

**Oakton College**  
Community College District 535  
Procurement Department, Suite 1240  
1600 E. Golf Rd., Des Plaines, IL 60016  
847-635-2607

**Request for Proposal # 1 - Addendum 2**  
Issue Date: March 17, 2025

**Proposals will be received in the Procurement Department at the above address until  
10:00 AM on Wednesday, April 9, 2025**  
Proposals will be publicly opened at this time. Late proposals will not be accepted.

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**Founders Wall Design and Implementation**

Oakton College is seeking proposals from experienced vendors to provide consultation, design services, and installation for interior branding wall and space identification at our Des Plaines campus. This initiative aligns with our strategic goals, including our recent name change, brand refresh, Vision 2030, and Strategic Enrollment Management (SEM) plan.

This is an exciting time at Oakton. We are transforming our physical spaces through the implementation of our master plan across both campuses, creating environments that align with our vision for the future.

After thoroughly reviewing and evaluating the submitted responses, the College may select companies for interviews and presentations. The College will then determine which vendor best meets our needs and is in the best overall interests of the College.

All questions pertaining to this proposal should be submitted in writing to the e-mail address listed below by **11:00 am on Thursday, March 27, 2025**. Questions will be addressed through an addendum.

Trinh Than, Purchasing Manager at [tthan@oakton.edu](mailto:tthan@oakton.edu)

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**Oakton College District No. 535 is exempt from Federal, State and Municipal Taxes**

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of bid due date, to provide the specified items from the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. I offer the following discount terms \_\_\_\_\_.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Signature \_\_\_\_\_ E-mail \_\_\_\_\_

1. Who are the stakeholders / groups that should be included in the discovery process?

Answer: The Oakton team will help engage the appropriate stakeholders. The internal working group on this project consists of members from facilities, business services, marketing and communications, the foundation, the president's office, the college archivist, and the art museum manager.

2. Will Oakton College be providing the written content for the installation, or should the selected consultant include writing in their scope?

Answer: The vendor should include this as part of the scope of work and in collaboration with the Oakton Team.

3. Do you anticipate new photography or video being required for this installation?

Answer: Possibly, depends on the design/concept and in collaboration with the Oakton team. See the response in question 4.

4. Are the video assets ready for implementation, or will editing or production be required to create a custom video / reel for the Founders Wall?

Answer: See response in question 5 from Addendum#1. Depending on the concept or assets the college's has, this may need to be considered as part of the project, in collaboration with the Oakton team. The college has a photographer/videographer but may not be able to take on this project.