



1670 Northrock Court
Post Office Box 5086
Rockford, IL 61125-0066
P: (779) 500-6100
F: (815) 963-8328

**Director of Public Works- City of
Urbana, IL
Attn: William R. Gray
706 South Glover Avenue
Urbana, IL 61802**

Re: *Miscellaneous Automotive and Truck Aftermarket Parts Bid No. 1718-15*

City of Urbana, IL- Public Works

Motor Parts & Equipment Corporation (MPEC) d/b/a NAPA Auto Parts appreciates the opportunity to submit the following bid in response to 1516-08 titled *Miscellaneous Automotive and Truck Aftermarket Parts*. We have attempted to make our bid as complete, informative and thorough as possible; however we remain open and ready to discuss any area of the bid that may require further clarification.

NAPA provides a well-trained staff that is experienced and knowledgeable in **automobile, light, and medium trucks as well as heavy machinery and equipment** in order to meet or exceed the objectives of the City of Urbana. All store team members possess many years of experience with NAPA Auto Parts and dealing with customers from the senior management level to automotive technicians.

NAPA will provide any PC located in the facility access to NAPA ProLink – an internet-based online tool to check inventory levels, costs, product pictures, MSDS sheets, VIN decoders, technical data, training videos, line cards, conversion calculators, e-catalogs, Tech Hot Lines, buyers guides, etc. at no charge to the City.

NAPA's fleet of delivery vehicles delivers parts from 7:30am to 6:00pm with in-stock parts being delivered in 1/2 hour or less. Special order items are generally received the following day and are received by the customer no later than 8:30am.

Most importantly, it is our goal to provide the City of Urbana, IL with competitive pricing on all parts. NAPA offers over 400,000 part numbers from over 100 manufacturers of automobile and light, medium, and heavy duty trucks.

<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: Motor Parts and Equipment Corporation

d/b/a: NAPA Auto Parts

Address: 1503 Hagan St.

City/State/Zip: Champaign, IL. 61820

Telephone Number(s) include area code: 217-352-8383

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"/>
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FEI Number: 36-1508055	Social Security Number:
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2. Name and Address of the Company's Principal Office (answer only if not the same as above)

Name: Motor Parts and Equipment Corporation

Address: 1670 Northrock Ct.

City/State/Zip Rockford, IL. 61103

3. Major activity of your company (product or service): Auto Parts and Equipment sales

4. Project on which your company is bidding: 1718-15

5. City of Urbana contact staff assigned to contract: Nick Wilson

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: Greg Allen _____ Title: President _____ Telephone: 779-500-6100 _____ Email: gta@mpeconline.com	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. 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.	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?		N/A
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 Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	106	16	95	14	2		8	2	1			
Professionals		2		2								
Technicians												
Sales Workers	84	9	79	7	1		4	2				
Office & Clerical	6	7	6	7								
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)	18		8		4		6					
Service Workers	252	38	236	34	5	1	1	1		1		1
TOTAL	466	72	424	64	12	1	29	5	1	1		1
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: 12/28/2017												

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	2	1						
Professionals								
Technicians								
Sales Workers	2				1			
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers	7	1			1			
TOTAL	11	2			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					1			
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers	1				3		1	
TOTAL	1				4		1	

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

GREGORY T. ALLEN, PRESIDENT
Printed Name and Title

GTAC@MPEONLINE.COM
E-mail Address

12/20/17
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

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 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. 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, coaters, 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 Employer Information Report EEO-1 Worksheet

As of Date: 12/22/2017

Company Code: 3XA

Run Date: 12/22/2017

NUMBER OF EMPLOYEES (Report Employees In Only One Category)

Job Categories	Hispanic Or Latino		Race/Ethnicity														Total Col A - N		
	Male	Female	Not Hispanic Or Latino							Hispanic Or Latino									
			White	American	Black Or African	Or Other Pacific	Native Hawaiian	Asian	Indian Or Alaska	Two Or More Races	White	American	Black Or African	Or Other Pacific	Native Hawaiian	Asian		Indian Or Alaska	Two Or More Races
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O					
Executive/Senior Level Officials And Managers	1.1	0	0	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9
First/Mid-Level Officials And Managers	1.2	7	2	86	2	0	1	0	0	1	14	0	0	0	0	0	0	0	113
Professionals	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
Technicians	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	4	4	2	79	1	0	0	0	0	0	7	0	0	0	0	0	0	0	93
Administrative Support Workers	5	0	0	6	0	0	0	0	0	0	7	0	0	0	0	0	0	0	13
Crafts Workers	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers And Helpers	8	5	0	8	4	0	0	0	0	0	0	1	0	0	0	0	0	0	18
Service Workers	9	9	1	236	5	0	0	0	0	0	34	1	1	0	1	1	0	0	290
Total	10	25	5	424	12	0	1	0	0	4	64	1	0	1	1	1	0	0	538
Previous Totals																			

EEO-1 Employee Detail Report

As of Date: 12/22/2017

Run Date: 12/22/2017

Company Code: 3XA Name Gender Ethnicity Race Occupation Category Employment Status Termination Date

Arnold, Thomas G	Male	Not Hispanic or Latino	White	Service Workers	Active
Depey, Gerald A	Male	Not Hispanic or Latino	White	Service Workers	Active
Hernandez, Luis F	Male	Hispanic or Latino		Service Workers	Active
Kington, Joseph I	Male	Not Hispanic or Latino	White	First/Mid-Level Officials and Managers	Active
Mardis, Jeffrey R	Male	Not Hispanic or Latino	White	First/Mid-Level Officials and Managers	Active
McFadden, Jered R.	Male	Not Hispanic or Latino	White	Service Workers	Active
McLean, David S.	Male	Not Hispanic or Latino	White	Service Workers	Active
Mortlock, Christopher E	Male	Not Hispanic or Latino	White	Service Workers	Active
Newman, Stacy L	Female	Not Hispanic or Latino	White	Service Workers	Active
O'Donnell, Anthony L	Male	Not Hispanic or Latino	White	Sales Workers	Active
Ortega, Jose A	Male	Hispanic or Latino		Sales Workers	Active
Rodgers, Christopher D	Male	Not Hispanic or Latino	White	Service Workers	Active
Ronk, Nicole M.	Female	Not Hispanic or Latino	White	First/Mid-Level Officials and Managers	Active

Count Of Employees For Company Code 3XA: 13

Count Of Employees For Report: 13

Open Door Policy

I. EQUAL EMPLOYMENT OPPORTUNITY

A. Open Door Policy

Consistent with the Corporation's long-standing "open door" policy, employees are encouraged to address problems, grievances, issues, and concerns with any manager or supervisor of the Corporation. In most situations, those issues should first be addressed to the employee's direct supervisor. However, every employee should feel free to discuss any question, concern, grievance, or issue with any Corporation manager or supervisor. Concerns or complaints involving alleged breaches of the Corporation's antidiscrimination and anti-harassment policies (see below) should be processed consistent with the applicable policies.

It is the purpose of the "open door" policy to attempt to address employee concerns at the earliest possible opportunity. If employees are dissatisfied by the response received from their manager or supervisor, they are encouraged to request an "open door" meeting with the Corporation's President.

B. Equal Employment Opportunity Statement

MPEC is an equal employment opportunity employer. In employment decisions including, but not limited to, hiring, compensation, promotion, demotion, lay-off, recall, discipline and discharge, the Corporation will not discriminate against employees or applicants for employment on the basis of race, color, sex, sexual orientation, national origin, ancestry, religion, age, handicap/disability, marital status, unfavorable discharge from the military service, or for any other unlawful reason.

C. Anti-Harassment/Anti-Discrimination Policy

All MPEC employees have a right to work in an environment free from all forms of discrimination and harassment based on any characteristic protected by law. Such conduct will not be tolerated. All employees should, therefore, be aware of the following:

1. Sexual harassment is strictly prohibited. Examples of sexual harassment include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct directed against an individual because of his or her sex when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; when submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.
2. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a characteristic protected by law, and/or that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment.

Harassing conduct may include, but is not necessarily limited to: epithets, slurs, or negative stereotyping, threatening, intimidating or hostile acts directed against an employee or an employee's family, friends, or acquaintances; and written or graphic material (such as pictures, posters, cartoons, or jokes) that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or is circulated in the workplace.

3. Any individual found to have engaged in sexual or any other form of harassment will be subject to discipline, up to and including discharge.
4. Any employee who believes that he/she has been the subject of sexual or any other form of harassment by anyone in the workplace (including without limitation supervisors, co-workers, any person who does business with MPEC, or any other person who happens to be on MPEC's premises) should, and is encouraged to, bring the matter to the attention of the President of the Corporation or, alternatively, to any officer of the corporation. Employees should report conduct that makes them uncomfortable before it becomes severe or pervasive. A complaining employee should feel free, if possible and if it would make the employee more comfortable, to approach a member of management who is of the same gender, religion, ethnicity, etc., as the employee.



Anti-Harassment/Anti-Discrimination Policy (cont.)

5. A prompt and thorough investigation of the alleged incident will be conducted to the extent possible, and appropriate corrective action will be taken if warranted. To the extent consistent with adequate investigation, appropriate corrective action and the Corporation's legal obligations, any complaints of harassment will be treated as confidential.
6. MPEC will not in any way retaliate against an individual who, in good faith, makes a complaint or report of harassment, or participates in the investigation of such a complaint or report. Retaliation against any individual for in good faith reporting a claim of harassment or cooperating in the investigation of such a complaint or report will not be tolerated and will itself be subject to appropriate discipline.

II. ORIENTATION PERIOD AND SENIORITY

A. *Orientation Period*

Every new employee goes through an initial period of adjustment in order to learn about the Corporation and about his or her job. During this time, the employee will have an opportunity to find out if he or she is suited to, and likes, the new position.

Additionally, the orientation period gives the employee's supervisor a reasonable period of time to evaluate the employee's performance. The orientation period is ninety (90) days of continuous active employment.

During this time, the new employee will be provided with training and guidance. Moreover, during this period, the new employee may not be eligible for certain benefits. He or she may be discharged at any time during or at the end of this period if the supervisor concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the orientation period may, in the discretion of MPEC, be extended.

Nothing in the orientation period policy is intended to alter the employee's status as an at-will employee. Successful completion of the orientation period does not constitute a promise of continued employment and the new employee may be terminated for any lawful reason at any time, with or without cause or notice.

B. *Seniority*

Seniority is defined as an employee's continuous length of service with the Corporation from the employee's last date of hire. An employee who resigns or is terminated from employment with the Corporation and who is, thereafter, re-employed shall be considered to be a new employee. In the event of a lay-off or reduction in force, employees will generally be laid-off in accordance with their skill and ability to perform the remaining jobs (as such is determined by the Corporation). When the Corporation, in its sole discretion, determines that the relative skill, ability, qualifications and other relevant factors of two (2) or more employees is equal, seniority shall prevail in such determinations.

III. WORKING AT MPEC

A. *Employee Categories, Wages, and Overtime*

Each employee's wage/salary and adjustments thereto shall be determined by the Corporation based upon a review of the employee's skills, abilities and contributions to the Corporation's operations.

MPEC classifies employees for purposes of personnel administration and related payroll transactions in accordance with the following definitions. These classifications are used throughout this Employee Manual. Their meanings are as follows:

1. **Regular Employee** – An individual who is hired for a specific purpose or job for an indefinite period of time.
 - i. **Full-time** – An employee who, on average, is regularly scheduled to work at least thirty seven and a half (37.5) hours per week. Regular, non-exempt employees are entitled to receive overtime pay (i.e., one and one-half times hourly wage per hour worked in excess of forty (40) hours, as is consistent with the policies in this manual). Regular, exempt employees are expected to work the time necessary to complete the tasks required of their jobs. Regular exempt employees are not eligible for overtime compensation.

**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 Motor Parts and Equipment Corporation

Signed By: 

Printed Name: Greg Allen

Business Address: 1670 Northrock Ct.

Business Phone Number: 779-500-6100

Date December 21, 2017



Filters

Limited Warranty

Any new vehicle and equipment warranties you may have are not affected by your use of NAPA filters or this limited warranty.

NAPA Filters warrants each NAPA filter to be free from defects in material and workmanship during the period of service life recommended by the engine or equipment manufacturer. This warranty does not apply if the filter has been improperly installed, altered, abused, neglected or damaged. This warranty also does not apply if the filter has been used for non-approved or non-recommended applications or if used in competitive racing, on modified high performance engines or in any aircraft or aviation application.

If your NAPA filter is found to be defective in material or workmanship during the period of service life recommended by the engine or equipment manufacturer, NAPA Filters will replace the defective filter with another NAPA filter. In addition, NAPA Filters will reimburse you for the reasonable costs of the parts and labor required to repair your engine or equipment to the extent the damage was solely attributable to a defect in your NAPA filter.

In order to obtain engine or equipment repairs under the warranty, you must, within 30 days after discovery of damage, submit a claim to any NAPA Filters representative, our NAPA distributor or directly to the address below. You must also allow the NAPA Filters Technical Service Department to examine the filter and, if required, the engine or equipment, to determine the extent of damage and whether it was caused by a defective NAPA filter. You should retain a copy of your service records and installation record and receipt as proof of the date of purchase. The filter must be returned to NAPA Filters Technical Service Department, unaltered, for examination, along with proof of purchase, service and installation records.

THIS WARRANTY IS EXCLUSIVE OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED. For NAPA filters used in commercial applications, and except where prohibited by applicable law, WE EXPRESSLY DISCLAIM, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ANY IMPLIED WARRANTIES ARE LIMITED TO THE DURATION OF THIS WARRANTY. THE FOREGOING IS THE ENTIRE AND EXCLUSIVE LIABILITY OF NAPA FILTERS AND YOUR EXCLUSIVE AND SOLE REMEDY FOR ANY DAMAGES OR CLAIMS MADE IN CONNECTION WITH THE USE OF A NAPA FILTER. NAPA FILTERS SHALL IN NO EVENT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING CLAIMS FOR LOSS OF USE OF THE EQUIPMENT ON WHICH THE NAPA FILTER IS INSTALLED, LOSS OF TIME, INCONVENIENCE OR COMMERCIAL LOSS. Some states and other local jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusion may not apply to you.

This warranty gives you specific legal rights and you may also have other rights, which vary from state to state and other local jurisdictions.

Keith A. Wilson, Jr., Chief Executive Officer

NAPA Filters, Attn: Technical Service Department, 1 Wix Way, Gastonia, NC 28054

Warranty	NS RS-Limited Lifetime Products-W1
Tenneco	
NAPA Shocks and Struts	Lifetime Warranty

Warranty: Limited Lifetime Warranty

1. NAPA® Shocks and Struts warrants that this product is free from defects in materials and workmanship and wear-out when used on private passenger cars and light trucks under normal operating conditions for as long as such original purchaser owns the vehicle on which they were originally installed.
2. This warranty is limited to replacement of the defective or worn out part with a new product that performs substantially the same as the failed product. All other costs, (for example, shipping, removal and installation or labor) are excluded.
3. This warranty has no cash value and is not transferrable.
4. Warranty does not apply to products which have been modified, improperly applied, or installed on vehicles used for commercial or racing purposes.

How to Make a Valid Warranty Claim:

1. Consumer presents alleged defective product for warranty replacement to any authorized Installer or Retailer of NAPA® Shocks and Struts products for confirmation of product defect or wear-out and exchange.
2. Installer or Retailer needs to ensure that the consumer understands and can comply with the following minimum claim requirements:
 - a. Be the original purchaser of the qualifying NAPA® Shocks and Struts products.
 - b. Present original purchase bill of sale for the qualifying purchased NAPA® Shocks and Struts products which clearly includes the following; consumer name, consumer address, city, state, zip code, telephone number, vehicle make/model/year, mileage, part number(s), part quantity and date of repair.

Conditions for Limited Lifetime Warranty to be Valid:

1. Consumer must present the original purchase bill of sale to the Installer or Retailer when making a claim under this warranty.
2. Consumer making the claim must be the original purchaser of the product.

Disclaimer:

NAPA® Shocks and Struts reserves the right to inspect any product in question and make a judgment on the warranty claim. NAPA® Shocks and Struts reserves the right to discontinue or obsolete any part number without advance notice. Should a part number be discontinued or obsolete and it is no longer available, this warranty is null and void in respect to that part number. ALL WARRANTIES, EXPRESS OR IMPLIED ARE LIMITED TO THE TIME OR MILEAGE SET FORTH ABOVE. NAPA® SHOCKS AND STRUTS SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES OF ANY KIND RESULTING FROM THE ORDER OR USE OF IT'S PRODUCTS. This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations and exclusion may not apply to you.

NAPA Premium™
Limited Warranty

Security/Government use vehicle, Fleet/Commercial use vehicle and Medium/Heavy Duty vehicles
over 8,000 lbs. G.V.W.

Your NAPA Premium™ Disc Brake Pads are warranted to be free of defects in workmanship and materials. This product, when properly installed, used and maintained in the type of vehicle prescribed for its use, and in which a defect in workmanship and/or materials shall be found, will be exchanged, at no charge, when returned to the seller, who is authorized to perform this warranty within NINETY DAYS (90) from date of purchase.

The Warranty DOES NOT cover:

1. Any losses due to misuse, accident, abuse, neglect, wear, or improper application
2. Products that have been altered

Replacement Guidelines:

1. You must have purchased product from a NAPA Brakes Installer or NAPA Auto Parts Store.
2. Save the original receipt.
3. Should you need to replace this product, return the defective parts, along with a copy of the original receipt, to your original NAPA Brakes Installer or any participating NAPA Auto Parts Store.

This warranty does not include labor or cover the cost of any additional components and labor required to restore the brake system to its proper operating condition.

This warranty is null and void if the installed NAPA Premium™ Disc Brake Pads have been misused, misapplied, contaminated, or is not a correct application in accordance with the NAPA Brake System Parts Catalog. This warranty is also null and void if your installed NAPA Premium™ Disc Brake Pads have prematurely worn out due to the malfunction of another brake part component or improper installation.

NAPA Brakes liability, hereunder, does not include incidental or consequential damages. No other warranty is given hereby. Obligations under this warranty and any other expressed or implied warranties provided under state law, including, but not necessarily limited to, the implied warranties of merchantability and fitness for a particular purpose, shall expire ninety-(90) days after of purchase.

Some states do not allow limitations on how long implied warranty lasts, so the above limitations may not apply to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights, which vary, from state to state.

No person is authorized by NAPA Brakes to modify or add to this limited warranty.



NAPA BRAKES PREMIUM BRAKE ROTORS & DRUMS (NB)

Limited Warranty

Warranty includes: Premium Brake Rotors & Drums

What the warranty covers: NAPA Brakes warrants all NAPA Brakes Premium Brake Rotors & Drums to be free from defects in materials and workmanship during the period of twelve (12) months or 12,000 miles, whichever comes first. This warranty is not transferable. New car and equipment warranties remain in effect when NAPA Brakes Premium Brake Rotors & Drums are used. The NAPA Brakes warranty does not cover any loss due to misuse, alteration, accident, abuse, neglect, normal wear, improper application or installation of the products. This warranty only applies to NAPA Brake Premium Brake Rotors & Drums installed on passenger cars, vans, and light trucks. It does not apply to products installed on vehicles or equipment used for the following: towing, racing, public service, security, government, off-highway recreational, off-highway competition, fleet or commercial purposes, or if used in any aircraft or aviation application. The warranty does not cover any loss or liability for incidental or consequential damages that may be caused by a breach of this written warranty. NAPA BRAKES EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. The foregoing states NAPA Brakes' entire and exclusive liability and the buyer's exclusive and sole remedy for any damages or claim made in connection with the sale of NAPA Brakes Premium Brake Rotors & Drums. No other warranty, express or implied, shall exist.

If NAPA Brakes Premium Brake Rotors or Drums are found by NAPA Brakes to be defective in material or workmanship during the period of twelve (12) months or 12,000 miles, whichever comes first, NAPA Brakes will replace the defective product with another NAPA Brakes Premium Brake Rotor or Drum at its option.

Replacement guidelines: In order to obtain vehicle or equipment replacement under this warranty, the customer must, within 30 days after discovery of defect or failure, submit a claim to a NAPA AUTO PARTS Store. The customer must also allow the NAPA Brakes Warranty and Technical Service Department to examine the NAPA Brakes Premium Brake Rotor or Drum and, if required, the vehicle or equipment, to determine the extent of damage and whether it was caused by a defective NAPA Brake Premium Brake Rotor or Drum covered by this warranty. Products must be returned – in their original, unmodified condition – to the place of purchase for warranty consideration.

NAPA Brakes will replace any NAPA Brake Premium Brake Rotor or Drum found not to conform to this warranty provided that the customer follows the warranty filing procedure:

1. The NAPA AUTO PARTS Store must complete a NAPA Alleged Defective Merchandise Tag. Be very specific about the incident and the reason for filing the claim. The more information provided, the easier it will be to expedite and process the claim.
2. Submit all pertinent paperwork, including copies of the original purchase receipt, repair orders, pictures (if applicable) and all paperwork relating to the incident.
3. For questions, call (815) 363-9000 ext. 3262.

NAPA Brakes reserves the right, at its sole discretion, to provide a monetary refund instead of a replacement. NAPA Brakes also retains full discretion in determining whether any returned NAPA Brakes Premium Brake Rotor or Drum satisfies the condition of the warranty.

NO PERSON IS AUTHORIZED TO MODIFY THIS LIMITED WARRANTY IN ANY WAY.

The foregoing states the final, complete, and exclusive statement of warranty terms related to NAPA Brakes Premium Brake Rotors & Drums. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

Warranty	EX3_ Exhaust LLW-W1
Tenneco	
NAPA Exhaust Systems	Lifetime Warranty

Warranty: Limited Lifetime Warranty

1. NAPA® Exhaust Systems warrants that this product is free from defects in materials and workmanship and wear-out when used on private passenger cars and light trucks under normal operating conditions for as long as such original purchaser owns the vehicle on which they were originally installed.
2. This warranty is limited to replacement of the defective or worn out part with a new product that performs substantially the same as the failed product. All other costs, (for example, shipping, removal and installation or labor) are excluded.
3. This warranty has no cash value and is not transferrable.
4. Warranty does not apply to products which have been modified, improperly applied, or installed on vehicles used for commercial or racing purposes.

How to Make a Valid Warranty Claim:

1. Consumer presents alleged defective product for warranty replacement to any authorized Installer or Retailer of NAPA® Exhaust Systems products for confirmation of product defect or wear-out and exchange.
2. Installer or Retailer needs to ensure that the consumer understands and can comply with the following minimum claim requirements:
 - a. Be the original purchaser of the qualifying NAPA® Exhaust Systems products.
 - b. Present original purchase bill of sale for the qualifying purchased NAPA® Exhaust Systems products which clearly includes the following; consumer name, consumer address city, state, zip code, telephone number, vehicle make/model/year, mileage, part number(s), part quantity and date of repair.

Conditions for Limited Lifetime Warranty to be Valid:

1. Consumer must present the original purchase bill of sale to the Installer or Retailer when making a claim under this warranty.
2. Consumer making the claim must be the original purchaser of the product.

Disclaimer:

NAPA® Exhaust Systems reserves the right to inspect any product in question and make a judgment on the warranty claim. NAPA® Exhaust Systems reserves the right to discontinue or obsolete any part number without advance notice. Should a part number be discontinued or obsolete and it is no longer available, this warranty is null and void in respect to that part number. ALL WARRANTIES, EXPRESS OR IMPLIED ARE LIMITED TO THE TIME OR MILEAGE SET FORTH ABOVE. NAPA® EXHAUST SYSTEMS SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES OF ANY KIND RESULTING FROM THE ORDER OR USE OF IT'S PRODUCTS. This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations and exclusion may not apply to you.

NAPA Power Supreme

Remanufactured Alternators and Starters **LIMITED LIFETIME WARRANTY**

Your NAPA Power Supreme Alternator and/or Starter are warranted by BBB Industries to be free of defects in workmanship and materials. This limited lifetime warranty is not transferable.

The Warranty DOES NOT cover: (1) any losses due to misuse, accident, abuse, neglect, wear, or improper application or (2) products that have been altered.

Replacement Guidelines:

1. Purchase product through a NAPA Power Supreme Installer or NAPA Auto Parts Store.
2. Save the original receipt.
3. Should you need to replace this product, return the defective parts, along with a copy of the original receipt, to your original Power Supreme Installer or any participating NAPA Auto Parts Store.

NO PERSON IS AUTHORIZED BY BBB INDUSTRIES TO MODIFY OR ADD TO THIS LIMITED WARRANTY.

THIS WARRANTY DOES NOT INCLUDE LABOR OR COVER THE COST OF ANY ADDITIONAL COMPONENTS AND LABOR REQUIRED TO RESTORE THE ELECTRICAL SYSTEM TO ITS PROPER OPERATING CONDITION

This warranty applies to American and import cars, vans and light trucks under 8,000 lbs. G.V.W. For vehicles used for towing, racing, public service, security or government use, off-highway recreational use, four-wheel drive off-highway competition, fleet or commercial use, see below.

- Warranty is one (1) year from date of purchase for commercial, fleet, government/ security under 8,000 lbs. G.V.W.
- Warranty is two (2) years from date of purchase for light trucks and vans equipped with diesel engines under 8,000 lbs. G.V.W.
- Warranty is for ninety (90) days from date of purchase for off-highway/ competition under 8,000 lbs. G.V.W.

This warranty is null and void if the installed Power Supreme Alternator or Starter has been misused, misapplied, contaminated or is not a correct application in accordance with the NAPA Power Supreme Catalog. This warranty is also null and void if your Power Supreme Alternator and/or Starter has prematurely worn out due to the malfunction of another electrical system or other component.

THE FOREGOING STATES BBB INDUSTRIES ENTIRE AND EXCLUSIVE LIABILITY FOR ANY CLAIM, INCLUDING CLAIMS ARISING OUT OF A BREACH OF ANY IMPLIED WARRANTIES. No other warranty is given hereby.

Some states do not allow limitations on how long an implied warranty lasts, so the above limitations may not apply to you. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights, which vary from state to state.

We hope after your review of our bid that you will consider NAPA Auto Parts to serve as your supplier under 1516-08 Miscellaneous Automotive and Truck Aftermarket Parts.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. T. Allen', with a long horizontal flourish extending to the right.

Gregory T. Allen, President
Motor Parts & Equipment Corporation
d/b/a NAPA Auto Parts
1670 Northrock Court
Rockford, IL 61103
(779) 500-6100
gta@mpeconline.com