

PROPOSAL
FOR
SOIL REMEDIATION PROJECT
AT FORMER BERK OIL SITE
CIP NO. 3927
IN THE CITY OF BELL GARDENS

TO THE CITY OF BELL GARDENS, as AGENCY

In accordance with AGENCY'S Notice Inviting Sealed Bid, the undersigned BIDDER hereby proposes to furnish all materials, equipment, tools, labor and incidentals required for the above-stated project as set forth in the Plans, Specifications, and contract documents therefor, and to perform all work in the manner and time prescribed therein.

BIDDER declares that this proposal is based upon careful examination of the work site, Plans, Specifications, Instruction to Bidders and all other contract documents. If this proposal is accepted for award, BIDDER agrees to enter into a contract with AGENCY at the unit and/or lump-sum prices set forth in the following Bid Schedule. BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to AGENCY of the guarantee accompanying this proposal.

BIDDER understands that a bid is required for the entire work that the estimated quantities set forth in the Bid Schedule are solely for the purpose of comparing bids and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed. THE AGENCY RESERVES THE RIGHT TO INCREASE OR DECREASE THE AMOUNT OF ANY QUANTITY SHOWN AND TO DELETE ANY ITEM FROM THE CONTRACT. It is agreed that the unit and/or lump-sum prices bid include all appurtenant expenses, taxes, royalties, and fees. In the case of discrepancies in the amounts bid, unit prices shall govern over extended amounts, and words shall govern over figures.

If awarded the Contract, the undersigned further agrees that in the event of the BIDDER'S default in executing the required contract and filing the necessary bonds and insurance certificates by the dates established by the agency after the AGENCY'S notice of award of contract to the BIDDER, the proceeds of the security accompanying this bid shall become the property of the AGENCY and this bid and the acceptance hereof may, at the AGENCY'S option, be considered null and void.

BID SCHEDULE

FOR

**SOIL REMEDIATION PROJECT
AT FORMER BERK OIL SITE
CIP NO. 3927**

IN THE CITY OF BELL GARDENS

The undersigned declares that he/she has carefully examined the location of the proposed work, that he/she has examined the specifications and read the accompanying instructions to bidders, and hereby proposes to do all the work in accordance with said specifications for the amounts set forth below:

Construct improvements as reiterated above, located in the City of BELL GARDENS, California, in accordance with the specifications for the unit price set forth in the following Base Bid Schedule:

(BASE BID SCHEDULE ON NEXT PAGE)

BASE BID SCHEDULE: SOIL REMEDIATION PROJECT AT FORMER BERK OIL SITE

Item No.	Description	Estimated Quantity	Unit	Unit Price \$	Extended Amount \$
A.	Submittals and Work Plans				
A.1	Prepare Health and Safety Plan	1	LS	\$2,400.00	\$2,400.-
A.2	Prepare Soil Management Plan	1	LS	\$2,400.-	\$2,400.-
A.3	Prepare Transportation Plan	1	LS	\$2,400.-	\$2,400.-
A.4	Prepare Site-Specific Decontamination Plan	1	LS	\$2,400.-	\$2,400.-
A.5	Prepare Site-Specific Dust Control and Monitoring Plan	1	LS	\$2,400.-	\$2,400.-
A.6	Prepare Construction Management Plan	1	LS	\$2,400.-	\$2,400.-
	Subtotal				\$14,400.00
B.	Mobilization and Site Preparation				
B.1	Mobilization	1	LS	\$250,000	\$250,000.-
B.2	Install Driven Post Chain Link Fencing and Windscreen – 6 Feet High	370	LF	\$90.-	\$33,300.-
B.3	Install Caltrans Chain Link Fence and Windscreen	580	LF	\$90.-	\$52,200.-
B.4	Provide and Install Environmental Controls (stormwater BMPs, dust control, decontamination station) and H&S Monitoring	1	LS	\$50,000.-	\$50,000.-
B.5	Demolish Existing Site Concrete Paving and Recycle/Dispose	27,300	SF	\$250	\$68,250.-
B.6	Demolish Existing Site Asphalt Paving and Recycle/Dispose	5,300	SF	\$1.75	\$9,275. ^(KM) 9,275.-
B.7	Site Clearing and Debris Removal	1	LS	\$35,000.-	\$35,000.-
B.8	Surveying	1	LS	\$56,000.-	\$56,000.-
B.9	Site Security	1	LS	\$30,000.-	\$30,000.-
	Subtotal				\$584,025.-
C.	Excavation and Disposal				
C.1	Operate and monitor Environmental Controls (stormwater BMPs, dust control, decontamination station) and H&S Monitoring	1	LS	\$265,000.-	\$265,000.-
C.2	Excavate 2 to 6 Feet Deep and Load Soil	8,060	BCY	\$21.-	\$169,260.-

Item No.	Description	Estimated Quantity	Unit	Unit Price \$	Extended Amount \$
C.3	Transportation and Disposal of RCRA-Haz Soil	2,507	tons	\$ 150.-	\$ 376,050.-
C.4	Transportation and Disposal of Cal-Haz Soil	1,123	tons	\$ 115.-	\$ 129,145.-
C.5	Transportation and Disposal of Non-Hazardous Soil	10,878	tons	\$ 66.-	\$ 717,948.-
	Subtotal				\$ 1,651,403.-
D	Site Restoration				
D.1	Provide, Backfill, and Compact Import Fill	8,060	BCY	\$ 29.-	\$ 233,740.-
D.2	Temporary Gravel Surfacing - 3 inch thick	187,000	SF	\$ 1.-	\$ 187,000.-
D.3	Demobilize from Site	1	LS	\$ 4,000.-	\$ 4,000.-
	Subtotal				\$ 424,740.-
				TOTAL AMOUNT BASE BID IN FIGURES:	\$ 2,680,568.-

TOTAL AMOUNT IN WORDS BASE BID: Two Million Six Hundred Eighty Thousand Five Hundred Sixty-Eight Dollars and zero cents DOLLARS.

 Griffith Company
 Company Name


 Bidder's Signature
 Ky McLeod, Chief Estimator

IN CASE OF DISCREPANCY BETWEEN THE WORDS AND FIGURES, THE WORDS SHALL PREVAIL.

If the City determines to award a contract for this Base Bid, the City's determination will be based on the best interest of the City.

The Contractor shall complete all work in every detail within seventy (70) working days (for Base Bid) comprised of twenty (20) workings days for work plans and other submittals, five (5) working days for mobilization, forty (40) working days for construction, and five (5) working days for demobilization after the effective date in the Notice-to-Proceed with the Work to be issued by the CITY.

DESIGNATION OF SUBCONTRACTORS

(Complete subcontractor information below shall be submitted with the Sealed bid)

BIDDER proposes to subcontract certain portions of the work that are in excess of one-half of 1 percent of the total amount bid or \$10,000, whichever is greater, as follows:

Name:	<u>Crown Fence</u>
Address:	<u>11922 Bloomfield Avenue, Santa Fe Springs, CA 90670</u>
Telephone No.:	<u>562-864-5177</u>
State License No:	<u>1315</u>
DIR Registration No:	<u>1000005330</u>
Portion of Work:	<u>Fencing</u>
Name:	_____
Address:	_____
Telephone No.:	_____
State License No:	_____
DIR Registration No:	_____
Portion of Work:	_____
Name:	_____
Address:	_____
Telephone No.:	_____
State License No:	_____
DIR Registration No:	_____
Portion of Work:	_____
Name:	_____
Address:	_____
Telephone No.:	_____
State License No:	_____
DIR Registration No:	_____
Portion of Work:	_____

Prior to award of contract, Contractor shall submit a list of suppliers and vendors, in writing, to the City Engineer.

REFERENCES

BIDDER shall provide the names, addresses, and telephone numbers for three private entities and/or public agencies (consisting of cities or counties), for which BIDDER has performed similar SOIL REMEDIATION WORK for a contract amount greater than or equal to \$1,000,000 within the past 5 years, and may included in-progress projects.

1. City of Inglewood - 1 West Manchester Blvd., Suite 300, Inglewood, CA 90301
Name and Address of Owner

Thomas Lee - (310)412-5333

Name and telephone number of person familiar with project
\$5,480,191.55 / Onsite treatment of 75,000 tons of metals / Dec. 2020
impacted soil, treated to a nonhazardous waste
Contract amount Type of work Date completed

2. Los Angeles County Metropolitan Transportation Authority -
One Gateway Plaza, Los Angeles, CA 90012

Name and Address of Owner

Niraj Vora - (213)418-3274

Name and telephone number of person familiar with project
\$91,085,511.00 / Onsite treatment of Non RCRA hazardous soil treated / March, 2025
to nonhazardous levels Identification and removal of
Illegal dumps and resulting hazardous materials
Contract amount Type of work Date completed

3. City of Los Angeles - 7301 World Way West, 10th Floor, Los Angeles, CA 90045
Name and Address of Owner

Richard Morales - (310)877-1131

Name and telephone number of person familiar with project
\$3,268,674.97 / Removal and disposal of various stockpile / Oct. 2022
materials, at Los Angeles International Airport.
Contract amount Type of work Date completed

BIDDER shall provide the names, addresses, and telephone numbers of all brokers and sureties from whom BIDDER intends to procure insurance and bonds for the work:

Surety Broker: Alliant Insurance, 18100 Von Karman Ave. 10th Floor, Irvine, CA 92612
Contact: Heather Saltarelli, PH: 949-660-5966, FX: 949-809-1440, HSaltarelli@Alliant.com

Surety: Liberty Mutual Insurance, 790 The City Drive South, Suite 200, Orange, 92868
Contact: Mike Forman, Ph.: 714-634-5719, Michael.Forman@libertyMutual.com

Insurance Broker: Alliant Insurance Services: 333 South Hope Street, Suite 3750 Los Angeles, CA 90071
Contacts: Starlene Carranza (scarranza@alliant.com, Ph.: 213-406-8750), Ryan Griffiths
(Ryan.Griffiths@alliant.com, Ph.: 213-270-0155), Lenessa.Weatherford@alliant.com

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

BIDDER certifies that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any AGENCY, State or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

AFFIRMATIVE ACTION CERTIFICATION

BIDDER certifies that affirmative action has been taken to seek out and consider minority business enterprises for those portions of the work to be subcontracted, and that such affirmative actions have been fully documented, that said documentation is open to inspection, and that said affirmative action will remain in effect for the life of any contract awarded hereunder. Furthermore, BIDDER certifies that affirmative action will be taken to meet all equal employment opportunity requirements of the contract documents.

NONCOLLUSION AFFIDAVIT

BIDDER declares that the only persons or parties interested in this proposal as principals are those named herein; that no officer, agent, or employee of the AGENCY is personally interested, directly or indirectly, in this proposal; that this proposal is made without connection to any other individual, firm, or corporation making a bid for the same work and that this proposal is in all respects fair and without collusion or fraud.

BIDDER'S INFORMATION

BIDDER certifies that the following information is true and correct:

Bidder's Name Griffith Company

Business Address 12200 Bloomfield Ave. Santa Fe Springs, CA 90670

Telephone 562-929-1128

State Contractor's License No. and Class 88 / A,B,C-8,C12,C22,C27,C-31,HAZ

Original Date Issued 9/24/1929 Expiration Date 9/30/2024

The following are the names, titles, addresses, and telephone numbers of all individuals, firm members, partners, joint ventures, and/or corporate officers having a principal interest in this proposal (use additional 8 1/2" x 11" sheets if needed):

- Jaimie R. Angus, CEO / President - 3050 E. Birch Street, Brea, Ca. 92821 – 714.984.5500
- Ryan J. Aukerman, Executive Vice President – 3050 E. Birch Street, Brea, Ca. 92821 – 714.984.5500
- Esteban A. Ruelas, CFO / Vice President / Corp. Sec. / Treas. – 3050 East Birch Street, Brea, Ca. 92821 – 714.984.5500
- Lucas J. Walker, Vice President / Regional Manager – 12200 Bloomfield Ave., Santa Fe Springs, Ca. 90670 – 562.929.1128
- Tracey A. Novak, Assistant Secretary – 12200 Bloomfield Ave., Santa Fe Springs, Ca. 90670

The date or any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal, or any firm, corporation, partnership or joint venturer of which any principal having an interest in this proposal was an owner, corporate officer, partner or joint venturer are as follows:

N/A

All current and prior DBA's, alias, and/or fictitious business names for any principal having an interest in this proposal are as follows:

N/A

IN WITNESS WHEREOF, BIDDER executes and submits this proposal with the names, title, hands, and seal of all forenamed principals this 3rd day of June, 2024.

BIDDER Griffith Company

The undersigned declares under penalty of perjury under the laws of the State of California that the representations made hereto are true and correct.



Signature of Contractor's Representative

Ky McLeod

Printed Name

Chief Estimator

Title

Subscribed and sworn to this _____ day of _____, 20____.

NOTARY PUBLIC _____

CALIFORNIA JURAT WITH AFFIANT STATEMENT

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-5 to be completed only by document signer[s], *not* Notary)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Signature of Document Signer No. 1 _____ Signature of Document Signer No. 2 (if any) _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

State of California
 County of Orange

Subscribed and sworn to (or affirmed) before me on this
3 6, 2024, by
Date Month Year
 (1) Ky McLeod
 (and (2) _____),
Name(s) of Signer(s)



proved to me on the basis of satisfactory evidence to be the person who appeared before me.)

Signature Sara Kolbeck
Signature of Notary Public
 Sara Kolbeck, Notary Public

Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Proposal - Soil Remediation -COBG
 Document Date: _____ Number of Pages # _____
 Signer(s) Other Than Named Above: _____

RIGHT THUMBPRINT OF SIGNER #1	RIGHT THUMBPRINT OF SIGNER #2
Top of thumb here	Top of thumb here

PROPOSAL GUARANTEE
BID BOND
FOR
SOIL REMEDIATION PROJECT
AT FORMER BERK OIL SITE
CIP NO. 3927
IN THE CITY OF BELL GARDENS

KNOW ALL PERSONS BY THESE PRESENTS that Griffith Company, as BIDDER, and Liberty Mutual Insurance Company, a corporation organized and existing under the laws of the State of Massachusetts, and duly authorized to transact business under the laws of the State of California, as SURETY, are held and firmly bound unto the City of Bell Gardens, as AGENCY, in the penal sum of Ten Percent of the Total Amount Bid Dollars (\$ 10% of Bid), which is ten (10) percent of the total amount bid by BIDDER to AGENCY for the above-stated project, for the payment of which sum, BIDDER and SURETY agree to be bound, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, whereas BIDDER is about to submit a bid to AGENCY for the above-stated project, if said bid is rejected, or if said bid is accepted and a contract is awarded and entered into by BIDDER in the manner and time specified, then this obligation shall be null and voided, otherwise it shall remain in full force and effect in favor of the AGENCY.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this 30th day of May, 2024.

BIDDER* Griffith Company - 12200 Bloomfield Avenue, Santa Fe Springs, CA 90670 (562) 929 - 1128


Ky McLeod, Chief Estimator

SURETY* Liberty Mutual Insurance Company - 790 The City Drive South, #200, Orange, CA 92868 (714) 634 - 5722



Heather Saltarelli, Attorney-in-Fact 18100 Von Karman Ave., 10th Floor, Irvine, CA 92612 (949) 756 - 0271

Subscribed and sworn to this _____ day of _____, 20____.

NOTARY PUBLIC See Attached Notary Acknowledgment

* Provide BIDDER/ADMITTED SURETY name, address, title and telephone number and the name, title, address, and telephone number of authorized representative.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

State of California }
County of Orange }

On June 3, 2024 before me, Sara Kolbeck, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Ky McLeod
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Place Notary Seal Above

Signature Sara Kolbeck
Signature of Notary Public

OPTIONAL

Though the section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Bid Bond - Soil Remediation CO Bell Gardens

Document Date: _____ Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: Ky McLeod

Corporate Officer -- Title(s): _____

Individual

Partner --- Limited General

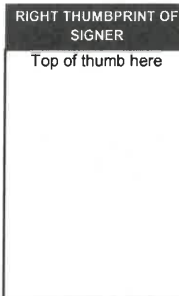
Attorney in Fact

Trustee

Guardian or Conservator

Other: Authorized Signer/Senior Estimator

Signer is Representing: _____
GRIFFITH COMPANY



Signer's Name: _____

Corporate Officer -- Title(s): _____

Individual

Partner --- Limited General

Attorney in Fact

Trustee

Guardian or Conservator

Other: _____

Signer is Representing: _____



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)

On MAY 30 2024 before me, Harrison Yoshioka, Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Heather Saltarelli
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Harrison Yoshioka
Signature of Notary Public
Harrison Yoshioka, Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
Corporate Officer -- Title(s): _____
Partner -- Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other: _____

Signer's Name: _____
Corporate Officer -- Title(s): _____
 Partner -- Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
Other: _____

Signer Is Representing: _____

Signer Is Representing: _____



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8209664-977460

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Jeri Apodaca, Kevin Cathcart, Vanessa Copeland, Reece Joel Diaz, Maria Guise, Terah Lane, Eric Lowey, Kim Luu, Leigh McDonough, Michael D. Parizino, Lisa Pellerito, Rachelle Rheault, Mark Richardson, Heather Saltarelli, James Schaller

all of the city of Irvine state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 23rd day of March, 2023.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 23rd day of March, 2023 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this MAY 30, 2024 day of



By: Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

BIDDER'S VIOLATION OF LAW/SAFETY QUESTIONNAIRE

In accordance with Government Code Section 14310.5, the BIDDER shall complete, under penalty of perjury, the following questionnaire.

QUESTIONNAIRE

Has the Bidder, any officer of the bidder or any employee of the Bidder who has a proprietary interest in the Bidder ever been disqualified, removed or otherwise prevented from bidding on or completing a Federal, State or local government project because of a violation of law or a safety regulation?

Yes _____

No _____

If the answer is yes, explain the circumstances in the space provided.

Note: This questionnaire constitutes a part of the Proposal, and a signature portion of the Proposal shall constitute signature of this questionnaire.

CORPORATE OFFICE
 3050 E. Birch Street
 Brea, CA 92821
 [714] 984-5500
 Fax [714] 854-9754

SOUTHERN REGION
 12200 Bloomfield Avenue
 Santa Fe Springs, CA 90670
 [562] 929-1128
 Fax [562] 864-8970

CENTRAL REGION
 1128 Carrier Parkway Avenue
 Bakersfield, CA 93308
 [661] 392-6640
 Fax [661] 393-9525

SAN DIEGO OFFICE
 10660 Scripps Ranch Blvd
 Suite 100
 San Diego, CA 92123
 [619] 298-2089

CONCRETE DIVISION
 12200 Bloomfield Avenue
 Santa Fe Springs, CA 90670
 [562] 929-1128
 Fax [562] 929-7116

LANDSCAPE DIVISION
 3050 E. Birch Street
 Brea, CA 92821
 [714] 984-5500
 Fax [714] 854-7843

UNDERGROUND DIVISION
 3050 E. Birch Street
 Brea, CA 92821
 [714] 984-5500
 Fax [714] 854-0226

STRUCTURE DIVISION
 3050 E. Birch Street
 Brea, CA 92821
 [714] 984-5500
 Fax [714] 854-0227

ENVIRONMENTAL DIVISION
 12200 Bloomfield Avenue
 Santa Fe Springs, CA 90670
 [562] 929-1128
 Fax [562] 864-8970

MATERIALS DIVISION
 3050 E. Birch Street
 Brea, CA 92821
 [714] 984-5500
 Fax [714] 854-7843

www.griffithcompany.net

CA Contractors
 License #88

NV Contractors
 License #78888

AZ Contractors
 License #292209



**GRIFFITH
 COMPANY**

GRIFFITH COMPANY LICENSE CERTIFICATE

I certify under penalty of perjury under the laws of the State of California that the following is true and correct.

88

State Contractor's License No.

Lucas Walker, Vice President / Regional Manager



**CONTRACTORS
 STATE LICENSE BOARD
 ACTIVE LICENSE**



License Number **88**

Entity **CORP**

Business Name **GRIFFITH COMPANY**

Classification(s) **A B C-8 C12 C27 HAZ C31 C22**

Expiration Date **09/30/2024**

www.csib.ca.gov



GRIFFITH COMPANY

[View Details](#)

Detail:

Registration Number: 1000005611
 Status: Active
 CSLB Number: 88
 Legal Entity Type: Corporation
 Mailing Address: 3050 E BIRCH ST
 BREA
 CA 92821
 Orange
 County: Orange
 Craft: Carpenter; Cement Mason; General Engineering; Laborer; Landscape; Operating E...
 Email: srueias@griffithcompany.net

Registration History

Effective Date	Expiration Date
7/1/2022	6/30/2024
7/1/2019	6/30/2022
5/25/2018	6/30/2019
5/8/2017	6/30/2018
6/1/2016	6/30/2017
6/1/2015	6/30/2016
1/14/2015	6/30/2015

Griffith Company is an equal opportunity employer and an employee-owned company.

CORPORATE OFFICE
3050 E. Birch Street
Brea, CA 92821
[714] 984-5500
Fax [714] 854-9754

SOUTHERN REGION
12200 Bloomfield Avenue
Santa Fe Springs, CA 90670
[562] 929-1128
Fax [562] 864-8970

CENTRAL REGION
1128 Carrier Parkway Avenue
Bakersfield, CA 93308
[661] 392-8640
Fax [661] 393-9525

SAN DIEGO OFFICE
13400 Sabre Springs Parkway
Suite 200
San Diego, CA 92128
[658] 727-3501

CONCRETE DIVISION
12200 Bloomfield Avenue
Santa Fe Springs, CA 90670
[562] 929-1128
Fax [562] 929-7116

LANDSCAPE DIVISION
3050 E. Birch Street
Brea, CA 92821
[714] 984-5500
Fax [714] 854-7843

UNDERGROUND DIVISION
3050 E. Birch Street
Brea, CA 92821
[714] 984-5500
Fax [714] 854-0226

STRUCTURE DIVISION
3050 E. Birch Street
Brea, CA 92821
[714] 984-5500
Fax [714] 854-0227

ENVIRONMENTAL DIVISION
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[562] 929-1128
Fax [562] 864-8970

MATERIALS DIVISION
3050 E. Birch Street
Brea, CA 92821
[714] 984-5500
Fax [714] 854-7843

www.griffithcompany.net

CA Contractors
License #88

NV Contractors
License #788888

AZ Contractors
License #292209



MEMORANDUM

TO: All Griffith Company Employees
FROM: Griffith Company Board of Directors
Jaimie R. Angus, President & CEO
DATE: March 18, 2024
SUBJECT: Election of Company Officers

Griffith Company Board of Directors is pleased to announce election of the following officers for the 2024 calendar year, effective January 1, 2024:

Jaimie R. Angus:	President and Chief Executive Officer
Ryan J. Aukerman:	Executive Vice President
Esteban A. Ruelas:	Vice President Treasurer and Chief Financial Officer Secretary
Megan M. Stone:	Vice President, HR Director, EEO Officer
Lucas J. Walker:	Vice President Regional Manager
Walter E. Weishaar:	Vice President Regional Manager
Barbara A. Newton:	Assistant Secretary
Tracey A. Novak:	Assistant Secretary

Griffith Company is an equal opportunity employer and an employee-owned company.

BOARD RESOLUTION
AUTHORIZED SIGNERS OF THE CORPORATION
MARCH 18, 2024

BE IT RESOLVED, that any one or more of the Officers of this Corporation are hereby authorized to execute and deliver in the name of this corporation any and all bids, authorizations, contracts, notes, deeds, bonds, stocks, declarations, releases and agreements of any nature or sort whatever.


FURTHER RESOLVED, that any one or more of the following are appointed as authorized signers and hereby authorized to execute and deliver in the name of and behalf of this Corporation any and all bids, authorizations, contracts, certifications, declarations and releases, including: bid bonds, labor and material bonds, performance bonds and stop notice bonds.

Regional Manager, Assistant Regional Manager, Division Manager, Assistant Division Manager,
Area Manager, Chief Estimator, General Counsel, Director of Alternative Delivery Operations,
Director of Business Development and Project Pursuits


FURTHER RESOLVED, that any and all persons, firms, corporations, and other entities shall be entitled to rely on the authority of any one or more of the officers or authorized signers named to bind this Corporation by the execution and delivery of any of the documents or papers set forth hereinabove.

FURTHER RESOLVED, that the authority granted hereby shall not be modified or revoked except by a resolution to that effect passed by the Board of Directors of this Corporation.

FURTHER RESOLVED, that any and all authorization heretofore granted by this Corporation to any officers or authorized signers other than those named, to perform acts in the name of and on behalf of this Corporation similar to the acts authorized above, be and they are hereby revoked, rescinded and annulled.



Esteban A. Ruelas
Secretary




Attest: Jaimie R. Angus
Chairman of the Board


**BOARD RESOLUTION
ELECTION OF OFFICERS
MARCH 18, 2024**

BE IT RESOLVED, that the Board of Directors of Griffith Company elect the following individuals as the Officers of Griffith Company for the 2024 Calendar Year, effective January 1, 2024:

Jaimie R. Angus:	President and Chief Executive Officer
Ryan J. Aukerman:	Executive Vice President
Esteban A. Ruelas:	Vice President Treasurer and Chief Financial Officer Secretary
Megan M. Stone:	Vice President, HR Director, EEO Officer
Lucas J. Walker:	Vice President Regional Manager
Walter E. Weishaar:	Vice President Regional Manager
Barbara A. Newton:	Assistant Secretary
Tracey A. Novak:	Assistant Secretary



Esteban A. Ruelas
Secretary



Attest: Jaimie R. Angus
Chairman of the Board

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License #88

NV Contractors
License #768889

AZ Contractors
License #292209



MEMORANDUM

TO: All Griffith Company Employees
FROM: Griffith Company Board of Directors
Jaimie R. Angus, President & CEO
DATE: March 18, 2024
SUBJECT: Authorized Signers

Griffith Company Board of Directors is pleased to announce that any one or more of the following positions are appointed as authorized signers and hereby authorized to execute and deliver in the name of and behalf of this Corporation any and all bids, authorizations, contracts, certifications, declarations and releases, including: bid bonds, labor and material bonds, performance bonds and stop notice bonds.

Bradley E. Austin	Chief Estimator
Martin M. Carpenter, Jr.	Division Manager
Luis Cervantes	Division Manager
Mark G. Davenport	Division Manager
Jason R. Dennis	Chief Estimator
Miguel Fenley	Division Manager
Dennis P. Gansen	Division Manager
John E. Gutierrez	Director of Business Development and Project Pursuits
Tehseen Khan	Director of Alternative Delivery Operations
Daniel W. Leeper	Assistant Regional Manager
Ky McLeod	Chief Estimator
Scott D. Miles	Chief Estimator
Bradly A. Olson	Area Manager
Ronald B. Pierce	General Counsel
Mac A. Tarrosa	Division Manager
Stephen T. Timm	Assistant Division Manager
Lucas J. Walker	Regional Manager
Ben T. Walnut	Assistant Division Manager
Walter E. Weishaar	Regional Manager

Griffith Company is an equal opportunity employer and an employee-owned company.

**EXECUTIVE ORDER 11246, SECTION 503 AND VEVRAA
AFFIRMATIVE ACTION PLAN (AAP)**

for

Griffith Company

Griffith Company Affirmative Action Plan

January 1, 2024 to December 31, 2024

**AAP FOR FEMALES, MINORITIES, COVERED VETERANS
AND PERSONS WITH DISABILITIES**

AA/EEO Contact: Megan Stone
Vice President/Human Resources Director/EEO Officer
Griffith Company
3050 E. Birch Street
Brea, CA 92821
714-984-5500

AFFIRMATIVE ACTION PLAN GOALS FOR FEMALES, MINORITIES, COVERED VETERANS AND PERSONS WITH DISABILITIES

The overall goal of this Affirmative Action Plan (AAP) is to afford equal employment opportunity for females, minorities, individuals with disabilities and protected veterans.

Under Section 503, we implement this AAP company-wide but can disaggregate by trade and geographical area. We have adopted the utilization goal of 7% employment of qualified individuals. Griffith Company has implemented the voluntary self-identification of disabilities form to be provided to applicants pre-offer, post-offer, and periodically throughout their employment (at least every 5 years).

Under VEVRAA, we implement this AAP company-wide and adopt the national percentage of Veterans in the Civilian Labor Force of 5.4% as a hiring benchmark. Griffith Company has implemented an invitation to self-identify as a protected veteran at the pre-offer stage and at the post-offer stage.

The current goal for the utilization of women is 6.9% of work hours and applies to all of a contractor's construction sites regardless of where the Federal or federally assisted contract is being performed.

The current goals for minorities is dependent on the county or statistical area where the project is located. Griffith Company performs work in the Bakersfield Kern County, Fresno, Tulare, Los Angeles – Long Beach Los Angeles County, Orange County, Riverside County, San Bernardino County and San Diego County. The Minority Goals for these regions ranges from 11.9 to 28.3%.

EEO POLICY & STATEMENT

Griffith Company is an equal opportunity employer. We make employment decisions without regard to race, creed, color, religion, age, sex or gender (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), national origin, ancestry, citizenship status, marital status, physical or mental disability, military service or veterans' status, genetic information, or any other classification protected by applicable federal, state, and local laws and ordinances. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay and other forms of compensation, training, access to facilities and programs, and general treatment during employment.

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy, the employee should bring the matter to the attention of the Equal Employment Opportunity Officer at (714) 984-5500 or Human Resources Department at (714) 984-5527. Griffith Company will promptly investigate the facts and circumstances of any claim this policy has been violated and take appropriate corrective measures. Additionally, Griffith Company has established a confidential and anonymous reporting system. This hotline is currently available by telephone to report issues and events in good faith without fear of retaliation. The toll-free number, available 24/7/365, is 1-877-611-7854. For further information, see Hotline policy in this handbook.

No employee will be subject to, and Griffith Company prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims.

The below policy statement is distributed to all new hires and is reviewed with employees periodically (also available in Spanish):

**EEO means Equal Employment Opportunity.
EEO Officer is Megan Stone.**



Griffith Company affirms the following statement of policy regarding EEO.

In order to provide equal employment opportunities to all qualified persons this company agrees to do the following:

- (1) Recruit, hire, train, and promote persons in all job titles, without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation, or gender identity.
- (2) Base decisions on employment so as to further the principle of equal employment opportunity;
- (3) Ensure that promotion decisions are in accord with principles of equal employment opportunity;
- (4) Ensure that all personnel actions will be administered without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation or gender identity.

If you believe the company is not adhering to this policy, please contact Megan Stone at 714-984-5500 or call the company's confidential hot line: 877-611-7854.

REVIEW OF PERSONNEL PROCESSES
41 C.F.R. §§ 60-250.44(b); 60-300.44(b); 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known covered veterans and employees and applicants with disabilities, regardless of gender or race. Reviews are periodically made of the Company's examination and selection methods to identify barriers to employment, training, and promotion.

- Griffith Company periodically conducts a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of 1) females; 2) minorities; 3) known covered veteran applicants and employees; and 4) applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available. In order to determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of both applicants and employees. In determining the qualifications of a covered veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.
- The company ensures that its personnel processes do not stereotype disabled persons or veterans in a manner which limits their access to jobs for which they are qualified.
- A review of the recruitment and applicant processes will be done mid-year to ensure that applications are being reviewed, applicable logs are being maintained and data is being collected.
- A review of our personnel activities will be conducted at the end of this AAP year.

PHYSICAL AND MENTAL QUALIFICATIONS
41 C.F.R. §§ 60-250.44(c); 60-300.44(c); 60-741.44(c)

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known individuals, regardless of gender, race, covered veterans status, and employees and applicants with qualified disabilities. Reviews are periodically made of the Company's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

The Company's physical and mental job requirements are reviewed to determine whether or not they are job-related and consistent with business necessity and safe performance on the job.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.). Each time a position opens, the essential functions and job requirements are reassessed with the hiring manager to ensure the job description includes all requirements are consistent with business necessity. Existing job descriptions will be reviewed mid-year to ensure that any changes are reflected accordingly.

**REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS
41 C.F.R §§ 60-250.44(d); 60-300.44(d); 60-741.44(d)**

Griffith Company will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. Griffith Company will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

Employees may also contact the following at any time to formally request an accommodation:

Name: Megan Stone
Title: Vice President / Human Resources Director / EEO Officer
Phone: 714-984-5500 Ext 5527
Email: mstone@griffithcompany.net

Name: Randy Franklin
Title: Director of Risk Management and Safety
Phone: 714-984-5500 Ext 5571
Email: rfranklin@griffithcompany.net

CHAPTER E: HARASSMENT
41 C.F.R. §§ 60-250.44(e); 60-300.44(e); 60-741.44(e)

Griffith Company has developed and implemented a set of procedures to ensure that its employees with regard to gender, race, disabilities or Covered Veteran status are not harassed due to those conditions. Below is Griffith sexual harassment policy.

Griffith Company does not tolerate and prohibits discrimination, harassment or retaliation of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of race, religious creed, color, age, sex or gender (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), national origin, ancestry, citizenship status, marital status, mental or physical disability, military service and veteran status, genetic information or any other characteristic protected by applicable federal, state, or local laws and ordinances. Griffith Company is committed to a workplace free of discrimination, harassment and retaliation.

Our management team is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Discrimination Defined

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined

Harassment is defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment

- obscene or vulgar gestures, posters, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender

Retaliation Defined

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

ALL DISCRIMINATION, HARASSMENT AND RETALIATION IS UNACCEPTABLE IN THE WORKPLACE AND IN ANY WORK-RELATED SETTINGS SUCH AS BUSINESS TRIPS AND BUSINESS-RELATED SOCIAL FUNCTIONS, REGARDLESS OF WHETHER THE CONDUCT IS ENGAGED IN BY A SUPERVISOR, CO-WORKER, CLIENT, CUSTOMER, VENDOR, OR OTHER THIRD PARTY.

Reporting Procedures

The following steps have been put into place to ensure the work environment at Griffith Company is respectful, professional, and free of discrimination, harassment and retaliation. If an employee believes someone has violated this policy or our Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of the Human Resources Director at (714) 984-5527 or Equal Employment Opportunity Officer at (714) 984-5500. If either of these individuals is the person toward whom the complaint is directed you should contact any higher level manager in your reporting chain. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the employee should contact Jaimie R. Angus, President and CEO, 3050 E. Birch Street, Brea, CA 92821, 714-984-5500 ext. 5524, jangus@griffithcompany.net immediately. Griffith Company has also established a confidential and anonymous reporting system. This hotline is currently available by telephone to report issues and events without fear of retaliation. The toll-

free number, available 24/7/365, is 1-877-611-7854. (For further information, see Hotline policy in this handbook.)

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Human Resources Director, the Equal Employment Opportunity Officer, or senior management.

Investigation Procedures

Upon receiving a complaint, Griffith Company will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, Griffith Company will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, Griffith Company generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, Griffith Company shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. Griffith Company will inform the Complainant and the accused of the results of the investigation.

Griffith Company will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if Griffith Company determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom Griffith Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including employment termination. In addition to being a violation of this policy, harassment, discrimination or retaliation can also be against the law. Employees who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

* * * *

Remember, we cannot remedy claimed discrimination, harassment or retaliation unless you bring these claims to the attention of management. Please report any conduct which you believe violates this policy.

**EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE
RECRUITMENT**

41 C.F.R. §§ 60-250.44(f); 60-300.44(f); 60-741.44(f)

Based upon the Company's review of its personnel policies as described in Chapter B, the following activities will be implemented or continued to further enhance our affirmative action efforts. All activities are the responsibility of the EEO Officer, Megan Stone.

- Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for individuals of gender, race, covered veterans and individuals with disabilities.
- Include workers with disabilities when employees are pictured in consumer, promotional, or help wanted advertising.
- Disseminate information concerning employment opportunities to job posting sites publications that primarily reach covered veterans and individuals with disabilities.
- Provide information emphasizing job opportunities for individuals of gender, race, covered veterans and individuals with disabilities to all local educational institutions, public and private.
- Inform all recruiting sources, in writing and orally, of the Company's affirmative action policy for individuals of gender, race, covered veterans and individuals with disabilities.
- List with the State Employment Development Department all suitable job openings.
 - The exemptions for posting jobs are when positions are,
 - executive and top management positions,
 - union crafts positions,
 - and positions open for three days or less.
- Griffith Company partners with Circa, a company who assists us in positive outreach to community organizations. We have registered and will post our job opportunities with the State Employment Development Department.
- Send written notification of the Company's affirmative action policy to all subcontractors, vendors, and suppliers requesting appropriate action on their part. This includes their obligation to annually file their EEO Reporting form and VETS-4212 form and, for employers with 50 or more employees and contracts of \$50,000 or more, their obligation to develop a written affirmative action plan.
- Conduct formal briefing sessions with representatives from recruiting sources. Include as part of the briefing sessions, facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the Company's selection process, and recruiting literature. Arrange for referral of applicants, follow up with sources, and feedback on disposition of applicants.

- Participate in veterans "job fairs" and work study programs with Veterans' Administration rehabilitation facilities and schools which specialize in training or educating covered veterans.
- Utilize tools in our applicant tracking system, JazzHR, to monitor the source of applicants to ensure the sources utilized are effective at referring qualified candidates.

INTERNAL DISSEMINATION OF POLICY
41 C.F.R. §§ 60-250.44(g); 60-300.44(g); 60-741.44(g)

In order to gain positive support and understanding for the affirmative action program for individuals of gender, race, covered veterans and individuals with disabilities, Griffith Company will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the EEO Officer, Megan Stone. The following policies and procedures are designed to foster support and understanding from Griffith Company's executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid Griffith Company in meeting its obligations.

- Include the policy in the Griffith's Employee Handbook, Newsletter, letterhead and other in-house publications.
- Conduct special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the President's attitude.
- Schedule training sessions for all employees involved in recruiting, selection, promotion, and other related employment issues for individuals of gender, race covered veterans and individuals with disabilities.
- Discuss the policy thoroughly in both employee orientation and management training programs.
- Inform union officials of the contractor's policy, and request their cooperation.
- Include non-discrimination clauses in all union agreements, and review all contractual provisions to ensure they are non-discriminatory.
- Include articles on accomplishments and special causes of employees which covered women, minorities, veterans and workers with disabilities in Company publications.
- Post the policy on Company bulletin boards, along with the Company's harassment policy which includes protection from harassment on the basis of disability.

AUDIT AND REPORTING SYSTEM
41 C.F.R. §§ 60-250.44(h); 60-300.44(h); 60-741.44(h)

Griffith Company has developed and implemented an audit and reporting system that addresses the following:

- Measures the effectiveness of Griffith Company's overall Affirmative Action Program and whether the company is in compliance with specific obligations.
- Indicates the need for remedial action.
- Measures the degree to which Griffith Company's objectives are being met.
- Whether there are any undue hurdles for individuals of gender, race, individuals with disabilities or other veterans regarding company sponsored educational, training, recreational, and social activities.
- Our plan is to continue to collect voluntary data and do a mid-year utilization analysis by trade for individuals with disabilities. The intent of the mid-year analysis is to monitor our progress and audit the data collection process.

RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. §§ 60-250.44(i); 60-300.44(i); 60-741.44(i)

As part of its efforts to ensure equal employment opportunity to individuals of gender, race, covered veterans and individuals with disabilities, Griffith Company has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the President, Human Resources Director, EEO Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

President

The President is responsible for providing top management support for the Company's AAP. This person annually reaffirms the Company's Equal Employment Opportunity Policy and to make known to all employees and applicants the commitment of Senior Management to EEO and affirmative action. Additional responsibilities include, but are not limited to:

1. Designating appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the Company's AAP. Ensuring that these personnel are identified in writing by name and job title.
2. Ensuring that designated personnel responsible for all AAP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Imparting the personal direction that ensures total involvement and commitment to equal employment opportunity programs through Griffith Company 's AAP.

EEO Officer

The EEO Officer is responsible for overall supervision of the AAP. The EEO Officer ensures through department managers and supervisors that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the EEO Officer's effective work performance. The EEO Officer's responsibilities include, but are not limited to, the following:

1. Presenting all needed recommendations and procedural changes to Senior Management concerning EEO and affirmative action and ensuring that Senior Management is kept informed of the Company's compliance status.
2. Maintaining Company-wide management support and cooperation for the Company's AAP.
3. Collaborating with Senior Management on EEO and AAP issues.
4. Assisting line management in arriving at solutions to EEO/AAP problems.

5. Reviewing results of audit and reporting systems to assess the effectiveness of the Company's AA programs and to direct corrective actions where necessary.
6. Ensuring that the AAP is updated annually company-wide.
7. Providing guidance to managers and supervisors in taking proper action to prevent employees from being harassed in any way, through one-on-one contact, training, and disciplinary action.
8. Ensuring that relevant staff, (i.e., executives, managers, and supervisors) are aware that their work performance is being evaluated in part on the basis of their equal employment opportunity efforts and results.
9. Reviewing the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
10. Conducting periodic audits of: 1) training programs and hiring and promotion patterns to remove impediments to the attainment of AAP goals and objectives, and 2) the Company's sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination. Determine whether known individuals regardless of gender, race, covered veterans and employees with disabilities have had the opportunity to participate in all Company-sponsored educational, training, recreation and social activities.
11. Reviewing all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensuring that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.
12. Ensuring the Company's VETS-4212 form is filed annually.
13. Providing direction to the Company's employees, as necessary, to carry out all actions required to meet the Company's equal employment opportunity and affirmative action commitments.
14. Responsible for the design and effective implementation of the AAP at all establishments.
15. Developing, implementing, and maintaining audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will indicate need for remedial action, determine degree to which goals and objectives have been obtained.
16. Advising management in the modification and development of the Company's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.

17. Identifying problem areas and establishing procedures, goals and objectives to solve these problems.
18. Providing guidelines in the development, preparation, and implementation of career counseling programs for known covered veterans and employees with disabilities.
19. Conducting periodic audits to ensure all required posters and those advertising the Company's equal employment opportunity policies and AAP, as well as the Invitation to Self-Identify for individuals of all gender, race, covered veterans and individuals with disabilities, are displayed and that the Company's equal employment opportunity and AAP policies are being thoroughly communicated.
20. Developing policy statements, affirmative action programs, internal and external communication techniques.
21. Assisting line management in arriving at solutions to problems.
22. Serving as the liaison between Griffith Company and enforcement agencies.
23. Serving as the liaison between Griffith Company and organizations and community action groups for covered veterans and persons with disabilities as well as minority/gender groups, in addition to ensuring that representatives are involved in community service programs of local organizations for covered veterans and persons with disabilities.
24. Keeping management informed of the latest developments in the equal employment opportunity area.
25. Reviewing, reporting on, and updating the AAP annually in accordance with stated policy. Informing employees and applicants of significant changes.
26. Working closely with the HR Director and department managers and supervisors in coordinating the effective implementation of all identified affirmative actions.
27. Assisting in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.
28. Responsible for ensuring overall the Company's compliance with the AAP.

Managers and Supervisors

In their direct day-to-day contact with the Company's employees, managers and supervisors have assumed certain responsibilities to help Griffith Company ensure compliance with equal

employment opportunity programs and effective implementation of the AAP. These include, but are not limited to the following:

1. Adhering to the Company's equal employment opportunity policy.
2. Supporting and assisting the Human Resources and EEO Officer in developing, maintaining, and successfully implementing the AAP.
3. Providing feedback regarding the status of affirmative action programs.
4. Taking action to prevent harassment of employees placed through affirmative action efforts.
5. Assigning employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure.
6. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with the Company's policy.
7. Implementing the internal promotion and transfer of all employees under their supervision consistent with AAP goals and objectives.
8. Assisting in identifying problem areas and providing needed information for establishing and meeting department affirmative action goals and objectives.
9. Seeking and sharing information on feasible accommodations which have been or could be made for known disabilities.

TRAINING

41 C.F.R. §§ 60-250.44(j); 60-300.44(j); 60-741.44(j)

Griffith Company trains all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of gender, race, individuals with disabilities or other veterans to ensure commitment to the company's stated Affirmative Action goals.

DATA COLLECTION ANALYSIS

In accordance with the VEVRAA and Section 503 data collection provisions, Griffith Company has implemented a process to analyze the data collected from applicants and employees, and the records will be retained for a period of three years. All information will be kept confidential and separate from personnel files.

Data collection procedures will be reviewed mid-year to ensure that all necessary practices are still being followed. An analysis of the data received will be done mid-year and end of AAP year.