

APPENDIX A
GPSD AFFIRMATIVE ACTION REQUIREMENTS

September 3, 2003

ORDINANCE NO. 498

OF THE GREATER PEORIA SANITARY AND SEWAGE DISPOSAL DISTRICT

AN ORDINANCE ESTABLISHING AFFIRMATIVE ACTION REQUIREMENTS IN CONNECTION WITH THE PURCHASE OF GOODS AND SERVICES AND THE CONSTRUCTION OF PUBLIC WORKS PROJECTS

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE GREATER PEORIA SANITARY AND SEWAGE DISPOSAL DISTRICT, LOCATED IN THE COUNTY OF PEORIA AND STATE OF ILLINOIS:

Section 1. This Ordinance applies to all contracts for the purchase of goods and services or for the construction of public works which exceed Fifty Thousand Dollars (\$50,000.00) in value or are expected to exceed Fifty Thousand Dollars (\$50,000.00) in value in a consecutive 12 month period.

Section 2. The District will insert the following provisions in every invitation to bid, request for proposal, and contract for the purchase of goods and services or for the construction of public works which exceeds Fifty Thousand Dollars (\$50,000.00) in value:

This contract is subject to the affirmative action requirements set forth in Ordinance No. 498 of the District. The vendor/contractor acknowledges receipt of the Ordinance and agrees to comply with its terms. The vendor/contractor further agrees that this contract provision will be conspicuously placed in every subcontract in excess of Fifty Thousand Dollars (\$50,000.00) in value let by it in furtherance of its contract with the District. No subcontract will be awarded to a subcontractor who fails to comply with the terms of this provision and Ordinance No.498. The District will inspect the work site to evaluate compliance with the contract documents and Ordinance No.498.

Section 3. The District will not award any contract for the purchase of goods and services or for the construction of public works exceeding Fifty Thousand Dollars (\$50,000.00) in value until the vendor/contractor submits to the District an Affirmative Action Plan in the form of Exhibit A to this Ordinance. Failure to submit the Affirmative Action Plan will result in the vendor/contractor's proposal or bid being declared non-responsive.

Section 4. A vendor/contractor awarded a contract subject to this Ordinance will periodically, not less frequently than monthly, issue the District a Work Force Report substantially in the form of Exhibit B to this Ordinance. This Work Force Report shall be submitted to the attention of the Executive Director or his designee. Failure to issue Work Force Reports in a timely fashion will result in the suspension of all progress payments under the contract until such reports are brought

up to date.

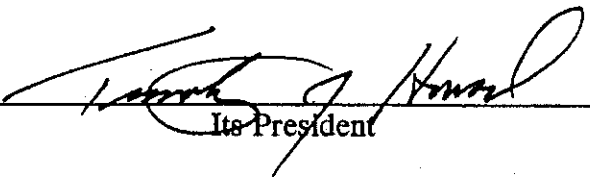
Section 5. Vendors/contractors who fail to demonstrate good faith in meeting the projected goals for minority and/or female employment as set forth in the Work Force Profile, Part III of the Affirmative Action Plan, may be declared by the Board of Trustees as non-responsive and ineligible to bid on further contracts with the District.

Section 6. No person or entity will be declared non-responsive under this Ordinance without first being given reasonable notice and an opportunity to appear in person at an open session of a meeting of the Board of Trustees of the District to present evidence and arguments to the contrary.

Section 7. This Ordinance shall become effective and shall be in full force and effect after its passage, approval and publication as required by law.

PASSED this 17th day of July, 2001.

THE GREATER PEORIA SANITARY
AND SEWAGE DISPOSAL DISTRICT

By 
Its President

ATTEST:


Its Clerk

AYE	<u>5</u>
NAY	<u>0</u>
ABSENT	<u>0</u>

Passed: July 17, 2001
Signed and Approved: July 17, 2001
Published: July 20, 2001
Effective: July 31, 2001

EXHIBIT A

AFFIRMATIVE ACTION PLAN

GREATER PEORIA SANITARY DISTRICT

AFFIRMATIVE ACTION PLAN

PROJECT NAME: _____

BID OPENING DATE: _____

Disclosure of the information requested on this form is required as a condition to an award of a contract for the purchase of goods and services and all contracts for the construction of public works where the purchase or contract exceeds Fifty Thousand Dollars (\$50,000.00) in value or the contract is expected to exceed Fifty Thousand Dollars (\$50,000.00) in value in a consecutive 12 month period. Failure to complete and submit this Affirmative Action Plan in timely fashion will result in the vendor/contractor being declared non-responsive.

Part I: Identification

1. Vendor/contractor's name, address and telephone number.

2. Provide the name, address and telephone number of the responsible individual employed by the vendor/contractor who can be contacted regarding the terms of this Affirmative Action Plan.

3. If the vendor/contractor will let subcontracts in fulfillment of this contract, list the number of subcontracts, the subcontractors (if known), the nature of the work subcontracted and the estimated value of each subcontract.

4. Has the vendor/contractor ever been disqualified from conducting business with the United States, the State of Illinois or any agency of either? YES ____ NO ____ . If so, please provide the dates and reasons for disqualification.

Part II: Preliminary Data

5. Will the vendor/contractor hire employees in addition to his current compliment of employees in order to fulfill this contract? YES ____ NO ____.
6. Does the vendor/contractor currently have an affirmative action plan covering the work to be performed pursuant to this contract? YES ____ NO ____ . If the answer is YES, you can simply attach a copy to this document and submit it to the District rather than complete the remainder of this Affirmative Action Plan.

Part III: Work Force Profile

Complete the Work Force Profiles attached hereto in accordance with the following instructions.

Work Force Profile: All current full-time and part-time employees.

- a. Complete the Work Force Profile accounting for all employees of the vendor/contractor.

Work Force Profile: Employees to be hired to complete the project.

- a. The only employees you should identify on this form are those who will be hired to perform the contract. In other words, this Work Force Profile should only reflect anticipated new hires.
- b. Identify the number of employees in each category you anticipate hiring over the term of the contract.
- c. In estimating the number of minority and females you will hire in each category, you should first determine their representation in the workforce in the area from which you reasonably anticipate you will draw applicants or candidates for employment. Failure to make a good faith estimate of the availability of minorities and females may result in your being declared non-responsive and ineligible for an award of the contract.

For definitions of the various categories identified in the Work Force Profile see the Work Force Profile Addendum attached.

Part IV: Certification

The undersigned certifies that the answers to the questions contained herein are truthful and that the information incorporated herein was accurate at the time of its submission. The undersigned agrees to report immediately any and all changes which would alter the status of any information provided herein.

Print name: _____

Subscribed and sworn to before me this ___ day of _____, 200__.

Notary Public

(Seal Required)

WORKFORCE PROFILE ADDENDUM

DEFINITIONS

CONTRACTOR shall mean persons who contract with the Greater Peoria Sanitary District.

RACE/ETHNIC IDENTIFICATION

WHITE (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN or PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

NATIVE AMERICAN or ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CLASSIFICATIONS

OFFICIALS, MANAGERS, AND SUPERVISORS -- Occupations requiring administrative personnel who set broad policies, and exercise over-all responsibility for the execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers/superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

PROFESSIONALS -- Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants/auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

TECHNICIANS -- Occupations requiring combinations of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: drafters, engineering aids, junior engineers, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic physical sciences), and kindred workers.

SALES WORKERS -- Occupations engaging wholly or primarily in direct selling. Includes: advertising agents/salespersons, insurance agents/brokers, real estate agents/brokers, stock and bond salespersons, demonstrators, salespersons and sales clerks, and kindred workers.

OFFICE AND CLERICAL WORKERS -- Includes all clerical type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office couriers, office machine operators, shipping and receiving clerks, stenographers, typist and secretaries, telegraph and telephone operators, and kindred workers.

WHITE COLLAR TRAINEES -- Persons engaged in formal training for official, managerial, professional, technical, sales, office and clerical occupations.

SKILLED CRAFTS -- Manual worker of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes: the building trades hourly paid foremen and lead men who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

APPRENTICES -- Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State agency.

ON-THE-JOB TRAINEES -- Persons engaged in formal training for craftsmen when not trained under apprentice programs; semi-skilled, unskilled and service occupations.

SEMI-SKILLED WORKERS -- Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

SERVICE WORKERS -- Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institution, professional and personal service), barbers, cleaners, cooks (except household), counter and fountain workers, elevator operators, fire fighters, guards, watchmen and doorkeepers, stewards, janitors, police officers and detectives, porters, waiters

and waitresses, and kindred workers.

UNSKILLED WORKERS -- Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgement. Includes: garage laborers, car washers and greasers, gardeners (except farm) and grounds keepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing loading and pulling operations, and kindred workers.

EXHIBIT B

GREATER PEORIA SANITARY DISTRICT PERIODIC WORKFORCE REPORT INSTRUCTIONS

This workforce report must be completed and returned to the Greater Peoria Sanitary District project manager periodically, not less than monthly, that you are working on a Greater Peoria Sanitary District project. You are to report only those employees working on the District project identified on this report. Do not report for your employees that are not working on the project identified on this report.

If you have further questions regarding this report, please contact the District's Director of Planning and Construction.

I. Total Project Employee Breakdown Table

- Please complete table with the number of employees, including employees of subcontractors, who worked during the reporting period by race;
- Next, add up the number of Caucasian, African-American, Hispanic, Native American, and Asian/Pacific Islander employees and enter that amount into the Total Employees box;
- Then, of total employees, please report total count of female workers for project during week reported.

II. Trade and Hours Worked Breakdown

- Of total employees reported in Section I, please report total hours worked during the reporting period by race;
- Similar to Section I, add up the number of Caucasian, African-American, Hispanic, Native American, and Asian/Pacific Islander employees, and enter the total into the Total Hours box;
- Then, of total hours worked by trade, please report total hours for female workers for project during the reporting period.

III. New Hires by Race and Gender

- Please report by trade, number of newly hired employees who worked during this reporting period by race;
- Similarly to Sections I and II, add the total Caucasian, African-American, Hispanic, Native American, and Asian/Pacific Islander new hires into the Total Employees box;
- Then, of total new-hire employees, please report total number of female workers.

**GREATER PEORIA SANITARY DISTRICT
WORK FORCE REPORT**

Reporting Period From: _____ to _____ Project: _____
 Contractor/Subcontractor: _____

I. Total Project Employee Breakdown (Please record # of employees during the period):

	African-American	Hispanic	Native American	Asian/Pacific Islander	Total Employees	Female
Caucasian						

II. Trade and Hours Worked Breakdown (Please record the number of hours worked during this period):

Trade	African-American	Hispanic	Native American	Asian/Pacific Islander	Total Hours	Female
Caucasian						

III. New Hires by Race & Gender (Please record # of new hires during this period):

Trade	African-American	Hispanic	Native American	Asian/Pacific Islander	Total Employees	Female
Caucasian						

Signature: _____ Date: _____

