

Pre-Construction Meeting

My name is **Kim Griner** and I represent Bowling Green State University. My purpose is to inform you of your responsibilities as they relate to Ohio's commitment to affirmative action in the construction industry.

As the EEO Construction Compliance Officer for Bowling Green State University, it is my goal to ensure that contractors comply with Ohio Administrative Code 123:2-3 through 2-9, Governor's Executive Order 1972, Section 408 and the covenants contained in the Standard Bid Conditions for construction.

- The employment utilization goal for this project is 9% minority and 6.9% female utilization per trade. All attempts to recruit minority and female construction trade personnel shall be documented.
- Prior to the award of a state or state assisted contract, the contractor shall possess a valid Certificate of Compliance with an affirmative action programs for the Equal Opportunity Division (Ohio Revised Code 9.47).
- Pursuant to Ohio Administrative code 123: 2-9, each contractor and subcontractor is required to submit a Monthly Utilization Workhour Report (Input Form-29) for your statewide workforce on a monthly basis while performing on a state or state assisted project. The input Form-29 is required to be submitted by the 10th of each month to the Equal Opportunity Division, 30 E. Broad Street, 18th Floor, Columbus, OH 43215.
- Both prime contractors and subcontractors shall post the following on the jobsite: EEO posters, contractors' EEO & Sexual Harassment policies.
- In addition to the project review conducted by our agency, your company may be selected by the Equal Opportunity Division for a compliance review/desk audit if your company's contract is \$50,000 and you employ 50 employees or have a contract of \$500,000 regardless of the size of your company.

Should you have any questions about the above statements please feel free to contact me at Bowling Green State University at **419-372-8410** or email me **kgriner@bgsu.edu**

Project Name

Purchase Order Number, BID Number

Company Name

Phone Number

Company's Representative

Date

Please sign and return this document to the agency construction compliance officer at the end of the Pre-Construction Meeting.