



OHIO DEPARTMENT OF TRANSPORTATION

DISTRICT 1, 1885 North McCullough Street, Lima, OHIO 45801

PREVAILING WAGE INFORMATION

The following guidelines shall be followed in District One to reduce delays in contract payments and frequent letters or phone calls to contractors for payrolls, etc. Please furnish all subcontractors with this information.

1. First payroll is due two weeks after start date and every week thereafter or a portion of the estimates will be held. All payrolls must include name, address, SS# and classification of employees on every payroll. All trades must be indicated by "group 1 thru 5" or identifying equipment employee is operating. **All subcontractors are to send their original payroll to the District**, and **copy** of payroll to prime, if requested. This enables for prompt entries into computer, which allows estimates to be approved in a timely manner. Please mail to the **ATTENTION OF ROBERT HABERN** on the payroll envelope.
2. District requires one original payroll with an **original signature**. This District does not require any additional copies of payrolls. There are two different Statement of Compliance, Federal statement is "issued by the Secretary of Labor under The Copeland Act", and State funded projects statement is "Ohio Revised Code Chapter 4115". If contractor's payroll is computerized both of these Statements are to be put on the Statement of Compliance and check which ever one applies to the project.
3. Fringe break down needs to be attached to **each** payroll.
4. All documents are required to have the same Name of the Contractor (prime and subcontractor) that was awarded the job. Any other name on the documents will not be acceptable.
5. **"NO WORK"** payroll is required from Prime Contractor only, if not working for a week. If there is no activity on project (prime or subcontractor working) Prime can send a **"NO WORK & SUSPEND"** payroll for every week. The next payroll received will automatically start project back up. It is the Primes responsibility to send the **"NO WORK"** or estimates will be held up. Please do not wait to have ODOT call every time this is needed.
6. The Prime contractor is responsible for all forms to be furnished to subcontractors, **along with wage rates** or any other modification vital to project.
7. "Prevailing Wage notifications to Employee" Any non-union contractor is required by Ohio Bureau of Employment Services (OBES) to have their employees fill this form out and kept in their employee file.
8. ODOT requires all apprentice's be registered with the Ohio State Apprenticeship Council (OSAC, Columbus Office 644-644-0370) located nearest to the contractors home district. The form is an **"APPRENTICE CERTIFICATION". THE APPRENTICE AGREEMENT FROM THE UNION IS NOT ACCEPTABLE.** This information is required within the first 10 days that apprentice starts on project and is the contractors responsibility.
9. All C-92's for all subcontractors **must** be approved before entering the project site to perform any physical work. The District will enforce the policy of withholding estimate payments for unapproved subs until all the following requirements are fulfilled.

We hope this is a help to all concerned. If you have any questions, please contact **Robert Habern, Prevailing Wage Coordinator at 419-999-6905.**

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ATTACHMENT
cc:file

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