

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 #1
Issue Date: Monday, September 22, 2025

Proposals Due Date: 10:00 AM on Tuesday, October 21, 2025
Proposals will be publicly opened at this time. Late proposals will not be accepted.

Fabrication and Installation of Environmental Design Elements

Oakton College invites qualified firms to submit proposals for the fabrication and installation of environmental design elements across its Des Plaines and Skokie campuses. This initiative is part of a larger effort to enhance the campus experience through inspirational, mission-aligned, and branded design interventions in high-visibility areas.

The College is working with an environmental design consultant who has developed a comprehensive branded design concept in alignment with the college's brand guidelines and strategic plan. The selected vendor will be expected to collaborate with the consultant and college stakeholders to bring the designs and installations to life.

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, October 2, 2025**. Questions will be addressed through an addendum.

Trinh Than, Purchasing Manager at tthan@oakton.edu

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 _____

Answers to Vendor's questions:

1. **Feature Walls, both campuses:** there are two directions for letter thickness. Should we quote both ½" and 1" as separate options? Or are certain words ½" and others (perhaps the color gradient words) at 1"?

Answer: Yes, please provide pricing for both.

2. **Feature Walls, both campuses:** for the color gradient words, what should we paint the returns? White to match the non-color words? Some middle tone of the color gradient word? Something else?

Answer: Vendor can provide a price for white and a separate price for a color.

BUSINESS**Responsible Bidder Policy**

All responsible bidders shall meet the following applicable criteria and/or submit evidence to the College satisfying the requirements below:

- All applicable laws prerequisite to doing business in Illinois, and all local ordinances; and not in conflict with any federal law.
- Evidence of compliance with:
 - Federal Employer Tax Identification Number or Social Security Number (for individuals).
 - Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- Certificates of insurance indicating the following coverages: general liability, workers' compensation, completed operations, and automobile.
- Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.
- Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project prior to the subcontractor commencing work on the project.

Public Works Projects

The College has adopted this policy to allow the College's business, finance and facilities functions to identify responsible bidders for the potential award of public works contracts. In addition to all other applicable legal requirements, the term "responsible bidder" for purposes of this policy means a bidder for public works project advertised, awarded, and financed, in whole or in part, by the College that is capable to perform fully the contract based on the bidder's experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance, total cost, and credit which will assure good faith performance.

For purposes of this policy, a public works project shall include all works requiring the performance of services or construction as those terms are defined in the Employee Classification Act, 820 ILCS185/1, et seq. It is the College's goal to ensure that only qualified contractors and subcontractors are awarded contracts in connection with construction, renovation, repair and demolition of public works undertaken by the College.

- The bidder and all bidder's subcontractors must participate in active apprenticeship and training programs approved and registered with the U.S. Department of Labor's Office of Apprenticeship for each of the trades of work contemplated under the awarded contract. The Board of Trustees of Oakton College reserves the right to waive the apprenticeship and training program requirement at its sole discretion.
- All bidders and sub-contractors are required to turn in certified payrolls as required by the Illinois Prevailing Wage Act 820 ILCS 130/1, et seq., and follow all provisions of the Employee Classification Act, 820 ILCS 185/1, et seq.
- All bidders must provide evidence of three (3) projects of a similar nature as being performed in the immediate past five (5) years with the name, address and telephone number of the contact person having knowledge of the project or three (3) references (name, address, and telephone number) with knowledge of the integrity and business practices of the contractor.