

**NOTICE TO BIDDERS**

**REPORT FORMS**

Form Number:

1366 – “Contractor’s Affidavit of Indebtedness”

1367 – “Consent of Surety to Payment to Contractor”

The above listed forms will originate with the Construction Contract Section (Payment Unit of the Contract Services Division). They are sent out to the Contractor upon receipt of a final estimate.

The Contractor must execute form 1366 and forward along with form 1367 to their surety company for the surety’s consent. Both of these forms are then returned to Michigan Department of Transportation’s Contract Services Division. These forms must be submitted to Agreements/Payments/Purchasing Section before a final estimate is paid.

1120 – “Final Inspection/Acceptance and Certification Report”

This form will be initiated and submitted by the Region Engineer

1199 – “Employment Report”

Employment Report form 1199 is to be submitted by the Contractor annually when work is performed the last week of July. Send form 1199 directly to the MDOT Business Development Division website. A shorter alternative to this report may be completed electronically through the Business Development Division website at the following address: <http://mdotwas1.mdot.state.mi.us/public/sblar/>. If the website is used, the paper form need not be completed.

0125 – “Monthly OJT Program Report and Training Log”

Form 0125 shall be submitted by the Contractor to MDOT, Small Business Liaison Office, and a copy to the Engineer when reporting the training record for the on-the-job training.

Biweekly progress payments for work completed by the Prime Contractor and/or Subcontractor may be withheld, upon written notice from the Engineer, for failure to comply with the contract prevailing wage requirements (Davis-Bacon and/or Michigan Prevailing Wage Rate Schedule) and for failure to submit weekly certified payrolls.

These requirements are supplemental to other required contract provisions contained within this proposal.

07/13/07