



## 3312 A

# Bidding Procedures – Affirmative Action

**Regulation 3312 A**

Original Adoption: 10/30/1990

Revision Dates: 08/11/2009, 02/11/2014

Review Dates:

Effective Date: 02/12/2014

### **I. PURPOSE**

The purpose of this regulation is to establish when bids for goods, services or labor must be accompanied by a compliance statement assuring that the vendor or supplier is an Affirmative Action Employer.

### **II. GENERAL STATEMENT OF REGULATION**

- A. All bids over Twenty-Five Thousand Dollars (\$25,000.00) but under One Hundred Thousand Dollars (\$100,000.00) must be accompanied by a compliance statement assuring that the employer is an Affirmative Action Employer.
- B. All formal bids by suppliers and vendors of One Hundred Thousand Dollars (\$100,000.00) or more presented to the Minneapolis Special School District No. 1 must be accompanied by an assurance of an Affirmative Action Program which the vendor shall produce on the request of the District.
- C. Building construction bids and Affirmative Action requirements will be in accordance with the bid specifications.
- D. The Affirmative Action Requirements Form will be attached to all bid specifications.

### **III. RESPONSIBILITY**

- A. The Superintendent or Superintendent's designee shall be responsible to ensure that this regulation is followed for all contracts requiring a bidding process.
- B. The Superintendent, or Superintendent's designee, shall publish the Affirmative Action Requirements Form, and make it available to the public upon request.

#### ***Legal References:***

Minn. Stat. § 16C.28, subd.1, paragraph (a), clause (2) and paragraph (c) (Contracts; Award)

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

#### ***Cross References:***

MPS Policy 3300 (Purchasing)

MPS Policy 3313 (Vendor Relations)

MPS Policy 3323 (Evaluation of Bids)

MPS Form 3312 1A (Affirmative Action Form)