

Brand Revitalization & Website Refresh Request for Proposal

Sealed bids will be received from qualified vendors/contractors by CARL SANDBURG COLLEGE, 2400 TOM L. WILSON BLVD., GALESBURG, IL 61401 hereinafter known as the Owner/Lessee, for the **Brand Revitalization & Website Refresh**.

Carl Sandburg College will continue to work with a single agency for *both* the college's website and brand revitalization. Agencies will be asked to provide a detailed history of their experience in *both* digital website design and coding, *and* branding work.

Bids will be received by the Owner/Lessee until 2:30 p.m. local time, **Thursday, June 29, 2023**, at the desk of the Executive Assistant of the Vice President of Administrative Services, Carl Sandburg College, 2400 Tom L. Wilson Blvd, Building E upper level, Galesburg, IL. Bids will be publicly opened in the Board Meeting Room (E-200), read aloud, and recorded.

A pre-bid meeting and Q&A session will be scheduled from 2 p.m. to 4 p.m. on **Thursday, June 22, 2023**, local time, in room D209 auditor's conference at Carl Sandburg College, Galesburg, IL, and via Microsoft Teams. Representatives of all bidding agencies are requested to attend, to discuss any questions they may have 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Bids will be held good and may not be withdrawn for a period of 30 calendar days from the date of receipt.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.).