



Forward

The Board of Education, Special School District No.1, has adopted policies requiring Affirmative Action activities in each of its operating divisions and departments.

This document contains an explanation of the Affirmative Action requirements for construction activities and is made available to parties desiring to perform construction service and provide related supplies and materials for the school district. All bid specifications for this work material will include an “Affirmative Action Bid Specification Statement” outlining the necessary Affirmative Action information that must accompany the bid.

Who Must Present Affirmative Action Plans

The following parties must include Affirmative Action information:

1. Persons/ firms who enter into contracts with the school district for construction projects or related materials and supplies for over \$25,000.00 but under \$100,000.00 will supply a compliance statement on company stationery assuring that the contracting firm is an Equal Opportunity/ Affirmative Action employer.
2. Persons/ firms who enter into contracts with the school district for construction projects or related materials and supplies for \$100,000 or more will be required to provide a detailed Affirmative Action Program as described in this document.

AFFIRMATIVE ACTION BID SPECIFICATION STATEMENT

(must be submitted with bid)

For formal bids over \$25,000 but under \$100,000.00 please supply a compliance statement on company stationery assuring that bidder is an Equal Opportunity/ Affirmative Action Employer.

For formal bids over \$100,000, please provide:

- a. A list showing the number and job categories of all employees with breakdown of female, minority and disabled.
- b. A statement of non-discrimination with regard to all protected classes as per the Minneapolis Civil Rights Ordinance (race, color, creed, religion, ancestry, national origin, gender, gender identity or expression, sexual orientation, pregnancy, affectional preference, disability, age, marital status, or status with regard to public assistance) in all areas of employment and



training including but not limited to recruitment, application, testing, selection, hiring, placement, orientation, on-the-job and external training, educational assistance, transfer opportunity, upgrading, promotion, compensation, discipline, company sponsored social and recreational activities, benefits, layoff, recall, termination, and all other terms and conditions of employment.

- c. A statement that you will abide by all pertinent EEO/AA laws federal, state and local including Title VII of the Civil Rights Act of 1964, Chapter 363 of Minn. Statutes and Section 139 and 141 of the Minneapolis Ordinance.
- d. A statement prohibiting harassment because of an employee's, applicant for employment's, or contractor's race, sex or national origin.
- e. A statement that you will take affirmative action to ensure the company will utilize to the maximum extent feasible in all purchases, contracts and services businesses owned and controlled by women and minorities.
- f. The name and address of the person employed by you to coordinate the implementation of an affirmative action plan. NOTE: The individual assigned to implement the program must be an employee with sufficient status within the company and ability to ensure major program goals are accomplished. This person must be directly responsible at a top level management official such as the Chief Executive Officer. All employees and subcontractors must be made aware, in writing that this person is serving in this capacity and of the duties and responsibilities of this person.
- g. A statement that you will commit all necessary time and resources, both financial and human, to the achievement of the affirmative action policy.
- h. A statement that any employee not complying with the policy and plan will be subject to disciplinary action and contractors not complying will be subject to legal sanction.
- i. Signing of the policy by the Chairperson of the Board and/or Chief Executive Officer.

EMPLOYMENT GOALS

1. The contractor(s) should present an Affirmative Action Plan consistent to maximum extend feasible with the school district's affirmative action policies to the School District Compliance Officer. The district recommends goals as follows:



a. Subcontractors:

- Women Business Enterprise Participation (WBE) 5% of construction cost
- Minority Business Enterprise Participation (MBE) 12% of construction cost

b. Workers:

- Women (skilled and unskilled) 4% of the work force
- Minority (skilled) 6% of the work force
- Minority (unskilled) 12% of the work force

If the above goals are not realistic for a particular project, the contractor can establish goals for that project to be justified by the type of work and available workers for that project. Such reset goals are to be placed in writing as part of the Affirmative Action Plan of the contractor for review and acceptance by the School District Compliance Officer.

2. The contractor will furnish at the time of each payment request the monthly work hours of employment reports of the contractor's labor force and the labor force of all other contracts over \$100,000 as for the Project required by Section 139.50 of the Minneapolis Code of Ordinance. In addition, the contractor shall comply with all applicable Federal, State and Local laws, guidelines and Rules and Regulations and will permit access to its books to verify compliance. In addition, contractors shall immediately notify the School District Compliance Officer directly if layoffs cause them to fall below the Affirmative Action goals.
3. The plan must specify the following with regard to subcontractors:
 - a) That all subcontractors are accountable for achievement of the project goals.
 - b) That each sub-contractor will include the affirmative action clause as required by School District #1 A.A. Guidelines in its contract(s) with the contractor.
 - c) That the contractor will require each sub-contractor to develop an affirmative action plan and provide evidence that such has been accomplished within 10 days of opening bid to Minneapolis School District Compliance Officer.
 - d) That the contractor will conduct a pre-award review of a contract which exceeds \$250,000 to determine if the sub-contractor has the ability to comply with its affirmative action plan.
 - e) That the contractor will require all subcontractors to report information necessary to submit timely EEO/AA information to the Minneapolis School Districts Compliance Officer.