



CITY OF BLOOMINGTON

401 N Morton St
Bloomington, IN 47404
www.bloomington.in.gov

REQUEST FOR PROPOSALS

For

Animal Shelter Pet Food Partnership

RFP #2016-AS-001

RELEASE DATE: 5/5/16

SUBMITTAL DATE: 5/31/16

TABLE OF CONTENTS

	<u>PAGE</u>
<u>PURPOSE</u>	1
<u>PART I</u>	<u>GENERAL INFORMATION</u>
1.1	Background 1
1.2	Product Requirements..... 1
1.3	Evaluation 3
1.4	Award 3
1.5	Key Timeline Dates..... 4
<u>PART II</u>	<u>SUBMITTAL INFORMATION</u>
2.1	Submission Requirements 5
2.2	Submittal Format 6
2.3	Submittal Costs 8
2.4	Acceptance..... 8
2.5	Compliance 8
2.6	Rejection 8
2.7	Inquiries 8
2.8	Addenda..... 9
<u>PART III</u>	<u>GENERAL REQUIRMENTS</u>
3.1	Deliveries..... 9
3.2	Tax Exemption..... 9
3.3	Vendor/Contractor/Company Registration 9
3.4	Payment Preference 10
3.5	Insurance..... 10
3.6	Affirmative Action Plan 10
3.7	E-Verify Affidavit 10
3.8	Non-Collusion Affidavit 10
<u>EXHIBITS</u>	
Affirmative Action Plan	Exhibit A
E-Verify Affidavit	Exhibit B
Non-Collusion Affidavit.....	Exhibit C

PURPOSE: The City of Bloomington Board of Public Works (hereinafter “City”) is requesting proposals from companies, manufacturers, distributors or retailers who are interested in developing a partnership with the City to create a mutually beneficial agreement to supply high quality and nutritious pet food at a reduced cost to the Bloomington Animal Care and Control Center located in Bloomington, Indiana. The result of this proposal will create an exclusive agreement with the City for in shelter food.

In working with the City on this initiative your Company will have the exclusive opportunity to position itself as a supportive partner with a community that thrives on new initiatives and fosters community involvement. This partnership will also offer new opportunities to educate adoptive families on the importance of a holistic, nutritional diet for their new family members.

**GENERAL INFORMATION
PART I**

1.1 BACKGROUND: The City of Bloomington Animal Care and Control Shelter is a facility of the Department of Public Works. The shelter provides a full range of services, including sheltering, fostering, adoptions, reconnecting lost pets with their families, animal food pantry, animal care, behavior education, and animal control services to the community of Monroe County.

The facility cares for and manages approximately 1,750 canines a year, along with approximately 1,800 felines, and over 300 small pets including rabbits, rodents, and birds. We also provide longer length of stays for animals needing behavioral or medical treatment. Our mission is to be a central resource for companion animal needs in our community. We achieve this mission through running a robust adoption program, providing a space for ongoing behavioral consults and triage, and offering counseling and education on how to improve the lives of animals.

1.2 PRODUCT REQUIREMENTS: The selected Company will furnish new and unopened bags of feline and canine food properly labeled with nutritional information. The following requirements are the minimum specifications. Bag weights are based on current inventory but are negotiable and should be clearly documented on your submittal.

The approximate amount of food provided per year is listed below. These amounts can vary depending on occupancy rates, but the estimates are as accurate as we are able to determine:

Adult Canine:	10,500 lbs. per year
Puppy:	2,700 lbs. per year
Adult Feline:	3,500 lbs. per year
Kitten:	2,500 lbs. per year

- 1.2.1** Expiration dates must be at least twelve (12) months from the date of delivery.
- 1.2.2** Bags shall weigh no more than forty (40) lbs.
- 1.2.3** All food provided shall meet or exceed the current Association of American Feed Control Officials (AAFCO) nutrient profiles for canines and felines and shall benefit the health and wellbeing of the animals cared for by being complete and balanced.
- 1.2.4** Source ingredients shall be reliable and offer balanced nutrition. A complete list of all ingredients for each type of food shall be provided with the proposal.
- 1.2.5** Food formulation needs to be documented and this information shall be provided with your submittal.
- 1.2.6** Food shall be preserved naturally and preservation method shall be documented in your submittal.
- 1.2.7** The first ingredient in the pet food shall be meat or meat meal.
- 1.2.8** Feline food shall include recommended daily allowance of Turine Amino Acids safe for feline ingestion.
- 1.2.9** Adult Feline food shall contain a minimum of 34.7% crude protein.
- 1.2.10** Kitten food shall contain a minimum of 36.1% crude protein.
- 1.2.11** Adult Canine food shall contain a minimum of 24.5% crude protein.
- 1.2.12** Puppy food shall contain a minimum of 30.6% crude protein.
- 1.2.13** Company shall provide adopter kits that will include one (1) lb. bag of branded pet food, coupons, retail locations that offer the pet food, and any promotional items for distribution to new adoptive families.
- 1.2.14** Company shall supply promotional brand training and training materials to current shelter employees and volunteers, and as needed when new employees, or volunteers join our organization.
- 1.2.15** Company shall supply all promotional and advertising materials in regards to brand awareness to display at the animal shelter site.

1.3 **EVALUATION:** Proposals will be evaluated on the basis of overall cost, quality and

compliance with specifications included in this request. While cost is important, other factors are just as significant. Consequently, the City may select other than the lowest cost proposal. The City's goal is to choose a Company who understands the importance of proper and consistent animal nutrition, and who is interested in developing a Partnership with the City to help further our goals of offering exemplary animal related services to the community within a reasonable budget.

The following criteria listed in order of importance will be used in selecting the successful proposal:

- a) Ability to meet specifications set out herein.
- b) Quality of products offered.
- c) Past experience, service history and reputation.
- d) Preference will be given to food that has passed the current Association of American Feed Control Officials (AAFCO) feeding trial analysis.
- e) Ability to meet delivery timelines.
- f) Product offerings.

Discussions and negotiations may take place with the short list of Companies to ensure clarification and to obtain a best and final offer.

1.4 **AWARD:** After the review period, the City may make an award, with the approval of the BPW, to a responsible and responsive Company who submits the proposal judged by the City to be most advantageous.

1.4.1 The City reserves the right to award on an all or-none basis, or award to multiple companies, if that is in the best interest of the City.

1.4.2 If an award is to be made, it will be approved and awarded at a subsequent Board of Public Works meeting. The company and/or companies will be notified when this meeting is scheduled.

1.4.3 All proposals submitted shall remain open and valid until the proposal has been rejected, or accepted, and awarded. Furthermore, the City may reject any and all proposals, waive any irregularities or informalities, and issue a new or modified request.

1.4.4 If the City determines that all proposals received should be rejected, companies shall be notified by the Purchasing Manager accordingly. The City may, or may not, resubmit the proposal and reserves the right to resubmit a modified proposal if it is advantageous to the City to do so.

1.4.5 The Register of Proposals shall be open for public inspection after contract award. Proposal results shall not be released prior to the award of a contract. Information regarding the award date of a proposal is provided above.

1.4.6 Proposals may be withdrawn any time prior to the scheduled deadline for receipt of Proposals; no proposal may be modified or withdrawn thereafter.

1.4.7 The Company must not have any unresolved performance issues with the City of Bloomington. The Company’s performance in previous City purchases shall be taken into account when evaluating the Company’s submittal for this Request for Proposal. The City may survey other local agencies during the proposal evaluation period to ensure the Company does not have any unresolved or unsatisfactory performance issues. The City reserves the right to reject the Company’s submittal based on its assessment of the Company’s prior performance.

1.5 KEY TIMELINE DATES:

Event	Time	Day	Date
Request for Proposal Issuance Date	NA	Thursday	May 5, 2016
Inquiries Due	5:00 p.m. Local Time	Friday	May 20, 2016
Affirmative Action Plan Deadline	5:00 p.m. Local Time	Friday	May 27, 2016
RFP Submittal Deadline	4:30 p.m. Local Time	Tuesday	May 31, 2016
RFP Opening – Board of Public Works meeting	5:30 p.m. Local Time	Tuesday	May 31, 2016
Award of Contract	TBD		

The Board reserves the right, at its sole discretion, to adjust the RFP Key Timeline Dates as it deems necessary. Any adjustment of the Timeline Dates shall constitute an RFP addendum. Any addendum will be posted on the City’s RFP Information web page:

<http://bloomington.in.gov/rfp>

**SUBMITTAL INFORMATION
PART II**

- 2.1 SUBMISSION REQUIREMENTS:** Sealed proposals shall be submitted to the attention of the City of Bloomington Board of Public Works. Submittals must include **five (5) copies printed front and back on recycled paper and one (1) electronic copy on a flash drive in PDF format.** All submittals shall be clearly marked "ANIMAL SHELTER PET FOOD PARTNER-SHIP RFP. Submittals will be due to the address listed below on or before 4:30 p.m. local time, Tuesday, May 31, 2016. No emailed or facsimile offers will be accepted.

Sealed proposals will be opened and each Proposer's name will be read aloud at the City of Bloomington Board of Public Works meeting Tuesday, May 31, 2016, at 5:30 p.m. local time. The meeting will be held in the Council Chambers located at 401 N Morton Street, Bloomington, Indiana. Any proposals received after the deadline will be returned unopened.

Submit Proposals To:

Bloomington Board of Public Works
Attn: Kyla Cox Deckard, President
401 N. Morton St., Ste. 120
Bloomington, IN 47404

2.1.1 It is the responsibility of each company to assure actual delivery of proposal documents with the City prior to 4:30 p.m. on Tuesday, May 31, 2016. To confirm receipt of your submittal, please contact Christina Smith at 812.349.3589, or smithc@bloomington.in.gov.

2.1.2 Include all mandatory completed Affidavits.

2.1.3 Provide an unsigned draft of your standard contract for legal review. The draft must include the standard terms and conditions and any additional stipulations which will be applicable to the services requested in this RFP. All contracts must include a "Not to Exceed Amount" as part of the terms and conditions.

2.1.4 A Certified Check or Financial Statement are not required to be submitted with this proposal, but the City reserves the right to request proper documentation of financial viability and resources if the City deems it is necessary.

2.1.5 For Contracts \$10,000 or higher, submit an Affirmative Action Plan to City of Bloomington Compliance Officer, Barbara McKinney IN ADVANCE OF THE RFP SUBMITTAL DEADLINE. This requirement should be completed **as early** as possible. Each company **must** review their affirmative action plan with Ms. McKinney **prior** to the submittal deadline. See additional information in Part III, task 3.6.

2.2 SUBMITTAL FORMAT: Qualified companies interested in creating a mutually beneficial partnership with the City described in this Request for Proposal shall provide the following information presented in a clear, comprehensive, and concise manner illustrating the company's capabilities and expertise:

2.2.1 Company Introductory Letter - Letter must state the name and title of the person(s) authorized to represent the company in any negotiations, the name(s) and titles(s) of persons authorized to sign any contract that may result from this RFP, the contact person's name, mailing address, phone and fax numbers, and email address.

2.2.2 Submittals shall include the following information:

- a. Provide information which differentiates your promotional program from other promotional programs currently available in terms of experience, value and expertise to this project.
- b. Include information regarding the food formulation of each product included in your proposal.
- c. Submit results from the Association of American Feed Control Officials (AAFCO) feeding trial analysis for each product included in your proposal.

2.3 SUBMITTAL COSTS: Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the City to reimburse any individual or company for any costs incurred in preparing or submitting proposals, or providing additional information when requested by the City.

2.4 ACCEPTANCE: Submission of any proposal indicates acceptance of the conditions and requirements contained in the Request for Proposal unless clearly and specifically noted otherwise in the submittal documents.

2.5 COMPLIANCE: The Company warrants and agrees that its performance under this contract will at all times comply with all local, state and federal laws, codes, rules, ordinances and regulations.

2.6 REJECTION: The City reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

2.7 INQUIRIES: It is the responsibility of each company to examine the request and to seek clarification in writing via email if the company does not understand any information or instructions.

Questions regarding this request must be submitted via email. Submissions shall include "Proposal Name and RFP Number" in the subject line. The City assumes no liability for

assuring accurate/complete/on time e-mail transmission and receipt. Inquires must be submitted via email no later than 5:00 p.m. local time, Friday, May 20, 2016.

- a. Reference the page number and paragraph within this request relevant to the question presented for clarification.
- b. Any ambiguities or inconsistencies shall be brought to the attention of the City via **email** by 5:00 p.m. local time, Friday, May 20, 2016.
- c. The City will respond to all inquiries by email within two (2) business days after the question submittal deadline noted above. An addendum will also be posted on the City's RFP webpage shown in Sections 1.5 and 2.8, which will include all questions and responses.

Send inquiries to:

Julie Martindale, Purchasing Manager
martindj@bloomington.in.gov
812.349.3474

- 2.8 ADDENDA:** If revisions become necessary, the City will post notification on the City's website: <http://bloomington.in.gov/rfp>. All addenda issued by the City must be included in any proposal submitted to the City. The Proposer may also contact the City Purchasing Manager to ascertain whether any addenda have been issued.

**GENERAL REQUIREMENTS
PART III**

- 3.1 DELIVERIES:** All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m. local time, Monday through Saturday, excluding holidays. Deliveries shall be made to the address listed below. Deliveries shall be made to the main lobby area. A loading dock is not available for use at this location, so deliveries cannot be palletized, and bags must weigh forty (40) lbs. or less, so they are easily transportable to the food storage area by shelter employees.

All deliveries must include a packing slip that notes the company's name, City purchase or requisition order number, unit and description of purchase, quantity shipped, and total amount due. Packing slips will not be considered an invoice.

Deliver to:

Bloomington Animal Care and Control Center
3410 S Walnut St
Bloomington, IN 47401

3.2 TAX EXEMPTION: The City of Bloomington is exempt from payment of all state and federal sales tax. Tax documents are available upon request.

3.3 VENDOR/CONTRACTOR/COMPANY REGISTRATION:

Upon notification of an award, a company must meet the approval requirements of the City for becoming an approved vendor. Therefore the company shall submit a current and completed Request for Taxpayer Identification Number and Certification form (IRS Form W-9) to the Controller's office as soon as they have been notified of an award, or contract. A substitute IRS W-9 form can also be obtained from the City of Bloomington website located here: <http://bloomington.in.gov/controller>. The completed documents must be submitted using one of the methods listed on the form. Please contact the Controller's office at 812.349.3474 if you have any questions.

3.4 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.

If awarded a contract, the company shall submit a completed EFT form to the Controller's office through one of the methods listed on the form. The form is located on the City of Bloomington website located here: www.bloomington.in.gov. Please contact the Controller's office at 812.349.3474 if you have any questions.

3.5 INSURANCE: The company awarded a contract shall maintain insurance coverage reflecting the minimum amounts and conditions specified by the City. The company shall provide Certificates of Insurance in which the City shall be named as an additional insured. Insurance terms and requirements shall be included in the contract.

3.6 AFFIRMATIVE ACTION PLAN (Exhibit A): (REQUIRED ON CONTRACTS OVER \$10,000)

Each Vendor/Contractor/Company submitting an offer for over \$10,000 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 proposals.***

Each Vendor/Contractor 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 Proposal.

Please make sure you contact Barbara McKinney as soon as possible if your submittal is above \$10,000.

- 3.7 E-VERIFY AFFIDAVIT (Exhibit B):** Pursuant to Indiana Code 22-5-1.7-11, each company prior to entering into a contract with the City, is required to enroll in and verify the work eligibility status of all of its newly hired employees through the E-Verify program, if the E-Verify program still exists. An affidavit must be signed which affirms that the company does not knowingly employ an unauthorized alien. A copy of this affidavit has been provided.
- 3.8 NON-COLLUSION AFFIDAVIT (Exhibit C):** Pursuant to Indiana Code 5-22-16-6, each company shall submit a properly executed Non-Collusion Affidavit. This affidavit is provided.



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 clear up 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: mkinneb@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

_____, 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:

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

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

- including the words "Equal Opportunity Employer" in all of our advertisements and notices for _____ job openings,
- notifying employment agencies about our commitment, and
- 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 (e.g., recruitment sources, unions)	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

STATE OF _____)
) 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 _____)
) 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: _____

