

**Request for Proposals:
Donor Recognition Wall
Schaumburg Township District Library
March 8, 2023**

SECTION 1 – Introduction. Schaumburg Township District Library (“*Library*”) seeks a sign/designer company (“*Firm*”) to help design, construct, and install an original work for a donor recognition wall off our east side door entrance. All material types are considered.

The Library reserves the right to reject any and all proposals at its sole discretion and to select the proposal that the Library finds to be in its best interests, all relevant facts considered.

Each respondent must reply to this RFP by supplying a proposal with all relevant information that meets the request and standards set forth in this RFP.

Each respondent must submit its proposal electronically to:

Annie Miskewitch

Executive Director

Schaumburg Township Library District

amiskewitch@stdl.org

A. Response Date

Proposals must be received via email on or before by 5 p.m. Wednesday, April 5, 2023. It is the sole responsibility of the respondent to ensure that the Library has received the proposal on time.

B. Library Responses to Questions

All Inquiries must be made via email, sent to amiskewitch@stdl.org. Telephone inquiries will not be addressed. All inquiries will be addressed within 3 business days. All inquiries must be received no later than Wednesday, March 29, 2023.

1.1 Library Overview

1. Schaumburg Township District Library serves the approximately 130,000 residents of Schaumburg Township, located about 30 miles northwest of Chicago, IL.
2. Schaumburg Township’s diversity is rising with increases in Asian and Latino populations. A study completed by Rob Paral and Associates back in August 2019 noted that Schaumburg Township’s composition is 57% White, 22% Asian and 14% Latino. The same study noted 43,000 residents speak a language other than English at

home. Schaumburg Township also has a significant senior population.

1.2 Mission statement: We spark curiosity and enrich our community by connecting services, resources, and people.

1.3 Vision statement: Inspiring a lifetime of learning, personal growth, and community engagement.

SECTION 2 - Project Overview The Library requests proposals from qualified and experienced Chicagoland area sign companies for the creation of an original work to function as a donor recognition wall.

1. The work should capture the aesthetic of the Library and serve as a surface to mount plaques or highlight names to recognize individuals, families and organizations that donate to the Library.
2. The work may also include a monitor or video enhancement to complement design and Library photos of its history.
3. The donor wall must fit in a set location determined by Library administration and trustees within these dimensions: potentially 2 walls: 1 at 10'9" X 7'7" and 2 at 16' x 7'7"
4. The donor wall should be an attractive and thoughtful piece that also conveys the welcoming and inclusive nature of the Library's environment.
5. Incorporating stakeholder/community input may be a part of the process.

2.2 Proposal Submittal Requirements

1. The firm, team or lead consultant submitting qualifications, the type of business entity (corporation, partnership, etc.) state where that entity was organized, and evidence of legal qualifications to do business in Illinois.
2. Provide a brief narrative of your understanding of the Library's need and how your organization would provide the required company, including information such as previous installments, preferred medium and how to view work.
3. A schedule of costs including estimates for supplies and materials, time to meet with Library staff and work time.
4. References and contact information from three companies that have contracted work with the Firm.

2.3 Additional Terms of Qualifications.

The following additional terms of qualifications must be met in the company's preparation of and the District's consideration of each submittal:

1. Compliance with Laws:
 - a. All services and any qualifying firm shall comply with all federal and state laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the

services to be provided or the operations of the firm, including, but not limited to, the Illinois Prevailing Wage Act, the Illinois Procurement Code, the Illinois Professional Selection Act, and all laws governing employment.

- b. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et seq.), and all rules and regulations of the Illinois Department of Human Rights and Equal Opportunity Commission.
- c. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code (720 ILCS 5/33E-3, 33E-4).
- d. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act (30 ILCS 580/1, et seq.), and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et seq.).
- e. A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.

2. Insurance and Indemnification

- a. A qualifying firm shall provide evidence of insurance coverage, including professional liability coverage.
- b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the Library, agree to indemnify and hold harmless the Library, its officers, employees, agent and volunteers from and against all claims, damages, losses and expenses, including but not limited to reasonable legal fees arising out of or resulting from the performance of services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly engaged by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in material part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the Library, its officers, employees, agents and volunteers against and from any and all claims, costs,

causes, actions and expenses including but not limited to reasonable legal fees incurred by reason of such firm's breach of any of its obligations under, or in default of, any provision of any contract entered into by consultant or its sub-consultants with the Library for such services.

- i. Commercial General and Umbrella Liability Insurance (CGL): CGL shall be provided and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the occurrence limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

The District, its officers, agents, employees and volunteers shall be named as additional insured under the CGL, using ISO additional insured endorsement CG 20 10, or a substitute form providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary, non-contributory insurance with respects to any other insurance or self-insurance afforded to the District.

- ii. Professional Liability Insurance: Professional liability coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 for each wrongful act arising out of the performance or failure to perform the professional services required hereunder.
- iii. Business Auto and Umbrella Liability Insurance: Business Auto Liability Coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned, hired and non-owned autos.

SECTION 4 – SELECTION PROCESS

4.1 Standards and Selection Criteria

1. The Library reserves the right to cancel the award of contract any time before the execution of the contract by both parties. The responding firm bears sole risk and responsibility for costs incurred in the preparation of the proposal.
2. No Library board or staff member shall have a financial interest in this proposal.
3. In cases of disputes over differences of opinions as to the services in the proposal, the decision of the Library shall be final.
4. The Library reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.
5. The Library reserves the right to reject any or all responses to this RFP.
6. The proposal will be evaluated by the Library and will include the following criteria:
 - i. Responsiveness of the written proposal to the purpose and scope of the project.
 - ii. Methodology and timeline for carrying out tasks in the scope of work.
 - iii. Cost to complete the process.
 - iv. Ability to meet deadlines and operate within budget.
 - v. Positive work experience and satisfactory performance record (references).
7. Responses will be evaluated by the Schaumburg Township District Library Art Committee who will present their recommendations to the Library Board for final approval. Interviews may also be scheduled as part of process.
8. Important criteria for this piece are:
 - a. Mission and/or Vision statement should be part of the wall
 - b. Safety to the public (no sharp pieces, no points, nothing that is breakable)
 - c. Appropriate for family friendly audience
 - d. Design should incorporate multiple layers of donor recognition.
 - e. Welcoming and inclusive

4.2 RFP and Planning Process Timeline

1. Proposals must be received via email before 5 p.m. Wednesday, April 5, 2023
2. All questions must be received no later than 5 p.m. Wednesday, March 29, 2023.
3. Company selected and confirmed no later than May 30, 2023.
4. Final work to be installed before September 2023.

4.3 Proposal Acceptance and Rejection:

1. The Library reserves the right to accept any proposal, reject any and all proposals, and to call for new proposals if needed.
2. The successful proposal respondent will supply all products and services in compliance with the awarded contract.

SECTION 5 - Notice.

1. This RFP is not a contract or offer of employment.
2. The cost of preparation shall be the sole obligation of the responding firm.
3. All submitted proposals, whether accepted or rejected, are the property of the Schaumburg Township Library District.
4. Elements and/or tasks in a proposal may be added or deleted at the discretion of the District pending negotiation of the scope of the project.
5. The firm selected to perform the work must enter into a contract satisfactory to the District.