

REQUEST FOR PROPOSAL

New Installation of Two Pitch Clock Sets (Baseball and Softball Fields)

Due by: Friday, May 30, 2025 at 1:00 p.m.

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Provide the following:

- Authorization Form, Proposal, Equipment, Warranty, Subcontractors, and Conflict of Interest / Collusion Form

Submit your proposal and all required forms by email to tlarson@waubonsee.edu by the due date and time. Late proposals will not be accepted.

Contact Theresa Larson Purchasing Manager at tlarson@waubonsee.edu by email if you have any questions regarding this RFP.

1 Statement of Work

- 1.1 Waubonsee Community College is seeking proposals for material and installation of two sets of three-digit pitch clocks for our baseball and softball fields located at our Sugar Grove, IL Campus: 4S783 State Route 47, Sugar Grove, IL 60554. Specifics are listed below; however, this project includes all necessary remote controlling devices, necessary hardware/software, electrical work (line installation – which may require trenching or directional boring), job site restoration, and is subject to NJCAA guidelines.

2 Schedule

- 2.1 **Operations** - The college anticipates the project to be completed by July 30th, 2025. Coordination with the college's Project Manager will be required.

EVENT	DATE
Release RFP:	Tuesday, May 13, 2025
Mandatory Pre-proposal meeting:	Monday, May 19, 2025 at 2:30 p.m. Campus Operations Building (see Map)
Questions due by:	Friday, May 23, 2025
Final Addendum issued:	Tuesday May 27, 2025
Proposals Due	Friday, May 30, 2025 1:00 p.m.
Substantial Completion	Friday, July 25, 2025

3 General Requirements

- 3.1 Submit all questions by email to tlarson@waubonsee.edu
- 3.2 Submit your proposal by email to tlarson@waubonsee.edu
- 3.3 All proposal prices must be good for a period of ninety (90) days.
- 3.4 Awarded Vendor will be notified and issued a purchase order. The college is exempt from all sales tax.
- 3.5 Invoices are paid monthly for work completed or as negotiated in the executed contract.
- 3.6 The college's payment terms are net 30 days.
- 3.7 The quoted price for each item is the full purchase price, including delivery to destination, rigging expenses, all transportation and handling charges, premiums on bonds, material or service costs, and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.
- 3.8 All work for this contract is to be performed by the selected firm's own staff. If subcontracting is required, it will only be allowed with written authorization from the college.
- 3.9 **Terms and Conditions** - The college's Standard Terms and Conditions shall be incorporated into this agreement and supersede any conflicting provisions.
- 3.10 **Bid Bond** – not required
- 3.11 **Performance and Payment Bonds** – not required
- 3.12 **Prevailing Wage** - All contracts for the construction of public works are subject to the Illinois Prevailing Wage Act (820) ILCS130/1-12). The successful Bidder may not pay less than the prevailing hourly wage rate determined by the Illinois Department of Labor for the county where the contract is executed.
- 3.13 **Laws and Ordinances** - In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.
- 3.14 **Nonsmoking Building** - Smoking is not permitted within the building or on campus grounds.
- 3.15 **Controlled Substances** - Use of tobacco products and other controlled substances is not permitted on

Project site, within the building or on campus grounds. Tobacco products may be used within personal vehicles.

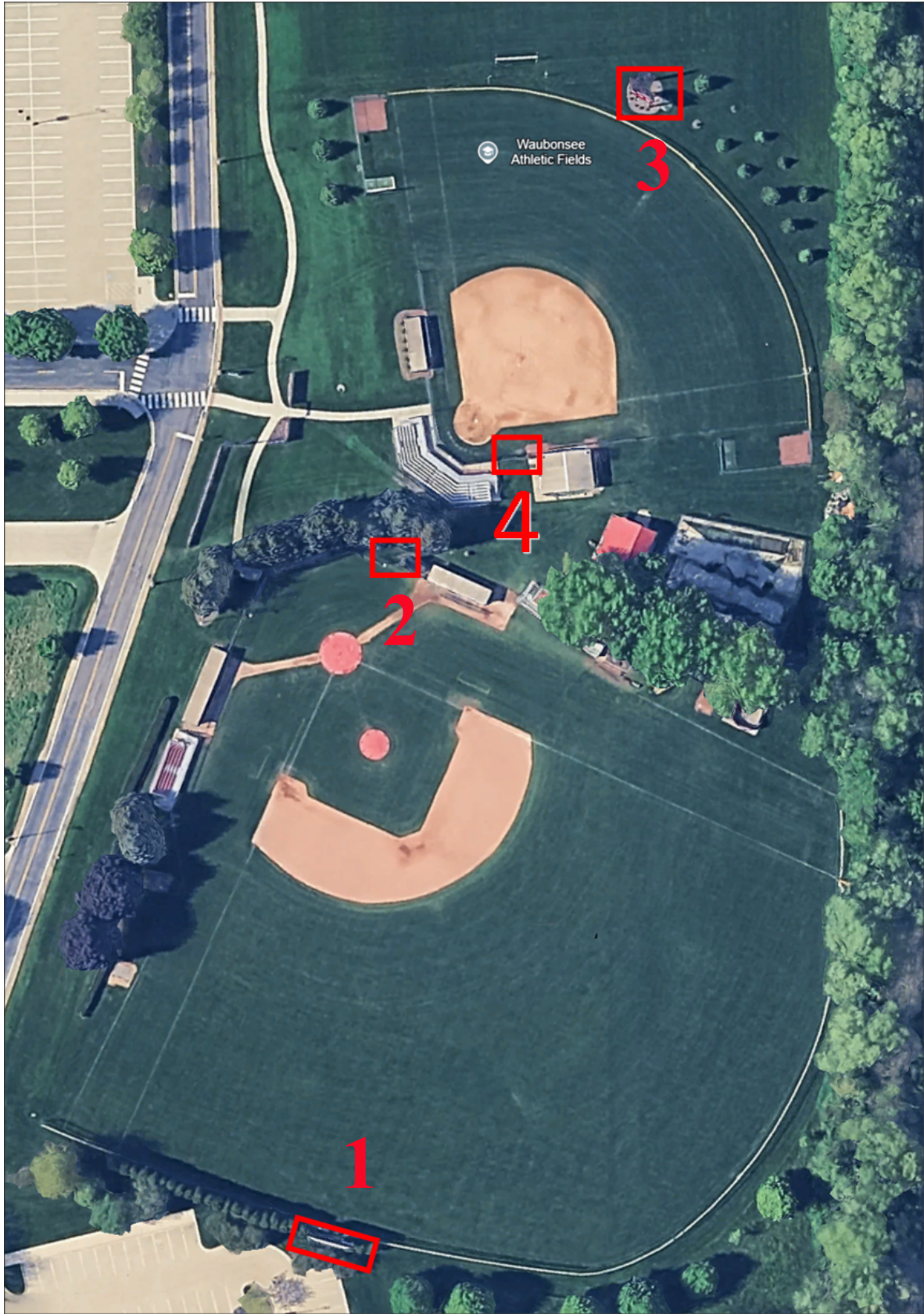
- 3.16 **FOIA** - All quote responses will become the property of Waubensee Community College. All materials received or created by the college are considered public records and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.
- 3.17 **Independent Contractor** - The Vendor shall be an independent Vendor and in providing services hereunder shall not be deemed to be the agent of the college. All persons performing work hereunder for the Vendor shall be employees of the Vendor, and not the college. The Vendor shall be fully responsible to the College for the acts and omissions of persons directly and/or indirectly employed by the Vendor.
- 3.18 **Insurance** - The Vendor shall comply with the "Insurance and Indemnity Requirements" as part of this contract. Proof of said coverage must be submitted to the college prior to commencing operations.
- 3.19 **Experience** - Firms involved in providing services under this project require a minimum of five years' experience.

4 Scope of Work

- 4.1 **Services** - The successful Vendor will source and install two sets of quality pitch clocks (specified below), using durable, weather-proof metal bracketing, and make all necessary electrical connections, which may include trenching or directional boring for electrical lines (both sets of clocks must be the same brand). Specific requirements include designated installation locations, both press box and wireless controllers, receivers, all necessary hardware and software and subject to NJCAA guidelines, as detailed below:
 - 1) Baseball Pitch Clock, Outfield
 - a. Mounted from existing score board; above, from existing structural steel.
 - b. (Minimum 28 to Maximum 32)-inch number display.
 - c. Three-digit LED display with Lexan cover.
 - 2) Baseball Pitch Clock, Infield
 - a. Mounted ground level field side of the backstop fence near the press box.
 - b. (Minimum 28 to Maximum 32)-inch number display.
 - c. Three-digit LED display with Lexan Cover.
 - d. Required all weather safety padding to support location on field of play.
 - 3) Softball Pitch Clock, Outfield
 - a. Mounted from existing scoreboard, below.
 - b. (Minimum 17 to Maximum 22)-inch number display.
 - c. Three-digit LED display with Lexan cover.
 - 4) Softball Pitch Clock, Infield
 - a. Mounted on corner of backstop.
 - b. (Minimum 17 to Maximum 22)-inch number display.
 - c. Three-digit LED display with Lexan cover.
 - 5) All associated electronics and controllers; Press Box controller, wrist controllers, communications.

- 6) Complete installation including but not limited to full electrical installation (including all line runs and required directional boring or trenching), system operations test and verifications, full clean up and site restoration with specific attention to sports fields being returned to original condition.





- 4.2 Underground utility location services are the responsibility of the Contractor and are to be coordinated with the college. Underground damage caused by Contractor's installation will be repaired at the expense of the Contractor.
- 4.3 Care needs to be taken on and around athletic fields. Damage to grass or foliage must be replaced at the cost of the contractor and should be factored into the proposal.
- 4.4 When performing custom work, all finished materials, including mounting brackets, bolts, welds, rivets, or any other hardware must be designed for the intended environment and free of burrs or sharp, dangerous edges before project is considered complete.
- 4.5 Contractor will provide shop drawings and finish samples for the college's approval.
- 4.6 **Materials** - The Vendor is responsible for all materials, storage, and installation. The college will not be liable for any damage, pilferage, act of violence, fire or theft of the supplies and equipment. The college shall be notified in writing of any damage or thefts connected with the vending program except for minor problems. The college will assist in identifying offender(s) if damage, violence, or thefts occur.
- 4.6.1 All supplies and specified equipment will belong to and continue to be owned by the Vendor until Owner accepts completed project.
- 4.7 **On-Site Work Hours** - Work days will take place during normal business hours – 7:00 a.m. – 4:30 p.m. Monday through Friday, unless otherwise indicated. Weekend Hours: Coordinate with the college. Early Morning and Late Evening Hours: Coordinate with the college
- 4.8 **Noise, Vibration, And Odors** - Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
- 4.8.1 Notify Owner not less than two days in advance of proposed disruptive operations.
- 4.8.2 Obtain Owner's written permission before proceeding with disruptive operations.
- 4.8.3 48 Hours' notice for Utility Shutdowns: Coordinate with Project Manager
- 4.9 **Access to Site**
- 4.9.1 Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
- 4.9.2 Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
- 4.9.3 Schedule deliveries to minimize use of driveways and entrances by construction operations.
- 4.9.4 Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- 4.10 **Waste and Disposal**
- 4.10.1 Contractor shall be responsible for all cleaning required for work under the Contractor's jurisdiction as well as for keeping all work areas, passageways, ramps, stairs and all other areas of the premises free of accumulation of surplus materials, rubbish, debris and scrap which may be caused by the Contractor's operations.
- 4.10.2 Remove rubbish, debris, and scrap promptly upon its accumulation and in no event later than the end of each workday. Contractor is responsible for the management and removal of waste materials, including hazardous materials, to be disposed of in accordance with all applicable laws, regulations, codes, rules, and standards.
- 4.10.3 Burning of rubbish or debris is not allowed at the site. Rubbish, debris, and scrap is not to be thrown through any window or other opening or dropped from any great height; it shall be conducted to the ground, to waiting truck(s) or removable container(s) by means of approved chutes or other means of

controlled conveyance.

- 4.10.4 Spillages of oil, grease or other liquids that could cause a slippery or otherwise hazardous situation or stain a finished surface shall be cleaned up immediately by contractor and brought to the attention of Owner.
- 4.10.5 If rubbish and debris is not removed, or if surfaces are not cleaned as specified above, the college reserves the right to have said work done by others and the related cost(s) will be deducted from monies due the Contractor.

5 Insurance and Indemnity Requirements

- 5.1 SAFETY: The Contractor, its agents, employees, material men and its Subcontractors will perform all work on the project in a safe and responsible manner, and in compliance with all Federal, State and local safety requirements and standards.
- 5.2 INDEMNIFICATION: The work performed by the Contractor shall be at the risk of the Contractor exclusively. To the extent permitted by law, Contractor shall indemnify, defend, and hold harmless Owner, affiliated companies of Owner, their partners, joint venturers, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultants' fees and costs) which arise in whole or in part or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Sub-Contractor or its agents.
- 5.3 INSURANCE: The insurance required shall be written for the duration of the Contract in amounts not less than the following minimum limits or as required by law whichever is greater. The Insurer must give the college at least 30 days prior written notice of cancellation and termination of the firm's coverage thereunder. All subcontractors the firm hires must comply with the same requirements.
 - a. Comprehensive General Liability including Contractor's protective liability, Contractual liability, Completed Operations and Products liability. The latter shall be written for a period of one year from the date of acceptance by the Owner, to be renewed annually as long as the contract is in force. Minimum limits shall be as follows:
 - i. Not less than \$1 million dollars Each Occurrence, \$2 million Products/Completed Operations aggregate, \$1 million Personal and Advertising Injury limits, and \$2 million General Aggregate subject to a per project aggregate.
 - ii. **Firm shall provide Waubensee Community College with a Certificate of Insurance and endorsement naming Waubensee Community College District No. 516, its officers, agents, employees and assigns as Additional Insured thereunder on a primary and noncontributory basis.**
 - b. Workman's Compensation as required by all applicable laws including employer's liability in the amount of \$500,000.00 or as otherwise limited by law.
 - c. Comprehensive Business Automobile Liability including non-ownership and hired car coverage as well as owned vehicles. Minimum limits shall be as follows:
 - i. Written in the amount of not less than \$1 million each accident and covering any auto.
 - d. Umbrella Liability Insurance: Written in the amount of no less than \$2 million each accident.
- 5.4 PROPERTY INSURANCE: It is agreed that the Contractor shall purchase and maintain property insurance for its material left at the job site. Contractor waives all rights of subrogation against Owner for loss of, or damage to, Contractor's work, tools, machinery, equipment, materials, or supplies.

6 AUTHORIZATION FORM

I HEREBY AUTHORIZE THIS SUBMITTAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS RFP. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED BID IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION.

Include this page with your response.

Name of Company

Address

City

State

Zip Code

Telephone Number

Email Address

Authorized Official Signature

Date

Official Print Name

Title

Contact Name, phone, and email of individual authorized to discuss RFP submittal if different from above.

Total Proposal

Having examined the documents, as prepared by Waubensee Community College, and having inspected the site and the conditions affecting and governing the construction of said Project, the Respondent hereby proposes to furnish all labor and materials, supervision, coordination, transportation, services and equipment for the sum of:

\$ _____ Total

In Figures

In Words

Acknowledgement of Addenda (if any)

I acknowledge having received addenda # _____ Date: _____

I acknowledge having received addenda # _____ Date: _____

7 PROPOSAL

Use the following matrix to identify the costs of itemized components and alternates. Unit pricing must include all freight and other charges. Please quote out options if your company has multiple options within the defined size requirements.

Item/Task	Digit Size Inches	Amber LED Lighting (confirm)	Weather Proof Cabinet (confirm)	Protective Lexan Shielding (confirm)	Weather Proof Mounting Materials and connectors (confirm)	Unit Cost	Qty	\$ Total
Three-Digit Baseball Pitch Clocks and required hardware							2	
Labor (Including all installation materials, electrical work, runs, trenching or boring, and complete repair to all landscaping)								
Installation							2	
Three-Digit Softball Pitch Clocks and required hardware							2	
Labor (Including all installation materials, electrical work, runs, trenching or boring, and complete repair to all landscaping)								
Installation							2	
Devices								
Press Box Controller							1	
Wrist Controllers							4	
All weather safety padding for baseball infield clock							1	
TOTAL ALL								
Comments								

8 EQUIPMENT (provide cut sheets)

Pitch clocks manufacturer and model information:

Controllers, hardware and peripheral information:

9 WARRANTY INFORMATION

Pitch clocks:

Controllers:

Labor:

Expected Schedule

Lead Time (state delivery in weeks or date):

Pitch Clocks:	Alternate:
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Controllers:	Alternate:
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Electrical Work:	Alternate:
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Complete Installation:

10 SUBCONTRACTORS

Do you expect to use subcontractors on this project? If yes, identify below.

11 CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

All Respondents are required to complete and sign this form. Completed form must be returned with Proposal no later than the advertised deadline Failure to return this completed form may result in disqualification.

Conflict of Interest Disclosure

Waubonsee Community College is requiring that all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any proposal submitted. Contact regarding this Proposal with any employee of Waubonsee Community College during the pre-award period, except as noted in the solicitation, is strictly forbidden, and is considered sufficient grounds for dismissal from the RFP process.

Define the relationship with any Waubonsee Community College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees do business with, or for which there is an opportunity to influence a related college decision.

☐ Respondent certifies that there is no known conflict of interest with any WCC administrator, trustee, committee member or employee of the college.

Non-Collusion Statement

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Company, and that the contents of this Proposal as to prices, terms or conditions of said RFP have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal.

The undersigned further affirms that this Proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: _____

By: _____
(Authorized Signatory)

_____ Title

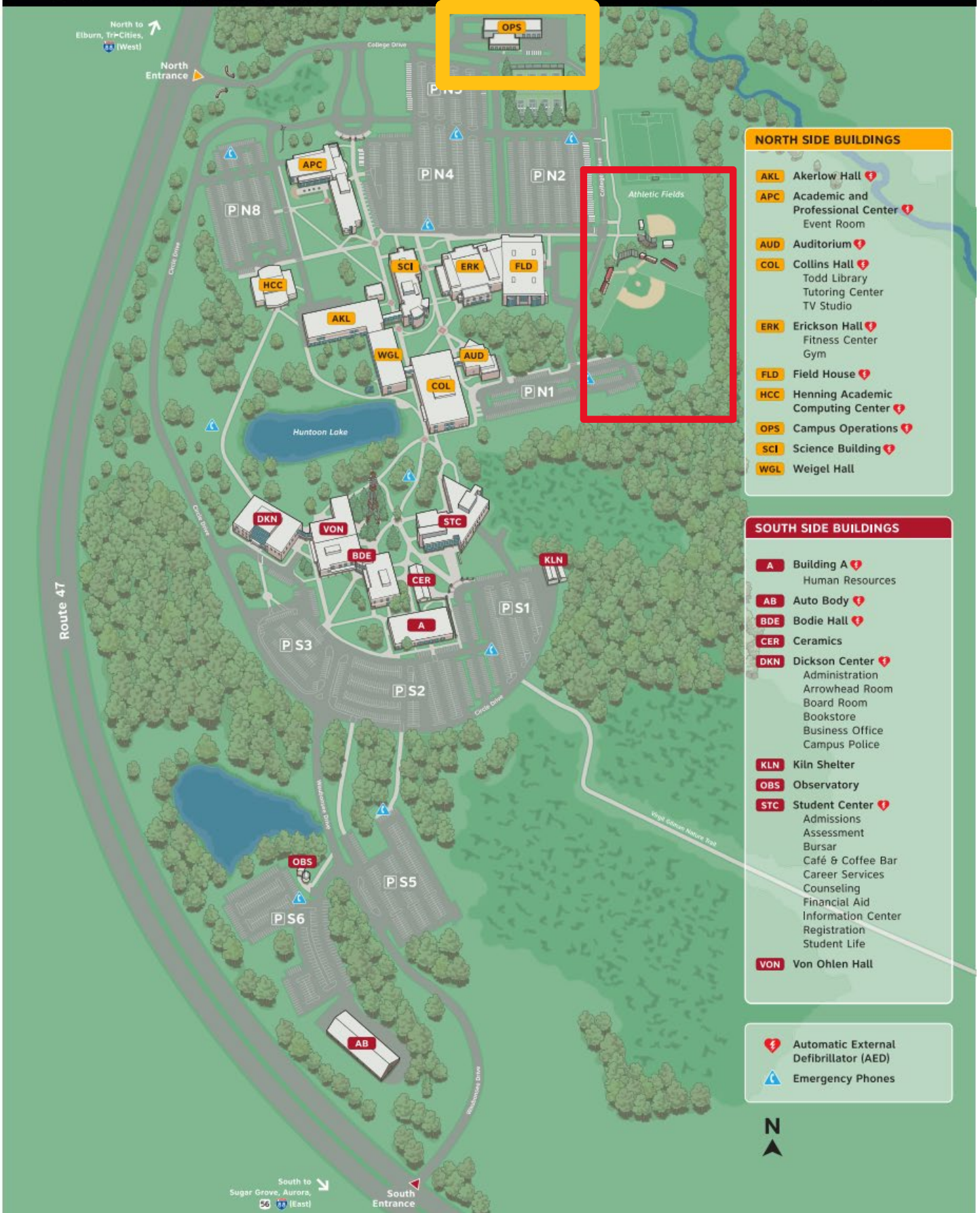


WAUBONSEE

COMMUNITY COLLEGE

SUGAR GROVE CAMPUS

Route 47 at Waubonsee Drive, Sugar Grove, IL 60554



NORTH SIDE BUILDINGS

- AKL** Akerlow Hall
- APC** Academic and Professional Center Event Room
- AUD** Auditorium
- COL** Collins Hall
Todd Library
Tutoring Center
TV Studio
- ERK** Erickson Hall
Fitness Center
Gym
- FLD** Field House
- HCC** Henning Academic Computing Center
- OPS** Campus Operations
- SCI** Science Building
- WGL** Weigel Hall

SOUTH SIDE BUILDINGS

- A** Building A
Human Resources
- AB** Auto Body
- BDE** Bodie Hall
- CER** Ceramics
- DKN** Dickson Center
Administration
Arrowhead Room
Board Room
Bookstore
Business Office
Campus Police
- KLN** Kiln Shelter
- OBS** Observatory
- STC** Student Center
Admissions
Assessment
Bursar
Café & Coffee Bar
Career Services
Counseling
Financial Aid
Information Center
Registration
Student Life
- VON** Von Ohlen Hall

Automatic External Defibrillator (AED)

Emergency Phones

