

LOCAL HIRE AND APPRENTICE LANGUAGE AND FORM

INSTRUCTIONS TO BIDDERS

Bids, to receive consideration, shall be made in accordance with the following instructions.

Local Hire: San Joaquin County has adopted a policy goal to strongly encourage local hire and apprenticeship participation in the construction workforce in accordance with Board of Supervisors policy. Bidder's attention is directed to the following provisions relating to this policy:

- a. For purposes of this policy only, the definition of contractor is limited to the total workforce of the prime or principal contractor and all subcontractors who will work in San Joaquin County under the construction contract.
- b. A "local hire" is defined as an employee whose residence is within San Joaquin County at the time of opening bids for the project.
- c. Bidders are to complete the "Bidder Local Hire Information Form and Checklist".

With respect to application of the local hire policy, bidders attention is directed to the following:

1. San Joaquin County Board of Supervisors hereby adopts a policy to strongly encourage, within the constraints of federal and state law, the employment of County residents on County funded construction projects.
2. Bidders on construction projects will be required to complete a Local Hire Information Form to be submitted with construction bids in excess of \$200,000, which indicates the bidder's effort to employ local hire.
3. In the event that two or more bids are the same and the lowest, the County shall award the contract in accordance with the best intended effort of the bidder to employ local residents as indicated on the bidder Local Hire Information Form.
 - a. Contracts estimated by the County to be less than \$200,000 do not have a local hire goal.
 - b. Contracts estimated by the County to cost \$200,000 or more require the successful bidder to demonstrate their attempts to employ local hire.

Apprenticeship Program: Unless such provision would conflict with a state or federal law or regulation applicable to a particular contract for a public works project, County contracts for public works in excess of \$200,000 shall contain provisions pursuant to which each contractor or subcontractor shall make a good faith effort to employ apprentices who are enrolled in and participating in a apprenticeship program serving the San Joaquin County and approved by the State Department of Apprenticeship Standards. This apprenticeship requirement shall apply for each apprenticable craft or trade in which the contractor employs workers in performing any of the work under the contract. A contractor may evidence its good faith effort by complying with California Labor Code Section 1777.5 and the implementing regulations and seeking apprentices from apprenticeship programs serving the San Joaquin County.

A contractor employing apprentices pursuant to this section shall employ apprentices in a ratio consistent with the provisions of the California Labor Code or Federal requirements as applicable for federal aid contracts.

This section shall not be construed to exempt a contractor from any other applicable requirement imposed upon the contractor by federal or state law.

**BIDDER LOCAL HIRE
INFORMATION FORM AND CHECKLIST**

Project Name: _____

Bidder's Name: _____

Bid Amount \$: _____

Address: _____

Bid Opening Date: _____

*Bidders are required to submit
this Form and Checklist with their
bid.*

| LOCAL HIRE INFORMATION | YES | NO |
|---|------------|-----------|
| Bidder agrees to attempt to employ local hire in their workforce and the workforce of their subcontractors. | | |
| Bidder agrees to purchase at least one display ad in a newspaper of general circulation in San Joaquin County announcing job opportunities on the construction project and encouraging local residents to apply. | | |

Contractor intends to secure his workforce from the following sources: (Please Describe)

Signature of Bidder

Date

(Area Code) Telephone

LOCAL HIRE INFORMATION CHECKLIST
COUNTY OF SAN JOAQUIN

Check all boxes that will apply if you are awarded a contract:

- Place a valid job order for existing and projected position vacancies with the local office of the State Employment Development Department, for no less than 10 consecutive calendar days.
- Place a valid job order for existing and projected position vacancies with Worknet of San Joaquin County, for no less than 10 consecutive calendar days.
- Advertise existing and projected position vacancies, job informational meetings, job application workshops, and job interviews by posting notices which identify the position(s) to be filled, the qualifications required, and where to obtain additional information about the application process, in conspicuous local authorized public places, including but not limited to post offices and libraries.
- Conduct a job informational meeting to inform the community of employment opportunities of the contractor (may be combined with other contractors).
- Provide ongoing assistance to residents of San Joaquin County in completing job application forms.
- Conduct a job application workshop to assist the community in applying and interviewing for jobs in the contracting industry (may be combined with other contractors).
- Conduct job interviews within San Joaquin County.
- Advertise valid existing and projected position vacancies through the local media, such as community television network, local newspapers of general circulation, and trade papers or minority focus newspapers.
- Any other means of obtaining employees who reside within San Joaquin County that are reasonably calculated to comply with the goals of this policy. Please describe: _____

If awarded a contract, supporting documentation for all boxes checked must be provided. Sign and submit form and checklist with your bid.

I declare the above information is true and accurate and submitted under penalty of perjury.

By my signature below, I acknowledge that I will meet the requirements of the County's Local Hire Policy.

Owner/Authorized Representative (Signature)

Name of Firm

Name and Title (Print)
