

## City of Philadelphia Economic Opportunity Plan

### I. Introduction, Definitions and Goals

A. Chapter 17-1600 of The Philadelphia Code requires the development and implementation of "Economic Opportunity Plan(s)" for certain classes of contracts and covered projects as defined in Section 17-1601. The Economic Opportunity Plan ("Plan") memorializes the successful Seller's best and good faith efforts to provide meaningful and representative opportunities for Minority Business Enterprises ("MBEs"), Woman Business Enterprises ("WBEs") and Disabled Business Enterprises ("DSBEs"), Disadvantaged Business Enterprises<sup>1</sup> ("DBEs") (collectively, "M/W/DSBEs") and an appropriately diverse building trades workforce in connection with the contract or covered project.

This Invitation and Bid and any resulting contract are subject to the Plan requirements as described in Section 17-1603 (2). Accordingly, by submission of its Quote, a responsive and responsible Seller makes a legally binding commitment to abide by the provisions of this Plan which include Seller's commitment to exercise its best and good faith efforts throughout the contract term to provide meaningful and representative contracting opportunities for M/W/DSBEs and to employ an appropriately diverse workforce of tradespeople including minority and female persons in all phases of any contract awarded under this Bid.

**Seller hereby verifies that all information submitted to the City including without limitation, the Plan and all forms and attachments thereto, are true and correct and is notified that the submission of false information by Seller is subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsification to authorities. Seller also acknowledges that if it is awarded a contract resulting from this Invitation and Bid, it is a felony in the third degree under 18 Pa.C.S. Section 4107.2 (a)(4) if, in the course of this contract, it fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.**

B. For the purposes of this Plan, MBE, WBE, DBE and DSBE shall refer to certified businesses so recognized by the City of Philadelphia through its Office of Economic Opportunity ("OEO"). Only the work or supply effort of firms that are certified as M/W/DSBEs by an OEO approved certifying agency<sup>2</sup> at the time of bid opening will be eligible to receive credit as a Best and Good Faith Effort. In order to be counted, certified firms must successfully complete and submit to the OEO an application to be included in the OEO Registry which is a list of registered M/W/DSBEs maintained by the OEO and available online at [www.phila.gov/oEO/directory](http://www.phila.gov/oEO/directory). If seller

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<sup>1</sup>Disadvantaged Business Enterprises ("DBEs") are those socially or economically disadvantaged minority and woman owned businesses certified under 49 C.F.R. Part 26. If Seller makes solicitation(s) and commitment(s) with a DBE, Seller shall indicate which category, MBE or WBE, is submitted for credit.

<sup>2</sup>A list of "OEO approved certifying agencies" can be found at [www.phila.gov/oEO](http://www.phila.gov/oEO)

or seller's subcontractor(s) is certified by an approved certifying agency, a copy of that certification should be furnished with the quote.

C. For this Plan, the term "Best and Good Faith Efforts," the sufficiency of which shall be in the sole determination of the City, means: a Seller's efforts, the scope, intensity and appropriateness of which are designed and performed to foster meaningful and representative opportunities for participation by M/W/DSBEs and an appropriately diverse workforce and to achieve the objectives of Chapter 17-1600. Best and Good Faith Efforts are rebuttably presumed met, when a Seller makes commitments within the M/W/DSBE Participation Ranges established for this Bid and commits to employ a diverse workforce as enumerated herein.

#### D. Goals

##### 1. M/W/DSBE Participation Ranges

As a benchmark for the Seller's expression of its Best and Good Faith Efforts to provide meaningful and representative opportunities for M/W/DSBEs in the contract, the following participation ranges have been developed. These participation ranges represent, in the absence of discrimination in the solicitation and selection of M/W/DSBEs, the percentage of MBE, WBE and DSBE participation that is reasonably attainable on this contract through the exercise of Seller's Best and Good Faith Efforts. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be credited toward one participation range as either an MBE or WBE or DSBE. The firm will not be credited toward more than one category. These ranges are based upon an analysis of factors such as the size and scope of the contract and the availability of MBEs, WBEs and DSBEs to perform various elements of the contract:

BID	MBE	WBE	DSBE
3992	12%-15% AND	10%-13%	BGFE

##### 2. Workforce Diversity Goals

Seller agrees to exhaust its Best and Good Faith Efforts to employ minority persons, by race and ethnicity, and females in its workforce of apprentices and journeypersons at the following levels<sup>3</sup>:

African American Journeypersons – 22% of all journey hours worked across all trades  
Asian Journeypersons – 3% of all journey hours worked across all trades  
Hispanic Journeypersons – 15% of all journey hours worked across all trades  
Female Journeypersons – 5% of all journey hours worked across all trades

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<sup>3</sup> These goals have been informed by the City of Philadelphia Fiscal Year 2015 Annual Disparity Study, Economic Opportunity Plan Employment Composition Analysis.

Minority Apprentices – 50% of all hours worked by all apprentices  
Female Apprentices – 5% of all hours worked by all apprentices

The successful Seller will be required to submit to the City, no later than seven (7) days before the starting date of work on any such contract, a Workforce Diversity Goal Plan which shall include specific availability and utilization strategies for meeting the Workforce Diversity goals. The City's Labor Standards Unit shall have the responsibility of administering oversight of these Workforce Diversity Goals including evaluating the sufficiency of the Workforce Diversity Goal Plan, and monitoring the successful Seller's Best and Good Faith Efforts towards realization of the goals throughout the duration of the contract.

## II. Seller Responsiveness and Responsibility

A. Seller shall identify all its M/W/DSBE commitments and evidence its agreement to employ minority persons and females at the levels stated herein on the form entitled, "M/W/DSBE Participation and Workforce Commitments." The Seller's identified commitment to use an M/W/DSBE on this form constitutes a representation by Seller, that the M/W/DSBE is capable of completing the subcontract with its own workforce, and that the Seller has made a legally binding commitment with the firm. The listing of the M/W/DSBE firm by Seller further represents that if Seller is awarded the contract, Seller will subcontract with the listed firm(s) for the work or supply effort described and the dollar/percentage amount(s) set forth on the form. In calculating the percentage of M/W/DSBE participation, Seller shall apply the standard mathematical rules in rounding off numbers. In the event of inconsistency between the dollar and percentage amounts listed on the form, the percentage will govern. Seller is to maintain the M/W/DSBE percentage commitments throughout the term of the contract which shall apply to the total amount of the contract and any additional increases. In the event the Successful Seller's contract is increased by change order and/or modification, or amendment, it shall be the responsibility of the Successful Seller to apply its Best and Good Faith Efforts to the amended amount in order to maintain any participation ranges committed to on the total dollar amount of the contract at the time of contract completion.

### 1. Commercially Acceptable Function

A Seller that enters into a subcontract with an M/W/DSBE shall be considered to have made a Best and Good Faith Effort in that regard only if its M/W/DSBE subcontractor performs a commercially acceptable function ("CAF"). An M/W/DSBE is considered to perform a CAF when it engages in meaningful work or supply effort that provides for a distinct element of the subcontract (as required by the work to be performed in accordance with Bid specifications), where the distinct element is worthy of the dollar amount of the subcontract and where the M/W/DSBE carries out its responsibilities by actually performing, managing and supervising the work involved; M/W/DSBE subcontractors must perform at least twenty percent (20%) of the cost of the subcontract (not including the cost of materials, equipment or supplies incident to the performance of the subcontract) with their own employees.

The City may evaluate the amount of work subcontracted, industry practices and any other relevant factors in determining whether the M/W/DSBE is performing a CAF and in determining the amount of credit the Seller receives towards the participation ranges. For example, a Seller using an M/W/DSBE non-stocking supplier (i.e., a firm that does not manufacture or warehouse the materials or equipment of the general character described by the Bid specifications and required under the contract) to furnish equipment or materials will only receive credit towards the participation ranges for the fees or commissions charged, not the entire value of the equipment or materials furnished.

B. Upon award, letters of intent, quotations, and any other accompanying documents regarding commitments with M/W/DSBEs, including the M/W/DSBE Participation and Workforce Commitments Form, become part of the contract. M/W/DSBE commitments are to be memorialized in a written subcontract agreement and are to be maintained throughout the term of the contract and shall apply to the total contract value (including approved change orders and amendments). Any change in commitment, including but not limited to termination of the subcontract, reduction in the scope of committed work, substitutions for the listed firms, changes or reductions in the listed dollar/percentage amounts, must be pre-approved in writing by OEO. Throughout the term of the contract, Seller is required to continue its Best and Good Faith Efforts.

C. In the event Seller does not identify on the M/W/DSBE Participation and Workforce Commitments Form that it has made M/W/DSBE commitments within the participation ranges established for this Bid and/or does not agree to the employment goals described herein, Seller must complete and submit a *Documentation of Best and Good Faith Efforts Form* ("BGFE Form"), documenting its solicitations and any commitments with M/W/DSBEs, and detailing any efforts made to include M/W/DSBEs in the contract and to employ a diverse workforce. The submission of the BGFE Form is an element of bid responsiveness and failure to include this form may result in the rejection of the Quote. The BGFE Form must include at a minimum, certification and documentary evidence that the following actions were taken:

1. Solicitation directed to both qualified M/W/DSBEs registered with OEO and qualified M/W/DSBEs certified by agencies approved by OEO. Seller must provide a list of all certification directories used for soliciting participation for this Bid. Seller must determine with reasonable certainty if the M/W/DSBEs are interested by taking appropriate steps to follow up on initial solicitations; one time contact, without follow up, is not acceptable; and

2. Seller provided interested M/W/DSBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation; and

3. Seller negotiated in good faith with interested M/W/DSBEs. A Seller using good business judgment would consider a number of factors in negotiating with subcontractors, including M/W/DSBE subcontractors, and would take a firm's price and capabilities as well as the objectives of the Plan into consideration; and

4. Documentation of the following:

i. Any commitments to use M/W/DSBEs in its quote for subcontracted services and materials supply even when Seller would otherwise prefer to self-perform/supply these items; and

ii. Correspondence between the Seller and any M/W/DSBE(s) related to this Bid; and

iii. Attendance logs and/or records of any scheduled pre-bid meeting; and

5. Certification and evidence that the following actions were taken or documentation of the following, or an explanation why these actions were not taken or why documentation does not exist:

i. Any arms length business assistance provided to interested M/W/DSBEs which may include access/introduction to major manufacturer/suppliers, lines of credit and union halls; and

ii. Solicitation through job fairs, newspapers, periodicals, advertisements and other organizations or media that are owned by M/W/DSBEs and/or focus on M/W/DSBEs; and

iii. Telephone logs of communications related to this Bid; and

iv. Notification of and access to bid documents at the Seller's office or other office locations for open and timely review; and

v. Seller sought assistance from jobs training and employment referral agencies such as the Urban Affairs Coalition, PA CareerLink Philadelphia, Philadelphia OIC and Philadelphia Works to identify candidates for employment and to perform employment outreach; and

vi. Seller published its policy of nondiscrimination in the hiring, retention and promotion of employees; and

vii. Any agreement with an apprenticeship or training program that targets the employment of minority persons, disabled persons and women.

### III. Evaluation of Responsiveness and Responsibility

#### A. Evaluation and Determination

1. The City, acting through its OEO, will evaluate the responsiveness of the Seller's Plan to these requirements. OEO reserves the right to request further documentation and/or clarifying information at any time prior to the award of the contract which may result in

Seller's amendment of its M/W/DSBE Participation and Workforce Commitments Form or BGFE Form.

**B. Administrative Reconsideration**

1. If the OEO determines that the apparent low Seller has not made sufficient Best and Good Faith Efforts, the Seller will be notified and may file a written appeal with OEO within forty-eight (48) hours of the date of notification. The decision of OEO may be appealed in writing within forty-eight (48) hours of the date of OEO's decision to Chief Operating Officer of the Commerce Department or his designee whose decision shall be final. If it is determined that the apparent low Seller did not make sufficient Best and Good Faith Efforts, its Quote will be rejected.

2. Notwithstanding compliance with the requirements set forth herein, the City reserves the right to reject any or all quotes as deemed in the best interest of the City.

**IV. Compliance and Monitoring of Best and Good Faith Efforts**

A. A copy of the Successful Seller's Plan, as certified below by OEO, will be filed with the Chief Clerk of Council by the Procurement Department on behalf of the Successful Seller, within fifteen (15) days of the Procurement Department's issuance of the notice of award.

The Successful Seller agrees to cooperate with OEO and the Labor Standards Unit ("LSU") in their compliance monitoring efforts, and to submit, within the time limits prescribed, all documentation which may be requested by OEO and LSU relative to the awarded contract, including the items described below. The Successful Seller must provide as required and maintain the following contract documentation for a period of three (3) years following acceptance of final payment under the contract:

- Copies of signed contracts and purchase orders with M/W/DSBE subcontractors;
- Evidence of payments (cancelled checks, invoices, etc.) to subcontractors and suppliers to verify participation;
- Telephone logs and correspondence relating to M/W/DSBE commitments.
- Certified Payroll records for all on-site contractors.

B. The Successful Seller is required to use the City's electronic systems for payment verification, B2GNOW Contract Compliance Reporting System and certified payrolls, LCP Tracker.

**C. Prompt Payment of M/W/DSBEs**

1. The Successful Seller shall within five (5) business days after receipt of a payment from the City for work performed under the contract, deliver to its M/W/DSBE subcontractors their proportionate share of such payment for work performed (including the supply of materials). In connection with payment of its M/W/DSBE subcontractors, the Successful Seller agrees to fully comply with the City's payment reporting process which may include the use of electronic payment verification systems.
2. Each month of the contract term and at the conclusion of the contract, the Successful Seller shall provide to the OEO documentation reconciling actual dollar amounts paid to M/W/DSBE subcontractors to M/W/DSBE commitments presented in the Plan.

D. Oversight Committee

1. For this project, the City, in its sole discretion, may establish a Project Oversight Committee consisting of representatives from the Seller's company, representatives of the building trades, the construction manager, and the City which may include the Project site's District Councilperson, OEO, and appropriate community organizations ("Committee"). The Committee will meet regularly to provide advice for the purpose of facilitating compliance with the Plan.
2. If a Project Oversight Committee is established, the City will convene meetings of the Committee no later than one (1) month after issuance of the Notice To Proceed.


V. Remedies and Penalties for Non-Compliance

A. The Successful Seller agrees that its compliance with the requirements of the Plan is material to the contract. Any failure to comply with these requirements may constitute a substantial breach of the contract. It is further agreed and understood that in the event the City determines that the Successful Seller hereunder has failed to comply with these requirements the City may, in addition to remedies reserved under Section 17-1605 of The Philadelphia Code, any other rights and remedies the City may have under the contract, or any bond filed in connection therewith or at law or in equity, exercise one or more of the remedies below, which shall be deemed cumulative and concurrent:

- a. Withhold payment(s) or any part thereof until corrective action is taken.
- b. Terminate the contract, in whole or in part.
- c. Suspend/Debar the successful seller from bidding on and/or participating in any future City contracts for a period of up to three (3) years.

- d. Recover as liquidated damages, one percent of the total dollar amount of the contract for each one percent (or fraction thereof) of the commitment shortfall. (NOTE: The "total dollar amount of the contract" shall include approved change orders, amendments and for requirements contracts shall be based on actual quantities ordered by the City.)

The remedies enumerated above are for the sole benefit of the City and City's failure to enforce any provision or the City's indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City's rights in connection with any contract resulting from this Invitation and Bid nor shall it give rise to actions by any third parties including identified M/W/DSBE subcontractors. No privity of contract exists between the City and the M/W/DSBE subcontractor identified in any contract resulting from this Invitation and Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with subcontracted services under any law or Executive Order or by any reason of any contract resulting from the Invitation and Bid except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

 See

4/8/2025

SIGNATURE OF SELLER AND TITLE<sup>4</sup>

DATE

Anthony T. Seravalli - Seravalli, Inc.

4/8/2025

PRINT NAME OF SELLER

DATE



4/10/2025

Lynn Newsome, Deputy Director, Office of Economic Opportunity

DATE

*[See Forms on following pages; these Forms, as completed by Seller, must be submitted with the Quote as a matter of Responsiveness and Responsibility]*



**OEO Official Use Only**

**M/W/DSBE Commitments**

**Percent/Dollar Amount**

\_\_\_\_\_[**MBE**]

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\_\_\_\_\_[**WBE**]

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\_\_\_\_\_[**DSBE**]

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**M/W/DSBE Participation and Workforce Commitments  
EOPs FOR BIDS ESTIMATED AT MORE THAN \$100,000.00**

**DEPARTMENT OF COMMERCE  
OFFICE OF ECONOMIC OPPORTUNITY (OEO)**

Minority (MBE), Woman (WBE), Disabled (DSBE) and Disadvantaged (M-DBE and W-DBE) Business Enterprise

<b>Bid Number:</b>		<b>Name of Bidder:</b>		<b>Bid Opening Date:</b>			
3992		Seravalli Inc.		4/8/2024			
List below ALL MBE/WBE/DSBE/DBEs <sup>2</sup> that you have a commitment to use for a Commercially Acceptable Function on this bid. Photocopy this form as necessary.							
<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		<input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier		Quote Received			
Company Name CARR & DUFF, LLC		Work or Supply Effort to be Performed		Yes <sup>3</sup>			
Address 2100 BYBERRY RD HUNTINGDON VALLEY, PA 19006		ELECTRIC		X			
Contact Person Tarrus Richardson						No	
Telephone Number						Dollar Amount \$	
Fax Number						Percent of Total Proposal	
Email Address				39.58%			
OEO Registry # 113203		Certifying Agency OEO/PAUCP					
<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		<input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Supplier		Quote Received			
Company Name GENERAL HIGHWAY PRODUCTS INCORPORATED		Work or Supply Effort to be Performed		Yes <sup>3</sup>			
Address PO BOX 596, 878 SUSSEX BOULEVARD BROOMALL, PA 19008		ELECTRIAL SUPPLY		X			
Contact Person LISA DEADY						No	
Telephone Number						Dollar Amount \$	
Fax Number						Percent of Total Proposal	
Email Address generalhighwayproducts@comcast.net				8.76%			
OEO Registry # 14125		Certifying Agency OEO/PAUCP					
<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		<input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Supplier		Quote Received			
Company Name PHOENIX ENERGY/CARDINAL USA FUEL COMPANY		Work or Supply Effort to be Performed		Yes <sup>3</sup>			
Address 4985 Lancaster Ave Philadelphia, PA 19131		FUEL		X			
Contact Person Margaret Huezko						No	
Telephone Number						Dollar Amount \$	
Fax Number						Percent of Total Proposal	
Email Address				0.44%			
OEO Registry # 12159		Certifying Agency OEO/PAUCP					

<sup>1</sup>MBE/WBE/DSBEs listed above must be certified prior to bid submission date.

<sup>2</sup>If bidder makes commitments with DBEs, Bidder shall indicate which class type M-DBE or W-DBE is submitted for credit.

<sup>3</sup>Bidder should attach quotation with this form, but the City reserves the right to request this information which shall be submitted by Bidder with 48 hours of the City's request.

**M/W/DSBE Participation and Workforce Commitments  
EOPs FOR BIDS ESTIMATED AT MORE THAN \$100,000.00**

**DEPARTMENT OF COMMERCE  
OFFICE OF ECONOMIC OPPORTUNITY (OEO)**

Minority (MBE), Woman (WBE), Disabled (DSBE) and Disadvantaged (M-DBE and W-DBE) Business Enterprise

<b>Bid Number:</b>	<b>Name of Bidder:</b>	<b>Bid Opening Date:</b>
<b>3992</b>	<b>Seravalli Inc.</b>	<b>4/8/2024</b>

*List below ALL MBE/WBE/DSBE/DBEs<sup>2</sup> that you have a commitment to use for a Commercially Acceptable Function on this bid. Photocopy this form as necessary.*

<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE	<input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	Quote Received		Amount Committed To
<b>Company Name</b> Work Zone Contractors, LLC <b>Address</b> 1222 Delsea Drive Deptford, NJ 08093 <b>Contact Person</b> Kathleen Santanello <b>Telephone Number</b> <b>Fax Number</b> 856-845-8201      856-845-8202 <b>Email Address</b> kathy@workzonecontractors.com <b>OEO Registry #</b> <b>Certifying Agency</b> 20-8684203      NJDOT	<b>TRAFFIC &amp; STREET SIGNS</b>	<b>Yes<sup>3</sup></b>	<b>No</b>	<b>Dollar Amount</b> \$  47,855  <b>Percent of Total Proposal</b>  0.80%
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE	<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	Quote Received		Amount Committed To
<b>Company Name</b>  <b>Address</b>  <b>Contact Person</b>  <b>Telephone Number</b> <b>Fax Number</b>  <b>Email Address</b>  <b>OEO Registry #</b> <b>Certifying Agency</b>  		<b>Yes<sup>3</sup></b>	<b>No</b>	<b>Dollar Amount</b> \$    <b>Percent of Total Proposal</b>    
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE	<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier	Quote Received		Amount Committed To
<b>Company Name</b>  <b>Address</b>  <b>Contact Person</b>  <b>Telephone Number</b> <b>Fax Number</b>  <b>Email Address</b>  <b>OEO Registry #</b> <b>Certifying Agency</b>  		<b>Yes<sup>3</sup></b>	<b>No</b>	<b>Dollar Amount</b> \$    <b>Percent of Total Proposal</b>    

<sup>1</sup>MBE/WBE/DSBEs listed above must be certified prior to bid submission date.

<sup>2</sup>If bidder makes commitments with DBEs, Bidder shall indicate which class type M-DBE or W-DBE is submitted for credit.

<sup>3</sup>Bidder should attach quotation with this form, but the City reserves the right to request this information which shall be submitted by Bidder with 48 hours of the City's request.

**M/W/DSBE Participation and Workforce Commitments  
EOPs FOR BIDS ESTIMATED AT MORE THAN \$100,000**

*Page 2 of 2*

**DEPARTMENT OF COMMERCE  
OFFICE OF ECONOMIC OPPORTUNITY (OEO)**

Bidder, by submission of this M/W/DSBE Participation and Workforce Commitments Form, certifies that it will use, for the duration of the project, its Best and Good Faith Efforts, as that term is defined in Chapter 17-1600 of The Philadelphia Code, to employ a diverse workforce for this project and achieve the following goals:

African American Journeypersons – 22% of all journey hours worked across all trades

Asian Journeypersons – 3% of all journey hours worked across all trades

Hispanic Journeypersons – 15% of all journey hours worked across all trades

Female Journeypersons – 5% of all journey hours worked across all trades

Minority Apprentices - 50% of all hours worked by all apprentices

Female Apprentices – 5% of all hours worked by all apprentices

List any and all collective bargaining agreements that Bidder is a signatory to:

OPERATING ENGINEERS LOCAL 542

CEMENT MASONS LOCAL 592

LABORERS LOCAL 57

CARPENTERS LOCAL 1050

TEAMSTERS LOCAL 107

EXCAVATION

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SITE DEVELOPMENT

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UTILITY CONSTRUCTION

**AFFIRMATIVE ACTION PROGRAM**

The following steps are undertaken to ensure Equal Opportunity in Employment:

1. The Company shall require that all advertisements for personnel contain the notation "An Equal Opportunity Employer" and that all advertisements be inserted in the publications having a large circulation in the area and among minority and female groups.
2. Systematic recruitment of personnel through available public and private employee referral resources to provide qualified minority and female group applicants.
3. Company staff authorized to hire and dismiss or who have the responsibility to recommend such actions are fully aware of the Company's Equal Employment Policy commitments.
4. All unions receive periodic notification, where applicable, to the Equal Employment Opportunity commitments of the Company and special request for qualified minority and female group applicants.


The Company shall be committed to support and make use of apprenticeship and other training programs such as:

1. Assisting minority and female groups to enter apprenticeship and training programs.
2. Assisting minority and female employees to increase skills in order to create eligibility for upgrading.
3. Actively participating in programs for fair and equal consideration of all applicants

It is agreed the Company will diligently attempt to obtain qualified minority and female representation in all classes of workmen on the projects and all phases of work, in cooperation with unions where applicable.

Subcontractors, where applicable, shall be required to have prequalified Equal Employment Opportunity and Affirmative Action Programs.

When requested on all covered contracts the Company will submit to appropriate government agency reports which will contain such pertinent information relating to the total number of employees and the number of minority and female employees utilized on the project.

  
Martin MacGregor, Risk Manager / EEO Officer



EXCAVATION

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SITE DEVELOPMENT

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UTILITY CONSTRUCTION

#### **Company EEO Policy Statement**

It is the policy of Seravalli, Inc. to assure that applicants are employed, and that employees are treated during employment without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

#### **Notice Encouraging Employees to Refer Minority and Female Applicants for Employment**

We encourage the help of all employees in referring minority and female applicants for employment. If you know a minority and or female who is seeking employment, please refer them to Francis Seravalli at 215-969-6500.

#### **Notice Informing Employees of Available Training and Entrance Requirements**

We are participating in an On-the-Job Training Program for the Heavy-Highway Construction Industry. If you are interested in developing a skill in a craft, please contact Francis Seravalli at 215-969-6500. He will explain the program to you in detail. The only requirement is that you have the desire and ability to develop a skill in the craft in which you are interested.

#### **Complaint Procedures**

Any complaint of alleged discrimination by this company, its supervisors, or employees, or any person or organization acting on behalf of the company, should immediately be called to the attention of the company Equal Employment Opportunity Officer.

#### **Work Environment Statement**

It is the policy of Seravalli, Inc. to ensure and maintain a working environment free of harassment, sexual harassment, during intimidation, and coercion at all sites and in all facilities at which our employees are assigned to work. This policy will be rigidly adhered to at all times. Any violation of this policy should be reported immediately to your supervisor or company EEO Officer.

#### **Certification of Non-Segregated Facilities**

Seravalli, Inc. certifies that all facilities and company activities are non-segregated except that separate or single user toilet and necessary changing facilities may be provided to assure privacy.

#### **Notice to Unions Disseminating EEO Commitments and Responsibilities and Requesting their Cooperation**

Seravalli, Inc. will continue to make the company EEO policy known to the employment entities with whom we deal and in our employment opportunity announcements that employees and applicants for employment will be hired; upgraded, promoted or advanced, demoted; transferred; recruited; laid-off or terminated; compensated; and trained without regard to their race, religion, sex, color, national origin, age or disability. We will request the cooperation of the entities with whom we deal to assist our company in meeting its EEO obligations. It is also the policy of this company to provide reasonable accommodations for qualified disabled individuals.

#### **EEO Officer Notification and Contact Information**

The Equal Employment Opportunity Officer for Seravalli, Inc. is Martin MacGregor. He may be contacted in writing at 10059 Sandmeyer Lane Philadelphia, PA 19116 or calling 215-969-6500 before 5pm or 215-416-3090 for after hours.



EXCAVATION

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SITE DEVELOPMENT

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UTILITY CONSTRUCTION

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

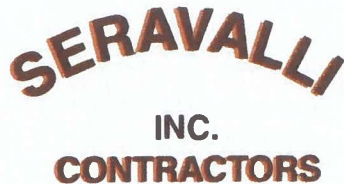
If there are any questions concerning this policy, please contact the Equal Opportunity Officer for Seravalli, Inc. named below:

**MARTIN MACGREGOR  
10059 SANDMEYER LANE, PHILA., PA 19116  
215-969-6500**

**Martin MacGregor, EEO Officer  
Seravalli, Inc.**

Dated: 10-5-22





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EXCAVATION \* SITE DEVELOPMENT \* UTILITY CONSTRUCTION

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**EEO OFFICER NOTIFICATION AND CONTACT INFORMATION**

SERAVALLI, INC. EEO OFFICER IS MARTIN MACGREGOR. HE MAY BE CONTACTED IN WRITING AT 10059 SANDMEYER LANE, PHILADELPHIA, PA 19116 OR BY CALLING 215-969-6500

**COMPLAINT PROCEDURES**

ANY COMPLAINT OF ALLEGED DISCRIMINATION BY THIS COMPANY, ITS SUPERVISORS OR EMPLOYEES OR ANY PERSON OR ORGANIZATION ACTING ON BEHALF OF THE COMPANY, SHOULD BE IMMEDIATELY CALLED TO THE ATTENTION OF THE COMPANY EQUAL EMPLOYMENT OPPORTUNITY OFFICER

**WORK ENVIRONMENT STATEMENT**

IT IS THE POLICY OF SERAVALLI, INC. TO ENSURE AND MAINTAIN A WORKING ENVIRONMENT FREE FROM HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION, AND COERCION AT ALL SITES AND IN ALL FACILITIES AT WHICH OUR EMPLOYEES ARE ASSIGNED TO WORK. THIS POLICY WILL BE RIGIDLY ADHERED TO AT ALL TIMES. ANY VIOLATION OF THIS POLICY SHOULD BE REPORTED IMMEDIATELY TO YOUR SUPERVISOR OR COMPANY EEO OFFICER.

**CERTIFICATION OF NON-SEGREGATED FACILITIES**

SERAVALLI, INC. CERTIFIES THAT ALL FACILITIES AND COMPANY ACTIVITIES ARE NON-SEGREGATED EXCEPT THAT SEPARATE OR SINGLE USER TOILET AND NECESSARY CHANGING FACILITIES MAY BE PROVIDED TO ASSURE PRIVACY.

**TRAINING PROGRAMS AND ENTRANCE REQUIREMENTS NOTICE**

SERAVALLI, INC. PARTICIPATES IN ON-THE-JOB TRAINING PROGRAMS FOR THE HEAVY HIGHWAY CONSTRUCTION INDUSTRY. IF YOU ARE INTERESTED IN DEVELOPING A SKILL OR CRAFT, PLEASE CONTACT MARTIN MACGREGOR AT 215-969-6500. HE WILL EXPLAIN THE PROGRAM. THE ONLY REQUIREMENT IS THAT YOU HAVE THE DESIRE AND ABILITY TO DEVELOP A SKILL IN THE CRAFT IN WHICH YOU ARE INTERESTED

**UNIONS DISSEMINATING EEO COMMITMENTS AND RESPONSIBILITIES  
AND REQUESTING THEIR COOPERATION NOTICE**

SERAVALLI, INC. WILL CONTINUE TO MAKE OUR COMPANY EEO POLICY KNOWN TO THE EMPLOYMENT ENTITIES WITH WHOM WE DEAL AND IN OUR EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT WILL BE HIRED, UPGRADED, PROMOTED OR ADVANCED, DEMOTED, TRANSFERRED, RECRUITED, LAID-OFF OR TERMINATED, COMPENSATED AND TRAINED WITHOUT REGARD TO THEIR RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, AGE OR DISABILITY. WE WILL REQUEST COOPERATION OF THE ENTITIES WITH WHOM WE DEAL TO ASSIST OUR COMPANY IN MEETING ITS EEO OBLIGATIONS. IT IS ALSO THE POLICY OF THIS COMPANY TO PROVIDE REASONABLE ACCOMODATIONS FOR QUALIFIED DISABLED INDIVIDUALS.





EXCAVATION

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SITE DEVELOPMENT

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UTILITY CONSTRUCTION

**MINORITY AND FEMALE REFERRAL NOTICE**

SERAVALLI, INC. STRONGLY ENCOURAGES THE HELP OF ALL EMPLOYEES IN REFERRING MINORITY AND FEMALE APPLICANTS FOR EMPLOYMENT. IF YOU KNOW A MINORITY AND/OR FEMALE WHO IS SEEKING EMPLOYMENT, PLEASE REFER THEM TO MARTIN MAC GREGOR AT 215-969-6500.

A handwritten signature in cursive script that reads "Martin MacGregor".  
\_\_\_\_\_  
Martin MacGregor, EEO Officer  
Seravalli, Inc.

Dated: 10-5-22