

<b>CITY OF URBANA</b> <b>HUMAN RELATIONS DIVISION</b> <b>400 SOUTH VINE ST.</b> <b>URBANA, ILLINOIS 61801</b> <b>(217) 384-2455 (phone); 328-8288 (fax)</b> <b>hro@urbanailinois.us</b>	<b>Office Use Only (09/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification Date:</b>	
<b>Certificate Expiration Date:</b>		
<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: Grunloh Construction Inc.		
d/b/a:		
Address: 101 W. Temple Ave.		
City/State/Zip: Effingham, IL 62401		
Telephone Number(s) include area code: 217-342-4157		
Check one of the following		
Corporation	<input checked="" type="checkbox"/>	Partnership
Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.
FEI Number: 37-1172924		Social Security Number:
<b>2. Name and Address of the Company's Principal Office (answer only if not the same as above)</b>		
Name: Same as above		
Address:		
City/State/Zip		
<b>3. Major activity of your company (product or service):</b> General Contractor		
<b>4. Project on which your company is bidding:</b> Urbana Fire Station Bathroom Renovation		
<b>5. City of Urbana contact staff assigned to contract:</b>		

## 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>Tom Grunloh</u> Title: <u>President</u> Telephone: <u>217-342-4157</u> Email: <u>tomgrunloh@grunloh.com</u>	X	
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 <a href="mailto:hro@city.urbana.il.us">hro@city.urbana.il.us</a> .	X	
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.	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.	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?	X	
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

**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 Alaska Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	7	1	7	1								
Professionals												
Technicians												
Sales Workers												
Office & Clerical		5		5								
Craft Workers (Skilled)	13		13									
Operatives (Semi-Skilled)	1		1									
Laborers (Unskilled)	3		3									
Service Workers												
<b>TOTAL</b>	24	6										
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: 1/31/18												

**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	1							
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)	6		1		1			
Operatives (Semi-Skilled)	4				1			
Laborers (Unskilled)								
Service Workers								
TOTAL	11	1	1		2			

\*Totals included in 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								
TOTAL								

## 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

Marty Fearday, Vice President  
Printed Name and Title

mfearday@grunloh.com  
E-mail Address

2/1/18  
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 ☐



# 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 or 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 or 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, layers, 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. Includes: 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, stationery hand painters, costers, 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, stavedores, 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.

**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 Grunloh Construction Inc.

Signed By: 

Printed Name: Marty Fearday, Vice President

Business Address: 101 W. Temple Ave. Effingham, IL 62401

Business Phone Number: 217-342-4157

Date 2/1/18

**MINUTES OF OFFICER'S MEETING**  
**OF GRUNLOH CONSTRUCTION, INC.**

A meeting of the OFFICER'S of Grunloh Construction, Inc. was held in the Office at 101 West Temple Avenue, Effingham, Illinois on January 2nd, 2015. The Meeting was called in the manner prescribed by the laws and by-laws of the Corporation.

Thomas J. Grunloh, President of the Corporation, served as moderator of the meeting. Tina Koester Niemerg, Marty Fearday, Eric Thiele & Troy Ozenkoski were present. Tina Koester Niemerg recorded the minutes.

By unanimous vote the following Officer positions were retained or added to the office set opposite their respective names, to hold office for the term provided by the by-laws, namely:

Retained: Thomas J. Grunloh – President  
Marty Fearday – Vice President of Construction/Asst. Sec.  
Eric Thiele – Vice President of Loss Control and  
Company Policies/Asst. Sec.  
Tina Koester Niernerg - Secretary/Treasurer/Office Manager

Added: Troy Ozenkoski – Vice President of Private Sector  
Construction/Asst. Sec.

**Agenda items discussed:**

It was decided that, along with Marty Fearday and Eric Thiele, Troy Ozenkoski would be authorized to sign bids and contracts. Troy Ozenkoski was also elected to serve as Asst. Secretary.


The next officers meeting was scheduled for Thursday, 2/2/15 (@ 9:00AM.

There being no further business, on motion duly made, seconded, and carried, the President declared the meeting adjourned.


  
Marty Fearday - Vice President

  
Eric Thiele - Vice President

Tina Koester Niernerg  
Tina Koester Niernerg - Secretary/Treasurer

  
Troy Ozenkoski - Vice President

**Approved:**

  
Thomas J. Grunloh - President



## **AFFIRMATIVE ACTION STATEMENT**

The employment policies and practices of Grunloh Construction, Inc. are to recruit and to hire employees regardless of age, race, national origin, gender, religion, or handicap (except where such characteristic is a bona fide occupational qualification), and to treat them equally with respect to compensation and opportunities for advancement, including upgrade, promotion, and transfer.

This company submits this policy to assure compliance with Executive Order 11246 and/or other subsequent orders that may pertain to this program and reaffirm its continued commitment to a program of equal employment opportunity and merit employment policies.

It agrees to assert leadership within the community and to put forth the maximum effort to achieve full employment and utilization of the capabilities and productivity of all our citizens without regard to race, color, religion, sex, or national origin.

This company further recognizes that the effective application of a policy of merit employment involves more than just a policy statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment with the company and to strive for advancement on this basis.

## **SEXUAL HARASSMENT POLICY**

At Grunloh Construction, Inc., sexual harassment is unacceptable and will not be permitted. Sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when: submission to or rejection of this conduct by an employee is used as a factor in decisions affecting employment status or this conduct creates an intimidating, hostile, or offensive work environment. Please report any sexual harassment to an officer.

## EMPLOYMENT PROCEDURES

### EQUAL OPPORTUNITY EMPLOYMENT AFFIRMATIVE ACTION PROGRAM MINORITY PLACEMENT

#### POLICIES

The employment policies and practices of Grunloh Construction Inc., have always been to recruit and hire employees irregardless of age, race, creed, color, sex or national origin. We will endeavor to hire females and minorities in all crafts. All employees are to be treated equally in respect to compensation and opportunities for advancement, which includes upgrading and promotion.

This company assures compliance of Executive Order 11246 and reaffirms its continuing commitment to a program of equal opportunity and merit employment policies.

This company assets leadership, when possible, in the maximum effort, within the community, to attain full employment and the full utilization of the capabilities and productivity of all citizens without regard to race, creed, color or sex.

This company further recognizes that the effective application of a policy of merit employment involves more than just a policy statement, lip service and infrequent meetings with minority sponsors of neighborhood programs. It, therefore, will maintain a program of affirmative employment procedures pointed toward the equal employment of minority groups, to actively stress the training and recruitment of employees on an individual basis and encourage all persons to seek employment with this company and to strive for advancement on a merit basis that is equal for all.

#### DISSEMINATION FO POLICIES

The Company has taken appropriate steps to insure that all of our supplier, subcontractors and employees have been advised of our policies on non-discrimination. We have asked them to comply with our request to actively and affirmatively proved equal employment opportunities and recruitment of minority employees. This is to be achieved by the following:

The Company has established a system on inter-departmental and inter-company communications and feedback controls within our suppliers, management and owners to assure that all non-discrimination policies are assured and will be followed to the letter.

#### ASSIGNMENT OF RESPONSIBILITIES

The company has appointed an Equal Opportunity Employment Policy Officer, Tom Grunloh, with the responsibility of the immediate implementation of all our programs. This office will coordinate the efforts of all supervisors and advise and assist the management and officers.

===== General Contractors =====

## **RECRUITMENT**

The company will seek qualified minority group applicants for all job categories and will make a concerted effort to increase the representation of minority groups into occupation at the levels of skill and responsibility that are greater.

This company has advised all union offices of the policies of this company and they will be urged to refer qualified persons in the minority groups to us as job applicants. When possible, position advertisements will be placed in media that is widely read by minority groups.

## **PLACEMENT AND PROMOTION**

Placement and promotion at all levels will be monitored to insure that full consideration as required by company policy, has been given to minority group employees.

## **TRAINING**

In-Plant and on-the-job training programs as well as other training and educational programs of which the company gives support or sponsorship, will be regularly reviewed to insure that minority group employees and candidates are given equal opportunity to participate.

## **LAYOFFS, TERMINATIONS AND DOWNGRADING**

The company insures that layoffs, terminations, downgrading, and recalls from layoffs are made without regard to color, race, creed, sex or national origin.

## **SUBCONTRACTORS**

This company has and will continue to use minority subcontractors wherever and whenever possible to do so. Utilization of minority subcontractors will be stressed to all of our suppliers and other subcontractors.

## **OTHER MATTERS**

None of the Company's facilities will be segregated. There will be no segregation of any employees activities, programs or functions, sponsored by the company.

The company has insured that there will be no disparity in compensation received by minority groups and other employees while performing equivalent duties, and the opportunity of performing overtime work or otherwise earning increased compensation are afforded without discrimination to any employee.

## **REPORTING**

The company will periodically furnish statistical datum and other pertinent information reflecting its progress under this policy when requested

GRUNLOH CONSTRUCTION INC.