

New Jersey Department of Transportation

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Baseline Document Change Announcement

BDC09T-01

January 14, 2009

Subject: Change to *Required Contract Provisions Federal Aid Construction Contracts*

The *Required Contract Provisions Federal Aid Construction Contracts (Form FHWA-1273)* has been modified to remove the requirement that weekly payrolls submitted to the contracting agency contain employee's address and complete social security number, but just the last 4 digits of the employee's social security number. Contractors and subcontractors must maintain complete social security numbers and home addresses. Government agencies are entitled to request or review all relevant payroll information, including social security numbers and addresses of employees. Contractors and subcontractors are required to provide such information upon request. The form is available on the Specifications section of the Engineering webpage at <http://www.state.nj.us/transportation/eng/>.

Implementation Code S (SPECIAL)

This announcement will take effect for all contracts awarded after January 19, 2009.

Instructions to Construction Services Procurement

Changes must be implemented in all Federal projects awarded after January 19, 2009. Ensure that the new form is included.

Instructions to Construction Management

Changes must be implemented (substitute the new form) in all Federal projects awaiting advertisement. If the project has been advertised, addenda must be issued to incorporate the changes.

Instructions to Designers

The revised Special Provision Attachment form is to be included in the Final Design Submission of all Federal projects.

Recommended By:

Original signed by

Walt McGrosky
Director,
Capital Program Support

Approved By:

Original signed by

Richard Hammer
Assistant Commissioner,
Capital Program Management