

# CITY OF GALESBURG



## PURCHASING

55 West Tompkins Street  
Galesburg, IL 61401  
Phone: 309/345-3678

To: All Bidders of Record  
From: Kraig Boynton, Purchasing Agent  
Date: October 19, 2016  
Re: Addendum No. 1

Request for Proposal: Custodial Supplies for the City of Galesburg

Bids Due: November 02, 2016 11:00 A.M., local time

It has been noted that the requested timeframe for delivery of items has been listed multiple ways. Although a next day turn around on supplies is a great option, the City will consider proposals with up to a three business day turn around. After speaking with staff, there will be a minimum inventory maintained so the three day turn around should not be an issue.

I acknowledge receipt of Addendum No. 1 \_\_\_\_\_

\_\_\_\_\_  
Name of firm

\_\_\_\_\_  
Authorized Signature

CC : Bid File