

**APPENDIX B  
PREVAILING WAGE RATE INFORMATION**

**(8 - 8 ½" X 11" pages)**

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Current prevailing wage information can be viewed at the Ohio Department of Commerce website listed below:

<http://www.com.ohio.gov/laws/>

- Click on 'View Wage Rates' on the left-hand side of the web page under 'Online Services'

***You will need to register on-line for an account to view the current wage rates***

- Once you've logged into the site:
  - Step 1: Select 'Hilliard City of' from the pull-down menu
  - Step 2: Choose the project name from the pull-down menu
  - Step 3: Click 'I Agree' button
- You will then be taken to a page where you can narrow down your search for a particular county, union, or Classification



**Department  
of Commerce**

Division of Industrial Compliance

# PREVAILING WAGE THRESHOLD LEVELS IMPORTANT NOTICE

Before advertising for bids, contracting, or undertaking construction with its own forces, to construct a public improvement, the Public Authority shall have the Ohio Department of Commerce - Division of Industrial Compliance - Bureau of Wage and Hour Administration determine the prevailing rates of wages for workers employed on the public improvement. The wage determination must be included in the project specifications and printed on the bidding blanks where work is done by contract.

## As of September 29, 2013:

<b>“New” construction threshold level has been adjusted to :</b> <ul style="list-style-type: none"> <li>The previous threshold for this type of construction was \$200,000 from September 29, 2012 through September 28, 2013</li> </ul>	<b>\$250,000</b>
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<b>“Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting” threshold level has been adjusted to:</b> <ul style="list-style-type: none"> <li>The previous threshold for this type of reconstruction was \$60,000 from September 29, 2012 through September 28, 2013</li> </ul>	<b>\$75,000</b>
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## As of January 1, 2014:

<b>“New” construction that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction threshold level has been adjusted to:</b>	<b>\$84,314</b>
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<b>“Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting” that involves roads, streets, alleys, sewers, ditches and other works connected to road or bridge construction threshold level has been adjusted to:</b>	<b>\$25,261</b>
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- A) Thresholds are to be adjusted biennially by the Director of the Ohio Department of Commerce.
- B) Biennial adjustments to threshold levels are made according to the Building Cost for Skilled Labor Index published by McGraw-Hill’s Engineering News-Record, but may not increase or decrease more than 3% for any year.

If there are questions concerning this notification, please contact:  
Ohio Department of Commerce  
Division of Industrial Compliance  
Bureau of Wage and Hour Administration  
6606 Tussing Road, PO Box 4009  
Reynoldsburg, Ohio 43068-9009  
614-644-2239  
[www.com.ohio.gov](http://www.com.ohio.gov)

INSTRUCTIONS FOR PREPARING CERTIFIED PAYROLL REPORTS

General

Contractors and subcontractors are required by law to submit certified payroll reports for work on projects covered by Ohio's Prevailing Wage Law. This form meets the reporting requirements established by Ohio Revised Code Chapter 4115. The use of this form is not mandatory, employers may submit their own forms provided that all of the required information is included. This form may be reproduced, or additional copies obtained from:

Ohio Department of Commerce Division of Industrial Compliance and Labor Bureau of Wage & Hour Administration 6606 Tussing Rd. P. O. Box 4009 Reynoldsburg, OH 43068-9009 Phone: (614) 644-2239

Certified Payroll Heading

Employer name and address: Company's full name and address. Indicate if the company is a subcontractor, if so list the name of the General or Prime. Project: Name and location of the project, including county. Contracting Public Authority: Name and address of the contracting public authority. Week Ending: Month, day, and year for last day of reporting period. Payroll #: Indicates first, second, third, etc. payroll filed by the company for the project. Page Indicator: number of pages included in the report. Project Number: Determined by the public authority. If there is no number leave blank.

Information by Column

- 1. Employee Name, Address and Social Security number: This information must be provided for all employees that perform physical labor on the project. Corporate officers, partners, and salaried employees are considered employees and must be paid the prevailing rate. Individual sole proprietors do not have to pay themselves prevailing rate but must report their hours on the project.
2. Work Class: List classification of work actually performed by employee. If unsure of work classification, consult the Ohio department of Commerce, Wage and Hour Bureau. Employees working more than one classification should have separate line entries for each classification. Indicate what year/level for Apprentices. Be specific when using laborer and operator classifications; for example, Backhoe Operator or Asphalt Laborer.
3. Hours Worked, Day & Date: In the first row of column 3 enter days of pay period example; M T W T H F S S. The second row is for the date that corresponds with each day for the pay period. In the employee information section enter the number of hours worked on the prevailing wage project and which day the hours were worked. Separate rows are labeled for (ST) straight time hours and (OT) overtime hours. All hours worked after 40, must be paid at the appropriate overtime rate.
4. Project Total Hours : Total the hours entered for pay period.
5. Base Rate: Enter actual rate per hour paid to the employee. The overtime hourly rate is time and one-half the base rate listed in the prevailing wage schedule plus fringe benefits at straight time rate. The prevailing wage schedule lists the base rate plus fringe benefit amounts. These amounts added together equal the total prevailing wage rate. Employers must pay this total amount in one of three ways.
- Total rate may be paid in entirety in the base rate to the employee; in which case, the cash designation will be checked for fringe benefits.
- Total rate may be paid as listed in prevailing wage rate schedule with total fringe amounts paid approved plans.
- Total rate may be paid with a combination of base rate and fringe payments to approved plans in amounts other than those listed in schedule.
6. Project Gross: Enter total gross wages earned on the project for straight time and overtime. Project hours X base rate should equal project gross.
7. Fringes: If fringe benefits are paid in the hourly base rate, indicate this by marking the cash space. If fringe benefits are paid to approved plans as listed in the prevailing wage rate schedule, mark the space Approved Plans. If fringe benefits are paid partially in the base rate and partially to approved plans, mark the space Cash & Approved plans. List the hourly amount paid to approved plans for each fringe. If payments are not made on a per hour basis, calculate the hourly fringe credit by dividing the yearly employer contribution by the lesser of: hours actually worked in the year (these must be documented) or 2080. Fringe benefits include: Employer's share of health insurance, life insurance, retirement plan, bonus/profit sharing, sick pay, holiday pay, personal leave, vacation, and education/training programs.
8. Total Hours All Jobs: Total all hours worked during the pay period including non-prevailing wage jobs.
9. Total Gross All Jobs: Gross amount earned in the pay period for all hours worked.
10. Self explanatory.
11. Self explanatory.
12. Self explanatory.

CONTACT US

Division of Industrial Compliance & Labor
6606 Tussing Road
Reynoldsburg, OH 43068

Phone 614.644.2223
Fax 614.644.2618
Email IC@com.state.oh.us

Webmaster
Contact the Webmaster for Questions
or Comments on the Website:

LOOKUP SERVICES

- Registered Contractor List
Boiler Information Database
Building Code Compliance Electronic Plan Submission
Board Of Building Appeals Case Lookup
Elevator Database Lookup

RESOURCES

- Federal Wage and Hour
U.S. Consumer Product Safety Commission
National Electric, Fire Alarm and Sprinkler Codes
2015 Minimum Wage Poster
Minor Labor Law Poster
2012 Minimum Wage Information

ABOUT INDUSTRIAL COMPLIANCE

Director Jacqueline T. Williams
Superintendent Dave Williamson

webmaster@com.state.oh.us

CONNECT WITH US



Ohio.gov

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## Prevailing Wage Determination Cover Letter

County:    
Determination Date: 04/25/2016  
Expiration Date: 07/25/2016

THE FOLLOWING PAGES ARE PREVAILING RATES OF WAGES ON PUBLIC IMPROVEMENTS FAIRLY ESTIMATED TO BE MORE THAN THE AMOUNT IN O.R.C. SEC. 4115.03 (b) (1) or (2), AS APPLICABLE.

Section 4115.05 provides, in part: "Where contracts are not awarded or construction undertaken within ninety days from the date of the establishment of the prevailing wages, there shall be a redetermination of the prevailing rate of wages before the contract is awarded." The expiration date of this wage schedule is listed above for your convenience only. This wage determination is not intended as a blanket determination to be used for all projects during this period without prior approval of this Department.

Section 4115.04, Ohio Revised Code provides, in part: "Such schedule of wages shall be attached to and made a part of the specifications for the work, and shall be printed on the bidding blanks where the work is done by contract..."

The contract between the letting authority and the successful bidder shall contain a statement requiring that mechanics and laborers be paid a prevailing rate of wage as required in Section 4115.06, Ohio Revised Code.

The contractor or subcontractor is required to file with the contracting public authority upon completion of the project and prior to final payment therefore an affidavit stating that he has fully complied with Chapter 4115 of the Ohio Revised Code.

The wage rates contained in this schedule are the "Prevailing Wages" as defined by Section 4115.03, Ohio Revised Code (the basic hourly rates plus certain fringe benefits). These rates and fringes shall be a minimum to be paid under a contract regulated by Chapter 4115 of the Ohio Revised Code by contractors and subcontractors. The prevailing wage rates contained in this schedule include the effective dates and wage rates currently on file. In cases where future effective dates are not included in this schedule, modifications to the wage schedule will be furnished to the Prevailing Wage Coordinator appointed by the public authority as soon as prevailing wage rates increases are received by this office.

"There shall be posted in a prominent and accessible place on the site of work a legible statement of the Schedule of Wage Rates specified in the contract to the various classifications of laborers, workmen, and mechanics employed, said statement to remain posted during the life of such contract." Section 4115.07, Ohio Revised Code.

Apprentices will be permitted to work only under a bona fide apprenticeship program if such program exists and if such program is registered with the Ohio Apprenticeship Council.

Section 4115.071 provides that no later than ten days before the first payment of wages is due to any employee of any contractor or subcontractor working on a contract regulated by Chapter 4115, Ohio Revised Code, the contracting public authority shall appoint one of his own employees to act as the prevailing wage coordinator for said contract. The duties of the prevailing wage coordinator are outlined in Section 4115.071 of the Ohio Revised Code.

Section 4115.05 provides for an escalator in the prevailing wage rate. Each time a new rate is established, that rate is required to be paid on all ongoing public improvement projects.

A further requirement of Section 4115.05 of the Ohio Revised Code is: "On the occasion of the first pay date under a contract, the contractor shall furnish each employee not covered by a collective bargaining agreement or understanding between employers and bona fide organizations of Labor with individual written notification of the job classification to which the employee is assigned, the prevailing wage determined to be applicable to that classification, separated into the hourly rate of pay and the fringe payments, and the identity of the prevailing wage Coordinator appointed by the public authority. The contractor or subcontractor shall furnish the same notification to each affected employee every time the job classification of the employee is changed."

Work performed in connection with the installation of modular furniture may be subject to prevailing wage.

**THIS PACKET IS NOT TO BE SEPARATED BUT IS TO REMAIN COMPLETE AS IT IS SUBMITTED TO YOU.**  
**(Reference guidelines and forms are included in this packet to be helpful in the compliance of the Prevailing Wage law.)**

wh1500





**Department of Commerce**

Division of Industrial Compliance

Bureau of Wage and Hour Administration  
6606 Tussing Road - PO Box 4009  
Reynoldsburg, OH 43068-9009  
Phone 614-644-2239 | Fax 614-728-8639  
TTY/TDD 800-750-0750  
www.com.ohio.gov

An Equal Opportunity Employer and Service Provider

John R. Kasich, Governor  
Andre T. Porter, Director

**Affidavit Of Compliance**

**PREVAILING WAGES**

I, \_\_\_\_\_  
(Name of person signing affidavit) (Title)

do hereby certify that the wages paid to all employees of

\_\_\_\_\_  
(Company Name)

for all hours worked on the

\_\_\_\_\_  
(Project name and location)

project, during the period from \_\_\_\_\_ to \_\_\_\_\_ are in  
(Project Dates)

compliance with prevailing wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages paid in connection with this project, other than those provided by law.

\_\_\_\_\_  
(Signature of Officer or Agent)

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

**The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the surety is released or final payment due under the terms of the contract is made.**

# PREVAILING WAGE NOTIFICATION TO EMPLOYEE

Project Name:		Job Number:	
Contractor:			
Project Location:			
Jobsite posting of prevailing wage rates located:			
Prevailing Wage Coordinator		Employee	
Name:		Name:	
Street:		Street:	
City:		City:	
State / Zip:		State / Zip:	
Phone:		Phone:	
<p>You will be performing work on this project that falls under these classifications. You will be paid the appropriate rate for the type of work you are performing.</p>			
Classification	Prevailing Wage Rate Total Package	Minus Your Fringe Benefits	Your Hourly Base Rate
Hourly fringe benefits paid on your behalf by this company.			
Fringe	Amount	Fringe	Amount
Health Insurance		Health Insurance	
Life Insurance		Holiday	
Pension		Sick Pay	
Bonus		Training	
Other		<b>TOTAL HOURLY FRINGES</b>	
Contractor's Signature:		Date:	
Employee's Signature:		Date:	

**APPENDIX C  
SUPPLEMENTAL SPECIFICATIONS**

(6- 8 ½ X 11 Pages)



Don Schonhardt, Mayor

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3800 Municipal Way, Hilliard, Ohio 43026 | Phone 614.876.7361 | www.hilliardohio.gov

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## APPENDIX C

### SUPPLEMENTAL SPECIFICATIONS

#### TREE REMOVAL AND PLANTING CONTRACT

##### ITEM 201-H TREE REMOVED AND DESPOSED OF

**General:** When these specifications make reference to other specification items the reference shall be to the State of Ohio Department of Transportation Construction and Material Specifications current edition. Any time these specifications refer to a Department it shall be meant to be the Department of Public Service for the City of Hilliard. When the term Director is used it shall mean the Director of Public Service. When the term Engineer or Inspector are used they shall mean the City of Hilliard Engineer or Inspector.

**201.01-H Description.** This work consists of removing trees and stumps at the locations specified in the plans or construction documents.

**201.02-H General.** Remove or save all trees and stumps designated in the plans or construction documents. Preserve all vegetation and objects not designated for removal.

**201.03-H Clearing and Grubbing.** Clear and grub all trees and stumps marked for removal and all surface objects, brush roots and other protruding obstructions not designated to remain, except for special treatments listed below:

**A.** In locations to be restored with seeding and mulch, remove the stumps at least 24 inches below the ground surface. This is to include all the main trunk root elements within an area 2 times the diameter of the tree stump but a minimum of 4-foot diameter. Stump grindings are to be removed and disposed of.

**B.** In areas not to be restored with seeding the stump shall be removed to at least 12 inches below ground surface. Areas are to be rounded to the top of backslopes and graded to match existing ground. In natural areas the stump grindings may be spread in place.

The backfill of stump holes created in unrestored areas shall be backfilled with ODOT CMS Item 203 embankment material. This shall be placed and compacted according to item 203.

The stump holes created in areas to be restored shall be backfilled with ODOT CMS Item 653 topsoil. Prepare to a finish grade to match location prepared for seeding.

Dispose of all grindings and debris associated with these efforts.

C. To minimize the accidental “taking” of an Indiana or Northern Long-Eared Bat, no suitable roost tree (trees with peeling bark and/or a visible cavity) larger than 3” DBH (Diameter at Breast Height) shall be removed between April 1 and September 30. The removal on non-hazardous suitable roost trees in parks, along nature trails, ravines, and bike trails shall only occur between October 1 and March 31.

**201.04-H Method of Measurement** Item 201-H Tree Removed or Item 201-H Stump Removed as specified in the Contract, the City will measure trees or stumps designated for removal according to the following schedule of sizes:

<u>Pay Item Diameter</u>	<u>Pay Item Designation</u>
Over 1.5 inches to 6 inches	4-inch size each
Over 6 inches to 12 inches	9-inch size removed
Over 12 inches to 24 inches	18-inch size each
Over 24 inches to 36 inches	30-inch size each
Over 36 inches to 60 inches	48-inch size each
<u>Over 60 inches</u>	<u>60-inch size each</u>

The City will measure the diameter of trees at a height of 54 inches above ground. The City will measure stumps by taking the average diameter at the cutoff.

**201.06-H Basis of Payment.** When Item 201-H Tree Removed or ITEM 201-H Stump Removed is specified in the Contract the City will pay for all work described, including backfilling holes and initial ground restoration specified herein as incidental to the removal and disposal and will not pay for performing this work directly.

The City will pay all cost associated with the work for accepted quantities at the contract prices as follows:

<b>Item</b>	<b>Unit</b>	<b>Description</b>
201-H	Each	Tree Removed, __ Size
201-H	Each	Stump Removed, __ Size

**ITEM 661-H PLANTING TREES**

**661.01-H Description.** This work consists of furnishing and planting trees.

**661.02-H Tree Materials.** Tree materials include all trees required for the project. Ensure that all plant materials conform to the current edition of the *American Standard for Nursery Stock*, as published by the American Nursery and Landscape Association.

Ensure that all trees are a healthy representative, typical of their species or variety and exhibit a normal habit of growth. Ensure all trees are hardy under climatic conditions, and grow in the same hardiness zones or colder as the one in which the project is located.

**661.03-H Labeling.** Attach legible labels to all trees including detailed information covering the botanical genus and the species name, the common name, the caliper in inches for deciduous trees or height in feet for evergreen trees. Remove all labels before completion of the establishment period.

**661.04-H Inspection.** The Engineer, Arborist or Inspector will inspect and verify all trees on the project site before use or planting. The purpose of the inspection is to ensure all trees are healthy, vigorous and free from harmful defects, decay, disfigured stems, roots, diseases, and insect pests.

The City will give final inspection of all trees only after the trees are planted and have met all the requirements of this item.

**661.05-H Location of Source of Supply.** Supply the Engineer with complete and detailed information concerning the source supply for each tree within 15 days after receiving the notice of award of the Contract.

**661.06-H Scheduling.** Dig and plant all trees after September 15 and before December 15. Plant replacement plants during the same period and water according to ODOT Item 662. Cost for this watering is to be included in the unit price bid for the various Items 661-H in the project.

**661.07-H Transportation, Storage and Handling.** Transport all trees from nursery sources to the project site with the entire load completely covered for protection from drying winds.

Thoroughly water all trees that cannot be immediately planted so as to keep roots continually moist. The Engineer, Arborist or Inspector may reject plants that are not adequately protected during transportation and storage. Handle all trees by the root ball or container.

**661.08-H Layout of Trees.** Before digging, use suitable staking to lay out the locations of all planting holes and beds. Obtain the Inspector's approval of locations before digging.

**661.09-H Planting Holes.** Dig planting holes that have sloping sides and flat bottoms. Set trees at grade, dig planting holes to a diameter of 18-inches greater than the root structure (earth ball). See 661.12-H for depth of planting.

**661.10-H Planting Beds.** One month before cultivation, treat all planting beds that are to be developed in areas of existing turf with pre-emergent and post emergent type herbicides. Use a State-licensed pesticide applicator to apply the herbicide according to manufacturer's instructions.

Before planting, top dress all planting beds with a minimum of 2 inches of backfill mix then cultivate it to a depth of 6 inches using a plow, disc, or roto-tiller.

**661.11-H Backfill Mix.** For all plantings (including areas to be restored), use backfill mix consisting of the following:

- A. One part excavated soil.
- B. One part sphagnum peat moss, shredded pine bark, or EPA rated Class IV compost.
- C. One Part sand.
- D. A slow release commercial fertilizer (O-20-20) or equal) added at a rate of 5 pounds per cubic yard to the backfill mix.

Do not use backfill mix in a frozen or muddy condition. Mix backfill on the project site or at a preapproved location with Inspector on site during mixing operation.

**661.12-H Planting.** Set trees in the planting holes at a level such that the top of the root structure is 1 inch above the surrounding soil. Set each tree in the center of the planting hole, plumb, and straight.

If the Engineer determines the existing soils are compacted or poorly drained, set the trees with half of the root structure above the existing level. Add backfill mix around the root structure so that the edges of the root structure are covered by a minimum of 12 inches.

Remove all twine, bags, and roping before backfilling the planting hole. Remove the top one-third of the wire from root balls having wire baskets. Remove all rot-proof burlap.

Backfill the planting hole with the backfill mix. Fill the hole gradually and settle the backfill with water to the top of the root structure. Do not fill around the trunks or stems.

**661.13-H Mulch.** Smooth and shape the backfill mix to form a shallow basin slightly larger than the planting hole. Mulch these areas with a 4-inch layer of finely shredded hardwood bark of uniform texture and size. Use shredded bark aged at least one year. Rake and smooth entire area of the planting beds, mulch to a depth of 4 inches, and water thoroughly. Place mulch so that it does not contact the trunk of the tree.

After mulching and before watering add a slow release commercial fertilizer (12-12-12) or equal), in granular form to the top of the mulch at a rate of 5 pounds per 100 square feet. Do not allow the fertilizer to contact the trunk of the trees.

**661.14-H Pruning.** To balance the loss of roots after planting, prune the branches of deciduous trees to preserve the natural characteristics of the species, following the standard horticultural practices. Remove broken, damaged and unsymmetrical branches and other growth to ensure healthy and symmetrical growth of the wood. Do not trim the central leader of the trees.

**661.15-H Wrapping.** Wrap all single deciduous tree trunks of one-inch caliper size and larger. Before wrapping inspect for insect infestation and take corrective measures. Wrap trees 48 hours after planting, using a double-layered bituminous-cemented, waterproof, crinkled paper. Start at the ground and wrap the trunk neatly and snugly to the height of the first branches, then attach securely. With each turn of the wrapping, overlap the previous turn by half the width of the paper.

**661.16-H Bracing.** Brace all trees by staking as shown on the ODOT Standard Construction Drawing LA-1.2.

**661.17-H Period of Establishment.** Before final inspection, place all trees and care for them for a period of establishment. The period of establishment begins immediately upon completion of the planting operations and continues until October 1. The minimum period of establishment is one growing season, June 1 through October 1.

During period of establishment, follow standard horticultural practices to ensure the vigor and growth of the transplanted material. Water, remulch, restake, guy and cultivate as necessary. Perform two weeding's around trees, guys and stakes of such intensity as to completely rid the planted and mulched areas of weeds and grasses. Begin the first program on or about June 15 and the second approximately 8 weeks later.

**661.18-H Removal of Stakes and Wrapping.** Remove all stakes, guy wires and wrapping material from all trees just before final inspection, with the exception of replacement plantings that have not been in place for a full growing season. Take ownership of removed items. Use all suitable material in the work. Alternatively, legally use, recycle, or dispose of all materials according to ODOT CMS 105.06 and 105.17.

**661.19-H Method of Measurement.** The City will measure the number of trees of each species and size, completed and accepted in place.

**661.200-H Basis of Payment.** The City will pay 40 percent of the bid price when delivered to the project site and the remaining 50 percent of the bid price when planted.

At the end of the establishment period, the City will make a final inspection and determine the actual number of living trees. The City will pay the remaining 10 percent of the bid price for all trees living at the end of the establishment period. The City will not pay the remaining 10 percent payment for trees that did not survive the establishment period. The contractor shall replace all trees not surviving the establishment period at no additional cost to the City. The City will extend the establishment period for all replacement trees with no additional payment.

The City will pay for accepted quantities at the contract prices as follows:

<b>Item</b>	<b>Unit</b>	<b>Description</b>
661-H	Each	Tree Seedling, ( <i>Size</i> ), ( <i>Species</i> )
661-H	Each	Deciduous Tree, ( <i>Size</i> ), ( <i>Species</i> )
611-H	Each	Evergreen Tree, ( <i>Size</i> ), ( <i>Species</i> )