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# Construction Policy Bulletin

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## CPB 05-5 Contractor Assignment or Name or Address Change

References: *Standard Specifications* Section 8-1.02, "Assignment"

Effective Date: December 1, 2005

Approved:   
ROBERT PIEPLOW  
Chief  
Division of Construction

Approval Date: November 23, 2005

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### Background

Per standard specification section 8-1.02, "Assignment," the contractor must provide proper notice to Caltrans for assignment of monies. For assignment of performance, the contractor must obtain written consent from the director of the Department of Transportation. The contractor's legal business name and address are submitted to Caltrans on the State of California –Department of Finance "Payee Data Record" form, STD. 204.

Two new forms have been developed to expedite assignments or name or address changes. The new forms are as follows:

Form CEM-1202: Change of Name/Address – Assignment of Contract Monies

Form CEM-1203: Assignment of Contract Performance

### Existing Procedure

The Division of Construction progress pay coordinator receives a request letter, e-mail, or form. The Division of Construction verifies the information as complete and accurate. The Division of Construction's concurrence or director consent is obtained. The changes are made in the Division of Construction's contract administration system and a copy of the request letter, e-mail, or form is sent to the resident engineer and to the Division of Accounting.

### New Procedure

The contractor must submit a complete and accurate construction form to the resident engineer. For contractors with multiple contracts, a form must be submitted for each contract. The resident engineer shall provide the forms to the contractor, upon request.

The resident engineer must certify the information was verified as complete and accurate and fax the form to the Division of Construction field coordinator for concurrence. For assignments of performance, the Division of Construction field coordinator shall obtain the director's or the director's authorized agent's consent. The Division of Construction progress pay coordinator shall make the

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changes in the contract administration system and send a copy of the completed form to the resident engineer and to the Division of Accounting.

Attachments