
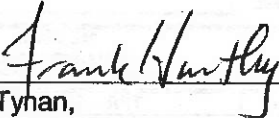


To:		<p style="text-align: center;">New York State Department of Transportation</p> <p style="text-align: center;">ENGINEERING BULLETIN</p>	<p style="text-align: center;">EB</p> <p style="text-align: center;">06-037</p>								
<p style="text-align: center;">Expires one year after issue unless replaced sooner</p>											
<p>Title: DEDICATED STATE POLICE SERVICES - DOCUMENTATION AND PROCESSING</p>											
<p>Distribution:</p> <table border="0"> <tr> <td><input type="checkbox"/> Manufacturers (18)</td> <td><input type="checkbox"/> Surveyors (33)</td> </tr> <tr> <td><input type="checkbox"/> Local Govt. (31)</td> <td><input type="checkbox"/> Consultants (34)</td> </tr> <tr> <td><input checked="" type="checkbox"/> Agencies (32)</td> <td><input checked="" type="checkbox"/> Contractors (39)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> _____ ()</td> </tr> </table>	<input type="checkbox"/> Manufacturers (18)	<input type="checkbox"/> Surveyors (33)	<input type="checkbox"/> Local Govt. (31)	<input type="checkbox"/> Consultants (34)	<input checked="" type="checkbox"/> Agencies (32)	<input checked="" type="checkbox"/> Contractors (39)		<input type="checkbox"/> _____ ()	<p>Approved:</p> <p style="text-align: center;">  _____ James F. Tynan, Director, Construction Division </p> <p style="text-align: right;">8/22/06 Date</p>		
<input type="checkbox"/> Manufacturers (18)	<input type="checkbox"/> Surveyors (33)										
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ADMINISTRATIVE INFORMATION:

- This Engineering Bulletin (EB) is effective upon signature.
- This EB supersedes a portion of EI 93-030.
- This EB supplements EI 06-011 *Interim Implementation of Work Zone Safety Act of 2005*
- The revisions issued with this EB will be incorporated into MURK 1A (Contract Administration Manual).

PURPOSE:

The purpose of this EB is to provide guidance to Construction Inspection staff regarding documentation and processing of billing for dedicated State Police services in construction work zones.

TECHNICAL INFORMATION:

- This EB supersedes section V and Attachment 6 of EI 93-030.
- The Work Zone Safety Act of 2005 requires dedicated police presence in selected construction works zones. In accordance with a Memorandum of Understanding between the New York State Police (NYSP) and the Department, the NYSP will document Trooper hours in Department work zones using the attached form.

IMPLEMENTATION:

- NYSP Zone Sergeants will document Trooper hours worked at a contract on the attached form.
- Engineers-in-Charge of Department contracts should perform a general review, including verification of the contract D number and PIN, and sign form(s) presented to them by a NYSP Trooper. The review is not intended to be a detailed accounting of hours, as the Department is not supervising NYSP personnel, however, if any issues arise with respect to the billing form, contact and resolve with the appropriate NYSP Zone Sergeant prior to signing.
- Engineers-in-Charge of Department contracts should make a copy of signed form(s) for the contract records.
- NYSP Zone Sergeants will submit the signed forms to NYSP Financial Administration.
- NYSP Financial Administration will forward bills to the Department Expenditures Unit.
- Department Expenditures Unit will provide Regions with monthly summaries of payments to NYSP in order to allow Regions to track expenditures.

TRANSMITTED MATERIALS:

A copy of NYSP *Manpower and Vehicle Billing Form - DOT Work Zone Detail* form is attached.

CONTACT: Direct questions regarding this issuance to Brian DeWald of the Office of Construction at (518) 457-6472 or via e-mail at BDeWald@dot.state.ny.us.

