

**Date: March 2nd, 2026**

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

**From:** Andrew Allen, Assistant Superintendent of Operations

**Subject:** 2026 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 a two (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 February 23, 2026, bids were received for the Admin Center Window Repairs. The project was publicly advertised on February 7, 2026, and a mandatory Pre-Bid meeting was held on site on February 13, 2026. Bids were received for the projects four (4) Base Bid Scopes of Work and six (6) alternate bids were requested. Two (2) 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.



East Aurora Administration Center  
310 Seminary Ave  
Aurora, IL 60505

**Recommendation:**

It is recommended that the Board of Education award Otto Baum Company, Inc Base Bid #1 and Base Bid #3 for the repair of the Administrative Center Windows project in the amount of \$147,200.

**Timeline for Decision**

March 16th , 2026