

CITY OF EVANSTON
Exhibit F - LOCAL EMPLOYMENT PROGRAM (LEP) COMPLIANCE
DETAILED INSTRUCTIONS
“HOW TO COMPLY”

CITY OF EVANSTON LEP POLICY

In an effort to increase hiring of economically disadvantaged Evanston residents, the City of Evanston’s Local Employment Program (LEP) Ordinance, Section 1-17-1 (C) of the Evanston City Code, was created. The intent of the LEP is to have qualified Evanston Residents employed at the construction site as laborers, apprentices and journeymen in such trades as electrical, HVAC, carpentry, masonry, concrete, finishing, truck drivers and other construction occupations necessary for the project.

- MY TOTAL BID, INCLUDING ALL ALTERNATES IS **UNDER** \$250,000....
 - DOES LEP APPLY – **NO**
 - COMPLETE LOCAL EMPLOYMENT PROGRAM COMPLIANCE EXHIBIT IS **MANDATORY** OPTION ONE:
 - My total bid, including all alternates, is under \$250,000, and the LEP does not apply
 - SIGN, DATE EXHIBIT F AND RETURN WITH SUBMITTAL.

- MY TOTAL BID, INCLUDING ALL ALTERNATES IS **OVER** \$250,000....
 - DOES LEP APPLY – **YES**
 - COMPLETE LOCAL EMPLOYMENT PROGRAM COMPLIANCE EXHIBIT (*IF OPTION ONE ABOVE DOES NOT APPLY, YOU MUST SELECT EITHER OPTION TWO OR THREE BELOW)

MANDATORY OPTION TWO:

- My total bid, including all alternates, is over \$250,000, and I shall comply with the LEP by employing Evanston residents (residing in zip codes 60201 and 60202) for at least 15% of all hours worked at the construction site by construction trade workers.

OR

MANDATORY OPTION THREE:

- My total bid, including all alternates, is over \$250,000, and I will seek a waiver on a portion or all of the LEP requirements on this contract. Complete next section “Request for a Waiver” below.
- **ESTIMATED TOTAL LABOR** - Fill in project estimated labor costs:
 - Estimated total labor cost = _____ 15% of total labor cost = _____

➤ **REQUEST FOR A WAIVER** –Complete the following questions 1-5 (Additional Waiver Information follows questions):

1. Indicate percentage of total construction hours to be performed by Evanston residents:

2. Briefly describe why a waiver is requested. Attach additional sheets if necessary:

3. In accordance with the Local Employment Program [M/W/EBE's Local Employment Program - Business | City of Evanston](#), did you utilize the attached City of Evanston local resident database to search for workers: _____ If no, why not?

4. In accordance with the Local Employment Program, did you place an ad in a local newspaper notifying Evanston residents of employment opportunities (if yes, attach copy of newspaper ad and certification): _____
5. If utilizing union labor, did you contact in writing Chicagoland labor unions to request a resident for employment on the project (if yes, attach documentation of contacts): _____

➤ **ADDITIONAL WAIVER INFORMATION:**

- Waiver request is based on Total Construction hours of work to be performed by Evanston residents.
- Attach a description describing why a waiver is requested.
- LEP local resident database is available by contacting, Purchasing Office or Business Workforce Development Coordinator.
*PLEASE NOTE: THE CITY DOES NOT MAKE ANY CLAIMS OR WARRANTIES AS TO THE QUALIFICATIONS OF POTENTIAL EMPLOYEES, THE QUALITY OF THEIR PAST JOB PERFORMANCE, OR THE QUALITY OF THEIR FUTURE PERFORMANCE ON ANY JOB FOR WHICH THEY ARE REFERRED OR SELECTED.
- Attach a description describing the Bidder's efforts to secure Evanston residents prior to bid opening.

➤ **SIGN, DATE EXHIBIT F AND RETURN WITH SUBMITTAL.**

FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION OUTLINED ARE GROUNDS TO CAUSE THE BID TO BE DETERMINED NON-RESPONSIVE AND REJECTED.

Additional detailed LEP information is available on the City of Evanston website at [M/W/EBE's Local Employment Program - Business | City of Evanston](#): 847-866-2935; Tammi Turner, Purchasing Manager, tturner@cityofevanston.org; Sharon Johnson, Business Workforce Compliance Coordinator, shjohnson@cityofevanston.org.