

ATTACHMENT A
REQUIREMENTS CONCERNING EEO & AFFIRMATIVE ACTION

Cleveland Airport System's Office of Compliance and Inclusion (OCI) is eager to assist you in fully completing the requirements of this Notice and the Airport's Equal Employment Opportunity Program. If you have any questions, please call OCI at 216-265-6000.

Proposers/Bidders are cautioned, however, that oral representations may not be relied upon. Such representations must be confirmed by specific writing issued by the Director of Port Control as an addendum or as a clarification of this solicitation document.

The Affirmative Action Plan for equal employment opportunity is the Cleveland Airport System's ("Airport") written commitment to undertake specifically planned action to endure equality of opportunity in employment practice by forms contracting for goods and services with the Airport.

As required by the instruction, the following information must be submitted with your bid/proposal:

- I. Form EEO-1 – Enclosure A-1**
Equal Employment Data Forms showing the current utilization of minorities and women by job category within your organization.

- II. Non-discrimination – Enclosure A-2**
Affidavit assuring non-discrimination in employment practices.

- III. Employment Practices – Enclosure A-3**
All Proposers/Bidders/Qualifiers and their first tier sub-contractors/sub-consultants proposing a contract hereunder in an amount of \$10,000 or more must complete Enclosure A-3. If the Proposer/Bidder/Qualifier or any of its first tier sub-contractors/sub-consultants employ more than 50 persons and will be entering into a contract hereunder in an amount of \$50,000 or more, then an Affirmative Action Plan or employment of minorities and women must be submitted when called for by the Airport.

- IV. Requirements Concerning the Submission of an Affirmative Action Plan**
If requested, provide an Affirmative Action Plan(s) in accordance with the guidelines set forth on Enclosure A-4.

- V. Requirements on Prime and Sub-contractors – Enclosure A-5**
All Contractors and their sub-contractors bidding on a contract must complete Enclosure A-5.