

Aviation
Maintenance Department
4200 NW 22 Street, Bldg 3030
Miami FL 33159



MIAMI-DADE COUNTY, FLORIDA
REQUEST FOR PRICE QUOTATION (RPQ)
Contract No: MCC 7360 Plan
RPQ No: MDADBC-038

INVITATION TO BID

A RPQ has been issued for the work identified below. If you are interested in submitting a bid for this project, please submit your bid via Sealed Envelopes, attention to James P. Ferreira at 4331 N.W. 22nd Street, Bldg. 3030, Miami, FL 33159 no later than 12/3/2025 at 02:00 PM. If you have any questions, contact Jairaj Raghunandan at (305) 876-7909.

This RPQ is issued under the terms and conditions of the Miscellaneous Construction Contracts (MCC) Program MCC 7360 Plan.

RPQ DETAILED BREAKDOWN

Bid Due Date:	12/3/2025	Time Due:	02:00 PM	Submitted Via:	Sealed Envelopes
Estimated Value:	\$200,000	(excluding Contingencies and Dedicated Allowances)			
Project Name:	MDAD MCC 7360 Work Order Based Program Emergency Priority Maint. Const. Services Building Contractor				
Project Location:	MIA and all MDAD Facilities				
License Requirements:	Primary:	General Building Contractor; Building Contractor			
	Sub:	Door			
Scope of Work:	<p>(Contractor must obtain and submit all permits prior to performing any work). The Miami-Dade Aviation Department (MDAD) is interested in qualified contractors willing to perform critical on-call services and emergency/priority maintenance work at MDAD's facilities in a work order- based program. The parameters of this work order-based are as follows:</p> <ol style="list-style-type: none"> 1. This work order- based program for MDAD emergency/priority work shall be established for a period of 18 months. At the end of the 18 months, MDAD shall evaluate the results of the program and, if the results merit, shall re-advertise this solicitation to increase competition. 2. Four (4) contractors for the Building Contractor trade with a corresponding maximum contract value not to exceed \$200,000 shall be selected to participate in this work order based program. Selection of contractors shall be made by MDAD and shall be based on competitive unit prices (including contractor mark-up), qualifications, experience, past performance, availability and capacity. Four (4) Requests-for-Price Quotation (RPQs) shall be advertised for Building Contractor trade. A proposal submitted for one RPQ on a specific trade shall be deemed to be a proposal submitted on all RPQs for such trade, unless the proposer affirmatively indicates with its response that it is only submitting a response on the single RPQ. In order to increase opportunities for firms and to provide flexibility for MDAD, prospective contractors shall only be granted one award in any specific trade. However, prospective contractors may be awarded contracts in different trades, whether or not such contractor has been awarded a contract under any other trade classification, if they possess the required valid license to perform work in those different trades. 3. The maximum contract value for this RPQ shall not exceed \$200,000 therefore contractors shall not be required to provide a Payment and Performance Bond. 4. The Aviation Department (MDAD) does not guarantee that the full amount of the contract will be issued to the awarded bidder. All work will be authorized as needed via Work Orders. The actual amount of the assigned Work Orders will be at the sole discretion of the MDAD. Work Order amounts will depend on the Department's needs. The total combined cost for all Work Order(s) shall not exceed the contract award amount. 5. Since a conference call does not require a physical presence, social distancing practices for COVID-19 are being adhered to. Bidders are still required/responsible for participating in the MANDATORY conference call. Failure to participate in the MANDATORY conference call shall result in the corresponding contractor/company being considered non-responsive. Contractors are extremely encouraged to call 5 minutes before the scheduled meeting time for a roll call. Late arrivals to the conference call shall result in the contractor/company being considered non-responsive. The conference call will be recorded. The dial-in instructions for the conference call are described below: <ul style="list-style-type: none"> • Dial in: 305-876-8333 • Meeting ID: 5762555 • Passcode/Pin: 5869 <p>The agenda for the pre-bid conference call meeting will be sent to you via email to be used during the meeting. Make sure you receive it, if not, please check your junk email or contact our office.</p> 6. All requests for information (RFI) shall comply with the Cone of Silence, Administrative Order 3-27 and shall be directed in writing to the MDAD PM with a copy to the Clerk of the Board (clerkbcc@miamidade.gov). The deadline to submit RFIs is no later than three (3) working days before the bid opening date and time specified on the RPQ and Invitation to Bid. The MDAD will issue all changes and/or clarifications to the RPQ in writing via an Addendum. Verbal statements made by the County or the Owner's Representative that are not contained in the RPQ or Addendum are not binding on the County and do not form any basis for a bidder's response to a RPQ. 7. The bid box is located in the hallway between Rooms B-205 and B-209 in MIA Bldg. 3030, B-Wing, 2nd Floor. If the time clock adjacent to the bid box is unable to stamp the bid envelope due to its thickness, please see Ms. Silvia Perez, Mr. James P. Ferreira or any MDAD representative at MIA Building 3030 to have bid envelopes signed, dated and timed prior to dropping them in the				

box.

8. This is a Work Order based contract to perform critical on-call services and emergency/priority maintenance work at MDAD's facilities. The Work could be landside or airside and the employees from the awarded contractor as well as its subcontractors (if applicable) shall obtain MDAD identification badges including the CBP seal and comply with all MDAD security requirements, background checks, security badges, etc.

All selected contractors and their employees must comply with all MDAD security requirements including background checks, security badges, specialized aviation-related insurance requirements, etc. For contractors that do not already comply with MDAD's security requirements, MDAD may, at its sole discretion, consider making these security-related expenses reimbursable.

Upon the award, the awarded contractor will have up to sixty (60) calendar days to provide a copy of the security badges with the Customs Seal to MDAD/MPEC Division. If, after issuance of the NTP the contractor still is non-compliant with this requirement, MDAD will not issue any Work Order until the security badges with the Customs Seal is secured by the contractor for up to the next thirty (30) calendar days. If the Contractor fails to secure and provide a copy of the required Badges with the Customs Seal at the end of the additional thirty (30) calendar days, Contractor may be terminated for default as established in Article 11D2 of the Standard Construction General Contract Conditions.

The following items are reimbursable:

- Actual cost of MDAD identification (ID) badges with a customs Seal
- The Custom Border Protection (CBP) Seal /bond.
- Actual cost of fingerprints.
- The AOA driving training.
- The vehicle Decal necessary to drive in AOA.

All other costs are not reimbursable and if not specifically mentioned in the pay items listed in the Bid Form shall be considered as incidental to one or more of the pay items, and no claim for additional compensation will be allowed, and it shall be assumed that the cost therefore is included in the prices for the various items in the Contract.

9. Upon selection of participating contractors, individual work orders for each contractor shall be self-rotated by MDAD based on contractor availability, prior responsiveness, previous performance, urgency of the work and any other factor as may be determined by MDAD. It should be noted that this program is for on-call emergency/priority services and MDAD does not guarantee that selected contractors will be issued any work.

10. There are two types of mobilization in this contract: Landside Mobilization for those Work Orders that do not require Airside access and Airside Mobilization for those Work Orders that require Airside access. The work specified in this section shall consist of the preparatory work and operations in mobilizing for beginning work on a specific Work Order, including, but not limit to, the following:

A. The cost of operations necessary for the movement of personnel, equipment, suppliers and incidentals to the project site.

B. No Work Order shall be issued until the contractor completes the necessary security requirements (badging, airside vehicle registration, airside drivers' class) and submits a certificate of the necessary insurance.

C. The following costs are NOT to be included in this bid item as the actual costs of these items will be reimbursed to the contractor upon submittal of proof of expenses (paid invoices):

- 1) The actual cost of fees for badging individuals, including fingerprinting
- 2) The actual cost of fees for airside registration of vehicles
- 3) The actual cost of fees for completing the airside drivers' class

D. There shall be no Mobilization for Labor only Work Orders. MDAD may require the contractor to provide only Labor, without materials or major equipment, to work at MDAD's direction, either Landside or Airside. There shall be no Mobilization payments for such Work Order.

E. There shall be no Mobilization for Work Orders that contained only Service Call scope. The corresponding bid unit price shall be the total compensation for performing a service call.

Measurement of Mobilization for payment shall be the on-site mobilization for an authorized Work Order and the work under this section completed and accepted by MDAD's representative.

Payment under Item No. 1.1.1 Landside Mobilization or Item 1.1.2 Airside Mobilization shall not exceed the corresponding unit price in the schedule of Pay Items.

The unit price bid for the Mobilization Item will be included in each Work Order and only one payment for the item Mobilization will be made per Work Order.

11. Selected contractor must agree to respond to an emergency/priority call within two (2) hours of first contact from MDAD staff and be available to respond 24 hours per day and 7 days a week with the necessary equipment, materials and labor force to complete the required work in accordance with MDAD's schedule for completion. The definition of an adequate response shall be determined at MDAD's sole discretion on a case-by-case basis. Once a contractor has responded within two (2) hours, MDAD staff will work with the contractor to determine the best course of action, establish the scope of the work and schedule the work. Failure to respond two consecutive times within two (2) hours of being contacted for work may result in the firm being removed from participation in the work order based program.

12. All labor classification listed in the Bid Form must have a value greater than zero (\$0.00). Failure to submit a price for all labor classification shall be considered a non-curable deficiency and shall render the bid "Non-Responsive".

Furthermore, all other Pay Items listed in the Bid Form (Mobilization & Markup) must also have a value greater than zero; failure to comply with this requirement will not constitute a curable deficiency and shall render the bid "Non-Responsive".

All potential bidders are hereby notified that failure to submit the completed Bid Form reflecting the bid amount and bidder information will not constitute a curable deficiency and shall render the bid "non-responsive." Failure to include the Affirmation of Vendor Affidavits, Addendum or other similar forms due with the bid shall be considered curable deficiencies. Bidders will be allowed to cure these deficiencies within deadlines established by MDAD staff.

13. Once a site visit is scheduled and attended by the Contractor, MDAD staff will work with the contractor to determine the best course of action, establish the scope of the work and schedule

the work. Thereafter, the Contractor shall submit a formal proposal within 10 business days after the site meeting with a detailed scope of work to be performed and its cost breakdown. MDAD, based on the complexity of the scope of work, may grant additional time for the submission of the required proposal. The request for additional time shall be submitted in writing to the PM/CM in order to be valid and considered for approval by MDAD staff. Contractors that do not submit the required proposal as previously mentioned, will be issued a letter for deficiency. If the Contractor fails to provide a proposal after the deficiency letter has been sent, a Notice to Cure will be issued. Upon the contractor not submitting the required proposal after a Notice to Cure letter has been issued, the Contractor may be Terminated for Default as established in Article 11D2 of the Standard Construction General Contract Conditions.

14. The costs for a potential storage container, potential temporary toilets, and potential dumpsters will be reimbursed using Part II.

15. Locations for the dumpster will be discussed and determined based on work location at the site meeting prior to commencement of the Work Order.

16. Permits are required depending on the scope of work of each Work Order. Contractors shall obtain all permits, certificates inspections and licenses, pay all charges, taxes, royalties and fees and give all notice necessary and incidental to the lawful performance of the work. MDAD will reimburse the contractor for any permits and fees.

17. Working hours will be discussed and determined based on work location at the site meeting prior to commencement of the Work Order. Some work might have to be completed after regular business hours (i.e., night time) to minimize disruptions to the routine business operations of the MDAD and/or its business partners.

18. Adjustments for escalation in labor costs will not be allowed.

19. This project is subject to Inspector General (IG) fees and it will be deducted from each progress payment at a rate of one quarter of one percent by the Finance Department. For more information, refer to: <http://www.miamidadeig.org/index2.html>.

20. Possible locations for this Project include all airport facilities operated by MDAD including:

- Miami International Airport (MIA)
- Miami-Opa Locka Executive Airport (OPF)
- Miami Executive Airport (TMB)
- Miami Homestead General Aviation Airport (X51)
- Dade-Collier Training and Transition Airport (TNT)

21. MDAD does not anticipate the need for any overtime. No claim for overtime by the Contractor shall be allowed unless the Contractor has been given required notice in advance.

22. Each contractor and every low-tier subcontractor is required to submit all certified payrolls and labor compliance documentation electronically by the 10th of every month for the previous month using LCP Tracker, a web-based Certified Payroll Management System (www.lcptracker.net). The system is managed by Small Business Development ("SBD"), a division of the Internal Services Department. The use of the system is mandatory, pursuant to Miami-Dade County Ordinance No. 18-33. The only aspect of this procedure that has been modified is that before the certified payrolls would be submitted through hard copy whereas now Miami-Dade County has moved to a web-based submission. Contractors have always had to submit payrolls even when no physical work was ongoing. This requirement is due once a month by the 10th of every month.

23. Prior to award, unit prices are evaluated, and negotiation of prices is considered.

24. Contractors must agree to perform all work in accordance with the scopes of work established by MDAD, the MCC 7360 contract's terms and conditions, all required permits and inspections and all applicable federal, state and local laws, codes and regulations. For the MCC 7360 General Contract Conditions, refer to the following link:

https://intrap.miamidade.gov/ciis/STANDARD_CONSTRUCTION_GENERAL_CONTRACT_CONDITIONS_REVISED_

25. If keys are issued to the contractor, they are responsible for safeguarding the keys. All lost, stolen or damaged keys must be reported in writing with a detailed explanation (when, where and how) to MDAD within 24 hours. A copy of a police report and the case number will be required for lost or stolen keys. Reports must be requested at the police station at Miami International Airport. If it is determined that the key has been lost or damaged due to negligence, liquidated damages may be assessed.

26. The Contractor shall comply with Resolution No. R-451-14 and Section 2-1 of the Code (Board of County Commissioners Rule 5.09, consideration of sea level rise). All activity as a result of this contract, including building elevation, installation of mechanical and electrical systems, and building and infrastructure design plans shall consider sea level rise projections and potential impacts as best estimated at the time of the project, using the regionally consistent Unified Sea Level Rise Projections, during all project phases including but not limited to planning, design, and construction, in order to ensure that infrastructure projects will function properly for fifty (50) years or the design life of the project, whichever is greater.

27. The Contractor shall comply with: (i) Resolution No. R-617-17; (ii) Sections 2-1 (Board of County Commissioners Rule 5.10) and 9-71 through 9-75 of the Code; and (iii) Implementing Order ("IO") No. 8-8, which established a County policy to incorporate, wherever practical, Green Building Practices into the planning, budgeting, design, construction, operations, management, renovation, maintenance and decommissioning of Public Projects. These sections of the Code together with the IO, are referred to as the "Sustainable Buildings Program".

28. The Contractor shall ensure that infrastructure and building public projects coordinate compliance with the Sustainable Buildings Program with the Office of Resilience, including submission of the New Project Form prior to issuance of any procurement solicitations or contracts related to a specific project.

29. All products purchased from product categories for which the EPA Water Sense certification is available shall meet WaterSense certification standards. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

30. All products purchased from product categories for which Energy Star certification is available shall have an Energy Star certification. When Energy Star labels are not available, the County shall choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

31. Paint, carpeting, adhesives, furniture and case work shall include low amounts of Volatile

Organic Compounds (VOCs).

A. Minimum Qualifications and Experience:

Below are the minimum qualifications and experience that the selected contractors must possess in order to participate in this work order based program for MDAD emergency/priority maintenance work:

1. Contractors must hold a valid license required to perform work in the following trade: General Building Contractor and/or Building Contractor.
2. As per Resolution No. R-1122-21, Contractors must have a minimum of 5 years' experience performing work in their specific trade. In the event a new firm is established by executives, supervisors and other senior field staff (key employees) that would have met these minimum experience requirements with a prior firm, MDAD reserves the right to qualify the new firm, based on MDAD's sole determination and evaluation of the knowledge and prior experience of these key employees employed by the new firm.
3. Contractors must be able to demonstrate that their firm or its key employees, as described above, have experience performing their respective trade within the company's noted history. Specifically, contractors must submit proof that their respective firms have been regularly and successfully engaged in work related to their specific trade for a minimum of one (1) year. These requirements shall be based on projects completed prior to the submission date. Contact information for projects and/or firms submitted as proof of experience shall be provided by prospective contractors as part of their bid package. MDAD will confirm the listed experience by calling the firms' owners or representatives. Should such evidence not be satisfactory to MDAD, whose decision shall be final, the submission will be considered non-responsive. The qualifying proof with names and phone numbers shall be submitted in a sealed envelope at the time of bid.
4. Contractors must have a minimum average total score of 3.0 in their Contractor Performance Evaluations in ISD's Capital Improvements Information System (CIIS). In the event a new firm has been created that does not have evaluations in the CIIS, the firm that previously employed the key employees of the new firm must have had a minimum average total score of 3.0 in the CIIS Contractor Performance Evaluation Module or the new firm must provide, to MDAD's satisfaction, documentation that the new firm has performed satisfactorily on similar projects within their respective trade. Further, any incidence of project delays in a contractor performance evaluation must be justified to the satisfaction of MDAD.
5. Contractors shall provide an established safety program and implementation policy. Contractors' safety programs shall be reviewed and approved by MDAD post-bid submittal and work orders shall not be issued to any contractor until their safety program is approved by MDAD. Refer to Resolution No. R-1181-18 for more information.
6. Contractors must agree to perform all work in accordance with the scopes of work established by MDAD, the MCC 7360 contract's terms and conditions, all required permits and inspections and all applicable federal, state and local laws, codes and regulations.

Note: Pursuant to the requirements of Section 10-3 of the Code of Miami-Dade County, selected Contractors must possess a valid, current, and active State of Florida and/or Miami-Dade County contractor's license issued by the County's Construction Trades Qualifying Board and which is consistent with the requirements of their respective trade and the scope of work.

7. Without limiting the generality of the foregoing, the County may determine that it is in the County's best interest to award the Contract to the next low bidder when the low bidder's existing contractual commitments with the County, in the sole discretion of the County (a) could prevent the timely prosecution of the work requiring competing commitments of site, supervisory or home office personnel, or (b) could present potential conflicts with billing of similar items under existing contracts for similar or related work, or (c) could disfavor competition in the contracting industry in pricing or in the use of personnel or subcontractors.

B. Indemnification and Insurance (See attached)

Insurance requirements are non-reimbursable and if not specifically mentioned in the pay items listed in the Bid Form shall be considered as incidental to one or more of the pay items, and no claim for additional compensation will be allowed, and it shall be assumed that the cost therefore is included in the prices for the various items in the Contract.

The Contractor shall furnish certificates of insurance and insurance policies to the Owner prior to commencing any operations under this Contract. Certificates and policies shall clearly indicate that the Contractor has obtained insurance, as required for strict compliance with this specification. Compliance with the foregoing requirements shall not relieve the Contractor from liability under any other portion of this Contract.

The Contractor shall be responsible for assuring that the insurance certificates required in conjunction with this section remain in force for the duration of the agreement.

If you are qualified and interested in participating in this work order based program for MDAD emergency/priority maintenance work under the MCC 7360 Plan, please submit your proposal (including unit prices, contractor mark-up, qualifications, proof of requisite experience, availability and capacity) to the Miami-Dade Aviation Department, as specified in the subject Request-for-Price Quotation (RPQ), no later than the Bid due date (see above) by 2:00 p.m. Your proposal will be reviewed by MDAD and ISD and you will be notified of your selection to participate in this MDAD work order based program. If you have any questions regarding this solicitation, please contact Mr. James P. Ferreira (MDAD) at (305) 876-7322 or Mrs. Laurie Johnson (SBD) at (305) 375-3121.

Document Pickup:	Contact:	James P. Ferreira	Phone No:	305-876-7322	Date:	11/12/2025	
	Location:	After the Pre-bid Conference Call					
Pre-Bid Meeting::	YES	Mandatory:	YES	Date:	11/12/2025	Time:	10:00 AM
	Location:	Conference Call (See details below)					
Site Meeting:	No	Mandatory:	No	Date:		Time:	

Location:					
Bid shall be submitted to:	Contact:	James P. Ferreira			
	Address:	4331 N.W. 22nd Street, Bldg. 3030, Miami, FL 33159			
	Email:	jferreira@flymia.com	FAX # :	305-869-4782	
Type of Contract:	Multiple Trade	Method of Award:	Lowest Responsible Bidder		
Method of Payment:	Scheduled Monthly Payments	Insurance Required:	YES		
Additional Insurance Required:	YES	If Yes - Minimum Coverage:	\$5,000,000.00		
Performance & Payment Bond Required:	NO	Bid Bond Required:	NO		
Davis Bacon:	NO	Maintenance Wages:	NO	AIPP:	NO
		Amount:			
DBE Participation:	NO	Percentage:	0.00%	DBE Subcontractor Forms Required:	NO
SBE-S Requirements	NO	Percentage:	0.00%		
SBE-Services Commodity Set-Aside	NO	If Yes, Service =			
SBE-G Requirements	NO	Percentage:	0.00%		
SBE-Goods Commodity Set-Aside	NO	If Yes, Goods =			
Liquidated Damages:	YES	\$\$ Per Day:	\$75.00		
For RPQ's less than \$10,000, if no LD rate is specified, the County reserves the right to assess actual damages in lieu of LDs.					
Design Drawing Included:	NO	Shop Drawing Included:	NO	Specifications Included:	YES
Anticipated Start Date:	2/9/2026		Calendar Days for Project Completion:	540	
Comments:	Bid Documents may be distributed at or after the Mandatory Pre-Bid Meeting via e-mail (See date and time above). The Bid Documents shall include at least the following: <ol style="list-style-type: none"> 1. Instructions to Bidders; 2. Technical Specifications; 3. Bid Forms; 4. Pre-Bid Document Package (including sample forms, affidavits, invoice etc.). 				

DISCLOSURE:

- Contractor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Contractor or its employees, agents, servants, partners principals or subcontractors. Contractor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The Contractor shall furnish to **Aviation, Maintenance Department, 4200 NW 22 Street, Bldg 3030, Miami FI 33159**, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A.** Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440.
 - a. If applicable should include coverage required under the U.S. Longshoremen and Harbor Workers' Act (USL&H) and/or Jones Act for any activities on or about navigable water.
- B.** Commercial General Liability in an amount not less than \$300,000 per occurrence, and \$600,000 in the aggregate. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- C.** Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

*Under no circumstances are Contractors permitted on the Aviation Department, Aircraft Operating Airside (A.O.A) at Miami International Airport without increasing automobile coverage to \$5 million. Only vehicles owned or leased by a company will be authorized. \$1 million limit applies at all other airports.

VERIFICATION OF EMPLOYMENT ELIGIBILITY (E-VERIFY):

By entering the Contract, the Awarded Bidder becomes obligated to comply with the provisions of Section 448.095, Florida Statute, titled "Verification of Employment Eligibility." This includes but is not limited to utilization of the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all newly hired employees by the Awarded Bidder effective, January 1, 2021, and requiring all Subcontractors to provide an affidavit attesting that the Subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply may lead to termination of this Awarded Bidder, or if a Subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. If this Contract is terminated for a violation of the statute by the Awarded Bidder, the Awarded Bidder may not be awarded a public contract for a period of one year after the date of termination, and the Awarded Bidder may be liable for any additional costs incurred by the County resulting from the termination of the Contract. Public and private employers must enroll in the E-Verify System (<http://www.uscis.gov/e-verify>) and retain the I-9 Forms for inspection.