

Date: October 5th, 2026

To: Dr. Robert Halverson, Superintendent of Schools
East Aurora School District 131 Board of Education

From: Andrew Allen, Assistant Superintendent of Operations

Subject: 2027 Admin Center Window Repairs

The Issue:

The refinished wood historic windows are rapidly degrading and need to be addressed. The primary issues are paint which has peeled water penetration occurring at specific windows.

Justification:

To protect the integrity of the Administrative Center building shell, the windows need to be addressed in phase 2 of a 2-year project. The main building structures windows are historical and were refinished and reinstalled as part of the original construction plan. These windows show significant wear which needs to be addressed before more permanent damage occurs. On September 29th, 2026, bids were received for the Admin Center Window Repairs. The project was publicly advertised on September 8th, 2026, and a mandatory pre-bid meeting was held on site on September 16th, 2026, and a virtual pre-bid meeting on September 18th, 2026. Bids were received for the projects two (2) Base Bid Scopes of Work and four (4) alternate bids were requested. Three (3) bids were received for the project

Board Policy:

Pursuant to Board Policy 4:60, Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.

Strategic Plan:

This recommendation supports Strategic Goal #2, Operational Excellence that states the following: *East Aurora School District 131 will align and utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability.*

Supporting Data:

Supporting documentation is attached.

Recommendation:

It is recommended that the Board of Education award Otto Baum Company, Inc Base Bid #1, Base Bid #2, and Alternate 1 for the repair of the Administrative Center Windows project in the amount of \$130,640.

Timeline for Decision

October 19th, 2026