



Palos Heights School District 128

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Merryl B. Brownlow, Ed.D.
Superintendent

MEMORANDUM

TO: Board of Education, Palos Heights School District 128

FROM: Bryan Neubacher, Director of Buildings and Grounds

DATE: June 5, 2026

SUBJECT: Approval Request: Stage Curtain Replacements (Chippewa & Navajo) and Annual District Parking Lot Maintenance

Recommendation

The Administration respectfully requests the Board of Education approve the following facility maintenance items for the upcoming fiscal cycle:

1. The contract for stage curtain replacement at **Chippewa** and **Navajo** schools, awarded to **North-West Drapery**, in the amount of **\$17,940.00**.
2. The authorization to proceed with the scheduled annual district-wide parking lot maintenance and repairs.

Part I: Stage Curtain Replacement (Chippewa & Navajo)

Background & Operational Need

The stage curtains at both Chippewa and Navajo have reached the end of their functional lifespan, showing wear that affects both appearance and ease of operation. Replacement curtains will ensure our performance spaces remain safe, professional, and fully functional for student and community activities.

Bid Summary & Financial Breakdown

The district solicited competitive proposals from prominent theatrical drapery providers. A review of the returned bids demonstrates a significant variance in pricing and project scope:

Stage Curtain Replacement	North-West Drapery	Grand Stage
Chippewa Elementary	\$8,970.00	\$14,180.00
Navajo Heights	\$8,770.00	\$14,945.00
Total	\$17,740.00	\$29,125.00

INDIAN HILL
12800 S. Austin Ave
(708) 597-1285

CHIPPEWA
12425 S. Austin Ave
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NAVAJO HEIGHTS
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Rationale for Vendor Selection

The Facilities Department recommends awarding the contract to **North-West Drapery** based on the following justifications:

- **Cost Efficiency:** The total proposal saves the district **\$11,385.00** compared to the Grand Stage submission.
- **Comprehensive Scope:** The North-West Draperies proposal covers all required logistics, including the **removal** of the degraded assets and the complete **installation** of the new stage curtains. Conversely, the Grand Stage proposal is restricted strictly to curtain fabrication and delivery.
- **Proven Performance History:** The district has a successful ongoing working relationship with North-West Draperies, most recently utilizing their services for a highly successful curtain installation at Independence Junior High. Their work is structurally exceptional and consistently priced below regional competitors.

Part II: Annual District Parking Lot Maintenance

Scope of Work

To preserve capital investment and ensure the safety of students, staff, and visitors during daily arrivals and dismissals, the district conducts rolling annual preventative maintenance across its surface lots. The proposed summer work package for Chippewa Elementary and Independence Junior High includes:

- **Sealcoating:** Apply a protective layer to repel moisture, automotive fluids, and severe winter weather.
- **Crack Filling & Patching:** Sealing of baseline expansion gaps and focused structural patching to prevent moisture from undermining the underlying gravel base layers.
- **Stripping:** Full reapplication of high-visibility traffic paint for parking stalls, strict fire lane zones, crosswalk indicators, and proper safety directional arrows.

Fiscal Impact

The funding for both initiatives has been appropriately anticipated and allocated within the district's Operations and Maintenance (O&M) capital budget framework. The costs associated with this maintenance are as follows:

Last Top-Coats Proposal	Chippewa Elementary	Independence Junior High
Sealcoating	\$7,233	\$11,013
Crackfilling	\$1,350	\$2,610
Stripping	\$2,028	\$3,934
Total Cost	\$10,611	\$17,557

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