

CAPITAL DEVELOPMENT BOARD



State of Illinois  
**Capital Development Board**

Pat Quinn, *Governor*  
James A. Riemer, *Executive Director*

[www.cdb.state.il.us](http://www.cdb.state.il.us)

# FAIR EMPLOYMENT PRACTICES(FEP)

## Contractor Information

- MBE/FBE Participation Program
- DHR Minority/Female Workforce Program

The Fair Employment Practices (FEP) Unit oversees two programs. The **MBE/FBE Participation Program** promotes opportunities for minority/female owned firms as stipulated by the ABusiness Enterprise for Minorities, Females and Persons with Disabilities Act, 30ILCS575, Public Act-597, effective 8/28/94. The **DHR Minority/Female Workforce Program** offers equal employment opportunities to minority and female tradespersons in accordance with the Department of Human Rights, Subpart D, Bidding and Compliance, Section 750.

December 2009

**MBE/FBE PARTICIPATION PROGRAM**

Projects with a total estimated construction cost of \$250,000 or greater are generally assessed goals for the utilization of MBE/FBE (Minority Business Enterprise/Female Business Enterprise) firms. Goals are established based upon the project location, availability of MBE/FBE firms and type of work. If deemed appropriate, projects of less than \$250,000 may be assessed goals. A map outlining these regions and goals is attached. There are five state regions with the following goals:

Region 1	18% for General work and 13% for Mechanical work
Region 2	6% for General work and 4% for Mechanical work
Region 3	6% for General work and 4% for Mechanical work
Region 4	8% for General work and 6% for Mechanical work
Region 5	4% for General work and 4% for Mechanical work <i>(Asbestos work is exempt)</i>

MBE/FBE firms must be certified with CMS or IDOT to be eligible for this program. Certification is obtained through the Illinois Department of Central Management Services, 100 W. Randolph, Suite 4-400, Chicago, IL 60601-3274, 312-814-4190 or the Illinois Department of Transportation, 2300 S. Dirksen Parkway, Springfield, IL 62701, 217-782-7820, www.dot.state.il.us. Certified MBE/FBE firms who are bidding as prime contractors are encouraged to use MBE/FBE subcontractors/suppliers.

**Completing the 00 41 05 Form in SDC 2009**

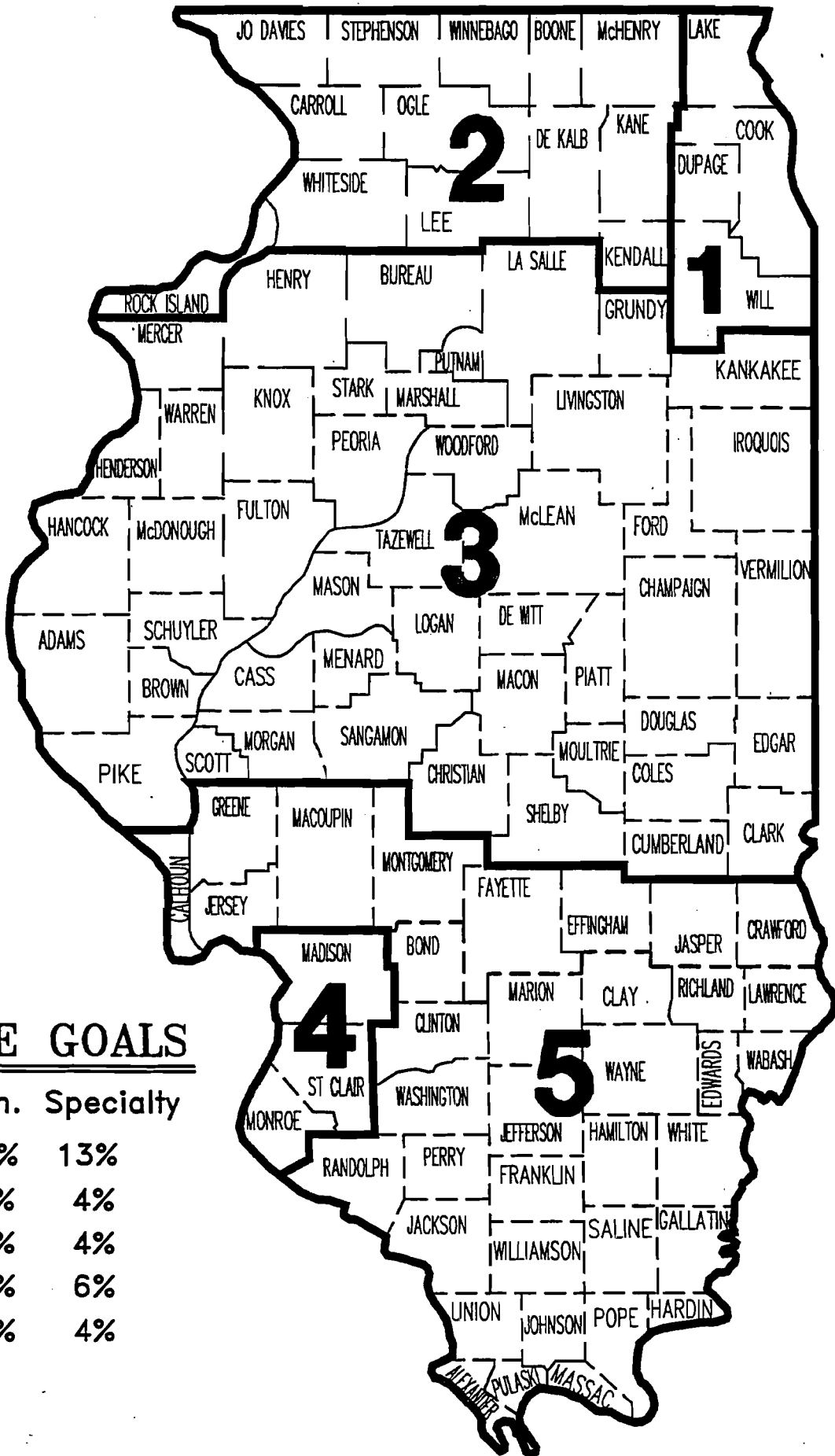
The MBE/FBE goal for the bidding trade is provided in the Goals statement in Section 004339 in SDC 2006 - Minority/Female Business Enterprise Program Requirements of the bid package (sample attached).

Bidders shall list the name, address and telephone number of the certified minority/female owned firm(s) that will perform at least the percentage of the work specified in the Goals statement. Bidder will also list proposed dollar value of subcontract(s).

Bidders shall indicate whether the firm is MBE or FBE and their certifying agency.

In lieu of listing MBE/FBE firm(s), bidders may check the Good Faith Effort Box which indicates written documentation supporting a change/waiver of the goals request is being submitted with the bid. If bidder requires assistance with this process, a FEP Compliance Technician may be contacted.

Failure to list MBE/FBE firm(s) or provide documentation of a good faith effort at the time of the bid opening will be a material deficiency and the bid will be rejected. There will be no remedy allowed to provide the documentation after bidding. The 00 41 05 form must be signed by the bidder and submitted with the bid package.



## MBE/FBE GOALS

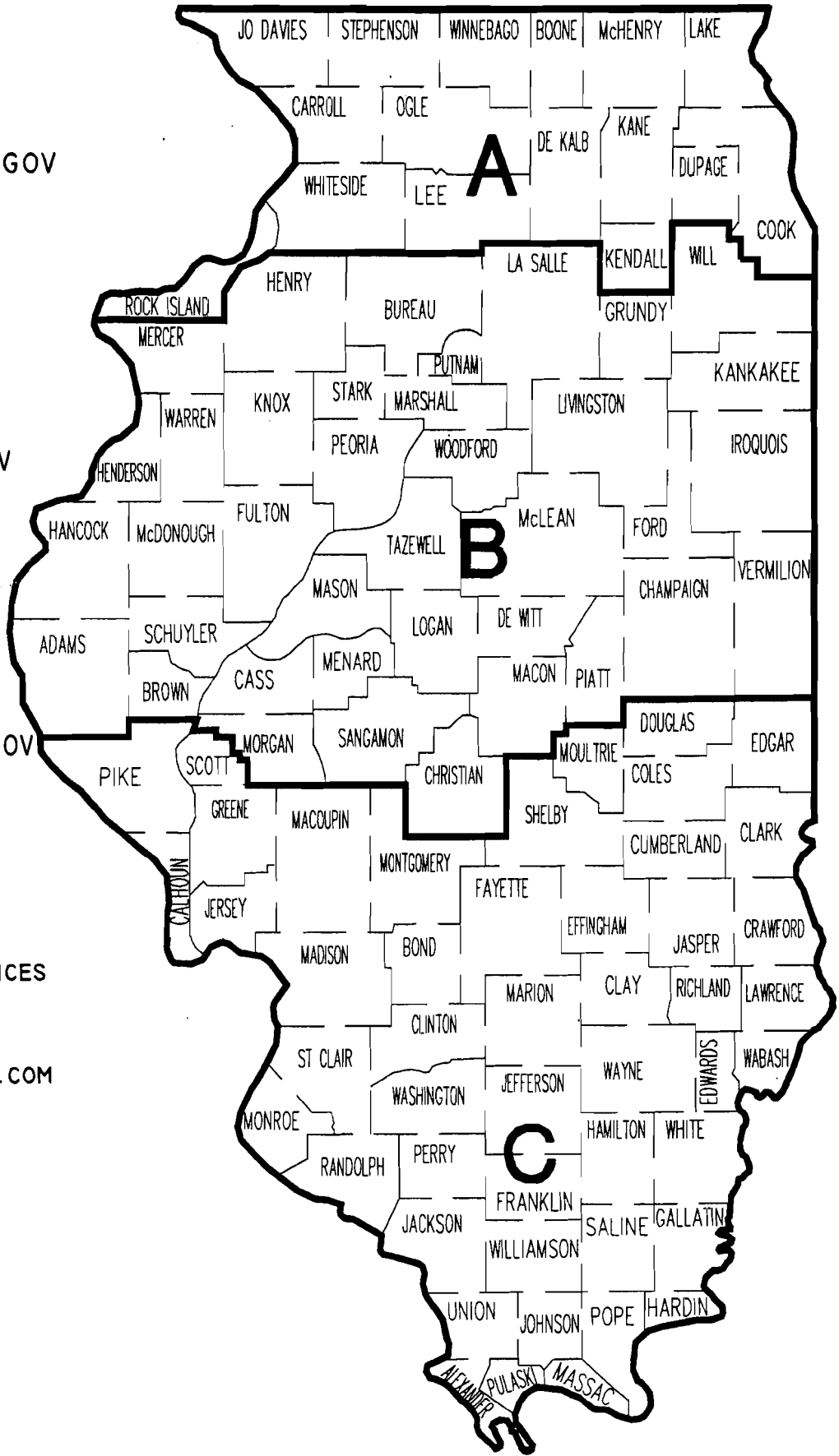
REGION	Gen.	Specialty
1	18%	13%
2	6%	4%
3	6%	4%
4	8%	6%
5	4%	4%

**A ANDY CAMPOS**  
**COMPLIANCE TECHNICIAN**  
 815/987-2381  
 FAX 815/987-7144  
 ANDY.CAMPOS@ILLINOIS.GOV

**B SUSAN GIBSON**  
**COMPLIANCE TECHNICIAN**  
 217/558-6236  
 FAX 217/782-8625  
 SUSAN.GIBSON@ILLINOIS.GOV

**C EMEKA JACKSON**  
**COMPLIANCE TECHNICIAN**  
 618-874-8735  
 FAX 618/874-6590  
 EMEKA.JACKSON@ILLINOIS.GOV

**JESSE MARTINEZ**  
**ADMINISTRATOR**  
**FAIR EMPLOYMENT PRACTICES**  
 312-814-6290  
 FAX 312-814-2041  
 JESSE.MARTINEZ@ILLINOIS.COM



# COMPLIANCE TECHNICIANS AREAS

**CDB PROJECT NO.**

**DIVISION 0 - BIDDING & CONTRACT REQUIREMENTS**

Document 00 41 05 - Minority/Female Business Enterprise Program Requirements

**CONTRACT REQUIREMENTS FOR MINORITY/FEMALE BUSINESS PARTICIPATION**

**GOALS:** The MBE/FBE goal for this (INSERT TRADE HERE) contract is (INSERT PERCENT HERE) percent of the amount of the contract awarded by CDB.

**INSTRUCTIONS:** When Goals are established, the Bidder shall include below the names of certified minority/female owned business enterprises which will perform at least the percentage of the work specified in the Goals statement (see above). If the Bidder needs assistance in identifying subcontractors or suppliers, contact CDB's FEP Unit prior to submitting the bid and assistance will be provided in accordance with the MBE/FBE requirements in the Standard Documents for Construction. Efforts to comply with these requirements will be considered in evaluating whether the bid is responsive. If the percentage of the work is less than the specified goals, bidder is required to submit with the bid evidence of its good faith efforts to achieve the goals.

**BIDDER'S MBE/FBE SUBCONTRACTOR/SUPPLIER FIRMS, INCLUDING ADDRESS AND TELEPHONE NUMBER, TO BE UTILIZED IN REGARD TO THIS CONTRACT:**

(Attach additional sheet if necessary)

	Name of MBE/FBE Firm Address City State Zip	Proposed \$ Value of Subcontract	Telephone Number	MBE/FBE Denotation And Certifying Agency
1.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> Certified by IDOT <input type="checkbox"/> Certified by CMS
2.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> Certified by IDOT <input type="checkbox"/> Certified by CMS
3.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> Certified by IDOT <input type="checkbox"/> Certified by CMS

Evidence of good faith efforts to achieve the goals is being submitted to support a change/waiver of goals request. (Not required when participation goals have been met or are not applicable)

The Bidder represents to CDB that, to the best of its knowledge and belief:

- Each of the subcontractors and suppliers listed qualifies under the provisions and definitions of the Minority/Female Business Enterprise Program Act as either a minority/female owned business.
- The subcontract(s) which will be executed by the Bidder for the first level subcontractors and suppliers if the bidder is awarded this contract by CDB will meet or exceed the specified MBE/FBE goals, and will comply with all provisions of the Minority/Female Business Enterprise Program Act.

**Bidder agrees to the contractual requirements specified in CDB's Standard Documents for Construction in regard to the Minority/Female Business Enterprise Program Act.**

\_\_\_\_\_  
Signature, Title

\_\_\_\_\_  
Date

**SIGNATURE IS REQUIRED**

CDB-00 41 05-November 2009  
CDB-(\*Project Number)

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(\*Specify as appropriate.)

## **Post-Bid:**

The As-Read Low Bidder has seven (7) calendar days after the bid opening to provide the 665 forms to FEP. Failure to do so will result in rejection of the bid. CDB **will not** notify the low bidder that they are indeed the As-Read Low bidder and have 7 days to submit the 665 forms. It will be the Bidders' responsibility to monitor the bid results and act accordingly.

FEP will evaluate the 00 41 05 form, any "Good Faith Effort" documentation, and 665 forms during the Post-Bid phase.

## **Completing the 665 Form:**

Document 00665 – MBE/FBE Subcontractor Supplier Certification Form (sample attached) is a post award requirement, therefore, it must be executed and submitted to CDB within 7 (seven) calendar days from the date of the bid opening.

In accordance with IV of the Document 00665, the Contractor shall submit a true copy of the signed subcontract or supply agreement in accordance with Article 005140.2 of the Standard Documents for Construction. This form certifies that the MBE/FBE subcontractor(s)/supplier(s) is a certified minority or female and the dollar amount of work to be performed or provided. Completion of the 665 form is not required if the contractor is a certified MBE or FBE firm, however, MBE/FBE prime contractors are encouraged to utilize MBE/FBE subcontractors/suppliers.

The top half of the 665 form shall be completed by the contractor and forwarded to the MBE/FBE subcontractor/supplier.

The MBE/FBE subcontractor/supplier certifies, by completing the dollar amount of the subcontract or supply agreement, checking the applicable minority/female status of the firm and signing the bottom half of the form. Upon completion, the MBE/FBE firm shall return the 665 form to the contractor.

The contractor shall submit the completed 665 form to CDB for approval. Failure to submit the form within the time frame allotted shall be cause for CDB to cancel the notice of award and make a claim against the bid security.

## **Post Award:**

The Awarded Contractor will have 10 calendar days from the Notice of Award (NOA) to submit the subcontractor and supplier agreements to FEP for review and approval. The Awarded Contractor will have to supply any 665 forms necessary to meet increased dollar value of goals as a result of any alternates that are awarded as increases to the Base Bid.

## **Compliance with the approved 665 Form**

Verification of compliance may be made by reviewing CASS forms and Lien Waivers to ensure utilization of and payment to MBE/FBE firms. In addition, MBE/FBE firms may be contacted for verification purposes. 5

State of Illinois  
CAPITAL DEVELOPMENT BOARD

**BIDDING & CONTRACT REQUIREMENTS**

Document 00665 - MBE/FBE Subcontractor Supplier Certification

This form must be submitted by the apparent low-bidder within seven (7) calendar days following the bid opening. It is the responsibility of the bidder to review bid opening results – CDB will not notify bidders.

FOR CDB USE ONLY
Name: _____
Project No.: _____
Contract No.: _____
CF Locale: Contractor #1 _____

CDB Project No.: \_\_\_\_\_ CDB Contract No.: \_\_\_\_\_

Project Title: \_\_\_\_\_

Contract: \_\_\_\_\_ Subcontract/Supplier for: \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Subcontractor's/Supplier's Name \_\_\_\_\_

Official Address (Street) \_\_\_\_\_ Official Address (Street) \_\_\_\_\_

(City, State, Zip Code) \_\_\_\_\_ (City, State, Zip Code) \_\_\_\_\_

Area Code and Telephone \_\_\_\_\_ Area Code and Telephone \_\_\_\_\_

FEIN Number \_\_\_\_\_ FEIN Number \_\_\_\_\_

I. Subcontractor/Supplier certifies that the proposed subcontract will be in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_ work.

II. Subcontractor/Supplier certifies that the business is:  
 A.  Minority owned: (check one)  
      African American    Hispanic    Asian American    Native American or Alaskan Native  
 B.  Female owned  
 as defined in Section 2 of the Minority and Female Business Enterprise Act, as amended (30 ILCS 575) See reverse side.

III. Subcontractor/Supplier certifies that the information included herein is true and correct, and that the subcontractor agrees, if Contractor is awarded the Project, to enter into the indicated subcontract. Subcontractor/Supplier agrees to immediately notify CDB of all changes to this Certification.

IV. A true copy of the signed subcontract or supply agreement shall be delivered to CDB in accordance with Article 005140.2 of the Standard Documents for Construction, and CDB shall be given complete and accurate information from time to time regarding the actual work performed on the project and the payments under the subcontract.

**NOTE: IT IS A CRIME UNDER THE LAWS OF THE STATE OF ILLINOIS TO OBTAIN A STATE CONTRACT BY MAKING FALSE STATEMENTS OR MISREPRESENTATIONS TO A STATE AGENCY.**

Respectfully submitted, signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_

ATTEST: \_\_\_\_\_ Subcontractor/Supplier Firm Name: \_\_\_\_\_  
 \_\_\_\_\_  
 Corporate Secretary (Corporations Only) By \_\_\_\_\_  
 Signature \_\_\_\_\_

Title \_\_\_\_\_

Continued on Reverse Side

**Signature Required**

**DEFINITIONS:**

- A. **Minority Person.** Minority person is a citizen or lawful permanent resident of the United States and who is:
1. African American (a person having origins in any of the black racial groups in Africa);
  2. Hispanic (a person of Spanish or Portuguese culture with origins in Mexico, Central or South America, or the Caribbean Islands, regardless of race);
  3. Asian American (a person having origins in any of the original peoples of the Far East, southeastern Asia, the Indian Subcontinent or the Pacific Islands); or
  4. Native American or Alaskan Native (a person having origins in any of the original peoples of North America).
- B. **Female.** Female is a person who is a citizen or a lawful permanent resident of the United States and who is of the female gender.
- C. **Minority owned business.** Minority owned business is a business concern which is at least 51 percent owned by one or more minority persons, or, in the case of a corporation, at least 51 percent of the stock in which is owned by one or more minority individuals; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.
- D. **Female owned business.** Female owned business is a business concern which is at least 51 percent owned by one or more females, or, in the case of a corporation, at least 51 percent of the stock in which is owned by one or more females; and the management and daily business operations of which are controlled by one or more of the females who own it.

**E-MAIL THIS FORM:**

This form may be submitted to CDB electronically. Attach a completed form to an e-mail addressed to Freta Horn (Freta.Horn@illinois.gov). All CDB e-mail addresses are available on our website: [www.cdb.state/il.us](http://www.cdb.state/il.us).

**NOTE:** Form may be submitted electronically for review purposes. To meet contractual requirements, form submitted to CDB must have an original signature.

## **DHR MINORITY/FEMALE WORKFORCE PROGRAM**

Pursuant to the Public Contracts Section of the Department of Human Rights Act, all bidders are required to complete and submit the DHR PC-2 form with their bid (sample enclosed).

The PC-2 form is a projection, by trade category, of the number of tradespersons needed to perform the contract work throughout the duration of the contract (at the jobsite). The workforce includes the prime contractor's workforce, all of the subcontractor's workforce and minority/female workforce (when goals are assessed), which are categorized by trade.

There are two (2) types of the PC-2 form. The first paragraph of the form distinguishes the type. One requires the workforce for the contract to include minority/female tradespersons. The other one indicates there are no hiring goals, however, the inclusion of minority/female tradespersons is encouraged.

### **Completing the PC-2 Form**

The workforce goals are listed on the front side of the PC-2 form. The workforce is listed by trade category. The percentage represents the **minimum** percentage of **total workforce hours** that are to be achieved by minority/female tradespersons, therefore the front side of the PC-2 form shall be referred to when completing your projections.

The reverse side of the PC-2 form is the grid in which the bidder projects the workforce required to complete the contract. As previously stated, the projection includes those tradespersons of all subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A".

### **Contract Award**

Upon receipt of the contract award, the FEP Compliance Technician will review for acceptance the contractor's PC-2 projection. If the projection is unacceptable, the contractor will be given the opportunity to negotiate an acceptable projection. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

**BIDDER'S EMPLOYEE UTILIZATION FORM**

Workforce hiring goals listed below are applicable to this contract. The bidder's workforce projection shall include all subcontract work under the contract.

Failure to complete the PC-2 form may result in bid rejection.

CDB's acceptance of the Bidder's PC-2 projection is a condition of contract award. CDB will notify the bidder if the projection is unacceptable. The bidder shall be given the opportunity to negotiate an acceptable projection with the CDB. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

**GOALS**

The following workforce hiring goals are in effect for each trade. These goals represent a minimum of **total** workforce hours.

Minority / Female Utilization

Percent

Sheetmetal	25%
Equipment operators	20%
Mechanics	12%
Ironworkers/Boilermakers	20%
Carpenters	25%
Acoustical Tilers	20%
Ceramic Tile Setters	12%
Brick Masons/Tuckpointers	15%
Cement Masons	15%
Lathers (Metal/Wood)	15%
Tapers	15%
Plasters	15%
Painters	20%
Glaziers	15%
Roofers	25%
Metal Deck Roofers	15%
Pipefitters	25%
Plumbers	25%
Insulators	12%
Temperature Control	12%
Laborers	33%
Electricians	25%
Fencing, Guard Rails	15%
Landscaping	20%
Truck Drivers	20%
Air Test & Balancing	0%
Sandblast/Waterproofing/Caulkers	0%
Asbestos Workers	30%
Terrazzo	12%
Carpet	15%

**INSTRUCTIONS**

Project: \_\_\_\_\_ for \_\_\_\_\_  
 Phase: \_\_\_\_\_  
 Trade: \_\_\_\_\_

Project the total number of employees to be used in the performance of the contract work by your firm and your subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A".  
 (See next page)

\_\_\_\_\_  
 Contact Person

\_\_\_\_\_  
 Firm Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Telephone Number

CDB Project Number

CDB Contract No.	
Contractor I.D.	
<b>FOR CDB OFFICE USE ONLY</b>	

Contract/Trade Bid

FEP Tech

Monitored/Non-Monitored

TRADE CATEGORIES	Trade Codes	African American				Hispanic				Native American				Asian				Caucasian				
		Male		Female		Male		Male		Male		Female		Male		Female		Male		Female		
		J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	
Sheet Metal	3																					
Equipment Operators	4																					
Elevator Mechanics	5																					
Ironworker/BoilerMakers	6																					
Carpenters	7																					
Acoustical Tilers	8																					
Ceramic Tilesetters	9																					
Brick Mason/Tuckpointers	10																					
Cement Masons	11																					
Lather - Metal/Wood	12																					
Tapers	13																					
Plasterers	14																					
Painters	15																					
Glaziers	16																					
Roofers	17																					
Metal Deck Roofers	18																					
Pipefitter/Sprinkler Fitters	19																					
Plumbers	20																					
Insulators	21																					
Temperature Control	22																					
Laborers	23																					
Electricians	24																					
Fencing/Guard Rails	25																					
Landscaping	26																					
Well Drilling	27																					
Truck Drivers	28																					
Air Test & Balancing	29																					
SndBlst/Wtrprfng.Caulkers	30																					
Asbestos Workers	31																					
Terrazzo	32																					
Carpet	33																					
TOTALS																						

**NOTE:** Bidder's failure to complete DHR Form PC-2 may result in rejection of the bid. Bidder shall set forth a total projection of the total workforce to be allocated for this contract. Approval of the workforce hiring projection is a post-award requirement.

**BIDDER'S EMPLOYEE UTILIZATION FORM**

No minority or female workforce hiring goals have been established for this contract. The bidder's workforce projection shall include all subcontract work under the contract.

Failure to complete the PC-2 form may result in bid rejection.

CDB's acceptance of the Bidder's PC-2 projection is a condition of contract award. CDB will notify the bidder if the projection is unacceptable. The bidder shall be given the opportunity to negotiate an acceptable projection with the CDB. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

**GOALS**

The following workforce hiring goals are in effect for each trade. These goals represent a minimum of **total** workforce hours.

Minority / Female Utilization	Percent
Sheetmetal	25%
Equipment operators	20%
Mechanics	12%
Ironworkers/Boilermakers	20%
Carpenters	25%
Acoustical Tilers	20%
Ceramic Tile Setters	12%
Brick Masons/Tuckpointers	15%
Cement Masons	15%
Lathers (Metal/Wood)	15%
Tapers	15%
Plasters	15%
Painters	20%
Glaziers	15%
Roofers	25%
Metal Deck Roofers	15%
Pipefitters	25%
Plumbers	25%
Insulators	12%
Temperature Control	12%
Laborers	33%
Electricians	25%
Fencing, Guard Rails	15%
Landscaping	20%
Truck Drivers	20%
Air Test & Balancing	0%
Sandblast/Waterproofing/Caulkers	0%
Asbestos Workers	30%
Terrazzo	12%
Carpet	15%

**INSTRUCTIONS**

for  
 Project: Phase:  
 Trade:

Under "Total Employees", project the total number of employees to be used in the performance of the contract work by your firm and your subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A". (See next page)

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Firm Name

\_\_\_\_\_

Address

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number

**BIDDING & CONTRACT REQUIREMENTS**  
Document 00 41 04-Bid Form-DHR Form PC-2

CDB Project Number

CDB Contract No.	
Contractor I.D.	
<b>FOR CDB OFFICE USE ONLY</b>	

Contract/Trade Bid

FEP Tech

Monitored/Non-Monitored

TRADE CATEGORIES	Trade Codes	African American				Hispanic				Native American				Asian				Caucasian				
		Male		Female		Male		Male		Male		Female		Male		Female		Male		Female		
		J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	
Sheet Metal	3																					
Equipment Operators	4																					
Elevator Mechanics	5																					
Ironworker/BoilerMakers	6																					
Carpenters	7																					
Acoustical Tilers	8																					
Ceramic Tilesetters	9																					
Brick Mason/Tuckpointers	10																					
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Air Test & Balancing	29																					
SndBlst/Wtrprfng.Caulkers	30																					
Asbestos Workers	31																					
Terrazzo	32																					
Carpet	33																					
TOTALS																						

**NOTE:** Bidder's failure to complete DHR Form PC-2 may result in rejection of the bid. Bidder shall set forth a total projection of the total workforce to be allocated for this contract. Approval of the workforce hiring projection is a post-award requirement.

### **Compliance with the approved PC-2 Form**

During the course of the construction work, the FEP Compliance Technician will periodically monitor the contractor's workforce utilization to ensure compliance with the minority/female tradespersons workforce goals from the approved PC-2 form.

If it is determined that the contractor is not utilizing minority/female tradespersons as projected on the approved PC-2 form, a letter of non-compliance will be issued identifying the deficient trade(s). A response to the letter is required within ten (10) consecutive calendar days from the date of the letter. The following sanctions may apply if the contractor does not document and demonstrate a good faith effort to correct the deficiencies:

- Termination of contract
- Forfeiture of profit
- Loss of registration status with CDB

A copy of the Equal Employment Opportunity Clause is attached.

### **Substantial Completion**

At the conclusion of the contract, the FEP Compliance Technician will conduct a Final Compliance Report to determine the contractor's final compliance status based on minority/female utilization and hours reported on the Monthly Manpower Utilization Report (MMUR). Any contractor determined to be in non-compliance will be referred to the Department of Human Rights for their review.

## **Completing the MMUR**

The Monthly Manpower Utilization Report (MMUR) Form (sample attached) is used to report the number of employees on the jobsite and their respective work hours. The contractor shall submit the MMUR on a monthly basis directly to CDB's FEP section. This report is to be completed each month throughout the contract beginning the month after the Authorization to Proceed is issued, regardless of the hours worked.

A cover sheet **must** be attached to the front of each MMUR. The first page will have a place for your firm's name and address along with your subcontractor's name and address. There will also be a place to list the minority/female tradespersons who performed work that month. The CDB project and contract number, date of the MMUR and whether it is a final MMUR is also included. The second page is used to report the total number of employees by trade category, ethnicity, gender and to indicate if they are journeyman or apprentices. On the last page of the form, the total number of hours worked by all employees should be recorded. All MMURS require a signature.

Workforce hours for a working superintendent/foreman shall be reported under the job category applicable to their respective trade. If they are strictly in a supervisory capacity, their hours shall **not** be reported.

Subcontractor's employees and their respective hours are to be included with those of the contractor's firm's. Subcontractors are not to submit separate MMURs to CDB.

During any monthly period where there are "no hours worked," that indication shall be made on the front of the report. Upon submission of the Final MMUR for the contract, that indication shall be made on the front of the report.

Errors occurring on the MMUR form will be cause for rejection of the MMUR. CDB has prepared a list of common reasons MMUR's are rejected along with their corrective measure (sample attached).

Failure to submit MMUR's will constitute non-compliance with the contract.

The MMUR form and cover sheet are available on CDB's website: [www.cdb.state.il.us](http://www.cdb.state.il.us) in our Reference Library,

On large projects, the contractor's site representative may be asked to complete a Daily Jobsite Manpower Report.



FEP MMUR

**FEP MMUR COVER SHEET**  
**\*REQUIRED FIELDS**

\* PROJECT NUMBER:

\* CONTRACT NUMBER:

\* DATE:

FOLDER: FEP

**Note to Contractors:**

This cover page must accompany the completed MMUR form.

Please use computer or typewriter to fill in the required information. (No handwritten documents.)

DO NOT reformat this document.

Revised: June 6, 2007

State of Illinois  
**CAPITAL DEVELOPMENT BOARD**

**0607**  
**Monthly Manpower Utilization Report**  
**MMUR**

Contractor Name: \_\_\_\_\_

Contract Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

--	--	--	--	--	--	--	--	--	--	--	--

CDB Project Number

--	--	--	--	--	--	--	--	--	--	--	--

CDB Contract Number

Final  
 MMUR: YES  NO

Submitted for month of:

(1 MMUR each month is required throughout the project.)

--

Month

--

Year

Provide the name and address of your subcontractor(s) performing work this month. Your subcontractor's employees and their respective hours are to be included with those of your firm's. Subcontractors are not to submit separate MMURs to CDB.

Subcontractor(s) Name	Subcontractor(s) Address

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Provide the following information for all minority and female tradespersons performing work this month. (Attach additional sheet(s) if necessary. Please type or print legibly.)

Minority /Female Tradesperson Name, Address & Telephone Number	M*	F*	Ethnicity	Job Category

M\* - Minority      F\* - Female      (Check one)

**\*\*This report is to be completed for each month throughout the project, regardless of the hours worked. During any monthly period when there are "no hours worked", please indicate so on the face of this report.**

**\*\*Failure to submit this report will constitute noncompliance with this contract. Additional forms may be downloaded from CDB's website: [www.cdb.state.il.us](http://www.cdb.state.il.us)**

**\*\*For questions regarding the MMUR, please call 217/524-2838. Please forward the monthly MMUR directly to CDB, Attn: FEP, 401 South Spring St. Springfield, IL 62706.**

**\*\*E-MAIL THIS FORM: This form may be submitted to CDB electronically for review purposes. To meet contractual requirements, form submitted to CDB must have an original signature. Attach a completed form to an e-mail addressed to Freta Horn (Freta.Horn@illinois.gov). All CDB e-mail addresses are available on our website: [www.cdb.state/il.us](http://www.cdb.state/il.us)**

**NOTE: Complete all pages of this form. MMUR will be rejected if all pages are not completed.**

**NUMBER OF EMPLOYEES**

JOB CATEGORIES	Trade Codes	Total Employed		African American				Hispanic				Native American				Asian				Caucasian			
		M	F	M		F		M		F		M		F		M		F					
				J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A				
Sheet Metal	03																						
Equipment Operators	04																						
Mechanics	05																						
Ironworkers/Boilermakers	06																						
Carpenters	07																						
Plaster/Tilers	08																						
Ceramic Tilesetters	09																						
Brickmasons/Tuckpointers	10																						
Plaster Masons	11																						
Painters (Metal/Wood)	12																						
Carpenters	13																						
Plasterers	14																						
Painters	15																						
Plasterers	16																						
Roofers	17																						
Metal Deck Roofers	18																						
Pipefitters/Sprinklerfitters	19																						
Plumbers	20																						
Insulators	21																						
Temperature Control	22																						
Welders	23																						
Electricians	24																						
Fencing, Guard Rails	25																						
Landscaping	26																						
Well Drilling	27																						
Truck Drivers	28																						
Wiper Test & Balancing	29																						
Welding/Welding/Cutters	30																						
Asbestos Workers	31																						
Welders	32																						
Welders	33																						

LEGEND: J=Journeyman A=Apprentice M=Male F=Female

NOTE: Complete all pages of this form. MMUR will be rejected if all pages are not completed.

**NUMBER OF HOURS**

JOB CATEGORIES	Trade Codes	Total Hours		African American				Hispanic				Native American				Asian				Caucasian			
		M	F	M		F		M		F		M		F		M		F					
				J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A				
Sheet Metal	03																						
Equipment Operators	04																						
Mechanics	05																						
Ironworkers/Boilermakers	06																						
Carpenters	07																						
Acoustical Tilers	08																						
Ceramic Tilesetters	09																						
Brickmasons/Tuckpointers	10																						
Cement Masons	11																						
Lathers (Metal/Wood)	12																						
Tapers	13																						
Plasterers	14																						
Painters	15																						
Glaziers	16																						
Roofers	17																						
Metal Deck Roofers	18																						
Pipefitters/Sprinklerfitters	19																						
Plumbers	20																						
Insulators	21																						
Temperature Control	22																						
Laborers	23																						
Electricians	24																						
Fencing, Guard Rails	25																						
Landscaping	26																						
Well Drilling	27																						
Truck Drivers	28																						
Air Test & Balancing	29																						
SandBlst'g/Wtrprfg/Clkrs	30																						
Asbestos Workers	31																						
Terrazzo	32																						
Carpet	33																						

\_\_\_\_\_  
(signature)

NOTE: Complete all pages of this form. MMUR will be rejected if all pages are not completed.



**MMUR REJECTED FOR THE FOLLOWING REASON(S)  
INDICATED BELOW**

<i>Deficiency</i>	<i>Corrective Measure</i>
<input type="checkbox"/> Incorrect CDB project or contract number.	These are found on the CDB Notice of Award.
<input type="checkbox"/> MMUR completed in pencil.	Must be completed in ink or typed.
<input type="checkbox"/> Duplicate MMUR, showing different hours.	Only one MMUR per month.
<input type="checkbox"/> No signature on the back of the form.	All MMURS require a signature.
<input type="checkbox"/> Minority or female employees shown but no hours listed.	Any employee listed shall have reported hours to coincide.
<input type="checkbox"/> Same number of employees as hours. (Example: 145 Laborers and with 145 hours).	Employees and hours should not be the same. Double check to be sure all information is correct.
<input type="checkbox"/> Subcontractors listed on the front but there are no employees listed or hours.	Only list a subcontractor who performed work for that month.
<input type="checkbox"/> Blank MMUR.	If there were "No Hours Worked," please indicate so on the face of the report.
<input type="checkbox"/> The number of minority and female employees reported on the second page does not match the front of the form where information regarding minority/female tradespersons are listed.	Example: If there are two Hispanic plumbers listed on the second page, there should be two names, addresses and telephone numbers for the Hispanic plumbers listed on the front of the form.
<input type="checkbox"/> Names, addresses or telephone numbers are not on the front of the form for the minority/female employees reported on the second page.	For any minority or female employee listed on the second page, their appropriate information shall be listed on the front of the MMUR.
<input type="checkbox"/> The name of the subcontractor's company is listed as a minority/female tradesperson.	The front of the form is divided into subcontractors and tradesperson information. Do not combine or switch the information for either. Report each as is called for on the MMUR.
<input type="checkbox"/> MMUR is on an old form or has been altered.	MMUR forms may be downloaded from our website @ <a href="http://www.cdb.state.il.us">www.cdb.state.il.us</a> . You may also call Freta Horn at the number listed below if you are unable to access the internet version.
<input type="checkbox"/> A Job Category is marked out and replaced with another trade.	Do not add additional job categories to the MMUR. Report only those job categories printed.
<input type="checkbox"/> Cover sheet was not included. Cover sheet was handwritten	A cover sheet is required for each MMUR submitted to CDB.

**FOR QUESTIONS REGARDING THE MMUR, YOU MAY CALL  
FRETA HORN at 217-524-2838**

## EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

In the event of the contractor's non compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
5. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontract with the State of Illinois or any of its political subdivisions or municipal corporations.