

## Construction Apprenticeship Program Requirements and Certification Form

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, Vendor must submit within three business days of County's request. Vendor may be deemed nonresponsible for failure to fully comply within stated timeframes.

- A. In accordance with Broward County Code of Ordinances, [Sections 26-8 through 26-11](#), the Construction Apprenticeship Program (CAP) is applicable to this contract.
- B. The purpose of the CAP is to create training and work experience opportunities to ensure a trained workforce is available for future construction projects. The CAP also promotes business and economic development by increasing the number of skilled workers in Broward County and by providing new employment opportunities for residents.
- C. The CAP requires construction apprenticeship participation for eligible County construction contracts valued at \$5,000,000 or over.
- D. In response to this solicitation, Vendor must certify by signing this form that:
  1. Participation in apprenticeship program:
    - a. Vendor or its subcontractors participate in an apprenticeship program that is registered with the Florida Department of Education (FDOE) or the United States Department of Labor (USDOL); or
    - b. Vendor commits that at the time Vendor executes a construction contract, it or its subcontractors will be participating in an apprenticeship program that is approved by the FDOE or USDOL; or
    - c. There are no registered apprenticeship programs for any type of work to be performed on the construction project, but Vendor or its subcontractors will use a person participating in a Vendor-sponsored training program to perform that type of work on the construction project.
  2. For the duration of the construction contract, at least twelve percent (12%) of the labor hours on the construction project must be performed by apprentices employed by Vendor or its subcontractors.
- E. If awarded the contract, Vendor will be required to submit Monthly Utilization Reports to Broward County, in the method requested and for the duration of the construction contract, accurate and timely records identifying the name, hourly rate and trade classification of each apprentice, the cumulative number of hours worked on the project to date by apprentices, and the labor hours of all workers used by Vendor and each subcontractor on the construction project. Vendor must require that each of its subcontractors prepare, maintain, and certify, for submittal by the contractor to the County, accurate and timely records identifying, for such subcontractor, the name, hourly rate, trade classification, labor hours for apprentices used by the subcontractor on the construction project, and labor hours of all workers used by the subcontractor on the construction project.
- F. If the awarded the contract and Vendor is unable to achieve or maintain the required percentage, Vendor must demonstrate and document the good faith efforts made to achieve or maintain the required percentage. The County will determine whether Vendor made all required good faith efforts by evaluating the Vendor's submitted documentation.
- G. If awarded the contract, at the time Vendor executes the contract, Vendor will be required to submit documentation verifying the name(s) of the approved FDOE or the USDOL apprenticeship program(s) that will be utilized for the construction project. If there are no registered apprenticeship programs for any type of work and the Vendor selects a company-sponsored

program, Vendor must provide a detailed description of the program. Prior to the County entering into a construction contract with Vendor, the County must receive documentation from Vendor verifying compliance with Section 26-10(a) of the Broward County Code of Ordinances.

H. For detailed information regarding the CAP contact the Office of Economic and Small Business Development at (954) 357-6400 or visit the website at: <http://www.broward.org/EconDev>

By: \_\_\_\_\_  
AUTHORIZED SIGNATURE

Name: \_\_\_\_\_  
PRINT NAME

TITLE: \_\_\_\_\_

VENDOR: \_\_\_\_\_

DATE: \_\_\_\_\_

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To be completed by Vendor prior to contract execution:

- Name(s) of the FDOE or the USDOL approved apprenticeship program(s) Vendor or its subcontractors will participate in for awarded contract:

\_\_\_\_\_

Or

- Due to no registered apprenticeship programs for any type of work to be performed on the construction project, the following Vendor-sponsored training program\* will be used:

\_\_\_\_\_

\*A detailed description of Vendor-sponsored training program is required to be submitted to OESBD for review and approval.