

INTRODUCTION

This document represents a formal request for proposal of audit services for the following entities: Carl Sandburg College and Carl Sandburg College Foundation.

Carl Sandburg Community College District No. 518 is comprised of portions of ten Illinois counties which include: Fulton, Hancock, Henderson, Henry, Knox, Mercer, McDonough, Schuyler, Stark, and Warren. The most current and historical digital versions of the Carl Sandburg College budget book and Annual Comprehensive Financial Reports can be found at:

www.sandburg.edu/about/campus-resources/budgets-financial-info.html

The Carl Sandburg College utilizes Blackbaud Raiser's Edge NXT and Financial Edge NXT systems. A third-party CPA firm maintains the Carl Sandburg College Foundation accounting records. Copies of the current and historical digital versions of the Carl Sandburg College Foundation audit reports can be made available via request to ebjohnson@sandburg.edu.

INTENT TO RESPOND

Firms shall submit the Intent to Respond form (Attachment B) by **Friday, March 7, 2024**. Failure to submit the Intent to Respond form may result in the firm's removal from consideration on future proposals. Only those firms who indicate their desire to participate in this proposal by indicating as such on the Intent to Respond form and submitting the form will be copied on any addenda issued thereafter.

CONTRACT PERIOD

The contract period for the Auditing Services shall be for a minimum of the three fiscal years ending June 30, 2025, 2026 and 2027, with an option for the College to extend the contract for two additional fiscal years ending June 30, 2028, and 2029. All proposals should contemplate the full five-year term.

TIME TABLE

DATE	EVENT
February 21, 2025	Mailing of Request for Proposal RFP 03-24
March 7, 2025	Submission of Intent to Respond Form Attachment B
March 20, 2025	Proposals due by 2:00 p.m.
March 24, 2025	If needed, interviews/presentations
March 27, 2025	Anticipated Board of Trustees Approval
March 28, 2025	Anticipated Award of Contract

SCOPE OF PROPOSAL

- The Audit Report must include an examination of all funds and account groups of the College. The audit must include all state and federal compliance requirements as needed. The examinations shall be made in accordance with generally accepted auditing standards; FASB, GASB, Uniform Guidance, AICPA Industry Audit Guide for Colleges and Universities; Requirements of the Government Finance Officers Association Certificate of Excellence in Financial Reporting programs, and the Illinois Community College Board (ICCB) Fiscal Management Manual (available online at <http://www.iccb.state.il.us>), where applicable. The College fiscal year runs from July 1 to June 30 each year. The College audit reports must be finalized and submitted to agencies by December 30 annually and depend on the completion of both Foundation audits before the College audit can be finalized. The College tax return due date is November 15 each year.

- The Carl Sandburg College Foundation is a separate entity governed by a separate board and the Foundation reserves the right to select an audit firm separately from Carl Sandburg College as a separate audit report is required for the Carl Sandburg College Foundation. The fiscal year end final audit report and tax return due dates follow the same time schedule as the College.
- Audit firm must review the Uniform Financial Statements, Certification of Chargeback Reimbursement, and Grant Accountability and Transparency Act (GATA) Consolidated Year-End Financial Report (CYFER) as required by the Illinois Community College Board. Additional requirements may also be established by ICCB which may require the auditor's participation.
- Audit firm must be available to meet with the College's administration to present the audit report and to answer questions on the audit, management letter, audit proposal, or other audit-related and tax compliance issues, if necessary, throughout each year.
- Audit firm must be available to present the annual audit to the full board on the fourth Thursday in the month of October. Additional meetings may be scheduled at either party's request.
- **Unless otherwise noted above, the examination should be scheduled so that fieldwork is completed no later than approximately September 15 and all draft reports are distributed no later than October 15. Presentations shall be held as follows:**
 - Carl Sandburg College – late October
 - Carl Sandburg College Foundation – late October
- Audit firm will prepare any required Internal Revenue Service forms, including forms 990, 990-T and 720, as applicable, for:
 - Carl Sandburg College
 - Carl Sandburg College Foundation
- Additional services may be required periodically during the term of this contract, including preparation of official statements for bond issues and arbitrage calculations on bond proceeds, etc. Those services are outside the scope of this proposal. This is included for informational purposes only.

MINIMUM QUALIFICATIONS

- The firm and the proposed audit team must have recent experience in serving Illinois Community Colleges.
- The firm must have experience in performing Uniform Guidance audits.
- The firm must employ sufficient numbers of experienced professional audit staff to perform the College's audit in a timely manner.
- The firm shall be competent in all related tax compliance issues, including but not limited to 990, 990T, Unrelated Business Income (UBI), and IRS compliance.
- The firm shall provide a list of at least three references (preferably Illinois Community Colleges)..
- The firm must have satisfactory results on most recent peer review.

COLLEGE RESPONSIBILITIES

The College will provide the following specific assistance:

- Pulling of documents and preparation of work papers, schedules, and analysis of funds required for completion of the audits.
- Collecting of documents required for completion of the audit.
- Typing of confirmation letters, representative letters, and miscellaneous correspondence.

FEES PROPOSAL

Fees proposal shall be a total fixed fee (including all expenses) broken down and shown as follows:

	2025	2026	2027	2028	2029
College:					
Financial Statement Audit (Years Ending June 30) <ul style="list-style-type: none"> ✓ Includes <i>at least</i> 1 major program ✓ Audit Firm Prepares Annual Financial Report <ul style="list-style-type: none"> ○ To be prepared in anticipation of applying annually for the GFOA Annual Comprehensive Financial Report Award ✓ Annual Financial Report to include: <ul style="list-style-type: none"> ○ Opinion Letter ○ Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards ○ Report on Compliance for Each Major Program and On Internal Control Over Compliance Required by the Uniform Guidance ○ Report on Credit Hour Data and Other Bases Upon which claims are filed ○ Other statutory reporting required to be compliant with federal or state ✓ Includes GATA CYEFR audit and opinion letter 	\$	\$	\$	\$	\$
Audit Firm Preparation and Electronic Submittal of Tax Return 990-T, if applicable	\$	\$	\$	\$	\$
College Subtotal	\$	\$	\$	\$	\$
Foundation:					
Financial Statement Audit (Years Ending June 30) <ul style="list-style-type: none"> ✓ Audit firm prepares audit report 	\$	\$	\$	\$	\$
Audit Firm Preparation and Electronic Submittal of Tax Return 990 (Federal and State)	\$	\$	\$	\$	\$
Foundation Subtotal	\$	\$	\$	\$	\$
Total Annual Audit Fee Proposed	\$	\$	\$	\$	\$
Possible Additional Fees:					
Fee for additional major programs (please specify what was included in pricing above vs. what is additional)	\$	\$	\$	\$	\$
Other fees not covered above	\$	\$	\$	\$	\$

The above fees shall include reasonable communication regarding audit, tax, or compliance issues throughout the year.

In addition to the fees listed above, please provide a list of standard billing rates by personnel classification if additional services are requested. Please also include information (and associated costs, if any) on memberships, educational opportunities and/or training provided by your firm to clients to help stay abreast of current and future requirements related to all services included in this RFP.

QUALIFICATIONS PROPOSAL

The qualifications proposal shall provide all information about the firm considered pertinent to this RFP. However, at a minimum, the following items shall be addressed:

1. Description of the firm, including staff size and location for the office responsible for the audit, history, range of services, relevant clients, and membership in professional organizations.
2. Statement of the firm's understanding of the audit and other services to be provided.
3. Description of the firm's experience in serving Illinois Community Colleges within the last five years and associated reference contact information.
4. Outline of the qualifications of partners, managers and staff to be assigned to the audit.
5. Responses to the Supplemental Questions for the firm contained within this RFP.
6. Proposed fees for each year presented as shown in Fee Quotation section.
7. Policy on fees for special projects, out of scope billing, and occasional telephone conversations seeking advice on specific accounting, auditing, tax, and compliance services.
8. Provide the report and results from the most recent peer review for the firm.

SUPPLEMENTAL QUESTIONS

1. What would you expect the firm's audit schedule to be for a June 30 year-end and a draft report due date of October 15? How many weeks and/or hours would be spent on-site at the College? How many audit staff members would be assigned to Carl Sandburg College? Please provide a tentative audit timetable.
2. What is your policy for ensuring consistent assignment of audit staff to the College's audit?
3. What is your practice or policy for ensuring new eyes and different perspectives are assigned to the audit over the term of the proposal?
4. What level of assistance from College staff have you built into your proposal? Please describe the extent and examples of College-prepared schedules and tasks the firm expects.
5. Similar to question 1, please describe the work arrangement planned within the pricing of this RFP. Does this include the audit firm working remotely, in person or a combination? Please describe how (and how often) you foresee the audit team communicating with the College team to stay on task and on time.
6. Describe the technology used by the firm during fieldwork at the College. Does the firm currently use any innovative approaches for improving the mutual efficiency of the audit and/or for working with the College's electronic files and data?
7. Describe the security of the technology used to store the communication, workpapers and data associated with all work covered in this RFP. How does the firm keep employees aware of the importance of securing their clients data?
8. Describe the firm's experience working with Ellucian Colleague software.

9. Describe the firm's experience with IRS audits, scope and approach of performing the audit, and fee schedule.
10. Describe the firm's experience with GFOA's Certificate of Achievement for Excellence in Financial Reporting.
11. While not a part of the financial audit, submit information about the firm's capabilities to perform Information Technologies Systems audits. Information shall include:
 - a. The firm's competencies to perform IT auditing of the College's internal technologies, operations, controls, systems, infrastructure, procedures, documentation, and operations regarding compliance, risk, security and opportunities for improvement and best practices.
 - b. Information about the qualifications and certifications of the engineers employed by the firm who would perform ITS audits for the College.
 - c. Information about the qualifications and certifications of outsourced or subcontracted engineers who would perform ITS audits for the College.
 - d. On-site and remote vulnerabilities testing.
 - e. Description of standard methodologies and approaches.

SELECTION PROCESS AND CRITERIA FOR SELECTION

A committee consisting of the President, CFO, Vice President of Academic Services, and Chief Advancement Officer will review and analyze the proposals. The committee will prepare a recommendation that the Audit Committee and Board of Trustees will consider and vote on at its Thursday, March 27, 2025, meeting. Firms that submitted proposals will be notified of the results of the Board vote on Friday, March 28, 2025.

Carl Sandburg College, at its sole discretion, reserves the right to accept or reject any or all offers and may accept a proposal other than the lowest cost proposal, if deemed to be more advantageous to the College.

Criteria to be considered includes, but is not limited to:

1. The firm's ability to meet the minimum qualifications as described above.
2. Responsiveness in clearly understanding the Auditing Services to be performed and willingness to perform it.
3. Relevant educational auditing experience of the firm. A firm that performed an Illinois community college audit within the previous five years will receive preference.
4. Experience and qualifications of staff to be assigned to the audit.
5. Work arrangement and communication strategy provided.
6. Reputation of the firm based on references provided.
7. Response to supplemental questions.
8. Fees.
9. References.

10. The firm's most recent peer review report.

Strong consideration will also be given to those firms whose office will be providing the Auditing Services that are active members in professional organizations such as the Illinois Community College Chief Financial Officer organization, National Association of College and University Business Officers, and Government Finance Officers Association.

The College reserves the right to require formal in-person presentations, if deemed necessary by the College, to assist the College in making the best possible selection decision.

For additional information about Carl Sandburg College please visit www.sandburg.edu.

INSTRUCTIONS TO FIRMS

1. Please submit one digital copy (USB flash drive or CD only) and four (4) proposals in a sealed package addressed and clearly marked as follows:

Attention: Darlene Smith-Donaldson
Carl Sandburg College President's Office
2400 Tom L. Wilson Blvd.
Galesburg, IL 61401
2. Proposals submitted via fax or email will not be accepted.
3. Read and comply as applicable with the Standard Terms and Conditions (Attachment A).
4. The Intent to Respond Form (Attachment B) must be filled out and sent to the Purchasing Manager as directed on the form.
5. Two completed original copies of the Execution of Proposal (Attachment C) Form (typewritten or printed and signed in ink) must be submitted with your proposal package.
6. One completed original copy of the Vendor Certification (Attachment D) must be submitted with the proposal package.
7. One completed original copy of State of Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act Information (Attachment E).
8. No taxes are to be included in any proposal or proposal price. Generally, states and political subdivisions are exempt from federal taxes, such as excise and transportation. To the extent any sales, import or other taxes apply they are to be invoiced as a separate item.
9. Firms are urged to compute all discounts for prompt payment into the proposal prices, with terms of payment to be Net 30 days. Such proposals may receive preference. If a cash discount is proposed and accepted, it will be considered earned if paid within 30 days after receipt of correct invoice or acceptance of goods, whichever is later.
10. Trade discounts, when quoted, should be reduced to a single percentage.
11. Any proposal or bonds signed by an agent or attorney-in-fact shall be accompanied by evidence of authority.
12. It is the firm's responsibility to correctly mark and deliver the Proposal to the Purchasing Office by

the specified date and time for opening. **NO EXTENSIONS WILL BE GRANTED.**

13. The College will not reimburse the firms for any work associated with the submission of this proposal.
14. The College will evaluate all proposals and anticipates awarding a contract no earlier than March 28, 2025. The College reserves the right to accept and/or reject any or all proposals or parts thereof.

ADDITIONAL INFORMATION

1. GENERAL

Sealed proposals shall be addressed to Carl Sandburg College President's Office, 2400 – Tom L. Wilson Blvd, Galesburg, Illinois, 61401 and marked "AUDITING SERVICES," Proposals are due no later than 2:00 p.m. local time on Thursday, March 20, 2024. Late bids will not be considered.

2. TERMINATION OF CONTRACT

The College may terminate any award of contract without cause and for its convenience at any time. In the event of default or non-compliance with the terms of the proposal, it may be terminated immediately. In the event of termination, the Vendor shall be obligated to complete all of its obligations and responsibilities under the terms of this proposal for job tickets pending in process.

3. POSTPONEMENT OF OPENINGS

A bid opening may be postponed by the College, even after the time scheduled for bid opening, if the College has reason to believe that the bids of an important segment of bidders have been delayed in the mail, or in the communication system specified for transmission of bids, for causes beyond their control and without their fault or negligence (e.g., flood, fire, accident, weather conditions, strikes, or College equipment blackout or malfunction when bids are due); or emergency or unanticipated events interrupt normal College processes so that the conducting of bid openings as scheduled is impractical. At the time of a determination to postpone a bid opening, the new time and date shall be communicated by issuance of an addendum to the prospective bidders who are likely to attend the bid opening. In the case of urgent College requirements precluding the communication of an addendum, the time specified for opening of bids shall be deemed to be extended to the same time of day specified in the bid on the first workday on which normal College processes resume. In such cases, the time of actual bid opening shall be deemed to be the time set for bid opening for the purpose of determining "late bids". The College shall maintain records in the bid file explaining the circumstances of the postponement.

4. ERRORS AND OMISSIONS

All documents shall be completed and submitted as requested by the College. No claim for errors or omissions in the proposal will be considered. Firms will be held strictly to the proposal as submitted. Proposals may be withdrawn in writing, facsimile, or in person prior to the closing date and time. No proposal may be withdrawn for a period of ninety (90) days following the

opening of the proposals.

It is the responsibility of the Vendor to examine the site and all conditions thereon. The proposal shall take into consideration all such conditions as may affect contract work. No additional expense will be allowed for failure to be so informed.

5. COMPLETENESS AND COMPLIANCE

Proposals will be reviewed for completeness and compliance with all requests and requirements, including proposal instructions, specifications, and terms and conditions of the proposal. Proposals that fail to comply with the essential requests and requirements of the RFP may be rejected as non-responsive and eliminated from further consideration.

6. COMPLIANCE WITH LEGISLATION

Vendor's signature shall be construed as acceptance of, and willingness to comply with, all provisions of the acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States and residents of the State of Illinois, discrimination and intimidation of employees, including Executive Order #11246. Provision of said acts are hereby incorporated by reference and become a part of this proposal and specifications. The Vendor shall also comply with applicable state and local laws, ordinances and regulation, and OSHA standards.

7. PREVAILING WAGE

Vendor's signature shall be construed as acceptance of; and willingness to comply with, all provisions of the Illinois Compiled Statutes, Chapter 820, 130/1-130/12, Employment Wages and Hours Prevailing Wage Act. All laborers, workmen and mechanics engaged in construction will be paid not less than the "Prevailing Wage."

8. FIRM PRICES

All prices shall be F.O.B. Carl Sandburg College, Galesburg, Illinois, freight prepaid. Prices submitted on this document should be considered firm for a period of ninety (90) days from the due date as stated on the cover sheet of this document. Prices are to be inclusive of all fees, including but not limited to travel, fuel, vehicle fees, environmental/disposal fees, etc.

9. SELECTION CRITERIA

Proposals will be evaluated on the basis of:

- The firm's ability to meet the minimum qualifications as described above.
- Responsiveness in clearly understanding the Auditing Services to be performed and willingness to perform it.
- Relevant educational auditing experience of the firm. A firm that performed an Illinois community college audit within the previous five years will receive preference.
- Experience and qualifications of staff to be assigned to the audit.
- Work arrangement and communication strategy provided.
- Reputation of the firm based on references provided.
- Response to supplemental questions.
- Fees.
- References.
- The firm's most recent peer review report.

Although pricing is an important factor, the College is not obligated to make an award solely on the basis of lowest price. Inadequacy in any area may disqualify a proposal.

Carl Sandburg College reserves the right to accept or reject any or all proposals and waive any irregularities. The College reserves the right to request additional information or clarification on any matter included in the proposal. Upon selection of the Vendor, Carl Sandburg College and the Vendor will enter into an appropriate contract setting forth the terms and conditions of the parties' rights and obligations. Such contract will substantially follow the terms set forth herein except that Carl Sandburg College reserves the right to make changes.

The College will not pay for any information requested nor is it liable for costs incurred by the Vendor in responding to this request. Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired. All costs incurred by Vendors associated with the preparation, submission, presentation and demonstration of proposals and attendance at meetings and presentations, including but not limited to, costs related to transportation, meals, lodging and other related expenses, will be the sole responsibility of the Vendor and will not, under any circumstances, be reimbursed by Carl Sandburg College.

10. ACKNOWLEDGEMENTS OF ADDENDA

Signature of company official on original document shall be construed as acknowledgment of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

11. DAMAGES AND NEGLIGENCE

The Vendor shall protect, indemnify and hold harmless Carl Sandburg College, its employees and Carl Sandburg College Board of Trustees against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations, or performance of Work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the Vendor.

12. INSURANCE

Prior to beginning any Work for any Carl Sandburg College location, facility, or property, the Vendor shall furnish a Certificate of Insurance evidencing the existence of the following coverages:

- A. Commercial General Liability
 - 1. General Aggregate Limit - \$2,000,000
 - 2. Products – Completed Operations Aggregate Limit - \$2,000,000
 - 3. Personal and Advertising Injury Limit - \$1,000,000
 - 4. Each Occurrence Limit - \$1,000,000
- B. Automobile Liability
 - 1. Each Accident - \$1,000,000.
- C. Workers Compensation - Statutory
- D. Employers Liability
 - 1. Bodily Injury By Accident - \$500,000 each accident
 - 2. Bodily Injury By Disease - \$500,000 each employee
 - 3. Bodily Injury By Disease - \$500,000 policy limit

Description of Operations/Locations/Vehicles should read:

Carl Sandburg College, its employees and Carl Sandburg College Board of Trustees shall be named as Additional Insureds with respect to Commercial General and Automobile Liability Coverages. The Certificate shall provide not less than 30 days advance notice in writing in the event of change or cancellation. The Vendor's insurance carrier shall waive subrogation; such stipulation shall be indicated on the Certificate of Insurance.

Please list and include all applicable endorsements.

Any outside Firm needing access to College computer systems or storing College data shall provide a Certificate of Cyber Liability Insurance with limits of at least \$5,000,000 including coverage for credit monitoring services post breach, with Carl Sandburg College, its employees, and Carl Sandburg College Board of Trustees named as Additional Insureds. The Certificate shall provide not less than 30 days advance notice in writing in the event of change or cancellation.

13. ASSIGNMENT

Vendor shall not assign any contract with the College without the prior written consent of Carl Sandburg College. Assignment shall in no way relieve the Vendor of any of its obligations.

14. INSPECTION

The College shall reserve the right to make final inspection, and finding the goods and services (the "Work") to be in full compliance with all requirements set forth, will accept the Work. The Vendor shall maintain all parts of the Work at his own expense until final acceptance of the entire Work by the College. If any defects or omissions in the Work are hidden or concealed at the time of acceptance but become apparent within one year after the final acceptance of the Work, the Vendor shall immediately correct and make good the same upon notice by the College, and if the Vendor fails, refuses or neglects to do so, the College may correct and make good the same and the Vendor hereby agrees to pay on demand the cost and expense of doing such Work.

15. PUBLIC DISCLOSURE

As Carl Sandburg College is a nonprofit, publicly funded institution, any document submitted in response to this solicitation will become part of the public record and subject to the Freedom of Information Act (FOIA) law.

16. RELATIONSHIP OF PARTIES

The parties intend that an independent relationship between the College and the Vendor will be created by this agreement. Vendor is not to be considered an agent or employee of the College for any purpose and the Vendor is not entitled to any of the benefits that the College provides for College's employees. It is understood that the College does not agree to use the Vendor exclusively. It is further understood that Vendor is free to contract with other businesses while under agreement with the College.

17. ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO) REQUIREMENTS

Any Vendor who is awarded a contract that is paid for with restricted funds (such as grant funds) shall allow the grantor of the funds access to records associated with awarded contract.

18. WARRANTY

Vendor shall warrant that its goods and services shall be provided in a good and workmanlike manner.

19. DRUG-FREE WORKPLACE

Any Vendor, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that it shall provide a drug-free workplace for all employees engaged in the performance of work under any awarded contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of the contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

TERMS AND CONDITIONS (Attachment A)

1. **Acceptance and Rejection:** Carl Sandburg College reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
2. **Time for Consideration:** Additional consideration may be given to bids allowing not less than 30 days for review and acceptance.
3. **Resale Price Maintenance:** Carl Sandburg College opposes resale price maintenance in public bidding, and bid prices based on this or other anticompetitive practice will be subject to appropriate remedies.
4. **Non-Discrimination and Affirmative Action:** The Vendor agrees not to discriminate against any client, employee, or applicant for employment or services because of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental, or physical disability with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any Vendor who is in violation of this clause or any applicable affirmative action program shall be barred forthwith from receiving awards of any purchase order from the State unless a satisfactory showing is made that discriminatory practices or noncompliance with applicable affirmative action programs have terminated and that a recurrence of such acts is unlikely.
5. **Sexual Harassment:** An amendment to the Illinois Human Rights Act requires eligible bidders for state contracts to implement detailed and specific sexual harassment policies. Every party bidding for and/or obtaining a public contract is required to have written sexual harassment policies that must include, at a minimum, a statement that sexual harassment is illegal, the definition of sexual harassment under state law, a description of sexual harassment (utilizing examples), the party's internal complaint process including penalties, the legal recourse, investigative and complaint process available through the Illinois Human Rights Department and the Commission including directions on how to contact the Department and Commission and the applicability of protection against as provided by the Human Rights Act.
6. **Specifications:** Any deviation from the specification set forth must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefor. Deviations should be explained in detail.
7. **Manufacturer's Names:** Any manufacturers' names, trade names, brand names, information and/or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive and equivalent products of any manufacturer may be offered. Determination of equivalency shall rest solely with Carl Sandburg College.
8. **Information and Descriptive Literature:** Bidders are to furnish all information requested and in the spaces provided on the bid invitation form. Further, as may be specified elsewhere, each bidder must submit with his bid cuts, sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature submitted previously does not satisfy this provision. Bids in non-compliance with these requirements will be subject to rejection.
9. **Condition and Packaging:** Unless otherwise defined in the bid invitation or submission, it is understood and agreed that any item offered or furnished shall be new, in current production and in first class condition, that all containers shall be new and suitable for storage or shipment, and that prices include standard commercial packaging.
10. **Safety Standards:** Manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in accordance with any State or local requirements for labeling or re-examination listing or identification marking of the appropriate safety standard organization, such as the American Society of Mechanical Engineers for pressure vessels, the Underwriters' Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies, or the American Gas Association for gas operated assemblies. Further, all items furnished by the successful bidder shall meet all requirements of the Occupational Safety and Health Act (OSHA) and State, local, and federal requirements relating to clear air and water pollution.
11. **Samples:** Samples may be requested as a part of the solicitation or after the opening of bids. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at bidder's expense. Bidder's request for return of samples must be made not later than the date on which they are furnished. Bidder shall label each sample individually with bidder's name and item number.
12. **Governmental Restrictions:** In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of any item offered on this bid prior to delivery, it shall be the responsibility of the successful bidder to notify the Purchasing Office at once, indicating in his letter the specific regulation which requires such alterations. Carl Sandburg College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract.
13. **Award, Payment, and Assignment:** Award will be made to the responsive and responsible bidder whose bid is most economical according to criteria designated in the solicitation. Acceptance is to be confirmed by purchase order issued by or on part of the using Agency, including shipping and billing instructions; the using Agency is responsible for all payments. Neither the contract nor payments due may be assigned except with prior written approval of Carl Sandburg College Purchasing Agent.
14. **Performance and Default:** Carl Sandburg College reserves the right to require performance bond from successful bidder. Otherwise, in case of default on part of the contractor Carl Sandburg College may procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby. The accepted remedies of force majeure will be considered in assessing any contractor default.
15. **Patents:** The contractor agrees to hold and save Carl Sandburg College, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost, or judgment for patent infringements arising out of purchase or use of equipment, materials, supplies, or services covered by this contract.
16. **Reserved:** (Reserved for including any additional Standard Provisions that may be required.)
17. **Singular - Plural:** Words in the singular number include the plural and these in the plural include the singular, unless the context directs otherwise.
18. **Advertising:** In submitting a bid, bidder agrees not to use the results therefrom as a part of any commercial promotion or advertising without prior approval of Carl Sandburg College Purchasing Agent.

**INTENT TO RESPOND FORM
(Attachment B)**

Due Friday, March 7, 2025

- We **shall** submit a Request for Proposal for:
- We **shall NOT** submit a Request for Proposal for:
(Please check one)

**AUDITING SERVICES
RFP**

Contact Person: _____

Title: _____

Company Name: _____

Street Address: _____

City, State and Zip: _____

Telephone: _____

E-Mail Address: _____

Signature: _____

Date: _____

Firms who do not submit this INTENT TO RESPOND form by Friday, March 7, 2025, may be removed from our Vendor list for these services. Please e-mail or fax this form to:

**Darlene Smith-Donaldson
Manager of Presidential and BOT Services
Carl Sandburg College
2400 Tom L. Wilson Blvd
Galesburg, IL 61401**

**Phone: (309) 341-5213
Fax: (309) 344-1395
Email: dsmith-donaldson@sandburg.edu**

EXECUTION OF PROPOSAL

(Attachment C)

PLEASE PROVIDE TWO (2) COPIES

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within ninety (90) days of March 28, 2025, to provide the specified goods and/or services as described in the specifications and instructions for the sum in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

SIGNED (IN INK) _____

PRINTED NAME _____ DATE _____

TITLE _____

TELEPHONE NUMBER _____ FAX NUMBER _____

ACCEPTANCE OF PROPOSAL

Your proposal is accepted as indicated on this copy.

Date: _____ By: _____

Carl Sandburg College

STATE OF ILLINOIS
Business Enterprise for Minorities, Females, and Persons with Disabilities Act
Information
(Attachment E)

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

Vendor shall provide the following information on the MBE status of its business so that the College can comply with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1, et seq.

Your Company Name: _____

Diverse Business (information about the business owner(s) only)

- African American
- Alaskan Native/Native American
- Asian American
- Disabled
- Female
- Hispanic American
- Veteran
- Not Applicable

Small Business

- HUBZone small business
- Service-disabled veteran-owned small business
- Small Business
- Small disadvantaged business
- Veteran-owned small business
- Women-owned small business
- Not Applicable

Certifying Organization

- DCMS (Department of Central Management Services) Business Enterprise Program
- CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation)
- WBDC (Women’s Business Development Center)
- Other (Please Specify)
- Not Applicable

For more information please visit:

<http://www.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx>

**FOR YOUR CONVENIENCE, THE FOLLOWING CHECKLIST WILL ASSIST YOU IN
SUCCESSFULLY SUBMITTING A COMPLETE PROPOSAL**

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|---|-----|----|
| 1. Did you submit the Intent to Respond Form, Attachment B, by February 8, 2024? | YES | NO |
| 2. Did you include ONE (1) electronic copy (USB hard drive or CD only) And four (4) hard copies of your proposal, consisting of the Fees Proposal, the Qualifications Proposal, and the Supplemental Questions? | YES | NO |
| 3. Did you read and do you agree to all terms and conditions, including Attachment A, in this proposal? | YES | NO |
| 4. Did you complete and include two (2) completed original copies of the Execution of Proposal, Attachment C? | YES | NO |
| 5. Did you complete and include the Vendors Certification, Attachment D? | YES | NO |
| 6. Did you complete and include the State of Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act Information, Attachment E? | YES | NO |