



June 10, 2016

Via Certified Mail

Mr. Walter Murphy
Pro Com Roofing Corporation
374 Easton Road
Warrington, PA 18976

**Re: Violation Notice/Warning Letter
Public Works Employment Verification Act
Project: Junior /Senior High Chimney Room (Replacement)
Bristol Borough School District**

Dear Mr. Murphy:

This correspondence shall serve as official notice that, as a result of an investigation or audit conducted by the Department of General Services, Pro Com Roofing Corporation ("Pro Com Roofing") has been found to be in violation of Section 5(1) of the Public Works Employment Verification Act (the "Act"), 43 P.S. §§167.1, *et seq.* The details of the violation are as follows:

The Act was effective January 1, 2013, and requires every public works 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. An employee 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 May 4, 2016 the Department requested Pro Com Roofing provide specific information establishing compliance with the Act. A review of the documentation submitted reveals that Pro Com Roofing was awarded a public works contract by the Bristol Borough School District on August 6, 2015. According to the information submitted in response to the audit, Pro Com Roofing hired a total of approximately one (1) employee after the award of the contract. Pro Com Roofing submitted a Public Works Employment Verification Form acknowledging that it was in compliance with the Act as of July 30, 2015, prior to the award of the contract; however, Pro Com Roofing did not initiate verification of the one new employee until on or after May 27, 2016, which was more than five business days after the employee's start date. Therefore, it is the Department's conclusion that Pro Com Roofing did not properly utilize the EVP system to verify new employees in accordance with the Act and is in violation of Section 5(1) of the Act, 43 P.S. § 167.5(1).

This is Pro Com Roofing's first violation under the Act. As required by Section 6(d)(1) of the Act, 43 P.S. § 167.6(d)(1), this first violation warning letter will be posted to the Department's publicly accessible website at www.dgs.pa.gov. If Pro Com Roofing fails to comply with the Act or commits

subsequent violations thereof, Pro Com Roofing may be subject to civil penalties as well as debarment by the Department as provided for in Section 6 of the Act.

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, www.dgs.pa.gov, for additional information on the requirements of the Act and the appeal procedures to be followed if Pro Com Roofing 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