


file

TO: Director, Preliminary Plan Review Bureau	ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 75-75</u> Date: <u>11/3/75</u>
APPROVED:  Asst. Deputy Chief Engineer, Construction	Supersedes:

There is increasing evidence that there is some misunderstanding as to the responsibility for determining that a construction contractor has acceptable insurance before he starts work. To clear up this point, it is the Regional Construction Group's responsibility to determine whether a contractor has an acceptable insurance certificate on file in the Contract Bureau's Office prior to allowing the contractor on the project site.

The procedure as used by the Contracts Bureau to notify the Regions relative to insurance acceptability is as follows:

When an acceptable insurance certificate is received in the Contracts Bureau, it will be stamped indicating its acceptability and a copy sent to the Region. Should modifications or corrections be required a carbon copy of the letter notifying the contractor of this will be sent to the Region. Should any questions arise as to the status of a particular contractor's insurance, inquiry should be made through Virginia Wilson or William Hoffman of the Contract Bureau at 457-2600.

The Contractor's requirements relative to insurance coverage is considered to be very critical for the protection of the State. This matter should be given high priority during the pre-award or pre-construction conferences held in the Region. It is requested that these instructions be given wide distribution through your Region.

RRK:LG

