

Date:

To:

Subject: Revisions to “Certification of Legal Work Status” Forms

Dear Contractor/Subcontractor,

The City of St. George is hereby notifying City contractors, and requiring that you immediately notify any and all of your subcontractors, that as of June 15, 2010, the City’s “Certificate of Legal Work Status” forms are revised to include the “Company’s Unique E-Verification Number” assigned to each business by the E-Verify system.

We ask that you acknowledge receipt of this letter within ten (10) business days of the date of this letter, and include your E-Verification number along with the date you first registered with E-Verify. We also request that general contractors distribute a separate copy of this letter to each of your subcontractors, and return this completed form for each subcontractor who has, or will, perform on the contract, to the City within fifteen (15) business days of the date of this letter.

The new “Certification of Legal Work Status” forms are enclosed and are to be used for any upcoming pay requests. These new forms are to be filled out and submitted to the City by both the contractor and all subcontractors employed during the performance of the contract with the City. As a reminder, the City will not release payment for invoices and/or pay requests until such forms are received. The City appreciates your cooperation with this requirement, as required by City Ordinance 1-10B-14.

Please complete, sign and return this page as acknowledgment.

Name of City Project: _____

Company Name/Address: _____

Company’s Unique E-Verification Number: _____

Date of Registration with E-Verify: _____

Name/Official Title: _____

Please send acknowledgement to:

City of St. George
175 E. 200 N.
St. George, UT 84770
Purchasing Department
Attn: Connie Hood

Thank you for your participation. If you have questions, please call me at the number listed below.

Connie R. Hood
435-627-4717 (t)
435-627-4731 (f)
purchase@sgcity.org