

# Request for Proposals



## Mechanical, Electrical, Plumbing, and Engineering Services

**RFP #1516-03**

City of Urbana, Illinois  
Public Works Department  
706 S. Glover Avenue  
Urbana, Illinois 61802  
(217) 384-2342

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**Notice to Proposers- Mechanical, Electrical, and Plumbing  
Engineering Services**

**I. GENERAL INFORMATION**

The City of Urbana is seeking proposals from a qualified Consultant Service to assist Facilities Management staff in the evaluation of the condition of electrical, mechanical, and plumbing systems at various municipal facilities and to prepare and administer project management services during any approved replacement program. Proposals will be accepted at the Public Works Department, 706 South Glover Avenue, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 5:00 p.m. Proposals will be accepted up to and no later than 3:00 p.m., Thursday, October 22, 2015.

**Project Goal:**

The City's intent is to retain a consulting engineering firm with the qualifications and staff resources necessary to perform comprehensive assessments of existing systems, provide replacement system recommendations, provide project management services at request, and assist in development of a long term replacement program. The successful firm will provide services for City of Urbana as outlined in Section II. Scope of Work. Immediate anticipated projects include:

1. Pre-design evaluation through commissioning of a replacement chiller at the Urbana City Building at 400 South Vine Street;
2. Pre-design evaluation and cost estimation for apparatus bay heating system upgrade at the Main Fire Station at 400 South Vine Street; and
3. Pre-design evaluation and cost estimation for replacement of four rooftop heating/cooling units at Urbana Public Works Building at 706 South Glover Avenue.

The proposer shall demonstrate substantial experience in undertaking and completing the type of work required. Questions about this project should be directed to:

Mr. Vince Gustafson, Public Facilities Supervisor  
(217) 384-2342  
[vhgustafson@urbanaininois.us](mailto:vhgustafson@urbanaininois.us)

**II. SCOPE OF WORK**

**The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project:**

**General:**

The Consultant being selected through this Request for Proposal process will enter into an agreement with the City of Urbana to provide engineering services related to projects at various stages from pre-design to post-construction. The level of service requested will vary based on the scope of any given project.

Based on the requirements of the City of Urbana the consultant shall provide engineering services meeting all standards and codes used in design for basic services as required on projects as follows:

1. Pre-Design Evaluation
2. Cost Estimating / Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Bidding/Award
7. Construction Administration
8. Resident Project Representation (RPR)
9. Commissioning

**The Consultant shall:**

1. Review existing drawings, plans, and actual conditions, and advise the City on issues of concern in regard to design, equipment selection, material selection, cost estimation as well as cost (life-cycle) analysis;
2. Provide schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
  - a. Attend coordination meetings
  - b. Provide progress prints/cost estimates (labor and materials) at appropriate intervals
  - c. Include elevations of exposed mechanical or electrical units, and/or three-dimensional renderings (as requested)
  - d. Provide architectural design drawings which shall include all components and accessories;
3. Assist in the bidding phases:
  - a. Attend pre-bid and pre-construction meetings
  - b. Answer questions/clarifications during bidding;
4. Review and evaluate submittals and claims for extra costs;
5. Inspect the construction site and actively participate in on-site construction meetings. Advise the City regarding interpretations of contract documents and payments to contractors; and
6. Conduct and assist the City for substantial completion by preparing a punch list and conducting a final inspection.

## **Detail/Phases:**

### **1. Pre-Design Evaluation**

Consult with the City and other necessary and appropriate government units, utilities, organizations, and persons in order to ascertain project requirements and review the program prepared by the City, recommending any necessary revisions.

### **2. Cost Estimating / Condition Survey and Report**

Investigate, analyze and measure the existing facilities to the extent necessary to determine the information necessary for project work. Measure and verify floor plans and equipment locations in the existing building. Review existing system replacement studies (if applicable), analyze building components, heating/cooling load requirements, City floor plans and drawings (as available) and make system recommendations. Prepare drawings and a report summarizing existing facilities and their condition.

Prepare probable construction cost estimates to assist the City in the preparation of Capital Improvement Program requests for internal use. As part of the investigation, identify and document issues pertaining to any future project (accessibility, operations impact, etc.). Assist in the identification of grant or alternate funding opportunities including preparation of documents required for compliance at request of the City of Urbana.

### **3. Schematic Design**

Upon receipt of written notification to proceed, prepare schematic designs for review and approval by the City. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request. Advancement to next design phase pending City review of report, comments and Notice to Proceed.

### **4. Design Development**

After the approval of the final schematic design submission, the City shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.

Provide architectural design drawings which shall include all components and accessories, including system elevations (when applicable) in relation to project. Prepare a list of all permits, licenses, review, and approvals as required. Advancement to next design phase pending City review of report, comments and Notice to Proceed.

### **5. Contract Documents**

Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations ("codes") for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the City and other authorities as required (typically at 50% and 95% completion).

Provide progress prints, specifications and revised cost estimates at specified intervals for the City's review and approval.

Provide for approval by the City, the Contract Documents including bidding forms, the Contract Agreement, and General Conditions, using standard City Contract Conditions, project specifications and working drawings for the Project. The bid documents are to conform with City Standards wherever applicable.

6. Bidding / Award

The Consultant is to assist the City in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommendation awards, evaluating alternate bids, and preparing a construction contract, as well as:

Assist in the evaluation of product or systems substitutions. Prepare addenda for City advertisement/issuance.

7. Construction Administration

Provide during the construction contract to be entered into by the City for the construction of the project, to the satisfaction of the City, periodic architectural consultant services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by the City.

Conduct a preconstruction conference after receipt of a written request to do so from the City. Such preconstruction conference shall include at least the Consultant, or its authorized representative, the contractor(s), authorized representatives of the City, as well as representatives of any other public or private agencies which the City determines should be in attendance. At the preconstruction conference, the Consultant shall:

Observe that all necessary permits and licenses have been obtained prior to work commencement.

Raise for discussion and decision the manner in which the construction will be administered by itself and the City, the scheduling of construction, and any and all other issues or questions which in the opinion of the Consultant or the City must be settled before the start of construction. Before convening the preconstruction conference, the Consultant shall confer with an authorized representative of the City concerning the agenda and who is to attend.

Prepare and distribute minutes within a specified time following the meeting.

Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an Estimate of Construction Cost consistent with the City's funding requirements in a format acceptable to the City. The Estimate of Construction Costs shall document approved change orders (CO's) and any and all anticipated changes to the construction cost on an individual prime contract basis and indicate contingency balance.

Recommend necessary or desirable changes (additions and credits) to the City, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the City. If they are accepted, review change orders for the City's authorization. There shall be no change in the scope of the

work or in materials specified by the Consultant until approval for such change has been given in writing by the City.

Determine, based on the Consultant's inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the Consultant will also represent to the City that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents. Review and make recommendations to the City on any claims received from contractors.

Make visits to the job site (at a frequency dictated by specific project) during power service cut and re-routing for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated by specific project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to the City and to parties designated by the City within a specified time period. Where field condition differs from contract documents or disputes arise, the Consultant shall resolve issues satisfactorily to the City.

Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers. Following the contractor's completion of the punch list, conduct final inspections in conjunction with the City. The Consultant shall create a "closeout" checklist for each contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of the City, or other Agency approvals, shall be required as a condition for the acceptance of the work by the City.

Furnish to the City of Urbana, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide the City with AutoCAD files in a format acceptable to the City and one set of reproducible drawings. Secure and transmit to the City all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

#### 8. Resident Project Representation (RPR)

If requested, furnish during the construction period, a full-time or part-time Resident Project Representative, as required under the supervision of a licensed professional engineer or licensed architect of the Consultant. The qualifications of the personnel shall be subject to approval by the City.

Prepare a daily diary or log book, recording the hours worked on the job site, weather conditions, list of visiting officials, daily activities, decisions, manning levels by trade, observations in general, and specific observations in more detail (as in the case of observing test procedures). At the completion of the Project, the aforementioned diary or log (or certified copy) shall be delivered by the Consultant to the City.

#### 9. Commissioning

The Commissioning agent will develop and coordinate the execution of the testing plan, observe and document performance of the improvements, system integration and functionality in accordance with the

documented design. This shall include testing and observing the operation and function of all components and controls involved in the new systems, including an assessment of responsible parties for correcting any problems and errors in the system.

The agent will also review submittals, and start up procedures, witness testing of selected pieces of the system, oversee training and system documentation and review, and approve Operation and Maintenance Manuals from the contractor for completeness. The agent will provide the City a written Final Commissioning Report.

**Agreements:**

The City's intent to retain an engineering firm with the qualification and staff resources necessary to both perform comprehensive assessments of existing systems as requested and develop a long term replacement program. The engineering services agreement will have an initial term of three (3) years with a provision for seven (7) yearly renewals for a maximum of ten (10) years.

Payment for services is anticipated to be on the basis of an approved hourly rate schedule. The magnitude of services will vary by project. The City may request a fee proposal prior to commencing any approved project.

### **III. GENERAL REQUIREMENTS**

1. The consultant's firm, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in its relationship to the City of Urbana.
3. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except the City of Urbana, without the prior written approval of the City of Urbana.
4. The consultant shall be financially solvent. The City reserves the right to request information to determine solvency.
5. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

## **IV. BID SUBMISSIONS**

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements as listed here:

### **1. Company Overview and Qualification**

- a. Name, address, telephone number, and email address of each participating firm
- b. Name and addresses of each firm's principal officers
- c. A description of each firm's technical capabilities and areas of expertise
- d. A description of the firm's ability to provide the service level as outlined in Section II- Scope of Work
- e. A description of the firm's experience in sustainable system design to reduce non-renewable resource consumption, minimize waste, and create healthy, productive environments
- f. A description of similar projects completed by the firm within a 150 mile radius of Urbana, Illinois. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference
- g. A description of how the project will be managed; who will do the work and the role the various members of a multi-disciplinary consortium will play in the design process. Include a summary of the firm's understanding and experience in coordinating projects with regulatory and other governmental agencies.

### **2. Equal Employment Opportunity and Drug Free Workplace Act**

- a. The City of Urbana will require that each respondent provide certain statistical data concerning employee composition on race, color, job description, and compensation. This information will be reviewed by the City Human Relations Commission to determine compliance with the City's Equal Employment Opportunity ordinance. The respondents shall also comply with the Drug Free Workplace Act. The required forms are included as part of the RFP and must be completed and returned with the proposal.

**Four (4) copies of the submission must be delivered to the address below by 3:00 p.m. on Thursday, October 22, 2015:**

Mr. Vince Gustafson, Public Facilities Supervisor  
City of Urbana Department of Public Works  
706 S. Glover Avenue  
Urbana, IL 61802

## **V. SELECTION PROCESS**

City staff will select a consultant utilizing a Quality Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this Request for Proposal (RFP); description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff; readiness to undertake the required services; ability to execute an acceptable written contract; and client references. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The City reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Interviews may be conducted in-person with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or via e-mail.

### **Questions regarding this RFP should be directed to:**

Mr. Vince Gustafson, Public Facilities Supervisor  
Public Works Department  
(217) 384-2342  
[vhgustafson@urbanillinois.us](mailto:vhgustafson@urbanillinois.us)

**Appendix A- Urbana Municipal Facilities**

<b>Address</b>	<b>Facility Name</b>	<b>Approx. Gross Square Footage</b>
400 South Vine Street	Urbana City Complex	41,135
108 East Water Street	Urbana Civic Center	7,830
706 South Glover Avenue	Urbana Public Works	27,900
704 South Glover Avenue	Urbana Storage Facility	8,904
1210 East University Avenue	Arbor Division Facilities	3,600
1407 North Lincoln Avenue	Firestation #3	3,447
2103 South Philo Road	Firestation #2	5,150
212 West Green Street	Reismann Law Office	946

<p style="text-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 (05/13)</b>	
	<b>Requested by:</b>	<b>Date:</b>
	<b>Approved by:</b>	<b>Date:</b>
	<b>Certification</b>	
	<b>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:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number:	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:

Address:

City/State/Zip

**3. Major activity of your company (product or service):**

**4. Project on which your company is bidding:**

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

## 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.	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: _____ Title: _____ Telephone: _____ Email: _____		
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 terent@city.urbana.il.us.</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 orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
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?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? <b>(If yes, please complete Table B.)</b>		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? <b>(If yes, you need to complete Table C.)</b>		

### 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 underepresented 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.												
Date of above Data: _____												

**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 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.**

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
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 \_\_\_\_\_