**Payroll Verification Sampling**

In accordance with FHWA Form 1273 – Required Contract Provisions Federal-Aid Construction Contracts, the Contractor is responsible for compliance with the form’s provisions by all subcontractors, regardless of their tier level, and the Contractor is also responsible for all wages on the project

To comply with FHWA Form 1273, the Contractor is required to check and submit all certified payrolls. The Contractor will signify that checking was completed by signing and dating the payroll.

To verify compliance with FHWA Form 1273, CDOT inspectors will randomly sample ten percent of the Contractor’s submittals to verify they are signed and certified. All payrolls checked by an inspector will be stamped to document they were checked. If problems are found, the Contractor will be notified immediately and the random sample frequency will be increased to 25 percent until the Contractor becomes compliant.

**Section 107.1.1.2 of the 2002 Construction Manual is hereby deleted and replaced with the following:**

Weekly payrolls are required from all Contractors and subcontractors.

CDOT inspectors will randomly sample ten percent of the Contractor’s submittals to verify they are signed and certified. All payrolls checked by an inspector will be stamped to document they were checked. If problems are found, the Contractor will be notified immediately and the random sample frequency will be increased to 25 percent until the Contractor becomes compliant.

Payroll Checking procedure classes are available from the Contracts and Market Analysis Branch.

Questions regarding this process may be referred to the HQ Programs and Project Analysis Unit at 303-757-9541.

Please print a copy of this bulletin and keep it with your copy of the *Construction Manual*.

If you have questions, please contact your Area Engineer.

The *Construction Manual* and Construction Bulletins can be found on the Design and Construction Project Support web page at:

<http://www.coloradodot.info/business/designsupport>