

Advertisement

Request for Proposal

Sandburg Magazine

Sealed bids will be received from qualified agencies/vendors by CARL SANDBURG COLLEGE, 2400 TOM L. WILSON BLVD., GALESBURG, IL 61401, hereinafter known as the Owner/Lessee, for the '**Sandburg' Magazine**.

Carl Sandburg College will work with a single agency to design, produce, print and distribute the magazine one to two times annually. Agencies will be asked to provide a detailed history of prior viewbook/magazine experience.

Bids will be received by the Owner/Lessee until 4 p.m. local time, **Wednesday, April 17, 2024**, [via email](#) or mail to Darlene Smith-Donaldson at the desk of the office manager for the president, Carl Sandburg College, 2400 Tom L. Wilson Blvd, building E upper level, Galesburg, IL. Bids will be publicly opened in the Board Room (E200), read aloud, and recorded.

A pre-bid meeting and Q&A session will be scheduled from 2 p.m. to 4 p.m. on **Wednesday, April 10, 2024**, local time, in room D209 auditor's conference room at Carl Sandburg College, Galesburg, IL, and via Microsoft Teams. Representatives of all bidding agencies are requested to attend, to discuss any questions regarding the project. 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Bids will be held good and may not be withdrawn for a period of 30 calendar days from the date of receipt.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, IL. 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.).