

**CITY OF OTTAWA**  
**Prevailing Wage - Certified Payroll Policy**  
**CONTRACTOR NOTIFICATION**

**Background**

According to the State of Illinois prevailing wage statute, the City is required to pay prevailing wage for labor performed on all public works projects. The City also must have certified payrolls from the contractor on file for inspection. The payrolls must be kept for three (3) years. Additionally, the City has adopted *An Ordinance Establishing Responsible Bidder Requirements on Public Works Projects*.

**Policy**

The following documents included in bidding documents and requests for proposals are to be handled as follows:

- a. Responsible Bidder Affidavit of Compliance checklist – Submit with Bid/Proposal for formal bid projects.
- b. Prevailing Wage Notification Form – Submit with Bid/Proposal
- c. Ottawa Payroll Certification Form – Submit with invoice/payment request as defined below

**Procedure for Processing Payment Requests/Invoices**

1. Payment will not be processed until the Certified Payroll is attached. The Ottawa Payroll Certification Form is to be signed and notarized by the contractor and attached to the Certified Payroll.
2. Certified payroll records shall include each worker's name, address, and telephone number when available, social security number, classification or classifications, the hourly wages paid in each pay period, and the number of hours worked each day.
3. If some work covered by an invoice is performed by a subcontractor, then the subcontractor's certified payrolls must be attached along with the subcontractor's Ottawa Payroll Certification Form. The General Contractor's Ottawa Payroll Certification Form will certify that all subcontractors' certified payrolls are attached.
4. Upon verification that Certified Payrolls have been received, invoices will be processed in the normal manner.
5. Certified payrolls will be kept on file by the City Clerk for inspection by the Illinois Department of Labor. Individual rights to privacy will be protected. The certified payroll file is not available for public inspection. In case of Freedom of Information Act requests, the following information will be blacked out: address, telephone number, and social security number.
6. While the City is responsible for having payrolls on file, it is not responsible for review of the payrolls.