

## Advertisement

### REQUEST FOR PROPOSAL

#### Property and Casualty Insurance

The Board of Trustees of Carl Sandburg College District #518 Tom L. Wilson Blvd. Galesburg, Illinois 61401 requested sealed proposals for Property and Casualty Insurance coverage, and services. The intended date for all coverage is July 1, 2024. Proposals must be received in the President's office of the college no later than **2:00 p.m. Tuesday, May 28, 2024**, at which time a public bid opening will be held in the College Board room. Proposals shall be sealed and clearly marked "P.C. Insurance Proposals".

Carriers should familiarize themselves with all College locations and operations prior to preparation of any proposal. Inspections may be arranged through Darlene Smith-Donaldson, Office Manager to the President/BOT, Carl Sandburg College, phone 309-341-5213, or email [dsmith-donaldson@sandburg.edu](mailto:dsmith-donaldson@sandburg.edu). All requests for additional information must be submitted in writing and responses will similarly be made in writing, with both question and response being sent to all potential bidders. No question will be accepted after May 21, 2024. Bid specifications and forms are available at <http://sandburg.edu/About/Business-Services/index.html> or by contacting:

Darlene Smith-Donaldson  
Office Manager to the President/BOT  
Carl Sandburg College  
2400 Tom L. Wilson Boulevard  
Galesburg, IL 61401  
PH: (309) 341-5213  
E-mail: [dsmith-donaldson@sandburg.edu](mailto:dsmith-donaldson@sandburg.edu)

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 comply with the Fair Employment Practices Act.