

LEGAL NOTICE

Harper College will accept proposals for a **Consultant RFP: Evaluation and Recommendations for Signage and Wayfinding at Harper College** Specification and Contract Number **Q01183**, until 11:00 A.M. Central Time on **March 5, 2025**.

Proposals shall be submitted to: William Rainey Harper College
Purchasing Department
"A" Building, Room A217
1200 W. Algonquin Road
Palatine, IL. 60067-7398

The project's scope includes consulting services for signage and wayfinding design at the College's main campus located at 1200 West Algonquin Road in Palatine, the Learning and Career Center at 375 South Wolf Road in Prospect Heights, and the Harper Professional Center at 650 East Higgins Road in Schaumburg. The Consultant will evaluate and provide recommendations for exterior signage, interior signage, and departmental displays. The Consultant will also be reviewing existing wayfinding messaging and provide recommendations for improvement, which will form the basis for signage campus-wide, including new construction.

Interested parties may contact the Purchasing Department for the Request for Proposals documents. A Non-mandatory Pre-Submission Meeting for any questions regarding this project will be on **Tuesday, February 7, 2025, at 2:00 P.M. via WebEx**. Join via phone: at 312-535-8110. Join online: go to <https://harpercollege.webex.com/harpercollege/j.php?MTID=m4f1c0f4666754ac978aa3e385f8b2182>.

Questions regarding this request for proposal should be addressed to Jewell Jackson at purchasing@harpercollege.edu. The last day to submit questions is **Friday, February 10, 2025 at 4:00 P.M.** Central Time. Questions received after this time may not receive a written response.

Offers may not be withdrawn for a period of 90 days after the closing date without the consent of the Board of Trustees.

Any responses submitted unsealed, unsigned, fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

Bidders shall comply with the Business Enterprise Program: Participation and Utilization Plan developed by Harper College. There is a 15 percent aspirational goal on the contract.

Harper College reserves the right to reject all Proposals or parts thereof, to waive any irregularities or informalities in the Request for Proposals (RFP) procedures and to award the contract in a manner best serving the interest of the College.

Jewell Jackson
Purchasing Manager