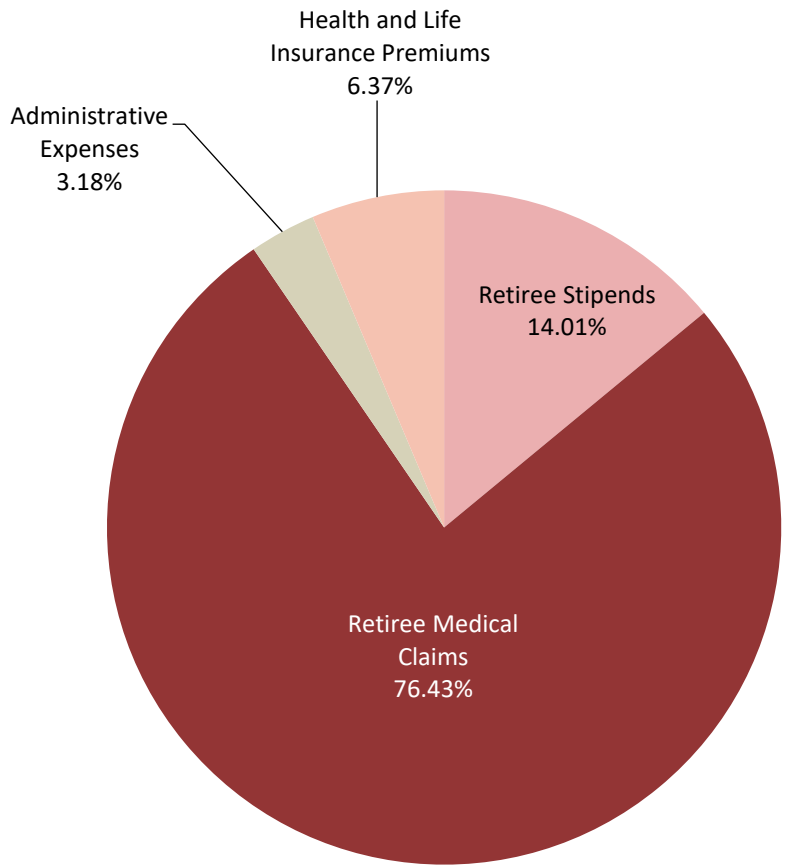
Acct	Description	FY 2025 Budget	FY 2024 Budget	FY 2023 Actual
280	Medical Claims Incurred	5,500,000	4,900,000	4,699,786
281	Stop-Loss Premiums	900,000	900,000	796,071
282	Administrative Expenses	300,000	300,000	257,940
399	Contracted Services - Health Clinic	500,000	500,000	0
TOTAL HEALTH INSURANCE FUND EXPENDITURES:		<u>7,200,000</u>	<u>6,600,000</u>	<u>5,753,797</u>

Includes claims expense for medical and pharmacy, stop loss premiums, and third-party administrative expenses.

CHANGE IN HEALTH INSURANCE FUND BALANCE:	<u>0</u>	<u>0</u>	<u>196,111</u>
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OPEB TRUST



\$785,000

Overview

The District and retirees participating in the health insurance plan make contributions to the Other Post-Employment Benefits (OPEB) trust during the year. Contributions cover actual retiree medical and pharmacy claims, retiree stipends to help cover premiums, certain health and life insurance premiums, custodial and investment management fees, and actuarial costs.

OPEB TRUST

REVENUES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
42100	Employer Contributions	755,000	755,000	660,247
42200	Retiree Contributions	80,000	80,000	85,000
44110	Investment Income	75,000	75,000	103,552
44111	Unrealized and Realized Gain/Loss on Investment	318,000	293,750	285,738
TOTAL OPEB TRUST FUND REVENUES:		<u>1,228,000</u>	<u>1,203,750</u>	<u>1,134,537</u>

Includes District's contributions for health and life insurance benefits for retirees. Retiree contributions include amounts from TCRS withheld from their pension check and transmitted to GMSD. Unrealized gain on investment assumes a 7% rate of return on investments.

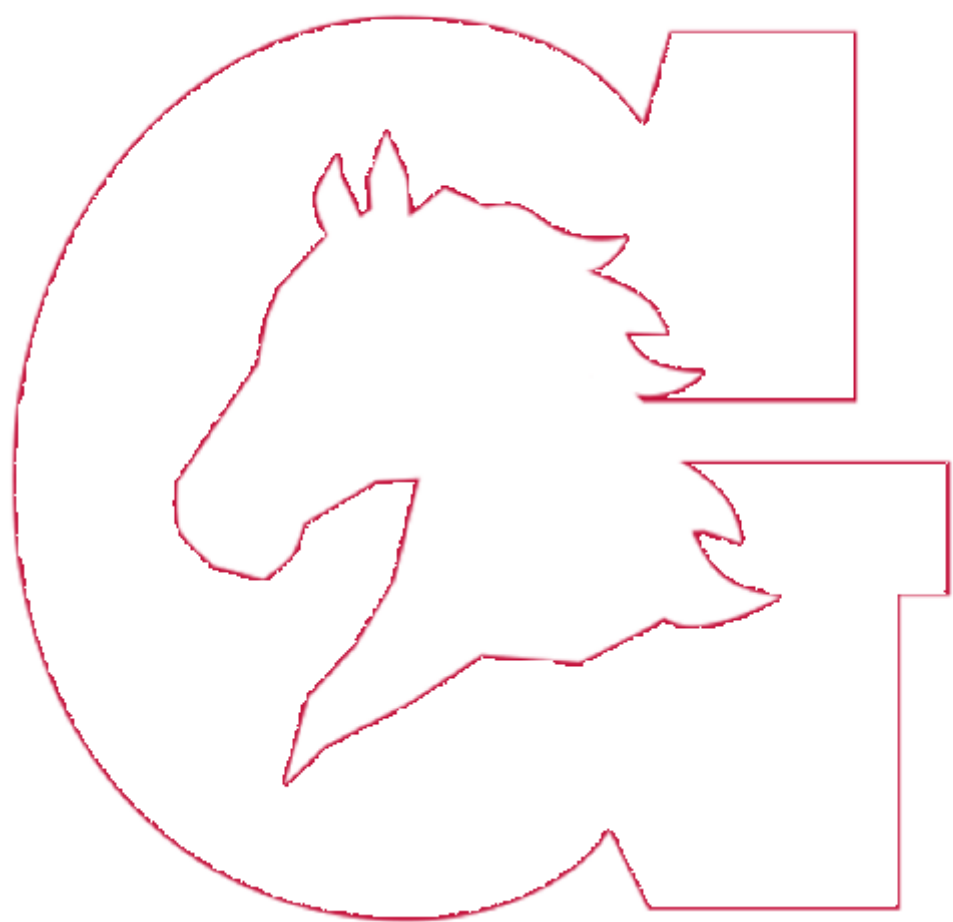
EXPENDITURES

<u>Acct</u>	<u>Description</u>	<u>FY 2025 Budget</u>	<u>FY 2024 Budget</u>	<u>FY 2023 Actual</u>
280	Retiree Stipends	110,000	100,000	96,150
281	Retiree Medical Claims	600,000	600,000	235,142
282	Administrative Expenses	25,000	25,000	17,800
283	Health and Life Insurance Premiums	50,000	50,000	40,131
TOTAL OPEB TRUST FUND EXPENDITURES:		<u>785,000</u>	<u>775,000</u>	<u>389,223</u>

Includes claims expense for medical and pharmacy claims, retiree stipends for health insurance, health and life insurance premiums for retirees, and third-party administrative expenses.

CHANGE IN OPEB TRUST FUND BALANCE: 443,000 428,750 745,314





FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT

Germantown Municipal School District

Contract Period: July 1, 2024 through June 30, 2025

Germantown Municipal School District, hereafter called "SFA" and Southwest Foodservice Excellence, LLC hereinafter called "FSMC", hereby agree that the FSMC will operate the child nutrition program for the SFA during the period of July 1, 2024 through June 30, 2025.

This renewal agreement is constituted by the SFA's acceptance of the FSMC's response to the SFA's original Request for Proposal and Subsequent Contract effective July 1, 2020. The FSMC agrees to comply with all parts of the SFA's Request for Proposal and Subsequent Contract.

Date of Base Contract:
July 1, 2020

Renewal Year (highlighted)
1 2 3 **4**

The Administrative and Management fees for the 2024-2025 school year will be –

	2023-24 Rate	2024-25 Rate	Percentage Increase
Admin Fee Per Meal/Lunch Equivalent-Billed Monthly (10)	\$5,256.68	\$5,530.02	5.2%
Management Fee Per Meal/Lunch Equivalent	\$0.0445	\$0.0468	5.2%

The following supporting documents must be included with and become part of this renewal agreement:

1. A copy of any amendments, subcontracts, letter agreements, or other relevant documentation pertaining to the Contract which has not previously been furnished to TDOE;
None to report at this time
2. An amended list of schools, if the SFA has added/deleted schools to/from the Contract;
None to report at this time
3. Documentation through cost or price analysis supporting a request for an increase in the meal rate fee charged by the FSMC. The average percentage increase in the "food away from home" series of the Consumer Price Index (CPI) is **5.2%**. The **5.2%** increase is based on December 2023 data.

FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT
Germantown Municipal School District
Contract Period: July 1, 2024 through June 30, 2025

Per State requirement, SFA's with fixed price FSMC agreements must comply with the nonprogram foods requirement in 7 CFR Part 210.14. The Parties to the Base Contract shall agree to the following Base Contract changes:

The FSMC shall provide SFA with food cost data it requests in order to determine the SFA's compliance with the revenue from nonprogram foods requirements. The information provided by the FSMC must be sufficient for the SFA to be able to provide specific information about the food service operation and all required products and services they are seeking to procure. For example, essential information includes:

- For fixed price per meal contracts, awarded on a per meal basis and with revenues from nonprogram foods sales converted into meal equivalents to which the fixed price cost is applied, the FSMC will annually provide information on food costs and revenues. The information must include food cost for reimbursable meals, food cost for non-program foods, revenue from non-program foods, and total revenue. Nonprogram foods include: a la carte; catering; vending; and student stores operated, or any other sales generated through the nonprofit school food service account not already described. This information is used to determine compliance with revenue from nonprogram foods at 7 CFR 210.14(f).
- Historical information on the type and value of nonprogram foods and meals to be offered in other food service operation, for example, catering. When the FSMC will be responsible for providing the SFA

**FOOD SERVICE MANAGEMENT COMPANY (FSMC) CONTRACT RENEWAL AGREEMENT
 Germantown Municipal School District
 Contract Period: July 1, 2023 through June 30, 2024**

with, or calculating nonprogram food costs and program revenues for compliance with the 7 CFR Part 210.14{f), the contract must clearly identify this requirement.

No modifications or changes shall be made to this Contract without full consent of all signatories. Any additions or changes to the Contract that change or negate the mandatory portions of the Contract as written shall automatically invalidate the Contract.

ATTEST:

SCHOOL FOOD AUTHORITY (SFA)

Witness	Name of SFA Germantown Municipal School District
	Signature of Authorized Representative
	Printed Name of Authorized Representative
	Title
	Date

ATTEST:

FOOD SERVICE MANAGEMENT (FSMC)

<u>Allison L. Purnort</u> <small>F5D6E142AC89B9151D37A420AD59FCC0 contractworks.</small>	Name of FSMC Southwest Foodservice Excellence
Witness	Signature of Authorized Representative <i>Monty Staggs</i>
	Printed Name of Authorized Representative <small>103EC93051EC194C25F57AB80DD54312 contractworks.</small> Monty Staggs
	Title Chief Executive Officer
	Date 03/25/2024

APPROVAL:

TENNESSEE DEPARTMENT OF EDUCATION (TDOE)

Signature of Authorized Representative
Printed Name of Authorized Representative
Title
Date

Southwest Foodservice Excellence, LLC

By indication of the authorized signature below, the Proposer does hereby make certification and assurance of the Proposer's compliance with:

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

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

Monty Staggs

103EC93051EC194C25F57AB80DD54312

contractworks.

03/25/2024

Proposer Signature and Date



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME Southwest Foodservice Excellence, LLC	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Monty Staggs, CEO	
SIGNATURE(S) <i>Monty Staggs</i> <small>103EC93051EC194C25F57AB80DD54312 contractworks.</small>	DATE 03/25/2024

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying". This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
Southwest Foodservice Excellence, LLC	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Monty Staggs, CEO	
SIGNATURE	DATE
<i>Monty Staggs</i>	03/25/2024
<small>103EC93051EC194C25F57AB80DD54312 contractworks.</small>	

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

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

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

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

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

Disclosure of Lobbying Activities

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

1. Type of Federal Action: a. contract ___ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application ___ b. initial award c. post-award	3. Report Type: a. initial filing ___ b. material change For material change only: Year ___ quarter ___ Date of last report _____
4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier ___, if Known: Congressional District, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> Monty Staggs	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Monty Staggs</u> 103FC83051EC194C25E57AB80DD54312 contractworks Print Name: <u>Monty Staggs</u> Title: <u>Chief Executive Officer</u> Telephone No.: <u>480-551-6550</u> Date: <u>03/25/2024</u>	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

December 2023

[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Nov. 2023	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Dec. 2022	Nov. 2023	Dec. 2023	Dec. 2022- Dec. 2023	Nov. 2023- Dec. 2023	Sep. 2023- Oct. 2023	Oct. 2023- Nov. 2023	Nov. 2023- Dec. 2023
All items.....	100.000	296.797	307.051	306.746	3.4	-0.1	0.0	0.1	0.3
Food.....	13.424	316.839	325.172	325.409	2.7	0.1	0.3	0.2	0.2
Food at home.....	8.553	299.089	303.224	303.005	1.3	-0.1	0.3	0.1	0.1
Cereals and bakery products.....	1.162	345.029	356.169	353.844	2.6	-0.7	0.2	0.5	-0.3
Meats, poultry, fish, and eggs.....	1.782	320.455	319.860	320.143	-0.1	0.1	0.7	-0.2	0.5
Dairy and related products.....	0.780	271.376	267.609	267.889	-1.3	0.1	0.3	0.1	0.3
Fruits and vegetables.....	1.468	349.134	350.736	350.250	0.3	-0.1	0.0	0.3	-0.1
Nonalcoholic beverages and beverage materials.....	1.030	210.324	215.604	215.872	2.6	0.1	-0.1	0.5	0.2
Other food at home.....	2.331	262.985	270.250	270.223	2.8	0.0	0.3	-0.1	0.1
Food away from home ¹	4.870	343.559	360.383	361.564	5.2	0.3	0.4	0.4	0.3



GBOE RESOLUTION 07/2023-2024

A RESOLUTION OF THE GERMANTOWN BOARD OF EDUCATION

TO AUTHORIZE PARTICPATION IN THE CENTRAL SUSQUEHANNA INTERMEDIATE UNIT PEPPM TECHNOLOGY PURCHASING COOPERATIVE PURCHASING PROGRAM and the CENTRAL SUSQUEHANNA INTERMEDIATE UNIT KEYSTONE PURCHASING NETWORK PURCHASING COOPERATIVE PURCHASING PROGRAM

WHEREAS, the Germantown Municipal School District Board of Education (“GMSD”) desires to participate in the Central Susquehanna Intermediate Unit PEPPM Technology Cooperative Purchasing Cooperative Purchasing Program and the Central Susquehanna Intermediate United Keystone Purchasing Network Cooperative Purchasing Program, (the “Cooperatives”), programs created to provide school districts and other governmental entities, nationwide, with competitive pricing options; AND

WHEREAS, GMSD is authorized to participate in “Cooperatives” by adopting the Cooperative’s “Master Agreement”, pursuant to T.C.A. § 12-3-1205; AND

WHEREAS, the Central Susquehanna Intermediate Unit PEPPM Technology Purchasing Cooperative Purchasing Program’s and the Central Susquehanna Intermediate United Keystone Purchasing Network Cooperative Purchasing Program’s solicitation processes meet GMSD’s solicitation requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Germantown Municipal School District Board of Education hereby adopts the terms of the Central Susquehanna Intermediate Unit PEPPM Technology Cooperative Purchasing Program’s Interlocal Agreement and the Central Susquehanna Intermediate United Keystone Purchasing Network Cooperative Purchasing Program’s Interlocal Agreement, which are attached hereto as “Exhibits 1 and 2”, and hereby, approves GMSD’s participation in the Central Susquehanna Intermediate Unit PEPPM Technology Cooperative Purchasing Cooperative Purchasing Program and the Central Susquehanna Intermediate United Keystone Purchasing Network Cooperative Purchasing Program.

On this 21st of May, 2024.

THIS RESOLUTION is adopted as of this _____ day of _____, 2024,
public welfare requiring it.

Ryan Strain, Chairman
Germantown Municipal School District
Board of Education

Jason Manuel, Superintendent
Germantown Municipal School District
Board of Education

Houston High School Relocation of Classroom bid # FY 2024-007					
Bidder	Barnes & Brower	A & B Construction	Grinder Tabor Grinder	Standard Builders	Wagner General
	\$ 140,127.00	\$ 140,665.00	\$ 126,894.00	\$ 146,400.00	\$ 190,710.00
Concrete and Flooring	\$ 2,896.00	\$ 5,700.00	\$ 7,640.00	\$ 7,000.00	\$ 9,196.00
Metal wall framing and chase wall	\$ 9,044.00	\$ 9,000.00	\$ 5,717.00	\$ 20,000.00	\$ 10,216.00
carpentry and millwork	\$ 19,281.00	\$ 20,000.00	\$ 15,596.00	\$ 18,100.00	\$ 24,830.00
Painting wall base and touch up	\$ 1,288.00	\$ 3,000.00	\$ 1,113.00	\$ 10,200.00	\$ 7,843.00
mechanical	\$ 2,915.00	\$ 22,170.00	\$ 19,530.00	\$ 19,529.00	\$ 27,676.00
plumbing connection and new fixtures	\$ 38,691.00	\$ 22,389.00	\$ 20,882.00	\$ 32,288.00	\$ 58,670.00
electrical installation	\$ 22,613.00	\$ 19,377.50	\$ 19,005.00	\$ 22,900.00	\$ 29,563.00
fire suppression system	\$ 21,332.00	\$ 1,000.00	\$ 391.00	\$ 750.00	\$ 18,713.00
demolition and general project cleaning	\$ 2,067.00	\$ 18,027.00	\$ 17,019.00	\$ 15,633.00	\$ 4,003.00
Contingency	\$ 20,000.00	\$ 20,000.00	included	included	included
Total					
Checklist:					
Addendum Acknowledgement	x	x	x	x	x
Prime Contractor's License	x	x	x	x	x
References	x	x	x	x	x
Drug and Alcohol Testing Form	x	x	x	x	x
Boycott of Israel Act	x	x	x	x	x
Iran Divestment Act	x	x	x	x	x
Certification of Understanding	x	x	x	x	x
Bid certification page	x	x	x	x	x

Certificate of Liability Insurance	x		x	x	x		x			
Bond Information per \$1000	\$	12.70	\$	25.00	\$	9.00	\$	10.00	\$	10.00
Bid bond	x		x	x	x		x			

Issuance Date:	April 2, 2024
Mandatory Pre-Bid Meeting:	April 16, 2024
Deadline for Questions:	April 23, 2024
Opening Date:	April 30, 2024

**Germantown Municipal School District Invitation to Bid
Houston High School
Home Economics Classroom Relocation
GMSD BID #FY2024-007**



**Germantown Municipal School District
3350 South Forest Hill Irene Road
Germantown, TN 38138
(901) 752-7900**



3350 South Forest Hill Irene Road. Germantown, Tennessee 38138 (901)752-7900

INVITATION TO BID

April 2, 2024

Germantown Municipal School District (GMSD) will accept Bids on:

Houston High School Home Economics Classroom Relocation

Bid shall be mailed or hand-delivered in a **sealed envelope marked "Houston High School Home Economics Classroom Classroom GMSD BID #FY2024-007"** in the lower left-hand corner of the envelope and addressed to: Jacqueline Saunders, Procurement Analyst, 3350 South Forest Hill Irene Road., Germantown, TN 38138. If using express mail (FedEx, UPS, Priority Mail, etc.), please place in a sealed enveloped inside the express mail packaging. *Bid must be received by GMSD prior to the time indicated below.*

BID DATE: Bid shall be opened at the Germantown Municipal School District Office at 3350 South Forest Hill Irene Road at 2:00 p.m. on April 30, 2024.

All bid responses must be received and time-stamped on or before the required bid-opening time (local time), soon thereafter all bids will be publicly opened and read aloud. **Bids received after the specified date and time will be considered late and will not be opened.**

All purchases are F.O.B. Germantown, Tennessee per attached specifications.

Germantown Municipal School District reserves the right to accept bids in part or whole, reject any or all Bids, or to accept a Bid containing variations from these specifications if the Bid so merits. The Executive Committee or their designee(s) are the final authority and shall have the authority to reject any single Bid or all Bids submitted and to make awards, as deemed, to be in its best interest. If awarded, awards will be made to the lowest and/or best vendor.

*Bids must be submitted on the Bid Schedule Document that the District issues and **the Document must be signed by an authorized party.***

See attached Specifications, Bid Form, Drug and Alcohol Testing Acknowledgment Statement and Affidavit along with Company's Drug Testing Policy, Iran Divestment Act and Vendor's Qualifications and Reference Form that **must be returned** as part of the Bid.

The standard Germantown Municipal School District Services and/or Products Contract and Required Insurance Certifications are included and **will be required** from the selected Bidder.

During the competitive bid process, Bidders are instructed to contact only those employees of the associated departments specifically designated in this Invitation to Bid.

Sincerely,

Jacqueline Saunders
Procurement Analyst
Germantown Municipal School District

GERMANTOWN MUNICIPAL SCHOOL DISTRICT
INVITATION TO BID
GMSD BID #FY2024-007
Houston High School
Home Economics Classroom Relocation

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**GERMANTOWN MUNICIPAL SCHOOL DISTRICT
INVITATION TO BID
GMSD FY2024-007**

**Houston High School Home Economics
Classroom Relocation
IMPORTANT DATES**

DATE	EVENT
April 2, 2024	INVITATION TO BID PUBLISHED
April 16, 2024	MANDATORY PRE-BID MEETING, 10:00 A.M. Meet at the front office of Houston High School 9755 Wolf River Blvd. Germantown, TN 38139
April 23, 2024	4:00 P.M. QUESTIONS DEADLINE All questions must be submitted in writing to Jacqueline.saunders@gmsdk12.org Subject: Houston High School Home Economics Classroom Relocation Bid
April 30, 2024	BIDS DUE BEFORE 2:00 P.M. BID OPENING AT 2:00 P.M. GMSD DISTRICT OFFICE 3350 S. Forest Hill Irene Road 38138
May 23, 2024	START OF JOB
August 1, 2024	COMPLETION OF JOB

**GERMANTOWN MUNICIPAL SCHOOL DISTRICT
INVITATION TO BID
GMSD BID #FY2024-007
Houston High School Home Economics Classroom Relocation
CERTIFICATION OF UNDERSTANDING AND AGREEMENT**

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item.

The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless Germantown Municipal School District, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against Germantown Municipal School District, its agents and employees arising out of the use of any product or article that is provided pursuant to the bid.

The bidder further agrees to indemnify, protect, defend and hold harmless Germantown Municipal School District, its Board Members, agents and employees from all judgments, claims, demands for payments, or suits or actions of every nature and description brought against the aforementioned alleging injuries or damages sustained by any person arising out of or in the course of the bidder performing or failing to perform the service and/or providing or failing to provide the goods related to this Bid.

I further attest and agree to immediately notify the Procurement Analyst, Germantown Municipal School District, if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify the District may invalidate any and all agreements I have with the District.

I agree and certify my understanding of the requirements of the below:

The Contractor Licensing Act of 1994 of the General Assembly of the State of Tennessee and Amendments thereto, Tennessee Code Annotated (T.C.A.), Title 62, Chapter 6, Section 62-6-119 requires that all contractors must be licensed contractors in the State of Tennessee. Companies responding to this bid shall provide, in accordance to TCA, Title 62, Chapter 6, Section 62-6-119, Paragraph (b), **"...name, license number, expiration date thereof, and license classification of the contractors applying to bid or the prime contract and for the masonry contract where the total cost of the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000), materials and labor, electrical, plumbing, heating, ventilation, and air conditioning contracts, appear on the outside of the envelope containing the bid or in the submission of an electronic bid except when the bid is in an amount less than twenty-five thousand dollars (\$25,000). Only one (1) contractor in such classification may be listed. Prime contractor bidders who are to perform the masonry portion of the construction project which exceeds one hundred thousand dollars (\$100,000), material and labor, the electrical, plumbing, heating, ventilation and air conditioning must be so designated upon the outside of the envelope or in the electronic bid. Failure of any bidder to comply therewith shall void such bid and such bid shall not be considered. It is the duty and responsibility of the awarding person or entity who received the envelope containing the bid or the electronic bid to verify only the completeness of the required licensure information. Prior to the opening of the envelope or acceptance of an electronic bid, the names of all contractors listed thereon or therein shall be read aloud at the official bid opening and incorporated into the bid. Prior to awarding a contract, the awarding person or entity and its authorized representatives shall verify the accuracy, correctness and completeness of the information required hereby. The failure of any bidder to comply with all of the provisions hereof shall automatically disqualify such bid. However, bids administered by the Tennessee Department of General Services shall require that the information be furnished within the bid or bid document only. When the bid is less than twenty-five thousand dollars, (\$25,000), the name of the contractor only may appear on the outside of the envelope containing the bid or in the electronic bid document, and upon opening the envelope or review of the electronic bid, if such bid is in excess of twenty-five thousand (\$25,000), the same shall automatically be disqualified.**

Germantown Municipal School District reserves the right to require a Performance, Materials and Labor Bond from the successful proposer. In such an event the document cost for the Performance, Materials and Labor Bond will be reimbursed to the successful proposer. If a notarized Performance, Materials and labor Bond is required by the Owner the notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. If required, the notarized Performance, Materials and Labor Bond must be provided to:

Mr. Josh Cathey, Deputy Superintendent
Germantown Municipal School District
3350 S. Forest Hill Irene Road
Germantown, TN 38138

State the cost per \$1000.00 for Performance, Materials and Labor Bond, if required: \$ _____

The successful Bidder shall be prohibited from discriminating against any individual on the basis of race, color, national origin (including ancestry, or any other subcategory or national origin recognized by applicable law), religion, sex (including any subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law.

Germantown Municipal School District encourages qualified minority and/or women-owned businesses to submit bids.

Germantown Municipal School District offers educational and employment opportunities without regard to race, color, national origin (including ancestry, or any other subcategory or national origin recognized by applicable law), religion, sex (including any subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law.

_____	TERMS: _____	DELIVERY: Days A.R.O. _____
COMPANY NAME	_____	_____
_____	PHONE	FAX
ADDRESS	_____	_____
_____	EMAIL ADDRESS	_____
CITY	STATE	ZIP

Name and Signature below certifies that you understand and agree to all information contained in this bid.

_____	_____	_____
AUTHORIZED REPRESENTATIVE (PRINT)	SIGNATURE	DATE

**GERMANTOWN MUNICIPAL SCHOOL DISTRICT
 INVITATION TO BID
 GMSD BID #FY2024-007
 Houston High School Home Economics Classroom Relocation
 CHECKLIST**

Important Documents to Return to GERMANTOWN MUNICIPAL SCHOOL DISTRICT

Included	Name of Document
	GMSD Vendor Registration Packet, Including COI (SEPARATE ATTACHMENT) (WITH BID)
	NIGP Coding Sheets (SEPARATE ATTACHMENT) (WITH BID)
	W9 (SEPARATE ATTACHMENT) (WITH BID)
	Certification of Understanding and Agreement (WITH BID)
	Bid Certification Signature Page (WITH BID)
	Bid Form (WITH BID)
	Bid Label (ON BID SUBMISSION)
	Contractor's Qualifications and References (WITH BID)
	Drug and Alcohol Testing Acknowledgement & Affidavit (WITH BID)
	Iran Divestment Act- Attachment B- Signed & Notarized (WITH BID)
	Bid Bond (If Applicable) (WITH BID)
	Addenda (ALL SIGNED) (WITH BID)
	Statement of No Bid (IF you choose not to respond to this bid, please fill out and return)

**GERMANTOWN MUNICIPAL SCHOOL DISTRICT INVITATION TO
BID GMSD BID #FY2024-007
Houston High School Home Economics Classroom Relocation**

1. SCOPE OF WORK

1.1 PURPOSE

This bid should include all labor, materials, and all other considerations in the installation of Auditorium Renovations in accordance with the specifications.

Detailed specifications and scope of work are attached. The above description is not intended to be exhaustive and all details pertaining to scope of work and specifications are contained in the attached document.

1.2 SUPPLY REQUIREMENTS

Detailed specifications and scope of work are attached.

1.3 INVOICE TO

GERMANTOWN MUNICIPAL SCHOOL DISTRICT
C/O JOSH CATHEY, DEPUTY SUPERINTENDENT
3350 South Forest Hill Irene Road
GERMANTOWN, TN 38138

1.4 VENDOR'S RESPONSIBILITIES

FOR SEALED BIDS:

ALL DOCUMENTS APPLICABLE AT TIME OF BID **must be signed in ink, dated and returned with your bid documents** to allow your bid to be considered. Documents not returned **will** result in a non-responsive bid.

Disclaimer: *All required documents may or may not be listed. It is the Contractor's responsibility to review all documents and return as specified. All information shall be entered in ink or typewritten. Mistakes may be crossed out and correction inserted before submissions of bid. The person signing the bid shall initial the correction in ink. Corrections and/or modifications received after the designated bid opening time will NOT be accepted.*

FOR SEALED BIDS: (continued)

- 1) Vendor Registration Packet, Including Certificate of Liability Insurance Naming the Germantown Municipal School District as Additional Insured-** Please double check checklist on signature page.
- 2) NIGP Coding Sheets-** Please check all categories that apply.
- 3) W9-** Please complete, sign and date.
- 4) Certification of Understanding and Agreement Page-** Page must be completed and signed with an original signature in ink.
- 5) Bid Certification Signature Page-** Contractor's License Number(s) must be inserted.

Page must be signed with an original signature in ink by an authorized officer, employee or agent of the bidder.

- 6) **Bid Form**-Page must be completed and signed with an original signature in ink.
- 7) **Contractor's Qualifications and References**
- 8) **Drug and Alcohol Testing Acknowledgement & Affidavit**- Document must be completed and signed with an original signature in ink.
- 9) **Iran Divestment Act- Attachment B**- Document must be completed, signed **and notarized** with an original signature in ink.
- 10) **Bid Bond**- (5%)
- 11) **Addenda (ALL)**
All must be signed in ink and returned with your bid documents. It is the Bidder's responsibility to verify if an addendum was issued.
- 12) **All BIDS must be submitted in a sealed envelope with the Vendor's Name, Bid Number, Bid Open Date, and Project Name clearly marked on the outside of the envelope**
- 13) **Bid Label**- Please place on bid package or carton.

NO BID ADJUSTMENTS WILL BE ACCEPTED.

2. TERMS AND CONDITIONS

The terms, conditions and specifications listed in this bid constitute the total terms and conditions that will be acceptable. Germantown Municipal School District will not be bound by conditions other than those stated.

Specifics on start of work must be coordinated with John Truong, Operations Supervisor, Germantown Municipal School District, john.truong@gmsdk12.org, 901-752-7900.

2.1 INFORMATION GIVEN PRIOR TO AWARD

- Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. It is the District's intent to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid. Any information, specifications, plans, data or interpretations which the District discovers is lacking and may be important to all bidders, will be furnished to all bidders in the form of an addendum.
- **Any and all revisions made to this bid prior to the due date will be posted on <http://www.gmsdk12.org/BidRFPOpportunities.aspx> under Purchasing and will be the responsibility of the Bidder to check for any and all revisions.**

2.2 METHOD OF AWARD

The District reserves the rights to award to the lowest responsive, responsible bidder; to award multiple contracts; and, to award the bid/contract that is deemed to be in the best value (most advantageous to the District) as determined by some, or all, of the following:

- Prices offered
- Quality of product/service offered
- General reputation and performance capabilities of the bidder
- Conformity with specifications herein
- Delivery and/or installation schedule

- Location and availability of service and/or repair facilities, personnel and parts
- Suitability for intended use
- Responses to provided references
- Payment terms/discounts offered
- Demonstrations provided, if required
- Ability to meet contract requirements such as warranty provisions, insurance requirements, bonding requirements, etc.

Germantown Municipal School District reserves the right to award this bid by line item, groups of items or the entire list of items (Lump Sum Total), whichever is deemed to be in the best interest of Germantown Municipal School District. Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity bid will determine the extended cost of a line item.

2.3 PRICING

- All pricing must be completed on the bid sheets provided.
- Successful bidder shall furnish all labor, materials, tools and equipment for the installation.
- As deemed necessary, Germantown Municipal School District reserves the right to seek competitive pricing or bid items listed during the duration of the awarded contract.
- Costs not delineated in the bid response will not be negotiated in the contract.

2.4 PERFORMANCE

- All work is to be performed during normal working hours—7:00 a.m. to 3:30 p.m., Monday-Friday. Extended working hours must be approved by the District.
- Completion date must be no later than **August 1, 2024**. Bidders must indicate the date for completion of the project. Completion date may be a factor in the bid award.
- All work should be performed in a neat and workman-like manner. Any and all cleanup of debris is the responsibility of the Contractor.
- If at any time Germantown Municipal School District is dissatisfied with the quality of service provided, a written notice of the specific problem(s) will be furnished to the vendor by certified letter. If the problem is not corrected to the satisfaction of GMSD within 5 days of the written notice, this entire contract may be unilaterally terminated by GMSD with no further obligation on the part of the District.

2.5 SPECIFICATIONS

- The specifications given are not intentionally written around any one manufacturer and are for the purpose of indicating general size and description of the job.
- The District hereby reserves the right to approve as an equal, or to reject as not being equal, any item the bidder proposes to furnish which contains minor variations from specification requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications.
- The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications.
- All bids must meet or exceed the enclosed specifications. Bidder must indicate manufacturer's name and model number offered. If bidder fails to provide this information, and an award is made, then the bidder shall supply the item(s) as specified. All items supplied

by the successful bidder(s) shall be: 1) as per manufacturer's name (or approved equal), model number and description quoted; and, 2) new and unused. Remanufactured and/or reconditioned items will be unacceptable. Items delivered not meeting these requirements shall be subject to return and replaced at no additional cost to the Germantown Municipal School District. Any exceptions to the specifications must be clearly noted and documented, literature to be included with bid for items quoted. Bid will be considered incomplete for failing to include required product literature along with bid and will be rejected.

- Changes to the bid specifications are not valid unless authorized in writing by the District Purchasing Department by means of an Addendum.
- Germantown Municipal School District reserves the right to request any additional information deemed necessary in the evaluation of this bid. Requested information shall be submitted within five (5) business days from date of request.
- Germantown Municipal School District has the right, at its discretion, to terminate or renegotiate this Agreement due to occurrence, event or action beyond its control.
- The District reserves the right to extend the terms, conditions and prices of this contract to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any contract that results from the bid. Each of the piggyback institutions will issue their own purchasing documents for purchasing of the goods/services by bidding of this service. Bidder agrees that Germantown Municipal School District shall bear no responsibility or liability for any agreements between bidder and the other Institution(s) who desire to exercise this option.

2.6 BIDDING REQUIREMENTS AND CONDITIONS

- Sealed Bids will be received at the GMSD District Office—3350 South Forest Hill Irene Road, Germantown, TN 38138—**before April 30, 2024 at 2:00 p.m.** Timely receipt of bids will be determined by this date and time at the address specified. Hand delivery is encouraged to ensure timely receipt. **No bid will be accepted after 2:00 p.m. on April 30, 2024.**
- Questions regarding bid specifications should be directed via email to **John Truong**, Operations Supervisor, Germantown Municipal School District, john.truong@gmsdk12.org, by no later than 4:00 p.m. Central time on **April 23, 2024 at 4p.m.** **All questions must be submitted by email; no oral questions will be accepted.**
- **Purchasing questions related to this bid must be submitted electronically to Jacqueline Saunders, Procurement Analyst, Purchasing@gmsdk12.org, no later than 4:00 p.m. Central time on April 23, 2024. All questions must be submitted by email; no oral questions will be accepted. Send Purchasing questions to: Jacqueline.saunders@gmsdk12.org.**
- **All price quotations and related materials must be received in a sealed envelope and marked with label provided to clearly display time, date, and nature of bid.**
- All material that is submitted in accordance with this solicitation becomes the property of Germantown Municipal School District and will not be returned.
- The bidder shall submit their bid upon the forms furnished by the Purchasing Department of Germantown Municipal School District. **On the bid form**, the bidder shall specify **a unit price** in figures for each pay item for which a quantity is given. The bidder must also show the **products of the respective unit prices and quantities** written in figures in the column "Amount Bid," and the **total amount of the bid** obtained by adding the amounts of the several items. All figures should be written in blue ink or typed. *Penciled entries will not be accepted and the bid will be rejected.*

- The bid as well as the **Certification Agreement** and **Hold Harmless Agreement (included in Vendor's Packet)** shall be signed in ink by the individual or agency authorized to sign and submit this bid for the bidder.
- Mistakes may be crossed out and correction inserted before submission of the bid. The person signing the bid shall initial correction in ink. Any other type of alteration to this bid document by a vendor will deem that vendor's response null and void.
- The bid signature page must include the bidder name and address and the state and address in which the business is domiciled.
- The successful vendor shall be a licensed contractor in the State of Tennessee and shall meet all necessary legal requirements of conducting business with Germantown Municipal School District.
- Bidder must submit a list of three (3) references for projects completed. References shall be for projects of similar size and scope. References shall include: company name, address, telephone number, contact name, email address and date project was completed.
- The successful bidder shall meet the necessary legal requirements for conducting business with the Germantown Municipal School District.
- No bid may be withdrawn for a period thirty (30) days after the bid opening without written approval of the Procurement Analyst.
- Bidder's recommendation must be compliant with local, state and federal laws and regulations including but not limited to seismic. The successful bidder shall perform its obligations hereunder in compliance with any and all applicable federal, state and local laws, rules and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices and in compliance with any and all reasonable rules of the school districts relative to the premises.

2.7 LIABILITIES

- It is understood that the bidder, if awarded an order or contract pursuant to this bid, agrees to protect, defend and save harmless, Germantown Municipal School District from any suits or demands for payment that may be brought against it as a result of the contract.
- The successful bidder agrees that it will function as an independent contractor and agrees to indemnify and hold harmless Germantown Municipal School District, its Board Members, employees, and agents for any and all claims that may arise out of its duties contracted for pursuant to this bid.
- Successful bidders and their employees must adhere to all applicable school policies and procedures.
- The successful bidder will be responsible for obtaining and furnishing any/all permits with local and/or state code enforcement agencies to complete the project as described in this bid.
- The bidder shall hold the District, its officers, agents, servants, and employees harmless from liability of any nature or kind because of use of any copyrighted, or uncopy righted composition, secret process, patented or unpatented invention under this bid, and agrees to defend, at its own expense, any and all action brought against the District because of the unauthorized use of such articles.
- The District, by execution of this Agreement, assumes no liability for damages caused to persons or property by reason of Contractor providing services herein or for injury to any employee, agent or subcontractor of the Contractor performing under this Agreement.

2.8 IRREGULAR BIDS

Bids will be considered non-responsive and shall be rejected for the following reasons:

- If the Bid Form(s) are on a form other than that furnished by the District or if the form is altered or any part thereof is detached.
- If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.
- If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- If the Bid Form does not contain a unit price for each pay item listed except in the case of alternate pay items.
- If the Bid Documents are not sealed when received by the District.
- If the Signature Page or other documents requiring a signature are not signed in ink.
- If Addenda are not signed, in ink, and returned with the Bid Documents.

2.9 SAMPLES

Requirements for samples are as follows:

- Samples of items, when required, shall be furnished free of cost to the District.
- Samples of items selected may be retained for future comparison.
- Samples that are not destroyed by testing, or that are not retained for future comparison will be returned upon request at the bidder's expense.

2.10 DOCUMENTS INCLUDED IN CONTRACT

The specifications, terms/conditions and detailed requirements shall become a part of any contract agreement and/or purchase order that result from this bid.

2.11 DEFAULT

In case of default by the bidder, the District may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the bidder, the difference between the price named in the contract or purchase order and actual cost thereof to the District. Prices paid by the District shall be considered the prevailing market prices at the time such purchase is made. Periods of performance may be extended if the facts as to the case of delay justify such extension in the opinion of the District.

2.12 DISQUALIFICATION OF BIDDERS

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their bid or bids:

- More than one bid, for the same work from an individual, partnership or corporation under the same name or a different name.
- Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for future work with the District until any such participant shall have been reinstated as a qualified bidder.
- Bidder, or its principals or affiliates, is disbarred, suspended, or ineligible from federal contracting.

2.13 BID BOND

When required, bid will be accompanied by a 5% Bid Bond or a Cashier's Check in an amount not less than the amount indicated on the Bid. Bid Bonds shall be signed by the bidder and their surety

company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond. When required, bidders must supply certificate of insurance or bonds through a company that is authorized to do business in the State of Tennessee.

2.14 PUBLIC RECORDS

Notwithstanding anything to the contrary contained herein or within the other document supplied to Germantown Municipal School District by the Contractor, the Contractor understands and acknowledges that the District is a governmental entity subject to the State of Tennessee Public Records Act and that any reports, data or other information supplied to the District regarding services performed hereunder may be subject to disclosure as a public record in accordance with the laws of the State of Tennessee.

2.15 WARRANTY

The Contractor warrants to the District that all goods/work shall be free from defects in design and faulty or improper materials and/or workmanship, shall be in strict compliance with the terms of this Agreement and shall be fit and sufficient for the purpose intended. This warranty- labor and material- (Manufacturer's Standard) shall be effective for one year from the date of acceptance by the District of such goods and/or services as satisfactorily complete, and shall be in addition to all other warranties, express, implied or statutory. The warranty shall survive the termination or expiration of this Agreement.

2.16 COLLUSION

Bidders, by submitting a signed bid or proposal, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.

2.17 CONFLICTS OF INTEREST

By submitting a proposal, the Bidder certifies that no amount shall be paid directly or indirectly to an employee or official of Germantown Municipal School District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Bidder in connection with the procurement under this Bid.

Any individual, company or other entity involved in assisting the District in the development, formulation, or drafting of this Bid or its scope of services which shall be considered to have been given information that would afford an unfair advantage over other Bidders and said individual, company or entity may not submit a proposal in response to this Bid.

2.18 INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend regardless of outcome, the District from expenses of and against all suits, action, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

2.19 ALCOHOL AND DRUG-FREE WORKPLACE

Along with its bid, the bidder shall submit the affidavit certifying compliance, requiring the Contractor and its subcontractors at the time of bid to provide a drug-free workplace program and to maintain such program throughout the duration of the Contract. *The affidavit form is attached.*

2.20 CONSIDERATION

After the bids are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid form by the unit bid prices. The results of such comparisons will be available on the Purchasing page of www.gmsdk12.org. The District reserves the right to reject any or all bids, to waive technicalities, to advertise for new bids, or to proceed to do the work otherwise, if, in the judgment of the Purchasing Department, it is in the best interest of the District.

2.21 FAILURE TO EXECUTE CONTRACT

Failure to execute the contract, file acceptable bonds and submit acceptable evidence, if required by contract, of good faith efforts to obtain participation by disadvantaged businesses within 15 calendar days after the contract has been received by the bidder shall be just cause for the cancelation of the award of contract and the forfeiture of the cash or bid bond which shall become the property of the District, not as penalty, but in liquidation of damages sustained. Award may then be made to the next lowest responsible bidder or the work may be re-advertised and constructed under contract or otherwise, as the District may decide.

2.22 TERMINATION FOR CONVENIENCE

The performance of work under this contract may be terminated by the District in accordance with this subsection in whole, or from time to time in part, whenever it shall be determined that such termination is in the best interest of the District. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

2.23 NON-APPROPRIATION OF FUNDS

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

In the event of such termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed to the termination date. Such termination by the District shall not be deemed a Breach of Contract by the District, and the Contractor shall have no right to any actual, general, specific, incidental, consequential, or any other damages whatsoever of any description or amount that have not been earned as of the date of termination.

2.24 BID PROTEST

Any protest concerning the award of this bid shall be addressed to the Procurement Analyst. Protest shall be made in writing to the Procurement Analyst and shall be filed within seven (7) days after the intended award is announced. A protest is considered filed when received by the Procurement Analyst. The written protest shall include the name and address of the protester, identification of the procurement, a statement of the specific reasons for the protest and supporting

exhibits. The submitted information will be reviewed with the appropriate Department Head and Superintendent to render a final decision and a formal response provided within seven days. This decision relative to the protest shall be considered final.

2.25 BID WITHDRAWAL

At any time up to the hour and date set for opening of bids, a bidder may withdraw his/her bid. Such withdrawal must be in writing and sent to the Procurement Analyst at the address set forth herein, and delivered in person. Such withdrawal shall be effective only upon receipt by the Procurement Analyst and will not preclude the submission of another bid by such bidder to the hour and date set for the opening of bids.

After the scheduled time for opening of bids, no bidder will be permitted to withdraw his/her bid.

2.26 ADDENDA

Any matter of this bid package that requires explanation or interpretation **must** be submitted in writing by **April 23, 2024—i.e. a minimum of three (3) business days (excluding weekends and holidays) prior to the time set for the Bid Opening. Email** all questions to Jacqueline.saunders@gmsdk12.org. All questions will be responded to in the form of written addenda to all Bidders and posted on the **District’s Purchasing page. *It shall be the vendor’s responsibility to check the website for published addenda. All addenda that a Bidder receives shall become part of the contract documents.***

No addenda will be issued later than three (3) business days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which includes a revised date for receipt of bids.

2.27 CONTRACT AWARD

Contract Award may be ALL OR NONE based on the “TOTAL BID AMOUNT” on the Bid Form, or the Contract Award may be awarded to multiple bidders if it is in the District’s best interest.

2.28 PAYMENT REQUIREMENTS

The Contractor will be paid in accordance with the Bid Form. Payments otherwise due may be withheld on account of substandard or defective work not remedied.

2.29 CHANGES

The District reserves the right to revise the “Work Locations and Schedule” and to make other changes within the general Scope of Work as may be deemed necessary to best serve the interests of the District. Changes in compensation, which may result from such revisions, shall be documented by an Amendment to the contract and approved by the Deputy Superintendent of the Germantown Municipal School District.

2.30 FORCE MAJEURE

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, strikes, freight embargoes, or unusually severe weather, provided that in all cases the Contractor shall notify the District promptly in writing of any cause for delay and the District concurs that the delay was beyond the control and without the fault or negligence of the

Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

2.31 COMPLIANCE

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor will have 72 hours in which to respond in person to the complaint and to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in the Termination section (2.32).

If the Contract Administrator is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractor's violation. Failure of the Contractor to attend these inspections may result in termination of the contract.

2.32 DEFAULT AND TERMINATION OF CONTRACT

Upon thirty (30) days written notice, with or without cause, the District may terminate this Contract. Following such termination, the District and the Contractor shall agree upon an amount of payment for all Contract items properly performed or furnished prior to the effective date of termination.

2.33 ILLEGAL ALIENS

Contractor warrants that any contract resulting from this Bid:

- Does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States;
- Takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United State constitutes a material breach and shall be cause for the imposition of up to five percent (5%) of the contract price, per violation, and/or termination of its contract.

2.34 IRAN DIVESTMENT ACT

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

2.35 LIQUIDATED DAMAGES

Liquidated damages will be assessed at \$500 per calendar day for every day substantial completion is not achieved past May 14, 2021.

3. SPECIFICATIONS

3.1 GENERAL SPECIFICATIONS

The specifications provided are not intentionally written around any one manufacturer and are for the purpose of indicating general information needed. The District hereby reserves the right to approve as an equal, or to reject as not being equal, any item the bidder proposes to furnish which contains minor variations from specification requirements but may comply substantially therewith. Items exceeding specifications will be considered as meeting specifications. The bidder shall abide by and comply with the true intentions of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications.

Changes to the bid specifications are not valid unless authorized in writing by the Germantown Municipal School District Purchasing Department by means of an addendum.

3.2 MATERIAL SPECIFICATIONS

Exceptions: _____

When taking an exception(s) please return the specification page(s) and exception page with your submitted bid package.

3.3 QUESTIONS

Questions concerning specifications should be sent to Mr. John Truong, Germantown Municipal School District, via e-mail to john.truong@gmsdk12.org. All inquiries concerning Purchasing should be directed to Jacqueline Saunders via email to Jacqueline.saunders@gmsdk12.org.

GERMANTOWN MUNICIPAL SCHOOLDISTRICT

BID CERTIFICATION SIGNATURE PAGE

Germantown Municipal School District

3350 South Forest Hill Irene Rd.

Germantown, TN 38138

BID # GMSD FY2024-007

BID TITLE: Houston High School Home Economics Classroom Relocation

This response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed above. By my signature below, I accept the terms and conditions as incorporated into this bid. As the undersigned, I certify I am authorized to sign and submit this response for the Contractor.

Federal identification Number	Contractor's License No.	Addtl. License Nos. (if Required)	
Company Name		State of Domicile	
Mailing Address	City	State	Zip Code
Contractor or Authorized Representative's Printed Name		Phone Number (with Area Code)	
E-Mail Address		Fax Number (with Area Code)	

By signing, the contractor acknowledges his/her responsibility for this bid, and that he/she will comply with all the terms, conditions, and specifications of this bid.

Contractor or Authorized Representative's Signature	Date Signed
---	-------------

If **not domiciled** in the State of Tennessee, please provide an address where business is conducted in the State of Tennessee, if applicable:

By signing, the contractor acknowledges his/her responsibility for this bid, and that he/she will comply with all the terms, conditions, and specifications of this bid.	Contractor or Authorized Representative's Signature	Date Signed	If not domiciled in the State of Tennessee, please provide an address where business is conducted in the State of Tennessee, if applicable:
By signing, the contractor acknowledges his/her responsibility for this bid, and that he/she will comply with all the terms, conditions, and specifications of this bid.	Contractor or Authorized Representative's Signature	Date Signed	If not domiciled in the State of Tennessee, please provide an address where business is conducted in the State of Tennessee, if applicable:

This page must be signed with an original signature and returned with your BID documents.

BID FORM
BID # GMSD BID #FY2024-007

**Houston High School Home Economics
Classroom Relocation**

**Project can begin possibly sooner, but no later than May 23, 2024*

**Project must be completed no later than August 1, 2024.*

BIDDER:

Bid shall be filled in completely, by the Contractor, in the bid schedule by indicating total dollars and cents. All costs, including hourly rates, will be included here and will be fully-burdened to include, but not limited to: wages, transportation, lodging, overhead, and per diem. All figures shall be written in ink or typed. Penciled entries will NOT be accepted, and will be considered irregular and rejected.

Bidders must indicate project completion time after receipt of order (A.R.O.). Project Completion Date is critical and will be a factor in the evaluation and award of this bid. Dates of work and schedule must be coordinated with John Truong, Operations Supervisor Germantown Municipal School District, john.truong@gmsdk12.org, 901-752-7900.

Project Completion Date:

State your cost per \$1000.00 for Performance, Materials and Labor Bond (if required): \$ _____

Company Name:			Address:				
Organized and existing under the laws of the State of :		and doing business as:	a corporation	a partnership	an individual	a limited liability company	other
City:	State:	Zip:	Telephone (with Area Code):		Fax (with Area Code):		
Name:				Title:			
Authorized Signature:					Date:		

THIS PAGE MUST BE SIGNED (IN INK) & RETURNED WITH YOUR BID

BID FORM
BID # GMSD BID #FY2024-007
Houston High School
Home Economics Classroom Relocation

BIDDER: _____

Acknowledges receipt of Addenda, if applicable _____

Bid shall be filled in completely by the Contractor, in the bid schedule by indicating total dollars and cents under UNIT AND EXTENDED PRICE. All costs, including hourly rates, will be included here and will be fully-burdened to include, but not limited to: wages, transportation, lodging, overhead, and per diem. All figures shall be written in ink or typed. Penciled entries will NOT be accepted, and will be considered irregular and rejected. Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.

If installation and on-site training is required, installation, testing and training must be completed no later than May 14, 2021. Bidders must indicate project completion time after receipt of order (A.R.O.). Project Completion Date is critical and will be a factor in the evaluation and award of this bid. Dates of work and schedule must be coordinated with John Truong, Operations Supervisor, Germantown Municipal School District, john.truong@gmsdk12.org, 901-752-7900.

Project Completion Date: _____

State your cost per \$1000.00 for Performance, Materials and Labor Bond (if required): \$ _____

Company Name:			Address:			
Organized and existing under the laws of the State of:	and doing business as:	a corporation	a partnership	an individual	a limited liability company	other
City:	State:	Zip:	Telephone (with Area Code):	Fax (with Area Code):		
Name:			Title:			
Authorized Signature:				Date:		

THIS PAGE MUST BE SIGNED (IN INK) AND RETURNED WITH YOUR BID

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in

bidding.

The bidder agrees that his bid shall be good and may not be withdrawn for a period of ONE HUNDRED TWENTY (120) days after the scheduled closing time for receiving bids.

Upon receipt of written notice of acceptance of this bid, Bidder will submit the following documents within ten (10) days:

1. Executed formal contract (attached as Section 00510)
2. Executed performance bond (attached as Section 00610)
3. Certificates of insurance coverage per Section 00710 Article 20

The bid security attached in the sum of five percent (5%) of the bid is to become the property of the Owner in the event the contract, bond and insurance certificates are not executed within the time limit set forth, as liquidated damages for the delay and additional expenses to the Owner caused thereby.

Bidder acknowledges receipt of Addendum(s) Nos.

Respectfully submitted:

Contractor's Name _____

Signature _____

Printed or Typed Name and Title _____

Business Address _____

Seal Required - if bid is by a corporation

All bids must be received, and time stamped at Germantown Municipal School District Administrative Offices, 3350 South Forest Hill Irene Rd. Germantown, TN 38138, prior to stated bid opening date and time. Bids received after the specified date and time will be considered late and will not be opened.

All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope as well as appropriate Contractor's License information.

License Number _____
Expiration Date _____
License Classification _____

**Jacqueline Saunders
Procurement Analyst
Germantown Municipal School
District
3350 Forest Hill Irene Rd.
Germantown, TN 38138**

**BID # GMSD FY2024-007
Houston High School
Classroom Relocation
April 30, 2024@ 2:00 p.m.
Central Time**

CONTRACTOR’S QUALIFICATIONS & REFERENCES

All Contractors/vendors for these services must have adequate industry and professional qualifications. The District will confirm the below qualifications and references prior to awarding the Contract.

1. All contractors/vendors must be in business for a minimum of **at least three continuous years.**

2. Please note contractor license and qualifications(if applicable): _____

Legal Name of Company:_____

Street/Mailing Address:_____

Type of Entity (Corp., LLC,etc.):_____ **State Est:**_____

Main Telephone No.:_____ **Main Fax No.:**_____

Number of Continuous Years in Business:_____

Number of Employees Full-Time:_____ Part-Time:_____

Name of the main contact person and project superintendent (if applicable) planned for this project (including qualifications, experience and technical skills):

Largest similar construction project completed from 2014 to present (if applicable):

- Name of Customer and/or Project and Cost:_____

Project experience with renovations and/or building of similar projects:

- Name of Customer and/or Project and Cost:_____

CONTRACTOR'S QUALIFICATIONS & REFERENCES
(continued)

REFERENCES (Provide three (3) references.)

1. Name: _____
Date of Project (if applicable): _____
Specific Services Provided: _____

Primary Contact Name: _____
Address: _____
Telephone: _____

2. Name: _____
Date of Project (if applicable): _____
Specific Services Provided: _____

Primary Contact Name: _____
Address: _____
Telephone: _____

3. Name: _____
Date of Project (if applicable): _____
Specific Services Provided: _____

Primary Contact Name: _____
Address: _____
Telephone: _____

DRUG AND ALCOHOL TESTING ACKNOWLEDGEMENT STATEMENT AND AFFIDAVIT

Comes _____, for and on behalf of
(Printed Name of Principal Officer of Company)

_____, the "Company" and makes oath that:

(i) the Company has received a copy of the relevant portions of Germantown Municipal School District Vendor Registration Packet and Policies; (ii) the Company understands that it must have a drug and alcohol policy in effect for its employees.

Signature
Title: _____

Sworn to and subscribed before me, a Notary Public, this _____ day of _____, 2024.

Notary Public

My Commission Expires:

STATEMENT OF NO BID

Please take a few minutes to complete this form and return it to jacqueline.saunders@gmsdk12.org if you are submitting a "No Bid" response.

We ask that you place an "X" on the appropriate blank that corresponds with your company's "No Bid" response.

1. _____ Specifications too "tight," i.e. geared toward one (1) brand or manufacturer only. (Briefly explain below.)
2. _____ Specifications are unclear. (Briefly explain below.)
3. _____ We are unable to meet specifications.
4. _____ Insufficient time to respond to Invitation to Bid (Briefly explain below, if fault of GMSD.)
5. _____ Our schedule would not permit us to perform within the required time.
6. _____ We are unable to meet bond requirements.
7. _____ We are unable to meet insurance requirement.
8. _____ We do not offer this product or service.
9. _____ Other (Specify below.)

Further remarks: _____

Company Name: _____

Date: _____ **Time:** _____

Name: _____ **Title:** _____

Signature: _____

Germantown Municipal School District Iran Divestment Act Compliance

The Iran Divestment Act of 2016, effective as of July 1, 2016, is codified at TCA § 12-12-101 *et seq.* The Iran Divestment Act, with certain exceptions, prohibits municipalities, including the DISTRICT, from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in TCA § 12-12-105, a person engages in investment activities in the energy sector if:

- (1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas, for the energy sector of Iran; or
- (2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to §12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee’s chief procurement officer to publish on the State’s website a list of persons it determines engage in investment activities in Iran (the “Prohibited Entities List”).¹

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with the DISTRICT.

Pursuant to the Act, any BIDDER that attempt to contract with the DISTRICT must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List. A bid shall not be considered for award, nor shall any award be made where the BIDDER fails to submit a signed and verified Bidder’s Certification.

¹ The State of Tennessee’s list, published in July 2016, can be found on the following website:
https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106,_Iran_Divestment_Act-July.pdf

**Germantown Municipal School District
Bidder's Certification of Compliance with Iran Divestment Act
TCA § 12-12-101 et seq.**

Comes _____, for and on behalf
(Printed name of Principal Office of Company)

_____, (the "Company") and, after being duly
authorized by the Company so to do, makes oath that:

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

Signature

Title

Sworn to and subscribed before me, a Notary Public, this _____ day of _____, 2024.

Notary Public

My Commission Expires:

ITB # GMSD BID #FY2024-007

Houston High School Home Economics Classroom Relocation

GMSD Department of Operations

**Note: Architect's Drawings and
Specifications are incorporated as
part of this bid.**



Germantown Municipal School District

6685 Poplar Avenue, Suite 202
Germantown TN 38138
901-752-7900

Jacqueline Saunders, Purchasing Analyst
Jacqueline.Saunders@gmsdk12.org
FAX (901)757-6479

GMSD Vendor/Contractor Application and Information Packet

This packet should be submitted via mail, fax or email. Unless otherwise noted, each section should be completed. If a section is to be omitted, it will be designated with the signature on page 7 (or at the end of the document) of a GMSD District Office employee.

VENDOR/CONTRACTOR INFORMATION

Date of Application: _____ **Business Location(County & State):** _____

Business Name (as listed on W-9): _____

Federal Employer ID Number (as listed on W-9): _____

Mailing Address (as listed on W-9): _____ **Telephone:** _____

_____ **Fax:** _____

_____ **Email:** _____

Type of Business (Check One) Manufacturer___ Construction___ Distributor___ Agent/Rep___
Other___ (please specify _____)

Organization (Check One) Individual___ Partnership___ Corporation___ Non-Profit Org. ___

Business Certification Yes___ No___

Uniform Certification Agency Number: _____

(Please Select Only Those Categories That Apply)

SMALL BUSINESS ENTERPRISE _____

WOMEN-OWNED BUSINESS _____

MINORITY BUSINESS ENTERPRISE:

Asian/Pacific Female _____

Black-Non Hispanic Female _____

Native American Indian/Alaskan Female _____

Asian/Pacific Male _____

Black-Non Hispanic Male _____

Native American Indian/Alaskan Male _____

Asian/Indian Female _____

Black _____

White American Female _____

Asian/Indian Male _____

Hispanic Female _____

White American Male _____

Hispanic Male _____

How Long in Present Business _____
Average Number of Employees _____
Average Annual Sales \$ _____

LIST OTHER TN CUSTOMERS YOU HAVE SOLD / SERVICED TO:

_____ Phone # _____
_____ Phone # _____
_____ Phone # _____

Approximate Inventory Normally Stocked \$ _____ (if applicable)

Location of Warehouse Facility: _____ and/or Location of Service Facility: _____

NAMES OF OFFICERS, MEMBERS OR OWNERS, PARTNERSHIP, ETC.:

PRESIDENT: _____
VICE-PRESIDENT: _____
SECRETARY: _____
TREASURER: _____

PERSONS AUTHORIZED TO SIGN BIDS & CONTRACTS:

NAME: _____
OFFICIAL CAPACITY: _____

Note: Each manufacturer, supplier and vendor is responsible for notifying GMSD Purchasing of any change to any/all information listed above.

By requesting to be placed on GMSD's Vendor/Contractor/Bidder's List, each manufacturer, supplier and vendor is agreeing to do business with GMSD. Each manufacturer, supplier, vendor also agrees to extend credit to GMSD without requiring a credit application and to fulfill any Purchase Orders and/or contractual obligation that may occur. If a credit application is required, a submitted bid may be rejected.

GERMANTOWN MUNICIPAL SCHOOL DISTRICT POLICIES & AGREEMENTS

DRUG AND ALCOHOL TESTING

Due to the safety-sensitive nature of education, GMSD employees, without limitation, are subject to reasonable suspicion and post-accident drug and alcohol testing. All COMPANIES attest that such COMPANY operates a drug-free workplace program or other drug and alcohol testing program with requirements at least as stringent as that of GMSD. **The COMPANY will attach a copy of their drug and alcohol testing policy.**

BACKGROUND CHECK

By agreeing to provide services to any school within GMSD, the COMPANY attests that it is aware of its obligations under T.C.A. 49-5-413(D) to ensure that all of its employees who have direct contact with students of GMSD or students in GMSD's child care program or who have access to the grounds of GMSD when children are present have completed the following:

- (1) Supplied a fingerprint sample and submitted to a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with GMSD's children or entering the grounds of GMSD. T.C.A. 49-5-413(d)(2)(A)
- (2) Successfully passed the aforementioned criminal history records check. An employer or employee may not come in direct contact with GMSD's children or children in GMSD's child care program and may not enter the grounds of GMSD when children are present if the criminal history records check indicates that the employee has ever been convicted of any of the following offenses, or the same or similar offense in any jurisdiction, including convictions for the solicitation of, attempt to commit, conspiracy, or acting as an accessory to:
 - (i) A sexual offense or a violent sexual offense as defined in § 40-39-202;
 - (ii) Any offense in title 39, chapter 13;
 - (iii) §§ 39-14-301 and 39-14-302;
 - (iv) §§ 39-14-401 -- 39-14-404;
 - (v) §§ 39-15-401 and 39-15-402;
 - (vi) § 39-17-417;
 - (vii) § 39-17-1320; or
 - (viii) Any other offense in title 39, chapter 17, part 13.

In addition, the COMPANY also agrees that if one of its employees commits such an offense after it has conducted its initial criminal history check on such employee, said employee will notify the COMPANY of the offense within seven (7) days from the date of conviction and the COMPANY will subsequently not permit that employee to have contact with students of GMSD or to children in GMSD's child care program or to enter the grounds of GMSD.

The COMPANY shall ensure that subcontractors comply with the statutory requirements described in this background check policy. The COMPANY will attach a copy of their background check policy, including what COMPANY they utilize for background checks.

CODE OF ETHICS

All employees representing the COMPANY are expected to abide by a Code of Ethics for COMPANIES established by GMSD:

1. Any employee representing the COMPANY shall not be in physical, verbal or any other type of contact or communication with any students on GMSD property except as required by the scope of contracted services.
2. The use of tobacco products, drugs or alcohol by any employee representing the COMPANY on GMSD property or during GMSD meetings or events is strictly forbidden.

3. All employees representing the COMPANY shall treat all representatives of GMSD with the utmost respect. Employees will not engage in any conduct that could reasonably be construed as exploitative, physically intimidating, discriminatory, harassing on the basis of gender, race, ethnicity, religion, national origin, sexual orientation, age, or any other protected category. No profanity of any kind will be tolerated on GMSD property.

The Germantown Municipal School District ("GMSD") conducts its programs, services and activities consistent with applicable federal, state and local laws and regulations. GMSD provides equal employment and educational opportunities to all qualified persons without discrimination on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including any subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment and in any program or activity offered or sponsored by GMSD or GMSD schools. Sex discrimination includes sexual harassment and is strictly prohibited.

The Contractor agrees to conduct its business and to provide services to GMSD in accordance with GMSD policy and all applicable federal, state and local laws and regulations governing discrimination and harassment. The Contractor certifies that it does not discriminate against its employees or applicants on grounds of race, color, religion, national origin, sex, disability, veteran's status, or age with regard to persons forty (40) years of age and older.

4. All employees representing the COMPANY shall abide by all guidelines set at the school level, including, but not limited to parking, checking in and out at the front office, any time an employee of the COMPANY is on campus, and working within the framework of the school and administration of the school to provide services that are least disruptive to the education environment of the school.
5. All employees representing the COMPANY are forbidden from using any technology available at the schools unless they have express written permission from the school administration.
6. In the event that an employee representing the COMPANY is required to take a cell phone call for personal or business reasons, the employee must do so in a manner and setting that causes the least disruption to the educational environment.
7. All employees representing the COMPANY are forbidden from taking photographs, video or footage of any kind on GMSD property without written consent of a School Administrator or the District Office.
8. All employees representing the COMPANY understand that unauthorized removal of any kind will not be tolerated on GMSD property and will be grounds for a request by the District to remove that employee from the property.
9. All employees representing the COMPANY shall represent GMSD in a positive ethical, legal and moral manner.

CONFLICTS OF INTEREST

The employees of the COMPANY shall avoid any conflict of interest that could interfere with the duties and responsibilities designated by the Germantown Municipal School Board or could reflect in a manner detrimental to the system. The following is prohibited:

- Any pecuniary transaction, indirectly or directly, by a professional employee or school board member concerned with supplying books, maps, school furniture, and/or other apparatus to the school system of employment or to act as agent for anyone is expressly forbidden by statute (T.C.A. 49-6-2003).
- Selling items or soliciting money for personal gain or profit during school hours or at an off-campus event attended by students and staff.
- Soliciting, referring, or encouraging students into programs, schools, or universities for personal compensatory gain.

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the Superintendent (or if he/she is the one with the conflict, then to the GMSD Board of Education Chair), who shall bring the matter to the attention of the Board or Ethics Committee established in accordance with Policy 1.106 . Disclosure involving Board Members should be made to the GMSD Board of Education Chair, (or if he/she is the one who shall bring these matters to the Board or Ethics Committee. The Board or Ethics Committee shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized. The decision of the Board or Ethics Committee on these matters will rest in their sole discretion, and their concern must be the welfare of Germantown Municipal School District and the advancement of its purpose.

Germantown Municipal School District Policy References

1. Professional Employment HR 5.102
2. Drug-Free Schools SP 6.307
3. Drug and Alcohol Testing for Employees
4. Drug-Free Workplace SBO 1.804
5. Code of Ethics SBO 1.106
6. Tobacco Free Schools SBO 1.803
7. Conflict of Interest HR 5.601

Tennessee State Code Policy References

1. TCA 49-5-413(d)
2. TCA 40-39-202

CONFIDENTIALITY AND NON-DISCLOSURE

All records, documents, files, data and/or information maintained by GMSD shall, at all times remain the sole and exclusive property of GMSD.

The COMPANY agrees that its employees, agents, successors, assigns, legal representatives or subcontractors will not access, use, divulge or disclose, either directly or indirectly, any records, documents, files, data and/or information maintained by GMSD, specifically including but not limited to, student records and information about employees made confidential by law (the “Non-Public Information”), unless and except as required by the COMPANY’s scope of services for GMSD or as otherwise required by law. The COMPANY further agrees to take all necessary steps to safeguard private information from accidental or intentional disclosure.

The COMPANY agrees to return to GMSD all records, documents, files, data and/or information; and, all copies thereof in any format in which they may exist, that are in the possession of the COMPANY when the contract terminates and/or the scope of services is complete. Where return is not possible or practical, the PARTIES may agree that such records, documents, files, data and/or information will be destroyed if permitted by law.

The COMPANY shall not assign or transfer any of its contract rights or obligations unless expressly provided by the contract or agreed by prior written consent of Germantown Municipal School District.

HOLD HARMLESS

As a condition precedent to Contractor being awarded contract with GMSD, Contractor hereby agrees to indemnify and hold harmless the Germantown Municipal School District, its board members, administrators, employees, and agents (individually an "Indemnitees") from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever, whether under federal or state law, which the Indemnitee(s) may pay, sustain, suffer, or incur by reason of or in connection with the services, equipment or products provided by Contractor pursuant to the contract, including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.

INSURANCE REQUIREMENTS WITH GERMANTOWN MUNICIPAL SCHOOL DISTRICT

The COMPANY shall purchase and maintain the insurance outlined below to provide protection from the COMPANY's negligent acts. The COMPANY shall provide this insurance as required by the Contract documents. All Certificates should be issued with an Insurance Company (or Companies) maintaining an AM Best Rating of A- or better and a Financial Size of IX or greater. All Insurance Companies shall be authorized to conduct business in the State of Tennessee. The negligence by any subcontractor, by anyone directly or indirectly employed by any of them, shall be considered a negligent act of the COMPANY.

- Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence. This must include Products/Completed Operations, Explosion/Collapse/Underground Coverage and Contractual Liability. The Germantown Municipal School District must be named Additional Insured using a CG 2010 (11/85) endorsement (or equivalent) and this must be noted on the Certificate of Insurance. The Insurance Company agrees to waive their Right of Subrogation against the Germantown Municipal School District and this must be noted on the Certificate of Insurance.
- Auto Liability Insurance in the amount of \$1,000,000 Combined Single Limit. The Germantown Municipal School District must be named Additional Insured and the Insurance Company agrees to waive their Right of Subrogation against the Germantown Municipal School District and this must be noted on the Certificate of Insurance.
- Statutory Workers Compensation with Employers Liability- the Insurance Company agrees to waive their Right of Subrogation against the Germantown Municipal School District and this must be noted on the Certificate of Insurance.
- Umbrella Liability in the amount of \$2,000,000 per occurrence- the terms and conditions of the Umbrella must conform to the primary insurance.

The Cancellation Clause on the Certificate of Insurance is amended to read: Should any of the described policies on the attached Certificate of Insurance be cancelled, non-renewed or reduced in coverage- the issuing Insurance Company will mail 30 days written notice by registered mail, return receipt requested, or email to:

Germantown Municipal School District
ATTN: Jacqueline Saunders
6685 Poplar Avenue
Suite 202
Germantown TN 38138

The Company agrees that it shall maintain the above insurance through both final acceptance and any Warranty Period defined by the contract documents.

I have read the aforementioned terms set forth by GMSD and attest I have reviewed the TCA statutes and Board policies referenced in this document. My signature below indicates my company and its representatives agree to abide by all the terms set forth in this agreement.

If any provision of this Agreement shall be held by a court of competent jurisdiction to be unenforceable, the remaining provisions shall remain in full force and effect.

I understand that for this application to be complete, my company must also submit:

- _____ Completed W-9
- _____ Certificate of Insurance (listing GMSD—6685 Poplar Avenue, Suite 202, Germantown TN 38138-- as Additional Insured)
- _____ Copy of Drug and Alcohol Policy
- _____ Copy of Background Check Policy and Company Utilizing

Signature

Name (Please Print)

Title

District Office Signature: _____

Raptor may be used in lieu of Background Check Requirements _____
No COI required for this submission _____

PLEASE INDICATE WHICH PRODUCTS AND/OR SERVICES YOUR COMPANY CAN SUPPLY.

- | | |
|--|---|
| | CLASS: 005-00 - ABRASIVES |
| | CLASS: 010-00 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES |
| | CLASS: 015-00 - ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING
MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC. |
| | CLASS: 025-00 - AIR COMPRESSORS AND ACCESSORIES |
| | CLASS: 031-00 - AIR CONDITIONING, HEATING AND VENTILATING
EQUIPMENT: PARTS AND ACCESSORIES (SEE CLASS 740) |
| | CLASS: 045-00 - APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE |
| | CLASS: 050-00 - ART EQUIPMENT AND SUPPLIES |
| | CLASS: 055-00 - AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRUCKS, ETC. |
| | CLASS: 060-00 - AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS |
| | CLASS: 065-00 - AUTOMOTIVE BODIES, ACCESSORIES, AND PARTS |
| | CLASS: 070-00 - AUTOMOTIVE AND RELATED TRANSPORTATION EQUIPMENT |
| | CLASS: 071-00 - AUTOMOBILES, SCHOOL BUSES, SUVs, AND VANS |
| | CLASS: 072-00 - TRUCKS |
| | CLASS: 073-00 - TRAILERS |
| | CLASS: 075-00 - AUTOMOTIVE SHOP EQUIPMENT AND SUPPLIES |
| | CLASS: 080-00 - BADGES, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC. |
| | CLASS: 085-00 - BAGS, BAGGING, TIES, AND EROSION CONTROL EQUIPMENT |
| | CLASS: 090-00 - BAKERY EQUIPMENT, COMMERCIAL |
| | CLASS: 095-00 - BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES |
| | CLASS: 100-00 - BARRELS, DRUMS, KEGS, AND CONTAINERS |
| | CLASS: 105-00 - BEARINGS |
| | CLASS: 110-00 - BELTS AND BELTING: AUTOMOTIVE AND INDUSTRIAL |
| | CLASS: 125-00 - BOOKBINDING SUPPLIES |
| | CLASS: 150-00 - BUILDER'S SUPPLIES |
| | CLASS: 155-00 - BUILDINGS AND STRUCTURES: FABRICATED AND PREFABRICATED |
| | CLASS: 165-00 - CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL |
| | CLASS: 175-00 - CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES |
| | CLASS: 190-00 - CHEMICALS AND SOLVENTS, COMMERCIAL (IN BULK) |
| | CLASS: 192-00 - CLEANING COMPOSITIONS, DETERGENTS, SOLVENTS, AND STRIPPERS-
PREPACKAGED |
| | CLASS: 193-00 - CLINICAL LABORATORY REAGENTS AND TESTS |
| | CLASS: 195-00 - CLOCKS, TIMERS, WATCHES, AND JEWELERS' AND WATCHMAKERS TOOLS
AND EQUIPMENT |
| | CLASS: 200-00 - CLOTHING, ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER RELATED, WORK |
| | CLASS: 201-00 - CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS) |
| | CLASS: 204-00 - COMPUTER HARDWARE AND PERIPHERALS AND MICROCOMPUTERS |
| | CLASS: 206-00 - COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME
COMPUTERS |
| | CLASS: 207-00 - COMPUTER ACCESSORIES AND SUPPLIES |
| | CLASS: 208-00 - COMPUTER SOFTWARE AND MICROCOMPUTERS (PREPROGRAMMED) |
| | CLASS: 209-00 - COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS
(PREPROGRAMMED) |
| | CLASS: 220-00 - CONTROLLING, INDICATING, MEASURING, MONITORING, & RECORDING |

	CLASS: 225-00 - COOLERS, DRINKING WATER, (WATER FOUNTAINS)
	CLASS: 232-00 - CRAFTS, GENERAL
	CLASS: 233-00 - CRAFTS, SPECIALIZED
	CLASS: 240-00 - CUTLERY, COOKWARE, DISHES, GLASSWARE, SILVERWARE, UTENSILS, SUPPLIES
	CLASS: 250-00 - DATA PROCESSING CARDS AND PAPER
	CLASS: 255-00 - DECALS AND STAMPS
	CLASS: 265-00 - DRAPERIES, CURTAINS, AND UPHOLSTERY MATERIAL (INCLUDING AUTO)
	CLASS: 280-00 - ELECTRICAL CABLES AND WIRES (NOT ELECTRONIC)
	CLASS: 285-00 - ELECTRICAL EQUIPMENT AND SUPPLIES (EXCEPT CABLE AND WIRE)
	CLASS: 287-00 - ELECTRONIC COMPONENTS, REPLACEMENT PARTS, AND ACCESSORIES
	CLASS: 310-00 - ENVELOPES, PLAIN
	CLASS: 315-00 - EPOXY BASED FORMULATIONS FOR ADHESIVES, COATINGS, AND RELATED AGENTS
	CLASS: 318-00 - FARE COLLECTION EQUIPMENT AND SUPPLIES
	CLASS: 330-00 - FENCING
	CLASS: 335-00 - FERTILIZERS AND SOIL CONDITIONERS
	CLASS: 340-00 - FIRE PROTECTION EQUIPMENT AND SUPPLIES
	CLASS: 345-00 - FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES
	CLASS: 350-00 - FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES
	CLASS: 360-00 - FLOOR COVERING, FLOOR COVERING INSTALLATION AND REMOVAL EQUIPMENT AND SUPPLIES
	CLASS: 365-00 - FLOOR MAINTENANCE MACHINES, PARTS, AND ACCESSORIES
	CLASS: 375-00 - FOODS: BAKERY PRODUCTS (FRESH)
	CLASS: 380-00 - FOODS: DAIRY PRODUCTS (FRESH)
	CLASS: 385-00 - FOODS, FROZEN
	CLASS: 390-00 - FOODS: PERISHABLE
	CLASS: 393-00 - FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS
	CLASS: 395-00 - FORMS, CONTINUOUS, COMPUTER PAPER, FORM LABELS, SNAP-OUT FORMS, AND FOLDERS AND FORMS
	CLASS: 405-00 - FUEL, OIL, GREASE AND LUBRICANTS
	CLASS: 410-00 - FURNITURE: HEALTH CARE AND HOSPITAL FACILITY
	CLASS: 415-00 - FURNITURE: LABORATORY
	CLASS: 420-00 - FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL
	CLASS: 425-00 - FURNITURE: OFFICE
	CLASS: 440-00 - GLASS AND GLAZING SUPPLIES
	CLASS: 445-00 - HAND TOOLS (POWERED AND NON-POWERED), ACCESSORIES & SUPPLIES
	CLASS: 450-00 - HARDWARE AND RELATED ITEMS
	CLASS: 460-00 - HOSE, ACCESSORIES, AND SUPPLIES: INDUSTRIAL, COMMERCIAL, AND GARDEN
	CLASS: 470-00 - HOSPITAL AND RELATED SPECIALIZED EQUIPMENT AND SUPPLIES: MOBILITY, SPEECH IMPAIRED, AND RESTRAINT ITEMS
	CLASS: 475-00 - HOSPITAL, SURGICAL, AND RELATED MEDICAL ACCESSORIES AND SUNDRY ITEMS
	CLASS: 485-00 - JANITORIAL SUPPLIES, GENERAL LINE
	CLASS: 490-00 - LABORATORY EQUIPMENT AND ACCESSORIES

	CLASS: 493-00 - LABORATORY EQUIPMENT AND ACCESSORIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC
	CLASS: 495-00 - LABORATORY AND FIELD EQUIPMENT AND SUPPLIES: BIOLOGY, BOTANY, GEOLOGY, MICROBIOLOGY, ZOOLOGY, ETC
	CLASS: 500-00 - LAUNDRY AND DRY CLEANING EQUIPMENT, ACCESSORIES, PARTS, AND SUPPLIES-COMMERCIAL
	CLASS: 515-00 - LAWN MAINTENANCE EQUIPMENT, ACCESSORIES
	CLASS: 525-00 - LIBRARY AND ARCHIVAL EQUIPMENT, MACHINES, AND SUPPLIES
	CLASS: 530-00 - LUGGAGE, BRIEF CASES, PURSES AND RELATED ITEMS
	CLASS: 545-00 - MACHINERY AND HARDWARE, INDUSTRIAL
	CLASS: 550-00 - MARKERS, PLAQUES AND TRAFFIC DEVICES
	CLASS: 555-00 - MARKING AND STENCILING DEVICES
	CLASS: 556-00 - MASS TRANSPORTATION-TRANSIT BUS
	CLASS: 557-00 - MASS TRANSPORTATION-TRANSIT BUS ACCESSORIES AND PARTS
	CLASS: 560-00 - MATERIAL HANDLING AND STORAGE EQUIPMENT AND ALLIED ITEMS
	CLASS: 575-00 - MICROFICHE AND MICROFILM EQUIPMENT, ACCESSORIES, AND SUPPLIES
	CLASS: 580-00 - MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES
	CLASS: 590-00 - NOTIONS AND RELATED SEWING ACCESSORIES AND SUPPLIES
	CLASS: 595-00 - NURSERY STOCK, EQUIPMENT, AND SUPPLIES
	CLASS: 600-00 - OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES
	CLASS: 605-00 - OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APPARATUSES
	CLASS: 610-00 - OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES
	CLASS: 615-00 - OFFICE SUPPLIES, GENERAL
	CLASS: 620-00 - OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC
	CLASS: 630-00 - PAINT, PROTECTIVE COATINGS, VARNISH, WALLPAPER, AND RELATED PRODUCTS
	CLASS: 635-00 - PAINTING EQUIPMENT AND ACCESSORIES
	CLASS: 640-00 - PAPER AND PLASTIC PRODUCTS, DISPOSABLE
	CLASS: 645-00 - PAPER, FOR OFFICE AND PRINT SHOP USE
	CLASS: 650-00 - PARK, PLAYGROUND, RECREATION AREA AND SWIMMING POOL EQUIP
	CLASS: 652-00 - PERSONAL HYGIENE AND GROOMING EQUIPMENT AND SUPPLIES
	CLASS: 655-00 - PHOTOGRAPHIC EQUIPMENT AND SUPPLIES (NOT INCLUDING GRAPHIC ARTS, AND MICROFILM, AND X-RAY)
	CLASS: 658-00 - PIPE, TUBING, AND ACCESSORIES
	CLASS: 659-00 - PIPE AND TUBING FITTINGS
	CLASS: 665-00 - PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING AND MOLDING EQUIPMENT
	CLASS: 670-00 - PLUMBING EQUIPMENT, FIXTURES, AND SUPPLIES
	CLASS: 680-00 - POLICE EQUIPMENT AND SUPPLIES
	CLASS: 690-00 - POWER GENERATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
	CLASS: 691-00 - POWER TRANSMISSION EQUIPMENT (ELECTRICAL, MECHANICAL, AIR AND HYDRAULIC)
	CLASS: 700-00 - PRINTING PLANT EQUIPMENT AND SUPPLIES (EXCEPT PAPER)
	CLASS: 710-00 - PROSTHETIC DEVICES, HEARING AIDS, AUDITORY TESTING EQUIPMENT, ELECTRONIC READING DEVICES, ETC
	CLASS: 715-00 - PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS
	CLASS: 720-00 - PUMPING EQUIPMENT AND ACCESSORIES

	CLASS: 725-00 - RADIO COMMUNICATION, TELEPHONE, AND TELECOMMUNICATION EQUIPMENT, ACCESSORIES, AND SUPPLIES
	CLASS: 730-00 - RADIO COMMUNICATION AND TELECOMMUNICATION TESTING, MEASURING, AND ANALYZING EQUIPMENT, ACCESSORIES AND SUPPLIES
	CLASS: 740-00 - REFRIGERATION EQUIPMENT AND ACCESSORIES
	CLASS: 745-00 - ROAD AND HIGHWAY BUILDING MATERIALS
	CLASS: 770-00 - ROOFING
	CLASS: 780-00 - SCALES AND WEIGHING APPARATUS
	CLASS: 785-00 - SCHOOL EQUIPMENT AND SUPPLIES
	CLASS: 795-00 - SEWING AND TEXTILE MACHINERY, AND ACCESSORIES
	CLASS: 801-00 - SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES
	CLASS: 803-00 - SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC
	CLASS: 805-00 - SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT
	CLASS: 810-00 - SPRAYING EQUIPMENT
	CLASS: 815-00 - STEAM AND HOT WATER FITTINGS, ACCESSORIES, AND SUPPLIES
	CLASS: 820-00 - STEAM AND HOT WATER BOILERS AND STEAM HEATING EQUIPMENT
	CLASS: 830-00 - TANKS (METAL, WOOD, AND SYNTHETIC MATERIALS)
	CLASS: 832-00 - TAPE
	CLASS: 838-00 - TELECOMMUNICATIONS EQUIPMENT, ACCESSORIES, AND SUPPLIES
	CLASS: 839-00 - TELEPHONE EQUIPMENT, ACCESSORIES, AND SUPPLIES
	CLASS: 840-00 - TELEVISION EQUIPMENT AND ACCESSORIES
	CLASS: 845-00 - TESTING APPARATUS AND INSTRUMENTS
	CLASS: 855-00 - THEATRICAL EQUIPMENT AND SUPPLIES
	CLASS: 863-00 - TIRES AND TUBES
	CLASS: 870-00 - VENETIAN BLINDS, AWNINGS, AND SHADES
	CLASS: 880-00 - VISUAL EDUCATION EQUIPMENT AND SUPPLIES
	CLASS: 883-00 - VOICE RESPONSE SYSTEMS
	CLASS: 895-00 - WELDING EQUIPMENT AND SUPPLIES
	CLASS: 906-00 - ARCHITECTURAL SERVICES, PROFESSIONAL
	CLASS: 907-00 - ARCHITECTURAL AND ENGINEERING SERVICES, NON-PROFESSIONAL
	CLASS: 908-00 - REBINDING AND REPAIRING SERVICES
	CLASS: 909-00 - BUILDING CONTSTRUCTION SERVICES, NEW
	CLASS: 910-00 - BUILDING MAINTENANCE, INSTALLATION, AND REPAIR SERVICES
	CLASS: 912-00 - CONSTRUCTION SERVICES, GENERAL
	CLASS: 913-00 - CONSTRUCTION SERVICES, HEAVY
	CLASS: 914-00 - CONSTRUCTION SERVICES, TRADE
	CLASS: 915-00 - COMMUNICATIONS AND MEDIA RELATED SERVICES
	CLASS: 918-00 - CONSULTING SERVICES
	CLASS: 920-00 - DATA PROCESSING, COMPUTER, AND SOFTWARE SERVICES
	CLASS: 924-00 - EDUCATIONAL SERVICES
	CLASS: 925-00 - ENGINEERING SERVICES, PROFESSIONAL
	CLASS: 926-00 - ENVIRONMENTAL AND ECOLOGICAL SERVICES
	CLASS: 928-00 - EQUIP. MAINT., AND REPAIR SERVICES FOR AUTOMOBILES, TRUCKS, TRAILERS, TRANSIT BUS AND OTHER

	CLASS: 931-00 - EQUIP. MAINT., AND REPAIR SERVICES-APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, & SEWING EQUIP.
	CLASS: 936-00 - EQUIP. MAINT., AND REPAIR SERVICES-GENERAL
	CLASS: 939-00 - EQUIP. MAINT., AND REPAIR SERVICES-COMPUTERS, OFFICE, PHOTOGRAPHIC, RADIO/TELEVISION EQUIPMENT
	CLASS: 941-00 - EQUIP. MAINT., REPAIR, AND RELATED SERVICES-POWER GENERATION
	CLASS: 946-00 - FINANCIAL SERVICES
	CLASS: 948-00 - HEALTH RELATED SERVICES
	CLASS: 952-00 - HUMAN SERVICES
	CLASS: 953-00 - INSURANCE, AND INSURANCE SERVICES ALL TYPES
	CLASS: 956-00 - LIBRARY AND SUBSCRIPTION SERVICES
	CLASS: 958-00 - MANAGEMENT SERVICES
	CLASS: 962-00 - MISCELLANEOUS SERVICES, NO. 2
	CLASS: 965-00 - PRINTING PREPARATIONS
	CLASS: 966-00 - PRINTING
	CLASS: 971-00 - REAL PROPERTY RENTAL OR LEASE
	CLASS: 975-00 - RENTAL OR LEASE SERVICES
	CLASS: 977-00 - RENTAL OR LEASE SERVICES OF APPLIANCES
	CLASS: 981-00 - RENTAL OR LEASE OF EQUIPMENT-GENERAL EQUIPMENT
	CLASS: 984-00 - RENTAL OR LEASE OF SERVICES OF COMPUTERS, DATA PROCESSING, AND WORD PROCESSING EQUIPMENT
	CLASS: 985-00 - RENTAL OR LEASE SERVICES OF EQUIPMENT-OFFICE
	CLASS: 988-00 - ROADSIDE, GROUNDS, RECREATIONAL AND PARK AREA SERVICES
	CLASS: 990-00 - SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES
	CLASS: 992-00 - TESTING AND CALIBRATION SERVICES
	CLASS: 998-00 - SALE OF SURPLUS & OBSOLETE ITEMS

Non-Boycott of Israel Certification

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

HOUSTON HIGH SCHOOL HOME ECONOMIC CLASSRM RELOCATION

Subject: To invite general contractor to prepare the proposal for Home Economic Classroom 255 relocation at Houston High School located on 9755 Wolf River Blvd, Germantown, TN 38139.

Background: The renovated classroom will provide a simulated learning environment similar to a home environment for with home appliances such as electric range, dish washer, refrigerator, freezer, clothes washer and dryer, microwave, vent hood, press, kitchen sinks etc.

Tasking: The school would like to have the work completed in Summer 2024 during summer holidays. The works include but not limited to the following:

First floor work includes:

1. Assist school staff to temporary protect and relocate furniture at affected room.
2. Protect all devices, cables, conduits above ceiling at the affected area. It is the responsibility of the contractor to repair any damage as a result of the construction.
3. Sawcut and remove existing concrete floor and flooring tile at the affected area.
4. Connect new plumbing sanitary line to existing line in. See plumbing drawing for approximate location based on record drawing.
5. Construct new chase wall to protect the plumbing sanitary line and clean out.
6. Repair concrete slab on grade and vapor barrier to match existing adjacent.
7. Floor tile repair to match existing whereas possible.
8. Perform clean up after work is complete.
9. Restore ceiling and grid after work is complete.

Second floor work includes:

10. Construction of 6" chase wall with 3 5/8" metal stud at 16" o.c. with 5/8" gypsum board.
11. New plumbing connection for sinks, dishwasher, clothes washer.
12. New electrical circuits, panel, and final connection for all the new appliance include but not limited to electric range, dish washer, refrigerator, freezer, clothes washer and dryer, microwave, vent hood etc.
13. New residential type vent hood with fire suppression.
14. New Upper cabinets and base cabinets work
15. New solid surface counter top
16. New rubber base under millwork
17. New fire extinguisher and cabinet
18. Miscellaneous painting and touch up
19. Wall or floor repair for utility routing
20. Reprogramming for alarm panel.

Exclusion:

1. No change to floor finish at Room 255
2. No change to ceiling and lighting at Room 255
3. No change to window and door egress at Room 255
4. No change to existing sprinkler and hvac at Room 255

Items to furnished by owner and connected by GC:

1. DISHWASHER
2. ELECTRIC RANGE
3. REFRIGERATOR
4. FREEZER
5. WASHER
6. DRYER
7. PRESS
8. MICROWAVE OVEN

MECHANICAL LEGEND

NOT ALL SYMBOLS MAY BE USED

SYMBOL	DESCRIPTION
	RECTANGULAR EXHAUST DUCT - UP / DOWN
	ROUND EXHAUST DUCT - UP / DOWN
	EMERGENCY PULL STATION

MECHANICAL SHEET INDEX

NUMBER	SHEET NAME
M0.1	GENERAL NOTES AND LEGEND
M1.1	FLOOR PLAN - MECHANICAL

ABBREVIATIONS

AD	ACCESS DOOR
ADJ	ADJUSTABLE
AFF	ABOVE FINISHED FLOOR
AHU	AIR HANDLING UNIT
APPROX	APPROXIMATE
ARCH	ARCHITECTURAL
BLDG	BUILDING
BOD	BOTTOM OF DUCT
BOP	BOTTOM OF PIPE
BTU	BRITISH THERMAL UNIT
BTUH	BTU PER HOUR
CD	CEILING DIFFUSER
CFM	CUBIC FEET PER MINUTE
CTE	CONNECT TO EXISTING
CU	CONDENSING UNIT
DB	DRY BULB TEMPERATURE
DIA	DIAMETER
DIM	DIMENSION
DN	DOWN
DWG	DRAWING
EA	EXHAUST AIR
EAT	ENTERING AIR TEMPERATURE
EF	EXHAUST FAN
EG	EXHAUST GRILLE
ELEC	ELECTRICAL
ESP	EXTERNAL STATIC PRESSURE
EXIST	EXISTING
F	FAHRENHEIT
FD	FIRE DAMPER
FLA	FULL LOAD AMPS
FSM	FEET PER MINUTE
FSD	FIRE SMOKE DAMPER
GA	GAUGE
HP	HORSEPOWER
HZ	HERTZ
IN	INCH
KEF	KITCHEN EXHAUST FAN
KH	KITCHEN EXHAUST HOOD
KW	KILOWATT
LAT	LEAVING AIR TEMPERATURE
LD	LINEAR DIFFUSER
MAU	MAKE UP AIR UNIT
MAX	MAXIMUM
MBH	1000 BTU PER HOUR
MCA	MINIMUM CURRENT AMPACITY
MFR	MANUFACTURER
MIN	MINIMUM
MOC	MAXIMUM OVERCURRENT PROTECTION
NC	NOISE CRITERIA
NTS	NOT TO SCALE
OA	OUTSIDE AIR
OED	OPEN END DUCT
PACU	PACKAGED AIR CONDITIONING UNIT
PD	PRESSURE DROP
PH	PHASE
PRV	PRESSURE REDUCING VALVE
RA	RETURN AIR
REQD	REQUIRED
RG	RETURN GRILLE
RH	RELATIVE HUMIDITY
RLA	RUNNING LOAD AMPS
RPM	REVOLUTIONS PER MINUTE
RTU	ROOF TOP UNIT
SA	SUPPLY AIR
SD	SMOKE DAMPER
SG	SUPPLY GRILLE
SQ	SQUARE
SR	SUPPLY REGISTER
TG	TRANSFER GRILLE
TSTAT	THERMOSTAT
Typ	TYPICAL
UH	UNIT HEATER
UNO	UNLESS NOTED OTHERWISE
V	VOLT
VAC	VOLTS ALTERNATING CURRENT
W	WATTS
WB	WET BULB
WC	WATER COLUMN
(A)	ABANDONED
(D)	DEMO
(E)	EXISTING

MECHANICAL GENERAL NOTES

- CONTRACTOR SHALL VISIT THE SITE AND BECOME FAMILIAR WITH THE PROJECT SCOPE, UTILITY CONNECTIONS, AND ALL BUILDING SERVICES. FAILURE TO DO SO SHALL NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY IN THE PERFORMANCE OF HIS WORK.
- FURNISH ALL MATERIALS, LABOR, TOOLS, TRANSPORTATION AND INCIDENTALS TO COMPLETE IN EVERY DETAIL, AND LEAVE IN WORKING ORDER ALL ITEMS CALLED FOR HEREIN OR SHOWN AN THE ACCOMPANYING DRAWINGS.
- CONTRACTOR SHALL FILE ALL DRAWINGS, PAY ALL FEES AND OBTAIN ALL PERMITS AND CERTIFICATES OF INSPECTION RELATIVE TO THIS WORK.
- UPON COMPLETION OF THE PROJECT, ALL SYSTEM EQUIPMENT AND MATERIALS SHALL BE IN NEW, CLEAN CONDITION WITH ALL DAMAGE RESTORED TO ACCEPTABLE CONDITION. ALL EQUIPMENT, COMPONENTS AND OR DUCTWORK SHALL BE INSPECTED AND THOROUGHLY CLEANED, READY FOR AT COMPLETION OF THE JOB. ALL MISCELLANEOUS TOOLS, SCAFFOLDING, SURPLUS MATERIALS, RUBBISH AND DEBRIS SHALL BE REMOVED BY THIS CONTRACTOR.
- STANDARD DETAILS ILLUSTRATED ON THE DRAWINGS SHALL BE APPLIED IN ALL CASES WHERE THE FEATURE OCCURS IN THE SYSTEM DESIGN.
- ALL DUCTWORK SIZES SHOWN ARE CLEAR INSIDE DIMENSIONS IN INCHES. REFER TO SPECIFICATIONS FOR DUCT INSULATION REQUIREMENTS.
- MAJOR EQUIPMENT SHOWN ON THE PLANS AND ELEVATIONS ILLUSTRATE THE GENERAL ARRANGEMENT AND SPACE ALLOCATIONS. THE CONTRACTOR SHALL VERIFY THE SPACE REQUIREMENTS FOR EACH SYSTEM COMPONENT USING MANUFACTURER CERTIFIED SHOP DRAWINGS AND MAKE THE NECESSARY ADJUSTMENTS IN EQUIPMENT PLACEMENT AND CONNECTION IN ORDER TO ACCOMMODATE THE EXACT EQUIPMENT TO BE INSTALLED.
- DRAWINGS ARE SCHEMATIC IN NATURE AND SHALL NOT BE SCALED. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING EXACT ROUTING OF ALL SERVICES WITH EXISTING CONDITIONS AND WITH ALL OTHER TRADES. REFER TO SPECIFICATIONS FOR COORDINATION DRAWING REQUIREMENTS.
- SUPPORTS, ANCHOR BOLTS, AND HANGERS FOR ALL EQUIPMENT SPECIFIED IN DIVISION 23 SHALL CONFORM TO THE SPECIFICATIONS. MISCELLANEOUS STEEL BRACING SUPPORTS AND REINFORCING STEEL NEEDED TO SUPPORT EQUIPMENT SPECIFIED IN DIVISION 23 SHALL BE PART OF THE SCOPE OF WORK OF DIVISION 23.
- WHERE PIPES OR DUCTS ARE TO PASS THROUGH WALLS, DUCT SLEEVES SHALL BE PROVIDED PRIOR TO WALL CONSTRUCTION. SLEEVE SHALL BE OF EQUAL OR GREATER GAUGE METAL THAN PIPES PASSING THROUGH.
- FIRE DAMPERS SHALL BE INSTALLED IN DUCTWORK PENETRATIONS THROUGH RATED PARTITIONS, WALLS, BARRIERS, FLOORS, AND SHAFTS IN ACCORDANCE WITH THE PROJECT APPLICABLE BUILDING CODES. DAMPERS SHALL MEET THE REQUIREMENTS OF THE FIRE RATING AND BE "U.L." LABELED. REFER TO ARCHITECTURAL DRAWINGS FOR THE LOCATIONS AND RATINGS OF ALL WALLS AND FLOORS.
- PENETRATIONS THROUGH RATED WALLS AND FLOORS SHALL BE SLEEVED, SEALED AND FIRESEALED TO MAINTAIN THE INTEGRITY OF THE WALL AND FLOOR UL FIRE RESISTANCE RATING.
- DUCTWORK STORED ON-SITE AWAITING INSTALLATION SHALL REMAIN PROPERLY SEALED AND PROTECTED. OPEN ENDS OF DUCTWORK SHALL BE CAPPED AND SEALED AFTER INSTALLATION.
- MAINTAIN ACCESSIBILITY OF ALL EQUIPMENT, DAMPERS, CONTROL PANELS, VALVES, AND OTHER DEVICES. PROVIDE ACCESS PANELS AS REQUIRED. COORDINATE PLACEMENT WITH THE ARCHITECT PRIOR TO INSTALLATION.
- CONTRACTOR SHALL COORDINATE WITH THE ARCHITECT PRIOR TO CUTTING ANY OPENING IN THE STRUCTURE.
- EXISTING SYSTEMS SHOWN ARE BASED ON AVAILABLE AS-BUILT DRAWINGS, FIELD OBSERVATIONS, AND MANUFACTURER'S PRODUCT DATA AND MAY NOT REFLECT ENTIRE EXTENT OF EXISTING CONDITIONS. CONTRACTOR SHALL VERIFY PROPER OPERATION OF EXISTING EQUIPMENT TO BE REUSED PRIOR TO BEGINNING DEMOLITION. CONTRACTOR SHALL VERIFY EXACT ORIENTATION AND LOCATION OF ALL EXISTING SYSTEMS TO BE REUSED IN NEW WORK PRIOR TO DEMOLITION. CONTRACTOR SHALL NOTIFY ARCHITECT / ENGINEER OF ANY DISCREPANCIES DISCOVERED PRIOR TO BEGINNING DEMOLITION.
- SEISMIC RESTRAINT IS REQUIRED ON ALL MECHANICAL EQUIPMENT, APPLIANCES AND SYSTEMS INSTALLED IN SHELBY COUNTY. A SIGNED AND SEALED LETTER FROM THE DESIGNING ENGINEER VERIFYING THE INSTALLED SEISMIC RESTRAINTS MEET WITH THEIR DESIGN INTENT AND HAS THEIR APPROVAL MUST BE SUBMITTED PRIOR TO CONCEALMENT OF ANY PORTION OF A MECHANICAL SYSTEM OR THE FINAL INSPECTION. LOCAL AMEND IMC/IFGC 301.15.1.
- ANY CONTRACTOR WHO DESIRES TO INSTALL, ENLARGE, ALTER, REPAIR, MOVE OR REPLACE ANY MECHANICAL SYSTEM, THE INSTALLATION OF WHICH IS REGULATED BY THIS CODE, SHALL FIRST MAKE APPLICATION AND OBTAIN THE REQUIRED PERMIT FOR THE WORK PER LOCAL AMENDMENTS, SECTION 106. ALL MECHANICAL IS SUBJECT TO THE FIELD INSPECTOR'S APPROVAL.
- ALL MECHANICAL EQUIPMENT AND APPLIANCES SHALL BE ACCESSIBLE AS REQUIRED BY IMC 306 AND IFGC 306.

SCOPE OF WORK

THE CONTRACTOR IS RESPONSIBLE FOR ALL WORK, MATERIALS, AND LABOR TO SATISFY A COMPLETE WORKING SYSTEM. HVAC SYSTEM INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:

- HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) UNITS.
- SUPPLY AND RETURN DUCTWORK SYSTEM WITH GRILLES, DIFFUSERS, FILTERS, AND DAMPERS.
- TEMPERATURE CONTROL SYSTEM INCLUDING LOW VOLTAGE WIRING AND CONDUIT.
- DUCT, PIPING, AND EQUIPMENT INSULATION, WHERE INDICATED HEREIN.

ALL WORK IS TO BE PERFORMED IN STRICT COMPLIANCE WITH ALL LOCAL CODES AND OTHER REGULATION GOVERNING WORK. THE CONTRACTOR SHALL, BEFORE SUBMITTING ANY PROPOSAL, EXAMINE THE PROPOSED SITE AND SHALL DETERMINE FOR HIMSELF THE CONDITIONS THAT MAY AFFECT THE WORK. NO ALLOWANCE SHALL BE MADE IF THE CONTRACTOR FAILS TO MAKE SUCH EXAMINATIONS. ALL EQUIPMENT AND MATERIALS SHALL BE AS SPECIFIED OR "APPROVED EQUAL" BY THE ENGINEER OR ARCHITECT.

EQUIPMENT INDICATED ON THE DRAWINGS OR AS REQUIRED FOR A COMPLETE INSTALLATION, SUCH AS DUCTWORK, FANS, HOODS, SUPPLY AND RETURN DIFFUSERS, ETC., SHALL BE PROVIDED WITHIN THE SCOPE OF WORK OF THIS SECTION. CONTRACTOR SHALL FIELD COORDINATE THE EXACT LOCATION OF EQUIPMENT WITH THE OWNER.

PERMITS

THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL PERMITS AND INSPECTIONS REQUIRED FOR THIS WORK. RETAIN CERTIFICATES OF INSPECTIONS AND SUBMIT WHEN WORK IS COMPLETE. ALL WORK SHALL BE DONE IN ACCORDANCE WITH APPLICABLE CODES ENFORCED BY CITY, COUNTY, STATE, AND/OR FEDERAL AUTHORITIES.

SHOP DRAWINGS

SUBMIT SHOP DRAWINGS FOR MAJOR EQUIPMENT TO THE ENGINEER FOR APPROVAL.

MISCELLANEOUS

COORDINATE THE INSTALLATION OF ALL ROOF FLASHINGS AT ROOF PENETRATION. ROOF PENETRATIONS SHALL COMPLY WITH SMACNA AND NRCA STANDARDS. PROVIDE FLASHING FOR ALL ROOF PENETRATIONS IN ACCORDANCE WITH ROOF MANUFACTURER'S RECOMMENDATIONS. DO NOT SCALE THIS DRAWING FOR EXACT DIMENSIONS. VERIFY ALL FIGURES, CONDITIONS, AND DIMENSIONS AT THE JOB SITE. THE MECHANICAL PLANS ARE INTENDED TO BE DIAGRAMMATIC AND ARE BASED ON ONE MANUFACTURER'S EQUIPMENT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT ALL REQUIRED SIZES, WEIGHTS ELECTRICAL CONNECTIONS, AND CLEARANCES ARE COMPATIBLE WITH THE DESIGN CONCEPT SHOWN ON THE DRAWING. THESE CHANGES SHALL BE ACCOMPLISHED BY THE CONTRACTOR. THE PLANS ARE NOT INTENDED TO SHOW EVERY ITEM IN ITS EXACT LOCATION, THE EXACT DIMENSIONS, OR ALL THE DETAILS OF THE EQUIPMENT. THE CONTRACTOR SHALL VERIFY THE ACTUAL DIMENSIONS OF THE EQUIPMENT PROPOSED TO ENSURE THAT THE EQUIPMENT WILL FIT IN THE AVAILABLE SPACE.

CONTROLS

PROVIDE STANDALONE MANUFACTURER CONTROLS WITH EQUIPMENT. PROVIDE INTERCONNECTIONS WITH EXHAUST FANS AND LOUVERS. PROVIDE ANY NECESSARY TRANSFORMERS AND RELAYS FOR A FULLY FUNCTIONING SYSTEM.

CONTROL WIRING

THE MECHANICAL CONTRACTOR SHALL PROVIDE ALL CONTROL WIRING FOR THE COMPLETE AND PROPER OPERATING TEMPERATURE CONTROL SYSTEM. THE SYSTEM SHALL INCLUDE ALL INTERLOCKS FOR EQUIPMENT.

MECHANICAL SPECIFICATIONS

TESTING & BALANCING

TEST AND ADJUST EACH PIECE OF EQUIPMENT AND EACH SYSTEM AS REQUIRED TO ASSURE PROPER BALANCE AND OPERATION. TEST SHALL BE PER NEBB OR AABC, AND ASHRAE STANDARDS. ELIMINATE NOISE AND VIBRATION, AND ASSURE PROPER FUNCTION OF ALL CONTROLS, MAINTENANCE OF TEMPERATURE, AND OPERATION. BALANCE MECHANICAL SYSTEM AND SUBMIT COMPLETED TEST REPORT TO CONSTRUCTION MANAGER. PRIOR TO THE REQUEST FOR FINAL PAYMENT, BALANCING CONTRACTOR SHALL BE AN INDEPENDENT CERTIFIED TEST AND BALANCE CONTRACTOR, NEBB OR AABC. ALL SYSTEMS SHALL BE BALANCED TO WITHIN 5% OF AIR VOLUMES INDICATED. ANY DISCREPANCY SHALL BE REPORTED TO HVAC INSTALLER FOR DUCT CORRECTION, PRIOR TO FINAL REPORT. IN ADDITION, THE BALANCING CONTRACTOR SHALL VERIFY THAT THE BUILDING PRESSURE IS BETWEEN 0.02" AND 0.05" W.G. POSITIVE WITH RESPECT TO THE OUTDOORS. AFTER FINAL DUCT ADJUSTMENTS HAVE BEEN MADE, FINAL BALANCING SHALL BE PERFORMED AND THE RESULTS REPORTED IN A CERTIFIED BALANCE REPORT. FINAL BALANCED POSITIONS SHALL BE MARKED ON THE DAMPER WITH A PERMANENT MARKER. NOTE ALL AIR QUANTITIES OUTSIDE OF TOLERANCE IN REPORT.

AT PROJECT COMPLETION, A COPY OF THE FINAL BALANCE REPORT MUST BE SUBMITTED TO THE BUILDING OFFICIAL FOR REVIEW, COMMENT, AND ACCEPTANCE PRIOR TO ISSUE OF CERTIFICATE OF OCCUPANCY.

DUCTWORK & ACCESSORIES

MINIMUM DUCT GAUGES ARE AS FOLLOWS:	STEEL GAUGE
THRU 12"	26
13" THRU 30"	24
31" THRU 54"	22
55" THRU 84"	20

DUCTWORK DIMENSIONS SHOWN ON THE DRAWINGS ARE CLEAR INSIDE DIMENSIONS.

QUALIFY EACH WELDER IN ACCORDANCE WITH AWS QUALIFICATION TESTS FOR WELDING PROCESSES INVOLVED. CERTIFY THAT THEIR QUALIFICATION IS CURRENT.

SHEETMETAL DUCTWORK

ALL DUCTWORK TO BE RIGID SHEET METAL CONSTRUCTED FROM GALVANIZED SHEET STEEL IN ACCORDANCE WITH SMACNA LOW VELOCITY DUCT CONSTRUCTION STANDARDS. FIBERGLASS DUCTBOARD IS NOT ALLOWED. ASSEMBLE AND INSTALL DUCTWORK IN ACCORDANCE WITH RECOMMENDED INDUSTRY PRACTICE FOR ACHIEVING AIR TIGHT (5% LEAKAGE) AND NOISELESS (NO OBJECTIONABLE NOISE SYSTEMS, CAPABLE OF PERFORMING EACH INDICATED SERVICE. FURNISH ALL REQUIRED DAMPERS, TRANSITIONS, CONNECTIONS TO AIR TERMINALS, AND OTHER ACCESSORIES NECESSARY FOR A COMPLETE OPERATING SYSTEM. NO VARIATION OF DUCT CONFIGURATION OR SIZES WILL BE PERMITTED EXCEPT BY PERMISSION FROM THE ENGINEER. MOUNT DUCTWORK AS HIGH AS POSSIBLE TO UNDERSIDE OF STRUCTURE (NO SQUARE THROAT ELBOWS SHALL BE INSTALLED WITHOUT DOUBLE THICKNESS TURNING VANES.) ALL DUCT CONNECTIONS TO EQUIPMENT SHALL BE LOADED TYPE VINYL VIBRATION ELIMINATION CONNECTIONS, (F.C.) FLEXIBLE CONNECTIONS. DUCTWORK TRANSITIONS SHALL BE (FOT) "FLAT ON TOP" UNLESS OTHERWISE SPECIFIED ON PLAN. ALL BRANCH SUPPLY DUCTS SHALL HAVE (MVD) MANUAL VOLUME DAMPERS INSTALLED FOR BALANCING. SEE SYMBOL LIST. ALL CONTRACTOR FABRICATED AND MANUFACTURER FABRICATED COMPONENTS OF THE OUTSIDE AIR, SUPPLY AIR, RETURN AIR AND EXHAUST SYSTEMS SHALL BE CONSTRUCTED AND INSTALLED AIR-TIGHT. THE INSTALLED SYSTEMS SHALL BE PRESSURE TESTED AS SPECIFIED. PIPE OPENINGS IN SYSTEM COMPONENTS SHALL HAVE SHEET METAL BAFFLES, SET IN SEALANT, TO PREVENT LEAKAGE.

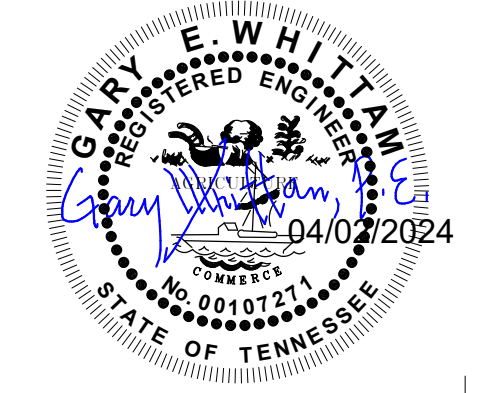
HOOD EXHAUST DUCTWORK

ALL SECTIONS OF THE EXHAUST DUCTWORK TO BE CONSTRUCTED WITHOUT FORMING DIPS AND TRAPS AND MUST SLOPE NOT LESS THAN 1/4 INCH PER FOOT (2%) TOWARD THE HOOD OR AN APPROVED GREASE RESERVOIR (IMC 506.3.7). GREASE DUCTS MUST BE CONSTRUCTED OF STEEL NOT LESS THAN 0.055 IN (16 GAUGE) IN THICKNESS OR STAINLESS STEEL NOT LESS THAN 0.044 IN (18 GAUGE) IN THICKNESS (EXCEPTIONS FOR UL LISTED GREASE DUCTWORK). GREASE DUCTS: ALL SEAMS, JOINTS, AND PENETRATIONS MUST HAVE LIQUID TIGHT EXTERNAL WELDS (IMC 506.3.2). ANY PORTION OF THE GREASE DUCTWORK HAVING SECTIONS NOT PROVIDED WITH ACCESS FROM THE DUCT ENTRY OR DISCHARGE MUST BE PROVIDED WITH CLEANOUT OPENINGS (IMC 506.3.8 AND 506.3.9).



Renaissance Group

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REV	DESCRIPTION	DATE

CONSTRUCTION DRAWINGS
HOUSTON HIGH SCHOOL
CLASSROOM RELOCATION
 9755 WOLF RIVER BLVD. GERMANTOWN 38139

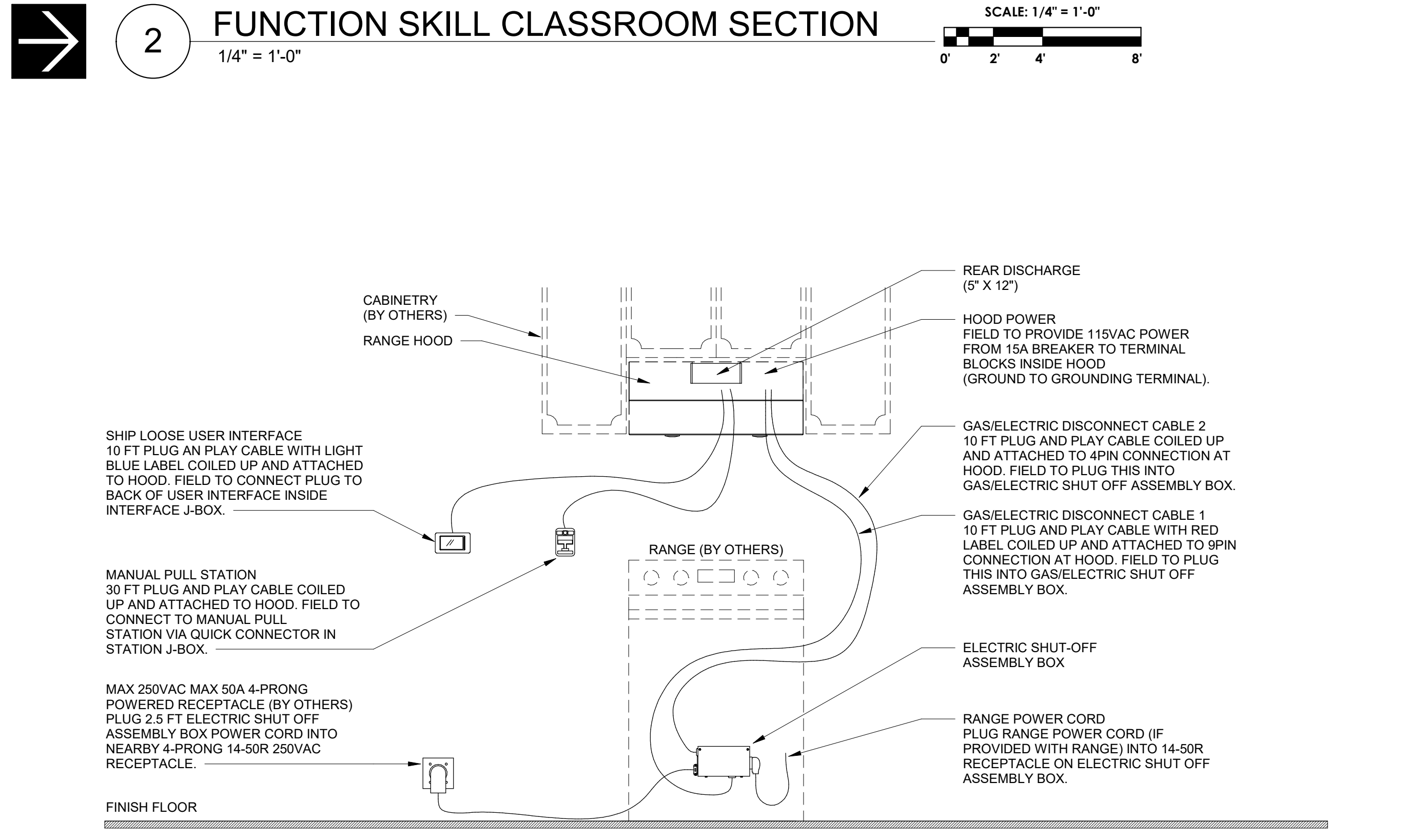
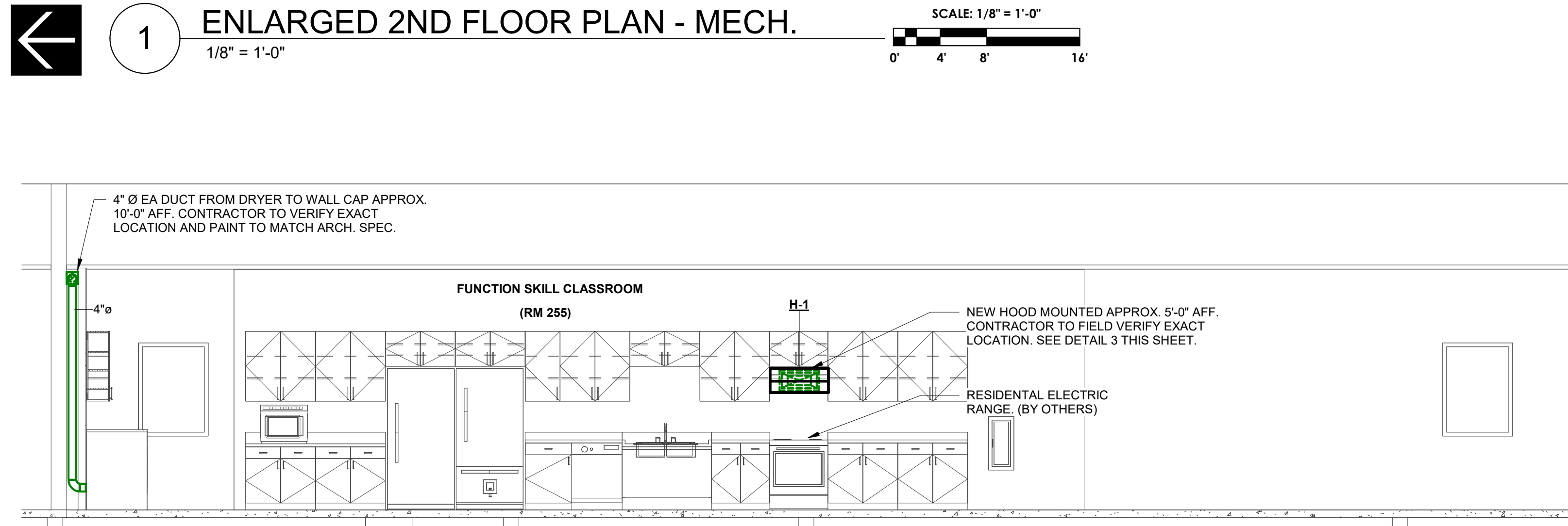
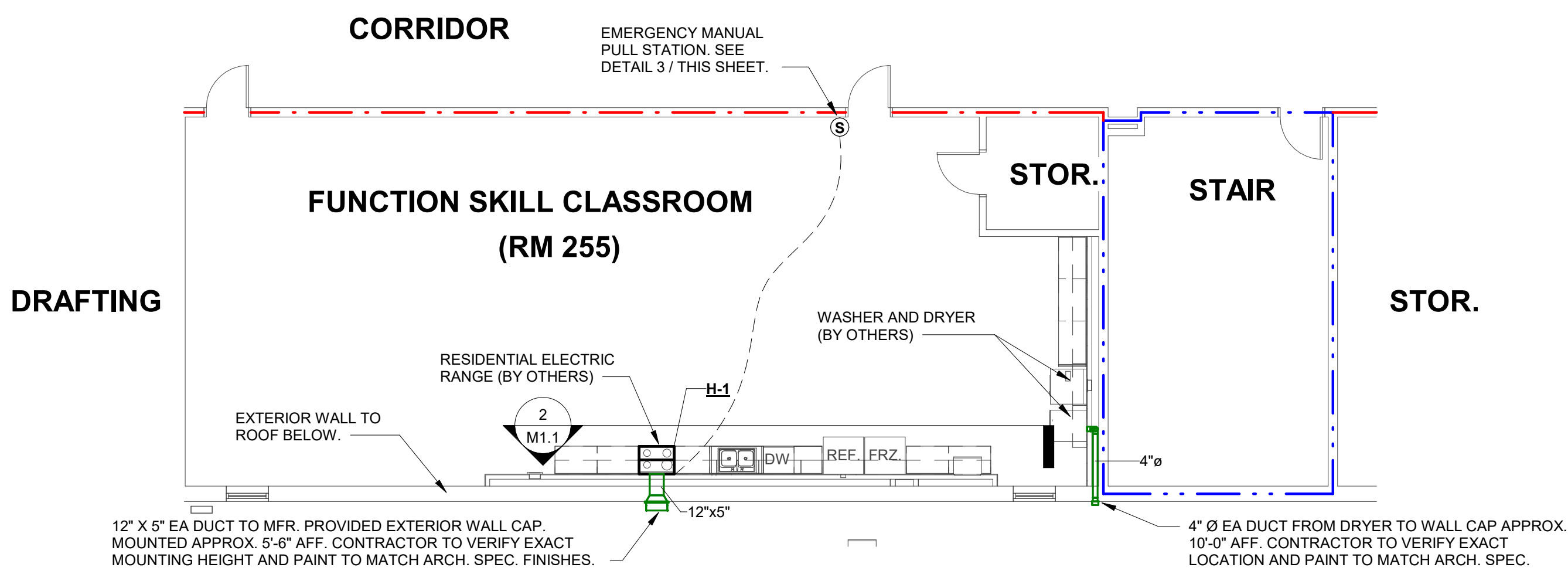
Sheet Title:
GENERAL NOTES AND LEGEND

Project No:
24026

Drawn by:
MCS

Date:
04.02.2024

M0.1



HOOD SCHEDULE											
MARK	MFR.	MODEL	AIRFLOW (CFM)	ELECTRICAL DATA V/PH/Hz	FLA	LENGTH (IN.)	WIDTH (IN.)	HEIGHT (IN.)	WEIGHT (LBS)	OPENING	REMARKS
H-1	GREENHECK	GRRS	250	115/1/60	1.2	30	23.5	12.5	90	12" x 5"	SEE NOTES

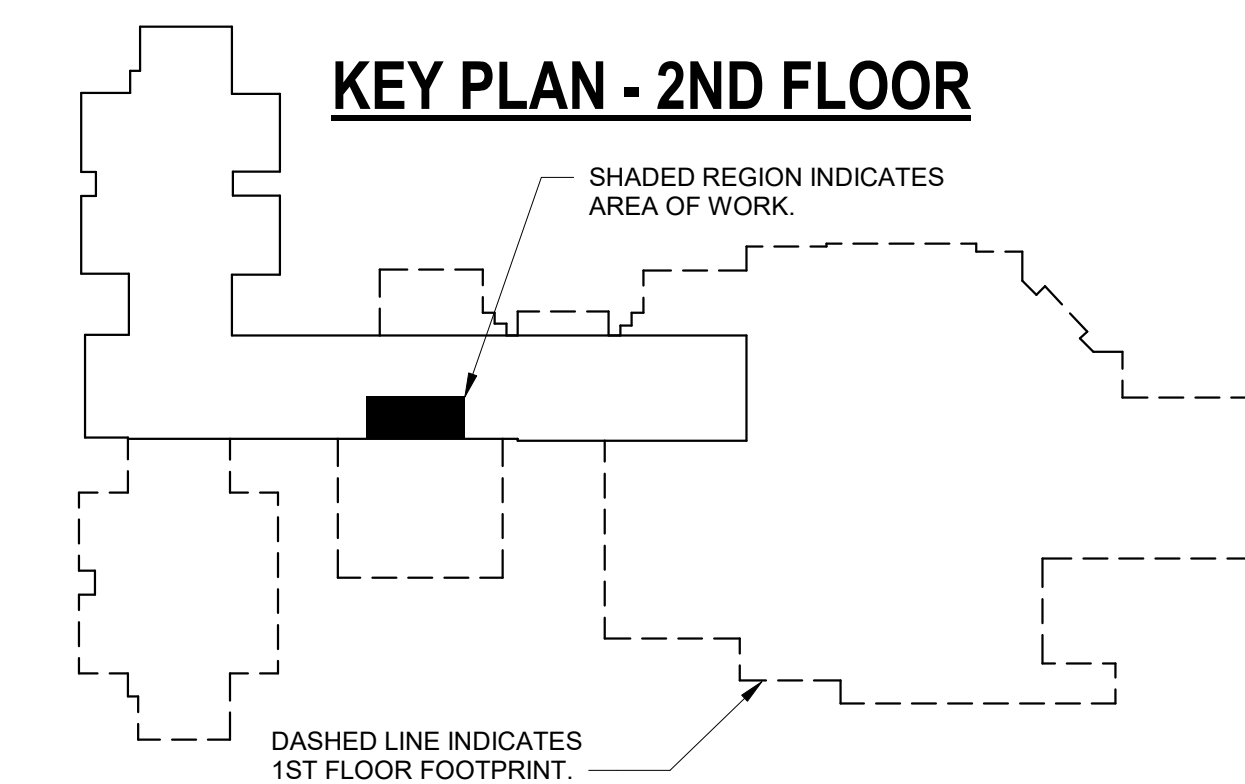
- NOTES:
- VENTILATION RANGE HOOD WITH SELF-CONTAINED FIRE SUPPRESSION SYSTEM IN ACCORDANCE WITH IMC 505.
 - HOOD TO BE WALL MOUNTED AND CONFIGURED AS REAR DISCHARGE TO MFR. PROVIDED WALL CAP.
 - GREENHECK SELECTED TO ESTABLISH STANDARD OF QUALITY NOT TO LIMIT COMPETITION. EQUAL MODELS OF DIFFERENT MFR. MAY BE SUBMITTED FOR REVIEW.
 - SEE DETAIL 3 / THIS SHEET

DEMOLITION NOTES

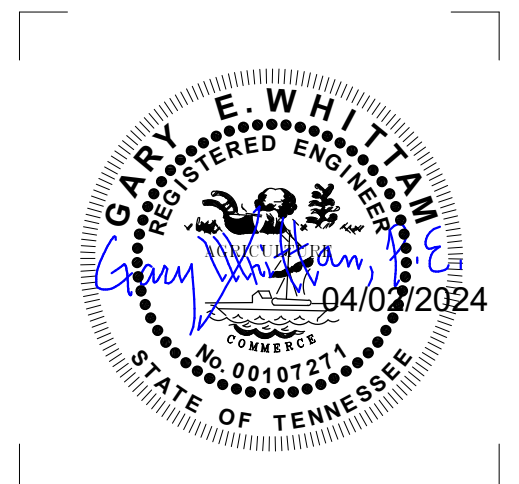
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS OF THE MECHANICAL, PLUMBING, AND ELECTRICAL SYSTEMS PRIOR TO SUBMITTING A BID AND BEFORE BEGINNING WORK. BRING ANY DISCREPANCIES FROM THE DRAWINGS AND NOTES TO THE ARCHITECT IMMEDIATELY. MINOR CHANGES IN THE SCOPE OF DEMOLITION WORK SHALL NOT JUSTIFY AN ADDITIONAL COST.
- REMOVAL OF EXISTING FIXTURES, PIPING, AND EQUIPMENT WILL REQUIRE ISOLATING THE PIPING RISERS OR MAINS VIA SHUT-OFF VALVES. PROVIDE NEW ISOLATION VALVES AS REQUIRED FOR COMPLETION OF WORK.
- REMOVAL OF EXISTING FIXTURES, PIPING, AND EQUIPMENT WILL REQUIRE CAPPING EXISTING MAINS OR BRANCHES AS NECESSARY AND REQUIRED TO ALLOW THE REMAINING SYSTEMS TO FULLY OPERATE WITHOUT DEGRADATION.
- THE CONTRACTOR SHALL PROVIDE THE REMOVAL OF ALL EXISTING CEILINGS, WALLS, AND SLABS AS REQUIRED FOR THE DEMOLITION WORK. PROVIDE TEMPORARY BRACING AND SHORING AS REQUIRED TO CREATE A SAFE ENVIRONMENT FOR CONSTRUCTION.
- EXISTING PIPING, DUCTWORK, WIRING, CONDUIT, ETC. THAT IS NOT UTILIZED IN THE COMPLETED BUILDING SHALL BE DISCONTINUED OR REMOVED. ALL ENDS OF DISCONTINUED PIPING, CONDUIT, AND DUCTWORK SHALL BE CAPPED AT THE NEAREST WALL, CEILING, OR FLOOR SO THAT THEY ARE COMPLETELY CONCEALED. OPENINGS LEFT IN WALLS, CEILINGS, FLOORS, ETC. WHERE EQUIPMENT, CONDUIT, PIPING, ETC. ARE REMOVED AND NOT REPLACED SHALL BE PATCHED TO MATCH THE MATERIAL TO ADJACENT CONSTRUCTION.
- EXISTING PIPING, WIRING, CONDUIT, DUCTWORK, AND EQUIPMENT THAT IS NOT REUSED SHALL BE REMOVED FROM THE SITE IN ITS ENTIRETY AND SHALL BE DISPOSED OF IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS.
- ALL CUTTING OF EXISTING BUILDING COMPONENTS SHALL BE ACCOMPLISHED IN A NEAT AND WORKMANLIKE MANNER WITHOUT THE REMOVAL OF EXCESS MATERIALS IN A SAFE MANNER. THE CONTRACTOR SHALL PATCH AND REPLACE REMOVED MATERIAL WITH MATERIAL SIMILAR TO ADJACENT CONSTRUCTION.
- WHERE EXISTING PIPING, DUCTWORK, CONDUIT, AND EQUIPMENT ARE TO BE UTILIZED IN THE COMPLETED WORK AND IN CONFLICT WITH THE NEW CONSTRUCTION, THE COMPONENTS SHALL BE RELOCATED AND RECONNECTED TO MAINTAIN THE DESIRED SERVICES.
- PORTIONS OF THE EXISTING SYSTEMS MAY OR MAY NOT BE SHOWN EVEN THOUGH IT MAY BE NECESSARY TO MODIFY THEM. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO BID.
- ALL ACCESSIBLE ABANDONED PIPING, CONDUIT, DUCTWORK, AND EQUIPMENT SHALL BE REMOVED AND PROPERLY DISPOSED OF.

LIFE SAFETY LEGEND

1-HOUR PARTITION	---
2-HOUR PARTITION	----



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REV	DESCRIPTION	DATE

CONSTRUCTION DRAWINGS
HOUSTON HIGH SCHOOL
CLASSROOM RELOCATION
 9755 WOLF RIVER BLVD. GERMANTOWN 38139

Sheet Title:
FLOOR PLAN - MECHANICAL

Project No:
24026

Drawn by:
MCS

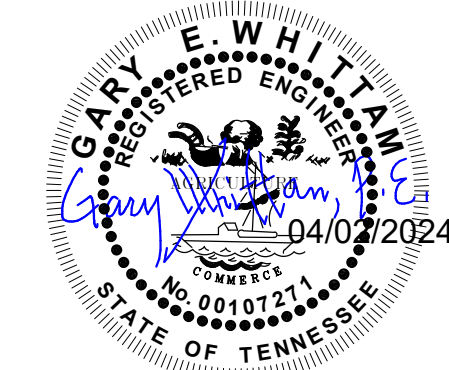
Date:
04.02.2024

M1.1



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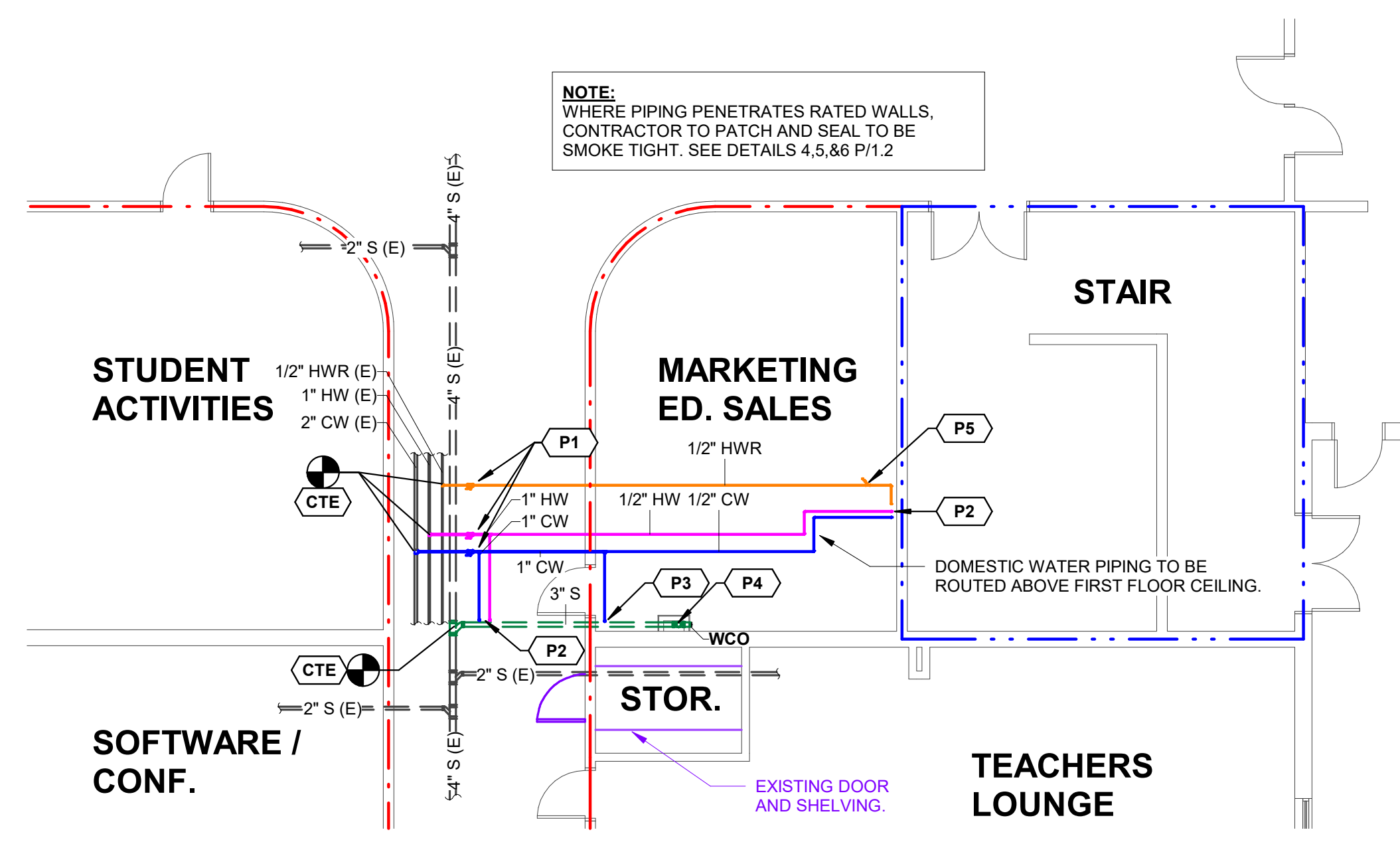
REV	DESCRIPTION	DATE

CONSTRUCTION DRAWINGS
HOUSTON HIGH SCHOOL
CLASSROOM RELOCATION
9755 WOLF RIVER BLVD. GERMANTOWN 38139

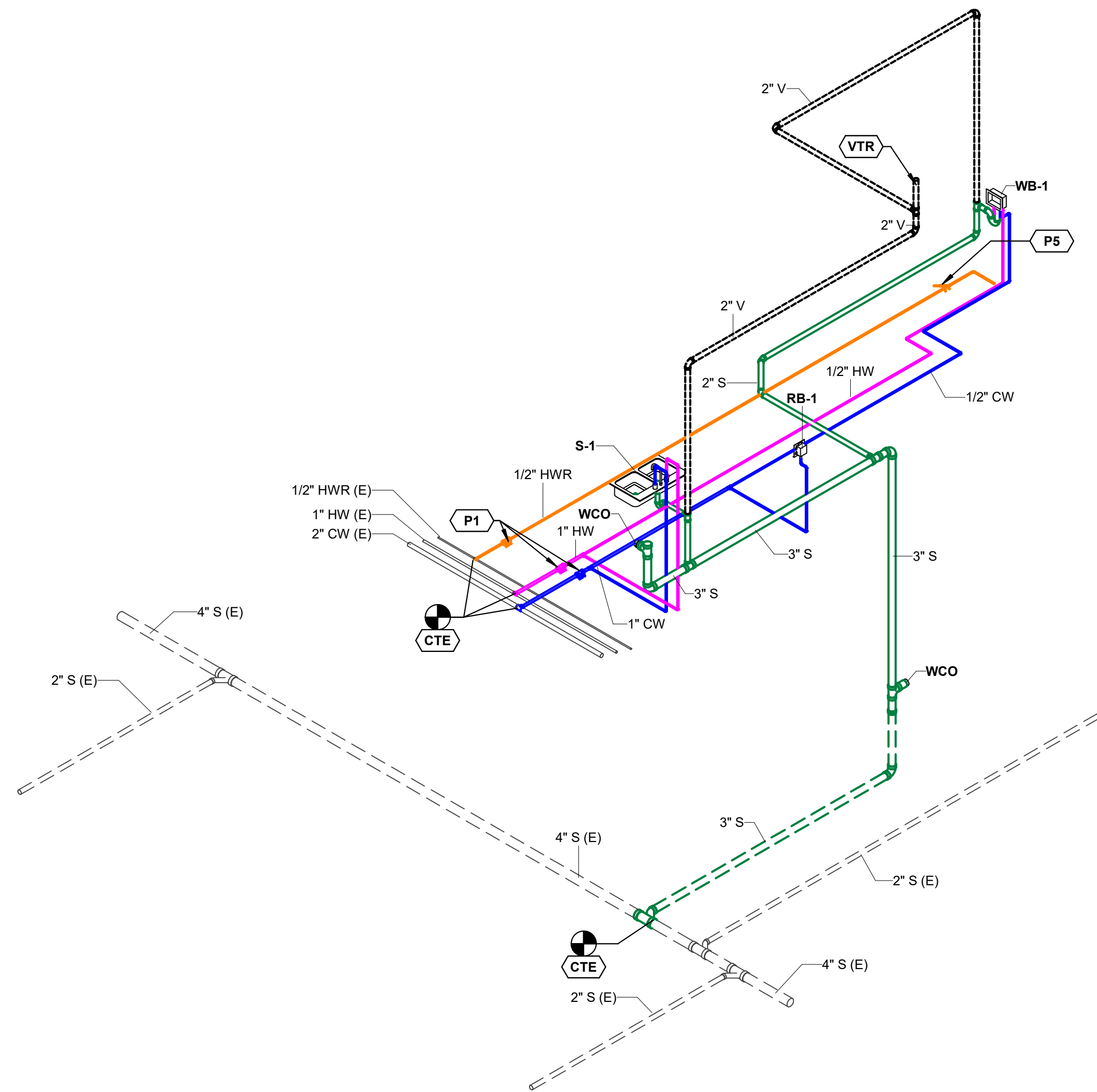
#	PLUMBING KEYNOTES
CTE	CONNECT TO EXISTING. CONTRACTOR TO FIELD VERIFY EXACT LOCATION AND SIZE. CONTRACTOR TO SAWCUT CONCRETE AND PATCH TO MATCH EXISTING AS REQUIRED FOR NEW WORK.
P1	PROVIDE FULL SIZE SHUT OFF VALVE ABOVE CEILING IN ACCESSIBLE LOCATION.
P2	1/2" DOMESTIC HW & CW UP TO PLUMBING FIXTURE ON SECOND FLOOR. WHERE PIPING PENETRATES FLOOR ASSEMBLY CONTRACTOR TO PATCH AND SEAL TO BE SMOKE TIGHT. SEE ENLARGED PLAN 2 THIS SHEET.
P3	1/2" DOMESTIC CW UP TO PLUMBING FIXTURE ON SECOND FLOOR. WHERE PIPING PENETRATES FLOOR ASSEMBLY CONTRACTOR TO PATCH AND SEAL TO BE SMOKE TIGHT. SEE ENLARGED PLAN 2 THIS SHEET.
P4	3" SANITARY WASTE UP TO SECOND FLOOR. WHERE PIPING PENETRATES FLOOR ASSEMBLY CONTRACTOR TO PATCH AND SEAL TO BE SMOKE TIGHT. SEE ENLARGED PLAN 2 THIS SHEET.
P5	DOMESTIC HOT WATER RETURN BALANCING VALVE. SEE DETAIL 2/1.2
VTR	APPROXIMATE LOCATION OF VENT THRU ROOF. CONTRACTOR TO OFFSET AS REQUIRED IN CEILING TO MAINTAIN MIN. 10'-0" OF CLEARANCE BETWEEN VTR AND MECHANICAL OA INTAKES. CONTRACTOR TO PERFORM WORK AFFECTING ROOF WITHOUT VOIDING EXISTING ROOF WARRANTY.

#	DEMOLITION NOTES
1	THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS OF THE MECHANICAL, PLUMBING, AND ELECTRICAL SYSTEMS PRIOR TO SUBMITTING A BID AND BEFORE BEGINNING WORK. BRING ANY DISCREPANCIES FROM THE DRAWINGS AND NOTES TO THE ARCHITECT IMMEDIATELY. MINOR CHANGES IN THE SCOPE OF DEMOLITION WORK SHALL NOT JUSTIFY AN ADDITIONAL COST.
2	REMOVAL OF EXISTING FIXTURES, PIPING, AND EQUIPMENT WILL REQUIRE ISOLATING THE PIPING RISERS OR MAINS VIA SHUT-OFF VALVES. PROVIDE NEW ISOLATION VALVES AS REQUIRED FOR COMPLETION OF WORK.
3	REMOVAL OF EXISTING FIXTURES, PIPING, AND EQUIPMENT WILL REQUIRE CAPPING EXISTING MAINS OR BRANCHES AS NECESSARY AND REQUIRED TO ALLOW THE REMAINING SYSTEMS TO FULLY OPERATE WITHOUT DEGRADATION.
4	THE CONTRACTOR SHALL PROVIDE THE REMOVAL OF ALL EXISTING CEILINGS, WALLS, AND SLABS AS REQUIRED FOR THE DEMOLITION WORK. PROVIDE TEMPORARY BRACING AND SHORING AS REQUIRED TO CREATE A SAFE ENVIRONMENT FOR CONSTRUCTION.
5	EXISTING PIPING, DUCTWORK, WIRING, CONDUIT, ETC. THAT IS NOT UTILIZED IN THE COMPLETED BUILDING SHALL BE DISCONTINUED OR REMOVED. ALL ENDS OF DISCONTINUED PIPING, CONDUIT, AND DUCTWORK SHALL BE CAPPED AT THE NEAREST WALL, CEILING, OR FLOOR SO THAT THEY ARE COMPLETELY CONCEALED. OPENINGS LEFT IN WALLS, CEILINGS, FLOORS, ETC. WHERE EQUIPMENT, CONDUIT, PIPING, ETC. ARE REMOVED AND NOT REPLACED SHALL BE PATCHED TO MATCH THE MATERIAL TO ADJACENT CONSTRUCTION.
6	EXISTING PIPING, WIRING, CONDUIT, DUCTWORK, AND EQUIPMENT THAT IS NOT REUSED SHALL BE REMOVED FROM THE SITE IN ITS ENTIRETY AND SHALL BE DISPOSED OF IN ACCORDANCE WITH APPLICABLE LAWS AND REGULATIONS.
7	ALL CUTTING OF EXISTING BUILDING COMPONENTS SHALL BE ACCOMPLISHED IN A NEAT AND WORKMANLIKE MANNER WITHOUT THE REMOVAL OF EXCESS MATERIALS IN A SAFE MANNER. THE CONTRACTOR SHALL PATCH AND REPLACE REMOVED MATERIAL WITH MATERIAL SIMILAR TO ADJACENT CONSTRUCTION.
8	WHERE EXISTING PIPING, DUCTWORK, CONDUIT, AND EQUIPMENT ARE TO BE UTILIZED IN THE COMPLETED WORK AND IN CONFLICT WITH THE NEW CONSTRUCTION, THE COMPONENTS SHALL BE RELOCATED AND RECONNECTED TO MAINTAIN THE DESIRED SERVICES.
9	PORTIONS OF THE EXISTING SYSTEMS MAY OR MAY NOT BE SHOWN EVEN THOUGH IT MAY BE NECESSARY TO MODIFY THEM. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO BID.
10	ALL ACCESSIBLE ABANDONED PIPING, CONDUIT, DUCTWORK, AND EQUIPMENT SHALL BE REMOVED AND PROPERLY DISPOSED OF.

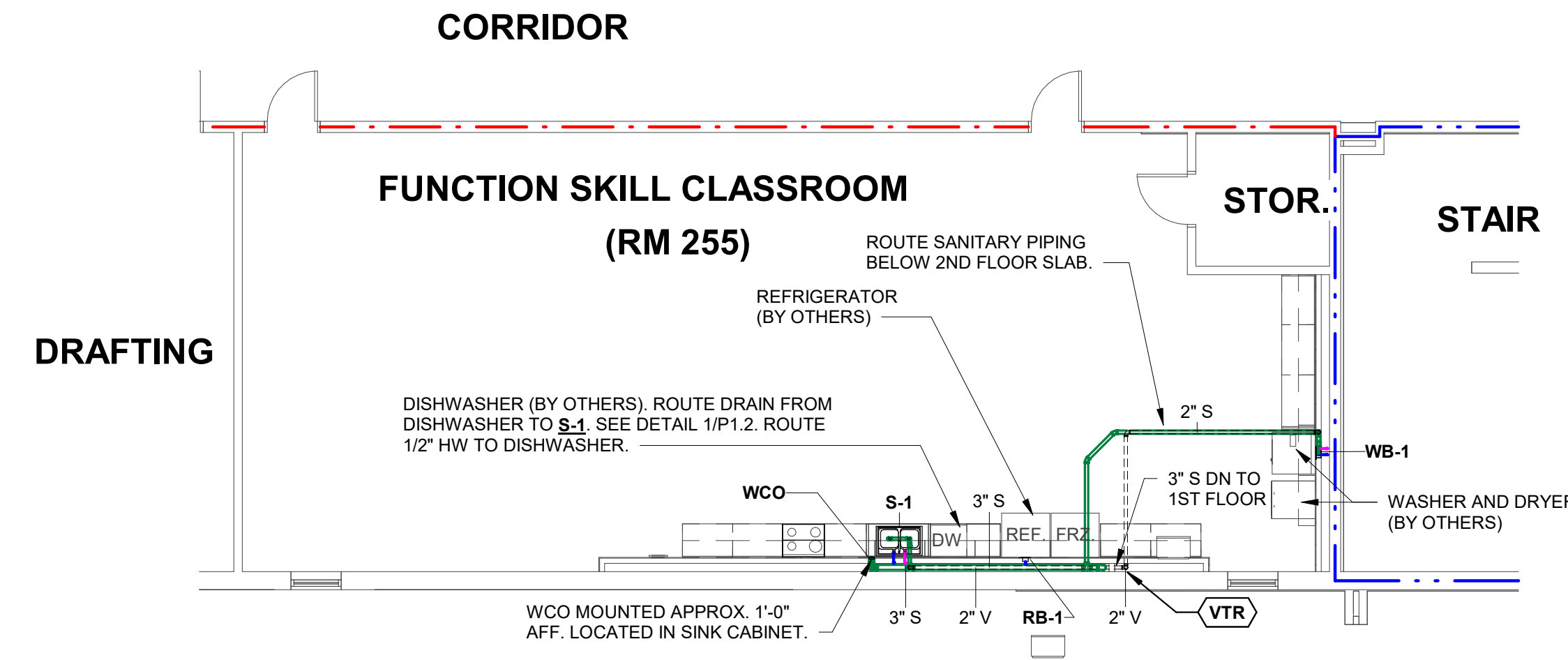
LIFE SAFETY LEGEND	
1 - HOUR PARTITION	---
2 - HOUR PARTITION	----



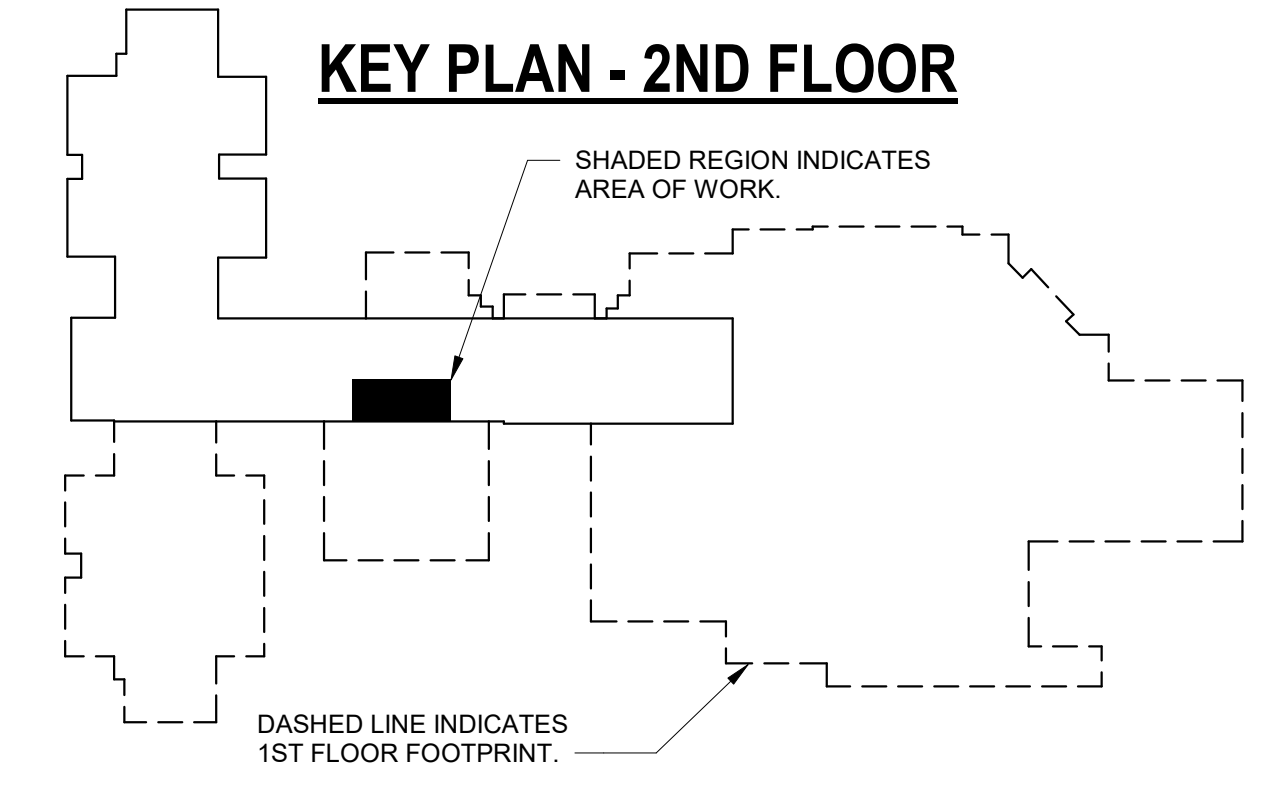
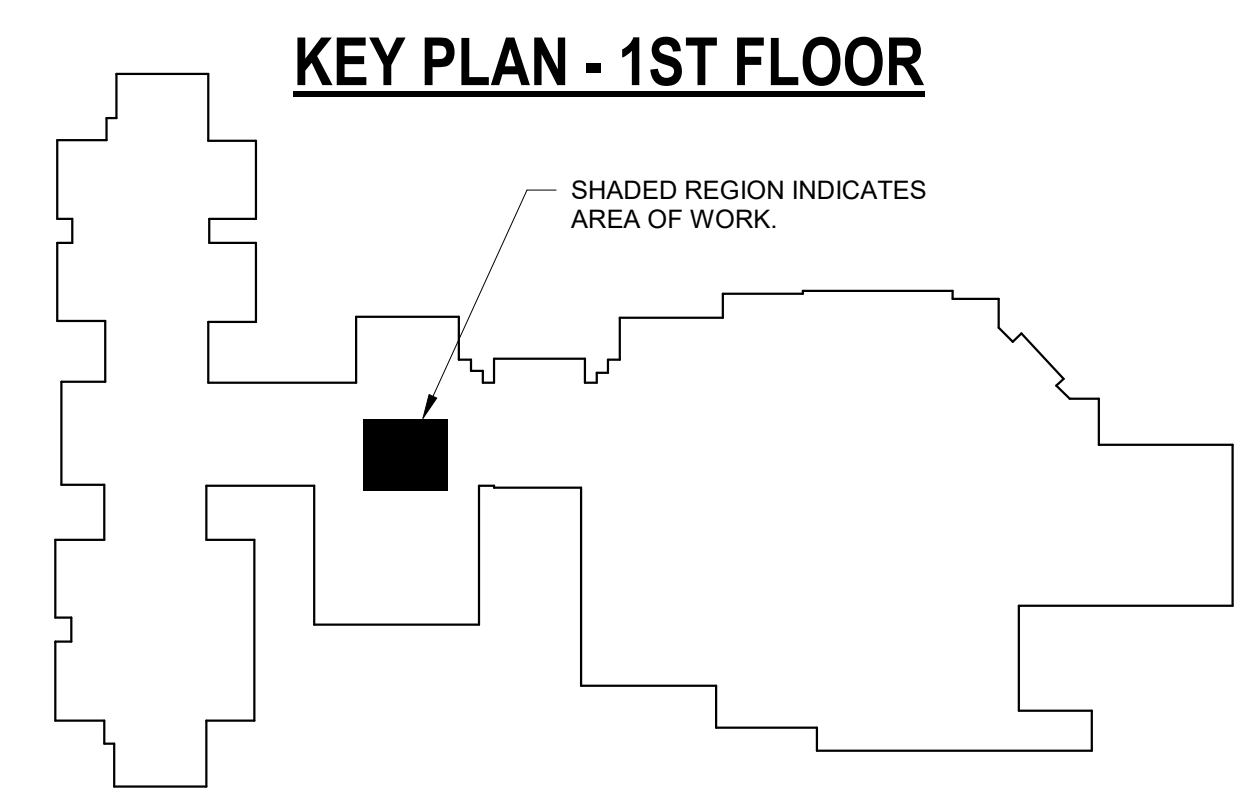
1 ENLARGED FIRST FLOOR PLAN - PLUMBING
1/8" = 1'-0"
SCALE: 1/8" = 1'-0"
0' 4' 8' 16'



4 RISER DIAGRAM - PLUMBING



2 ENLARGED 2ND FLOOR PLAN - PLUMBING
1/8" = 1'-0"
SCALE: 1/8" = 1'-0"
0' 4' 8' 16'



Sheet Title:
FLOOR PLAN - PLUMBING

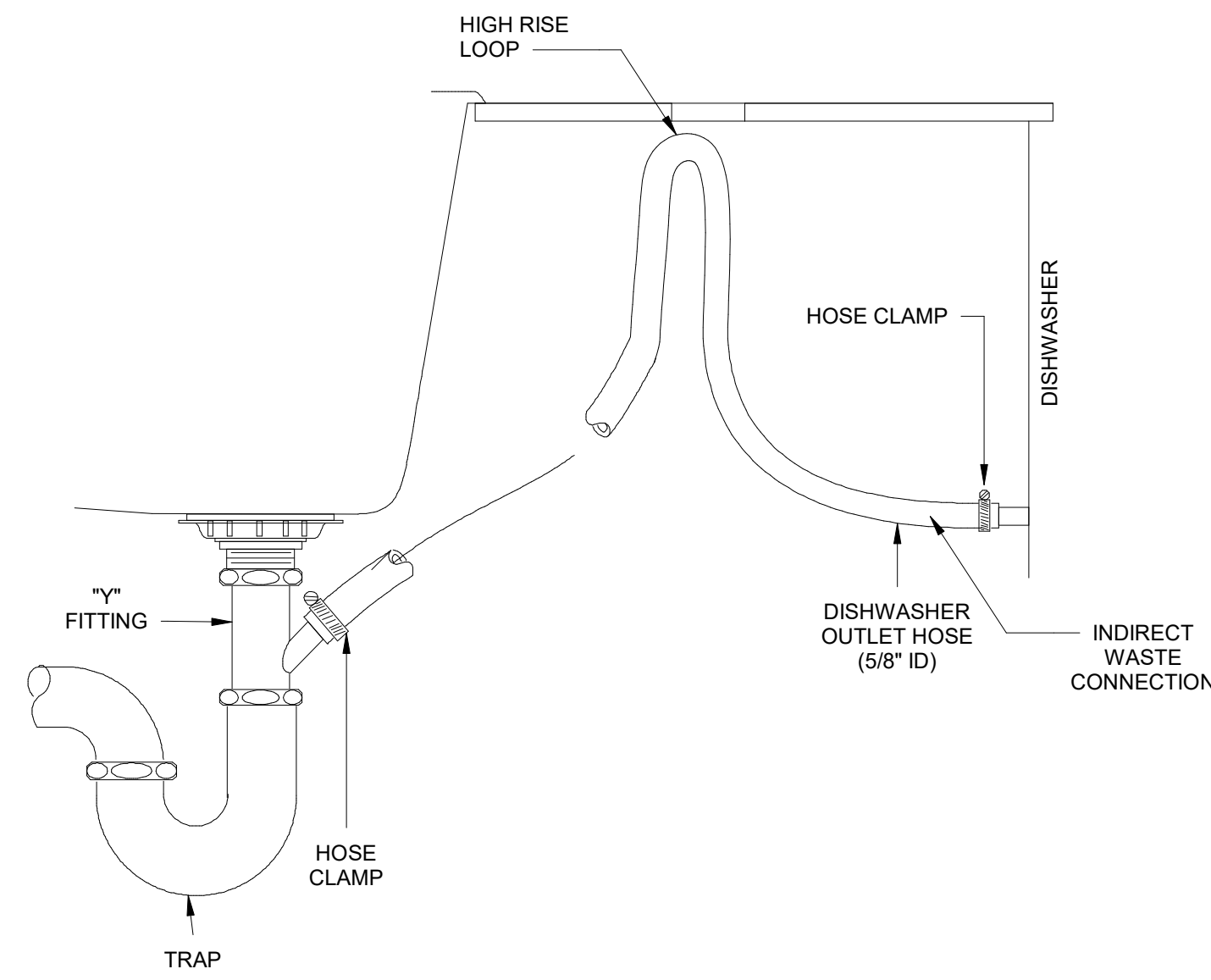
Project No:
24026

Drawn by:
MCS

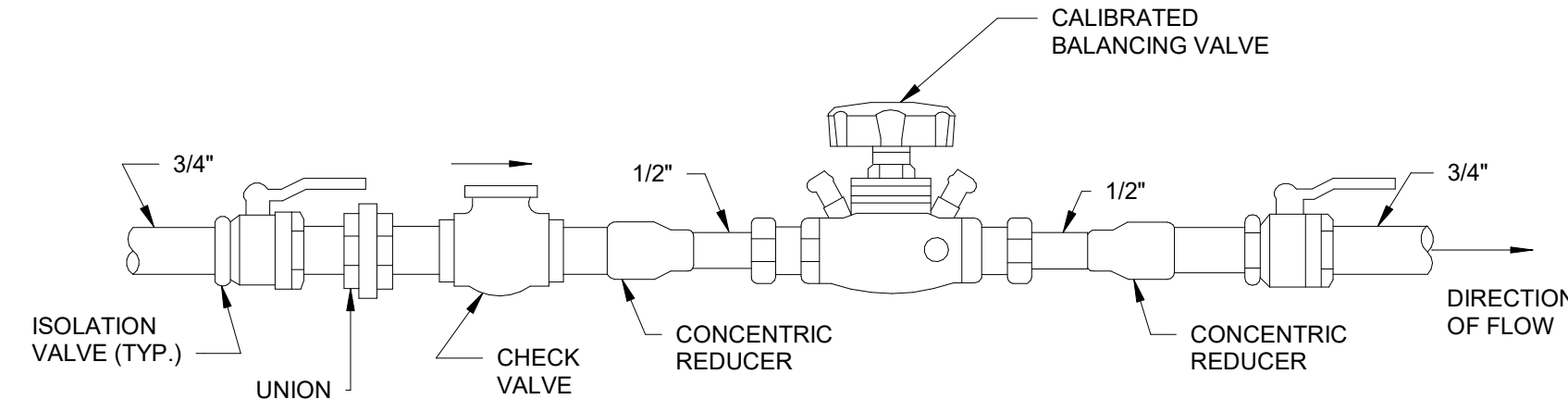
Date:
04.02.2024

P1.1

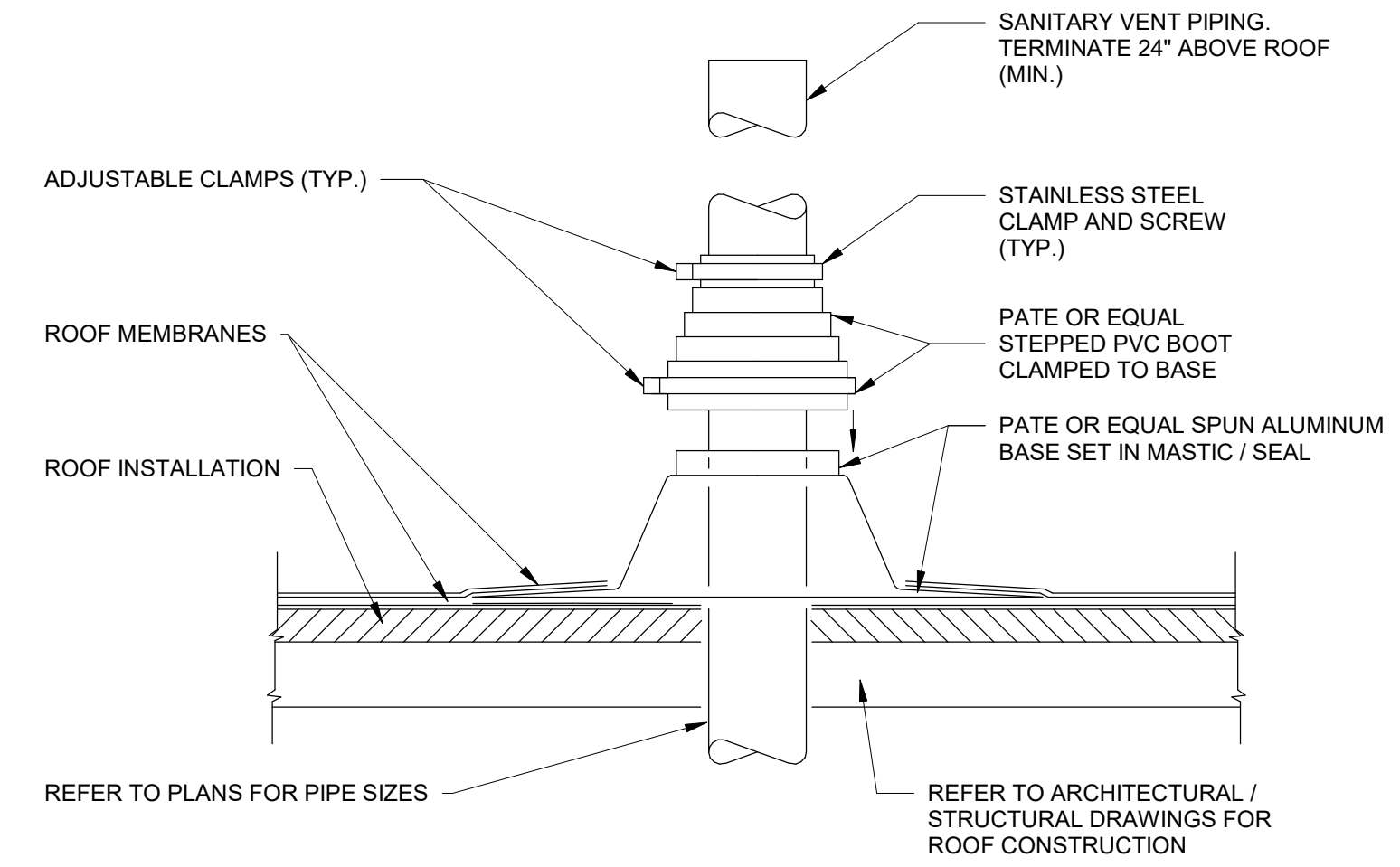
Autodesk Docs://24026 Houston High Classroom Remodel/MEP_24180 CSA V24.rvt
4/2/2024 2:30:01 PM



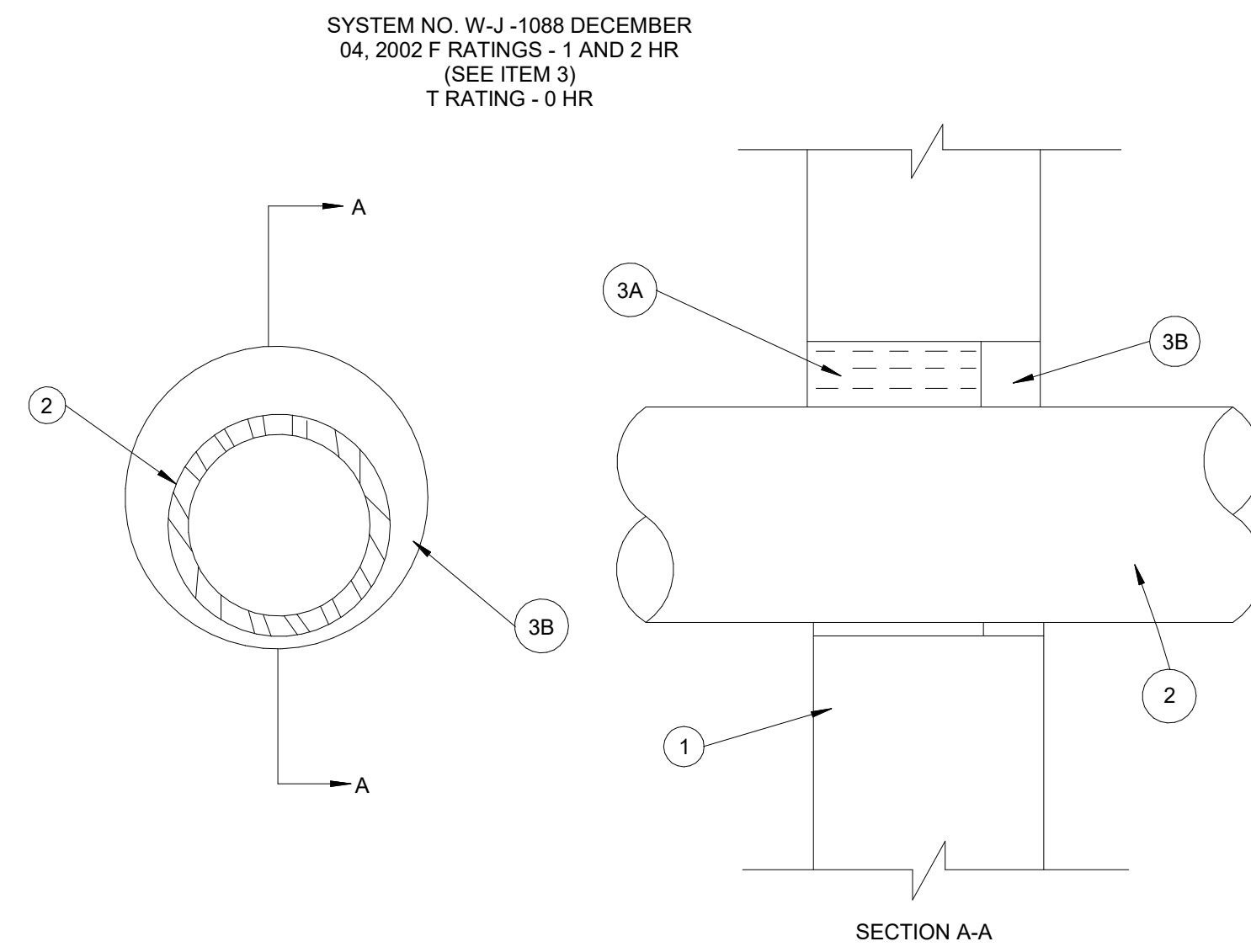
1 UNDERCOUNTER DISHWASHER PIPING DETAIL



2 DOMESTIC HOT WATER RETURN DETAIL



3 VENT THROUGH ROOF DETAIL



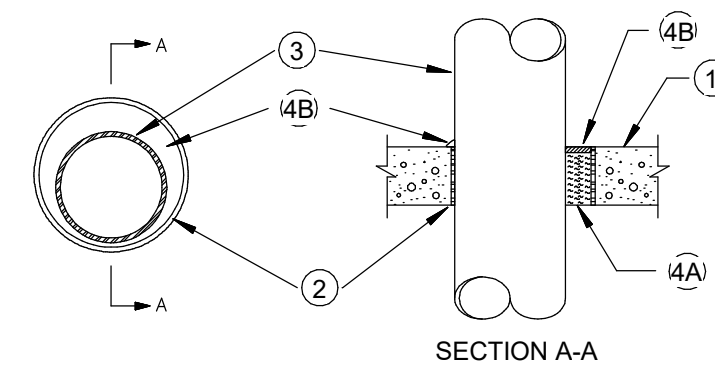
- WALL ASSEMBLY - MIN 3-3/4 IN. THICK REINFORCED LIGHTWEIGHT OR NORMAL WEIGHT (100-150 PCF) CONCRETE. WALL MAY ALSO BE CONSTRUCTED OF ANY UL CLASSIFIED CONCRETE BLOCKS*. MAX DIAMETER OF OPENING 10-1/2 IN. SEE CONCRETE BLOCKS (CAZT) CATEGORY IN THE FIRE RESISTANCE DIRECTORY FOR NAMES OF MANUFACTURERS.
- THROUGH-PENETRANTS - ONE METALLIC PIPE, CONDUIT OR TUBING TO BE INSTALLED EITHER CONCENTRICALLY OR ECCENTRICALLY WITHIN THE FIRESTOP SYSTEM. AN ANNULAR SPACE OF MIN 1/4 IN. TO MAX 1-5/8 IN. IS REQUIRED WITHIN FIRESTOP SYSTEM. PIPE, CONDUIT OR TUBING TO BE RIGIDLY SUPPORTED ON BOTH SIDERS OF WALL ASSEMBLY. THE FOLLOWING TYPES AND SIZES OF METALLIC PIPES, CONDUITS OR TUBING MAY BE USED:
 - STEEL PIPE - NOM 8 IN. DIAM (OR SMALLER) SCHEDULE 10 (OR HEAVIER) STEEL PIPE.
 - IRON PIPE - NOM 8 IN. DIAM (OR SMALLER) CAST OR DUCTILE IRON PIPE.
 - CONDUIT - NOM 4 IN. DIAM (OR SMALLER) STEEL ELECTRICAL METALLIC TUBING (EMT) OR 6 IN. DIAM STEEL CONDUIT.
 - COPPER TUBING - NOM 4 IN. DIAM (OR SMALLER) TYPE L (OR HEAVIER) COPPER TUBING.
 - COPPER PIPE - NOM 4 IN. DIAM (OR SMALLER) REGULAR (OR HEAVIER) COPPER PIPE.
 - FLEXIBLE STEEL CONDUIT+ - NOM 2 IN. DIAM (OR SMALLER) FLEXIBLE STEEL CONDUIT. SEE FLEXIBLE METAL CONDUIT (DXU2) CATEGORY IN THE ELECTRICAL CONSTRUCTION EQUIPMENT DIRECTORY FOR NAMES OF MANUFACTURERS.
- FIRESTOP SYSTEM - THE FIRESTOP SYSTEM SHALL CONSIST OF THE FOLLOWING:
 - PACKING MATERIAL - MIN 2-1/8 IN. OR 2-3/4 IN. THICKNESS OF MIN 4 PCF MINERAL WOOL BATT INSULATION FIRMLY PACKED INTO OPENING ON ONE SIDE OF THE WALL AS PERMANENT FORM FOR 1 AND 2 HR WALLS, RESPECTIVELY. PACKING MATERIAL TO BE RECESSED FROM ONE SIDE OF WALL AS REQUIRED TO ACCOMMODATE THE REQUIRED THICKNESS OF FILL MATERIAL.
 - FILL, VOID OR CAVITY MATERIAL - SEALANT - MIN 1 IN. THICKNESS OF FILL MATERIAL APPLIED WITHIN OPENING, FLUSH WITH ONE SURFACE OF WALL.

HILTI CONSTRUCTION CHEMICALS, DIV OF
HILTI INC. - FS-ONE SEALANT
*BEARING THE UL CLASSIFICATION MARK
+BEARING THE UL LISTING MARK

PENETRATION THRU 1-2 HOUR FIRE RATED WALL OR FLOOR

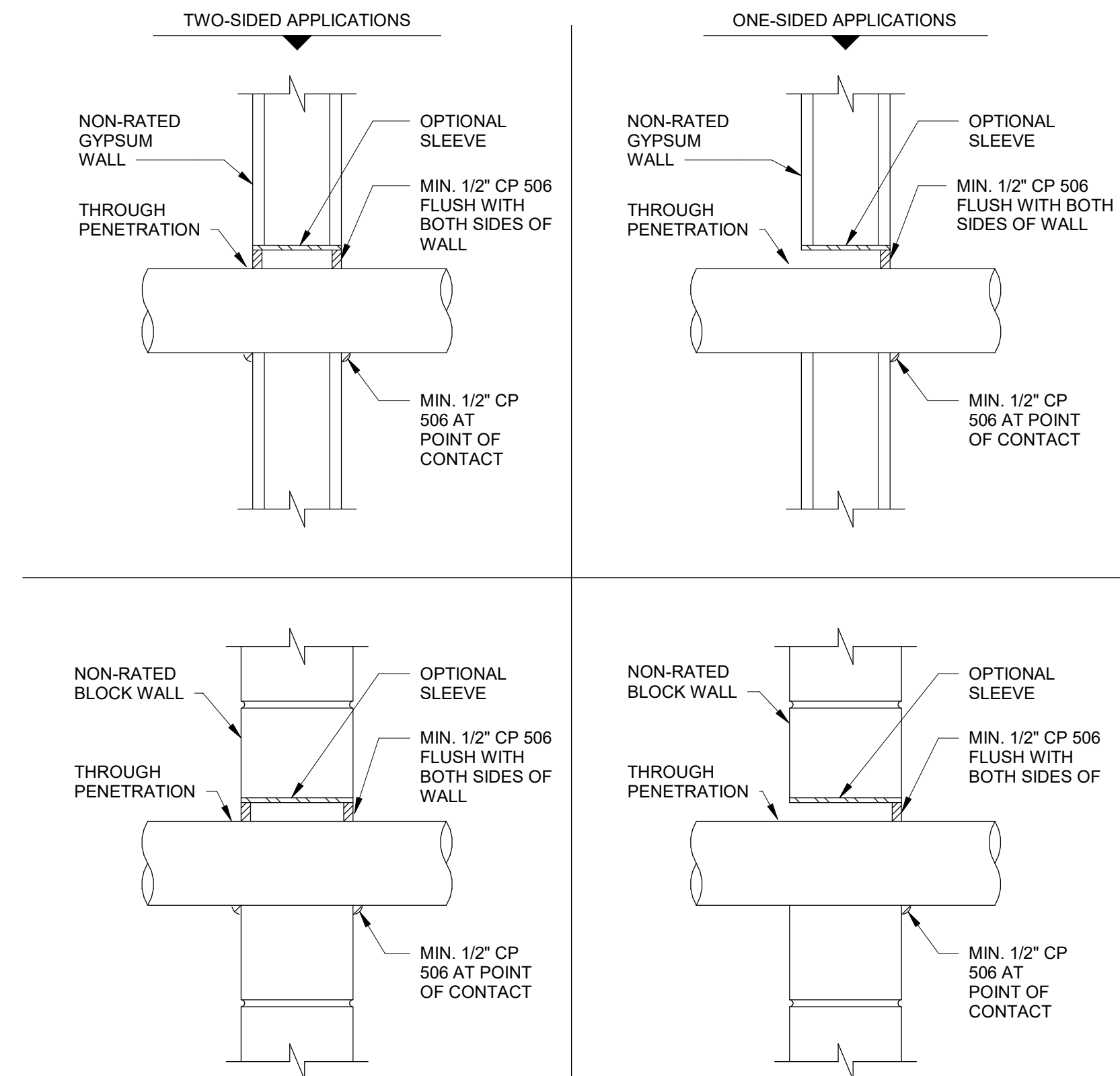
4 UL SYSTEM NO W-J-1088 DETAIL

SYSTEM NO. C-AJ-1155 SEPTEMBER 26, 2000
F RATING - 3 HR
T RATING - 0 HR
L RATING AT AMBIENT - LESS THAN 1 CFM/SQ FT
L RATING AT 400 F - 4 CFM/SQ FT



- FLOOR OR WALL ASSEMBLY - MIN 4-1/2 IN. THICK REINFORCED LIGHTWEIGHT OR NORMAL WEIGHT (100-150 PCF) CONCRETE WALL MAY ALSO BE CONSTRUCTED OF ANY UL CLASSIFIED CONCRETE BLOCKS*. MAX DIAM OF OPENING IS 26 IN. SEE CONCRETE BLOCKS (CAZT) CATEGORY IN FIRE RESISTANCE DIRECTORY FOR NAMES OF MANUFACTURERS.
 - METALLIC SLEEVE (OPTIONAL) - NOM 24 IN. DIAM (OR SMALLER) SCHEDULE 40 (OR HEAVIER) STEEL PIPE CAST OR GROUTED INTO FLOOR OR WALL ASSEMBLY, FLUSH WITH FLOOR OR WALL ASSEMBLY.
 - THROUGH-PENETRANTS - ONE METALLIC PIPE OR TUBING TO BE INSTALLED EITHER CONCENTRICALLY OR ECCENTRICALLY WITHIN THE FIRESTOP SYSTEM PIPE OR TUBING TO BE RIGIDLY SUPPORTED ON BOTH SIDERS OF FLOOR OR WALL ASSEMBLY. THE ANNULAR SPACE SHALL BE MIN 0 IN. (POINT CONTACT) TO MAX 2-1/4 IN. THE FOLLOWING TYPES AND SIZES OF METALLIC PIPES OR TUBING MAY BE USED:
 - STEEL PIPE - NOM 20 IN. DIAM (OR SMALLER) SCHEDULE 10 (OR HEAVIER) STEEL PIPE.
 - IRON PIPE - NOM 20 IN. DIAM (OR SMALLER) CAST OR DUCTILE IRON PIPE.
 - CONDUIT - NOM 4 IN. DIAM (OR SMALLER) STEEL ELECTRICAL METALLIC TUBING OR NOM 6 IN. DIAM (OR SMALLER) STEEL ELECTRICAL METALLIC TUBING OR NOM 6 IN. DIAM (OR SMALLER) STEEL CONDUIT.
 - COPPER TUBING - NOM 6 IN. DIAM (OR SMALLER) TYPE L (OR HEAVIER) COPPER TUBING.
 - COPPER PIPE - NOM 6 IN. DIAM (OR SMALLER) REGULAR (OR HEAVIER) COPPER PIPE.
 - FIRESTOP SYSTEM - THE FIRESTOP SYSTEM SHALL CONSIST OF THE FOLLOWING:
 - PACKING MATERIAL - MIN 4 IN. THICKNESS OF MIN 4.0 PCF MINERAL WOOL BATT INSULATION FIRMLY PACKED INTO OPENING AS A PERMANENT FORM PACKING MATERIAL TO BE RECESSED FROM TOP END OF SLEEVE FOR FLOORS OR FROM BOTH ENDS OF SLEEVE FOR WALLS AS REQUIRED TO ACCOMMODATE THE REQUIRED THICKNESS OF FILL MATERIAL.
 - FILL, VOID OR CAVITY MATERIAL - SEALANT - MIN 1/2 IN. THICKNESS OF FILL MATERIAL APPLIED WITHIN THE ANNULUS, FLUSH WITH THE TOP END OF THE SLEEVE FOR FLOORS, OR WITH BOTH ENDS OF THE SLEEVE FOR WALLS MIN 1/2 IN. THICK BEAD OF ALL MATERIAL TO BE INSTALLED AROUND PIPE AT INTERFACE OF SLEEVE FOR POINT CONTACT INSTALLATIONS.
- HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC. - FS-ONE SEALANT *BEARING THE UL CLASSIFICATION MARK

5 UL SYSTEM NO. C-AJ-1155 DETAIL



- LIMITATIONS:
- HILTI CP 506 SMOKE AND ACOUSTIC SEALANT MAY BE INSTALLED WHERE IT IS NECESSARY TO RESTRICT SMOKE MIGRATION THROUGH NON-FIRE RATED ASSEMBLIES.
 - NOT FOR FIRE-RATED ASSEMBLIES.
 - NOT FOR USE WITH CPVC PIPING.
 - REFER TO PRODUCT LITERATURE FOR COMPLETE DETAILS ON INSTALLATION, SUITABLE APPLICATIONS, AND LIMITATIONS. THESE DETAILS REPRESENT GENERAL INSTALLATION GUIDELINES TO SATISFY SMOKE PARTITION SEALING REQUIREMENTS OF THE INTERNATIONAL BUILDING CODE (2003, 2006, 2009, 2012, 2015, OR 2018). OBTAIN AUTHORITY HAVING JURISDICTION APPROVAL PRIOR TO INSTALLATION.

6 SMOKE PARTITION DETAIL



Renaissance Group

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Lakeland, TN 38002
901.332.5533
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REV	DESCRIPTION	DATE

CONSTRUCTION DRAWINGS
HOUSTON HIGH SCHOOL
CLASSROOM RELOCATION
 9755 WOLF RIVER BLVD. GERMANTOWN 38139

Sheet Title:
DETAILS - PLUMBING

Project No:
24026

Drawn by:
MCS

Date:
04.02.2024

P1.2



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Lakeland, TN 38002
901.332.5533
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REV	DESCRIPTION	DATE

CONSTRUCTION DRAWINGS
HOUSTON HIGH SCHOOL
CLASSROOM RELOCATION
 9755 WOLF RIVER BLVD. GERMANTOWN 38139

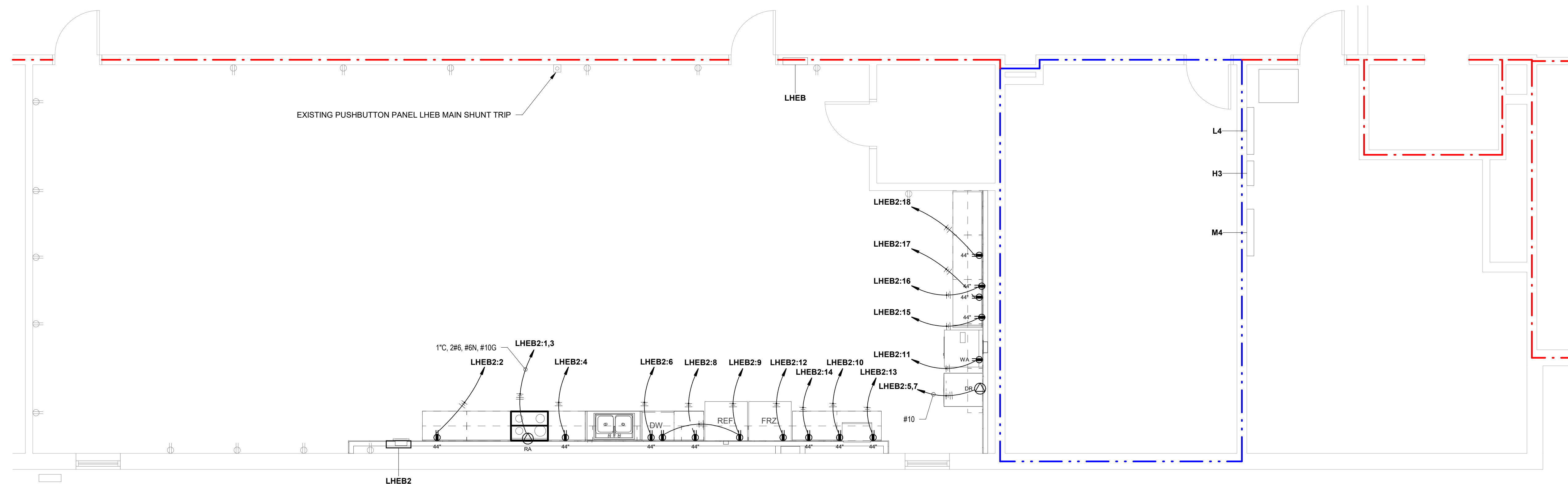
Sheet Title:
FLOOR PLANS - ELECTRICAL

Project No:
24026

Drawn by:
EJW

Date:
04.02.2024

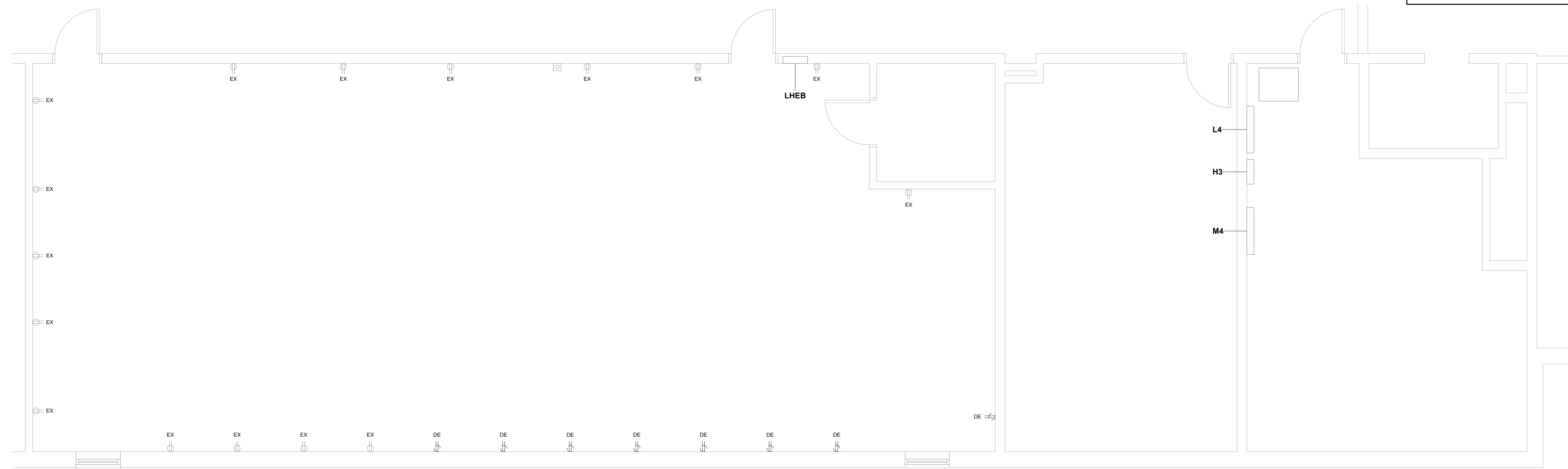
E1.1



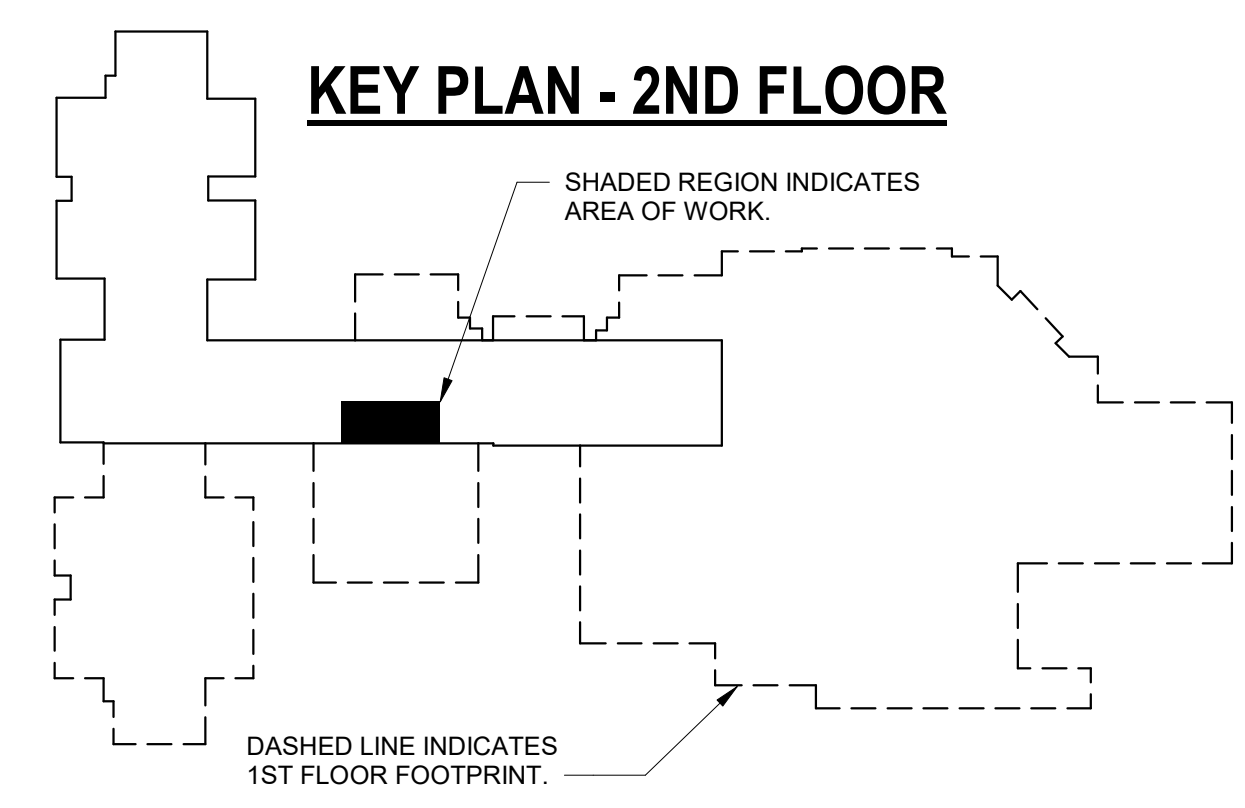
1 ENLARGED 2ND FLOOR PLAN - ELEC.
 1/4" = 1'-0"
 SCALE: 1/4" = 1'-0"
 0 2 4 8

LIFE SAFETY LEGEND

1 - HOUR PARTITION	---
2 - HOUR PARTITION	----



2 ENLARGED 2ND FLOOR PLAN - ELEC. DEMO
 1/4" = 1'-0"
 SCALE: 1/4" = 1'-0"
 0 2 4 8





Germantown Municipal School District Invitation to Bid

Houston High School Home Economics Classroom Relocation
Germantown Municipal School District
GMSD-FY2024-007
ADDENDUM #1

Specifications and pricing guide

BID TIME AND DATE DUE: 2:00 p.m. CST, April 30, 2024. **LOCATION:** Germantown Municipal School District Administrative Offices, 3350 South Forest Hill Irene Road, Germantown, TN 38138

NUMBER OF documents OF ADDENDUM #1: four (4) documents, including this Addendum Acknowledgement Form.

All signed Addenda must be acknowledged and included with your response to GMSD BID # -FY2024-007 Houston High School Home Economics Classroom Relocation-Germantown Municipal School District. Failure to sign, acknowledge and include all Addenda may result in your BID being disqualified and rejected.

Names and signatures below certify that you acknowledge, understand, and agree to all information in Addendum #1- BID # GMSD-FY2024-007.

Authorized Representative (Print)

Signature

Date

BID FORM
BID # GMSD BID #FY2024-007
Houston High School
Home Economics Classroom Relocation

BIDDER: _____

Acknowledges receipt of Addenda, if applicable _____

Bid shall be filled in completely by the Contractor, in the bid schedule by indicating total dollars and cents under UNIT AND EXTENDED PRICE. All costs, including hourly rates, will be included here and will be fully-burdened to include, but not limited to: wages, transportation, lodging, overhead, and per diem. All figures shall be written in ink or typed. Penciled entries will NOT be accepted, and will be considered irregular and rejected. Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.

Bid Item	Description	Price
<p>This project includes but is not limited to the Bid Items listed below. Refer to drawings and specifications for full scope of this project.</p> <p>Please indicate sum below; Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern.</p>		
1	Concrete and Flooring Repair	\$
2	Metal Stud Framing and chase wall construction	\$
3	Rough carpentry and Millwork installation	\$

4	Misc. Painting, wall base and touch up	\$
5	Mechanical Installation	\$
6	Plumbing Connection and new fixtures	\$
7	Electrical Installation	\$
8	Fire suppression system, extinguisher and cabinet	\$
9	Demolition and general project cleaning	\$
10	Total bid price as per specifications and drawings	\$

Bidders must indicate project completion time after receipt of order (A.R.O.). Project Completion Date is critical and will be a factor in the evaluation and award of this bid. Dates of work and schedule must be coordinated with John Truong, Operations Supervisor, Germantown Municipal School District, john.truong@gmsdk12.org, 901-752-7900.

Project Completion Date: _____

State your cost per \$1000.00 for Performance, Materials and Labor Bond (if required):
\$ _____

Company Name:		Address:				

Organized and existing under the laws of the State of:	and doing business as:	a corporation	a partnership	an individual	a limited liability company	other
City:	State:	Zip:	Telephone (with Area Code):	Fax (with Area Code):		
Name:			Title:			
Authorized Signature:				Date:		

THIS PAGE MUST BE SIGNED (IN INK) AND RETURNED WITH YOUR BID

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in bidding.

The bidder agrees that his bid shall be good and may not be withdrawn for a period of ONE HUNDRED TWENTY (120) days after the scheduled closing time for receiving bids.

Upon receipt of written notice of acceptance of this bid, Bidder will submit the following documents within ten (10) days:

1. Executed formal contract (attached as Section 00510)
2. Executed performance bond (attached as Section 00610)
3. Certificates of insurance coverage per Section 00710 Article 20

The bid security attached in the sum of five percent (5%) of the bid is to become the property of the Owner in the event the contract, bond and insurance certificates are not executed within the time limit set forth, as liquidated damages for the delay and additional expenses to the Owner caused thereby.

Bidder acknowledges receipt of Addendum(s) Nos.

Respectfully submitted:

Contractor's Name _____

Signature _____

Printed or Typed Name and Title _____

Business Address _____

Seal Required - if bid is by a corporation



Germantown Municipal School District Invitation to Bid

Houston High School Home Economics Classroom Relocation
Germantown Municipal School District
GMSD-FY2024-007
ADDENDUM #2

Replacement Drawings with Stamp

BID TIME AND DATE DUE: 2:00 p.m. CST, April 30, 2024. **LOCATION:** Germantown Municipal School District Administrative Offices, 3350 South Forest Hill Irene Road, Germantown, TN 38138

NUMBER OF documents OF ADDENDUM #1: five (5) documents, including this Addendum Acknowledgement Form.

All signed Addenda must be acknowledged and included with your response to GMSD BID # -FY2024-007 Houston High School Home Economics Classroom Relocation-Germantown Municipal School District. Failure to sign, acknowledge and include all Addenda may result in your BID being disqualified and rejected.

Names and signatures below certify that you acknowledge, understand, and agree to all information in Addendum #2- BID # GMSD-FY2024-007.

Authorized Representative (Print)

Signature

Date

CONSTRUCTION DOCUMENTS FOR

HOUSTON HIGH SCHOOL FUNCTION SKILL CLASSROOM RELOCATION (RM 255)

9755 WOLFRIVER BLVD. GERMANTOWN 38139



**Renaissance
Group**

**9700 Village Circle, ste.100
Lakeland, TN 38002
voice: 901.332.5533
fax: 901.332.5534
www.rgroup.biz**

**MECHANICAL / ELECTRICAL /
FIRE PROTECTION**

**CSA
9720 Village Circle
Lakeland, TN 38002
voice: 901.260.7850
fax: 901.260.7850**

INDEX OF DRAWINGS

03 - 29 - 2024

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A2.2	SECOND FLOOR PLAN	•
A2.3	INTERIOR ELEVATIONS	•
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GENERAL NOTES

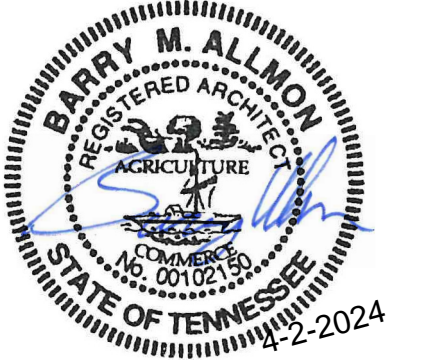
- CONTRACTOR'S FIELD SUPERINTENDENT MUST BE PRESENT AND RESPONSIBLE FOR OVERSEEING THE WORK PROGRESS WHEN ANY NEW WORK IS PERFORMED. FOR THE DURATION OF THE PROJECT, CONTRACTOR MUST MAINTAIN AND FURNISH ELECTRONIC DAILY LOG TO PROJECT TEAM AND OWNER DESIGNATED PERSONNEL DAILY. THE LOG DOCUMENTATION SHALL INCLUDE INFORMATION SUCH AS WORK CONDITION, WORK COMPLETED, PROGRESS PICTURES, FIELD CHANGES, CONCEALED CONDITIONS, TRANSITION OF MATERIAL, UNFORESEEN DAMAGES, INCIDENTS ETC. THESE INFORMATION SHALL BE INCLUDED AS PART OF THE CLOSEOUT DOCUMENT AT THE END OF THE PROJECT.
- PROVIDE THE LABOR, MATERIALS, EQUIPMENT, AND SERVICES TO PREPARE THE DESIGNATED AREA INDICATED FOR THE NEW WORK. REMOVE EXISTING CONSTRUCTION AS INDICATED TO BE REMOVED. RECEIVE NEW WORK.
- CONTRACTOR SHALL PLAN AND SCHEDULE THE PROGRESSION OF THE WORK SO THAT FINISHED AREAS DO NOT HAVE TO BE WALKED ON OR OTHERWISE USED AS HAUL ROUTES FOR MATERIAL TRANSPORTATION IN ORDER TO REACH REMAINING WORK. SCHEDULE ANY PREPARATION WORK TO MINIMIZE THE RISK OF DAMAGE, COORDINATE WITH OWNER THE SEQUENCE OF DEMOLITION AND CONSTRUCTION PRIOR TO STARTING OF WORK.
- CONTRACTOR SHALL SCHEDULE THE WORK PER MANUFACTURER RECOMMENDATION AND SPECIFICATION. DO NOT START WORK IF EXISTING CONDITIONS DO NOT ALLOW TIME FOR PROPER INSTALLATION. CONTRACTOR WILL BE FULLY RESPONSIBLE FOR DAMAGE TO THE PROPERTY DUE TO UNFINISHED OPEN WORK. BUILDING MUST BE SECURED AT THE END OF EACH WORKING DAY.
- COORDINATE THE COMPATIBILITY OF THE PREPARATION WORK WITH THE REQUIREMENTS OF THE MATERIALS AND PROCEDURES SPECIFIED FOR THE NEW WORK. SCHEDULE ALL PREPARATION WORK TO COINCIDE AS CLOSELY AS PRACTICABLE WITH THE INSTALLATION OF NEW MATERIALS.
- ANY DAMAGE TO EXISTING FINISHES USED AS HAUL ROUTES OR ACCESS ROUTES SHALL BE CONSIDERED THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE PROMPTLY REPAIRED TO ITS ORIGINAL CONDITION, TO THE SATISFACTION OF THE OWNER AND ENGINEER, AT NO ADDITIONAL COST TO THE OWNER.
- VERIFY JOB CONDITIONS PRIOR TO BEGINNING WORK. REPORT TO A/E ANY DISCREPANCIES OR OMISSIONS WHICH MAY INTERFERE WITH SATISFACTORY COMPLETION OF WORK. RESOLVE ANY DISCREPANCIES PRIOR TO BEGINNING WORK. VERIFY ALL FIELD MEASUREMENTS, FIELD CONSTRUCTION, INSTALLATION CRITERIA, COORDINATE ALL TRADES AND THE METHODS OF CONSTRUCTION. ALL WORK IS TO CONFORM WITH DRAWINGS AND SPECS. DRAWINGS ARE NOT TO BE SCALED FOR INFORMATION. CONTRACTOR TO VERIFY THE ACTUAL SIZE FOR PROPER INSTALLATION.
- PRIOR TO STARTING WORK, DOCUMENT ANY EXISTING DAMAGE TO THE EXISTING SURFACE IN AREA OF CONSTRUCTION WHICH ARE TO REMAIN. CONTRACTOR MAY BE HELD RESPONSIBLE FOR REPAIR AND REPLACEMENT OF UNDOCUMENTED DAMAGES.
- CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS, APPROVALS, LICENSES, ETC., FOR ALL TRADES. CONTRACTOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL LOCAL CODES, ORDINANCES, AND REGULATIONS. CONTRACTOR IS RESPONSIBLE FOR FILING AND SECURING ALL NECESSARY PERMITS, APPROVALS, ETC., FOR ALL TRADES.
- ENSURE THE PREMISES ARE MAINTAINED CLEAN AND FREE OF DEBRIS DURING REMODELING. COORDINATE THE FREQUENCY OF REMOVAL WITH OWNER. FINAL CLEANUP IS THE RESPONSIBILITY OF THE CONTRACTOR. REPAIR, PATCH, TOUCH-UP AND MAINTAIN CLEANING THROUGHOUT THE PROJECT. REMOVE AND DISPOSE OF ALL DEMOLISHED MATERIAL AND OTHER CONSTRUCTION DEBRIS. OWNER'S DUMPSTER(S) OR TRASH CAN(S) SHALL NOT BE USED FOR DISPOSAL OF ANY CONSTRUCTION WASTE. REPAIR GROUND DAMAGE CAUSED BY TRUCK TRAFFIC
- CONTRACTOR TO OVERSEE CLEANING AND ENSURE THAT THE PREMISES ARE MAINTAINED AND SECURED DURING CONSTRUCTION. DAILY CLEANUP AND FINAL CLEANUP IS THE RESPONSIBILITY OF THE CONTRACTOR. REPAIR, PATCH, TOUCH-UP AND MAINTAIN CLEANING UNTIL ACCEPTANCE BY OWNER.
- IF ACCESS IS NEEDED INSIDE THE BUILDING, COORDINATE WITH OWNER AT LEAST 48 HOURS IN ADVANCE. FLOORING WHERE CONSTRUCTION TRAFFIC OCCURS MUST BE PROTECTED. CONTRACTOR WILL BE RESPONSIBLE FOR ANY CONSTRUCTION DAMAGE. ESTABLISH A CONSTRUCTION ENTRANCE WITH THE USER'S DIRECTION IN ORDER TO MINIMIZE SECURITY AND TRAFFIC CONFLICTS.
- LOCATION OF ROOF PENETRATION SHALL BE KEPT TO MINIMAL.
- COORDINATE AND OBTAIN APPROVAL FROM OWNER BEFORE REMOVE ANY SWITCHES, DEVICES, CABLES, OR EQUIPMENT THAT WERE ON THE WALL TO BE DEMOLISHED.
- COORDINATE AND OBTAIN APPROVAL FROM OWNER FOR LOCATION OF DUMPSTER, MATERIAL STAGING, ETC.
- ALL MATERIAL STORED ON SITE SHALL BE PROPERLY STACKED AND PROTECTED TO PREVENT WEATHER OR OTHER PHYSICAL DAMAGE AND DETERIORATION UNTIL USE. FAILURE TO PROTECT MATERIAL MAY BE CAUSE FOR REJECTION OF WORK.
- REMOVE CONSTRUCTION AND GENERAL DEBRIS FROM THE PROJECT. DISCARD ANY NAILS, METAL SCRAPS, FOOD, WATER BOTTLES AND MISCELLANEOUS GARBAGE.
- IF CORE TEST IS NEEDED, CONTRACTOR MUST OBTAIN PRIOR APPROVAL FROM THE SCHOOL, THE OPENING MUST BE REPAIRED BEFORE RENEW STARTED.
- ALL WORK IS TO CONFORM WITH DRAWINGS AND SPECS. DRAWINGS ARE APPROXIMATE ONLY AND NOT TO BE SCALED FOR INFORMATION. PAYMENT WILL NOT BE MADE TO GENERAL CONTRACTOR ON CHANGES OR EXTRAS UNLESS THEY ARE VERIFIED AND APPROVED BY OWNER.
- SEE MECH AND ELECTRICAL DRAWINGS FOR ADDITIONAL MECHANICAL, PLUMBING LINES OR ELECTRICAL INFORMATION.
- SHOULD CONFLICT OCCUR IN OR BETWEEN DRAWINGS AND SPECIFICATIONS OR WHERE DETAIL REFERENCES OR CONTRACT DRAWINGS HAVE BEEN OMITTED, CONTRACTOR IS DEEMED TO HAVE ESTIMATED THE MOST EXPENSIVE MATERIALS AND CONSTRUCTION INVOLVED UNLESS THEY HAVE ASKED FOR AND OBTAINED WRITTEN PERMISSION FROM ARCHITECT AS TO WHICH MATERIAL OR METHOD WILL BE REQUIRED.
- SHOULD AN ERROR APPEAR IN THE SPECIFICATIONS OR DRAWINGS NOTIFY THE ARCHITECT AT ONCE FOR INSTRUCTIONS AS TO PROCEDURE. IF CONTRACTOR PROCEEDS WITH WORK AFFECTED WITHOUT INSTRUCTIONS FROM THE ARCHITECT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY RESULTING DAMAGE OR DEFECT.
- NO PORTION OF THE WORK REQUIRING A SHOP DRAWING OR SAMPLE SUBMISSION SHALL BE COMMENCED UNTIL THE SUBMISSION HAS BEEN APPROVED BY THE ARCHITECT. ALL SUCH PORTIONS OF THE WORK SHALL BE IN ACCORDANCE WITH THE APPROVED SHOP DRAWINGS AND SAMPLES.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING JOB CONDITIONS AND SHALL REPORT TO ARCHITECT ANY DISCREPANCIES OR OMISSIONS WHICH WOULD INTERFERE WITH SATISFACTORY COMPLETION OF WORK. CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF ALL FIELD MEASUREMENTS, FIELD CONSTRUCTION, INSTALLATION CRITERIA, COORDINATION OF ALL TRADES AND THE METHODS OF CONSTRUCTION.
- CONTRACTOR SHALL PROVIDE A SCHEDULE OF SHOP DRAWINGS, SAMPLES AND CUT SHEETS TO A/E FOR APPROVAL PRIOR TO ORDERING OR FABRICATION. CONTRACTOR'S RESPONSIBILITY FOR ERROR OR OMISSIONS IN SUBMITTAL IS NOT RELIEVED BY A/E REVIEW OF SUBMITTAL. DISRUPTION SHALL BE MINIMAL OUTSIDE PROJECT LIMIT AT ALL TIMES DURING CONSTRUCTION.
- THE EXACT LIMITS OF THE CONTRACTOR'S STAGING AND STORAGE AREA SHALL BE ESTABLISHED BY THE CONTRACTOR WITH THE APPROVAL OF THE ENGINEER AND OWNER.
- CONTRACT TIME FOR THE WORK IS FROM MAY 27, 2024 TO JULY 30, 2024 (64 CALENDAR DAYS) .
- IN ADDITION TO THE BASE BID AMOUNT, CONTRACTOR SHALL ADD A PROJECT CONTINGENCY IN THE AMOUNT OF \$20,000 TO THE BASE BID AS THE TOTAL CONTACT AMOUNT.
- COORDINATE ALL MATERIAL, WORKMEN ACCESS, WITH THE OWNER'S REPRESENTATIVE TO MINIMIZE DISRUPTION OF THE OWNER'S USE OF THE FACILITY AND TO MINIMIZE THE THREAT OF LOSS OR DAMAGE TO THE EXISTING FACILITY, ITS CONTENTS, AND OCCUPANTS.
- THE CONSTRUCTION SHALL NOT COMPROMISE SECURITY, LIFE SAFETY OR FIRE SAFETY REQUIREMENTS. ANY WORK AFFECTING CODE REQUIREMENTS SHALL BE COMPLETED IN THE SAME WORK DAY OR TEMPORARY MEASURES SHALL BE TAKEN TO ASSURE CODE COMPLIANCE AT ALL TIMES. CONTRACTOR IS RESPONSIBLE FOR REMOVAL AND DISPOSAL OF ALL DEMOLISHED MATERIAL AND OTHER CONSTRUCTION DEBRIS.
- WHILE ALL STUDENT ACTIVITIES ARE SCHEDULED AWAY FROM THE BUILDING DURING THE SUMMER, THERE MAY BE OTHER MAINTENANCE ACTIVITIES TAKING PLACE. CONTRACTOR TO COORDINATE WITH OWNER THE APPROVED AREAS FOR MATERIAL STAGING AND PARKING AS NEEDED.
- EMERGENCY CONTACTS SHALL BE AS FOLLOWS:
JOHN TRUONG, OPERATION SUPERVISOR (901-752-7909)

SET NO.



**Renaissance
Group**

**9700 Village Circle, Suite 100
Lakeland, TN 38002
901.332.5533
www.rgroup.biz**



REV	DESCRIPTION	DATE

**CONSTRUCTION DRAWINGS
HOUSTON HIGH SCHOOL
CLASSROOM RELOCATION
9755 WOLFRIVER BLVD. GERMANTOWN 38139**

Sheet Title
COVER SHEET

Project No.
24026

Drawn by
Author

Date
04.02.2024

G.O.



Renaissance Group

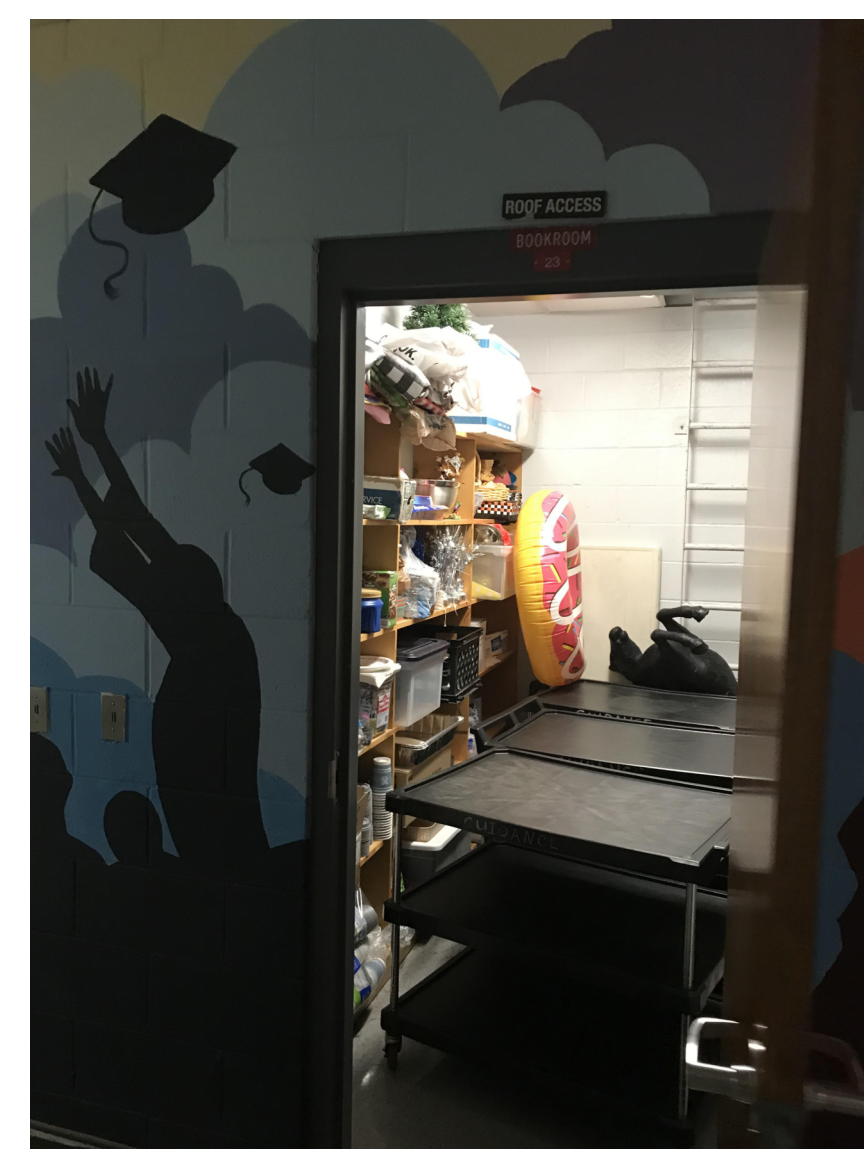
9700 Village Circle, Suite 100
Lakeland, TN 38002
901.332.5533
www.rgroup.biz



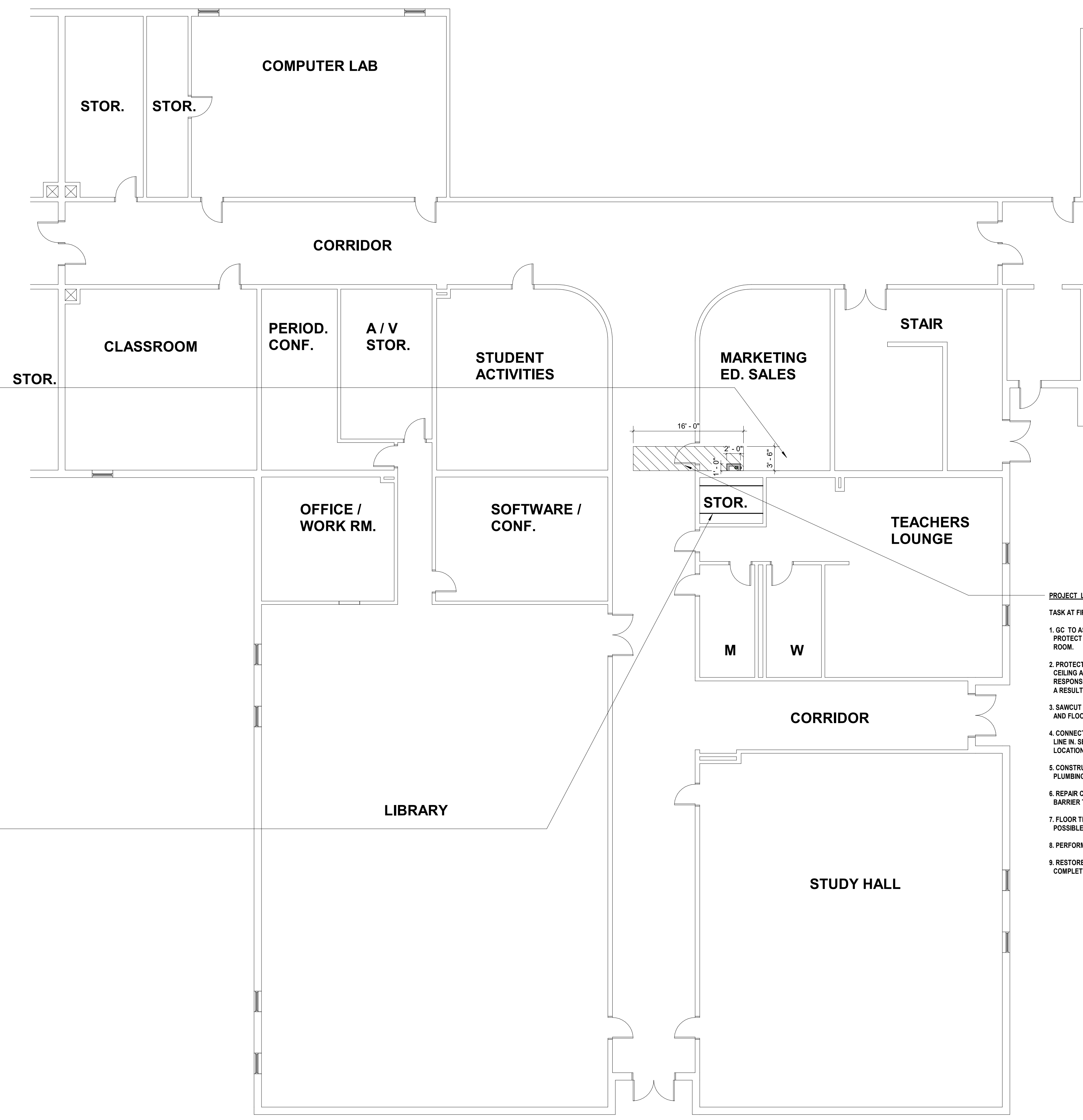
REV	DESCRIPTION	DATE



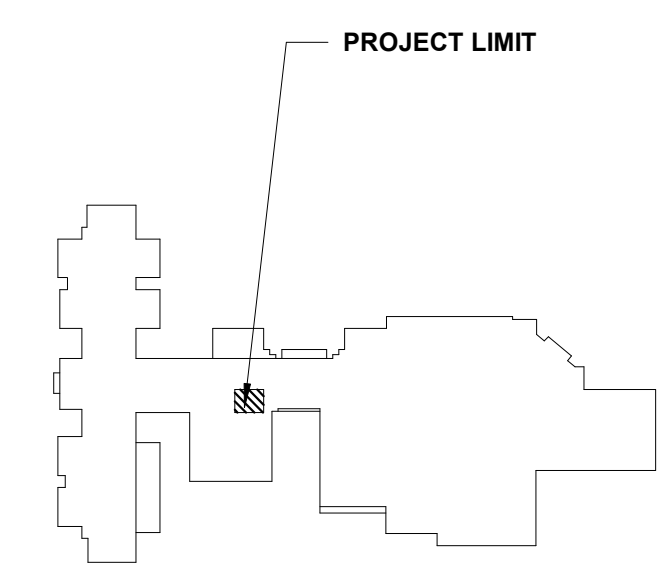
AFFECTED ROOM



AFFECTED ROOM



- PROJECT LIMIT / FIRST FLOOR**
- TASK AT FIRST FLOOR INCLUDES**
- GC TO ASSIST SCHOOL STAFF TO TEMPORARY PROTECT AND RELOCATE FURNITURE AT AFFECTED ROOM.
 - PROTECT ALL DEVICES, CABLES, CONDUITS ABOVE CEILING AT THE AFFECTED AREA. IT IS THE RESPONSIBILITY OF THE GC TO REPAIR ANY DAMAGE AS A RESULT OF THE CONSTRUCTION.
 - SAWCUT AND REMOVE EXISTING CONCRETE FLOOR AND FLOORING TILE AT THE AFFECTED AREA.
 - CONNECT NEW PLUMBING SANITARY LINE TO EXISTING LINE IN. SEE PLUMBING DRAWING FOR APPROXIMATE LOCATION BASED ON RECORD DRAWING.
 - CONSTRUCT NEW CHASE WALL TO PROTECT THE PLUMBING SANITARY LINE AND CLEAN OUT.
 - REPAIR CONCRETE SLAB ON GRADE AND VAPOR BARRIER TO MATCH EXISTING ADJACENT.
 - FLOOR TILE REPAIR TO MATCH EXISTING WHEREAS POSSIBLE.
 - PERFORM CLEAN UP AFTER WORK IS COMPLETE.
 - RESTORE CEILING AND GRID AFTER WORK IS COMPLETE.



KEY PLAN - FIRST FLOOR

CONSTRUCTION DRAWINGS

HOUSTON HIGH SCHOOL CLASSROOM RELOCATION

9755 WOLFRIVER BLVD. GERMANTOWN 38139

Sheet Title:
FIRST FLOOR PLAN

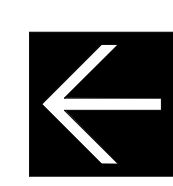
Project No:
24026

Drawn by:
Author

Date:
04.02.2024

A2.1

Sheet No.



1

FLOOR PLAN - FIRST FLOOR

1/8" = 1'-0"

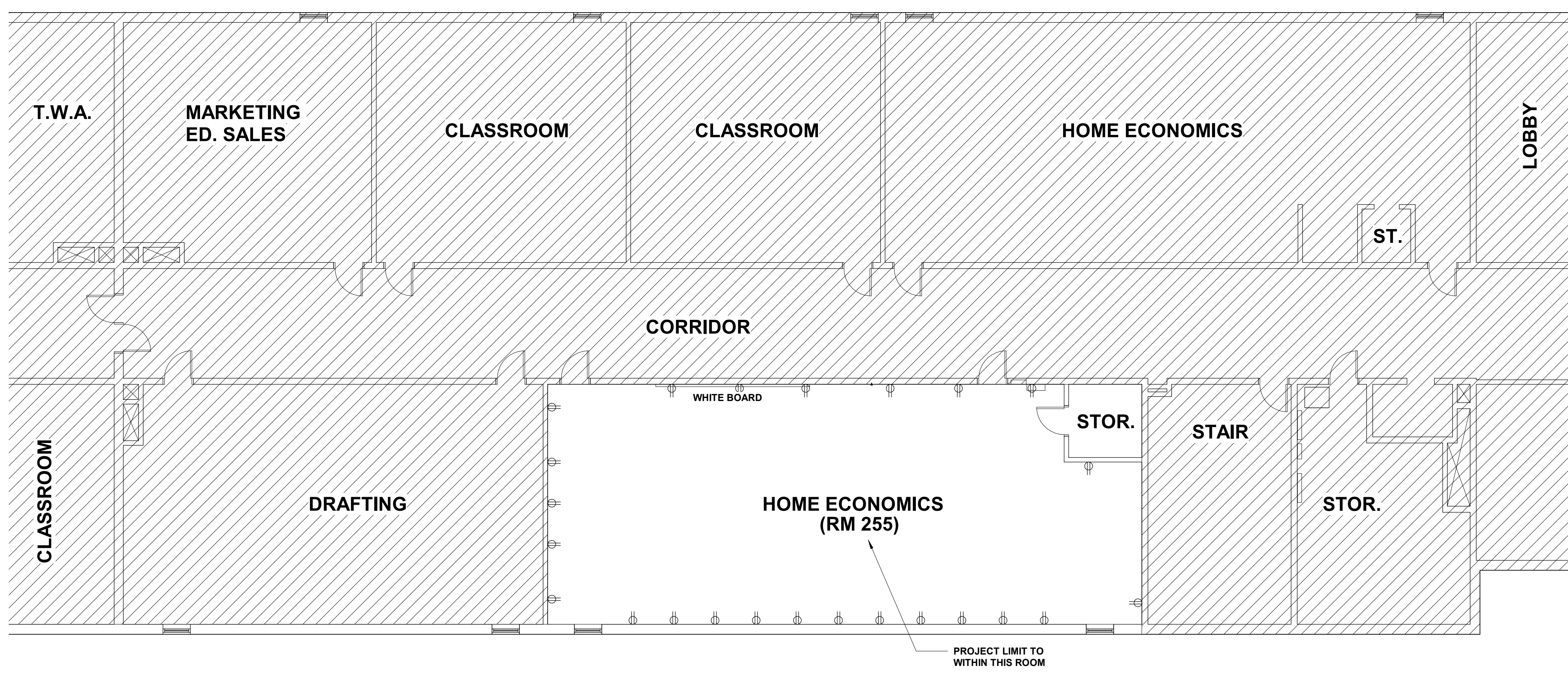


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REV	DESCRIPTION	DATE



LEGEND

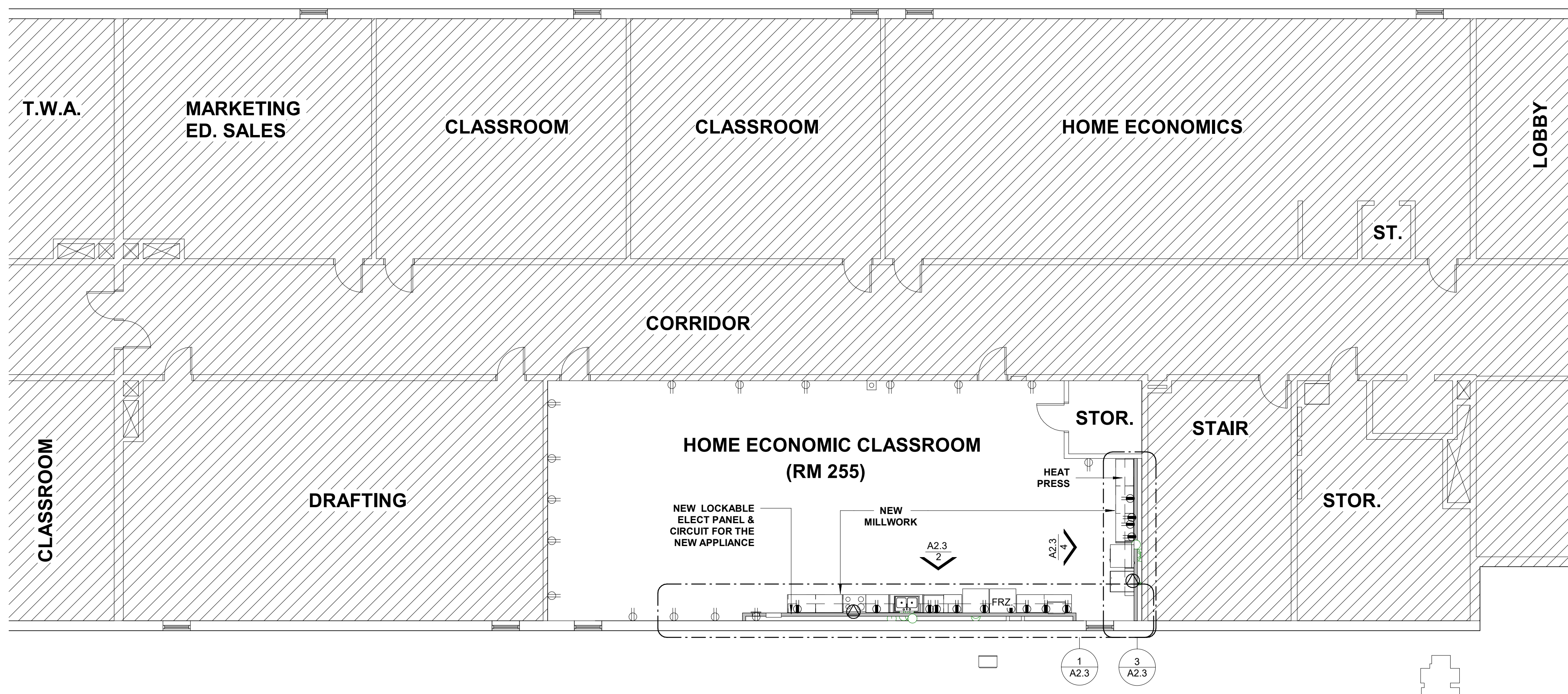


PROTECTION NOTES

1. PROTECT EXISTING FLOOR FINISH
2. PROTECT EXISTING CEILING GRID
3. PROTECT EXISTING CEILING TILE
4. PROTECT EXISTING LIGHT FIXTURE
5. PROTECT EXISTING AIR SUPPLY & RETURN
6. PROTECT EXISTING LIGHT SWITCH
7. PROTECT EXISTING SPRINKLER

ALL OF THESE TO REMAIN AS IS TO THE GREATEST EXTENT POSSIBLE.

1 EXISTING CONDITION - SECOND FLOOR RM 255
1/8" = 1'-0"



2 NEW FLOOR PLAN - SECOND FLOOR RM 255
1/8" = 1'-0"

PROJECT DATA

PROJECT DATA
PROJECT LOCATION: 9755 WOLF RIVER, GERMANTOWN, TENNESSEE
OCCUPANCY CLASSIFICATION: EDUCATION (E)
APPLICABLE CODE:
MEMPHIS AND SHELBY COUNTY OFFICE OF CONSTRUCTION CODE ENFORCEMENT
2021 INTERNATIONAL BUILDING CODE W/ LOCAL AMENDMENTS
2021 INTERNATIONAL EXISTING BUILDING CODE W/ LOCAL AMENDMENTS
2021 NATIONAL ELECTRICAL CODE W/ LOCAL AMENDMENTS
2021 INTERNATIONAL MECHANICAL CODE W/ LOCAL AMENDMENTS
2021 INTERNATIONAL GAS CODE W/ LOCAL AMENDMENTS
2021 INTERNATIONAL PLUMBING CODE W/ LOCAL AMENDMENTS
2021 INTERNATIONAL ENERGY CONSERVATION CODE W/ LOCAL AMENDMENTS

TENNESSEE STATE FIRE MARSHAL'S OFFICE
2012 INTERNATIONAL BUILDING CODE
2012 INTERNATIONAL EXISTING BUILDING CODE
2017 NATIONAL ELECTRICAL CODE
2012 INTERNATIONAL MECHANICAL CODE
2012 INTERNATIONAL GAS CODE
2012 INTERNATIONAL PLUMBING CODE
2012 INTERNATIONAL ENERGY CONSERVATION CODE
2012 NFPA 101 LIFE SAFETY CODE
2012 INTERNATIONAL FIRE CODE

2010 NFPA 13

SCOPE OF WORK

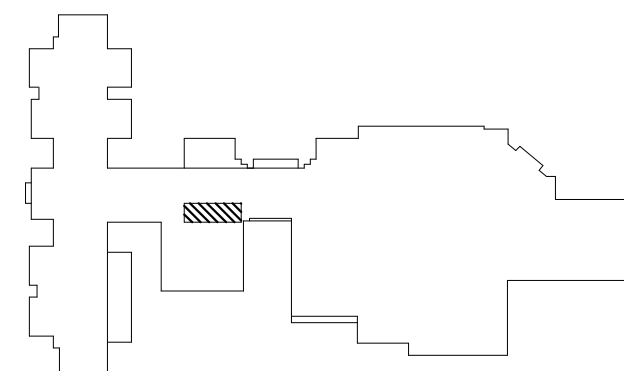
INTERIOR REMODELING OF THE CLASSROOM 255 INTO NEW HOME ECONOMIC CLASSROOM

SCOPE OF WORKS INCLUDE

- A. NEW CABINETRY WORKS
- B. NEW CHASE WALL FOR UTILITY ROUTING
- C. NEW FIRE SUPPRESSION AT VENT HOOD
- D. NEW ELECTRICAL CIRCUIT AND PANEL FOR NEW APPLIANCES
- E. PLUMBING MODIFICATION AND NEW PLUMBING FIXTURES AND VALVES
- F. CONCRETE AND FLOORING REPAIR FOR PLUMBING CONNECTION
- G. NO CHANGE TO FLOOR FINISH AT AFFECTED AREA
- H. NO CHANGE TO CEILING AND LIGHTING AT AFFECTED AREA
- I. NO CHANGE TO WINDOW AND DOOR EGRESS
- J. NO CHANGE TO EXISTING SPRINKLER AND HVAC
- K. UPDATE OF FIRE ALARM PANEL
- L. EXTERIOR EXHAUST FAN PENETRATION REPAIR
- M. PAINTING AND TOUCH UP

BUILDING DATA

1. OCCUPANCY TYPE: (IBC - SECTION 508.3) GROUP E
2. AREA: NO CHANGE IN BUILDING FOOTPRINT AND ROOM LAYOUT
3. HEIGHT: NO CHANGE IN BUILDING HEIGHT
4. TYPE OF CONSTRUCTION: TYPE III - SPRINKLERED NO CHANGE
5. MAX. TRAVEL DISTANCE TO AN EXIT: NO CHANGE IN EGRESS
6. EARTHQUAKE RESISTANCE: NO CHANGE
7. OCCUPANT LOAD FOR DETERMINING MEANS OF EGRESS: NO CHANGE
8. MEANS OF EGRESS WIDTH PER OCCUPANT: NO CHANGE IN EGRESS WIDTH.
9. PLUMBING FIXTURES: NEW SINKS AND NEW WASHER
10. RATING FOR CORRIDORS: NO CHANGE
11. FIRE EXTINGUISHER: ONE NEW FIRE EXTINGUISHER
12. ALARM SYSTEM: SYSTEM TO BE UPDATED BY OWNER
13. CLIMATE ZONE 3



KEY PLAN - SECOND FLOOR

CONSTRUCTION DRAWINGS
HOUSTON HIGH SCHOOL
CLASSROOM RELOCATION
9755 WOLF RIVER BLVD. GERMANTOWN 38139

Sheet Title:
SECOND FLOOR PLAN

Project No:
24026

Drawn by:
Author

Date:
04.02.2024

A2.2



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REV	DESCRIPTION	DATE

CONSTRUCTION DRAWINGS
HOUSTON HIGH SCHOOL
CLASSROOM RELOCATION
 9755 WOLFRIVER BLVD. GERMANTOWN 38139

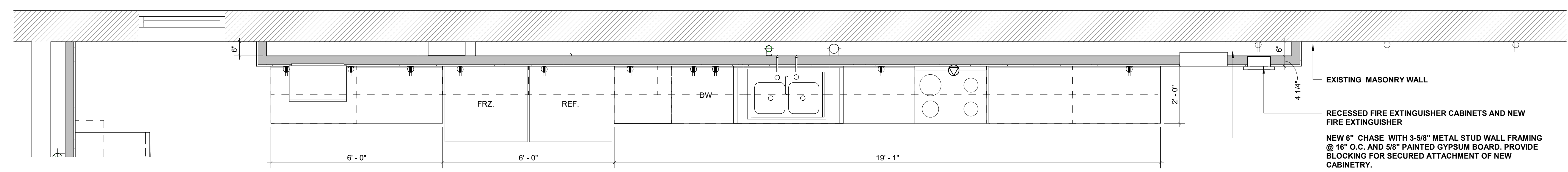
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INTERIOR ELEVATIONS

Project No:
24026

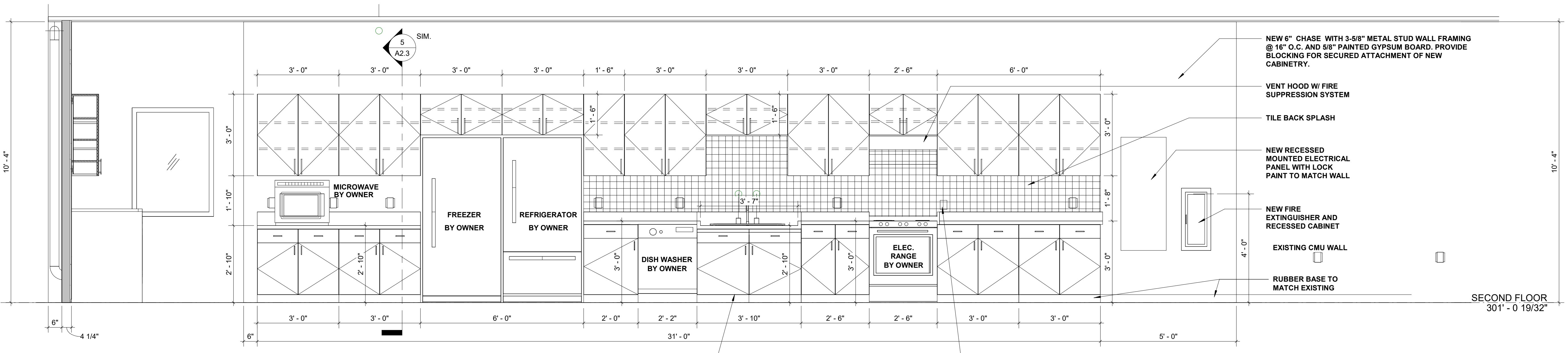
Drawn by:
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Date:
04.02.2024

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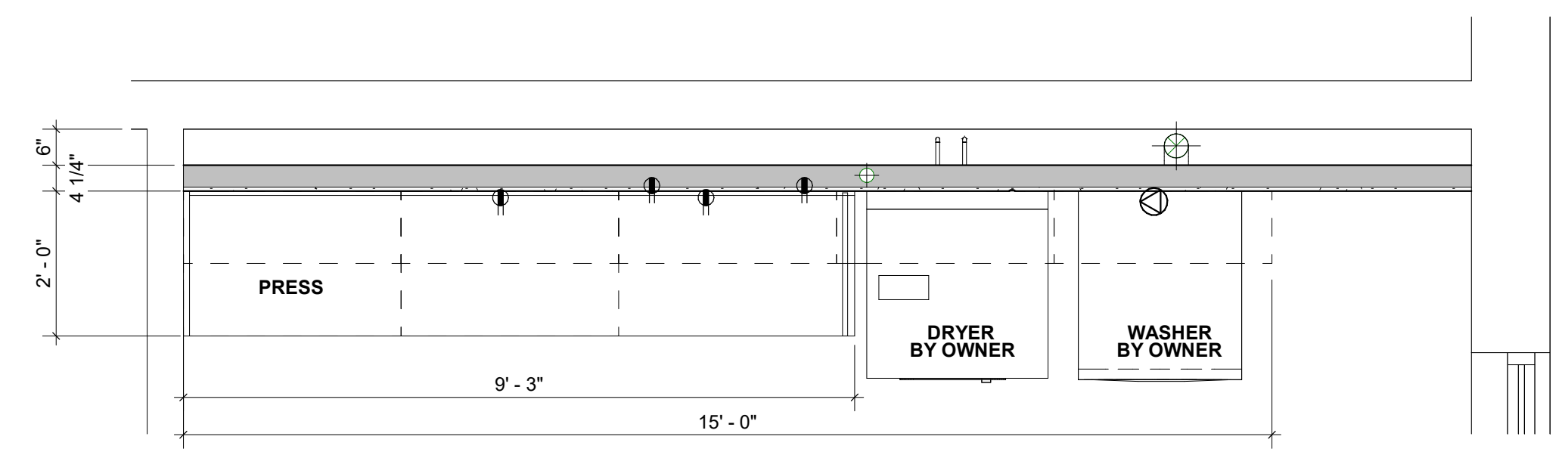


1 ENL. PLAN A - RM 255 (NEW)
1/2" = 1'-0"

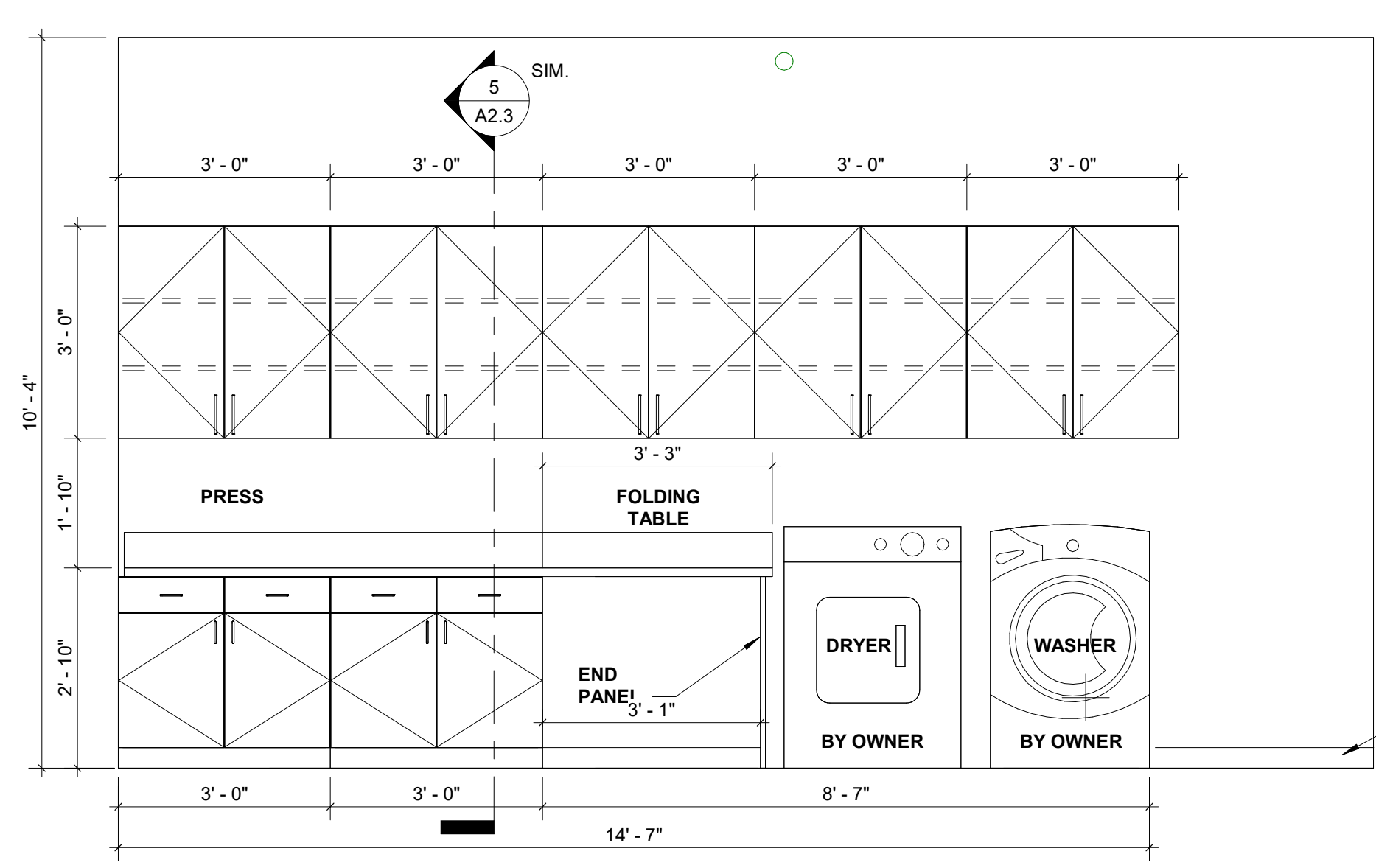


2 INT. ELEV. A - RM 255 (NEW)
1/2" = 1'-0"

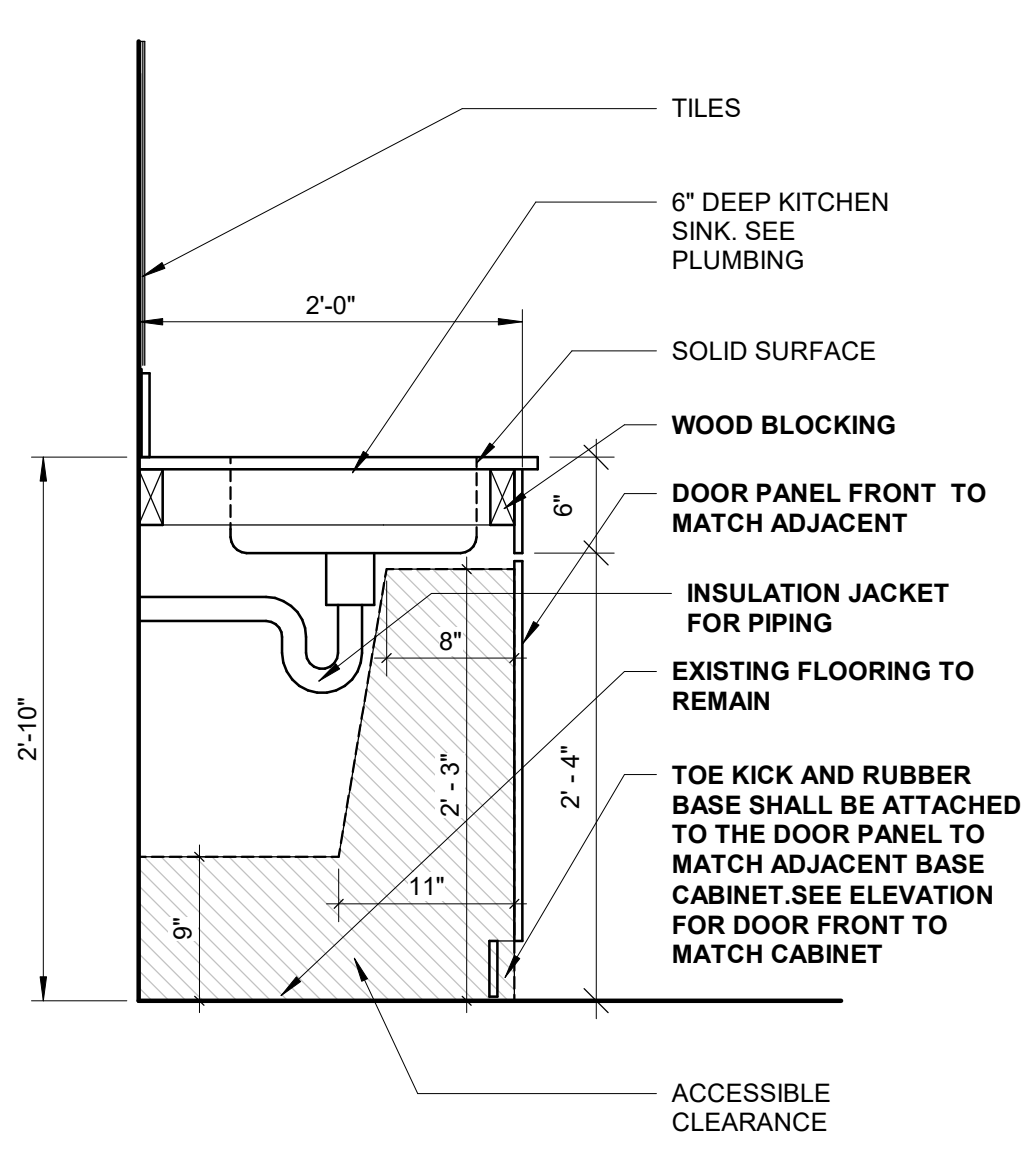
- EQUIPMENT PROVIDED BY OWNER AND CONNECTED BY GC**
- DISHWASHER
 - ELECTRIC RANGE
 - REFRIGERATOR
 - FREEZER
 - WASHER
 - DRYER
 - PRESS
 - MICROWAVE OVEN



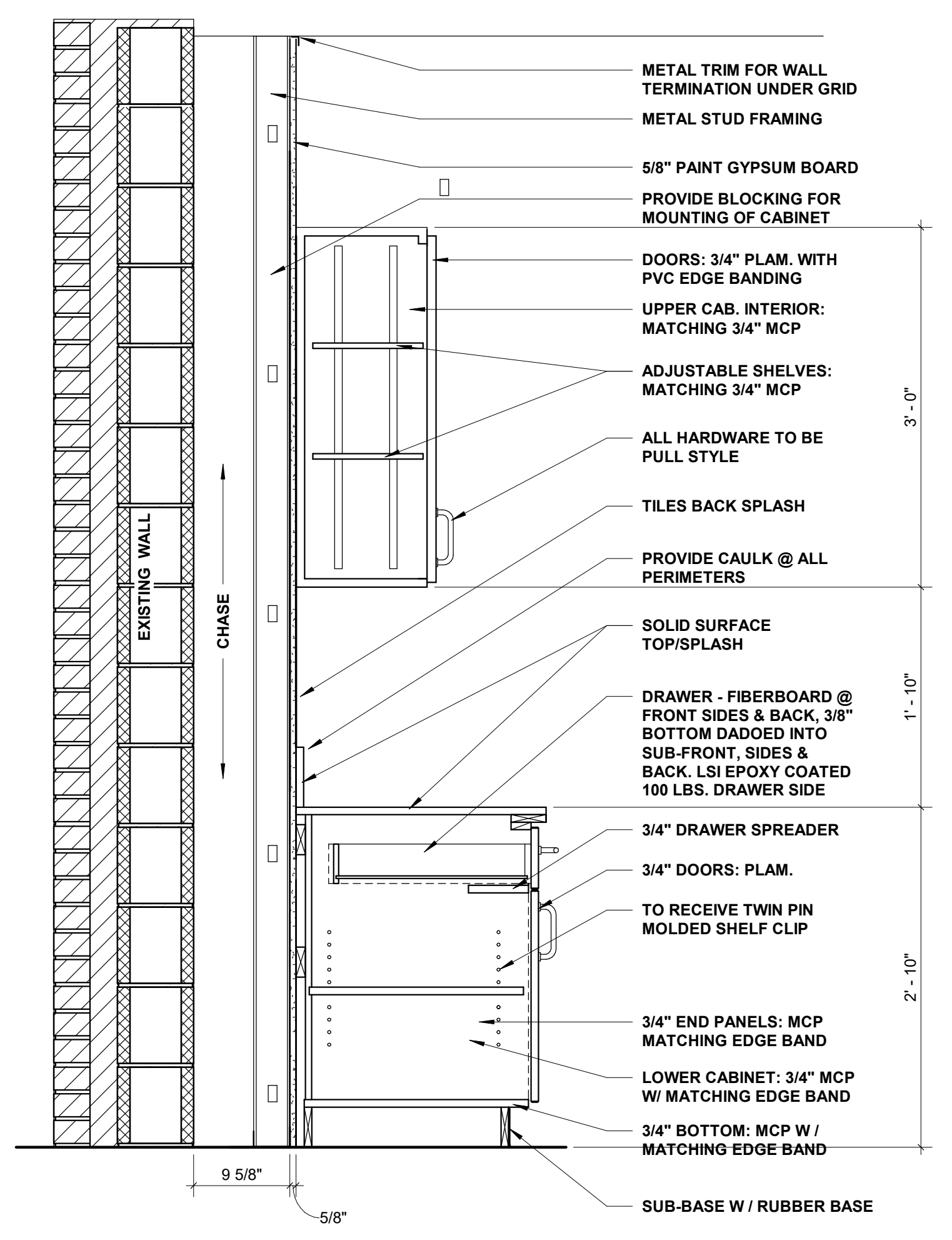
3 ENL. PLAN B - RM 255 (NEW)
1/2" = 1'-0"



4 INT. ELEV. B - RM 255 (NEW)
1/2" = 1'-0"



6 DETAIL @ KITCHEN SINK
1" = 1'-0"



5 SECTION @ TYP CABINET
1" = 1'-0"

Autodesk Docs://24026 Houston High Classroom Remodel/24026 - Houston High School Classroom Remodel.rvt 4/3/2024 6:19:12 PM



Germantown Municipal School District Invitation to Bid

Houston High School Home Economics Classroom Relocation
Germantown Municipal School District
GMSD-FY2024-007
ADDENDUM #3

Response to Questions

BID TIME AND DATE DUE: 2:00 p.m. CST, April 30, 2024. **LOCATION:** Germantown Municipal School District Administrative Offices, 3350 South Forest Hill Irene Road, Germantown, TN 38138

NUMBER OF documents OF ADDENDUM #3: two(2) documents, including this Addendum Acknowledgement Form.

All signed Addenda must be acknowledged and included with your response to GMSD BID # -FY2024-007 Houston High School Home Economics Classroom Relocation-Germantown Municipal School District. Failure to sign, acknowledge and include all Addenda may result in your BID being disqualified and rejected.

Names and signatures below certify that you acknowledge, understand, and agree to all information in Addendum #3- BID # GMSD-FY2024-007.

Authorized Representative (Print)

Signature

Date

Addendum #3

Houston High School Home Economics Classroom Relocation

Bid # FY2024-007

Please see details below in response to the question submitted regarding this bid:

Question:

Could we get any certain specs for the vent hood just so we know exactly what you would want for the new room upstairs.

Answer :

The spec of the vent hood with fire suppression system is called out on Drawing M1.1. The spec and model number is at the upper right corner of the drawing.

Below is the requested info.

<h1 style="margin: 0;">HOOD SCHEDULE</h1>											
MARK	MFR.	MODEL	AIRFLOW (CFM)	ELECTRICAL DATA		LENGTH (IN.)	WIDTH (IN.)	HEIGHT (IN.)	WEIGHT (LBS)	OPENING	REMARKS
				V/PH/HZ	FLA						
H-1	GREENHECK	GRRS	250	115/1/60	1.2	30	23.5	12.5	90	12" x 5"	SEE NOTES

NOTES:

1. VENTILATION RANGE HOOD WITH SELF-CONTAINED FIRE SUPPRESSION SYSTEM IN ACCORDANCE WITH IMC 505.
2. HOOD TO BE WALL MOUNTED AND CONFIGURED AS REAR DISCHARGE TO MFR. PROVIDED WALL CAP.
3. GREENHECK SELECTED TO ESTABLISH STANDARD OF QUALITY NOT TO LIMIT COMPETITION. EQUAL MODELS OF DIFFERENT MFR. MAY BE SUBMITTED FOR REVIEW.
4. SEE DETAIL 3 / THIS SHEET

Proposal for Business Insurance Consulting & Brokerage Services 2024-2025

*Germantown Board of Education
Germantown Municipal School District*



GERMANTOWN
MUNICIPAL SCHOOL DISTRICT
Excellence. Always.

Presented by:
David A. McDonnell
Insight Risk Management, LLC



 7200 Goodlett Farms Pkwy, Cordova TN, 38016

 901 278 5375

 contact@irmllc.com

**Germantown Municipal
School District
Insurance Renewal
2024/2025
Executive Summary**

The City of Germantown has been a Member of Public Entity Partners for several decades. Public Entity Partners is a Captive Insurance Pool providing coverage for Tennessee Municipalities that are protected by The Governmental Tort Liability Act of 1973. This Act limits the liability of Municipalities and other Governmental Entities located in the State of Tennessee. The Pool has 496 Members, has earned premiums of \$68,000,000. Public Entity Partners has declared small dividends for Liability and Workers Compensation but are not able to declare a dividend on the Property.

Public Entity Partners Board of Directors voted to increase Property rates by 8% for the 2024 term which is in line with the increase they experienced in the Reinsurance market for their catastrophe cover, this is the second year wherein the rates for Property increased 8%. Public Entity Partners increased the property values to reflect an adjustment for construction inflation. The property values for the GMSD increased from \$221,597,978 to \$231,408,864.

The General Liability for the GMSD is based off student/faculty count and there was a slight increase in these estimated counts for the upcoming school year. The Errors & Omissions for the GMSD is based on year-to-year increase in the operational budget. The GMSD added (3) vehicles to the Auto and these was an 8% increase in auto physical damage base rates.

Public Entity Partners Board of Directors voted to not increase the base rates for Workers Compensation for the 2024/2025 term. They did declare a \$3,000,000 dividend for the Workers Compensation program. The payroll estimates for the 2024/2025 term were increased by 2%.

The Student Accident policy is based on the number of students and the number of sponsored athletic teams. There was an increase in the estimated student count but the premium remained flat. This program is not underwritten by Public Entity Partners so there is not dividend mechanism that would come into play on the renewal.

Germantown Board of Education

2024/2025 Premium Summary

Line of Coverage	2023/2024	2024/2025	\$\$\$ Change
Property	\$ 317,501	\$ 368,824	\$ 51,323
Equipment	Included	Included	Included
Computers	Included	Included	Included
Breakdown	Included	Included	Included
Automatic Coverages	Included	Included	Included
Earthquake	Included	Included	Included
Workers Compensation	\$ 76,851	\$ 77,493	\$ 642
Liability Total	\$ 66,246	\$ 79,206	\$ 12,960
General Liability	\$ 6,689	\$ 8,923	\$ 2,234
Errors & Omissions	\$ 57,797	\$ 65,121	\$ 7,324
Automobile	\$ 1,760	\$ 5,162	\$ 3,402
Student Accident	\$ 23,290	\$ 23,844	\$ 554
Total Premium	\$ 483,888	\$ 549,367	\$ 65,479
Member Dividends	2023/2024	2024/2025	
Property	\$ -	\$ -	\$ -
Liability	\$ -	\$ 288	\$ 288
Workers Comp	\$ -	\$ 4,248	\$ 4,248
Total	\$ -	\$ 4,536	\$ 4,536

**Germantown Municipal
School District
Property Summary**

Coverage	
Total Premium	\$368,824
Total Insured Values	\$231,408,864
Blanket Building & Personal Property	\$224,052,489
Equipment Breakdown Limit	\$224,968,864
Computer Equipment	\$6,440,000
Mobile Equipment	\$916,375
Crime	\$150,000
Deductible	\$25,000 \$250 EDP, Mobile Equipment \$1,000 Crime
Cause of Loss	Special
Adjustment	Replacement Cost
Flood Coverage	\$1,000,000 Per Occurrence and Annual Aggregate
Earthquake	\$15,000,000 Underground Excluded 1% Deductible subject to \$25,000 per location Per Occurrence and Annual Aggregate
Newly Acquired Property	\$1,500,000
Business Income	\$1,500,000
Extra Expense	\$1,500,000
Rental Income	\$500,000
Valuable Papers	\$250,000
Accounts Receivable	\$250,000
Consequential Loss	\$500,000
Builder's Risk	\$500,000
EDP Media & Software	\$100,000
Personal Effects	\$50,000
Pollutant Clean Up	\$50,000
Fine Arts	\$100,000
Debris Removal	\$500,000
Transit Coverage	\$250,000
Protection & Preservation of Property	\$50,000
Vandalism of Natural Grass Fields	\$100,000
Leasehold Interest	\$500,000
Terrorism	\$500,000 Per Occurrence and Annual Aggregate

	Occupancy	Building Values	Personal Property	Location Total
6655-6685 POPLAR AVENUE	OFFICE-DELETED:7/1/2019	0	0	0
9755 WOLF RIVER BOULEVARD	HOUSTON HIGH SCHOOL, GENERATOR	50,226,405	1,325,000	51,551,405
9755 WOLF RIVER BOULEVARD	HOUSTON HS ANNEX CLASSROOM BUILDING	6,558,924	0	6,558,924
9755 WOLF RIVER BOULEVARD	HOUSTON HS BAND EQUIPMENT BUILDING-DELETED:5/11/2021	0	0	0
9755 WOLF RIVER BOULEVARD	HOUSTON HS GREENHOUSE	297,737	0	297,737
9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD LIGHTING AND FENCING	335,769	0	335,769
9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD HOME BLEACHERS	917,120	0	917,120
9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD VISITOR BLEACHERS	558,530	0	558,530
9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD SCOREBOARD	488,985	0	488,985
9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD STORAGE BUILDING	3,877	0	3,877
9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD TICKET BOOTH	9,227	0	9,227
9755 WOLF RIVER BOULEVARD	HOUSTON HS FOOTBALL FIELD TICKET BOOTH	2,407	0	2,407
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD CONCESSION STAND	165,168	0	165,168
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD LIGHTING AND FENCING	402,054	0	402,054
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD ELEVATED WOOD DECK	9,361	0	9,361
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD BLEACHERS	180,382	0	180,382
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD STORAGE GARAGE	24,475	0	24,475
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD DUGOUTS	26,078	0	26,078
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD STORAGE BUILDING	4,948	0	4,948
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD SCOREBOARD	40,388	0	40,388
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD HOUSE	1,403,931	0	1,403,931
9755 WOLF RIVER BOULEVARD	HOUSTON HS BASEBALL FIELD LAWN EQUIPMENT BLDG.	107,468	0	107,468
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SCHOOL, GENERATOR	32,708,981	1,016,000	33,724,981
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE STORAGE BUILDING	3,343	0	3,343
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER LIGHTING AND FENCING	205,374	0	205,374
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE TICKET BOOTH	9,227	0	9,227
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER BLEACHERS	139,089	0	139,089

9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER SCOREBOARD	12,972	0	12,972
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER DUGOUTS	8,691	0	8,691
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER SCORER BOOTHS	2,138	0	2,138
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER CONCESSION STAND	111,923	0	111,923
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE SOCCER STORAGE	3,877	0	3,877
9400 WOLF RIVER BOULEVARD	HOUSTON MIDDLE STORAGE BUILDING	1,471	0	1,471
8945 DOGWOOD ROAD	DOGWOOD ELEMENTARY SCHOOL	20,447,195	304,746	20,751,941
8945 DOGWOOD ROAD	DOGWOOD ELEMENTARY PLAYGROUND EQUIPMENT	274,918	0	274,918
7391 NESHOPA ROAD	RIVERDALE ELEMENTARY SCHOOL	33,105,397	750,000	33,855,397
7391 NESHOPA ROAD	RIVERDALE ELEMENTARY KINDERGARTEN CLASSROOM BLDG.	3,207,744	0	3,207,744
7391 NESHOPA ROAD	RIVERDALE ELEMENTARY GYMNASIUM	2,214,560	0	2,214,560
7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PORTABLE RESTROOM BLDG.	56,170	0	56,170
7391 NESHOPA ROAD	RIVERDALE ELEMENTARY LARGE STORAGE BLDG.	9,763	0	9,763
7391 NESHOPA ROAD	RIVERDALE ELEMENTARY STORAGE BLDG	2,540	0	2,540
7391 NESHOPA ROAD	RIVERDALE ELEMENTARY STORAGE BLDG	2,540	0	2,540
2085 CORDES ROAD	FARMINGTON ELEMENTARY SCHOOL, GENERATOR	15,094,436	500,000	15,594,436
2085 CORDES ROAD	FARMINGTON ELEMENTARY PLAYGROUND EQUIPMENT	126,050	0	126,050
2085 CORDES ROAD	FARMINGTON ELEMENTARY STORAGE BUILDING	2,809	0	2,809
2085 CORDES ROAD	FARMINGTON ELEMENTARY STORAGE BUILDING	2,809	0	2,809
9755 WOLF RIVER PARKWAY	HOUSTON HS FOOTBALL FIELD SYNTHETIC TURF	1,980,935	0	1,980,935
2085 CORDES ROAD	FARMINGTON ELEM PORTABLE CLASSRMS (5) - RESTROOMS (3)	909,513	0	909,513
8945 DOGWOOD ROAD	DOGWOOD ELEM PORTABLE CLASSRMS (8) - RESTROOMS (3)	1,132,273	0	1,132,273
3366 S FOREST HILL IRENE ROAD 38138	FOREST HILL ELEMENTARY SCHOOL, GENERATOR	24,867,623	1,850,000	26,717,623
3350 S FOREST HILL IRENE ROAD	DISTRICT OFFICE	5,114,787	300,000	5,414,787
9777 WOLF RIVER BLVD @ HOUSTON LEVEE PARK	TENNIS COURTS (4) LIGHTING AND FENCING	153,216	0	153,216
9777 WOLF RIVER BLVD @ HOUSTON LEVEE PARK	BASEBALL FIELDS (2) LIGHTING, FENCING, DUGOUTS AND BLEACHERS	332,510	0	332,510
9777 WOLF RIVER BLVD @ HOUSTON LEVEE PARK	RESTROOM BUILDING	166,255	0	166,255

9755 WOLF RIVER BOULEVARD	HOUSTON HS FIELD HOUSE	4,831,185	0	4,831,185
9755 WOLF RIVER BOULEVARD	HOUSTON HS BAND BUILDING	1,885,613	0	1,885,613
9755 WOLF RIVER BOULEVARD	HOUSTON HS CONCESSION STAND/PADDOCK	955,080	0	955,080
9777 WOLF RIVER BLVD @ HOUSTON LEVEE PARK	RESTROOM/CONCESSION STAND	193,421	0	193,421
7391 NESHOPA ROAD	RIVERDALE ELEMENTARY PLAYGROUND EQUIPMENT	168,429	0	168,429
9755 WOLF RIVER BOULEVARD	HOUSTON HS SOFTBALL COMPLEX DUGOUTS, FENCE, BLEACHERS, LIGHTING, SCOREBOARD,	916,975	125,000	1,041,975
9755 WOLF RIVER BOULEVARD	BALL FIELD #1 SYNTHETIC TURF - INCL IN LOC 85	202,852	0	202,852
9755 WOLF RIVER BOULEVARD	BALL FIELD #1 BULLPEN	112,811	0	112,811
9755 WOLF RIVER BOULEVARD	SOFTBALL FIELD HOUSE/PRACTICE CENTER/WEIGHT ROOM	4,029,099	0	4,029,099
9755 WOLF RIVER BOULEVARD	BALL FIELD #2 LIGHTING/FENCING/DUGOUTS/SCOREBOARD/FL	218,377	0	218,377
9755 WOLF RIVER BOULEVARD	BALL FIELD #3 LIGHTING/FENCING/DUGOUTS/SCOREBOARD/FL	193,538	0	193,538

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**Germantown Board of Education 2024/2025 Policy
 Germantown Municipal School District**

Coverage	Limit
Workers Compensation	Statutory
Employers Liability	\$ 1,000,000
	\$ 1,000,000
	\$ 1,000,000

	Payroll	Payroll	%
Classification	2023/2024	2024/2025	Difference
Schools Professional	\$ 43,652,354	\$ 45,052,451	0.03
Schools All Other	\$ 1,028,726	\$ 715,831	-0.44
GMSD Board Member	Included	Included	
Total Payroll	\$ 44,681,080	\$ 45,768,282	0.02
	Base Rates	Base Rates	
	2023/2024	2024/2025	
Schools Professional	0.141	0.141	0.00
Schools All Other	1.457	1.457	0.00
Increased Limit Factors	1.028	1.028	
Experience Mod Factor	0.86	0.91	0.05
Schedule Mod Factor	0.805	0.805	0.00
Deductible Factor (\$1,000)	0.90	0.90	
Three Year Policy Factor	0.98	0.98	
Estimated Premium	\$76,851	\$79,206	0.03

Germantown Municipal School District Liability Coverages

Limits of Coverage

Coverage A - General Liability and Coverage B - Personal Injury Liability

- \$ **300,000** Per Person for Bodily Injury or Personal Injury as limited by the Tort Liability Act
- \$ **700,000** Per Occurrence for Bodily Injury or Personal Injury as Limited by the Tort Liability Act
- \$ **100,000** Per Occurrence for Property Damage as Limited by the Tort Liability Act
- \$ **5,000,000** Per Occurrence for Each Other Loss
- \$ **1,000** Per Person and **\$10,000** Per Accident for Medical Payment
- \$ **500,000** Per Person/**\$1,000,000** Per Occurrence for Catastrophic Medical Expenses Excess of Bodily Injury
- \$ **100,000** Per Occurrence for Fire Damage
- \$ **100,000** Per Occurrence for Impounded Property or Commandeered Property Damage
- \$ **100,000** Per Occurrence for Non-Monetary Defense Cost
- \$ **100,000** Per Occurrence for Sewer Backup/Water Main Break
- \$ **5,000** Per Occurrence Deductible

Coverage C - Errors or Omissions Liability

- \$ **5,000,000** Per Occurrence
- \$ **5,000,000** Per Occurrence/Policy Aggregate for Employee Practices Liability
- \$ **1,000,000** Per Occurrence/Policy Aggregate for Privacy/Network/Cyber Liability
- \$ **1,000,000** Per Occurrence for Employee Benefits/Fiduciary Liability
- Deductible \$5,000 Per Occurrence**

Coverage D - Automobile Liability (Owned, Hired and Non Owned Autos)

- \$ **300,000** Per Person for Bodily Injury or Personal Injury as limited by the Tort Liability Act
- \$ **700,000** Per Occurrence for Bodily Injury or Personal Injury as Limited by the Tort Liability Act
- \$ **100,000** Per Occurrence for Property Damage as Limited by the Tort Liability Act
- \$ **5,000,000** Per Occurrence for Each Other Loss
- \$ **1,000** Per Person and **\$10,000** Per Accident for Medical Payment
- \$ **500,000** Per Person/**\$1,000,000** Per Occurrence for Catastrophic Medical Expenses Excess of Bodily Injury
- \$ **300,000** Per Occurrence for Uninsured / Underinsured Motorist Coverage Bodily Injury
- \$ **100,000** Per Occurrence for Uninsured / Underinsured Motorist Coverage Property Damage
- Deductible \$5,000 Per Occurrence**
- No Deductible on UM Coverage**

Coverage E - Automobile Physical Damage

Physical Damage Deductibles

- \$ **500** Comprehensive
- \$ **500** Collision

**Germantown Municipal
School District
Student Accident Policy**

Accidental Death and Dismemberment

Eligibility

Class 1 – All registered Students of GMSD

Principal Sum

Class 1 - \$10,000

Hazard/When Coverage Applies

Class 1 – Covered Activities

Additional Benefits

Accident Medical Expense

Maximum Benefit Amount: \$25,000

Deductible: \$500

Policy Exclusions

Disease or Illness

Suicide or Intentional Injury

Incarceration

War

Service in the Armed Forces

Owned Aircraft, Leased Aircraft or Operated Aircraft

Aircraft Pilot or Crew

Aggregate Limit of Insurance

A maximum limit of insurance of \$1,000,000 applies per Accident.



GERMANTOWN
MUNICIPAL SCHOOL DISTRICT
Inspiring Personal Excellence

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School Tenure Eligibility Review

Understandings:

1. According to school board policy, 5.117-*Teacher Tenure*, “the decision to grant tenure is solely within the discretion of the board.”
2. Tenure is granted typically when there has been a completion of five (5) school years or not less than forty-five (45) months within the last seven-year period.
3. Employees’ evaluations must demonstrate an overall performance effectiveness level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education, during the last two (2) years of the probationary period.
4. Teachers from other public school systems in the state of Tennessee who arrived to us in a non-tenured status can include these years of service to count towards the five (5) years with the last two of the five years being at levels of overall performance level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education. Year 5 of the non-tenured status does have to be with the Germantown Municipal School District.
5. A teacher who comes to us and *has tenure* from another Tennessee public school system must serve two (2) consecutive school years with us on probationary status. During these two (2) years of service, the teacher does have to perform at levels of overall performance level (LOE) of “above expectations” or significantly above expectations” as provided in the evaluation guidelines adopted by the state board of education.

Process:

- A list was generated by the Human Resources Department on teachers who met tenure eligibility requirements at the conclusion of the 2022-2023 school year.
- GMSD reviewed their overall level of effectiveness (LOE) scores for the 21-22 and 22-23 school years to determine tenure eligibility.
- Principals reviewed the list to provide their recommendation to Superintendent Manuel, and then were asked to identify any staff members who may have inadvertently been left off the list.
- HR reviewed these additional names and determined their eligibility status for tenure as described in the *Understandings* section and presented the list to Superintendent Manuel for consideration. Superintendent Manuel is providing the GMSD School Board with the finalized list of teacher names eligible for tenure, which can be found on page 2.

With Gratitude:

Thank you, GMSD School Board, for reviewing this list of twenty four (24) staff members. By granting these teachers tenure, you have honored their work with children in this school district. On their behalf, Superintendent Manuel, the GMSD HR Team, and our School Principals appreciate the consideration and the amount of work you put in for this school district.

GMSD Tenure Recommendations

The following Certified Staff Members have met the requirements for initial tenure eligibility according to TCA 49-5-501 et seq.

Certified Staff Member	Location
Andrea Adair	Dogwood Elem
Emily Mashour	Dogwood Elem
Elizabeth Stuart	Dogwood Elem
Karen Teel	Dogwood Elem

Certified Staff Member	Location
Jessica Cranford	Forest Hill Elem
Kelsey Holland	Forest Hill Elem
Kimber Howard	Forest Hill Elem
Amanda Lewis	Forest Hill Elem

Certified Staff Member	Location
Courtney Brookshire	Houston High
Virginia Coltharp	Houston High
Nicole Chrestman	Houston High
Christian Jackson	Houston High
Marilyn Johnson	Houston High
Dr. Brooke Lubin	Houston High
Bradley Williamson	Houston High

Certified Staff Member	Location
Robert Anderson	Houston Middle
Brian Haynes	Houston Middle
Melissa Heim	Houston Middle
Diana Lang	Houston Middle
Joseph Murray	Houston Middle

Certified Staff Member	Location
Kaitlyn Frizzell	Riverdale Elem
Patrick Gossett	Riverdale Elem

Certified Staff Member	Location
Jessica Gillaspie	District Office
Memory Schwartz	District Office