

# CITY OF GALESBURG



PURCHASING  
55 W Tompkins St  
Galesburg, IL 61401  
Phone: (309) 345-3678

## INVITATION FOR BIDS

For the purchase of  
(1) one new Bucket Truck  
to be utilized by Public Works

### Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on August 18, 2016. As stated in such notice, bids will be received until 11:00 a.m., local time, September 7, 2016 and, at that time, publicly opened and read aloud in the Basement Conference Room, located in City Hall.
2. The person, firm or corporation making a bid shall submit it in a sealed envelope to the Purchasing Agent or his duly designated representative on or before the hour and the day stated above. The notation "Bid on (1) new Bucket Truck" shall appear on the outside of the sealed envelope. The bidder shall also include their Company name and address on the outside of the submitted envelope.
3. The bidder shall insert the price, and supply all the information as indicated on the Bid Form. The prices inserted shall be net and shall be the full cost for the items 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 bidder shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this bid for any reason of personal gain.
6. Delivery of the goods and/or services shall be as stated in the bid documents.
7. No bid may be changed or withdrawn after the time of the bid opening. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing and agreed to by the Purchasing Agent.

8. The City of Galesburg reserves the right to reject any and all bids and to waive any informalities or technicalities in the bidding. Any bid submitted will be binding for (60) sixty days after the date of the bid opening.
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 bids 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. Bidder certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of bidding 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 supplier.
12. These instructions are to be considered an integral part of any bid.

Dated: August 18, 2016

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Kraig Boynton  
Purchasing Agent

CITY OF GALESBURG, ILLINOIS  
Specifications for one new  
Latest model bucket truck  
to be utilized by Public Works

**GENERAL:** This bid is for the purchase of (1) one new bucket truck for Public Works. All equipment shall be new and unused. The City will consider all bids meeting specifications as outlined below. Vendors are required to review the detailed specifications and check yes or no as to whether the offer submitted will meet the requirements stated. The vendor should address any discrepancies by attaching a letter with their bid detailing the discrepancy. In addition, the City will consider the trade in of the existing unit which is a 2000 Ford F550 Bucket Truck. The existing unit can be inspected by contacting Myron Miller at 309-345-3661 during normal business hours.

Applicable literature on vehicle shall be supplied by vendor when submitting bid. Change orders will not be issued for vendor failures in meeting the specifications of this request. Any errors or omissions in meeting the specifications as stated will be at the cost of the awarded vendor to correct/comply. All standard equipment and accessories, whether or not specified, shall be provided unless overwritten by the detailed specifications. All manufacturer's window stickers and paperwork shall accompany the delivery of the unit. Questions concerning the detailed specifications should be directed to the Purchasing Agent during normal business hours.

Reminder of costs to include in bid pricing:

- Unit as specified.
- Any applicable required testing of unit prior to delivery.
- Title & State of Illinois municipal plate fees
- Delivery to Galesburg, IL

DETAILED SPECIFICATION COMPARISON CHECKSHEET  
 ONLY THE MACHINES MEETING THE FOLLOWING  
 MINIMUM BID SPECIFICATIONS  
 WILL BE CONSIDERED

***Aerial Device Specifications***

YES	NO	DESCRIPTION
		Insulated telescopic/articulating aerial device with a minimum platform height of 40' 4". Working height shall be no less than 45' 4".
		Horizontal Reach to be a minimum of 30 ft.2 in.
		Travel height not to exceed 10'6". Based on 40" in. frame height.
		Maximum platform capacity of 500 lbs. with jib installed or 600 lbs. with the jib removed.
		The unit must be manufactured in a ISO 9001 certified facility.
		The unit must tested and certified to ANSI A92.2-2001.
		<b><i>OUTER/INNER BOOM ASSEMBLY</i></b>
		The Unitrol 3-function single-stick upper control consists of a multi-jointed handle which operates The control valve. A safety trigger located on the underside of the single stick handle will not allow boom movement until it is depressed. An emergency stop control is provided.
		Individual full-pressure controls at the turret actuate all boom functions. The lower control station is equipped with a selector valve to override the upper controls.
		The hydraulic control valves are full pressure and full flow.
		The start/stop system has been designed so that the lift cannot be operated normally unless the lift power switch is activated and the truck ignition is in the "on" position. This feature makes it difficult for unauthorized individuals to operate the lift when the truck is locked. Start/stop controls are located at the upper and lower control stations.
		Emergency power system consisting of a hydraulic pump driven by a DC motor, powered by the truck engine battery. The system is connected in parallel with the main pump and is designed for non-continuous operation. This system can be operated from the upper or lower controls.
		Dielectric isolating system with 3-function single stick control. All control handles are isolated and tested per ANSI 92-2 2009. The high resistive delectric system is protected from direct environmental and job related contamination. Technology incorporates the use of full hydraulic controls with durable metal handles and linkages.
		<b><i>CONTROL SYSTEM</i></b>
		The outer boom consists of an 8 in. x 10 in. (203 mm x 254 mm) steel section and includes a 9 in. x 11 in. (229 mm x 279 mm) fiberglass section (Electrogard) and the boom tip which maintains a 46 in. (1.2 m) insulation gap when the inner boom is fully retracted.
		The 6-7/8 in. x 8-7/8 in. (165 mm x 216 mm) rectangular fiberglass inner boom is housed within the outer boom.
		The extension system consists of an extension cylinder, holding valves, and a hose carrier housed inside the boom. The hoses are routed through the outer/inner boom assembly are non-conductive and fully contained within the boom assembly.
		Minimum inner boom extension of 103 in. (2.6 m).
		The outer/inner boom assembly is tested and certified for electrical work at 46 KV and below in accordance with ANSI A92.2 requirements.
		The outer/inner boom assembly articulates from 25 degrees below horizontal to 85 degrees above horizontal. A boom support cradle and a hydraulic boom release are included. Locks and unlocks upper boom when master switch is activated.
		Actuated by a double acting cylinder that has two, integral holding valves, the outer/inner boom assembly is offset to one side to provide easy access to the platform.

YES	NO	DESCRIPTION
		Platform elevator (reduces platform capacity by 100 lbs.) The elevator lifts the platform 24 inches vertically using a telescopic cylinder. This function adds 7 inches of length from the centerline of the platform rotator. Requires heavy duty rotator and platform support.
		<b><i>LOWER BOOM ASSEMBLY</i></b>
		Each end of a high strength fiberglass insert (chassis insulating system) is installed over a rectangular 8 in. x 10 in. (203 mm x 254 mm) high strength steel section.
		The lower boom encloses a parallelogram linkage to maintain the knuckle at a constant angle to the turret.
		Chassis insulation system/lower boom fiberglass insert provides a insulation gap of 12 in. (305 mm). A fiberglass section in the compensation link maintains the 12 in. insulation gap in all boom positions.
		The steel and fiberglass sections are bonded with pressure-injected epoxy to fill any voids. After the adhesive cures, 16 bolts are added to assure maximum strength.
		The double acting cylinder, with an integral holding valve, allows the lower boom to articulate from horizontal to 87 degrees above horizontal.
		A stainless steel stud is provided at each end of the insert to shunt the system during electrical testing. The insert is tested per ANSI A92.2.
		<b><i>MATERIAL HANDING JIB AND WINCH</i></b>
		The material handling jib and winch consists of a winch and a manual jib pole that are automatically leveled with the platform. JW-1270-13
		Up to 1000 lbs. (454 kg) material handling capacity can be provided at elevated boom angles.
		The winch is hydraulically powered through a self-locking worm gear drive, so a load-holding brake is not required. The winch provides line speeds of approximately 25 ft. per minute (7.6 m per min.).
		Eighty feet (24 m) of 1/2-in. (13 mm) diameter polyester rope with a swivel clevis hook is provided.
		The jib-pole assembly also can be rotated to any of the three convenient load-lifting positions to accommodate a load. Those positions are 30° CW, 0°, and 30° CCW from the boom centerline.
		<b><i>TURRET/ROTATION</i></b>
		The turret wings are 3/8 in. (13 mm) thick steel plate. A steel tube is welded between the turret wings to support the boom cylinder and provide rigidity. The turret wings are designed for strength and rigidity. The bearing cover is continuously welded to seal out moisture and prevent foreign materials from obstructing the turret rotation.
		The turret plate is machined flat to support the rotation bearing. A bearing cover is provided to prevent foreign material from interfering with lift rotation.
		Rotation is continuous and unrestricted in either direction. This is accomplished by a hydraulically driven worm and spur gear acting on a shear-ball rotation bearing. An eccentric ring gearbox mounting allows for precise adjustments to the gearbox to pinion clearance.
		The critical bolts holding the lift to the rotation bearing and the rotation bearing to the pedestal are SAE grade 8. These critical bolts are Torque Seal Marked to provide a quick means to inspect for loosening.
		<b><i>PEDESTAL</i></b>
		The pedestal is tubular with a reinforced mounting plate. A 17 gallon (64.4 l) hydraulic oil reservoir is built integral to the pedestal.
		The top plate of the pedestal is 1-1/4 in. (32 mm) thick and machined flat to support the rotation bearing.
		Dual sight gauges are furnished on the pedestal for checking fluid level.
		A 100 mesh suction strainer, 10 micron return filter and shut off valves are located inside the pedestal.
		<b><i>PLATFORMS AND OPTIONS</i></b>
		24 in. x 30 in. x 42 in. (.61m x .61m x 1.07m) closed fiberglass platform with one step.
		Hydraulic leveling control at the lower control (turret) to aid in cleanout or rescue.

**RETURN WITH BID**

YES	NO	DESCRIPTION
		A hydraulic platform rotator, operated by a control lever, rotates the platform 180 degrees from one side of the outer/inner boom assembly, across the end-hung position to the other side of the outer/inner boom assembly.
		Body harness/lanyard. The anchor for the lanyard is attached to the platform support.
		platform liner with step is tested and rated for 50 kV AC.
		Soft vinyl platform cover.
		Tool tray 19 in. x 8 in. x 8 in.
		PTO/hour meter
		<b><i>HYDRAULIC SYSTEM</i></b>
		The open-center hydraulic system operates at 3000 psi (210 kg/cm <sup>2</sup> ) at 6 gpm (22.7 lpm). A 10-micron return-line filter, mounted above the hydraulic oil level and inside the pedestal, can be easily changed without draining the reservoir. A gate valve, located below the reservoir, prevents oil loss when the pump is serviced. A magnetic drain plug attracts metal particles from the oil.
		Hydraulic oil to be 22 weight.
		Hydraulic power provided by PTO/pump configuration.
		<b><i>GENERAL</i></b>
		Non-lube bearings are used at most points of motion. Only rotation gearbox and rotation bearing require periodic lubrication.
		The complete unit is primed and painted SCHOOL BUS YELLOW prior to assembly. Chassis dealer to furnish color code to match C of Galesburg requirement. CITY WILL ACCEPT NO EXCEPTIONS.
		The high pressure hoses routed through the booms are non-conductive hoses with swaged hose end fittings. Reusable hose fittings can be installed if a hose is damaged.
		Two operator's manuals and two service manuals are included.
		All cylinders are equipped with type AQ seals, nylon backup rings, non-metallic bearings on pistons and end glands, rod wiper rings, threaded end glands, and chrome plated rods
		The extension cylinder has wear rings on the piston and end gland for extended seal life. Dual holding valves are mounted at the extension cylinder base to prevent boom creep during travel or uncontrolled movement in case of hydraulic hose failure. The extension cylinder can be removed without removing the inner boom. A hydraulic regeneration feature on the extension cylinder provides extension and retraction at approximately the same speed. The boom elevation cylinder has a single holding valve.
		Pins are high strength alloy steel and chrome plated for a hard finish and corrosion resistance. Cylinder pins are held in place with Torque Seal marked bolts at one end and a pin cap bolted to the other end.
		<b><i>STABILIZATION</i></b>
		A-frame outriggers with pivot feet, pilot operated check valves and a selector valve. Outriggers provide 122 in. of spread and a maximum of 8 in. of penetration with 18 in. of ground clearance. O.R. housing installed in service body front verticals.
		Outrigger down alarm sounds when outriggers are in motion. Outrigger valves are provided with Integral microswitches.
		Outrigger boom interlock prevents lift from being operated until the outriggers contact the ground. The interlock also prevents the outriggers from being retracted until the boom is properly stowed.

### ***Chassis Specifications***

YES	NO	DESCRIPTION
		19,500 LB. GVWR 1-Ton regular cab/chassis with the following specifications:
		4x4 wheel drive

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YES	NO	DESCRIPTION
		84" cab to axle measurement
		6.7L diesel engine
		Air conditioning
		5-speed automatic transmission, with PTO provision
		SCHOOL BUS YELLOW exterior color. CITY WILL ACCEPT NO EXCEPTIONS.
		Successful chassis supplier to submit paint sample to city for approval.
		7,000 lb. front axle w/diesel engine
		Heavy Duty 200 amp alternator
		40/20/40 gray vinyl bench seat
		XL trim package
		passenger side air bag
		AM/FM stereo radio with blue tooth and clock
		4.88 ratio rear axle
		engine block heater for diesel
		Minimum 40 GAL. rear mounted fuel tank
		Dash mounted 4-pack switches
		Clear frame from back of cab.
		Power windows and locks.
		AF 24" frame extension
		DEF fill neck in front of body
		Factory installed integrated brake controller
		225/70Rx19.5 G all traction tires including spare.

### Body Specifications

YES	NO	DESCRIPTION
		<b><i>FIBERGLASS SERVICE BODY WITH THE FOLLOWING:</i></b>
		Successful chassis dealer to furnish color code to successful bidder for SCHOOL BUS YELLOW for body company. CITY WILL ACCEPT NO EXCEPTIONS.
		132"L x 94"W x 40" H body dimensions with 20" D compartments
		<b><i>STREETSIDE COMPARTMENTATION</i></b>
		First vertical: Outrigger housing, 2-3-2 swivel hooks, high as possible
		Second vertical: (4) 5"H x 18"W x 18"L pull out drawers, each with 4 dividers
		Rear vertical:(2) adjustable divider shelves, w/4 dividers each shelf
		<b><i>CURBSIDE COMPARTMENTATION</i></b>
		First vertical: Outrigger housing, vertical wall, (2) adj. div. shelves w/4 dividers each
		Second vertical: (2) adjustable divider shelves, w/4 div each shelf
		Horizontal: (1) adj. divider shelf w/8 dividers each.
		Rear vertical: 2 adj. divider shelves, w/4 dividers each shelf
		30" D x 94"L x 6"H aluminum treadplate tailshelf w/curbside walkup and storage, curbside storage door to start at top step, doors each side to have mini latches
		Pool type grab handle to be on left side of walkup, and chrome grab handle mounted to back panel of service body, right side of walkup.
		Wheel chocks holders in wheel well area, one per side.
		Rope lighting top and sides each compartment wired to switch in cab.
		Rubber wheel chocks with handles, 2 total mounted in wheel well area. One per side
		Outrigger pad holders, angled mounted on front of body each side.
		(2) Polyurethane 18" x 18" x 1" outrigger pads with rope handles
		LED stop/tail/turn and backup lights, mounted high as possible in rear body panels

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YES	NO	DESCRIPTION
		LED oval strobes, high as possible on body rear panels, wired to switch in cab.
		12V back up alarm with 97 db range, mounted at rear of body.
		(2) ten lb. dry chemical ABC rated fire extinguishers. Mounted on outrigger housing front vertical, one each side.
		Triangle reflector kit, shipped loose.
		Vertical mount 22" high steel safety cone holder. Position to be determined at prepaint.
		ICC rear bumper with pintle hook plate, including D-rings and chassis reinforcement
		Medium duty pintle hook with 10 ton capacity
		7-pin RV type trailer socket mounted at rear of body.
		LED amber beacons mounted on each side of turret wings, wired to switch in cab. (2) total.
		(4) amber surface mount LED self-contained strobe lights, (2) facing front in grill, (2) facing rear on the tailshelf, wired to switch in cab.
		Stop/start and two speed switches at rear tailshelf.
		ECCO directional board lighting panel, installed under tailshelf with switch in cab. Model ED3300 SAE Class 1 LED or approved equal.
		Gator Hyde bed lining to be installed on cargo floor, walls, compartment tops, tailshelf.
		Polyurethane tailboard to be installed at rear of cargo area.
		12/3000N Watt pure sine inverter w/ outlet at rear of body, installed CS front vertical compartment. To run Wpco, model 994 concrete vibrator and Milwaukee hammer drill. To include (2) HD deep cycle marine batteries. Also to include backup battery isolator.
		Front and rear mud flaps on rear axle of chassis.
		Aluminum diamond plate, full height on front of service body each side.



# CITY OF GALESBURG



## BID FORM

Name of Bidder \_\_\_\_\_

Contact Person \_\_\_\_\_

Business Address \_\_\_\_\_

Business City State, Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

The Bidder above mentioned declares and certifies:

- First - That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose; and, is in all respects, fair and without collusion or fraud.
  
- Second - That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg is directly or indirectly interested in this bid or in any portion of the profits thereof.
  
- Third - That said bidder has carefully examined the Instructions to Bidders and the Specifications: and will, if successful in this bid, furnish and deliver at the prices bid within the time stated, the goods or services for which this bid is made.
  
- Fourth - That the prices quoted herein are net and exclusive of all taxes from which the City of Galesburg is exempt.
  
- Fifth - That said bidder has executed the Certificate of Compliance, and has submitted herewith.
  
- Sixth - That the complete guarantees and warranties offered are included on the bid sheet

RETURN WITH BID

- Seventh - That complete literature and specifications, where applicable, for the goods or services are attached herewith.
- Eighth - That the cost of the goods or services that meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is on the attached bid sheet:

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Person, Firm, or Corporation

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Authorized signature and title

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Printed Name of Individual

RETURN WITH BID

**RFB for new bucket truck (#301)**

Cost of New Unit:

Less Trade In of Existing #301:

Net cost to City with trade:


Year/Make/Model of unit being offered:

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Service Center for Warranty Work:

Address:

City, State Zip

Distance from Galesburg, IL

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Warranty Information (Must be summarized on this sheet):

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Bid Submitted by:

Authorized Representative:

Email Address:

Phone Number:

Authorized Signature:


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**RETURN WITH BID**

**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, HANDICAPOR 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

FOR OFFICE USE ONLY:

ENTERED INTO THE SYSTEM

VENDOR NUMBER: \_\_\_\_\_



**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 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 two days prior to the funds being credited to your bank account. If you have any questions, please contact us.

Accounts Payable  
City of Galesburg  
309/345-3674  
309/343-4765 fax  
accountspayable@ci.galesburg.il.us