

EMPLOYER CERTIFICATE OF COMPLIANCE REPORT FORM
(ECCR Form)

Disclosure of the information requested in this form is required of those companies seeking 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 eligibility to bid on City contracts.

Part I: Identification

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

- b.) Assumed business name or other company name used: _____

- c.) County: _____ Telephone: () _____
- d.) Name and address of registered agent: _____

- e.) Name and title of EEO director or person responsible for the information in this form and the policies hereunder: _____

- f.) If the company is a division or subsidiary, 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: _____

- 2.) a.) Have you ever been awarded a bid/contract by the City of Danville?
Yes _____ No _____

If yes and you currently have a valid certificate of compliance, you may submit a copy of it instead of completing and submitting this form and you must also comply with #5 below. Otherwise, you must complete and submit this form as required.

- b.) In what capacity would (or does) the Company do business with the City?
_____ Contractor _____ Vendor/Supplier _____ Subcontractor
_____ Manufacturer _____ Other: _____

- c.) Will the company be providing goods or services through a joint venture?
Yes _____ No _____

If so, please provide contact information for the partner(s):

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

- 3.) Major activity of the company (principal product or service):

- 4.) Has the company ever been disqualified to do business with the City?
Yes _____ No _____

If yes, please provide dates and the reasons for disqualification. _____

- 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 the company ever been disqualified from conducting business with a state and/or federal agency?

Yes _____ No _____

If so, please provide dates and the reasons for disqualification. _____

- 7.) a.) Has the company undergone an EEO compliance review by a federal or state agency?

Yes _____ No _____

b.) If so, identify the agency and location: _____

c.) Date of last review: _____

Part II: Employment Information

- 8.) Please complete the company Workforce Profile form on the last page of this application. 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 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 this form; 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. Prior to the expiration of that year, you must complete and submit an Employer Certificate of Compliance Renewal Form (ECCR Form) in order to remain eligible to contract with the City.

If you no longer have a valid Certificate of Compliance, you will not be eligible to contract with the City. Therefore, you must complete and submit a new ECCR Form to my office.

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

Company

Print Name and Title of Company Official

Signature and Title of Company Official

Area Code/Telephone 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