



CITY OF BLOOMINGTON

REQUEST FOR QUOTE

Quote #2016-PW-002

City of Bloomington, Indiana

Board of Public Works

February 16, 2016

SECTION 1.0

NOTICE OF QUOTE REQUEST

SCOPE OF QUOTE

The City of Bloomington Board of Public Works (hereinafter "City") is issuing a Request for Quotes (RFQ) from qualified Commercial Licensed Electricians for Electrical Distribution services for the Buskirk-Chumley Theater (BCT). The current lighting system will be upgraded to more efficient LED technologies for the theatrical and entertainment industry. The overall objective of the Scope of Work is to select a commercial, qualified, licensed electrician capable of providing a power supply to the new LED lighting system over the BCT stage. Also included in the Scope of Work is the addition of stage work lighting electrical work that will allow the stage lighting to operate independently of the theatrical lighting. Complete specifications are listed within this Quote Request. Pricing shall include all costs including labor, material, delivery, handling, or freight charges.

1.1 RFQ TIMELINE

Quote Title and Number:	BCT Electrical Distribution for LED Lighting – RFQ #2016-PW-002
Issue Date:	Wednesday, February 17, 2016.
Quote Submittal Deadline:	Tuesday, February 23, 2016 at 4:30 p.m. local time.
Submit Quote to:	Board of Public Works 401 N Morton St., Ste. 120 Bloomington, IN 47404
Method of Submittal:	US Mail, Overnight or Parcel Delivery, or Hand Delivered. Electronic or Fax submissions are NOT acceptable.
Affirmative Action Plan Due:	Monday, February 22, 2016 at 5:00 p.m. local time.
Opening of Quotes:	Quotes shall be publicly opened and read aloud at the Board of Public Works meeting on Tuesday, February 23, 2016 at 5:30 p.m. local time in the Council Chambers of City Hall, 401 N. Morton Street, Bloomington, Indiana.
Award of Quote:	The award, if issued, will be issued at a subsequent meeting of the Board of Public Works.

Contact Person, Title:
E-mail Address:
Phone/Fax Numbers:

Julie Martindale, Purchasing Manager
martindj@bloomington.in.gov
Phone: 812-349-3474, 812-349-3456

SECTION 2.0

QUOTE EVALUATION AND AWARD

2.1 **EVALUATION**

Quotes will be evaluated on the basis of overall cost, experience and compliance with specifications included in the quote request. The following criteria may also be used to determine the best value for the City:

- a) Ability to meet specifications or qualifications set out herein,
- b) Experience and qualifications of staff
- c) Vendor's past experience, service history, and technical reputation and capabilities when applicable, and
- d) References

2.2 **AWARD**

An Award, if issued, will be made to a responsible and responsive Vendor submitting the best overall value to the City, and complies with the conditions as provided as provided in Section 2.1.

- 2.2.1 The City reserves the right to award on an all or-none basis, or award to multiple Vendors, if it is in the best interest of the City.
- 2.2.2 If an award is to be made, it will be approved and awarded at a subsequent Board of Public Works meeting. Vendors will be notified when these meetings are scheduled.
- 2.2.3 If the City determines that all quotes received should be rejected, Vendors shall be notified by the Purchasing Manager accordingly. The City may, or may not, re-quote the commodity.
- 2.2.4 Quote tabulations shall be sent to all Vendors who submitted a quote. Quote results shall not be given over the telephone, or prior to City's determination. Information regarding the award date of a quote is provided above.
- 2.2.5 Quotes may be withdrawn any time *prior* to the scheduled deadline for receipt of quotes; no quote may be modified or withdrawn for a period of sixty (60) calendar days thereafter.
- 2.2.6 The Vendor must not have any unresolved performance issues with the City of Bloomington. The Vendor's performance as a prime Vendor or second tier Vendor in previous City purchases shall be taken into account when evaluating the Vendor's submittal for this Request for Quote. The City may survey other local agencies during the quote evaluation period to ensure the Vendor does not have any unresolved or unsatisfactory performance issues. The City reserves the right to reject the Vendor's submittal based on its assessment of the Vendor's prior performance.

3.1 SUBMITTALS

Quotes must be received by the date and time set for closing receipt of offers. The envelope shall be identified with the RFQ Number and Title, and Vendor Name.

- 3.1.1 Quotes must be received no later than 4:30 p.m. local time on February 23, 2016. Late submittals shall not be considered, and will be returned unopened.
- 3.1.2 It is the Vendor's responsibility to assure delivery of quote documents prior to the established deadline. To confirm receipt of your submittal, please contact Christina Smith at 812.349.3589, or smithc@bloomington.in.gov.

3.2 SUBMITTAL FORMAT

The Vendor shall provide a general history and experience of its company, including number of years in business, and number of employees.

- 3.2.1 Vendor shall also include a list of qualified and trained staff dedicated to this project.
- 3.2.2 Vendor shall also include three (3) business references of recent projects similar in nature to the Scope of Work requested in this RFQ. Include a brief summary of the work performed for each reference, and a date of when this work was completed. References must include, Company Name, Address, Phone Number, Email Address, Contact Name, and a detail and date of the work performed for each reference listed.

3.3 STATE FORM 96 – CONTRACTOR'S BID FOR PUBLIC WORK (Exhibit A)

Each Vendor must submit a completed form with their quote. The form is included with this packet.

- 3.3.1 Part I - is required and must be completed. .
- 3.3.2 Parts II and III are not required since this project is less than \$150,000 **EXCEPT SECTIONS IV & V**
- 3.3.3 Section IV (Contractor's Non-Collusion Affidavit) & Section V (Oath and Affirmation) are required and must be completed and notarized. The form must be signed by an authorized person of the company. The quote may be rejected if it shows any omissions, alterations of the form, additions not called for in the quote, or any irregularities of any kind. Submission of a Quote indicates acceptance of the Terms and Conditions contained within this Quote Request, unless clearly and specifically noted otherwise in the quote submittal.

3.4 INCOMPLETE INFORMATION

Failure to complete or provide any of the information requested in this Request for Quote, including reference requests, and/or additional information request when indicated, may result in disqualification by reason of "non-responsiveness."

3.5 INQUIRES AND ADDENDA

It is the Vendor's responsibility to clarify any details in question before a quote is submitted. All questions should be emailed to the attention of Julie Martindale at martindj@bloomington.in.gov. Responses shall be in written form via email to the requesting Vendor within one (1) business day, when possible. If necessary, an addendum or addenda will be issued, and accessible on the City's RFP page which can be located here: <https://bloomington.in.gov/rfp>. **It is the Vendor's responsibility to access the City's RFP prior to submitting a quote to insure no updates, additions, omissions, or corrections have been posted.**

4.1 REJECTION OR PARTIAL ACCEPTANCE

The City reserves the right to accept or reject any or all quotes or parts thereof. The City has the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City. The City further reserves the right to waive technicalities and formalities in quotes, as well as to accept in whole or in part such quotes where it is deemed advisable and in the best interests of the City.

4.2 ERRORS OR OMISSIONS

The City is not responsible for the Vendor's errors and/or omissions. It is the responsibility of the Vendor to notify the Purchasing Manager as soon as any ambiguities, inconsistencies, or omissions are identified.

4.3 EXTENSION

Any or all of the awards made as a result of this Request for Quote may be extended for an additional period of time, and made available to other City departments if applicable, and if mutually agreed between the parties.

4.4 COMPLIANCE

The Vendor warrants and agrees that its performance under any type of contract that may be rendered from this quote will at all times comply with all local, state and federal laws, codes, rules, ordinances and regulations.

4.5 WARRANTIES

The Vendor warrants that all articles, equipment, materials, labor, and goods shall be consistent with manufacturer's specifications and shall be free from defects. Without limitation of any rights which the City may have by reason of any breach of warranty, goods which are not as warranted may be returned at Vendor's expense within thirty (30) days after delivery, or discovery for either credit or replacement, as the City may direct without additional charge to the City.

4.6 MATERIAL SAFETY DATA SHEETS

The Vendor awarded the quote will be required to supply current Material Safety Data Sheets (MSDS) pursuant to OSHA Hazard Communications Regulation 29 CFR Part 1910.1200, when applicable.

4.7 INSURANCE

The vendor, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. In the event the vendor is a government entity or a self-insured organization, different insurance requirements may apply. When required, the Vendor must provide Certificates of Insurance in which the City shall be named as an additional insured. Insurance terms and requirements shall be included in any draft contract.

4.8 WORK SITE SCHEDULE AND CITY HOLIDAYS

Access to the BCT venue site prior to quote submittal shall be scheduled through Jacob Lish, Technical Director for BCT. He can be contacted at 812-345-6969. Access to the site to perform the Scope of Work shall also be scheduled through the Technical Director. Access will be dependent on the availability of the venue site, and will be determined after completion of the contract.

4.9 VENDOR REGISTRATION

In order to receive an award, a Vendor must be registered as an approved Vendor with the City. Therefore, to ensure there is no delay in the award all Vendors are strongly encouraged to register prior to submitting a proposal. The Vendor should submit a current and completed Request for Taxpayer Identification Number and Certification form (IRS Form W-9). A substitute IRS W-9 form can be obtained from the City of Bloomington website located here: <http://bloomington.in.gov/controller>

4.10 **PAYMENT PREFERENCE**

The City of Bloomington's preferred method of payment is Electronic Funds Transfer (EFT). Payments processed through an EFT save dollars by increasing efficiency and streamlining the payment process. This eliminates the cost of paper, printing, postage, paperwork, and time.

An EFT form can be obtained from the City website located at: <http://bloomington.in.gov/controller>

4.11 **TAX EXEMPTION**

The City of Bloomington is exempt from payment of all state and federal sales and property taxes. Tax documents are available upon request.

4.12 **PAYMENT INFORMATION AND INVOICE SUBMITTAL**

Payment terms for invoices shall be net forty-five (45) days upon receipt of an acceptable original invoice and after all material or goods have been received and verified for accuracy.

Invoices shall include the following information:

- | | | |
|---------------------------|--------------------|--------------------|
| • Vendor name and address | • Date of shipment | • Total amount due |
| • Unit price | • Extended price | • Quantity |
| • Description of goods | • PO number | |

4.12.1 Surcharges (i.e., fuel surcharges, restocking, etc.) shall NOT be added to invoices as an additional line item unless approved in writing from the Purchasing Manager.

4.12.2 The City is exempt from the payment of state sales taxes. Any charges for taxes from which the City is exempt shall be deducted from invoices before payment is made.

4.12.3 The City may withhold payment for reasons including, but not limited to:

- Goods that are defective, inaccurate, flawed, unsuitable, nonconforming or incomplete
- Damage for which Vendor is liable
- Valid liens or claims of lien
- Delay in the delivery of the goods
- Inability of Vendor to complete the delivery of the goods

4.13 **ABANDONMENT**

Notwithstanding any other provision of this Award, if funds for the continued fulfillment of the Award by the City are at any time not forthcoming or are insufficient, through failure of any entity to appropriate the funds or otherwise, then the City shall have the right to terminate this Award without penalty by giving prior written notice documenting the lack of funding in which instance, unless otherwise agreed by the City and Vendor, this Award shall terminate and become null and void. The City agrees that it shall make its best effort to obtain sufficient funds, including but not limited to, including in its budget for each fiscal period during the term of this Award a request for sufficient funds to meet its obligations under the Award in full.

4.14 **AFFIDAVITS**

Vendors submitting a quote shall also execute and include in its Quote submission the following affidavits:

- Affidavit Regarding E-Verify (**Exhibit B**)
- Non-Collusion Affidavit (**Included with Exhibit A**)

4.15 AFFIRMATIVE ACTION PLANS (Exhibit C)

Each Vendor submitting a Quote for over \$10,000.00 shall submit and have approved by the City of Bloomington Contract Compliance Officer, Barbara McKinney, his/her written **Affirmative Action Plan at least twenty-four (24) hours prior to the deadline for submission of quotes.**

Each Vendor must insure that all employees and applicants for employment are not discriminated against because of race, religion, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status. All the protected classes must be included in your Affirmative Action Plan for it to be acceptable. In addition to other requirements, your plan MUST include a workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementation of the Plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your method of communicating the operations of your Affirmative Action Plan to employees and prospective applicants.

Barbara McKinney, Contract Compliance Officer, may be contacted at (812) 349-3429, 8:00 a.m. to 5:00 p.m. Monday through Friday. The Affirmative Action Plan paperwork is provided in this Request for Quote.

SPECIFICATION INFORMATION

Electrical Installation

1. Provide and install electrical breaker panel and receptacles on backstage wall to supply power to stage LED fixtures. Breaker panel shall be mounted on the east wall at stage level and consist of breakers for the following receptacles:
 1. 4 – Edison Duplex outlets accessible at stage level
 2. 1 – NEMA L2130 outlet accessible at stage level
 3. 3 – NEMA L2130 outlets installed approximately 25' above stage floor near existing electrical pendants. Outlets shall be spaced approximately 8' apart.
2. Provide and install minimum of 2 LED flood lights above stage to operate independently from theatrical lighting. Fixtures to be connected to existing switch for south wall lights.
3. Remove 2 existing HID fixtures stage side walls.
4. Provide and install 2 LED flood Light fixtures at previous location of HID fixtures. Fixtures to be connected to existing switches for existing HID fixtures.

Project Managers:

Jacob Lish
Technical Director, Buskirk-Chumley Theater
114 E. Kirkwood Ave.
Bloomington, IN 47408
tech@buskirkchumley.org
812-345-6969

Danielle McClelland
Executive Director, Buskirk-Chumley Theater
114 E. Kirkwood Ave.
Bloomington, IN 47408
director@buskirkchumley.org
812-323-3022



CONTRACTOR'S QUOTE FOR PUBLIC WORK- FORM 96

State Form 52414 (R2 / 2-13) / Form 96 (Revised 2013)

Prescribed by State Board of Accounts

EXHIBIT A

PART I

(To be completed for all quotes. Please type or print)

Date (month, day, year): _____

1. Governmental Unit (Owner): _____

2. County: _____

3. Quoter (Firm): _____

Address: _____

City/State/ZIP code: _____

4. Telephone Number: _____

5. Agent of Quoter (if applicable): _____

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of _____

(Governmental Unit) in accordance with plans and specifications prepared by _____

_____ and dated _____ for the sum of

_____ \$ _____

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative quotes apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by the governmental unit. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

The contractor and his subcontractors, if any, shall not discriminate against or intimidate any employee, or applicant for employment, to be employed in the performance of this contract, with respect to any matter directly or indirectly related to employment because of race, religion, color, sex, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract.

CERTIFICATION OF USE OF UNITED STATES STEEL PRODUCTS

(If applicable)

I, the undersigned quoter or agent as a contractor on a public works project, understand my statutory obligation to use steel products made in the United States (I.C. 5-16-8-2). I hereby certify that I and all subcontractors employed by me for this project will use U.S. steel products on this project if awarded. I understand that violations hereunder may result in forfeiture of contractual payments.

ACCEPTANCE

The above quote is accepted this _____ day of _____, subject to the following conditions: _____

Contracting Authority Members:

_____	_____
_____	_____
_____	_____

PART II

(For projects of \$150,000 or more -IC 36-1-12-4)

Governmental Unit: _____

Quoter (Firm) _____

Date (month, day, year): _____

These statements to be submitted under oath by each quoter with and as a part of his quote. Attach additional pages for each section as needed.

SECTION I EXPERIENCE QUESTIONNAIRE

1. What public works projects has your organization completed for the period of one (1) year prior to the date of the current quote?

Contract Amount	Class of Work	Completion Date	Name and Address of Owner

2. What public works projects are now in process of construction by your organization?

Contract Amount	Class of Work	Expected Completion Date	Name and Address of Owner

3. Have you ever failed to complete any work awarded to you? _____ If so, where and why?

4. List references from private firms for which you have performed work.

SECTION II PLAN AND EQUIPMENT QUESTIONNAIRE

1. Explain your plan or layout for performing proposed work. *(Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable the governmental unit to consider your quote.)*

2. Please list the names and addresses of all subcontractors *(i.e. persons or firms outside your own firm who have performed part of the work)* that you have used on public works projects during the past five (5) years along with a brief description of the work done by each subcontractor.

3. If you intend to sublet any portion of the work, state the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify the governmental unit in the event that you subsequently determine that you will use a subcontractor on the proposed project.

4. What equipment do you have available to use for the proposed project? Any equipment to be used by subcontractors may also be required to be listed by the governmental unit.

5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, please explain the rationale used which would corroborate the prices listed.

SECTION III CONTRACTOR'S FINANCIAL STATEMENT

Attachment of quoter’s financial statement is mandatory. Any quote submitted without said financial statement as required by statute shall thereby be rendered invalid. The financial statement provided hereunder to the governing body awarding the contract must be specific enough in detail so that said governing body can make a proper determination of the quoter’s capability for completing the project if awarded.

SECTION IV CONTRACTOR'S NON- COLLUSION AFFIDAVIT

The undersigned quoter or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be quote by anyone at such letting nor to prevent any person from quoting nor to include anyone to refrain from quoting, and that this quote is made without reference to any other quote and without any agreement, understanding or combination with any other person in reference to such quoting.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

SECTION V OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING QUOTE FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated at this _____ day of _____

(Name of Organization)

By _____

(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF _____)
) SS
COUNTY OF _____)

Before me, a Notary Public, personally appeared the above-named _____ and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to before me this _____ day of _____

Notary Public

My Commission Expires: _____

County of Residence: _____

QUOTE OF

(Contractor)

(Address)

FOR

PUBLIC WORKS PROJECTS OF

Filed _____

Action taken _____

STATE OF INDIANA)
) SS:
COUNTY OF _____)

AFFIDAVIT REGARDING E-VERIFY

The undersigned, being duly sworn, hereby affirms and says that:

- 1. The undersigned is the _____ of _____.
(Job title) (Company name)
- 2. The company named herein that employs the undersigned has contracted with or is seeking to contract with the City of Bloomington to provide services.
- 3. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein does not knowingly employ an "unauthorized alien," as defined at 8 United States Code 1324a(h)(3).
- 4. The undersigned hereby states that, to the best of his/her knowledge and belief, the company named herein is enrolled in and participates in the E-verify program.

Signature

Printed name

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Before me, a Notary Public in and for said County and State, personally appeared _____ and acknowledged the execution of the foregoing this _____ day of _____, 2016.

Notary Public

Printed name

My Commission Expires: _____

County of Residence: _____



EXHIBIT C

City of Bloomington Human Rights Commission

2016

RE: Affirmative Action and Living Wage Ordinance To: Prospective Bidders/Vendors

Affirmative Action: All bidders and vendors with the City of Bloomington for projects in excess of \$10,000.00 must submit an affirmative action plan to my office. This plan must insure that applicants are employed and that employees are treated in a manner that provides equal employment opportunity and tends to eliminate inequality based upon race, religion, color, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status and housing status. Please note that the last four categories are new, adopted by the Common Council in September, 2015.

Even if your company already has a plan on file with the City, you must check with me to make sure that it complies with our current and recently updated requirements. If you already have a plan, but it does not cover all of the City's current requirements, you may submit a separate supplement with your plan to fill any gaps.

You must submit your written affirmative action plan (or supplement) to me at least twenty-four hours before the bid, quote or proposal deadline. You must submit your plan to me separately from your bid or quote. The twenty-four hours will give me sufficient time to review your and the other plans. I recommend that you submit your affirmative action plan to me earlier, if possible, so that you and I will have time to work out any problems that may be in your plan. Vendor's who fail to submit acceptable plans by the deadline are subject to disqualification.

I strongly advise you to confirm with me that I have received your plan and that it meets our requirements well before the submittal deadline. We will make every effort to work with you to clearup problems. But it remains your responsibility to confirm that I received your plan and that it complies with our requirements. If you fail to confirm that I received and approved your plan, you risk losing your eligibility to submit a bid or quote. We will be glad to provide a receipt upon request. Please let us know if you want a receipt when you submit your plan.

You must insure that all the protected classes listed above are included in your plan. In addition to other requirements, your plan **MUST** include a current workforce breakdown, an internal grievance procedure, a non-retaliation statement, designation of a person by name or position who is responsible for implementing the plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of your methods of communicating the operations of your affirmative action plan to your employees and prospective applicants.

Accompanying this letter you will find the following materials:

- (1) A workforce breakdown form. You MUST submit a workforce breakdown (sometimes called a "utilization report") with your Affirmative Action plan. This form is provided for your convenience. If you already have a current form you have completed for another jurisdiction that includes the same type of information, you may substitute a copy of that form instead of using our form. Your workforce breakdown figures must be updated every six months. Even if you already have an acceptable affirmative action plan on file with my office, you should submit a new workforce breakdown each time you bid for a City Contract, to be sure we have up-to-date figures.
- (2) An Affirmative Action Plan checklist. I will use this checklist to review your affirmative action plan. If you compare your plan with this list, you should be able to tell whether your plan fulfills the City's requirements. If you omit any of the elements on the checklist, your plan will not be approved.
- (3) A sample affirmative action plans. These may be useful if your company has never designed an affirmative action plan before. Feel free to adopt this plan as your own or to amend it to meet your needs.

Additional materials, such as the City of Bloomington's Contract Compliance Regulations, are available from my office upon request.

Living Wage: Also, please be aware that you may be required to comply with the Bloomington Living Wage Ordinance. Whether the LWO applies to your project depends upon the size and type of your project and the number of people you employ. If you have questions about the applicability of the LWO, click on the LWO flow chart at: www.bloomington.in.gov/livingwage or call me. For 2016, the living wage for covered employees is \$12.32 an hour. If you have any questions, contact me at 812.349.3429 or email me at the following address: mckinneb@bloomington.in.gov. My office hours are Monday through Friday, 8-5.

Thank you.

Barbara E. McKinney, Human Rights Director/Contract Compliance Officer

BLOOMINGTON HUMAN RIGHTS COMMISSION

Model Affirmative Action Plan for Bidders Covered by Responsible Bidder Ordinance Policy Statement

_____, Inc., declares its policy to provide equal opportunity in employment, training and advancement, and to administer its employment practices without regard to race, color, religion, sex, national origin, ancestry, disability, sexual orientation, gender identity, veteran status, or housing status.. Our policy of nondiscrimination will prevail throughout every aspect of our employment practices, including recruitment, hiring, training and all other terms and conditions of employment. We shall implement an affirmative action plan to make it widely known that equal employment opportunities are available on the basis of individual merit. We shall survey and analyze our employment workforce annually to determine what steps, if any, are needed to conform effectively to this equal employment policy.

Responsible Officer

Mr. or Ms. _____ (or the _____ officer)
is the equal employment opportunity officer for our company and is responsible for implementing this affirmative action policy.

Publication of Policy

Our employees will be made aware of our commitment to affirmative action through the following procedures:

- a. posting notices on employee bulletin boards,
- b. including our policy statement and plan in our personnel manual,
- c. regularly sending out notice of our policy in paycheck envelopes,
- d. and training supervisors to recognize discriminatory practices.

We will make potential employees aware of our policy through the following procedures:

- e. including the words "Equal Opportunity Employer" in all of our advertisements and notices for job openings,
- f. notifying employment agencies about our commitment, and
- g. sending notice of our policy to unions.

Implementing Our Policy

Our affirmative action plan will be implemented by widening our recruitment sources. We shall advertise in newspapers and other media that reach people in protected classes. We shall send job notices to schools with large percentages of students in the protected classes and to local groups that serve these classes.

We shall examine our hiring practices periodically to insure that we consider only job-related qualifications in filling our positions. We shall discard irrelevant educational requirements and unnecessary physical requirements. We shall retain only job-related questions on our employment application.

We shall keep affirmative action information on each applicant, but separate from his or her application. We shall keep records on our hiring decisions to evaluate the success of our affirmative action measures. We shall decide placement, duties, benefits, wages, training prospects, promotions, layoffs and terminations without regard to race, sex, religion, color, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status.

Grievance Procedure

If an employee feels he or she has been discriminated against on the basis of race, sex, religion, color, national origin, ancestry, disability, sexual orientation, gender identity, veteran status or housing status, he or she may bring the complaint to his or her immediate supervisor. If the complaint is not resolved readily at that level, he or she may submit it to _____ (personnel officer, corporate president, other) who will make a final decision on its validity. This grievance process does not preclude his or her complaining to local, state or federal civil rights agencies. We will not retaliate against an employee or applicant for voicing a grievance or for filing a complaint with the appropriate agency.

Our current workforce breakdown is shown on the attached form.

Corporate President

Date

AFFIRMATIVE ACTION PLAN CHECKLIST

NOTE: This is **not** an Affirmative Action Plan

Effective Date: _____

Contractor: Plan MUST Include:		Yes	No	Comments:
Policy statement of equal employment opportunity		<input type="checkbox"/>	<input type="checkbox"/>	
Covers:	Applicants for employment	<input type="checkbox"/>	<input type="checkbox"/>	
	Employees	<input type="checkbox"/>	<input type="checkbox"/>	
On basis of:	Race	<input type="checkbox"/>	<input type="checkbox"/>	
	Religion	<input type="checkbox"/>	<input type="checkbox"/>	
	Color	<input type="checkbox"/>	<input type="checkbox"/>	
	Sex	<input type="checkbox"/>	<input type="checkbox"/>	
	National Origin	<input type="checkbox"/>	<input type="checkbox"/>	
	Ancestry	<input type="checkbox"/>	<input type="checkbox"/>	
	Disability	<input type="checkbox"/>	<input type="checkbox"/>	
	Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	
	Gender Identity	<input type="checkbox"/>	<input type="checkbox"/>	
	Veteran Status	<input type="checkbox"/>	<input type="checkbox"/>	
	Housing Status	<input type="checkbox"/>	<input type="checkbox"/>	
Designates a person responsible for implementation of the Plan		<input type="checkbox"/>	<input type="checkbox"/>	
Provides for communication of the policy:				
	Within the Organization	<input type="checkbox"/>	<input type="checkbox"/>	
	Outside the Organization	<input type="checkbox"/>	<input type="checkbox"/>	
	(e.g., recruitment sources, unions)			
Applies to all terms and conditions of employment (e.g., hiring, placement, promotion, duties, wages, benefits, use of facilities, layoff, discipline, termination)		<input type="checkbox"/>	<input type="checkbox"/>	
Provision for: Recruitment from minority groups		<input type="checkbox"/>	<input type="checkbox"/>	
Provision for: Equal access to training programs		<input type="checkbox"/>	<input type="checkbox"/>	
Grievance Procedure		<input type="checkbox"/>	<input type="checkbox"/>	
Prohibits retaliation for filing grievances		<input type="checkbox"/>	<input type="checkbox"/>	
Workforce Breakdown (figures up to date within 6 months)		<input type="checkbox"/>	<input type="checkbox"/>	

