

Contractor's/Subcontractor's Labor Payrolls on Federal-Aid Projects

UDOT 08B-21

Effective: March 7, 1968

Revised: June 11, 2013

Purpose

To establish policy for the Utah Department of Transportation (Department) and place responsibility for the transmission of contractor and subcontractor labor payrolls, when required, for Federal Aid projects.

Policy

The Department's Resident Engineer will regularly review contractor and subcontractor payrolls on Federal Aid projects to verify the contractor and subcontractors are following the wage rates set by the Department of Labor regulations.

Procedures

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UDOT 08B-21.1

Responsibility: Resident Engineer

Actions

1. Verify that the contractor or subcontractor or both post the wage rate decision applicable to the contract on a bulletin board located in a prominent place where it can readily be seen by all the employees on the project and is accessible to the public at all times.
2. Verify that the electronic copy of the contractor's and working subcontractor's certified payroll are entered into electronic payroll program every seven days.
3. Review the payrolls for completeness and certification according to FHWA 1273, V2 and for compliance with proper classification and wage rates set forth in the wage determination decision that is posted at the work site bulletin board and included in the contract.
4. Verify that the Electronic Statement of Compliance and other attached documentation indicate fringe benefits are being paid into an established fund or are paid in cash to the employee. Check that the total hourly rates paid are adequate to cover the minimum established wage rates plus the fringe benefits whether fringe benefits are paid in cash or into an established, approved fund.

Responsibility: Region Contracts Specialist

5. Review the Resident Engineer's procedure on each project to verify that the review at the project level is consistent with the requirements of this policy and in the Department's Construction Manual of Instruction.
6. Review the contractor's electronic payrolls when the final estimate is received.
7. Verify all electronic payrolls and supplemental payrolls have been entered into the Project Development Business System (PDBS) for all periods worked on the project by either the prime contractor or subcontractors.

Responsibility: Central Civil Rights Office Personnel

8. Provide guidance and instruction to Regions and Project offices so that FHWA 1273 Section IV, Davis Bacon requirements are being complied with and compliance can be verified.