



**ILLINOIS CENTRAL COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #514**

**REQUEST FOR PROPOSAL
ILLUMINATED COLLEGE SIGNAGE**

Illinois Central College is soliciting interest and invites you to submit a proposal for new illuminated College signage. **All proposals are due on Monday, August 31, 2026 at 10AM CST** and should be e-mailed to: purchasing@icc.edu. A delivery confirmation will be returned.

INTRODUCTION AND BACKGROUND

Illinois Central College began classes at the East Peoria location in September of 1967 and serves the residents of all or parts of 10 counties in Central Illinois (Peoria, Tazewell, Woodford, Bureau, Logan, Marshall, Livingston, McLean, Stark, and Mason) encompassing a land area of 2,322 square miles and a population of approximately 365,000. Illinois Central College is a public community college providing a dynamic learning environment that fosters excellence, opportunity, and innovation in meeting the educational needs of our diverse students and community.

I. PURPOSE / OBJECTIVE

Illinois Central College is inviting firms to submit proposals to modernize the exterior illuminated college signage on the upper level of the Edwards Building on the East Peoria Campus above the new Welcome Center located at 1 College Drive, East Peoria, IL.

The firm will design, fabricate, and installation of the new illuminated signage on campus. Proposals should include design drawings for review, written qualifications, a minimum (5) examples of similar work for reference, and an itemized quote for the fabrication and installation of individually illuminated letters and a logo placed on the upper corner of the brick facade, including the removal of the existing signage (see Exhibit A for reference on signage and general placement).

GENERAL INFORMATION

Public Information

All material submitted is available for public inspection. Every proposer is hereby warned that no part of their proposal or any other material submitted may be marked as confidential information and that any material so designated by the proposer will be made public information by its inclusion in the proposal.

Acknowledgment of Addenda

Original signature of company official on an addendum document shall be construed as an acknowledgment of receipt of any and all addenda pertaining to any specific bid. Identification of addenda by number should be noted on the proposal form, as provided.

Disclaimers

Any Request for Proposal issued may or may not result in an award contract. However, Illinois Central College reserves the right to cancel any request, at any time, for any reason, and to reject all proposals. Receipt of RFP materials from the College or submission of a proposal to the College confers no rights upon the vendor nor obligates the College in any manner.

The determination of whether any proposal submitted by a vendor does or does not conform to the conditions and specification of this Request for Proposal is the responsibility of the College.

Any contract resulting in an award from this Request for Proposal is invalid until properly approved and executed by the College. The successful vendor must not commence any billable work until a valid contract is executed. A contract resulting from the Request for Proposal shall not preclude the College from obtaining equipment or services from other vendors if the successful vendor for this Request for Proposal is unable to satisfy the project needs in an acceptable manner.

Award

The award of the contract, if it is awarded, will be to the firm who in the College's opinion serves the best interest of the College. Illinois Central College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award. The Illinois Central College Board of Trustees expects to review the RFP Selection Committee's Recommendation for Award at the Board meeting **on September 17, 2026**. The successful proposal will be notified thereafter.

Payment

Payment will be made in accordance with the policies and procedures of the Board of Trustees of Illinois Central College, District #514. The College will make payment in approximately thirty (30) days following completion and acceptance of contract work.

Equal Opportunity and Affirmative Action

It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veterans' status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

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 Compiled Statutes.

It is the policy of the College that no person, by race, color, religion, sex, national origin, age, handicap, or veteran's status, shall be discriminated against in employment, in educational programs and activities or admissions. The College stands committed to diversity in all of its dimensions and embraces, values, and encourages diversity at all levels of its operation. The College stands for tolerance, non-discrimination, and cultural sensitivity.

Business Enterprise Program

Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College's policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30ILCS 575/0.01 et seq.

For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation, and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

After the contract is awarded, said Vendor may be required to assist Illinois Central College in monitoring minority participation and tracking progress toward compliance with established goals. Minority participation information will be recorded in a compliance management system, ePrismSoft.

III. PROJECT SCOPE

This proposal is to design, fabricate, and install new illuminated signage on the upper level of the Edwards Building on the East Peoria Campus located at 1 College Drive, East Peoria, IL 61635.

The desired signage must have the following ***“SIGNAGE & PROJECT CRITERIA”*** listed below:

1. All signage letters must be individually mounted with no exposed raceways or wiring on the exterior
2. Letters are to be internally illuminated with LED with white uniform brightness across the face.
3. Icon logo to be minimum 15ft overall height with welded rigid retainer (basis of Design is
4. ProFab) for long term reliable face attachment over pedestrian area and letters to be minimum
5. 4ft overall height per letter.
6. LED Light Bar to be custom fabricated with extruded aluminum and 4" height on illuminated
 - a. face, to be ICC blue on roofline and yellow underline both day and night- **(Colors for the Blue &**
 - b. Yellow to be Verified and Approved by ICC)**
7. All surfaces to be acid etched primed and coated
8. All Power supplies to be remote mounted
9. Existing signage on building will be removed and returned to owner for use at a later date
10. Include labor at Prevailing Wage for removal of existing signage and installation of all signage
 - a. including connection to primary power. (Primary power will be ran by others)
11. Vendor/Contractor is to verify Electrical requirements and location of feeds for power supplied by ICC for the Icon, Lettering and both Light Bars with ICC Facilities.
12. All proposals should include Signage, Icon and Light Bars, Electrical Installation and hookup (connect to ICC power source provided), Installation, to include drilling of all holes in brick for individual lettering, Icon and Light Bars and attachment of all.
13. All signage to be produced by UL approved manufacturer.

Please see Appendix A for a visual of desired upgrades.

Target Project Completion Date

It is desired that the sign installation be completed by November 30, 2026. On-site installation scheduling will occur between College Facilities Staff and the successful proposer once Intent to Award occurs. Award of this project is subject to approval at the Board of Trustees Meeting on September 17, 2026. Any concerns meeting the November 30, 2026 target install date should be noted in proposal.

IV. REQUIREMENTS FOR PROPOSAL PREPARATION

Schedule a Site Visit

A site visit prior to the RFP due date is highly encouraged for any firm who wishes to submit a proposal. To schedule a site visit, please contact Tom Braun 309 472-3537, tbraun@icc.edu or Jeff LaGrow 309-648-5206, jeff.lagrow@icc.edu *before* RFP due date on Monday, August 31, 2026.

Proposal Content

To achieve a uniform review process and to obtain the maximum degree of comparability, Illinois Central College is seeking the following list of items be addressed in proposals:

- 1.) design drawings for review
- 2.) written qualifications
- 3.) Minimum of five (5) examples of similar work for reference. Pictures, specifications, and client contact information listed as a reference.
- 4.) Itemized quote for the fabrication and installation of individually illuminated letters and a logo placed on the upper corner of the brick facade, including the removal of the existing signage (see Exhibit A for reference on signage and general placement).
- 5.) Proposed timeline.
- 6.) Acknowledgement and adherence to “**SIGNAGE & PROJECT CRITERIA**” numbers 1-13 on page 4 of Request for Proposal.
- 7.) Vendor’s Certification Form (RFP Page 8)

V. SELECTION CRITERIA

Illinois Central College RFP Evaluation Committee will score each proposal to using the RFP Evaluation Rubric shown on Page 6. The College reserves the right to obtain clarification at any point in a firm’s proposal or to obtain additional information. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

RFP Evaluation Rubric	Rating 1-10	Weight
Completeness & quality of the proposal • The sign meets “SIGNAGE & PROJECT CRITERIA” numbers 1-13 outlined in the Project Scope listed on page 4 of RFP. • Proposal includes all seven components of Proposal Content listed on page 5 of RFP. • The response is professionally and aesthetically presented with appropriate formatting. • Response includes ample contact information.		40%
Applicant characteristics • Additional consideration is given to Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise.		20%
Price/Cost Proposal • The applicant’s proposed fee is competitive. • The pricing is itemized. • Pricing reflects Prevailing Wage. • The applicant’s proposed fee is all-inclusive.		40%

VI. INSTRUCTIONS TO PROPOSERS

ALL PROPOSALS MUST BE EMAILED TO PURCHASING@ICC.EDU NO LATER THAN Monday, August 31, 2026 AT 10:00 AM CST. Late proposals will not be considered.

**ILLINOIS CENTRAL COLLEGE
ONE COLLEGE DRIVE
EAST PEORIA, IL 61635
VENDOR'S CERTIFICATION FORM**
(Must be returned with bid proposal.)

By signing this required form, the undersigned agrees the said contractor/vendor is responsible as defined below. This information may be used as a criteria in the evaluation of vendors. *Failure to comply with any of the below may result in disqualification of your proposal.*

- Contractor/vendor certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 5/33E-3 or 5/33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

NO ☐ YES ☐

- Contractor/vendor is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, please specify your certifying agency.

NO ☐ YES ☐ Certifying Agency _____

- Contractor/vendor, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment or a violation of the Illinois Drug-Free Workplace Act.

NO ☐ YES ☐ N/A ☐

The Undersigned states that the signature of the person is authorized to sign the proposal.

By: _____ Date: _____
(Signature of Company Official)

(Title of Company Official)

Appendix A

