

Prevailing Wage Act

(Law passed 8-10-05)

Certified Payroll

- A. **Department Originator** – Responsible for informing Vendor that the city requires Certified Payroll and Waivers (bids only) upon completion of job attached to their invoice for payment. (see form attached). Please inform vendor to send all Certified Payroll and Waivers to Accounts Payable. If a Department initiates work with a new vendor, using a confirming purchase order, it is their responsibility to make sure vendor is notified of prevailing wage and Certified Payroll requirements.

- B. **Purchasing** – Responsible for obtaining annual Compliance Certificates on current vendors. (Each division is to provide current vendor listing to Purchasing). A master list of Compliance Certificates will be maintained by Purchasing.

- C. **Accounts Payable** – Responsible for verifying that Certificates and Certified Payroll are on file **BEFORE any payments are made.** (When a department approves an invoice for payment; Certified Payroll and Waivers should be attached in order to process payment in a timely matter). Accounts Payable is responsible for checking the Certified Payroll to make sure that the prevailing wage was paid.

If you should have any questions, please do not hesitate to give Accounts Payable a call, we are more than happy to assist you with any questions.

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