



## **GENERAL INFORMATION BOOKLET**

**Return the following forms with your contract**

Acknowledgement of EEO Commitment Form

Statement and Acknowledgement Form (SF1413 – Federal  
Projects only)

EXHIBIT 3

## **INTRODUCTION**

This booklet has been compiled to assist all subcontractors and vendors in understanding the policies, procedures, and formats of Straub Construction, Inc. (herein referred to as SCI) to be utilized during this project.

It is intended to be all encompassing and self-explanatory. If, however, questions do arise, then **please contact the appropriate Project Team Member**. Problems/questions requiring research beyond the project Team's Scope of Work will be handled by obtaining the needed information and responding.

**Please route this booklet, or sections of this booklet,  
to the appropriate departments within your  
company.**

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## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Straub Construction, Inc. to observe and comply with the Civil Rights Act (Title VII) of 1964, the Federal Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order No. 11246, the Rehabilitation Act of 1973, the Veterans Readjustment Act of 1974, and all pertinent Executive Orders and regulations regarding equal employment opportunity.

Further, it is our policy to take affirmative action to hire employees without regard to race, creed, color, sex, national origin, age handicap, or because he or she is a disabled veteran or veteran of the Vietnam Era in regard to any position for which the employee or applicant for employment is qualified.

This company will act without discrimination in regard to the above in all employment practices, such as, a) advertising; b) recruitment; c) testing; d) screening; e) hiring; f) selection for training, including apprenticeship; g) upgrading; h) transfer; h) demotion; i) layoff; j) termination; k) rates of pay; l) other forms of compensation, including retirement; or m) overtime. Employees will be judged solely by their qualification for the particular job and will receive equal treatment after employment. None of the company's facilities are to be segregated, classified or limited in any way that would adversely offset the status of an employee.

In accordance with federal regulations, this company will make every good faith effort to fulfill obligations not only for minorities, but it will also establish specific affirmative action programs and standards for women in construction.

Handicapped workers will not be discriminated against because of their handicaps. This company understands that according to federal regulations "a handicap is any impairment which substantially limits one or more of a person's major life activities." In addition to recruiting, hiring and other conditions of employment, this company will take affirmative action in training and in modifying job requirements and facilities for the physically or mentally handicapped to comply with these regulations.

This company cooperates fully with the construction trade unions in the development of programs, including apprenticeship to assure qualified minority persons, women, the handicapped, disabled veterans or veterans of the Vietnam Era of equal opportunity for employment in construction trades and that all of the above conditions are met.

The company will take appropriate steps to insure that all employees are advised of our non-discrimination policy and our interest in actively and affirmatively providing equal employment through notices on bulletin boards, notices to unions, notices in office and field offices, publications and work with civic groups.

We will not retaliate against anyone who has opposed employment practices that may be illegal under the Acts or because he or she practices that may be illegal under the Acts or because he or she has testified or participated in any proceedings under the Acts.

Management will continue to be guided and motivated by this policy, and the cooperation of all employees, will actively pursue the goal of equal employment through the company

## ACKNOWLEDGMENT OF EEO COMMITMENT BY SUPPLIER OR SUBCONTRACTOR

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

### EXISTING POLICIES:

Please indicate whether your firm has already developed a written affirmative action program because of previous held contracts or subcontracts subject to Equal Employment Opportunity Clause of Executive Order No. 11246.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Supplier or subcontractor acknowledges receipt of the notice of requirement to undertake affirmative action to overcome any under utilization.

\_\_\_\_\_ We certify that we are eligible to hold government contracts and that we will make every effort to comply with the affirmative action requirements of this contract.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Richard Straub, CEO  
Straub Construction, Inc.  
202 W. College, Suite 201  
Fallbrook, CA 92028

Straub Construction, Inc. Information Booklet  
Exhibit 3

<b>STATEMENT AND ACKNOWLEDGEMENT</b>					OMB No.: <b>9000-0014</b> Expires: 6/30/2014	
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat, (VIR), Regulatory and Federal Assistance Division, GSA, Washington, DC 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0014), Washington, DC 20503.						
<b>PART I – STATEMENT OF PRIME CONTRACTOR</b>						
1. PRIME CONTRACT NO.		2. DATE SUBCONTRACT AWARDED		3. SUBCONTRACT NUMBER		
4. PRIME CONTRACTOR				5. SUBCONTRACTOR		
a. NAME <b>Straub Construction, Inc.</b>				a. NAME		
b. STREET ADDRESS <b>202 West College Street, Suite 201</b>				b. STREET ADDRESS		
c. CITY <b>Fallbrook</b>		d. STATE <b>CA</b>	e. ZIP CODE <b>92028</b>	c. CITY		d. STATE
				e. ZIP CODE		
6. The prime contract <input type="checkbox"/> does, <input type="checkbox"/> does not contain the clause entitled "Contract Work Hours and Safety Standards Act – Overtime Compensation."						
7. The prime contractor states that under the contract shown in item 1, a subcontract was awarded on the date shown in Item 2 to the subcontractor identified in item 5 by the following firm:						
a. NAME OF AWARDED FIRM						
b. DESCRIPTION OF WORK BY SUBCONTRACTOR						
8. PROJECT -				9. LOCATION -		
10a. NAME OF PERSON SIGNING		11. BY <i>(Signature)</i>		12. DATE SIGNED		
10b. TITLE OF PERSON SIGNING <b>SCI, Project Manager</b>						
<b>PART II – ACKNOWLEDGMENT OF SUBCONTRACTOR</b>						
13. The subcontractor acknowledges that the following clause of the contract shown in Item 1 are included in this subcontract:						
Contract Work Hours and Safety Standards Act - Overtime Compensation – (If included in prime contract see Block 6)			Davis - Bacon Act			
Payrolls and Basic Records			Apprentices and Trainees			
Withholding of Funds			Compliance with Copeland Requirements			
Disputes Concerning Labor Standards			Subcontracts (Labor Standards)			
Compliance with Davis-Bacon and Related Act Regulations			Contract Termination - Debarment			
			Certification of Eligibility			
14. NAME(S) OF ANY INTERMEDIATE SUBCONTRACTORS, IF ANY						
A		C				
B		D				
15a. NAME OF PERSON SIGNING		16. BY <i>(Signature)</i>		17. DATE SIGNED		
15b. TITLE OF PERSON SIGNING						