



March 8, 2007

To: All IAP-HILL, L.L.C. Subcontractors

Subject: Illegal Aliens as Subcontract Employees

Reference: Subcontract Clauses

H-2 OBSERVANCE OF LAWS AND REGULATIONS

H-12 SUBCONTRACTOR EMPLOYEE IDENTIFICATION

This letter is to remind you of your responsibilities as a subcontractor regarding personnel performing work under subcontracts and work orders for IAP-HILL, LLC.

IAP-HILL, LLC is prime contractor performing many types of minor construction, maintenance and services at Naval Air Station, Jacksonville; Naval Station Mayport and Marine Corp Support Facility at Blount Island. In that capacity, IAP-HILL is required to comply with all Federal Procurement Regulations and State, local and activity requirements.

The following clause is included in our prime contract with the Government: “No employee or representative of the contractor will be admitted to the site of work unless he/she furnishes satisfactory proof that he/she is a citizen of the United States, or, if an alien, his residence within the United States is legal.”

The prohibition against employment of illegal aliens is included in Section H of all subcontracts issued by IAP-HILL and, as such, your firm must include the requirement in all subcontracts issued by your firm. In addition, Section H provides detailed information with regard to obtaining and displaying badges while working under IAP-HILL subcontracts and the prohibition of the use of illegal aliens as employees.

Commencing this date, all subcontractor employees must have in their immediate possession, one (1) photo identification card matching the badge information provided to each employee. At the start of each subcontract, subcontractors are required to provide proof of legal residency and the last four (4) digits of the employee’s social security number for each employee working at the job site. The data shall be updated when employees depart or new employees are added to the work force.

By virtue of this letter, you are hereby advised that appropriate action will be taken against subcontractors found not in compliance with the requirement. The action may include immediate termination of the subcontract(s); suspension of future subcontracting opportunities with IAP-HILL, LLC and notification to the Government which could affect future opportunities to work on Government installations.

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In addition to the above, due to our concerns about safety on the jobsite and compliance with the scope of work, all subcontractor employees must be able to read and speak English well enough to:

- Carry out written and oral instructions regarding the proper performance of the work
- Read and understand safety and environmental procedures and requirements associated with the work
- Provide information or instructions to IAP-HILL or Navy personnel in the event of an emergency at the job site.

If you have any questions, please contact this office immediately. Point of contact is Ms. Susan Thibodeaux, Assistance General Manager at (904) 542-3356 or Bobby J. Taylor, Senior Contract Specialist at (904) 542-3963.

Sincerely:

Susan B. Thibodeaux  
Assistant General Manager/  
Contract Administration Manager

Please sign and return the following statement:

I hereby certify that I have read, understand and will comply with the prohibition of illegal aliens as (sub)contract employees and that the requirement will be included in any subcontracts issued by this firm.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Firm Name: \_\_\_\_\_