

July 6, 2011

Certified Mail: 

Recipient  
Company  
Address  
Address

RE: NON COMPLIANCE COMMUNICATIONS BASED ON PAYROLL VIOLATIONS (CODE 1)

Fin No:  
FAP No:  
Contract No:  
County:  
Project Description:

Dear :

Enclosed are copies of Form No. 700-010-59 listing  violations of Section IV (7) of the "Required Contract Provisions – Federal Aid Construction Contracts" (FHWA 1273) which are included in the contract for the above referenced project. The  violations involved were disclosed by examination of payroll listings for the payroll period ending .

A total of \$  in additional wages is due, in accordance with Section IV (8) of the aforementioned contract provisions, \$  in liquidated damages have been assessed. Therefore, \$  will be withheld by the Department of Transportation and deducted from the payment due on the next Progress Estimate.

Please forward directly to this office, three (3) copies of Certified Supplemental Payrolls and canceled payroll checks indicating that corrective action has been taken in regard to this citation.

In addition to the above, we ask that you furnish this office with an explanation of the facts surrounding this underpayment. This information will be utilized in preparing a recommendation as to whether the liquidated damages should be retained or remitted.

June 14, 2011

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We urge you to re-examine your payroll procedures and take appropriate action to prevent recurrence of similar violations.

Sincerely,

Name of Engineer

Operations Center Engineer

cc: Martin Knopp, Division Administrator, FHWA  
Scott Sikorski, District Technical Services Manager  
Lisa L. Evans, CPA, Disbursement Operations Office  
Jackie Brown, District Contract Compliance Manager  
Jon Sands, P.E., District Construction Engineer  
    , Project Administrator  
    , Technical Services Manager

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