

Labor Affidavit Instructions/Requirements for Contractors

AC2947 – Prime Contractor Affidavit:

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

AC2948 – Sub-Contractor Affidavit:

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