

WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent

Date: February 5, 2026

Request For Placement on Board Agenda:

AGENDA TOPIC: Approve Additional HVAC Unit for WHS

PRESENTER: Diana Baca, Director of Business Services

The District is requesting the Board approve the purchase and installation of a separate new HVAC unit for Room 2B at the high school.

The recent HVAC upgrade was designed as like-for-like replacement. Therefore, Room 2A was the recipient of the new unit which supplies conditioned air to both Room 2A and Room 2B through shared ductwork. Historically, Room 2B suffered from poor ventilation which was not improved with the installation of a new unit. In retrospect, we should have considered installing a separate unit on Room 2B with separate ductwork as part of the original upgrade.

Therefore, we are requesting approval to have one additional unit with new ductwork installed on Room 2B, and the ductwork feeding Room 2B to be terminated in Room 2A. There will be a separate thermostat as well.

We paid for the earlier HVAC project using Arts, Music and Instructional Materials (AMIM) which allows for the upgrade of ventilation systems. We have approximately \$95k left in this fund and needs to be fully expended by June 30, 2026.

We have a quote from Peak Mechanical for \$44,898.00 to install the HVAC unit on Room 2B with new separate ducting and thermostat.

Recommendations:

The District requests Board approval for this request.



Plumbing - HVAC - Refrigeration - Controls
License # 1123918 - A, C20, C36
12343 Locksley Lane, Auburn, CA 95602
530-235-6630

To: Willows Unified School District

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January 26, 2026

Attn: Diana Baca, Director, Business Services

RE: HVAC installation Room 2B

Dear Diana,

Peak Mechanical is proposing an additional 5 Ton HVAC unit to be installed on the roof of the wood shop building to serve class room 2B. Peak Mechanical will supply all equipment, materials and labor for this project. To include new electrical service, gas service and controls. Here is the Scope of Work.

1. Procure equipment and materials.
2. Make necessary roof penetrations for duct plenum drops and utilities.
3. Install a factory unit curb. Secure to structural framing.
4. Roof in the curb and the utility penetrations. NOTE: George Roofing will be doing the roofing as a subcontractor to Peak Mechanical.
5. Make supply Duct alterations to separate class room 2A from class room 2B.
6. Install plenums and retrofit to existing supply ducting. Return will be independent.
7. Crane new unit onto the new roof curb and secure.
8. Install a new circuit breaker in the electrical panel to service the new unit.
9. Run electrical conduit between the electrical panel and the new unit.
10. Pull wire to the new unit.
11. Run conduit for the control wiring.
12. Pull control wire.
13. Install thermostat. Pelican TC-3
14. Terminate all power and control wiring.
15. Run gas line to the new unit. Block and pressure test.
16. Run a condensate drain line.
17. Start up and operational testing.

The new HVAC unit will include an economizer, supply side smoke detector, factory disconnect and convenience outlet. Lead time for the unit is approximately 6 weeks.

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Willows USD continued:

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Exceptions:

1. Any work not included in the above scope of work.
2. Fire protection work including connection of smoke detector to the fire alarm system.
3. Engineering, structural calculations or drawings.

The TOTAL PRICE for this project is \$44,898.00

Thank you for the opportunity to provide this proposal for your consideration. Please review and advise.

Sincerely,

Jim Wheeler

A handwritten signature in blue ink that reads "Jim Wheeler".

Peak Mechanical