

**CITY OF BLOOMINGTON
DEPARTMENT OF PUBLIC WORKS
BLOOMINGTON, INDIANA
REQUEST FOR PROPOSAL**

HVAC Replacements & Improvements

John Waldron Arts Center

Release Date: September 14, 2021

Pre-Proposal Meeting (Mandatory) Date: September 22, 2021

Submittal Date: September 28, 2021

Affirmative Action Plan Due: September 24, 2021

INTRODUCTION AND BACKGROUND

The purpose of this Request for Proposal is to provide interested parties with information to prepare and submit a Proposal for identified equipment replacement and improvements to the HVAC system at the John Waldron Arts Center, located at 122 South Walnut Street in Bloomington, Indiana. The City of Bloomington Department Public Works (DPW) intends to use the results of this process to award a contract for this purpose.

FACILITY PROFILE

Built in 1915, The Waldron served as Bloomington's City Hall and subsequently housed the City's police and fire departments until the City deeded the property in 1990 to the Bloomington Area Arts Council. Since then, the building has provided gallery space, classroom space for art classes, two performance spaces, meeting rooms, and offices, and since 1994 has been the home of WFHB Community Radio. Ivy Tech had owned and operated the building as a community art center since 2010, when it purchased the building from the City of Bloomington. Bloomington's Old City Hall building is listed on the National Register of Historic Places and is part of the Courthouse Square Historic District.

The occupancy use for this building is classified as a Type M (Retail), B (Business), and A (Assembly). This building is and will be used for each type of occupancy listed above. The theaters are designated as Type A use.

The building is limestone and includes three (3) stories, and is approximately 8,712 square feet. The building is fully protected with NFPA 13 type sprinkler system.

OBJECTIVES

In an effort to ensure the most efficient and economical service, the Department of Public Works will use the Request for Proposal (herein referred to as "RFP") process. This process bases the awarding of the contract on the evaluation of similar projects completed by the proposer, technical experience, responsiveness, completeness of documents, and other pertinent factors of the Contractor, in conjunction with the total cost estimate. See the Evaluation Criteria section included in this request.

CONTACT INFORMATION

The person responsible for managing the selection and procurement process and for administering the contract is:

J. D. Boruff
Operations and Facilities Director
Department of Public Works
401 N Morton St, Suite 130
Bloomington, Indiana, 47404
812-349-3439
boruffj@bloomington.in.gov

CONTRACTOR INFORMATION AND REQUIREMENTS

A **mandatory** on-site meeting will be conducted at 2:00 p.m., local time, September 28, 2021, at 122 South Walnut Street in Bloomington, Indiana. Attendance at this meeting is required if you intend to submit a proposal for consideration. As the Monroe County Health Department, mandated August 5, 2021, masks are required indoors in public places regardless of vaccination status and will be required for this meeting. If the status of this meeting changes due to COVID restrictions, notification will be posted on the City of Bloomington RFP webpage, which is located at <https://bloomington.in.gov/rfp>. It is the responsibility of the Contractor to check this page for any changes before the scheduled meeting.

Contractors shall raise any questions, exceptions, or additions concerning the Proposal by the inquiry deadline of September 23, 2021. If a Contractor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Contractor should notify the above-named individual of such error and request modification or clarification of the RFP immediately.

In the event that it becomes necessary to provide additional clarifying data or information or to revise any part of this Proposal, revisions/amendments and/or supplements will be provided to all recipients of this initial RFP who attend the mandatory meeting mentioned above. Any Addenda to this RFP will also be posted on the following City RFP and Bid Information Website: <https://bloomington.in.gov/rfp>

The City of Bloomington's Living Wage Ordinance became effective January 1, 2006. This ordinance requires applicable employers to pay covered employees a living wage. The wage requirement for 2021 is \$13.29 an hour. A copy is included in this packet, and additional information can be found at <https://bloomington.in.gov/business/living-wage>.

As of July 1, 2011, service providers shall be E-Verified and must submit an affidavit to confirm this verification prior to executing a contract.

SUBMITTING A PROPOSAL

Contractors shall submit a Proposal in Adobe PDF format of all documents required to the email address listed below by 10:30 a.m. local time, Tuesday, September 28, 2021. Any Proposal received after the submittal deadline will not be considered Board of Public Works. It is the responsibility of the Contractor to confirm their submittal was received by J. D. Boruff, Project Manager for this project.

Proposals shall be submitted **via Email** to:

J. D. Boruff, Operations & Facilities Director
Subject Field to include: HVAC-JWAC
boruffj@bloomington.in.gov

GENERAL INFORMATION

WITHDRAWAL OF PROPOSALS

Proposals shall be irrevocable until contract award unless the Proposal is withdrawn prior to the scheduled opening of submittals. Contractors may withdraw their Proposal in writing at any time up to the deadline date and time.

A written request must be provided and signed by an authorized representative of the Contractor and submitted to

the Facilities Coordinator. If a previously submitted Proposal is withdrawn before the due date and time, the Contractor may submit another Proposal at any time up to the deadline date and time.

SUBCONTRACTORS

Subcontracting will be allowed for this service without the approval of the Operations and Facilities Director. Subcontractors shall be documented in the Proposal.

WORK RULES – COVID PROTOCOLS FOR ALL CITY BUILDINGS

All Contractor and their employees and sub-contracted employees shall be required to comply with the work rules established for this facility.

The selected Contractor shall manage their workforce, including sub-contractors, to ensure compliance with all OSHA, IOSHA, City, and State regulations and mandates.

PROPOSAL EVALUATION AND AWARD

Proposals will be reviewed to determine if all submittals meet the guidelines, specifications, and requirements established by this request. Failure to meet any of these preconditions will result in the rejection of the Proposal. In the event that no Contractors meet one or more of the preconditions, the City reserves the right to continue the evaluation of the submittals and to select the offer, which most closely meets the requirements specified in this RFP.

EVALUATION CRITERIA

The award evaluation will consist of four areas of criteria:

1. Project Cost = 40 points
2. Timeline to Complete Project = 10 points
3. Experience = 25 points
4. References = 25 points

RIGHT TO REJECT OR NEGOTIATE PROPOSAL TERMS AND CONDITIONS

The City reserves the right to reject or negotiate any terms or conditions submitted in the Proposal that do not meet the City's best interest or objectives.

GENERAL REQUIREMENTS

All applicable laws, ordinances, electrical codes, and the rules and regulations of all authorities having jurisdiction over this project shall apply to the project throughout.

Contractor shall not include sales tax in their Proposal. Owner is exempt from sales tax and will provide tax-exempt certificates upon request.

The Contractor will be required to meet all of the General Insurance Liability requirements and show proof of this compliance prior to execution of a contract.

For all contracts in the amount of \$100,000.00 or more, the Contractor to whom a contract is awarded will be required to furnish a Performance Bond to the Owner in an amount equal to one-hundred (100%) percent of the

contract price. The bond shall be executed on the form included in the Contract Documents by a surety company authorized to do business in the State of Indiana and acceptable as surety to the Owner.

Accompanying the bond shall be a "Power of Attorney" authorizing the attorney-in-fact to bind the surety company and certified to include the date of the bond. The surety on the Performance Bond cannot be released for one year, and the bond must require that the surety will not be discharged for:

1. modifications, omissions, or additions;
2. defects in the contract; or
3. defects in the Proposal or awarding process.

For all contracts in the amount of \$100,000.00 or more, a Payment Bond is required to insure payment of subcontractors, laborers, material suppliers, and persons furnishing services in an amount equal to one-hundred (100%) percent of the contract price. The Bond will be deposited with the Board, and its surety cannot be released until one year after the Board's final settlement with the Firm. The bond must provide the same assurances, as does the Performance Bond against conditions discharging the surety.

Contracts for public work for \$100,000 or more require retainage provisions. The retainage amount shall be placed in an escrow account. The City shall withhold five percent (5%) of the total contract dollar value for all work completed until the contract work is one hundred percent (100%) completed and approved by the City.

Each Contractor submitting a proposal 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 submission deadline for requests.** Proposals received that do not have an approved Affirmative Action Plan may be subject to disqualification.

Each Firm 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, an harassment plan, 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.

Upon notification of an award, a Contractor must meet the approval requirements of the City for becoming an approved vendor. Therefore, the Contractor 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.

The Project Manager will supply the required Vendor Forms and they are available for download from the Controller's webpage located here: <http://bloomington.in.gov/controller>. The completed documents must be submitted **via email** to controller@bloomington.in.gov. Please contact the Controller's office at 812.349.3474 if you have any questions.

The City'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 Contractor shall submit a completed EFT form to the Controller's office **via email** to controller@bloomington.in.gov. 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.

SCOPE OF WORK

All units and equipment shall be replaced with equivalent and functional units, which meet the capacity and use of the facility. If a different configuration is proposed, the Contractor shall be required to explain and define how the proposed equipment will benefit the City. The City of Bloomington reserves the right to approve or reject all configurations if they are not in the best interest or cost-effective for the City.

1. Replace all outside Air-Cooled Condensing Units.
2. Replace all vintage 1992 furnaces.
3. Add mechanical ventilation to all areas served by the split systems. This may be achieved in two different ways: Please include an explanation of why you selected Option A or B.

Option A: Add one or more Dedicated Outside Air Systems (DOAS), which are usually packaged gas/electric. These shall be 100% outside Roof Top Units (RTU) that deliver air directly to each space or to the return air ductwork at fan-driven systems. These systems shall provide complete dehumidification in conjunction with ventilation.

Option B: Add one or more Energy Recovery Ventilators (ERV) that shall provide full Dehumidification, which will require electric zone re-heat to prevent "cold blasts" if the furnaces are not running.

4. Add steam humidification throughout the facility to improve pathogen control. This can be done on a zone-by-zone basis with either a unit that disperses steam into supply air ducts or a unit that disperses steam directly into spaces. Explain why you proposed the option you chose.
5. Contractor will test and balance system according to standards set forth by the National Environmental Balancing Bureau of Associated Air Balancing Council.
6. Contractor is responsible for obtaining any necessary permits or permissions associated with the proposed work.
7. Contractor is responsible for the removal and disposal of all trash, debris, old equipment, or any other surplus materials generated in the course of this project. Disposal of any materials shall be done according to all laws, regulations, or rules that govern the material in question.

A copy of the Engineer's Inspection report will be provided at the mandatory on-site meeting. This will provide background information that assisted in generating this scope of work.

INVOICING AND PAYMENT

Invoices should be sent to the following address to expedite payment:

City of Bloomington Public Works
Attn: J. D. Boruff, Operations, and Facilities Director
PO Box 100
Bloomington, IN 47402

The City of Bloomington shall make payment by electronic funds transfer approximately forty-five (45) days after receiving a proper invoice. The Contractor awarded a contract will be required to complete vendor documents supplied by the City.

INSPECTION

The Contractor's on-site supervisor and designated City staff shall conduct inspections of the premises when requested by the City.

WORK SCHEDULE

Proposals shall include an estimated work schedule with start and completion dates and any major milestones in the project.

Please Note: All proposals shall include estimated delivery dates of equipment to be installed. It is highly recommended that the Contractor confirm with suppliers the availability and lead times for all equipment.

CLOSEOUT

Warranties – Contractor shall provide all warranty documentation for units and equipment installed.

Approved Submittals – Contractor will provide all product and tech data and detailed specifications with their submittals. This includes owner manuals, service manuals, or any other information provided by the manufacturer.

Final Payment – Final payment shall not be made until all Work and Punch-List items Are completed to the satisfaction of the Owner

REFERENCES

A minimum of three (3) references shall be required. Include the following information for each reference:

1. Company Name, address, and phone number.
2. Contact information for a company representative, including a current email address.
3. Details of the work performed.

COMPANY HISTORY AND MISCELLANEOUS INFORMATION

The following information shall also be provided:

1. List details of any contract work (either past or present) you have performed for the City or County.

AFFIRMATIVE ACTION PLAN

Updated January 1, 2021

To: Prospective Bidders/Vendors

RE: Affirmative Action, Harassment Policy, Living Wage Ordinance, and Drug Testing

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

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 applicants and 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/or housing status.

Even if your company already has a plan on file with the City, you must check with me to make sure it complies with our current requirements, including having a workforce breakdown form that is no more than six months out of date. 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. Twenty-four hours will give me sufficient time to review your and the other plans. I recommend you submit your affirmative action plan to me earlier, if possible, so you and I will have time to work out any problems that may be in your plan. Bidders 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 any problems. However, it remains your responsibility to confirm that I have 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 all of the required 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 form (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 submit a copy of that form instead of using our form. Your workforce breakdown data cannot be more than six months old. 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 your plan omits any elements on the checklist, your plan will not be approved.
3. A sample affirmative action plan that you may amend and adapt as your own.

These documents may be useful if your company has not 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.

HARASSMENT POLICY: All bidders and vendors required to submit an affirmative action plan now must also submit a harassment plan. The harassment plan must, at minimum, include a definition of harassment, the name or title of the individual designated to receive and investigate complaints and a statement that the contractor will not retaliate against an employee for complaining about harassment. A model harassment policy is included for your convenience as part of our attached model affirmative action plan, which you may amend and adapt as your own. Please note that this harassment policy requirement is new, adopted by the Bloomington Common Council in June, 2019.

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 2021, the living wage for covered employees is \$13.29 an hour.

DRUG TEST POLICY: Finally, please be aware that if you are submitting a bid for a public works project with an estimated cost of \$150,000.00 or more, you will need to submit your company’s written drug testing plan with your bid. Your plan must comply with I.C. 4-13-18-1. Failure to do so may make you ineligible to be awarded a bid or contract. Please see your bid packet for more details.

If you have any questions, contact me at 812.349.3429 or email me at mckinneb@bloomington.in.gov. My office hours are Monday through Friday, 8-5.

Model Affirmative Action Plan and Harassment Policy

_____, 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 this 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 notices of our policy in paycheck envelopes, and/or
- 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 ask only job-related questions on our employment applications.

We shall keep affirmative action information on each applicant who voluntarily provides this information, 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 or applicant feels she or he 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, she or he may bring the complaint to her or his immediate supervisor. If the complaint is not resolved readily at that level, she or he may submit it to _____ (personnel officer, corporate president, other) who will make a final decision on its validity. This grievance process does not preclude him or her from 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.

Policy prohibiting harassment in the workplace

It is the policy of _____ (company name) to maintain a workplace free of harassment on the basis of race, sex, color, ancestry, national origin, religion, disability, age, sexual orientation, gender identity, housing status or veteran status. Harassment, as defined herein, is strictly prohibited in the workplace, and is punishable by appropriate discipline up to and including termination.

Harassment means any unwelcome or offensive conduct, whether written, verbal or physical, which is

- (a) directed at or to an employee because of his or her actual or perceived race, sex, color, ancestry, national origin, religion, disability, age, sexual orientation, gender identity, housing status or veteran status or
- (b) directed toward any person concerning an individual, or a class of individuals, because of the race, sex, color, ancestry, national origin, religion, disability, age, sexual orientation, gender identity, housing status or veteran status of the individual or class of individuals. For example, racial or ethnic slurs or derogatory epithets are prohibited in the workplace, regardless of whether a member of the racial or ethnic group is present when the statement is made.

Harassment does not refer to occasional compliments or other statements of a socially acceptable nature. Harassment refers to behavior which is unwelcome and which is offensive and/or persistent enough to create, or has the potential of creating an intimidating, hostile or offensive working environment for any employee. Harassment includes unwelcome sexual advances or requests for sexual favors, unwelcome touching of a sexual nature and unwelcome and/or offensive sexual comments.

2. This policy applies to all full-time, part-time, permanent, and temporary employees, including supervisors and department heads, as well as to volunteers.
3. It is a violation of this policy to use an individual's submission to or rejection of harassing conduct as the basis for any employment decision affecting the individual.
4. An employee who believes she, he or they have been subjected to harassment as defined in this policy shall promptly report the harassment to her, his or their supervisor and/or the director of human resources or designee. _____ (company name) will make reasonable efforts to insure that a human resources representative of each sex is available to receive such complaints. The human resources department shall conduct a thorough and prompt investigation and, if appropriate, take disciplinary action against any offender, including but not limited to discharge. Staff will keep the complaint as confidential as reasonably possible. No one will be retaliated against for filing a harassment complaint.

5. All supervisory personnel who observe or otherwise learn of or have reason to suspect any conduct, which may violate this policy, shall promptly report such facts to the director of human resources or designee, and shall cooperate fully in any investigation or disciplinary action undertaken pursuant to this policy. Failure to comply with this section shall be grounds for appropriate disciplinary action, up to and including termination.

6. _____(company name) will provide regular training to employees and supervisors on the subject of harassment in the workplace. We will include information about this policy in our orientation and in our personnel policy. A copy of this policy will be posted on a prominent bulletin board. We take this matter seriously and will do all that is reasonably necessary to maintain a harassment-free workplace for our employees.

Signature

Date

AFFIRMATIVE ACTION PLAN AND HARASSMENT POLICY CHECKLIST

Company Name: _____

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			
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	<input type="checkbox"/>	<input type="checkbox"/>	
(figures up to date within 6 months)			
HARASSMENT POLICY CHECKLIST			
Definition of harassment	<input type="checkbox"/>	<input type="checkbox"/>	
Designates a person to receive and Investigate harassment complaints	<input type="checkbox"/>	<input type="checkbox"/>	
Prohibits retaliation for filing a harassment complaint	<input type="checkbox"/>	<input type="checkbox"/>	

WORKFORCE BREAKDOWN FORM

COMPANY NAME: _____

ADDRESS: _____

REPRESENTATIVE: _____

PHONE: _____

E-MAIL ADDRESS: _____

Position, Title Class or Category	Total Number Employees in Each Position	Total Number Minority Employees	Percent of Total	Total Number Female Employees	Percent of Total	Total Number Employees with Disabilities	Percent of Total

I swear or affirm under penalties of perjury that this workforce breakdown is accurate, to the best of my knowledge.

Signature and Title of Representative:

Date:

