

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-2-10
<b>STANDARD OPERATING PROCEDURES</b>			Page 1 of 2
Subject: S.O.P. PREDETERMINATION OF PREVAILING WAGE RATES (DAVIS-BACON ACT)			Distribution A, B, C, D, E
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**PURPOSE:** To State The Policy Of The Office Of State Aid Road Construction For Determining Prevailing Minimum Hourly Wage Rates In Accordance With The Davis Bacon Act.

1. WAGE RATE DETERMINATION:

The Office of State Aid Road Construction is, by reference, made a part of the Policy implemented by the Mississippi Department Of Transportation and therefore receives current prevailing wage rates for the several areas from the Mississippi Department Of Transportation.

2. IMPLEMENTATION:

- 2.1. Copies of current prevailing wage rates are included in, and made a part of, each contract document prepared for the solicitation of bids on the proposed project.
- 2.2. Each Contractor and Sub-contractor working on a Federally Funded Project will submit weekly one copy of Form CAD-880, "Weekly Summary of Wage Rates," to the County Engineer and one copy to State Aid. In the event no work is performed during the week, Form CAD-880 will be submitted with the statement "No work performed during this period" typed or written across the face of the form.
- 2.3. Form CAD-881, "Weekly Statement of Compliance," has the same submission schedule as Form CAD-880.
- 2.4. Weekly certified payroll sheets should accompany Forms CAD-880 and CAD-881 except when no work is done during that week. Certified Payrolls will show:
  - 2.4.1. Name
  - 2.4.2. An individually identifying number (Cannot be the Social Security number)
  - 2.4.3. Correct classification
  - 2.4.4. Hourly rates of wages paid  
(Including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalent thereof the types described in Section 1(b)(2)(B) of the Davis Bacon Act)
  - 2.4.5. Daily and weekly number of hours worked
  - 2.4.6. Deductions made
  - 2.4.7. Actual wages paid
  - 2.4.8. If project is an Appalachian contract, the payroll records shall contain a notation indicating whether the employee does, or does not, normally reside in the labor area.

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3. SUPPLEMENTAL SUBMISSIONS:

- 3.1. Form FHWA-1391, "Federal Aid Highway Construction Contractors Annual EEO Report," must be submitted for work performed during the last week in July. (One copy is submitted to the County Engineer and one copy to State Aid). If no work is performed, a negative report will be submitted.

4. RESPONSIBILITY:

- 4.1. It will be the responsibility of State Aid to ensure that the County Engineer on each active Federal Aid project conducts at least one Employee Labor Interview each month. No progress estimate will be processed for payment until the properly executed and signed Form CAD-440 is received by the Office of State Aid.
- 4.2. It will be the responsibility of State Aid to check each payroll submitted for compliance with payment of pre-determined wage rates. In the event the payroll sheet contains an error, the payroll is returned to the Contractor for correction and re-submission. Along with the re-submitted payroll, a written affidavit from the laborer, or laborers, stating that proper payment has been tendered must be attached.
- 4.3. It will be the responsibility of the Prime Contractor to ensure that all Subcontractors on his job submit properly completed and executed Forms FHWA-1391. He will submit these forms along with his own Form FHWA-1391 to meet the schedule of Subsection 3.1 above.
- 4.4. County Engineers are responsible for securing the reports from the Contractors. They will review them for correctness and retain one copy for the Project file.