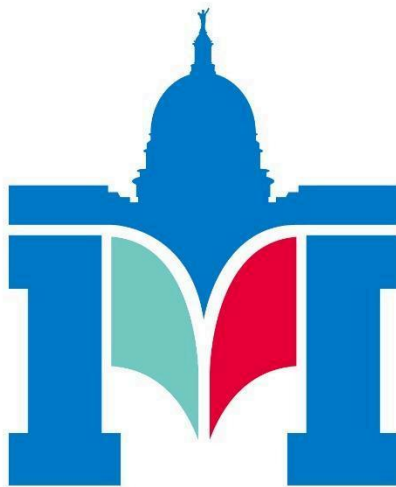


# MADISON METROPOLITAN SCHOOL DISTRICT

## REQUEST FOR BID



RFB #: 228\_Ref24\_Sherman Shabazz\_Abatement

Title: Asbestos, Lead and HAZMAT Abatement Services

Department:

Issue Date: March 6, 2026

Due Date: March 31, 2026 - 2:00 PM (CST)

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# 1 General Information

## 1.1 Introduction and background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a bid for **Asbestos, Lead and HAZMAT Abatement Services**. The District as represented by **Building Services** intends to use the results of this solicitation to award a contract for **obtaining – Asbestos, Lead and HAZMAT abatement services**

Approximately 25,500 students, about 60% of which are minority, are currently enrolled in the Madison Metropolitan School District (District), making it the second largest school district in the State of Wisconsin. The District employs 2,664 teachers, 141 administrators and 1,382 support personnel, plus 2,200 part time staff (including substitute teachers and summer recreation workers). The District includes 52 school buildings in a 72 square mile area that includes the City of Madison and all or parts of several surrounding municipalities, with 33 elementary schools (grades 4K through 5) 12 middle schools (grades 6 through 8) and 6 high schools, one of which is a small alternative high school (grades 9 through 12). Several of the schools at each level have been named National Schools of Excellence by the U.S. Department of Education. The District also operates early childhood programs and alternative programs for middle and high school students as well as maintaining additional sites such as the Administration Building, the Maintenance/Food Service Building, the Mansfield and Lussier Stadiums, and the Affiliated Alternatives.

Madison Metropolitan School District believes every school should be a thriving school that prepares each student to graduate from high school ready for college, career and community. We strive to ensure that students are on-track to graduate, that every student has access to a challenging and well-rounded education, and that students, families and employees experience a positive school and district climate. The District's strategic framework recognizes the following priorities in working toward the realization of our vision: 1) Empower School Communities – We will empower principals along with school teams, providing them the resources, flexibility and integrated support necessary to collaboratively create strategies with students, staff and families that accelerate student progress; 2) Invest In People – We will commit to investing in and fully supporting our staff, with a focus on anti-racist, culturally responsive and inclusive teaching and powerfully aligned hiring, placement, induction, professional growth, coaching and evaluation practices; 3) Streamline Priorities – We will focus the work of the central office team on breaking down systemic barriers and filling gaps in access, services and resources; 4) Plan for the Future – We will think and plan long-term in partnership and collaboration with our students, families, staff and the larger Madison community.; and 5) Embrace Innovation – To address challenges without clear solutions, we will adopt new mindsets toward risk-taking and support people in bold, new and innovative work within the classroom and beyond.

(MMSD's Strategic Framework can be found at:  
<https://www.madison.k12.wi.us/about/strategic-framework>)

Because of the District's sound financial management practices, Madison Metropolitan School District is one of only a few Wisconsin districts to have an "AA+ stable" bond rating.

## 1.2 Instructions to Bidders

### 1.2.1 Public Records & Confidentiality

Unless otherwise noted, names of all organizations submitting bids will be publicly available after the date and time specified as the deadline for submitting bids. Bid abstract will be open to public inspection after award(s).

### 1.2.2 Amendments & Revisions

Revisions to this request for bid, including due date, may be made by an official written amendment issued by Purchasing Services.

Copies of bid documents including the scope of work, specifications and figures will be posted on the District website no later than 2 working days prior to the established bid walkthrough date.

### 1.2.3 Submission Logistics

Bids shall be submitted to ALL of the following email addresses no later than 2:00 PM on March 31, 2026. Late bids will not be accepted:

- [bsbidreceiving@madison.k12.us](mailto:bsbidreceiving@madison.k12.us)
- [ref24or@concord-cc.com](mailto:ref24or@concord-cc.com)
- [mbrennan@consulttruenorth.com](mailto:mbrennan@consulttruenorth.com)

### 1.2.4 Tax Status

The MMSD is exempt from Federal Excise and Wisconsin State Sales tax.

## 2 Purpose of the request for bid

The Madison Metropolitan School District, **Building Services**, requests bids for the **Asbestos, Lead and HAZMAT abatement services** in accordance with the information listed below (more detailed descriptions may be attached to this document). Special Conditions of Bid, Specifications, Itemized Bid List, and Standard Terms and Conditions are contained herein. All communication and/or questions **MUST** be sent to Mike MacDonald, Assistant Director - Facilities Maintenance and Anna Wakley - The Concord Group, at [mmacdonald@madison.k12.wi.us](mailto:mmacdonald@madison.k12.wi.us) and [awakley@concord-cc.com](mailto:awakley@concord-cc.com). To formally submit your bid for consideration, simply provide the information required below, sign, and return this document with all other required documentation in accordance with the guidelines established herein.

## 3 Bid Specifications

### 3.1 Specifications and Bid Conditions

Conditions of bid which include the “shall” or “must” describe a mandatory requirement. All specifications are defined as mandatory minimum requirements unless otherwise stated.

Copies of bid documents including the scope of work, specifications and figures will be posted on the District website no later than 2 working days prior to the established bid walkthrough date.

### 3.2 Procuring and contracting department/division

This Request for Bid (RFB) is issued by Madison Metropolitan School District, Building Services, which is the sole point of contact for the District during the Request for Bid process. The person responsible for managing this procurement process is Dana Scheel, Manager - Procurement & Contracts.

As it pertains to this RFB, vendors shall NOT have contact with anyone other than the Manager - Procurement & Contracts (if absent, the Lead Buyer) through the duration of this RFB process. All communication pertaining to this RFB must be in writing by email (preferred) or US mail.

### 3.3 Contract Term and Funding

Any contract(s) resulting from this RFB will be administered by Madison Metropolitan School District, **Building Services**. The contract administrator will be **Mike MacDonald**.

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run from the date a contract is awarded through **August 31, 2027**, with an option by mutual agreement of the District and contractor, to renew for **Two (2)** additional one-year periods unless amended, cancelled or rebid.

### 3.4 Bid Requirements

A mandatory building tour is scheduled for 7:00am Monday, March 16th , 2026. Meet at the entrance to the school. Approximately 90 minutes of access for bidding contractors will be provided. A list of attendees will be used for subsequent communications.

Copies of bid documents including the scope of work, specifications and figures will be posted on the District website no later than 2 working days prior to the established bid walkthrough date.

## 4 Calendar of Events

<b>Date</b>	<b>Event</b>
March 6, 2026	Date of Issue
March 16, 2026 – 7 AM	Mandatory Pre Bid Walkthrough
March 23, 2026 – 2 PM	Contractor Bid Questions Due
March 25, 2026	Response to Bid Question (Addendum)
March 31, 2026 – 2 PM	Bids Due
April 10, 2026	Notice of Intent to Award

## 5 Required Forms

The following forms must be completed and submitted with the bid. Blank forms are attached.

5.1 Attachment A – Bidder Certification and Sign-Off

5.2 Attachment B – Bid Form

5.3 Attachment C – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

5.4 Appendix A – Affirmative Action Requirements for Contractors and Vendors

5.5 Appendix B – Equal Employment Opportunity / Affirmative Action Employer Identification Report

5.6 Appendix C – Affirmative Action & Equal Employment Opportunity Policy Statement

## Attachment A - Bidder Certification and Sign-Off

By signing this bid, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bid competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned states that he/she is authorized to bind the bidder and on its behalf, hereby agrees with all the terms, conditions, and specifications required by the Madison Metropolitan School District in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.

Signature:	Date:
Type or Print Name:	
Title:	Phone Number:
FEIN or Tax ID Number:	
Email Address:	

Complete and submit form [W-9 Request for Taxpayer Identification Number and Certification](#).

## Attachment B – Bid Form

Bid Form to be issued in an addendum

# Attachment C – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

## MADISON METROPOLITAN SCHOOL DISTRICT

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

**Federal Executive Order (E.O.) 12549 “Debarment and Suspension” requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.**

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Company  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip Code  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

# Appendix A – Affirmative Action Requirements for Contractors and Vendors

## VENDOR NOTIFICATION:

The Board of Education of the Madison Metropolitan School District is committed to fair and equal employment opportunities for all persons. Equal opportunities, policies and procedures govern the hiring of District staff. By this policy, the Board requires contractors and vendors to adopt and implement similar policies as a condition of doing business with the District.

Vendors/contractors, **not exempt**, shall indicate (1) with what agency their Affirmative Action Plan is on file, (2) whether or not the Plan is certified, and (3) whether the employment goal(s) stated in the Plan has/have been achieved. If the vendor/contractor has not met each of the above stated requirements, the vendor/contractor must sign and adopt the District's Affirmative Action & Equal Opportunity Policy Statement (Appendix C); and complete the Employer's Information Report (Appendix B); and submit a copy of vendor/contractor's Affirmative Action Plan. In addition the completed Affirmative Action Requirements for Contractors and Vendors Form (Appendix A) should be submitted with the bid or proposal.

Vendors/contractors are **exempt** from these requirements if they meet one or more of the following criteria: (1)the vendor employs 15 or fewer employees; (2) the vendor's **aggregate** business with the District in the last fiscal year is \$25,000 or less; (3) the vendor is a taxing authority, municipality, the University of Wisconsin System or the State of Wisconsin; (4) the contractor is an organization which ordinarily provides, and is proposing to provide to the District, financial, legal, insurance, utility, or medical services; and/or (5) the contractor is a non-profit business that can provide the District proof of its IRS designation of tax-exempt status.

If needed, assistance is available through the District including what constitutes a good faith effort. Technical assistance regarding contract compliance issues can be obtained from Legal Services, Contract Compliance Officer, at (608) 663-1530 or (608) 204-0348 (Fax).

The complete Board Of Education Policy 6600, Affirmative Action Requirements for Vendors and Contractors, is available on the Internet at <http://boeweb.madison.k12.wi.us/policies/6600>.

## 2. VENDOR RESPONSE:

\_\_\_\_\_ I am an exempt vendor by reason of \_\_\_\_\_;  
therefore, the following does not apply.

\_\_\_\_\_ I am a **non-exempt** vendor and have answered accordingly below:

I have an Affirmative Action Plan on file with \_\_\_\_\_

My Plan is certified with \_\_\_\_\_

\_\_\_\_ Yes \_\_\_\_ No The employment goals in the plan have been achieved.

**Please submit a copy of your Affirmative Action Plan with your bid/proposal.**

If a non-exempt vendor has not met each of the above requirements, the vendor must complete the Employer's Information Report (Appendix B); sign and adopt the District's Affirmative Action & Equal Opportunity Policy Statement (Appendix C); and submit a copy of its Affirmative Action Plan.

Appendix B – Equal Employment Opportunity/Affirmative Action Employer Information Report  
 Equal Employment Opportunity/Affirmative Action  
**EMPLOYER INFORMATION REPORT**  
 Workforce Utilization Profile

Job Categories	1. Number of Employees										
	Overall Totals (Sum of Columns B-K)	Male					Female				
		White (Not Hispanic)	Black (Not Hispanic)	Hispanic	Asian/ Pacific Islander	American Indian/ Alaskan Native	White (Not Hispanic)	Black (Not Hispanic)	Hispanic	Asian/ Pacific Islander	American Indian/ Alaskan Native
	A	B	C	D	E	F	G	H	I	J	K
Officials & Managers											
Professionals											
Technicians											
Sales Occupations											
Clerical and Administrative Support											
Craft Workers											
Operatives											
Laborers, Helpers, Material Handlers											
Service Workers											
<b>Total</b>											
<b>Number of Employees, by race and gender, employed within the Madison School District geographic area.</b>											
<b>Total</b>											

**Madison Metropolitan School District  
Equal Employment Opportunity/Affirmative Action -- Employer Information Report**

NAME OF COMPANY/ORGANIZATION \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY, STATE AND ZIP CODE \_\_\_\_\_

---

CONTACT PERSON/NAME & TITLE \_\_\_\_\_ AREA CODE & TELEPHONE NUMBER \_\_\_\_\_ AREA CODE & FACSIMILE NUMBER \_\_\_\_\_

---

NAME OF PARENT OR AFFILIATED COMPANY \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY, STATE AND ZIP CODE \_\_\_\_\_

---

CONTACT PERSON/NAME & TITLE \_\_\_\_\_ AREA CODE & TELEPHONE NUMBER \_\_\_\_\_ AREA CODE & FACSIMILE NUMBER \_\_\_\_\_

**ESTABLISHMENT INFORMATION**

HOW WAS THE INFORMATION ON RACE OR ETHNIC GROUP OBTAINED? \_\_\_\_\_ VISUAL SURVEY \_\_\_\_\_ EMPLOYMENT RECORDS \_\_\_\_\_ OTHER --SPECIFY: \_\_\_\_\_

DATES OR PERIOD USED: \_\_\_\_\_ DOES THE ESTABLISHMENT EMPLOY APPRENTICES? \_\_\_\_\_ Yes \_\_\_\_\_ No

IS THE LOCATION THE SAME AS LAST YEAR? \_\_\_\_\_ Yes \_\_\_\_\_ No PREVIOUS REPORT DATE: \_\_\_\_\_ No PREVIOUS REPORT \_\_\_\_\_

BUSINESS TYPE: *(DESCRIPTION OF THE MAJOR ACTIVITY OF THIS ESTABLISHMENT, INCLUDING THE SPECIFIC TYPE OF PRODUCT OR SERVICE PROVIDED.)* \_\_\_\_\_

THIS ORGANIZATION HAS A CURRENT AFFIRMATIVE ACTION PLAN ON FILE WITH: \_\_\_\_\_ STATE OF WISCONSIN \_\_\_\_\_ DANE COUNTY \_\_\_\_\_ CITY OF MADISON \_\_\_\_\_  
 \_\_\_\_\_ U. S. GOVERNMENT (SPECIFY AGENCY: \_\_\_\_\_) \_\_\_\_\_ OTHER (SPECIFY: \_\_\_\_\_)

**CERTIFICATION**

1. THE CONTRACTOR OR VENDOR CERTIFIES THAT THE INFORMATION CONTAINED IN THIS EMPLOYER INFORMATION REPORT IS ACCURATE.
2. THE CONTRACTOR OR VENDOR HAS AGREED THAT, AS PROVIDED IN THE CONTRACT OR PURCHASE ORDER, IF NOT EXEMPT, WITHIN TEN DAYS AFTER THE EFFECTIVE DATE OF MADISON METROPOLITAN SCHOOL DISTRICT CONTRACTS OR PURCHASE ORDERS, THAT IT WILL COMPLETE AND PROVIDE THE ABOVE INFORMATION AND EITHER AN APPROVED AFFIRMATIVE ACTION PLAN OR AN AFFIRMATIVE ACTION POLICY STATEMENT THAT MEETS THE DISTRICT'S RECOMMENDED FORMAT.
3. THE CONTRACTOR OR VENDOR FURTHER AGREES THAT, AS PROVIDED IN THE CONTRACT OR PURCHASE ORDER, FOR THE DURATION OF THIS OR SUBSEQUENT CONTRACTS WITH THE DISTRICT, ACCURATE AND TIMELY INFORMATION WILL BE FILED ON AN ANNUAL BASIS.

Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

# Appendix C – Affirmative Action & Equal Employment Opportunity Policy Statement

## **Statement of Commitment**

As an employer, this company welcomes the opportunity to affirm our continuing policy to provide equal employment or advancement opportunity and to dedicate ourselves to establishing a work environment which is free from discrimination.

## **Equal Employment Opportunity**

It is the policy of this company that all employees and applicants for employment are guaranteed equality of employment opportunity. Essentially, this means that, as an employer, we will not discriminate against any worker or job applicant on the basis of race, color, religion, gender, age, national origin, ability status or veteran status.

Recruitment, selection, placement, transfer, promotion, reinstatement, training and education, tuition assistance, compensation, benefits and layoff decisions made by the supervisors or managers of this company will be based upon the job-related qualifications and abilities of candidates. In some cases, seniority may be treated as a factor to be considered in the selection process. Employees who apply for a promotion or transfer will be given equal consideration.

It is our policy that supervisors shall be made aware that they must use only objective, job-related criteria when selecting workers for any employment-related action, including hiring, training, promotions and terminations. They also shall be informed that certain types of pre-employment inquiries may lead to problems when interviewing candidates for positions.

All other personnel policies and practices of this company, including compensation, benefits, discipline, safety and health programs, as well as other activities, will be administered and conducted without regard to an individual's race, color, religion, gender, age, national origin, ability status or veteran status.

To the extent possible, reasonable accommodation shall be made for religious needs and for individuals with ability challenges.

As an employer, we will continually review our personnel practices and procedures to ensure that all supervisors and managers are adhering to our commitment to Equal Employment Opportunity principles.

### **Affirmative Action**

As an employer, it is our policy to utilize Affirmative Action as a tool to ensure Equal Employment Opportunity.

\_\_\_\_\_ has been designated as the Affirmative Action Officer and shall maintain responsibility for establishing, monitoring and evaluating our Affirmative Action efforts at all company establishments.

Our commitment to Affirmative Action means that we will do more than examine our policies and procedures to ensure against discrimination on the basis of race, color, religion, gender or national origin.

We will make a good faith effort to provide hiring opportunities for minorities and women.

- A. In order to demonstrate that we will make a good faith effort in a timely manner as determined by the MMSD, we will properly analyze appropriate job classifications within the organization to determine if women or minorities are being underutilized (i.e., if fewer minorities or women are employed in a particular job classification than would be expected by their availability in the labor market area). (Seek technical assistance from the District's Contract Compliance Officer if you do not know how to properly analyze the job classifications or if you are not sure which job classifications are appropriate).
- B. In order to demonstrate that we will make a good faith effort after such analysis, if there is an under-representation of minorities or women in any job classification we will in a timely manner as determined by the MMSD:

1. Develop realistic goals for the employment of women and minorities who are underrepresented in such job classifications.
2. Develop a timetable for achieving the goals.
3.
  - a) Develop a written recruitment activity plan which is a detailed strategy that outlines specific steps that will be taken to attract minorities and women in the appropriate job classifications in which minorities and women are underrepresented and
  - b) Implement the written recruitment activity plan at a minimum by:
    - i) Prominently displaying on your bulletin boards or in common areas the fact that you are an equal opportunity employer.
    - ii) Minorities are underrepresented in certain job classifications, for each vacancy in such job classification place an advertisement in a media outlet that caters to minorities. Such advertisement should describe the job and indicate that the vendor is an equal opportunity employer and that minorities are encouraged to apply.
    - iii) If women are underrepresented in certain job classifications, for each vacancy in such job classification place an advertisement in a media outlet that caters to women. Such advertisement should describe the job and indicate that the vendor is an equal opportunity employer and that women are encouraged to apply.
    - iv) If minorities are underrepresented in certain job classifications, correspond in writing to local advocacy agencies such as community-based organizations, minority trade unions, etc., that you have job vacancies in job classifications for which minorities are underrepresented, describe the job and indicate that you are an equal opportunity employer and that minorities are encouraged to apply.
    - v) If women are underrepresented in certain job classifications, correspond in writing to local advocacy agencies such as community-based organizations, local trade unions, etc., that you have job vacancies in job classifications for which women are underrepresented, describe the job, indicate that you are an equal opportunity employer and that women are encouraged to apply.
    - vi) Write a letter encouraging current racial/ethnic minorities and women employees to assist in the recruitment of prospective racial/ethnic minorities and women employees.
    - vii) Ensure that all job descriptions reflect actual job duties and are job related.
    - viii) Have a written discrimination complaint procedure in place that is publicized to all employees.
    - ix) Review all hiring policies and practices to ensure that they are non-discriminatory.
    - x) Hire, where possible, minorities and women in job classifications in which they are underrepresented.

It is our expectation that all employees shall demonstrate respect for and awareness of the diversity of all our employees and model our corporate commitment to diversity.

## **EEO/AA Communication**

This Affirmative Action and Equal Employment Opportunity Policy Statement shall be communicated to all supervisors and managers. It shall also be posted conspicuously (on company bulletin boards or common areas) and in areas where applicants are typically screened, interviewed and tested. The intent of this communication of the Policy Statement is that all of the company's employees are alerted and that job applicants are informed of our commitment. It is also the company's intent to include this Policy Statement in employee handbooks or orientation literature and to keep employees informed of Policy Statement changes or updates.

The terms "Equal Opportunity Employer" shall be utilized in recruitment advertisements and literature.

## **EEO Complaint Handling Procedures**

It is this company's policy to regularly inform employees that the organization's dispute resolution system is available for handling discrimination complaints or problems. Employees who have Equal Employment Opportunity-related questions, problems or complaints should first communicate their concern to their immediate supervisor. If they are dissatisfied with the supervisor's handling of the matter, they may pursue their complaint in the company's formal dispute resolution procedure.

All complaints will be handled fairly and expeditiously. No employee shall suffer reprisals for seeking resolution of a problem through the procedure.

## **Disqualification**

As a condition of being awarded contracts for goods and services the District needs in the future, it is understood that by signing this Statement, the vendor agrees that the District may disqualify the vendor from being awarded such contracts, if it is determined by the District that no good faith effort was made in that the vendor cannot demonstrate to the District's satisfaction that it has in a timely manner as determined by the MMSD:

1. Properly analyzed appropriate job classifications within the organization to determine if women or minorities are being underrepresented.
2. Developed realistic goals for the employment of women and minorities who are underrepresented in such job classifications.
3. Developed a timetable for achieving the goals.
4.
  - a) Developed a written recruitment activity plan which is a detailed strategy that outlines specific steps that will be taken to attract minorities and women in the appropriate job classifications in which minorities and women are underrepresented and
  - b) Implemented the written recruitment activity plan at a minimum by having:
    - i) Prominently displayed on your bulletin boards or in common areas the fact that you are an equal opportunity employer.
    - ii) (If minorities are underrepresented in certain job classifications, for each vacancy in such job classification) placed an advertisement in a media outlet that caters to minorities and that the advertisement described the job and indicated that the vendor is an equal opportunity employer and that minorities are encouraged to apply.
    - iii) (If women are underrepresented in certain job classifications for each vacancy in such job classification) placed an advertisement in a media outlet that caters to women and that the advertisement described the job and indicated that the vendor is an equal opportunity employer and that women are encouraged to apply.

- iv) (If minorities are underrepresented in certain job classifications) corresponded in writing with local advocacy agencies such as community-based organizations, minority trade unions, etc., that you have job vacancies in job classifications for which minorities are underrepresented, described the job and indicated that you are an equal opportunity employer and that minorities are encouraged to apply.
- v) (If women are underrepresented in certain job classifications) corresponded in writing with local advocacy agencies such as community-based organizations, local trade unions, etc., that you have job vacancies in job classifications for which women are underrepresented, described the job, indicated that you are an equal opportunity employer and that women are encouraged to apply.
- vi) Written a letter encouraging current racial/ethnic minorities and women employees to assist in the recruitment of prospective racial/ethnic minorities and women employees.
- vii) Reviewed all job descriptions to ensure that they reflect actual job duties and are job related.
- viii) Created a written discrimination complaint procedure that is publicized to all employees.
- ix) Reviewed all hiring policies and practices to ensure that they are non-discriminatory.
- x) Hired, where possible, minorities and women in job classifications in which they are underrepresented.

Vendors shall maintain and submit records at the request of the District for the purposes of the District, among other things, determining if the vendor has made a good faith effort. The District may disqualify a vendor from being awarded a contract if the vendor fails to maintain or provide the information requested by the District.

---

Date

---

Company Name

---

Location Address, Telephone Number

---

CEO's Typed Name & Title

---

Signature

---

Human Resource Officer or Affirmative Action Officer's Typed Name & Title

---

Signature