

**NEW CITY OF SPRINGFIELD, OHIO
 CONTRACT COMPLIANCE
 EQUAL EMPLOYMENT OPPORTUNITY ASSURANCES**

FIRM'S NAME	TRADE
ADDRESS	CITY STATE ZIP
PHONE	FAX NUMBER
EEO OFFICER OR CONTRACT PERSON	PROJECT NO. AND NAME
E-MAIL 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:

- ___ Submitting 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 mail or drop off completed forms at City Hall.

INFORMATION FOR BIDDERS

SUPPLEMENT NO. 1

EQUAL EMPLOYMENT OPPORTUNITY

The attention of bidders is called to the requirement of ensuring that employees and applicants for employment are not discriminated against because of their race, religion, creed, color, sex, ancestry, or national origin.

To ensure compliance with this requirement, prospective prime and subcontractors who employ **four or more persons**, must develop a written Affirmative Action Program containing goals and timetables for implementation of said program and the goals to which Contractor's good faith efforts must be directed.

Under Springfield City Ordinance Chapter 155, the requirements for a written Affirmative Action Program applies to **all prime and subcontracts** from available minority subcontractors, including circulation of bid invitations to minority contractor associations.

Bidders whose bid will be for \$10,000 or more must submit the required written Affirmative Action Program with their bids.

The successful bidder will be requested to solicit bids for any subcontracts from available minority subcontractors, including circulation of bid invitations to minority contractor associations.

Questions concerning the City's Equal Employment Opportunity Policy and the required written Affirmative Action Program should be directed to:

**The City of Springfield
Community Development Department
76 East High Street
Springfield, Ohio 45502
(937) 324-7379
(937) 328-3489 Fax**

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 up-date 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 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.

AFFIRMATIVE ACTION PROGRAM FORMAT

SUPPLEMENT NO. 3

I. EQUAL EMPLOYMENT OPPORTUNITY POLICY

_____ agrees that recruiting, hiring, training, pay,

(Name of Contractor)

job classification, promotions and termination of employment shall be accomplished without regard to race, religion, color, sex, ancestry or national origin. The standards for recruiting, hiring, placement, training, pay, job classification, promotion, termination of employment and all other terms and conditions of employment shall not draw a distinction based upon race, religion, color, sex, ancestry or national origin, nor may they be applied inconsistently to deny any person equality or opportunity on these basis.

Further, _____ agrees to implement the following

(Name of Contractor)

specific affirmative action steps directed at increasing minority manpower utilization:

A. RECRUITING

1. All job openings shall be posted on appropriate employee bulletin boards throughout our company offices concurrent with their announcement via other media or sources.
2. Notice of all job openings with the company shall be provided directed at minority and women's organizations and training organizations within the contractor's recruitment area.
3. In the event that recruiting for personnel is utilized through professional groups or organizations, such recruiting shall not be limited to predominantly non-minority professional groups or organizations.
4. All notices of job openings shall indicate that the company is an "Equal Opportunity Employer".

B. HIRING

1. The company when hiring and promoting employees will make every reasonable attempt to place qualified women and minorities into all phases of its workforce to ensure that the percentage of distribution of women and minorities throughout all levels of its workforce are representatives of the percentage and distribution of women and minorities in the community labor force.
2. Employment forms and applications shall be void of all references to race, religion, color, sex, ancestry, or national origin except as may be required to meet Equal Employment Opportunity Commission or other legal requirements.
3. Employment applications shall state in writing the length of time they will remain on file for active consideration and the method or renewing such applications upon their expiration from active consideration.
4. Applicants for employment will remain in consideration until a final decision is made as to which applicant will be hired.
5. Applicants will be provided, upon their written request, with a written indication

- of the reasons why they were not selected for and job for which they applied.
6. Any applicant receiving an adverse recommendation from a former employer will be afforded an opportunity to refute the contents of the recommendations prior to the day of the final decision as to which applicants will be hired.
 7. All applicants will be requested to complete fully and thoroughly and all employment applicant forms. Applicants shall be given whatever assistance is necessary in order to enable them to do so. Clarification of any entries will be sought from the applicant at the time the application is submitted. If additional clarification or information about the applicant is required, he/she shall be contacted by the company and requested to provide such clarification as might be necessary for his/her consideration for employment.
 - 8 All pre-employment forms and applicants shall be void of any reference to arrest records. Applicants will be required to grant a release of criminal records and medical records for those positions which require background investigation by the nature of the duties involved.
 9. Records of criminal convictions may be used as a bar to employment only when they indicate, given the nature of the crime and the nature of the job, that employment of the individual and the job in question would seriously compromise the health, security or safety of the company.
 10. Records of garnishment will not be used as a bar to employment.
 11. All job descriptions and/or criteria for employment in each job classification will be made as explicit as possible and will be accessible to all employees and applicants alike.
 12. All non-professional, pre-employment interviews conducted by the company shall be limited to the following items which will be discussed during such interviews:
 - a. Clarification of items listed on the employment application.
 - b. Clarification of the applicant's qualifications for the job in question.
 - c. Clarification of the applicant's availability for work.
 - d. Discussion of wages and benefits available with the company.
 - e. Discussion of the nature of duties of the job in question.

C. TERMS AND CONDITIONS OF EMPLOYMENT

1. Pregnancy and childbirth are justified reasons for a leave of absence in accordance with general sick leave policies.
2. Disparities and pay between persons holding the same qualification shall be eliminated except for differences in pay plan achieved by services and merit.
3. All employees shall be advised upon their hire and at least once per year thereafter, of promotion policies and any and all educational benefits or programs offered by or through the company that would qualify them for promotions.
4. Minorities and women employees who appear to have potential management or supervisory abilities will be encouraged to take the appropriate training to qualify them for promotions.
5. The company agrees to participate in training programs in the area, especially those funded by the U.S. Department of Labor.
6. The company agrees to disseminate its affirmative action policy within its own organization by including it in any policy manual; by publicizing it in the

company newspaper; by posting of the policy; and by specific review of the policy with minority employees.

7. Any employee found to be harassing or unfairly treating any person because his/her race, religion, color, sex, ancestry, or national origin will be subject to disciplinary action.
8. Any employee feeling that he or she has been discriminated against because of his or her race, religion, color, sex, ancestry or national origin shall have the right to seek a remedy through established grievance procedures.
9. The terms, conditions, or records of employment of any employee shall not be adversely affected in any manner because he or she has made charges, testified, or assisted in any manner in hearings or proceedings involving the company in human rights cases before any council, governmental body or court of law nor shall such terms, conditions or records of employment be adversely affected because he or she has utilized existing grievance procedures to seek a remedy for a discrimination grievance.

D. PROMOTIONS

1. All notices of opportunity for promotions will be posted in accordance with established guidelines for the posting of job openings.
2. Women and minority employees who are qualifiable for promotions will be afforded the necessary training to qualify them for promotion where such training can feasibly be provided by the company or affiliated program.
3. The company may enter into contractual agreements with other community programs to provide specialized training. Such programs may involve institutions of higher learning or community action agencies in the contractor's operating area.

E. LABOR CONTRACTS AND BARGAINING AGREEMENTS

- I. The company agrees to notify the Springfield Office of Contracts Compliance and/or the HUD Area Office promptly when the union or unions with whom he has a collective bargaining agreement has not referred to the company a minority worker sent by the company, or when the company has other information that the union referral process has impeded the company in its efforts to meet its goals.
- II. Given below is the name, title, address and phone number of the person appointed by the applicant who will be responsible for submitting the Monthly Manpower Utilization Report.

III. GOAL AND TIMETABLES

Every effort shall be directed to increase, materially, the number of minorities and females at all levels and in all segments of the workforce where few, if any, minority and female persons are employed.

Goals and timetables shall be part of the company's Affirmative Action Program and shall be maintained on a year to year basis. If we cannot meet the established goals and timetables, it will be evaluated on its good faith efforts.

In Table I, we set forth a minority and female breakdown by job category of our present workforce on a company-wide basis covering all contracts.

In Table II, we set forth our company's goals and timetables for minority utilization.

(MUST BE SIGNED)

As Officers and Representatives of _____
(Name of Contractor)

We, the undersigned, have read and fully agree to this Affirmative Action Program, and become a party to the full implementation of this program.

Signature _____

Title _____ Date _____

Signature _____

Title _____ Date _____

Signature _____

Title _____ Date _____

NOTE: Please complete the **Current Total Workforce Breakdown** located on the following page. In an attempt to find out how many Springfield, Ohio residents are working for your company, include the Springfield Residents portion located at the bottom of the **Workforce Breakdown form**.

CURRENT TOTAL WORKFORCE BREAKDOWN

NAME AND LOCATION FIRM: _____

COVERED AREA OF DATA _____

Compiled By: _____

Date: _____

JOB CATEGORY CLASSIFICATION	1.		2.		3. MINORITY GROUP EMPLOYEES								4. MINORITY PERCENT	5. FEMALE PERCENT
	TOTAL NUMBER OF EMPLOYEES		TOTAL NUMBER OF MINORITY EMPLOYEES		A. BLACK (NOT OF HISPANIC ORIGIN)		B. HISPANIC		C. ASIAN OR PACIFICA ISLANDERS		D. AMERICAN INDIAN OR ALASKAN NATIVE			
	M	F	M	F	M	F	M	F	M	F	M	F		
OFFICERS/ MANAGERS														
PROFESSIONALS														
TECHNICIANS														
SALES WORKERS														
OFFICE/CLERICAL														
SERVICE WORKERS														
OTHERS														
TOTAL														
TRADE NAME J														
AP														
TR														
TOTAL														
TRADE NAME J														
AP														
TR														
TOTAL														
TRADE NAME J														
AP														
TR														
TOTAL														
GRAND TOTAL														
SPRINGFIELD RESIDENTS														

GOALS AND TIMETABLES FOR MINORITY UTILIZATION

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Job Category for Skilled Trade	Contractor's Minority Utilization Commitment	Estimated Total Employees	Estimated Minority Employees	Date Commitment To be Achieved

_____ (Company)

_____ (E.E.O. Officer Signature)