

CITY OF ANN ARBOR  
INVITATION TO BID

BID NO. ITB-4148  
DUE: April 6, 2011

Sealed bids will be received (ORIGINAL PLUS ONE (1) COPY) by the City of Ann Arbor's Procurement Unit, City Hall, 100 N. Fifth Ave., 5<sup>th</sup> Floor, Ann Arbor, MI 48104, on or before 2:00 p.m., Friday, April 06, 2011, at which time they will be opened and publicly read aloud.

Specifications follow.

We have enclosed our Human Rights Work Utilization Forms to be filled out and returned with your bid or you may submit an updated EEO-1 with your bid. Submittal of these forms with your bid is not a requirement of this bid; however, the first and second low bidders are required to complete a contract compliance form or an acceptable equivalent by no later than 5:00 p.m. of the workday following the opening.

No bidder may withdraw their bid within 60 days after the date set for the opening thereof.

The City of Ann Arbor reserves the right to accept any bid, to reject any bid or all bids, to waive irregularities and/or informalities in any bid, and to make the award in any manner deemed in the best interest of the City.

Specifications referred to herein are used to indicate the desired type, and/or construction, and/or operation. An alternate may be offered if deviations from specifications are minor and if all deviations are properly outlined on a separate sheet. Failure to outline all deviations may be grounds for rejection of your bid (see attached specifications).

The decision of the City of Ann Arbor, acting through the Procurement Division, shall be final as to what constitutes acceptable deviations from specifications.

All envelopes must be marked "WATER INFRASTRUCTURE MATERIALS" We cannot be responsible for any bid not marked as stated above.

Authorized

CITY OF ANN ARBOR

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BID NO. ITB-4148  
DUE: April 6, 2011

GENERAL: The City of Ann Arbor's Procurement Unit is soliciting bids for its WATER INFRASTRUCTURE MATERIALS

CONTACT PERSON: If there are any questions concerning this bid, please contact DENNY ZINK, 734-794-6350

QUANTITY: These quantities shown are for estimating purposes only, not a guarantee of actual usage.

AWARD: The award will be to the lowest total bid or split on an item-by-item basis or in any manner deemed to be in the best interest of the City of Ann Arbor. The City of Ann Arbor reserves the right to reject low bids which do not meet specifications.

NOTE: Previous experience and performance may be a factor in making the award.

NOTE: If cost exceeds \$10,000.00 on any individual item this bid will require Human Rights Compliance and if cost exceeds \$25,000.00, the contract will require City Council approval; otherwise contract will start immediately with the lowest responsible bid.

ERRORS/OMISSIONS/DISCREPANCIES: Any errors, omissions or discrepancies in the specifications discovered by a prospective contractor and/or service provider shall be brought to the attention of the City of Ann Arbor's Procurement Division (734) 794-6576 as soon after discovery as possible. Further, the contractor and/or service provider shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

Insurance Requirements: Contractor agrees to procure and maintain in effect insurance policies in the amount and with the type of coverage shown below:

1. Workers Compensation insurance in the form and amount required by Michigan Law.
2. Commercial General Liability insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.
3. Motor Vehicle Liability, including Michigan No-Fault coverage, with limits of liability not less than \$1,000,000 per occurrence combined single-limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. To the fullest extent permitted by law, for any loss not covered by insurance under this contract, the Contractor shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, to its proportionate extent, from any negligent, grossly negligent, reckless and/or intentional wrongful or tortious acts or omissions by the Contractor or its employees and agents occurring in the performance of this agreement.

Certificates showing the Contractor has the required insurance shall be filed with the Procurement Division before any services are performed. Certificates shall provide not less than 30 days prior written notice to the Administering Department cancellation, non-renewal, reduction in the amount of insurance,

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or material change of terms of the policy. The certificate for the insurance shall name the City as an additional insured party and provide for notice to the Administering Department during the term of this contract for any action taken in accordance with this provision. If any of the above coverages expire by their terms during the term of this Contract, the Contractor shall deliver renewal certificates and/or policies to the Administering department at least ten days prior to the expiration date. The insurer must be satisfactory to the City attorney.

Contractor will maintain all required insurance of the parties as specified during the existence of this agreement, including renewals.

DEFAULT: If defined as the failure of the bidder to fulfill the obligations of the contract, including but not limited to: failure to deliver on time or the unauthorized substitution of articles other than those quoted and specified on the contract; or failure to deliver specified quantities (repetitive shortages). If continued abuse of any or all of the above conditions persist, the City of Ann Arbor will notify the contractor in writing. The contractor will be given ten (10) days to correct this "Default" condition. Failure to do so within the specified period will result in the City's canceling the contract and procuring the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

The City shall have the privilege, with or without cause, to cancel and annul this agreement at any time on 10 days' notice to the bidder. The City shall provide notice of termination by first-class mail to the bidder at the address listed in the bid documents. If notice is provided by first-class mail it shall be considered delivered when placed, postage prepaid, in the U.S.Mail.

If the contract is terminated for reasons other than breach of contract by the bidder, the bidder shall be compensated for services provided prior to the date of the notice of termination.

PLEASE CHECK: We have read the attached specifications thoroughly?

Yes       No

Are all exceptions to the attached specifications properly outlined?

Yes       No

Cancellation Of Fiscal Necessity: In the event an appropriation is not made for continued funding of the service provided under this contract, the City of Ann Arbor shall have the right to cancellation of all or part of the contract, without penalty.

INVOICE TERMS: Discount of \_\_\_% or \$\_\_\_\_\_ will be allowed for payment of invoice thirty (30) days from day of delivery and acceptance.

SHIPPING TERMS: Shipping is FOB (destination).



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**GROUP 1 - STOPS**

Stop, 1" C-C 1" Curb Stop, Ball Valve, Full Port (1" x 1" x 1"), Copper Flare Nut by Copper Flare Nut.  
Quote only McDonald 6100 or Ford B22-444. No Alternates.

WSTOPS 003

Quantity 100

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

1 1/2" Curb Stop, Curb Stop, Ball Valve, Full Port (1 1/2" X 1 1/2" X 1 1/2"), Copper Flare Nut by Copper  
Flare Nut. Quote only McDonald or Ford. No Alternates.

WSTOPS 007

Quantity 20

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

2" Curb stop ball valve full port (2" x 2" x 2") copper flare nut by copper flare nut. Ford B22-777,  
McDonald 6100, Mueller B-25204.

WSTOPS009

Quantity 40

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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**GROUP 1 - CONNECTORS**

3/4" x 1" Straight three part union, copper flare nut by copper flare nut. Mueller H-15400, Ford C22-34, McDonald 4758.

WCONN005

Quantity 50

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

1" Straight two-part coupling, copper flare nut by female copper flare thread. Mueller H-15405, Ford CS22-44, McDonald 4756.

WCONN009

Quantity 150

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

1 1/4" Straight two-part coupling, copper flare nut by female copper flare thread. Mueller H-15405, Ford CS22-55, McDonald 4756.

WCONN013

Quantity 25

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

3/4" x 1" Piggyback Nut Coupling FLR x FFLR

WCONN031

Quantity 50

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

1" x 1 1/4" Piggyback Nut Coupling FLR x FFLR

WCONN (new item)

Quantity 20

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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**GROUP 1 - CORPS**

¾" x 1" Corporation Stop, w/ Plug Valve, ¾" Inlet AWWA (CC) Taper by 1" Outlet Copper Flare Straight Connection. Mueller H-15000, Ford F600-34, McDonald 4701, or Equivalent.

WCORPS001

Quantity 300

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

1" x 1 ¼" Corporation Stop, with plug valve or ball valve, inlet AWWA (CC) taper by outlet copper flare straight connection. ONLY FORD F600-45

WSCORPS003

Quantity 20

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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**GROUP 1 - SADDLES**

4" Brass double strap tapping saddle with 1.5" AWWA taper thread tap for 4" ductile iron water main.  
Ford, Smith-Blair, Mueller.

WSADDLE005

Quantity 2

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

8" Brass double strap tapping saddle with 1.5" AWWA taper thread tap for 8" ductile iron water main.  
Ford 202B-962-CC6, Smith-Blair 323-096113-000, Mueller BR-2-B-0899 CC 150.

WSADDLE009

Quantity 6

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

12" Brass double strap tapping saddle with 1 1/2" AWWA taper thread tap for 12" ductile iron or cast iron  
water main. Mueller BR2B1314CC150, Ford 202B-1438-CC6, Smith-Blair 323-142613-000.

WSADDLE013

Quantity 30

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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**GROUP 2 - PIPE**

1" Type K copper pipe in 60' roll.

Acceptable brands; Cambridge Lee, Cerro, Halstead, Mueller & Wolverine

WPIPE001

Quantity 60 rolls

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

2" Type K Copper Pipe in 40' Rolls

WPIPE004

Quantity 25 rolls

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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**GROUP 3 - SLEEVES**

4" x 12" Ductile iron mechanical joint solid repair sleeve, long pattern, meeting AWWA specification C110 or C153, pressure class 350, coated inside and outside with a bituminous coating meeting AWWA specification C104, complete with accessories including plain rubber mechanical joint gaskets. Sleeve shall be manufactured by American, Clow, Griffin, Tyler, or Union.

WSLEEVE010

Quantity 8

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Sleeve, Solid 6" DI MJ (6"x7.5") Ductile Iron Mech Joint Solid Repair Sleeve, Short pattern, Meeting AWWA Spec C110 or C153, Pressure Class 350, Coated inside & outside w/ a bituminous coating meeting AWWA Spec C104, Complete w/ accessories including plain rubber mech joint gaskets. Sleeve shall be manufactured by American, Clow, Griffin, Tyler or Union

WSLEEVE 011

Quantity 6

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Sleeve, Solid 6" DI MJ (6"x12") Ductile Iron Mech Joint Solid Repair Sleeve, Long pattern, Meeting AWWA Spec C110 or C153, Pressure Class 350, Coated inside & outside w/ a bituminous coating meeting AWWA Spec C104, Complete w/ accessories including plain rubber mech joint gaskets. Sleeve shall be manufactured by American, Clow, Griffin, Tyler or Union

WSLEEVE 012

Quantity 20

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Solid 6" DUO 6"x7.5" Ductile Iron Mech Joint Dual (Combination) – Purpose modified solid repair sleeve, Short pattern, As noted in AWWA spec C110, Pressure Class 250, Coated inside & outside with a bituminous coating meeting AWWA spec C104, Complete with accessories including plain dual (Combination)-Purpose rubber mech. Joint gaskets. Sleeve to join pit cast iron pipe to pit cast iron pipe. Sleeve shall be manufactured by American, Clow, Griffin, Tyler, or Union. No Mega lug restrained joint mech. Joint.

WSLEEVE013

Quantity 6

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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Solid 6" LP DUO 6"x12" Ductile Iron Mech Joint Dual (Combination) – Purpose modified solid repair sleeve, Long pattern, As noted in AWWA spec C110, Pressure Class 250, Coated inside & outside with a bituminous coating meeting AWWA spec C104, Complete with accessories including plain dual (Combination)-Purpose rubber mech. Joint gaskets. Sleeve to join pit cast iron pipe to pit cast iron pipe. Sleeve shall be manufactured by American, Clow, Griffin, Tyler, or Union. No Mega lug restrained joint mech. Joint.

WSLEEVE 014

Quantity 20

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

8" x 7.5" DI MJ solid repair sleeve, short pattern, meeting AWWA spec C110 or C153, pressure class 350, coated inside and outside with a bituminous coating meeting AWWA spec C104, complete with accessories including plain rubber mechanical joint gaskets. Sleeve shall be manufactured by American, Clow, Griffin, Tyler, or Union.

WSLEEVE015

Quantity 6

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Sleeve, Solid 8" DI MJ (8"x12") Ductile Iron Mech Joint Solid Repair Sleeve Meeting AWWA Spec C110 or C153, Pressure Class 350, Coated inside & outside w/ a bituminous coating meeting AWWA Spec C104, Complete w/ accessories including plain rubber mech joint gaskets. Sleeve shall be manufactured by American, Clow, Griffin, Tyler or Union

WSLEEVE016

Quantity 10

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Sleeve, Solid 10" DI MJ (10" x 12") Ductile Iron Mech Joint Solid Repair Sleeve Meeting, Long Pattern, AWWA Spec C110 or C153, Pressure Class 350, Coated inside & outside w/ a bituminous coating meeting AWWA Spec C104, Complete w/ accessories including plain rubber mech joint gaskets. Sleeve shall be manufactured by American, Clow, Griffin, Tyler or Union

WSLEEVE019

Quantity 2

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Sleeve, Solid 12" DI MJ (12"x12") Ductile Iron Mech Joint Solid Repair Sleeve Meeting, Long Pattern, AWWA Spec C110 or C153, Pressure Class 350, Coated inside & outside w/ a bituminous coating meeting AWWA Spec C104, Complete w/ accessories including plain rubber mech joint gaskets. Sleeve shall be manufactured by American, Clow, Griffin, Tyler or Union

WSLEEVE021

Quantity 8

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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4" x 12" LP DUO Ductile iron mechanical joint dual purpose modified solid sleeve, LP as noted in AWWA specification C110, pressure class 350, coated inside & outside with an asphaltic coating meeting AWWA spec C104, complete with accessories including plain dual purpose rubber MJ gaskets. Sleeve shall be manufactured by American, Clow, Griffin, Tyler, or Union. No mega lug restrained joint mechanical joint.

WSLEEVE 033

Quantity 4

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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**GROUP 3 - CAPS**

6" ductile iron mechanical joint water main cap meeting AWWA spec C110, pressure class 350, coated inside & outside with a bituminous coating meeting AWWA spec C104 complete with accessories including plain rubber mechanical joint gasket. Cap shall be manufactured by American, Clow, Griffin, Tyler or Union.

WCAPS002

Quantity 4

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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**GROUP 3 - GLANDS**

6" Megalug 1106 solid ring, widge-action, self-actuating, mechanical joint restraint, complete; for ductile iron water main. This is the Megalug 1100 series style solid ring design; NOT the Megalug 110SC series style split ring design.

WGLANDS001

Quantity 60

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

12" Megalug 1112 solid ring, wedge-action, self-actuating, mechanical joing restraint, complete; for ductile iron water main. This is the Megalug 1100 series style solid ring design NOT the Megalug 1100SD series style split ring design.

WGLANDS004

Quantity 10

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

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**GROUP 4 - BOXES**

Cast iron Buffalo screw type curb box complete, with 2.5" diameter shaft, two-piece, size 95E with extension range 41" to 64". The word "Water" shall be cast in raised letters on the lid. Quote only Bibby Ste Croix B-2000 series, V009 or Tyler 6500 series. Ship only completely assembled units.

WBOXES001

Quantity 150

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Cast Iron Curb Box Top Section w/Lid, 2.5" diameter Shaft, Size 95E, 30" height, Buffalo Screw Type. The word "WATER" shall be cast in raised letters on the lid. Quote only Bibby Ste. Croix B-2000 Series, or Tyler 6500 Series. No Alternates (Bibby component #SB-130)

WBOXES002

Quantity 200

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Cast iron enlarged curb box base for Buffalo screw type curb box to accommodate 2" curb valve stop. Quote only Bibby Ste. Croix B-2101, V313 or Tyler 6500 series, item 6500.

WBOXES003

Quantity 50

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Curb Box Extension 9"; Cast Iron Curb Box Size 151 Extension for Buffalo Screw Type Curb Box To Extend Curb Box Structure 9". Quote only Bibby Ste. Croix B-2000 Series, V222, Item 151 or Tyler 6500 Series, Item 151.

WBOXES004

Quantity 50

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Cast iron curb box size 152 extension for Buffalo screw type curb box to extend curb box structure 16". Quote only Bibby Ste. Croix B-2000 series, V223, item 152 or Tyler 6500 series, item 152.

WBOXES005

Quantity 75

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

Old Style outside repair lid for cast iron buffalo screw type curb box with 2.5" diameter shaft. The word "Water" shall be cast in raised letters on top surface of lid. Acceptable Manufacturers – Tyler 6500 Old Style Repair lid, Bibby Ste Croix B-2190 Old Style Repair lid, Mueller H-10374 2.5" repair lid

WBOXES006

Quantity 100

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Price per unit \_\_\_\_\_  
Total price \_\_\_\_\_

Cast iron valve box 26" top section with lid, to fit 5.25" diameter shaft, screw-type, three piece valve box. The word "Water" shall be cast in raised letters on the lid. Quote only Tyler 6860 series item D. NO alternatives.

WBOXES008  
Quantity 100  
Price per unit \_\_\_\_\_  
Total price \_\_\_\_\_

Cast iron valve box lid, to fit 5.25" diameter shaft, screw-type, three piece valve box. The word "Water" shall be cast in raised letters on the lid. Quote only Tyler, 6860 series 5.25" drop lid. WBOXES009

Quantity 200  
Price per unit: \_\_\_\_\_  
Total price \_\_\_\_\_

Cast iron valve box #58 extension for Tyler 6860 Item D cast iron valve box. Quote only Tyler 6860 series #58 extension. NO alternatives.

WBOXES010  
Quantity 40  
Price per unit \_\_\_\_\_  
Total price \_\_\_\_\_

Cast iron valve box #4 base for Tyler 6860 Item D cast iron valve box. Quote only Tyler 6860 series #4 base NO alternatives.

WBOXES013  
Quantity 25  
Price per unit \_\_\_\_\_  
Total price \_\_\_\_\_

Cast iron valve box #69 extension for Tyler 6860 item D cast iron valve box. Quote only Tyler 6860 series #69 extension. NO alternatives.

WBOXES014  
Quantity 60  
Price per unit \_\_\_\_\_  
Total price \_\_\_\_\_

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**GROUP 5 - HYDRANTS**

EJIW Breakable stem coupling, steel, breakable. EJIW Part # 946544, Catalog # 30

WHYDRAN0013

Quantity 10

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

EJIW fire hydrant 2.5" hose nozzle (Lock-in type) brass Catalog # 23, Part # 946014

WHYDRAN0023

Quantity 20

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

EJIW 3 3/8" Pumper Nozzle (lock-in type), brass, EJIW Catalog # 9, Part # 946013

WHYDRAN0025

Quantity 6

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

EJIW Fire hydrant 2.5" O-Ring (for lock-in type hose nozzle), Catalog #21,  
Part # 946070

WHYDRAN0027

Quantity 30

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

EJIW Valve Seat O-Ring, Catalog #27, Part # 9456567

WHYDRAN0033

Quantity 10

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

EJIW Rubber Insert, Catalog #17, Part # 946521

WHYDRAN0034

Quantity 10

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

EJIW 5-BR 250 6' Watermaster fire hydrant complete; 6' bury

Specifications: 6" Mechanical Join Pipe Connection, ANSW/AWWA C111/A21.11; two 2-1/2" National Standard Hose Connections, one 4' **storz pump connection** 1-3/8" Pentagon Operating and Cap Nuts (1 3/8" Point-to-Flat at Top; 1 7/16" In. Point-to Flat at base); OPEN LEFT; Breakable Flange Construction; No Barrel Drain; and a Painted Red Finish

WHYDRAN0084

Quantity 6

Price per unit \_\_\_\_\_

Total price \_\_\_\_\_

**CITY OF ANN ARBOR PROCUREMENT OFFICE  
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**

**Form #1**

*Entire Organization (Totals for All Locations where applicable)*

Name of Company/Organization \_\_\_\_\_ Date Form Completed \_\_\_\_\_

Name and Title of Person Completing this Form \_\_\_\_\_ Name of President \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_ Phone # \_\_\_\_\_  
 (Street address) (City) (State) (Zip) (Area Code)

Fax# \_\_\_\_\_ Email Address \_\_\_\_\_  
 (Area Code)

**EMPLOYMENT DATA**

Job Categories	Number of Employees (Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-M
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
A	B	C	D	F	G	H	I	J	K	L	M		
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
<b>TOTAL</b>													
<b>PREVIOUS YEAR TOTAL</b>													

**CITY OF ANN ARBOR PROCUREMENT OFFICE  
HUMAN RIGHTS CONTRACT COMPLIANCE FORM**  
*Local Office (Only those employees that will do local or on-site work, if applicable)*

Form #2

Name of Company/Organization \_\_\_\_\_ Date Form Completed \_\_\_\_\_

Name and Title of Person Completing this Form \_\_\_\_\_

Fax# \_\_\_\_\_ Email Address \_\_\_\_\_  
(Area Code)

**EMPLOYMENT DATA**

Job Categories	Number of Employees (Report employees in only one category)												
	Male						Female						TOTAL COLUMNS A-M
	White	Black or African American	Asian	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	American Indian or Alaska Native	White	Black or African American	Asian	Hispanic or LatinO	Native Hawaiian or Other Pacific Islander	American Indian or Alaskan Native	
A	B	C	D	F	G	H	I	J	K	L	M		
Exec/Sr. Level Officials													
Supervisors													
Professionals													
Technicians													
Sales													
Admin. Support													
Craftspeople													
Operatives													
Service Workers													
Laborers/Helper													
Apprentices													
Other													
<b>TOTAL</b>													
<b>PREVIOUS YEAR TOTAL</b>													

**City of Ann Arbor Procurement Office**

**INSTRUCTIONS FOR CONTRACTORS**

**For Completing CONTRACT COMPLIANCE FORM**

City Policy

The “non discrimination in contracts” provision of the City Code, (Chapter 112, Section 9:161) requires contractors/vendors/grantees doing business with the City not to discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, condition of pregnancy, marital status, physical or mental limitations, source of income, family responsibilities, educational association, sexual orientation, gender identity or HIV status against any of their employees, any City employee working with them, or any applicant for employment. It also requires that the contractors/vendors/grantees include a similar provision in all subcontracts that they execute for City work or programs.

This Ordinance further requires that each prospective contractor/vendor submit employment data to the City showing current total employee breakdown by occupation, race and gender. This allows the Human Rights Office to determine whether or not the contractor/vendor has a workforce that is reflective of the availability of women and under-represented minorities within the contractor’s labor recruitment area (the area where they can reasonably be expected to recruit employees). ***This data is provided to the City on the Human Rights Office Contract Compliance Forms (attached).***

**To complete the form:**

**1) If a company has more than one location, then that company must complete 2 versions of the form.**

- **Form #1** should contain the employment data for the **entire corporation.**
- **Form #2** should contain the employment data for those employees:
  - who will be working on-site;
  - in the office responsible for completing the contract; or,
  - in the case of non-profit grantees, those employees working on the project funded by the City grant(s).

2) If the company has only one location, fill out Form #1 only.

3) Complete all data in the upper section of the form including the name of the person who completes the form and the name of the company/organization’s president.

4) Complete the Employment Data in the remainder of the form. Please be sure to complete all columns including the Total Columns on the far right side of the form, and the Total row and Previous Year Total row at the bottom of the form.

5) Return the completed form(s) to your contact in the City Department for whom you will be conducting the work.

**For assistance in completing the form, contact:**

Procurement Office of the City of Ann Arbor  
734/994-2719

If a contractor is determined to be out of compliance, the Procurement Office will work with them to assist them in coming into compliance.