

EMPLOYER CERTIFICATE OF COMPLIANCE RENEWAL FORM

Disclosure of the information requested in this form is required to renew your Certificate of Compliance entitling your company to seek competitive bid contracts to provide goods and/or services in the amount of \$10,000.00 or more with the City of Danville. Failure to properly complete, sign and notarize this form, including the Workforce Profile form, may result in a delay or denial of your eligibility to bid on City contracts.

1.) a.) Company name and address: _____

b.) Telephone: _____

c.) Name and address of registered agent (if different than previously provided):

d.) Name and title of EEO director or person responsible for the information in this form and the policies hereunder (if different than previously provided): _____

2.) Has the company become a division or subsidiary of a parent company?

Yes _____ No _____

If yes, please provide the following information:

Parent company: _____

Location: _____

Telephone: _____

Name and title of CEO: _____

Name and title of EEO director: _____

Name and address of registered agent: _____

3.) Will the company be providing goods and services through a joint venture?

Yes _____ No _____

If yes, please provide the following information on the partner(s):

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

4.) Has your company undergone an EEO compliance review by a federal or state agency within the last year?

Yes _____ No _____

If yes, please provide the following information:

(i) Agency performing review: _____

(ii) Location: _____

(iii) Result of review: _____

(iv) Date of review: _____

5.) Will the company hire additional employees to perform work under this contract?

Yes _____ No _____

If the answer is yes, please submit a copy of the Employee Utilization form, which is located in the **Workforce Profile**, upon completion of the project. If the answer is no, but you later do in fact hire additional employees, please submit a copy of the form upon completion of the project.

6.) Has your company been disqualified from conducting business with a state and/or federal agency within the last year?

Yes _____ No _____

If yes, please provide the following information:

(i) Agency or agencies disqualified from: _____

(ii) Dates of disqualification: _____

(iii) Reasons for disqualification: _____

Part II: Employment Information

7.) Please complete the company Workforce Profile form on the last page of this form. Use the number of employees of the most recent payroll period. Be sure to complete all applicable columns.

**Part III: Company's Agreement to Comply with the Contract
Compliance Requirements of the City of Danville Human Relations
Ordinance**

The Company agrees that the provisions of the City of Danville Human Relations Ordinance regulating affirmative action and equal employment opportunity hereby incorporated by reference, shall be complied with the same as if said provisions or policies and procedures were set forth herein verbatim. Specifically, the company shall:

- (i) maintain specific employment practices to achieve equal employment opportunities;
- (ii) examine, from time to time, any training programs or other similar opportunities available to determine the level of minorities and women involved in such programs and opportunities and to take appropriate affirmative action to recruit minorities and women for such programs and opportunities if they are underutilized;
- (iii) examine, from time to time, all job classifications to determine if minority persons or women are underutilized and take appropriate affirmative action to rectify any such underutilization by setting specific goals for participation by minority groups;
- (iv) state in all solicitations or advertisements for employees that all applicants will be afforded equal opportunity without unlawful discrimination;
- (v) distribute copies of this commitment to all employees who participate in recruitment, screening, referral and selection of job applicants and prospective job applicants;
- (vi) require all subcontractors, if any, to submit a written commitment meeting the requirements of the Danville Human Relations Ordinance; and
- (vii) send to each labor organization or representative of workers with which the Company has or is bound by a collective bargaining or other agreement or understanding a notice advising of the Company's obligations herein.

The Company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief. The Company further agrees to report any and all changes that would alter the status of any information provided on this form.

As evidence of certification, the Department of Human Relations will issue a "Certificate of Compliance" which shall be valid for one year. Please be sure to note the expiration date. After the expiration of that year, you will be required to complete and submit a renewal form.

I agree and will comply with all the provisions and requirements listed in this form:

Company

Name of Company Official

Title

Signature of Company Official

Area Code/Telephone & Fax Number

SUBSCRIBED AND SWORN TO before me this _____ day of _____,
20_____.

Notary Public

Please submit this form to:

Sandra R. Houston, Director
Human Relations Department
City of Danville
Municipal Building
17 West Main Street
Danville, IL 61832
(217) 431-2280
(217) 431-2237 - Fax