



UNITED TOWNSHIP

HIGH SCHOOL DISTRICT 30

To: Board of Education
From: Janice Roome, Comptroller
CC: Dr. Jay Morrow, Dave Bisby
Date: August 11, 2025
Re: Request approval of proposal for purchase of HVAC equipment

Background Information

The HVAC unit for the cafeteria is scheduled to be replaced this year. It is currently included in the preliminary FY26 capital projects budget.

Administrative Considerations

Due to long lead times, the equipment will need to be ordered as soon as possible to have it by next spring. The unit has already failed, and is being repaired to last until the new unit arrives. The estimated cost is more than originally budgeted, so it will be moved from the Capital Projects Fund to the Operations & Maintenance Fund in the final FY26 budget.

Options Considered

The shortest lead time for the unit is a purchase from Mechanical Sales through the TIPS purchasing cooperative. The TIPS cooperative has gone through the bidding process with the state of Illinois, so no additional bid procedures are required. The quoted amount is \$371,306. We obtained an additional quote to ensure that the TIPS quoted price was reasonable and to compare lead times.

Fund Source

Operations and Maintenance Fund

Recommendation

We recommend approval of the Mechanical Sales quote to purchase the HVAC equipment through the TIPS cooperative.