**CITY OF BILOXI**

**SECTION 904 - NOTICE TO BIDDERS NO. 5**

**DATE: 06/23/2023**

**SUBJECT: MISSISSIPPI JOBS FIRST**

Mississippi Code Annotated 31-5-37, also referred to the Mississippi Jobs First Bill (SB No. 2622 of the 2012 Legislative Session) states in part:

Contractors that are awarded bids for public works projects that utilize funds received by State or Local governmental entities resulting from a federally declared disaster or spill of national significance are required to register and list job opportunities with the Mississippi Department of Employment Security (MDES). This initiative will ensure that Mississippian have an opportunity to apply for jobs created by a disaster.

Contractors shall submit, with their bid, the form included in Specification Section 905-E entitled, “CERTIFIED EMPLOYMENT PLAN FORM FOR CERTAIN PUBLIC WORKS PROJECTS”. This form includes the following information, the type of jobs involved in the project; the skill level of the jobs; wage information; number of vacant positions the contractor needs to fill; how the contractor will recruit low wage and unemployed individuals; other information that may be required by MDES; and proof of registration with MDES for taxation in accordance with provision of Title 71.

When a contractor’s bid is accepted, the City shall enter into the agreement included in Specification Section 909 entitled, “COMPLIANCE AGREEMENT WITH MISSISSIPPI JOBS FIRST BILL”. This agreement requires the contractor to hire personnel referred from MDES for a period of ten (10) days from when the contract is awarded. Contractors must place a job order with MDES to receive a list of qualified individuals. The contractor is required to review the applicants submitted by MDES before hiring individuals who were not referred.

MDES shall define the ten (10) days as follows: The time period for the ten (10) days shall begin to run on the first day the job order is opened with MDES. The ten (10) days shall be considered working days and weekends and official state holidays shall not be counted. If the tenth (10th) day shall fall on a weekend or holiday, then the following Monday or the next day that MDES is open for business shall be deemed the tenth (10th) day.

The then (10) day rule shall apply to any entity charged with hiring personnel under the awarded contract. For example, if the contractor enlists a temporary agency to hire employees for the project, the ten (10) day rule shall apply to the temporary agency, or any subcontractor the contractor may utilized for the project.

The contractor is not prohibited from hiring MDES referrals during the ten (10) day time period and may hire employees referred by MDES immediately.

The contractor is required to register his/her business online in the Workforce Investment Network Global System (WINGS) by visiting <https://wings.mdes.ms.gov/>. The following information is needed to register:

Register in the WINGS and create a username and password

Employer Federal ID #

Company Name

Company (Corporate) Physical address (if applicable)

Company (Corporate) Mailing address for E-Verify notices (if applicable)

Company telephone number and fax number

Company contact name, title, phone number and email address

In order to create a job order, the contractor must provide the WIN job Center or Call Center Representative with the following information (Call Center information and a complete list of WIN Job Centers can be found on MDES’s website: www.mdes.ms.gov):

Job title

Job physical location (worksite)

Number of openings

Job description

Job qualifications (level of education, months of experience, driver’s license if required)

Duration of the position (less than 3 days, 4 to 150 days, more than 150 days)

Temporary, permanent or seasonal position

Full time or part time

Number of hours to work per week

Days to work and shifts

Referral instructions (how the applicant will apply)

Job Order contact person

Registration contact

After the job order(s) have been finalized and opened for recruitment, the MDES WIN job centers will begin the process of referring qualified applicants to the contractor to consider for the vacant positions.

For additional information regarding these regulations contact the local MDES office at 228-388-1212 or 601-798-3472.