

**Vermeer**



Vermeer  
1210 Vermeer Road  
Pella, IA 50219  
Phone: (641) 628-3141  
Fax: (641) 621-7734  
[www.vermeer.com](http://www.vermeer.com)

January 29, 2018

City of Urbana  
Fleet Management

To Whom It May Concern:

This is to advise you that Vermeer Sales & Service of Central Illinois, Inc. located at 120 East Martin Drive, Goodfield, IL is the authorized dealer for Vermeer Equipment Products and OEM parts and service for the City of Urbana.

Additionally, Vermeer Corporation, located at 1210 Vermeer Road East, Pella, Iowa, is the manufacturer of Vermeer Equipment and OEM parts that are utilized world-wide by dealers who are assigned exclusive territories.

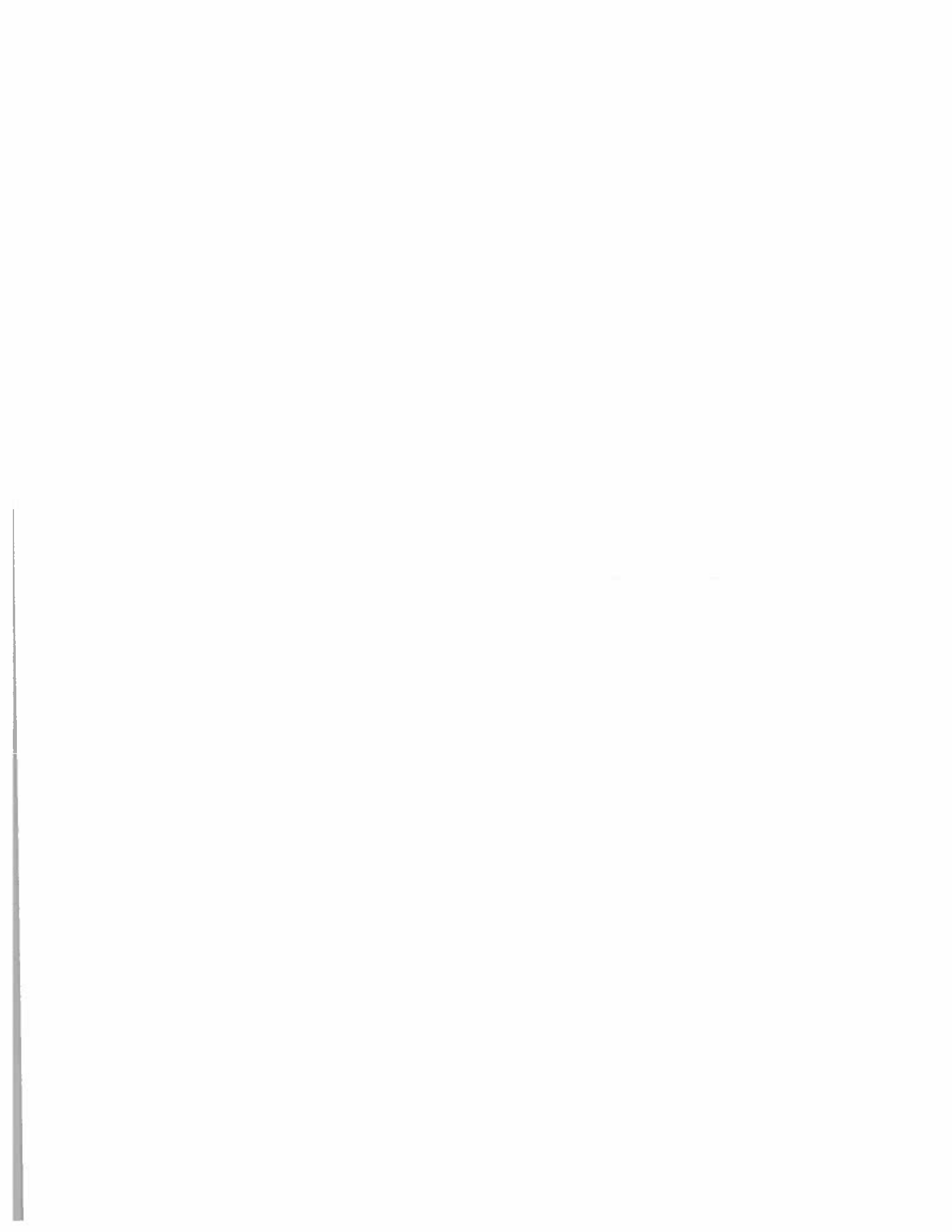
Please do not hesitate to contact me if you have any additional questions regarding our relationship with Vermeer Sales & Service of Central Illinois, Inc.

Sincerely,

A handwritten signature in black ink that reads "Roger Zula". The signature is written in a cursive, flowing style.

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Vermeer Corporation  
Roger Zula  
Regional Manager  
E-mail: [rzula@vermeer.com](mailto:rzula@vermeer.com)  
Telephone: 641-416-0801



<p align="center"> <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@urbanaillinois.us</b> </p>	<b>Office Use Only (08/15)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification Date:</b>	
	<b>Certificate Expiration Date:</b>	

**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: *Vermeer Sales + Service of Central Illinois, Inc.*

d/b/a:

Address: *120 E Martin Drive*

City/State/Zip: *Goodfield, IL 61742*

Telephone Number(s) include area code: *309-965-3300*

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: *37-0954253*      Social Security Number:

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

Name:

Address:

City/State/Zip

**3. Major activity of your company (product or service):** *Sale of: Vermeer equipment, parts + service*

**4. Project on which your company is bidding:** *None - general parts + service as well as rental equipment.*

**5. City of Urbana contact staff assigned to contract:** *N/A*

## 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>Rachel Bergsiekler</u> Title: <u>HR Manager</u> Telephone: <u>636-681-9743</u> Email: _____	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?	N	A
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?	N	A
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?		
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	



**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 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.

N/A for contracts to the city

**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				1	1		
Professionals								
Technicians	4				3			
Sales Workers								
Office & Clerical						1		
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)	2				1	1		
Service Workers								
<b>TOTAL</b>	<b>7</b>				<b>5</b>	<b>3</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).

*A Kupferschmid* Amy Kupferschmid Office  
Signature Printed Name and Title Manager

amy@vermeermidwest.com  
E-mail Address

1-26-18  
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 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 \_\_\_\_\_

**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.)

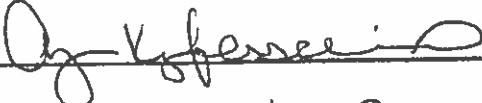
**CERTIFICATION OF COMPLIANCE:** An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local 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 Vermeer Sales & Service of Central Illinois, Inc.

Signed By: 

Printed Name: Amy Kupferschmid

Business Address: 120 E Martin Drive Goodfield, IL 61742

Business Phone Number: 309-965-3300

Date 1-25-2018



# 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 Philippines 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 mold 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, doorknopers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guidex, ushers, public transportation attendants, and kindred workers.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Vermeer is committed to maintaining a workplace where each individual has equal employment opportunities. An individual's race, color, religion, national origin, sex, age, disability, marital status or status in any group protected by federal, state or local law will not be a factor in any employment opportunities or benefits we offer. Instead, every individual's qualifications, efforts, hard work and performance in their role to meet Vermeer's business needs are among the important legitimate business factors in our employment decisions. We encourage everyone to make the most of their opportunities with the Company.

All employees are expected to comply with our EEO policy. Management fully intends to abide by the law and will, when necessary, take firm disciplinary action in accordance with this policy to ensure that the responsibilities to our employees are met. Everyone is responsible for the full cooperation in meeting these objectives.

## **GENERAL POLICIES, PROCEDURES AND BENEFITS**

Vermeer is in the business to meet the needs of its customers, supplying them with quality products and related services. The best way to ensure that our customers are satisfied is to have enthusiastic, talented employees who are focused on their role in meeting the needs of our customers. It is our sincere desire that all our employees derive the optimum satisfaction from their jobs, working together in an environment that is free of unnecessary, unwanted and, of course, illegal obstacles that interfere with employee morale and the overall mission of the Company. The following human relations policies are aimed at achieving these goals and apply equally to everyone. As with any other part of this handbook they are subject to being added to, deleted from and/or amended from time to time to account for unforeseen issues, changes in the laws, etc.

### **Discrimination Prohibited.**

In support of our policy of equal employment opportunities, discrimination in employment with Vermeer based upon race, color, religion, national origin, sex, age, disability, marital status or status in any group protected by federal, state or local law is strictly prohibited. Prohibited discrimination may include, but is not necessarily limited to, basing any decision concerning employment, hiring, training, promotions, discipline, wages, benefits or other terms and conditions of employment on any of the above-mentioned factors. No one, regardless of their position in the Company, is authorized to make or effect such prohibited decisions. Discrimination should immediately be reported as provided for, below.

### **Genetic Information Nondiscrimination Act**

The Genetic Information Nondiscrimination Act ("GINA") prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by its provisions. To comply with this law, Vermeer is asking that employees or applicants not provide any genetic information when responding to a request for medical information, including but not limited to requests in the form of a certification under any of Vermeer's leave policies. Genetic information is defined to include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## Harassment Prohibited.

Vermeer prohibits all forms of unlawful harassment in the workplace and encourages all employees to conduct themselves appropriately within their role in the Company. Prohibited harassment can take many forms, including sexual harassment, racial harassment or harassment based upon a person's race, color, religion, national origin, sex, age, disability, marital status or status in any group protected by federal, state or local law. Harassment can occur between employees, male or female, managers or supervisors. Harassment may also involve non-employees, e.g. vendors, or customers and may in some circumstances apply to conduct outside the workplace, as well as it does within the workplace.

The following examples of prohibited harassment are for illustrative purposes only and are not meant in any way to limit the types of harassment that may be found inappropriate for our workplace:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Remarks, jokes, display of sexually suggestive objects, materials or pictures, gestures, and the like.
- Unwelcome or offensive remarks, jokes, objects, materials, pictures or gestures relating to natural origin, race or the color of any person's skin, hair, eyes, disparaging a person's national origin, making racial epithets, name-calling, ethnic slurs or graffiti.
- Unwelcome or offensive remarks, jokes, objects, materials, pictures or gestures relating to age or a disability or perceived disability; for example, derogatory remarks about a person's disabling condition, teasing or taunting.
- Other forms of prohibited harassment including harassment on the basis of or relating to anyone's race, color, religion, national origin, sex, age, disability, marital status or status in any group protected by federal, state or local law that interferes with another person's work performance or creates an intimidating, hostile or offensive work environment.

Anyone who believes in good faith that they have been or are being harassed and/or discriminated against and anyone who believes in good faith that they have witnessed such harassment and/or discrimination should assert these policies to the offending party, tell them to stop the inappropriate behavior and immediately report the matter as provided below.

### Reporting Discrimination, Harassment or Other Work-Related Problems.

We want to make reporting any complaint of discrimination, harassment or work-related problems or concerns accessible to anyone. Accordingly, ours is an “open door” policy whereby anyone experiencing or witnessing discrimination, harassment or other work-related problems should bring these matters to the attention of the Company, following these simple steps:

1. Report any good faith belief that this policy has been violated or is being violated, or any work-related problems, as soon as possible. A person need not be the subject of discrimination, harassment or other work-related problems to report such problems. Any employees who witness another person being harassed or discriminated against should report it immediately.
2. Complaints or reports under this policy may be brought to the attention of any one, or all, of the following persons:
  - a. your immediate supervisor; or general manager.
  - b. Vermeer’s human resources manager.

### Response to Complaints, Consequences and Prohibition on Retaliation.

Vermeer will promptly and thoroughly investigate reports made under this policy. All information investigated should be treated as confidential within the necessary boundaries of the investigative process. The facts of each case will determine the investigative and responsive measures taken. If we determine that our policies or rules of conduct have been violated we will take appropriate corrective measures based upon the specific facts and conclusions of each particular investigation. Appropriate corrective measures may include disciplinary action up to and including discharge of the offending employee(s), supervisor(s) or any member of management. In the case of vendors, customers or other non-employees of the Company, appropriate corrective measures may involve counseling the offending party, demanding appropriate discipline from their employer and/or denying them access to our premises. In all instances our objective will be to end behavior deemed inappropriate or violates our policies.

Vermeer will not tolerate any act of reprisal or retaliation against anyone who reports, opposes or complains of any violation or suspected violation of these policies, or against anyone who assists with or cooperates in the Company's investigation of such reports or complaints. Vermeer also will not tolerate knowingly false claims or statements provided in the course of any investigation as such falsified claims/statements would be treated under our policy against dishonesty. Complaints or reports of reprisal or of dishonesty should be brought under the same reporting procedures outlined above.

**VIOLATION OF THIS POLICY/PROCEDURE WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISCHARGE.**