



## **REQUEST FOR INFORMATION**

**RFI NAME: Exterior Monument Digital Signage**

**RFI NUMBER: 08-19-003**

**RFI DUE: September 4, 2019 at 1:00 p.m. Central**

**All correspondence or questions concerning this RFI should be addressed to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).**

**Prepared by: Theresa Larson, Purchasing Manager  
Version 1.0**

**Sugar Grove**

Rt. 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454  
(630) 466-7900

**Aurora Downtown**

18 S. River St.  
Aurora, IL 60506-4131  
(630) 801-7900

**Aurora Fox Valley**

2060 Ogden Ave.  
Aurora, IL 60504-7222  
(630) 585-7900

**Plano**

100 Waubonsee Drive  
Plano, IL 60545-2276  
(630) 552-7900

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## COLLEGE OVERVIEW

Waubonsee Community College (WCC), located forty-five miles west of Chicago, Illinois, has served more than 300,000 students since its inception. As one of 48 public community colleges in the Illinois Community College System, WCC is governed by a board of trustees composed of seven community members elected from the district at large and a student trustee selected by the student body. WCC serves 22 municipalities, 12 public high school districts and nine private high schools in a five-county, 600-square-mile district. In order to proactively address student and community needs, WCC has cultivated a learning-centered culture that values, and an infrastructure that advances, continuous quality improvement.

### Values

#### **Quality**

We constantly redefine what it means to be “the best,” seeking to improve in every area and exceed the expectations of those we serve.

#### **Value**

We focus every resource directly on the search for meaning, creating tangible benefits in everything we do.

#### **Innovation**

We are actively engaged on the frontiers of education, continuously improving the learning environment for our students and communities.

#### **Service**

We view the world from the perspective of those we serve, anticipating needs and striving to exceed expectations while demonstrating a caring, knowledgeable, consistent connection with each individual every time they meet us.

#### **Accessibility**

We remove barriers to learning formed by time, geography, education, culture, experience or beliefs to provide a full range of quality educational opportunities for all who can benefit.

## Campus Locations

### Main Campus

Waubonsee Community College Sugar Grove Campus, 45783 State Route 47, Sugar Grove, Illinois 60554

### Extension Campuses

Waubonsee Community College Plano Campus, 100 Waubonsee Drive, Plano, Illinois 60545

Waubonsee Community College Aurora Downtown Campus, 18 South River St. Aurora, Illinois, 60506

Waubonsee Community College Fox Valley Campus, 2060 Ogden Ave, Aurora, Illinois 60504

## GENERAL REQUIREMENTS

### RFI Schedule

- RFI Publication Date Wednesday, August 14, 2019
- RFI Response Deadline Wednesday, September 4, 2019 at 1:00 p.m. CST
- Interviews/Additional Questions TBD

### Information

1. Request for Information (RFI) documents are available for download from the college's purchasing webpage at <https://www.waubonsee.edu/local-businesses-employers-and-vendors/bidrfprfi-opportunities>.
2. This RFI is not a formal, competitive solicitation process to establish any official contractual agreement or pricing. The purpose of this RFI is to help define the future scope of work for exterior signage along Route 47 at the Sugar Grove Campus.
3. Please provide answers to each section as best you can. If you cannot provide information, identify as such and continue. Your submittal of information will not be rejected if you do not answer all.
4. If any Contractor submitting information for this project is in doubt as to the true meaning of the specification or other documents or any part thereof, they shall request clarification from Purchasing. All questions must be submitted in writing to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).
5. No oral or telephone questions or clarifications shall be considered. No questions or clarifications shall be accepted for this proposal after the established deadline, to allow the college sufficient time to respond. WCC shall not be responsible for any explanation, interpretation or communication made that does not follow this procedure.
6. All questions will be responded to by addendum and posted to the purchasing webpage. Do not expect an immediate answer.
7. Respondents are responsible for checking the college's purchasing webpage for updates to the RFI.
8. There is no express or implied obligation for the college to reimburse firms for any expenses incurred in preparing submittals in response to this request.
9. The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers and mechanics employed on PUBLIC WORKS construction projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a similar character in the county where the work is performed.
10. The college may invite one or more firms to have key personnel who would be engaged in the provision of the services make presentation(s). The college will not be liable for expenses incurred in attending this interview.
11. The college reserves the right to reject or accept any or all responses, to extend the due date, to waive technicalities in the documents or repost.
12. Waubonsee Community College encourages the participation of qualified businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall

be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.

13. WCC belongs to the following consortiums and Group Purchasing Organizations: E&I (Educational and Institutional Cooperative Purchasing); Sourcewell, US Communities; TCPN/National IPA; Midwest Higher Education Compact Consortium, and the Illinois Public Higher Education Cooperative. If you have pricing agreements with any of these organizations, pricing should minimally reflect these discounts. The college expects to be provided with the best available pricing.

### Confidentiality & Submittal Ownership

1. RFI Ownership: All submittals to the RFI will become the property of Waubonsee Community College and will not be returned.
2. Public Records Act: all materials received or created by the college are considered **public records** and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a Contractor to the college.
3. If the Respondent requests that the college withhold their trade secrets, commercial information or financial information from disclosure to a third party in response to a FOIA request, the Respondent must include in its submittal:
  - a. A written notification specifically identifying information deemed to be proprietary in nature. Contractor must submit an acknowledgment statement indicating that the Contractor's company will defend, indemnify and hold the college harmless from any and all claims arising under the Freedom of Information Act. Under no circumstances will any requests to redact proprietary information be honored without this written acknowledgment.
  - b. A statement that disclosure of such information will cause competitive harm to the Respondent.
4. Any content not so marked by the Respondent at the time of submittal will be presumed to be open to public inspection.

## BACKGROUND AND SCOPE

### Summary

The purpose of this RFI is to solicit information on Contractors for future digital and monument signage at both North and South entrances on Route 47. The college would like to add digital signage to the current monument signage or will consider new monument/digital signage if required.

Waubonsee is seeking ideas as well as firm information from licensed, experienced, responsible and qualified signage Contractors who have a proven history of designing and/or installing digital and monument signage.

The digital signage is to provide students and the community with information on events happening at the college and must be visually impactful, while maintaining compliance with all codes and standards for outdoor advertising in Illinois.

### Qualifications of Contractors

1. The preferred Contractor should have a minimum of five (5) years' experience.
2. The Contractor must submit references for at least three (3) successful project of similar scope, preferably from community colleges or higher education and within this region. Additional references may be included if available.
3. Reference information must include names of persons to contact, with addresses and phone number.

## SUBMITTAL REQUIREMENTS AND FORMAT

### General Information

1. Each submitted response shall consist one (1) electronic copy and five (5) hard copies. The electronic copy may be provided using the following formats: Microsoft Word, Microsoft Excel, and/or Adobe PDF. The electronic copy of the proposal can be submitted via e-mail to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu) or copied to a flash drive.
2. This is a Request for Information only.
3. Responses are due to Purchasing no later **1:00 pm, CDT Wednesday, September 4, 2019**. Send hard copies to:

**Waubonsee Community College  
Purchasing, DKN 264  
4S783 State Route 47  
Sugar Grove, IL 60554**

## Format

Prepare your responses to this RFI in the sequence specified below. Respond specifically to each item in the order as provided. Please provide answers to each section as best you can. If you cannot provide information, identify as such and continue. Your submittal of information will not be rejected if you do not answer all.

### A. Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Company name with address and telephone. Name of the principal(s) of the firm.
  - b. Name, telephone number, and email address of a representative of the firm authorized to discuss the proposal.**
  - c. Addresses of all offices of the firm.
  - d. Brief company description including corporate history, future plans, length of time in business, number of clients, and overview of services.
  - e. Experience and expertise in working with clients comparable to the college's demographics.
  - f. What services do you provide? Civil work, construction, installation?
  - g. Provide any information on your firm's status in regards to certifications for minority, woman-owned, or disadvantaged. Identify if firm is registered with the State of Illinois Business Enterprise Program

### B. Technology Integration

Explain how and what technology the digital signage is capable of integrating with.

1. What software/system drives the messaging/design of the signs?
2. Is it an online-based system that could be accessed and programmed off-campus in case of emergency?
3. We currently use Tightrope/Carousel to drive indoor screen displays - any compatibility with your system/could your system drive indoor and outdoor?
4. Assuming there is a digital sign at each entrance, is there message zoning available in terms of being able to run the same or different messages for each?
5. What variables can be controlled for each message - duration, # of times it repeats and when, etc.
6. Are there expansion capabilities?
7. Is your digital system maintained on our servers or cloud based?
8. How does your solution integrate with touchscreen applications?

### C. Renovation

If you should propose renovation of existing monument signage, please describe what that would entail. Include a timeline for completion and estimated costs.

9. What do you recommend for the anticipated aesthetic design of the signage including any changes to the current footprint.

#### D. New Signage

If you should propose new monument and digital signage, please describe what that would entail. Include a timeline for completion and estimated costs.

1. What do you recommend for the anticipated aesthetic design of the signage including any changes to the current footprint.
2. Based on the information on the signs where should they be placed?

#### E. Maintenance

Describe your reactive and proactive maintenance for this type of signage.

1. Do you provide maintenance for the sign? Any parts (screens, bulbs, etc.) that wear out routinely and if so, what is the typical lifespan?
2. How do you maintain durability against the elements? Are there different warranties, or grades of durability?

#### F. Additional Questions to be Answered

1. Does your firm provide customization services? If you provide content creation services, what is the cost?
2. What characteristics are the most important in your opinion?
3. What is the recommended size of sign for a 55-mph roadway?
4. What process do you use to determine the best graphic solution for our needs?
5. What are your lighting recommendations for night-time along Route 47?
6. What Permits, if any, are required from the village, county, state or IDOT?
7. Can we incorporate our original monument signage for the North Entrance so we don't have two signs?
8. Where would you recommend placement for the signage at the South Entrance?
9. Should original South Entrance monument sign be dismantled and incorporated into the new signage?
10. What types of security features are built into your products?
11. What types of audience measurement applications do you have?
12. If there is a distinct feature that is either different and/or excels above that of your competition, what is it?

#### G. Additional Documentation

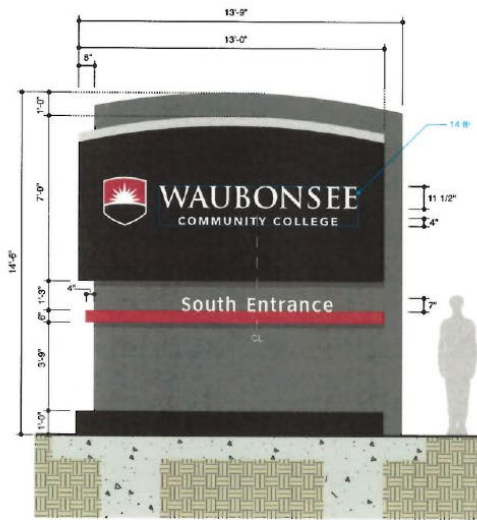
1. Prospective Contractors are welcome to submit any other information that is deemed pertinent for consideration by the college.
2. Provide brochures, reports or other information in support of this proposal as an attachment to the proposal in 8.5" x 11" format. Do not include oversized brochures or sales materials. Catalogs or brochures may not be submitted in lieu of responses to an item.



3. Discuss any topics not covered in this RFI that you would like to bring to the college's attention.

## ADDITIONAL INFORMATION/PHOTOGRAPHS/SITE PLANS

### Current Signage and Locations



1 Sign Type M2 - South Elevation  
 Scale: 1/4" = 1'-0"



2 Sign Type M2 - West Elevation  
 Scale: 1/4" = 1'-0"

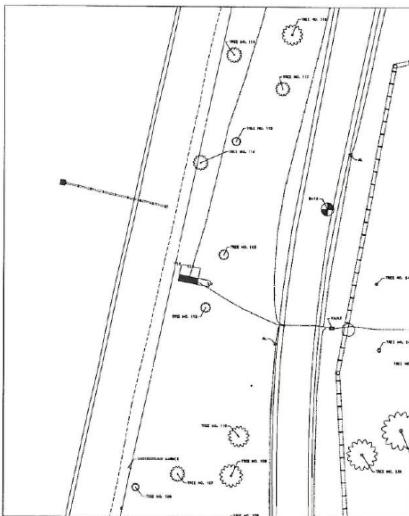


North Entrance

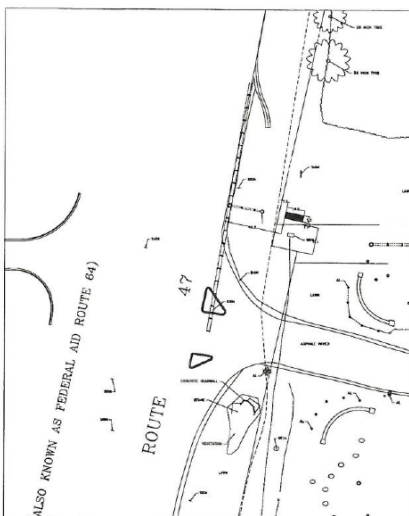


South Entrance

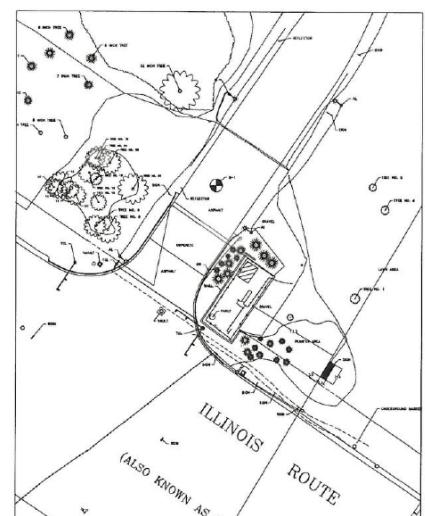
3 Photo Renderings (approximate sign size and placement)  
 Scale: NOT TO SCALE



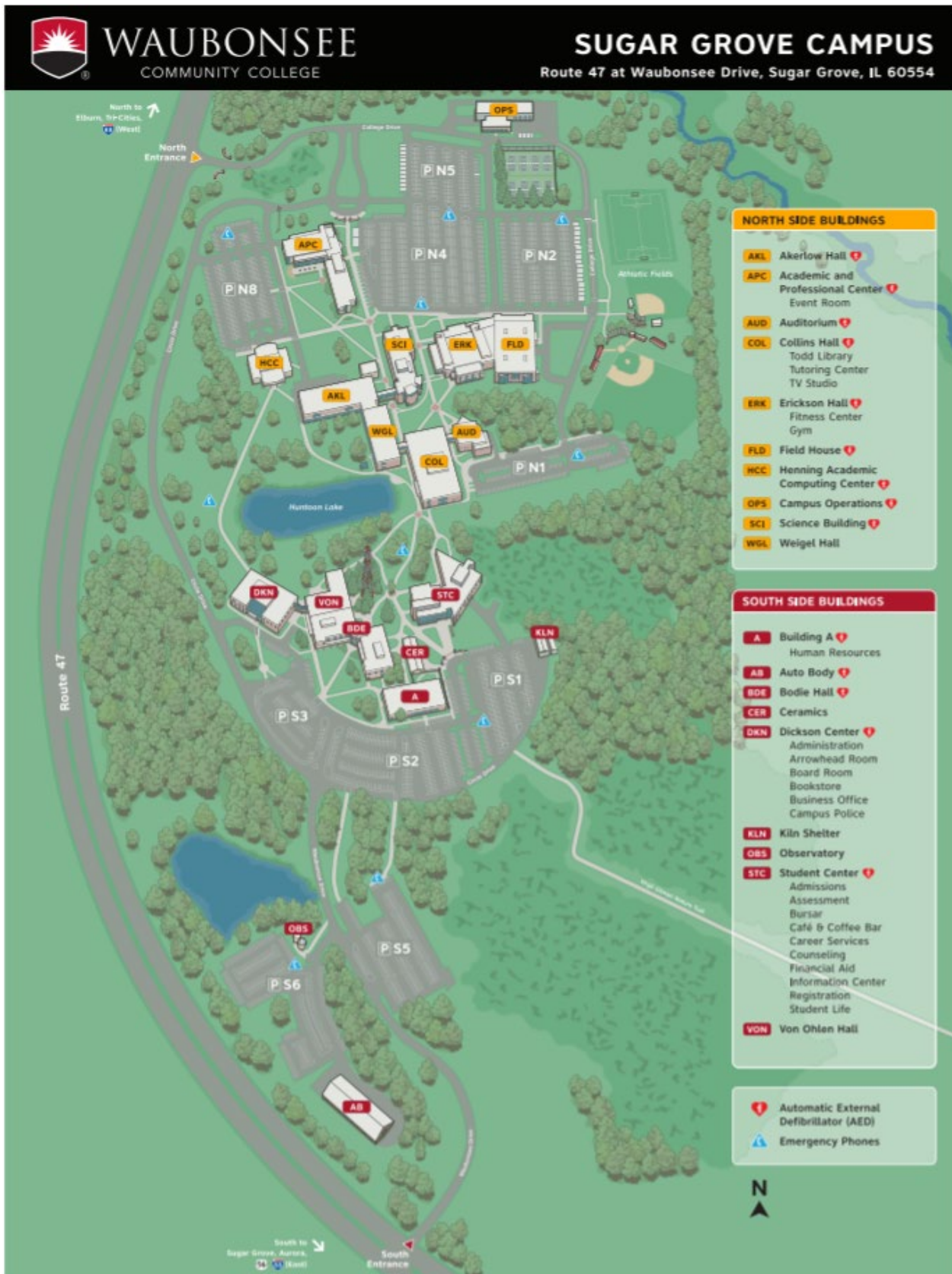
Sign Type M1



Sign Type M2  
 North Entrance



Sign Type M2  
 South Entrance



Waubonsee Community College  
Route 47 Sign wiring diagram

Sign Contractor-Jones Sign  
Dated 1-15-2013

1 800-843

8540

X6107

Tereasa

### LED Lighting Fixures



Fusing if  
needed

Contractor  
will bring in a  
20 amp 277  
vac 1 phase  
service and  
terminate the  
wiring to the  
provided  
equipment  
All sign  
lighting will  
comply with  
2008 NEC

Double  
Pole  
single  
throw  
SW 20  
Amp

277 vac

N

12 Gage  
Min wire  
size

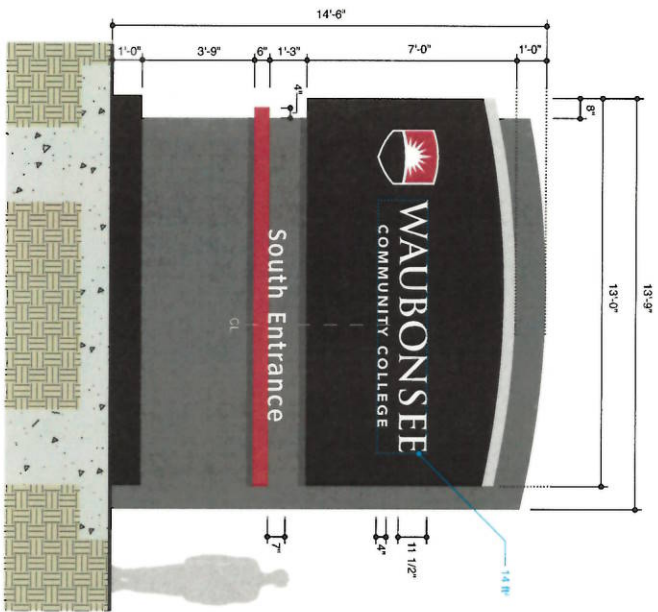
G

LUG

8 Foot ground  
rod bonded to  
sign frame

Sign company will  
provide a  $\frac{3}{4}$  " Electrical PVC stub  
out 18 "below grade -  
2 foot min beyond  
footings  
Sign company will  
provide all internal  
sign wiring, switches,  
fusing, conduit,  
junction  
boxes and lugs

Sign Type M2  
Entrance Identification Sign



1 Sign Type M2 - South Elevation  
Scale: 1/4" = 1'-0"



2 Sign Type M2 - West Elevation  
Scale: 1/4" = 1'-0"



North Entrance



South Entrance

3 Photo Renderings (approximate sign size and placement)  
Scale: NOT TO SCALE

Job Number: 3213.1  
Date: 05.02.12  
Revisions: 05.17.12

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**2**

Waubensee Community College  
Sugar Grove, Illinois

Carol Naughton + Associates, Inc.  
213 West Institute Place, Suite 708  
Chicago, Illinois 60610  
312.951.5353  
312.951.8389 FAX

Sign Type M2  
Accent Bar Color Options



2 Accent Bar Colors Correspond to Campus Side Colors  
Scale: 1/4" = 1'-0"

Waubonsee Community College  
Sugar Grove, Illinois

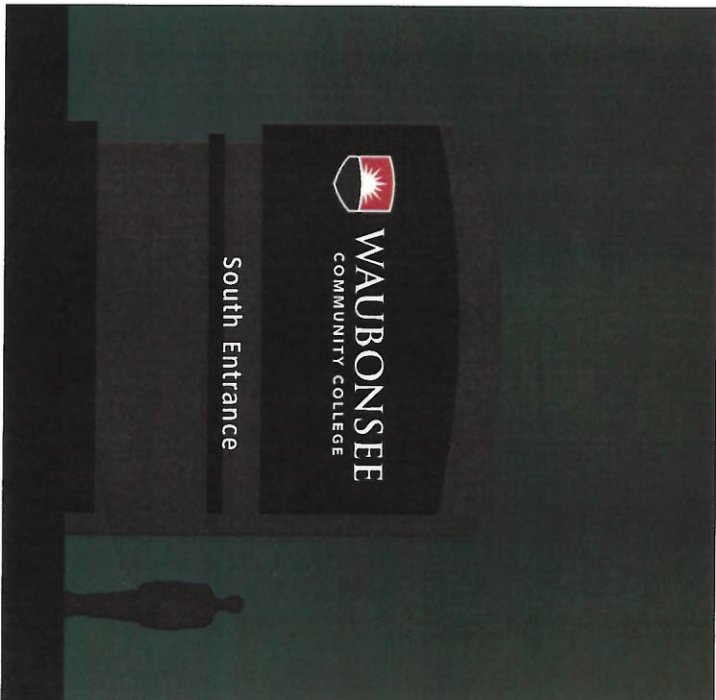
Carol Naughton + Associates, Inc.  
213 West Institute Place, Suite 708  
Chicago, Illinois 60610  
312.931.6839  
312.931.6869 FAX

Job Number: 3213.1  
Date: 05.02.12  
Revisions: 05.17.12

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**3**



1 Sign Type M1 - Illuminated  
Scale: 1/4" = 1'-0"



2 Sign Type M2 - Illuminated  
Scale: 1/4" = 1'-0"

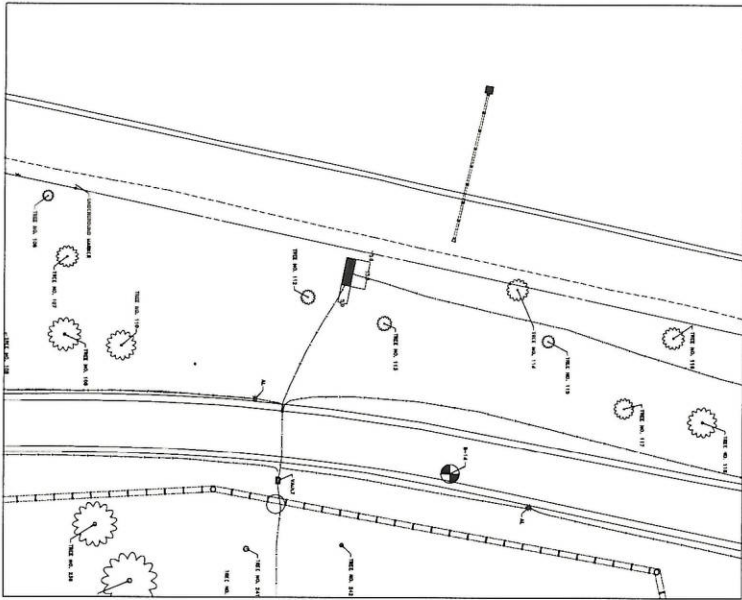
Waubonsee Community College  
Seger Grove, Illinois

Carol Naughton + Associates, Inc.  
213 West Institute Place, Suite 708  
Chicago, Illinois 60610  
312.951.5353  
312.951.8369 FAX

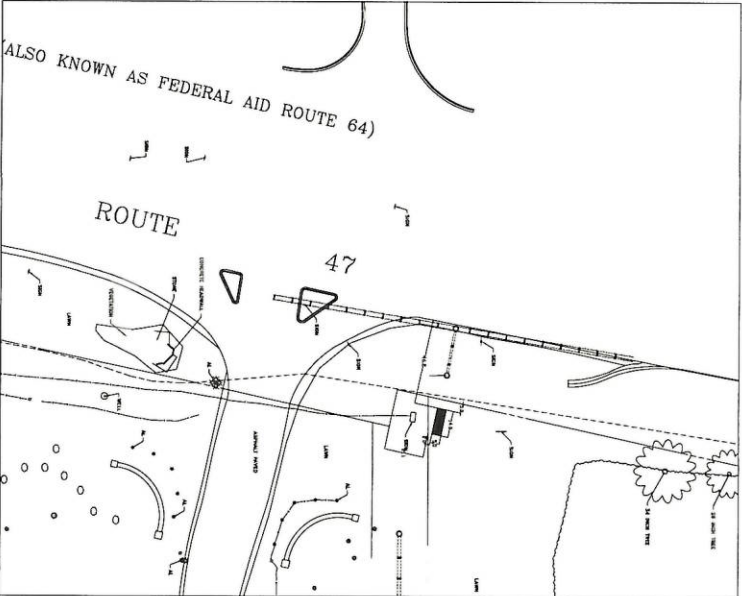
Job Number: 3213.1  
Date: 05.02.12  
Revisions: 05.17.12

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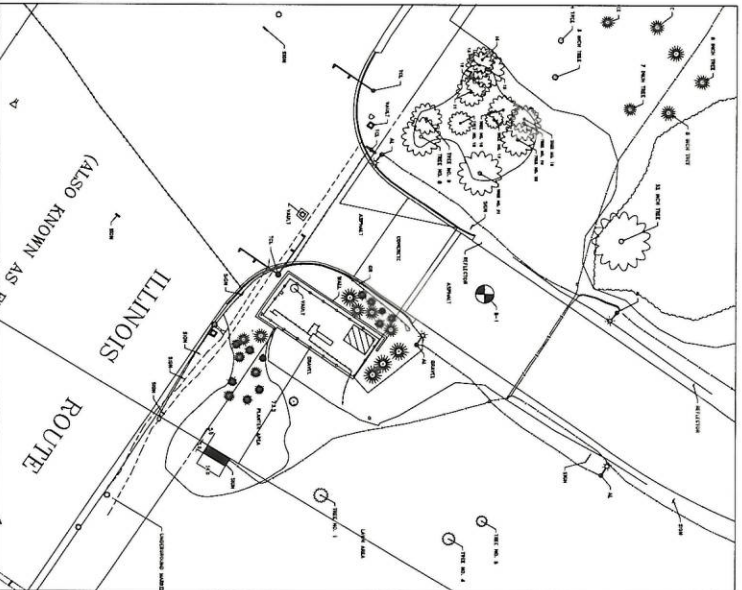
Sign Type M1 & M2  
Locations



Sign Type M1

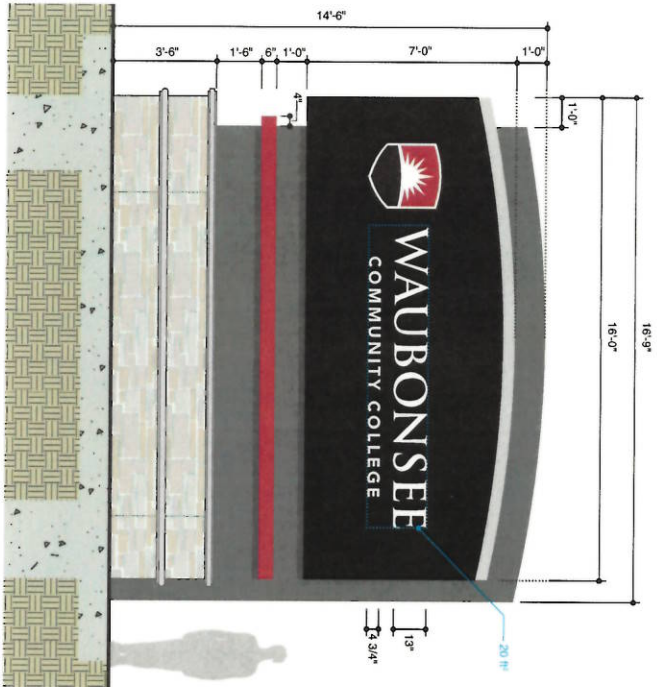


Sign Type M2  
North Entrance



Sign Type M2  
South Entrance

**Sign Type M1**  
**Campus Identification Sign**



1 Sign Type M1 - South Elevation  
 Scale: 1/4" = 1'-0"



2 Sign Type M1 - West Elevation  
 Scale: 1/4" = 1'-0"



Facing North



Facing South

3 Photo Renderings (approximate sign size and placement)  
 Scale: NOT TO SCALE

Waubonsee Community College  
 Sager Grove, Illinois

Carol Naughton + Associates, Inc.  
 213 West Institute Place, Suite 708  
 Chicago, Illinois 60610  
 312.951.5353  
 312.951.8989 FAX

Job Number: 3213.1  
 Date: 05.02.12  
 Revisions: 05.17.12

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