



**PROSPECT HEIGHTS DISTRICT 23
BOARD OF EDUCATION
ACTION ITEM**

Date: October 9, 2025

Subject: Recommendation for Participation in a Job Order Contract with F.H. Paschen for the Window, Siding and Door Replacements at MacArthur Middle School

Contact: Amy McPartlin, Assistant Superintendent for Finance and Operations

BACKGROUND:

Cooperative purchasing (or joint purchasing) refers to two or more governmental or educational entities combining their buying power to procure supplies, services, or equipment via a shared contract or master agreement. The goal is to save time, reduce costs, and streamline procurement. Under Illinois law (specifically the Illinois School Code and related administrative codes), K-12 districts may use contracts established by another governmental entity, provided those contracts were procured in accordance with applicable laws and regulations.

Illinois School Code, Article 10-20/21 exempts state master contracts and cooperative purchasing when complying with legal procurement procedures. Districts may make purchases under such contracts without doing their own separate bidding, but must ensure the contract they use was established through competitive and lawful procurement.

As discussed with both Buildings and Sites and Finance committees, District 23 has the opportunity to take advantage of a Job Order Contract through a cooperative agreement with FH Paschen, for the window, siding, and door replacement work at MacArthur. As the Board is aware, FH Paschen was the awarded contractor for the window, siding, and door replacement work in 2024 at Betsy Ross, Anne Sullivan and the Grodsky Administration Building. The District had a very positive experience with the team from FH Paschen. They completed the work on time and under budget, were responsive and extremely professional, and had a full understanding of the special conditions and timelines that construction companies must adhere to when working with school districts.

Some of the “pros and cons” for this type of award include the following:

Pros:

- Ability to work again with FH Paschen, following a very favorable experience on a similarly sized and scoped project (guaranteed quality contractor)

- Ability to work back and forth through the construction process to get progress budgets and value engineering ideas from contractors ~ Most helpful with limited budget and the recent code adoption that will result in added cost due to required detailing and energy efficiencies.
- Additional upfront dialogue between contractor and owner regarding construction milestones and schedule ~ More hands on coordination between District and contractor
- Helpful to build long-term contractor relationship in District with long-range facility plan

Cons:

- Lack of public bid which exposes numbers from multiple bidders
- Low bidder may have less experience with this model of project delivery
- Reliance on similar project bids to validate competitive pricing
- Reliance on trust and cooperative spirit of contract

RECOMMENDATION

Following review of the solicitation as issued by the City of Elmwood Park and approval by the District's legal team at Kriha Boucek, the recommendation is being made to enter into a Job Order Contract (JOC) through a cooperative agreement with FH Paschen, for the window, siding, and door replacements at MacArthur Middle School.