



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

October 28, 2015

*Via Certified Mail*

Mr. Jack S. Cargnoni  
Jet Jack, Inc.  
5020 Thoms Run Road  
Oakdale, PA. 15071

**Re: Violation Notice/Warning Letter  
Public Works Employment Verification Act  
Project: Contract No#: Joint Municipal SHACOG Sanitary Sewer Lining**

Dear Mr. Cargnoni:

This correspondence shall serve as official notice that, as a result of an investigation or audit conducted by the Department of General Services, Jet Jack, Inc (Jet Jack) 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 requires every public work contractors and subcontractors 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.

The Act was effective January 1, 2013, and all public works contractors are required to comply with the Act prior to the award of a public works contract. By letter dated August 3, 2015, the Department requested Jet Jack to provide specific information establishing compliance with the Act. A review of the documentation submitted reveals that Jet Jack was awarded a public works contract by the South Hills Area Council of Government on April 29, 2015. According to the information submitted in response to the audit, Jet Jack hired a total of approximately ten (10) employees after the award of the contract. Although Jet Jack submitted a Public Works Employment Verification Form acknowledging that it was in compliance with the Act as of March 25, 2015, Jet Jack did not enroll into EVP until August 24, 2015 and did not initiate verification of the 10 new employees until September 30, 2015. Therefore, it is the Department's conclusion that Jet Jack did not 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 Jet Jack'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 Jet Jack fails to comply with the Act or commits subsequent violations thereof, Jet Jack may be subject to civil penalties as well as debarment by the Department as provided for in Section 5.

If Jet Jack 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 Public Works, Department of General Services, 3<sup>rd</sup> Floor Arsenal Building, 18th and Herr Streets, Harrisburg, PA, 17125. 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](http://www.dgs.state.pa.gov) for additional information on the requirements of the Act as well as the appeal procedures to be followed if Jet Jack 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: Elizabeth O'Reilly, Deputy Secretary for Public Works  
Kristen A. Lopko, Assistant Counsel