Date

(Contractor President’s Name)

(Prime Contractor Name)

(Address)

Re: (Contract ID), Certified Payrolls, Deficient Notice 2

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

Corrected and complete certified payrolls have not been received from your (company/subcontractor, name) within 30 days of first notice sent to you and received on (enter date). Payment for work performed by your (company/subcontractor, name) is being suspended until corrected and complete certified payrolls have been received by this office. In addition, non-compliance damages are being assessed retroactive to the date you received the first deficiency notice.

You are hereby notified if corrected and complete certified payrolls are not received from your (company/subcontractor, name) within 30 calendar days from the receipt of this notice, payment for all items of work previously performed by your (company/subcontractor, name) will be rescinded until corrected and complete certified payrolls are received by this office. In addition, interim Contractor Performance Evaluations will be issued reflecting the non-compliance with contract requirements by your (company/subcontractor, name). Certified payrolls that have been resubmitted and not corrected and properly completed will be considered deficient and all actions by this office will be based on the original notification dates.

Sincerely,

Name

Construction Engineer

(Name of company, agency or TSC)

Sent by certified mail receipt requested or other method which establishes the date received by the prime contractor

cc: Subcontractor (via regular mail if needed)

cc: Region coordinator for prevailing wage

cc: C&T Division prevailing wage compliance specialist