

**REQUEST FOR PROPOSAL (RFP) FOR DESIGN, CONSTRUCTION AND INSTALLATION OF ELECTRONIC MESSAGE SIGN AND MONUMENT FOR ROSCOE TOWNSHIP, ILLINOIS**

Issued: March 11, 2026

**Proposals must be delivered to:**

**Bob Nowicki  
Township Supervisor  
Roscoe Township  
5792 Elevator Road  
Roscoe, Illinois 61073**

Please submit one (1) original Proposal, two (2) copies of the original Proposal either by mail or hand delivery in response to this RFP. Proposals are to be submitted in a sealed envelope bearing the name of Roscoe Township as well as the title of this RFP no later than the date and time specified herein. Proposals received after said date and time will not be considered and no time extensions will be permitted.

**Proposals are due no later than May 12, 2026, at 5:00 P.M. CDT**

*There is no obligation on the part of Roscoe Township to reimburse those submitting proposals for the costs of preparing their responses to this RFP.*

Roscoe Township, Winnebago County, Illinois (Township) is soliciting proposals from qualified and experienced contractors to design, construct and install an electronic message sign and monument at a location in Cross Park.

**Proposals are due no later than May 12, 2026, at 5:00 P.M. CDT and should be sent to the office of the Bob Nowicki, Township Supervisor, Roscoe Township, 5792 Elevator Road, Roscoe, IL 61073.**

Proposals will thereafter be opened and publicly read aloud at 6 p.m. on May 13, 2026, at **Roscoe Township Hall, 5792 Elevator Road, Roscoe, IL 61073.**

The Township is not responsible for the delay in delivery by the bidders' choice of courier. All proposals delivered after 5:00 p.m., on the above-mentioned date, will be returned to the responder unopened. **All responses to this RFP must include a completed Exhibit A attached to this RFP on page 8 and must be accompanied by a letter on Responder's letterhead attesting to the accuracy of the response and must be signed by an authorized representative of the Responder.**

Proposals will be reviewed by the Township board of trustees which will vote on the awarding of the successful proposal on Wednesday, June 10, 2026. A contract will be executed by the Township and the successful Responder no later than July 8, 2026. Said contract must incorporate either directly, or by reference, the "TERMS AND CONDITIONS RESPONDER MUST INCORPORATE INTO FINAL CONTRACT DOCUMENTS", which are provided below. Successful Responder may submit a contract for consideration by the Township.

The successful Responder will provide all design, construct and install electronic message sign and monument in a location in a Cross Park.

All questions regarding the RFP process may be submitted until the Responder Inquiry Deadline outlined herein. Such inquiries must be in writing to: **Shelly Taylor, Township Clerk, Roscoe Township, 5792 Elevator Road, Roscoe, IL 61073.**

*The Township reserves the right to reject any or all proposals submitted. The Township also reserves the right to cancel this RFP and/or re-advertise and re-solicit the requirements at any time if deems necessary. The Township Board will make the final selection for all services.*

**CONTRACT TERM**

The design, construction and installation of the electronic message sign and monument at a location in Cross Park shall be completed not later than October 31, 2026

**SCOPE OF SERVICES**

The successful Responder shall provide all materials necessary to design, construct and install an electronic message sign and monument including the provision of power to the electronic display and shall be responsible for obtaining the services of any subcontractors’ services required for the project, the costs of which shall be included in the response to this RFP.

**SPECIFICATIONS**

Specifications for the electronic display and monument for the project are generally those on the attached mockup included with this RFP and set forth below. Responder shall be responsible for following dimensions of sign and monument which are in compliance with the ordinances of the Village of Roscoe. Any violation of said ordinances which result in fines and which are the result of Responder’s failure to follow the specifications shall be the responsibility of the Responder.

<b>Overall Cabinet Width</b>	<b>80 inches</b>
<b>Display Screen Width</b>	<b>76 inches</b>
<b>Display Height</b>	<b>36 inches</b>
<b>Cabinet Depth</b>	<b>20 inches</b>
<b>Active Display Depth</b>	<b>17.25 inches</b>
<b>Monument Base Height</b>	<b>39 inches</b>
<b>Overall Height From Grade</b>	<b>75 inches</b>

**Electronic Message Center Requirements**

- Full Color LED display**
- Minimum 10mm pixel pitch**
- Outdoor rated cabinet**
- Automatic brightness adjustment**
- Cloud based management system**

**Remote programming capability  
Wireless or Ethernet capability  
Training for Township staff**

*All Respondents assume the risk that any and all information contained in a proposal may not be exempt from disclosure under the Illinois Freedom of Information Act. Entire submissions may not be submitted and labeled as proprietary or trade secrets.*

**SELECTION CRITERIA AND AWARD**

For the purpose of this RFP, a Responsible Respondent is a contractor which has the capability in all respects to perform fully the contract requirements, and the experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance which will assure good faith performance. A Responsive Respondent is a contractor who has submitted a proposal that conforms in all material respects to the requirements set forth in this RFP.

The Township Board intends to award this project to the most responsive and responsible Responder that is in compliance with all specifications, terms and conditions contained herein and is also reasonable in their overall price proposal. The Township Board shall also take into consideration the qualifications, ability of personnel, past record and experience and their suitability to the requirements of the Township Board and other related factors. Intangible factors, such as the Responder's reputation and past performance will also be weighed. The criteria are not listed in any particular order.

**TERMS AND CONDITIONS RESPONDER MUST INCORPORATE  
INTO FINAL CONTRACT DOCUMENTS**

1. **Payment Terms.** Payment for the costs agreed upon by the Parties shall be made in accordance with the Illinois Local Government Prompt Payment Act, as amended (50 ILCS 505/1 *et seq.*). All invoices shall be sent to the Township Clerk's office.
2. **Prevailing Wage.** Responder shall pay its employees and shall ensure that any subcontractors and subcontractors' employees are paid the prevailing established in Winnebago County, Illinois.
3. **Compliance with State and Federal Laws.** Responder agrees to comply with all applicable federal, state and local laws and regulatory requirements and to secure such licenses as may be required for its employees and to conduct business in the state, municipality, county and location applicable. Such obligation includes, but is not limited to, environmental laws, civil rights laws, prevailing wage and labor laws.
4. **Non-Discrimination.** Responder, its officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all other applicable rules and regulations.

5. **Conflict of Interest.** Both parties affirm that the Township Board of Trustees have no direct or indirect pecuniary interest in Responder or this Agreement, or, if the Township Board of Trustees does have a direct or indirect pecuniary interest in Responder or this Agreement, that interest, and the procedure followed to effectuate this Agreement has and will comply with the Public Officer Prohibited Activities Act (50 ILCS 105/3). Further, Responder affirms that it has no present, or prior, financial and/or auditing relationship with the Township, and their officers and elected officials, and has no existing conflict that it would be required to disclose prior to commencing such work.
  
6. **FOIA.** It is understood and agreed by Responder that all contracts entered into by a government body, including the Township Board of Trustees, may be open to public review only subject to the exceptions of disclosure as provided for in the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*). As such, Responder agrees to respond to any requests by the Township to provide FOIA responsive documentation within two (2) days of receiving a request from Township FOIA officer to do so. Any confidentiality clauses in the contract between the parties that are in conflict with this provision (and FOIA) are modified to the extent necessary.
  
7. **Insurance.** Responder will obtain and continue in force, during the term of this Agreement, all insurance as set forth below. Each insurance policy shall not be cancelled or changed without thirty (30) days prior written notice, given by the insurance carrier to the Township Clerk at the address set forth herein. Before starting work hereunder, Responder shall deposit with the Township Clerk certificates evidencing the following insurance it is to provide hereunder: (a) Worker's Compensation and Occupational Disease Disability insurance, in compliance with the laws of the jurisdiction where the work is being performed, (b) Employer's comprehensive general liability insurance for both personal injury and property damage in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate per project, (c) Minimum umbrella occurrence insurance of \$5,000,000 per occurrence and \$5,000,000 aggregate, (d) Professional liability insurance in the minimum amount of \$1,000,000 per claim.

The Township shall be named as an Additional Insured on a Primary and Non-Contributory basis with respect to all liability coverage. Further, all liability and workers' compensation policies must include a waiver of subrogation in favor of the Township. The Township's failure to demand such certificate of insurance shall not act as a waiver of Responder's obligation to maintain the insurance required under this Agreement.

The insurance required under this Agreement does not represent that coverage and limits will necessarily be adequate to protect Responder.

8. **Notice.** Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by fax, certified mail, or hand delivery and received, in the case of notice to the Township, to: **Shelly Taylor, Township Clerk, Roscoe Township, 5792 Elevator Road, Roscoe, IL 61073.** And, in the case of Responder, to: \_\_\_\_\_.

9. **Choice of Law and Venue.** This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois and if any provision is invalid for any reason such invalidations shall not render invalid other provisions which can be given effect without the invalid provision. The parties agree that the venue for any legal proceedings between them shall be the Circuit Court of Winnebago County, Seventeenth Judicial Circuit, State of Illinois. Any mandatory arbitration (binding or otherwise) or mediation clause in the contract between the parties is hereby stricken.
10. **Severability.** If any part, term, or provision of the Agreement is held to be illegal or unenforceable, the validity and enforceability of the remaining parts, terms, and provisions of this Agreement shall not be affected, and each party's rights shall be construed and enforced as if the Agreement did not contain the illegal or unenforceable part, term, or provision.
11. **Waiver of Terms.** The Township's and/or Responder's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.
12. **Liability Limitation Clauses.** To the extent that the contract between the parties contains a limitation of liability clause, such clause is stricken in its entirety.
13. **Indemnification.** Responder shall indemnify, hold harmless and defend with counsel of the Township's own choosing, Roscoe Township, its officials, officers, employees, including their past, present, and future board members, elected officials and agents from and against all liability, third party claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as well as for any breach of any covenant in the Agreement or ancillary documents and any breach by Responder of any representations or warranties made within the contract documents (collectively, the "Claims"), to the extent such Claims result from the performance of this contract by Responder or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconduct of Responder in its performance under this Agreement.

Nothing contained herein shall be construed as prohibiting the Township from defending through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. The Township's participation in their defense shall not remove Responder's duty to indemnify, defend, and hold the Township harmless, as set forth above.

The Township does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/1 *et seq.*), or other such immunity statute, by reason of indemnification or insurance. Indemnification shall survive the termination of the Agreement.

14. **Warranties.** All services to be undertaken by Responder shall be carried out by competent and properly trained personnel of Responder to the highest standards and to the satisfaction of the Township Board of Trustees. No warranties implied or explicit may be waived or denied.

15. **Termination.** This Agreement may be terminated by the Township Board of Trustees upon written notice delivered to Responder at least thirty (30) calendar days prior to the effective date of termination. No additional payments, penalties and/or early termination charges shall be required upon termination of the Agreement other than those reasonable costs that were incurred for services provided prior to such termination notice.
16. **Assignment.** Neither party shall assign, sublet, sell, or transfer its interest in this Agreement without the prior written consent of the other.
17. **Force Majeure.** Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a “force majeure event”). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party’s inability to perform due to the force majeure event. The cause of such inability to perform will be remedied by the claiming party with all reasonable dispatch.
18. **Counterparts.** The Agreement may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.
19. **Entire Agreement.** This Agreement, including the contract between the parties that this Addendum is incorporated into by reference, represents the entire Agreement between the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged and agreed to by both parties.
20. **Independent Contractor Relationship.** It is understood and agreed that Responder is an independent contractor and is not an employee of, partner of, agent of, or in a joint venture with the Roscoe Township. Responder understands and agrees that Responder is solely responsible for paying all wages, benefits and any other compensation due and owing to Responder’s officers, employees, and agents for the performance of services set forth in the Agreement. Responder further understands and agrees that Responder is solely responsible for making all required payroll deductions and other tax and wage withholdings pursuant to state and federal law for Responder’s officers, employees and/or agents who perform services as set forth in the Agreement. Responder also acknowledges its obligation to obtain appropriate insurance coverage for the benefit of Responder, Responder’s officers, employees and agents and agrees that the Roscoe Township is not responsible for providing any insurance coverage for the benefit of Responder, Responder’s officers, employees and agents under this Agreement. Responder hereby agrees to defend, indemnify and waive any right to recover alleged damages, penalties, interest, fees (including attorneys’ fees), and/or costs from the Responder, its board members, officials, employees, insurers, and agents for any alleged injuries that Responder its officers, employees and/or agents may sustain while performing services under the contract between the parties.

Nothing contained in this Agreement, nor any act of the Township or Responder pursuant to this Agreement, shall be deemed or construed by any of the parties hereto or by third persons, to create any relationship of third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the Township and Responder.

**FEE SCHEDULE—MUST BE SUBMITTED AS PART OF THE RESPONSE**

Date of Proposal \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature \_\_\_\_\_ & Title

Item	Cost
<b>Electronic Message Center</b>	
<b>Monument Construction</b>	
<b>Electrical Work</b>	
<b>Installation</b>	
<b>Site Preparation</b>	
<b>Training of Personnel</b>	
<b>Total Cost</b>	