
OFFICIAL BID PACKAGE

Fuel Credit Card Services

Bid Opening: October 16, 2013

The City of Canton

Name of Bidder: _____

LEGAL NOTICE

Ordinance 174-2013

The Director of Public Service of the City of Canton, Ohio will accept sealed bids until 2:00 PM, local time on **Wednesday, October 16, 2013**, for the purpose of securing bids for:

Fuel Credit Card Services for City Fuel Purchases

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 **Wednesday, October 16, 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 1 and October 8, 2013

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ATTENTION

Please be advised that this contract will be a one-year agreement with the possibility the contract could be extended up to two (2) additional years **at the sole discretion of the Canton City Council.**

Each bidder must submit an “affirmative action plan” and/or “EEO policy.” Bidder must read all EEO and MBE requirements. 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 and manage fuel credit cards 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 requests that the bidder submits **three (3)** copies.

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

DATE

SIGNATURE

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1.0 Scope & Classification

- 1.1 **Scope:** The City of Canton is requesting proposals to provide the City with a contract for retail fuel credit card services. Currently, the City has three (3) bulk fuel locations in the City from which all City vehicles get their fuel (both diesel and regular gasoline). The City has approximately six-hundred fifty (650) vehicles in operation and currently uses approximately 350,000 gallons of fuel per year from the bulk tanks – approximately 200,000 gallons of regular gasoline and 150,000 gallons of diesel. The proposed contract term shall be through December 31, 2014 and may potentially be extended up to two (2) additional years.
- 1.2 **Classification:** The successful offeror will be responsible for the implementation of the fuel credit card program for the City. Offerors are encouraged to submit proposals that demonstrate how their solution would be the “lowest and best bid” for the City.
- 1.2.1 Specification Questions: Questions regarding this bid must be sent in writing via email to randall.dublikar@cantonohio.gov not later than 12:00 noon (local time) on Monday, October 7, 2013. Responses will be posted as an addendum to this bid on the City’s website (<http://cantonohio.gov/purchasing/>) no later than 12:00 noon (local time) on Wednesday, October 9, 2013.

2.0 Applicable Standards and Publications

- 2.1 N/A

3.0 Specifications

3.1 **General Information:**

- 3.1.1 Term: The proposed contract shall be in effect through December 31, 2014. The agreement shall have two (2) optional one-year extensions through December 31, 2016 at the sole discretion of the Canton City Council.
- 3.1.2 Quantity Estimate: It is estimated that the annual purchases from the resulting contract will total approximately one-million dollars (\$1,000,000) annually. 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 **Needs Summary:**

- 3.2.1 The City currently employs bulk fuel tanks in four locations for the fuel needs of City vehicles. The City feels it would be more advantageous to transition to a retail fuel credit card program. Moving to the new system should benefit the City in the following ways:

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- 3.2.1.1 Allow greater internal control of the fuel through reporting of vehicle and driver fueling times and locations.
- 3.2.1.2 Allow the City to eventually shut down the bulk fuel tanks, which will save money in the future on repair and maintenance fees.
- 3.2.1.3 Cost savings due to City employees having the ability to fuel their vehicles at various gas stations throughout the City, instead of potentially traveling across the City to get to one of the City's tanks.
- 3.2.1.4 Allow Safety forces (Police and Fire) to have a greater visible presence and less down time in their own area of the City.

3.3 Requirements

3.3.1 Contractor (Offeror) Requirements

- 3.3.1.1 Offeror shall coordinate the transition/implementation process to the new fuel card program. This includes advising the City of all relevant information needed in order to get the fuel card system established in a timely manner following award of the contract.
- 3.3.1.2 **Customer Service:** Offeror shall have a 24 hour/7 days per week customer service telephone line that the City can utilize for reasons such as transaction verification and authorization, lost or stolen cards, and account inquiries or maintenance. Offeror shall also have an online portal that allows authorized City personnel to access account information.
- 3.3.1.3 **Experience:** Offeror shall have experience coordinating retail fuel credit cards systems for governmental entities located in Ohio, and preferably, Northeast Ohio. Five (5) references are required to be included with the bid. Of these, please include at least two (2) governmental entities located in Ohio. These references may be contacted by the City to gauge the Offeror's level of service.
- 3.3.1.4 **Locations:** Offeror shall provide information regarding the various refueling sites that would be available to the City through this program. This information shall include a list of all refueling sites (with addresses) located within the city limits of Canton.

3.3.2 Fuel Card Program/System Requirements

- 3.3.2.1 The fuel cards shall be capable of collecting, reporting and billing Level-3 data for all transactions. This required data shall include:

- Date of purchase

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- Time of purchase
- Transaction number (for tracking)
- User Identification
- Odometer reading for vehicle
- Merchant name
- Location name or number (retail store)
- Location address
- Type of fuel (gas/diesel)
- Grade of fuel
- Unit (gallon, etc.)
- Number of units purchased
- Price per unit
- Total price

3.3.2.2 Authorizations: The proposed system shall have the ability to restrict certain aspects of the fuel cards based on City authorizations. These restrictions shall be configurable from credit card to credit card. The system shall have the ability to reject the purchase at the point of sale (POS). These restriction options shall include, but not be limited to:

- Time of day
- Day of the week
- Dollar limits
- Transaction frequency limits
- Type of fuel limits

When account changes (either across the City, or for individual users/cards) are needed, Offeror shall make the requested changes within two (2) business days of the City request.

3.3.2.3 Tracking: The proposed system must have the ability to track transactions from the time of purchase through the final payment of the invoice. Individual purchases must be easily identifiable in the event there are disputed transactions.

3.3.2.4 Data Archives: All transaction data generated shall be archived by the Offeror for a minimum of ten (10) years following the date of transaction. The archived data shall be easily retrievable and in a reasonable amount of time (if requested by the City).

3.3.2.5 Security:

3.3.2.5.1 The proposed system shall have security procedures in order to ensure the credit card use is legitimate at the POS. There shall be a means for the City user to identify himself or herself and identify the vehicle to be fueled.

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- 3.3.2.5.2 The system shall also have security measures in place to ensure the City transaction data cannot be accessed or altered by unauthorized individuals.

- 3.3.2.6 Lost Cards: Offeror shall have the ability to deactivate a lost card immediately upon notification by the City. The City will not be responsible for charges to any credit cards that have been reported lost or stolen. Replacement cards must be mailed within two (2) working days of the City's request. If there is a charge for a replacement card, please state that cost on the Proposal Page.

- 3.3.2.7 System Backup: The proposed system shall have an adequate backup system in place to ensure that services are not interrupted due to system failure or maintenance.

- 3.3.2.8 Reporting Requirements: The system shall create standard monthly reports for the City that shows all transaction data for all credit cards in circulation.
 - 3.3.2.8.1 The system shall have the capability to create customized reports if requested by authorized City personnel. Customized reports shall be provided within five (5) business days of the request.
 - 3.3.2.8.2 Preference may be given to Offerors who have the ability to offer real-time reports for authorized City personnel.

- 3.3.2.9 Training: Offeror shall provide on-site training for City employees, if requested, on the handling and use of the fuel credit cards. In addition, Offeror shall provide on-site training for the City personnel authorized to set up accounts, make changes and generate reports.

- 3.3.3 **Cost Structure:**
 - 3.3.3.1 Since the City will be purchasing the fuel from retail outlets, we anticipate the cost structure of any proposal shall be in the form of a discount (or mark up) from the price at the pump.
 - 3.3.3.1.1 The City may consider other cost structures, but the cost proposals must be clear and easily comprehensible by the City.
 - 3.3.3.1.2 Additional documentation can be submitted with the bid that explains how any proposed discounts are calculated.
 - 3.3.3.2 If there are additional costs associated with any of the required services listed above, those costs must be clearly stated at the time of the bid. Any

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costs not included in the bid proposal will not be paid by the City of Canton.

4.0 Notes

- 4.1 Any additional terms and conditions that must be agreed to by the City prior to implementation of the fuel card program should be included with the bid proposal. In evaluating the proposals, the City needs to know if there are incompatible terms prior to choosing the winning supplier.
- 4.2 **Contract Termination:** The City may terminate the contract at any time at its sole discretion with 30 days advance notice to the contractor if it is determined that continuing the contract is not in the best interest of the City.
- 4.3 **Company information changes:** The successful Offeror shall keep the City informed of all changes to contract information, including address changes, customer service number changes, remittance information changes, or applicable company personnel changes.

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BIDDERS 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)
- _____ Technical Specifications/Requirements (Pages 4-8)
- _____ Checklist (Page 9)
- _____ Proposal Page (Page 10)
- _____ Bid Check (Certified or Cashiers) or Bid Bond (Page 11)
- _____ Bidder Information/Signature Pages (Pages 12-14)
- _____ Insurance (Pages 15-16)
- _____ Additional Bidder Information (Pages 17-19)
- _____ EEO Forms (Pages 20-24)
- _____ Additional Bidder Requirement: References (See Section 3.3.1.3, Page 5)
- _____ List of Refueling Sites (See Section 3.3.1.4, Page 5)
- _____ Additional Costs (if applicable, See Section 3.3.3.2, Page 7)
- _____ Alternate Cost Structure (if applicable, See Section 3.3.3.1.1, Page 7)
- _____ Additional Terms and Conditions (if applicable, See Section 4.1, Page 8)

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PROPOSAL PAGE

1) COST PROPOSAL:

Discount from Retail Fuel Price _____

Cost of Replacement Cards _____

Any Additional Charges for the Required Services (attach additional information/documentation if necessary)

2) ALTERNATE COST PROPOSALS (IF APPLICABLE) – ATTACH ADDITIONAL PAGES AS NECESSARY.

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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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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 bit 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 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.

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(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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III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the appropriate or applicable letter to the left of each item below. The letters are to be interpreted as follows:

- A - This is now a practice of the Company.
- B - The Company will adopt this policy.
- C - The Company cannot or will not adopt this policy. (If "C" is circled, state reason. Use separate sheet if additional space is needed.)

It is understood that the Company's willingness to participate in the Equal Employment Opportunity Program will be evaluated by the Office of Directors of Contract Compliance. This evaluation will directly influence our decision on the qualifications of each bidder and contractor, and is an integral part of your bid.

CIRCLE ONE	ITEMS	STATE REASON IF (C) IS CIRCLED
A B C	1. The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, or national origin with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment.	
A B C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A B C	3. The Company will state its non-discriminatory policy in writing and communicate it to the following: a. All employees d. All relevant employee b. All recruitment sources organizations including c. All subcontractors labor unions	
A B C	4. The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	5. The Company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Ordinance Number 179-74.	
A B C	6. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	7. The Company will take steps to integrate any position, departments, or plant locations which have no minority persons including African Americans or are almost completely staffed with one particular ethnic or racial group.	
A B C	8. The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: a. education c. tests b. experience d. arrest records	
A B C	9. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	10. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

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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.

Fuel Credit Card Services
City of Canton

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. THE _____ 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. THE OF _____ 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. THE OF _____ 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)