

NOTICE TO BIDDERS
Project # NOPH 03-11

PROJECT: Re-Pavement of Parking Areas

PROJECT OWNER: Northwest Ohio Psychiatric Hospital
930 S. Detroit Avenue
Toledo, OH 43614
419-381-1881

SCOPE OF WORK:

Re-pave road way and parking area in rear of hospital. Approximately 22,640 sq. ft. will need to be repaved with 4 inches of asphalt in two courses, in addition to approximately 1 ½ inch of additional stone and compact. All old asphalt will need to be hauled off property.

PRODUCT SPECIFICATIONS:

Product/material needed for project: Asphalt/Stone. See bid packet for more information.

Bidding Procedure:

Contact Person: Jerry Walker

Project Review Period: May 16th - May 20th 2011 (**By Appointment Only**)

Bid Packets Available: May 16th – May 20th 2011

Bids Accepted: May 23rd – May 31st 2011, until 12:00p.m. at NOPH

Bid Opening Date: Proposal will be open by Jerry Walker, May 31st,
2011, at 4:30 p.m. at NOPH.

Expected Commencement Date: June 15th 2011.

NOTE: This is a "Prevailing Wage" Project, pursuant to 4115.03 of the Ohio Revised Code.

NOPH 03-11

RE-PAVING PARKING AREAS



BIDDING PACKET

CHECKLIST FOR PROJECTS

- I. PROJECT NAME - Re - Paving**
- II. SCOPE OF WORK** – Saw cut and remove approximately 25,000 sq ft of asphalt. Add approximately 1-1/2 inch of stone and compact.
- III.** Re – pave with 4 inches of asphalt in two courses.
- IV. PRODUCT SPECIFICATION(S)** (detailed if applicable)
- V. PRODUCTS/MATERIALS NEEDED FOR PROJECT**
Asphalt, stone, and sealant
- VI. BIDDING PROCEDURES (For Posting)**
 - Beginning/Ending Date – May 16th thru May 20th, 2011
 - Contact Person – Jerry Walker
 - Project Review Period – May 16th thru May 20th, 2011
 - Expected award date
 - Projected Cost
 - Posting-website-newspaper - Yes
 - Prevailing Wage - Yes
- VII. BID REQUIREMENTS: (internal Notes)**
 - 3 bids minimum
 - DMA
 - Offshore
 - MBE/Edger solicitation and report
 - Vendor-New Vendor Information
- VIII. GENERAL REQUIREMENTS:** (requested in bid package)
 - Company's Qualifications
 - Proof of Liability Insurance and BWC
 - References upon Request
 - Documentation Required
 - What type of payments are accepted
 - Infection Control specs should be in bid package
 - OAKS Vendor

Northwest Ohio Psychiatric Hospital

HIPAA Agreement For Students, Volunteers and/or Non-Clinical Contractors

The HIPAA Privacy Rule ensures that personal medication information shared with doctors, hospitals and others who provide and pay for healthcare is protected from disclosure to unauthorized individuals or organizations.

Basically, the Privacy Rule does the following:

- 1) Imposes new restrictions on the use and disclosure of personal health information.
- 2) Gives patients greater access to their medical records.
- 3) Give patients greater protection of their medical records.

State and federal laws require that Protected Health Information (PHI) of all present and former patients/clients be kept confidential, subject to specific allowable uses and disclosures, and that PHI be appropriately safeguarded from unauthorized access.

The HIPAA Privacy Rule is a federal mandate and Northwest Ohio Psychiatric Hospital adheres to the requirements.

I have been given information and agree to adhere to Northwest Ohio Psychiatric Hospital's policies and procedures regarding the protection of PHI during the performance of my duties/activities at Northwest Ohio Psychiatric Hospital.

Company or School: _____

Print Name: _____ **Date:** _____

Signature: _____

Witness: _____ **Date:** _____

Northwest Ohio Psychiatric Hospital

Contractor Procedures

Welcome to the Northwest Ohio Psychiatric Hospital. To ensure NOPH can remain safe and secure, all contractors must follow these procedures:

1. For access to Non-Patient locked areas, contractor keys shall be obtained only with prior arrangements through the Director of Operations/ Maintenance Department, Ext. 4676.
2. Contractors working on a short term or day to day basis shall **Sign In/Out** at the Operators desk. Keys needed for accessing areas to perform work must also be signed out and returned to Plant Services Department when contractor signs out after work completion. Regular work hours are 8:00 AM to 4:30 PM, Monday through Friday. Any work performed outside of the regular work hours must have prior approval by the Director of Director of Operations or Chief Operating Officer.
3. During long-term capital projects, keys and ID badges will be issued to the contractor for the duration of the project. These contractors will not be required to sign in/out daily. **All keys must be surrendered to Director of Operations upon completion of projects.**
4. When entering locked areas ensure the area remains locked. **DO NOT** let anyone out of a locked area. Staff has keys for entry/exit of locked areas.
5. Ensure all tools and equipment are secured safely (lockable tool storage box) while on grounds. This also involves while work is in process, i.e. cutting blades, small hand tools etc.
6. Fire lanes must be maintained. Roadways needing blocked, prior notice must be given to Safety Department. All vehicles and contents must be secured when unattended. This includes tools and materials.
7. Utility interruptions, **three working day notice** must be given before utility shut downs. All request will include: when, what, where and how
8. Fire alarm and/or sprinkler system interruptions must be reported in advance to the hospital's Safety Officer.
9. Any contractor who penetrates a rated fire or smoke separation wall to install conduit, ductwork, piping, or other material must seal the opening. An **above ceiling work permit** must be completed prior to closing up the area. All penetrations shall be fire-stopped/sealed using the "3M" procedures and protocols. Record of completion of the work to be submitted to the Director of Operations.
10. Contractors procedures for work area isolation/separation from occupied areas and dust control, are as follows:
 - Lead/Prime Contractor shall isolate HVAC in area of work. All supply and return air vents shall be covered w/two layers of 6 mil flame retardant poly ethylene.

- Lead/Prime Contractor shall create an enclosed work area that is depressurized and has a minimum of 2 air changes per hour or two HEPA equipped filtration devices in operation at all times. Isolation to include, but limited to: flame retardant poly covering of all common spaces above and below ceiling; all barriers shall be framed w/ metal studs at a minimum of 24 inch on center; barriers shall be constructed out of flame retardant materials. Contractor to review drawings and specifications for other requirements. The contractor shall comply w/most stringent procedures.
- All Contractors shall follow the Interim Life Safety measures put in place by the NOPH Safety Department.
- All stored materials shall be properly covered and no materials shall be exposed to outside environment.
- If cutting, sawing, or drilling is required as part of an installation the contractor must use safe guards to insure that dust is contained. Precautions should also be taken when transporting material and tools within the facility to contain dust and dirt that could increase risk of infection.
- Project Isolation. Lead Contractor shall construct a one hour separation from slab to slab is required between the area of work and other occupied areas in the hospital
- Noise Attenuation. Occupied areas adjacent to construction zones noise levels not to exceed 80db.
- Movement of construction debris inside the hospital shall be in covered containers by contractors

11. All traffic laws must be obeyed; foot traffic has the right of way.
12. It is the contractor's responsibility to comply w/applicable OSHA requirements. A hot work permit is required for all torch cutting, welding, or brazing operations.
13. NOPH is a smoke free, tobacco free environment. Smoking or other tobacco use is not permitted on hospital grounds.
14. Any emergencies should be reported to the NOPH operator via in-house phones. **Dial 1111...Do not call 911 on a personal cellular phone.**
15. When working in patient occupied areas, a Maintenance staff member must accompany contractor personnel unless arraignment have otherwise been made.
16. **Cameras are not permitted on grounds.** Prior authorization for camera use must be obtained from the COO or Safety Department. The person with the camera will be with a designated escort.
17. All patients must be provided treatment in a confidential environment. It is violation of Federal Law to disclose the identity of patients at NOPH, or disclose any information about the patients treated at NOPH to anyone outside of the hospital. Anyone found to have disclosed this type of information shall be prosecuted to the fullest extent of the law.

18. Contractors and sub-contractors shall submit the following forms for any employee that works at NOPH: **Audit of Contractor and Volunteer Personnel and HIPAA Agreement.**
19. In order to protect patient's confidentiality we ask people involved in capital and/or preventive maintenance projects, which observe anything regarding patients or the care given, not share information off of the hospital grounds. Interaction and conversation with patients is discouraged and must be kept at a minimal necessity; however observation of patients involved in questionable activity should be brought to our attention.

The hospital appreciates your cooperation with these requirements. The hospital wishes to work with you to assure a safe well-completed project. Question may be addressed to the Director of Operations at extension 4676 or the Safety Officer at extension 4786.

Northwest Ohio Psychiatric Hospital
Fire and Smoke Barrier
Penetration Policy

- I. Purpose: To provide a fire-safe environment of care and to protect patients, personnel, visitors, and property from fire, smoke and other products of combustion by maintaining the integrity of smoke and fire barriers compartments.
- II. Authority
 1. National Fire Protection Association (NFPA) 101, Life Safety Code (Latest Edition)
 2. NFPA 80, Fire Doors and Fire Windows (Latest Edition)
 3. NFPA 90A, Installation of Air Conditioning and Ventilating Systems (Latest Edition).
- III. Policy
 1. Outside Contractors and In-House Personnel shall obtain a permit from Plant Services before beginning work that requires penetration of smoke and fire barriers.
 2. Work permits shall be job specific and will not be issued on a blanket basis, except as related to multiple penetrations for a single job (e.g., cable and electrical conduit penetrating several rated walls).
 3. Penetrations in fire or smoke barriers shall be repaired in an approved manner prior to work completion.
- IV. Responsibilities
 1. The Plant Services Director or Designee will:
 - a. Administer the Fire and Smoke Barrier Penetration Policy and Permit Program;
 - b. Conduct final inspections of work areas before closing out permits;
 - c. Regularly inspect smoke and fire barriers, ceilings, and floors to verify continuity and complete repairs as necessary; and
 - d. Regularly inspect door assemblies and other protective devices (e.g., fire shutters, dampers) installed within smoke and fire barriers to verify proper operation and complete repairs as necessary.
 2. Contractors and staff personnel will:
 - a. Obtain a Smoke and Fire Barrier Permit before beginning work, and maintain a copy of the permit in the work area at all times;
 - b. Repair holes and spaces in an UL approved manner; and
 - c. Notify Plant Services Director during work if there are questions regarding repairs and after repairs are completed to schedule a final inspection.
- V. Procedures
 1. Permits will be obtained from The Plant Services Director.
 2. All holes and spaces in fire and smoke barriers will be protected as follows:
 - a. Filled per approved manual with approved FIRESTOP capable of maintaining the fire resistance of the smoke or fire barrier;
 - b. Sleeves, where required, shall be solidly set in the smoke or fire barrier and the space between the items shall be filled with an approved material capable of maintaining the fire resistance of the smoke or fire barrier; and

c. Insulation covering pipes and ducts passing through smoke and fire barriers shall be capable of maintaining the fire resistance of the barrier.

Submitted by:
Allen Chambers, Accident Prevention Coordinator
Date: 15 May 2009

FIRE AND SMOKE BARRIER PENETRATION PERMIT

Permit Number:	Issue Date:
Approved By (Plant Services Representative):	Estimated Completion Date:
Permit issued to (Department/Contractor name, individual's name, phone number)	
Location of barrier(s) to be penetrated (building number, wing, floor, room number) (Attach sketch if applicable)	
Location of ceiling tile(s) to be removed (building number, wing, floor, room number) (Attach sketch if applicable)	
Reason for penetration:	
Final Inspection by Department/Contractor Representative:	Facilities Management Representative:
Date:	Date:

INSTRUCTIONS:

1. Maintain a copy of this permit at the work area at all times.
2. Promptly repair penetrations in an approved manner. Contact Plant Services if there are any questions regarding the repairs.
3. Notify Plant Services when repairs are completed to schedule final inspection.

Infection Control Risk Assessment Area Inspection Report Form Attachment "B1"

Project Name: _____ Location: _____

The following checks are to be conducted DAILY.

Class II	<ol style="list-style-type: none"> 1. Critical barriers are in place, intact with no unsealed penetrations. 2. Seal unused doors with duct tape. 3. Block off and seal air vents. 4. Exterior windows are closed. 5. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 	<ol style="list-style-type: none"> 6. Place dust mats at entrance and exit of work area. 7. Provide active means to prevent air-borne dust from dispensing into atmosphere. 8. Water mist friable work surfaces to control dust while cutting. 9. Transport construction waste in tightly-covered containers.
Class III	<ol style="list-style-type: none"> 1. Critical barriers are in place, intact with no unsealed penetrations. 2. Seal unused doors with duct tape. 3. Block off and seal air vents. 4. Seal holes, pipes, conduits and punctures in wall, floor and deck assemblies appropriately. 5. Isolate HVAC system in area where work is performed to prevent contamination of duct systems. 6. Exterior windows are closed. 	<ol style="list-style-type: none"> 7. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 8. Place dust mats at entrance and exit of work area. 9. Provide active means to prevent air-borne dust from dispensing into atmosphere. 10. Water mist friable work surfaces to control dust while cutting. 11. Transport construction waste in tightly covered containers.
Class IV	<ol style="list-style-type: none"> 1. Critical barriers are in place, intact with no unsealed penetrations. 2. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site. 3. All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time worker exits the site. 4. Seal unused doors with duct tape. 5. Block off and seal air vents. 6. Seal holes, pipes, conduits and punctures in wall, floor and deck assemblies appropriately. 	<ol style="list-style-type: none"> 7. Isolate HVAC system in area where work is performed to prevent contamination of duct systems. 8. Exterior windows are closed. 9. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units. 10. Place dust mats at entrance and exit of work area. 11. Provide active means to prevent air-borne dust from dispensing into atmosphere. 12. Water mist friable work surfaces to control dust while cutting. 13. Transport construction waste in tightly covered containers.

Upon completion of major phases of the project and/or completion of work in project area the following must be performed in sequence:

1. Wet mop with disinfectant and/or vacuum with HEPA filtered vacuum area of construction.
2. Do not remove barriers from work area until completed project is inspected by the Owner's Infection Control Department and thoroughly cleaned by Environmental Services. (CLASS III & IV)
3. Remove barrier materials carefully to minimize the spreading of dirt and debris associated with construction.
4. Remove isolation of HVAC systems of areas affected.

If an unsafe condition is detected, notify Infection Control immediately.

Date	By	Note	Date	By	Note

Northwest Ohio Psychiatric Hospital

Infection Control Construction Evaluation

Attachment "B"

Location of Construction:	Project State Date:
Plant Services Rep:	Estimated Duration:
Contractor Performing Work:	Telephone:
Contractor Supervisor:	24-Hour #:

Yes	No	Construction Activity
		TYPE A: Inspection, non-invasive activity.
		TYPE B: Small scale, short duration, and minimal dust-generating activity.
		TYPE C: Activity that generates moderate to high levels of dust, requires greater than one work shift for completion.
		TYPE D: Major duration and construction activities requiring consecutive work shift.

CONSTRUCTION ACTIVITY TYPES:

Type A	Inspection and Non-Invasive Activities. Includes, but is not limited to, removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet, painting (but not sanding), wall covering, electrical trim work, minor plumbing, and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.
Type B	Small scale, short duration activities which create minimal dust. Includes, but is not limited to, installation of telephone and computer cabling, access to chase spaces, cutting of walls or ceiling where dust migration can be controlled.
Type C	Any work, which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies. Includes, but is not limited to, sanding or walls for painting or wall covering, removal of floor coverings, ceiling tiles and casework, new wall construction, minor duct work or electrical work above ceilings, major cabling activities, and jobs occurring in high risk group areas – Group 3/Group 4.
Type D	Major demolition and construction projects. Includes, but is not limited to, activities which require consecutive work shifts, requires heavy demolition or removal of a complete cabling system, and new construction.

Yes	No	Infection Control Risk Group
		GROUP 1: Lowest Risk
		GROUP 2: Medium Risk
		GROUP 3: Medium/High Risk
		GROUP 4: Highest Risk

INFECTION CONTROL RISK GROUPS

Group 2 Lowest Risk	Group 2 Medium Risk	Group 3 Medium/High Risk	Group 4 Highest Risk
Business Occupancy	Supervised Patient Area Mallway Library Vending Area	Patient Units	Patient Rooms

Class I	1. Execute work by methods to minimize raising dust from construction operations.	3. Minor demolition for remodeling.
	2. Immediately replace any ceiling tile displaced for visual inspection.	
Class II	1. Provide active means to prevent air-borne dust from dispensing into atmosphere.	6. Contain construction waste before transport in tightly covered containers.
	2. Water mist work surfaces to control dust while cutting.	7. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area.
	3. Seal unused doors with duct tape.	8. Place dust mat at entrance and exit of work area.
	4. Block off and seal air vents.	9. Remove isolation and HVAC system in areas where work is being performed.
	5. Wipe work surfaces with disinfectant.	
Class III	1. Obtain infection control permit before construction begins.	6. Vacuum work with HEPA filtered vacuums.
	2. Isolate HVAC system in area where work is being done to prevent contamination of duct systems.	7. Wet mop area with disinfectant.
	3. Complete all critical barriers and implement control cube method before construction begins.	8. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
	4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.	9. Contain construction waste before transport in tightly-covered containers.
	5. Do not remove barriers from work area until complete project is thoroughly cleaned by Environmental Services Department.	10. Cover transport receptacles or carts. Tape covering.
		11. Remove or isolate HVAC system in areas where work is being performed.
Class IV	1. Obtain infection control permit before construction begins.	7. All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time the worker exits the work site.
	2. Isolate HVAC system in area where work is being done to prevent contamination of duct system.	8. Do not remove barriers from work area until completed project is thoroughly cleaned by the Environmental Services Department.
	3. Complete all critical barriers or implement control cube method before construction begins.	9. Vacuum work area with HEPA filtered vacuums.
	4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.	10. Wet mop area with disinfectant.
	5. Seal holes, pipes, conduits and punctures appropriately.	11. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
	6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.	12. Contain construction waste before transport in tightly-covered containers.
		13. Cover transport receptacles or carts. Tape covering.
		14. Remove or isolate HVAC system in areas where work is being performed.

CONSTRUCTION ACTIVITY/INFECTION CONTROL MATRIX

Infection Control Department Review will be required when the Construction Activity and Risk Level indicate that Class III and Class IV control procedures are necessary.

Risk Level ↓	Construction Activity Type A	Construction Activity Type B	Construction Activity Type C	Construction Activity Type D
Group 1 Lowest	Class I	Class II	Class II	Class III/IV
Group 2 Medium	Class I	Class II	Class III	Class IV
Group 3 Medium High	Class I	Class III	Class III/IV	Class IV
Group 4 Highest	Class III	Class III/IV	Class III/IV	Class IV
Additional Requirements:				
Date: _____ Initials: _____ 12 Hour uninterrupted exchange required				
Construction Activity Request By:			Date: _____ Initials: _____ Exceptions/Additions to this permit are noted by attached memoranda.	
Date:			Infection Control Review By:	
Date:			Date:	

Hot Work Permit Process

Purpose:

The purpose of a hot work permit is to ensure that cutting, welding, and brazing operations are performed with minimal risk of fire or injury. The hot work permit is necessary to comply with OSHA regulations per CFR 29 part 1910.

Procedure:

The hot work permit process shall be followed whenever torch cutting, welding or brazing operations are performed in the buildings at Northwest Ohio Psychiatric Hospital. The following actions will be taken and recorded on the permit:

1. Notify all necessary parties of the work that is to take place.
2. Check the area to ensure combustibles are removed or cover with fire resistant materials.
3. Check cutting, welding, brazing equipment to ensure it is in good condition.
4. Disable smoke detectors/ fire alarm system as needed.
5. Fill out and sign permit before work starts.
6. Retain copy in nurse's station or other nearby location until work is complete.
7. After work is complete the area must be checked for fire, embers, or damage.
8. If the area is safe the permit must be signed by the person doing the inspection.
9. Smoke detectors/ fire alarms must be returned to service.
10. Copies of the permit shall be sent to the Safety Officer and Director of Plant Services.

NORTHWEST OHIO PSYCHIATRIC HOSPITAL

HOT WORK PERMIT

For

RENOVATIONS and REMODELS

DATE ISSUED _____ PERMIT EXPIRES _____

BUILDING _____ PROJECT # _____

LOCATION OF WORK _____

CONSTRUCTION PROJECT MANAGER/PHONE # _____

CONTRACTOR/PHONE # _____

The location where this work will take place will be examined before the start of cutting/welding/brazing operations and all the appropriate precautions (**including any that exceed those outlined below**) will be taken.

Signed (at issue of permit) _____ Date _____

Print name _____

+++++

FIRE SAFETY PRECAUTIONS

BEFORE THE WORK - *All* of the following precautions must be taken:

- Cutting and/or welding equipment must be thoroughly inspected and found to be in good repair, free of damage or defects.
- A multi-purpose dry chemical, portable fire extinguisher must be located such that it is immediately available to the work and is fully charged and ready for use.
- At least one fire alarm pull station or means of contacting the fire department (i.e. site telephone) must be available and accessible to person(s) conducting the cutting/welding operation.
- Floor areas under and at least 35 feet around the cutting/welding operation must be swept clean of combustible and flammable materials.
- All construction equipment fueling activities and fuel storage must be relocated at least 35 feet away from the cutting/welding operation.

Where applicable, the following precautions will also be taken before the work begins:

- Fire resistant shields (fire retardant plywood, flameproof tarpaulin, metal, etc.), must cover combustible floors.
- Spark/slag catchers (fire retardant plywood, flameproof tarpaulins, metal, etc.) must be suspended below any elevated cutting/welding operation.
- All floor and wall openings must be covered to prevent sparks/slag from traveling to other, unprotected areas.
- Containers in or on which cutting/welding will take place must be purged of flammable vapors.
- Cover smoke/ duct smoke detectors, or remove from service as needed to avoid nuisance alarms.

Commerce Bureau of Labor & Worker Safety

PREVAILING WAGE CONTRACTOR RESPONSIBILITIES

Wages And Hours On Public Works (Prevailing Wage)

ORC Chapter 4115: Wages And Hours On Public Works (Prevailing Wage)

General Information

Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than \$78,258 for new construction or \$23,447 for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting.

Thresholds are to be adjusted biennially (every 2 years) by the Director of the Ohio Department of Commerce.

Penalties For Violation

Violators are to be assessed the wages owed, plus a penalty of 100% of the wages owed.

Intentional Violations

If an intentional violation is determined to have occurred, the contractor is prohibited from contracting directly or indirectly with any public authority for the construction of a public improvement. Intentional violation means "a willful, knowing, or deliberate disregard for any provision" of the prevailing wage law and includes but is not limited to the following actions:

Intentional failure to submit payroll reports as required, or knowingly submitting false or erroneous reports.

Intentional misclassification of employees for the purpose of reducing wages.

Intentional misclassification of employees as independent contractors or as apprentices.

Intentional failure to pay the prevailing wage.

Intentional failure to comply with the allowable ratio of apprentices to skilled workers as required by the regulations established by Ohio Department of Commerce, Wage and Hour Bureau.

Intentionally employing an officer, of a contractor or subcontractor, that is known to be prohibited from contracting, directly or indirectly, with a public authority.

Responsibilities

- A. Pay the prevailing rate of wages as shown in the wage rate schedules issued by the Ohio Department of Commerce, Wage and Hour Bureau, for the classification of work being performed.
 1. Wage rate schedules include all modifications, corrections, escalation's, or reductions to wage rates issued for the project.
 2. Overtime must be paid at time and one-half the employee's base hourly rate. Fringe benefits are paid at straight time rate for all hours including overtime.

Prevailing wages must be paid in full without any deduction for food, lodging, transportation,

3. use of tools, etc. unless, the employee has voluntarily consented to these deductions in writing. The public authority and the Chief of Wage and Hour Bureau must approve these deductions as fair and reasonable. Consent and approval must be obtained before starting the project.
- B. Use of Apprentices and Helpers cannot exceed the ratios permitted in the wage rate schedules.
1. Apprentices must be registered with the Ohio State Apprenticeship Council.
 2. Contractors must provide the Prevailing Wage Coordinator a copy of the Apprenticeship Certification for each apprentice on the project.
- C. Keep full and accurate payroll records available for inspection by any authorized representative of the Ohio Bureau of Wage and Hour or the contracting public authority, including the Prevailing Wage Coordinator. Records should include but are not limited to:
1. Time cards, time sheets, daily work records, etc.
 2. Payroll ledger\journals and canceled checks\check register.
 3. Fringe benefit records must include program name, address, account number, and canceled checks.
 4. Records made in connection with the public improvement must not be removed from the State for one (1) year following the completion of the project.
 5. Out-of-State Corporations must submit to the Ohio Secretary of State the full name and address of their Statutory Agent in Ohio.
- D. Prevailing Wage Rate Schedule must be posted on the job site where it is accessible to all employees.
- E. Prior to submitting the initial payroll report, supply the Prevailing Wage Coordinator with your project dates to schedule reporting of your payrolls.
- F. Supply the Prevailing Wage Coordinator a list of all subcontractors including the name, address, and telephone number for each.
1. Contractors are responsible for their subcontractors' compliance with requirements of Chapter 4115 of the Ohio Revised Code.
- G. Before employees start work on the project, supply them with written notification of their job classifications, prevailing wage rates, fringe benefit amounts, and the name of the Prevailing Wage Coordinator for the project.
- H. Supply all subcontractors with the Prevailing Wage Rates and changes.
- I. Submit certified payrolls within two (2) weeks after the initial pay period. Payrolls must include the following information:
1. Employees' names, addresses, and social security numbers.
Corporate officers/owners/partners and any salaried personnel who do physical work on the project are considered employees. All rate and reporting requirements are applicable to these individuals.

2. Employees' work classification.
Be specific about the laborers and/or operators.
For all apprentices, show level/year and percent of journeyman's rate.
 3. Hours worked on the project for each employee.
The number of hours worked in each day and the total number of hours worked each week.
 4. Hourly rate for each employee.
The minimum rate paid must be the wage rate for the appropriate classification. The Department's Wage Rate Schedule sets this rate.
All overtime worked is to be paid at time and one-half for all hours worked more than forty (40) per week.
 5. Where fringes are paid into a bona fide plan instead of cash, list each benefit and amount per hour paid to program for each employee.
When the amount contributed to the fringe benefit plan and the total number of hours worked by the employee on all projects for the year are documented, the hourly amount is calculated by dividing the total contribution of the employer by the total number of hours worked by the employee.
When the amount contributed to the fringe benefit is documented but not the total hours worked, the hourly amount is calculated by dividing the total yearly contribution by 2,080.
 6. Gross amount earned on all projects during the pay period.
 7. Total deductions from employee's wages.
 8. Net amount paid.
- J. The reports shall be certified by the contractor, subcontractor, or duly appointed agent stating that the payroll is correct and complete; and that the wage rates shown are not less than those required by the O.R.C. 4115.
- K. Send a Final Affidavit to the Prevailing Wage Coordinator upon the completion of the project.

Information on this site is believed to be accurate but is not guaranteed. The State of Ohio disclaims any liability for any errors or omissions.

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Commerce Bureau of Labor & Worker Safety

PREVAILING WAGE LAW

Wages And Hours On Public Works (Prevailing Wage)

ORC Chapter 4115: Wages And Hours On Public Works (Prevailing Wage)

If you are a public authority and wish this division to issue to you a determination as to the prevailing rates of wages called for by the public improvement in the locality where the work is to be performed, you may fill-out a request form on line here: [Prevailing Wage Request Form](#).

Remember: Filling out and submitting the Prevailing Wage Request Form informs us of your project information. Print this document out for your files prior to clicking the "Submit" button on the on-line form. The current date is automatically generated by the form and is in the upper right hand corner. If you mark the "Internet" choice in the "Method of delivery" box, no mailing will be sent to you as this indicates that you have or will download the wage rates from the web site.

Accessing Prevailing Wage Rates

To gain free access to our Prevailing Wage Rate Database, click [here](#). You must enter information requested prior to gaining access. This database is primarily for Public Authorities, Unions, Contractors, and others who are in the process of complying with Ohio's prevailing wage laws on public projects.

[Access Registration for Prevailing Wage Rates](#).

The following information regarding Ohio's prevailing wage is supplied only as a guide. We suggest that for in-depth questions that you consult Ohio's prevailing wage law, codified in [ORC Chapter 4115: Wages And Hours On Public Works \(Prevailing Wage\)](#).

Ohio's prevailing wage law applies to construction projects undertaken by public authorities and requires that the public authorities pay the locally prevailing rate of wages to workers on the project.

Ohio's prevailing wage rate is determined by the Director of the Ohio Department of Commerce (DOC) and is the sum of the following:

The basic hourly rate of pay.

The rate of contribution irrevocably made by a contractor or subcontractor to a trustee or third person pursuant to a fund, plan, or program.

The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing fringe benefits.

These rates vary from locality to locality, and are based on collective bargaining agreements.

Public authorities are required to pay the prevailing rate of wages for the locality where a construction project is being constructed. These rates apply to any new construction of any public improvement, the total overall project cost of which is fairly estimated to be more than \$78,258.00. Public authorities must also pay the prevailing rate of wages on any reconstruction, enlargement, alteration, repair, remodeling,

renovation, or painting of any public improvement, the total overall project cost of which is fairly estimated to be more than \$23,447.00. (These so-called Prevailing Wage Threshold Levels are adjusted effective the first day of January of every even-numbered year.

Every public authority authorized to contract for or construct with its own forces a public improvement, before advertising for bids or undertaking such construction with its own forces, shall have the Department of Commerce determine the prevailing rates of wages for the classes of work called for by the public improvement in the locality where such work is to be performed. This schedule of wages is to be attached to and made a part of the specifications for the work and shall be printed on the bidding blanks when the work is done by contract. Click on this link for more information regarding the duties of Public Authorities and Prevailing Wage Coordinators.

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Prevailing Wage Rate Skilled Crafts

Name of Union: Cement Mason Local 886 (Toledo)

Change # : CN01-2009Loc886

Craft : Cement Effective Date : 07/28/2009 Last Posted : 07/28/2009

		Fringe Benefit Payments									
		BHR	H&W	Pension	App Tr.	Vac.	Annuity	Other	Total PWR	Overtime Rate	
Classification											
Cement Mason		\$27.89	\$5.40	\$5.80	\$0.25	\$0.00	\$3.85	\$0.00	\$43.19	\$57.14	
Apprentice	Percent										
1st 6 months	55.00	\$15.34	\$5.40	\$5.80	\$0.25	\$0.00	\$3.85	\$0.00	\$30.64	\$38.31	
2nd 6 months	65.00	\$18.13	\$5.40	\$5.80	\$0.25	\$0.00	\$3.85	\$0.00	\$33.43	\$42.49	
3rd 6 months	75.00	\$20.92	\$5.40	\$5.80	\$0.25	\$0.00	\$3.85	\$0.00	\$36.22	\$46.68	
4th 6 months	80.00	\$22.31	\$5.40	\$5.80	\$0.25	\$0.00	\$3.85	\$0.00	\$37.61	\$48.77	
5th 6 months	85.00	\$23.71	\$5.40	\$5.80	\$0.25	\$0.00	\$3.85	\$0.00	\$39.01	\$50.86	
6th 6 months	90.00	\$25.10	\$5.40	\$5.80	\$0.25	\$0.00	\$3.85	\$0.00	\$40.40	\$52.95	

Special Calculation Note : No special calculations for this skilled craft wage rate are required at this time.

Ratio :

5 Journeymen to 1 Apprentice

Jurisdiction (* denotes special jurisdictional note) :

ERIE, FULTON, HURON, LUCAS, OTTAWA, SANDUSKY, SENECA, WOOD

Special Jurisdictional Note :

Details :

Prevailing Wage Rate Skilled Crafts

Name of Union: Labor Local 500 Building

Change # : CN01-2009L500

Craft : Laborer Group 1 Effective Date : 07/01/2009 Last Posted : 03/24/2009

		Fringe Benefit Payments								
		BHR	H&W	Pension	App Tr.	Vac.	Annuity	Other	Total PWR	Overtime Rate
Classification										
Laborer Group 1		\$22.92	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$33.21	\$44.67
Group 2		\$23.12	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$33.41	\$44.97
Group 3		\$23.32	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$33.61	\$45.27
Group 4		\$23.42	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$33.71	\$45.42
Group 5		\$13.40	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$23.69	\$30.39
Group 6		\$16.72	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$27.01	\$35.37
Apprentice	Percent									
1st 1000 hrs	60.00	\$13.75	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$24.04	\$30.92
2nd 1000 hrs	70.00	\$16.04	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$26.33	\$34.36
3rd 1000 hrs	80.00	\$18.34	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$28.63	\$37.79
4th 1000 hrs	90.00	\$20.63	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$30.92	\$41.23
More than 4000 hrs	100.00	\$22.92	\$4.80	\$2.50	\$0.49	\$0.00	\$2.50	\$0.00	\$33.21	\$44.67

Special Calculation Note : No special calculations for this skilled craft wage rate are required at this time.

Ratio :

- 2 Journeymen to 1 Apprentice
- 7 Journeymen to 2 Apprentices
- 9 Journeymen to 3 Apprentices
- 4 Journeymen to 1 Apprentice there after

Jurisdiction (* denotes special jurisdictional note) :

DEFIANCE, FULTON, HENRY, LUCAS,
WILLIAMS, WOOD

Special Jurisdictional Note :

Details :

Group 1

Building and construction Laborer, Signalman, Flagman, Tool Cribman, Carpenter Tender, Utility Construction Laborer, Guardrail Erector, and Hazardous Waste (Level A)

Group 2

Finisher Tender, Concrete Handler, Bottom Men, Scaffold Builders, Tunnel Laborer, Pipe Layer, Air

and Power Driven Tools, Burner on Demolition work, Swinging Scaffold, Mucker, Caisson Worker, Cofferdam Worker, Powder Man and Dynamite Blaster, Creosote Worker, Mortar Mixer, Form Setter, Mason Tender, Plaster Tender, Hod Carrier, Laser Beam Set-up Man, Stone Mason Tender and Hazardous Waste (Level B)

Group 3
Guniting Operator and Hazardous Waste (Level C)

Group 4
Hazardous Waste (Level D)

Group 5
Watchman, Parking, Landscaping

Group 6
Installation of Fencing



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Classification = Laborer Group 1, County = LUCAS, Union = Labor Local 500 Building

County	Classification	Effective	Posted	Union
LUCAS	Laborer Group 1	7/1/2009	3/24/2009	Labor Local 500 Building

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