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COMMUNITY HIGH SCHOOL

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To: Dr. Robert Schiffbauer, Board of Education
From: Dr. Kathleen Wilkey
Date: August 17, 2026
Subject: Fork Lift Bids

As part of the new CTE addition, we will now be receiving very large supply orders that will require the use of a fork lift to move from the loading dock to the appropriate locations in classroom areas. This summer, we invested in an electric fork lift rental to move the equipment necessary to get the school year started and our CTE classrooms fitted with the equipment and materials needed for instruction. The cost of the rental is \$1,744/month plus \$350 shipping one-way (\$700 for drop-off and pick-up). If we calculated out the rental for a school year, it would be \$17,440 for the unit plus \$700 in delivery fees for a total of \$18,140 for the school year.

Being proactive and looking for the most cost effective way to be prepared for the material deliveries in the future, we have been reviewing electric fork lift bids through both vendors and Sourcwell, which is a program for cooperative purchasing is "Procurement conducted by, or on behalf of, one or more Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments. This would allow us to benefit from the bid process by another entity.

Purchasing new versus used:

	NEW Model	USED Model
Warranty	Up to five year	90 days full warranty One year powertrain warranty
Battery	Brand New	Refurbished
Hours on Machine	Zero	Not published, can be between 30k-50k
Potential Resale	High: Single Owner, low hours, verifiable maintenance	Low: Multiple owners, could be high number of hours, short term
Parts & Maintenance	Brand new parts	Potential wear and tear maintenance incurred much sooner

In addition to use in CTE classrooms, we have also recognized that our Buildings & Grounds could also benefit from the equipment and it would be stored in the new maintenance area with



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a dedicated charging station for it. In addition to use for curriculum materials & our B&G department, the ultimate goal is to incorporate a curricular component for any student who is 18 years of age or older an opportunity to receive their fork lift certification prior to graduation. This would provide students with advanced employability skills for many local industries upon graduation.

Given the multiple uses of the fork lift, discussions included looking at used versus brand new as well as the longevity of the machine over time. Below you will see the pricing options for the bids that have been considered:

Vendor/Make & Model	Used	New
Atlas/Toyota Class I (Sourcewell Bid)		\$46,545
Atlas/Toyota 8-Series (Sourcewell Bid)	\$32,953	
Equipment Depot of IL/Euni Carriers BXC50LN (Vendor Quote)		\$45,299

Our recommendation is to go with the first bid listed, a brand new Toyota Class I in the amount of \$46,545. This will guarantee a reliable machine for use in our building without a concern of whether the used machine will be viable.