

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONTRACTOR NOTIFICATION TO FDOT FOR USE OF
 TEMPORARY EMPLOYMENT AGENCY / DAY LABORERS**

275-021-15
 EQUAL EMPLOYMENT
 01/07

SECTION 1: PROJECT IDENTIFICATION

1. Financial Project No.	2. F.A.P. No.	3. Contract No.	4. County	5. District
6. Prime Contractor's Name		7. Prime Contractor's FEID No.		
8. Wage Table(s) Applicable to this Project (Indicate Yes or No for each type and identify Decision No., Modification No & Publication Date)				
	<i>CONSTRUCTION TYPE</i>	<i>GENERAL DECISION NO. (E.G. FL030037)</i>	<i>MODIFICATION NO. (E.G. 1)</i>	<i>PUBLICATION DATE (E.G. 6/12/2009)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	HIGHWAY			
<input type="checkbox"/> Yes <input type="checkbox"/> No	HEAVY			

SECTION 2: IDENTIFICATION OF CONTRACTOR AND TEMPORARY AGENCY

9. Name of Contractor Using the Temporary Employment Agency	10. FEID Number of Contractor Using Temporary Agency
11. Full Name of Temporary Employment Agency Used	12. FEID Number of Temporary Employment Agency
13. Temporary Agency LOCAL Phone Number including area code	14. Temporary Agency Main Office Phone Number including area code
15. Temporary Agency LOCAL address street, city, state, zip code	16. Temporary Agency Main Office address street, city, state, zip code
17. Name of LOCAL contact for Temporary Employment Agency	18. Phone number of LOCAL contact for Temporary Employment Agency
19. Workers from the Temporary Employment Agency will work under the supervision of the contractor Shown in box 9. <input type="checkbox"/> Yes <input type="checkbox"/> No; If No identify which company/workers will provide supervision	

SECTION 3: CONTRACTOR'S ACKNOWLEDGEMENT THAT THE TEMPORARY AGENCY HAS BEEN INFORMED OF THE FOLLOWING CONTRACT REQUIREMENTS

20. Workers are to paid at least the minimums shown in the Wage Table Rates(s) Listed in # 8 (above) and the Agency has been provided a copy of the Wage Table(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. FHWA 1273, "Required Contract Provisions on Federal Aid Construction Contracts" applies	<input type="checkbox"/> Yes <input type="checkbox"/> No
22. Certified payrolls (Statement of Compliance and payroll records) are due to FDOT within 7 days of the regular pay date	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. U.S. Dept. of Labor approval is required for non-standard deductions	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Workers will not be charged a fee or commission by the Agency	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Payroll violations require correction and timely submission of supplemental certified payrolls	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. The contractor's EEO/AA program applies to the Agency and the temporary workers and the Agency has been provided a copy of the contractor's EEO/AA Policy, Plan & Officer data	<input type="checkbox"/> Yes <input type="checkbox"/> No
27. The Temporary Employment Agency is responsible for complying with the Contract provisions of the contractor including but not limited to EEO, Payrolls, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 4: SIGNATURE

28. Prime Contractor Signature	Date	29. Hiring Contractor Signature	Date

**State of Florida Department of Transportation
Contractor Notification to FDOT for Use of Temporary Employment Agency/Day Laborers**

Instructions for Completing Form

Distribution & Due Date: This form is to be submitted to the projects' Resident Compliance Specialist (RCS) by each contractor who will employ project workers through a Temporary Employment Agency ('TEA') personnel of Day Laborer Agency. The form is due to the RCS before any TEA workers report to the project site.

Section 1: Project Identification

- Box 1 Financial Project No.** – The Financial Project Number
Box 2 F.A.P. No. – The Federal Aid Project Number assigned to federally funded projects.
Box 3 Contract No. – The Project Contract Number
Box 4 County – County or counties where project work is being performed
Box 5 District – The Department's District number in which project work is being performed in (Districts are 1-7, and the Turnpike District)
Box 6 Prime Contractor's Name – The name of Prime Contractor.
Box 7 Prime Contractor's FEID No. – The Prime Contractor's Federal Identification Number
Box 8 Wage Table(s) applicable to this project – Check yes or no if construction type is Highway or Heavy and identify General Wage Decision Number (E.G. FL020001); Modification No (E.G. 1); Publication Date (E.G. 6/12/2005)

Section 2: IDENTIFICATION OF CONTRACTOR & TEMPORARY AGENCY

- Box 9 Name of Contractor Using the Temporary Employment Agency** – The name of contractor that hired temporary employment agency.
Box 10 FEID Number of Contractor Using Temporary Employment Agency – Federal Identification Number of the contractor that hired temporary employment agency.
Box 11 Full Name of Temporary Employment Agency Used – The full name of temporary employment agency that will be providing temporary workers.
Box 12 FEID Number of Temporary Employment Agency – The temporary employment agency Federal Identification Number that will be providing temporary workers.
Box 13 Temporary Agency LOCAL Phone Number including area code – Area code and phone number of local temporary employment agency that will be providing temporary workers to the project.
Box 14 Temporary Agency Main Office Phone Number including area code – Area code and phone number of temporary employment agency main office.
Box 15 Temporary Agency LOCAL address street, city, state, zip code – Local temporary employment agency address (street, city, state and zip code).
Box 16 Temporary Agency Main Office address street, city, state, zip code – Main temporary employment agency office address (street, city, state and zip code).
Box 17 Name of LOCAL contact for Temporary Employment Agency – First name and last name of contact person for local temporary employment agency.
Box 18 Phone number of LOCAL contact for Temporary Employment Agency – Area code and phone number of contact person for local temporary employment agency.
Box 19 Workers from the Temporary Employment Agency will work under the supervision of the contractor Shown in box 9 – Identify what company will be supervising the temporary workers at the project site. If the hiring contractor (identified in box 9) will not be supervising workers, enter full name of organization that will be providing the supervision

Section 3: CONTRACTOR'S ACKNOWLEDGEMENT THAT THE TEMPORARY AGENCY HAS BEEN INFORMED OF THE FOLLOWING CONTRACT REQUIREMENTS

The hiring contractor records acknowledgments communicating to the temporary agency their responsibility for compliance with the following contract requirements:

- Box 20 Pay at least the Minimum rates shown in the Wage Table Rates(s) Listed in # 8 above apply** – Mark yes or no if temporary employment agency has been informed of the wage table rates listed in box 8 and copies of those tables have been provided to the agency.

Box 21 FHWA 1273, "Required Contract Provisions on Federal Aid Construction Contracts" applies – Mark yes or no if temporary employment agency has been informed of FHWA 1273 requirements.

Box 22 Certified payroll (Statement of Compliance and payroll records) is due to FDOT within 7 days of the regular pay – Mark yes or no if temporary employment agency has been informed of certified payroll due dates to FDOT.

Box 23 U.S. Dept. of Labor approval is required for non-standard deductions – Mark yes or no if temporary employment agency has been informed of USDOL Approval requirements for non-standard wage deductions.

Box 24 Workers will not be charged a fee or commission by the Temporary Agency – Mark yes or no if temporary employment agency has been informed that workers may not be charged a fee or commission.

Box 25 Payroll violations corrections will be required – Mark yes or no if temporary employment agency has been informed payroll violations corrections will be required.

Box 26 The contractor's EEO/AA program encompasses the agency and the temporary workers – Mark yes or no if temporary employment agency has been informed that Equal Employment Opportunity/Affirmative Action program encompasses the agency and each temporary worker for this project and a copy of the EEO/AA Policy, Plan & EEO Officer data has been provided to the agency.

Box 27 The Temporary Employment Agency is responsible for complying with the Contract provisions of the contract including but not limited to EEO, Payrolls, etc. – Mark yes or no if temporary employment agency has been informed that they are responsible for complying with the contract provisions of the contract including but not limited to Equal Employment, payrolls, etc.

Section 4: SIGNATURE OF PRIME & HIRING CONTRACTOR

Box 28 Prime Contractor Signature – Signature of Prime Contractor and date of signature

Box 29 Hiring Contractor Signature – Signature of hiring contractor and date of signature (complete only if hiring contractor is not the prime contractor).