



**REQUEST FOR PROPOSAL (RFP) FOR
PUBLIC SAFETY INFORMATION SOFTWARE SYSTEM
FOR THE CITY OF GALESBURG, IL**

RFP Circulation Date: 09/23/2020

Proposal Submission Deadline: 11/16/2020, 11:00 AM Local Time

CITY OF GALESBURG

PURCHASING

55 West Tompkins Street

Galesburg, IL 61401

Phone: 309/345-3678

Instructions to Offerors

1. An advertisement requesting proposals for the above work was published in the Galesburg Register-Mail on September 23, 2020. As stated in such notice, sealed proposals will be received until 11:00 a.m. local time, **November 16, 2020** at City Hall, 55 West Tompkins Street, Galesburg, Illinois. Proposals shall be addressed to the Purchasing Agent.
2. The person, firm or corporation making a proposal shall submit it in sealed envelopes on or before the hour and the date stated above. The words as specified herein shall appear on the outside of the sealed envelopes.
3. Each respondent shall insert the cost, and supply all the information, as indicated in the RFP. The cost inserted shall be net and shall be the full cost for the equipment specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each vendor shall be responsible for all costs incurred in preparing and submitting their response to this RFP.
6. Each respondent shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.
7. The City of Galesburg reserves the right to reject any and all proposals and to waive any informalities or technicalities in the proposal process. Any proposal submitted will be binding for one hundred twenty (120) days after the due date of the proposals.
8. 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.

9. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed proposals must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
10. 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.
11. These instructions are to be considered an integral part of any proposal.

Dated: September 23, 2020

Kraig Boynton
Purchasing Agent

Schedule of Events

Event	Date
Vendor questions due via email	Monday, October 12, 2020
Responses due back to vendors via email	Wednesday, October 21, 2020
Proposal due	Monday, November 16, 2020 at 11 a.m. Central Time
Finalists notified	Wednesday, December 30, 2020
Final presentations/demonstrations	January-February, 2021
Anticipated contract award- on or before	Monday, March 15, 2021

REQUEST FOR PROPOSAL (RFP) FOR PUBLIC SAFETY INFORMATION SOFTWARE SYSTEM FOR THE CITY OF GALESBURG, IL

SECTION 1 – Introduction:

GENERAL

The City of Galesburg, Illinois is requesting bid proposals for a Public Safety Information Software System. This Request for Proposal (“RFP”) requires that vendors, as “qualified” below, submit a proposal for a turnkey, comprehensive and fully integrated solution that includes Computer Aided Dispatch (CAD), Mobile CAD and Messaging System, Law Enforcement Records Management Software, Jail/Corrections Management Software and Field Reporting. The proposal should include all necessary items and associated costs for software, hardware and any integrations. It is the intent of this request that the responder shall provide a complete and thorough cost proposal with a detailed plan for project management, installation, training, support and maintenance. Each respondent’s proposal shall articulate the benefits their company will provide as part of the support and maintenance agreement. Failure to follow any of the provided instructions may result in the rejection of the vendor’s proposal.

The City of Galesburg’s goal is to establish a relationship with a single point of contact for a Public Safety Information Software System. The successful respondent for this contract will be the sole authority and responsible party to the City of Galesburg for this system. If the vendor utilizes any sub-contractors for any part of the system the successful respondent will be held accountable and responsible for the performance of any/all sub-contractors as the sole responsible party for all activities. Vendors must identify any/all sub-contractors associated and advise their roll with the system. All sub-contractors will be subject to approval by the City of Galesburg.

AGENCY PROFILE

The City of Galesburg provides public safety services for Galesburg and also maintains multi-jurisdictional agreements for the Public Safety Answering Point (PSAP) and Records Management services to other agencies within Knox County, Illinois. The County includes a population of approximately 52,919. Galesburg/Knox County 9-1-1 provides dispatching services to 7 Police Departments, 19 Fire Departments and 7 EMS Departments. The City of Galesburg currently maintains records for the Galesburg Police Department, Galesburg Fire Department and the Knox County Sheriff’s Office. The Knox County Sheriff’s Office also includes the Knox County Jail. It is anticipated that other law enforcement agencies within Knox County may also desire to utilize this system for Records Management and for mobile capabilities. Below are the anticipated users of this new system:

911 PSAP

Primary Site	
Full-time Positions	4
Backup Positions	2

Galesburg Police Department:

Total Users	78
Workstations – Administrative	10
Workstations- Records	6
Workstations- Patrol	5
Workstations- Investigations	6
Mobile Units	14

Galesburg Fire Department:

Total Users	48
Workstations- Administrative	5
Workstations- Other	4
Mobile Units	9

Knox County Sheriff’s Office:

Total Users	67
Workstations – Administrative	8
Workstations- Patrol	4
Workstations- Investigations	4
Workstations- Jail	6
Mobile Units	15
Jail Beds	150

Abingdon Police Department:

Total Users	12
Workstations	4
Mobile Units	3

Knoxville Police Department:

Total Users	16
Workstations	4
Mobile Units	3

Maquon Police Department:

Total Users	2
Workstations	1
Mobile Units	1

Williamsfield Police Department:

Total Users	5
Workstations	2
Mobile Units	1

Yates City Police Department:

Total Users	5
Workstations	2
Mobile Units	1

Interfaces:

Intrado/West Safety Service-Viper
Nelson Systems- Eventide Recorder
GeoComm or other mapping application
IamResponding
State of Illinois LEADS System & NCIC
RapidSOS
Automatic Vehicle Location (AVL)
Brazos E-Citations
Crash Reporting System
Livescan
VINE
Telerus
Fire Records Management System
Guidecard System
Cell Check Guardian RFID

The City of Galesburg is currently using Public Safety Systems, Inc. (PSSI) for CAD, RMS and JMS. This system has been in place for 18 years. The PSSI product has been acquired and merged with the Central Square platform. Though the system is still supported, there will no longer be any additional development, therefore creating the need to seek new options. The City of Galesburg needs a contemporary, easy-to-use public safety information system to reduce redundancy, simplify the report review and workflow process, provide straightforward access to information and otherwise streamline processes. The desired system must be scalable and must be able to integrate with existing and future options. The system must be searchable and provide real-time access to data. Implementation should cause minimal disruption to users and operations.

SECTION 2 – RFP INSTRUCTIONS, RESPONSE AND SUBMITTAL CHECKLIST:**Vendor shall submit a response in the following format:**

1. Vendor shall create one (1) original response (labeled “original”) with original signature, one (1) digital PDF copy.
2. The submission shall be sent to the contact at the address listed on the RFP, on or before the date shown.
3. The original submission shall be indexed with tabs as follows:
 - Section 1: RFP Cover Sheet
 - Section 2: Scope of Services Summary
 - Section 3: Vendor Background
 - Section 4: System Details including Functionality Worksheet
 - Section 5: Project Management, Installation and Training
 - Section 6: Warranty, Support and Maintenance
 - Section 7: Pricing Schedule
 - Section 8: Additional Supporting Details

A proposal must be in writing, and must be delivered by mail or in person. Oral, telephonic, facsimile, telegraphic, or electronically transmitted proposals are invalid and will not be accepted or considered.

Proposals may be filed in person at City Hall to the Purchasing Agent, 55 West Tompkins Street, Galesburg, Illinois, 61401, or by mail, but in any case, must be received at the office of the Purchasing Agent by 11:00 a.m. on November 16, 2020. Late proposals or postmarks will not be accepted. All proposals received will be retained by the City of Galesburg. Selection of Vendor will be conducted at the convenience of the City of Galesburg or within 120 days of submission due date.

Proposals should be submitted in a sealed envelope bearing the name “Request for Proposal for Public Safety Information Software System” and be submitted to:

Kraig Boynton
Purchasing Agent
55 West Tompkins Street
Galesburg, IL 61401

The City reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification; to accept or negotiate any modifications to any proposal following the deadline for receipt of all proposals, and to waive any irregularities, if such is deemed in the best interest of the City, as determined by the City Manager and or City Council.

RFP Contact:

All questions regarding the scope of work shall be submitted via email to the City Purchasing Agent:

Kraig Boynton
kboynton@ci.galesburg.il.us

No vendor or consultant shall contact anyone else at the City of Galesburg or associated agencies for purposes of soliciting information about this RFP, the evaluation of the proposals or the selection process until after such time as the City of Galesburg announces its intent to award the contract or otherwise completes the RFP process without prior consent.

Mandatory Qualifications and Requirements:

The Vendor must meet each of the following mandatory qualifications and requirements listed below to participate in this RFP. Note that the order of listing does not reflect any relative importance. Vendors not able to provide evidence of meeting the Mandatory Requirements will not be further considered.

1. Vendor shall be in the public safety computer systems business for at least ten years.
2. The vendor’s proposed system shall be fully operational in a minimum of twenty separate installations in County or Municipal Agencies.
3. The vendor shall be financially sound.
4. Vendor shall not be in arrears or otherwise have any unpaid Federal and/or State of Illinois employment, withholding, use and other taxes.
5. Vendor shall provide 24x7x365 support and maintenance.
6. The vendor must provide a dedicated project manager with a minimum of five years of experience. The City of Galesburg requires at least one site visit prior to implementation and then be on-site for the duration of the “go live” phase.

7. The vendor must provide on-site training to all users for the respected responsibilities. Train-the-trainer classes are not acceptable.
8. The vendor must complete the Functionality Worksheet.
9. The proposed system must have multi-jurisdictional and customizable capabilities.
10. The system must be fully capable and compliant with Federal and State of Illinois crime reporting requirements for NIBRS and IL UCR programs.
11. The City requires a primary local server system but would consider backup systems that are hosted or cloud based that can maintain CJIS compliancy.

Vendor Response to this RFP should cover the following topics:

- A. System Details
- B. Software
 1. Computer Aided Dispatch System- CAD
 2. Mobile CAD and Messaging System
 3. Law Enforcement Records Management System
 - a. Reports
 - i. Data Analytics
 - ii. NIBRS
 4. Jail/Corrections Management System
 5. Field Reporting
 6. Optional Features
 - a. Mapping System
 - b. AVL System
 - c. Fire Records Management System
 - d. Crash Reporting System (State certified only)
 - e. Data Conversion
 - f. All modules, products and offerings
 - i. Evidence/Property
 - ii. Warrant Module
 - iii. Case Management
 - iv. Bicycle Registration
 - v. Animal Registration
 - vi. Online Reporting and/or Crime Statistics Portal
 - vii. Fleet Management
- C. Hardware
 1. Equipment
 2. System Configuration
- D. Project Management
 1. Staff
 - a. Experience
 2. Implementation
 - b. Timeline
 - c. Training
- D. Warrant, Support and Maintenance

RFP Evaluation:

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to the City of Galesburg with price and other factors considered. The City of Galesburg may, at its discretion, request as part of the RFP process; any additional criteria deemed appropriate by the City of Galesburg which would lend itself to establishing the vendor's viability to perform the work as outlined in this RFP. Vendors may be required to provide on-site, detailed demonstrations and/or provide written clarifications on their responses at the request of the agency.

The City of Galesburg may require all vendors/business partners to provide financial statements for the past two years to determine each vendor's financial ability to provide long-term service for the City of Galesburg. Proposals will become public record and those documents that are confidential or trade secrets must be marked accordingly.

Ongoing service agreements included with the RFP must include specific performance response times and financial penalties for the vendor if Service Level Agreement commitments are not met.

Evaluation Criteria:

1. Qualifications of Firm and Business Partner–

Strength and stability of the firm; strength, stability, experience and technical competence of sub-consultants; logic of project organization; adequacy of labor commitment.

2. Qualifications of Personnel –

Qualifications, education and experience of project staff; key personnel's level of involvement in performing related work.

3. Related Experience –

Experience in providing services similar to those requested herein; experience working with public safety agencies with specific attention information software systems

4. Completeness of Response –

Completeness of response in accordance with RFP instructions; exceptions to or deviation from the RFP requirements; inclusion of any required licenses and certifications.

5. Software Capabilities-

Functionality and integration essential to the City of Galesburg

6. Support and Maintenance-

Thoroughness of support program, reputation of company with responsiveness, thoroughness of testing, availability and overall cost of support and upgrades.

7. Reasonableness of Cost and Price –

Reasonableness of the individual firm-fixed prices and/or hourly rates, and competitiveness of quoted firm-fixed prices with other proposals received; adequacy of the data in support of figures quoted; basis on which prices are quoted.

False or Misleading Statements:

Vendors must take great care to ensure that sufficient information has been provided to allow the City of Galesburg to evaluate the solution/proposed agreement being offered, any options proposed, pricing of all offerings, and all supporting information, technical documentation, references and points of contact, corporate capabilities, etc.

Vendor understands that if, in the opinion of the City of Galesburg, a proposal contains false or misleading information of any kind, or does not contain sufficient detail to fully evaluate the technical solution/proposed agreement or proposed price, the City of Galesburg reserves the right, in its sole discretion, to reject the proposal. Vendors also understand that if the information provided does not support a function, attribute, capability or condition as proposed by the vendor, the City of Galesburg may reject the proposal and any work conducted to that point wherein the vendor assumes the sole responsibility of said work and/or related expense. Vendor understands that any modifications to the questions in this RFP by the bidder may result in immediate rejection of that proposal.

Acceptance of Proposal Content:

Vendor understands that the City of Galesburg reserves the right to award a contract without further discussions or clarification with vendors. Thus, the contents of the RFP response and all pricing, terms and statements contained therein will be binding upon the vendor. Upon acceptance of the proposal by the City of Galesburg, the successful proposal, including all terms, conditions and pricing contained therein, will be incorporated into the awarded contract. Vendors understand that failure of the potentially successful offer or to accept this obligation may result in the selection of another offer or rejection of the submitted proposal.

Vendor must take great care to respond to all requirements of this RFP to the maximum extent possible. Vendor must clearly identify any limitations and/or exceptions to the requirements inherent in the proposed agreement. Vendor further understands that alternative approaches will be given consideration if the proposed approach clearly offers increased benefits to the City of Galesburg and satisfies all requirements set forth herein.

No Obligation to Buy:

The City of Galesburg reserves the right to refrain from contracting with any vendor. The release of this RFP does not compel the City of Galesburg to purchase.

Withdrawal of Proposals:

Vendors may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the RFP Contact. The vendor may submit another proposal at any time up to the proposal closing date and time.

Cost of Preparing Proposals:

The City of Galesburg is not liable for any costs incurred by vendors in the preparation and presentation of proposals and demonstrations and or needs analysis, site assessments submitted in response to this RFP.

Damage Liability:

The successful vendor is liable and responsible for any damage to the premises and or site(s) and or equipment of any nature at, near or where the City of Galesburg equipment is located/co-located caused by vendor personnel or equipment during authorized work. The vendor shall be responsible to the City of Galesburg or related third party for any property damage or bodily injury caused by it, any of its sub-contractors, employees or agents in the performance of, or as a result of, the work performed. Vendor will furnish copies of, and maintain in full force and effect general liability insurance to which a certificate of liability insurance naming the City of Galesburg as payee in the amount of not less than \$1,000,000. Vendor shall defend, indemnify and

hold harmless the City of Galesburg from and against claims arising directly or indirectly from the contract and associated work performed.

Permits:

The vendor shall obtain any permits and licenses required for the performance of the work, post all notices required by law, and comply with all laws, ordinances and regulations bearing on the conduct of the work, as specified herein. On any work that requires an inspection certificate issued by local authorities, National Board of Fire Underwriters, or any other governing body, such inspection certificate(s) shall be obtained by the vendor. The chosen vendor shall procure all required certificates of acceptance or of completions issued by the state, municipal or other authorities and must deliver these to the City of Galesburg. All work performed by the vendor must comply with all applicable Federal, State and local regulations, standards, licensure and or any other applicable requirement(s).

Insurance:

The vendor shall, at vendor expense, procure and maintain satisfactory public liability and casualty insurance to adequately protect the vendor's personnel and the City of Galesburg against damages for bodily injury, including death, that may arise from operations under this contract, whether such operations are by the vendor or by the vendor's subcontractor, or anyone directly or indirectly employed by the vendor. A sample of minimum requirements is attached to this request.

Vendor Responsibility:

Unless otherwise stipulated, vendor shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the authorized work pursuant to and billable against this agreement.

RFP Responses:

All materials submitted by the vendor in response to this RFP become the sole property of the City of Galesburg upon receipt of the proposal. The material contained in these responses will be appended to the final contract, further defining the contractual responsibilities of the vendor. The City of Galesburg shall not reimburse any vendor for the cost of responding to this RFP. Any documentation that is to be considered confidential must clearly be identified as confidential or it will become part of the public records of the City of Galesburg.

SECTION 3- VENDOR BACKGROUND AND QUESTIONS:

- How many years has your company been in business? What is your company's primary line of business? Provide public sector vs. private sector for number of clients. List any parent companies if applicable.
- Provide a brief overview of your company demonstrating longevity and financial stability. State the type of ownership of your company. Provide the state and date of your incorporation if applicable. List headquarters and regional/full-service/office locations, and website address. State the representatives and company offices that will support the proposed system.
- Advise what percentages and number of employees are dedicated to public safety versus other business interests.
- Advise how many agencies are currently using the vendor's public safety software. How many current public safety agencies have used the vendor's software for 10, 15 and 20 years respectively?
- Provide the key contact name, title, address, telephone and fax numbers. Also, identify the person(s) authorized to contractually bind the organization.
- Provide a detailed list of representatives that may be assigned to work on this project and include their education, experience and current responsibilities within the company.

- Please provide a list of all lawsuits and litigations, past and current with private and/or public agencies within the last 10 years.
- Indicate if the company (or Public Safety division/section) incurred an annual operating loss or workforce reduction during the past 5 years. If so, please provide additional details.
- Do you anticipate that your company will be acquired in the foreseeable future? Is your company planning to acquire any other companies? If yes, please provide the names of the companies and the nature of the business.
- State the owner and copyright holder of the proposed system.
- Provide a complete description of the support and maintenance services offered by the vendor as part of this proposal.
- Provide insurance certificate as requested.
- Describe any other value-added services your company is capable of providing.

References:

Vendors must provide at least five current client references of a similar size and scope to the City of Galesburg. Each reference must include the following information:

1. Agency name and address
2. Contact person with email and telephone number
3. Date agency became a client
4. Products purchased

SECTION 4- SYSTEM DETAILS:

- Provide a detailed overview of the proposed system including the database configuration. Describe the internal interface between proposed modules and how all products and modules work together.
- Describe the system's customization capabilities.
- Describe how security permissions and privileges are granted.
- Describe the system's reporting capabilities and processes including preformatted reports, ad hoc reports, NIBRS reporting for Federal and State of Illinois mandates.
- Can users attach all types of media files to an individual record (e.g. image, sound and video)? Can attachments be opened in their narrative formats?
- Does the proposed system include case/incident association functionality that connects all record types associated with a case?
- Detail system licensing requirements and number of proposed licenses required.
- As the agency expands, describe any additional licensing requirements.
- Using agency-defined privileges, will the agency be able to grant unlimited view-only licenses to outside departments, such as the District or States Attorney's Office?
- Is a browser-based status monitor available?
- Describe the system's networking requirements.
- How many servers will be required to operate the proposed system? Describe the purpose of each server.
- Provide hardware configurations and specifications for all applications including servers, workstations and mobile devices.
- Address necessary hardware and equipment requirements.
- Introduce and describe all optional features including but not limited to a Mapping System, AVL System, Fire RMS, Crash Reporting System, Data Conversion, Evidence/Property Management,

Vendors are instructed to complete the Functionality Worksheets attached as provided in this RFP by placing an X in the correct column for each requirement as described below:

- FULLY COMPLIANT - Indicates that the vendor's standard software meets and/or exceeds the requirement
- MODIFICATION/CUSTOM SOFTWARE - Indicates that a software modification or custom software is required to meet and/or exceed this requirement; if there is a cost associated with this, list the dollar amount in the Comments column
- NOT AVAILABLE - Indicates that the vendor's software does not and cannot meet this requirement
- COMMENTS – Provide any necessary additional information

SECTION 5- PROJECT MANAGEMENT, IMPLEMENTATION AND TRAINING:

- Describe the typical implementation process for a project of this scope including the roles of key members of the implementation team. This should also include a description of the “go live” phase and support provided.
- Describe the process for project testing.
- Describe the process for remediation of items that fail testing.
- Describe the process for verifying system reliability and redundancy.
- Include the resume of the project manager and trainer(s) assigned to this opportunity.
- Provide a project organization chart.
- Describe the resources needed to implement the proposed system.
- What communication platforms or tools are utilized by the implementation team to collaborate with the agency regarding project milestones?
- Include an implementation timeline that outlines specific milestones and deliverables including an estimated project kickoff date.
- Has the vendor ever completed an implementation after the agreed deadline or exceeded the agreed budget? If so, describe.
- Has the vendor ever failed to complete an implementation? If so, describe.
- Provide a brief overview of the vendor's experience with data conversion, as well as a detailed explanation of the data conversion process.
- Describe the vendor's training services, overall training approach and provide a training plan in correlation to the “go live” phase.
- Does the system include a practice/training database? If so, describe.
- Describe all training documentation and instructional support available to the agency.
- Describe the final system acceptance process and criteria.

SECTION 6- WARRANTY, SUPPORT AND MAINTENANCE:

- Describe any warranties.
- Describe the service and support structure. How is service and troubleshooting problems handled with current clients. What is the vendor's average time to resolve issues?
- Is support provided by a third party? If so, provide thorough details.

- Describe the process for regular delivery of software updates and enhancements. Advise provisions and identify associated costs for new releases, enhancements and bug fixes.
- Identify anticipated annual maintenance increases.
- Does the vendor provide the opportunity for customers to influence product enhancements? If so, please describe.
- Will the agency be required to update their system when a new enhancement is released?
- When an enhancement becomes available, if the agency elects to retain a previous release, how long will the vendor provide maintenance for that release?
- Does the vendor preserve agency customizations to the system for updates and enhancements? Are there fees associated?
- Are updates and maintenance pre-scheduled with the agency and include no to minimal downtime?
- Does the vendor provide an online information and educational database? If so, please describe.
- Will the vendor commit to supporting the proposed system for a minimum of five years? How long is the vendor willing to commit to supporting the proposed system?
- If the vendor were to be acquired, would the vendor guarantee the system's continuation?

SECTION 7- PRICING SCHEDULE:

Provide a one to five-year pricing matrix for all costs. This would include but not be limited to equipment, services and support to be provided along with any terms or conditions associated with the pricing. This should be inclusive of all optional features. Also include a description of the costs associated with licensing, new releases/version updates and modification requests. Provide details on any warranties. Additionally, the City of Galesburg reserves the right to purchase all or some of the equipment independently. The intent would be to work with the vendor on these purchases. The vendor shall indicate the total cost of all requested items included in the RFP.

Note: Partial proposals will not be accepted. Proposals submitted should be all encompassing.

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	\$1,000,000

The 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
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(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