

**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE
A PARKS & RECREATION
MASTER PLAN
FOR THE CITY OF GALESBURG, IL**

Kraig Boynton, Purchasing Agent
City of Galesburg
55 W. Tompkins St.
Galesburg, IL 61401

RFP Circulation Date: December 15, 2016

PROPOSALS DUE NO LATER THAN 5:00 P.M., FEBRUARY 03, 2017

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE A
PARKS & RECREATION DEPARTMENT
MASTER PLAN

Purpose

The City of Galesburg's Parks and Recreation Department (P&RD) is requesting statements of interest, qualifications and proposal from qualified planning and design firms that are capable of providing services to development a Master Plan of the entire City of Galesburg's parks, programs, and facility system located in Galesburg, Illinois.

1. Overview

The City of Galesburg, located in the West-Central Illinois, was incorporated on February 14, 1857. In February 2015, the P&RD was formed after more than thirty years of a different organizational structure in which Parks and Recreation Divisions were supervised separately under different City departments. The population of Galesburg based on the 2010 Census Bureau is 32,195. The City is governed by the City Council which is represented by seven Aldermen who each get elected from their respective ward. The City's boundaries cover 17.6 square miles and includes twenty-six parks, two multi-purpose courts, four indoor tennis courts, gymnasium, golf course, outdoor water park, indoor pool, seven lighted ball diamonds, two soccer fields, ten outdoor basketball courts, camp ground with RV parking, outdoor horse arena, municipal airport, two cemeteries and three rental farms. The P&RD also offers a variety of educational and recreational programs, classes and events for people ranging in age from six months to senior citizens. The P&RD partners with several local organizations and clubs to provide youth and adult programming. Additionally, the P&RD maintains intergovernmental/cooperative agreements with the school district and local colleges.

The P&RD is working toward implementing improvements to existing facilities that best serve the needs of the community. The Master Plan will serve as a usable "blueprint" to the City Council, consultants, and staff for the future growth and maintenance of the P&RD parks, facilities, programs and services. The City of Galesburg will be simultaneously developing a City wide comprehensive plan while the P&RD master plan is being developed.

Proposals shall indicate specific tasks and members of the design team, along with the identification of the responsible professional persons. Weight for the selection for the award of the study will be given, among other considerations, to the appropriateness of the personnel to the task, similar experience, and proposed tasks which are unique to the study needs. The selection process may also include an interview with prospective consultants to further discuss their proposals. Each task's time for completion shall be identified, along with any additional

optional tasks which the consultant considers advantageous to the final study. A lump sum fee shall be provided for the scope of service's tasks, along with fees for any optional tasks.

2. RFP Contact and Questions

The RFP Contact, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful consultant. Please direct all questions to the RFP Contact.

City of Galesburg
Kraig Boynton, Purchasing Agent
55 West Tompkins Street
Galesburg, IL 61402
T: 309-345-3678
E-mail: kboynton@ci.galesburg.il.us

3. Pre-submission Requirements

All interested firms are required to:

- A. Carefully and thoroughly evaluate the scope of services and submission requirements, and any other relevant information. Failure to read, examine and understand the RFP will not excuse any failure to comply with the requirements of the RFP.
- B. Visit the Project site to become familiar with the general, local and site specific conditions.
- C. Consider federal, state and local laws and regulations and labor availability and contracts that may affect cost, progress, performance and furnishing of the services and the Work of the Project.

4. Scope of Services

The following services have been identified by the P&RD as essential needs for the Master Plan:

- A. Complete community wide needs assessment to determine recreational needs of the Galesburg community.
- B. Parks and Amenities Assessment and Recommendations
 - I. Complete a comprehensive analysis and evaluation of conditions of all P&RD properties and amenities and other areas necessary for consideration in the study.
 - II. Provide prioritized recommendations and phasing for additions, renovations, redevelopments, replacements, decommissioning, maintenance and improvements of existing and proposed parks, playgrounds, shelters, sports

courts, fleet, asphalt roads, parking lots, etc. based on research and documented needs.

C. Recreational Facilities Assessment and Recommendations

- I. Complete a comprehensive analysis and evaluation of conditions of all P&RD facilities and other areas necessary for consideration in the study.
- II. Provide prioritized recommendations and phasing for additions, renovations, redevelopments, replacements, decommissioning, maintenance and improvements of existing facilities, HVAC units, fleet, parking lots, etc. based on research and documented needs.

D. Recreation Program Assessment and Recommendations

- I. Complete a comprehensive analysis and evaluation of recreation programs and services offered in-house and through partnership agreements including but not limited to:
 - a. Strengths, weaknesses, opportunities, threat, service gaps, external providers of recreation, competition, community demographics, community needs, fee analysis, etc.
- II. Provide detailed recommendations on recreation programs to strengthen and align program offerings to effectively meet the needs of the community including new programs, discontinued programs, fee structures, funding and partnership opportunities.

E. Provide a detailed implementation plan that prioritizes demand and satisfies recommendations of the Master Plan including but not limited to:

- I. Prioritized statements of specific City Council actions
- II. Ten year Capital improvement program with cost estimates to cover the Master Plan
- III. Staffing requirements to implement the plan

F. Identification of potential alternative funding sources, including grants, foundations, gifts, sponsorships, fees, etc.

G. Attendance at all necessary planning meetings with P&RD staff, users and City Council members.

H. Preparation and delivery of final Master Plan suitable for determining phasing, budgeting and implementation by the P&RD.

I. Establish guidelines for future planning and updates to the Master Plan.

J. Additional Information

- I. Consultant shall review and incorporate planning documents that impact the P&RD into the final Master Plan. At minimum this review shall include the following:
 - a. 2016 Engineering/Architectural Services Agreement Lakeside Recreation Facility Renovations
 - b. 2016 Hawthorne Pool Facility Evaluation
 - c. 2014 Updated plan for Hawthorne Centre Recreation Complex
 - d. 2008 Plan for Peck Park
 - e. 1999 Galesburg Park and Recreation Comprehensive Plan
 - f. 1992 Galesburg Park and Recreation Comprehensive Plan

- II. The consultant shall review existing intergovernmental agreements and working relationships to provide recommendations for improvements. They include:
 - a. Galesburg School District 205
 - b. Knox County YMCA
 - c. Boys & Girls Club
 - d. Children's Depot
 - e. Knox County Crush-Traveling Girls Softball Program
 - f. Future Streaks-Traveling Youth Basketball Program
 - g. Galesburg Youth Baseball League
 - h. Heart & Soul

- III. The consultant shall interview other organizations in the community to see what recreational programs and activities they provide and see what gaps in recreational programs they fill within the community. Some of these organizations include:
 - a. Galesburg School District 205
 - b. Knox County YMCA
 - c. Boys & Girls Club
 - d. Children's Depot
 - e. Knox County Crush-Traveling Girls Softball Program
 - f. Future Streaks-Traveling Youth Basketball Program
 - g. Galesburg Youth Baseball League
 - h. Galesburg Junior Football
 - i. Galesburg Civic Art Center
 - j. Performing Arts Academy

5. Submittal Requirements / General Evaluation Criteria

The following criteria will be used to evaluate the written submittal of the firm's qualifications along with possible interviews and such other information as the P&RD deems necessary in order to responsibly evaluate the qualifications.

The firm shall be required to comply with all federal, state and local laws, rules and regulations applicable to the performance of its services or to the performance of any portion of the Work which it performs.

A. Firm Information

- I. Statement of Interest
- II. Firm Name, Business Address, Telephone Number and Fax Number for principal place of business as well as the office managing this Project.
- III. Type of Organization; Partnership, Individual, Corporation, other. List if your firm is owned or partially owned by any other organization or individuals, and state the name and address of said organization or individuals.
- IV. Year in which firm was established and number of years the firm has provided relevant services.
- V. The names and education, training and qualifications of the proposed Principal-in-Charge for this project and other personnel of the firm. Also include the same information for associated consultants that would be involved in the project. Describing their experience with similar projects.
- VI. Provide the P&RD with evidence of insurance coverage: General Liability, Errors and Omissions, Automobile Liability, and Worker's Compensation for the general acceptable limits of the City of Galesburg.

B. Project Experience

- I. Describe firm's experience in working with park and recreation organizations to develop comprehensive master plans.
- II. Provide a complete list of your current and completed master plan projects within the last ten (10) years. Include project names and locations, a brief description of project scope, year completed, owner's names and addresses, phone numbers and contacts.
- III. Provide any information regarding your firm's involvement in litigation, arbitration, or mediation with a project similar in size and scope.

C. Project Approach

- I. Describe your firm's general approach and philosophy to comprehensive master plan projects. What is a typical sequence of work for a project of this nature? Typical milestones, key dates and number of meetings?
- II. What role does the P&RD play in this process?
- III. What is your firm's approach to identifying projects and tasks that can be performed by the P&RD staff versus outside contractors?
- IV. Describe communication methods that your firm will use to insure project expectations are met.
- V. Provide a brief description or list of current projects and associated workload of your firm.
- VI. Explain what you feel distinguishes your firm from others in the field and what makes your firm a good candidate to work with the P&RD.

D. Proposal of Fees and Charges

- I. Provide a preliminary proposal of fees for services associated with this project. Fees shall be subject to negotiation between the firm that best meets the requirement of the RFP and the P&RD, with regards to the final scope of services.
- II. Provide a list of possible reimbursable expenses for services requested in this document.

E. Voluntary Alternate

As a voluntary alternate project, the P&RD is looking to develop a marketing plan for this specific department including creating its own logo. As a voluntary alternate project, any submittal would have no bearing on the awarding of the P&RD Master Plan. If a company would like to bid on this voluntary alternate, the company should attach a separate proposal for this service (labeled accordingly).

Information to be considered for this alternate project include the following:

- Name and qualifications of the Principal-in-Charge of this project.
- Samples of at least three previous similar marketing projects.
- Describe a general approach of philosophy of how this project would be completed.
- Provide a preliminary proposal of fees for services associated with this project.

6. Project Timeline

The following tentative schedule identifies the approach the P&RD will take in selecting a firm. The Schedule is subject to change as circumstances dictate or as determined necessary by or in the best interest of the P&RD.

Request for Proposals due	February 3, 2017
Interviews	February 13-24, 2017
Firm Selected	February 28, 2017
P&R Master Plan Study	March 2017 – December 2017

7. Submission Process & Required Documents

- A. Submissions must include a total of eight (8) original written submissions.
- B. Submissions must include a completed Fee Proposal Worksheet (Section 11) that must be submitted in a separate, sealed envelope and clearly marked fee proposal for P&R Master Plan. In addition, the Company name should be listed on the outside of the envelope.
- C. Responses must be received no later than February 3, 2017 at 5:00 PM (CST). Responses received later than the date indicated may be subject to rejection.
- D. All submittals become the property of the City of Galesburg and will not be returned to the firm.
- E. All costs associated with submission preparation will be the sole responsibility of the firm and no reimbursements will be provided by the Owner.

8. Selection Procedure

The P&RD intends to conduct a comprehensive, fair and impartial evaluation of qualifications received in the response to this RFP. The selection of the firm will be made using established evaluation criteria, following the general procedure provided for in the Local Government Professional Services Selection Act.

- A. Written Submission Evaluations
 - I. A selection team from the City of Galesburg will review and evaluate all written submissions properly made in response to this RFP in accordance with the submittal requirements set forth in Section 5 and based on such other information and matters as they deem necessary or desirable to determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response.
 - II. The Selection Team will consist of no less than three (3) individuals. The Selection Team will be responsible for reviewing and rating the Written Submissions.
 - III. Written submissions will be subject to the Written Submission Rating System set forth in Section 9 of this RFP.

B. Oral Interview & Presentations

- I. Following the Written Submission Criteria, the P&RD may select up to three qualified firms to proceed to the oral interview stage of the selection process, or may reject all proposals.
- II. If one or more Finalists are selected from the Written Submission Criteria, oral interviews will be conducted by City of Galesburg.
- III. Finalists will be contacted and an interview time will be established. Details such as location, order and interview team attendees will be determined at the sole discretion of the City of Galesburg. Finalists will be provided this information, as necessary.
- IV. At the oral interview & presentation, each Finalist shall be required to explain its submission in detail, including, full discussion of how its approach to the project satisfies the P&RD's needs. In addition, each Finalist shall be required to answer questions posed by the interview team. Presentations may include slides, graphics, and other media selected by the firm illustrate qualifications and ability. The presentation will not materially change the information contained in the Written Submission. Each Finalist must have all principal members of its proposed Project Team present, unless for good reason other arrangements are made in advance with the P&RD.
- V. Upon completion, review and consideration of the oral interviews based on the Interview Rating Criteria set forth in Section 9 of this RFP, the interview team may request additional information from one or more of the Finalists or their references, if deemed necessary or desirable by the interview team to assist in evaluations.

C. Selection

- I. Based upon the Written Submission Criteria and Interview Criteria and any supplementary information submitted in response to the District's request, and such independent investigation as the P&RD determines necessary or desirable to assist it in evaluating a Finalist's qualifications, the P&RD will rank the Finalists in the order of their qualifications for the project.
- II. Following such ranking, the P&RD will contact the highest ranking firm and attempt to negotiate a contract for the services at a fair and reasonable compensation taking into consideration the Project budget and the estimated value, scope, complexity and nature of the services to be rendered.
- III. If fewer than three submissions are received and the City of Galesburg determines the firm(s) which did submit statements of interest is/are qualified, it may negotiate a contract with any such firm(s) as provided by the Local Government Professional Services Selection Act.

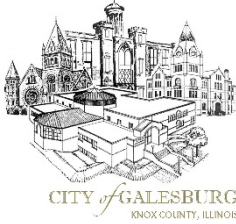
9. Rating System

Each firm will be evaluated to determine the ability to provide the required services and have the proper fit with the P&RD. The following weighted criteria will be used to evaluate written submissions and finalist interviews.

<u>Written Submission Criteria</u>	<u>Weight</u>
Complete Submission	05
Statement of Qualifications, General Understanding of Project Objectives	25
Similar Project Experience	25
Proposed Approach to the Project	25
General Capabilities, Employee Experience and Resources of the Firm	25
Willingness to Meet Time Requirements	25
Workload of the Firm	20
Maximum Number of Points	150
<u>Interview & References Criteria</u>	<u>Weight</u>
Statement of Qualifications, General Understanding of Project Objectives	25
Proposed Approach to the Project	25
General Capabilities, Employee Experience and Resources of the Firm	25
Overall Presentation	25
Proposed Fees	25
References	25
Maximum Number of Points	150

10. Downgrading or Disqualifications

- A. The following are cause for downgrading or rejection of qualifications, depending on circumstances:
- I. The firm fails to deliver a response by the due date and time.
 - II. The firm fails to meet one or more requirements of the RFP.
 - III. The firm materially changes one or more requirements of the RFP.
 - IV. The firm limits the rights of the P&RD.
 - V. The firm fails to include information necessary to substantiate that it will be able to meet a need of the City of Galesburg.
 - VI. The firm fails to respond to the P&RD request for information, documents or references.



P&R MASTER PLAN PROJECT

PROPOSAL FORM

Name of Proposer: _____

Business Address: _____

Telephone Number: _____ Date of Proposal: _____

The Proposer above mentioned declares and certifies:

First That the said proposer is of lawful age and that no other said proposer has any interest herein.

Second That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose; and, is in all respects, fair and without collusion or fraud.

Third That no officer, employee or person whose salary is payable in whole or in part from the City is directly or indirectly interested in this proposal or in the supplies, materials, equipment or services to which it relates or is any portion of the profits thereof.

Fourth That said proposer has carefully examined the Request for Proposals and will, if successful in this, furnish and deliver at the prices stated, all the materials, supplies, apparatus, goods, wares and services for which this proposal is made.

Fifth That the prices quoted herein are net and exclusive of all taxes from which the City is exempt.

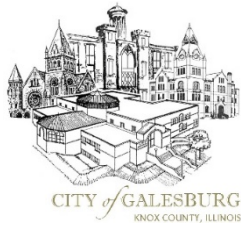
Sixth That the undersigned submit herewith in a separate sealed envelope their cost summary covering the materials and services to be furnished under the contract.

By: _____

Title: _____

Subscribed and sworn to before me this ____ day of _____ 2017.

Notary Public



**P&R MASTER PLAN PROJECT
PROJECT INFORMATION SHEET**

If adequate space is not provided for a complete response, please attach additional pages as necessary and identify by number. Proposals will not be considered responsive unless all requests for information are provided. Please use such terms as none, not applicable, unknown, etc., if requested information does not pertain or cannot be provided.

1. Please indicate the response that best describes your business
____ Individual/Sole Proprietor ____ Partnership ____ Corporation
____ Limited Liability Company ____ Other, please explain _____

 2. Full legal name of firm _____
Address _____
Telephone _____
Date of establishment _____

 3. Is your firm involved in any proceedings that may affect the ability of the firm to continue under the current firm name for the duration of the project?
____ Yes ____ No
If yes, please explain _____

 4. Is the firm up for sale? ____ Yes ____ No
If yes, please explain _____

 5. Primary staff to be assigned to the project.
Owner/Partner _____
Project Supervisor _____
Principal Professional (s) _____

Other significant technicians and employees to be assigned

- Include resumes or curriculum vitae of each such staff member listed above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked.
6. Estimated project hours of work reflected in the lump sum proposal are as follows:
 - A. Owner/Partner: _____ Hours
 - B. Professionals: _____ Hours
 - C. Technicians: _____ Hours
 - D. Clericals: _____ Hours
 - E. Other (Please identify)
_____ Hours

7. List prior engagements in which proposer’s firm assisted a governmental entity in a project directly involving comprehensive plan preparation similar to work requested in this request for proposal where staff identified in Section 5 have provided professional services.

<u>Name of Unit</u>	<u>Project contact person</u>	<u>Phone #</u>	<u>Total fee</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 5 years old.

Please list other related projects where staff identified in Section 5 have provided professional services.

<u>Name of Unit</u>	<u>Project contact person</u>	<u>Phone #</u>	<u>Total fee</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 5 years old.

8. If it becomes necessary to perform extra work (above the intended scope of the project), the following hourly rates will apply:

- A. Owner/Partner: \$ _____/Hour
- B. Professionals: \$ _____/Hour
- C. Technicians: \$ _____/Hour
- D. Clericals: \$ _____/Hour
- E. Other (Please identify)
 _____ \$ _____/Hour
 _____ \$ _____/Hour

Rates quoted should be inclusive of all expenses including, but not limited to, personnel services, fringe benefits, overhead and profit required by the firm.

Please list any expense rates that may apply to extra work. If no expense rates are indicated, no expenses will be allowed.

9. Do you propose to use any subcontractors to perform work in accordance with this proposal?

____ Yes ____ No If yes, please provide information below

<u>Name of Firm</u>	<u>Primary work to be performed</u>
_____	_____
_____	_____
_____	_____

Prior professional services in which subcontractor firms assisted a governmental entity in a project directly involving comprehensive plan preparation similar to work requested in this request for proposal shall be identified. If more than three projects have been performed, please

list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 5 years old.

<u>Name of Firm</u>	<u>Name of Unit</u>	<u>Project contact person</u>	<u>Phone #</u>	<u>Total fee</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. If one or more subcontractors are proposed, is all compensation for fees of the subcontractor included in the fee reflected in the Proposal Cost Summary?

_____ Yes _____ No If no, please explain.

11. Have all items requested been included with your proposal?

_____ Yes _____ No If no, please explain.

12. Please provide a tentative timeline for the project. Utilize appropriate benchmarks in developing the timeline.

I certify that all information provided is complete, accurate and, to the best of my knowledge, true. I further certify that I am fully authorized by the firm identified in Item 2 of this form to execute this information sheet on behalf of that firm.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal document.

Firm: _____

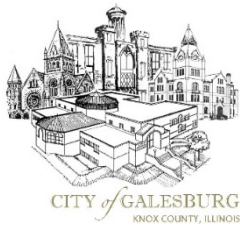
By: _____
(Signature)

Name: _____
(Please type)

Position: _____

Telephone: _____

Email: _____



**P&R MASTER PLAN PROJECT
PROPOSED FEES WORKSHEET**

Provide a proposal containing the items below. It is not necessary to use this exact worksheet.

Data Collection/Initial Meetings \$ _____

Site Review & Analysis \$ _____

Concept Planning & Refinement \$ _____

Preliminary Master Plan Preparation \$ _____

Final Master Plan Presentation/Delivery \$ _____

Estimated Reimbursable Expenses \$ _____

Total \$ _____

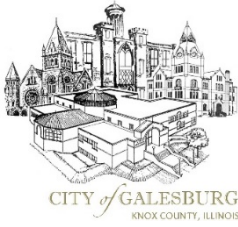
Sub Consultant Fee _____ \$ _____

Sub Consultant Fee _____ \$ _____

Sub Consultant Fee _____ \$ _____

Total Sub Consultant Fees \$ _____

Grand Total \$ _____



P&R COMPREHENSIVE PLAN PROJECT

PROPOSAL COST SUMMARY

I, the undersigned, certify that I have read and fully understand all of the specifications supplied by the City in this Request for Proposals.

I propose to provide professional services as specified in the Request for Proposals for the total sum of:

_____ \$ _____
(in words)

I agree to accept payments based on the agreed percentage of work completed with the City.

If you do not agree with the payment terms, please attach a schedule of total compensation that will cover any and all expenses and services related to the project.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City. I further state that I have not communicated with nor otherwise colluded with any other person or firm, nor have I made any agreement with nor offered or accepted anything of value from an official or employee of the City that would tend to destroy or hinder free competition.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal document.

Signed: _____ Name: _____

Title: _____ Date: _____

Firm Name: _____

Address: _____

Telephone: _____

**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 OF 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 REQUIRMENTS 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