



**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE
CUSTODIAL SUPPLIES
FOR THE CITY OF GALESBURG, IL**

Kraig Boynton, Purchasing Agent
City of Galesburg
55 W. Tompkins St.
Galesburg, IL 61402

RFP Circulation Date: October 7, 2016

**PROPOSALS DUE NO LATER THAN 11:00 A.M., NOVEMBER 02, 2016
(6 COPIES) TO THE ATTENTION OF KRAIG BOYNTON, PURCHASING AGENT.**

CITY OF GALESBURG

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

REQUEST FOR PROPOSALS TO PROVIDE CUSTODIAL SUPPLIES FOR THE CITY OF GALESBURG, ILLINOIS

Instructions to Offerors

1. An advertisement requesting proposals for the above work was published in the Galesburg Register-Mail on October 07, 2016. As stated in such notice, sealed proposals will be received until 11:00 a.m. local time, November 02, 2016 at City Hall, 55 West Tompkins Street, Galesburg, Illinois. Proposals shall be addressed to the Purchasing Agent.
2. The person, firm or corporation making a proposal shall submit it in sealed envelopes on or before the hour and the date stated above. The notation "Proposal for providing custodial supplies to the City of Galesburg" shall appear on the outside of the sealed envelopes.
3. Each respondent shall insert the cost, and supply all the information, as indicated in the RFP. The cost inserted shall be net and shall be the full cost for the equipment specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each respondent shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.
6. Questions regarding this project will be accepted by the Purchasing Agent via email regarding this project through the end of the business day on October 24, 2016.
7. Insurance coverage shall be carried by the successful proposer per the attached Special Provisions sheet for Contractor's Insurance. A copy of active insurance shall be provided to the City prior to the start of any work
8. The City of Galesburg reserves the right to reject any and all proposals and to waive any informalities or technicalities in the proposal process. Any proposal submitted will be binding for sixty (60) days after the due date of the proposals.
9. The City has adopted an "Equal Employment Opportunity Clause" which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.

10. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed proposals must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
11. Proposer certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of the proposal shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that vendor.
12. The successful proposer is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg
13. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
14. These instructions are to be considered an integral part of any proposal.

Dated: October 07, 2016

Kraig Boynton
Purchasing Agent

City of Galesburg Information for Offerors

Overview

The City of Galesburg, located in Knox County, Illinois, is seeking proposals from custodial supply vendors who would detail methods of handling the ordering and delivery of custodial supplies for various City Departments. The City reserves the right to purchase these type supplies on an as needed basis from various vendors until such time as the City would elect to pursue a contract for those items.

GENERAL SPECIFICATIONS

The City of Galesburg is seeking a five year contract on custodial supplies. The original contract would commence after January 01, 2017 and expire five years after the date of the signed contract.

Areas of importance in this request for proposal will include the following categories:

Evaluation Criteria	Percentage
Quality/Pricing	45%
Solutions and Services	45%
Qualifications and experience	10%

Each area of evaluation has been weighted with a percentage to show each areas relative importance. This evaluation will be the basis of recommendation for award. A detail of each area will be explained below.

All of the items listed in this request for proposal should be discussed in detail by proposer in order to aid staff in making an informed decision regarding a supply contract. The information requested is a minimum of what the City of Galesburg would like to see from their supply vendor. Additional information may be submitted and noted should the proposer be able to offer additional solutions or benefits to the City.

City staff will evaluate each proposal. A committee of current supply buyers for the City of Galesburg has been selected to review submitted proposals. Each member of the committee will be instructed to review all aspects of the proposal and impartially rate the services offered by each responder. Should questions arise regarding submitted proposals, they will be directed to the Purchasing Agent. The Purchasing Agent will contact respondents for any additional clarification deemed necessary in this decision making process. Please note that the City may request additional information and/or samples, and/or presentations from vendors.

DETAILED INFORMATION

QUALITY/PRICING

As in any other type of purchase, cost remains a major factor of influence to any entity when making a purchase. Each respondent should provide their listed catalog price (2017) for these items and a contracted price to be offered to the City of Galesburg for these purchases during 2017. In addition, respondents should include a minimum percentage discount off of the catalog price for all other non-listed 2017 items along with any rate changes for all items for 2018, 2019, 2020 and 2021. All vendors should submit their most recent catalogs for comparative pricing. If awarded, the City of Galesburg would require a maximum one business day turnaround time for delivery of regular goods.

The City is always striving to save money and will consider generic alternatives to name brand items. Offerors should provide as many products and pricing for each item as offeror sees fit. Samples of some custodial chemicals may need to be provided for testing prior to selecting a winning bidder. Although a vendor might provide a cheaper price on items, if the City finds that the performance of that item is inferior and will cost the City more in the long run, it will not be selected. A list of products, sizes and units/package of products currently utilized by the City is included in this RFP. Once established, the City reserves the right to request items be added or removed from a contract throughout the course of the contract. If a product is found to be inferior or defective, the City will return the product to vendor for a full refund.

SOLUTIONS & SERVICES

There are many solutions & services that the City of Galesburg believes to be important when selecting a vendor for a supply contract. These include: online ordering, availability of items, company catalog, detailed monthly billing, detailed reporting, and customer service. Proposals should detail the ability to accept orders by phone or fax as well as online.

Online ordering is a service that is required of any vendor that the City of Galesburg selects. City staff performs many functions throughout the course of a day and any time saving benefit must be utilized to its full potential. For supply ordering, City Staff should be able to do the following via the internet:

- Place orders for each department they are responsible
- Staff should be able to select department to be billed in order
- Staff should be able to select shipping address for order.
- Online system should provide an online shopping list of items that are on contract for the City.
- Staff should be able to process online returns.
- Staff should be able to access history information on past orders.
- Staff should be able to generate reports on order history at various levels.
- Administrative duties should be able to be performed online.

These factors should be discussed in detail in submitted proposal.

The City of Galesburg believes it important that the vendor we do business with be able to provide the City with a **catalog** of the various products available in addition to an online catalog. There are situations in which staff may find it beneficial to review a hard copy of a catalog to search for specific products or alternative solutions.

All supplies provided under this proposal must be delivered FOB Galesburg, IL, with clear packing lists to specified delivery points. The Contractor shall be required to furnish within three business days delivery of supplies to the requesting City departments. Any order received by the contractor before 4:00 pm. shall be delivered by the contractor to the requesting department within three business days between the hours of 8:00 a.m. and 4:00 p.m. Unit prices shall include all delivery and handling charges delivery of all goods. Proposers shall provide detailed information regarding their ability to meet the desired delivery requirements.

Clear and precise **billing** features are also very important to the City of Galesburg in selecting a custodial supply vendor. The selected vendor will be required to provide the City of Galesburg with a detailed billing of each order. This report can be provided to the City as either a hard copy or an electronic document that has

been formatted for print. This detailed report should at a minimum list: department, date of order, order number, amount of order, any applicable returns, and total by department.

In addition, each respondent should list in detail their policy for orders. This should include: order cut-off time, delivery time, minimum order delivery, and return policy. The following should be noted:

- Prices offered to the City of Galesburg should be at a delivered rate. The City of Galesburg will not pay an additional fee for delivery.
- If during the term of the contract, contracted items are found to be overpriced in comparison to like products from other vendors, the City reserves the right to renegotiate that particular item. If an agreement cannot be reached, that item will be removed from the contract.
- The City of Galesburg will not be subject to any “fuel surcharge” type fees on delivery of goods.
- The City of Galesburg will receive a full refund on all returned merchandise.

The intent of the City would be to place orders via a vendor website as this has proven to be both cost effective and a time saver for City staff. However, the City would also request that the vendor be able to discuss solutions for possible emergency needs of supplies as from time to time departments may require the immediate need of supplies. Each proposer should have a response as to how they could effectively handle an emergency order.

Customer service is a factor that is important to the City of Galesburg. Each proposer is required to have staff available with a broad knowledge of the products that the proposer carries. This is important in that staff may request specific information on products in order to make an informed decision when making a purchase. Further, customer service should have a detailed knowledge of their website and frequently asked questions in order to help staff when troubleshooting.

PROPOSERS QUALIFICATIONS AND EXPERIENCE

Proposer should submit experience and qualifications as described below. Additional information may be submitted as appropriate to further describe vendor capabilities.

- a) List of clients and contact names with contracts of similar size and scope.
- b) Locations of facilities: warehouse, storefront and administrative.
- c) Staff available to fulfill contract requirements.

Submittal

Interested parties shall submit a written proposal to the City of Galesburg by the due date and time listed in the RFP document. Proposer shall discuss in detail the areas to be evaluated by the City of Galesburg staff. In addition, the proposer shall submit pricing requests as outlined in the RFP along with copies of their most recent catalog for price comparisons. Further, the Certificate of Compliance form and Municipal Vendors Hold Harmless Agreement should be included along with submitted proposal.

REFERENCES

Vendor must provide three references. Reference must include: company name, contact person, address, phone number and e-mail address. You must attach your references with the response forms.

CERTIFICATE OF COMPLIANCE

Proposers are required to submit the attached Certificate of Compliance form with their submitted proposal.

SUBMISSION OF PROPOSAL

Proposals should be submitted *in writing* to:

*City of Galesburg
ATTN: Purchasing Agent
55 W Tompkins St
Galesburg, IL 61401*

Submitted proposals will be accepted until 11:00 AM (CST) on November 02, 2016. Any proposals received after this time will be rejected.

Proposals will be opened and evaluated as soon as practical after the closing date and time set forth in the Request for Proposal.

Proposals shall be delivered by the time and to the place stipulated in the Request for Proposals. It is the sole responsibility of the firm to see that its proposal is received in the proper time. Any proposals received after the closing date and time will be returned unopened. The City is requesting one original and five copies of proposals. Vendors should also provide a copy of proposal and any support brochure information on flash drive.

No proposals will be received by facsimile or e-mail.

When warranted an addendum to the request for proposals will be issued to address any changes or clarifications.

If any questions or responses require revision to the Request for Proposal they will be by formal amendment only. If the Request for Proposal includes a contact person for technical information, offerors are cautioned that any oral or written representations made by this or any person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to the Request for Proposal.

COMMUNICATIONS

All proposal responses and/or questions shall be directed to:

Attention: Kraig Boynton, Purchasing Agent

Telephone: (309) 345-3678

E-mail: kboynton@ci.galesburg.il.us

The best proposal in the opinion of the review team based upon these weighted priorities will be given the opportunity to negotiate the contract. If the terms of the contract cannot be agreed upon, the firm providing the next best proposal will be offered the opportunity to negotiate a contract with the City. Firms are encouraged to provide their best pricing in their original proposal.

CONTRACTUAL PRICE OFFERING ON REGULARLY PURCHASED ITEMS

Description	Unit of Measure	Your Manufacturer & Model No.	Catalog Price (2017)	Contract Price (2017)
Dilution system (needs to be able to dilute 6 different chemicals)	each			
Concentrated non-acid toilet cleaner	gallon			
Acid toilet cleaner	quart			
Concentrated non-acid multi-purpose cleaner	gallon			
Floor (mop) detergent	gallon			
Concentrated glass cleaner	gallon			
Concentrated disinfectant-liquid	gallon			
Concentrated disinfectant-foam-non aerosol	gallon			
Concentrated de-greaser	gallon			
Bleach	gallon			
Car wash detergent (similar to Custom Car Wash)	5 gallon			
Wave 3D Urinal screens	60/case			
Dish soap	quart			
Paper towels, 2-ply, 85 sheets, 8.8"x11"	30/case			
Single fold brown towel	case			
10-15 gal trash bags (office cans), 8 micron, 24"x33"	1,000/carton			
30-35 gal trash bags (kitchen cans), 16 micron or higher, 30"x36"	250/carton			
55 gal trash bags (large cans), 22 micron, 38"x58"	150/carton			
Women's sanitary bags 10"x4"	500/case			
LAVA soap-bar	48/box			
Non-latex first aid gloves, various sizes, exam grade	100/box			

Continued from previous page...

Return with proposal

Description	Unit of Measure	Your Manufacturer & Model No.	Catalog Price (2017)	Contract Price (2017)
Sink soap dispensers (100 needed)	each			
Sink soap, liquid that turns into foam	4 gallons/case			
Toilet paper dispensers-single Jr. jumbo, plastic (100 needed)	each			
Toilet paper dispensers-single Jr. jumbo, metal (30 needed)	each			
Jr. jumbo toilet paper roll, 2-ply, 1,000 feet, 3.1" width or wider	12/carton			
Mechanical hands free paper towel dispenser (100 needed)	each			
Hands free paper towel roll, 800 feet/roll	each			
Hand sanitizer dispenser (15 needed)	each			
Hand sanitizer (for dispenser listed above)	each			
Plastic spray bottles with spray trigger, quart size	each			

Company: _____

Printed Name of Authorized Representative: _____

Title: _____

Signature: _____

Custodial Supply Proposers:

Minimum Percentage off of
Catalog Rates for 2017 (all items not specifically listed above): _____%

Minimum Percentage off of
Catalog Rates for 2018 (all items not specifically listed above): _____%

Minimum Percentage off of
Catalog Rates for 2019 (all items not specifically listed above): _____%

Minimum Percentage off of
Catalog Rates for 2020 (all items not specifically listed above): _____%

Minimum Percentage off of
Catalog Rates for 2021 (all items not specifically listed above): _____%

Company: _____

Printed Name of Authorized Representative: _____

Title: _____

Signature: _____

Contact Phone Number: _____

Contact E-mail: _____

Date: _____

SPECIAL PROVISIONS TO COVER
CONTRACTOR'S AND MUNICIPAL VENDORS
(As Amended 05/17/16)

The Contractor, or Municipal Vendor, shall not commence work under this contract until he has obtained all insurance required under this section, and such insurance has been approved by the City; nor shall the Contractor allow any sub-contractor to commence work on his sub-contract until all similar insurance required of the sub-contractor has been approved by the City.

The Contractor shall obtain and thereafter keep in force the following insurance coverages provided by insurance companies acceptable to the City and authorized to transact business under the laws of the State of Illinois. The insurance companies providing coverage shall be rated in the Best's Key Rating Guide. The City will accept companies with a rating not lower than B+ provided the financial size category is VII or larger. Companies rated A- or better shall have a financial size category of not less than VI. Coverage limits shall be written at not less than the minimum specified in this section. Higher minimum limits and additional coverage may be specified by a special provision elsewhere in the contract. Whether stated in this section or elsewhere, the City does not warrant the adequacy of the types of insurance coverage or the limits of liability specified.

- (a) Workers Compensation and Employers Liability
 - (1) Workers compensation shall be provided according to the provisions of the Illinois Worker's Compensation Act, as amended. Notwithstanding the rating and financial size categories stated in this section, coverage may be provided by a group self-insurer authorized in Section 4(a) of the Act and approved pursuant to the rules of the Illinois Department of Insurance.
 - (2) Employers Liability.
 - a. Each Accident \$500,000
 - b. Disease-policy limit \$500,000
 - c. Disease-each employee \$500,000
- (b) Commercial General Liability. Required liability insurance coverage shall be written in the occurrence form and shall provide coverage for operations of the Contractor; operations of subcontractors (contingent or protective liability); completed operations; broad form property damage and hazards of explosion, collapse and underground; and contractual liability. The general aggregate limit shall be endorsed on a per project basis.
 - (1) General Aggregate Limit \$2,000,000
 - (2) Products-Completed Operation Aggregate Limit \$2,000,000
 - (3) Each Occurrence Limit \$1,000,000The coverage shall provide by an endorsement in the appropriate manner and form, the City, its officers, and employees shall be named as additional insureds with respect to the policies and any umbrella excess liability coverage for occurrences arising in whole or in part out of the work and operations performed. The City may accept a separate owner's protective liability policy in lieu of the City, its officers, and employees being insureds on the Contractor's policies.
- (c) Commercial Automobile Liability. The policy shall cover owned, non-owned, and hired vehicles.
 - Bodily Injury & Property Damage Liability Limit Each Occurrence \$1,000,000
- (d) Umbrella Liability. Any policy shall provide excess limits over and above the other insurance limits stated in this Article. The Contractor may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

All insurance shall remain in force during the period covering occurrences happening on or after the effective date and remain in effect during performance of the work and at all times thereafter when the Contractor may be correcting, removing, or replacing defective work until notification of the date of final inspection. Termination or refusal to renew shall not be made without 30 days prior written notice to the City by the insurer and the policies shall be endorsed so as to remove any language restricting or limiting liability concerning this obligation.

Certified copies of the original policies or certificate(s) of insurance by the insurer(s) issuing the policies and endorsements setting forth the coverage, limits, and endorsements shall be filed with the City before the City will execute the contract. A certificate of insurance shall include a statement "the coverage and limits conform to the minimums required by Article 107.27 of the Standard Specifications for Road and Bridge Construction". Any exception or deviation shall be brought to the attention of the City for a ruling of acceptability. In no event shall any failure of the City to receive policies or certificates or to demand receipt be construed as a waiver of the Contractor's obligation to obtain and keep in force the required insurance.

All costs for insurance as specified herein will be considered as included in the cost of the contract. The Contractor shall, at his/her expense and risk of delay, cease operations if the insurance required is terminated or reduced below the required amounts of coverage. Coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor from his/her obligation to indemnify in excess of the coverage according to the contract.

The contractor, prior to execution of the contract, shall file with the City copies of completed certificates of insurance, satisfactory to the City, to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the progress of the work to its completion, being whenever the improvement called for by the contract shall have been completely performed on the part of the contractor and all parts of the work have been approved and accepted by the City, and the final payment made. The policy of insurance shall include the City as an additional insured or provide separate coverage with an Owner's Protective policy.

**Language of coverage in this section taken from IDOT Standard Specifications adopted April 1, 2016*

RETURN WITH BID
TO THE CITY OF GALESBURG, ILLINOIS
CERTIFICATE OF COMPLIANCE

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OR COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAP OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. IN THE EVENT OF THE CONTRACTOR'S OR COMPANY'S NON-COMPLIANCE WITH THE NON-DISCRIMINATION CLAUSES OF THE CONTRACT OR PURCHASE OR WITH ANY OF SUCH RULES, REGULATIONS OR ORDERS, THE CONTRACT OR PURCHASE MAY BE CANCELLED, TERMINATED OR SUSPENDED IN WHOLE OR IN PART AND THE CONTRACTOR OR COMPANY MAY BE DECLARED INELIGIBLE FOR FURTHER CITY CONTRACTS OR PURCHASES IN ACCORDANCE WITH THE AFFIRMATIVE ACTION PROGRAM ADOPTED BY THE GALESBURG CITY COUNCIL AT THEIR MEETING ON AUGUST 6, 1990

BY: _____
BIDDER

RETURN WITH BID

THIS FORM IS BASED ON IRS REQUIREMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9

RETURN TO: CITY OF GALESBURG
ATTN: A/P
55 W TOMPKINS ST
GALESBURG, IL 61401

OR FAX TO: 309-343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to The City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

BUSINESS NAME: _____

INDIVIDUAL NAME: _____
(for Sole Proprietors as appears on Social Security Card)

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

YOUR TAXPAYER IDENTIFICATION NUMBER: _____
(FEIN or business tax ID. No.)

OR, YOUR SOCIAL SECURITY NUMBER: _____
(If using SSN, enter the name on the card above as Individual Name.)

PLEASE CHECK APPROPRIATE BOX:

Individual/Sole Proprietor Corporation Partnership Other _____

YOUR COMPANY PROVIDES:

Legal Services Services Materials Other _____

ARE YOU SUBJECT TO BACKUP WITHHOLDING?

Yes No

PERSON TO CONTACT: _____

PHONE NUMBER: _____

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

Signature

Date

Title

REQUIRED IF AWARDED VENDOR



City of Galesburg

Operating Under Council – Manager Government Since 1957

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account (once a month) or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a **checking** account, to the fax number listed below.

Vendor Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Bank Name: _____

Checking/Savings Acct Number: _____

(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: _____

Signature: _____

Payment information will be e-mailed to you approximately 2 days prior to the funds being credited to your bank account. If you have any questions, please contact me.

Tifani Miller
Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax

City Hall • 55 West Tompkins Street • Galesburg, IL 61401 • 309/ 343-4181