

This R.F.P. No **16-718** and the Proposal Opening date must appear on the proposal envelope

**REQUEST FOR PROPOSAL**  
OFFICE OF THE CITY PURCHASING AGENT  
P.O. BOX 1111  
Montgomery, Alabama  
July 25, 2018

Gentlemen:

Sealed proposals for **Maintenance Buildings Janitorial Services** will be received by the undersigned until 2:00 P.M. **August 15, 2018**, in Room 1, Building 1941, 934 North Ripley Street, Montgomery, Alabama, 36104, and be opened as soon thereafter as practical. Proposals will be publicly opened and read in Conference Room, Building 1941, 934 North Ripley Street, Montgomery, Alabama, 36104. Proposals may be hand carried or mailed; however, it is the responsibility of proposers to assure that proposals are received not later than 2:00 P.M. on the date indicated above. Proposals received after this time will not be considered.

**SITE VISIT** - Proposers are urged and expected to inspect the sites where services are to be performed and to satisfy themselves as to all general and local conditions that may affect the cost of performance of the contract, to the extent such information is reasonably obtainable. In no event will a failure to inspect the site constitute ground for a claim after award of the contract. Interested proposers shall contact Mr. Doug Jones at phone number (334) 625-2285 or email [djones@montgomeryal.gov](mailto:djones@montgomeryal.gov)

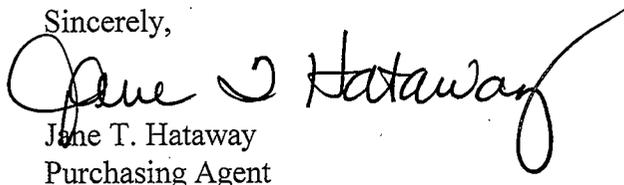
**AMBIGUITIES** - Proposers aware of any problem or ambiguity in interpretation of the provisions of this solicitation should seek an explanation, before proposing, from the City Purchasing Agent.

The City of Montgomery reserves the right to award this proposal on an all or none basis or item by item and also the right to reject any or all proposals and the right to make an award in the best interest of the City of Montgomery.

No oral, telephonic, telegraph, facsimile proposals, modifications or alternate proposals will be considered. Proposals will not be considered from firms, individuals or the same owners of separate companies submitting more than one proposal.

Questions regarding this solicitation may be directed to telephone number (334) 625-2610 and should be presented prior to the proposal opening.

Sincerely,

  
Jane T. Hataway  
Purchasing Agent

JH/kb

Attachments:

1. Proposal Form.
2. Specifications.
3. Maintenance Department Facilities.
4. Janitor Cleaning Frequency
5. Special Provisions.

## PROPOSAL FORM

Mrs. Jane Hataway  
City Purchasing Agent  
P.O. Box 1111  
Montgomery, Alabama 36101-1111

Dear Mrs. Hataway:

Submitted below is my firm proposal on **Maintenance Buildings Janitorial Services** in accordance with your Request for Proposal referenced above. Prices quoted are F.O.B., Montgomery, Alabama and the item(s) on which I am quoting are in exact accordance with the specifications with any exceptions listed below.

QUANTITY	DESCRIPTION	MONTHLY PRICE	EXT. AMT.
12 Months	PLANNING/DEVELOPMENT JANITORIAL SERVICES: Per Attached List.	\$ _____	\$ _____
12 Months	PARKS & RECREATION JANITORIAL SERVICES: Per Attached List.	\$ _____	\$ _____
2 Months	PARKS & RECREATION SUMMER FOOD PROGRAM JANITORIAL SERVICES: Per Attached List.	\$ _____	\$ _____
12 Months	BUILDING MAINTENANCE JANITORIAL SERVICES: Per Attached List.	\$ _____	\$ _____

**PROPOSAL FORM**

12 Months

MONTGOMERY CITY/COUNTY  
LIBRARIES  
JANITORIAL SERVICES:  
Per Attached List.

\$ \_\_\_\_\_ \$ \_\_\_\_\_

12 Months

RISK MANAGEMENT  
JANITORIAL SERVICES:  
Per Attached List.

\$ \_\_\_\_\_ \$ \_\_\_\_\_

12 Months

MUNICIPAL COURT  
JANITORIAL SERVICES:  
Per Attached List.

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PRICE FOR THE 12**

**MONTH PERIOD**

\$ \_\_\_\_\_

NOTES:

1. A bond in a reliable surety company authorized to do business in the State of Alabama must be given by successful proposer; such bond shall be for the sum of one hundred percent (100%) of the contract price conditioned for the prompt and faithful performance of all terms of the contract. **SUCH BOND WILL BE REQUIRED BEFORE THE START OF WORK BY THE SUCCESSFUL PROPOSER.**
2. The Successful Proposer shall provide a work schedule for the entire year within seven (7) days after award of the contract, to include all cleaning frequencies.
3. The City of Montgomery reserves the right to accept or reject any or all proposals within a minimum of 30 days after proposals are opened.
4. Proposers making exceptions to the proposal specifications which require the City of Montgomery to make modifications or add items necessary to meet specifications either in-house or by contract may have the costs involved added to their price proposal.
5. **Proposers must furnish at least three (3) references from customers with multiple sites with a total of more than 500,000 sq. ft. of buildings that they have cleaned.**
6. **PLEASE NOTE SPECIAL PROVISIONS ATTACHED.**
7. **INCOMPLETE PROPOSAL BONDS AND UNSIGNED PROPOSAL FORMS WILL BE CAUSE FOR DISQUALIFICATION OF A PROPOSAL.**
8. Contract period will be for a three (3) year period from date of award.
9. This contract may be canceled for the convenience of either party, by either party giving sixty (60) days notice to the other party.
10. **VENDORS SHOULD PROVIDE ONE ORIGINAL PRINTED HARDCOPY, CLEARLY IDENTIFIED AS SUCH, AND ONE (1) ADDITIONAL COPY OF THEIR BID.**
11. **BUSINESS OWNERSHIP:**  
**SMALL – LESS THAN 50 EMPLOYEES OR GROSS RECEIPTS LESS THAN \$1,000,000.00 PER YEAR, INDEPENDENTLY OWNED AND OPERATED.**  
 YES  NO  
**MINORITY AND WOMEN OWNED – AT LEAST 51% OWNED BY ONE OR MORE SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS AND WHOSE MANAGEMENT AND DAILY BUSINESS OPERATIONS ARE CONTROLLED BY ONE OR MORE OF THOSE INDIVIDUALS.**  
 YES  NO

12. Background checks – Contractor must perform background checks on all employees providing service to the City of Montgomery. Minimal, the background check should include a national criminal check along with child abuse registry checks.
13. Recommendations will be made based on, but not limited to: specificity of proposal, price, creativity of proposal, previous work performance.
14. All equipment at the beginning of the contract must be in new or good condition. An equipment list including quantities and manufacture must accompany your proposal. Maintenance Department of Building's staff has the right to disapprove any equipment or "brand" that they determine unsuitable.
15. Staffing requirements – A full-time project manager will be assigned to the contract with the sole responsibility to manage the specifications of this proposal. The project manager will be responsible for quality of all facilities included in this proposal and will report to Director of Building Maintenance bi-monthly. At this time, quality assurance forms should be discussed and any issues outlined.
16. The project manager shall be able to read, write, speak and understand English.
17. See attached list of properties that are included in this proposal along with the frequencies of cleaning each facility.
18. Submit a one page narrative illustrating qualifications, experience, years in business, company philosophy and any unique benefits your company will provide The City of Montgomery.
19. Provide a one page narrative describing how you plan to manage this project. Include the location of your nearest office involved in this project. Describe your management and supervision plan to maintain the facilities as outlined in the specifications.
20. Bidders must have and provide specific details on the following:
  - A.) Management and Employee Training Program
  - B.) Quality Assurance Program
  - C.) Safety Program
  - D.) Chemicals/Equipment approved by the City
  - E.) Staffing Plan to include and organization chart



**City of Montgomery Cleaning Specifications  
Maintenance-Buildings**

SCOPE OF WORK: The Contractor shall provide all labor, equipment, tools, chemicals (except paper products and trash bags), supervision and other services to perform the work as defined for the attached building schedule.

PERSONNEL: The Project Manager shall have full authority to act for the contractor. The Manager shall meet with the Director of Building Maintenance bi-monthly to discuss immediate problem areas. Any schedule changes must be approved by the Director in advance. The Contractor shall transfer to another contract any personnel found to be objectionable by the City of Montgomery. No food may be prepared on the premises by the contractor's personnel. City telephones shall not be used for personal reasons nor any toll or long distance calls.

LOST AND FOUND: The Contractor will insure that all articles of possible personal or monetary value are turned in to the City Purchasing Agent.

CONSERVATION OF UTILITIES: HVAC Systems will not be adjusted by the workers. Water faucets or valves shall be turned off after the required usage has been accomplished.

SAFETY: The Contractor shall furnish ample safety devices (caution-wet floor signs, ribbons, etc.) positioned appropriately when mopping or refinishing floors.

INSURANCE: The Contractor will carry insurance/workman's compensation on all employees working under contract

Requirements of the Janitorial Contractor

1. General cleaning to be performed as outlined by the City per attached spreadsheets.
2. The janitorial contractor shall be responsible for shutting off all lights and locking all doors in serviced areas where applicable.
3. All equipment shall be in new or good condition when put on the job site. The equipment will be kept in a presentable condition at all times. Replacement and repair of equipment will be made as necessary at the expense of the cleaning contractors.
4. Each piece of equipment, carts, mop buckets, etc. will have a soft, protective rubber or lamb's wool edging to prevent damage to wood partitions, baseboards, furniture and doors. Vacuums will have soft vac or equivalent protective covers.

**City of Montgomery Cleaning Specifications  
Maintenance-Buildings**

5. Adequate equipment should be kept on site for replacement of broken and unrepresentable equipment.
6. The Project Manager will personally inspect his staff's equipment on a routine basis to be certain it is in optimum operating condition and properly distributed on assigned levels (floors). Equipment repairs/replacements are the Contractor's responsibility and expense.
7. The janitorial contractor will maintain a chart or schedule of periodical cleaning assignments. This chart will include, but will not be limited to weekly, monthly, quarterly, bi-annual and annual assignments. These charts will be visible to the City.
8. The janitorial contractor (supervisor and/or project manager) will be required to perform bi-weekly inspections of the cleaning services on the property and meet with designated facility manger to ensure proper cleaning being performed. A copy of the bi-weekly inspections report will be provided to the City's General Services Director and Building Maintenance Director.
9. The janitorial contractor shall provide:
  - a. Picture identification badges for all personnel.
  - b. Uniforms for day labor. Uniform selection must be approved by the City.
  - c. All equipment and cleansers/chemicals necessary to properly clean the project.
  - d. Trained and capable staff. Follow rules and regulations as specified by City.
10. The Project Manager shall be responsible for the control of the building's keys in conjunction with the City's Security staff. The Project Manager will maintain a record of all keys signed in/out on a daily basis. The contractor may be required to replace, re-key or to reimburse the City for the replacement of locks or re-keying as a result of Contractor lost keys. It is the Contractors responsibility to prohibit the use of keys by persons other than the contractor's employees.
11. The cleaning staff will be trained at the expense of the cleaning contractor. The City will not be charged for site trainees and supervision thereof.
12. The janitorial contractor will provide the City a list of contacts for emergency situations.

Duties on an As-Need Basis:

1. Cost to strip and wax floors per square foot \_\_\_\_\_ .
  2. Cost to clean Carpet per square foot \_\_\_\_\_.
  3. Cost for special event cleaning per person per hour \_\_\_\_\_.
  4. Facilities added/deleted @ \_\_\_\_\_ per square foot as needed.
  5. Cost to clean and buff bathroom tile floors per square foot \_\_\_\_\_.
-

## Maintenance Department Facilities

Building	Address	Phone	Weekly Frequency	Current Daily Frequency
<b>PLANNING/DEV</b>				
Union Station	300 Water Street		5 Days M-F	8am-5pm
Union Station Train Shed	300 Water Street		M-W-F	1xDaily
<b>PARKS AND RECREATION</b>				
Regency Park	5995 Christy Lane		M-W-F	9am-1pm
Armory Learning Arts Center	1018 Madison Avenue	241-2787	5 Days M-F	8am-4pm
Capitol Heights CC	206 Federal Drive	271-7006	M-W-F	10am-2pm
Chisholm CC	545 Vandiver Blvd	240-4514	M-W-F	9am-1pm
Floyd CC	3450 LeBron Road	284-7914	M-W-F	1pm-5pm
E D Nixon CC	1000 Goode Street	240-4467	M-W-F	9am-1pm
Goodwyn CC	205 Perry Hill Road	271-7008	M-W-F	1pm-5pm
Highland Gardens CC	2801 Wilena Avenue	240-4556	M-W-F	9am-1pm
Houston Hill CC	207 North Hall Street	240-4557	M-W-F	9am-1pm
King Hill	814 East Claremont Avenue	240-4558	M-W-F	1xDaily
Loveless CC	921 West Jeff Davis Avenue	240-4559	M-W-F	7am-11am
Crump CC	1751 Congressman Dickinson Dr	240-4547	5 Days M-F	7am-4pm
O'Connor Tennis Center	501 Anderson Street	240-4884	M-W-F	1pm-5pm
Sheridan Heights CC	3501 Faro Lane	240-4573	M-W-F	1pm-5pm
Smiley Court CC	3200 Otis Lane	284-7925	M-W-F	9am-1pm
Therapeutic Rec Center	604 Augusta Street	240-4595	5 Days M-F	4:30am-1pm
McIntyre CC	1240 Hugh Street		M-W-F	1pm-5pm
Hayneville Rd CC	3315-B Hayneville Road		M-W-F	After 10am
Peter Crump Park	3510 Woodley Road		M-W-F	1xDaily
Seth Johnson Park	4550 Narrow Lane Road		M-W-F	1xDaily
Gateway Park	3800 Davenport Pkwy		6 Days M-F	1xDaily
Hunter Station	20 Melton Street		M-W-F	After 10am
Riverfront Office	200 Coosa Street		M-W-F	1xDaily
Hayneville Park	2900 Patrick Road		6 Days M-S	1xDaily
Washington Park	2330 Dorothy Street		M-W-F	After 10am

# Maintenance Department Facilities

Chisholm Complex	545 Vandiver Blvd		M-W-F	1xDaily
Highland Gardens Park	2801 Wilena Avenue		M-W-F	1xDaily
Exchange Complex	850 Coliseum Blvd		M-W-F	1xDaily
Goodwyn Complex	205 Perry Hill Road		6 Days M-S	1xDaily
Sheridan Heights Complex	3501 Faro Lane		M-W-F	1xDaily
Macadonia CC	6050 Woodley Rd.		M-W-F	After 10am
Woodmere Park	5881 Woodmere Blvd		M-W-F	1xDaily
AUM Complex	Brown Springs Rd @ University Dr.		6 Days M-S	1xDaily
Shannon Park	2220 W. Edgemont Avenue		M-W-F	1xDaily
Woodcrest Park	4325 Thornwood Road		M-W-F	1xDaily
Southlawn Park	5225 Patricia Lane		M-W-F	1xDaily
Old Selma Rd CC	3200 Old Selma Rd		M-W-F	After 10am
Ida Bell Young Park	5400 Vaughn Road		6 Days M-S	1xDaily
Thompson Park	1655 Ray Thorington Road		6 Days M-S	1xDaily
Buddy Watson Park	1801 Taylor Road		6 Days M-S	1xDaily
Twin Gates	3810 Coretta Drive		M-W-F	1xDaily
<b>JUNE 1-JULY 31</b>				
<b>SUMMER FOOD PROGRAM ALL OTHER SCHEDULES REMAIN THE SAME</b>				
Chishom CC			M-F	9am-1pm
Sheridan Heights CC			M-F	1pm-5pm
Houston Hill CC			M-F	9am-1pm
E D Nixon CC			M-F	9am-1pm
Hayneville Road CC			M-F	9am-1pm
Highland Gardens CC			M-F	9am-1pm
Floyd CC			M-F	10am-2pm
Smiley Court CC			M-F	9am-1pm
Regency Park			M-F	10am-2pm
Brewbaker cc			M-F	10am-2pm
<b>BUILDING MAINT</b>				
Personnel /Fire	27 Madison Avenue		5 Days M-F	7am-4pm
Old Jail/Traff Eng/Purch	Whs 934 North Ripley Street		5 Days M-F	7am-4pm
Street Maint Off/ Fleet Mgmt	934 North Ripley Street		5 Days M-F	7am-4pm
City Hall	103 North Perry Street (2 people)		5 Days M-F	8am-5pm
City Hall Annex	25 Washington Ave (2 people)		5 Days M-F	8am-2pm

## Maintenance Department Facilities

Guard House	934 North Ripley Street			M-W-F	1xDaily
Ice House	934 North Ripley Street			M-W-F	1xDaily
Farmers Market	1004 Madison Ave			M-W-F	1xDaily
Fuel Station	934 North Ripley Street			M-W-F	1xDaily
Building Maintenance	2390 Cong Dickinson Drive			M-W-F	1xDaily
<b>MONTGOMERY CITY COUNTY LIBRARIES</b>					
Coliseum Blvd Library	840 Coliseum Boulevard	271-7005		3 Days	1xDaily
Rosa Parks Library	1276 Rosa Parks Avenue	240-4979		1 Day	1xDaily
Gov Square Library	2885-B East South Boulevard	284-7929		3 Days	1xDaily
Morgan Library	245 High Street	240-4999		5 Days M-F	9am-6pm
EL Lowder Library	2590 Bell Road	244-5717		3 Days	1xDaily
Rufus A. Lewis Library	3095 Mobile Highway	240-4848		3 Days	1xDaily
<b>RISK MANAGEMENT</b>					
Health Clinic	300 South Hull Street			Tues/Friday	After 6pm
<b>MUNICIPAL COURT</b>					
Municipal Justice Center	1001 Madison Avenue			5 Days M-F	8am-5pm

JANITOR CLEANING FREQUENCY & SERVICES PROVIDED	DAILY	WEEKLY	MONTHLY
GENERAL, OFFICES,ELEVATORS,STAIRWAYS			
LOBBY, LOUNGE, KITCHEN			
Empty trash cans/replace liner	X		
Clean and sanitize drinking fountains,sinks,countertops	X		
Dusting below 72 inches		X	
Dusting above 72 inches including ac vents			X
Spot clean lobby glass including front doors, elevator doors and interior	X		
Clean entire glass doors inside and out, elevator doors and interior		X	
Dust blinds			X
Remove dust and cobwebs		X	
Dust mop hard floors or vaccum carpet traffic lanes	X		
Dust mop hard floors or vaccum carpet wall to wall unless there is spill or excess dirt due to rainy weather etc		X	
RESTROOMS			
Clean, sanitize and polish all fixtures	X		
Clean all glass and mirrors	X		
Empty trash cans insert new liners	X		
Spot clean walls, doors and partitions	X		
Clean and sanitize walls, doors and partitions		X	
Refill dispensers to normal limits paper products supplied by City of Montgomery	X		
Dusting below 72 inches		X	
Dusting above 72 inches including ac vents			X
Sweep and damp mop floors	X		
Vaccum carpet if applicable	X		

## SPECIAL PROVISIONS

### NO. 1

THE CITY OF MONTGOMERY REQUIRES THAT A BOND BY A RELIABLE SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF ALABAMA BE FILED WITH EACH BIDDER'S BID THAT EXCEEDS \$50,000.00. SUCH BOND SHALL BE FOR THE SUM OF FIVE PERCENT (5%) OF THE TOTAL BID. A CASHIERS CHECK PAYABLE TO THE CITY OF MONTGOMERY OR AN IRREVOCABLE LETTER OF CREDIT SHALL ALSO BE ACCEPTABLE.

### NO. 2

CITY ORDINANCES MANDATE THAT ANYONE WHO TRANSACTS BUSINESS WITHIN THE CITY LIMITS OF MONTGOMERY BY ONE OR ALL OF THE FOLLOWING SITUATIONS IS SUBJECT TO OBTAIN A CITY BUSINESS LICENSE:

- 1) A physical location within the City.
- 2) A representative of your company calls on customer or solicits business within the City.
- 3) Merchandise is delivered into the City on a vehicle other than by common carrier.

BIDDERS FALLING WITHIN THE ABOVE CATEGORIES WILL BE REQUIRED TO OBTAIN A CITY OF MONTGOMERY BUSINESS LICENSE PRIOR TO ISSUANCE OF A CONTRACT OR PURCHASE ORDER.

BUSINESS LICENSE NO. \_\_\_\_\_

### NO. 3

Verification of E-Verify Enrollment in accordance with the Beason-Hammon Act.

#### SECTION 9

-The attached form should be completed and signed. Attach to it verification of your enrollment in E-Verify.

**RFP/PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED**

*This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama.*

State of \_\_\_\_\_  
County of \_\_\_\_\_

“As a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama, I hereby state that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.”

I further assert that said business entity/employer/contractor is enrolled in the E-Verify program if enrollment is not eligible to enroll because of the rules of that program or other factors beyond its control.  
*(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)*

\_\_\_\_\_  
Signature

**ATTACHMENT: VERIFICATION OF E-VERIFY ENROLLMENT.**

THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) (b).and (c) as amended.

1/3/2013

## **SPECIAL PROVISIONS**

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AMENDED**

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State of \_\_\_\_\_  
County of \_\_\_\_\_

“As a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama, I hereby state that in my capacity as

\_\_\_\_\_ (state position) for \_\_\_\_\_

\_\_\_\_\_ (state business entity/employer/contractor name) that said business

entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.”

I further assert that said business entity/employer/contractor is enrolled in the E-Verify program if enrollment is not eligible to enroll because of the rules of that program or other factors beyond its control.

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\_\_\_\_\_  
Signature

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1/3/2013