



**CITY OF HAMILTON, OHIO**

**No. 208**

**ADMINISTRATIVE DIRECTIVE**

**Effective Date: 09/16/2019**  
**Format Updated: 03/31/2015**  
**Approved by:** \_\_\_\_\_

**City Manager**

**SUBJECT: Prevailing Wage Coordinator**

**REFERENCES: ORC 4115**

I. Policy

The purpose of this Administrative Directive is to insure organizational compliance with all Federal, State and Local regulations pertaining to Prevailing Wage laws and to insure Disadvantage Business Enterprise compliance with Federal and State program funding of Local public improvements.

II. Procedures

The duties of the Prevailing Wage Coordinator are those specified in ORC Section 4115.071, which include establishing and maintaining for public inspection, files of payroll reports and affidavits submitted by contractors and subcontractors pursuant to Section 4115.03 to 4115.16.

- A. Identify the funding source for all public improvement contracts. Determine the compliance requirements for public improvement contracts with State, Federal or a combination of funding which will require specific submissions and DBE goals.
- B. Include the appropriate State or Federal Prevailing Wage Rates with the Contract bid document.
- C. Attend Preconstruction Meeting.
  - Review with prime contractor Prevailing Wage, DBE Goal as appropriate, Certified Payroll Requirements
  - Provide Bulletin Board materials for Project Site.
  - Request list of all subcontractors and identify the DBE subcontractors and their respective goals.
- D. Conduct Project Site Visits.
  - Perform at least three PW and EEO interviews at the beginning, middle and end of projects less than \$2 mil and monthly for projects greater than \$2 mil.
  - Perform Commercially Useful Function reviews once per season, per DBE subcontractor, for projects up to \$1mil; from \$1 mil to \$2 mil twice per season, per DBE subcontractor; greater than \$2 mil monthly, per DBE subcontractor.



- Monitor Bulletin Board.
  - Review daily Project records for employee attendance and hours.
- E. Receive and Log Certified Payroll Reports from contractor and subcontractors bi-weekly.
- F. Review pay applications and track DBE subcontractor payments to DBE goal as applicable.
- G. Perform Review of Certified Payroll Reports using information received from worker interviews monthly.
- Confirm Base Rate and Total Rate for minimum of 30% received during the period.
  - Check for Apprentices, Apprentice Certifications and ratio to Journeymen.
- H. Submit any monthly, quarterly or final reports and affidavits required for Federal or State program funding compliance.
- Example...."LPA Prevailing Wage / EEP Report" to the ODOT District Prevailing Wage / EEO Coordinator at District 8 Office Prevailing Wage / EEO Coordinator as appropriate.