

# **SAR**global signs

September 3, 2019

Village of Orland Park  
Attn: Clerk's Office  
14700 S. Ravina Ave  
Orland Park, IL 60462

**ORIGINAL**

**Re: ITB 19-020 Cabinet and Wayfinding Signs**

Dear Clerk's Office:

We very much appreciate the opportunity to submit a response to **ITB 19-020 Cabinet and Wayfinding Signs** used and relied on the information provided in the INVITATION TO BID Specifications to draft our response.

In today's competitive sign industry, municipalities, school districts, colleges/universities, building owners and professional managers are demanding more. As one of the largest and most respected signage manufacturer and supplier in North America, SAR Global Signs has become a leader in high quality signage using only state of the art technology, highest quality components and superior craftsmanship.

Upon review of our bid we are hopeful that you find that SAR Global Signs is the appropriate signage provider for the Village of Orland Park.

We look forward to being of service to you in the future.

Sincerely,



Christopher Rollins  
Regional Vice President  
(210) 988-1823  
[crollins@sarglobalsigns.com](mailto:crollins@sarglobalsigns.com)

# Invitation for Bid/Request for Bid Requirements

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## **General Statement of Intent**

HWI Capital LLC d/b/a SAR Global Signs is pleased to submit a response to **ITB 19-020 Cabinet and Wayfinding Signs** for the Village of Orland Park.

It is the intent of HWI Capital LLC d/b/a SAR Global Signs to meet the requirements of **DOC NO. ITB 19-020** as made part of this solicitation.

We have made every effort to accurately interpret the intent of the Invitation to Bid/Request for Proposal specifications and in the event, there is an unclear interpretation reflected in our response, it is HWI Capital LLC d/b/a SAR Global Signs intent to adhere to the Invitation to Bid specifications.

### **Request for Proposal Contact**

**Christopher Rollins**

**Regional Vice President**

SAR Global Signs.

1534 Monroe Ave

Rochester, NY 14618

Phone: (210) 988-1823

Fax: (585) 486-3311

Email: [crollins@sarglobalsigns.com](mailto:crollins@sarglobalsigns.com)



# ORLAND PARK

INVITATION TO BID  
#19-020

Cabinet and Wayfinding Signs

ISSUED

August 19, 2019

BID OPENING

September 4, 2019  
11:00 A.M.

SUBMIT SEALED BIDS TO:

Village of Orland Park  
Attn: Clerk's Office  
14700 S. Ravinia Ave.  
Orland Park, IL 60462

**BIDDER SUMMARY SHEET**  
**ITB 19-020 Cabinet and Wayfinding Signs**  
 Project Name

Business Name: HWI Capital LLC D/B/A SAR Global Signs

Street Address: 1012 San Pedro Ave

City, State, Zip: San Antonio, TX 78212

Contact Name: Christopher Rollins

Title: Regional Vice President

Phone: (210) 988-1283 Fax: (585) 486-3311

E-Mail address: crollins@sarglobalsigns.com

Item#	Description	Unit Price
1	Cabinet Sign A1 - 5' wide, single sided, flush mounted	EA \$ 747.50
2	Cabinet Sign A2 - 5' wide, double sided, flush mounted	EA \$ 971.75
3	Cabinet Sign A3 - 5' wide, single sided, bracket mounted	EA \$ 812.50
4	Cabinet Sign A4 - 5' wide, double sided, bracket mounted	EA \$ 1056.25
5	Cabinet Sign B1 - 6' wide, single sided, flush mounted	EA \$ 897.00
6	Cabinet Sign B2 - 6' wide, double sided, flush mounted	EA \$ 1031.55
7	Cabinet Sign B3 - 6' wide, single sided, bracket mounted	EA \$ 925.00
8	Cabinet Sign B4 - 6' wide, double sided, bracket mounted	EA \$ 1202.50
9	Cabinet Sign C1 - 8' wide, single sided, flush mounted	EA \$ 942.00
10	Cabinet Sign C2 - 8' wide, double sided, flush mounted	EA \$ 1224.60
11	Cabinet Sign C3 - 8' wide, single sided, bracket mounted	EA \$ 1002.00
12	Cabinet Sign C4 - 8' wide, double sided, bracket mounted	EA \$ 1302.00
13	Wayfinding Sign - Flag style, double sided, bracket mounted	EA \$ 949.00
14	Sign Sleeves - Set of (2) 60" Long Ground Sleeves	EA \$ 187.00

**AUTHORIZATION & SIGNATURE**

Name of Authorized Signee: Christopher Rollins

Signature of Authorized Signee:  \_\_\_\_\_

Title: Regional Vice President Date: 9/3/2019



4) SEXUAL HARRASSMENT POLICY COMPLIANT: Yes [] No []

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information:

(I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

5) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANT: Yes [] No []

During the performance of this Project, Bidder agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

The Bidder shall:

(I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's

Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor.

In the same manner as the other provisions of this Agreement, the Bidder will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Bidder will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Bidder and any person under which any portion of the Bidder's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Bidder or other organization and its customers.

In the event of the Bidder's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Bidder may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

6) TAX COMPLIANT:    Yes []    No [  ]

Bidder is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is not: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

...the ... of ...



**AUTHORIZATION & SIGNATURE:**

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Bidder set forth on the Bidder Summary Sheet, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the bid is genuine and not collusive, and information provided in or with this Certificate are true and accurate.

The undersigned, having become familiar with the Project specified in this bid, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

**ACKNOWLEDGED AND AGREED TO:**



\_\_\_\_\_  
Signature of Authorized Officer

Christopher Rollins

\_\_\_\_\_  
Name of Authorized Officer

Regional Vice President

\_\_\_\_\_  
Title

9/3/2019

\_\_\_\_\_  
Date

## INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's

### WORKERS COMPENSATION & EMPLOYER LIABILITY

\$500,000 – Each Accident  
\$500,000 – Policy Limit  
\$500,000 – Each Employee  
Waiver of Subrogation in favor of the Village of Orland Park

### AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit  
Additional Insured Endorsement in favor of the Village of Orland Park

### GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence  
\$2,000,000 – General Aggregate Limit  
\$1,000,000 – Personal & Advertising Injury  
\$2,000,000 – Products/Completed Operations Aggregate  
Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

### EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence  
\$2,000,000 – Aggregate  
**EXCESS MUST COVER:** General Liability, Automobile Liability, Workers Compensation

Any insurance policies providing the coverages required of the successful Bidder, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the successful Bidder, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the successful Bidder's obligation to provide all of the above insurance.

Bidders agree that if they are the successful Bidder, within ten (10) days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected bidder and the bid will be awarded to the next lowest bidder or result in creation of a new bid.

ACCEPTED & AGREED THIS 3rd DAY OF September, 2019

  
\_\_\_\_\_  
Signature  
Christopher Rollins, Regional Vice President  
Printed Name & Title

Authorized to execute agreements for:  
\_\_\_\_\_  
HWI Capital LLC D/B/A SAR Global Signs  
Name of Company

## REFERENCES

Provide three (3) references for which your organization has performed similar work.

Bidder's Name: HWI Capital LLC SAR Global Signs  
(Enter Name of Business Organization)

1. ORGANIZATION Manassas City Public Schools  
ADDRESS 8500 Public Works Drive, Manassas, VA  
PHONE NUMBER (571) 377-6085  
CONTACT PERSON Steve Potts  
YEAR OF PROJECT 2019
  
2. ORGANIZATION CBRE Real Estate  
ADDRESS 250 W Nottingham Place STE 115, San Antonio, TX  
PHONE NUMBER (210) 299-1172  
CONTACT PERSON Daphne Barlow  
YEAR OF PROJECT 2017, 2018 and 2019 Multiple Projects
  
3. ORGANIZATION LED Sign Supply  
ADDRESS 4240 118th Ave S.E. , Calgary, Alberta Canada  
PHONE NUMBER (778) 233-4824  
CONTACT PERSON Sandy MacLean  
YEAR OF PROJECT 2018, 2019 Multiple Projects