

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN THAT THE CITY OF BLOOMINGTON WILL RECEIVE SEALED PROPOSALS FOR THE FOLLOWING:

AIR CONDITIONING (AC) WINDOW UNIT PURCHASE AND INSTALLATION SERVICES

The City of Bloomington, Department of Economic & Sustainable Development, is requesting proposals from qualified and experienced AC window unit installation companies to install AC window units in pre-approved residential homes located within the city limits of Bloomington, Indiana. The selected Contractors will perform an initial site visit to measure the resident's window, determine the condition of the window, and determine if the electrical supply near the window is sufficient. If the window and electrical conditions are adequate, the selected Contractors will purchase and install an Energy Star-rated AC window unit. In order to ensure the AC window units are installed within two weeks of an approved grant application, two AC window unit installation companies will be selected and contracted as a Tier I or Tier II Contractor based on their prices, capacity, and quality of their proposals.

The Proposal Packet is available for download on the City website: <https://bloomington.in.gov/rfp>

Proposals shall be submitted and clearly labeled with the Proposal Name and RFP number. Contractors may choose one or both of the following submission options:

- A. Contractor shall submit one (1) copy of their proposal by a sealed hard copy, delivered Attn: Shawn Miya, City Hall, 401 N. Morton, Suite 150, Bloomington, IN 47404 to be received no later than 5:00 PM (EST), May 24.
- B. Contractor shall submit one (1) electronic copy via email to shawn.miya@bloomington.in.gov to be received no later than 5:00 PM (EST), May 24.

Proposals must be received no later than **5:00 p.m. local time, Friday, May 24, 2024**. Proposals received after this date and time will not be considered or accepted.

For contracts over \$10,000, the selected Contractors shall submit, and have approved by the City of Bloomington Compliance Officer, Audrey Brittingham, their Affirmative Action Plan (AA Plan). Each Contractor shall ensure 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 protected classes must be included in the AA Plan for it to be acceptable. In addition to other requirements, Contractors 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 the implementation of the AA Plan, applicability to both applicants and employees, recruitment of minorities, equal access to training programs, and an explanation of methods used to communicate the operations of the AA Plan to employees and prospective applicants. Contractors who fail to submit acceptable plans are subject to disqualification.

The City of Bloomington reserves the right to accept or reject any or all proposals, in either whole or in part; to award a contract to other than the lowest proposal; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of the City.

CITY OF BLOOMINGTON

Julie Martindale Long
Purchasing Manager



REQUEST FOR PROPOSALS

**AIR CONDITIONING (AC) WINDOW UNIT PURCHASE AND
INSTALLATION SERVICES**

DATE OF ISSUANCE:

May 10, 2024

RESPONSES DUE:

May 24, 2024

5 p.m. (EST)

This consists of the following sections and all exhibits attached thereto:

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INTRODUCTION AND CONTEXT

The City of Bloomington's AC Window Unit Distribution Program aims to prevent vulnerable populations from heat-related illnesses. Extreme heat kills more people in the United States than all other weather related events such as floods, tornados, and hurricanes. Extreme heat can be dangerous for anyone, but it can be especially dangerous for low-income residents with chronic medical conditions. High daytime and nighttime temperatures can cause stress on the human body which exacerbates health conditions such as respiratory and cardiovascular diseases, diabetes, and renal disease. In addition, some medications (such as some antidepressants, diuretics, and beta-blockers) and chemotherapy treatments taken for chronic illnesses may increase an individual's sensitivity to heat by interfering with the body's ability to regulate temperature, fluids, or electrolytes.

Residents who live within the city limits, meet low-income threshold criteria, and who self-attest to having a qualifying medical condition will be eligible to receive one AC window unit to cool one room of their home at no cost and with free installation. The Township Trustee's Offices will be accepting and processing grant applications. Applications will be accepted and approved on a first come, first serve basis until available funding is depleted.

Once the grant applications are approved, The Township Trustee Offices will submit the approved applications to the City of Bloomington. The City of Bloomington will coordinate the installations with their approved AC window unit installation vendor. After the installations are complete and the required documentation has been submitted to the City of Bloomington, the City of Bloomington will issue payment to the vendor.

PROJECT TIMELINE

Grant applications will be accepted by the Township Trustee Offices from June 1, 2024 to October 15, 2026. AC window unit installations will occur from June 14, 2024 to October 31, 2026.

INVITATION

The City of Bloomington is seeking the services of two (2) professional, qualified AC window unit installation companies from June 1, 2024 through October 31, 2026. A tiered approach will be utilized to ensure that AC window units are installed within two weeks of a grant application approval. The Tier I or Tier II vendor will adhere to the following requirements:

1. City of Bloomington Notifies Tier I Vendor of an Approved AC Window Unit Grant Application

The City of Bloomington will notify the Tier I vendor that a resident (Grantee) has been approved for an AC window unit. The City of Bloomington will provide the Grantee's name, address, and phone number. The Tier I Vendor will confirm with the City of Bloomington that all of the steps outlined below can be completed within two weeks. If not, the City of Bloomington will notify the Tier II Vendor to complete the installation.

2. Schedule and Conduct a Site Visit of Grantee’s Home

The vendor will schedule and conduct a site visit at the Grantee’s home to measure the window, determine its condition, and determine if a three-pronged outlet is located near the window within two weeks of being notified of the approved application. No electrical work will be performed.

3. Schedule the AC Unit Installation

If the window has been deemed sufficient to adequately support the AC unit, the vendor will schedule the installation with the Grantee. If the window is in need of repairs prior to the installation of the AC unit, the vendor will notify the Grantee and the City of Bloomington. The vendor will not make any repairs in order to install the AC unit.

4. Purchase an Energy Efficient Window AC Unit

Using the measurement of the window and the size of the room to be cooled, the vendor will purchase an appropriately sized Energy Star rated AC window unit.

5. Install the AC Unit

The vendor will install the AC window unit at the Grantee’s home. The vendor will have the Grantee sign and date a project completion form.

6. Invoice and Project Completion Form Submittal to the City of Bloomington

The vendor will submit invoices and project completion forms to the City of Bloomington on a monthly basis for reimbursement. The City of Bloomington is exempt from paying sales tax. Invoices shall not include sales tax.

EXAMINATION OF ALL DOCUMENTS AND REQUIREMENTS

Each Company shall carefully examine all documents and thoroughly familiarize themselves with all requirements prior to submitting a Proposal to ensure that the Company’s Proposal meets the intent and requirements of this RFP.

Before submitting a Proposal to the City of Bloomington, each Company shall be responsible for making any investigations and examinations that are necessary to ascertain any and all conditions and requirements that would affect this RFP. Failure to make such investigations and examinations shall not relieve the Company from the Company’s obligation to comply, in every detail, with all provisions and requirements of the RFP.

By submitting a Proposal to the City of Bloomington, the company certifies that the company has provided the City of Bloomington with written notice of all ambiguities, conflicts, mistakes, errors or discrepancies that the Company has discovered in the .

TIMELINE & SUBMITTALS

The following timeline shall be applicable unless modified by the City of Bloomington pursuant to addendum to this RFP:

- Issued: May 10, 2024
- Deadline for questions: May 21 at 5:00 PM (EST)
- Questions/Answers posted via addendum: No later than May 22 at 5:00 PM (EST)

- Due Date for Proposals: no later than May 24 at 5:00 PM (EST)
- City of Bloomington Selects Company & Contract Negotiations Commence: May 27, 2024

Questions. Any general questions, requests for clarification or notices of ambiguities, conflicts, mistakes, errors or discrepancies in this RFP must be submitted to Shawn Miya at shawn.miya@bloomington.in.gov before May 21 at 5:00 PM (EST). Companies shall not contact individual City staff members for purposes of discussing the Project, or any matter related to the foregoing. Unless otherwise specified, all inquiries must be directed to shawn.miya@bloomington.in.gov. Failure to follow this procedure may result in a Company's disqualification. All questions and answers will be posted in the form of an addendum to this RFP on City's website at www.bloomington.in.gov/rfp.

Submittal. Companies **may choose one or both** of the following submission options:

- A. Company shall submit one (1) copy of their proposal by a hard copy, delivered Attn: Shawn Miya, City Hall, 401 N. Morton, Suite 150, Bloomington, IN 47404 to be received no later than 5:00 PM (EST), May 24.
- B. Company shall submit one (1) electronic copy via email to shawn.miya@bloomington.in.gov to be received no later than 5:00 PM (EST), May 24.

Any proposals, modifications, or revisions received by the City of Bloomington after that date and time will not be considered unless specifically authorized or requested by the City of Bloomington.

Notwithstanding anything herein to the contrary, the City of Bloomington reserves the right to change or extend any dates including the due date for Proposals for any reason and at any time, including after the Due Date for Proposals shall have expired.

MINIMUM PROJECT STANDARDS

The City of Bloomington seeks a knowledgeable, financially sound, and experienced AC window unit installation company.

Proposals must include the following:

- Window AC unit price ranges
- Installation fees (if any) of window AC units
- Previous experience installing window AC units
- Years in business
- Qualifications of personnel who will install the AC units

SUBMISSION REQUIREMENTS

Submittal Deadline

In order to receive consideration, responses must be received by the City of Bloomington **no later than 5:00 p.m.**, Eastern Daylight Time on May 24.

Additional Submittal Requirements

Proposals should be concise and informative, and in no circumstances longer than 25 pages, with an emphasis on previous experience and relevant projects.

Delivery of Proposal

It is the responsibility of each Company submitting a Proposal to ensure the actual delivery of proposal documents to the City **prior to 5:00 p.m. May 24, 2024, local time**. To confirm receipt of your submittal, please contact Shawn Miya at shawn.miya@bloomington.in.gov for confirmation.

The Proposal submittal via email shall reference "AC Window Unit Purchase and Installation Services" and the name of the submitting Company in the email subject line and/or File Name.

The City of Bloomington will not provide any pre-selection information concerning the status of Proposals other than the acknowledgment that they were received.

Submissions shall include the following:

1. **Statement of Interest**

Provide a statement of the Company's interest in the development of the AC Window Unit Distribution Program; highlight the Company's qualifications and the firm's understanding of the objectives of the project, and provide a brief description of the project team.

2. **Applicant Qualifications**

Provide a description of the entities and key personnel on the Company's team and a brief description of similar projects completed by the team in the past five years.

3. **Project Description:**

Provide a narrative description of the general concept proposed for organizing and managing the AC window installations, addressing the details noted in the Minimum Project Standards of this RFP. Describe how the proposed concept addresses the objectives listed in this RFP.

4. **Financial Terms and Assumptions**

Terms: Submittals will be evaluated on price and quality of the submittal.

5. **Estimated Capacity:** Submitters shall provide an estimated monthly AC window unit installation capacity.

SUBMISSION EVALUATION AND SELECTION

The City of Bloomington will review submissions for completeness and to verify that both the applicant(s) and the proposed project(s) respond to the requirements of this RFP. Submissions determined to be non-responsive will not be considered or evaluated. Any submissions deemed ineligible or non-responsive may appeal to the City of Bloomington for reconsideration at the City of Bloomington's sole discretion.

The City of Bloomington is the sole and final decision-maker regarding this RFP selection, and it reserves the right to reject any or all submittals. There is no guarantee that the City of Bloomington will pursue discussions or select any of the respondents to develop the AC Window Unit Distribution Program, and any submission shall be submitted at the submitter's sole risk and cost.

The City of Bloomington will evaluate responsive submissions received by the submittal deadline based on the qualifications of the submitter(s); how well the project concept(s) addresses the goals and objectives of this RFP; and the submission's overall positive attributes.

The final selection will be made solely by the City of Bloomington. **The City of Bloomington reserves the right to request additional information from applicants, reject any and all submittals, waive any irregularities in the submittal requirements, or cancel, suspend or amend the provisions of this RFP at any time.**

PUBLIC RECORDS

Pursuant to the Indiana Public Records Act, unless otherwise noted, all documents submitted in response to this RFP will be considered public records and will be made available to the public upon request.

Updated February 2024

To: Prospective Bidders/Vendors/Grant recipients

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

FROM: Audrey Brittingham, Assistant City Attorney/Contract Compliance Officer

AFFIRMATIVE ACTION: All bidders, quoters, vendors, and grant recipients with the City of Bloomington for projects in excess of \$10,000.00 must submit an affirmative action plan to the City Legal Department. This plan must ensure 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 are strongly encouraged to check with City Legal Department to make sure it complies with the City's 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 City Legal or as part of your bid packet by the bid deadline. Bidders who fail to submit an affirmative action plan by the bid deadline are subject to disqualification. **We strongly recommend you submit your affirmative action plan to the Legal Department prior to the bid deadline so Legal may review your plan to make sure it complies with the City's requirements.** If your bid is chosen and your affirmative action plan does not entirely comply with the City's requirements, you will be required to bring it into compliance prior to the execution of any City contract.

Accompanying this letter you will find the following materials:

1. A sample affirmative action. You are not required to adopt this plan; it is provided for your convenience. Feel free to adopt this plan as your own or to amend it to meet your needs.
2. A workforce breakdown form. You **MUST** submit a workforce breakdown form (sometimes called a "utilization report") with your affirmative action plan. If you have a different form 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.**
3. An affirmative action plan checklist. This is the checklist we use to crosscheck your company's affirmative action plan against the City's requirements. If your plan omits any elements on the checklist, your plan will not be approved.

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

Once Legal has approved your affirmative action plan, you will receive a letter that can be used to verify your compliance for any City project or contract that requires an affirmative action plan. This letter will expire six months after you submitted the affirmative action plan. You will be issued a new letter when you submit an updated workforce breakdown form.

HARASSMENT POLICY: All bidders and vendors required to submit an affirmative action plan 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.

LIVING WAGE: Contractors that are considered “covered employers” under City Ordinance 2.28, otherwise known as the “Living Wage Ordinance” or “LWO,” are required to pay their covered employees at least a living wage. Currently, the living wage is \$15.75 per hour for covered employees. Up to 15% of that amount, or \$2.36, may be in the form of the covered employer’s contribution to health insurance available to the covered employee.

If the City determines the successful bidder is a covered employer under the LWO, Contractor shall execute the Living Wage Ordinance Affidavit; shall abide by the LWO by paying their employees a living wage and providing the City with information requested in the course of enforcing the LWO; and shall post the Living Wage Poster, provided on the last page of this packet, in areas frequented by their covered employees.

The attached flow chart provides guidance on whether the contractor is a "covered employer." If you have questions, please contact Audrey Brittingham at audrey.brittingham@bloomington.in.gov, or call 812-349-3426.

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 the City’s Legal Department at 812.349.3426 or email the City at legal@bloomington.in.gov. The office hours are Monday through Friday, 8-5.

Thank you.

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.

1. This policy applies to all full-time, part-time, permanent and temporary employees, including supervisors and department heads, as well as to volunteers.
2. 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.
3. 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.

4. 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.

5. _____ (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

NOTE: This is **not** an Affirmative Action Plan. This checklist is provided for organizations with existing affirmative action plans to crosscheck their plans against the City’s requirements. Each item listed below is required by City ordinance or regulation.

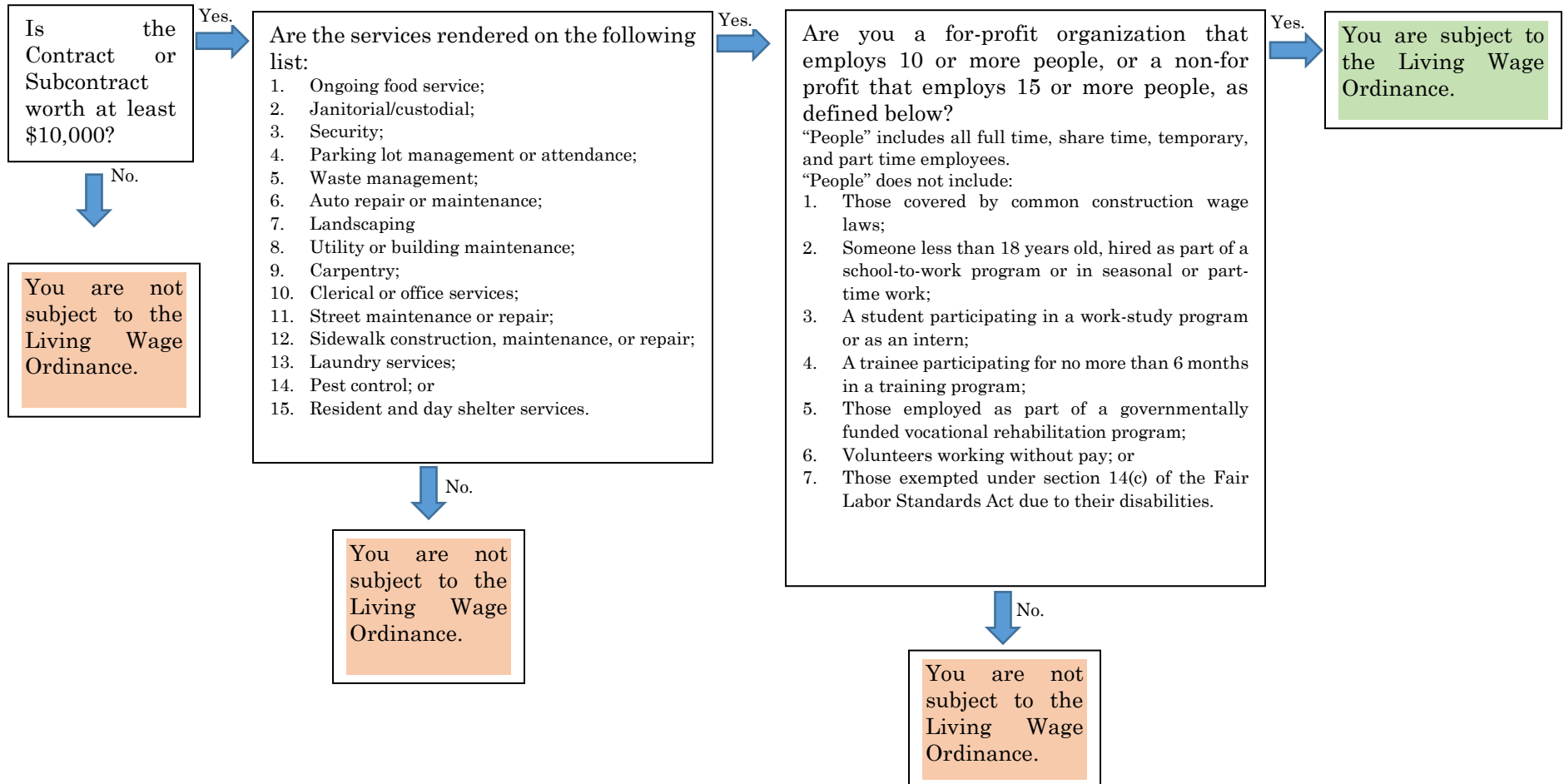
| Contractor: Plan MUST Include: | | Yes | No | Comments: |
|--|---|--------------------------|--------------------------|------------------|
| Policy statement of equal employment opportunity | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Covers: | Applicants for employment | <input type="checkbox"/> | <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"/> | |
| 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"/> | |

The City of Bloomington (CoB) Living Wage Ordinance (LWO) applies to three groups of employers:

- 1) The CoB;
- 2) Companies that provide services to the CoB through contracts or subcontracts; or
- 3) Organizations that receive CoB subsidies or grants.

As an employer under categories 2 or 3, you may or may not be subject to the LWO. To find out, follow the applicable flow chart, below, or contact the City Legal Department.

Companies that Provide Services to the CoB through Contracts or Subcontracts (“Agreement”)



Companies or Organizations that Receive CoB Subsidies or Grants

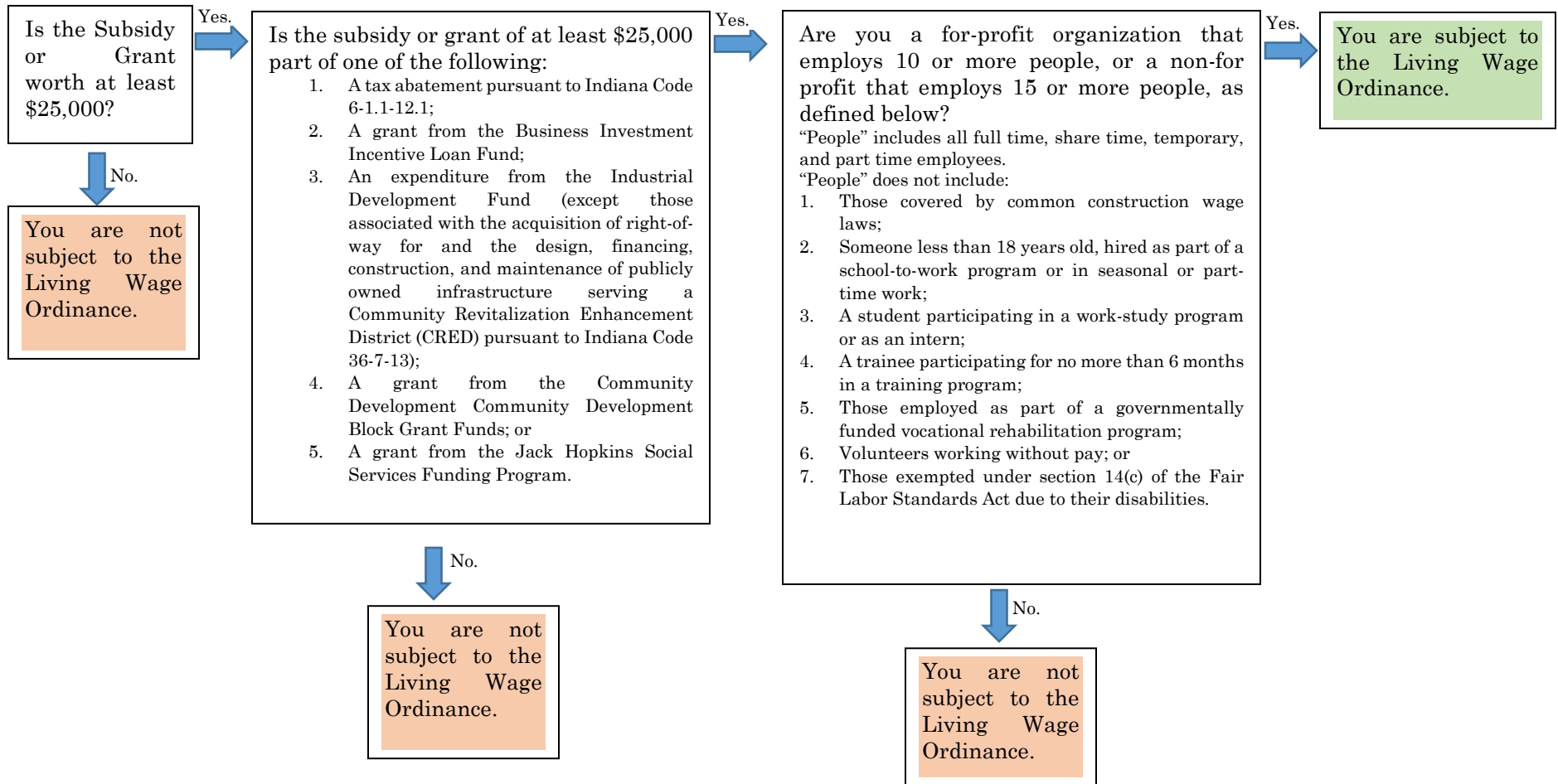


EXHIBIT E
AFFIDAVIT THE LIVING WAGE ORDINANCE

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

1. The undersigned is the _____ (title) of _____ (company).
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 their knowledge and belief, the company named herein is subject to Bloomington City Ordinance 2.28, otherwise known as the "Living Wage Ordinance."
4. The projected employment needs under the award include the following: _____
_____.
5. The projected net increase or decrease in jobs for covered employees by job title that will result from awarding the assistance: _____.
6. The undersigned hereby affirms that the smallest hourly wage to be earned by each of their covered employees shall be at least the living wage.

I affirm under the penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

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 _____
_____, 2024.

My Commission Expires: _____

Notary Public

County of Residence: _____

Name Printed

Commission Number