



Purchasing Division
18 North County St 9th Floor
Waukegan, IL 60085-4350
Phone 847 377 2929
Fax 847 984 5889

May 6, 2013

ADDENDUM #1 (Page 1 of 62 plus 3 drawings)

INVITATION TO BID #13004

2013 Watermain Replacement Project for the Lake County Department of Public Works

Bid Opening Date: Tuesday, May 14, 2013; 2:00 p.m. Local Time

Please note the following clarifications, revisions, and additions to the bid documents.

REVISIONS TO PROJECT MANUAL

- 1. Section A, AGREEMENT, Page A-1, Article 4.02.A, fourth line, delete "one hundred & sixty five(170) days" and replace with "one hundred & seventy (170) days".
2. Section SC, SUPPLEMENTARY CONDITIONS, Page SC-3, add Article 5.01.D as follows:
"The CONTRACTOR shall supply in addition to other bonds required in the Contract Documents, bonds and/or permits as required from the following agencies:
1. Illinois Department of Transportation(IDOT)
201 West Center Court
Schaumburg, IL 60196-1096
a. The Contractor shall provide an Individual Highway Permit Bond to the Illinois Department of Transportation in the amount listed in, and in accordance with Article 5.01.D.1 in the Supplementary Conditions and in a form acceptable to IDOT," and as included herein.
3. Section SC, SUPPLEMENTARY CONDITIONS, Page SC-5, add Article 5.04.D as follows:
"The CONTRACTOR shall provide in addition to other insurance required in the Contract Documents, insurance as required from the following agencies:
1. Lake County Division of Transportation(LCDOT)
600 West Winchester Road
Libertyville, IL 60048
a. The Contractor shall provide insurance in the amounts listed in, and in accordance with Article 5.04.D.1 in the Supplementary Conditions," and as included herein.

PLEASE SIGN THIS FORM AND E-MAIL TO purchasing@lakecountyil.gov or FAX TO 847-984-5889 WITHIN 24 BUSINESS HOURS. RETURN ORIGINAL WITH RFP.

I will be submitting a RFP _____ or I will not be submitting a RFP because _____

Sincerely,

[Handwritten signature of RuthAnne K. Hall]

RuthAnne K. Hall
Lake County Purchasing Agent

Acknowledged and Accepted 130004-01:

Signature: _____
Company: _____



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INVITATION TO BID #13004

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Addendum #1 Continued

REVISIONS TO PROJECT MANUAL

4. Section 01025, MEASUREMENT AND PAYMENT, Page 01025-21, add Article 1.41.B.2 as follows:

“2. Existing Storm Sewer to be Relined shall utilize a Cured-in-Place Pipe (CIPP) product that complies with the requirements of ASTM F-1216 (latest edition). CIPP product shall be installed per the manufacturer’s requirements, and shall be designed to have an internal pressure rating of 150 psi. CIPP product is not required to be NSF/ANSI 61 compliant.”
5. Section 02613, IN-SITU RESIN LINING, Page 02613-13, Article 6.04.A, first sentence, delete “50 years” and replace with “1 year”.

REVISIONS TO DRAWINGS

1. Sheet 7 of 19, “GAGES LAKE ROAD (LCDOT HIGHWAY NO. 34) PLAN AND PROFILE”, an 18-inch storm sewer along the west side of Greentree Place has been added to the plans, as delineated on the sketch included herein.
2. Sheet 8 of 19, “GAGES LAKE ROAD (LCDOT HIGHWAY NO. 34) PLAN AND PROFILE”, the approximate location of Traffic Signal (TS) cables has been added to the plans, as delineated on the sketch included herein.
3. Sheet 8 of 19, “NOTES”, add note 21 as follows:

“21. Existing Storm Sewer to be Relined (Owners Option) shall utilize a Cured-in-Place Pipe (CIPP) product that complies with the requirements of ASTM F-1216 (latest edition), including pipe cleaning and inspection. CIPP product shall be installed per the manufacturer’s requirements, and shall be designed to have an internal pressure rating of 150 psi. CIPP product is not required to be NSF/ANSI 61 compliant.”
4. Sheet 9 of 19, “NOTES”, add note 20 as follows:

“20. Existing Storm Sewer to be Relined (Owners Option) shall utilize a Cured-in-Place Pipe (CIPP) product that complies with the requirements of ASTM F-1216 (latest edition), including pipe cleaning and inspection. CIPP product shall be installed per the manufacturer’s requirements, and shall be designed to have an internal pressure rating of 150 psi. CIPP product is not required to be NSF/ANSI 61 compliant.”
5. Sheet 10 of 19, “GAGES LAKE ROAD (LCDOT HIGHWAY NO. 34) PLAN AND PROFILE”, the approximate location of Traffic Signal (TS) cables has been added to the plans, as delineated on the sketch included herein.

ADDITION TO SUPPLEMENTARY CONDITIONS

1. Add the Community Development Compliance Package to the SUPPLEMENTARY CONDITIONS section of the bid documents, 42 pages, included herein.



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INVITATION TO BID #13004

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Addendum #1 Continued

REQUESTS FOR INFORMATION

1. **Question:** The Owner provided existing 8-inch PVC Restrained Joint Pipe is over 6 months old. Does this pipe conflict with the requirement that pipe stored more than six months will not be accepted (Section 02618, Article 2.01.A.1)?
Response: **The six month limitation does not apply to Owner provided pipe.**

2. **Question:** What is the status of the IDOT permit at Waukegan Road and Jenkisson Avenue (sheet 13)? What is the bond amount?
Response: **The plans incorporate IDOT comments and have been re-submitted to IDOT. The permit is ready to be executed upon selection of a Contractor for the project. Refer to REVISIONS TO PROJECT MANUAL, Item #2, included herein for additional details.**

END OF ADDENDUM #1

ARTICLE 5.01.D.1.
ILLINOIS DEPARTMENT OF TRANSPORTATION REQUIREMENTS

The Contractor shall obtain a Highway Permit from the Illinois Department of Transportation (IDOT). A copy of the IDOT Permit Application form is attached. The Contractor shall also provide an Individual Highway Permit Bond to IDOT in the amount of approximately \$10,000.00 as Performance Guarantee for this project. The form of the Individual Highway Permit Bond to be provided is attached. The Individual Highway Permit Bond will be held for a period of five years.

ILLINOIS DEPARTMENT OF TRANSPORTATION
DISTRICT 1
201 West Center Court
Schaumburg, Illinois 60196-1096
847-705-4131
847-705-5498 FAX
HIGHWAY PERMIT APPLICATION INSTRUCTION SHEET

ALL PERMIT APPLICATIONS for work to be done on State highways in Cook, Lake, Kane, DuPage, Will and McHenry Counties should be submitted to the Permit Engineer at the address shown above.

A single permit can be issued covering all work undertaken at any one location. However, if the anticipated construction is to be done by more than one contractor, then each contractor must make a separate permit application for this respective portion of work.

Each HIGHWAY PERMIT APPLICATION should include the following items:

- a) A transmittal letter which includes general description and location of permit work requested, contact name, address and phone number.
- b) Two copies of drawings depicting the proposed installation.

Issuance of the HIGHWAY PERMIT is subject to receipt of the following items:

- Three signed copies of the Highway Permit Form (BT-1045)
- Three fully executed copies of the individual highway permit bond form (BT-1046)
- Five copies of approved drawings depicting the proposed installation.

THE HIGHWAY PERMIT FORMS (BT-1045) are to be submitted in triplicate, signed by the property owner and the contractor. The owner, lessee or trust executor signs as the Applicant with his mailing address on the line below. The contractor signs on the line marked Witness together with his mailing address. Please leave the remainder of the form blank. Upon issuance of the permit, a copy is mailed to the owners and the contractor at the address shown on the application.

THE INDIVIDUAL HIGHWAY PERMIT BOND (BT-1046) is executed by a licensed bonding company with the petitioner or contractor as principal, and is to be submitted in triplicate. The amount of the bond is set by the Department and is dependent upon the amount of the work to be done within the State right of way. For extensive installations, a review of the plans will normally precede setting the bond amount.

THE DRAWINGS or PLANS may vary from a pencil sketch on white 8 1/2" x 11" paper to complete sets of engineering drawings. The criteria for acceptable drawings are that they render a clear and true representation of what is being proposed. The following are guidelines for plan preparation:
be completed before this permit can be approved.

ACCURATE LOCATION OF WORK: Mailing address of property, legal description of property/location with respect to intersecting streets, railroads, streams, etc.

DEPICTION OF EXISTING CONDITIONS: Width of pavement and right of way, storm drainage scheme-existence of curb, gutter, sidewalk, median, shoulder and ditch, location of poles, street lights, traffic signals, hydrants and trees-indicate underground mains, cables and ducts, etc.

DESCRIPTION OF PROPOSED WORK: Geometrics of driveways, street returns, pavement widening and parking layouts-show lateral and longitudinal location of proposed mains and sewers-indicated elevations of all underground installation-include a detailed internal site plan showing proposed drainage-give material specifications such as size thickness, diameter, weight, gauge type, class, etc.

MISCELLANEOUS: Show north arrow, scale of drawing if used and name and telephone number of person who can be called if questions should arise.

The above listing of suggested information is not to be considered all-inclusive and additions to same may be required.



District Serial No. _____

Whereas, I (We) _____
(Name of Applicant) (Mailing Address)

_____ hereinafter termed the Applicant,
(City) (State)
request permission and authority to do certain work herein described on the right-of-way of the State Highway
known as _____ Route _____, Section _____
from Station _____ to Station _____
_____ County. The work is described in detail on the attached plan or sketch and/or as follows:

All work authorized by this permit shall be completed _____ after the date this permit is approved,
otherwise the permit becomes null and void.

This permit is subject to the conditions and restrictions printed on the reverse side of this sheet.

This permit is hereby accepted and its provisions agreed to this _____ day of _____

Witness _____ Signed _____
Applicant

Mailing Address

Mailing Address

City

State

City

State

SIGN AND RETURN TO: Regional Engineer _____

Approved this _____ day of _____

Department of Transportation

BY: _____
Deputy Director of Highways, Regional Engineer

First: The Applicant represents and warrants that he/she is the party in interest respecting this Permit and that he/she is the agent in fact with authority to bind all parties in interest to the obligations and undertakings agreed to in this Permit. The Applicant represents and warrants that the property lines shown on the attached plan sheet(s) or sketch are true and correct, and that all proposed work is accurately depicted thereon.

Second: The proposed work shall be located and constructed to the satisfaction of the Regional Engineer or his/her duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the Regional Engineer. The Applicant agrees to complete all work to the standards and specifications identified by the Regional Engineer or his/her authorized representative as a condition of granting this Permit. The Applicant agrees to furnish all labor, equipment and material, and do all work and pay all costs associated with the work authorized by this Permit. The Applicant agrees to restore any and all damaged portions of the highway right-of-way to the condition satisfactory to the Regional Engineer or his/her authorized representative including, but not limited to, all landscape restoration. The Applicant shall not trim, cut or in any way disturb any trees or shrubbery along the highway without the approval of the Regional Engineer or his/her duly authorized representative. Any and all documents, writings and notes reflecting or identifying the standards, specifications, understandings and conditions applicable to the performance of the permitted work required by the Regional Engineer or his/her authorized representative are hereby incorporated into this Permit by reference as though fully set forth herein.

Third: The Applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. Traffic controls and work site protection shall be in accordance with the applicable requirements of Part 6 (Temporary Traffic Control) of the Illinois Manual on Uniform Traffic Control Devices and with the traffic control plan if one is required elsewhere in the permit. All signs, barricades, flaggers, etc., required for traffic control shall be furnished by the Applicant. The work may be done on any day except Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Work shall be done only during daylight hours.

Fourth: The work performed by the Applicant is for the bona fide purpose expressed and not for the purpose of, nor will it result in, the parking or servicing of vehicles on the highway right-of-way. Signs located on or overhanging the right-of-way shall be prohibited.

Fifth: The Applicant shall engage in only the proposed work approved herein, and subject to the hazards incident to such activities, assumes all risks associated therewith. The Applicant assumes full and strict liability for the actions of itself, all parties in interest, its agents and employees, contractors, subcontractors and consultants. The Applicant and all parties in interest shall save, defend, hold harmless and indemnify the State of Illinois and each of its officers, agents, employees, invitees and others associated with it from and against any and all suits, claims, actions, losses, injuries, damages, judgments and expenses that are based on, or that arise or are alleged to have arisen out of the performance of the work approved herein, including, but not limited to, any act, willful or intended, or negligence of the Applicant and any party in interest, its agents and employees, contractors, subcontractors and consultants whether at law, in equity or common law. In the event the Applicant or any party in interest fails, neglects, or refuses to comply with any provision of this indemnity, the State of Illinois may take any action necessary to protect itself from liability, including any action to pay, settle, compromise and procure the discharge thereof, in which case the Applicant or any party in interest, jointly and severally, shall be liable and bound unto the State of Illinois for any and all expenses related thereto, including attorney's fees.

Sixth: The State reserves the right to make such changes, additions, repairs and relocations within its statutory limits to the facilities constructed under this permit or their appurtenances on the right-of-way as may at any time be considered necessary to permit the relocation, reconstruction, widening or maintaining of the highway and/or provide proper protection to life and property on or adjacent to the State right-of-way. However, in the event this permit is granted to construct, locate, operate and maintain utility facilities on the State right-of-way, the Applicant, upon written request by the Regional Engineer, shall perform such alterations or change of location of the facilities, without expense to the State, and should the Applicant fail to make satisfactory arrangements to comply with this request within a reasonable time, the State reserves the right to make such alterations or change of location or remove the work, and the Applicant agrees to pay for the cost incurred.

Seventh: This permit is effective only insofar as the Department has jurisdiction and does not presume to release the Applicant from compliance with the provisions of any existing statutes or local regulations relating to the construction of such work.

Eighth: The Construction of access driveways is subject to the regulations listed in the "Policy on Permits for Access Driveways to State Highways." If, in the future, the land use of property served by an access driveway described and constructed in accordance with this permit changes so as to require a higher driveway type as defined in that policy, the owner shall apply for a new permit and bear the costs for such revisions as may be required to conform to the regulations listed in the policy. Utility installations shall be subject to the "Policy on the Accommodation of Utilities on Right-of-Way of the Illinois State Highway System."

Ninth: If the work covered by this permit includes construction of additional lanes, turn lanes, median cross-overs or traffic signals on, along or adjacent to a highway under Department jurisdiction, the permittee shall use only contractor(s) approved by the Department of Transportation for the performance of said work on the State highway. A contractor currently prequalified by the Department in the work rating governing the said work shall be approved. Prior to the commencement of the said work on the State highway, the applicant shall furnish the Regional Engineer a copy of the contractor's current Certificate of Eligibility, or, if the permittee proposes to use a contractor not currently prequalified by the Department, information satisfactory to the Department evidencing the contractor's qualification and ability to perform the said work. No work on the State highway shall be performed until the Department issues an approval of the proposed contractor.



Address _____ District _____

City / State _____ Bond No. _____

KNOWN ALL MEN BY THE PRESENTS, That I (We) _____
(Name of Applicant)

(Mailing Address)

as Principal, and _____
(Surety Company)

a corporation organized and existing under the laws of the State of _____
and licensed to do business in the State of Illinois, are held firmly bound unto the people of the State of Illinois in the penal
sum of _____ Dollars

(\$ _____) lawful money of the United States well and truly to be paid unto said people of the State
of Illinois, for payment of which we bind ourselves, our successors and assigns, jointly, severally, and firmly by these
presents.

WHEREAS, Highway Permit No. _____ Issued by the Department of Transportation

of the State of Illinois grants to _____ permission and
authority to construct, locate, operate, and maintain the work described in said Permit, upon or adjacent to
_____ Route _____ in _____ County as more fully

described in said Permit and Sketch, which by this reference are made a part hereof as if written herein at length, in and by
which Permit and Sketch the said Principal has promised and agreed to perform said described operation and related
activities in accordance with the terms and conditions of and description in said Permit and Sketch.

NOW, THEREFORE, if the said Principal shall well and truly perform said operations in accordance with the terms
and conditions of and description in said Permit and Sketch to the satisfaction of said Department, and shall perform no
other work or construction at said location without first applying for and receiving another permit from said Department, then
no claim or demand will be made against the above obligation. Otherwise, this bond or so much thereof as may be
necessary shall insure to the said Department as cost and expense to change and correct, during a period of five years
from the date of approval of this bond by the Department, said construction to conform to the terms and conditions of and
description in said Permit and Sketch.

IN WITNESS WHEREOF, WE HAVE DULY EXECUTED THE FOREGOING

This _____ Day of _____ , _____

Principal _____

Surety _____

Address _____

Address _____

City / State _____

City / State _____

Telephone () _____

By _____

By _____

Attorney in Fact

(Seal)

(Seal)

Agent for Surety _____

Department of Transportation

Address _____

By _____

City / State _____

Deputy Director of Highways, Regional Engineer

By _____

ARTICLE 5.04.D.1
LAKE COUNTY DIVISION OF TRANSPORTATION INSURANCE REQUIREMENTS

The following pages identify insurance requirements of the Lake County Division of Transportation (LCDOT), an additional insured. **In case of a conflict between the LCDOT insurance requirements and the Owner's insurance requirements outlined in Article SC5, the more stringent of the insurance requirements shall be used.**

CHAPTER 10 Indemnification

The County Engineer shall determine the minimum acceptable amounts for the following types of insurance--(1) Bodily Injury Liability and (2) Property Damage Liability. There shall be no restrictions on occurrence limits.

The permittee shall cease, or cause to be ceased, operations, work, and construction of an improvement if the insurance is canceled or reduced below the required minimum amount of coverage as determined by the County Engineer.

10.1 Certificates of Insurance

Certificates of Insurance, for all forms of insurance required by this Ordinance, shall be provided to the LCDOT prior to the issuance of a utility or facility permit for the construction or reconstruction of all types of utilities or facilities as provided for in this Ordinance. The County Engineer may, at his sole and exclusive discretion, upon receipt of written application from the permittee substantiating good and reasonable cause, allow the indemnification to be provided by someone other than the permittee for a single family homeowner, not for profit organization, or local agency. The Certificate of Insurance must include the Permit Number or the Project Name and County Highway location on the Certificate.

Certificates of Insurance acceptable to the LCDOT shall be filed with the LCDOT prior to the issuance of a permit. A copy of one type of acceptable insurance certificate can be found on the Division's website and will also be provided upon request.

The Certificate(s) shall contain a provision that coverages afforded under the policies will not be canceled or, non-renewed, and that restrictive modification cannot be added until at least 30 days after written notice has been given to LCDOT. A mere intent to notify LCDOT of cancellation IS NOT ACCEPTABLE.

Insurance coverages which are to remain in force and effect after completion of the construction will require an additional Certificate(s) evidencing continuation of such coverages.

Such additional Certificate(s) shall be submitted upon completion and acceptance of the construction improvements and upon one year thereafter. If any information concerning reduction of coverage is not furnished by the insurer, it shall be furnished by the permittee with reasonable promptness in accordance with the permittee's information and belief. Any acceptance of insurance certificates by the LCDOT shall in no way limit or relieve the permittee of the duties and responsibilities assumed by the permittee. Acceptance of insurance certificates not in compliance with the provisions of these requirements by LCDOT shall not affect a waiver of these requirements.

10.2 Additional Insured Endorsements

With respect to Commercial General Liability Policies and/or its equivalent form, the County of Lake and its officers, agents, and employees, and the Lake County Division of Transportation, and its officers, agents and employees, shall be designated by endorsement as an additional insured under said policy(ies). The Additional Insured endorsement must be approved by the County Engineer, or a person designated by the County Engineer to approve said endorsement. The endorsement must demonstrate, in a manner acceptable to LCDOT, that the endorsement has been bound by the insurance company. Examples of Additional Insured endorsements may be found on the Division's website and will also be provided upon request.

10.3 General Insurance Conditions for all Required Policies

With respect to all forms of insurance required per this Ordinance, the permittee shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Illinois, with an A.M. Best's Rating of at least A-Class VIII, such insurance as which will protect the owner from claims set forth below which may

arise out of or result from the permittee's operations under the permit and for which the permittee may be legally liable, whether such operations be by the permittee or by a contractor or subcontractor or by anyone directly or indirectly employed by any of them, or for anyone for whose acts any of them may be liable.

Any deductible and/or self-insured retention shall be the responsibility of the permittee.

All policies shall contain a provision that coverages afforded under the policies will not be canceled or, non-renewed, and that restrictive modification cannot be added until at least 30 days after written notice has been given to LCDOT. A mere intent to notify LCDOT of cancellation IS NOT ACCEPTABLE.

10.4 Workman's Compensation Insurance

Prior to the issuance of a permit by the LCDOT, the permittee shall furnish to the LCDOT certificates of insurance covering Workman's Compensation, or satisfactory evidence that this liability is otherwise taken care of in accordance with Section 4.(a) of the "Workman's Compensation Act of the State of Illinois" as amended.

10.4.1 Duration of Coverage

Such insurance, or other means of protection as herein provided, shall be kept in force until all work to be performed under the terms of the permit has been completed and accepted, and it is hereby understood and agreed that the maintenance of such insurance or other protection, until acceptance of the improvement by the LCDOT, is part of the permit. Failure to maintain such insurance, cancellation by the Industrial Commission of its approval of such other means of protection as might have been elected, or any other act which results in lack of protection under the said "Workman's Compensation Act" may result in the revocation of the permit.

10.5 Employer's Liability

The permittee shall obtain and maintain "Employer's Liability Insurance" to respond to claims because of bodily injury, occupational sickness or disease or death of the permittee's employees.

10.5.1 Duration of Coverage

The insurance described in Section 10.5 above shall be maintained for the duration of the operations performed by or on behalf of the permittee.

10.6 Commercial General Liability Insurance

The permittee shall obtain and maintain commercial general liability (C.G.L.) insurance on an occurrence basis as provided by the Commercial General Liability Coverage Form CG 00 01 (12 04), Insurance Services Office, Inc. or its equivalent or successor form or an equivalent policy of insurance. The Lake County Risk Management Department may, at its sole and exclusive discretion, determine what form(s) and policy(ies) are equivalent to the CGL ISO form. No restrictive endorsements pertaining to premises/operations insurance, contractual liability insurance, products and completed operations insurance or independent contractor's coverage may apply. The policy should respond to claims for damages because of "Bodily Injury" including death, "Property Damage," "Ongoing Operations," "Completed Operations" "Personal Injury" and "Advertising Injury."

10.6.1 Duration of C.G.L. Coverage

The insurance described above shall be maintained for the duration of the operations performed by or on behalf of the permittee. In addition, the permittee shall continue to carry "Complete Operations" liability insurance for at least twenty-four (24) months after the construction is complete. The permittee shall furnish the LCDOT evidence of such insurance at completion of construction and one year thereafter after its acceptance by the LCDOT.

10.6.2 C.G.L. Insurance Conditions

The Lake County Division of Transportation and its officers, agents and employees; Lake County and its officers, agents and employees shall be named as additional insureds by endorsement per the requirements of Section 10.2 set forth above. Said insurance shall be written on an occurrence basis. The permittee's insurance shall be primary and non-contributory. The policy shall contain the standard Separation of Insureds condition. The policy shall be endorsed to allow the General Aggregate Limit under LIMITS OF INSURANCE of the policy to apply separately to each project and each location.

10.7 Automobile Liability

The permittee shall obtain and maintain business auto liability insurance as provided by the Business Auto Coverage Form CG 00 01 (12 07), Insurance Services Office, Inc., or its equivalent or successor form. The policy should respond to claims for damages because of bodily injury, death of a person or property damage arising out of the ownership, maintenance or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

10.7.1 Duration of Coverage

The insurance described in Section 10.7 above shall be maintained for the duration of the operations performed by or on behalf of the permittee.

10.7.2 Insurance Conditions

The policy shall contain the standard Severability of Interests provisions.

10.8 Minimum Limits of Liability

The permittee's commercial general liability insurance, business automobile liability insurance and employer's liability insurance as required by the preceding paragraphs shall be written with limits of insurance not less than the following:

Commercial General Liability Insurance:

General Aggregate Limit*	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000

*The policy shall be endorsed for the general aggregate on a "per project" basis as well as a "per location" basis.

Employer's Liability Insurance:

Bodily Injury by Accident (Each Accident)	\$1,000,000
Bodily Injury by Disease (Each Employee)	\$1,000,000
Bodily Injury by Disease (Policy Limit)	\$1,000,000

Automobile Liability Insurance:

Bodily Injury, Property Damage and Covered Pollution Cost or Expense (Each Occurrence Limit)	\$1,000,000
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10.9 Self-Insurance

Any organization seeking a permit under the Ordinance which is self-insured, must meet and/or exceed the requirements of the Illinois Department of Insurance and the Illinois statute(s) for self-insurers. Qualified legal counsel must provide a provision to be inserted within any self-insured documents and/or trust, which provides that the protection afforded the Lake County Division of Transportation, its officers, agents and employees and Lake County, its officers, agents and employees will be the equivalent of the insurance protection required of those organizations which do purchase the required insurance coverages.

LCDOT is not obligated to accept self-insurance by an organization in lieu of any or all of the insurance policies or coverages delineated above. The decision to accept or reject an organization's self-insurance shall be made solely and exclusively by the County Engineer at the County Engineer's discretion.

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$	
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$	
		OTHER					

Sample

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 12 07 98

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED –
STATE OR POLITICAL SUBDIVISIONS – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>State Or Political Subdivision:</p>

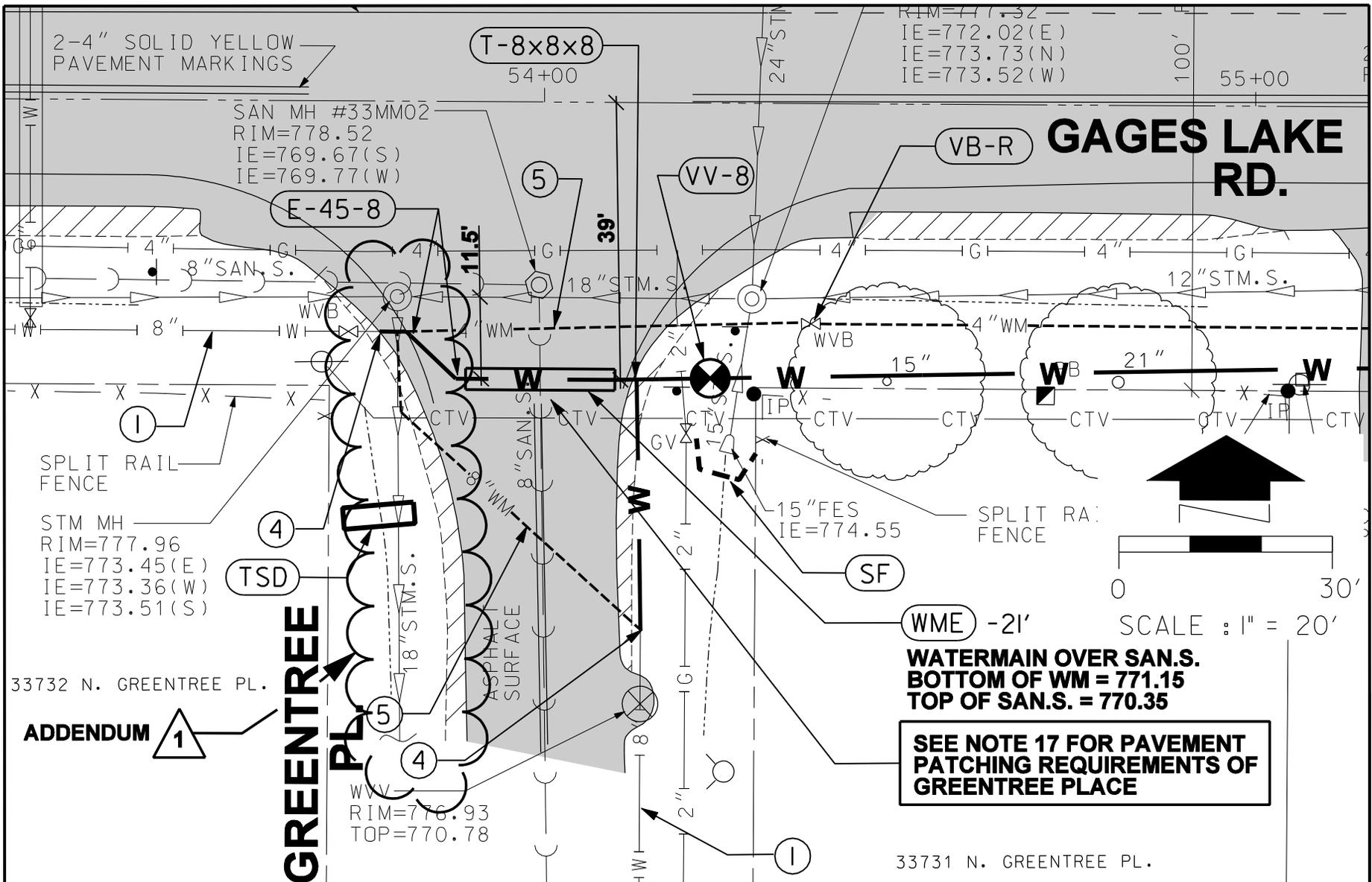
(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

Section II – Who Is An Insured is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

2. This Insurance does not apply to:

- a. "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".



33732 N. GREENTREE PL.

ADDENDUM 1

GREENTREE PL.

**WATERMAIN OVER SAN.S.
BOTTOM OF WM = 771.15
TOP OF SAN.S. = 770.35**

**SEE NOTE 17 FOR PAVEMENT
PATCHING REQUIREMENTS OF
GREENTREE PLACE**

33731 N. GREENTREE PL.

REVISIONS		
1	MISC. NOTES & REVISIONS	4/10/13
2	ADDENDUM NO. 1	5/3/13

**GAGES LAKE ROAD
(LCDOT HIGHWAY NO. 34)
PLAN AND PROFILE**

**WILDWOOD, COUNTRYSIDE MANOR AND
KNOLLWOOD/RONDOUT SERVICE AREAS
YEAR 2013 WATERMAIN REPLACEMENT PROJECT
COUNTY OF LAKE DEPARTMENT OF PUBLIC WORKS**

SHEET
7
19

ADDENDUM NO. 1

GAGES LAKE ROAD

(LCDOT HIGHWAY NO. 34)

ADDENDUM 1



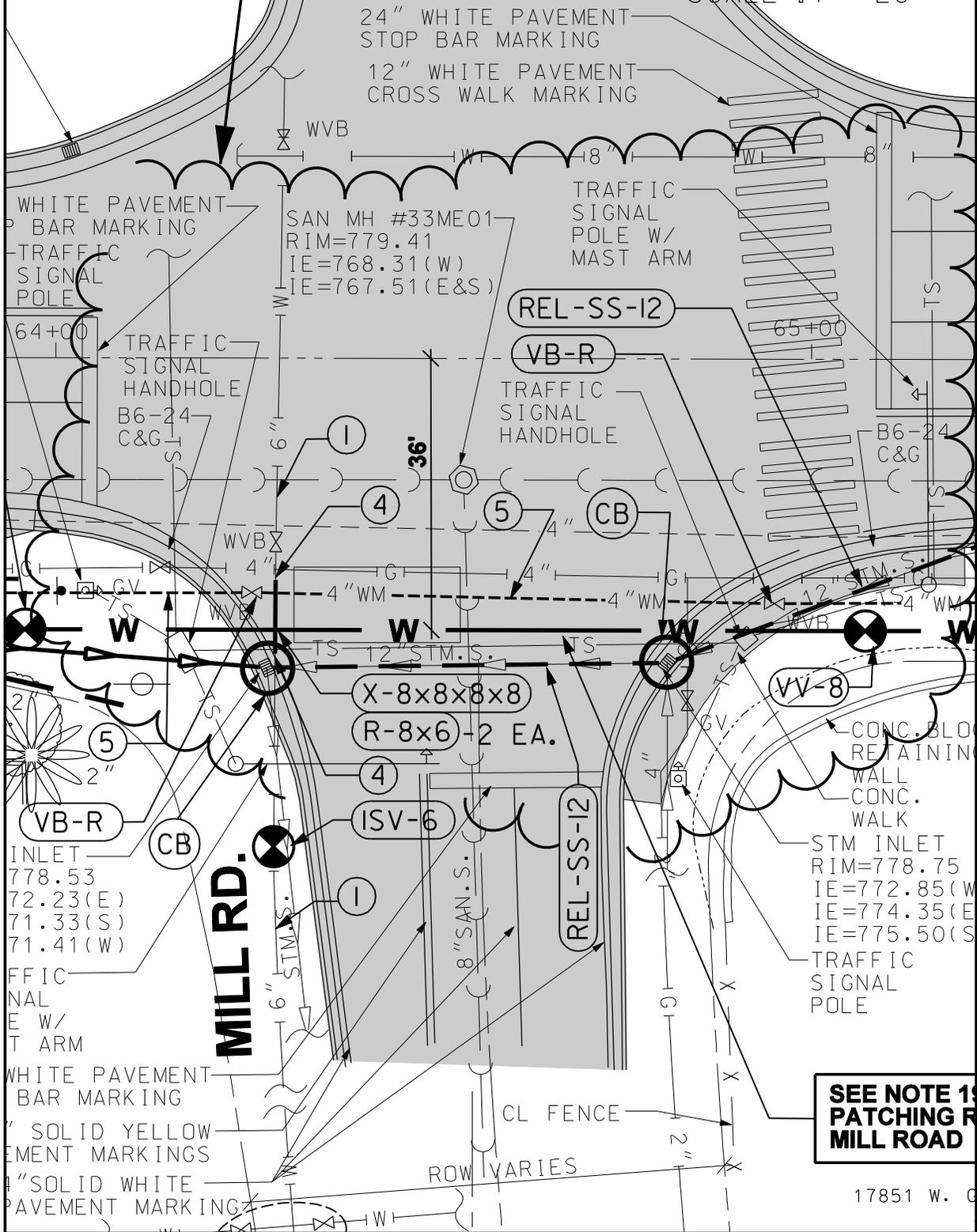
SCALE : 1" = 20'

ADDENDUM NO. 1

SHEET 8 19

WILDWOOD, COUNTRYSIDE MANOR AND
KNOLLWOOD/ROUNDOUT SERVICE AREAS
YEAR 2013 WATERMAIN REPLACEMENT PROJECT
COUNTY OF LAKE DEPARTMENT OF PUBLIC WORKS

GAGES LAKE ROAD
(LCDOT HIGHWAY NO. 34)
PLAN AND PROFILE



**SEE NOTE 11
PATCHING R
MILL ROAD**

17851 W. G

REVISIONS	
1	MISC. NOTES & REVISIONS 4/10/13
2	ADDENDUM NO. 1 5/3/13



Contract Compliance Package

Community Development Block Grant (CDBG) & HOME Programs



Lake County Community Development

Contract Compliance Package

Community Development Block Grant (CDBG) & HOME Programs

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Notice to All Contractors

Minority Business Participation is encouraged on this project. It may come from direct construction contracts, services, or goods supplied. Utilization of females in construction is also encouraged.

NOTE: A wage determination is a part of this bidder's package. If it is not attached, please contact the Lake County Community Development for the latest applicable wage determination at 847.377.2475.

Any other questions should also be directed to Lake County Community Development, 500 W. Winchester Road, Libertyville, IL 60048; or call 847.377.2475; or email communitydevelopment@lakecountyil.gov.

Special Conditions

Summary Explanation of Special Conditions

- 1) The Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provided that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.
- 2) The Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this Act, contractors and subcontractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less often than once a week.
- 3) The Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR, Part 5). Under Section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.
- 4) The Equal Opportunity Clause of Executive Order 11246. This Clause requires that the contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- 5) Section 3 of the Housing and Urban Development Act of 1968. Section 3 provides that to the greatest extent feasible opportunities for training and employment shall be given to lower income

residents of HUD assisted project areas and that contracts for work in connection with such projects shall be awarded to business concerns which are located in or are owned in substantial part by project area residents.

- 6) **Women in construction.** Regulations (41 CFR 60-4) published by the Department of Labor pursuant to Section 201, 202, 205, 211, 301, 302, and 303 of Executive Order 11246 are directed at reducing the exclusion of women from the construction industry. These regulations have given the Director of the Office of Federal Contract Compliance Program the authority to issue goals and timetables for female utilization on federal or federally assisted construction projects. To meet the overall objectives of this program, a national goal has been established for women in construction trades as follows: seven percent (7%) after 1980. In order for Lake County to be in compliance with federal law, all contractors working on projects funded through the Community Development Block Grant Program must certify that a full and good faith effort will be made to achieve the national goal for female utilization.
- 7) **Minority participation, Executive Order 11625.** Executive Order 11625 authorizes the Secretary of Commerce to supervise the implementation of the Minority Business Enterprise Program. This program is designed to extend the opportunity for participation in the United States free enterprise system to socially and economically disadvantaged persons. The President has required all departments and agencies receiving federal funds to establish goals for improving minority participation efforts in 1978. In order to meet the interest and substance of Executive Order 11625, minority business participation for programs funded with Community Development Block Grant monies is strongly encouraged. In order for Lake County to be in compliance with Executive Order 11625, all contractors working on projects funded through Community Development must make a full and good faith effort to obtain minority participation in contracts and subcontracts for goods and services.
- 8) **Rehabilitation Act of 1973, Public Law 93-112 as amended.** This act requires that no qualified handicapped person(s) shall on the basis of handicap be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination under any program or activity which receives or benefits from federal financial assistance.
- 9) **HUD Lead Based Paint Regulations, 24 CFR Part 35.** These regulations require that all interior surfaces and those exterior surfaces readily accessible to children be free of lead based paint.
- 10) **Insurance.** The contractor agrees, at its own expense, to procure and maintain in full force and effect Workman's Compensation insurance and Employer's Liability insurance, and such other insurance to the extent which may be required by law. The contractor will carry general public liability, property damage, and such other insurance in such amounts as specified by Lake County Community Development, and in any event shall not be less than:
 - a. **Public Liability Insurance** - not less than \$500,000 for injury, including death, to any one person for each accident or occurrence and not less than \$1,000,000 in aggregate.
 - b. **Property Damage Insurance** - not less than \$500,000 for each occurrence and not less than \$1,000,000 in aggregate.

Certificates evidencing the aforesaid insurance coverage shall be deposited with Lake County Community Development prior to commencement of any work called for under this Contract. Contractor and owner agree to hold Lake County Community Development harmless and indemnify Lake County Community Development for any cost or loss, including, without limitation, cost of litigation resulting from any claim, demand, suit or loss, including personal injury, death or property damage, arising directly or indirectly from or in connection with the said work to be performed by the contractor, subcontractor, or any other person or firm under the direct or indirect authority of the contractor. Also, contractor shall, at its own expense, defend any and all actions based thereon, any claim with respect to any of the merchandise called for by this order or arising out of the use of such merchandise, or infringement on a patent,

copyright, trademark, trade name, brand or slogan, or of unfair competition, or any adverse claim of statutory or non-statutory rights; any litigation based upon any claim referred to above; or, in the event scaffolding or other mechanical contrivance to the so called "Illinois Scaffolding Act" (Illinois Revised Statute, Chapter 48, Section 60-69) applies is furnished by contractor, or any claim or demand made pursuant to said statutes involving, directly or indirectly, said scaffolding and/or mechanical contrivances.

Bonding Requirements

The minimum bond requirements shall be as follows (unless otherwise waived by the project architect or engineer):

- 1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- 2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- 3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Certification of Compliance with Air & Water Acts

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$100,000)

During the performance of this contract, the contractor and all subcontractors shall comply with the requirements of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the foregoing requirements, all non-exempt contractors and subcontractors shall furnish to the owner, the following:

- 1) A stipulation by the contractor or subcontractor that any facility to be utilized in the performance of any non-exempt contract or subcontract is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- 2) Agreement by the contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 U.S.C. 1857c-8), Section 308 of the Federal Water Pollution Control Act, as amended, information, as well as all other requirements specified in Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- 3) A stipulation that, as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized, for the contract is under consideration to be listed on the EPA List of Violating Facilities.

- 4) Agreement by the contractor that criteria and requirements in Paragraphs (1) through (4) of this section will be included in every nonexempt subcontract. The contractor will take any action needed as required by the U.S. Federal Government to enforce such provisions.

Special Conditions Pertaining to Hazards, Safety Standards and Accident Prevention

- 1) Lead-Based Paint Hazards (applicable to contracts for construction or rehabilitation of residential structures). The construction or rehabilitation of residential structures is subject to the HUD Lead-Based Paint Regulations, 24 CFR Part 35. The contractor and subcontractors shall comply with the provisions for the elimination of lead-based paint hazards under Sub-Part B of said regulations. The owner will be responsible for the inspections and certifications required under Section 35.14(f) thereof.
- 2) Use of Explosives. When the use of explosives is necessary for the prosecution of the work, the contractor shall observe all local, state and federal laws in purchasing and handling explosives. The contractor shall take all necessary precaution to protect completed work, neighboring property, water lines, or other underground structures. Where there is danger to structures or property from blasting, the charges shall be reduced and the material shall be covered with suitable timber, steel or rope mats.

The contractor shall notify all owners of public utility property of intention to use explosives at least eight (8) hours before blasting is done close to such property. Any supervision or direction of use of explosives by the engineer does not in any way reduce the responsibility of the contractor or his or her surety for damages that may be caused by such use.

- 3) Danger Signals and Safety Devices. The contractor shall make all necessary precautions to guard against damages to property and injury to persons. The contractor shall put up and maintain in good condition, sufficient red or warning lights at night, suitable barricades, and other devices necessary to protect the public. In case the contractor fails or neglects to take such precautions, the owner may have such lights and barricades installed and charge the cost of this work to the contractor. Such action by the owner does not relieve the contractor of any liability incurred under these specifications or contract.

EEO, Section 3, Affirmative Action Plan and Certification

Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity - Executive Order 11246

(Applicable to contracts/subcontracts exceeding \$10,000)

- 1) The contractor's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
- 2) The goals and timetables for minority and female participation expressed in percentage terms for the contractor's aggregate work force in each trade on all construction work in the covered area are as follows:

Goals for Minority Participation For Each Trade	Goals for Female Participation In Each Trade
18%	7%

These goals are applicable to all of the contractor's construction work (whether or not it is federally assisted) performed in the covered area.

The contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from contractor to contractor or from project to project for the sole purpose of meeting the contractor's goals shall be a violation of the contract, the executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

- 3) The contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within ten (10) working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; and the geographical area in which the contract is to be performed.
- 4) As used in this notice and in the contract resulting from this solicitation, the "covered area" is the Chicago Metropolitan area with a special emphasis on Lake County.

Standard Federal Employment Opportunity Construction Contract Specifications Executive Order 11246

- 1) As used in these specifications:
 - a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
 - b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
 - c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
 - d. "Minority" includes:
 - i. Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - ii. Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - iii. Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
 - iv. American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
- 2) Whenever the contractor, or any subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

- 3) If the contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each contractor or subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other contractors or subcontractors toward a goal in an approved Hometown Plan does not excuse any covered contractor's or subcontractor's failure to make good faith efforts to achieve the Hometown Plan goals and timetables.
- 4) The contractor shall implement the specific affirmative action standards provided in Paragraphs 7.a. through 7.p. of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. The contractor is expected to make substantially uniform progress toward its goals in each craft during the period specified.
- 5) Neither the provisions of any collective bargaining agreement nor the failure by a union with whom the contractor has a collective bargaining agreement to refer either minorities or women shall excuse the contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.
- 6) In order for the non-working training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the contractor during the training period, and the contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.
- 7) The contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The contractor shall document these efforts fully and shall implement affirmative action steps at least as extensive as the following:
 - a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites and in all facilities at which the contractor's employees are assigned to work. The contractor, where possible, will assign two or more women to each construction project. The contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the contractor's obligation to maintain such a working environment with specific attention to minority or female individuals working at such sites or in such facilities.
 - b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources, and to community organizations when the contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.
 - c. Maintain a current file of the names, addresses, and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the contractor by the union or, if referred, not employed by

the contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the contractor may have taken.

- d. Provide immediate written notification to the Director when the union or unions with which the contractor has a collective bargaining agreement has not referred to the contractor a minority person or woman sent by the contractor or when the contractor has other information that the union referral process has impeded the contractor's efforts to meet its obligations.
- e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the contractor's employment needs, especially those programs funded or approved by the Department of Labor. The contractor shall provide notice of these programs to the sources compiled under Paragraph 7.b. above.
- f. Disseminate the contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.
- g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with on-site supervisory personnel such as superintendents, general foreman, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.
- h. Disseminate the contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the contractor's EEO policy with other contractors and subcontractors with whom the contractor does or anticipates doing business.
- i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the contractor shall send written notification to organizations such as the above, describing the openings, screen procedures, and tests to be used in the selection process.
- j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a contractor's work force.
- k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
- l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

- m. Ensure that seniority practices, job classifications, work assignments and other personnel practices do not have a discriminatory effect on continually monitoring all personnel and employment related activities to ensure that the EEO policy and the contractor's obligations under these specifications are being carried out.
 - n. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
 - o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
- 8) Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7.a. through 7.p.). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any of these specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the contractor's minority and female work force participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the contractor. The obligation shall not be a defense for the contractor's noncompliance.
- 9) A single goal for minorities and a separate single goal for women have been established. The contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the contractor may be in violation of the executive order if a particular group is employed in a substantially disparate manner (for example, even though the contractor has achieved its goals for women generally, the contractor may be in violation of the Executive Order if a specific minority group of women is under-utilized).
- 10) The contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.
- 11) The contractor shall not enter into any subcontract with any person or firm debarred from government contracts pursuant to Executive Order 11246.
- 12) The contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.
- 13) The contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive of those standards prescribed in Paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.
- 14) The contractor shall designate a responsible official to monitor all employment related activity to ensure that the company's EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the government and to keep records. Records shall at

least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

- 15) Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).
- 16) By the submission of this bid, the contractor and any subcontractors certifies that he/she does not maintain or provide for his/her employees any segregated facility at any of his/her establishments, and that he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments, and he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause of this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. He/she further agrees that (except where he/she has obtained identical certifications from proposed subcontractors for specific time periods) he/she will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that he/she will retain such certifications in his/her files, and that he/she will forward the following notice to such proposed subcontractors (except certifications for specific time periods).

Contractor's Agreement

Special Equal Opportunity Provisions

- A. **Activities and Contracts Not Subject to Executive Order 11246, as Amended**
(Applicable to federally assisted construction contracts and related subcontracts \$10,000 and under)

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising,

layoff or termination, rates of pay, or other forms of compensation and selection for training, including apprenticeship.

- (2) The contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this nondiscrimination clause. The contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) Contractors shall incorporate the foregoing requirements in all subcontracts.

B. Executive Order 11245 - Section 202 Equal Opportunity Clause

(Contracts/subcontracts \$10,000 and above)

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representatives of the contractor's commitment under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to any applicable books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.
- (6) In the event of the contractor's non-compliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, or by rules, regulations or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provisions of the sentence immediately preceding Paragraph (1) and the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor

issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Department of Labor may direct as a means of enforcing such provisions, including sanctions or non-compliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department of Labor, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

C. Section 503 of the Rehabilitation Act of 1973 Affirmative Action for Handicapped Workers

(for contracts over \$2,500)

- (1) The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- (2) The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (3) In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- (4) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- (5) The contractor will notify each labor or union representative of workers with which the contractor has a collective bargaining agreement or other contract understanding that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- (6) The contractor will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

D. Section 402 Veterans of the Vietnam Era - Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era

(if \$10,000 and above)

- (1) The contractor will not discriminate against any employee or applicant for employment because he or she is a disabled veteran or veteran of the Vietnam era in regard to any

position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled veterans and veterans of the Vietnam era without discrimination based upon their disability or veteran status in all employment practices such as the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- (2) The contractor agrees that all suitable employment openings of the contractor which exist at the time of the execution of this contract and those which occur during the performance of this contract, including those not generated by this contract, and including those occurring at an establishment of the contractor other than the one wherein the contract is being performed but excluding those of independently operated corporate affiliates, shall be listed at an appropriate local office of the state employment service system wherein the opening occurs. The contractor further agrees to provide such reports to such local office regarding employment openings and hires as may be required.

State and local government agencies holding federal contracts of over \$10,000 or more shall also list all their suitable openings with the appropriate office of the state employment service but are not required to provide those reports set forth in Paragraphs (4) and (5).

- (3) Listing of employment openings with the employment service system pursuant to this clause shall be made at least concurrently with the use of any other recruitment source or effort and shall involve the normal obligations which attach to the placing of a bona fide job order, including the acceptance of referrals of veterans and non-veterans. The listing of employment openings does not require the hiring of any particular job applicant or from any particular group of job applicants, and nothing herein is intended to relieve the contractor from any requirements in executive orders or regulations regarding nondiscrimination in employment.
- (4) The reports required in Paragraph (2) of this clause shall include, but not be limited to, periodic reports which shall be filed at least quarterly with the appropriate local office or, where the contractor has more than one hiring location in a state, with the central office of that state employment service. Such reports shall indicate for each hiring location: (1) the number of individuals hired during the reporting period; (2) the number of non-disabled veterans of the Vietnam era hired; (3) the number of disabled veterans of the Vietnam era hired; and (4) the total number of disabled veterans hired. The reports should include covered veterans hired for on-the-job training under 38 U.S.C. 1787. The contractor shall submit a report within 30 days after the end of each reporting period wherein any performance is made on this contract identifying data for each hiring location. The contractor shall maintain at each hiring location copies of the reports submitted until the expiration of one year after final payment under the contract, during which time these reports and related documentation shall be made available, upon request, for examination by any authorized representatives of the contracting officer or of the Secretary of Labor. Documentation would include personnel records respecting job openings, recruitment, and placement.
- (5) Whenever the contractor becomes contractually bound to the listing provisions of this clause, the contractor shall advise the employment service system in each state where it has establishments of the name and location of each hiring location in the state. As long as the contractor is contractually bound to these provisions and has so advised the state

- system, there is no need to advise the state system of subsequent contracts. The contractor may advise the state system when it is no longer bound by this contract clause.
- (6) This clause does not apply to the listing of employment openings which occur and are filled outside of the 50 States, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands.
 - (7) The provisions of Paragraphs (2), (3), (4), and (5) of this clause do not apply to openings which the contractor proposes to fill from within his or her own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement. This exclusion does not apply to a particular opening once an employer decides to consider applicants outside of his or her own organization or employer-union arrangement for that opening.
 - (8) As used in this clause:
 - (a) "All suitable employment openings" includes, but is not limited to, openings which occur in the following job categories: production and non-production; plant and office, laborers and mechanics; supervisory and non-supervisory; technical; and executive, administrative, and professional openings are compensated on a salary basis of less than \$25,000 per year. This term includes full-time employment, temporary employment of more than 3 days duration, and part-time employment. It does not include openings which the contractor proposes to fill from within his or her own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement nor openings in an educational institution which are restricted to students of that institution. Under the most compelling circumstances an employment opening may not be suitable for listing, including such situations where the needs of the government cannot reasonably be otherwise supplied, where listing would be contrary to national security, or where the requirement of listing would otherwise not be for the best interest of the government.
 - (b) "Appropriate office of the state employment service system" means the local office of the federal-state national system of public employment offices with assigned responsibility for serving the area where the employment opening to be filled, including the District of Columbia, Guam, Puerto Rico, and the Virgin Islands.
 - (c) "Openings which the contractor proposes to fill from within his or her own organization" means employment openings for which no consideration will be given to persons outside the contractor's organization (including any affiliates, subsidiaries, and the parent companies) and includes any openings which the contractor proposes to fill from regularly established "recall" lists.
 - (d) "Openings which the contractor proposes to fill pursuant to a customary and traditional employer-union hiring arrangement" means employment openings which the contractor proposes to fill from union halls, which is part of the customary and traditional hiring relationship which exists between the contractor and representatives of his employees.
 - (e) The contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
 - (f) In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

- (g) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notice shall state the contractor's obligation under the employment qualified disabled veterans and veterans of the Vietnam era for employment and the rights of applicants and employees.
- (h) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding that the contractor is bound by the terms of the Vietnam Era Veterans Readjustment Assistance Act and is committed to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era.
- (i) The contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to the Act so that provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provision, including action for noncompliance.

E. Section 109 of the Housing and Community Development Act of 1974

- (1) No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

F. "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities

- (1) 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, U.S.C. 170lu. 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.
- (2) 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 and all applicable rules and orders of the Department issued hereunder 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.
- (3) The contractor will send to each labor organization or representative of workers which he or she has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization of workers' representative of his or her 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.

- (4) The contractor will include this 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, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 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.
- (5) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder 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 to such sanctions as are specified by 24 CFR Part 135.

Affirmative Action Program Implementing Section 3 of the Housing & Urban Development Act of 1968

Contractor's Name		Project Name	
Address	Zip Code	Project Number	
EEO Officer		Project Location (City, County, State)	
Phone Number		Construction Start Date	Construction End Date

I. Determination of Project Area Boundaries

A. Address of Proposed Project

Street	City or Township	County
--------	------------------	--------

B. Below, indicate whether this project is located in an Urban Renewal Area, Neighborhood Development Program Area, Model Cities Area, Metropolitan Development Plan Area or Indian Reservation.

(Specify)

If yes, the project area for purposes of this Section 3 Affirmative Action Plan is co-extensive with boundaries of the Urban Renewal, NDP, Model Cities, Metropolitan Plan or Indian Reservation Boundaries.

If no, specify the smallest political jurisdiction within which the project is located, i.e., township, city, village, county, etc.

(Specify)

The project for purposes of this Section Affirmative Action plan is coextensive with the political jurisdiction specified above.

C. Based on the information given in Columns 1, 2, and 3 (Table B) and the availability of eligible business concerns within the project area doing business in professions or occupations identified, set forth your goals for the number of contracts to be awarded to eligible project area businesses in Column 4 and for the approximate dollar amount to be awarded to project area businesses in Column 5. Eligible project area businesses will be utilized to the greatest extent feasible.

II. *Specific Affirmative Action Steps*

_____ (Name of Contractor) agrees to implement the following specific affirmative action steps directed at increasing the utilization of lower income residents and project businesses:

- A. To ascertain from the HUD Area Office Director the exact boundaries of the Section 3 covered project area and, where advantageous, seek the assistance of local officials of the Department in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from the appropriate areas the necessary number of lower income residents through local advertising media, signs placed at the proposed site for the project, and community organizations, and public or private institutions operating within or serving the project area such as Service Employment and Redevelopment (SER), Opportunities Industrialization Center (OIC), Urban League, Concentrated Employment Program, Hometown Plan, or the U.S. Employment Service.
- C. To maintain a list of all lower income area residents who have applied either on their own or on referral from any source and to employ such persons if otherwise eligible and if a vacancy exists.
- D. *To insert this affirmation action plan in all bid documents and to require all bidders to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish those goals.
- E. *To insure that contracts which are typically let on a negotiated rather than a bid basis in areas other than Section 3 covered project areas are also let on a negotiated basis, whenever feasible, when let in a Section 3 covered project area.
- F. To formally contact unions, subcontractors and trade associations to secure their cooperation for this program.
- G. To insure that all appropriate project area business concerns are notified of pending contractual opportunities.
- H. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- I. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 affirmative action plan.
- J. To list on Table C all projected work force needs for all phases of this project by occupation, trade, skill level, and number of positions.

*Loans, grants, contracts, and subsidies for less than \$10,000 will be exempt.

As officers and representatives of _____ (Name of Contractor), we, the undersigned, have read and fully agree to this affirmative action plan and become a party to the full implementation of this program.

Signature	Title
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Proposed Contracts Breakdown

Column 1	Column 2	Column 3	Column 4	Column 5
Type of Contract (business or professional)	Total Number of Contracts	Total Approximate Dollar Amount	Estimated Number of Contracts to Project Area Businesses	Estimated Dollar Amount to Project Area Businesses

Company	Project Name
Project Number	EEO Officer's Signature
Date	

Lake County Community Development Section 3 Employee Certification Form

(To Be Completed Only By New Hires Working On Project)

Please provide the information requested on this form so that we can verify to the Department of Housing and Urban Development that your employment is achieving the Section 3 goals of our program. The information will be placed in Lake County Community Development project files and also with your employer. In addition, this information is also subject to verification by Lake County Community Development.

Job Title: _____

1. Circle the number in your household. Count yourself and all household members.

Household Size	1	2	3	4	5	6	7	8
Monthly Income	\$2,200	\$2,512	\$2,825	\$3,142	\$3,392	\$3,642	\$3,892	\$4,146

2. Before taking this job, was your gross household monthly income ABOVE or BELOW the amount shown in question 1? (Circle above or below)

ABOVE

BELOW

3. (a) Please indicate your racial group (**optional**)

_____ Native American, Eskimo _____ African American _____ White (non-Hispanic)	_____ Asian, Pacific Islander _____ Hispanic _____ Other (specify)
---	--

(b) Sex: _____ Male _____ Female

- (c) Are you a female head of household? (**optional**)

_____ Yes _____ No

- (d) Are you disabled? _____ Yes _____ No (**optional**)

_____ Yes _____ No

4. Certification: The respondent hereby certifies that all information provided in this certification is true and complete to the best of his/her knowledge.

Name: _____

Date of Hire: _____

Certification Form Regarding Equal Employment Opportunity

In accordance with Executive Order 11246 (30 F.R. 12319-25), the implementing rules and regulations thereof, and orders of the Secretary of Labor, a certification regarding equal opportunity is required of contractors and their proposed subcontractors.

Contractor's Name: _____
Address: _____
Phone Number: _____
IRS EIN: _____

1. Participation in a previous contract or subcontract.
 - a. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
_____ Yes _____ No
 - b. Compliance reports were required to be filed in connection with such contract or subcontract.
_____ Yes _____ No
 - c. Bidder has filed all compliance reports required by Executive Orders 10925, 11114, 11246, or by regulations of the Equal Employment Opportunity Commission issued pursuant to Title VII of the Civil Rights Act of 1964.
_____ Yes _____ No
 - d. If answer to item c. is "No", please explain in detail on reverse side of this certification.
2. Dollar amount of proposed bid. \$ _____
3. Anticipated performance period. _____
4. Female owned business.
_____ Yes _____ No
5. Expected total number of employees who will perform the proposed construction.

6. Non-segregated facilities.
 - a. Notice to Prospective Federally-Assisted Construction Contractors.

Contractor receiving federally assisted construction contract awards exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide for the forwarding of the following notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.
 - b. Certification of Non-segregated Facilities.

The federally-assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise. The federally-assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause) he will retain the duplicate of such certifications in his files. The contractor will include the original in his Bid Package.

7. Race or ethnic group designation of bidder. Enter race or ethnic group in the appropriate blank:

Race Category	Ethnicity Category
White	Hispanic?
Black/African American	Hispanic?
Asian	Hispanic?
American Indian/Alaska Native	Hispanic?
Native Hawaiian/Other Pacific Islander	Hispanic?
American Indian/Alaskan Native & White	Hispanic?
Asian & White	Hispanic?
Black/African American & White	Hispanic?
Am. Indian/Alaska Native & Black/African Am.	Hispanic?
Other Multi-Racial	Hispanic?
Other	Hispanic?

Remarks:

Certification: The information above is true and complete to the best of my knowledge and belief.

Name & Title of Signer

Signature

Date

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Subcontractor Certification Form

<hr/> Project Name	<hr/> Prime Contractor
--------------------	------------------------

Project Number

GENERAL

In accordance with Executive Order 11246 (30 F.R. 12319-25), the implementing rules and regulations thereof, and orders of the Secretary of Labor, a certification regarding equal employment opportunity is required of bidders and their proposed subcontractors prior to the award of contracts or subcontracts.

Subcontractor's Name: _____

Address: _____

Phone Number: _____

IRS EIN: _____

1. Participation in a previous contract or subcontract.
 - a. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.
 _____ Yes _____ No
 - b. Compliance reports were required to be filed in connection with such contract or subcontract.
 _____ Yes _____ No
 - c. Subcontractor has filed all compliance reports required by Executive Orders 10925, 11114, 11246, or by regulations of the Equal Employment Opportunity Commission issued pursuant to Title VII of the Civil Rights Act of 1964.
 _____ Yes _____ No
 - d. If answer to item c. is "No", please explain in detail on reverse side of this certification.

2. Dollar amount of proposed subcontract. \$ _____

3. Anticipated performance period. _____

4. Female owned business.

_____ Yes _____ No

5. Expected total number of employees who will perform the proposed subcontract.

6. Non-segregated facilities.

a. Notice to Prospective Federally-Assisted Construction Contractors.

Contractor receiving federally assisted construction contract awards exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide for the forwarding of the following notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.

b. Certification of Non-segregated Facilities.

The federally-assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise. The federally-assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause) he will retain the duplicate of such certifications in his files. The contractor will include the original in his Bid Package.

7. Race or ethnic group designation of bidder. Enter race or ethnic group in the appropriate blank:

Race Category	Ethnicity Category
White	Hispanic?
Black/African American	Hispanic?
Asian	Hispanic?
American Indian/Alaska Native	Hispanic?
Native Hawaiian/Other Pacific Islander	Hispanic?
American Indian/Alaskan Native & White	Hispanic?
Asian & White	Hispanic?
Black/African American & White	Hispanic?
Am. Indian/Alaska Native & Black/African Am.	Hispanic?
Other Multi-Racial	Hispanic?
Other	Hispanic?

Remarks:

Certification: The information above is true and complete to the best of my knowledge and belief.

Name & Title of Signer

Signature

Date

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements

(Appropriate Recipient)	Date
Project Name	Project Number

The undersigned, having executed a contract with _____ for _____ (nature of work) for the construction of the above-identified project, acknowledges that:

- a. The Labor Standards Provisions are included in the aforesaid contract;
- b. Correction of any infractions of the aforesaid conditions including infractions by any of his subcontractors and any lower tier subcontractors is his responsibility.

The contractor certifies that:

- a. Neither the contractor nor any firm, corporation, partnership or associate in which he or she has a substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act, as amended (10 U.S.C. 276a-2(a));
- b. No part of the aforementioned contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor pursuant to the aforesaid regulatory or statutory provisions.

The contractor agrees to obtain and forward to the aforementioned recipient, within ten days after the execution of any lower subcontract, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements, executed by the lower tier subcontractor.

The contractor certifies that:

- a. The legal name and the business address of the undersigned are:

- b. The undersigned is:
 - (1) A Single Proprietorship _____
 - (2) A Partnership _____
 - (3) A Corporate Organized In The State Of: _____
 - (4) Other Organization (describe) _____

c. The name, title and address of the owner, partners, or officers of the undersigned are:

Name	Title	Address

d. The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned and the nature of the interest are (If none, so state):

Name	Title	Address

e. The names, addresses, and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (If none, so state):

Name	Title	Address

Name & Title of Signer	
Signature	Date

WARNING

U.S. Criminal Code, Section 1010, Title 18, U.S.C., provides in part: "Whoever,...makes, passes, utters, or publishes any statement, knowing the same to be false...shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

Appendices

Federal Labor Standards Provisions

U.S. Department of Housing

And Urban Development

Office of Labor Relations

Applicability

The Project or Program to which the construction work covered by this contract pertains is being assisted by the United States of America and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

A. 1. (i) Minimum Wages. All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section I(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to

such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible, place where it can be easily seen by the workers.

(ii) (a) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2) The classification is utilized in the area by the construction industry; and
- (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(b) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the classification and wage rate (including the amount designated for fringe

benefits where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB control number 1215-0140.)

(c) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

(d) The wage rate (including fringe benefits where appropriate) determined pursuant to subparagraphs (1)(ii)(b) or (c) of this paragraph, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1215-0140.)

2. Withholding. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The Comptroller General shall make such disbursements in the case of direct Davis-Bacon Act contracts.

3. (i) Payrolls and basic records. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program

described in Section I(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1215-0140 and 1215-0017.)

(ii) (a) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i). This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. (Approved by the Office of Management and Budget under OMB Control Number 1215-0149.)

(b) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

- (1) That the payroll for the payroll period contains the information required to be maintained under 29 CFR 5.5 (a)(3)(i) and that such information is correct and complete;
- (2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;
- (3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(c) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph A.3.(ii)(b).

(d) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 231 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under subparagraph A.3.(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and Trainees.

(i) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) **Trainees.** Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) **Equal employment opportunity.** The utilization of apprentices, trainees and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR Part 3 which are incorporated by reference in this contract

6. Subcontracts. The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs 1 through 11 of this paragraph A and such other clauses as HUD or its designee may by appropriate instructions require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.

7. Contract termination; debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act Requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this contract

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.

10. (i) Certification of Eligibility. By entering into this contract the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001. Additionally, U.S. Criminal Code, Section 1010, Title 18, U.S.C., "Federal Housing Administration transactions", provides in part: "Whoever, for the purpose of . . . influencing in any way the action of such Administration.....makes, utters or publishes any statement knowing the same to be false.....shall be fined not more than \$5,000 or imprisoned not more than two years, or both."

11. Complaints, Proceedings, or Testimony by Employees. No laborer or mechanic to whom the wage, salary, or other labor standards provisions of this Contract are applicable shall be discharged or in any other manner discriminated against by the Contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

B. Contract Work Hours and Safety Standards Act. The provisions of this paragraph B are applicable only where the amount of the prime contract exceeds \$100,000. As used in this paragraph, the terms "laborers" and "mechanics" include watchmen and guards.

(1) **Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in sub paragraph (1) of this paragraph.

(3) Withholding for unpaid wages and liquidated damages. HUD or its designee shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts.

The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

C. Health and Safety. The provisions of this paragraph C are applicable only where the amount of the prime contract exceeds \$100,000.

(1) No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.

(2) The Contractor shall comply with all regulations issued by the Secretary of Labor pursuant to Title 29 Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, 40 USC 3701 et seq.

(3) The Contractor shall include the provisions of this paragraph in every subcontract so that such provisions will be binding on each subcontractor. The Contractor shall take such action with respect to any subcontract as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

Landscaping

The Davis-Bacon and Related Acts provides that minimum rates of pay for laborers and mechanics on certain federal contracts for public works or construction shall be those prevailing for the corresponding classes of workers in the locality as determined by the Secretary of Labor. The Department of Housing and Urban Development through its Chicago Area office, acting within the state of Illinois, lends or grants Federal funds, or acts as guarantor of mortgages or aids in the construction of projects to be built by state or local public agencies or private individuals or groups, and in this case provides the Wage Decision for the particular project.

The payment of landscape personnel shall be at the rate(s) shown in the Wage Decision issued by the U.S. Department of Labor. If no rates are specified in the Decision, payment for landscape workers (all types) will be not less than the rate for

Unskilled Laborers as shown in the Decision. Truck Drivers involved in landscaping will be paid the rate indicated in the Decision for the type of vehicle indicated.

Compliance with Air and Water Acts

This contract is subject to the requirements of the Clean Air Act, as amended, 42 U.S.C 1857 et seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C 1251 et seq., the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR part 15 as amended from time to time, and Executive Order 11288 which relates to the prevention, control and abatement of water pollution. The Contractor will meet the following requirements:

- 1) The Contractor or subcontractors shall stipulate that any facility to be utilized in the performance of any nonexempt contract or subcontract in not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR Part 15.20.
- 2) The Contractor shall agree to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C 1857 c-8) and section 308 of the Federal Water Pollution Control Act (33 U.S.C 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued there under.
- 3) The Contractor shall agree to a stipulation that as a condition for the award of the contract prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the EPA List of Violating Facilities.
- 4) The Contractor shall agree that he will include or cause to be included the criteria and requirements in subparagraphs (1) through (4) of this paragraph in every nonexempt subcontract and requiring that the contractor will take such action as the Government may direct as a means of enforcing such provisions. In no event shall any amount of assistance provided under this Agreement be utilized with respect to a facility which has given rise to a conviction under Section 113(c) of the Clean Air Act of Section 309 (c) of the Federal Water Pollution Control Act.

Remedies for Breach of Contract and Termination Clause

If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligation under the Agreement, or if the Contractor shall violate any of the covenants, representations or agreements thereof, the County of Lake, hereinafter referred to as the Contracting Agency, may, upon written notice to the Contractor, terminate the right of the Contractor to proceed under this Agreement or with such part or parts thereof as to which there has been a default, and may hold the Contractor liable for any damages caused to the Contracting Agency by reason of such default and termination. In the event of such termination, any completed reports prepared by the Contractor under this Agreement shall, at the option of the Contracting Agency, become its property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the Contracting Agency. The Contractor, however, shall not thereby be relieved of liability to the Contracting Agency for damages sustained by the Contracting Agency for reason of any breach of the Agreement by the Contractor, and the Contracting Agency may withhold any payments from the Contractor for the purpose of setoff until such time as the amount of damages due the Contracting Agency from the Contractor is determined. The Contractor shall not be held liable for damages under this Article solely for reasons of delay if the delay is due to causes beyond the control and without the fault of negligence of the Contractor.

Pending Arbitration

If, the Contracting Agency wishes to terminate this Agreement for Cause and the Contractor believes the terms of the Agreement have been properly fulfilled and such termination is unjustified, the Contractor may request binding arbitration before a panel of persons who have been mutually agreed upon by both Parties. The decision of the before mentioned arbitration panel shall be binding on the Parties without further recourse.

HUD-4010.1

(2-76)

Attachment to Federal Labor Standards Provisions

So-Called "Anti-Kickback Act" And Regulations Promulgated Pursuant
Thereby by the Secretary of Labor, United States Department of Labor

TITLE 18, U.S.C., SECTION 874

(Replaces Section 1 of the Act of June 13, 1934 (48 Stat. 948, 40 U.S.C., Sec. 276b) pursuant to the Act of June 25, 1948, 62 Stat. 862)

Kickbacks from Public Works Employees

Whoever, by force, intimidation, or threat of procuring dismissal from employment, or by any other manner whatsoever induces any person employed in the construction, prosecution, completion or repair of any public building, public work, or building or work financed in whole or in part by loans or grants from the United States, to give up any part of the compensation to which he is entitled under his contract of employment, shall be fined not more than \$5,000 or imprisoned not more than five years, or both.

Section 2 of the Act of June 13, 1934, As Amended (48 Stat. 948, 62 Stat. 862, 63 Stat. 108, 72 Stat. 967, 40 U.S.C., Sec. 276c)

The Secretary of Labor shall make reasonable regulations for contractors and subcontractors engaged in the construction, prosecution, completion or repair of public buildings, public works or buildings or works financed in whole or in part by loans or grants from the United States, including a provision that each contractor and subcontractor shall furnish weekly a statement with respect to the wages paid each employee during the preceding week. Section 1001 of Title 18 (United States Code) shall apply to such statements.

-XXX-

Pursuant to aforesaid Anti-Kickback Act, the Secretary of Labor, United States Department of Labor, has promulgated the regulations hereinafter set forth, which regulations are found in Title 29, Subtitle A, Code of Federal Regulations, Part 3. The term "this part", as used in the regulations hereinafter set forth, refers to Part 3 last above mentioned. Said regulations are as follows:

TITLE 29 - LABOR

Subtitle A - Office of the Secretary of Labor

Part 3 - Contractors and Subcontractors on Public Building or Public Work Financed In Whole or In Part by Loans or Grants from the United States

Section 3.1 Purpose and Scope.

This part prescribes "anti-kickback" regulations under Section 2 of the Act of June 13, 1934, as amended (40 U.S.C. 276c), popularly known as the Copeland Act. This part applies to any contract which is subject to Federal wage standards and which is for the construction, prosecution, completion, or repair of public buildings, public works or buildings or works financed in whole or in part by loans or grants from the United States. The part is intended to aid in the enforcement of the minimum wage provisions of the Davis-Bacon Act and the various statutes dealing with Federally-assisted construction that contain similar minimum wage provisions, including those provisions which are not subject to reorganization Plan No. 14 (e.g., the College Housing Act of 1950, the Federal Water Pollution Control Act, and the Housing Act of 1959), and the enforcement of the overtime provisions of the Contract Work Hours Standards Act

whenever they are applicable to construction work. The part details the obligation of contractors and subcontractors relative to the weekly submission of statements regarding the wage paid on work covered thereby; sets for the circumstances and procedures governing the making of payroll deductions with the wages of those employed on such work; and delineates the methods of payment permissible on such work.

Section 3.2 Definitions.

As used in the regulations in this part:

(a) The term "building" or "work" generally include construction activity as distinguished from manufacturing, furnishing of materials, or servicing and maintenance work. The terms include, without limitation, buildings, structures, and improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, dredging, shoring, scaffolding, drilling, blasting, excavating, clearing and landscaping. Unless conducted in connection with and at the site of such a building or work as is described in the foregoing sentence, the manufacture or furnishing of materials, articles, supplies, or equipment (whether or not a Federal or State agency acquires title to such materials, articles, supplies, or equipment during the course of the manufacture or furnishing, or owns the materials from which they are manufactured or furnished) is not a "building" or "work" within the meaning of the regulations in this part.

(b) The terms "construction", "prosecution", "completion", or "repair" mean all types of work done on a particular building or work at the site thereof, including, without limitation, altering, remodeling, painting and decorating, the transporting of materials and supplies to or from the building or work by the employees of the construction contractor or construction subcontractor, and the manufacturing or furnishing of materials, articles, supplies, or equipment on the site of the building or work, by persons employed at the site by the contractor or subcontractor.

(c) The terms "public building" or "public work" include building or work for whose construction, prosecution, completion, or repair, as defined above, a Federal agency is a contracting party, regardless of whether title thereof is in a Federal agency.

(d) The term "building or work financed in whole or in part by loans or grants from the United States" includes buildings or work for whose construction, prosecution, completion, or repair, as defined above, payment or party payment is made directly or indirectly from funds provided by loans or grants by a Federal agency. The term does not include building or work for which Federal assistance is limited solely to loan guarantees or insurance.

(e) Every person paid by a contractor or subcontractor in any manner for his labor in the construction, prosecution, completion, or repair of a public building or public work or building financed in whole or in part by loans or grants from the United States is "employed" and receiving "wages", regardless of any contractual relationship alleged to exist between him and the real employer.

(f) The term "any affiliated person" includes a spouse, child, parent, or other close relative of the contractor or subcontractor; a partner or officer of the contractor or subcontractor; a corporation closely connected with the contractor or subcontractor as parent, subsidiary or otherwise, and an officer or agent of such corporation.

(g) The term "Federal agency" means the United States, the District of Columbia, and all executive departments, independent establishments, administrative agencies, and instrumentalities of the

United States and of the District of Columbia, including corporations, all or substantially all of the stock of which is beneficially owned by the United States, by the District of Columbia, or any of the foregoing departments, establishments, agencies, and instrumentalities.

Section 3.3 Weekly statement with respect to payment of wages.

(a) As used in this section, the term "employee" shall not apply to persons in classifications higher than that of laborer or mechanic and those who are the immediate supervisors of such employees.

(b) Each contractor or subcontractor engaged in the construction, prosecution, completion, or repair of any public building or public work, or building or work financed in whole or in part by loans or grants from the United States, shall furnish each week a statement with respect to the wages paid each of its employees engaged on work covered by 29 CFR Parts 3 and 5 during the preceding weekly payroll period. This statement shall be executed by the contractor or subcontractor or by an authorized officer or employee of the contractor or subcontractor who supervises the payment of wages, and shall be on form WH 3-18, "Statement of Compliance", or on an identical form on the back of WH 3-17, "Payroll (For Contractors Optional Use)" or on any form with identical wording. Sample copies of WH 3-17 and WH 3-18 may be obtained from the Government contracting or sponsoring agency, and copies of these forms may be purchased at the Government Printing Office.

(c) The requirements of this section shall not apply to any contract of \$2,000 or less.

(d) Upon a written finding by the head of a Federal agency, the Secretary of Labor may provide reasonable limitations, variations, tolerances, and exemptions from the requirements of this section subject to such conditions as the Secretary of Labor may specify.

29 F.R. 95, Jan 4, 1964, as amended at 33 F.R. 10186, July 17, 1968

Section 3.4 Submission of weekly statements and the preservation and inspection of weekly payroll records.

(a) Each weekly statement required under Section 3.3 shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency in charge at the site of the building or work, or, if there is no representative of a Federal or State agency at the site of the building or work, the statement shall be mailed by the contractor or subcontractor, within such time, to a Federal or State agency contracting for or financing the building or work. After such examination and check as may be made, such statement, or a copy thereof, shall be kept available, or shall be transmitted together with a report or any violation, in accordance with applicable procedures prescribed by the United States Department of Labor.

(b) Each contractor or subcontractor shall preserve his weekly payroll records for a period of three years from the date of completion of the contract. The payroll records shall set out accurately and completely the name and address of each laborer and mechanic, his correct classification, rate of pay, daily and weekly number of hours worked, deductions made, and actual wages paid. Such payroll records shall be made available at all times for inspection by the contracting officer or his authorized representative, and by authorized representatives of the Department of Labor.

Section 3.5 Payroll deductions permissible without application to or approval of the Secretary of Labor.

Deductions made under the circumstances or in the situations described in the paragraphs of this section may be made without application to and approval of the Secretary of Labor.

(a) Any deduction made in compliance with the requirements of Federal, State, or local law, such as Federal or State withholding income taxes and Federal social security taxes.

(b) Any deduction of sums previously paid to the employee as a bona fide prepayment of wages when such prepayment is made without discount or interest. A "bona fide prepayment of wages" is considered to have been made only when cash or its equivalent has been advanced to the person employed in such manner as to give him complete freedom of disposition of the advanced funds.

(c) Any deduction of amounts required by court process to be paid to another, unless the deduction is in favor of the contractor, subcontractor or any affiliated person, or when collusion or collaboration exists.

(d) Any deduction constituting a contribution on behalf of the person employed to funds established by the employer or representatives of employees, or both, for the purpose of providing either from principal or income, or both, medical or hospital care, pensions or annuities on retirement, death benefits, compensation for injuries, illness, accidents, sickness, or disability, or for insurance to provide any of the foregoing, or unemployment benefits, vacation pay, savings accounts, or similar payments for the benefit of employees, their families and dependents: Provided, however, that the following standards are met: (1) the deduction is not otherwise prohibited by law; (2) it is either: (i) voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done and such consent is not a condition either for the obtaining of or for the continuation of employment, or (ii) provided for in a bona fide collective bargaining agreement between the contractor or subcontractor and representatives of its employees; (3) no profit or other benefit is otherwise obtained, directly or indirectly, by the contractor or subcontractor or any affiliated person in the form of commission, dividend, or otherwise; and (4) the deductions shall serve the convenience and interest of the employee.

(e) Any deduction contributing toward the purchase of United States Defense Stamps and Bonds when voluntarily authorized by the employee.

(f) Any deduction requested by the employer to enable him to repay loans to or to purchase shares in credit unions organized and operated in accordance with Federal and State credit union statutes.

(g) Any deduction voluntarily authorized by the employee for the making of contributions to governmental or quasi-governmental agencies, such as the American Red Cross.

(h) Any deduction voluntarily authorized by the employee for the making of contributions to Community Chests, United Givers Funds, and similar charitable organizations.

(i) Any deductions to pay regular union initiation fees and membership dues, not including fines or special assessments: Provided, however, that a collective bargaining agreement between the contractor or subcontractor and representatives of its employees provides for such deductions and the deductions are not otherwise prohibited by law.

(j) Any deduction not more than for the "reasonable cost" of board, lodging, or other facilities meeting the requirements of Section 3(m) of the Fair Labor Standards Act of 1938, as amended, and Part 531 of this title. When such a deduction is made, the additional records required under Section 516.27(a) of this title shall be kept.

Section 3.6 Payroll deductions permissible with the approval of the Secretary of Labor.

Any contractor or subcontractor may apply to the Secretary of Labor for permission to make any deduction not permitted under Section 3.5. The Secretary may grant permission whenever he finds that:

- (a) The contractor, subcontractor, or any affiliated person does not make a profit or benefit directly or indirectly from the deduction either in the form of a commission, dividend, or otherwise;
- (b) The deduction is not otherwise prohibited by law;
- (c) The deduction is either (1) voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done and such consent is not a condition either for the obtaining of employment or its continuance, or (2) provided for in a bona fide collective bargaining agreement between the contractor or subcontractor and representatives of its employees; and
- (d) The deduction serves the convenience and interest of the employee.

Section 3.7 Applications for the approval of the Secretary of labor

Any application for the making of payroll deductions under Section 3.6 shall comply with the requirements prescribed in the following paragraphs of this section:

- (a) The application shall be in writing and shall be addressed to the Secretary of Labor.
- (b) The application shall identify the contract(s) under which the work in question is to be performed. Permission will be given for deductions only on specific, identified contracts, except upon a showing of exceptional circumstances.
- (c) The application shall state affirmatively that there is compliance with the standards set forth in the provisions of Section 3.6. The affirmation shall be accompanied by a full statement on the facts indicating such compliance.
- (d) The application shall include a description of the proposed deduction, the purpose to be served thereby and the classes of laborers or mechanics from whose wages the proposed deduction would be made.
- (e) The application shall state the name and business of any third person to whom any funds obtained from the proposed deductions are to be transmitted and the affiliation of such person, if any, with the applicant.

Section 3.8 Action by the Secretary of labor upon applications.

The Secretary of Labor shall decide whether or not the requested deduction is permissible under provisions of Section 3.6 and shall notify the applicant in writing of his decision.

Section 3.9 Prohibited payroll deductions.

Deductions not elsewhere provided for by this part and which are not found to be permissible under Section 3.6 are prohibited.

Section 3.10 Methods of payment of wages.

The payment of wages shall be by cash, negotiable instruments payable on demand, or the additional forms of compensation for which deductions are permissible under this part. No other methods of payment shall be recognized on work subject to the Copeland Act.

Section 3.11 Regulations part of contract.

All contracts made with respect to the construction, prosecution, completion, or repair of any public building or public work or building or work financed in whole or in part by loans or grants from the United States covered by the regulations in this part shall expressly bind the contractor or subcontractor to comply with such of the regulations in this part as may be applicable. In this regard, see Section 5.5(a) of this subtitle.

Wage Rate Determinations

Appropriate wage rates shall be attached.

Technical Specifications

Technical specifications shall be inserted behind wage rates.

Payrolls and Basic Records

Payrolls and basic records relating thereto will be maintained during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work, in the construction or development of the project. Such records will contain the name and address of each employee, his correct classification, rates of pay (including rates of contributions or costs anticipated of the types described in Section 1(b)(2) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid.

Payrolls shall be submitted weekly to Lake County Community Development from the first week of construction through completion of construction for each contractor or subcontractor on the job.