BOARD MEMO – ACTION ITEM

To: Board of Education

From: Cody Martzluf, Superintendent

Date: Tuesday, November 17, 2026

RE: Junior High School HVAC Equipment

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

Providing Foundations Together, Cultivating Individual Growth

Recommendation:

I recommend that the Board of Education approve the Guaranteed Maximum Price (GMP) Proposal from Core Construction for the base bid in the amount of $248,072 for the procurement of three HVAC rooftop units as part of Phase 1 of the Putnam County Junior High School Renovation Project.

Background:

- As part of the planned renovations at Putnam County Junior High School, the District will be replacing aging HVAC rooftop units to improve heating and cooling efficiency, reliability, and overall building comfort. The existing equipment is more than 20 years old and utilizes outdated technology and refrigerants that have been phased out.

- Phase 1 of the HVAC replacement project includes the following three rooftop units:
  - RTU-2 – Administrative Offices, Teacher's Lounge, and Conference Room: Provides heating and cooling to the school's administrative and staff spaces.
  - RTU-4 – Southwest Classrooms/Media Center: Serves the southwest classrooms and media center.
  - RTU-5 – Art Classroom: Provides heating and cooling to the art classroom.

- The District recently conducted a competitive bidding process for the purchase of the rooftop HVAC equipment. Following the bid opening and review of the submitted bids, Chapman's Mechanical was identified as the lowest responsible bidder, with a total bid of $204,500.

- The District's goal is to procure this equipment well in advance of the summer 2027 renovation work. Due to potential manufacturing and delivery lead times associated with commercial HVAC equipment, purchasing these units early will help ensure the equipment is available when construction begins. This proactive approach will minimize the risk of delays and help keep Phase 1 of the renovation project on schedule.

- The District is also applying for the 2027 School Maintenance Project Grant (SMPG) through the Illinois State Board of Education. This grant provides dollar-for-dollar matching funds of up to $50,000 for eligible school maintenance projects. If awarded, the District would receive $50,000 in state funding to offset the cost of the HVAC replacement project.

601 SW Water St.
Peoria, IL 61602

T 309.404.4700

November 11, 2026

VIA ELECTRONIC MAIL

Mr. Cody Martzluf
Superintendent
Putnam County CUSD #535
400 E Silverspoon Avenue
Granville, IL 61326

Re: GMP Proposal
Bid Release 1 – HVAC Equipment Pre-Purchase | Junior High Alterations
Putnam County Schools Additions and Renovations

Dear Mr. Martzluf,

On behalf of CORE Construction, I am pleased to submit our Guaranteed Maximum Price (GMP) proposal for Bid Release 1 – HVAC Equipment Pre-Purchase | Junior High Alterations. We have included a GMP Estimate Summary, Basis of GMP, Project Schedule, and Site Phasing Plan.

GMP Cost Summary:

Base Bid		**$ 248,072**
Alternate 01 – High School HVAC Equipment	**add**	**$ 431,065**
Total of Base Bid and Alternate 01		**$ 679,137**

Thank you for this opportunity to work with Putnam County CUSD #535. We look forward to a successful and enjoyable project together. Please do not hesitate to contact me directly with any questions or comments.

Respectfully submitted,

Greg Campen

Greg Campen
PreConstruction Manager

CORE Construction | Midwest
P: 309-404-4700 | C: 309-256-2270 | W: coreconstruction.com
E: gregcampen@coreconstruction.com

GMP Estimate Summary

BR 1 - HVAC Equipment Pre-Purchase Junior High Alterations

11/11/2026

#	Description		Base Price	ALTERNATES ALT 01 - Provide High School HVAC Equipment
	MEP SYSTEMS		$204,500	$390,200
99	HVAC Systems	Chapman's Mechanical Systems	**$204,500**	$390,200
	CONTINGENCIES & ALLOWANCES		$12,404	$21,553
5.0%	Construction Contingency		**$12,404**	$21,553
	Subtotal		$216,904	$411,753

	GENERAL REQUIREMENTS	BASED ON	SUB TOTAL	SUB TOTAL
	General Conditions		**$19,668**	
	General Requirements		**$1,256**	**$1,509**
	Subtotal (with General Requirements)		$237,827	$413,262

RATE	PROFESSIONAL SERVICES	BASED ON	SUB TOTAL	SUB TOTAL
0.20%	Precon Fee	$248,072	**$496**	**$862**
	Subtotal (with GR's and Prof. Services)		$238,323	$414,124

	INSURANCE, BONDS, AND BUILDERS RISK	BASED ON	SUB TOTAL	SUB TOTAL
REQUIRED	General Liability	$248,072	**$2,481**	**$4,311**
NOT REQUIRED	Subcontractor Insurance	$216,904	**NOT REQUIRED**	
NOT REQUIRED	Building Permit	$248,072	**NOT REQUIRED**	
REQUIRED	Payment and Performance Bond	$248,072	**$1,637**	**$2,845**
REQUIRED	Builders Risk Insurance	$248,072	**$422**	**$733**
	Subtotal (with GR's, Prof. Services, & Insurance)		$242,863	$422,013

RATE	SALES TAX	BASED ON	SUB TOTAL	SUB TOTAL
0.00%	Sales Tax		**Exempt**	**Exempt**
	Subtotal (with GR's, Prof Services, Insurance, & Tax)		$242,863	$422,013

RATE	CONTRACTOR'S FEE	BASED ON	SUB TOTAL	SUB TOTAL
2.10%	Overhead & Profit	$248,072	**$5,210**	**$9,052**
	Subtotal (GR's, Prof Services, Insurance, Tax, & Fee)		$248,072	$431,065

	Estimate Amount	ALT 01 - Provide High School HVAC Equipment
Estimate Total	**$248,072**	**$431,065**

BASIS OF GMP

The Basis of GMP is a written narrative clarifying the scope, assumptions and exclusions CORE used in establishing the Guaranteed Maximum Price dated November 11, 2026.

ASSUMPTIONS, CLARIFICATIONS, & EXCLUSIONS

Schedule

- Refer to Project Schedule.
- Schedule is dependent upon CORE's receipt of executed contract amendment by November 18, 2026.
- Refer to general assumptions, any Owner or Owner agent action or inaction resulting in delay or deviation from this schedule's specified dates will allow for an extension of the schedule.
- Schedule based upon unit lead times and subsequent phases schedules. Schedule to be provided and confirmed with future GMPs.

Alternates

- **Alternate 01 – Provide High School HVAC Equipment**
  - **Status:** Undecided
  - **Value:** Add **$431,065** (Value is based on accepting alternate concurrently with Base Bid).
  - **Description:** Additional cost to provide HVAC equipment for Putnam County High School.

Contingencies

- **Construction Contingency of 5%** is included in the GMP. Construction Contingency is intended to be used at CORE's discretion to cover costs that have not been identified as a trade-specific scope on the GMP documents and may require further clarification or coordination. These costs may include scope gap, coordination issues between trades, and missed scope during the competitive bidding process. Construction Contingency does not account for design revisions or additional scope requests made by the Owner or Architect.

General Assumptions

1. The pricing in this proposal is based on the following documents:
    - Project Manual by Larson & Darby Group dated October 22, 2026
    - Trade Package Manual by CORE Construction dated October 23, 2026
    - Addendum No. 1 by CORE Construction dated November 6, 2026
2. The pricing in this proposal is valid for 30 days.
3. Conflicts in Construction documents are subject to price adjustments.
4. The information and contents of this document and any related attachments may contain proprietary, business-confidential and/or privileged material. This document is intended for the recipient and those within their organization only. It is strictly forbidden to share any part of this document, its contents, or format with any third party, unless required by law, without the written consent of CORE Construction.
5. The Date of Commencement of Construction under the Project Authorization shall be the day upon which the latest of the following is received by CORE Construction:
    - Project Authorization fully executed by Owner. Acceptance of alternates must occur with the project Authorization
    - Issuance of Site Permit, Building Permit, and any other permits required to commence the Work and maintain unhindered progress.
    - Full access to the Project Site or location of the Work.
6. The Contract Price and/or Contract Time shall be equitably adjusted by Change Order for additional costs or time needed resulting from any change in law, including increased taxes, tariffs and material price escalation to the extent caused by such tariffs. The term "law" in the preceding sentence means federal, state, or local law, ordinance, code, rule, or regulation applicable to the Work with which Contractor must comply.
7. In the event the Construction Manager's costs based on actual hours incurred for preconstruction services exceed the contract's lump sum amount, CORE may apply any unused funds from general conditions, general requirements, contingencies, or allowances to help offset the overage at the end of the project.
8. The parties acknowledge that some of the materials and products to be used and installed in the construction of this project may become unavailable, delayed in shipment and/or subject to price increases due to circumstances beyond the control of the Contractor. If a specified product is unavailable or shipment is delayed, Contractor shall provide written notice and shall be afforded additional time and substitute products may be considered. If there is an increase in price of materials, equipment, or products between the date of this contract and the time when the job is ready for the installation of the affected material, the amount of this contract shall be increased to reflect the additional cost to obtain the materials, provided that the Contractor gives the Owner written notice and documentation of the increased costs. Additional contract days will be added as a result of this delay.

9. Architect and/or consultants will provide CAD (or suitable electronic based) files upon request at no cost to the Contractor if requested.
10. CORE has assumed that the design meets all State and local requirements as necessary for issuance of permits, substantial completion and/or occupancy certifications and assumes to financial risk for failures of the designer to meet requirements. The Contract Price and/or Contract Time shall be equitably adjusted by Change Order for additional costs or time resulting from design changes required by governing authorities.
11. Builders Risk is provided by CORE. Deductible is by Owner.

Specific Exclusions to the GMP

The following items are **not** included in this GMP:

1. Design fees or other professional services fees
2. Hazardous material testing, survey, abatement, removal or disposal
3. Sales tax
4. Any costs for meeting any MBE/ WBE participation goals.
5. Costs for unforeseen conditions that could be uncovered throughout the construction process
6. Installation of equipment
7. Modifications to existing building or building systems required for installation of the units

Other Scope Specific Assumptions and Clarifications

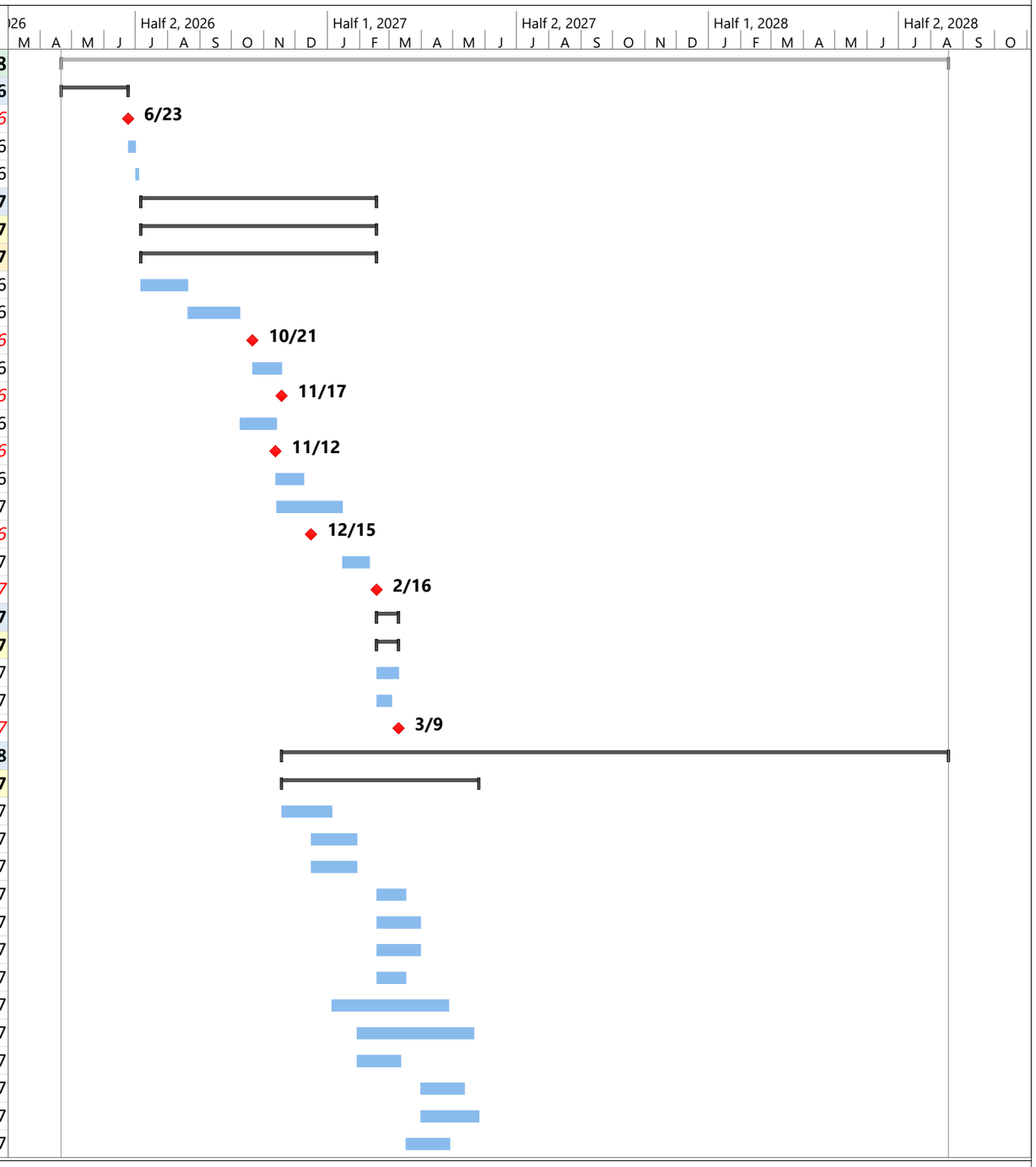
00 – General Conditions and Soft Cost Items

1. Items Included in this estimate:
   a. Project Management
   b. Site Superintendent

End of Basis of GMP

Putnam County Jr. High DD Schedule

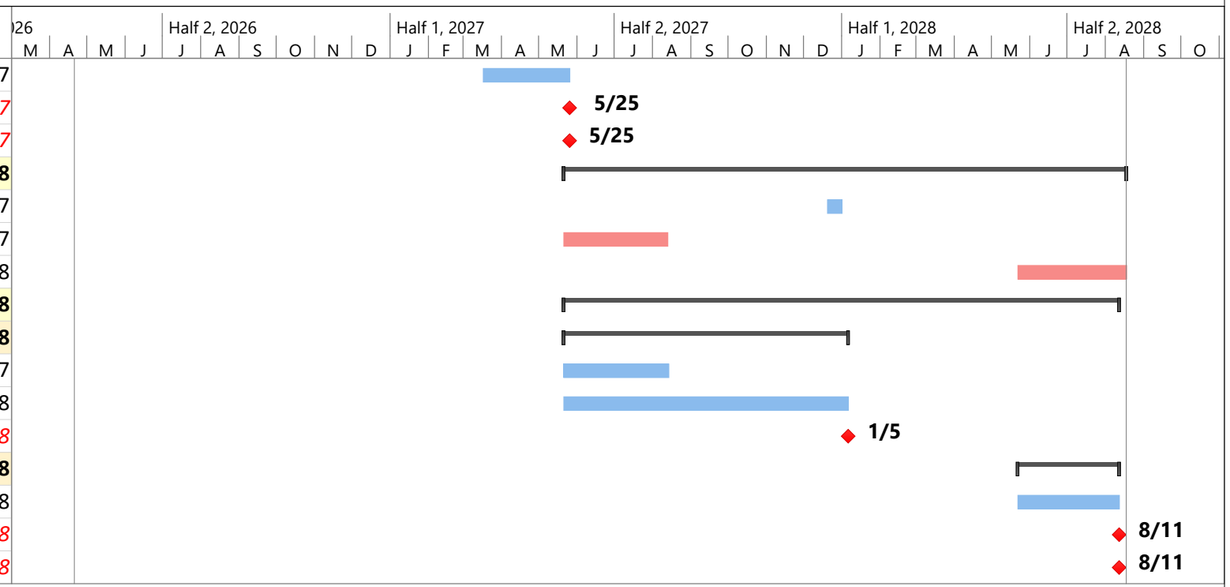
ID	Task Name	Duration	Start	Finish
0	**Putnam County Jr. High DD Schedule**	**596 d**	**Tue 4/21/26**	**Thu 8/17/28**
1	**Putnam County CM Selection Schedule**	**45 d**	**Tue 4/21/26**	**Tue 6/23/26**
9	*Putnam County Selection/ Notification Complete*	*0 d*	*Tue 6/23/26*	*Tue 6/23/26*
10	Contract Negotiations	5 d	Wed 6/24/26	Tue 6/30/26
11	Contract Executed	3 d	Wed 7/1/26	Fri 7/3/26
12	**Design, Preconstruction, & Contracts**	**157 d**	**Mon 7/6/26**	**Tue 2/16/27**
13	**Putnam County Design Phase**	**157 d**	**Mon 7/6/26**	**Tue 2/16/27**
14	**All Remaining Design Phase**	**157 d**	**Mon 7/6/26**	**Tue 2/16/27**
15	SD Design	33 d	Mon 7/6/26	Wed 8/19/26
16	DD Design	35 d	Thu 8/20/26	Thu 10/8/26
17	*Issue Early Bid Pack - HVAC Purchase*	*0 d*	*Wed 10/21/26*	*Wed 10/21/26*
18	Bidding Early Bid Pack	20 d	Wed 10/21/26	Tue 11/17/26
19	*PC Board Approval - HVAC Purchase*	*0 d*	*Tue 11/17/26*	*Tue 11/17/26*
20	50% CD Design/Precon	25 d	Fri 10/9/26	Thu 11/12/26
21	*Issue Early Bid Pack - Foundations/Lighting*	*0 d*	*Thu 11/12/26*	*Thu 11/12/26*
22	Bidding Early Bid Pack	17 d	Thu 11/12/26	Tue 12/8/26
23	100% CD Design/Precon	41 d	Fri 11/13/26	Thu 1/14/27
24	*PC Board Approval - Foundations/Lighting*	*0 d*	*Tue 12/15/26*	*Tue 12/15/26*
25	Bidding Phase	18 d	Fri 1/15/27	Tue 2/9/27
26	*PC Board Approval - Overall*	*0 d*	*Tue 2/16/27*	*Tue 2/16/27*
27	**Documentation**	**15 d**	**Wed 2/17/27**	**Tue 3/9/27**
28	**Permits**	**15 d**	**Wed 2/17/27**	**Tue 3/9/27**
29	ROE Permits	15 d	Wed 2/17/27	Tue 3/9/27
30	SWPP Permits	10 d	Wed 2/17/27	Tue 3/2/27
31	*Permits Complete*	*0 d*	*Tue 3/9/27*	*Tue 3/9/27*
40	**Submittals, Submittal Review, & Lead Times**	**447 d**	**Wed 11/18/26**	**Thu 8/17/28**
41	**Submittals/Long Lead Materials**	**131 d**	**Wed 11/18/26**	**Tue 5/25/27**
42	Submit/Review Mechanical Submittals	30 d	Wed 11/18/26	Mon 1/4/27
43	Submit/Review Electrical Submittals	30 d	Wed 12/16/26	Thu 1/28/27
44	Submit/Review Rebar Shop Drawings	30 d	Wed 12/16/26	Thu 1/28/27
45	Submit/Review Door & Hardware Shop Drawings	20 d	Wed 2/17/27	Tue 3/16/27
46	Submit/Review Millwork Submittals	30 d	Wed 2/17/27	Tue 3/30/27
47	Submit/Review Window Submittals	30 d	Wed 2/17/27	Tue 3/30/27
48	Submit/Review Flooring Submittals	20 d	Wed 2/17/27	Tue 3/16/27
49	Procure Mechanical Equipment	80 d	Tue 1/5/27	Mon 4/26/27
50	Procure Electrical Equipment	80 d	Fri 1/29/27	Thu 5/20/27
51	Procure Rebar	30 d	Fri 1/29/27	Thu 3/11/27
52	Procure Millwork	30 d	Wed 3/31/27	Tue 5/11/27
53	Procure Windows	40 d	Wed 3/31/27	Tue 5/25/27
54	Procure Flooring	30 d	Wed 3/17/27	Tue 4/27/27



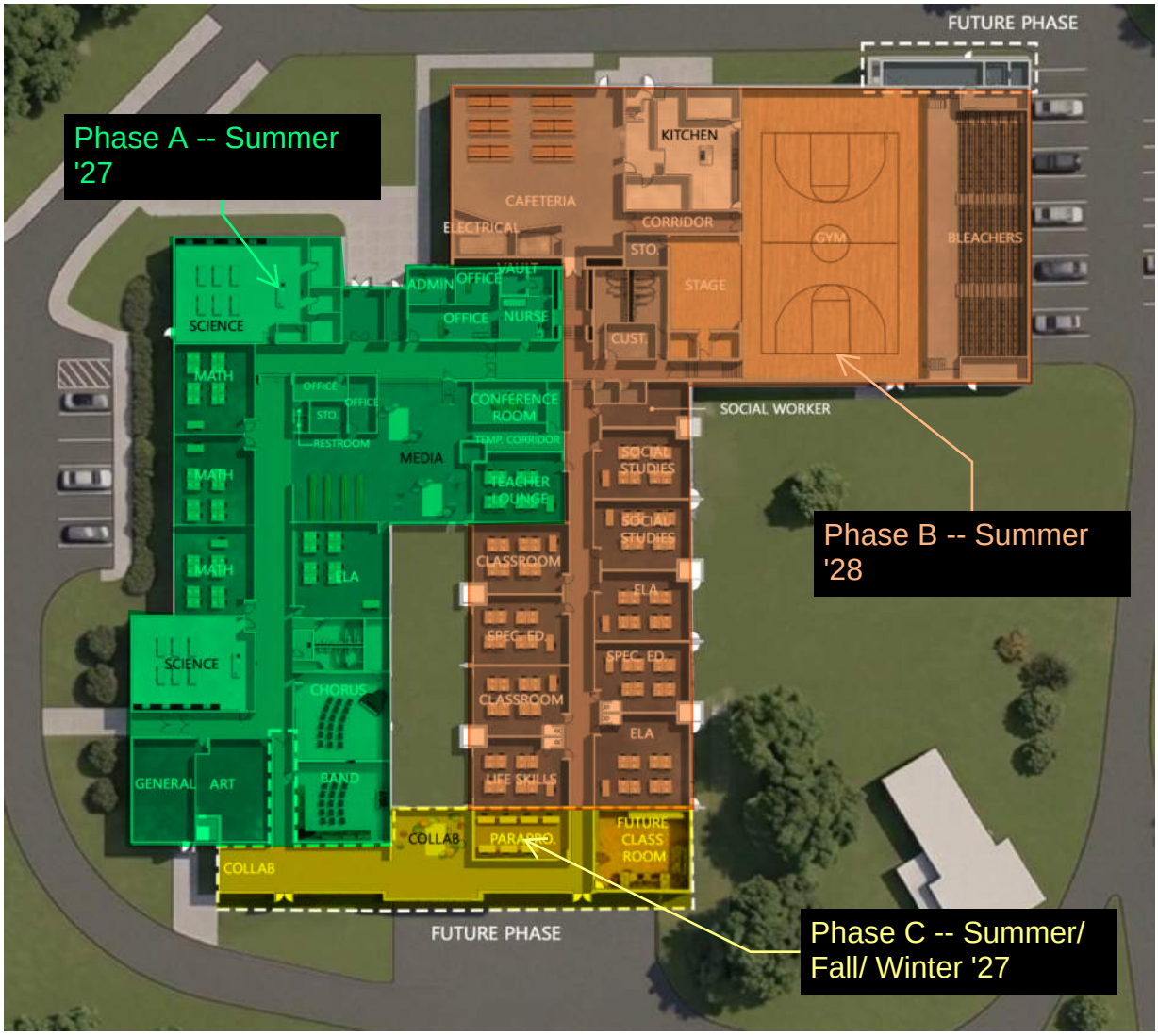
Task | Milestone | Summary | Project Summary | Deadline | Critical | Progress

Putnam County Jr. High DD Schedule

ID	Task Name	Duration	Start	Finish
55	Procure Doors, Frames & Hardware	50 d	Wed 3/17/27	Tue 5/25/27
56	*Submittals Complete*	*0 d*	*Tue 5/25/27*	*Tue 5/25/27*
57	*Procurement Complete*	*0 d*	*Tue 5/25/27*	*Tue 5/25/27*
58	**School Calendar Dates**	**319 d**	**Fri 5/21/27**	**Thu 8/17/28**
59	Christmas Break '27	10 d	Mon 12/20/27	Fri 12/31/27
60	Summer Break '27	59 d	Fri 5/21/27	Thu 8/12/27
61	Estimated Summer of '28	62 d	Mon 5/22/28	Thu 8/17/28
62	**Building Construction -- JR HIGH**	**315 d**	**Fri 5/21/27**	**Fri 8/11/28**
63	**Phase A -- Summer '27**	**160 d**	**Fri 5/21/27**	**Wed 1/5/28**
64	Interior Remodel Area B - 17,000 SF	60 d	Fri 5/21/27	Fri 8/13/27
65	New Addition - 4,000 SF	160 d	Fri 5/21/27	Wed 1/5/28
66	*Phase A Complete*	*0 d*	*Wed 1/5/28*	*Wed 1/5/28*
67	**Phase B -- Summer '28**	**58 d**	**Mon 5/22/28**	**Fri 8/11/28**
68	Inteior Remodel Area A - 32,000 SF	58 d	Mon 5/22/28	Fri 8/11/28
69	*Phase B Complete*	*0 d*	*Fri 8/11/28*	*Fri 8/11/28*
195	*PC Jr. High Construction Complete*	*0 d*	*Fri 8/11/28*	*Fri 8/11/28*



Task | Milestone | Summary | Project Summary | Deadline | Critical | Progress



Phasing Plan