

Date: October 6th, 2025

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

From: Andrew Allen, Assistant Superintendent of Operations

Subject: Waldo Stage RFP

The Issue:

Waldo Middle School's stage is currently hindered by its poor audio, video, and lighting systems, unlike other middle schools which have fully functioning setups. As a result, the school lacks an effective space for student activities such as informational sessions, clubs, and band rehearsals.

Justification:

A modern stage lighting, sound, and projection system is essential for making a school equitable by creating an environment where all students can fully participate in and benefit from a wide array of educational and extracurricular activities. These systems are crucial for showcasing student talents in performing arts (drama, music) and for enhancing the impact of school assemblies, guest speakers, and presentations.

Board Policy and Past Practices:

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 including (vii) purchase and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software and services.

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.*

Financial Impact:

The project would be funded out of district funds in the amount of \$157,900

Supporting Data:

The RFP for the Waldo Stage project was issued on August 4th, with a walkthrough held on August 15th. Proposals were due on September 12, 2025. Out of the four vendors who attended the walkthrough,

only one proposal was submitted on time by Sharp Business Systems for \$157,900. Two other vendors submitted late: Advanced Communications expressed interest via email with a price range of \$175,000-\$195,000, and AV Chicago submitted a formal proposal a week later for \$198,768.

Recommendation:

It is recommended the Board of Education move forward with Sharp Business Systems proposal in the amount of \$157,900.

Timeline for Decision

October 20th, 2025