



**NEW CONTRACT COMPLIANCE  
EQUAL OPPORTUNITY ASSURANCES**

Firm's Name	Trade		
Address	City	State	Zip
Phone	Fax Number		
EEO Officer or Contract Person	Project No. and Name		
Email Address			

**The undersigned Bidder (you):**

\_\_\_\_\_ **Agrees** to complete the applicable affirmative action forms contained in this "Instruction to Bidders" and submit with bids.

\_\_\_\_\_ **Agrees** to fully comply with all of the provisions of Springfield City Ordinance Chapter 155 as amended and Executive Order 11246. *Ask for copy if needed.*

\_\_\_\_\_ **Understands** that failure to complete all applicable forms *may result in bid rejection.*

\_\_\_\_\_  
*Authorized Representative*

\_\_\_\_\_  
*Date*

**CHECK ONE:**

\_\_\_\_\_ Submit own A.A.P.

\_\_\_\_\_ Has approved A.A.P. on file (See Supplement #2)  
A.A.P. Contract Number \_\_\_\_\_

\_\_\_\_\_ Submitting City's A.A.P. format (See Supplement #3)

\_\_\_\_\_ Submitting Certification of Compliance (See Supplement #2)

\_\_\_\_\_ Not applicable: \_\_\_\_\_ Reason(s) \_\_\_\_\_

\_\_\_\_\_ Submitting \_\_\_\_\_ Semi-annual or \_\_\_\_\_ Annual A.A.P. for approval

**Original signatures needed. Please email, mail or drop off completed forms at City Hall**

**INFORMATION FOR BIDDERS**

SUPPLEMENT NO. 2

**BIDDERS WHO HAVE PREVIOUSLY SUBMITTED AFFIRMATIVE ACTION PROGRAMS**

Contractors who have previously filed Affirmative Action Programs with the City of Springfield, Ohio and whose programs were approved by the City’s Contract Compliance Officer **within six months of the date of this bid**, should update their said programs to account for any changes since they were submitted and may forego re-submitting Affirmative Action Programs with their new bids.

**In lieu of submitting their Affirmative Action Programs**, such bidders should sign the following statement:

As officers and representatives of \_\_\_\_\_  
(Name of Firm)

we, the undersigned, state that we are fully implementing the Affirmative Action Program previously submitted to and approved by the City of Springfield, Ohio.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**BIDDERS WHOSE PROGRAMS HAVE BEEN APPROVED BY ANOTHER CONTRACTING AGENCY**

Contractors who have filed, or become a signatory to a governmentally-recognized Affirmative Action Program in another jurisdiction, may comply with the requirements of Chapter 155 of the City’s Codified Ordinance by obtaining a **certificate from the previous contracting agency** certifying that said contractor is in compliance with his Affirmative Action Program AND by **filing said certificate and a copy of his Affirmative Action Program** with the Contracts Compliance Officer.

