

**CARL SANDBURG COLLEGE**

**GALESBURG, ILLINOIS  
REQUEST FOR PROPOSAL  
CAMPUS FOOD SERVICE**

Carl Sandburg College, Galesburg, Illinois, is issuing this request for proposal (RFP) to designated and interested vendors with the intent of selecting an on-campus food service provider. Carl Sandburg College currently has two on campus locations for food service, and offers in house catering for events held on campus.

Carl Sandburg Community College, District #518, Galesburg, Illinois is one of approximately 45 Community Colleges in the state of Illinois. There is a head-count of approximately 2000 students, along with 300 faculty and staff. The college is situated in a semi-rural setting approximately one mile from the nearest restaurant.

**Proposal Instructions**

The proposal must include, a brief description of your firm, including history, ownership, experience with food service operations, three business references with contact information, proposed menu (regular and/or catering) with pricing, and whether the proposal is for the full operations including catering, or for a specific part of the operation. Any special requirements (i.e. build outs, equipment, etc.) should also be noted in the proposal.

Vendors shall submit three (3) copies of proposals addressing all issues noted in the RFP and shall submit such proposals in a sealed envelope marked: Carl Sandburg College Food Service RFP, and addressed to Mr. Cory Gall, Chief Financial Officer, 2400 Tom L. Wilson Boulevard, Galesburg, IL, 61401. Proposals may be mailed or dropped off at the Business Services Administrative Assistant's desk on the main Carl Sandburg College campus. Vendor is responsible for all costs in preparation of the proposal(s).

The full Request for Proposal can be found on the Business Services link of the Carl Sandburg College web site at [www.sandburg.edu/About/Business-Services/index.html](http://www.sandburg.edu/About/Business-Services/index.html) Vendors are responsible for all issues noted in the full RFP available on the website. Deadline for receipt of proposals is 2 p.m., March 5, 2019. Proposals will be opened at that time in room E200 on the main Carl Sandburg College campus. Proposals received after that date and time will not be accepted or considered. Fax or telephone proposals will not be accepted. Changes to proposals will not be accepted or considered after the proposal deadline. Carl Sandburg College reserves the right to reject any or all proposals or parts of proposals. A pre-proposal conference will be held Tuesday, February 12, 2019 at 2:00 pm, in Room E200 on the main Carl Sandburg College campus, Galesburg, IL. Vendors will be provided an opportunity to ask questions and receive clarification at that time. A tour of the facilities will be conducted following the conference. Any questions should be directed to Mr. Cory Gall, Chief Financial Officer at 309-341-5273.