	Office Use Only (09/15)					
CITY OF URBANA	Requested by:	Date:				
HUMAN RELATIONS DIVISION	Approved by:	Date:				
400 SOUTH VINE ST.	Certification					
URBANA, ILLINDIS 61801 (217) 384-2455 (phone); 328-8288 (fax)	Date:					
hro@urbanaillinois.us	Certificate Expiration I)ate:				
EQUAL EMPLOYMENT OPPORTUN	ITY (E.E.D.) WORKFORC	E STATISTICS FORM				
Please complete the sections below as ins result in a delay or denial of eligibility to bid						
Section	I. Identification					
1. Company Name and Address:						
Name: Key Equipment & Suppl	y Co.					
d/b/a:	-					
Address: 13507 NW Industria	Dr.					
City/State/Zip: Bridgeton, Mo	43044					
	1-298-8330					
Check one of the following						
Corporation 🗸 Partnership 🛛 Ind	ividual Proprietorship	Limited Liability Corp.				
FEI Number: 43-0789228 Sol	cial Security Number:					
2. Name and Address of the Company's Priv	ncipal Office <i>(answer only</i>	if not the same as above)				
Name:	((/					
Address:						
City/State/Zip						
3. Major activity of your company (product	or service): Product	-				
4. Project on which your company is bidding	: Street Sweepe	r				
5. City of Urbana contact staff assigned to c						

John Collins

	SECTION II. Policies and Practices		
	Description of EED Policies and Practices	YES	ND
Α.	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 ?	1	
В.	Has someone been assigned to develop procedures, which will assure that the EED 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: Amee Huff Title: Treasurer Telephone: 314-298-8330 Email: Amef e keycquipment.com	J	
С.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.D statement is enclosed. You must attach an EED 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.	1	
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.		
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?	/	
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?	NA	
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?	N)A	
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		\checkmark
I.	Does the company have collective bargaining agreements with labor organizations?		1
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?	NA	
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.)		1
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		1

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) EED 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	
	м	· F	М	F	M	F	М	F	М	F	M	F	
Officials & Mgrs	6	1	ų	l									
Professionals		i		I									
Technicians	4		4										
Sales Workers	10		10										
Office & Clerical	5	5	5	5									
Craft Workers (Skilled)	5		5										
Operatives (Semi-Skilled)													
Laborers (Unskilled)	3		3										
Service Workers													
TOTAL	35	7	35	7									
M = MALE, Column B is sum o F = FEMALE, Column C is sur													
Date of above Data			2018										

TABLE B* - EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL Employees		BLACK Employees		HISPANI		OTHER MINORITY Employees		
	М	F	М	F	М	F	M	F	
Officials & Mgrs	· · · · · ·								
Professionals						-			
Technicians									
Sales Workers									
Office & Clerical									
Craft Workers (Skilled)									
Operatives (Semi-Skilled)									
Laborers (Unskilled)									
Service Workers									
TOTAL									

*Totals included in Table 8 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 EED REPORT

Job Categories	TOTAL Employees Separated		MINDRIT Employi Separa	EES	TOTAL Employ Hired	EES	Minority Employees Hired		
	M	F	M	F	M	F	М	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).

<u>aimu</u> Signature Aimee Huff, Treasurer P

ahuff & keyequipment. com E-mail Address

04 04 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:

ND

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 EED statement?

YES 🖌

3.

Have you enclosed your company's Sexual Harassment policy?

YES 🗸 ND