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(June 6, 2022)
Document Control

This specification applies to project documentation and correspondence that occurs after execution of the Contract. The Contractor shall submit all project documentation and correspondence for this Contract in electronic format utilizing the WSDOT Unifier system. Documents that are received by means other than the WSDOT Unifier system will be rejected, except as allowed by this special provision or specifically approved by the Engineer.

The Engineer may reject documents that are deemed unsuitable. This includes documents that are illegible, unreadable, locked, etc. Forms that require further information from WSDOT must be unlocked.

The Contractor shall submit to the Contracting Agency a Unifier Access Request Form (WSDOT Form 134-092) to WSDOT e-Construction Support ([e-ConstructionSupport@wsdot.wa.gov](mailto:ConstructionSupport@wsdot.wa.gov)) designating all individuals requiring access to WSDOT Unifier no later than 5 days following Contract Award. Training for WSDOT Unifier will be provided by WSDOT at no cost to the Contractor.

All signed documents shall be in PDF format and will require an electronic signature. An electronic signature is defined as a symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. All signed documents shall be in PDF format.

WSDOT has provided an application to be used to apply electronic signatures to the following documents:

- Change Orders that are not Minor Change Orders
- 421-009 Release – Retained Percentage (Except Landscaping)
- 134-146 Final Contract Voucher Certificate

When the Contract specifies that documentation is to be submitted through other web-based systems, such as the Diversity Management and Compliance System, or email addresses, the Contractor shall utilize those systems and email addresses accordingly.

All costs for submitting project documentation electronically shall be included in the Contract prices for the Bid items of Work involved.