

BIDDER EMPLOYMENT PRACTICES REPORT



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MAYOR

OFFICE OF CONTRACT COMPLIANCE

DEPARTMENT OF LAW • CITY OF AKRON
161 South High Street / Akron, Ohio 44308
Suite 202

I. INSTRUCTIONS

- A. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT:** This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin.

Ordinance, 616-1970, Sections 1 thru 10 of the City of Akron and the rules and regulations pursuant thereto provide for contracts for work, labor, services, supplies, equipment, materials, leases, concessions agreements, and permits.

- B. BIDDER PERFORMANCE:** Completion of this Bidder Employment Practices Report is one of the steps which demonstrates compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with this Program by the Contractor and his subcontractors rests with the contractor or subcontractor. Such demonstration is a prerequisite for continued eligibility for bidding on City of Akron contracts.

- C. FILLING THIS REPORT:** Return this completed report in DUPLICATE along with other appropriate bid documents to the CONTRACTING CITY AGENCY. Inquiries related to this report should be directed to the Contract Compliance Office, 146 South High Street, Suite 605, Akron, OH 44308.

II. BIDDER INFORMATION

1. REPORTING STATUS	
<input type="checkbox"/> a. Prime contractor <input type="checkbox"/> b. Prime subcontractor <input type="checkbox"/> c. Supplier <input type="checkbox"/> d. Other (specify)	
2. NAME, ADDRESS AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT	
3. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER	
4. NAME AND ADDRESS OF PRINCIPAL OFFICE OF BIDDER	
5. CONTRACTING CITY AGENCY (OR AGENCIES)	
6. SIGNATURE AND TITLE OF BIDDERS AUTHORIZED EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE	DATE

EVALUATION (LEAVE BLANK)

Compliance

Non-Compliance

Follow-up _____

IV. EMPLOYMENT DATA

Please note that these data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any federal, state or local law. All specified data are required to be filled in by law.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES								
	TOTAL MALE & FEMALE	MALE	FEMALE	MALE				FEMALE				
				African American	Asian American	Native American	Hispanic American	African American	Asian American	Native American	Hispanic American	
Officials, Managers and Supervisors												
Professionals												
Technicians												
Sales Workers												
Office and Clerical												
Craftsmen (Skilled)												
Operatives (Semi-skilled)												
Laborers (Unskilled)												
Service Workers												
Apprentices												
TOTAL												
Total employment from previous report (If any)												

REMARKS

Use this space to give any identification data appearing on the last report which differs from that given above, explain major changes in employment, changes in composition of reporting units, and other pertinent information.

The undersigned certifies that he is legally authorized by the bidder to make the statements and representations contained in this report; that he has read all of the foregoing statements and representations and that they are true and correct to the best of his knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Contract Compliance, the bidder will be subject to the loss of all future awards.

Firm or Corporate Name _____ Date of Signing _____

Signature _____ Title _____

Signature _____ Title _____

V. ADDITIONAL INFORMATION (Optional)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, or national origin. Use separate sheet if additional space is needed.

VI. DESCRIPTION OF OCCUPATIONAL CATEGORIES

Officials, managers and supervisors – Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for 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 and 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 and auditors, airplane pilots and navigators, architects, artists, chemists, designers, editors, engineers, lawyers, librarians, mathematicians, natural scientists, personnel and labor relations workers, physical scientists, teachers, surveyors, and kindred workers.

Technicians – Occupations requiring a combination 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: draftsmen, engineering aids, junior engineers, mathematical aides, nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

Sales Workers – Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salesmen, insurance agents and brokers, stock and bond salesmen, demonstrators, salesmen, demonstrators, salesmen and sales clerks, and kindred workers.

Office and Clerical – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes: book-keepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen (Skilled) – Manual workers 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 leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and type-setters, electricians, engravers, job setters, (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

Operatives (Semi-skilled) – Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few week and require only limited training.

Laborers (Unskilled) – 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 groundskeeper, long-shoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service Workers – Workers in both proactive and nonprotective service occupations. Includes: attendants (hospital and other institutions, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen and doorkeeper, stewards, janitors, policemen and detectives, porters, waiters and waitresses, 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.