



OFFICE OF THE COUNTY AUDITOR

Peoria County Courthouse
Room G-02
Peoria, Illinois 61602

Phone: 309-672-6006
Fax: 309-677-6234

September 7, 2012 (updated June 25 2015, November 13, 2015, March 10, 2016)

To: Vendors involved in Public Works Projects for Peoria County

Subject: Prevailing Wage Act (820 ILCS 130 et seq)

Work that qualifies under the Prevailing Wage Act for a Public Works activity in Peoria County requires a certified payroll. This certified payroll is in accordance with the Department of Labor (other certified payrolls exist for differing reasons). The Statute requires payroll and fringe benefit information for qualifying work on a fixed asset (construction, repair, maintenance, etc.).

Vendors may access the Department of Labor (DOL) example form at the area below specified, as well as information about the Act, requirements, DOL rates, etc. The Peoria County Board approved a change to the Peoria County Prevailing Wage Ordinance, which allows aggregate reporting of fringe benefits; however, base hourly salary requirements must be met as per the DOL published rates for that time period and may not be reduced due to additional amounts paid in fringe benefits.

Vendors must identify the craft, as well as the status, of the worker (e.g., Electrician - JM; Electrician-Apprentice; Electrician-Foreman). If an Apprentice provides work, a copy of the hourly salary provided by the Program Sponsor is sufficient to identify an amount that will be different from the Department of Labor base hourly salary.

Private information is required regarding employees on a certified payroll; to maintain confidentiality, vendors are requested to send the certified payroll and signed certification form **with a copy of the Claim (clearly marked "COPY")** direct to the Peoria County Auditor. Vendors may determine which means to use:

- Send electronically to certifiedpayroll@peoriacounty.org (preferred).
- Send via 'fax to 309.677.6234
- Send via postal mail to the above address, noting "Certified Payroll"

The actual Claim will continue to be sent by the vendor to the Department placing the order, clearly marked "Certified Payroll sent to Peoria County Auditor". When the original Claim approved by that Department is received by the Auditor, the copy of the Claim and Certified Payroll previously sent will be matched and processed.

This will allow us to have the Prevailing Wage Audit performed, any discrepancies noted and addressed, and - we hope - be ready for payment upon receipt of the approved Claim - as well as provide notice of an outstanding claim and protect personal information in the Certified Payroll. (*cont*)

The following sites will provide additional information to vendors about the Prevailing Wage Act, access to the Department of Labor sample Certified Payroll Form and instructions, access to the Peoria County Purchasing Ordinance, and the Department of Labor base hourly wage rates and Fringe Benefits required for that month by Craft and status for a public works activity.

If you have questions about the Prevailing Wage audit, please contact us at 309.672.6006. If you email us with a question, please send to certifiedpayroll@peoriacounty.org. To review the statute, **obtain a copy of the necessary forms**, and other information, go to www.peoriacounty.org/auditor and on the left hand side of page click on certified payroll. If you are sending certified payroll (two forms, one statistical information and one a signed certification, **with a copy of the Claim**) please send to certifiedpayroll@peoriacounty.org. You may fax or send via postal mail (309.677.6234) or Peoria County Auditor, 324 Main - G-02, Peoria, IL 61602.

Thank you

Illinois State Statute 820 ILCS 130 et seq:

- <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2405&ChapAct=820%26nbsp%3BILCS%26nbsp%3B130%2F&ChapterID=68&ChapterName=EMPLOYMENT&ActName=Prevailing+Wage+Act%2E>

Dept. of Labor Certified Payroll Form:

- <http://www.state.il.us/agency/idol/forms/pdfs/IL452CM02.pdf>

County of Peoria Certification Form:

- <http://www.peoriacounty.org/download?path=/auditor/Certified+Payroll+Certification+Form.pdf>

Please ensure the certification is signed and dated before sending in with the certified payroll form and copy of the Claim.

Peoria County Purchasing Ordinance

- <http://www.peoriacounty.org> (see page 20) Peoria County has amended the Department of Labor requirements to allow for the reporting of aggregate Fringe benefits instead of Category. Both are acceptable. If reported in aggregate, we will add up the categorized fringe benefits required and if the



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total is equal to or more than the required base, the aggregate number is acceptable. The Department of Labor form is preferred. Other forms may require additional information not necessary for the IL Prevailing Wage Audit and not have a column for Fringe Benefits (e.g., Federal and IDOT certified payroll form with payroll deductions and no fringe benefit column.

- No reduction in the base hourly salary required by the Department of Labor for the craft is permitted, by Peoria County Ordinance or State Statute.). In answer to prior questions - hourly salary cannot be offset by fringe benefits in excess of required fringe benefits.

Department of Labor approved rates for pertinent crafts (monthly)

- www.state.il.us/agency/idol/rates/rates.HTM /on left hand side, fourth tab down "Prevailing Rates" Then go to Peoria County.

All of the above information can be accessed at www.peoriacounty.org/auditor. On the left-hand side of the page, click on 'Certified Payroll'.

The State of Illinois Department of Labor (DOL) requires ALL vendors who meet the criteria (construction, repair, maintenance, etc on a fixed asset owned by a governmental entity) and fall under the Prevailing Wage Act (determined by craft) to submit a Certified Payroll (two forms - one identifying hourly salary and fringe benefits and one certifying the data - available as hyperlink below). Craft is that closest to the work performed - regardless of title by vendor.