

**ELMWOOD PARK PUBLIC LIBRARY
REQUEST FOR PROPOSAL
LIBRARY CONSTRUCTION MANAGER**

Date Issued: June 1, 2018

PUBLIC NOTICE is hereby given that sealed Proposals will be received by the Elmwood Park Public Library, for the Position of LIBRARY CONSTRUCTION MANAGER for the Elmwood Park Public Library Renovation Project. All Proposals will be opened publicly and read aloud on the Return Date and Time.

Return Date & Time: June 20, 2018, 11:00 AM Return To:

Keith Kazmark, RMC/CMC/MMC
182 Market Street
Elmwood Park, NJ 07407

The Elmwood Park Public Library is soliciting proposals for the position of Library Construction Manager to provide professional services to the Elmwood Park Library Board Renovation Project. Elmwood Park Library Board may select one or more Library Construction Managers for the provision of these services based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4, et. seq. and in accordance with the Resolution previously adopted by the Mayor and Council to secure such services through a fair and open process. In order to have a proposal considered by the Elmwood Park Library Board, an interested party must provide evidence that he/she satisfies the minimum requirements, as set forth in Section III of this document and that he/she otherwise complies with the proposal requirements set forth in the Borough of Elmwood Park's REQUEST FOR QUALIFICATIONS AND PROPOSALS section of the Borough's web site.

SECTION I Appointment of Library Construction Manager

- A. One Library Construction Manager may be appointed by the Elmwood Park Library Board to serve as the official Library Construction Manager, to perform services for the Elmwood Park Library Board including but not limited to those services as described in Section II of this document.
- B. The Elmwood Park Library Board may select, at its sole discretion, individuals or firms for this position, so long as those individuals or firms meet or exceed the minimum requirements set forth in Section III hereof. Once an appointment is made, no substitution of personnel may be made without the express written consent of the Elmwood Park Library Board, which consent may be withheld in their sole discretion.

SECTION II Scope of Services

The Library Construction Manager shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Elmwood Park Library Board:

- A. Provide the following services:
 - Conduct Pre-Construction Conference
 - On-site Supervision
 - Provide inspection of work for conformance with plans
 - Coordinate submittals/approvals to maintain construction schedule
 - Review construction progress and report on deviations for the schedule
 - Process payment requests
 - Conduct Job Meetings
 - Review Proposed Change Orders
 - Recommend changes in work required by field conditions or that will save some, money or will improve quality
 - Work with architect to develop closeout program
 - Coordinate final inspections and punch list
- B. Perform such duties as are prescribed by general law and ordinance;
- C. Assist in the preparation or to review plans and specs or to perform value engineering services for The Library Renovation Project undertaken by the Elmwood Park Library Board;
- D. Prepare reports and provide advice to the Elmwood Park Library Board regarding issues that arise that include but are not limited to: construction updates and budgetary items;
- E. Interact with both the Borough's Administration and Library Administration on related issues;
- F. When requested by the Elmwood Park Library Board, reply to inquiries from Elmwood Park Mayor and Council and Library Officials; and
- G. Attend regular, special, and Committee meetings as requested by the Elmwood Park Library Board.

SECTION III Minimum Qualifications and Response Requirements

In order for an individual's or firm's proposal to be considered by the Elmwood Park Library Board, interested parties submitting proposals in response to this solicitation must meet the following:

A. Minimum Qualifications:

1. Is multi-disciplined with at least ten (10) years of experience in all aspects of public construction projects (the appointed Library Construction Manager may be assisted by employees of his/her firm with lesser levels of experience);
2. That the Library Construction Manager has been licensed in the State of New Jersey for at least five (5) years;
3. That the Library Construction Manager has at least five (5) years prior experience in public construction management;
4. That the Library Construction Manager, and/or firm, has sufficient staff to satisfy the scope of services described in this proposal;

5. Library Construction Manager or Firm submitting the response to this proposal carries professional liability insurance in an amount of at least \$1,000,000.00 with a carrier that has AAA rating by Best Insurance Digest; and
6. That the Library Construction Manager submitting this proposal has not represented within the past three years and does not represent any adverse parties and claims whether administrative, civil, criminal, or otherwise, against the Elmwood Park Library Board.
7. The individual or firm is in good standing within the State of New Jersey.

B. Minimum Requirements for Vendor Responses:

Interested parties wishing to provide a proposal in response to the Elmwood Park Library Board's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document:

1. Full name and business address of entity or person submitting the proposal and the name of the key contact person;
2. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and organizational structure;
3. Number of years the organization has been in business under the present name, and the number of years the business organization has been under the current management;
4. Please provide a brief overview of your firm, including the number of years your firm has been providing construction management services to municipal entities in New Jersey. Provide a resume of the key person to be assigned to head this project
5. Provide a listing of up to six (6) New Jersey municipal public entity projects where you have provided construction management services in the last 5 years. Provide the following information for each project:
 - a. Name of Municipality
 - b. Project name and location
 - c. Project size in square feet (S.F. of new and/or additions and renovations, whichever is applicable)
 - d. Owner's representative and phone number
 - e. Construction estimate
 - f. Actual bid results
 - g. Estimated final cost with change orders
 - h. Date service began
 - i. Scheduled construction completion date
 - j. Architectural firm, including address, phone number, contact person
 - k. Description of your firm's interactions with the architectural firm
6. List of all individuals who, if selected, will provide services to the Elmwood Park Library Board, along with a summary of the post high school education and license held by each such person;

7. Number of years each individual has provided services to municipal entities in the State of New Jersey;
8. A description of the services that will be provided to the Elmwood Park Library Board, in addition to those set forth in Section II above;
9. A copy or description of the professional liability insurance policy maintained by the attorney or law firm for the proposed calendar year;
10. A statement and listing of professional service fees that the Library Construction Manager would offer to the Elmwood Park Library Board, if selected to be the Library Construction Manager;
11. A statement that the applicant complies with N.J.S.A 10:5-1, et. seq., (Law Against Discrimination) and P.L.1975, c. 127 (Affirmative Action Law of the State of New Jersey);
12. The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one (1) municipal entity client;
13. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years; and
14. Confirmation of appropriate Federal, State, and Local licenses to perform activities; and
15. The Applicant shall number its responses using the sequential order listed in this section; and
16. The Applicant's New Jersey Business Registration Certificate ; and
17. The applicant shall provide the Elmwood Park Library Board with an original and two (2) copies of its proposal.

SECTION IV Basis of Award of Professional Services Contract

The Elmwood Park Library Board shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Elmwood Park Library Board. The final determination will be based upon the most advantageous price and other factors to the Elmwood Park Library Board. The specific basis of award will include:

A. Documented evidence that the individual/firm fulfills all of the Minimum Qualifications as listed in Section III, paragraph A., and all of the information required under paragraph B., including, but not limited to, insurance policy, Affirmative Action Compliance and professional service fees, are provided for review and consideration.

B. Technical Criteria:

1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Does the proposal document knowledge of the issues and operations of the Elmwood Park Library Board and how the proposed services will address these issues?
3. Is the proposal complete and responsive to the specific requirements?
4. Has successful past performance of the individual/firm and its principals been documented?

C. Management Criteria:

1. How well does the proposed scheduling timelines meet the Elmwood Park Library Board's needs?
2. Does the individual/firm document a record of prior public jobs over the past 5 years?
3. Does the individual/firm document Municipal/State experience?
4. Does the individual/firm document its availability to attend all scheduled/required public and special meetings?
5. To what extent does the individual/firm rely on in-house resources vs. contracted services?
6. Is there the availability of in-house and contract resources documented?
7. Is there Documentation of experience in performing similar work by employees?
8. Does the individual/firm make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
9. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

D. Cost Criteria:

1. Relative Cost – Individual firm must provide either a flat cost for management services OR a set hourly amount with a reasonable specific amount of management hours.
2. How does the cost compare to other similarly scored proposals?
2. Is the price and its component charges, fees, etc., adequately explained and documented?
3. Does the proposal include quality control and assurance programs?
4. Does the individual/firm have the sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for the professional services in the Temporary and/or Final Budgets.

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. PLEASE INITIAL BELOW, INDICATING THAT YOUR PROPOSAL INCLUDES THE ITEMIZED DOCUMENTS. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.

ITEM	INITIALS
Executed Disclosure Statement (form provided)	
Executed Non-Collusion Affidavit (form provided)	
Executed Affirmative Action Compliance Notice (form provided)	
Executed Owner's Disclosure Statement (form provided)	
Executed Hold Harmless Agreement (form provided)	
Executed Americans with Disabilities Act of 1990 Language (form provided)	
Executed Vendor's Information (form provided)	
Executed Proposer's Affidavit (form provided)	
New Jersey Business Registration Certificate	
Responses to section III Part B 1 through 15	
Original and two (2) copies of completed package	

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

Person, Firm or Corporation submitting Proposal: _____

Authorized Agent Name and Title: _____

Authorized Signature and Date: _____

DISCLOSURE STATEMENT

The attention of prospective proposer is drawn the provisions of the Local Government Ethics Law (N.J.S.A. 40A:9-22-1, et seq.) which prohibits the Elmwood Park Library Board or an employee or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his/her duties in the public interest.

In furtherance thereof, every proposer must disclose below, whether they are an Elmwood Park Library Board or employee or whether an immediate family member is a Elmwood Park Library Board or employee. If the proposer is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the proposer or a member of the proposer’s immediate family, or anyone having an interest in the proposer’s business organization including their immediate family members, an officer or employee of the Elmwood Park Library Board?

NO _____ YES _____

* President, Vice President or Signature of
Authorized Representative

Print Name

Title

If yes, provide the name of the individual and identify the position held, below, and notify in writing, prior to the proposal opening date, to the Borough Administrator, Borough of Elmwood Park, 182 Market Street, Elmwood Park, New Jersey 07047. (Kindly attach a copy of the correspondence to this form).

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

*** FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

NON-COLLUSION AFFIDAVIT

I, _____, of the City of _____, in the County of _____, and the State of _____, of full age, being duly sworn

according to law on my oath depose and say that:

I am _____, of the firm of _____ the
(Title) (Company Name)

proposer making this Proposal for the above named project, and that I executed the said Proposal with full authority to do so; that said proposer has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive action in connection with the above named project and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey, County of Bergen, and the Elmwood Park Library Board relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I fully warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.
(Company Name)

* President, Vice President or
Signature of Authorized Representative

Print Name

Title

*** FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.**

AFFIRMATIVE ACTION REQUIREMENTS

BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

REQUIRED AFFIRMATIVE ACTION EVIDENCE

PROCUREMENT & SERVICE CONTRACT (which are not subject to a Federally approved or sanctioned affirmative action program). All successful vendors must submit within ten calendar (10) days of the notice of intent to award (Memorandum of Agreement) or the signing of the contract, whichever is sooner, one of the following:

- 1. **A PHOTO COPY OF THEIR FEDERAL LETTER OF AFFIRMATIVE ACTION PLAN APPROVAL.**
OR
- 2. **A PHOTO COPY OF THEIR CERTIFICATE OF EMPLOYEE INFORMATION REPORT.**
OR
- 3. **A COMPLETED AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). FORM IS INCLUDED IN THIS PACKAGE. LAST PAGE.**

THE AFFIRMATIVE ACTION AFFIDAVIT FOR VENDORS HAVING LESS THAN FIFTY (50) EMPLOYEES IS NO LONGER ACCEPTABLE.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et. seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her proposal shall be rejected as non-responsive if said vendor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et. seq.

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq.
(P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the Proposer (herein after the contractor) agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. The contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to

Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

OWNERS DISCLOSURE STATEMENT

In accordance with N.J.S.A. 52:25-24.2 et seq., no corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, shall be awarded a contract, unless prior to the receipt of the bid or accompanying the bid of the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship, there is submitted to the Elmwood Park Library Board, a statement setting forth the names and addresses of all stockholders who own ten percent (10%) or more of the stock, of any class or all individual partners who own a ten percent (10%) or greater interest in the corporation, partnership, limited partnership, limited liability corporation, limited liability partnership, Subchapter S corporation or sole proprietorship. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non- corporate stockholder and individual partner, exceeding the ten percent (10%) ownership criteria established in this act has been listed.

Legal Name of Bidder	Date
Street Address	City
Telephone #	Fax #
	e-mail address
	State
	Zip Code

CHECK TYPE OF BUSINESS ENTITY:

	Date	Where		
	Incorporated	Incorporated		
Corporation	_____	_____	Limited Partnership	_____
Limited Liability Corporation	_____	_____	Limited Liability Partnership	_____
Subchapter S Corporation	_____	_____	Sole Proprietorship	_____
			Partnership	_____

Listed below are the names and addresses of all stockholders or individuals who own ten (10) percent or more of its stock of any class(es), or who own ten (10) percent or greater interest therein.

Name Address
Name Address
Name Address

If more space is required, continue listing on a separate page and include with bid submittal.

If no stockholder or partner owns ten percent (10%) or more of the business submitting the bid, please sign and date this form. I certify that no stockholder or partner owns ten percent (10%) or more of the business submitting this bid:

President, Vice President or Signature of Authorized Representative	Date
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FAILURE TO COMPLETE THIS FORM OR SIGN THE ABOVE STATEMENT BY A DULY AUTHORIZED COMPANY OFFICIAL WILL RESULT IN REJECTION OF THIS PROPOSAL.

HOLD HARMLESS AGREEMENT

BETWEEN: Elmwood Park Library Board
182 Market Street
Elmwood Park, New Jersey 07407

AND

Vendor's Name

Address – not a post office box

Telephone Number; Fax Number;

E-mail address

It is understood and agreed the Proposer is:

1. An independent Contractor and not an employee of the Elmwood Park Library Board.
2. The Proposer agrees to indemnify and hold harmless the Elmwood Park Library Board, its elected officials, and all of its officers, agents and employees from any and all liability for damages for injury to person and property, including death, and against and from all suits and actions and all costs, damages and charges of whatsoever kind and nature, including attorneys' fees to which the Elmwood Park Library Board may be put for, or on account of, any injury or alleged injury to person, including death, or property, resulting from the performance of the Proposer's operations under this contract, or by or in consequence of any neglect or omission of the part of the Proposer in the performance of operations under this contract, whether such operations, or the absence thereof, be by the Proposer or anyone directly employed by the Proposer.
3. The Proposer shall hold the Elmwood Park Library Board harmless for damages to the Proposer's equipment utilized during the term of this contract.

President, Vice President or Signature of Authorized Representative

Print Name

Title

Date

DOCUMENT OWNERSHIP

This document was prepared by the Elmwood Park Library Board (owner) and is provided on the Borough of Elmwood Park's website at www.elmwoodparknj.us. This document is not to be reproduced for distribution to other vendors regardless of whether the vendor intends to charge, or not to charge, for said copy. Copies of this document are made available from the owner and there is no other agent authorized to distribute same.

The owner shall retain all of its rights and interest in any and all documents and property both hard copy and digital furnished by the owner to the vendor for the purpose of assisting the vendor in the performance of this contract. All such items shall be returned immediately to the owner at the expiration or termination of the contract or completion of any related services, pursuant thereto, whichever comes first. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the vendor or permitted by the vendor to be used by their parties at any time except in the performance of the resulting contract.

Ownership of all data, materials and documentation originated and prepared for the owner pursuant to this contract shall belong exclusively to the owner. All data, reports, computerized information, programs and materials related to this project shall be delivered to and become the property of the owner upon completion of the project. The vendor shall not have the right to use, sell, or disclose any part or total of the interim or final work products, or make available to third parties, without the prior written consent of the owner.

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDDING CONTRACT		
	CITY	COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. *DO NOT SUBMIT AN EEO-1 REPORT.*

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY STATE ZIP CODE	PHONE (AREA CODE, NO., EXTENSION)