Labor Affidavit Instructions/Requirements for Contractors

AC2947 – Prime Contractor Affidavit:
- Section 1
  o Vendor name and Public Contract number with trade
- Section 5
  o Work Period End date - if the contract is Physically Complete, that specified date should be utilized
- Section 6
  o Vendor signature and signee’s title
    ▪ MUST BE A HANDWRITTEN SIGNATURE, NO ELECTRONIC SIGNATURES
  o Public notaries signature and stamp
    ▪ MUST BE A HANDWRITTEN SIGNATURE, NO ELECTRONIC SIGNATURES

AC2948 – Sub-Contractor Affidavit:
- Section 1
  o Sub-contractors name and Public Contract number with trade
- Section 3
  o Date the prevailing wage rate schedule was received
  o Name of prime contractor who supplied prevailing wage rate schedule
  o Indicate whether it was the “initial” or “revised” schedule
  o The PRC number for the contract
- Section 4
  o Vendor signature and signee’s title
    ▪ MUST BE A HANDWRITTEN SIGNATURE, NO ELECTRONIC SIGNATURES
  o Public notaries signature and stamp
    ▪ MUST BE A HANDWRITTEN SIGNATURE, NO ELECTRONIC SIGNATURES

*All labor affidavits must be submitted prior to Substantial Completion or Final Payment application submittal*

*All affidavits are to be scanned and emailed to OGS.dl.DnCPayments@ogs.ny.gov and the Director’s Representative (OGS EIC) on the contractor’s submission email*

*EACH AFFIDAVIT SHOULD BE ITS OWN SCANNED DOCUMENT AND LABELED AS FOLLOWS*
  “Prime Contractor Name” – Project Number/Trade – AC2947
  “Sub-Contractor Name” – Project/Trade – AC2948

*Contract Management reserves the right to request all original documents at any time during the contract duration*

Updated: October 25, 2022