

Memo

To: Dr. Mary Whitrock, Board of Education

From: Brian Appleman, Director of Facilities; Jonah Adams, Business Manager

Date: October 16, 2024

Re: Fund 46 Murray Park Air Conditioning Project #2

Background

A top priority for this school year is the replacement of the air conditioning system that serves the main hallway section of Murray Park/Quest Elementary School, including the office, art, music, and library areas. The current unit, which is original to the building and nearly 33 years old, has far exceeded its expected lifespan. This past summer, the unit underwent multiple repairs due to leaks in the refrigerant lines, which have become brittle and prone to cracking. The refrigerant is expensive as it consists of a blended material.

The estimated cost to replace the air conditioning unit is \$115,000. The project will include installing a new outdoor condensing unit, two new evaporator coils, and updated refrigeration lines that are no longer buried underground. By ordering the necessary parts this winter, the District aims to have the new unit operational in spring 2025. A Request for Proposals (RFP) is being finalized and will be distributed to several vendors. Automation controls for the new system will be handled by Quality Control Services of Fond du Lac, the District's current provider.

In the 2017-2018 school year, the Ripon Area School District (RASD) established a Fund 46 for capital improvement projects. This fund was designed to save for future projects that cannot be absorbed within the general fund's annual budget. Over the past five years, savings have been allocated to this fund to maximize general state aid within Fund 10. A key condition of Fund 46 is that deposits cannot be used for the first five years. With that period now complete, Fund 46 is available to finance critical projects, such as roofing, mechanical, and safety improvements.

Proposed Timeline

- **October-** Information on the project shared with the Board, including the RFP process, and timeline to approve vendor and budget
- **November-December-** Bids returned and reviewed. Board approval on the budget and vendor
- **December-** Purchase orders created to procure materials for project
- **April-May-** Old Equipment removed once new equipment is on site. Startup to bring system online.

Recommendation and Rationale

Administrators recommend that RASD send out a Request for Proposals to vendors to include all necessary specifics and scope. All vendors will be asked to do a site visit to verify current equipment and setup before bids will be accepted.

Once bids are received and a vendor is selected, administration will ask the Board of Education to approve the vendor and actual budget for the project. Because of the importance of early timing and long lead times for larger equipment, administration is bringing this to the Board in October to start the process. We look forward to discussing this project further at your convenience.