



**Department of Transportation & Public
Facilities**
*Statewide Design & Engineering Services
Division*

TO: Distribution

DATE: November 20, 2020

FROM: Carolyn H. Morehouse, P.E. *CHM*
Chief Engineer

SUBJECT: Chief Engineer's
Directive – Notice to
Bidders – Certified
Payroll submitted by
AASHTOWare

Include the following Notice to Bidders on all construction projects with potential for award after January 1, 2021.

Notice to Bidders

Certified payroll must be submitted electronically through AASHTOWare for contracts awarded after January 1, 2021.

In order to submit certified payroll, Contractors, Subcontractors, and lower tier Subcontractors must be active in AASHTOWare, which requires they have a valid Vendor ID with a 913 commodity code.

To obtain a Vendor ID, register with the State of Alaska via the Vendor Self-Serve (VSS). Instructions for creating a new account in the VSS system can be found under the Reference Guides and Forms at the following link: <https://iris-vss.alaska.gov/PRDVSS1X1/Advantage4>

For information on certified payroll contact the Department of Labor and Workforce Development, Wage and Hour Administration:

Juneau	(907) 465-4842
Anchorage	(907) 269-4900
Fairbanks	(907) 451-2886

DOT&PF AASHTOWare Project guidance, including schedule, FAQs, training options:
<http://dot.alaska.gov/aashtoware/>

Alaska Standard Specifications for Highway Construction, 2020 Edition, Standard Modifications and Special Provisions are available online at:
<http://www.dot.state.ak.us/stwddes/dcsspecs/index.shtml>

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