



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

February 23, 2009

SUBJECT: Various Routes  
Section D5 REFLECTOR REPL 2009-17  
Various Counties  
Contract No. 46028  
Item No. 83, March 6, 2009 Letting  
Addendum A

## NOTICE TO PROSPECTIVE BIDDERS:

Attached is an addendum to the plans or proposal. This addendum involves revised and/or added material.

1. Revised page i of the Table of Contents to the Special Provisions
2. Added pages 14-15 to the Special Provisions

Prime contractors must utilize the enclosed material when preparing their bid and must include any Schedule of Prices changes in their bidding proposal.

Bidders using computer-generated bids are cautioned to reflect any and all Schedule of Prices changes, if involved, into their computer programs.

Very truly yours,

Charles J. Ingersoll,  
Bureau Chief of Design and Environment

A handwritten signature in cursive script, reading "Ted B. Walschleger" followed by a small "P.E." to the right.

By: Ted B. Walschleger, P. E.  
Engineer of Project Management

cc: Joseph E. Crowe, Region 3, District 5; Bill Frey; Estimates

Db/cab

**TABLE OF CONTENTS**

LOCATION OF IMPROVEMENT ..... 1  
DESCRIPTION OF IMPROVEMENT..... 1  
QUANTITIES..... 1  
COMPLETION DATE..... 2  
TRAFFIC CONTROL PLAN..... 2  
CHANGEABLE MESSAGE SIGN..... 3  
REPLACEMENT OF DAMAGED OR MISSING RAISED REFLECTIVE PAVEMENT MARKER  
CASTINGS..... 4  
EQUIPMENT RENTAL RATES (BDE)..... 4  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM / EROSION AND SEDIMENT  
CONTROL DEFICIENCY DEDUCTION (BDE) ..... 5  
PAYMENTS TO SUBCONTRACTORS (BDE) ..... 6  
PERSONAL PROTECTIVE EQUIPMENT (BDE) ..... 7  
PUBLIC CONVENIENCE AND SAFETY (BDE) ..... 7  
REFLECTIVE SHEETING ON CHANNELIZING DEVICES (BDE) ..... 8  
SUBCONTRACTOR MOBILIZATION PAYMENTS (BDE) ..... 8  
BITUMINOUS PREMIX FOR MAINTENANCE USE OPTIMIX, SYLCRETE, UPM, QPR-2000, EZ  
STREET, SMP ..... 9  
PAYROLLS AND PAYROLL RECORDS (BDE)..... 14

## **PAYROLLS AND PAYROLL RECORDS (BDE)**

Effective: March 1, 2009

FEDERAL AID CONTRACTS. Revise the following section of Check Sheet #1 of the Recurring Special Provisions to read:

### **“STATEMENTS AND PAYROLLS**

The payroll records shall include each worker’s name, address, telephone number, social security number, classification, rate of pay, number of hours worked each day, starting and ending times of work each day, total hours worked each week, itemized deductions made, and actual wages paid.

The Contractor and each subcontractor shall submit payroll records to the Engineer each week from the start to the completion of their respective work, except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall include an identification number for each employee (e.g., the last four digits of the employee’s social security number.). The submittals shall be on the Department’s form SBE 48, or an approved facsimile. When there has been no activity during a work week, a payroll record shall still be submitted with the appropriate box (“No Work”, “Suspended”, or “Complete”) checked on the form.”

STATE CONTRACTS. Revise Section IV of Check Sheet #5 of the Recurring Special Provisions to read:

### **“IV.COMPLIANCE WITH THE PREVAILING WAGE ACT**

1. Prevailing Wages. All wages paid by the Contractor and each subcontractor shall be in compliance with The Prevailing Wage Act (820 ILCS 130), as amended, except where a prevailing wage violates a federal law, order, or ruling, the rate conforming to the federal law, order, or ruling shall govern. The Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract and any revisions thereto. If the Department of Labor revises the wage rates, the Contractor will not be allowed additional compensation on account of said revisions.
2. Payroll Records. The Contractor and each subcontractor shall make and keep, for a period of three years from the date of completion of this contract, records of the wages paid to his/her workers. The payroll records shall include each worker’s name, address, telephone number, social security number, classification, rate of pay, number of hours worked each day, starting and ending times of work each day, total hours worked each week, itemized deductions made, and actual wages paid. Upon two business days’ notice, these records shall be available, at all reasonable hours at a location within the State, for inspection by the Department or the Department of Labor.

Added February 23, 2009

3. Submission of Payroll Records. The Contractor and each subcontractor shall submit payroll records to the Engineer each week from the start to the completion of their respective work, except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall include an identification number for each employee (e.g., the last four digits of the employee's social security number). The submittals shall be on the Department's form SBE 48, or an approved facsimile. When there has been no activity during a work week, a payroll record shall still be submitted with the appropriate box ("No Work", "Suspended", or "Complete") checked on the form.

Each submittal shall be accompanied by a statement signed by the Contractor or subcontractor which avers that: (i) such records are true and accurate; (ii) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the Act; and (iii) the Contractor or subcontractor is aware that filing a payroll record that he/she knows to be false is a Class B misdemeanor.

4. Employee Interviews. The Contractor and each subcontractor shall permit his/her employees to be interviewed on the job, during working hours, by compliance investigators of the Department or the Department of Labor."

Added February 23, 2009

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