

## **Document Management Solution Request for Proposal**

Sealed bids will be received from qualified vendors/contractors by CARL SANDBURG COLLEGE, 2400 TOM L. WILSON BLVD., GALESBURG, ILLINOIS 61401 hereinafter known as the Owner/Lessee, for a **Document Management Solution**.

Carl Sandburg College will continue to work with a single vendor for the College's document management services. The College will be utilizing technology and implementing copy, print, scan/scan to email, and fax multifunction units. Vendors will be asked to provide a detailed history of large organizations that they have handled in the past. The College is also requesting to have one point of contact for both campus locations for sales and service. The chosen vendor must be able to handle service requests in a timely manner to our college locations in Galesburg and Carthage.

Bids will be received by the Owner/Lessee until 1:30 p.m. local time, **Tuesday, June 19, 2018** at the desk of the Administrative Assistant to CFO, Carl Sandburg College, 2400 Tom L. Wilson Blvd, Building E upper level, Galesburg, Illinois. Bids will be publicly opened in the Board Meeting Room (E-200), read aloud and recorded.

A "Pre-bid" meeting and walk through will be scheduled on **Monday, June 11, 2018 at 1:30 pm** local time in room D209 auditor's conference at Carl Sandburg College, Galesburg, Illinois. Representatives of all bidding firms are requested to attend, to present any questions they may have. Minutes of the pre-bid meeting will be disseminated to all those attending and to the general public.

Bids will be held good and may not be withdrawn for a period of 30 calendar days from the date of receipt.

Commencement of the project shall be subject to the discretion of CARL SANDBURG COLLEGE, GALESBURG, ILLINOIS. The Owner/Lessee reserves the right to waive any irregularities and to accept any or reject all bids when in the opinion of the Owner/Lessee, such action will serve the best interest of the Owner/Lessee.

Bids on all work of this contract shall be subject to the provisions of the "Illinois Prevailing Wage Act" (Illinois Compiled Statutes 820 ILCS 130/0.01 et seq.,).