

<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: SAK Construction, LLC

d/b/a: N/A

Address: 864 Hoff Road

City/State/Zip: O'Fallon, MO 63366

Telephone Number(s) include area code: 636.385.1000

Check one of the following Company

Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input checked="" type="checkbox"/>
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FEI Number: 20-4193988	Social Security Number: N/A
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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): Pipeline Rehabilitation & Tunneling Contractor

4. Project on which your company is bidding: 2017 Sewer Lining Project

5. City of Urbana contact staff assigned to contract: Justin Swinford

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?	X	
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: <u>Angela Hirtz</u> Title: <u>Human Resources Manager</u> Telephone: <u>(636) 385-1020</u> Email: <u>ahirtz@sakcon.com</u>	X	
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. 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?	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) 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	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs	32	5	28	4	1	1	1		1		1	
Professionals	61	7	55	6	3	1	2				1	
Technicians	4	1	3	1	1							
Sales Workers												
Office & Clerical	8	20	8	13		5		1		1		
Craft Workers (Skilled)	59	1	53	1			4		1		1	
Operatives (Semi-Skilled)	12	1	10		2	1						
Laborers (Unskilled)	192	11	112	4	43	7	34				3	
Service Workers												
TOTAL	368	46	219	29	50	15	41	1	2	1	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: <u>June 14, 2017</u>												

**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)

Limited Liability Company

INDIVIDUAL [] **PARTNERSHIP** [] **CORPORATION** [x] (check one)

Name of the Business SAK Construction, LLC

Signed By: _____

Printed Name: Boyd Hirtz, Vice President

Business Address: 864 Hoff Road, O'Fallon, MO 63366

Business Phone Number: 636.385.1000

Date June 19, 2017

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)

Angie Hirtz
Signature

Angie Hirtz HR Manager
Printed Name and Title

ahirtz@sakcon.com
E-mail Address

6/14/17
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



SAK™

Pipeline Infrastructure. Solved.™

636.385.1000 *inf*
636.385.1100 *fax*
864 Hoff Road
O'Fallon, MO 63366
www.sakcon.com

Equal Employment Opportunity & Affirmative Action Policy Statement 41 CFR 60-20.3, 60-50.2

It is the policy of SAK Construction to not discriminate against any employee or applicant for employment because of age, race, religion, color, disability, gender, physical condition, developmental disability, sexual orientation, national origin, genetic information & testing, family & medical leave, gender identity/expression or veteran status and to take affirmative action to employ and to advance in employment all persons regardless of their status, and to base all employment decisions only on valid job requirements.

SAK Construction is committed to applying equal employment opportunity (EEO) policies in order to ensure that its policy of non-discrimination and affirmative action is accomplished. Specifically, SAK Construction does not discriminate on the basis of veteran status or disability status, and will not make any distinctions based on such. Employment decisions will be based on valid job requirements only.

This policy applies to all employment actions, including but not limited to recruitment, hiring, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment. Employees of and applicants to SAK Construction will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding EEO for qualified individuals with disabilities, or qualified protected veterans.

SAK Construction maintains that it will abide by any collective bargaining agreement by adhering to written conditions of employment set forth therein. Such agreements shall not be inconsistent with the guidelines of this Affirmative Action Plan.

We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

SAK Construction and its President, Jerry Shaw are committed to the principles of Affirmative Action and Equal Employment Opportunity.

This Affirmative Action Program is available for inspection by any employee or applicant for employment upon request, during normal business hours, in the O'Fallon, MO office. Interested persons should contact the appointed EEO Officer, Angie Hirtz at (636) 385-1020 for assistance.

Jerry Shaw, President

11/1/2016



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636.385.1000 *tel*
636.385.1100 *fax*
864 Hoff Road
O'Fallon, MO 63366
www.sakcon.com

Sexual Harassment Policy

SAK Construction, LLC and its subsidiaries are committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, SAK Construction, LLC and its subsidiaries expect that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment. Harassment of any kind is prohibited and will not be tolerated. This policy applies to all employees. A violation of this policy will subject an employee to disciplinary action, up to and including termination of employment.

Harassment is illegal, and is defined as verbal or physical conduct which:

1. Denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, genetic information or any other characteristic protected by law.
2. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
3. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. Otherwise adversely affects an individual's employment opportunities.

Prohibited harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, age, disability, genetic information or any other characteristic protected by law. Prohibited harassing conduct includes written or graphic material that is placed on walls, bulletin boards or elsewhere on the premises or that is circulated in the workplace.

This policy also prohibits sexual harassment. Sexual harassment is defined as:

1. Unwelcome sexual advances;
2. Requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, particularly where:
 - a. submission to such conduct is made explicitly or implicitly a term or condition of employment;
 - b. submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment; or
 - c. such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
3. Sexually offensive jokes, innuendoes and other sexually oriented statements or behavior.

If you experience or observe any prohibited harassment, promptly report the incident to your supervisor. This includes not only supervisor/subordinate actions, but also actions between coworkers, vendors, customers or other non-employees. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass him/her and report it directly to the next level of supervision, Angie Hirtz (Human Resources), or Jerry Shaw (President). Your complaint will be investigated and kept confidential to the extent possible. Individuals who make complaints have an obligation to assist and cooperate with the company's investigation. All supervisors who become aware of potential incidents of sexual harassment are required to report this information even if those incidents involve upper-level managers or individuals not in their chain of command.

If the company determines that an employee has harassed another employee, appropriate remedial action will be taken against the offender, up to and including termination. The company prohibits any form of retaliation against an employee for lodging a complaint under this policy or for assisting the investigation of a claim of harassment.

Victims of harassment, including sexual harassment, have the legal right to contact their state or local Human Rights agency for assistance in resolving the situation. Contact information for MO follows:

Missouri Department of Labor and Industrial Relations
Missouri Commission on Human Rights
3315 West Truman Blvd., Ste 212