

REQUEST FOR PROPOSALS

SUSTAINABLE ENERGY PLAN AND ANALYSIS

RFP # 5181-09



**SUBMITTAL DUE:
FRIDAY, JULY 24, 2009
2:00 P.M.**

BOULDER COUNTY PURCHASING OFFICE

**2020 13TH ST
BOULDER, CO 80302
PHONE: (303) 441-3525**

**P.O. BOX 471
BOULDER, CO 80306
FAX: (303) 441-4524**

REQUEST FOR PROPOSAL

Boulder County Public Health (BCPH) is seeking proposals from qualified consultants to analyze, evaluate, and propose various strategies and provide recommendations and updates to our existing Greenhouse Gas Inventory and Sustainable Energy Plan.

All of the activities listed in this solicitation are subject to funding. Please see the funding plan on page four of this document for more detail. The purpose of this solicitation is to award a contract to a consultant based on their ability to provide qualified and knowledgeable services and deliverables on a project-by-project basis. The awarded consultant may be asked to enter into a Continuing Services Contract for the 2009 contract year, with an optional two-year written renewal not to exceed \$50,000 per year. Interested parties should be aware that by entering into a Continuing Services Contract, there is no guarantee that any work will be directed to the contractor.

All inquiries regarding the RFP document shall be submitted in writing to the Boulder County Purchasing Office, located at 2020 13th Street, 1st Floor, Boulder CO 80306, or emailed to jolberding@bouldercounty.org and to mmckibben@bouldercounty.org by 2:00 p.m. Friday, July 10, 2009. All response from the County to all inquiries shall be sent via email no later than Friday, July 17, 2009.

RFP's are due in the Purchasing office for time and date stamping by 2:00 p.m., Friday, July 24, 2009. Two (2) unbound copies of your proposal, printed double-sided, 11 point, on at least 30% post-consumer, recycled paper must be submitted in a sealed envelope, clearly marked as RFP # 5181-09, and delivered to the Boulder County Purchasing Office, 2020 13th Street, Boulder, CO 80306, or mailed to Boulder County Purchasing, P.O. Box 471, Boulder, CO 80306. All overnight, express, and priority mail should also be directed to the above street address. All RFP's must be received and time and date stamped in the Purchasing office by the above due date and time. Any RFP's received after due date and time will be returned, unopened, to the bidder. Faxed or E-mailed RFP's will not be accepted.

BCPH reserves the right to reject any and all RFP's, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of BCPH and of the County of Boulder, State of Colorado.

Americans with Disabilities Act (ADA):

If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3508 at least 48 hours before the scheduled event.

TERMS AND CONDITIONS

1. Those submitting proposals are expected to examine the specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer shall furnish the information required in the RFP.
3. The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the Request for Proposal, will be most advantageous to the County of Boulder, price and other factors considered.
4. The County of Boulder (Office of Purchasing) reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. No proposal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFP without the consent of the County Purchasing Agent or delegated representative.
6. A signed purchase order or contract furnished to the qualified applicants results in a binding contract without further action by either party.
7. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposer to insure that their response arrives in the office of the County Purchasing Agent prior to the time indicated in the "Request for Proposal."
8. The listed cost is exclusive of any Federal or State taxes from which the County of Boulder is exempt by law.
9. Any interpretation, correction, or change of the RFP documents will be made by Addendum. Interpretations, corrections, and changes of the Proposal Documents made in any other manner will not be binding, and the proposer shall not rely upon such interpretations, corrections, and changes. The County's Representative will not be responsible for oral clarification.
10. Confidential/Proprietary Information: Proposals submitted in response to this RFP and any resulting contracts are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et. seq. C.R.S. as amended. Any restrictions on the use or inspection of material contained within the SOQ and any resulting contract shall be clearly stated in the RFQ itself. **Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor price information will be considered confidential/proprietary. Any information that will be included in any result contract cannot be considered confidential.**

Purpose

The purpose of this solicitation is to award a contract to a consultant based on their ability to provide qualified and knowledgeable services and deliverables on a project-by-project basis. The awarded vendor may be asked to enter into a Continuing Services Contract for the 2009 contract year, with an optional two-year written renewal not to exceed \$30,000 per year. Interested parties should be aware that by entering into a Continuing Services Contract, there is no guarantee that any work will be directed to the contractor.

Background

The Sustainable Energy Plan

The Boulder County Consortium of Cities convened the Energy Strategy Task Force to provide a framework for action on energy sustainability at the local and regional levels. The Sustainable Energy Plan (SEP) is their toolbox of strategies which, when implemented, should result in greenhouse gas emissions reductions of 11% below 1990 levels by 2020. The SEP is a “living document,” and is intended to incorporate new analyses and new strategies to support its emissions reduction goals. The resolution passed by the Consortium of Cities adopting the SEP also included a provision to update the countywide greenhouse gas inventory in 2011 using 2010 data.

The 2005 Greenhouse Gas Inventory

The Boulder County Greenhouse Gas Inventory was first conducted in 2005 to ascertain the greenhouse gas emissions across various sectors of the County from 1990 through 2004. The inventory data were compiled in an Excel spreadsheet equipped with an inventory management tool to make the inventory useful to County staff on an ongoing basis.

Scope of Work & Deliverables

Identified projects are broken into tasks and listed below. Depending on which projects are funded, work may include updates of data and refurbishment of current data tools to make data more accessible to County staff. The awarded consultant will be required to deliver documentation on all analysis, sources, and methods; to provide documentation in an easy to access format for the County (i.e., Microsoft Word and Excel documents in versions compatible with existing County software); and they may be asked to provide oral presentations.

Evaluation Criteria

Proposals will be evaluated on previous experience, proposed project approach, and price.

Funding Plan

This is a contract covering a period from July 2009 through December 2009, with options to renew for two additional one-year periods, as projects become funded. Current 2009 funding is as follows:

Task 1 - \$5,000
Task 3 - \$5,000
Task 4 - \$15,000 - \$20,000
Task 5 - \$5,000
Task 6 - \$5,000

Your RFP response will help us determine which projects within these tasks to fund based on your itemized cost proposals. Please remember, there is no guarantee that additional funds will be approved or that any additional work will be directed to the awarded contractor.

SUBMITTAL SECTION

RFP #5181-09

Please respond to the following in the order listed below.

Please include a short paragraph describing your proposed approach to each project within each task listed

Please include an itemized cost estimate to complete each project (note: projects are subject to funding)

- 1. Project Interest:** Name and contact information of consultant, description of the applicant's general business focus, and why this position is of interest to the consultant.
- 2. Professional Qualifications and Experience:** Please provide projects you've completed of a similar nature and references.
- 3. Task 1: Sustainable Energy Plan Update Projects**
 - a. Work with County staff to further analyze the financial costs, financial benefits, and emissions impacts of the greenhouse gas reduction strategies proposed in the 2008 Sustainable Energy Plan.
 - b. Help to identify new strategies to meet the goals of the SEP, and analyze these.
 - c. Conduct additional analyses of strategies recommended by the Energy Strategy Task Force and other parties.
 - d.
- 4. Task 2: Greenhouse Gas (GHG) Inventory Update Projects**
 - a. Prepare for update by evaluating the 2005 inventory product and process.
 - b. Update the GHG Inventory (in an Excel version compatible with County Software).
 - c. Present results to County staff.
 - d. Include an inventory management plan and train County staff to use, maintain, and periodically update the inventory themselves.
- 5. Task 3: Strategy Evaluation Projects**
 - a. Evaluate the market penetration, effectiveness, and GHG emissions impact of current strategies.
 - b. Provide recommendations for improved implementation of these strategies.
- 6. Task 4: Impact Documentation Projects**
 - a. Identify which strategies are effective, and collect case studies demonstrating their effective implementation.
 - b. Collect quotes from strategy participants and beneficiaries to illustrate program promotional material.

SIGNATURE PAGE
RFP # 5181-09

Failure to sign and return this submittal page with your proposal may be cause for rejection.

I certify that I am not currently an employee of Boulder County, and to the best of my knowledge, none of my employees or agents are currently employees of Boulder County. I also certify that I am not related to any Boulder County employee or Elected Official.

SIGNATURE: _____

Note: If you cannot certify the above statements, please explain in the space provided below:

Company Name

Print or Type Name of Bidder's Authorized Officer or Partner

Signature of Bidder's Authorized Officer or Partner Date

*NOTE: If Bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address

City State Zip Code

Phone # Fax # E-Mail Address

ATTEST: Secretary Corporate Seal

SAMPLE CONTRACT FOR SERVICES

THIS CONTRACT ("Contract") is entered into between *Boulder County Public Health* ("BCPH") and *NAME dba NAME* ("Contractor").

In consideration of the rights and obligations specified below, BCPH and the Contractor agree as follows:

1. Incorporation into Contract: As the result of a public and competitive bidding process that ended on **DATE**, the Contractor has been selected by BCPH to perform the work noted in paragraph 2 below. *The Invitation for Bid and Bid Specifications of Boulder County Bid No. _____ or Request for Proposal (RFP)*, together with any alterations and/or modifications to these Specifications (the "Bid Documents"), are expressly incorporated into this Contract by this reference.
2. Work to be Performed: The Contractor will, in a good and workmanlike manner and at its own cost and expense, furnish all labor and equipment, and do all work necessary and incidental to performing **SPECIFY TYPE OF WORK** as specified in the **BID DOCUMENTS / ATTACHED SCOPE OF WORK** (Attachment A) and this Contract (the "Work").
3. Term of Contract: This Contract shall begin and become effective on **DATE**, and shall continue through **DATE**.
4. Payment for Work Performed: In consideration of the Work to be performed by the Contractor, and subject to the "Terminations and Related Remedies" paragraph of this Contract, BCPH shall pay to the Contractor a total not to exceed **\$AMOUNT**, as services are provided, approved by BCPH, and upon submission of invoicing to: BCPH, Accounts Payable, 3450 Broadway, Boulder, CO 80304.
5. Quality of Performance: The Contractor shall perform the Contract in a manner satisfactory and acceptable to BCPH. BCPH shall be the sole judge of the quality of performance.
6. Extension and/or Renewal of Contract Term:
 - a. Only upon the mutual agreement of BCPH and the Contractor may this Contract be extended or renewed. If both parties deem it appropriate and necessary, this Contract may be renewed for two additional one-year periods through **DATE**, during which time this Contract shall be in full force and effect, subject to the termination provisions of the "Terminations and Related Remedies" paragraph of this Contract.
 - b. All of the provisions of this Contract shall remain in full force and effect during any extension or renewed term except that the scope of services and compensation to be paid to Contractor during any extension or renewed term shall be mutually agreed upon prior to the commencement of any extension or renewed term. The agreed-upon scope of services and compensation shall be reduced to writing, signed by both parties, and attached to this Contract.
 - c. **TEN CALENDAR DAYS BEFORE THE COMMENCEMENT OF ANY EXTENDED TERM THE CONTRACTOR SHALL SUBMIT TO THE COUNTY PROOF OF INSURANCE IF APPLICABLE AND AS REQUIRED IN THE "INSURANCE REQUIREMENTS" PARAGRAPH OF THIS CONTRACT.**
 - d. Should the parties fail to agree upon the scope of services or compensation to be paid to Contractor for any extension or renewed term, or should Contractor fail to submit the

required documents within the time period specified in subsection (c) of this "Extension and/or Renewal of Contract Term" paragraph, then this Contract shall terminate at the end of the then current term and no extension or renewal of the term of the Contract shall occur.

7. Schedule of Work: The Contractor shall perform the Work during the hours designated by BCPH so as to avoid inconvenience to BCPH and its personnel and interference with BCPH's operations.

8. Indemnity: The Contractor shall be liable and responsible for any and all damages to persons or property caused by or arising out of the actions, obligations, or omissions of the Contractor, its employees, agents, representatives or other persons acting under the Contractor's direction or control in performing or failing to perform the Work under this Contract. The Contractor will indemnify and hold harmless BCPH; its appointed officials; and its employees, agents, and representatives (the "indemnified parties") from any and all liability, claims, demands, actions, damages, losses, judgments, costs, or expenses, including but not limited to attorneys' fees, which may be made or brought or which may result against any of the indemnified parties as a result or on account of the actions or omissions of the Contractor, its employees, agents, or representatives, or other persons acting under the Contractor's direction or control. Nothing in this indemnification agreement shall be construed in any way to be a waiver of BCPH's immunity protection under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as amended.

9. Insurance Requirements: The Contractor shall procure and maintain at its own expense, and without cost to BCPH, until this Contract has expired or is terminated, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the Contractor has assumed under this agreement:

- a. Professional Liability (Errors & Omissions): All contractors required to be professionally certified by the State of Colorado (i.e., architects, design engineers, doctors, nurses, etc.) and/or where consultant's errors in judgment, planning, design, etc. could result in economic loss to BCPH, must provide proof of professional liability coverage with minimum limits of \$600,000. Liability insurance indemnifying for loss and expense resulting from error, mistakes, or malpractice is acceptable written on a claims-made basis.
- b. Commercial General Liability: This coverage should be provided on an ISO 1998 Form or most current with minimum limits of \$600,000.00 combined single limit for each occurrence.
- c. Automobile Liability. Minimum limits are required to be \$600,000.00 for each occurrence. Coverage must include: All vehicles owned, non-owned, and hired to be used on the Contract.
- d. Workers' Compensation and Employer's Liability. Workers' Compensation must be maintained with the statutory limits. Employer's Liability is required for minimum limits of \$100,000.00 Each Accident/\$500,000.00 Disease-Policy Limit/\$100,000.00 Disease-Each Employee.

The Contractor shall provide Certificates of Insurance to BCPH demonstrating that the insurance requirements have been met prior to the commencement of Work under this Contract. The Commercial General Liability certificate shall indicate BCPH as an **ADDITIONAL INSURED**. The "Additional Insured" wording should be as follows: *Boulder County Public Health, State of Colorado, a body corporate and politic, is named as Additional Insured*. These Certificates of Insurance shall also contain a valid provision or endorsement that these policies may not be canceled, terminated, changed, or modified without **thirty (30) days** written notice to BCPH, pursuant to the "Notices" paragraph of this Contract.

Please forward certificates to the following certificate holder:

Boulder County Public Health
ATTN: Tammy Golden
3450 Broadway
Boulder, CO 80304

10. Nondiscrimination: The Contractor agrees to comply with the letter and spirit of the Colorado Anti-Discrimination Act, C.R.S. § 24-34-401, et seq., as amended, and all applicable local, state, and federal laws respecting discrimination and unfair employment practices.

11. Nondiscrimination Provisions Binding on Subcontractors: In all solicitations by the Contractor for any Work related to this Contract to be performed under a subcontract, either by competitive bidding or negotiation, the Contractor shall notify each potential subcontractor of the Contractor's obligations under this Contract, and of all pertinent regulations relative to nondiscrimination and unfair employment practices.

12. Information and Reports: The Contractor will provide to authorized governmental representatives, including those of the county, state, and federal government, all information and reports which they may require for any purpose authorized by law. The Contractor will permit such authorized governmental representatives access to the Contractor's facilities, books, records, accounts, and any other relevant sources of information. Where any information required by any such authorized government representative is in the exclusive possession of a person other than the Contractor, then such Contractor shall so certify to BCPH, and shall explain what efforts it has made to obtain the information.

13. Independent Contractor: The Parties recognize and agree that the Contractor is an independent contractor for all purposes, both legal and practical, in performing services under this Contract, and that the Contractor and its agents and employees are not agents or employees of Boulder County for any purpose. As an independent contractor, the Contractor shall be responsible for employing and directing such personnel and agents as it requires to perform the services purchased under this Contract, shall exercise complete authority over its personnel and agents, and shall be fully responsible for their actions.

Contractor acknowledges that it is not entitled to unemployment insurance benefits or workers' compensation benefits from Boulder County, its elected officials, agents, or any program administered or funded by Boulder County. Contractor shall be entitled to unemployment insurance or workers' compensation insurance only if unemployment compensation coverage or workers' compensation coverage is provided by Contractor, or some other entity that is not a party to this Contract. Contractor is obligated to pay federal and state income tax on any monies earned pursuant to this Contract.

14. Termination and Related Remedies:

- a. The other provisions of this Contract notwithstanding, financial obligations of BCPH payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. BCPH is prohibited by law from making financial commitments beyond the term of its current fiscal year. BCPH has contracted for goods and/or services under this Contract and has reason to believe that sufficient funds will be available for the full term of the Contract. Where, however, for reasons beyond the control of BCPH as the funding entity, funds are not allocated for any fiscal period beyond the one in which this Contract is entered into, BCPH shall have the right to terminate this Contract by providing seven (7) days written notice to the Contractor pursuant to the "Notices" paragraph of this Contract, and will be released from any and all obligations hereunder. If BCPH

terminates the Contract for this reason, BCPH and the Contractor shall be released from all obligations to perform Work and make payments hereunder, except that BCPH shall be required to make payment for Work which has been performed by the Contractor prior to the effective date of termination under this provision; and, conversely, the Contractor shall be required to complete any Work for which BCPH has made payment prior to providing written notice to the Contractor of the termination.

- b. The preceding provisions notwithstanding, BCPH may terminate this Contract, either in whole or in part, for any reason, whenever BCPH determines that such termination is in BCPH's best interests. Such termination shall be effective after BCPH provides seven (7) days written notice to the Contractor pursuant to the "Notices" paragraph of this Contract.
- c. In the event BCPH exercises either of the termination rights specified in subsections (a) or (b) of this "Termination and Related Remedies" paragraph, this Contract shall cease to be of any further force and effect, with the exception of all Contract remedies which are specified herein and may otherwise be available to the parties under the law, and with the exception of any rights or liabilities of the parties which may survive by virtue of this Contract.

15. Notices: For purposes of the notices required to be provided under this Contract, all such notices shall be in writing, and shall be either sent by U.S. Mail, or hand-delivered to the following representatives of the parties at the following addresses:

For BCPH: Stephanie Martz
Director of Administrative Services
3450 Broadway
Boulder, CO 80304

For Contractor: NAME
dba NAME
ADDRESS
CITY, STATE ZIP
E-mail: xxxxxxxxxxxx
Phone: xxx-xxx-xxxx
FAX: xxx-xxx-xxxx
Tax ID No: xxx-xx-xxxx

In the event a notice is mailed pursuant to the provisions of this paragraph, the time periods specified in the "Termination and Related Remedies" paragraph of this Contract shall commence to run on the day after the postmarked date of mailing.

16. Statutory Requirements: This Contract is subject to all statutory requirements that are or may become applicable to counties or political subdivisions of the State of Colorado generally. Without limiting the scope of this provision, the Contract is specifically subject to the following statutory requirement:

- a. Contract payments may be withheld pursuant to C.R.S. §38-26-107 if BCPH receives a verified statement that the Contractor has not paid amounts due to any person who has supplied labor or materials for the project.

17. Prohibitions on Public Contract for Services: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, et seq., as amended on May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- a. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102[5]) on the attached certification.
- b. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- c. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- d. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- e. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- f. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and BCPH within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- g. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- h. If Contractor violates any provisions of this Section of this Agreement, BCPH may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to BCPH.

18. Amendments: This Contract may be altered, amended or repealed only on the mutual agreement of BCPH and the Contractor by a duly executed written instrument.

19. Assignment: This Contract shall not be assigned or subcontracted by the Contractor without the prior written consent of BCPH.

20. Benefit to Successors and Assigns: This Contract shall be binding upon the successors and assigns of the parties.

21. Governing Law: The laws of the State of Colorado shall govern the interpretation and enforcement of this Contract. Any litigation that may arise between the parties involving the interpretation or enforcement of the terms of this Contract shall be initiated and pursued by the parties in the Boulder Courts of the 20th Judicial District of the State of Colorado and the applicable Colorado Appellate Courts.

22. Breach: Any waiver of a breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract. All remedies afforded in this Contract shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law.

23. Termination of Prior Agreements: This Contract cancels and terminates, as of its effective date, all prior agreements between the parties relating to the services covered by this Contract, whether written or oral or partly written and partly oral.

24. Severability: If any provision of this Contract is found to be invalid, illegal or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

25. Third Party Beneficiary: The enforcement of the terms and conditions of this Contract and all rights of action relating to such enforcement shall be strictly reserved to BCPH and the Contractor, and nothing contained in this Contract shall give or allow any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this Contract that any person receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

BOULDER COUNTY PUBLIC HEALTH, COUNTY OF BOULDER, STATE OF COLORADO

Stephanie Martz, Director of Administrative Services

Approved as to form:

NAME, DIVISION NAME Division Manager

CONTRACTOR

NAME

CONTRACTOR'S CERTIFICATE OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, et seq., as amended May 13, 2008, as a prerequisite to entering into a contract for services with Boulder County Public Health or Boulder County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, et seq., in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Company Name

Date

Name (Print or Type)

Signature

Title

NOTE:

Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample “memorandum of understanding” available at the website prior to registering.