



City of Elgin, Illinois

BIDDER'S EMPLOYEE UTILIZATION FORM

This report is required by the City of Elgin and must be submitted before the contract can be awarded.

Chapter 3.12.1000 Affirmative Action - City Contracts

1. Name and Address of Bidder

2. Description of Project

JOB CATEGORIES	Total Employees	African American M / F	Caucasian M / F	Hispanic M / F	Asians or Pacific Islanders M / F	Indigenous People M / F	Minority (M & F) %	Female (All Categories) %
Example: Managers	18	3 / 5	3 / 2	4 / 0	0 / 1	0 / 0	55.6% (10/18)	44.4% (8/18)
TOTALS								

Signature of Company Official	Title	Telephone Number	Date Signed	Page ____ of ____
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- Have you ever been awarded a bid by the City of Elgin?
____ Yes ____ No
- If the answer to question #2 is Yes, please submit a copy of the Employee Utilization Form that was submitted with your last successful bid along with a fully completed copy of this form.
- Please submit, according to the guideline provided in the attached document, a written commitment to provide equal employment opportunity. An Employee Utilization Form is required for any subcontractors.

NOTE: In the event that a contractor or vendor, etc., fails to comply with the fair employment and affirmative action provisions of the City of Elgin, the City amongst other actions may cancel, terminate, or suspend the contract in whole or in part.