

## Request for Proposal

### Advertisement

#### Design, Layout, Copyedit and Print of the Sandburg Magazine – Three year Contract

The Board of Trustees of Carl Sandburg College District #518 Galesburg, Illinois is requesting sealed proposals for the **design, layout, copyedit and print of the Sandburg Magazine – Three Year Contract**. Sealed bids will be received by Carl Sandburg College, 2400 Tom L. Wilson Blvd., Galesburg Illinois 61401, hereafter known as Owner, pursuant to specifications.

#### **Receipt of Bids:**

Bids for "All Work" will be received until 2:00 p.m., local time, Monday, November 19, 2018 by the Owner, at the Business Services Administrative Assistant's Desk, Carl Sandburg College, Galesburg, Illinois. All proposals must be sealed, clearly marked on the outside of the envelope, Design, Layout, Copyedit and Print of the Sandburg Magazine. **All forms must be complete and returned with bid proposal or bid is subject to being rejected.** The Board of Trustees reserves the right to accept or reject any or all bids or parts thereof. All prices must be F.O.B. destination. Carl Sandburg College is exempt from Illinois Sales Tax. All work must be in compliance with the Fair Employment Practices Act. Bids will be publicly opened in Board Meeting Room (E-200), read aloud and recorded. Bids shall be held good and not withdraw for sixty (60) calendar days from the date of bid opening. Detailed specifications and bid forms for interested bidders are available online <http://sandburg.edu/About/Business-Services/index.html>. Click on Request for information/Proposals.

The owner reserves the right to waive any irregularities and to accept any or reject all bids when in the opinion of the Owner, such action will serve the best interest of the Owner.

#### **Pre-Bid Meeting:**

A pre-bid meeting will be held on Tuesday, October 23, 2018 at 2:00 p.m., local time by the Owner, Carl Sandburg College, Galesburg Illinois in the Board Meeting Room (E-200). Attendance not required.

Correspondence and questions shall be directed to the office of Brittany Grimes, Director of Marketing and Public Relations, Carl Sandburg College, 2400 Tom L. Wilson Blvd. Galesburg, IL 61401; telephone 309-341-5221 or email her at [bgrimes@sandburg.edu](mailto:bgrimes@sandburg.edu).

Carl Sandburg College  
2400 Tom L Wilson Blvd  
Galesburg, Illinois 61401

BY:

Cory Gall  
Chief Financial Officer/Treasurer