



Canon McMillan School District

Support Services Department

186 Boone Avenue

Strabane, PA 15363

724-873-5185

724-873-3565 Fax

PARKING LOT ASPHALT

MILLING RESURFACING AND OVERLAY

Locations:

HILLS-HENDERSON ELEMENTARY SCHOOL

50 MAYVIEW ROAD, CANONSBURG, PA 15317

MUSE ELEMENTARY

BOX 430, 40 MUSE ELEMENTARY STREET, MUSE, PA 15350

MAY 2013

**INQUIRY
CANON-McMILLAN SCHOOL DISTRICT
DEPARTMENT OF BUILDING AND GROUNDS**

TO: INTERESTED VENDORS	INQUIRY #: CM-0512C200 DUE DATE: MAY 6, 2013 – 10:00 AM
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FOR DELIVERY TO:
CANON-McMILLAN SCHOOL DISTRICT
SUPPORT FACILITY
MATT HARDING
186 BOONE AVENUE
STRABANE, PA 15363

This Inquiry invites a quotation in compliance with the Terms and Conditions contained herein. Any objections must be directed to specific provision expressly tendered with any quotations submitted hereunder. Manufacturer's representatives are hereby placed on notice to communicate same to their principal. Terms and Conditions will not be discussed or negotiated once an order is issued.

Ladies and Gentlemen:
You are invited to submit your quotation in 3 copies, For furnishing the items described below:

CANON-McMILLAN SCHOOL DISTRICT
As by: MATT HARDING, DIRECTOR OF
SUPPORT SERVICES

1. This Inquiry.
2. Referenced Drawings, Specifications and Documents.
3. Quotation must be valid for 60 days for acceptance by Purchaser.
4. F.O.B. at designated delivery site.

DESCRIPTIONS OF ITEMS TO BE QUOTED:

PARKING LOT/ ROADWAY ASPHALT MILLING RESURFACING

Locations: ***HILLS-HENDERSON ELEMENTARY SCHOOL**
 50 MAYVIEW ROAD, CANONSBURG, PA 15317
 ***MUSE ELEMENTARY**
 BOX 430, 40 MUSE ELEMENTARY STREET, MUSE, PA 15350

Refer to the following instructions for additional information:

1. **Acknowledgement of Inquiry**

The attached Acknowledgement of Inquiry form must be completed by all bidding vendors. Responses to this form will be used in transmittal of addendums to this Inquiry.

2. **Bid Form**

Attention is directed to the fact that this Inquiry includes a Bid Form for the Bidder's Use. It shall be completed by the Bidder and signed.

The Bid Form and Technical Questionnaire documents will be used to compare bids.

Do not retype or reformat these documents. The Bid Form must be completed in its Entirety. An incomplete or illegible Bid Form constitutes an incomplete bid.

3. **Sales and Use Taxes**

Do not include these taxes in Bid prices. Purchaser will provide appropriate Tax Exemption Certificate.

4. **Pre-Bid Meeting**

There will be no pre-bid meeting or walkthrough. Vendors are encouraged to visit the site on their own. A photo outlining the area needing replaced is attached.

5. **Qualifications of Bidders**

All bidders submitting proposals for the work herein described shall meet the following qualifications and shall submit with their bid the qualification form attached hereto:

- A. Shall have been in the business of providing contract concrete services covered by these specifications, for a period of at least three (3) years.
- B. The contractor shall provide a list of all the equipment that he/she currently owns/operates along with a proposed schedule for the performance of the work specified under this bid.

6. **Compensation**

The contractor hereby agrees to accept compensation for furnishing all the required materials, labor, tools, equipment, etc., for the proper execution and completion of the whole of the work, and/or services hereinbefore described to be done under this agreement, at the price or prices, amount or amounts as stated in this proposal.

7. **Insurance**

A. Prior to commencing any work each year, Contractor shall provide proof of insurance, which shall be written for limits of not less than the following:

Comprehensive General Liability	\$1,000,000
Property Damage	\$1,000,000
Products Comp./Gen. Aggregate	\$1,000,000
Automobile Liability	\$1,000,000
Workers' Compensation	Statutory limit

The insurance certificate must require the insuring company to provide thirty (30) days prior written notice to the Owner of its intent to cancel or terminate coverage. The Owner shall be named as an additional insured.

B. No person shall be employed to do work under such contract except competent and first-class workman. No workman shall be regarded as competent and first-class, within the meaning of the Pennsylvania School Code, except those who are duly skilled in their respective branches of labor.

8. Resident Workmen Requirement

As required by Section 754 of the Public School Code of 1949 (Act of March 10, 1949, P.L. 30), all laborers and mechanics employed under this Contract shall have been residents of Pennsylvania for at least ninety (90) days prior to their employment. Failure to comply with this provision shall be sufficient legal reasons to refuse payment of the Contract Price to the Contractor. The successful bidder shall certify on April 1 of each year of the contract that all employees performing work under the contract have provided valid 1-9 documentation.

9. Labor Discrimination - Public School Code

According to 62 PA. C.S.A paragraph 3701, the Contractor agrees:

- A. In hiring employees for the performance of work under this Contract, or any subcontract, no Contractor, Subcontractor, or any person acting on behalf of such Contractor or Subcontractor, shall, by reason of gender, race, creed or color discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform the work to which the employment relates.
- B. No Contractor or Subcontractor, or any person acting on behalf of such Contractor or subcontractor shall in any manner discriminate against or intimidate any employee hired for the performance of work under this Contract on account of gender, race, creed or color.

- C. This Contract may be cancelled or terminated by the Owner and all money due to become hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the Contract.

9. **Pennsylvania Human Relations Act**

The provisions of the Pennsylvania Human Relations Act, Act 222, of October 27, 1955 (P.L. 744) (43 P.S. Section 951, ET. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that is made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 49, 101.

10. **Owner's Authority in Employment**

Should the Owner deem anyone employed on the work incompetent or unfit for his duties, and so certify, the Contractor shall dismiss him and he shall not be employed on the work again without the permission of the Owner.

11. **Pennsylvania State Police Act 34 Clearance**

All workmen on this project must have an annual Pennsylvania State Police Act 34 Clearance Affidavit. Attesting the Clearance should be carried by each individual workman when on the premises or in the building. A copy of the Affidavit must be filed with the District Facilities Department Office, reviewed and approved by the District, prior to that workman performing work on the site. The cost of obtaining this "Clearance" shall be the responsibility of the bidder.

12. **Department of Public Welfare Act 151 Official Clearance Statement**

All workmen on this project must have an annual Department of Public Welfare Act 151 Official Clearance Statement, (OCS) pursuant to Chapter 63 of 23 PA Consolidated Statutes Annotated relating to the Child Protective Services Law, the OCS should be carried by each individual workman when on the premises or in the building. A copy of the Clearance must be filed with the District Facilities Department Office, reviewed and approved by the District, prior to the workman performing work on the site. The cost of obtaining the Official Clearance Statement shall be the responsibility of the Contractor.

13. **Pennsylvania Department of Education (PDE) FBI Federal Criminal History**

Records for Prospective Employees effective March 13, 2007: Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. All contractor employees who will be working in the District's facilities must provide to the District a copy of their Federal Criminal History Record that cannot be more than one (1) year old. The FBI Federal Criminal History Record should be carried by each individual workman when on the premises or in the building. A copy of the Report must be filed with the Facilities Department, reviewed and approved by the District, prior to the workman performing work on the site. The cost of obtaining the Report shall be the responsibility of the Contractor.

14. **Termination**

Owner may terminate the Contract with or without cause by giving Contractor Fourteen (14) days written notice. In the event that Owner exercises this right, Contractor shall be entitled to compensation for services provided prior to the date of notice.

15. **Permits**

Contractor shall, at its own expense, obtain all necessary permits, and licenses and pay all sales tax necessary to perform the work under the Contract. Contractor shall also comply with all laws and regulations of governmental agencies having jurisdiction over the work.

16. **Claims**

Any Claims, disputes or other controversy, except controversies or Claims relating to aesthetic effect, arising out of or relating to this Agreement or breach thereof, shall, at the option of the Owner, and in the Owner's sole discretion, be sent to arbitration, or in the alternative, instituted by way of legal or equitable proceedings in the appropriate court. The Owner shall within thirty (30) days of notice of a claim or making claim, advise the contractor in writing whether the claim shall be referred to arbitration as provided for herein or should be instituted by way of an action in court. If arbitration is elected, such arbitration shall be in accordance with the Construction Industry Arbitration Rules of The American Arbitration Association currently in effect, unless the parties mutually agree otherwise.

17. **Contractor Liable for Damages**

The Contractor, at his own expense, shall restore to original condition any property or vehicles damaged due to their work on this Contract, on Canon-McMillan School District properties.

18. **Subcontractors**

- A. If necessary subcontracting may be acceptable, at the discretion of the Owner, subject to the terms and conditions of the Prime Contract. However, each Bidder shall indicate in the space provided on the "Form of Proposal" the Sub-contractor he proposes to engage. All Sub-contractors must be approved by the Owner.
- B. All work must be performed by full-time employees of the Contractor or the approved Sub-Contractor. The use of part-time employees will not be permitted.

INSTRUCTIONS TO BIDDERS - CM-0512C200

Bidder's specific attention is directed to the "Attachments" referenced in and enclosed with this inquiry. If specific data is requested to be submitted with your quotation, it must be included or the quotation may be considered non-responsive.

Bidders are notified that any purchase order resulting from this inquiry shall limit the terms of the contract to those of the purchase order and this inquiry.

ALL QUOTATIONS MUST BE RECEIVED NOT LATER THAN 10:00 AM MAY 6, 2013.

Bidders shall submit quotations in three (3) complete sets: (1) original and two (2) copies to:

Canon-McMillan Support Facility
Matt Harding
186 Boone Avenue
Strabane, PA 15363
Phone: 724-745-1941

Quotations must contain at least one (1) original signed by an individual of the company submitting the quotation who is authorized to commit the company financially and contractually.

1. Bids will be received in the office of Canon-McMillan Support Facility, 186 Boone Avenue, Strabane, PA 15363 for tabulation. Bidders and the public are invited to the bid opening ceremony. No bid shall be withdrawn for a period of 60 days from day of bid opening. All awarded items should be FOB to Canon-McMillan Support Facility, 186 Boone Avenue, Strabane, PA 15363, unless otherwise noted.
2. Use only the attached bid form for submitting bids.
3. Quotations not showing prices in the total column will be eliminated from consideration.
4. Make certain that the firm's name appears on each sheet of the bid proposal.
5. Bids not confirming to specifications will not be tabulated. Enclose a brochure of sample of alternate items bid.
6. Successful bidders shall have job completed by JUNE 28, 2013. Work is not permitted to begin before June 10, 2013.
7. We reserve the right to reject any and all parts of bids units(1-4).
8. All invoices will be paid only on completion of the job.
9. All envelopes must be plainly marked **"Bid CM-0512C200"**.

Acknowledgment of Inquiry - CM-0512C200

I hereby acknowledge the receipt of said Inquiry and send this letter of acknowledgement of receipt and intention of to bid. Please send any addendum information to the address below

Company Name: _____

Address: _____

Phone Number: _____

Authorized Signature: _____

Print Name: _____

Email Address: _____

Date: _____

Unit 1
Bid Form - CM-0512C200

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of :

_____ Dollars (\$ _____)

Name of Firm: _____

Address: _____

Phone: _____

Fax: _____

Authorized Signature: _____

Name: _____

Date: _____

ATTACHMENTS:

Attached to the bid and made part hereof are contractor's:

- Reference / Qualification Form
- Non-Collusion Affidavit

ADDENDA RECEIVED (List identification numbers of each addendum):

Number

Signature of Receipt

Unit 2
Bid Form - CM-0512C200

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of :

_____ Dollars (\$ _____)

Name of Firm: _____

Address: _____

Phone: _____

Fax: _____

Authorized Signature: _____

Name: _____

Date: _____

ATTACHMENTS:

Attached to the bid and made part hereof are contractor's:

- Reference / Qualification Form
- Non-Collusion Affidavit

ADDENDA RECEIVED (List identification numbers of each addendum):

Number

Signature of Receipt

Unit 3
Bid Form - CM-0512C200

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of :

_____ Dollars (\$ _____)

Name of Firm: _____

Address: _____

Phone: _____

Fax: _____

Authorized Signature: _____

Name: _____

Date: _____

ATTACHMENTS:

Attached to the bid and made part hereof are contractor's:

- Reference / Qualification Form
- Non-Collusion Affidavit

ADDENDA RECEIVED (List identification numbers of each addendum):

Number

Signature of Receipt

Unit 4
Bid Form - CM-0512C200

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of :

_____ Dollars (\$ _____)

Name of Firm: _____

Address: _____

Phone: _____

Fax: _____

Authorized Signature: _____

Name: _____

Date: _____

ATTACHMENTS:

Attached to the bid and made part hereof are contractor's:

- Reference / Qualification Form
- Non-Collusion Affidavit

ADDENDA RECEIVED (List identification numbers of each addendum):

Number

Signature of Receipt

Reference / Qualification Form - CM-0512C200

Provide company name, address and telephone number and contact person of a reference in which bidder has provided inspection, adjustment and maintenance service in the last five (5) years. Provide minimum of three.

Company: _____
Address: _____
Telephone: _____
Contact: _____

Company: _____
Address: _____
Telephone: _____
Contact: _____

Company: _____
Address: _____
Telephone: _____
Contact: _____

Have you ever been terminated or have you had a maintenance contract cancelled prematurely?

Yes/No
When: _____
Why: _____

Have you in the last three (3) years been involved as a defendant (respondent) in an arbitration or court proceeding involving your performance?

Yes/No
If yes, state the parties involved and the case or docket number and a brief understanding of the case(s).

Please list the names, titles and experience and certifications of individuals who will be primarily involved with the performance of your on-site services if awarded the contract.

Name: _____
Title: _____
Experience/certifications: _____

Name: _____

Title: _____

Experience/certifications: _____

Name: _____

Title: _____

Experience/certifications: _____

Attach Additional Sheets if Necessary

RELEASE

The following statement *must* be signed and dated by the Bidder as part of his/its Bid; failure to do so will result in disqualification of the bidder's bid as incomplete.

THIS IS TO AUTHORIZE THE PERSONS AND REFERENCES IDENTIFIED HEREIN, AS WELL AS ANY OTHER REPRESENTATIVE OF BUSINESSES/AGENCIES/SCHOOL DISTRICTS WITH PROJECTS WITH WHICH I OR MY COMPANY HAS BEEN INVOLVED, TO SPEAK FREELY AND WITHOUT HESITATION TO REPRESENTATIVES OF THE CANON-MCMILLAN SCHOOL DISTRICT, RELATIVE TO ANY OF THE ABOVE MATTERS OR ANY OTHER SUCH PROJECTS, HEREBY RELEASING ALL PERSONS, FIRMS AND CORPORATIONS WHETHER NAMED HEREIN OR NOT, FROM LIABILITY OR FROM ANY ACTION, SUIT, CLAIM OR DEMAND ARISING OUT OF THE RELEASE OF SUCH INFORMATION.

BY: _____

Title

Address

Date

NON-COLLUSION AFFIDAVIT - CM-0512CI200

State of _____

County of _____

I state that I am _____ of _____
(TITLE) (NAME OF FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) its affiliates, subsidiaries,
(Name of my firm)

officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I state that _____ understands and acknowledges
(Name of my firm)

that the above representations are material and important, and will be relied on

By _____ in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from of the true facts relating to the submission.

_____ (Name of public entity)

bids for this contract.

_____ (Name and Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY
OF _____, 2013

Notary Public

My Commission Expires

HILLS-HENDERSON ELEMENTARY SCHOOL

1. SCOPE OF WORK

1.1 GENERAL WORK AREA PREPARATION

UNIT 1. Asphalt - Milling & Resurfacing MAIN PARKING LOT AND ENTERANCES

SCOPE: BITUMINOUS RESURFACING/1,784 SY (see diagram in red)

1. Mill designated area to depth of 2" with self-propelled asphalt planner/milling machine
2. Broom clean the entire milled area
3. Level low area using hot mix asphalt rolled and compacted
4. Mechanically apply liquid tack coat to complete area of overlay. Suggested rate is .10 -.15 gallons per yard
5. Install HMA Wearing course of 9.5mm at 1 ½ inch (on average) of hot mix asphalt surface mix to match DOT Specifications occurs
6. Roll and compact to a smooth finish
7. Lay out and stripe the entire lot parking spaces as is currently.
8. Line painting (4) Directional arrows (1) Handicap
9. Install 240LF of 12" HMA Wedge Curb at parking spaces, entrances and exits.

UNIT 2

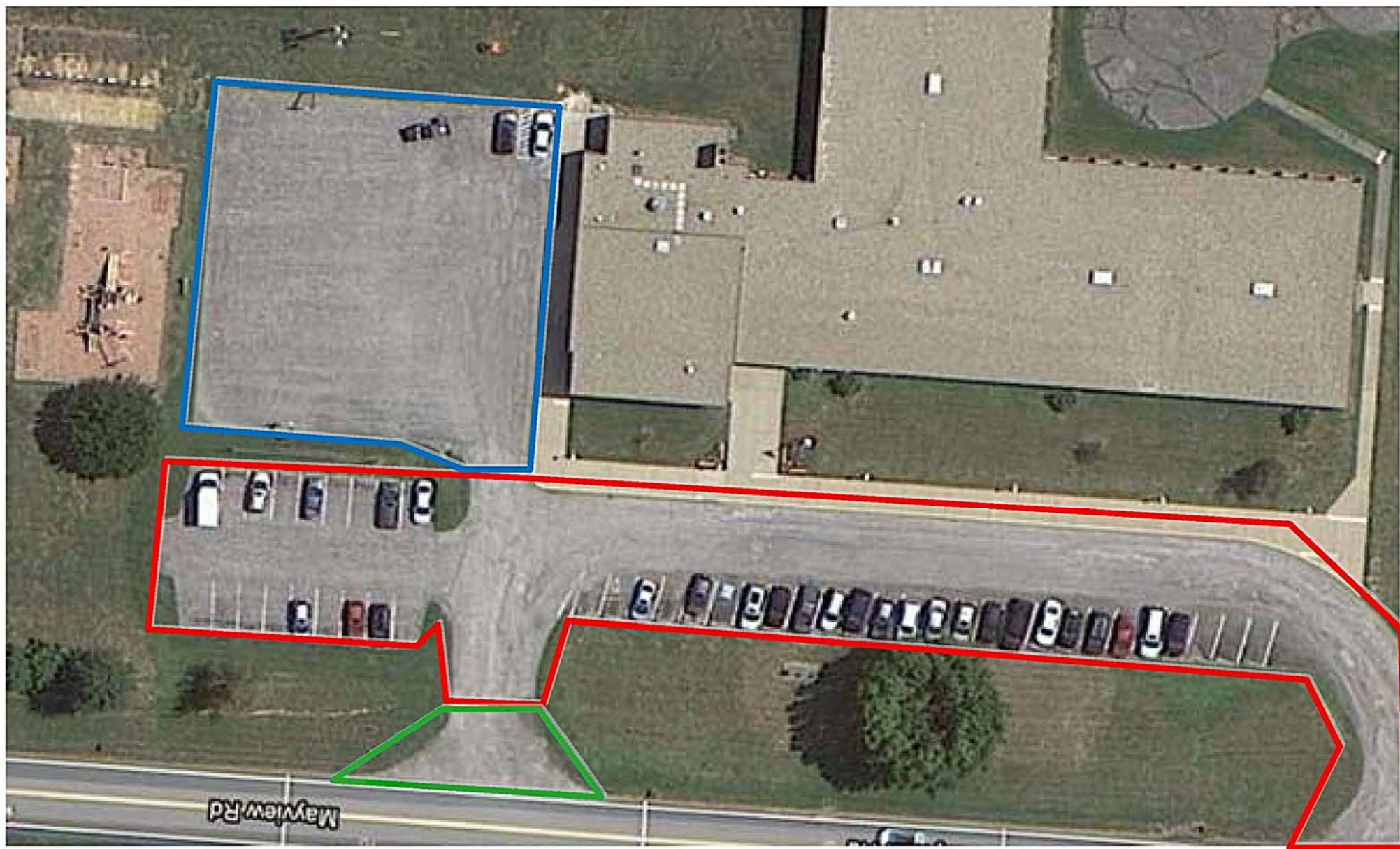
1. Resurface exit HMA Wearing Course of 9.5m at 1 ½ inch and compact. (see diagram in green)

UNIT 3

HILLS-HENDERSON ELEMENTARY/ BACK LOT BASKETBALL COURT

Bituminous Resurfacing / 567 SY (see diagram in blue)

1. Broom cleans the existing surface to receive new bituminous material.
2. Apply a tack coat of bituminous material to area(s) receiving new bituminous pavement.
3. Install HMA Wearing Course of 9.5 mm at 1 ½ inch and compact.
4. Apply a bituminous seal to appropriately selected edges and/or joints of the newly installed Bituminous pavement.



MUSE ELEMENTARY SCHOOL

1. SCOPE OF WORK

1.2 GENERAL WORK AREA PREPARATION

UNIT 4

MUSE ELEMENTARY/ROADWAY TO PARKING LOT

Bituminous Resurfacing / 800 SY (see diagram in red)

1. Mill the existing surface at 4”.
2. Broom clean the existing surface to receive new bituminous material.
3. Apply a tack coat of bituminous material to area(s) receiving new bituminous pavement.
4. Install HMA Base Course of 25 mm at 2 ½” and compact.
5. Install HMA Wearing Course of 9.5 mm at 1 ½” and compact.
6. Apply a bituminous seal to appropriately selected edges and/or joints of the newly installed bituminous pavement.
7. Install 200LF of 12” HMA Wedge Curb on the left side meeting with grass.





Public Works Employment Verification Act

(Act 127 of 2012)

**Commonwealth of Pennsylvania
Department of General Services**

Background and Purpose

- The Federal government created the Employment Verification Program (EVP) to ensure that companies employ a legal workforce.
- E-Verify® is an internet-based system, operated by the United States Department of Homeland Security, that compares information from an employee's Form I-9, Employment Eligibility Verification, to the data from the Department of Homeland Security and Social Security Administration records to confirm employment eligibility.
- In 2012, Pennsylvania enacted the Public Works Employment Verification Law (Act 127) which assigns the Department of General Services the responsibility to implement the Commonwealth's process of notification, investigation and compliance with Act 127.

Key Definitions

The following terms and definitions are key to understanding Act 127 of 2012.

- **Contract** – A type of written agreement, regardless of what it may be called, for the procurement of construction work.
- **Employee** – An individual hired by a public works contractor or subcontractor after January 1, 2013 for whom a public works contractor or subcontractor is required by law to file a Form W-2 with the Internal Revenue Service.
 - This definition is broad and includes all newly hired employees of the contractor or subcontractor, regardless of whether he will be working onsite or offsite of a public work or otherwise.

Key Definitions

- **Form** – Public Work Employment Verification Form
- **Maintenance Work** – Annual inspection or routine upkeep of an existing facility which does not alter the use or size of the facility.
- **Public Body** – The Commonwealth of Pennsylvania, its political subdivisions, authorities created by the General Assembly of the Commonwealth and instrumentalities or agencies of the Commonwealth.

Key Definitions

- **Public Work** - construction, reconstruction, demolition, alteration and/or repair work other than maintenance work, done under contract and paid for in whole or in part out of the funds of a public body where the estimated cost of the total project is in excess of twenty-five thousand dollars (\$25,000), but shall not include work performed under a rehabilitation or manpower training program.
- **Public Works Contractor** – A contractor that provides work under a contract involving public works.
- **Public Works Subcontractor** – A person, other than a natural person, including a staffing agency, that performs works for a public works contractor under a contract for public works.
 - This terms applies to subcontractors of every level.

Scope of Act 127 of 2012

- Act 127 (“the Act”) applies to:
 - All public works contractors and subcontractors
 - performing on a public works contract
 - paid for in whole or in part out of the funds of a public body
 - when the cost of the total project is in excess of \$25,000
- The total cost of the project includes the sum of all prime contracts and any subcontracts.
 - The total cost determines if the project is subject to the requirements of the Act.
 - **Example:** If you are a contractor with a \$5,000 contract on a project with total costs over \$25,000, then you must comply with the Act.
- If the project is subject to the Act, then every contract and subcontract, regardless of value, shall comply with the act.
 - **Example:** If you are a sub-subcontractor with a \$5,000 contract on a \$1,000,000 project, then you must comply with the Act.

Scope of Act 127 of 2012

Emergency Procurement

- If the emergency procurement contract reaches the \$25,000 threshold, then it **is** subject to Act 127.
- Before beginning work onsite or offsite, the contractor or subcontractor must submit an Employment Verification Form to the Public Body.

Exemptions from Act 127 of 2012

- Work performed under a rehabilitation program.
- Work performed under a manpower training program.
- Project material suppliers.
- Specific Services
 - Design Professional
 - Commissioning Agent
 - Construction Management
 - Engineering

Responsibilities – Public Bodies

Bidding Phase

- Ensure that the bidding documents advise contractors as to the applicability of Act 127.
 - ▼ Notice to bidders and/or bid proposal package should notify bidders of Act's applicability.
 - ▼ **Example from DGS bid proposal package:** Bidder acknowledges that this bid is for a public works contract and bidder is therefore subject to the provisions, duties, obligations and penalties of the Public Works Employment Verification Act, 43 P.S. 167.1-167.11, which is incorporated herein by reference.
 - ▼ Bidding documents must contain the appropriate verification language.
 - ▼ **Example:** The lowest responsible bidder must comply with the Public Works Employment Verification Act by submitting a Commonwealth Public Works Employment Verification Form to the public body prior to award of contract. The Form and relevant information can be found on the Department of General Services' web site at www.dgs.state.pa.us.

Responsibilities – Public Bodies

Award Phase

- Prior to award, the public body must obtain a completed Verification form from each successful bidder that will be awarded a contract.
- The Verification form is a precondition of award.
 - A bidder will **NOT** be awarded a contract if he fails to submit a completed Public Works Employment Verification Form to the Public Body.

Responsibilities – Public Bodies

Construction Phase

- Receive and retain Verification forms from all subcontractors of any level.
 - ▼ As subcontractors are added to the project, they must submit a Verification Form prior to commencing work on the Project.
 - ▼ Subcontractors must submit the Form to the Public Body, not the Prime Contractor.
- It is incumbent upon the Public Body to know:
 - ▼ All active contracts; and
 - ▼ All prime contractors; and
 - ▼ All subcontractors of every level.

Responsibilities – Public Bodies

Verification Form

- Must retain the forms for the duration of the public work contract.
- The “duration of the contract” is dictated by the individual Public Bodies’ retention policies.
 - In accordance with Pennsylvania’s Right to Know Law.
- Public Bodies must be able to provide the Form in the event of an audit by the Department of General Services Public Works Employment Verification Compliance Office.

Responsibilities – Public Bodies

Audit of Public Bodies

- The Public Works Employment Verification Compliance Office will conduct random and complaint based audits of public bodies for compliance with the Act.
- The Public Body shall cooperate during an investigation or audit.
- The Public Body must be able to provide, upon request:
 - Date of bids; and
 - Date of Verification Form receipt; and
 - Date of contract award; and
 - Verification Forms for all prime contractors and subcontractors performing work on the project.

Responsibilities - Contractors

- Submit a completed Public Works Employment Verification Form to the contracting public body with the initial bid.
 - ▼ The contractor may be required by the public body to submit the Form with its bid, or once it is determined to be the lowest bidder, but it **MUST** be submitted before the contract is awarded.
 - ▼ Look to the Bidding Documents for the public body's requirements on submission of the Form.
- Verify all new employees hired after January 1, 2013.
 - ▼ Verification must be completed within 5 business days of the employee's start date. The employee may work during this time.
 - ▼ Remember the definition of "employee" is very broad. All employees must be verified through EVP regardless of whether the employee will be working onsite or offsite of a public work or otherwise.

Responsibilities - Contractors

- Notify all subcontractors in their subcontracts of:
 - Applicability of the act; and
 - Information regarding the use of EVP; and
 - Reference to the web site where they can obtain a copy of the Form:
<http://www.dgs.state.pa.us>
- Maintain documentation of continued compliance with the act.
 - Quick Audit Report (Click [here](#) and [here](#) for more information)
 - Proof of enrollment in E-Verify® (Click [here](#) and [here](#) for more information)
- Cooperate during an investigation or audit by providing, upon request:
 - Documentation of date of hire for all employees; and
 - Documentation of use of EVP; and
 - Other information as required

Quick Audit Report

- The Quick Audit Report is generated on the Federal E-Verify® web site.
 - It collects information from The U.S. Department of Homeland Security and the Social Security Administration.
- Report provides data about each employee.
 - Data includes basic company and employee information and employment eligibility status.
- The report does not include sensitive employee information such as social security number.
- Report downloads in Excel format.

Quick Audit Report

LAST_NAME	FIRST_NAME	NAI_HIRE_DATE	INITIAL_RESOLUTION	ADDITIONAL_RESOLUTION	DHS_3RD_STEP_RESOLUTION	FINAL_STATUS	CASE_CLOSURE_DATE	CLOSURE_DESCR
Jefferson	Thomas	10/16/2012 0:00	Employment Authorized			Employment Authorized	10/16/2012 15:32	The employee continues to work for the employer after receiving an Employment Authorized result.
Jefferson	Thomas	10/23/2012 0:00	Employment Authorized			Employment Authorized	10/17/2012 13:22	The employee continues to work for the employer after receiving an Employment Authorized result.
Pitts	Dieter	10/21/2012 0:00	DHS Tentative Nonconfirmation (TNC)		DHS No Show	DHS No Show		
Jefferson	Thomas	10/31/2012 0:00	Employment Authorized			Employment Authorized	10/22/2012 14:11	The employee continues to work for the employer after receiving an Employment Authorized result.
Pitts	Dieter	10/27/2012 0:00	DHS Tentative Nonconfirmation (TNC)		DHS No Show	DHS No Show		
Pitts	Dieter	10/27/2012 0:00	Employment Authorized			Employment Authorized	10/22/2012 16:17	The employee continues to work for the employer after receiving an Employment Authorized result.
Pitts	Dieter	10/24/2012 0:00	Employment Authorized			Employment Authorized	10/23/2012 10:24	The employee continues to work for the employer after receiving an Employment Authorized result.
Pitts	Dieter	10/26/2012 0:00	DHS Tentative Nonconfirmation (TNC)		DHS No Show	DHS No Show		
dafds	asdfsd	10/23/2012 0:00	Employment Authorized			Employment Authorized		
asfa	sdfsd	11/20/2012 0:00	Employment Authorized			Employment Authorized		
sdsfd	sdfsd	11/20/2012 0:00	Employment Authorized			Employment Authorized		

- Double click the form to see the full example.

E-Verify® Enrollment Proof

HOW TO PROVIDE PROOF OF ENROLLMENT IN E-VERIFY®

- For a company to provide proof of enrollment they should:
 - Log into E-Verify®; and
 - Access the *Edit Company Profile* link on the left navigation menu; and
 - Print the screen containing their company information.
 - This page contains proof of their company's enrollment in E-Verify®.

E-Verify® Enrollment Proof

HOW TO PROVIDE PROOF OF ENROLLMENT IN E-VERIFY

Below is an example of how Federal contractors that are subject to the Federal Acquisition Regulation (FAR) E-Verify clause may be asked to provide proof of enrollment in E-Verify, but can be used by anyone requesting confirmation of company enrollment. As shown below, to provide proof, access the 'Edit Company Profile' link on the left navigation menu and print the screen containing your company information. This page contains proof of your enrollment in E-Verify.

The screenshot shows the 'Employment Eligibility Verification' interface. The left navigation menu includes links such as 'My Cases', 'My Profile', 'My Company', and 'List Company Profiles'. The 'List Company Profiles' link is circled in red. The main content area is titled 'Company Information' and contains the following data:

Company Information		View / Edit	
Company Name:	CSC Company Inc.		
Company ID Number:	7833		
Doing Business As (DBA) Name:			
DUNS Number:			
Physical Location:		Mailing Address:	
Address 1:	1001 G St. NW	Address 1:	
Address 2:		Address 2:	
City:	Washington	City:	
State:	DC	State:	
Zip Code:	22002	Zip Code:	
County:	DISTRICT OF COLUMBIA		
Additional Information:			
Employer Identification Number:	9900		
Total Number of Employees:	1 in 4		
Parent Organization:	GLOVERLEAF COLLEGE FORAGE CO		
Administrator:			
Organization Designation:			

- Double click the form to see the full example.

Responsibilities - Subcontractors

- Submit a completed Public Works Employment Verification Form to the contracting Public Body.
 - ▼ The Form must be submitted before the subcontractor can commence work on the project.
 - ▼ The Form must be submitted to the Public Body, not the Prime Contractor.
- Verify all new employees hired after January 1, 2013.
 - ▼ Verification must be completed within 5 business days of the employees' start date. The employee may work during this time.
 - ▼ Remember the definition of "employee" is very broad. All employees must be verified through EVP regardless of whether the employee will be working onsite or offsite of a public work or otherwise.

Responsibilities - Subcontractors

- Required to notify all subcontractors, at every level:
 - Applicability of the act.
 - Information regarding the use of E-Verify®
 - Reference to the web site where they can obtain a copy of the form.
<http://www.dgs.state.pa.us>
- Maintain documentation of continued compliance with the act.
 - Quick Audit Report (Click [here](#) and [here](#) for more information)
 - Proof of Enrollment in E-Verify® (Click [here](#) and [here](#) for more information)
- Cooperate during an investigation or audit by providing, upon request:
 - Documentation of date of hire for all employees; and
 - Documentation of use of EVP; and
 - Other information as required.

Public Works Employment Verification Form

- The Form is available at <http://www.dgs.state.pa.us>.
- For use by public bodies, public works contractors and subcontractors.
- May **NOT** be changed or altered.

Public Works Employment Verification Form

- Shall be signed by an authorized representative.
 - ▼ The Department may require supporting documentation that the representative signing the Form has authority to legally bind the public works contractor or subcontractor.
 - ▼ That representative must have sufficient knowledge to make the representations and certifications in the Form.
- The submitted [Form](#) shall be retained by the public body for the duration of the public work contract.
- The Form is subject to the Pennsylvania Right to Know Law.

Public Works Employment Verification Form



COMMONWEALTH OF PENNSYLVANIA

PUBLIC WORKS EMPLOYMENT VERIFICATION FORM

Date _____

Business or Organization Name (Employer) _____

Address _____

City _____ State _____ Zip Code _____

Contractor/Subcontractor (circle one)

Contracting Public Body _____

Contract/Project No _____

Project Description _____

Project Location _____

As a contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act ('the Act') through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

I, _____, authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.

Authorized Representative Signature

The complete
Verification Form is
available on the
[Department's web
site.](#)

- Double click the form to see the full example.



Enforcement

Investigation of complaints

- The Department will accept, review and investigate timely and credible complaints filed on the [Complaint Form](#) posted on the [Department's web site](#).
- Complaints must contain sufficient information to investigate the allegations.
- The Department reserves its right to reject complaints that do not provide sufficient information.
- The Department will consider the timeliness of the complaint when assessing its credibility.
- Public bodies, public works contractors and subcontractors shall cooperate with the Department during the investigation of the complaint.

Complaint Investigation Form



For Internal Use:

Complaint No.: _____

PUBLIC WORKS EMPLOYMENT VERIFICATION COMPLAINT FORM

This form is used for filing complaints under Act 127 of 2012, known as the Public Works Employment Verification Act.

RETURN TO:

Public Works Employment Verification Compliance Office
Room 105 Tent Building
Department of General Services
Public Works Deputate
18th and Herr Streets
Harrisburg, PA 17125
Fax: (717)214-3669

PLEASE PRINT:

I. Complainant Information (Required)

Date: _____

Name of Individual or Business Filing Complaint: _____

Address: _____

Phone: (____) ____-_____

II. Contractor/Subcontractor Information (Please complete this Section to the best of your knowledge. Insufficient information may result in dismissal of your complaint.)

Individual or Business against whom this Complaint is made: _____

Address: _____

Phone: (____) ____-_____

County Location: _____

Project Name/Description (if known): _____

The complete
Complaint Form is
available on the
[Department's web site.](#)

- Double click the form to see the full example.

Audit Documentation

During an audit, all contractors/subcontractors must be able to produce the following written documentation:

- Pennsylvania Labor & Industry Weekly Payroll Certification forms for every week of the project (form LLC-25).
- Documentation establishing the date of hire of all employees.
- Documentation of compliance with the Act through the utilization of E-Verify®
 - ▼ Quick Audit Report (Click [here](#) and [here](#) for more information)
 - ▼ Proof of Enrollment in E-Verify (Click [here](#) and [here](#) for more information)

Violations

A public works contractor or subcontractor violates the Act if either of the following applies:

- Failure to verify the employment eligibility of new employees hired after January 1, 2013.
- Makes a false statement or misrepresentation in connection with the completion or submission of the Form to the contracting public body.

Sanctions

First Violation

- The Department will issue a warning letter to the public works contractor or subcontractor detailing the violation. This letter will be posted at www.dgs.state.pa.us.
- For purpose of sanctions, a violation by a public works contractor/subcontractor that occurs 10 years or more after a prior violation will be deemed to be a first violation.

Second Violation

- The Department will initiate debarment proceedings, which will prevent a contractor or subcontractor from submitting a bid or being awarded any contract or performing a subcontract on a public works project in the Commonwealth for 30 calendar days from the date of debarment.

Third and Subsequent Violations

- The Department will initiate debarment proceedings, which will prevent a contractor or subcontractor from submitting a bid or being awarded any contract or performing a subcontract on a public works project in the Commonwealth for no less than 180 calendar days and no more than 1 year from the date of debarment.

Willful Violation

- If the Department investigates and forms a reasonable belief that there has been a willful violation of the Act, the Secretary will file a petition in Commonwealth Court seeking the Court to issue a rule to show cause why a public works contractor or subcontractor did not engage in a willful violation of the act. If the court finds that there was a willful violation, the Department will petition to have the public works contractor or subcontractor debarred from public works contracts for 3 years from the date of the court's determination.

Civil Penalties

- Civil Penalties will be assessed in the following cases:
 - Failure to submit a completed form.
 - Making a false statement or misrepresentation in the form.
- The Department will assess a civil penalty of not less than \$250 and not more than \$1,000 for each violation.
 - The penalty amount is at the Department's discretion.
 - The Department will consider the severity of the violation as well as any prior violations when posing civil penalties.

Additional Information

DGS Guidelines for Administering and Enforcing
the Public Works Employment Verification Act 127 of 2012
can be found at

www.dgs.state.pa.us

Information pertaining to the Federal E-Verify® program can be found at The
Department of Homeland Security's U.S. Citizenship and Immigration
Services web site.

www.dhs.gov/e-verify

A list of Frequently Asked Questions and Answers can be found at

www.dgs.state.pa.us

Contact

Public Works Employment Verification Compliance Office
Department of General Services
Room 105 Tent Building
18th and Herr Streets
Harrisburg, PA 17125
(717) 214-3668
Fax: (717) 214-3669



COMMONWEALTH OF PENNSYLVANIA

PUBLIC WORKS EMPLOYMENT VERIFICATION FORM

Date _____

Business or Organization Name (Employer) _____

Address _____

City _____ State _____ Zip Code _____

Contractor { 574 IX II ↑ 14 ↑ IX ↑ 4074 Å IX II T,

Contracting Public Body _____

Contract/Project No _____

Project Description _____

Project Location _____

As a contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act ('the Act') through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

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Authorized Representative Signature