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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **INSTRUCTIONS:** Promptly after violation, file complaint with the Division of Construction Procurement or Section Engineer. | | | | | | | | | | | | | | | | | **SECTION 1: COMPLAINANT INFORMATION** | | | | | | | | | | | | | | | | | **FIRST NAME** | **LAST NAME** | | | **DATE** | | | **PHONE** | | | | | | | | | | **ADDRESS** | | | **CITY** | | | | **STATE** | | | | **ZIP** | | | | | | **SECTION 2: PROJECT/CONTRACTOR INFORMATION** | | | | | | | | | | | | | | | | | **CONTRACT ID** | | | | | | | | | | | | | | | | | **LOCATION** | | | | **DEPARTMENT REPRESENTATIVE** | | | | | | | | | | | | | **CONTRACTOR NAME** | | | | **CONTRACTOR SUPERINTENDENT/FOREMAN** | | | | | | | | | | | | | **ADDRESS** | | | **CITY** | | | | **STATE** | | | | **ZIP** | | | | | | **SECTION 3: COMPLAINT INFORMATION** | | | | | | | | | | | | | | | | | **NATURE OF COMPLAINT** *(Check all that apply.)* | | Improperly Classified | | | Wages Incorrect | | | | | Overtime Claimed | | | | | | |  | | Other *(Explain.)* | | |  | | | | | | | | | | | |  | | | | | | | | | | | | **EMPLOYMENT DATES** | | **FROM DATE** | | **TO DATE** | | |  |  |  | |  |  |  |  |  | | **TIME FRAME OF ALLEGED VIOLATION** | | | | | | | | | | | | | | | | | **STATEMENT OF ALLEGED VIOLATION** | | | | | | | | | | | | | | | | | **SIGNATURE** *(complainant)* | | | | | | **DATE** | | | | | | | | | | | **REMARKS** *(For Division of Construction Procurement Office Use Only)* | | | | | | | | | | | | | | | | |