

1220 Washington Ave.  
Building 12, Room 134B  
Albany, NY 12226  
(518) 457-2744  
Fax (518) 485-0240



## Request For Wage And Supplement Information

As Required by Articles 8 and 9 of the NYS Labor Law

Fax (518) 485-1870 or mail this form for new schedules or for determination for additional occupations.

### This Form Must Be Typed

Submitted By: Contracting Agency    Architect or Engineering Firm    Public Work District Office  
(Check Only One)

Date: \_\_\_ / \_\_\_ / \_\_\_\_

#### A. Public Work Contract to be let by: (Enter Data Pertaining to Contracting/Public Agency)

1. Name and complete address    (Check if new or change)

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ E-Mail: \_\_\_\_\_

2. NY State Units (see Item 5).

- |                                       |  |
|---------------------------------------|--|
| 01 DOT                                | 07 City  |
| 02 OGS                                | 08 Local School District                                     |
| 03 Dormitory Authority                | 09 Special Local District, i.e., Fire, Sewer, Water District |
| 04 State University Construction Fund | 10 Village   |
| 05 Mental Hygiene Facilities Corp.    | 11 Town  |
| 06 OTHER N.Y. STATE UNIT              | 12 County  |
|                                       | 13 Other Non-N.Y. State (Describe): _____                    |

3. Send Reply To    (check if new or change)

Name and complete address:

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ E-Mail: \_\_\_\_\_

4. Service Required. Check appropriate box and provide project

New Schedule of Wages and Supplements. APPROXIMATE BID DATE: \_\_\_ / \_\_\_ / \_\_\_\_

Additional Occupation and/or Redetermination

PRC NUMBER ISSUED PREVIOUSLY FOR THIS PROJECT: \_\_\_\_\_

OFFICE USE ONLY: \_\_\_\_\_

**B. Project Particulars**

5. Project Title: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Contract Identification Number: \_\_\_\_\_

Note: For NYS units, the OSC Contract No. \_\_\_\_\_

6. Location of Project: \_\_\_\_\_

Location on Site

Route No/Street Address: \_\_\_\_\_

Village or City: \_\_\_\_\_

Town: \_\_\_\_\_

County: \_\_\_\_\_

7. Nature of Project - Check One:

- 1. New Building
- 2. Addition to Existing Structure
- 3. Heavy and Highway Construction (New and Repair)
- 4. New Sewer or Waterline

- 5. Other New Construction (Explain): \_\_\_\_\_
- 6. Other Reconstruction, Maintenance, Repair or Alteration
- 7. Demolition
- 8. Building Service Contract

8. Occupation For Project:

- Construction (Building, Heavy Highway/Sewer/Water)
- Tunnel
- Residential
- Landscape Maintenance
- Elevator maintenance
- Exterminators, Fumigators
- Fire Safety Director, NYC Only

- Fuel Delivery
- Guards, Watchmen
- Janitors, Porters, Cleaners, Elevator Operators
- Moving furniture and equipment
- Trash and refuse removal
- Window cleaners
- Other (Describe): \_\_\_\_\_

9. Does this project comply with the Wicks Law involving separate bidding?    Yes    No

10. Name and Title of Requester: \_\_\_\_\_

Signature: \_\_\_\_\_

**REQUIREMENTS OF ARTICLE 8 (Section 220-223)  
AND ARTICLE 9 (Section 230 - 239)  
OF THE NEW YORK STATE LABOR LAW**

**PREVAILING RATE SCHEDULE:**

The Labor Law requires public work contractors and subcontractors to pay laborers, workers or mechanics employed in the performance of a public work contract not less than the prevailing rate of wages and to provide supplements (fringe benefits) in accordance with the prevailing practices in the locality where the work is performed.

The Department of Jurisdiction awarding a public work contract **MUST** obtain a prevailing rate schedule from the Bureau of Public Work of the New York State Department of Labor listing the hourly rates for the trades and the occupations of the workers to be employed on the public work project. This schedule may be obtained by completing and forwarding the Request for Wage and Supplement Information on the reverse side hereof. The prevailing rate schedule **MUST** be included in the specifications for the contract to be awarded and is deemed part of the public work contract. Upon the signing of the contract, the Department of Jurisdiction **MUST** advise the Bureau of Public Work on a form supplied by the Bureau as to the name of the contractor to whom the contract was awarded, the date and the amount of the contract.

A "Department of Jurisdiction" includes a state department agency, board or commission; a county, city, town or village; a school district, board of education or board of cooperative county, city, town or village; a school district, board of education or board of cooperative educational services; a sewer, water, fire, improvement and other district corporation, a public benefit corporation; and a authority awarding a public work contract.

**WITHHOLDING OF PAYMENTS FROM CONTRACTORS:**

When the Bureau of Public Work finds that a contractor or subcontractor on a public work project failed to pay or provide the requisite prevailing wages or supplements, the Bureau is authorized by Sections 220-b and 235.2 of the Labor law to so notify the financial officer of the Department of Jurisdiction that awarded the public work contract. Such officer **MUST then withhold or cause to be withheld from any payment due the prime contractor on account of such contract the amount indicated by the Bureau of Public Work as sufficient to satisfy the unpaid wages and supplements, including interest and any civil penalty that may be assessed by the Commissioner of Labor.**

The Department of Jurisdiction shall comply with an order of the Commissioner of Labor or of the Court with respect to the release of the funds so withheld.