

STATEMENT REQUIRED ON ALL PROJECTS  
IN THE STATE OF ALABAMA

Project No. \_\_\_\_\_ Date \_\_\_\_\_  
County \_\_\_\_\_  
I, \_\_\_\_\_, \_\_\_\_\_  
(Name of Signatory Party) (Title)

do hereby state: that I am employed by \_\_\_\_\_  
(Name of Prime Contractor)

who is the Prime Contractor on above numbered project: that I am familiar and keep check on labor forces of contractor and his subcontractors; that I am listing below the name of the prime contractor and his subcontractors with an indication opposite the name of each as to whether he was “Active” or “Inactive” on the project during the week ending \_\_\_\_\_.

Name of Contractor and Subcontractors	(Indicate by Clicking Box)	
	Active	Inactive

I further state that the subcontractors listed above as “Active” were the only subcontractors working under this contract during the week indicated and that labor reports, etc. as required by the Labor Provisions in contract are attached and submitted herewith.

(Signed) \_\_\_\_\_  
Title \_\_\_\_\_

In my opinion this statement is correct.

(Signed) \_\_\_\_\_  
(Project Engineer)

Alabama Department of Transportation

## **INSTRUCTIONS FOR PREPARING AND TRANSMITTING FORM AL 150**

Form AL 150 should be prepared and submitted each week by the Prime Contractor on each contract covering work on all projects if a subcontractor has been approved. The purpose of the form is to indicate the name of the prime contractor and name of each approved subcontractor and show if they are "Active" or "Inactive".

The Prime Contractor should prepare and submit to the Project Engineer two copies of Form AL 150 with two copies of labor payrolls (if applicable) and labor reports required by Supplemental Specifications and Special Provisions in the contract.

The Project Engineer, or his representative, should review AL 150 when received from the Prime Contractor. Information should be maintained in the Project Engineer's office as to weekly activity of the Prime Contractor and each of his/her approved subcontractors, and the AL 150 report should be checked against these records. If the AL 150 is found to be correct, the Project Engineer should sign in the space provided on the form and forward one copy to the Region Engineer with one copy of the required labor report AL 100 (All Projects) attached to the payroll (if applicable) for the active prime and each active subcontractor.

The Region Engineer, or his/her representative, should review AL 150 and any attachments. The Region Office will maintain the files for review periodically by representatives of the Federal Highway Administration.

Form AL 150 is not required on a contract when all work is performed by the Prime Contractor and no subcontractor has been approved.

When a subcontractor completes all work under his/her subcontract and submits the final labor reports, the final report should be marked "Final" on both the AL 100 (All Projects) and AL 150. After the final report is submitted by a subcontractor, his/her name should not be listed on subsequent report AL 150's.