



Wisconsin Department of Transportation

November 7, 2017

**Division of Transportation Systems
Development**

Bureau of Project Development
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NOTICE TO ALL CONTRACTORS:

Proposal #08: 5130-02-62
Ontario - Tomah
.01 MI N STH 33 to Midway Ave
STH 131
Monroe & Vernon County

Letting of November 14, 2017

This is Addendum No. 02, which provides for the following:

Replace: Additional Special Provision 9-S; Electronic Labor Data Submittal for State Funded Only Projects

The responsibility for notifying potential subcontractors and suppliers of these changes remains with the prime contractor.

Sincerely,

Mike Coleman

Proposal Development Specialist
Proposal Management Section

END OF ADDENDUM

ADDITIONAL SPECIAL PROVISION 9-S
Electronic Labor Data Submittal for
State Funded Only Projects

(1) In order to submit required labor data to various agencies, Wisconsin's Native American Tribes, stakeholders, etc., WisDOT must collect the following information quarterly on State Funded Only Projects: Employee Head Count, Total Hours of Labor, Sex/Gender, Race, Job Classification, Journey Worker or Apprentice, and Employee Demographics (name of city, town, or village where the employee resides). For reporting purposes, this data will be collected electronically via the use of a Microsoft Excel spread sheet or other compatible spread sheet (i.e., Google Spread Sheet). Submittal of the completed Excel spreadsheet must be provided to the Prime contractor who will then forward it to the Regional Labor Compliance Specialist for this project. Details and the Excel spreadsheet are available on-line through the Department's Highway Construction Contract Information (HCCI) site on the Labor, Wages, and EEO Information page at:

<http://wisconsindot.gov/Pages/doing-bus/civil-rights/labornwage/default.aspx>

(2) Ensure that all tiers of subcontractors, as well as all trucking firms, submit their labor data electronically via the Excel spread sheet quarterly. This labor data is due to the Prime Contractor within 14 calendar days of the end of the quarter (quarters are defined as January-March, April-June, July-September, and October-December). The Prime Contractor will coordinate collection of their subcontractors' spread sheets and forward them to the Regional Labor Compliance Specialist within 21 calendar days of the end of the quarter. Every company or contractor providing physical labor towards completing the project is a subcontractor under this special provision.

(3) Upon receipt of contract execution, promptly make all affected companies or contractors aware of the requirements under this special provision and arrange for them to receive an Excel spreadsheet as part of their subcontract documents.

(4) The department will reject all paper submittals of information required under this special provision. All costs for conforming to this special provision are incidental to the contract.