

NOTICE TO BIDDERS

CERTIFIED PAYROLLS

Federal Prevailing Wage

Certified payrolls covering the contractor's and subcontractor's work forces shall be submitted to the engineer on federally funded projects as set forth in Title 29 of the Code of Federal Regulations, Part 3 (29 CFR 3), except these requirements shall not apply to any contract of \$2,000 or less, local force account projects, projects located on roadways classified as local or rural minor collectors, or projects located off the federal-aid highway system. Certified payrolls may be submitted in any form desired provided that all information requested on form WH-347 is included, and the statement of compliance has an original signature. The department has adopted a policy that requires only the last four digits of the employee's social security number to be reported on the certified payroll. Form WH-347 is available on the MDOT forms website.

State Prevailing Wage

Certified payrolls covering the contractor's and subcontractor's work forces shall be submitted to the engineer on all state funded projects as set forth in the Michigan Prevailing Wage Law, Public Act 166 of 1965, except on contracts involving two or more projects and job numbers where the type of funding is mixed, and where one source of funding is federal, the department puts only the wage rates issued by the U.S. Department of Labor in the proposal and the federal requirements apply to all work. The same payroll information is required on state funded projects as is required on federally funded projects, except only the last four digits of the employee's social security number are required to be reported.

Certified Payroll Submittal Requirements – Federal and State Prevailing Wage

Subcontractors and all lower tier subcontractors shall submit their certified payrolls to the prime contractor. The prime contractor will review all certified payrolls prior to submission to the engineer. The review will ensure the certified payroll complies with submittal requirements as set forth in the current written MDOT procedure for prevailing wage compliance oversight. The prime contractor will complete the Contractor Certified Payroll Report Form 1955 and submit to the engineer along with the certified payrolls on a weekly basis. Form 1955 is available on the MDOT forms website.