

ADVERTISEMENT FOR BIDS  
CITY OF URBANA, ILLINOIS  
FINANCE DEPARTMENT  
400 South Vine Street  
Urbana, IL 61801

The City of Urbana is seeking bids to purchase and/or lease four (4) copiers and to include these copiers in a multi-year maintenance contract. Bids will be received until 12 pm on Friday, June 11, 2010.

The City reserves the right to reject any or all bids, or any part thereof, to re-advertise the bid, and to waive technicalities.

## GENERAL INFORMATION TO BIDDERS

Bids will be received by the City of Urbana (herein called the "City") until 12 pm on Friday, June 11, 2010.

Each bid must be submitted in person or by US mail to the following address:

City of Urbana  
Accounting Office  
400 S. Vine Street  
Urbana, IL 61801

The bid must be submitted in a sealed envelope and clearly marked "City of Urbana Copier Replacement". The City makes no guarantee of receipt by US mail unless sent by certified mail.

Each proposal shall be typed or written in ink using the attached bid form and filled out to make the proposal complete and free from ambiguity as to their meaning. All erasures or corrections in the proposal shall be initialed by the person signing the proposal.

Each proposal must be signed by a principal duly authorized to make contracts. The name of each person signing the proposal shall be typed or printed below the signature.

Each Bidder is responsible for inspecting the site before submitting their bid. Each Bidder must thoroughly understand the conditions to which the equipment will be installed and operated. The failure or omission of any bidder to do any of the foregoing shall in no way relieve any bidder from any obligation in respect to the bid.

Should a bidder find discrepancies in or omission from any part of the documents, or be in doubt as to their meaning, the bidder shall at once notify the City at least five (5) days prior to the deadline for bid receipt. The City will send written instructions in the form of an addendum to all bidders if the information is deemed necessary by the City. The City will not be responsible for any oral instructions. The failure of the bidder to request clarification prior to submitting the bid waives the bidder's right to claim any ambiguity or discrepancy in the documents.

Should the City issue any addendum to the bid documents, the bidder shall acknowledge receipt of the amendment by including a copy of the addendum with their bid form. The bid shall be based on all addenda. **Any addendum issued by the City shall be considered part of the bid documents and failure to submit acknowledgement of the receipt of all addenda shall be cause for the City to reject the bid.**

Any Bid may be modified or withdrawn prior to the above scheduled deadline or authorized postponement thereof. No telephone or email requests for modifications or withdrawals will be allowed. Any Bid received after the time and date specified shall not be considered. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the Bidder.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout.

The Bidder shall comply with City of Urbana requirements for Equal Employment Opportunity (EEO). The form is included with these bid documents and should be completed and returned with the proposal.

The Bidder shall comply with all provisions of the City of Urbana Certificate of Compliance. The form is included with these bid documents and should be completed and returned with the proposal.

City of Urbana and State of Illinois Sales Tax and Federal Excise taxes are not applicable and must be excluded. The Urbana City Clerk, upon request, will execute the exemption certificates in connection with all orders when Federal Excise Tax would otherwise be due.

The Bidder shall hold the City of Urbana, its officers, agents and employees harmless from liability or damages of any nature or kind concerning the execution of this Contract.

The contract will be awarded to the bid deemed most favorable to the City of Urbana, including but not limited to lowest price, responsibility and competency of the Bidder and conformity to the terms and conditions of the Bid.

The City of Urbana reserves the right to reject any and all bids, to waive any irregularities or informalities in the bids and to make any award deemed to be in the best interest of the City of Urbana.

### **INSTRUCTIONS TO BIDDERS**

The invitation to bid is open to all businesses actively engaged in furnishing, installing, and maintaining multi functional copier equipment and related items as specified herein.

The scope of the bid is to satisfactorily purchase and/or lease four (4) multifunctional copiers. In addition, the City wishes to enter into a maintenance contract for a specified term for the newly acquired copiers.

#### **General Instructions**

Bidders must completely familiarize themselves with the specifications as stated herein. All deviations from the specification must be clearly noted on the Bid Form. The Comptroller reserves the right to rule upon specification deviation in a manner that best meets the needs of the City of Urbana.

All equipment and accessories quoted must be new equipment and must be models of regular stock product, in production at the time of the bid opening and available for distribution, factory-produced, assembled for the first time, newly serialized and the City of Urbana must be the first end user of the product. New equipment must contain new components that have been fully inspected, tested and fully meet product performance and reliability specifications. Remanufactured or reconditioned equipment is unacceptable.

Bidder must be able to equal or exceed these specifications. The determination of whether or not a specification is indeed equal will be made at the sole discretion of the City of Urbana.

The City of Urbana reserves the right to waive minor deficiencies, informalities or technical variances.

Bidder must certify that all products offered through the contract are fully functional. The occurrence of any problems which cannot be resolved quickly and satisfactorily may result in the City removing the equipment from the term contract and a full refund of all funds which have been paid by the City for the equipment must be made by the vendor. The City shall have final authority to deem a product compliant or not.

During the period the equipment is in transit, up to and including the date of acceptance by the City, the bidder shall be responsible for all risk or loss or damage to the equipment. After the date of acceptance, the risk of loss or damage will pass to the City.

### **Recycled Paper**

It is the intent of the City of Urbana to use recycled paper whenever possible. All proposed equipment must be able to accept at a minimum 20# white recycled paper, 30% post-consumer material. Should a machine accepted under this contract malfunction because of the use of recycled paper, that machine may be deleted from the contract for the remainder of the contract period. The vendor for this equipment will be responsible for any costs incurred as a result of a malfunction.

### **Electrical Specifications**

The City expects all equipment to operate on standard building current. Bidders may make an appointment prior to the scheduled bid closing to test the current at the potential equipment location to determine if the equipment will operate successfully.

### **Trade-In Allowance**

Bidder should offer trade-in values for the following equipment as part of bid for the replacement machine:

1. Canon Image Runner 6000 (CD Copier)-Purchased June 2002. Meter reading as of 3/31/10-3,587,854
2. Canon Image Runner 330S (1<sup>st</sup> Floor Copier)-Purchased July 1999. Meter reading as of 3/31/10-693,322
3. Sharp AR200 (Fire/Investigations Copier)-Purchased July 1999. Current meter reading as of 3/31/10-201,302

If the above machines are deemed to have a zero trade-in value, please indicate removal costs of each piece of equipment.

The vendor must certify that the hard drive of any of the above copiers has been cleared and sanitized before reselling, leasing, or recycling. By clearing and sanitizing, the City recommends the Department of Defense Standard approach (DoD 5220.22-M) "*Overwrite all addressable locations with a character, its complement, then a random character and verify*".

## **Delivery**

Equipment must be delivered to the Urbana City Building, 400 S. Vine St., Urbana, Illinois. Each copier must be delivered and installed to its specific area of usage.

All bid amounts should include delivery to the above address.

Successful bidder shall deliver FOB agency destination, uncrate, assemble, and install equipment for immediate operation. The equipment must be fully functional upon installation completion.

All debris resulting from delivery and installation must be removed from the site.

## **Equipment Model Discontinuance**

In the event that a particular model of equipment is discontinued by the manufacturer, the vendor shall be allowed to provide a substitute of the same brand, as long as the replacement meets or exceeds all required specifications. The vendor must provide a letter certifying the discontinuance of the model. Such letter shall include the date of the model discontinuance, suggested replacement models with list prices (for verification purposes only). If the substituted equipment is deemed to be of equal or better specifications than the current equipment, the price for that equipment must not exceed the current contract price. Vendors shall allow 45 days for review of specifications.

If no substitution of equipment is offered, the City may cancel that item from the contract and seek another equipment award. In such cases, the vendor may be held responsible for the additional cost of the equipment purchased from an alternate source for the remainder of the contract year.

## **Service**

Availability of representatives to assist in proper application and to resolve technical problems is a requirement of the invitation to bid and the resulting contract. No award will be made to any vendor, regardless of bid price, that has not demonstrated to the City's satisfaction that they have the capabilities to meet the service requirements of the bid. Vendor shall maintain sufficient service facilities and qualified personnel to service the equipment.

All maintenance shall be performed by factory-trained personnel. Equipment shall be maintained in accordance with factory published specifications. The awarded vendor agrees to keep the equipment in good working order and provide on-site maintenance support. In the event of a maintenance issue, the key employee will contact the vendor to describe the problem. If an on-site visit is necessary, the vendor must have a technician respond to the site in four hours or less. Failure to adhere to these limitations may be considered cause for the City to remove the vendor from the contract.

All equipment must be returned to a functional and operational status within 48 hours. If the equipment will take longer than 48 hours to become fully operational, the vendor will provide a loaner/replacement machine which meets or exceeds the specifications of the product covered by the agreement. All loaner equipment will be placed at no additional cost to the City.

The vendor will be responsible for maintaining a stock of routine replacement parts. Parts replaced under the maintenance agreement must be identical to the original equipment or manufacturer's recommended parts.

Vendor will maintain a service log describing services performed for each call and/or inspection. This service log should be made available to the City upon request. Any additional charges above the maintenance agreement must be pre-approved by the serviced agency in writing.

The City reserves the right to make inspections and tests as deemed necessary to ascertain that the requirements of the maintenance agreement are being fulfilled. If any services are not in conformity, the City has the right to require the vendor to perform the services again at no additional cost.

Claims for extra work or materials not specifically noted in the maintenance agreement will not be allowed by the City nor shall the contract holder provide any materials or extra work not covered by the agreement without written agreement between the vendor and the City.

Replacement parts will be available for a minimum of five years from the date of placement of the equipment and execution of the initial maintenance agreement. Repair parts must be stocked at all service locations.

### **Training**

The vendor must provide, at a minimum, one on-site operator training upon installation of each piece of equipment. The vendor must provide technical assistance in the operation and maintenance of the equipment. All costs for the training should be included in the purchase/lease price.

### **Maintenance Agreement Pricing**

Maintenance prices shall remain fixed for a five-year period. The maintenance agreement will begin after the expiration of manufacturer's warranty.

Maintenance shall include full coverage maintenance including preventative maintenance, service calls during normal business hours, replacement parts, and all supplies excluding staples and paper.

### **Equipment Demonstration**

Upon request from the City, all Bidders must provide demonstration of each piece of proposed equipment. The demonstration must be held locally.

### **Copier Specifications**

#### Networking

All copiers must be compatible with the City's network. All equipment will be subject to final approval by the City's Information Services Manager. Minimum compatibility is as follows:

- Web interface for administration/configuration

- Ability to email scans to SMTP without software installation on individual workstations
- Interface with an LDAP address book for email addresses
- Ability to accept ad-hoc email addresses
- Basic printer drivers for individual workstations

### Hard Drive Security

The vendor must list all available choices to ensure the security of the machine's hard drive.

### Copier #1- Replacing 2<sup>nd</sup> Floor Machine (Canon Image Runner 6020)

Type: Multi-Functional Digital Copier, Scanner, Printer

Size (Installation) Limitations: None

Monthly Copy Volume: Approximately 25,000-30,000, expected to decrease 1% per year over next 5 years

Copies/Prints Per Minute: 60

Paper Trays: 2 Tandem Trays, 1,000 each, 8.5 x 11 minimum paper size

Additional Trays: Two, adjustable up to 11 x 17

Bypass Tray: 100 sheet normal paper

Document Feeder: 100 sheet, mixed originals

Duplex Copying/Printing

Copy Resolution: 600 x 600 dpi

Zoom Ratio: 25%-400% in 1% increments

Reduction/Enlargement: 50% to 200% with presets available

Finisher: Multi-position stapler, 50 sheet

Media Types: Normal paper, recycled paper, specialty paper, books

Scanner: Black/White, Scan to email, Scan to folder

### Copier #2- Replacing Community Development Machine (Canon Image Runner 6000)

Same specifications as Copier #1 except for size limitation listed below

Size (Installation) Limitations: Width not to exceed 64 inches, depth not to exceed 34 inches, no height restrictions

### Copier #3- Replacing 1st Floor Machine (Canon Image Runner 330)

Type: Multi-Functional Digital Copier, Scanner, Printer

Size (Installation) Limitations: Width not to exceed 64 inches, depth not to exceed 31 inches, no height restrictions

Monthly Copy Volume: Approximately 4,000-5,000, expected to decrease 1% per year over next 5 years

Copies/Prints Per Minute: 30

Paper Trays: 2 trays, 500 each, 8.5 x 11 minimum paper size, at least one tray adjustable up to 11 x 17

Bypass Tray: 100 sheet normal paper

Document Feeder: 50 sheet, mixed originals

Duplex Copying/Printing

Copy Resolution: 600 x 600 dpi

Zoom Ratio: 25%-400% in 1% increments

Reduction/Enlargement: 50% to 200% with presets available

Finisher: Multi-position stapler, 50 sheet

Media Types: Normal paper, specialty paper, books  
Scanner: Black/White, Scan to email, scan to folder

Copier #4- Replacing Fire/Investigations Machine (Sharp AR-200S)

Type: Multi-Functional Digital Copier, Scanner, Printer

Size (Installation) Limitations: No restrictions

Monthly Copy Volume: Approximately 1,000-1,500, decrease insignificant over next 5 years

Copies/Prints Per Minute: 20

Paper Trays: One tray, 250 capacity, adjustable to 8 ½ x 14

Bypass Tray: 50 sheet normal paper

Document Feeder: 50 sheet

Duplex Copying/Printing

Copy Resolution: 600 x 600 dpi

Zoom Ratio: 25%-400% in 1% increments

Reduction/Enlargement: 50% to 200% with presets available

Media Types: Normal paper, recycled paper, specialty paper

Scanner: Black/White, Scan to email, Scan to folder

Finisher: Optional

Questions regarding these specifications should be directed to:

Elizabeth Walden  
Accounting Supervisor  
City of Urbana  
400 South Vine Street  
Urbana, IL 61801  
(217)384-2309  
[eawalden@city.urbana.il.us](mailto:eawalden@city.urbana.il.us)



## PROPOSAL FORM

TO: City of Urbana, Illinois  
400 South Vine Street  
Urbana, Illinois 61801

- 1) The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Instructions to Bidders, Specifications, Proposal Form and Contract, and any other pertinent documents, hereby proposes to provide and furnish all labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in proper manner all of the work required in connection with the installation of the purchased and/or leased equipment, all in accordance with the Specifications and other Contract Documents prepared by the City of Urbana, Illinois.
- 2) The undersigned further declares that they have carefully examined the Proposal, Specifications and Contract, and that they have inspected in detail the site(s) of the proposed work, and that they have familiarized themselves with all of the local conditions affecting the Contract and the detailed requirements of completion, and understand that in making this Proposal they waive all right to plead any misunderstanding regarding the same.
- 3) The undersigned further understands and agrees that, if this Proposal is accepted, they are to furnish and provide all necessary machinery, tools, apparatus and other means of completion, and to do all of the work, and to furnish all of the materials specified in the Contract, except such materials as are to be furnished by the City, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.
- 4) The undersigned further agrees to execute a Contract and present the same to the City within five (5) days after the date of notice of the award of the Contract to them.
- 5) The Vendor shall hold the City of Urbana, its officers, agents, and employees harmless from liability of any nature or kind concerning the undertaking and execution of this agreement.
- 6) The provisions of this agreement apply to any subcontractor of the Vendor.
- 7) In submitting this Proposal, the undersigned declares that the only person(s) or parties interested in the Proposal as principals are those named herein; and that the Proposal is made without collusion with any other person, firm, or corporation.

**RESPONSE FORM**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT OR TYPE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Deviations From Bid Specifications:

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**CD Copier**

Decrease Number of Copies Per Year		1%		
	Annual Decrease	<u>Annual</u>	<u>Monthly</u>	Monthly Decrease
Year 1		320,000	26,667	
Year 2	3,200	316,800	26,400	267
Year 3	3,168	313,632	26,136	264
Year 4	3,136	310,496	25,875	261
Year 5	3,105	307,391	25,616	259
	<u>12,609</u>		-	

**2nd Floor Copier**

Decrease Number of Copies Per Year		1%		
	Annual Decrease	<u>Annual</u>	<u>Monthly</u>	Monthly Decrease
Year 1		328,000	27,333	
Year 2	3,280	324,720	27,060	273
Year 3	3,247	321,473	26,789	271
Year 4	3,215	318,258	26,522	268
Year 5	3,183	315,075	26,256	265
	<u>12,925</u>		-	

**1st Floor Copier**

Decrease Number of Copies Per Year		1%		
	Annual Decrease	<u>Annual</u>	<u>Monthly</u>	Monthly Decrease
Year 1		52,000	4,333	
Year 2	520	51,480	4,290	43
Year 3	515	50,965	4,247	43
Year 4	510	50,456	4,205	42
Year 5	505	49,951	4,163	42
	<u>2,049</u>		-	

**Fire/Investigations Copier**

Decrease Number of Copies Per Year		1%		
	Annual Decrease	<u>Annual</u>	<u>Monthly</u>	Monthly Decrease
Year 1		12,000	1,000	
Year 2	120	11,880	990	10
Year 3	119	11,761	980	10
Year 4	118	11,644	970	10
Year 5	116	11,527	961	10
	<u>473</u>		-	

**CITY OF URBANA COPIER PROPOSAL FORM**

*Please include product brochure with proposal*

	<u>2nd Floor</u>	<u>CD</u>	<u>1st Floor</u>	<u>Fire/Inv.</u>
Machine Name				
Account Control (access codes)-Y/N and maximum user codes				
Warm up Time from OFF				
Warm up Time from Power Save				
First Copy Time				
Copies/Printing Per Minute				
Maximum Original Size				
Zoom Ratios-Percentages and Number of Presets				
Reduction Ratios-Percentages and Number of Presets				
Enlargement Ratios-Percentages and Number of Presets				
Paper Trays				
Number of Standard Trays				
Maximum Paper Size				
Sheets Per Tray				
Additional Trays				
Number of Standard Trays				
Maximum Paper Size				
Sheets Per Tray				
Bypass Tray				
Maximum Paper Size				
Sheets Per Tray				
Auto Document Feeder				
Sheet Capacity				
Maximum Paper Size				
Mixed Originals-Y/N				

Duplex Printing-One Pass, Two Pass				
Finisher				
Staple Positions				
Max sheet stapling				
Paper Capacity of Finisher Output				
Finisher Output Settings				
Scanner				
Black/White, Color				
Resolution				
Speed Per Minute				
Functions-Scan to email, scan to folder				
Power Requirements				
Power Source				
Requires a dedicated outlet?-Y/N				
Noise Level				
Energy Star Compliant-Y/N				
Monthly Duty Cycle				
Manufacturer's Warranty				
Space Requirements for Installation				

**BID OPTION #1-PURCHASE 4 COPIERS FROM SAME VENDOR**

Purchase Pricing				
Trade-In Allowance	N/A			
Cost of equipment removal if Zero Trade-In Value	N/A			
Maintenance Pricing				
Select One				
Per Copy/Print				

Flat Rate-indicate allowable pages per month				
Scanner Charges per scan				
Fixed Rates Next 5 Years-Y/N				
If No, indicate maximum Yearly Increase				

**BID OPTION #2-LEASE 4 COPIERS FROM SAME VENDOR**

Purchase Pricing				
Trade-In Allowance	N/A			
Cost of equipment removal if Zero Trade-In Value	N/A			
Maintenance Pricing				
Select One				
Per Copy/Print				
Flat Rate-indicate allowable pages per month				
Scanner Charges per scan				
Fixed Rates Next 5 Years-Y/N				
If No, indicate maximum Yearly Increase				

**BID OPTION #3-LEASE AND PURCHASE 4 COPIERS (MIX AND MATCH) FROM SAME VENDOR**

Purchase Pricing				
Trade-In Allowance	N/A			
Cost of equipment removal if Zero Trade-In Value	N/A			
Maintenance Pricing				
Select One				
Per Copy/Print				
Flat Rate-indicate allowable pages per month				
Scanner Charges per scan				
Fixed Rates Next 5 Years-Y/N				
If No, indicate maximum Yearly Increase				

**BID OPTION #4-LEASE AND PURCHASE 4 COPIERS (MIX AND MATCH) FROM DIFFERENT VENDORS**

Purchase Pricing	_____	_____	_____	_____
Trade-In Allowance	_____ N/A _____	_____	_____	_____
Cost of equipment removal if Zero Trade-In Value	_____ N/A _____	_____	_____	_____
Maintenance Pricing				
Select One				
Per Copy/Print	_____	_____	_____	_____
Flat Rate-indicate allowable pages per month	_____	_____	_____	_____
Scanner Charges per scan	_____	_____	_____	_____
Fixed Rates Next 5 Years-Y/N	_____	_____	_____	_____
If No, indicate maximum Yearly Increase	_____	_____	_____	_____

**HARD DRIVE SECURITY OPTIONS**

Please list all available options and pricing if appropriate



<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) 384-2466 (phone); 384-2426 (fax)</b>  <b>terent@city.urbana.il.us</b> </p>	<b>Office Use Only (9/09)</b>		
	<b>Requested by:</b>		<b>Date:</b>
	<b>Approved by:</b>		<b>Date:</b>
	<b>Vendor Number:</b>		<b>Certification Date:</b>
	<b>Certificate Number:</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:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Individual Proprietorship	<input type="checkbox"/>	Limited Liability Corp.	<input type="checkbox"/>
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FBI Number:	<input type="text"/>	Social Security Number:	<input type="text"/>
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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):**

**4. Project on which your company is bidding (if known):**

## 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 ?		
B.	<p>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.</p> <p style="margin-left: 40px;">Name: _____</p> <p style="margin-left: 40px;">Title: _____</p> <p style="margin-left: 40px;">Telephone: _____</p> <p style="margin-left: 40px;">Email: _____</p>		
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. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2466 or <a href="mailto:terent@city.urbana.il.us">terent@city.urbana.il.us</a>.</b>		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>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.</b>		
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 preference, 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 preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
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?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	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?		

### SECTION III. Employment Information

Please complete the company work force 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 und 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												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>												
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.												
<b>Date of above Data:</b> _____												

**TABLE B\* – EMPLOYEES TO BE ASSIGNED TO 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 under 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.**

#### 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

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Tel. Number

\_\_\_\_\_  
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 of 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.

**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 \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Date \_\_\_\_\_