

**APPENDIX C**

**CERTIFICATION FORMS  
FOR  
“2015 STORM SEWER CLEANING & TELEVISION PROJECT”  
CITY OF  
URBANA, ILLINOIS**

**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 Mi-Tech Services, Inc.

Signed By: 

Printed Name: Jon T. Gruber

Business Address: 46 South Rolling Meadows Drive, Fond du Lac, WI 54937

Business Phone Number: 920-924-3690

Date 8-18-15

<b>CITY OF URBANA</b> <b>HUMAN RELATIONS DIVISION</b> <b>400 SOUTH VINE ST.</b> <b>URBANA, ILLINOIS 61801</b> <b>(217) 384-2466 (phone); 384-2426 (fax)</b> <b>terent@city.urbana.il.us</b>	<b>Office Use Only (05/13)</b>		
	Requested by:		Date:
	Approved by:		Date:
	Certification Date:		
	Certificate Expiration Date:		

  

<b>EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM</b>			
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.			
<b>Section I. Identification</b>			
<b>1. Company Name and Address:</b>			
Name: Mi-Tech Services			
d/b/a:			
Address: 10701 Royalton Road Suite E			
City/State/Zip: North Royalton, OH 44133			
Telephone Number(s) include area code: 216.630.4862			
Check one of the following			
Corporation	<input checked="" type="checkbox"/>	Partnership	<input type="checkbox"/>
Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
FEI Number: 39-1994754		Social Security Number:	
<b>2. Name and Address of the Company's Principal Office <i>(answer only if not the same as above)</i></b>			
Name: Mi-Tech Services			
Address: 46 South Rolling Meadows Drive			
City/State/Zip Fond du Lac, WI 54937			
<b>3. Major activity of your company (product or service):</b> Land Services			
<b>4. Project on which your company is bidding:</b> 2015 Storm Sewer Cleaning & Televising Project			
<b>5. City of Urbana contact staff assigned to contract:</b> Justin Swinford			

## 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, creed, 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 ?	X	
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>Dean Cline</u> Title: <u>President</u> Telephone: <u>920.360.5091</u> Email: <u>dcline@mi-tech.us</u>	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2466 or terent@city.urbana.il.us.</b>	X	
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>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.</b>	X	
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, 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?	X	
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, 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?	X	
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?	X	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		X
I.	Does the company have collective bargaining agreements with labor organizations?		X
J.	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?		
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.)		X
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		X

### SECTION III. Employment Information

Please complete the company work force 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 und 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	13		13									
Professionals	64	9	59	9			3				2	
Technicians	8	5	8	5								
Sales Workers												
Office & Clerical	4	11	4	9		1				1		
Craft Workers (Skilled)	1						1					
Operatives (Semi-Skilled)												
Laborers (Unskilled)	56	1	51	1	3		2					
Service Workers												
<b>TOTAL</b>	<b>146</b>	<b>26</b>	<b>135</b>	<b>24</b>	<b>3</b>	<b>1</b>	<b>6</b>			<b>1</b>	<b>2</b>	
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: <u>08/14/2015</u>												

**TABLE B\* – EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT**

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	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								
<b>TOTAL</b>								

\*Totals included under Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

**For Contractors:**

**Data provided in Table B will be verified by worksite inspections.**

**TABLE C\*\* WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT**

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	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								
<b>TOTAL</b>								

**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).

*Angela Hedrich*  
Signature

Angela Hedrich HR Manager  
Typed Name and Title

08/18/2015

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   X  

NO           

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

YES   X  

NO           

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

YES   X  

NO

# DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black of African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

**Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

**Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Office and clerical.** Includes all clerical-type work regardless of level of difficulty where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coalers, bakers, decorating occupations, and kindred workers.

**Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

**Service workers.** Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.



## Equal Employment Opportunity/Affirmative Action Policy Statement

It has been and shall continue to be the policy of EquiX, Inc. and its subsidiaries including Mi-Tech Services, Inc., CWE, Inc., Ultim Construction, Inc., SEPCON, Inc., and any other companies acquired will be herein referred to as EquiX to provide equal employment opportunity free of discrimination against any individual on the basis of their race, creed, color, religion, sex, gender, age, national origin, disability, military and veteran status, sexual orientation, marital status, or any other characteristic protected by state or federal law. We are committed to this Policy and its embodiment in the law.

EquiX is committed to assuring that any Human Resources activity or action including recruiting, hiring, placement, formal or informal training (such as on-the-job training, co-op programs, apprenticeships and management trainee programs), job classifications, work assignments, transfers, assignment of overtime hours, promotion, lay-off, recall and termination and other related programs are provided fairly to all persons. Similarly, all salaries, wages and benefit programs will be administered in conformity with this Policy.

EquiX is always interested in qualified job applicants. All employees are urged to refer qualified job candidates, including women and minorities, to the company.

EquiX encourages each employee to develop their skills so that they can achieve their fullest potential. Therefore, we encourage all employees to continually seek opportunities to upgrade their skills and job knowledge. Accordingly, we ask all employees to feel free to ask their supervisor or the Human Resources Manager about training programs that might be appropriate for the goal of furthering their career path.

EquiX pledges that it will maintain a working environment free of harassment, intimidation and coercion at all its sites and facilities. Harassment of any type, including race, sex, gender, or age, will not be tolerated and may result in sanctions up to and including immediate dismissal. Employees who believe that they have been victims of harassment of any kind are urged to immediately report such incidents to the Human Resources Department, who has the overall responsibility of investigating and resolving complaints.

EquiX Equal Employment Opportunity/Affirmative Action Policy is a public document of the Company. It has been discussed with all management personnel. All employees are responsible for supporting the goal of Equal Employment Opportunity and Affirmative Action and assisting the company in meeting these objectives. This Policy will be posted in the Company office, in all work trailers and at all job sites. Our commitment to Equal Employment Opportunity will be carried on our letterhead with the statement that

EquiX is an Equal Opportunity Employer.

This same statement will be carried on all of our employment advertisements. It is our intent to give this Policy the widest possible dissemination including providing copies all subcontractors and other firms with whom we anticipate doing business. In soliciting bids for subcontracts, minority and female construction contractors and suppliers will be contacted. In seeking referrals of craft workers from the union hall, we will always specify that women and minorities are to be included in all such referrals.

Dean Cline has been designated as EEO Officer and Angela Hedrich as EEO Coordinator. Should you have any questions about this Policy, please contact either of them during normal business working hours (8 a.m. to 5 p.m. CST).

We are committed to this Policy. It is the intention that all actions and decisions will support the spirit of this Policy and program. It is incumbent upon every employee to do the same.

A handwritten signature in black ink, appearing to read "D. Cline".

Dean Cline, President

01/01/2015

Date



**Anti-Harassment Policy  
(including Sexual Harassment)**

**EquiX**, Inc. and its subsidiaries including Mi-Tech Services, Inc., CWE, Inc., Ultim Construction, Inc., SEPCON, Inc., and any other companies acquired will be herein referred to as **EquiX** is committed to providing a professional work environment. We expect the workplace to be free from sexual, physical, psychological, verbal and non-verbal harassment based on any legally protected characteristic. These protected characteristics may include, but are not limited to, an individual's gender, race, color, ethnic origin, national origin, religion, age, ancestry, disability, sexual orientation, marital status, veteran status. This policy applies to all individuals who work for the company in any capacity at any location, including officers, directors, vendors, customers or visitors.

Harassment, including sexual, may exist when submission to such conduct is implicitly or expressly made a term or condition of employment; when submission to or rejection of such conduct is used as a basis for any employment decisions; or when such conduct results in creating an intimidating, hostile, threatening or offensive working environment.

Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Unwelcome sexual advances, requests for sexual favors or physical conduct of a sexual nature such as touching, brushing up against another or derogatory comments.
- Unwelcome verbal or non-verbal conduct or visual displays of a sexual, offensive or discriminating manner such as posters, calendars, photographs, cartoons, graffiti or other offensive graphic displays.
- Making submission to or rejection of harassment the basis of any employment decision.
- Unprofessional comments in any work environment based on an individual's protected characteristics.
- Insults, name-calling or slurs based on an individual's protected characteristics.
- Jokes or other remarks that are sexual or offensive in nature or demeaning to an individual's protected characteristics.
- Physical, verbal or psychological abuse based on an individual's protected characteristics such as stereotyping, name calling, assaulting, sabotaging, segregating or threatening any individual in the workplace.
- Using abusive, threatening or other inappropriate language or profanity in the workplace.

This or similar conduct is offensive and inappropriate in the workplace. The company will not tolerate any forms of harassment. Such conduct can be the basis for disciplinary action, up to and including termination of employment. Similarly, if after an investigation, it is revealed that such allegations are baseless, then the originator of such entirely baseless and possible defamatory claims might also be subject to disciplinary actions up to and including discharge.

**If you believe you have been the subject of harassment or you have knowledge of violations of this policy, report the matter immediately to Angela Hedrich, Human Resources Manager at (920) 933-6387 or Dean Cline, President at (920) 933-6382.** There will be no retaliation against anyone who, in good faith, makes a report regarding harassment or assists in an investigation. Complaints will be treated as confidentially as possible in light of **EquiX**'s need to fully investigate the matter and take corrective action. In addition, any member of management who receives a complaint or is on notice of potential harassment is under an absolute obligation to pass the information on to Human Resources before 24 hours has passed.

Questions regarding this policy should be addressed directly to the Human Resources Department, who has the overall responsibility of investigating and resolving complaints at **EquiX**.

A handwritten signature in black ink, appearing to read "D. Cline", is written over a horizontal line.

Dean Cline, President

January 1, 2015  
Date