

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 4.1</b>	
<b>TO:</b>	All Department/Division Heads
<b>FROM:</b>	Timothy C. Hansley, City Manager
<b>SUBJECT:</b>	Prevailing Wage Requirements
<b>DATE:</b>	November 13, 2001
<b>Supersedes and Replaces Administrative Order 4.1 dated 10-5-01 Regarding Same Subject.</b>	

**I. PURPOSE/INTRODUCTION**

The purpose of this Administrative Order is to establish a policy and set of procedures governing the administration of prevailing wage activities, in accordance with Chapter 4115 of the Ohio Revised Code. The Ohio Department of Commerce is the State agency charged with the administration/enforcement of Chapter 4115 of the Revised Code. In addition, the Department of Commerce is also charged with the responsibility for determining the appropriate prevailing wage rates for mechanics and laborers in accordance with Section 4115.05 of the Revised Code for the class of work involved in the public improvement, in the locality where the work is to be performed. It is the responsibility of the City of Dublin, however, to ensure that contractors or subcontractors constructing public improvements for the City comply with the Prevailing Wage Law (Chapter 4115 of the Revised Code).

**II. POLICY/PROCEDURES**

It is the policy of the City of Dublin that the Department/Division responsible for developing the bid contract and specifications, comply with the following requirements:

**A. Bid Specifications**

1. Specifications for bid/work must have, incorporated within, a schedule of the applicable prevailing wages, as distributed by the Ohio Department of Commerce. Such schedule shall be printed on the bidding blanks where the work is done by contract and a copy of the bidding blank shall be filed with the Director of Commerce before such contract is awarded.

2. Where contracts are not awarded, or construction not undertaken within 90 days of the date of the establishment of prevailing wage rates, there shall be a re-determination of the prevailing wage rates before the contract is awarded.

**B. Contracts**

1. The contract executed between the City and the successful bidder shall contain provisions requiring the successful bidder and his subcontractors to pay a rate of wages which shall not be less than the rate of wages required by the Department of Commerce and that the contractor shall provide to the Department/Division, all documentation to support his/her compliance with the Prevailing Wage Law (Chapter 4115 of the Revised Code).

**C. Departmental/Divisional Prevailing Wage Coordinator**

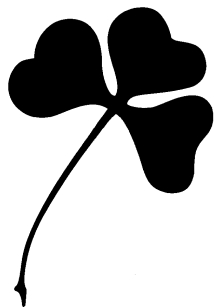
Chapter 4115 of the Revised Code requires each contracting public authority that enters into a contract for public improvements, whose contractor or sub-contractors are subject to Sections 4115.03 to 4115.16 of the Revised Code, to, no later than 10 days before the first payment of wages is payable to any employee of any contractor or subcontractor, designate and appoint one of its own employees to serve as the prevailing wage coordinator during the life of the contract. Therefore, the Department/Division which administers the prevailing wage contract shall appoint, from within that Department/Division, a prevailing wage coordinator for the project, who will be accountable to the Department/Division Head for the performance of the following duties:

1. Setting up and maintaining, available for public inspection by interested parties or affected employees, files of payroll reports and affidavits submitted by contractors and subcontractor pursuant to Sections 4115.03 to 4115.16 of the Revised Code.
2. Receiving a schedule of the dates on which the contractor or subcontractor will pay wages to employees. The Departmental/Divisional prevailing wage coordinator shall ensure that this is provided by each contractor or subcontractor at the beginning of performance under the contract.
3. Receiving from each contractor or subcontractor, two (2) copies of the complete payroll within two weeks after the initial pay dates, and supplemental reports for each month thereafter. This payroll shall include a listing of each employee, any wages paid in his/her name, current address, social security number, number of hours worked each day during the pay period and the total for each week, his/her hourly rate of pay, his/her job classification, fringe payments, and deductions from his/her wages. (If the life of the contract is expected to be no more than four months from the beginning of performance by the contractor or subcontractor, such supplemental reports shall be filed each week after the initial

report.) These payroll reports should be accompanied by a certification from the contractor, subcontractor, or duly appointed agent thereof certifying that the payroll is correct and complete and that the wage rates shown are not less than those required by the contract. (The attached "Record of Certified Payroll Reports Received" form should be used to record receipt of all payroll reports and should be kept in the prevailing wage file.)

4. After receiving and reviewing the payroll reports from the contractor/subcontractor, forwarding one (1) copy of each report to the Division of Taxation for income tax auditing purposes.
5. Conducting on-project interviews with contractors' employees, on a periodic basis, to ascertain the hourly wages being paid. The attached Prevailing Wage Interview form should be used to document your efforts. When completed, this form should be filed with the prevailing wage records for the project.
6. Establishing and following procedures to monitor compliance by each contractor and subcontractor, primarily through the filing of payroll records.
7. Receiving from each contractor or subcontractor, upon completion of the public improvement and prior to final payment, the affidavit required by Section 4115.07 of the Revised Code.
8. Reporting any delinquency in the filing of the certified copy of the payroll and the affidavit to the City Manager and the Director of the Ohio Department of Commerce.
9. Maintain a familiarity with Chapter 4115 of the Ohio Revised Code.
10. Withhold project estimate payments if current and all previous payrolls and affidavits have not been submitted.

Attachment



**CITY OF DUBLIN**

# **PREVAILING WAGE INTERVIEW FORM**

**Name and Title of City Employee Conducting Interview**

**Date of Interview**

**Name of Project**

**Classification of Work**  
*(Performed by Contractor's Employee)*

**Wage Rate**  
*(Earned by Contractor's Employee)*

**COMMENTS**