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**Addendum No. 1**  
**Solicitation 25-99717**  
**Railroad Street Reconditioning**

This addendum serves to notify all bidders of the following changes to the solicitation documents:

1. Please insert the attached document into the Special Provisions that are located in the Bid Package.

Please acknowledge receipt of this Addendum by checking the acknowledgement box within the [www.bidexpress.com](http://www.bidexpress.com) solicitation.

Posted: **September 16, 2025**

## **S-0                    ELECTRONIC SUBMISSION OF PAYROLLS AND STATEMENTS AND BIDDERS LISTS FOR FEDERALLY FUNDED PROJECTS**

**REVISED 08/08/22**

*Use on Projects that are federally funded and are administered by MnDOT.*

### SP2020-12

These provisions govern: (1) how the Contractor and all Subcontractors must submit all certified payroll reports; (2) how the Contractor must submit electronic Subcontractor data; (3) how the Contractor and Subcontractors will demonstrate compliance with payment requirements; and (4) how Apparent Low Bidders must submit the Bidder/Quoter List. The Contractor must submit electronic payrolls through the AASHTOWare Project Civil Rights and Labor (CRL) system. These provisions supersede the requirements for paper submissions in SPECIAL PROVISIONS DIVISION A – LABOR and FHWA-1273, Section IV, paragraphs 3(b)(1) and 3(b)(2). These provisions supersede the DBE Consolidated Good Faith Efforts Form Parts E, F, G, and H; and the Contractor Payment Form provided in the DBE Special Provisions.

The Department will not provide additional compensation to ensure compliance with these provisions.

The MnDOT Contractor (Vendor) Lookup search engine, available at <https://transport.dot.state.mn.us/reference/refvendor.aspx>, allows Contractors to search for vendors, Subcontractors, and suppliers to ensure that they are in the CRL system.

#### S-0.1            SYSTEM REQUIREMENTS

The Contractor must submit certified payroll reports (CPRs), Bidder/Quoter List, prompt payment information, and Subcontractor data electronically into CRL. The Department will provide access to CRL. To use CRL, the Contractor must have the following:

- A computer running Windows 7 or newer
- Internet Explorer 11 or Google Chrome
- Microsoft Excel 2007 or newer
- Internet access

The CRL website is located at: <http://www.dot.state.mn.us/const/labor/civil-rights-labor.html>. The Department will provide login identification (ID) to designated employees of the Contractor and approved Subcontractors entered into the system for the Contract. The Contractor and all Subcontractors must follow the “Vendor Login Access to MnDOT AASHTOWare” located on the website prior to working on the Project. The login ID and password are unique to each designated employee and must not be shared with others.

Manuals, eLearning tools, and other important information are available on the CRL website.

#### S-0.2            CERTIFIED PAYROLL & SUBCONTRACTOR DATA SUBMISSION

The Contractor and all Subcontractors, including multiple truck operators (MTOs), must use CRL to submit CPRs. The Contractor must ensure that all Subcontractors have submitted their Vendor Forms to the Department and have received their login IDs prior to working on the Project. The Contractor must submit Request to Sublet data electronically into CRL prior to Subcontractors performing Work on the Project. The Engineer may at any time require, upon written demand, paper Request to Sublet documents from the Contractor for any Subcontractor(s) working on the Project; MTOs would be submitted on the MTO Request to Sublet form, available at: <http://www.dot.state.mn.us/const/labor/documents/forms/mtosubletform.pdf>.

The Contractor must request from the Engineer the Contract number and Project ID(s) and provide the information to approved Subcontractors working on the Project, including MTOs subject to SPECIAL PROVISIONS DIVISION A – LABOR. The Contractor may use the Contract search engine located at: <http://transport.dot.state.mn.us/reference/refprojectid.aspx>. The Contractor must ensure all Subcontractors

and MTOs submit CPRs electronically into CRL. The Contractor must provide assistance to their Subcontractors and MTOs to enter CPR data accurately into the system.

There are four ways to submit certified payrolls electronically into the system:

- Manually add, copy, or modify data into CRL;
- Import payroll data with the CRL payroll spreadsheet XML converter tool available at: <https://xml.cloverleaf.net/spreadsheet/>;
- Convert payroll system program data to Payroll XML and import into CRL. Information on how to convert to Payroll SML may be found at: <https://xml.cloverleaf.net/resourcekit/>; or
- The Contractor may submit, on behalf of a Subcontractor and MTO, a payroll based on a signed, certified paper payroll through the Electronic Proxy Payroll Process.

Month-End Truck Report forms must be submitted directly to the Engineer and not through the electronic system.

The Engineer may at any time require, upon written demand, paper certified payroll reports from any Contractor(s) working on the Project.

#### S-0.3 BIDDER/QUOTER LIST REQUIREMENTS

The Apparent Low Bidder (ALB) is required to submit a Bidder/Quoter List electronically in CRL. The ALB must ensure that all Subcontractors and suppliers are listed in CRL by using the MnDOT Contractor (Vendor) Lookup search engine located at: <https://transport.dot.state.mn.us/reference/refvendor.aspx>. If a company is not listed or if any company information is incorrect, the ALB must ensure that the Subcontractor or supplier submit a Vendor Form, available at: <http://www.dot.state.mn.us/const/labor/documents/forms/contractorform.pdf>. The electronic list is completed by selecting the name of the firm from a prepopulated vendor list. The Contractor must enter the information below for each Subcontractor or supplier who provided a quote or bid to perform Work or supply Materials on the Project:

- Firm name (selected from drop-down list); and
- Bid items/scope of Work the firm will perform and total dollar amount of each bid item.

This requirement applies to all DBE and non-DBE Subcontractors and suppliers. The Bidder/Quoter List is due on the Submission Due Date specified in the DBE Special Provisions. The Contractor must submit the name of the company's authorized signatory. If you need additional assistance, please contact the Department's Office of Civil Rights.

#### S-0.4 PAYMENT

The Contractor shall enter all payments made to the first tier Subcontractor(s) into the Payment area of CRL for each estimate. The first tier Subcontractor will validate their payments received from the Contractor and must enter any payments made to lower tier Subcontractor(s). Lower tier Subcontractors must validate their payments received.

#### S-0.5 MINNESOTA GOVERNMENT DATA PRACTICES ACT

All CRL data are subject to the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes, Chapter 13. All users of CRL, including Bidders, Contractors, and Subcontractors, must establish security measures to prevent access to not public data or risk facing civil remedies under Minnesota Statutes, section 13.08, for the unauthorized access to or release of not public data.

#### S-0.6 APPROVAL OF PAYROLLS

"Approval" of payrolls within CRL does not indicate that the Department's Labor Compliance Unit has reviewed this data for accuracy or compliance with prevailing wage laws, nor does it indicate approval in

writing as discussed in the Standard Specifications. "Approval" of payrolls within CRL only indicates that specific payrolls have been received by the Department's District offices. The Department reserves the right under the Contract and SPECIAL PROVISIONS DIVISION A – LABOR to review payrolls to ensure compliance with State and Federal prevailing wage laws and other applicable labor laws.