



May 4, 2016

Via Certified Mail

Mr. Eric Towles
E.T. Electric, LLC
417 Park Avenue
Reading, PA 19611

**Re: Violation Notice/Warning Letter
Public Works Employment Verification Act
Project: DGS A997-20.4 Rebid
Visitor Center Renovations**

Dear Mr. Towles:

This correspondence shall serve as official notice that, as a result of an investigation or audit conducted by the Department of General Services, E.T. Electric, LLC ("E.T. Electric ") has been found to be in violation of Section 5(1) of the Public Works Employment Verification Act (the "Act"). The details of the violation are as follows:

The Act was effective January 1, 2013, and requires every public work contractor and subcontractor to utilize the federal E-Verify Program ("EVP"), operated by the United States Department of Homeland Security, to verify the employment eligibility of new employees hired on or after January 1, 2013. Public works contractors and subcontractors must be in compliance with the Act prior to the award of the contract. Employees hired after the award of the public works contract must be verified within 5 business days of his or her start date.

By letter dated March 22, 2016, the Department requested E.T. Electric to provide specific information establishing compliance with the Act. A review of the documentation submitted reveals that E.T. Electric was awarded a public works contract by the Department of General Services on November 2, 2015. According to the information submitted in response to the audit, E.T. Electric hired a total of approximately one (1) employee after the award of the contract. E.T. Electric submitted a Public Works Employment Verification Form acknowledging that it was in compliance with the Act as of October 6, 2015, prior to the award of the contract. However, E.T. Electric did not enroll into EVP until March 27, 2016 and did not initiate verification of the one new employees until on or after April 5, 2016, more than five business days after the employees' respective start date. Therefore, it is the Department's conclusion that E.T. Electric did not properly enroll into nor utilize the EVP system to verify new employees in accordance with the Act and is in violation of Section 5(1) of the Act.

This is E.T. Electric's first violation under the Act. As required by Section 5(D) (1), this first violation warning letter will be posted to the Department's publicly accessible website. If, E.T. Electric fails to comply with the Act or commits subsequent violations thereof, E.T. Electric may be subject to civil penalties as well as debarment by the Department as provided for in Section 5.

If E.T. Electric wishes to appeal this determination, you must submit a written request for an administrative hearing setting forth all of the facts upon which the appeal is based within ten (10) calendar days of the date of this letter to the Deputy Secretary for Procurement, Department of General Services, 6th Floor, Forum Place, 555 Walnut Street, Harrisburg, PA, 17101. A filing fee of \$100.00, in the form of a certified check or money order payable to the Commonwealth of Pennsylvania Department of General Services, must be enclosed with the request.

Please refer to the Department's web site at www.dgs.state.pa.gov for additional information on the requirements of the Act as well as the appeal procedures to be followed if E.T. Electric requests an administrative hearing. Your cooperation with the Department in complying with the Act is appreciated.

Sincerely,



Michael A. Cuff

Public Works Employment Verification Manager

cc: Janice Pistor, Chief, Strategic Support & Audits Division
Kristen A. Weber, Assistant Counsel