

**NON-DISCRIMINATION / EQUAL OPPORTUNITY /
CIVIL RIGHTS**

**REQUEST FOR BIDS (RFB) FOR UP TO THREE (3) YEAR CONTRACT FOR REAL
ESTATE PROPERTY TAX BILL PRINTING, PROCESSING, HANDLING,
AND MAILING SERVICES**

In the performance of this Contract the Contractor shall be bound by the following:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, gender, age, sexual orientation, transgender status, national origin, Vietnam-era veteran status, or physical or mental handicap. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, religion, gender, age, sexual orientation, transgender status, national origin, Vietnam-era veteran status, or physical or mental handicap. Such actions shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for or training, including apprenticeship. The Contractor agrees to post notice in conspicuous places in his/her office(s) and places of work, available to all employees and applicants for employment, the provisions of this Non-Discrimination / Equal Opportunity / Civil Rights clause and/or such similar notices as may be required by state and/or federal law.
2. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, transgender status, national origin, Vietnam-era veteran status, or physical or mental handicap.
3. The Contractor further agrees that he/she shall incorporate or cause to be incorporated into any subcontract the Non-Discrimination / Equal Opportunity / Civil Rights regulations contained in the Contract and herein during the performance of this Contract.
4. The Contractor agrees to and shall comply with all applicable federal, state, and local laws regarding Non-Discrimination / Equal Opportunity / Civil Rights and will not discriminate.

Executed this ____ day of _____, 20_____.

Signature

Printed Name

Title