

**CITY OF DAVENPORT
AFFIRMATIVE ACTION PROGRAM**

Dear Vendor:

As a potential prime contractor for the City of Davenport, we ask your cooperation in completing this package, which is designed to comply with the City of Davenport's commitment to Affirmative Action.

After completing this package, please return it to the City of Davenport, Purchasing Division, 226 West 4th Street, Davenport, Iowa 52801.

This form will be kept on file in the Purchasing Division for a period of three (3) years from the date submitted below and will be applicable to any contract your firm may be awarded during this time.

If you have any questions, please contact the Purchasing Division at (563) 888-2156.

Affirmative Action Reporting For:

Company Name _____

Company Address _____

Area Code/Phone Number _____ Fax _____

The undersigned attests that the above-named firm is an Equal Opportunity Employer.

Official Signature _____

Printed Name _____

Date _____

GENERAL INFORMATION

A. Owner(s) and/or Principal(s) of our Company are:

<u>Name & Address</u>	<u>Position</u>	<u>Sex</u>	<u>Racial Origin</u>

B. Other Areas of Interest

Please list other Branches or Subsidiaries of this Company:

<u>Company Name</u>	<u>Address</u>

C. We will utilize the Certified DBE Directory provided by the State of Iowa in seeking qualified minority and female contractors as a means of increasing minority and female entrepreneurship with our company. The Directory may be obtained through the State of Iowa at www.ia.bidx.com/lettings or 515-239-1422.

D. As a result of our Affirmative Actions, we are setting a goal to have protected class contractors/subcontractors and or suppliers in the following areas:

E. We will require timely and adequate submittals of Affirmative Action Programs from all contractors/subcontractors who propose to work on City of Davenport projects and will take whatever steps are necessary to insure that non-protected class contractors/subcontractors have adequate protected class representation in their total work forces.

CITY OF DAVENPORT – AFFIRMATIVE ACTION PROGRAM
 DATA REPORTING FORM 1

Employment Data: Please include all employees. These figures should be indicative of your present work force.

CLASSIFICATIONS	CAUCASIAN		BLACK		HISPANIC		ASIAN/PACIFIC ISLANDER		AMERICAN INDIAN	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers										
Professionals										
Technicians										
Office/Clerical										
Skilled Craft Workers										
Sales Workers										
Service/Maintenance										
Laborers										
Apprentices										
(On the Job) Trainees										

CITY OF DAVENPORT – AFFIRMATIVE ACTION PROGRAM
 DATA REPORTING FORM 2

PROTECTED CLASS EMPLOYEES

List the name, address, date hired, discipline or trade, classification and protected class membership for each protected class person with your company.

Name & Address	Discipline Or Trade	Classification	Date Hired	Protected Class Membership
Example: Janice Smith 711 American St. Dav. IA 52804	Electrician	Journeyman	10/7/70	Female
1.				
2.				
3.				
4.				
5.				
6.				

Use additional sheets as necessary

FEDERALLY ASSISTED PROGRAM ONLY

We (including areas of interest as applicable) currently have contracts on other Federally-assisted projects in Iowa, Kansas, Missouri and Nebraska, as follows:

NAME	PROJECT TYPE	LOCATION	CONTRACT AMOUNT

2. Past contractual experience (including areas of interest, as applicable) on Federally assisted contracts in Iowa, Kansas, Missouri, and Nebraska has been: _____

3. We (including areas of interest) have _____ number of Federally assisted contracts in the United States; these total \$_____.

NAME	TYPE	LOCATION	CONTRACT AMOUNT	YEAR

4. In conjunction with this project, we propose to subcontract the following types of work:

COMPLIANCE CERTIFICATE

Section 3 of the Housing and Urban Development Act

Reference Contract for: _____

The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns, which are located in, or owned in substantial part by persons residing in the area of the project.

The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set for the in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability, which would prevent them from complying with these requirements.

The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

The contractor will include the Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, CFR 135. The contractor will not subcontract with any subcontractor when it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and such sanctions as are specified by 24 CFR 135.

Contractor's Signature