

<p align="center"> CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us </p>	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification	
	Date:	
Certificate Expiration Date:		

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name: *Schaefer Systems International, Inc.*

d/b/a:

Address: *10021 Westlake Dr.*

City/State/Zip: *Charlotte, NC 28273*

Telephone Number(s) include area code: *704-944-4500*

Check one of the following

Corporation Partnership Individual Proprietorship Limited Liability Corp.

FEI Number: *22-1851861* Social Security Number: *—*

2. Name and Address of the Company's Principal Office (answer only if not the same as above)

Name: *Schaefer Systems International, Inc*

Address: *10021 Westlake Dr.*

City/State/Zip *Charlotte, NC 28273*

3. Major activity of your company (product or service): *Plastics Manufacturing*

4. Project on which your company is bidding: *Trash Carts*

5. City of Urbana contact staff assigned to contract: *Courtney Kwong*

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, breed, class , national origin, religion, sex, age, marital status , mental and/or physical disability, personal appearance , sexual preference, family responsibilities , matriculation , political affiliation , prior arrest , conviction record , or source of income ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: <u>Corinna Moeschler</u> Title: <u>HR Generalist</u> Telephone: <u>704-944-4500</u> Email: <u>corinna.moeschler@ssi-schickel.com</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an EEO statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, breed, class , national origin, religion, sex, age, marital status , mental and/or physical disability, personal appearance , sexual orientation, family responsibilities , matriculation , political affiliation , prior arrest , conviction record , or source of income ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, breed, class , national origin, religion, sex, age, marital status , mental and/or physical disability, personal appearance , sexual orientation, family responsibilities , matriculation , political affiliation , prior arrest , conviction record , or source of income ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I.	Does the company have collective bargaining agreements with labor organizations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana? <u>N/A</u>	<input type="checkbox"/>	<input type="checkbox"/>
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
M = MALE. Column B is sum of Rows D, F, H, J and L. F = FEMALE. Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

see attached report

Equal Employment Opportunity Employer Information Report EEO-1 Worksheet

As of Date: 10/09/2017

Run Date: 10/09/2017

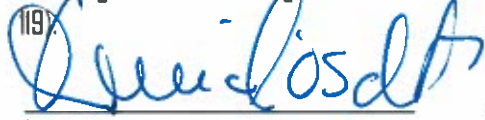
Company Code: KKN

NUMBER OF EMPLOYEES (Report Employees In Only One Category)

Job Categories	Race/Ethnicity																			Total Col A - N								
	Hispanic Or Latino									Not Hispanic Or Latino																		
	Male					Female				Male					Female													
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Native	Hawaiian	Or Other	Black Or African American	Indian Or Alaska Native	Two Or More Races	White	American Indian Or Alaska Native	Asian	Islander	Other	Two Or More Races	
Executive/Senior Level Officials And Managers	1.1	0	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	14
First/Mid-Level Officials And Managers	1.2	6	1	61	1	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	2	0	0	0	0	93
Professionals	2	8	0	103	8	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17	0	0	0	0	0	160
Technicians	3	11	0	91	11	1	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	121
Sales Workers	4	1	0	29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30
Administrative Support Workers	5	5	4	8	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	2	0	0	0	0	50
Crafts Workers	6	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Operatives	7	5	0	5	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	21
Laborers And Helpers	8	17	2	6	41	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	8	0	0	0	0	81
Service Workers	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	10	54	7	314	74	2	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	61	13	0	0	0	0	571
Previous Totals																												

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-

119)


Signature

Corinna Moeslter

Printed Name and Title

corinna.moeslter@ssi-schuefer.com

E-mail Address

10-10-17

Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES

NO

2. Have you enclosed your company's EEO statement?

YES

NO

3. Have you enclosed your company's Sexual Harassment policy?

YES

NO

6. POLICY AGAINST HARASSMENT/SEXUAL HARASSMENT

It is Schaefer's goal to maintain a pleasant, professional and productive work environment. Harassment in the form of verbal abuse, intimidation, coercion, or suggestive or derogatory remarks is a violation of company policy. Sexual harassment is a violation of company policy as well as a violation of federal law. Sexual harassment is broadly defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.



If you feel you are being harassed in any way, report the incident to your supervisor. It is your obligation to report any instances of harassment to the Company before you report this to any outside sources. Schaefer Systems will investigate and take disciplinary action, up to and including discharge, against any employee who has harassed another employee in any way.

If your complaint of harassment is against your immediate supervisor or manager, you should report this harassment to the next level of supervision.

It is your right and responsibility to report any form of harassment without fear of reprisal. Because problems related to harassment may be of a personal nature, and because you may be reluctant to discuss a situation with your supervisor, feel free to report the matter directly to any other member of management.

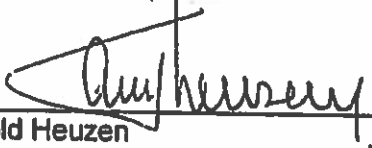
Schaefer Systems International, Inc.
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Schaefer Systems International, Inc. not to discriminate against any employee or applicant for employment because of his or her race, color, religion, sex, sexual orientation, gender identity or national origin or because he or she is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as "protected veterans." It is also the policy of Schaefer Systems International, Inc. to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) Filing a complaint; (2) Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other Federal, State or local law requiring equal opportunity for individuals with disabilities; (3) Opposing any act or practice made unlawful by Section 503 or its implementing regulations in this part or any other Federal, State or local law requiring equal opportunity for disabled persons; or (4) Exercising any other right protected by section 503 or its implementing regulations in this part.

As President of Schaefer Systems International, Inc., I am committed to the principles of Affirmative Action and Equal Employment Opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Corinna Moeschter as the HR & Benefits Specialist for Schaefer Systems International, Inc. One of the HR & Benefits Specialist's duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of Schaefer Systems International, Inc.'s programs.

In furtherance of Schaefer Systems International, Inc.'s policy regarding Affirmative Action and Equal Employment Opportunity, Schaefer Systems International, Inc. has developed a written Affirmative Action Program which sets forth the policies, practices and procedures that Schaefer Systems International, Inc. is committed to in order to ensure that its policy of nondiscrimination and Affirmative Action for qualified individuals with disabilities and qualified protected veterans is accomplished. This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request between 8:00 a.m. - 5:00 p.m. at the Human Resources department. Any questions should be directed to me, your supervisor, or Corinna Moeschter, HR & Benefits Specialist.



Arnold Heuzen
President
Schaefer Systems International, Inc.
07/01/2016

**CITY OF URBANA, ILLINOIS
PURCHASING CERTIFICATION FORM (Rev. 4/06)**

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

DRUG FREE WORKPLACE ACT: An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

CERTIFICATION OF COMPLIANCE: An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

DELINQUENT TAXPAYERS: An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

SIGNATURES (COMPLETE APPROPRIATE SECTION)

INDIVIDUAL [] PARTNERSHIP [] CORPORATION [] (check one)

Name of the Business Schaefer Systems International, INC

Signed By: Maria Frizzell

Printed Name: Maria Frizzell

Business Address: 10021 Westlake DR, Charlotte NC 28273

Business Phone Number: 704 -944- 4500

Date 10 | 10 | 17



VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

The Vendor agrees that following representations and additional duties are a material part of the contract. The undersigned, having been duly sworn under oath, certifies and agrees as follows:

1. Neither the Vendor nor any of its partners, officers, owners, employees, or agents have been barred from contracting with a unit of State or local government in the past five years as a result of a conviction for bid rigging, in violation of 720 ILCS 5/33E-3 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
2. Neither the Vendor nor any of its partners, officers, owners, employees, or agents have ever been barred from contracting with a unit of State or local government as a result of a conviction for bid rotating, in violation of 720 ILCS 5/33E-4 or any similar offense of any state or the United States which contains the same elements as this offense. 720 ILCS 5/33E-11.
3. If the Vendor holds any elected or appointed office under the laws or Constitution of this State, the Vendor is in compliance with the Public Officer Prohibited Activities Act. 50 ILCS 105/3.
4. The Vendor is not a municipal officer with a prohibited financial interest in this contract, directly in the officer's own name or indirectly in the name of any other person, association, trust, or corporation, in accordance with 65 ILCS 5/3.1-55-10.
5. *Please initial one statement, in accordance with 65 ILCS 5/11-42.1-1:*
 - A. The Vendor is not delinquent in the payment of any tax administered by the Department of Revenue unless the Vendor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of tax.
 - B. The Vendor has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due and is in compliance with the agreement.
6. If the Vendor employs commercial motor vehicle operators, the Vendor is in compliance with the Federal Highway Administration rules for controlled substances and alcohol use and testing. 49 CFR Parts 40 and 382.
7. During the term of this contract, the Vendor shall comply with (a) Urbana City Code Section 2-119, which prohibits employment discrimination by contractors and vendors with the City; (B) the Equal Employment Opportunity provisions of Ill. Admin. Code tit. 44, § 750; and (C) Article 2 of the Illinois Human Rights Act, 775 ILCS 5/2-101et seq., including without limitation the requirement that the Vendor have a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
8. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor has filed with the City and made available to the general public a copy of the Vendor's written substance abuse prevention program, which meets or exceeds the requirements of 820 ILCS 265/15.




VENDOR REPRESENTATIONS AND ADDITIONAL DUTIES

9. If this contract involves the construction, reconstruction, alteration, repair, improvement, or maintenance of public works, the Vendor shall use United States produced steel products, in compliance with 30 ILCS 565/4.

10. The Vendor shall comply with all applicable provisions of the Prevailing Wage Act, which requires the payment of the prevailing rate of wage to all laborers, workers, and mechanics employed by or on behalf of a public body in the construction, demolition, maintenance, or repair of public works. 820 ILCS 130/0.01 *et seq.*

11. The Vendor shall obtain from all subcontractors to be used in the performance of this contract a sworn statement agreeing to the representations and additional duties contained on this document. The Vendor shall maintain the sworn statements on file for the duration of this contract and shall promptly provide them to the City upon request. If a subcontractor is or becomes ineligible for a contract with the City, the Vendor promptly shall terminate its subcontract upon the City's request. The Vendor shall include adequate provisions in all subcontracts to allow it to terminate such subcontracts as required herein.

The representations contained on this document are true, complete, and correct in all respects. The representations contained herein are continuing. If any such representation is no longer true or correct, the Vendor promptly shall notify the City in writing.

Vendor: Schaefer Systems International, Inc.
By: Gerald Brown 
Printed name: _____
Title: Controller
Date: 10-10-17

State of North Carolina
County of Union

Signed and sworn (or affirmed) to before me on October 10, 2017 (date)
by Gerald Brown (name of person making statement).

(seal) 
Signature of notary public

