



SOLICITATION NO.: RFQ2020_05

REQUEST FOR QUALIFICATIONS

TITLE:
REMOVAL OF DERELECT AND ABANDONED VESSELS

Advertised Date:

OPEN DATE: July 29th 2020

OPEN TIME: 3:00pm

WEST COAST INLAND NAVIGATION DISTRICT

200 E. MIAMI AVE.
VENICE, FL 34285

CONTACT:

Justin D. McBride
Executive Director
West Coast Inland Navigation District
justin@wcind.net

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GENERAL CONDITIONS

Sealed Responses will be received by the WEST COAST INLAND NAVIGATION DISTRICT (District), until the open date and time specified on the cover sheet of this “Request for Qualifications”, and opened immediately thereafter by the Executive Director or designee.

Any question regarding this solicitation should be directed to the Contact listed on the cover page of this solicitation, or by calling the DISTRICT at (941) 485-9402.

1. SUBMISSION OF QUALIFICATIONS STATEMENTS:

- a. **Hard Format Responses** must be sealed in an envelope, and the outside of the envelope must be marked with the following information:
 1. Marked with the words “Request for Qualifications”
 2. Name of the firm submitting
 3. Title of the solicitation
 4. Solicitation number
 5. The envelope shall include:
 - i. One original hard copy of the qualification’s submittal;
 - ii. One electronic file of the entire qualification’s submittal
 1. One single adobe PDF file and should be copied **in the same order as the original hard copy.**
 2. Limit the color and number of images to avoid unmanageable file sizes.
- b. **Electronic Submission** will be accepted in place of hard format responses in keeping with COVID-19 precautions.
 1. Submit to Jeff@wcind.net
 - i. Subject line to read, “Submittal for RFQ 2020-05”
 - ii. Email should include a singular Adobe PDF file of the entire qualification’s submittal
 - iii. Limit the color and number of images to avoid unmanageable file sizes.

- c. **PAST PERFORMANCE:** All respondents will be evaluated on their past performance and prior dealings with the District and counties of the District, specifically Lee, Charlotte, Sarasota and Manatee Counties. (i.e., failure to meet specifications, poor workmanship, late delivery, etc.). Poor or unacceptable past performance may result in respondent disqualification.
- d. **WITHDRAWAL OF SOLICITATION:** No response may be withdrawn for a period of 90 days after the scheduled time for receiving responses. A response may be withdrawn prior to the response-opening date and time. Such a request to withdraw must be made in writing to the District, who will approve or disapprove of the request.
- e. **DISTRICT RESERVES THE RIGHT:** The DISTRICT reserves the right to exercise its discretion, to waive minor informalities in any response; to reject any or all responses with or without cause; and/or to accept the response that in its judgment will be in the best interest of the DISTRICT.
- f. **EXECUTION OF SOLICITATION:** All responses shall contain the signature of an authorized representative of the respondent in the space provided on the quote proposal form. All responses shall be typed or printed in ink. The respondent may not use erasable ink. All corrections made to the response shall be initialed.
- g. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions or deletions to the general conditions, specifications or quote price sheets that change the intent of the response will cause the response to be non-responsive and the response will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the response.

2. **ACCEPTANCE**

The materials and/or services delivered under the response shall remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the DISTRICT and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the DISTRICT are found to be defective or do not conform to specifications, the DISTRICT reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded respondent shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded respondent has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – Respondent shall submit within 10 calendar days after request.
- b. Specialty License(s) – Respondent shall possess at the time of the opening of the response all necessary permits and/or licenses required for the sale of this product and/or service and upon the request of the DISTRICT will provide copies of licenses and/or permits within 10 calendar days after request.
- c. Florida Statutes Section 607.1501 (1) states: A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

4. **QUALIFICATION OF RESPONDENTS**

Bids will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Bidders shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the DISTRICT. The DISTRICT reserves the right before recommending any

award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the respondent to perform.

5. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

6. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any bid and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity.

7. **DISTRICT RESERVES THE RIGHT**

a) **Any Single Large Project**

The DISTRICT, in its sole discretion, reserves the right to separately bid any project that is outside the scope of this bid, whether through size, complexity, or dollar value.

b) **Anti-Discrimination**

The respondent for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the DISTRICT hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The respondent will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The respondent will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Respondent agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Respondent will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the respondent shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the DISTRICT to be pertinent to ascertain compliance. The respondent shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the respondent is in the exclusive possession of another who fails or refuses to furnish this information, the respondent shall so certify to the DISTRICT its effort made toward obtaining said information. The respondent shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the DISTRICT shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the respondent or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the respondent may be declared ineligible for further DISTRICT contracts by rule, regulation or order of the Board of WEST COAST INLAND NAVIGATION DISTRICT, or as otherwise provided by law.

The respondent will send to each union, or representative of workers with which the respondent has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the respondent's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The respondent will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The respondent will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

8. **AUDITABLE RECORDS**

The awarded respondents shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and the DISTRICT reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to DISTRICT personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

9. **DRUG FREE WORKPLACE**

Whenever two or more responses, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

10. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the bid response. This information may be accepted after opening, but no later than 10 calendar days after request.

11. **TERMINATION**

Any agreement as a result of this RFQ may be terminated by either party giving thirty (30) calendar days advance written notice. The DISTRICT reserves the right to accept or not accept a termination notice submitted by the respondent, and no such termination notice submitted by the respondent shall become effective unless and until the respondent is notified in writing by the DISTRICT of its acceptance.

The Executive Director may immediately terminate any agreement as a result of this bid for emergency purposes.

12. **CONFIDENTIALITY**

Respondents should be aware that all submittals (including financial statements) provided with a solicitation are subject to public disclosure and will **not** be afforded confidentiality.

13. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the DISTRICT Commissioners nor candidates for County Commission, nor DISTRICT staff members are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are **not** to contact DISTRICT personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the DISTRICT for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

14. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS BID WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO A BID WHATSOEVER. NOTE; NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIALS (AS APPLICABLE).

FIRM NAME: _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S. # _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

DUNS#: _____

E-MAIL ADDRESS: _____

**DETAILED SPECIFICATIONS
FOR
REMOVAL OF DERELICT AND ABANDONED VESSELS**

SCOPE

The West Coast Inland Navigation District (DISTRICT) is requesting Qualification Statements from interested and qualified firms for the purpose of the removal of derelict vessels as defined in F.S. 327.02 and abandoned vessels as defined by F.S. 705.103 on waters of District Counties on an “as needed basis. Counties include those of Lee, Charlotte, Sarasota, and Manatee.

It is understood that this Statement of Qualifications will be used by the DISTRICT as the basis to qualify Respondents for further consideration.

This RFQ is issued by the DISTRICT to provide potential Firms with information, guidelines and rules to prepare and submit a Statement of Qualifications. The submittal must satisfy all criteria established in this RFQ to qualify for evaluation

QUALIFICATION PROCESS

To qualify for consideration for selection as a qualified Respondent, a Respondent must meet certain designated minimum experience and qualifications. A Respondent must also demonstrate that he/she is financially qualified. The DISTRICT will receive Qualification Statements from potential Respondents in response to the Request for Qualifications included in this RFQ. Based on the objective criteria for each of the Response Requirements, Executive Summary, Experience, Financial, Personnel and Equipment and Other Project Criteria, the DISTRICT will qualify Contractors.

**SCOPE OF SERVICES
FOR
REMOVAL OF DERELICT AND ABANDONED VESSELS**

The DISTRICT will solicit informal sealed bids from pre-qualified Contractors for removal of Abandoned Vessel/Derelict Vessels on an “as-needed” basis.

A. Disposal/Removal

Bidders will refer to any attached County Derelict and Abandoned Vessel reports/forms and/or Florida Fish and Wildlife Conservation Commission (FWC) Offense Incident Report(s) for specifics on the vessel(s) and location(s). Locations are best available information at the time bids are solicited, provided in decimal degree format. Contractor is responsible to verify vessel location prior to bidding. All existing pieces at and around the specified location of the abandoned vessel(s) (AV) or derelict vessel(s) (DV) must be removed. All debris associated with or related to the AV/DV(s) within a radius of 300’ from the main body of the vessel(s) must be removed concurrently.

Dredging to remove vessel(s) or parts thereof is not permitted unless specifically allowed by DISTRICT prior to solicitation of bids.

Contractor will be directed by the DISTRICT to remove AV/DV’s for disposal or for reefing as designated by the DISTRICT in the bid solicitation.

1. Removal for Disposal

Contractor is responsible for transportation of AV/DV’s to the nearest solid waste transfer station or nearest landfill ONLY.

All landfill and or transfer station receipts **must** be submitted to the DISTRICT with the invoice for payment as documentation of proper vessel disposal. Photo documentation in digital format of removal and disposal is

required for each vessel. Landfill and/or transfer station receipts and photos must identify each AV shown/represented in photo and on receipt.

All anchors found with vessel removed by Contractor shall be returned to the DISTRICT at the conclusion of work if requested

2. Removal for Reefing

Contractor is responsible for the following actions as specified in the bid documents:

- Transportation of AV/DV's to a site designated by the DISTRICT. Vessel must be properly stabilized on site at the direction of the DISTRICT.
- Preparation of vessel for reefing as directed by the DISTRICT.
- Transportation of vessel offshore to reef drop site as designated by the DISTRICT.
- Other actions as may be necessary for safe deployment to the reef site as specified in the bid documents.
- All anchors found with vessel removed by Contractor shall be returned to the DISTRICT at the conclusion of work.

The Contractor is responsible for any damage to the environment, persons or property, which occurs as a result of their work related to the removal.

The condition of the AV/DV(s) at the time of removal is not warranted by the DISTRICT in any way. It is the Contractor's responsibility to inspect the vessel(s) prior to bidding. The Contractor must promptly notify the DISTRICT of any condition at the site(s) that differs substantially from those indicated or referred to in the Incident Report(s). The DISTRICT will review the conditions and advise the Contractor of its recommendation's prior submittal of bids or the Contractor proceeding further.

B. Inspections

The Contractor will make provisions to have the Project Manager or his designee present at the work site at all times during removal of the vessel(s). The DISTRICT Project Manager will coordinate monitoring of removal and disposal activities between the Contractor and the DISTRICT or the DISTRICT's designee. The Contractor must give the DISTRICT a minimum of seventy-two hours advance notice of its work schedule or any schedule changes that require the presence of the Project Manager. Failure to provide timely notice to the DISTRICT may result in payment being withheld by the DISTRICT.

C. Methods

The Contractor will use suitable modern equipment of size and type necessary for the satisfactory removal and disposal of the vessel(s). All work, including specialized equipment operation will be performed by competent employees, experienced and qualified to do the work specified. All work must be performed in accordance with the best commercial practices and without any unnecessary delays. Contractors must demonstrate that they have appropriate facilities, equipment, and trained personnel to properly remove and dispose of vessels without causing unnecessary risk to the environment, navigation, or adjacent property. Once a vessel has been moved from its initial location, disposal must not be delayed more than seven (7) days without prior DISTRICT approval.

D. Bidding

All qualified bidders shall submit quotes that detail prices for each vessel on any bid requests from the DISTRICT. Bids must include all labor, equipment, materials, disposal costs, etc. to complete the job.

Project completion time will be designated in bid documents.

E. Surety and Bond Requirements

Any job over \$200,000 will be required to be bonded in an amount of 100%, but we can release it completely once we have completed our final inspection and accepted the work.

TERM OF AWARD

If awarded, the terms of this solicitation shall be in effect for one year. The DISTRICT reserves the right to renew this bid (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to four additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing, under the same terms and conditions.

EVALUATION CRITERIA

The firms offering the best interview/presentation, in the opinion of the DISTRICT, will be awarded a contract.

Executive Summary –

The Executive Summary shall not exceed two (2) pages. The Executive Summary shall include a brief description of your understanding of the role and key responsibilities of the Respondent in providing removal of Derelict/Abandoned Vessels in counties of the DISTRICT.

Company Information –

Firm Name
Contact Person
Telephone Number
Fax Number
E-Mail Address

CRITERIA 1: EXPERIENCE (Maximum Points: 20)

- A. Proposer shall have a minimum of three (3) years acceptable experience in vessel removal and disposal. Proposer shall describe experience, including tasks performed, and furnish at least three (3) project references with contacts, title, telephone numbers and mailing addresses.
- B. Provide two (2) Letters of Recommendation for related function.

CRITERIA 2: EQUIPMENT AVAILABLE (Maximum Points: 30)

The respondent shall show the capability to provide all the necessary resources, equipment and material for project support and execution.

CRITERIA 3: PERSONNEL (Maximum Points: 10)

- A. Organization – provide a brief company (firm, partnership, etc.) history, number of personnel, table of organization, scope of operations.
- B. Personnel – provide list all persons authorized to negotiate for your firm/individual, provide the names of all firm/individual officers or directors, provide the names and credentials of all persons who will be specifically committed to working for the Client.
- C. Provide the appointed name of person or persons to act as a primary contact.

CRITERIA 4: STAGING AREA AVAILABILITY (Maximum Points: 30)

- A. Firm shall describe and document control over shorefront property suitable for carrying out AV/DV removal operations.

CRITERIA 5: FINANCIAL QUALIFICATIONS/INSURANCE (Maximum Points: 10)

The respondent shall provide insurance limits as outlined in this RFQ. Failure to provide the required insurance will automatically disqualify the respondent.

A. Major Insurance Requirements with Maritime Remedies.

B. List any litigation entered into either by or against your firm/individual (within the last two years), list any bankruptcy proceeding involving your firm/individual or any officer, director or major shareholder.

MAJOR BREAKDOWNS/NATURAL DISASTERS

The DISTRICT requires that the awarded respondent provide the name of a contact person and phone number which will afford the DISTRICT access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

The DISTRICT reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency situation.

DESIGNATED CONTACT

The awarded respondent shall appoint a person or persons to act as a primary contact for all DISTRICT needs. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

RESPONDENT REQUIREMENTS

The awarded respondent shall be appropriately licensed, shall obtain all necessary permits, and shall pay all required fees to any governmental agency having jurisdiction over the work. Inspections required by local ordinances during the course of the work shall be arranged by the respondent, as required. Satisfactory evidence to show that all work has been finalized in accordance with the ordinances and code requirements, shall be furnished to the DISTRICT upon completion.

The awarded respondent shall be capable of furnishing, upon request, all state and local licenses required for the specified work to be performed.

SUB-CONTRACTORS

The use of sub-contractors under this quote is not allowed without prior written authorization from the DISTRICT representative.

AGREEMENTS/CONTRACTS

The awarded respondent will be required to execute an Agreement/Contract as a condition of award.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your solicitation package. It must be signed and notarized. Failure to include this affidavit with your response will delay the consideration and review of your submission; and could result in your response being disqualified.

MAJOR INSURANCE REQUIREMENTS

Minimum Insurance Requirements: *The DISTRICT in no way represents that the insurance required is sufficient or adequate to protect the respondents' interest or liabilities. The following are the required minimums the respondent must maintain throughout the duration of this contract. The DISTRICT reserves the right to request additional documentation regarding insurance provided*

a. Commercial General Liability - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$1,000,000 products and completed operations
\$1,000,000 personal and advertising injury

b. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL)
\$500,000 bodily injury per person
\$1,000,000 bodily injury per accident
\$500,000 property damage per accident

c. Workers' Compensation - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease – policy limit

d. Maritime Remedies – coverage shall provide minimum limits of liability of \$1,000,000 per occurrence for General Maritime Laws, including but not limited to:

Maintenance & Cure;
Unseaworthiness;
Wrongful Death;
Jones Act;

d. Maritime Remedies cont.

Death on the High Seas Act;
Longshore and Harbor Workers' Act;
Protection and Indemnity;

And or any other state workers' compensation law, or other federal occupational disease law that your employees might be exposed to.

**The required minimum limit of liability shown in a and b may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*

Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the DISTRICT for review and approval. The certificate shall provide for the following:

a. The certificate holder shall read as follows:

**West Coast Inland Navigation District
200 E. Miami Ave
Venice, FL 34285**

b. "WEST COAST INLAND NAVIGATION DISTRICT, a multi-county special taxing district of the State of Florida, its agents, employees, and public officials" will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

SOLICITATION NO.: _____ PROJECT NAME: _____

WEST COAST INLAND NAVIGATION DISTRICT WILL NOT INTENTIONALLY AWARD CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

THE DISTRICT MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A (e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A (e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____
20____, by _____ who has produced
(Print or Type Name)
_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **THE DISTRICT RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**