

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
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.

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

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 _____

Instructions to Vendors

1. Forms: Proposals should be submitted on the form provided. Envelopes marked “Sealed Proposal for (commodity being bid).” Proposals cannot be accepted via fax machines or e-mail.
2. Specifications: Generally, where specifications indicate a particular brand or manufacturer’s catalog number, it shall be understood to mean that or equal, unless “no substitutes” is specified. When offering alternates, they must be identified by brand name, catalog number and manufacturer’s literature must be included.
3. Samples: Vendors will be required to furnish no charge samples upon request.
4. F.O.B. Point: All prices must be quoted F.O.B. destination. Shipments shall become property of Oakton College after delivery and acceptance.
5. Delivery Points: Deliveries must be made to the various buildings within the district, as indicated.
6. Delivery Schedule: Proposals must specify delivery time. Unrealistically long delivery times may cause proposal to be rejected. Order may be canceled without obligation if delivery requirements are not met.
7. Evaluations: Oakton College reserves the right to reject any and all proposals, to waive any technicalities in the proposal, and to award each item to different vendors or all items to a single vendor.
8. Vendor Selection: The College will award the purchase to the selected vendor based on what is in the College’s best interest using a criteria grounded on pricing, warranty, service, specified components. In the case of tie proposals, the first preference will be given to suppliers located within the boundaries of District #535, and second, from within the state over out of state.
9. Prices: Prices, terms and conditions must be firm for acceptance for sixty (60) days from the date of proposal opening unless otherwise agreed to by District #535 and vendor.
10. Quantities: Quantities shown may be estimates only and orders may be more or less depending on actual requirements and budget limitations.
11. Exceptions: Any exceptions to these terms, conditions or deviations from written specifications must be shown in writing and attached to the proposal form.
12. Tax Exemptions: Oakton College District #535 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.
13. Equal Employment Opportunity Clause/
Prevailing Wage: Oakton College is an equal opportunity employer, and parties doing business with the College must comply with the Equal Employment Opportunity Clause as required by the Illinois Fair Employment Practices Commission. Not less than the prevailing wage shall be paid for labor on the work to be performed as required by law.
14. Non-Collusion Clause: The vendor or agent hereby declares that he, nor any other agent of his business, entered into any collusion or agreement relative to the price to be submitted. He further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or Board of Trustee member of Oakton College District #535 has any undisclosed interest in the award of this contract.

General Proposal Information

1. Oakton College invites qualified firms to submit proposals to design and implement a Founders Wall that will recognize our founding trustees, faculty, and administrators while also illustrating our history and evolution to the present day. This wall will serve as a storytelling tool, highlighting key milestones and achievements while reflecting the mission, values and branding of our institution.
2. No pre-proposal meeting for this RFP; however, vendors are welcome to visit the campus to view the wall space during regular business hours.
3. The project must be completed by December 1, 2025.
4. The RFP will not be awarded based on price alone. The College will award this proposal to the selected vendor(s) based on what is in the College's best interests using a selection criterion based on vendor qualifications and certifications, services provided, reputation, reviews, functionality, total cost of ownership, and suitability and fit for our environment. After a detailed and thorough review of the proposals, the Administration will select the vendor that is in the best overall interest of the College.
5. The College will only accept and consider proposals with all phases as requested. Partially completed proposal will not be considered.
6. The College reserves the right to waive technicalities and informalities in the proposal process, to reject any or all proposals, or any part of any proposal, for any reason. The College also reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. The determination of whether any proposal by a firm does or does not conform to the conditions and specifications of the Request for Proposal (RFP) is the responsibility of the College.
7. After a thorough review and evaluation of the responses submitted, the College may select companies for an interview and presentation. Dates scheduled for meeting select vendors: Weeks of April 28, 2025.
8. This contract is subject to the provisions of the Equal Employment Opportunity Clause as provided by the Illinois Fair Employment Practices Commission, and the Illinois Revised Statutes. In addition, contractors must comply with the Illinois Drug Free Workplace Act and the Illinois Human Right Acts.
9. This proposal is scheduled to be awarded at the May 20, 2025, Board of Trustees meeting.
10. Proposal results will be posted on the Oakton website the day following the Board of Trustees meeting. To access the results go to [Oakton/Procurement Department](#).
11. The College reserves the right to cancel a contract with a 30-day written notice for unsatisfactory performance.

12. Pricing must be valid for 90 days from the proposal opening.
13. The Purchasing Department will verify all price calculations. In the event of an error, the unit price will prevail and the total will be adjusted accordingly. The new adjusted total will be used when awarding an item. All pricing listed on the vendor's response to this Request for Proposal is final.
14. In addition to the required submittals listed on the following pages, please include a company profile with your proposal. The profile must include the following: How long has the firm been in business? How many people does the firm employ? What is the annual revenue for the last fiscal year? Please include three references. Educational references preferred.
15. Because this is a "sealed proposal" we cannot accept proposals over the phone, email or fax machine. Please send your proposal response to the College by identifying the proposal number on the outside of the envelope as well as your company's name. The proposal needs to be sent to:

Oakton College
Attention: Procurement Office, Room 1240
Request for Proposal # 1: Founders Wall Design and Implementation
1600 E. Golf Road
Des Plaines, IL 60016

16. Failure to respond to this Request for Proposal will result in elimination from the College's Request for Proposal list. A "NO BID" is considered a valid response. If submitting a "No Bid", please state the reason why.
17. Please submit proposal on the forms provided.
18. The College participates in the following purchasing consortia:
 - Educational and Institutional Cooperative Services (E & I)
 - OMNIA Partners (Formerly U.S. Communities)
 - Illinois Department of Central Management Services (CMS)
 - Illinois Community College System Purchasing Consortium (ICCSPC)
 - Illinois Public Higher Education Cooperative (IPHEC)
 - Midwestern Higher Education Compact (MHEC)
 - Sourcewell (Formerly National Joint Powers Alliance)
 - Suburban Purchasing Cooperative (SPC)

Any appropriate discounts and/or special pricing from these consortia should be applied to this proposal/proposal.

19. The College is a public institution and therefore subject to comply with legitimate Freedom of Information Act (FOIA) requests. Please be advised that your response to this request for proposal is subject to comply with any FOIA requests for information. The FOIA copy of your response should indicate confidential and/or proprietary information that has been

removed/redacted. Please mark this as “FOIA Copy.” See pages 18 & 19 for further instructions.

20. Please submit *two paper copies (One Original copy & One FOIA copy) and one digital PDF copy via a USB drive* of your proposal. The College will use the FOIA copy at the public bid/RFP opening. This copy must include your pricing.

21. Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:

Yes No. If “yes” is marked, this solicitation contains a goal of ___% to include businesses owned by minorities, females, and persons with disabilities in the College’s procurement and contracting/subcontracting processes.

If a BEP goal is identified, you must complete and submit the BEP Utilization Plan with your bid response, or your bid will be deemed non-responsive.

The Utilization Plan can be found here:

<https://cei.illinois.gov/content/dam/soi/en/web/cei/documents/U-Plan%20V.25.1.pdf>

If you have questions concerning the Utilization Plan, please contact the [Commission on Equity & Inclusion \(CEI\)](#).

If subcontractors are used to meet the BEP goal listed above, the vendor will be required to provide the College with the payout details.

22. If there are any questions pertaining to this proposal, they must be submitted in writing by 11:00 am on Thursday, March 27, 2025 to:

Trinh Than, Purchasing Manager at tthan@oakton.edu

Dates and Timeframes

RFP Issued	Monday, March 17, 2025
Deadline to submit questions	Thursday, March 27, 2025 @ 11:00 AM
Last Addendum	Wednesday, April 2 nd , 2025
Deadline for Vendors submission of proposals	Wednesday, April 9, 2025 @ 10:00 AM
Virtual Interviews with select Vendors for presentation	Weeks of April 28, 2025
Approval from Board of Trustees	May 20, 2025
Contract Starts	May 22, 2025

The College reserves the right to change or alter these times and activities.

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.

Background

Oakton College has proudly served the community for over five decades and recently underwent a name change and brand refresh to better reflect our mission, values, and commitment to providing quality education and workforce partners.

Key highlights of our institution include:

- Name Change & Brand Refresh: Oakton College rebranded three years ago to emphasize its role as a dynamic, student-focused institution.
- Website Redesign: The college implemented a full website redesign in June 2021.
- [Vision 2030](#): A comprehensive strategic plan focused on innovation, equity, and excellence in education, emphasizing student success and community impact.
- [2024 Annual Report to the Community](#)
- Strategic Enrollment Management (SEM): Efforts are underway to create intentional pathways, improve access, and meet students' evolving needs while addressing equity gaps.
- [Master Plan Implementation](#): Significant investments are being made to modernize and enhance our physical spaces across both campuses, reinforcing our commitment to an exceptional student experience.

Additional materials related to branding will be provided once a vendor has been selected.

Project Overview

Oakton College invites qualified firms to submit proposals to design and implement a Founders Wall that will recognize our founding trustees, faculty, and administrators while also illustrating our history and evolution to the present day. This wall will serve as a storytelling tool, highlighting key milestones and achievements while reflecting the mission, values and branding of our institution.

The space selected is 9 ft high by 27 ft wide and rests against a brick wall in the main corridor of campus (photos included; See Exhibit A). There is some space in front of the wall to place associated items if the selected design warrants them. The space is ADA-compliant. The project must reflect Oakton's sustainability values and commitment to inclusivity, ensuring ADA compliance and support for neurodiverse needs.

There are both photo and video assets from the College's archive that could be utilized in the design. The College is open to static and interactive design concepts.

The institution has allocated a budget of \$100,000 to \$175,000 for this project, inclusive of concepting, installation, documentation and training. The goal for project completion is no later than December 1, 2025.

Project Goals

Celebrate the contributions of our founding members and key stakeholders. Provide a visually compelling narrative of the college's history and evolution. Create an engaging and educational experience for visitors, students, and staff. Ensure the design aligns with the college's branding, mission, and aesthetic. Deliver a durable, accessible, and easily maintainable installation.

Scope of Work

The selected firm will be responsible for providing end-to-end services, including discovery, conceptual design, design development, detailing, implementation, and installation. The phases of work include:

1. Discovery Phase

- Conduct stakeholder meetings to gather input on goals, vision, and requirements.
- Review existing college branding, historical materials, and design guidelines.
- Prepare a discovery report summarizing findings and proposed design direction.

2. Conceptual Design Phase

- Develop 2-3 preliminary design concepts for the Founders Wall.
- Include visual representations, material suggestions, and narrative outlines.
- Facilitate a presentation to stakeholders for feedback and selection of a preferred concept.

3. Design Development Phase

- Refine the selected concept based on stakeholder feedback.
- Provide up to 2 iterations for review and approval.
- Define materials, finishes, and structural components.
- Develop a preliminary budget and timeline for implementation/installation.

4. Design Detail Phase

- Prepare detailed specifications and construction documents for fabrication and installation.
- Include technical drawings, material lists, and mock-ups if necessary.
- Ensure compliance with relevant codes, accessibility standards, and branding guidelines.

5. Implementation Phase

- Coordinate fabrication and construction of all elements for the Founders Wall.
- Ensure quality control and adherence to approved specifications.

6. Installation, Documentation, and Training Phase

- Oversee the installation of the Founders Wall at the designated location.
- Provide documentation, including maintenance guidelines and as-built drawings.
- Conduct training for college staff on upkeep and operation.

Proposal Requirements

Proposals must include the following:

1. **Cover Letter**
 - Brief introduction of the firm, primary contact, and statement of interest.
 2. **Qualifications**
 - Firm's experience with similar projects.
 - Profiles of key team members and their roles.
 3. **Approach and Methodology**
 - Detailed approach to each project phase.
 - Proposed timeline for completion.
 4. **Portfolio**
 - Examples of relevant projects, including visuals and references.
 5. **Budget**
 - Detailed cost breakdown by phase.
 - Identification of reimbursable expenses.
 6. **References**
 - Contact information for at least three clients with similar project experience.
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Evaluation Criteria

Proposals will be evaluated based on the following:

- Alignment with project goals and understanding of scope (20%)
- Creativity and quality of previous work (25%)
- Qualifications and experience of the team (20%)
- Proposed timeline and methodology (15%)
- Cost and budget alignment (20%)

PRICING PAGE

Phase 1: Discovery Phase \$ _____

- Conduct stakeholder meetings to gather input on goals, vision, and requirements.
- Review existing college branding, historical materials, and design guidelines.
- Prepare a discovery report summarizing findings and proposed design direction.

Phase 2: Conceptual Design Phase \$ _____

- Develop 2-3 preliminary design concepts for the Founders Wall.
- Include visual representations, material suggestions, and narrative outlines.
- Facilitate a presentation to stakeholders for feedback and selection of a preferred concept.

Phase 3: Design Development Phase \$ _____

- Refine the selected concept based on stakeholder feedback.
- Provide up to 2 iterations for review and approval.
- Define materials, finishes, and structural components.
- Develop a preliminary budget and timeline for implementation/installation.

Phase 4: Design Detail Phase \$ _____

- Prepare detailed specifications and construction documents for fabrication and installation.
- Include technical drawings, material lists, and mock-ups if necessary.
- Ensure compliance with relevant codes, accessibility standards, and branding guidelines.

Phase 5: Implementation Phase \$ _____

- Coordinate fabrication and construction of all elements for the Founders Wall.
- Ensure quality control and adherence to approved specifications.

Phase 6: Installation, Documentation, and Training Phase \$ _____

- Oversee the installation of the Founders Wall at the designated location.
- Provide documentation, including maintenance guidelines and as-built drawings.
- Conduct training for college staff on upkeep and operation.

GRAND TOTAL (Phase 1- 6) \$ _____

Other Considerations:

- Any additional information a vendor may like to provide that will enable the College to make the best decision is welcome.
- Identify any subcontractors that your company will subcontract with.

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Notes to Authorized Representatives completing this Designation:

- **Under Illinois law, prices and price quotes become public information once the information is announced at the public bid opening and may not thereafter be kept confidential.**
- **Other information cannot be kept confidential unless it is a trade secret, and is identified as such by the party submitting a proposal at the time of submittal as specified in Section 7(1)(g) of the Illinois Freedom of Information Act (“FOIA”, 5 ILCS 40/7(1)(g)).**
- **“Trade secret” as defined in Section 2(d) of the Illinois Trade Secrets Act (765 ILCS 1065/2(d)) means information, including but not limited to technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data, or list of actual or potential customers or suppliers, that: (1) is sufficiently secret to derive actual or potential economic value from not being generally known to other persons who can obtain economic value from its disclosure or use; and (2) is the subject of efforts to maintain its secrecy or confidentiality that are reasonable under the circumstances.**

* * * *

The attached material submitted in this Response to Oakton College **Request for Proposal #1 for Founders Wall Design and Implementation** trade secrets and / or commercial or financial information that are proprietary, privileged, or confidential. The disclosure of specifically identified content within the material would cause competitive harm to:

(insert name of individual or company submitting the response)

as further explained below, such that it may be kept confidential under 5 ILCS 40/7(1)(g).

We request that the pages or parts of pages of this Response, as next indicated, be treated as confidential material and not be released without the prior written approval of our Authorized Representative named on the following page.

Page #(s)	Topic	Why disclosure would cause competitive harm

If the designation of this information as confidential is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality, and agrees to hold the College harmless for any costs, damages, or penalties arising out of the College's agreeing to withhold the information.

Failure to complete and include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to inspection and copying. The College considers other markings of "confidential" in the bid/proposal documents to be insufficient. The undersigned agrees to hold the College harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Type or Print

E-mail address: _____

Date: _____

Please be sure to include one copy of your RFP response that has confidential and/or proprietary information removed/redacted. Please mark this as "FOIA Copy."

The College will use this copy at the public bid/RFP opening, and this copy must include your pricing

Exhibit A – Pictures of space for Founders Wall





