

PREVAILING WAGE INFORMATION SHEET

These following guidelines are established to assist contractors working on District Two construction projects. Adhering to the following will reduce delays in contract payments. **Primes are responsible for furnishing each subcontractor with this information.**

1. The first Certified Payroll is due into ODOT two weeks after the start date of the project and weekly thereafter. Each payroll must include: name, address, SS# and classification of employees. All trades must be indicated by "group 1 through 5" or identifying equipment employee operated.
2. Each prime and subcontractor shall submit a certified payroll, with an original signature District Prevailing Wage Officer:

Deborah Colbert, 317 East Poe Road, Bowling Green, OH 43402

3. Each payroll must include a Statement of Compliance cover sheet. There are two different Statement of Compliance forms. For Federally funded projects please use the Statement of Compliance which includes the phrase "issued by the Secretary of Labor under the Copeland Act..." The Statement of Compliance which includes the phrase "Ohio Revised Code Chapter 4115" should be submitted with payrolls for projects funded solely by State monies. If preferred, both statements may be put on one sheet and the appropriate box checked indicating which statement applies.
4. A list of Fringes Benefits paid should be attached to each payroll.
5. All documents are required to have the same name of the company (prime and subcontractor) that was awarded the job. Any other name on the documents will not be accepted.
6. The Prime is responsible for furnishing subcontractors with all prevailing wage information including the applicable wage rates for the project and any wage modifications issued.
7. Owners, Foremen and/or Superintendents performing "laborer" work on the project for more than 20% of a given work week must be added to the certified payrolls and paid, at least, the prevailing wage for the classification of work performed.
8. When working on STATE funded projects, Non-union contractors shall complete and furnish to all employees a Form WHPW 1512, "Prevailing Wage Notification." A copy of the form shall be kept in the employee's file.
9. All apprentices working on ODOT projects must be registered with the U. S. Department of Labor, Bureau of Apprenticeship and Training (BAT, Columbus Office 614-469-7375). A copy certification is to be attached to each payroll that covers the apprentice. THE APPRENTICE AGREEMENT FROM THE UNION IS NOT ACCEPTABLE. If Apprentice Certification is not received by the ODOT PW Coordinator within 90 days or full journey person wage must be paid to the apprentice for all work performed on the project.
10. An approved Request to Sublet (form C-92) must be issued by ODOT prior to subcontractors performing any physical work on the project.

