

REQUEST FOR PROPOSAL
DR. ALFRED E. WISGOSKI AGRICULTURAL EDUCATION CENTER DONOR
RECOGNITION WALL DISPLAY FOR
ILLINOIS VALLEY COMMUNITY COLLEGE

PROPOSAL # RFP2026-P03

INTRODUCTION

IVCC is seeking proposals from qualified design and fabrication firms for the creation and installation of a donor recognition wall display within its new Dr. Alfred E. Wisgoski Agricultural Education Center. The donor wall will honor individuals, families, businesses, and organizations whose philanthropic support has contributed to the development of the facility and its programs. The project should reflect the mission, values, and agricultural focus of the center while providing a visually engaging, durable, and timeless installation. The dimensions of the wall for the display are 13 feet wide by 8 feet high.

The donor recognition wall must align with the IVCC Ag Forward brand standards and complement the interior design. Proposed designs should match or thoughtfully coordinate with the color scheme of the surrounding walls and architectural finishes to ensure a cohesive appearance within the space. The official serif typeface of IVCC is Merriweather and the official San-serif typeface of IVCC is Lato. Additional IVCC brand guidelines include the following:

Primary Colors

Main Purple Pantone: 7680C CMYK: 79, 90, 21, 7 HEX: 593b7b RGB: 88, 60, 123	Gray Pantone: 428C CMYK: 0, 0, 0, 30 HEX: bcbec0 RGB: 189, 190, 192	Black Pantone: Black CMYK: 0, 0, 0, 100 HEX: 000000 RBG: Black
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Secondary Colors

Dark Purple Pantone: 2695C CMYK: 87, 97, 34, 29 HEX: 3b2358 RGB: 59, 37, 88	Light Purple Pantone: 2645C CMYK: 32, 42, 0, 0 HEX: ad96c7 RGB: 173, 150, 199	Gold Yellow Pantone: 109C CMYK: 1, 16, 98, 0 HEX: fed110 RGB: 254, 209, 16	Orange Pantone: 1375C CMYK: 0, 45, 96, 0 HEX: f99d25 RGB: 249, 157, 37
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Proposals should include conceptual design ideas, recommended materials, fabrication methods, installation approach, project timeline, and budget considerations. Experience with donor recognition projects, and collaborative design processes is preferred. The selected firm will work closely with IVCC staff to ensure the final installation appropriately recognizes donors, allows for future updates, and integrates seamlessly with the overall design of the new Dr. Alfred E. Wisgoski Agricultural Education Center.

Please visit www.ivcc.edu/agforward to learn more about the project.

INSTRUCTION TO BIDDERS

A copy of the signed proposal must be submitted to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

ALL PROPOSALS MUST BE IN A SEALED ENVELOPE, MARKED “RFP FOR DR. ALFRED E. WISGOSKI AGRICULTURAL EDUCATION CENTER DONOR RECOGNITION WALL DISPLAY” AND DELIVERED NO LATER THAN FEBRUARY 27, 2026 at 10 A.M. CENTRAL STANDARD TIME. Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to purchasing@ivcc.edu; vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the proposal in written form as specified above.

Please submit all questions to Michelle Carboni, Director of Purchasing, via e-mail.

Name	Phone	E-Mail address
Michelle Carboni	815-224-0417	michelle_carboni@ivcc.edu

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any vendor whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the vendor of the conditions contained in the request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the vendor selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

SCHEDULE OF EVENTS

Event	Date and Time
Request for Proposal Issued	January 21, 2026
Questions Due	January 28, 2026
Questions Answered	February 6, 2026
Proposals Due	February 27, 2026
In-Person Pitches	Week of April 6, 2026
Winning Firm Announced	Week of April 20, 2026
Design Finalized	May 2026
Display Completed	Pending Construction Schedule, Q1 2027.

SELECTION CRITERIA

The following criteria will be used by the College to evaluate the proposals and to make a recommendation:

1. Experience with donor recognition projects
2. Suggested timeline for meeting mandate deadline
3. References
4. Budget and schedule

Acceptance of a proposal will be based on the total package of services offered. The College reserves the right to request additional information during the evaluation period.

ACKNOWLEDGEMENT OF ADDENDA

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.

PROPOSAL PROCEDURES

No proposal shall be modified, withdrawn, or canceled for (60) sixty days after the proposal opening date without the consent of the College.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least (5) five days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than (10) ten days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendor are a part of the specifications.

TAX EXEMPTION

The College is tax exempt and therefore all proposal submissions should not include tax.

INVESTIGATION OF BIDDERS

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PROPOSAL AWARD

The successful vendor, and/or any vendor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the vendor.

PROPOSED AGREEMENT

Please submit a sample of your company's agreement with your proposal. We will ask for the successful bidder to provide the annual cost, to be billed immediately upon approval.

CERTIFICATION FORM

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT

Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission. Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

LAW GOVERNING

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

W-9 FORM

Please complete the enclosed W-9 form and return with your proposal.

REQUIREMENTS

1. PROJECT OBJECTIVES

Primary Objective: creation of a donor recognition wall display within the new Dr. Alfred E. Wisgoski Agricultural Education Center.

Secondary Objective: the project should reflect the mission, values, and agricultural focus of the center while providing a visually engaging, durable, and timeless installation.

2. SCOPE OF WORK

The selected vendor will be responsible for the design, creation and installation of a donor recognition wall display.

3. VENDOR QUALIFICATIONS AND REQUIREMENTS

3.1 Required Qualifications

- Minimum 3 years of experience in architectural displays, signage or fabrication of work.
- Experience with graphics, typography, materials, lighting and knowledge of ADA accessibility standards.

3.2 Reference Requirements

- Minimum three (3) professional references from recent projects
- Contact information and project details for reference verification
- References should include at least one educational institution or non-profit organization

4. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must include:

- Company overview and relevant experience
- Project approach and methodology
- Concept sketches/renderings of donor recognition wall display
- Detailed timeline project
- Comprehensive cost breakdown
- Staff qualifications and team structure
- Required references

5. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Design of the display (30%)
- Relevant experience (25%)
- Project timeline and implementation plan (25%)
- Cost and value proposition (20%)

PROPOSAL SIGNATURE PAGE

Having read and understand the specifications and requirements of Dr. Alfred E. Wisgoski Agricultural Education Center Donor Recognition Wall Display Proposal #RFP2026-P03, I agree to the terms and conditions of this proposal.

Submitted By:

Company

Authorized Signature

Address

Printed Name

City State Zip

Phone

Fax

E-Mail

Date

CERTIFICATION FORM

TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348

Pertaining to the proposal titled: Dr. Alfred E. Wisgoski Agricultural Education Center Donor Recognition Wall Display
Proposal #RFP2026-P03

I/We, as the Bidder, certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the "*Criminal Code of 1961*"

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section 2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

**Request for Taxpayer
Identification Number and Certification**
Go to www.irs.gov/FormW9 for Instructions and the latest Information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	2 Business name/disregarded entity name, if different from above.	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership). Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): <input type="checkbox"/> Exempt payee code (if any) <input type="checkbox"/> Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) (Applies to accounts maintained outside the United States.)
5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)		
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of
U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they