

# **BGSU – Contractor Pay Request Application Workshop**

Jennifer Kaster, Procurement Specialist  
Chelsea Melone, Purchasing Analyst

# General Correspondence Changes

- BGSU's Planning, Design and Construction and Purchasing departments have combined to one central email address
- **constructiondocs@bgsu.edu**
- A/E's and Project Managers will receive/sign documents through new internal electronic process
- Documents sent by contractors may be sent signed or unsigned

# General Correspondence Changes

- The following documents should be sent to [constructiondocs@bgsu.edu](mailto:constructiondocs@bgsu.edu):

<b><i>Form</i></b>	<b><i>Naming Convention</i></b>
Schedule of Values	"Project Name – Bid/Contract # - Schedule of Values"
Material Supplier and Subcontractor Declaration Forms	"Project Name – Bid/Contract # - Material Supplier and Subcontractor Declaration Forms"
Payroll Schedule	"Project Name – Bid/Contract # - Payroll Schedule"
Subcontracts	"Project Name – Bid/Contract # - Subcontracts"
Payment Requests	"Project Name- Bid/Contract # - Payment Request #..."
Payroll Reports	"Project Name – Bid/Contract # - Payroll Reports"
Change Orders	"Project Name – Bid/Contract # - Change Order #..."
Fee Amendments	"Project Name – Bid/Contract # - Fee Amendment #..."
Invoices	"Project Name – Bid/Contract # - Invoice"
Any other required forms	"Project Name – Bid/Contract # - Document Name"

# Required Forms

- **Preconstruction Meeting Forms**
  - Prevailing Wage Packet
  - EEO Poster
  - Preconstruction Meeting Agreement Form
- Forms available on BGSU Purchasing Website
  - <https://www.bgsu.edu/purchasing/construction-information.html>

# Required Forms

- **Material Supplier and Subcontractor Declaration Forms and Subcontractor Contracts**
  - Must be submitted to [constructiondocs@bgsu.edu](mailto:constructiondocs@bgsu.edu) before the first Pay Request
  - Revised declaration forms must be submitted if there is a change in subcontractors at any point
  - All subcontractors must be enrolled in a State of Ohio Drug Free Safety Program (DFSP)

# MS/SC Declaration Example

## Subcontractor & Material Supplier Declaration State of Ohio Standard Forms and Documents

### Contractor Information

Company Name Ay Ziggy Construction  
 Address 1001 E. Wooster St.  
 City, State, Zip Bowling Green, OH 43403  
 Type of Contract General

### Project Information

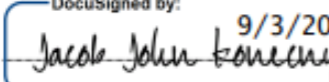
Contract No. 5071  
 Project Name Classroom Renovations  
 Project Location Bowling Green State University, Main Camps

Sheet<sup>1</sup> 1 of 1

	<input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Material Supplier (check one)	<input type="checkbox"/> Subcontractor <input checked="" type="checkbox"/> Material Supplier (check one)	<input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Material Supplier (check one)
Company Name	B.G. Construction Company	Professional Suppliers	Reliable Contractors
Street Address	123 Main St.	465 High St.	564 Grove St.
City/State/Zip	Bowling Green, OH 43402	Perrysburg, OH 43551	Bowling Green, OH 43402
Telephone No.	555-555-5555	555-555-4861	555-555-8414
Fax No.	555-555-5556	555-555-2483	555-555-5186
Federal Tax I.D. No.	12-3456789	47-1212121	22-2222222
E-mail Address	Contractor@bgconst.com	prosupply@email.com	reliable@contractor.com
Primary Officer			
Contact Person	Joe Schmoe	Bob Smith	John Doe
Subcontract/P.O. Date			
Subcontract/P.O. Amount \$	15,000.00	\$7,500.00	\$10,000.00
Services/Material Brands <sup>1</sup>	Electric	Miscellaneous Supplies	Finish work
Skilled Trade License No.			
DFSP Enrolled	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (when supplying labor on site)	<input type="checkbox"/> Yes <input type="checkbox"/> No (when supplying labor on site)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (when supplying labor on site)
DFSP Policy No.	4875684-0		5123435-0
EDGE Status <sup>2</sup>	<input checked="" type="checkbox"/> Certified <input type="checkbox"/> Pending <input type="checkbox"/> Mentor <input type="checkbox"/> Protégé	<input type="checkbox"/> Certified <input type="checkbox"/> Pending <input type="checkbox"/> Mentor <input type="checkbox"/> Protégé	<input type="checkbox"/> Certified <input type="checkbox"/> Pending <input type="checkbox"/> Mentor <input type="checkbox"/> Protégé
For Cont. Auth. Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Extended Review <input type="checkbox"/> Rejected	<input type="checkbox"/> Approved <input type="checkbox"/> Extended Review <input type="checkbox"/> Rejected	<input type="checkbox"/> Approved <input type="checkbox"/> Extended Review <input type="checkbox"/> Rejected

### Contractor Certification

Contractor certifies that the information above is true and complete.

DocuSigned by:  
  
 9/3/2020 | 10:51 AM EDT  
 Signature Date

### A/E Review

A/E has reviewed the information above and finds it in compliance with the Contract Documents as shown or as noted.

Signature Date

### Construction Manager Review

CM has reviewed the information above and finds it in compliance with the Contract Documents as shown or as noted.

Signature Date

### Contracting Authority Approval

Subcontractors and Material Suppliers are accepted, as shown or as noted, for use on this project subject to revocation for cause.

Signature Date



# Required Forms

- **Schedule of Values**
  - Submitted prior to any Pay Applications
  - EDGE Companies and values must match the bid form amounts
    - EDGE information is included on Forms B, G, & H
  - Should be template for future Pay Requests

# Required Forms

- **Pay Requests**
  - Generally monthly increments
    - 9/1/2023 - 9/30/2023, 10/1/2023 - 10/31/2023, etc.
    - Exceptions: 7/25/23 - 8/31/23, 9/1/23 - 10/6/23, etc.
  - Do not hold pay requests for 2-3 months at a time!



# SOV/PR Form A: Summary



## Contractor Payment Request State of Ohio Standard Forms and Documents

Contractor Name and Address		Project Information		A/E Name and Address		<b>A - Summary</b>	
Ay Ziggy Construction		Contract No.	5071	DLP Engineers		Request No.	1
1001 E. Wooster St.		Local No.		1610 Stadium Dr.		Sheet	1 of 5
Bowling Green	OH 43403	Project Name & Location		Bowling Green, OH 43403			
Contr. Phone	555-555-5555	Classroom Renovations		CM Agent Name and Address		For the period	
Contr. Fax	555-555-5555	Bowling Green State University				from	08/06/2020
Contr. Tax ID	01-2345678	Bowling Green, OH 43403				to	09/06/2020
Contr. E-mail	ayziggyconst@bgsu.edu	Type of Contract	General				

### Contractor Certification

Contractor certifies the Original Application values in this Payment Request have not changed from the values first approved, all information in this Payment Request is true and accurate, all payments received to date have been used by the Contractor to discharge, in full, the obligations incurred and provided during the periods for which payment was made, and the Contractor has, to the best of its knowledge, completed the Work to date in accordance within the terms and conditions of the contract, including payment of the applicable Prevailing Wage rates.

\_\_\_\_\_  
Authorized signature Date

### Work Progress Certification

Each firm signing below certifies that, based upon its on-site observations, the payment requested to date is a fair and reasonable request for the Work provided to date.

\_\_\_\_\_  
Architect/Engineer (A/E) Date

\_\_\_\_\_  
Construction Manager (CM Agent) Date

### Ohio Facilities Construction Commission Approval

\_\_\_\_\_  
Authorized signature Date

### Partial Payment Details

	Labor \$	Materials \$	Total \$
Completed to date			
Original Contract Amount	73,910.20	37,530.62	111,440.82
Change Order Amount			
Stored Materials	N/A		
Subtotal - Earned (A)	73,910.20	37,530.62	111,440.82
53.8% Percent Complete			
Withheld Amounts			
Lien(s)			
Retainage Amount	5,912.82		5,912.82
Liquidated Damages			
Other			
Subtotal - Withheld (B)	5,912.82		5,912.82
Previous Payments (C)			
<b>Total Requested this Application (A - B - C)</b>	<b>\$67,997.38</b>	<b>\$37,530.62</b>	<b>\$105,528.00</b>

### Owner Approvals

\_\_\_\_\_  
Authorized signature Date Authorized signature Date



# SOV Form B: SOV Summary



## Contractor Payment Request

State of Ohio Standard Forms and Documents

Contractor Name Ay Ziggy Construction  
 Project Name Classroom Renovations  
Bowling Green State University  
 Project Location Bowling Green, OH 43403

Contract No. 5071  
 Local No. \_\_\_\_\_

**B - Schedule of Values Summary**  
 Request No. 1  
 Sheet 2 of 5

a.	b.	c.	d.	Original Application			Current Period				
				e.	f.	g.	h.	i.	j.	k.	l.
Item	SOV Code	Section	Description	Original Labor \$	Original Material \$	Original Total \$	Completed to Date \$	% this Period	% to Date	Labor to Date \$	Material to Date \$
1		00 61 00	Bond		1,300.00	1,300.00	1,300.00		100.0%		1,300.00
2		00 62 16	Insurance	5,486.54		5,486.54	5,486.54		100.0%	5,486.54	
3		00 72 00	General Conditions	15,985.52		15,985.52	10,589.32		66.2%	10,589.32	
4		01 31 13	Project Coordination	4,258.56		4,258.56	1,957.25		46.0%	1,957.25	
5		01 71 13	Mobilization	1,485.25		1,485.25	1,212.00		81.6%	1,212.00	
6		01 77 00	Close-out Items		810.25	810.25					
7		01 21 00.01	Allowance: Sched. Consultant								
8		01 21 00.02	Allowance: Project Identification								
9	C		Base Bid - Demolition	17,845.00	3,018.00	20,863.00	17,740.25		85.0%	15,725.25	2,015.00
10	A		Base Bid - Painting	34,598.52	10,015.58	44,614.10	32,498.32		72.8%	25,000.00	7,498.32
11	A		Base Bid - Flooring	22,873.23	38,426.20	61,299.43	36,939.95		60.3%	12,368.75	24,571.20
12											
13			Alternate 1 - AV Units	10,245.00	20,000.00	30,245.00	900.00		3.0%		900.00
14	B		Alternate 1 - Sound System	4,258.63	5,287.69	9,546.32	2,080.21		21.8%	1,245.00	835.21
15			Alternate 1 - Monitors	6,851.52	4,585.23	11,436.75	736.98		6.4%	326.09	410.89
16											
17											
18											
19											
20											
21											
22											
23											
<b>Total this Sheet</b>				<b>123,887.77</b>	<b>83,442.95</b>	<b>207,330.72</b>	<b>111,440.82</b>			<b>73,910.20</b>	<b>37,530.62</b>
<b>Grand Total Final Sheet Only</b>				<b>\$123,887.77</b>	<b>\$83,442.95</b>	<b>\$207,330.72</b>	<b>\$111,440.82</b>			<b>\$73,910.20</b>	<b>\$37,530.62</b>



# SOV Form G: Subcontractors



## Contractor Payment Request

State of Ohio Standard Forms and Documents

Contractor Name Ay Ziggy Construction  
 Project Name Classroom Renovations  
Bowling Green State University  
 Project Location Bowling Green, OH 43403

Contract No. 5071  
 Local No. \_\_\_\_\_

**G - Subcontractors**

Request No. 1  
 Sheet 4 of 5

	List all Subcontractors	Utilized This Pay Period		Payrolls Attached		Apprent. Agree. Submitted		Pay. Sched. Submitted	
		Yes	No	Yes	No	Yes	No	Yes	No
1	B.G. Construction Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Reliable Contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# SOV Form H: EDGE



## Contractor Payment Request State of Ohio Standard Forms and Documents

Contractor Name Ay Ziggy Construction Contract No. 5071 **H - EDGE**  
 Project Name Classroom Renovations  
Bowling Green State University Local No. \_\_\_\_\_ Request No. 1  
 Project Location Bowling Green, OH 43403 Sheet 5 of 5

Reference	a	b	c	d	e	f	g	h	i		
									Name	Tax ID	Award Date
A		B.G. Construction Company	12-345678	07/25/2020	08/15/2020	10/10/2020	08/14/2020		X		
B		Kohl Sound Systems	98-765432	07/25/2020	08/20/2020	09/25/2020	08/20/2020		X		
C		Dave's Demolition	56-789123	07/26/2020	08/06/2020	08/24/2020	08/06/2020	08/25/2020		X	
D											
E											
F											
G											
H											
I											
J											
K											
L											
M											
N											
O											
P											
Q											
R											
S											
T											



# Instructions for Contractor Payment Request

- Standard Form provided by the State of Ohio
  - Link to Document: <https://www.bgsu.edu/content/dam/BGSU/design-and-construction/documents/contractor-construction-forms/BGSU-Instructions-for-Contractor-Payment-Request.pdf>
- Highlights:
  - All EDGE subcontractors should be listed in Sections G and H
  - EDGE vendors must be identified on the Schedule of Values by entering the corresponding alpha character from Tab H, Column A
  - "You are responsible for obtaining and providing payrolls for all of the Subcontractors you use. Failure to provide payrolls for all Subcontractors used during the period of this request is a violation of your Contract."

# Required Forms

- **Certified Payroll**

- Certified Payrolls should no longer be sent with Pay Requests
- Certified Payrolls may be emailed directly to [constructiondocs@bgsu.edu](mailto:constructiondocs@bgsu.edu), or mailed directly to Chelsea Melone at 1851 N. Research Dr. Bowling Green, OH 43403
  - If you choose to email, the CPR must contain **only** the last 4 digits of the employee's SSN
- Do not copy others when emailing payroll to ensure security of records

# Required Forms

- **Certified Payroll**

- The Certified Payroll Coversheet must be included with any submitted Payroll
- Certified Payroll is required for each week of work reflected on the Payment Request, including labor
- One certified payroll report is required for each week of work
- It is the responsibility of the contractor to review each subcontractor's Payroll for correctness and completeness (BGSU will **NOT** directly contact subcontractors)

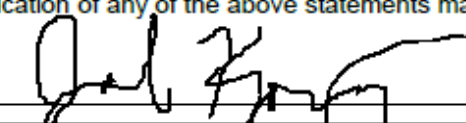
# Certified Payroll Example

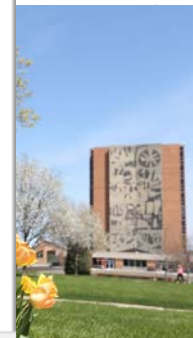


## Certified Payroll Report (Prevailing Wage) State of Ohio Standard Forms for Public Facility Construction

EMPLOYER NAME AND ADDRESS Ay Ziggy Construction 1001 E. Wooster, Bowling Green, OH 43403			NAME OF GENERAL / PRIME CONTRACTOR Ay Ziggy Construction				PROJECT NAME AND LOCATION (COUNTY) Classroom Renovations Bowling Green State University (Wood)					CONTRACTING PUBLIC AUTHORITY / OWNER Bowling Green State University Bowling Green, OH 43403										
CHECK IF SUBCONTRACTOR <sup>1</sup> <input type="checkbox"/>			WEEK ENDING September 6, 2020				PAYROLL NUMBER 1		PAGE <sup>2</sup> 1 of 1			PROJECT / CONTRACT NUMBER Classroom Renovations / 5071										
1. NAME, CURRENT ADDRESS, <sup>3</sup> AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER	2. WORK <sup>4</sup> CLASSIFI- CATION	3. RACE AND SEX	4. HOURS WORKED - DAY AND DATE							5. TOTAL PROJ HRS	6. BASE WAGE RATE	7. PROJ GROSS WAGES	8. FRINGES:					9. TTL HRS ALL JOBS	10. TOTAL GROSS ALL JOBS	11. TAXES WITH- HELD	12. OTHER DEDUC- TIONS	13. NET WAGES PAID
													CASH <input type="checkbox"/> APPROVED PLANS <input type="checkbox"/> CASH AND APPROVED PLANS <input type="checkbox"/>									
			Mon	Tue	Wed	Thu	Fri	Sat	Sun													
			31	1	2	3	4	5	6													
Falcon, Freddie; 1001 E. Wooster St., Bowling Green, OH 43403; XXX-XX-4444	Carpenter		OT							36.0	28.00	1008.00	7.00	14.00			9.00	36.0	1008.00	200.00	200.00	608.00
Falcon, Freida; 704 E. Merry Ave., Bowling Green, OH 43403; XXX-XX-6666	Floorlayer Apprentice 70%		OT							40.0	28.00	1120.00	7.00	14.00			9.00	40.0	1120.00	200.00	200.00	720.00
			ST	8.0	8.0	6.0	8.0	6.0														
			OT																			
			ST																			
			OT																			
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			ST																			

My signature on this form signifies that (1) I pay, or supervise the payment of the employees shown above; (2) during the pay period reported on this form, all hours worked on this Project have been paid at the appropriate prevailing wage rate for the class of work done; (3) the fringe benefits have been paid as indicated above; (4) no rebates or deductions have been or will be made, directly or indirectly from the total wages earned, other than permissible deductions as defined in Ohio Revised Code Chapter 4115; and (5) apprentices are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. I understand that the willful falsification of any of the above statements may subject the Contractor or Subcontractor to civil action or possible criminal prosecution.

Type or Print Name and Title: Jacob Konecny Signature:  Date: September 3, 2020





# Payroll Naming Convention



- Multiple files are now okay, and preferred – divided by Subcontractor
- In Chronological Order
- **FILE NAMED:** "Subcontractor Name PR #"  
with **EMAIL SUBJECT:** "Project Name – Bid/Contract # - Payroll Reports"
- Example:  
**FILE:** BG Construction Company  
**EMAIL SUBJECT:** Classroom Renovations – Contract # 5071 – Payroll Reports



# CPR Coversheet Example



PREVAILING WAGE COVER SHEET

**BGSU.**  
BOWLING GREEN STATE UNIVERSITY  
Chelsea Malone  
Purchasing Analyst | Prevailing Wage Coordinator

Company Name: Ay Ziggy Construction

Project Name: Classroom Renovations

Project/Bid #: 1234

Pay period: 09/01/2023 – 09/30/2023

Pay Request #: 1

Total Pay Request Amount: \$123,456.78

List Sub-Contractors Utilized For This Payment Request

<u>Good Building, Co.</u>
<u>A1 Construction</u>
<u>Plumbing &amp; Heating, Inc.</u>

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_

1851 N. Research Drive  
Bowling Green, OH 43403-0294

Phone 419-372-9304  
Fax 419-372-8416

Email [constructiondocs@bgsu.edu](mailto:constructiondocs@bgsu.edu)  
[www.bgsu.edu](http://www.bgsu.edu)



# Prevailing Wage

- Prevailing wages must be paid to all employees and subcontractor employees
- Apprentices must not exceed ratio posted on PW Schedule
- Prevailing Wage Notification Form is needed for ALL NON-Union workers
- Wage Packets must be on site at all time

# Miscellaneous Points

- EEO Policy Poster, Sexual Harassment Poster, and your company's Policy must be posted on site at all times
- Contractors are reminded to submit their I29 Form to the State of Ohio
- Wood County Employment Utilization is 9% minority and 6.9% Female per Trade
- Notarized Affidavit of Contract required at closeout

# Contractor Resources

- BGSU Purchasing Page
  - <https://www.bgsu.edu/purchasing/construction-information.html>
- BGSU Design and Construction Page
  - <https://www.bgsu.edu/design-and-construction.html>
- BGSU's Bid Express Page
  - <https://www.bidexpress.com/businesses/33453/home>

# Contractor Resources

- OFCC Website: <https://ofcc.ohio.gov/>
- General Conditions:  
[https://ofcc.ohio.gov/Portals/0/M160-00\\_72\\_13-General\\_Conditions\\_GC.pdf?ver=2019-07-19-092202-540](https://ofcc.ohio.gov/Portals/0/M160-00_72_13-General_Conditions_GC.pdf?ver=2019-07-19-092202-540)
- Instructions to Bidders:  
[https://ofcc.ohio.gov/Portals/0/Documents/AgmntsStdRqrmnts/GeneralContracting/M160-00\\_21\\_13.EB-Instructions\\_to\\_Bidders\\_GC\\_10.28.19.pdf?ver=2019-10-28-173221-930](https://ofcc.ohio.gov/Portals/0/Documents/AgmntsStdRqrmnts/GeneralContracting/M160-00_21_13.EB-Instructions_to_Bidders_GC_10.28.19.pdf?ver=2019-10-28-173221-930)
- OFCC Manual:  
[https://ofcc.ohio.gov/Portals/0/OFC%20Manual%202019\\_1.pdf](https://ofcc.ohio.gov/Portals/0/OFC%20Manual%202019_1.pdf)

# BGSU Project Manager Info

Project Manager	Office Number	Mobile Number	e-Mail
Bob Boucher	419-372-7639	419-262-7744	<a href="mailto:rjbouch@bgsu.edu">rjbouch@bgsu.edu</a>
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