

1 **(November 20, 2023)**

2 **Document Control**

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

9  
10 The Engineer may reject documents that are deemed unsuitable. This includes  
11 documents that are illegible, unreadable, locked, etc. Forms that require further  
12 information from WSDOT must be unlocked.

13  
14 The Contractor shall submit to the Contracting Agency a Unifier Access Request Form  
15 (WSDOT Form 134-092) to WSDOT e-Construction Support ([e-  
16 ConstructionSupport@wsdot.wa.gov](mailto:e-ConstructionSupport@wsdot.wa.gov)) designating all individuals requiring access to  
17 WSDOT Unifier no later than 5 days following Contract Award. Training for WSDOT  
18 Unifier will be provided by WSDOT at no cost to the Contractor. Throughout the life of the  
19 Project, all changes to the Contractor's personnel who require access to the WSDOT  
20 Unifier system shall be submitted on a Unifier Access Request Form.

21  
22 All signed documents shall be in PDF format and will require an electronic signature. An  
23 electronic signature is defined as a symbol, or process attached to or logically associated  
24 with a record and executed or adopted by a person with the intent to sign the record. All  
25 signed documents shall be in PDF format.

26  
27 WSDOT has provided an application to be used to apply electronic signatures to the  
28 following documents:

- 29  
30 Change Orders that are not Minor Change Orders  
31 421-009 Release – Retained Percentage (Except Landscaping)  
32 134-146 Final Contract Voucher Certificate  
33

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

37  
38 Before a Completion Date will be established by the Contracting Agency, all contractor  
39 active tasks in Unifier shall be closed out or acknowledged.

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