



# Cambridge Valley Machining, Inc.

V: 518-677-5617

28 Perry Lane, PO Box 160

F: 518-677-5974

Cambridge, NY 12816

## ANNUAL SUPPLIER CERTIFICATION

Cambridge Valley Machining, Inc. requires its subcontractors to complete this Annual Supplier Certification form to comply with U.S. Government regulations on subcontracting. A certification is required to be completed prior to an award of any order(s) to your company and must be updated on an annual basis.

SUPPLIER NAME \_\_\_\_\_ PARENT COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

DUNS NUMBER (FAR 52-204-6) \_\_\_\_\_ CAGE CODE \_\_\_\_\_

Please verify each statement below and, for **Items 1, 2C, 2D and H**, place a check mark in the box that represents your current state of compliance with each requirement. **NOTE: DO NOT LEAVE ANY OF THE REQUIRED SECTIONS BLANK.** Sign, date and return this completed form to: Cambridge Valley Machining, Inc., Attention: Ms. Jessica Slater, Purchasing Department, 28 Perry Lane, Cambridge, NY 12816.

**1. BUSINESS SIZE AND TYPE CLASSIFICATION (go to <http://www.sba.gov/services/> to determine business size):**

**A. Supplier represents that it is a (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Large Business or <input type="checkbox"/> Small Business | <input type="checkbox"/> Service Disabled Veteran, Small Business (Supplier Certified) |
| <input type="checkbox"/> Small Disadvantaged Small Business (SBA Certified)        | <input type="checkbox"/> HUB Zone Small Business (SBA Certified)                       |
| <input type="checkbox"/> Women Owned Business (SBA Certified)                      | <input type="checkbox"/> Owned by a Non-U.S. Company (Foreign Owned)                   |
| <input type="checkbox"/> Veteran Owned Business (Supplier Certified)               |  |

**B. How many current Employees \_\_\_\_\_ How many current Subcontractors \_\_\_\_\_**

**C. How many of your Employees are Non-U.S. Citizens \_\_\_\_\_**

**D. How many Subcontractors employ Non-U.S. Citizens \_\_\_\_\_**

**2. SUPPLIER REPRESENTATIONS AND CERTIFICATIONS**

**A. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (FAR 52.209.5):** Supplier certifies, to the best of its knowledge and belief, that: (i) neither Supplier nor any of its principals: (A) at present are debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; (B) within a three-year period preceding this offer, have been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and (C) at present are indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and (ii) Supplier has not, within a three-year period preceding this offer, had one or more contracts terminated for default by and Federal agency.

**Supplier  is in Compliance;  is not in Compliance. (Please check one)**

**B. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (FAR 52.203-11):** (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee or a Member of Congress on his or her behalf in connection with the awarding of this subcontract; (2) If any funds other than Federal appropriated funds have been paid, or will be paid, to any person for influencing or attempting to influence those persons described above on his or her behalf in connection with this solicitation, Supplier shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Company; and (3) the Company will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly. Submission of this certification and disclosure is a prerequisite for making or entering into this subcontract imposed by Section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Supplier ( ) is in Compliance; ( ) is not in Compliance.** (Please check one)

**C. Certification of Previous Compliance Reports (FAR 52-222.22) (Executive Order 11246):** Supplier represents that:

**(1) It ( ) has, ( ) has not** participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

**(2) It ( ) has, ( ) has not,** filed all required compliance reports and Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

**D. Certification of Affirmative Action Program (FAR 52.222.25):** The Supplier represents by acceptance of the Company's purchase order, contracts, subcontracts or sales agreement that he/she will comply **with the current final rules, amendments and provisions of Executive Orders** 11246, 13496, the Rehabilitation Act of 1973, including Section 503, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the 2002 Jobs for Veterans Act (JVA), and their implementing regulations at 41 CFR Part 60.

The Supplier shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, age, national origin, marital status, citizenship, physical and mental disability, criminal record, sexual orientation, gender identity or expression, status as a disabled, recently separated, active duty wartime or campaign badge, Armed Forces service medal or other protected veteran, genetic information, predisposition or carrier status, status with respect to receiving public assistance, domestic violence victim status or any other characteristics protected under applicable law.

#### **EQUAL OPPORTUNITY CERTIFICATION**

**\$10,000 OR MORE.**

1. Supplier will not discriminate against any employee or applicant for employment because of race, color, sex, age or national origin. Supplier will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship. Supplier agrees to post, in conspicuous places available to employees and applicants, notices setting forth the provisions of this nondiscrimination clause.
2. Supplier will, in all solicitations or advertisements for employees, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age or national origin.

3. Supplier will send to each labor union or representative of workers with which Supplier has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the Supplier's commitments under Section 202 of Executive Order 11246, Executive Order 11375, and their amendments and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. Supplier will comply with all provisions of Executive Order 11246, Executive Order 11375, their amendments and the rules, regulations and relevant orders of the Secretary of Labor.
5. Supplier will furnish all information and reports required by Executive Order 11246, Executive Order 11375, their amendments, and the rules, regulations and orders of the Secretary of Labor, and will permit access to books, records and accounts as required to ascertain compliance with such rules, regulations and orders.
6. In the event of the Supplier's noncompliance with the nondiscrimination clauses of this contract or with any of said rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part and the Supplier may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246, Executive Order 11375, their amendments and such other sanctions as may be imposed and remedies as may be invoked by law.

#### **PROHIBITION OF SEGREGATED FACILITIES**

\$10,000 OR MORE

“Segregated facilities,” as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between sexes.

The Supplier agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in the contract.

The Supplier shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of the contract.

#### **CERTIFICATION OF EMPLOYMENT OF INDIVIDUALS WITH A DISABILITY**

\$10,000 OR MORE

Supplier certifies that if it has at least one federal contract, subcontract or purchase order of \$10,000 or more, it will comply with Executive Order 11758, Section 503 of the Rehabilitation Act of 1973 and Section 60-741.4 of Title 41 CFR, as amended.

This notice references 41 CFR 60-741.5(a) by citation:

**“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). The regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified with disabilities.”**

#### **CERTIFICATION OF EEO COMPLIANCE REPORTS**

\$50,000 OR MORE

Supplier certifies that if it has 50 or more employees, and federal contracts or subcontracts of \$50,000 or more, it will complete and file EEO-1 Standard Form 100 according to published deadlines (typically September 30<sup>th</sup> annually).

**CERTIFICATION OF AFFIRMATIVE ACTION PROGRAM  
FOR FEMALES AND MINORITIES**

\$50,000 OR MORE

Supplier certifies that if it has 50 or more employees and has federal contracts or subcontracts of \$50,000 or more in a twelve-month period, it will develop and implement a written Affirmative Action Plan, pursuant to the regulations of the Secretary of Labor in 41 CFR 60-2 and in accordance with the regulations of the Office of Federal Contract Compliance Programs promulgated under Executive Order 11246 as amended.

**CERTIFICATION OF VIETNAM ERA VETERANS READJUSTMENT ACT**

\$100,000 OR MORE

Supplier certifies that if it has at least one federal contract, subcontract or purchase order of \$100,000 or more, it will comply with Section 401 of the Vietnam Era Veterans Readjustment Act of 1974 (Public Law 93-508) as amended, the Jobs for Veteran Act (JVA) of 2002, together with appropriate regulations referenced as Section 60-1.40 of Title 40 CFR.

**CERTIFICATION OF EMPLOYMENT OF QUALIFIED VETERANS**

\$100,000 OR MORE

Supplier acknowledges that if applicable, it is bound by the Affirmative Action and Nondiscrimination Obligations of Contractors and Subcontractors Regarding Disabled Veterans, Recently Separated Veterans, Other Protected Veterans, and Armed Forces Service Medal Veterans, as set forth in Sections 60-250.5 and 60-300.5 of Title 41 C.F.R., promulgated under the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and that the clause is incorporated by reference into this Certificate of Compliance. Supplier also acknowledges that it will prepare and submit to VETS the appropriate VETS-100 and/or VETS-100A forms due September 30th of each year.

This notice references 41 CFR 60-300.5(a) by citation:

**“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). The regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.”**

**EMPLOYMENT ELIGIBILITY VERIFICATION**

\$100,000 OR MORE

Supplier certifies that if it has federal contracts, subcontracts or purchase orders of \$100,000 or more and these agreements contain references to Executive Order 13465 and/or the E-Verify verbiage (FAR 22.1800) within their contracts and eligible subcontracts, it will use Homeland Security's E-Verify Program as part of the employment eligibility verification procedure for all new hires and existing employees working on the federal contract.

**DRUG-FREE WORKPLACE ACT**

\$150,000 OR MORE

Supplier certifies that if it has federal contracts, subcontracts or purchase orders of \$150,000 or more in a twelve-month period, it will develop and implement a written Program and Policy and maintain a drug-free workplace site where the work to perform the federal contract or subcontract is conducted in compliance with the Drug Free Workplace Act of 1988, as amended.

**CERTIFICATION OF FEDERAL ACQUISITION REGULATIONS**  
**REGARDING BUSINESS ETHICS AND CONDUCT**  
**\$5 MILLION OR MORE**

Supplier certifies that if it has at least one federal contract, subcontract or purchase order of \$5,000,000 or more, it will comply with the ethics and related components of the FAR. The Federal Acquisition Regulations (FAR) require that federal government contractors with contracts that are expected to exceed \$5 million and have a 120-day-or-more period performance requirement must have a written code of business ethics and conduct, an ongoing awareness program, and display the federal agency office of inspector general fraud hotline poster on-site and on website(s). The code must be established within 30 days of the contract award and must be distributed to each employee engaged in the performance of the contract. An ongoing awareness program must be established within 90 days after the contract award. These time frames may be extended by the contracting officer (72 Fed. Reg. 65873 (2007)). The new rules apply only to contracts entered into on or after December 24, 2007.

- E. **Gratuities (FAR 52.203-3 and 52.203-7):** No money, fee, commission, credit, rebate, gift, gratuity, bribe, kickback, thing of value, or compensation of any kind has been: offered to, solicited or accepted from, given directly or indirectly to, or arranged for any officers, officials or employees of Buyer or Buyer's customer relating to any Cambridge Valley Machining PO.  
**Supplier ( ) is in Compliance; ( ) is not in Compliance.** (Please check one)
- F. **Certificate of Independent Price Determination (FAR 52.203-2. M):** Supplier's prices proposed and charged to Cambridge Valley Machining have been independently determined and were not for the purpose of restricting competition, and Supplier has not colluded regarding prices, bid strategy or the methods or factors used to determine bid prices. Supplier has not, disclosed its prices knowingly to others. Supplier has not attempted to influence any other concern regarding a bid.  
**Supplier ( ) is in Compliance; ( ) is not in Compliance.** (Please check one)
- G. **Buy American Act (FAR 252.225-7001):** All products and their raw materials must be manufactured, mined or milled with the United States, or in the case of certain Specialty Metals, a qualifying country. Cambridge Valley Machining, Inc. stands that materials not produced, milled or mined within the United States will be the exception and not the rule. The Supplier must show a reasonable attempt to procure all items from the United States. Allowing an item to be procured that was not produced in the United States will be decided on a case by case basis.  
**Supplier ( ) is in Compliance; ( ) is not in Compliance.** (Please check one)
- H. **Directorate of Defense Trade Controls:** Supplier represents that:  
**It ( ) has, ( ) has not** registered as required by 22 U.S.C. 2778 of the Arms Export Control Act (AECA) and the International Traffic in Arms Regulations (ITAR) (22 CFR 120-130). All manufacturers, exporters, and brokers of defense articles, defense services, or related technical data, as defined on the United States Munitions List, are required to register with the DDTTC.
- I. **Certified Business Partner of C-TPAT:** Supplier is a Certified Partner of C-TPAT, or meets all C-TPAT security criteria and procedures for the handling of any imported goods and materials from outside the United States.  
**Supplier C-TPAT Account Number: \_\_\_\_\_**  
**Supplier ( ) does, ( ) does not import any goods or materials from outside the United States.**  
**Supplier is NOT Certified and ( ) is, ( ) is not in compliance.**

**If Supplier is not a Certified C-TPAT Business Partner, please visit the following website for meeting Importer Security Criteria:**

[http://www.cbp.gov/xp/cgov/trade/cargo\\_security/ctpat/security/\\_criteria\\_importers/ctpat\\_importers\\_criteria.xml](http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/security/_criteria_importers/ctpat_importers_criteria.xml)

**If not currently compliant, please give follow up date when Supplier will be in compliance \_\_\_\_\_**

A person authorized to make legally binding commitments on behalf of the Supplier must sign below. Signature constitutes a representation that reasonable and prudent inquiry has been made to ascertain the true and accurate basis of all statements.

**SUPPLIER NAME** \_\_\_\_\_

**NAME** \_\_\_\_\_  
(please print or type)

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_