

**STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS**



**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

**For The
Colorado Department of Corrections**

**For The
ARKANSAS VALLEY CORRECTIONAL FACILITY (AVCF)
M-13003 / AVCF Roof Replacement, Phases 1 and 2 of 2**

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL/ENGINEERING/CONSULTING SERVICES**

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	REQUEST FOR QUALIFICATIONS Architectural/Engineering Services State of Colorado Department of Corrections Notice Number: 14-CBA-001

Project No: **M-13003**
Project Title: **AVCF Roof Replacement, Phases 1 and 2 of 2**

Project Description

The State of Colorado, Department of Corrections (CDOC), is soliciting the submittal of qualifications from firms to provide Architectural/Engineering services for the Arkansas Valley Correctional Facility (AVCF), AVCF Roof Replacement project with an approximate construction budget of \$1.6 million for Phases 1 and 2 of 2.

The AVCF Roof Replacement project consists of selective demolition, temporary weather-proofing, rough carpentry, rigid insulation, tapered insulation, cover board, mechanical attachment, membrane roofing, base flashing, sheet metal flashing/coping, equipment curbs, roofing jacks, and associated work as required for a complete roofing system.

Scope of Services

RFQ for Services of: Architects/Engineers

Professional services include analysis and field verification of existing conditions, evaluation of roof drainage slopes, roof drain and scupper over-flow drainage, design and roof system recommendations and construction documents through code review per Code Compliance Plan Review Procedures in Appendix B A/E Agreement Exhibit E, opinion of probable cost, and bid documents.

Contract administration shall include contractor pre-qualification, bid phase service, pre-construction meeting, construction observation, substantial completion inspection, punch list, project closeout, and warranty period services as required in the A/E agreement and Terms and Conditions.

Minimum Requirements

Notice is hereby given to all interested parties that all firms will be required to meet minimum qualifications to be considered for this project. To be considered as qualified, interested firms shall have, as a minimum:

1. A license to practice Architecture and/or Engineering in Colorado;
2. A primary or branch office located in Colorado for a minimum of the last five (5) years;
3. Provided Architectural/Engineering services within the last five (5) years for at least three (3) projects each in excess of one million five hundred thousand dollars (\$1,500,000) construction costs utilizing the expertise present in their Colorado office; and
4. At least one of the listed projects listed in item 3 shall have been completed by the Principal-in-Charge and the Project Architect/Engineer proposed for this project (separately or as a project team). Demonstrate that the Principal-in-Charge and the Project Architect/Engineer have prior institutional facility construction experience, including working within a secure occupied facility.

The right is reserved to waive informalities or irregularities and to reject any and all Proposals.

Firms meeting the minimum requirements may obtain the RFQ documents by contacting:

The Point of Contact listed below. This Notice, the RFQ, and the Consent to Search Form are also available. This Notice has been published on the Colorado Construction and Design Notices web site: <https://www.bidscolorado.com>, select "By Agency" filter for Department of Corrections. Interested firms shall be solely responsible for checking this web site for all information that has been made available concerning this Notice.

Pre-Submittal Meeting:

The CDOC reserves the right to schedule a meeting or facility tour at any time within the Selection Process.

Qualifications Due:

Date & Time:

08/27/2013 02:00 PM

Address:

**Colorado Department of Corrections
Facility Management Services
2860 S. Circle Drive, Suite 220
Colorado Springs, CO 80906**

Comments: **Please indicate "RFQ Submittal for A/E Services for AVCF Roof Replacement, Project No. M-13003" and the Architect/Engineer's name clearly displayed on the outside of the delivery package. Please allow ample time to clear building security when hand delivering RFQ proposals. Fax or e-mail bids cannot be accepted.**

Point of Contact:

Name:

James C. Ramsey, LEED AP, State Buildings Delegate

Agency:

Department of Corrections

Phone:

(719) 226-4116

Fax:

(719) 226-4605

Email:

james.ramsey@state.co.us

Comments: **The Point of Contact shall be the sole point of contact for the CDOC during the process of the selection of an A/E Firm for the project. Contact shall be made only in writing via fax or e-mail (preferred) to the above individual.**

Media of
Publication(s):

Daily Journal, Denver; Denver Post, Denver

Publication
Dates:

8/1/2013 and 8/6/2013

END OF REQUEST FOR QUALIFICATIONS

**ARCHITECTURAL/ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS
COLORADO DEPARTMENT OF CORRECTIONS**

I. INTRODUCTION

A. PROJECT DESCRIPTION

The State of Colorado, Department of Corrections (CDOC), is soliciting the submittal of qualifications from firms to provide Architectural/Engineering services for the Arkansas Valley Correctional Facility (AVCF), AVCF Roof Replacement project with an approximate construction budget of \$1.6 million for Phases 1 and 2 of 2.

The AVCF Roof Replacement project consists of selective demolition, temporary weather-proofing, rough carpentry, rigid insulation, tapered insulation, cover board, mechanical attachment, membrane roofing, base flashing, sheet metal flashing/coping, equipment curbs, roofing jacks, and associated work as required for a complete roofing system in compliance with Codes adopted by the State Buildings Program, applicable energy codes, and wind resistance requirements.

SCOPE OF SERVICES:

Professional services include analysis and field verification of existing conditions, evaluation of roof drainage slopes, roof drain and scupper overflow drainage, design and roof system recommendations and construction documents through code review (see Code Compliance Plan Review Procedures in Appendix B A/E Agreement Exhibit E), ready for bidding.

Contract administration shall include contractor pre-qualification, bid phase service, pre-construction meeting, construction observation, substantial completion inspection, punch list, project closeout, and warranty period services as required in the A/E agreement and Terms and Conditions (attached).

MINIMUM REQUIREMENTS:

Notice is hereby given to all interested parties that all firms will be required to meet minimum qualifications to be considered for this project. To be considered as qualified, interested firms shall have, as a minimum:

- 1. A license to practice Architecture and/or Engineering in Colorado;**
- 2. A primary or branch office located in Colorado for a minimum of the last five (5) years;**
- 3. Provided Architectural/Engineering services within the last five (5) years for at least three (3) projects each in excess of one million five hundred thousand**

dollars (\$1,500,000) construction costs utilizing the expertise present in their Colorado office; and

4. At least one of the listed projects listed in item 3 shall have been completed by the Principal-in-Charge and the Project Architect/Engineer proposed for this project (separately or as a project team). Demonstrate that the Principal-in-Charge and the Project Architect/Engineer have prior institutional facility construction experience, including working within a secure occupied facility. The right is reserved to waive informalities or irregularities and to reject any and all Proposals.

Scope of Services:

Professional services include analysis and field verification of existing conditions, evaluation of roof drainage slopes, roof drain and scupper overflow drainage, design and roof system recommendations and construction documents through code review (see Code Compliance Plan Review Procedures in Appendix B A/E Agreement Exhibit E), opinion of probable cost, and bid documents.

Contract administration shall include contractor pre-qualification, bid phase service, pre-construction meeting, construction observation, substantial completion inspection, punch list, project closeout, and warranty period services as required in the A/E agreement and Terms and Conditions (attached)

PROJECT DELIVERY:

Project Delivery shall be by conventional Design/Bid/Build contract, under a Two Step Process to prequalify contractors for competitive bidding.

B. SELECTION PROCESS

The selection of an architect/engineer/consultant will be conducted in accordance with the Colorado Revised Statutes, 24-30-1401 et. seq. The process will involve two stages: submittals will be screened and scored. A limited number of firms will be short listed and invited to participate in oral interviews. The DEPARTMENT OF CORRECTIONS will attempt to negotiate a contract with the highest ranked firm following the interview segment. Following is additional information relative to the selection process:

1. Pre-Submittal Meeting: None

The DEPARTMENT OF CORRECTIONS reserves the right to schedule a meeting or facility tour at any time within the Selection Process.

2. Architect/Engineer/Consultant's Submittals: Specific requirements for submittals and scoring criteria are detailed in II. SUBMITTAL REQUIREMENTS. In order to facilitate review, **five (5)** copies of submittals must be provided. Submittals must be received at:

**Colorado Department of Corrections
Facility Management Services
2860 S. Circle Drive, Suite 220
Colorado Springs, CO 80906
ATTN: James Ramsey, LEED AP, State Buildings Delegate**

Deadline for receipt (whether mailed or hand delivered) is:

August 27, 2013 at 2:00 PM MDT

Late submittals will be rejected without consideration. The DEPARTMENT OF CORRECTIONS and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

3. Screening Panel/Short List: Submittals will be evaluated by a panel of individuals selected in accordance with state policies. The panel will review and score the submittals. Firms ranked the highest will be invited to an oral interview. It is anticipated no more than five (5) will be interviewed.
4. Oral Interviews. It is anticipated that oral interviews will be conducted during the week of **September 9, 2013**. Interviews will be conducted at:

**Colorado Department of Corrections
Facility Management Services
2860 S. Circle Drive, Suite 220
Colorado Springs, CO 80906**

The time for interviews is to be determined. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The interview panel will, in particular, be interested in knowing about the project approach proposed and in meeting the individuals who will act as the primary contacts with the DEPARTMENT OF CORRECTIONS.

C. SCHEDULE

Following is a detailed schedule of events for the RFQ process and an outline of the schedule for the balance of the project.

Advertisement	August 1 and 6, 2013
RFQ Document Available	August 1, 2013
Date Fax/Email Questions Due	August 16, 2013 at 4:00 PM
Date Answers Due on Colorado BIDS	August 19, 2013 at 4:00 PM
RFQ Submittal Due	August 27, 2013 at 2:00 PM
Submittal Screening	Aug 28 to Sept 6, 2013
A/E Interview List Released	September 6, 2013
A/E Oral Interviews (as scheduled)	Week of Sept 9, 2013
Negotiation of A/E Contract	Sept 16 to Sept 30, 2013
Contract Approval (projected)	October 15, 2013
Anticipated Design Start	November 1, 2013
Anticipated GC Start	May, 2014
Anticipated Construction Finish	November, 2014

D. GENERAL INFORMATION

All respondents accept the conditions of this RFQ, including, but not limited to, the following:

1. **ISSUING OFFICE:** This RFQ is issued by the CDOC Facility Management Services (FMS) office of the State Buildings Delegate. During the solicitation process, FMS is the sole point of contact concerning this RFQ. **Any prospective A/E Firm that is found to have contacted any other CDOC personnel with regard to this RFQ may be deemed to be ineligible for award.**
2. **OFFICIAL MEANS OF COMMUNICATIONS:** During the solicitation process for this RFQ, the RFQ document package and all official communication from the CDOC to the prospective A/E Firm(s) will be via Modifications to the solicitation as posted on the Colorado BIDS system web site for Design and Construction Notices (website: <https://www.bidscolorado.com>).

The Colorado BIDS system is the only means of official notification of any significant changes to the RFQ. It is incumbent upon prospective A/E Firm(s) to carefully and regularly monitor this web site for any such postings.

3. **WRITTEN INQUIRIES:** Prospective A/E Firm(s) may make written inquiries (either by e-mail requesting confirmation or by FAX) in order to obtain clarification of RFQ requirements. Inquiries by phone will not be accepted. Inquiries must be submitted not later than the date and time indicated in C. Schedule above. Written Inquiries should be addressed to:

Colorado Department of Corrections
Facilities Management Services
State Buildings Delegate
Attn: James C. Ramsey, LEED AP, State Buildings Delegate
FAX (719) 226-4116
E-mail address: james.ramsey@.state.co.us

The CDOC may issue one or more "Modifications" to this RFQ, which will provide the CDOC's written responses (as the CDOC deems necessary) to Written Inquiries received. *Please limit written inquiries to those issues and questions which are essential* in order to submit viable qualifications or proposals in response to this RFQ. Requests for additional details or exhaustive information regarding current agency or contractor practices may be declined, if said information is not deemed by the CDOC State Buildings Delegate's Office to be necessary in order to submit viable qualifications. All CDOC responses to written inquiries which include substantial new information, or which modify the RFQ, will be published on the Colorado BIDS system.

4. **OWNERSHIP OF SUBMITTAL DOCUMENTS:** All submittals shall become the property of the State of Colorado and will not be returned.

5. **RESPONSIBILITY FOR SUBMITTALS:** Failure of the prospective A/E Firm(s) to provide the information requested in the RFQ may result in the disqualification, at the discretion of the CDOC. This responsibility to provide such information or disclosure is solely that of the prospective A/E Firm(s). Late submittals shall not be evaluated. Facsimile submittals shall not be accepted. ***The State reserves the right to reject any or all submittals on the basis of being unresponsive to this RFQ or for failure to disclose requested information.***
6. **MULTI-STEP PROCESS:** This RFQ has been issued with the intent to conduct a multi-step evaluation process. This RFQ document is intended to provide enough information to enable prospective A/E Firm(s) to develop and submit qualifications for evaluation by the CDOC. ***The CDOC reserves the right to issue supplemental documentation during the RFQ selection process.***
7. **RESPONSIBILITY FOR COSTS:** The State shall not be liable for any costs incurred by prospective A/E Firm(s) in the preparation of submittals nor in costs related to any element of the selection and contract negotiation process.
8. **AGREEMENT PROVISIONS:** The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample A/E Agreement are expressly workable without reservation. The prospective A/E Firm(s) shall disclose any aspects or provisions of these documents to which the prospective A/E Firm(s) may take exception. ***Failure by a prospective A/E Firm to disclose such exceptions in the submittal, or subsequent negotiation with the selected A/E Firm, may be considered justification to terminate the selection of the A/E Firm, at the discretion of the State.***
9. **METHOD OF SELECTION AND AWARD:** The Selection Committee shall complete a combined evaluation of submittals and oral interviews, which shall be recorded on the corresponding evaluation forms in Appendices of this RFQ. Selection of the apparent A/E Firm shall be posted under the Official Means of Communication above.

The final fee amount and scope of services may be negotiated at the State's discretion. Award and contract will be contingent on availability of key proposed A/E Firm and consultant staff.

Should the initial selection not be successful in executing a A/E Agreement, CDOC reserves the right to select the next most-qualified A/E Firm to negotiate an agreement. Therefore, all prospective A/E Firm(s) within the shortlist group are requested to keep their submittal to this RFQ open for 90 calendar days following the date of notification of selection.

II. SUBMITTAL REQUIREMENTS

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document.

Prospective A/E Firm(s) must comply with the following items, a through c. The State retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the State. ***The primary focus of the submittal evaluation will be the prospective A/E Firm(s) capabilities.***

- a. Submittals shall be formatted and tabbed in the exact form and alphanumeric sequence of the submittal elements below and the Evaluation Form, Appendix A. Additional information, if provided, shall appear at the end of the submittal under its own tab(s).
- b. Response to all items shall be complete. Prospective A/E Firm(s) are encouraged to respond in a concise manner. The use of charts and spreadsheets to summarize certain information is especially encouraged; said information may be accompanied by an explanatory narrative.
- c. All references shall be current and relevant, including, but not limited to, contact representatives with a current telephone number.

Following are elements that will be used to evaluate each firm's qualifications:

LETTER OF INTEREST

The Submittal shall include a Letter of Interest (maximum of two pages) including the following:

- ❑ Identify the firm, joint-venture, or association including a signature by an individual legally authorized to represent the Prospective A/E Firm, phone number, and e-mail address;
- ❑ Written commitment to enter into negotiations based on the terms of this RFQ if awarded by the CDOC; and
- ❑ Qualifications Statement: Substantiate compliance with qualifications in the outline format of Minimum Requirements included in the Advertisement for this RFQ above.
- ❑ Complete and execute the Acknowledgement and Attestation Form provided in Appendix D and include with the Submittal.

A. PROJECT TEAM

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

Elements that will be considered by the panel when scoring your submittal:

- Qualifications and relevant individual experience.
Include staff qualifications with demonstrated knowledge of the State of Colorado policies regarding Greening of State Government and SBREP High Performance Building Policy, including USGBC LEED Accredited Professional qualifications.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence associated with GC services.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

B. FIRM CAPABILITIES

Elements that will be considered by the panel when scoring your submittal:

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
Include project management and construction administration services associated with on-site coordination with the GC.
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Utilization of CADD and computers.
Include services utilizing 3D software, Building Information Modeling (BIM), for design, coordination, systems engineering, and release to the GC's subcontractors/manufacture/supplier.
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

C. PRIOR EXPERIENCE

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

Elements that will be considered by the panel when scoring your submittal:

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Disclosure under Minimum Requirements 3 and 4 is specifically required in this portion of the submittal. Include the name and current telephone number of the owner's representative for every project listed.

D. PROJECT APPROACH

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues.

Elements that will be considered by the panel when scoring your submittal:

- Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within owner's established budget.
 - Control consultant contract costs
 - Coordinate value engineering activities
- Quality Control Methodology.
 - Insure State procedures are followed
 - Improve energy efficiency through compliance with Greening of State Government and High Performance Building Policy through the use of an integrated design process, life cycle costing, the use of an energy standard (ASHRAE/IES 90.1-1989) and the specification of energy efficient materials, systems, and equipment
 - Insure the project is designed for durability and maintainability
- Schedule.
 - Manage the required work to meet the established schedule in conjunction with one or more GC's and Owner self-performed work.

E. WORK LOCATION

Describe where the prime and subconsultants will do the key work elements of this project.

Elements that will be considered by the panel when scoring your submittal:

- Proximity of firms A/E Firm and key consultant offices as it may affect coordination with the State's project manager, the GC, and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

Appendix A

**STATE BUILDINGS PROGRAMS
PRELIMINARY SELECTION/EVALUATION FORM
ARCHITECT/ENGINEERING/CONSULTANT SERVICES**

QUALIFICATION BASED SELECTION (This form is to be used in the first step, i.e. short listing, of an architectural/engineering/consulting services selection process.)

Evaluator #: _____ Date: _____

Name of Firm: _____

Name of Project: _____

RFQ REFERENCE
LETTER OF INTENT / MINIMUM REQUIREMENTS Y ____ N ____

If the minimum requirements have not been met, specify the reason(s):

Acknowledgment and Attestation included: Y ____ N ____

SCORE (PROJECT SPECIFIC QUALIFICATIONS): Weight¹ x Rating² = Score

A. PROJECT TEAM

- Qualifications and relevant individual experience. _____ X _____ = _____
- Unique knowledge of key team members relating to the project. _____ X _____ = _____
- Experience on projects as a team. _____ X _____ = _____
- Key staff involvement in project management and on-site presence associated with GC services. _____ X _____ = _____
- Time commitment of key staff. _____ X _____ = _____
- Qualifications and relevant subconsultant experience. _____ X _____ = _____

B. FIRM CAPABILITIES

- Are the lines of authority and coordination clearly identified _____ X _____ = _____
- Are essential management functions identified? _____ X _____ = _____
- Are the functions effectively integrated (e.g., subconsultants' roles delineated?) _____ X _____ = _____
- Utilization of CADD and computers. _____ X _____ = _____
- Current and projected work load. _____ X _____ = _____

C. PRIOR EXPERIENCE/PERFORMANCE

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

_____ X _____ = _____
_____ X _____ = _____
_____ X _____ = _____

D. PROJECT APPROACH

- Budget methodology/cost control.
- Quality control methodology.
- Schedule maintenance methodology.

_____ X _____ = _____
_____ X _____ = _____
_____ X _____ = _____

E. WORK LOCATION

- Proximity of firm's office as it may affect coordination with the state's project manager, the CM/GC, and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

_____ X _____ = _____
_____ X _____ = _____
_____ X _____ = _____

TOTAL SCORE: _____ 3

NOTES:

1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Rating: 1 = Unacceptable 2 = Poor 3 = Fair
 4 = Good 5 = Excellent
3. Total score includes the sum total of all criteria. A passing score (as a percentage of the total points available) is to be established prior to selection (if applicable).

Appendix A1

**STATE BUILDINGS PROGRAMS
INTERVIEW SELECTION/EVALUATION FORM
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

QUALIFICATION BASED SELECTION (This form is to be used in the second step, i.e. oral interview, of an architectural/engineering/consulting services selection process.)

Evaluator #: _____ Date: _____

Name of Firm: _____

Name of Project: _____

SCORE (OVERALL QUALIFICATIONS)¹:

Weight² x Rating³ = Score

1. PROJECT TEAM	_____	x	_____	=	_____
2. PROJECT MANAGEMENT	_____	x	_____	=	_____
3. PROJECT APPROACH	_____	x	_____	=	_____
4. PRIOR EXPERIENCE	_____	x	_____	=	_____
5. WORK LOCATION	_____	x	_____	=	_____

TOTAL SCORE: _____⁴

NOTES:

1. Agencies are encouraged to include additional criteria that reflect the unique characteristics of the project under each category to help determine the submitter's overall qualifications.
2. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
3. Rating: 1 = Unacceptable 2 = Poor 3 = Fair
 4 = Good 5 = Excellent
4. Total score includes the sum total of all criteria.

APPENDIX A2

STATE BUILDINGS PROGRAMS FINAL RANKING MATRIX

QUALIFICATION BASED SELECTION

(This form is to be used to rank and determine the most qualified architectural/engineering/consulting services firm in a selection process.)

FIRM	QUALIFICATIONS SCORE ¹						CUMULATIVE ² TOTAL SCORE	RANK ³
	EVAL #1	EVAL #2	EVAL #3	EVAL #4	EVAL #5	EVAL #6		

NOTES:

1. Insert total score from each evaluator's PRELIMINARY SELECTION AND INTERVIEW SELECTION/EVALUATION FORM only.
2. Add all evaluators' total scores to determine the cumulative score. NOTE: Each firm's cumulative total score should be as a percentage of the total points available.
3. Rank all firms with the highest scoring firm being the most qualified.

APPENDIX B

**ARCHITECT/ENGINEER AGREEMENT
(DESIGN/BID/BUILD FORMAT)**

APPENDIX C

CERTIFICATION AND AFFIDAVIT REGARDING UNAUTHORIZED IMMIGRANTS



STATE OF COLORADO
OFFICE OF THE STATE ARCHITECT
STATE BUILDINGS PROGRAMS

CERTIFICATION AND AFFIDAVIT REGARDING ILLEGAL ALIENS

Institution/Agency: Colorado Department of Corrections

Project No./Name: M-13003 / AVCF Roof Replacment, Phases 1 and 2 of 2

A. CERTIFICATION STATEMENT [HB 06-1343]

The Vendor, whose name and signature appear below, certifies and agrees as follows:

1. The Vendor shall comply with the provisions of CRS 8-17.5-101 et seq. The Vendor shall not knowingly employ or contract with an unauthorized immigrant to perform work for the State or enter into a contract with a subcontractor that knowingly employs or contracts with an unauthorized immigrant alien.
2. The Vendor represents, warrants, and agrees that it (i) has verified that it does not employ any unauthorized immigrants, through participation in the E-Verify Program, formerly referred to as the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, and (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b).
3. The Vendor shall comply with all reasonable requests made in the course of an investigation under CRS 8-17.5-102 by the Colorado Department of Labor and Employment. If the Vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the State may terminate work for breach and the Vendor shall be liable for actual and consequential damages to the State.

B. AFFIDAVIT [HB 06S-1023]

4. If the Vendor is a sole proprietor, the undersigned hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States, or
- I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I am a sole proprietor entering into a contract to perform work for the State of Colorado. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to starting work for the State. I further acknowledge that I will comply with the requirements of CRS 24-76.5-101 et seq. and will produce the required form of identification prior to starting work. I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under CRS 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

CERTIFIED and AGREED to this _____ day of _____, 20_____.

VENDOR:

Vendor Full Legal Name

BY: _____
Signature of Authorized Representative

Title

APPENDIX D

ACKNOWLEDGEMENT AND ATTESTATION FORM

By responding to these guidelines, the respondent(s) certify that he/she has reviewed the Agreement and its Exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

I certify and declare that the foregoing is true and correct.

Subscribed on _____ at _____,
Date City
_____, State of _____,
County State

Applicant or Corporate Officer Signature

Date

Witness

Date

NOTE: Use full corporate name and affix corporate seal (if available).

(Seal)