
OFFICIAL BID PACKAGE

Gasoline & Diesel Fuel

Bid Opening: November 12, 2013

The City of Canton

Name of Bidder: _____

LEGAL NOTICE

Ordinance 05-2013

The Director of Public Service of the City of Canton, Ohio will accept sealed bids until 2:00 PM, local time on **Tuesday, November 12, 2013**, for the purpose of securing bids for:

Gasoline & Diesel Fuel

Submit bid according to the specifications and bid sheet(s) shown on the City's Purchasing website at <http://cantonohio.gov/purchasing/?pg=bids>.

Submit all bids to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/ Sixth Floor, Canton, Ohio 44702 before 2:00 p.m. on the day of the bid opening. The City will disqualify any bid not received on or before 2:00 PM on **Tuesday, November 12, 2013**.

The Sixth Floor Conference Room of Canton City Hall is the location for the Bid Opening. Contact Randy Dublikar at (330) 438-4185 or randall.dublikar@cantonohio.gov if you have any questions.

Each bid must contain the full name of every person or company participating in the bid. A **certified check, cashier's check or surety bond** must accompany the bid. Draw this check or bond from a solvent bank or bonding company satisfactory to the Director of Public Service as a guarantee the contract and its performance are properly secured if the bid is accepted.

The Bidder shall verify the **certified check, cashier's check or bid bond for five hundred (\$500.00) dollars**. The City of Canton will **only accept original checks and bid bonds**. Therefore, if any company and/or bidder submits a copy (including faxed copies) of his/her \$500.00 security, the City will disqualify the bid.

The Director of Public Service reserves the right to waive any technical defects in any bid bond submitted so long as the bond is in substantial compliance with State Law. Any bidder may withdraw his bid, by written request, at any time prior to the hour set for the bid opening. Please be advised, the City of Canton may impose a \$500.00 penalty to any bidder that withdraws his bid after the bid opening and prior to a contract award(s).

Should any bid not be awarded or be rejected, such check or bond will be returned to the bidder or bidders after the execution of the contract.

The Board of Control reserves the right to reject any or all bids and to accept the bid(s) deemed most beneficial to the City of Canton. All companies must submit their Federal ID Number. The bidder is responsible to monitor the city website for any last minute changes.

By order of the Director of Public Service: William Bartos
Published in the Canton Repository: October 28 and November 4, 2013

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ATTENTION

Please be advised that this contract will be for a period of one (1) year.

Each bidder must submit an “affirmative action plan” and/or “EEO policy.” Bidder must read all EEO and MBE requirements. Please submit a request for waiver on company letterhead if you do not have the opportunity to subcontract any work. Enclose the company EEO policy. If the company does not have a formal EEO policy, please complete the EEO policy statement included in this bid package.

The undersigned agrees to furnish **Gasoline & Diesel Fuel** to the City of Canton per the attached specifications. Prices shall be that as quoted in the bid and in accordance with the terms and conditions of the contract.

Each bidder must submit their federal ID number for IRS purposes.

The bidder must print this entire package and submit in its entirety. The City requires that the bidder submits **an original completed bid packet and two (2) copies of that completed packet for a total of three (3) bid packet copies.**

Please acknowledge that you have read the above requirements by signing below.

DATE

SIGNATURE

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SPECIFICATIONS

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** The City of Canton is seeking bids for the purchase and delivery of Gasoline and Diesel Fuel for use by City vehicles. The deliveries shall be made to various fuel tank locations around the City. The proposed contract shall be in effect for one (1) year, with the potential to be extended one (1) additional year.
- 1.2 **Classification:** Each bid shall contain the fixed differential (over or under) the OPIS average. The bid shall also include pricing for both “transport” and “tank wagon” shipments.

2.0 APPLICABLE PUBLICATIONS & STANDARDS

- 2.1 NA

3.0 REQUIREMENTS

3.1 General Requirements

- 3.1.1 **Term:** The ensuing contract shall be for a period of one (1) year from the date of execution of the contract. The contract can be extended for one additional one-year period at the sole discretion of the City of Canton.
- 3.1.2 **Price:** All bidders are requested to bid fixed, firm pricing in the spaces provided on Page 9. It is understood that the price will fluctuate based on the OPIS average price per week. However, the differential (over or under) is required to stay constant throughout the life of the contract.
- 3.1.3 **Quality:** All fuel offered shall meet the minimum specifications listed below (see Section 4.0 below for sampling requirements).
- 3.1.4 **Quantity Estimate:** The estimated number of gallons to be purchased annually is listed below. These estimates are for bidding purposes only. Any estimates are not to be construed as representing an actual order or a guarantee that any minimum amount will actually be purchased.

3.2 Specification Requirements

- 3.2.1 The City requires the following fuel:

- 3.2.1.1 Gasoline – Regular Unleaded, 87.0 min. Octane

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- 3.2.1.1.1 Estimated annual quantity: 200,000 gallons
- 3.2.1.1.2 Gasoline shall have detergent additives
- 3.2.1.2 Ultra low Sulfur Diesel, 40 min. Octane
- 3.2.1.2.1 Estimated annual quantity: 100,000 gallons
- 3.2.1.2.2 Fuel System freeze protection additives shall be added to protect between the months of November through March.
- 3.2.2 Please include specification/product information sheets for each type of fuel bid.
- 3.2.3 References: Bidder shall submit with their bid the name, address and contact info for at least three (3) customers, similar in size and scope to the City of Canton.

4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES

- 4.1 Bidders must submit certified test analysis that products offered meet or exceed specifications. The City reserves the right to lift samples of the fuel delivered and have the samples tested by an independent laboratory to assure compliance with the specifications. This will be at the vendor's expense if the fuel is not acceptable. Any product which does not meet the specifications will be promptly removed by the vendor at no cost to the City.

5.0 DELIVERY & INVOICING

- 5.1 Delivery shall be to the locations listed below. All deliveries shall be between the hours of 7:00 AM and 3:00 PM local time, unless otherwise scheduled

- 1) Service Center, Division of Motor Vehicles
2436 30th Street NE
Canton, OH 44705

This location contains three (3) fuel tanks (two unleaded and one diesel).
All three tanks are 8,000 gallon capacity.

- 2) Water Reclamation Facility
3530 Central Avenue SE
Canton, OH 44707

This location contains two (2) fuel tanks (one unleaded and one diesel).
Both are 1,000 gallon capacity.

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- 3) Sugar Creek Water Treatment Plant
9520 Dolphin Street SW
Strasburg, OH 44680

This location contains one (1) fuel tank (unleaded). The tank is 275 gallon capacity.

- 4) Paint, Post and Sign
2506 Cleveland Avenue SW
Canton, OH 44707

This location contains two (2) fuel tanks (one unleaded and one diesel). Both are 10,000 gallon capacity.

- 5.2 The successful bidder shall set up a regular delivery schedule with the Division of Motor Vehicles.
- 5.3 Transport shipments shall be delivered within 24 hours after receipt of the order. Tank wagon shipments shall be delivered within 8 hours of order.
- 5.4 Invoices shall show the City's purchase order number, type of fuel, date and location of delivery, the quantity, the unit price and the total amount.
- 5.4.1 Invoice address: Division of Motor Vehicles
2436 30th Street NE
Canton, OH 44705

6.0 NOTES

- 6.1 Proposal Page Instructions:
- 6.1.1 Each bid shall contain, for each separate product (gasoline and diesel fuel), the average of rack prices listed in the weekly publication, Oil Price Information Service (OPIS) under the heading PAD 2 – Akron/Canton, Ohio as of October 31, 2013.
- 6.1.2 Each bid shall also contain the fixed differential over or under the OPIS average that the bidder is offering the City of Canton – this differential shall remain constant throughout the life of the contract.
- 6.1.3 Each bid shall contain separate prices for “transport” and “tank wagon” shipments.

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- 6.2 The City of Canton reserves the right to terminate this contract if or when the Director of Public Service determines that a more efficient manner of obtaining and/or dispensing these fuels becomes available to the City. The City shall provide thirty (30) days written notice of its intent to terminate the contract. Said notice shall indicate the specific reason and/or reasons for termination.

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BIDDER'S CHECKLIST

A complete bid packet will consist of the items listed below.

Complete this checklist to confirm the items required in your bid. Place a checkmark or "X" next to each item that you are submitting to the City of Canton. Failure to submit the listed documents may be cause for rejection of your bid. This checklist should be returned with your proposal.

- _____ Cover sheet (Page 1)
- _____ Legal Notice/Information (Pages 2-3)
- _____ Specifications (Pages 4-7)
- _____ Bidder's Checklist (Page 8)
- _____ Proposal Page (Page 9)
- _____ Bid Check (Certified or Cashiers) or Bid Bond (Page 10)
- _____ Bidder Information/Signature Pages (Pages 11-13)
- _____ Insurance Requirements (if applicable) (Pages 14-15)
- _____ Additional Information and Considerations for Bidders (Page 16)
- _____ Applicable City of Canton Codified Ordinances (Pages 17-18)
- _____ EEO Forms (Pages 19-23)
- _____ Specifications/Product Information Sheets for the specific Fuels bid (see Section 3.2.2, Page 5)

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PROPOSAL PAGE

We (I), the below signed hereby propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Item	Description	Unit	Unit Price	Fixed Differential
1	Regular Unleaded Gasoline (Transport Load)	Gallon		
2	Ultra Low Sulfur Diesel (Transport Load)	Gallon		
3	Regular Unleaded Gasoline (Tank Wagon Load)	Gallon		
4	Ultra Low Sulfur Diesel (Tank Wagon Load)	Gallon		

Manufacturer and Brand of Fuels:

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INSERT BID GUARANTY HERE

If a Bid Bond is supplied, the Ohio Statutory Bid Guaranty and Contract Bond, as set forth in ORC 153.571 is to be used.

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Bidder Information Page 2 of 3

2. Form of Business Organization.

____ Corporation

____ Partnership

____ Other

3. The bidder shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

_____	_____
_____	_____
_____	_____
_____	_____

All of the above, including the signatory to this bid, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____
_____	_____

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Bidder Information Page 3 of 3

The undersigned certifies that the bidder has the facilities, ability and financial resources available for the fulfillment of the contract if such be awarded to said bidder.

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the OWNER concerning his ability to successfully perform the work in a satisfactory manner.

Signed this _____ day of _____, 20 _____.

Contractor

By _____
(Signature of individual, partner or officer signing the proposal.)

Please have this page notarized

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INSURANCE

The following standard indemnity agreement and minimum insurance requirements are incorporated in the Specifications for all work performed by the Contractor for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

- I. The Contractor agrees to indemnify and save the Owner harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and his or their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety provided by the Contractor.

- II. The Contractor shall maintain liability insurance and furnish the Safety Director with Certificates of Insurance as evidence thereof in the prescribed form. If any work provided for or to be performed under any Specifications is sublet (as otherwise permitted by the terms of such Specifications), the Contractor shall require the sub-contractors to maintain and furnish him with satisfactory evidence of Workmen's Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate.

- III. In accordance with Item II, the Contractor shall maintain the following insurance:
 1. Workmen's Compensation and Employer's Liability Insurance affording,
 - a. Protection under the Workmen's Compensation Law in the State of Ohio.
 - b. Employer's Liability protection subject to a minimum limit of \$100,000.00.

 2. General Liability Insurance in amounts not less than:

a. General Aggregate Limit	\$2,000,000.00
b. Personal and Advertising Injury Limit	\$1,000,000.00
c. Each Occurrence Limit	\$1,000,000.00
d. Fire Damage	\$ 50,000.00
e. Medical Expense Limit	\$ 5,000.00

This insurance shall:

- a. include coverage for the liability assumed by Contractor under Item I (Indemnity);

- b. and the Certificates of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for.

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3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
 - a. Bodily Injury and Property Damage
any one accident or loss: \$1,000,000.00

Please Note:

The policy required under this section shall name the City of Canton “**as an additionally named insured**” and shall **contain an endorsement by the insurance carrier providing ten (10) days notice to both the City and insured in the event of any change in coverage under the policy.** No less than ten (10) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer. A copy of the foregoing policy shall be filed with the Director of Public Safety.

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ADDITIONAL INFORMATION AND CONSIDERATIONS

1. Pleased be advised that when you submit a bid(s) to the City of Canton, the City will assume that an authorized representative of your company reviewed said bid(s) to assure that the bid(s) is/are correct and/or accurate.
2. Any bidder may withdraw a bid, by written request, at any time prior to the time set for the bid opening.
3. If there is no withdrawal of the bid(s), in accordance to the above procedure, the City reserves the right to enforce said bid prices(s) and/or contract.
4. **Alternate or Optional Bids:** If you submit an alternate or optional bid that meets or exceeds the specifications, said bid may be considered in the evaluation and/or award. However, the Board of Control reserves the right to award the bid which is in the best interest of the City.
5. **Articles of Incorporation:** Please provide a copy of the company's articles of incorporation. The City of Canton may request this information if it is not provided.
6. **Canton Income Tax:** Each bidder, by the act of submitting a bid, agrees to withhold all City income taxes due or payable under Chapter 181 of the Codified Ordinances of the City of Canton for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City Income Taxes due for service performed under this contract.

Furthermore, any person, firm, or agency that has a contract, or agreement with the City shall be subject to the City Income Tax whether the work being done is in the City or out of the City. In addition to the tax withheld for employees, the net profit on the contract shall be subject to City Income Tax.

Questions regarding this matter shall be directed to the City of Canton, Income Tax Department at 330-430-7900.

CITY OF CANTON CODIFIED ORDINANCES

Bidders shall take notice that they are to comply with the Codified Ordinances of the City of Canton, including but not limited, to the following:

1. **Section 105.06 – Minority Contract Provision.**

(a) All contracts with the City shall include the following clause:

The bidder agrees to expend at least \$_____ of the Contract in the event the contract is awarded to such bidder for minority/women's business enterprises. For purposes of this pledge, the term "minority/women's business enterprise" means a bona fide business established as a sole proprietorship, partnership or corporation owned, operated and controlled by one or more minority persons or women who have at least fifty-one percent (51%) ownership. "Minority" includes African Americans, Asian/Pacific Islanders, Hispanic/Latino Americans and Native American Indians. The minority or woman must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. Minority/women's business enterprises may be employed as construction contractors, subcontractors, vendors or suppliers.
(Ord.185-2011. Passed 10-31-11.)

2. **Section 105.12 – Local Bidder Preference.**

(a) The Board of Control, in determining the lowest and best bidder in the award of contracts, is authorized to award contracts to local bidders as hereinafter defined, whose bid is not more than ten percent (10%) higher, subject to a maximum amount of one hundred thousand dollars (\$100,000.00), than the lowest dollar bid submitted by non-local bidders, provided that the project bid does not exceed ten percent (10%) of the engineer's estimate. The Board of Control's decision in making such an award shall be final.
(Ord. 86-2009. Passed 5-18-09.)

(b) For purposes of this section, "local bidder" means an individual or business entity which at the time of the award of the contract:

- (1) Is a resident of the City and/or has its principal place of business in the City; and
- (2) Which has filed a City of Canton "Resident" Income Tax Return for the past two tax years.

(c) All contract specifications and/or bid documents that are distributed by Canton for the purpose of soliciting bids for goods and/or services shall contain the following notice:

Prospective bidders will take notice that the City of Canton, in determining the lowest and best bidder in the award of this contract, may award a local bidder preference to any qualified bidder pursuant to Section 105.12 of the Codified Ordinances of the City of Canton. The determination of whether a bidder

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qualifies for the local preference shall be made by Board of Control. The Board's decision shall be final. A copy of City Code Section 105.12 is attached.
(Ord.112-97. Passed 6-2-97.)

(d) This section shall be applicable to all contracts for the purchase of material, equipment, supplies or services, which are purchased, leased or constructed at a cost in excess of twenty thousand dollars (\$20,000) and which require bidding pursuant to Ohio R.C. 735.05 through 735.09 and Ohio R.C. 737.03.
(Ord. 112-97. Passed 6-2-97; Ord. 52-99. Passed 3-29-99; Ord. 240-2005. Passed 11-21-05.)

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PLEASE FILL OUT THIS FORM AND RETURN PROMPTLY TO THE ADDRESS BELOW

BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

Minority Coordinator
218 Cleveland Avenue SW
Canton, Ohio 44702

I. INSTRUCTIONS

- A. **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT:** This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin.

Ordinance No. 179-74 of the City of Canton and the rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.

- B. **CONTRACTOR AND BIDDER PERFORMANCE:** Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrates compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the contractor and his subcontractors rests with the contractor or subcontractor. Such demonstration is a prerequisite for continued eligibility for bidding on city contracts, or for continuing in contract with the City.

II. CONTRACTOR AND BIDDER INFORMATION

1. REPORTING STATUS <input type="checkbox"/> a. Prime Contractor <input type="checkbox"/> b. Prime Subcontractor <input type="checkbox"/> c. Supplier <input type="checkbox"/> d. Other (Specify)
2. NAME, ADDRESS AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT
3. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER
4. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER
5. CONTRACTING CITY AGENCY (OR AGENCIES)
6. SIGNATURE AND TITLE OF AUTHORIZED EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE DATE

EVALUATION (level blank)

Compliance

Non-Compliance

Follow-up _____

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IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES								
	TOTAL MALE & FEMALE	MALE	FEMALE	MALE				FEMALE				
				African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic	
Officials, Mgrs and Supervisors												
Professionals												
Technicians												
Part-Time Seasonal												
Office and Clerical												
Craftsmen (Skilled)												
Operatives (Semi-skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
Total employment from previous report (if any)												

REMARKS Use this space to give any identification data appearing on last report which differs from that given above, explain major changes in employment, changes in composition of reporting units, and other pertinent information.

The undersigned certifies that he is legally authorized by the bidder to make the statements and representations contained in this report. That he has read all of the foregoing statements and representations and that they are true and correct to the best of his knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Contract Compliance, the bidder will be subject to the loss of all future awards.

FIRM OR CORPORATE NAME _____

DATE OF SIGNING _____

SIGNATURE _____

TITLE _____

SIGNATURE _____

TITLE _____

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V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, or national origin. Use separate sheet if additional space is required.

DESCRIPTION OF OCCUPATIONAL CATEGORIES

Officials, managers and supervisors - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes officials, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

Professionals - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, physicians, social scientists, teachers, and kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes draftsmen, engineering aids, junior engineers, mathematical aids, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic physical sciences), and kindred workers.

Sales workers - Occupations engaging wholly or primarily in direct selling. Includes advertising agents and salesmen, insurance agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks and kindred workers.

Office and clerical - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen (Skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailresses, and kindred workers.

Operatives - (Semi-Skilled) - 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.

Laborers (Unskilled) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require no independent judgement. Includes garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

Service workers - Workers in both protective and nonprotective service occupations. Includes attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen, and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

Apprentices - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with federal or State agency.

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POLICY STATEMENT

THE CITY OF CANTON, OHIO IN CONFORMANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS REQUIRE EACH EMPLOYER, CONTRACTOR, AND MATERIAL SUPPLIERS WORKING CITY PROJECTS TO BE SIGNATURES OF THE FOLLOWING STATEMENTS:

1. IT IS THE POLICY OF _____ THAT EQUAL EMPLOYMENT OPPORTUNITY BE AFORDED TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR NATIONAL ORIGIN.

2. IN SUPPORT OF THIS DOCUMENT _____ WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, SEX OR NATIONAL ORGIN.

3. _____ WILL TAKE AFFIRMATIVE ACTION TO INSURE THAT APPLICANTS ARE EMPLOYED AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT WITHOUT REGARD TO THEIR RACE, RELIGION, COLOR SEX OR NATIONAL ORIGIN. SUCH ACTION WILL INCLUDE BUT NOT BE LIMITED TO:
RECRUITMENT, ADVERTISING OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.

4. _____ WILL MAKE EVERY EFFORT TO COMPLY WITH MINORITY UTILIZATION GOALS AS FOLLOWS: (9%) NINE PERCENT MINORITIES IN WORKFORCE ON THIS JOB, (6.9%) SIX POINT NINE PERCENT FEMALE UTILIZATION ON THIS JOB, (10%) TEN PERCENT OF CONTRACT AMOUNT EXPENDED WITH MINORITY BUSINESS ENTERPRISES.

5. _____ SHALL REQUIRE EACH SUB-CONTRACTOR WE HIRE ON THIS PROJECT TO ADHERE TO, SIGN, AND RETURN THIS STATEMENT TO THE CITY.

(Date)

(Name of Company)

(Signature and Title of Company Officer)