

# CITY OF GALESBURG



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

## INVITATION FOR BIDS

For the replacement of the fairway sprinkler heads  
at Bunker Links Golf Course  
for the City of Galesburg, Illinois

### Instructions to Bidders

1. An advertisement for sealed bids on the above was published in the Galesburg Register-Mail on March 07, 2017. As stated in such notice, bids will be received until 11:00 a.m., local time, March 22, 2017, and, at that time, publicly opened and read aloud in the Basement Conference Room, located in City Hall. Bids received after 11:00 a.m. will be rejected.
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 Fairway Sprinkler Heads" shall appear on the outside of the sealed envelope and shall include the name of the bidder. Bidder shall also clearly mark on the outside of the envelope: company name and address.
3. The bidder shall insert the cost, and supply all the information, as indicated on the Bid Form. The cost inserted shall be net and shall be the full cost for the work specified, including all factors whatsoever. No permits shall be waived or paid for by the City of Galesburg.
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. Contractors and any sub-contractors will be required to comply with all applicable provisions of the Davis-Bacon Act, as amended to date, including those affecting labor standards and prevailing wage rates and those prohibiting discrimination on the grounds of race, color, national origin and sex.
7. All bids shall be accompanied by a Bid Bond, Bank Cashier's Check, Certified Check or Bank Draft, payable to the City Treasurer of Galesburg for not less than five (5%) percent of the amount of each bid. The successful bidder shall be required to enter into a Performance Bond in a sum equal to the amount of his bid, and a Labor and Material Payment Bond.
8. Should the successful bidder fail to submit the required bonds, or enter into a contract with the City within fifteen (15) days after notification of award, said bidder will forfeit his check or bond to the City, not as a penalty, but as liquidated damages.
9. Insurance coverage shall be carried by the successful bidder per the attached Special Provisions sheet for Contractor's Insurance.
10. **TERMINATION FOR BREACH:** In the event that any of the provisions of the contract are violated by the Contractor or by any of his Subcontractors, the Owner may serve written notice upon the Contractor and the Surety of the intention to terminate such contract, such notice to contain the reasons for such termination intention, and unless within ten (10) days after serving of such notice upon the Contractor such violations shall cease and satisfactory arrangements for correction be made, the contract shall, upon expiration of said ten (10) days, cease and terminate. In the event of any such termination the Owner shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract, provided however, that if the Surety does not commence performance thereof within thirty (30) days from the date of the mailing to such Surety notice of termination, the Owner may take over the work and prosecute the same to completion by Contract for the amount and at the expense of the Contractor, and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned by the Owner thereby.
11. 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.
12. 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.

13. Successful bidder to whom an award shall be made pursuant to this procurement shall be subject to all applicable Federal and State laws and regulations, including but not limited to the Illinois acts commonly known as the Illinois Prevailing Wage Act (820 ILCS 130) and the Illinois Preference Act (30 ILCS 570). Submission of certified payroll reports will be required for this work. Applicable wage rates may be found at [www.state.il.us/agency/idol/rates/rates.HTM](http://www.state.il.us/agency/idol/rates/rates.HTM)
14. 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.
15. 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.
16. Bidder certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of the bid 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.
17. Public Act 95-0635 requires that before any contractor or subcontractor begins work on ANY public works project that requires prevailing wages, they must have a written Substance Abuse Prevention Program on file with the contracting agency (City); or have a collective bargaining agreement in effect dealing with the subject matter.
18. All general bidding information, bid forms, conditions of the contract, and the form of agreement, between the City and the Contractor, shall be approved by Purchasing prior to advertising of public notice of the project.
19. The successful bidder 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.
20. Bid must show the number of days required to complete services under normal conditions. Bids should also indicate an estimated start date and completion date.

21. 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.

22. These instructions are to be considered an integral part of any bid.

Dated: March 07, 2017

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Kraig Boynton  
Purchasing Agent



## City of Galesburg

Operating Under Council – Manager Government Since 1957

### **Specifications for Bunker Links Fairway Sprinkler Head Replacements**

**GENERAL:** This bid is for the purchase and installation of new irrigation rotor assemblies with swing joints to replace the current rotors on the Bunker Links Golf course fairway and rough installation system.

**BASE WORK:**

1-1/2" Toro Infinity 854 Series complete golf rotors with Acme threads and spike guard solenoids are to be purchased and installed in place of the existing rotor bodies in the single row fairway and rough irrigation system. There are a total of 125 rotors to be replaced with an additional six extra Toro Infinity 855 Series complete rotors with Acme threads and spike guard solenoids to be provided for future repairs that the golf course maintenance department will complete. The correct nozzle size must be installed on the rotors to adequately cover the fairway area with ninety foot rotor spacing. New swing joint connectors should be provided and installed between the supply lines and the new golf rotors by the contractor. A one inch Acme key thread quick coupler and swing joint should be provided and installed off of the mainline in the rough in between holes 7 and 8. A valve box must be provided and installed to cover the quick connector. The contractor will be required to supply all necessary materials to complete the job which is included to, but not limited to wireless connections and pipe connections. The contractor will be responsible for any breakage and repairs necessary related to work performed on this project. The golf rotors are to be installed according to Toro's recommendations for warranty coverage. The top of the golf rotors need to be level with the playing surface. Any additional dirt needed to achieve this will be available on site for the contractor to use. The installation contractor is responsible for any clean up related to the project. The old rotors and swing joints will be kept by the City of Galesburg. The project is to be completed within a three week time frame from the date of start. Starting date will be coordinated with the Course Supervisor, Matt Miles. The preferred time of project completion is by May 26, 2017. If it is determined this is too much of a time constraint the option will be to complete the work in the early fall. Upon installation completion, the contractor is responsible for updating the sprinkler type and output information in the central controller. An updated irrigation system map will also be required for print.

#### OPTION 1:

The purchase and installation of four gate valves with valve boxes to isolate the irrigation system mainlines in certain zones. Valve locations will be directed by the Course Supervisor Matt Miles. Three valves will be for a two and a half inch main line and one will be for a three inch mainline. Upon completion the changes and their locations will need to be added to an updated irrigation system map for print.

#### OPTION 2:

To add additional irrigation pipe, control wires, complete Toro Infinity 855 rotors with Acme threads and spike guard solenoids with swing joints to irrigated an approximate area measuring fifty five by eighty five feet for a sod nursery behind # 3 tee in a plot along the fence. The irrigation pipe can tie into the supply line that feeds #2 two green. The wire connections can also be made in close proximity to the pipe connection with a valve box to cover the splice. Upon completion the correct control wire must be connected in the irrigation satellite box and information inputted into the irrigation central controller. An updated irrigation system map with these changes will also be required for print.

#### OPTION 3:

To add additional irrigation pipe, control wires, a complete Toro Infinity 855 rotor with Acme threads and spike guard solenoid with swing joint to irrigate the flat area below # 13 tee in the rough. The pipe and wire connection will be a continuation off of the last rotor in between the current tees. Upon completion the information must be inputted into the central irrigation controller and an updated irrigation system map with these changes will also be required for print.

Questions regarding the work to be completed as a part of this project should be directed to Matt Miles via email by March 17, 2017. Matt's email is [mmiles@ci.galesburg.il.us](mailto:mmiles@ci.galesburg.il.us).

The City reserves the right to select the vendor that provides the most options under the available budget for this work.

# CITY OF GALESBURG



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

## BID FORM

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

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

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

City, State, Zip Code \_\_\_\_\_

Telephone 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 the cost of the goods or services which meets the requirements as set forth in the Instruction to Bidders and the Specifications aforementioned is:

The total cost to complete the work listed in the specifications will be:

Description	L Sum Cost
Lump sum offering to complete work as outlined in BASE BID:	
Lump sum offering to complete work as outlined in OPTION 1:	
Lump sum offering to complete work as outlined in OPTION 2:	
Lump sum offering to complete work as outlined in OPTION 3:	

Anticipated Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

*Note: It is intended that this bid will go before the City Council for approval on April 03, 2017. No work would be able to begin until applicable contracts were signed after approval.*

Sixth - That said bidder has executed the Certificate of Compliance, and has submitted herewith.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person, Firm, or Corporation

\_\_\_\_\_  
Authorized signature and title

\_\_\_\_\_  
Printed Name of Individual



## SPECIAL PROVISIONS

### PREVAILING RATE:

Not less than the Prevailing Rate of Wages as found by the City of Galesburg, or the Department of Labor, or determined by the Court of Review, shall be paid to all Laborers, Workmen and Mechanics performing work under this contract.

### CERTIFIED PAYROLLS:

All work is subject to the Davis-Bacon Act and all prevailing wage laws. The contractor and all subcontractors shall submit certified copies of his payroll weekly for all work undertaken on the project. Failure to keep current on submittal of payrolls shall be cause to withhold payment for completed work.

### PROOF OF INSURANCE:

The contractor shall carry insurance as required by the Standard Provisions. Proof of various insurance coverage shall be submitted to the City and shall be kept in force until all work to be performed under the terms of the contract has been accepted. Vendors must submit an endorsement sheet listing the City of Galesburg with their certificate of insurance.

**SPECIAL PROVISIONS TO COVER**

**LABOR AND MATERIAL PAYMENT**

The Contractor shall not commence work under this contract until he has obtained a labor and Material Payment Bond, which has been approved by the City, nor shall the Contractor allow any subcontractor to commence work on his subcontract until subcontractor has a similar bond or the Contractor's bond covers the subcontractor's Labor and Material Payment.

**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

EMPLOYMENT	SUPERVISORY	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  
CITY OF GALESBURG  
MUNICIPAL VENDORS HOLD HARMLESS AGREEMENT

All vendors doing business with the City of Galesburg, Illinois, shall read and agree to sign this Hold Harmless Agreement. In lieu of the vendor signing this agreement, the City will accept being named as an additional insured on the vendor's general liability policy only as respects specific operations performed by the vendor on behalf of or on the premises of the City of Galesburg, Illinois.

"In consideration of your permitting us, our servants, our agents, employees and representatives from time to time to enter upon or to place or maintain equipment upon premises owned or controlled by you for the purposes of servicing our account, we agree to indemnify and hold harmless the City and its' agents and employees from and against all claims for personal injury or property damage, including claims against the City, its' agents or servants, and all losses or expenses, including attorney's fees that may be incurred by the City in defending such claims, rising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the Municipal Vendor, or anyone directly or indirectly employed by the Municipal Vendor or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in anyway by any limitation on the amount or type of damages, compensation or benefits payable by or for the Municipal Vendor, under Workers' Compensation Acts, Disability Acts, or other Employee Benefit Acts."

Subscribed and sworn to before me this \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Person, Firm, or Corporation

\_\_\_\_\_  
Notary Public

**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



## 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