BOARD MEMO – INFORMATION ITEM

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

Providing Foundations Together, Cultivating Individual Growth

To: Board of Education

From: Cody Martzluf, Superintendent

Date: Tuesday, October 20, 2026

RE: Junior High Phase 1 HVAC Bid Package

Background:

- CORE is recommending that the District move forward with an early HVAC equipment bid package to help ensure the necessary materials are available for installation during summer break 2027.
- The Junior High renovation will need to be completed in at least two phases. The first phase will focus on the 1970s addition.
- This initial bid package will be for the purchase of HVAC equipment only and will not include installation or labor.
- The bid package will also include an alternate for the remaining High School rooftop HVAC units. CORE recommended including these units in the same bid package in an effort to obtain more competitive pricing than purchasing the units individually.
- The goal is to have the bids reviewed and vetted, with a recommendation for the lowest responsible bidder ready for Board consideration at the December Board of Education meeting.