

(860)

Subject: Project No(s). _____

A meeting will be held on _____ at 10:00 a.m. at _____,
on the above noted project.

On the agenda will be a Preconstruction Conference followed by an E.E.O. meeting.

The purpose of the Preconstruction Conference is as follows:

1. To review the Special Provisions.
2. To discuss project features, particularly those which may present problems, including utilities.
3. To review the Contractor's proposed progress schedule and the method of handling traffic.
4. To answer any of the Contractor's questions regarding the plans and the contract in order to decrease possible misunderstandings during the project.

The purpose of the E.E.O. meeting is to discuss the Equal Employment Opportunity requirements of the contract.

Please bring a written statement of your company's policy on recruitment, specifically related to this project. Your statement should indicate:

1. At least six names, addresses, and telephone numbers of Union Locals and/or Business Agents of the Locals.
2. The names of Agencies you intend to contact for labor.
3. Specific efforts your Company intends to make in improving minority representation in all classifications used on this project.
4. Copy of your Company's most recent Affirmative Action Policy.

5. Written notification to the local office of the Connecticut State Employment Service of the award of this project and to register each job vacancy.

Please arrange to have your E.E.O. Officer present.

Enclosed is a copy of a breakdown of insurance and taxes to be completed and brought with you to the Preconstruction Conference. This information will be utilized in the payment of any cost-plus work necessary on this project. It is your responsibility to update this breakdown on a yearly basis.

If you have any questions regarding any of these matters, please contact _____, Project Engineer, at telephone number (860) _____.

Very truly yours,

Municipal Official

_____/_____
Attachment
Labor Mark-Up for Insurance and Taxes

cc:
District MSAT