

MIAMI-DADE COUNTY, FLORIDA

RESPONSIBLE WAGES AND BENEFITS

SUPPLEMENTAL GENERAL CONDITIONS

WAGES AND BENEFITS SCHEDULE

Construction Type: **HIGHWAY**

Highway Construction projects include the construction, alteration or repair of roads, streets, highways, runways, taxiways, alleys, trails, paths, parking areas, and other similar projects not incidental to building or heavy construction.

NOTICE TO EMPLOYEES

LCPTRACKER – CONTRACTOR QUICK START GUIDE

2025

Revised January 9, 2025

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CONSTRUCTION TYPE: HIGHWAY

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SUPPLEMENTAL GENERAL CONDITIONS

This Supplemental General Conditions is organized with the following sections:

1. Minimum Wages and Posting of Information
2. Liability for Unpaid Wages, Liquidated Damages and Withholding
3. Payrolls Records, Reporting and Inspection of Records
4. Subcontracts
5. Complaints, Hearings and Contracts Termination and Debarment
6. Apprentices
7. Other State and Federal Wage Laws

1. MINIMUM WAGES AND POSTING OF INFORMATION

A. Minimum Wages

All employees working on the project must be paid the combined dollar value (hourly rate and benefits) listed in the Wages and Benefits Schedule for the work being performed. Payment to workers shall be made in the form of a check, money order or direct deposit and no less than bi-weekly and without subsequent deduction, except for payroll deductions directed or permitted by law or by a collective bargaining agreement. Cash payments are not allowed. The rates paid shall be no less than those contained in the Wages and Benefits Schedule regardless of any contractual relationship that may exist between the contractor and the workers hired to perform under the contract. For any classification of workers, the hourly rate paid must equal the sum of the base rate and the fringe benefit rates listed for that classification in the Wages and Benefits Schedule. Paying below the base rate is not acceptable, even if the value of the fringe benefits exceeds the value of the required contribution. Paying the base wage rate or above and making payments to legitimate fringe benefits providers on behalf of workers is acceptable.

Wages and benefits listed in the Wages and Benefits Schedule will be reviewed and increased, if appropriate, once a year, on January 1st. The rates for wages and benefits to be paid for work performed under this contract and during each subsequent calendar year will be the rate in effect on January 1st of the year in which the work is performed.

B. Fringe Benefits

The contractor, or any subcontractor under the contractor, may pay the base rate to the employee plus pay contributions to employee benefit plans; or pay the base rate plus the benefit rate in the Wages and Benefits Schedule in the form of check, money order or direct deposit, but not cash. If the value of the fringe benefits is less than the hourly amount required in the wage schedule the difference must be paid to the employee as an increase to their base pay.

Payments made to health insurance companies for hospitalization and medical costs, to dental insurance companies for dental costs, retirement plans, and life insurance companies for life insurance are fringe benefits.

SUPPLEMENTAL GENERAL CONDITIONS

Payments made irrevocably to a trustee or third party pursuant to a bona fide fringe benefit fund, plan or program for health, life, death, and dismemberment, dental, vision insurance and retirement/pension can be credited towards meeting the required wages. These payments must be made not less often than quarterly. Annual payments to a fringe benefit fund, plan or program will not be accepted.

C. More than One Classification

Workers must be paid the appropriate base rate and fringe benefits on the Wages and Benefits Schedule for the classification of work actually being performed without regard to skill. Workers performing work in more than one classification may be paid at the rate listed for each classification for the time they worked; however, the employer's payrolls must accurately show the time spent in each classification in which work is performed. This does not apply to workers performing tasks that are incidental to the trade they are working in, such as handling materials they will be installing or cleaning up the worksite after they complete their work.

D. Classification Not Listed in the Wage Schedule

If you do not find a wage classification in the Wages and Benefits Schedule that describes the work actually being done, you must contact the Office of Small Business Development. Questions concerning the comparability of worker classifications will be determined by the County.

E. Complaints by Workers

Any complaints of underpayment by the workers should be filed with:

Office of Small Business Development
111 NW 1ST Street, 19TH Floor Miami, FL 33128
Telephone: (305) 375-3111 FAX: (305) 375-3160
Email: SBDMAIL@MIAMIDADE.GOV

Neither the contractor nor any subcontractor on the project may terminate an employee performing work on the contract because of such employees filing a complaint regarding underpayment of required wage rates.

F. Posting of Wages

The contractor and all subcontractors must permanently post the Wages and Benefits Schedule, together with a notice of the fines that may be assessed to the contractor or subcontractor, for failure to pay the required wage rates, at the site where the contract work is being performed in a prominent and accessible place where it can be easily seen by the workers. Failure to post the Wages and Benefits Schedule is a violation.

2. LIABILITY FOR UNPAID WAGES; PENALTIES; WITHHOLDING

SUPPLEMENTAL GENERAL CONDITIONS

A. *Compliance*

In the event of underpayment of the required wage rates, the contractor shall be liable to the underpaid employee for such underpayment. In addition, the contractor shall pay a penalty in accordance with the requirements of the Code and section 2B below. Contractors must pay all back wages and penalties on previous contracts before being awarded or participating on a new contract.

B. *Penalties*

In addition to any under payment due to employees, contractors may be fined a penalty in an amount equal to twenty percent (20%) of the first underpayment; forty percent (40%) of the amount of the second underpayment; for the third and successive underpayments, a penalty in an amount equal to sixty percent (60%) of the underpayment. A fourth underpayment violation within a three (3) year period shall subject the contractor to debarment to be initiated by SBD in accordance with the debarment procedures of the County. A fourth underpayment violation shall also constitute a default of the subject contract and shall be cause for suspension or termination. If the required payments are not made within the specified period of time, the non-complying contractor and principal owners thereof shall be prohibited from bidding on or otherwise participating in County contracts for a period not to exceed three (3) years.

For violations other than under payment of wages and/or benefits, damages payable to the County in the amount of five hundred dollars (\$500.00) per week for each week in which the violation remains outstanding.

C. *Withholding Contractor Payments*

The County may stop payment of monies to the contractor necessary to pay any wages that are required, and any penalties owed by the contractor or subcontractor. The withheld monies shall be given to the employee in accordance with the provisions of Section 5, "Complaints and Hearings; Contract Termination and Debarment".

3. PAYROLL; BASIC RECORDS; REPORTING

A. *Payroll Records*

The contractor and all subcontractors must keep accurate written records, signed under oath as true and correct, showing payment of the required wages. These records must include the name, social security number of each worker, his or her address, correct classification, per hour rates of wages paid (including rates of contributions or costs anticipated for legitimate fringe benefits), and daily and weekly number of hours worked on this project. Contractors employing apprentices or trainees under approved programs shall keep records of the registration or apprenticeship programs, the certification of trainee programs, the registration of the apprentices and trainees, and

SUPPLEMENTAL GENERAL CONDITIONS

wage rates as required by the applicable programs, in accordance with the provisions of Section 6 “Apprentices and Trainees”.

B. LCPtracker

Each contractor and every low-tier subcontractor are required to submit all certified payrolls and labor compliance documentation electronically by the 10th of every month for the previous month using LCPtracker, a web-based Certified Payroll Management System (www.lcptracker.net). The system is managed by Small Business Development (“SBD”), a division of the Internal Services Department. The use of the system is **mandatory**, pursuant to Miami-Dade County Ordinance No. 18-33.

Each contractor and subcontractor on applicable contracts will be provided with a username and password to access LCPtracker system. Use of the system will involve data entry of weekly payroll information including employee name, social security number, trade classification, total hours, and fractions of hours for every type of trade classification work performed on the project, and wage and benefits paid. LCPtracker’s software can also interface with most payroll and accounting software programs that are capable of generating a CSV (comma delimited file). If your program does not have this capability, LCPtracker may be able to build an interface to communicate with your accounting software.

Hands-on training sessions for the LCPtracker system are available. To RSVP, please visit <https://mdcsbd.gob2g.com/events.asp> and select the training session you would like to attend.

If you are not able to attend a training class in person, there are other free training options available for contractors:

Option 1: Web-Based Training Sessions. Online and live training sessions facilitated by members of LCPtracker’s Customer Support Team are offered several times per month. All you need to participate is a computer with internet access, an email address, and access to a phone.

- Go to the LCPtracker Website: www.lcptracker.net
- Enter your username/password.
- Select “Watch Now” on the Projects tab and register for the Online training sessions.

Option 2: Computer-Based Training Courses. Pre-recorded videos can be viewed at any time by logging into the LCPtracker website (www.lcptracker.net) and following these simple steps:

- Enter your username/password.
- Select the “Training Materials” link located at the top of the page.
- Select Contractor Training Videos

C. Inspection of Records

SUPPLEMENTAL GENERAL CONDITIONS

The contractor or subcontractor must make these records available for inspection and copying by an authorized representative of the County and shall allow such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the reports or make the records on which they are based available, the County may, after written notice to the contractor, cause the stoppage of payments. Also, failure to submit the reports upon request or make the records available may be a reason for debarment. The prime contractor is responsible for the submission of the information required and for the maintenance of records and provisions of access to same by all subcontractors.

4. SUBCONTRACTS

The contractor must insert into any subcontracts the clauses set forth in paragraphs 1 through 6 of this Supplemental General Conditions and a clause reminding their subcontractors to include these paragraphs in any lower tier subcontract. The prime contractor will be responsible for compliance by all subcontractors and their lower tier subcontractors with the clauses set forth in paragraphs 1 through 6 of this Supplemental General Conditions. In the event of non-payment or underpayment of the required wages, the prime contractor shall be liable to the underpaid employees of the subcontractor for each underpayment.

5. COMPLAINTS AND HEARINGS; CONTRACT TERMINATION AND DEBARMENT

A. Complaints

Upon receipt of a written complaint or identification of a violation pertaining to an employee wage underpayment of the required overall hourly rates, the County will investigate the complaint and notify the contractor or subcontractor employing said workers of the complaint/violation. The notice shall include a brief description of the said complaint/violation, the dollar amount that the contractor or subcontractor is liable for in back wages and fines, the required corrective action(s) to be taken and the due date for payment of back wages and fines or to request a compliance meeting. Failure to comply or request a compliance meeting within the due date specified shall constitute a waiver of the contractor's or subcontractor's right to a compliance meeting, and that such waiver shall constitute an admission of the complaint/violation. The County may withhold from the contractor so much accrued payments as may be considered necessary by the Contracting Officer to pay employees of the contractor or subcontractor under them for the performance of the contract work, the difference between the combined overall hourly wage rate and benefits required to be paid by the contractor/subcontractor to the employee on the work and the amounts received by such employee where violations have been found.

Any employee of a contractor or subcontractor who performed work on a contract subject to this section, may instead of adhering to the County administrative procedure, but not in addition to such procedure, bring an action by filing suit against the contractor or subcontractor in any court of competent jurisdiction to enforce these provisions and

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may be awarded back pay, benefits, attorney's fees, costs. The applicable statute of limitations of such a claim will be two (2) years as provided in Section 95.11(4)(c), Florida Statutes, in an action for payment of wages. The court may also impose sanctions on the employer, including those persons or entities aiding or abetting the employer, to include wage restitution to the affected employee and damages payable to the covered employee in the sum of up to five hundred dollars (\$500.00) for each week each employer is found to have violated these provisions.

B. Hearings

A contractor or subcontractor has the right to an administrative hearing to appeal a determination of non-compliance within (30) days of the notice. To request a hearing the contractor or subcontractor must file a written request along with a \$250.00 non-refundable filing fee with the County Mayor or his or her designee. Upon timely receipt of a request for an administrative hearing request, the County Mayor shall appoint a hearing officer and fix a time for an administrative hearing thereon. A notice of hearing (together with a copy of SBD's determination of non-compliance) shall be served upon the contractor (or subcontractor). Upon completion of the hearing, the hearing officer shall submit proposed written findings and recommendations to the County Mayor within a reasonable time. The County Mayor or designee will review the findings and recommendations of the Hearing Officer and decide to accept or reject the recommendations of the Administrative Hearing Officer either with or without modifications.

C. Penalties

If the County Mayor or designee determines that the contractor or subcontractor substantially or repeatedly failed to comply, the non-complying contractor or subcontractor and the principal owners thereof shall be prohibited from bidding or otherwise participating in County contracts for the construction, alteration and/or repair, including painting or decorating, of public buildings or public works for a period of three years. The County Mayor or designee may order the withheld amount equal to any underpayment remitted to the employee. In addition, the County Mayor or designee may order payment of a penalty to the County. If the required payment is not made within a reasonable period, the County Mayor or designee may order debarment as described above.

A breach of the clauses contained in this Supplemental General Conditions shall be deemed a breach of this contract and may be grounds for termination of the contract, and for debarment.

6. APPRENTICES

A. Apprentices

Apprentices will be permitted to work at less than the rate listed in the Wages and Benefits Schedule for the work they perform when they are employed pursuant to and

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individually registered in a legitimate apprenticeship program registered with the U. S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the Bureau, or if a person is employed in his or her first 90 days probationary employment who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a state apprenticeship agency (where appropriate) to be eligible for probationary employment as an apprentice. All apprentices participating on a project must be approved in LCPtracker by SBD. LCPtracker will not allow a contractor to enter an apprentice on its certified payrolls until SBD has received and approved the Apprenticeship Certification, which is only valid for 90 days after issuance. To obtain SBD's approval, the Program Sponsor must submit the Apprenticeship Certification to:

Office of Small Business Development
111 NW 1ST Street, 19TH Floor Miami, FL 33128
Telephone: (305) 375-3111 FAX: (305) 375-3160
Email: SBDMAIL@MIAMIDADE.GOV

Any worker listed as an apprentice on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, must be paid not less than the wage on the Wages and Benefits Schedule for the classification of work actually performed.

B. Apprentices Ratio

A numeric ratio of apprentices to journeymen is required to be consistent with proper training, safety, and continuity of employment. It shall be the responsibility the employer to ensure that the allowable ratio of apprentices to journeymen is consistently maintained by the employer on each specific job site. The number of apprentices per employer shall not be greater than the ratio listed in the Wages and Benefits Schedule. If the number of apprentices working on the project for each employer is greater than the ratio permitted, the apprentices must be paid the wage rate on the Wages and Benefits Schedule for the work performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in the percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at least the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable schedule.

C. Apprentices Fringe Benefits

Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable apprentice classification; fringe benefits shall be paid in

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accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a state apprenticeship agency recognized by the Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is provided.

D. Summary of Apprentices

Any worker who is not registered in a training plan approved by the Employment and Training Administration must be paid not less than the wage rate on the Wages and Benefits Schedule for the work actually performed without regard to skill. In addition, if the number of apprentices is in excess of the ratio permitted under the registered program, then the wages that must be paid are those listed on the Wages and Benefits Schedule for the work actually performed by the apprentices. If the Employment and Training Administration cancels approval of an apprenticeship or training program, the contractor will no longer be permitted to pay the apprenticeship rate.

7. OTHER STATE AND FEDERAL WAGE LAWS

All Miami-Dade County contracts require contractors to comply with all applicable state and federal wage laws including payment of overtime. To obtain information regarding these laws, please visit the U.S. Department of Labor Wage and Hours Division at www.dol.gov/whd.

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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BRICKLAYERS

Bricklayer	\$ 29.50	\$ 6.05	\$ 3.15	\$ 38.70
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(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

Apprentices:

NOTE: Apprentices will be permitted to work at these rates when they are employed pursuant to and individually registered in a legitimate apprenticeship program registered with the U. S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the Bureau. In Florida this agency is the Florida Department of Education, Division of Career and Adult Education, Apprenticeship Section - <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/>. Please see pages 7-8 of the Supplemental General Conditions for more information.

1st 6 month period	\$ 19.18	\$ 6.05	\$ 3.15	\$ 28.38
2nd 6 month period	\$ 20.65	\$ 6.05	\$ 3.15	\$ 29.85
3rd 6 month period	\$ 22.13	\$ 6.05	\$ 3.15	\$ 31.33
4th 6 month period	\$ 23.60	\$ 6.05	\$ 3.15	\$ 32.80
5th 6 month period	\$ 25.08	\$ 6.05	\$ 3.15	\$ 34.28
6th 6 month period	\$ 26.55	\$ 6.05	\$ 3.15	\$ 35.75

Apprentice Ratio: There shall be one (1) apprentice for every three (3) journeymen.

Scope of work under this trade includes but is not limited to: all forms of masonry construction, including all brick, stone, concrete block, marble, cement, plaster, mosaic, tile, terrazzo, terra cotta, glass block, refractory materials, and pointing-cleaning-caulking. The complete installation of all forms of masonry panels including the on-site fabrication, all integral elements of masonry construction and all forms of substitute masonry materials or building systems thereto utilized. Cement Maon, Concrete Finisher and Tile Setter.

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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CARPENTERS

Carpenters	\$ 27.70	\$ 5.65	\$ 7.40	\$ 40.75
Foreman (5 or more workers)	\$ 29.92	\$ 5.65	\$ 7.40	\$ 42.97
Foreman (12 or more workers)	\$ 31.02	\$ 5.65	\$ 7.40	\$ 44.07
General Foreman (2 or more Foremen)	\$ 32.13	\$ 5.65	\$ 7.40	\$ 45.18

Apprentices:

NOTE: Apprentices will be permitted to work at these rates when they are employed pursuant to and individually registered in a legitimate apprenticeship program registered with the U. S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the Bureau. In Florida this agency is the Florida Department of Education, Division of Career and Adult Education, Apprenticeship Section - <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/>. Please see pages 7-8 of the Supplemental General Conditions for more information.

1st 6 month period	\$ 18.56	\$ 5.65	\$ 7.40	\$ 31.61
2nd 6 month period	\$ 18.56	\$ 5.65	\$ 7.40	\$ 31.61
3rd 6 month period	\$ 19.95	\$ 5.65	\$ 7.40	\$ 33.00
4th 6 month period	\$ 21.33	\$ 5.65	\$ 7.40	\$ 34.38
5th 6 month period	\$ 22.72	\$ 5.65	\$ 7.40	\$ 35.77
6th 6 month period	\$ 24.10	\$ 5.65	\$ 7.40	\$ 37.15
7th 6 month period	\$ 25.49	\$ 5.65	\$ 7.40	\$ 38.54
8th 6 month period	\$ 26.87	\$ 5.65	\$ 7.40	\$ 39.92

(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

Forms

The fabrication and re-fabrication of all forms and dismantling of forms when they are to be reused. This includes removable corrugated metal forming systems and all other patented forming systems. When power rigging is used in the setting or dismantling of forms, and the necessary false work, all handling, rigging and signaling. The setting, leveling and aligning of all templates for anchor bolts for structural members, machinery, and the placing, leveling, bracing, burning and welding for all bolts. The installation of embedded materials where attached to forms and/or embedded materials for machinery. Framing in connection with the setting of bulkhead; fabrication of screeds and stakes for floors and form for articles. The handling of lumber, fabricated forms and form hardware installed by carpenters. The building and moving of all scaffolding for runways and staging. The cutting or framing of openings for piles, conduit, ducts, when they pass through floors, partitions or forms. All rigging, setting, aligning and hand signaling when setting up pre-cast units.

Railing

The installation of all construction of temporary guardrails, barricades and /or safety devices. The unloading, handling, distribution, installation and backing necessary for all aluminum, vinyl, plastic or wood handrails and guardrails.

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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ELECTRICAL WORKERS

Electrician - Wireman	\$ 40.24	\$ 8.60	\$ 6.04	\$ 54.88
Electrician - Cable Splicer	\$ 40.74	\$ 8.60	\$ 6.11	\$ 55.45
Traffic Signal Installer *	\$ 13.00	-	-	\$ 13.00
Welder	\$ 40.74	\$ 8.60	\$ 6.11	\$ 55.45
Foremen - Required on any job where 3-9 electricians are employed, one shall be designated foreman. One (1) additional electrician shall be designated foreman if there are 10-14 electricians, and one (1) additional for 15-21 electricians.	\$ 44.26	\$ 8.60	\$ 6.64	\$ 59.50
General Foreman (22 or more Electricians)	\$ 48.29	\$ 8.60	\$ 7.24	\$ 64.13

Per Hour Premiums:

\$1.00 per hour to the per hour wage rate for electricians working in hazardous locations, above or below ground in high places such as silos, hangers, beacon lights, or other similar structures where a free fall of 30 feet or more is possible.

Apprentices:

NOTE: Apprentices will be permitted to work at these rates when they are employed pursuant to and individually registered in a legitimate apprenticeship program registered with the U. S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the Bureau. In Florida this agency is the Florida Department of Education, Division of Career and Adult Education, Apprenticeship Section - <https://www.fl DOE.org/academics/career-adult-edu/apprenticeship>

1st year	\$ 20.49	\$ 5.65	\$ 0.61	\$ 26.75
2nd year	\$ 21.65	\$ 5.65	\$ 3.25	\$ 30.55
3rd year	\$ 23.97	\$ 5.65	\$ 3.60	\$ 33.22
4th year	\$ 26.77	\$ 5.65	\$ 4.01	\$ 36.43
5th year	\$ 30.18	\$ 5.65	\$ 4.53	\$ 40.36

APPRENTICE RATIO: Two (2) Apprentices to 1-3 Wiremen, Cable Splicer or Welders, four (4) Apprentices to 4 to 6 Wiremen, Cable Splicer or Welders, six (6) Apprentices to 7 to 9 Wireman, Cable Splicer or Welders

(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

Scope of work under this trade includes but is not be limited to: installation, inspection, operation, maintenance, service, repair, testing or retrofit of all energized and de-energized electrical power and communications conductors, electrical materials, electrical devices and electrical power distribution equipment, or a part of there which generates, transmits, transforms or utilize electrical energy in any form AC or DC voltages for heat, light or power used in the construction, alteration, temporary power, maintenance, service and repair of public and private premises including building, floating buildings, structures, bridges, street, highway and tunnel work including all signaling, shafts, dams or levees, river and harbor work, airports, mobile homes, recreational vehicles, yards, lots, parking lots, carnivals, tradeshowes, events and industrial substations, The installations of electrical conductors and electrical distribution equipment that connect to the supply of electricity, installations used by an electric utility that are not an integral part of a generating plant, substation or control center and all electrical raceways of whatever form for electrical and communications conductors and fiber optics.

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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ELECTRICAL WORKERS, Continued

As related to an electrical system in its entirety, the chasing, channeling, opening and closing of places above and below ground, placement, installation or temporary installation, erection, inspection, operation, welding, maintenance, service, repair, testing or connection of any electrical conductors, electrical lighting fixtures, appliances, instrumentation apparatus, raceway systems, conduit systems, pipe systems, underground systems, cable tray systems, grounding, bonding systems, lightning protection systems, power-generating green technology systems or other systems of renewable energy including but not limited to photovoltaic, solar, wind turbine, hydro-generation, geothermal or tidal systems, electric vehicle technology, electrical power conductors and communications conductors for energy management systems, electrical power conductors and communications conductors for building automation systems, railroad, signalman, maintainer and railroad communication, nuclear, or the erection, alteration, repair, modification, splicing, termination of electric transmission lines on private property, structured cabling systems for transmission of voice, data, video, notification, warning systems, smoke and fire alarm systems, other life safe safety and security systems and appurtenances.

The installation of electrical lighting, heating and power equipment, fiber optics, and the installation and connecting of all electronic equipment, including computing machines and devices, monitoring of radiation hazards where such monitoring work is not preempted or performed by an electrical utility, the installation of all temporary power and light wiring, high-voltage cable splicing and terminations, breaker testing and the commission and decommission of electrical control systems. Clean, service, repair, replace, operate and adjust high and low voltage switchgear; transformers, conductors, connectors, breakers, fuses and buses. Operations, maintenance and repair of high voltage electrical power connections, circuit protection devices and associated switchgear. Pre-fabricated parts and materials shall be unloaded, distributed and installed by employees covered under this trade and working for the electrical contractor. There are no restrictions on an employers utilization of pre-fabricated or pre-assembled parts, fixtures or other materials when obtained from a third party supplier, except as set forth above.

SIGNS: The installation, alteration, dismantling or removing of all illuminated signs, non illuminated signs or displays, whether luminous tube, light emitting diodes, receptacle, plastic, reflector type, plaques and panels. The installation of all interior neo tubing and light emitting diodes for lighting or decorating all secondary conduit work, flashers, timers or other auxiliary equipment, also the steel structures for the support of signs or displays. In the event of billboards or displays not served from an existing building or group of buildings and which in itself is an individual entity, having its own service and meter, all such service conduit meter and secondary conduit. Also covered is the service, maintenance and patrolling of all electrical equipment on signs, displays, and tube lighting after they have been erected and in operation.

*** Effective 9/30/2024, the wage rate for this classification increases by \$1.00 to \$14.00 per the State of Florida minimum wage.**

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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IRONWORKERS

Ironworkers	\$ 28.84	\$ 6.25	\$ 8.47	\$ 43.56
Foreman *	\$ 31.72	\$ 6.25	\$ 8.47	\$ 46.44
General Foreman *	\$ 34.61	\$ 6.25	\$ 8.47	\$ 49.33

* A foreman is required when two (2) or more Ironworkers are employed by one employer, one shall be a foreman. When the crew exceeds 12 or more, another foreman is required. A general foreman is required if three (3) or more Ironworker Foreman are employed on a job.

Per Hour Premiums:

Diving Pay add \$40.00 rental plus \$5.00 to the Ironworker's wage rate.

Apprentices:

NOTE: Apprentices will be permitted to work at these rates when they are employed pursuant to and individually registered in a legitimate apprenticeship program registered with the U. S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the Bureau. In Florida this agency is the Florida Department of Education, Division of Career and Adult Education, Apprenticeship Section - <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/>. Please see pages 7-8 of the Supplemental General Conditions for more information.

1st 6 months - 800 Hours	\$ 17.30	\$ 6.25	\$ -	\$ 23.55
2nd 6 months - 800 Hours	\$ 18.75	\$ 6.25	\$ -	\$ 25.00
3rd 6 months - 800 Hours	\$ 20.19	\$ 6.25	\$ -	\$ 26.44
4th 6 months - 800 Hours	\$ 21.63	\$ 6.25	\$ -	\$ 27.88
5th 6 months - 800 Hours	\$ 23.07	\$ 6.25	\$ -	\$ 29.32
6th 6 months - 800 Hours	\$ 24.51	\$ 6.25	\$ -	\$ 30.76
7th 6 months - 800 Hours	\$ 25.96	\$ 6.25	\$ -	\$ 32.21

APPRENTICE RATIO: One (1) Apprentice to four (4) Ironworkers. For ornamental work one (1) Apprentice to two (2) Ironworkers

(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

Scope of work under this trade includes but is not limited to: erection and installation of all bridges, structural, ornamental, reinforcing, and reinforcing ironwork; which includes but is not limited to the following: reinforcing steel (rebar), post tensioning (cables), structural steel and iron, miscellaneous steel and iron, stairs – joist – decking, curtains and window walls, storefronts – windows, metal doors (manual and electric), glass doors (manual and electric) glass slider doors, screens – fences, tilt walls – precast – stone, space frames – skylights, pre-engineered metal buildings, cladding covers (all types), column covers (all types), towers – cranes – hoists, standing seam metal roofs, handrails – rails (all types), rigging – welding, conveyors – erectors and maintenance, glazing – caulking – sealants and louvers - fixed.

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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This classification cannot be used for unskilled employees performing work in other trades OR for employees in other trades that handle their own materials and/or must clean up after their work is performed. Employees must be paid in accordance with the work they perform without regard to skill.

LABORERS

Laborer	\$ 21.00	\$ 4.65	\$ 4.43	\$ 30.08
Asphalt Laborer: Includes Manual Raker, Manual Shoveler, Manual Spreader	\$ 17.20	\$ -	\$ -	\$ 17.20

Per Hour Premiums:

Laborer Foreman (For every 4 laborers) - **\$2.50** per hour on top of the highest paid laborers

General Foreman (15 or more laborers) - **\$3.50** per hour on top of the highest paid laborers

\$2.00 - Mason and Plaster Tenders, Concrete Placement-Patchmen, and Finisher Tenders, Scaffold Builders, Strippers and Wreckers (demolition), Electric and Air-Hammers, Concrete Grinders, Saws, Coring Machines, Nozzle and Hopper & Mixers, Cutting Torch, Hydro-Blasting (pressure washing) , Chain Saw.

\$3.50 - Sidewalks and curb and gutter form builders and setters, Plaster and Concrete Finish and Repair, Loader, Lulls, Forklifts, Bobcats, Water Sewer and Storm Drain Pipe layers, Asbestos Removal, Hazardous Waste and Lead Removal, Remediation and Handling.

Contracts for the inspection of sewer lines for leakage and damage through the use of Closed Circuit T.V. inspections and the simultaneous sealing of leaks or other damage in the lines as the machine inspects the sewer line is covered under the Responsible Wages and Benefits. Contracts for inspection only are not covered. Workers performing on a Closed Circuit T. V. crew should be classified and paid as laborer. The CCTV Operator should receive the \$3.50 per hour supplement for Water Sewer & Storm Drain Pipelayers. The rate for the Vector Trucks Operator is listed under the Operating Engineers Wage Schedule.

Apprentices:

NOTE: Apprentices will be permitted to work at these rates when they are employed pursuant to and individually registered in a legitimate apprenticeship program registered with the U. S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the Bureau. In Florida this agency is the Florida Department of Education, Division of Career and Adult Education, Apprenticeship Section - <https://www.fldoe.org/academics/career-adult-edu/apprenticeship->

1st 6 month period	\$ 16.80	\$ 4.65	\$ 4.43	\$ 25.88
2nd 6 month period	\$ 17.85	\$ 4.65	\$ 4.43	\$ 26.93
3rd 6 month period	\$ 18.90	\$ 4.65	\$ 4.43	\$ 27.98
4th 6 month period	\$ 19.95	\$ 4.65	\$ 4.43	\$ 29.03

(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

Scope of work includes tending masons, plasterers, carpenters and other building and construction crafts. Tending shall consist of preparation of materials and the handling and conveying of materials. Unloading, handling and distributing of all materials, fixtures, furnishings and appliances from point of delivery to point of installation. Cleaning and clearing of all debris. Ageing and curing of concrete, mortar and other materials.

Scaffolds: The erection, planking and removal of all scaffolds for lathers, plasterers, bricklayers and other construction trades. Building planking or installation and removal of all staging, swing and hanging scaffolds, including maintenance thereof up to a height of 14 feet.

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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LABORERS, Continued

Excavations and Foundations, Site Preparation and Clearance, Transportation and Transmissions Lines:

Excavation for building and all other construction, digging of trenches, piers, foundations and holes, digging, lagging, sheeting, cribbing, bracing and propping of foundations, holes, caissons, cofferdams, dams, dikes, and irrigation trenches, canals and all handling filling and placing of sand bags connected therewith. All drilling, blasting and scaling on the site or along the right of way, as well as all access roads, reservoirs, including areas adjacent or pertinent to the construction site, installation of temporary lines. Preparation and compacting of roadbeds for highway construction and the preparation of trenches, footings, etc. for cross country transmission or underground lines or cables. On site preparation and right-of-way clearance, for construction of any structures or the installation of traffic and transportation facilities such as highways, pipelines, electrical transmission lines, dam sites and reservoir areas, access roads, etc.

Concrete, Bituminous Concrete and Aggregates: Mixing, handling, conveying, pouring, vibrating, gunniting and otherwise placing concrete or aggregates, whether done by hand or other process. Wrecking, stripping, dismantling and handling concrete forms and false work. Placing of concrete or aggregates whether poured, pumped, gunnited, or placed by any other process. All vibrating, grinding, spreading, flowing, puddling, leveling and strike off of concrete aggregates by floating rodding or screeding, by hand or mechanical means prior to finishing. The filling and patching of voids, crevices etc. to correct defects in concrete.

Streets, Ways and Bridges: Work in the excavation, preparation, concreting, ramming, curbing, flagging and surfacing of streets, ways, courts, underpasses, overpasses, bridges, approaches, and slope walls and the grading and landscaping thereof. Cleaning, grading, fence or guard rail, installation and/or removal for streets, highways, roadways, apron, runways, sidewalks, parking areas, airports, approaches and other similar installations. Preparation, construction and maintenance of roadbeds and subgrade for all paving, including excavation, dumping and spreading of subgrade material, ramming or otherwise compacting, setting, leveling, and securing or bracing of metal or other road forms and expansion joints. Cutting of concrete for expansion joints. Setting of curb forms and the mixing, pouring, cutting, flowing and strike-off of concrete used therefor. The setting, leveling and grouting of all pre-cast concrete or stone curbs sections. Installation of all joints, removal of forms and cleaning, stacking, loading, oiling and handling. Grading and landscaping in connection with paving work.

Trenches, Manholes, Handling and Distribution of Pipe, etc.: Cutting of streets and ways for laying pipes, cables or conduits for all purposes; digging of trenches, manholes, etc.; handling and conveying all materials; concreting, backfilling, grading, and resurfacing and all other labor connected therewith.

Sewers, Drains, Culverts and Multiplate: Unloading, sorting, stockpiling, wrapping, coating, treating, handling, distribution and lowering or raising of all pipe and multiplate. All digging, driving of sheet piling, lagging, bracing, shoring and cribbing, breaking of concrete back-filling, tamping, re-surfacing and paving of all ditches in preparation for the laying of pipe. Pipelaying, leveling and making of the joint of any pipe used for main or side sewers and storm sewers, and all pipe for drainage.

Underpinning, Lagging, Bracing, Propping and Shoring; Drilling and Blasting; Signal Men; General Excavation and Grading and Landscaping of all sites for all purposes; and wrecking (demolition).

Construction Cleaners, Janitors, Fire Watchers, Hole Watchers, Material Handlers, Escorts and Equipment Monitors, Decontamination Workers, Flaggers and Landscapers, Mowers, Guardrail and Fence Erector and Rod Carrier.

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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MILLWRIGHTS, MACHINERY ERECTORS & DIVERS

Millwrights, Machinery Erectors	\$ 33.88	\$ 5.85	\$ 13.64	\$ 53.37
Foreman - (2 to 10 Millwrights)	\$ 36.25	\$ 5.85	\$ 13.64	\$ 55.74
General Foreman - (2 or more Foremen and can serve as a Crew Foreman)	\$ 37.27	\$ 5.85	\$ 13.64	\$ 56.76
Diver - wet dry days (2)	\$ 40.08	\$ 5.85	\$ 13.64	\$ 59.57

Per Hour Premiums:

On wet days, a Diver shall be paid the Diver rate and penetration pay of **\$2.05** per foot per day in excess of twenty (20) feet after entering an enclosed structure that has no direct path to the surface.

(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

(2) Diver classification applies to any Millwright that performs work beneath the water surface.

Scope of work under this trade includes but is not limited to: installation, assembly, and, when necessary, dismantling machinery in factories, power plants, and construction sites.

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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OPERATORS AND TRUCK DRIVERS

OPERATORS

Backhoe/Trackhoe	\$ 20.00	\$ 1.23	\$ -	\$ 21.23
Bobcat/Skid Steer	\$ 24.50	\$ 4.65	\$ 4.43	\$ 33.58
Boom	\$ 33.61	\$ 11.50	\$ -	\$ 45.11
Boring Machine*	\$ 13.00	\$ -	\$ -	\$ 13.00
Broom/Sweeper	\$ 17.20	\$ -	\$ -	\$ 17.20
Bulldozer	\$ 20.89	\$ -	\$ -	\$ 20.89
Crane	\$ 36.36	\$ -	\$ -	\$ 36.36
Curb Machine*	\$ 13.00	\$ -	\$ -	\$ 13.00
Distributor	\$ 19.02	\$ -	\$ -	\$ 19.02
Drill*	\$ 13.00	\$ -	\$ -	\$ 13.00
Excavator	\$ 20.00	\$ 1.23	\$ -	\$ 21.23
Forklift /Lull	\$ 24.50	\$ 4.65	\$ 4.43	\$ 33.58
Gradall*	\$ 13.00	\$ -	\$ -	\$ 13.00
Grader/Blade	\$ 19.25	\$ -	\$ -	\$ 19.25
Loader	\$ 24.50	\$ 4.65	\$ 4.43	\$ 33.58
Mechanic	\$ 29.69	\$ -	\$ -	\$ 29.69
Milling Machine	\$ 19.68	\$ -	\$ -	\$ 19.68
Oiler*	\$ 13.00	\$ -	\$ -	\$ 13.00
Paver (Asphalt Aggregate, and Concrete)	\$ 18.55	\$ -	\$ -	\$ 18.55
Post Driver (Guardrail /Fences)*	\$ 13.00	\$ -	\$ -	\$ 13.00
Roller	\$ 17.20	\$ -	\$ -	\$ 17.20
Scraper	\$ 17.20	\$ -	\$ -	\$ 17.20
Screed	\$ 19.24	\$ -	\$ -	\$ 19.24
Striping Machine*	\$ 13.00	\$ -	\$ -	\$ 13.00
Spray Nozzleman*	\$ 13.00	\$ -	\$ -	\$ 13.00
Tractor	\$ 17.20	\$ 0.66	\$ -	\$ 17.86
Trencher*	\$ 13.00	\$ -	\$ -	\$ 13.00

TRUCK DRIVERS

Distributor Truck	\$ 19.02	\$ -	\$ -	\$ 19.02
Dump Truck	\$ 17.20	\$ -	\$ -	\$ 17.20
Flatbed Truck	\$ 19.46	\$ -	\$ -	\$ 19.46
Lowboy Truck	\$ 21.36	\$ 2.45	\$ -	\$ 23.81
Slurry Truck*	\$ 13.00	\$ -	\$ -	\$ 13.00
Vactor Truck*	\$ 13.00	\$ -	\$ -	\$ 13.00
Water Truck	\$ 18.27	\$ -	\$ -	\$ 18.27

(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

*** Effective 9/30/2024, the wage rate for this classification increases by \$1.00 to \$14.00 per the State of Florida minimum wage.**

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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PAINTERS/WALL COVERING INSTALLATIONS

Painter - Commercial	\$ 18.79	\$ 7.06	\$ 6.53	\$ 32.38
Painter - Industrial	\$ 23.22	\$ 7.06	\$ 6.53	\$ 36.81
Painter - Bridge	\$ 33.20	\$ 7.06	\$ 8.95	\$ 49.21
Painter (Highway/Parking Lot Striper)	\$ 18.79	\$ 7.06	\$ 6.53	\$ 32.38

Per Hour Premiums:

- \$1.00** Charge person working up to 5 employees
- \$1.50** Charge person working 6 or more employees
- \$1.00** General Foreman above highest paid charge person
- \$1.00** Swing-Stage
- \$2.00** Thermal-Spray/Metalizing

Highway/Parking Lot Striping Only

Operator (Spray Nozzleman) *	\$ 13.00	\$ -	\$ -	\$ 13.00
Operator (Striping Machine) *	\$ 13.00	\$ -	\$ -	\$ 13.00

Industrial Rates are used on Water Treatment Plants, Pump Stations, Elevated / Ground Storage Tanks and Communication Towers.

Apprentices:

NOTE: Apprentices will be permitted to work at these rates when they are employed pursuant to and individually registered in a legitimate apprenticeship program registered with the U. S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the Bureau. In Florida this agency is the Florida Department of Education, Division of Career and Adult Education, Apprenticeship Section - <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/>. Please see pages 7-8 of the Supplemental General Conditions for more information.

1st 6 months	\$ 12.21	\$ 7.06	\$ 1.86	\$ 21.13
2nd 6 months	\$ 13.15	\$ 7.06	\$ 1.86	\$ 22.07
3rd 6 months	\$ 14.09	\$ 7.06	\$ 1.86	\$ 23.01
4th 6 months	\$ 15.03	\$ 7.06	\$ 1.86	\$ 23.95
5th 6 months	\$ 15.97	\$ 7.06	\$ 1.86	\$ 24.89
6th 6 months	\$ 16.91	\$ 7.06	\$ 1.86	\$ 25.83
7th and 8th 6 months	\$ 17.85	\$ 7.06	\$ 1.86	\$ 26.77

\$.50 Apprentices - steel, swing/stage, tanks, lead/asbestos abatement, power facilities, catalyzed epoxies, urethanes, HIPAC coatings

APPRENTICE RATIO: One (1) Apprentice to three (3) Painters or Wall Covering Installers

(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

Scope of work under this trade includes but is not limited to: preparation, application and removal of all types of coatings and coating systems in relation to all painting, decorating, protective coatings, coating and staining of concrete floors and toppings, waterproofing, masonry restoration, fireproofing, fire retarding, metal polishing, refinishing, sealing, lining, fiber glassing, E-Glass fiberglass, carbon fiber, encapsulating, insulating, metalizing, flame spray, the application of Exterior Insulating Finishing Systems;

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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PAINTERS/WALL COVERING INSTALLATIONS, Continued

Each and all such applications, and similar or substitute applications, on all surfaces, interior and exterior, to include, but not to be limited to: residences; buildings; structures; industrial, power, chemical and manufacturing plants; bridges; tanks; vats; pipes; stacks; light and high tension poles; parking, traffic and air strip lines; trucks; automobile and railroad cars; ships; aircraft; and all machinery and equipment;

Any and all material used in preparation, application or removal of any paint, coatings or applications, including, but not limited to: the handling and use of thinners, dryers, sealers, binders, pigments, primers, extenders, air and vapor barriers, emulsions, waxes, stains, mastics, plastics, enamels, acrylics, epoxies, epoxy injection and T-Lock welding, alkalis, sheet rubber, foams, seamless and tile-like coatings, etc.;

All preparation for and removal of any and all materials for finishes, such as deep cleaning, patching, all levels of finishing, taping/finishing skim coating, pointing, caulking, high pressure water, chemical and abrasive blasting, environmental blasting, wet/dry vacuum work, chemical stripping, scraping, air tooling, bleaching, steam cleaning, asbestos and lead abatement/removal; mold remediation and vapor barrier systems;

The inspection of all coatings and/or coating systems during their applications.

*** Effective 9/30/2024, the wage rate for this classification increases by \$1.00 to \$14.00 per the State of Florida minimum wage.**

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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PILEDRIVERS, BRIDGE CARPENTERS & DIVERS

Piledrivers and Bridge Carpenters	\$ 27.00	\$ 5.60	\$ 7.30	\$ 39.90
Foreman (All piling crews shall consist of at least one paid foreman)	\$ 29.50	\$ 5.60	\$ 7.30	\$ 42.40
Divers (Wet days up to 59' or Dry days)	\$ 31.35	\$ 5.60	\$ 7.30	\$ 44.25
Diver Tenders	\$ 31.35	\$ 5.60	\$ 7.30	\$ 44.25
Foreman Diver	\$ 34.85	\$ 5.60	\$ 7.30	\$ 47.75

Diver Wet Days - The diver and tender must receive the diver rate with a premium pay of \$1.00 per hour/ per foot per day for (60'-100'). Over 100' will be negotiated between the diver and the employer.

Foreman Wet Days - The foreman must receive the foreman rate with a premium pay of \$2.00 per hour/ per foot per day for (50'-100'). Over 100' will be negotiated between the diver and the employer.

For Effluent Diving (working in hazardous waters such as waste water treatment plant/tanks, sewer pipes or storm water out fall pipes) the diver and tender must receive 1.5 times the diver and tender base rate and on wet days the diver and tender must also receive a premium pay of \$1.00 per foot per day for (60' - 100') and over 100' will be negotiated between the diver and the employer.

Penetration: \$1.00 per foot per day in excess of 20' after entering an enclosed structure that has no direct path to the surface.

Per Hour Premiums:

\$0.50 Certified Welders

Apprentices:

NOTE: Apprentices will be permitted to work at these rates when they are employed pursuant to and individually registered in a legitimate apprenticeship program registered with the U. S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a state apprenticeship agency recognized by the Bureau. In Florida this agency is the Florida Department of Education, Division of Career and Adult Education, Apprenticeship Section - <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/>. Please see pages 7-8 of the Supplemental General Conditions for more information.

1st year	\$ 18.09	\$ 5.60	\$ 7.30	\$ 30.99
2nd year	\$ 20.25	\$ 5.60	\$ 7.30	\$ 33.15
3rd year	\$ 22.14	\$ 5.60	\$ 7.30	\$ 35.04
4th year	\$ 24.30	\$ 5.60	\$ 7.30	\$ 37.20

APPRENTICE RATIO: Two (2) Apprentices to three (3) Piledrivers/Bridge Carpenter

(1) Per hour health benefit includes hospitalization, medical, life, vision and dental insurance.

Scope of work under this trade includes but is not be limited to: all work historically related to piledrivers, welders, drillers, burners, riggers, divers, bridge, deck and wharf builders, signaling, and highway construction. Such work includes, but is not limited to, the following kinds, classes, or descriptions of work: fabricating, erecting, dismantling, loading, unloading, moving, spotting, and handling of all piling equipment on the jobsite;

**MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025**

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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PILEDRIVERS, BRIDGE CARPENTERS & DIVERS, Continued

Jobsite moving and spotting of barges used in connection with piledriving work; anchoring, bolting, boom-tending, bracing, building, burning, capping, caulking, cutting, chipping of all types of piles, dismantling, drilling, erecting, fabricating, fitting, handling, lagging, loading, moving, plumbing, rafting, securing, signaling, spotting, welding, wrapping, and tying back, unloading and removing, all materials of any kind, make, shape or composition, whether prestressed or post stressed concrete, pipe, corrugated shell where power rigging is used, sand piles, sheet piles, auger cast type piling, wood, plastic, fiberglass, steel or any metal or synthetic which is used or installed in, or for, the building, construction, alteration, maintenance, or repair of wharfs, bridges, docks, piers, bulkheads, trestles, offshore drilling platforms of oil, gas, or any other purpose, coal docks, cofferdams, tunnels, seawalls, seawall caps, boardwalks, deck, and temporary flotation devices;

Pilings used in retaining walls, reservoirs, ditches, canals, spillways, cuts, or in any place where retaining walls are used, made of any kind of material, whether temporary or permanent; weights for piers, caissons, and test piles; Test piles and other test materials, including the securing of such materials except for independent testing equipment done by an independent testing laboratory;

Foundation work, including all piling, whether cast-in-place, poured-in-place, driven, jetted, augured, pre-augured or placed, and all caisson, drilled shaft and vibro-flotation foundations;

The splicing, heading, placing of stringers for frame work, fabrication and placing of wailing, spring and fender lines of any material described above;

The driving, vibrating, jetting, sinking, or screwing of all materials described above, whether by steam, pneumatic, hydraulic, electric, diesel, gravity, or vibratory hammer power; All other work in connection with drilling of any holes, shafts or caissons, for foundation work, spotting, aligning, monitoring, plumbing, and leveling of all drilling equipment whether the drilling is vertical, diagonal, on land or water, and is performed by equipment mounted on trucks, cranes, platforms or barges, or any other kind of mounted or self-contained water or land unit; and the handling, loading, unloading, changing, setting up, repairing, welding, or maintenance of the drilling equipment on the job site.

The fabrication and placing of all decking and guards on all docks, wharfs, and piers on the jobsite. All labor (except the work of the Operating Engineers and Oilers) employed in the actual operation of Piledriving equipment used from whatever purpose, including the operation of deck winches. The operation of vibratory hammer controls, hammer throttle values and panels not permanently fixed to a crane within reach of the Operator work.

Diving: shall be defined as any work performed beneath the water surface, which require individual external life support systems for safe and efficient performance. All underwater construction and reconstruction and the salvage of, and removing of, underwater structures; underwater inspection and repair of hulls, docks, bridges and dams, underwater pipelines, sewages and water systems, underwater suction and discharge lines such as those used at chemical plants, pull mills, and desalinization plants; inspecting, surveying , removing, rescuing, and recovering of all objects below water surfaces; all underwater work necessary on offshore oil platforms permanent or temporary, including all offshore floating drill rights and offshore jack up platforms; all underwater work on pipelines and hookups including oil, gas, water sewage systems; the laying of under water power and telephone cables; offshore marine mining and dredging operations using divers in any phase of tier work; all petroleum, fisheries, oceanographic, research and experimental work, nuclear reactors where the use of divers is necessary; all underwater demolition and blasting work requiring divers.

MIAMI-DADE COUNTY
RESPONSIBLE WAGES AND BENEFITS SCHEDULE
2025

"HIGHWAY CONSTRUCTION"

TRADE/WORK LEVEL CLASSIFICATION	PER HOUR WAGE RATE	PER HOUR HEALTH BENEFIT (1)	PER HOUR PENSION BENEFIT	COMBINED DOLLAR VALUE
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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

For any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract, Small Business Development for a wage determination.

Questions concerning the comparability of worker classifications or the applicability of Davis-Bacon classification shall be determined by the County.

Please Contact:

**Office of Small Business Development
The Stephen P. Clark Center
111 N.W. 1st Street - 19th Floor
Miami, Florida 33128-1906
Phone Number: (305) 375-3111
Fax Number: (305) 375-3160**

NOTICE



NOTICE TO ALL EMPLOYEES WORKING ON COUNTY CONSTRUCTION PROJECTS

RESPONSIBLE WAGES AND BENEFITS

MINIMUM WAGE

You must be paid not less than the required base hourly rate and benefits listed in the Wages and Benefits Schedule for every hour worked. You may not be paid below the base rate even if the value of the fringe benefits provided to you exceeds the value of the health and pension required in the schedule. Additionally, you must be paid not less than the combined dollar value (Base Rate + Health + Pension Benefit) listed in the wage and benefits schedule posted with this notice for the type of work you are performing if benefits are not provided.

OVERTIME

You must be paid time and one-half of your rate of pay for all hours worked in excess of 40 hours in a week.

APPRENTICES

Apprentices rates apply only to apprentices and trainees properly registered under an approved Federal or State apprenticeship or training program.

SANCTIONS

Sanctions for a first-time offender are 20% of the amount of underpayment payable to the County. The sanctions increase to 40% for the second underpayment and 60% for the third underpayment. Contractors found to have underpaid a fourth time may be subject to suspension or termination in accordance with the contract terms and debarment in accordance with the debarment procedures of the County.

COMPLAINTS Written complaints of underpayment should be filed with:

Office of Small Business Development
111 NW 1ST Street, 19TH Floor Miami, FL 33128
Telephone: (305) 375-3111 FAX: (305) 375-3160
Email: SBDMAIL@MIAMIDADE.GOV

Contractor Quick Start Guide

Version: 2

Date: 8/3/2022

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Contractor Quick Start Guide

At LCPtracker (Labor Compliance Program Tracker), we are aware that using a Prevailing Wage Software may be a new undertaking for many Contractors. We have designed this guide to explain what LCPtracker is used for and how to start using the software.

The LCPtracker service is a paperless, online system of entering Certified Payroll Reports (CPRs). Payroll data may be entered directly into the system or uploaded from major construction accounting systems or payroll programs. This service eliminates the need for Contractors to submit paper documents and forms while providing an online database that stores all CPRs.

All contract-specific wage rates, fringe rates and worker crafts/classifications are online within the system, and Contractors may then select craft/classifications from a drop-down menu. Potential errors in wage rates or work classification entries can be flagged to Contractors preemptively, allowing them to submit data with corrections implemented. (This is contingent on how the Administrator set up their Project validations). Once you have submitted your CPR, an electronic version will be available, and you will have access to all Contractor reports within LCPtracker.

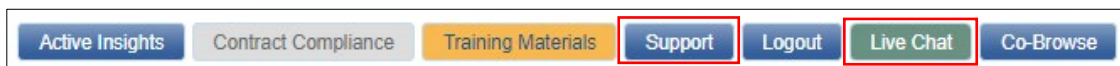
It is important to understand that the LCPtracker validation rules operate to assist you in your compliance process only insofar as the correct classifications are chosen by the user, and the correct data is entered by the user.

Contacting LCPtracker Support

There is no cost to Contractors for this service or for online training. We have a dedicated Support staff available Monday through Friday from 5:00am until 5:30pm PST.

Contractors may access the various options for training after receiving a User ID and password, which will be sent by a “no reply” email address from LCPtracker (i.e., NOREPLY@LCPtracker.com). This email, with login instructions, will be sent to Contractors once they’re assigned to an account in LCPtracker by your Agency or Prime Contractor. Every Contractor account is created by the Agency or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

Contact LCPtracker Support:



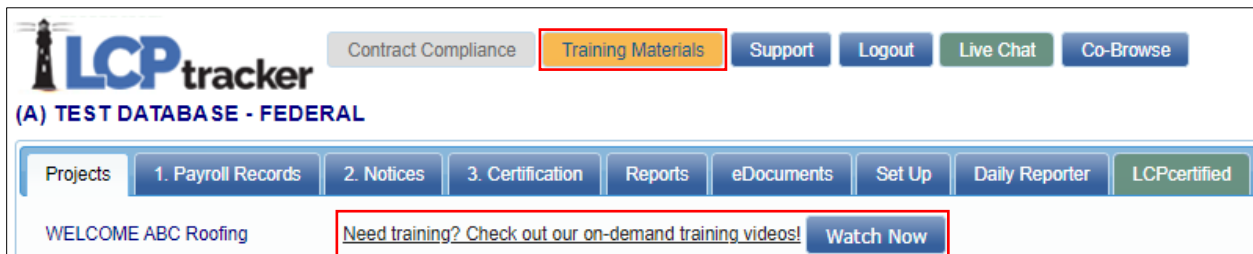
- 714-669-0052 option 4; or
- Support@LCPtracker.com; or
- Live Chat

If you send the Support Team an email or prefer to leave a voice message, LCPtracker asks that you include the information listed below (because of the high number of users stored within LCPtracker, we cannot look up your account with only your company name or project you are working on).

- Your Company Name
- Your User ID
- Your Name and Phone Number
- What the Issue is – please be as specific as possible so we can re-create the issue

LCPtracker Training Options

Contractors can access the various options for training after receiving a User ID and password. An email with login instructions will be sent to Contractors once they are assigned to an account in LCPtracker. Every Contractor account is created by the Agency or their Prime Contractor.

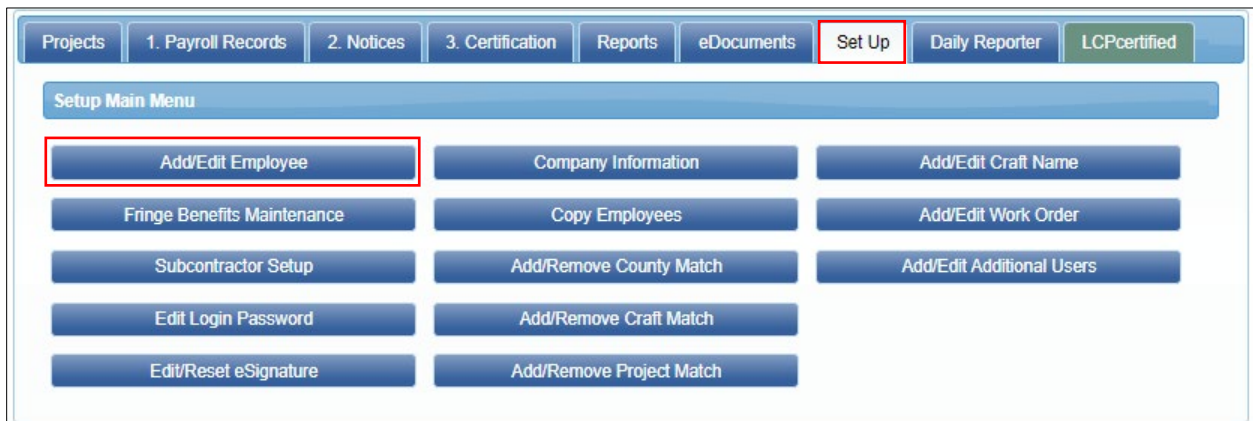


The screenshot shows the LCPtracker user interface. At the top left is the LCPtracker logo. To its right are navigation buttons: Contract Compliance, Training Materials (highlighted with a red box), Support, Logout, Live Chat, and Co-Browse. Below this is the text "(A) TEST DATABASE - FEDERAL". A secondary navigation bar contains buttons for Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. At the bottom left, it says "WELCOME ABC Roofing". At the bottom right, there is a message: "Need training? Check out our on-demand training videos!" with a "Watch Now" button (highlighted with a red box).

Add/Edit Employee

This section is used to enter Contractor employee's personal information.

To add an employee into system or edit someone already in system, click 'Set Up' and then 'Add/Edit Employee'.



The screenshot shows the "Set Up" menu in LCPtracker. The "Set Up" button in the top navigation bar is highlighted with a red box. Below it is a "Setup Main Menu" section containing several buttons: Add/Edit Employee (highlighted with a red box), Company Information, Add/Edit Craft Name, Fringe Benefits Maintenance, Copy Employees, Add/Edit Work Order, Subcontractor Setup, Add/Remove County Match, Add/Edit Additional Users, Edit Login Password, Add/Remove Craft Match, and Edit/Reset eSignature, Add/Remove Project Match.

Add/Edit Employee Information

Enter the appropriate employee information in the data fields. Tab key or mouse click to move between fields. Any **RED** asterisk field(*) is required by the Agency, and the system will not save unless the information is entered in the required fields.

Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

This section is known as a 'time saver'. It is optional to fill in the hourly fringe rates in this section. This will allow for ease of use when entering payroll records manually, as you will be able to click the 'Calculate Fringes' button on the Payroll Entry screen, and the system will perform the mathematical calculation of the hourly fringes multiplied by the hours worked.

*If there are any predetermined increases, or your Union updates once a year, you will need to come back to this section and update your fringes accordingly.

**If you have multiple projects with different fringe rates, built in increases, or everyone has the same fringes and you only want to enter those dollar values once, skip this section and use the 'Fringe Benefit Maintenance' table to enter your hourly fringe rates into system.

Note: Any fringe amount entered in this section will supersede the fringe amount entered in that time saver section of the employee setup.

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)				
Vac / Hol / Dues	Health & Welfare	Pension	All Other	Training
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Default Other Deductions Notes

Any deduction that is permissible according to the USDOL or your Agency (such as IRS garnishments, child support, a company loan, etc.) would fall under the 'other' deduction section. Any amount listed in 'other' will then dictate that 'other deduction notes' are required.

1. Payroll Records Tab

There are five methods of payroll entry available to all Contractors:

1. Copy Payroll feature in LCPtracker
2. Upload from a payroll system export file
3. Upload from the Excel spreadsheet
4. Direct Payroll Subscription / Interface (DPI)
5. Manual entry

1. Copy Payroll

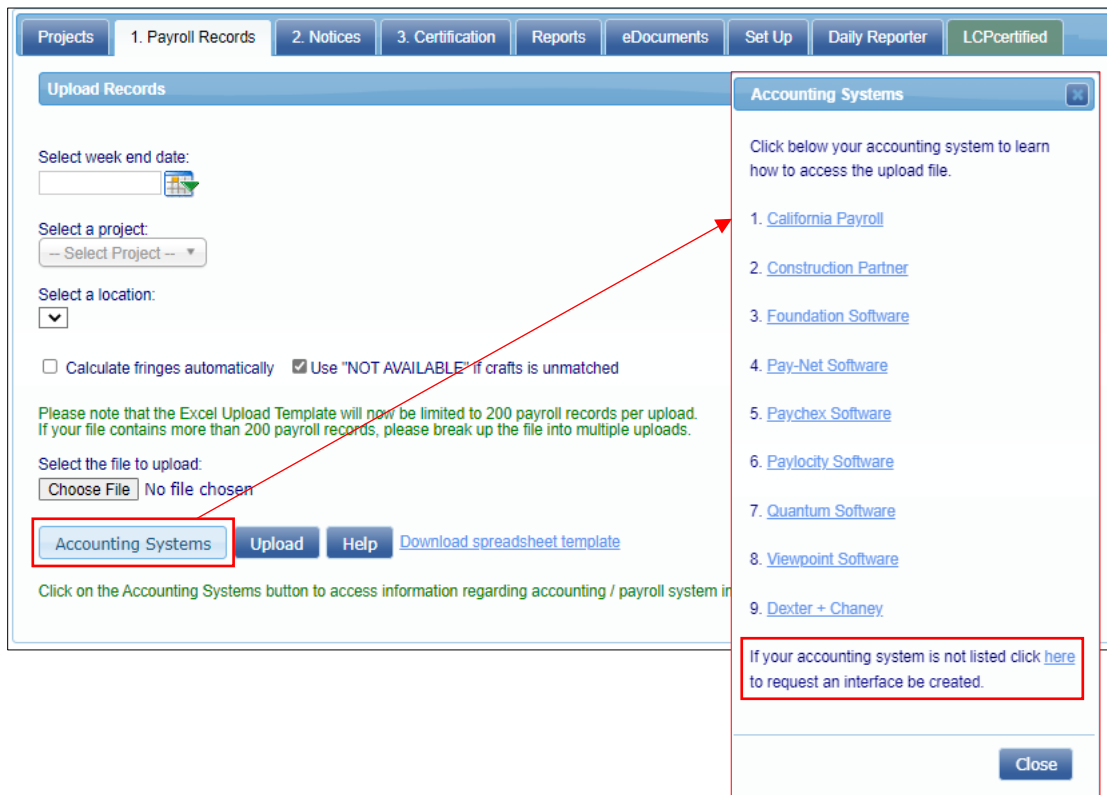
This option is only available if a week of payroll has been previously completed. In the Payroll Records tab, click the 'Copy Previous Payroll' button, select the project, then select the CPR to be copied.



2. Upload from a Payroll System Export File

In the Payroll Records tab, click the 'Upload Records' button, then click the 'Accounting Systems' button, you will see a partial list of the payroll companies that we have partnered with to create a payroll interface, or export file.

To see a complete list of payroll interfaces available, please visit www.lcptracker.com, and click the 'Resources' tab, then select 'Partners'. If you do not find your payroll company and would like to see if there is an opportunity to partner, please fill out the informational form listed under the "Upload Records" section and someone from LCPtracker will contact you.



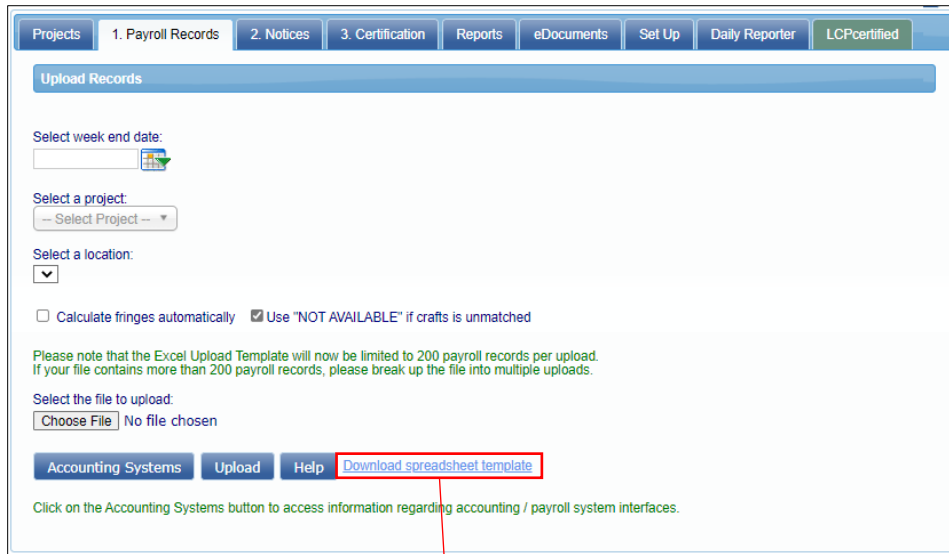
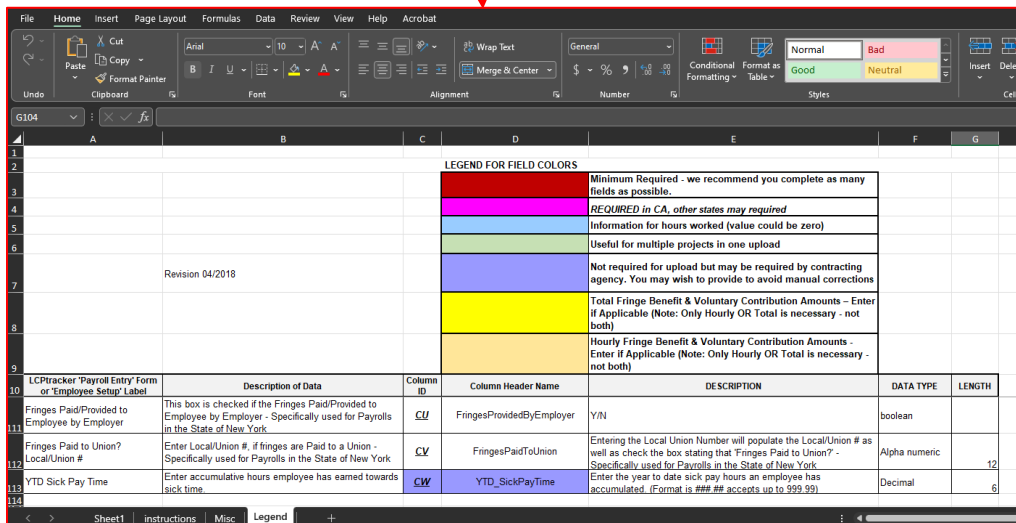
Click on the name of your payroll company, and a list of directions on how to obtain your export file will be available, or you will see a request that you contact your payroll company directly for instructions on how to obtain that export file.

Once you have the export file, you can use it to upload your CPR using the “Upload Records” button.

3. Upload from the Excel Spreadsheet

There is an Excel spreadsheet template available for you to download in the same ‘Upload Records’ section mentioned above. There is a legend as well as instructions available on the Excel template.

Information can be manually entered into this Excel spreadsheet, or you can confer with your IT department to see if they can utilize this spreadsheet to create a report out of your existing payroll system.

LCPtracker Payroll Entry Form or Employee Setup Label	Description of Data	Column ID	Column Header Name	DESCRIPTION	DATA TYPE	LENGTH
Fringes Paid/Provided to Employee by Employer	This box is checked if the Fringes Paid/Provided to Employer by Employer - Specifically used for Payrolls in the State of New York.	CU	FringesProvidedByEmployer	Y/N	boolean	
Fringes Paid to Union? Local/Union #	Enter Local/Union #, if fringes are Paid to a Union - Specifically used for Payrolls in the State of New York	CV	FringesPaidToUnion	Entering the Local Union Number will populate the Local/Union # as well as check the box stating that 'Fringes Paid to Union?' - Specifically used for Payrolls in the State of New York.	Alpha numeric	12
YTD Sick Pay Time	Enter accumulative hours employee has earned towards sick time.	CW	YTD_SickPayTime	Enter the year to date sick pay hours an employee has accumulated. (Format is ###.## accepts up to 999.99)	Decimal	6

4. Direct Payroll Subscription/Interface (DPI)

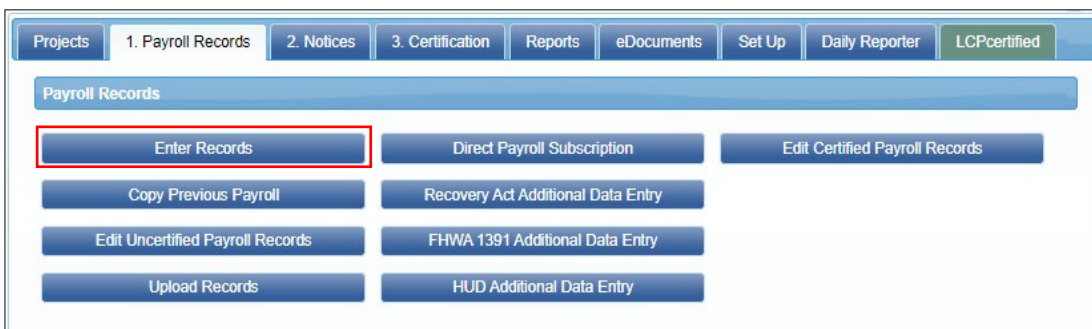
This option allows you to choose to have LCPtracker map your existing payroll so that you may use it (as a PDF or .CSV file) as an upload file. Once you have it, you can use it to upload your CPR from that 'Upload Records' button.



The screenshot shows the LCPtracker interface with the 'Payroll Records' section selected. The 'Upload Records' button is highlighted with a red box.

5. Manual Entry

For Manual Entry, in the 'Enter Records' tab, you will enter a record each week for every employee that performs work covered by prevailing wages on their project.



The screenshot shows the LCPtracker interface with the 'Payroll Records' section selected. The 'Enter Records' button is highlighted with a red box.

If your employee works in more than one classification (i.e., they've worked 20 hours as a Carpenter and 20 hours as a Power Equipment Operator) enter two separate pay records to show that they are being paid according to the work performed.

Amounts Paid (top section of the Payroll Record Entry Form)

Enter the appropriate amounts in the appropriate sections. Keep in mind this is just a transfer of historical data from your already existing payroll records.

1. Gross Employee Pay This Project – The amount of basic wages paid for this project only. This is typically the hourly rate of pay multiplied by the hours worked (it could be more complex with overtime figured in).
2. Wages Paid-in-Lieu of Fringes – The amount paid to the employee instead of fringe benefits paid to a plan, fund or program. This amount is sometimes included in the Gross Employee Pay this Project depending on the accounting system and the agency reporting requirements. (Whether you are a Union Shop or Open Shop typically

determines whether you pay these required fringes to an approved plan, fund or program, or pay them directly to the employee in cash.) This amount would be the rate-in-lieu of Fringes multiplied by the number of hours worked.

3. Rate-in-lieu of fringes – The hourly rate paid-in-lieu of fringes. If you pay your employees directly for the required fringe benefit instead of paying into an approved plan, fund, or program, please list the hourly rate paid here.
4. Base Hourly – The hourly rate of pay not including fringes. Some accounting systems include taxable fringes and fringes paid-in-lieu in this amount, do not include those in this field.
5. Overtime Hourly – The hourly rate of pay multiplied by a factor of 1.5. Do not include fringe benefits in this equation, unless specifically called for by your Agency.
6. Doubletime Hourly – The hourly rate of pay multiplied by a factor of 2. Do not include fringe benefits in this equation, unless specifically called for by your Agency.

Payroll record entry form (2 of 2)

Week End Date: 6/3/2018 Contractor: Darren's Demo
 Project: M59 Realignment Sub To:
 Employee: DUCK, DONALD Contract ID: 5

Is Foreman Is Owner/Operator

<div style="border: 1px solid red; padding: 2px;"> <p>1</p> <p>Gross Employee Pay This Project (Usually No Fringes)</p> <p style="text-align: center;">0.000</p> </div>	<div style="border: 1px solid red; padding: 2px;"> <p>2</p> <p>Wages Paid in Lieu of Fringes (Total Cash Fringes)</p> <p style="text-align: center;">0.000</p> </div>	<p>These fields are Hourly rate fields (Usually No Fringes)</p>			<div style="border: 1px solid red; padding: 2px;"> <p>3</p> <p>Rate in Lieu of Fringes (Cash Fringes)</p> <p style="text-align: center;">0.000</p> </div>									
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <p>4</p> <p>Base Hourly</p> <p style="text-align: center;">50.000</p> </div>					<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <p>5</p> <p>Overtime Hourly</p> <p style="text-align: center;">0.000</p> </div>					<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <p>6</p> <p>Doubletime Hourly</p> <p style="text-align: center;">0.000</p> </div>				

Classifications

This section lists the craft and classification that your employee worked on your project and will be paid for. If you mistakenly choose the wrong classification on the original entry page, you may change it here by clicking on the Edit button. (Remember that if your employee worked in more than one classification within this work week, you would need to enter a separate payroll record for that classification).

▼ Classifications					
Jurisdiction	Location	Craft	Classification	Construction Type	
Federal Wages	Huron County, MI	Carpenter	Carpenter - Pending USDOL 02/01/2017	Highway	Edit

If you see a duplicate classification without an indicator such as shifts, apprentice levels/steps/periods, or premium pay, please contact our Support department for clarification

Hours Worked Each Day for This Project Only

Enter the hours worked each day.

The first row is for regular time worked(1), the second row is for overtime worked(2) and the third row for is for double time worked(3).

ONLY enter hours worked on this prevailing wage job for this week. The system will total each type of hours worked, the days worked and the week under the totals hours column(4).

Hours Worked Each Day for This Project Only								
	Monday 5/28/2018	Tuesday 5/29/2018	Wednesday 5/30/2018	Thursday 5/31/2018	Friday 6/1/2018	Saturday 6/2/2018	Sunday 6/3/2018	Total Hours
1 Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Note: If turned on by the Administrator, you may see an additional field 'Total Hours All Projects Worked' listed in the hours section. If so, this field will require a manual entry for your employee's full hours worked that week.

Hours Worked Each Day for This Project Only								
	Monday 4/8/2019	Tuesday 4/9/2019	Wednesday 4/10/2019	Thursday 4/11/2019	Friday 4/12/2019	Saturday 4/13/2019	Sunday 4/14/2019	Total Hours
Regular Time	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	2.00	2.00	2.00	2.00	2.00	0.00	0.00	10.00
Total Hours All Projects Worked	40.00							

Fringes/Contributions Paid to Other (Not Employee) for This Project Only

You may utilize this section in two different ways:

1. Auto calculate

2. Manual entry

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	
0.000	0.000	0.000	0.000	0.000	
More...		More...			

Voluntary Contributions for all Projects

Pension	Medical
0	0

Vac/Hol/Dues Included in Gross Emp. Pay
 Some or All Fringes Paid to Employee
 Voluntary Contributions Included in Gross Emp. Pay

Calculate Fringes

Auto Calculate: The first is by simply clicking the ‘Calculate Fringes’ button so that the system automatically calculates the fringe benefit rates paid.

Manual Entry: This only works if you filled out the hourly fringe benefit rates in the Add/Edit Employee screen (or the Fringe Benefit Maintenance section, also available in the Set Up tab). This function multiplies the hours worked times the fringe benefit rate to get the values.

The second way is to manually enter the total amounts paid per section (Vac/Hol/Dues, Health & Welfare, Pension, etc.) from your payroll register or paystubs. Mark the appropriate check boxes as required. If they are checked in the Add/Edit Employee setup, then that value carries over.

Paycheck – Deductions, Payments, and Notes

Values entered in this section apply to all hours worked on all projects during the week.

▼ Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

Single Paycheck Multiple Paychecks

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac/Dues	Savings	Total Deductions
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Payments (If included in paycheck)

Trav/Subs	Gross Pay All Projects	Paycheck Amount	Check Number *	Payment Date
0.000	0.000	0.000		

Notes

Other Deduction Notes

1. Deductions - the ‘Total Deductions’ box will add as you enter values in the taxes, other deductions, Vac/Dues and Savings fields.
2. Other Deduction - this field is for permissible deductions that do not fall into the other available fields. If you put an amount in the ‘Other’ deductions field, an ‘Other Deduction Note’ will become required.
3. Trav/Subs - this field is for travel or subsistence paid to your employee. This amount does figure into the mathematical calculation that the system to ensure that Gross and

Net pays are correct.

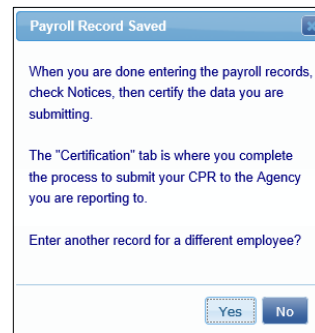
4. Gross Pay All Projects – the gross amount on the paycheck for the week including all projects worked.
5. Paycheck Amount – this is also referred to as Net pay. This is the actual amount of pay the employee received.
6. Check Number – you have the option of putting different information in this field. If you hand out actual checks to your employees, please enter the check number in this field. If you utilize direct deposit and no check numbers exists, enter 'DD'.
7. Payment Date – this is the actual date of the paycheck. Not all Agencies require this field.
8. Notes – this is a section that allows you to communicate anything out of the ordinary that you would like your Agency to know.
9. Other Deduction Notes – if you entered a permissible deduction in the above-mentioned field, then you will be required to leave a note describing that deduction. Please remember to be transparent in your notes entered. We recommend that you list what the actual deduction is, and not write “other deduction” or “N/A”.

Saving the Payroll Record

When you have completed all the above-mentioned fields, Click Save.

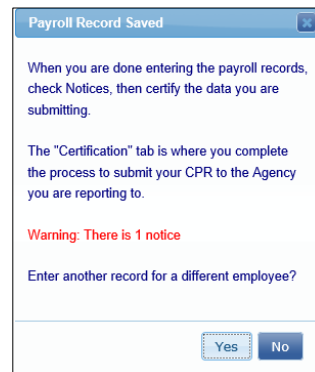
SAVE WITH NO NOTICES

With a successful save you will get this message:



SAVE WITH NOTICES

If you do not get this message, look for the **RED** message on the screen. You may have to scroll through the payroll record to see what you have missed that may be a required field.

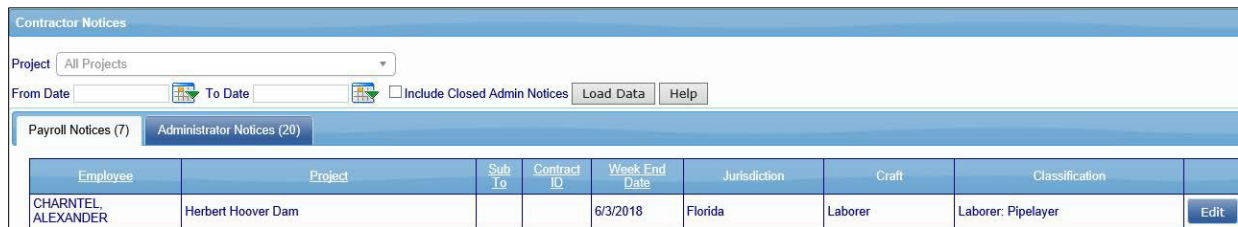


2. Notices Tab

Once you have entered all payroll records for the week, go to the '2. Notices' tab to check and see if you have any payroll Notices.

After your records have been saved: there could be issues ranging from forgetting to add an employee ID or phone number to forgetting to enter the Gross Employee Pay This Project field at the top of the Payroll Record Entry screen, this will display in the Notices tab.

If an employee is displayed on the notices screen (see below), the notice will need to be cleared.



The screenshot shows the 'Contractor Notices' interface. At the top, there is a 'Project' dropdown menu set to 'All Projects'. Below it are 'From Date' and 'To Date' fields with calendar icons, and a checkbox for 'Include Closed Admin Notices'. There are 'Load Data' and 'Help' buttons. Below these are two tabs: 'Payroll Notices (7)' and 'Administrator Notices (20)'. The main area is a table with the following data:

Employee	Project	Sub Lo	Contract ID	Week End Date	Jurisdiction	Craft	Classification	
CHARNTEL ALEXANDER	Herbert Hoover Dam			6/3/2018	Florida	Laborer	Laborer: Pipelayer	Edit

To clear the notice, click on the Edit button to the right of the employee's name. This will take you back into the Payroll Record Entry screen. Scroll down the bottom and you will see detailed notes on exactly what your notice is.

If you do not understand the notice, there are options on how to get help. You can click on the Video Assistance 'Play Now' button and you will see a video that explains what the notice is and how to address it, or you can contact our [Support](#) department and they will assist you.

All Notices must be cleared to certify the payroll.

3. Certification Tab

It's time to certify your payroll! You will do this for each week beginning when you first start work on your project until the last week on the project.

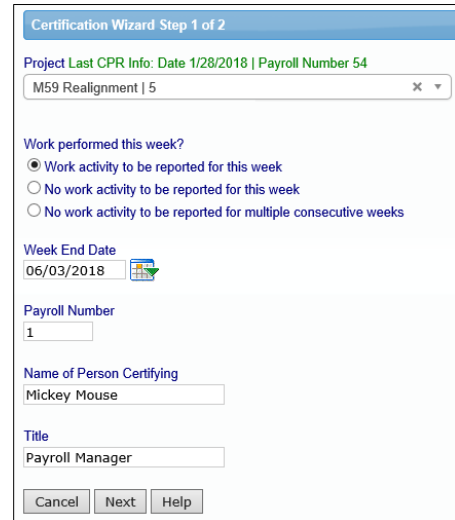
There are three options available to you when you certify your payroll:

1. Certify a payroll for a week during which work was performed
2. Certify a payroll for a week during which no work was performed (non-work week payroll)
3. Certify a payroll for multiple consecutive weeks during which no work was performed

Certification Wizard - Step 1 of 2

To certify your payroll:

- Choose your project
- Choose the type of payroll you are certifying
- Choose your week ending date (if you choose multiple consecutive weeks, you will enter the start date and the last date)
- Enter your name as the person certifying your payroll
- Enter your title
- Click next



The screenshot shows a web form titled "Certification Wizard Step 1 of 2". At the top, it displays "Project Last CPR Info: Date 1/28/2018 | Payroll Number 54". Below this is a dropdown menu showing "M59 Realignment | 5". The form asks "Work performed this week?" with three radio button options: "Work activity to be reported for this week" (selected), "No work activity to be reported for this week", and "No work activity to be reported for multiple consecutive weeks". There is a "Week End Date" field with a calendar icon, showing "06/03/2018". Below that is a "Payroll Number" field with the value "1". The "Name of Person Certifying" field contains "Mickey Mouse". The "Title" field contains "Payroll Manager". At the bottom are "Cancel", "Next", and "Help" buttons.

Certification Wizard - Step 2 of 2

The Statement of Compliance (SOC) portion of your certified payroll report will display.

You now need to denote how you pay your fringe benefits (if you do both, you may choose both):

- 4a – paid into an approved plan, fund, or program
- 4b – paid in cash to the employee
- 4c – section to note any exceptions you might have, per craft/classification.

If you have any final remarks that you'd like to leave for your Agency, there is a section available to you to do so. Note: this field is mandatory if you are *recertifying* a CPR.

You may also click on a checkbox to note if your CPR is a final.

Enter your eSignature and click Save. This completes your CPR, and it will pop up in another window so long as you have your pop-up blocker turned off. (If you forget your e- Signature, go back to the Set Up tab, edit your eSignature, and then go back to the Certification Tab and follow the above procedures again.)

eSignature Password:

You have now completed certifying your payroll.

Your CPRs are electronically sent to your Administrator, and unless otherwise specified, there is no need to send or print out a hardcopy unless you would like to do so for your own records.

Remember that your CPR's will always be stored in your account to access at any time, so you may decide not to print out hardcopies.

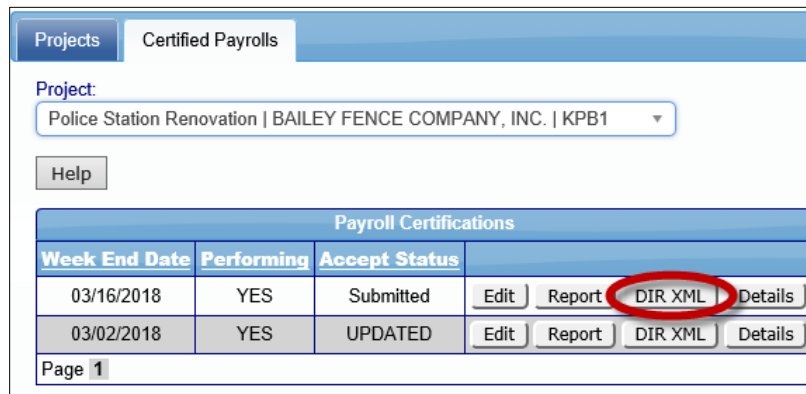
State Specific Uploads

California DIR XML Upload

If you perform work on a California Public Works project, you also need to upload your payroll to the Department of Industrial Relations (DIR) eCPR system. Once you've certified your payroll, you can download the DIR XML file to upload.

Instructions to find and upload this file:

- Click on the Projects tab
- Click on the Certified Payrolls tab
- Locate the week ending payroll file you need
- Click on the DIR XML button (make sure your pop-up blockers are off)
- Save this file to your desktop
- Upload into the DIR eCPR system



Payroll Certifications			
Week End Date	Performing	Accept Status	
03/16/2018	YES	Submitted	Edit Report DIR XML Details
03/02/2018	YES	UPDATED	Edit Report DIR XML Details

Page 1

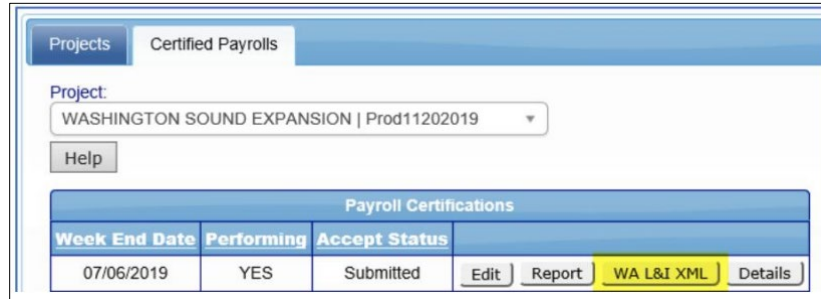
Washington L&I XML Upload

Beginning in January 2020, weekly certified payroll reports are required to be filed online with Washington State Department of Labor and Industries, or WA L&I, at least once a month for all public works projects. Once you've certified your payroll, you can download the WA L&I XML file to upload.

Instructions to find and upload this file:

- Click on the Projects tab
- Click on the Certified Payrolls tab
- Locate the week ending payroll file you need
- Click on the WA L&I XML button (make sure your pop-up blockers are off)
- Save this file to your desktop

- Upload into the WA State PWIA portal

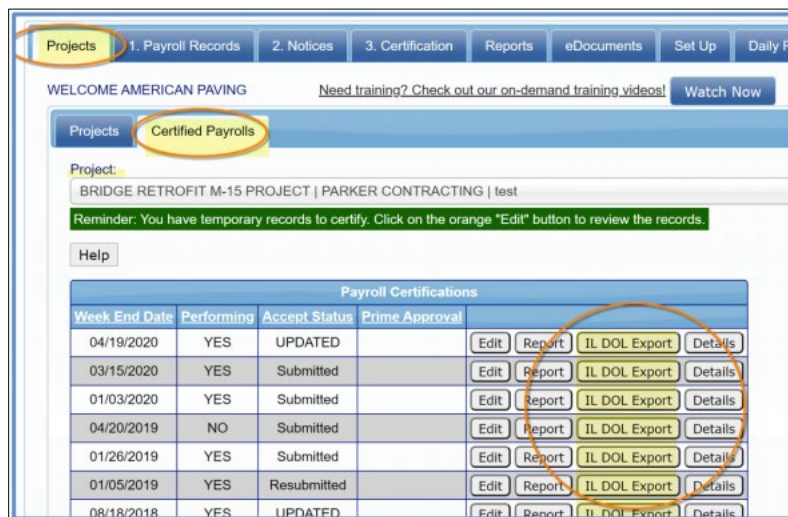


Illinois DOL Export Upload

Beginning in September 2020, weekly certified payroll reports are required to be filed online with the Illinois Department of Labor, or IDOL, by the 15th of each month for all state-funded public works projects. Once you've certified your payroll, you can download the IL DOL XML file to upload.

Instructions to find and upload this file:

- Click on the Projects tab
- Click on the Certified Payrolls tab
- Locate the week ending payroll file you need
- Click on the IL DOL Export button (make sure your pop-up blockers are off)
- Save this file to your desktop
- Make any manual additions/adjustments to the CSV file
- Upload into the IDOL portal



Should you find that you have any further questions, please consult either the Contractor User Manual or call our [Support](#) department.

User ID Merge Request Form

This request form is for LCPtracker Users who have more than one User ID and would prefer a single User ID when logging into the system. User must fill out form completely and email back to the Support department. *Please note that incorrect information or multiple contacts in a User ID could delay your request.* Complete this form and email to support@lcptracker.com.

Requestor Information

The Contact Name & Email in each account under Set Up > Company Information must:

1. Match the requestor information below **OR**
2. The user listed in the Contact Name field within the “Company Information” section must send an email to the support technician assigned to your case approving the merge. Please include:

Company Name: _____

Requestor Name: _____

Requestor Email: _____

Enter information for each User ID you have and would like merged (Do NOT include password)		Move all accounts/databases in this User ID? (Yes/No)
Example	7146690052134	Yes
1		
2		
3		
4		
5		
USER ID YOU WANT TO KEEP >>>		

The user will be notified when the merge is completed and may continue working under all User IDs individually prior to the merge. Once merge is completed, all information will be under one User ID. *Please note, there are scenarios where User IDs may not be eligible to be merged and LCPtracker will notify you if one of your user IDs falls under one of these scenarios.*

If a user ID has multiple accounts associated with it, LCPtracker will review the contacts on file for those accounts. If they differ from the requestor on this form, LCPtracker will communicate your request to those other contacts to confirm their approval of the merge. **It is the responsibility of the requestor to inform any other contacts of the upcoming change to the User IDs you are requesting to merge.**

By submitting this form to LCPtracker and checking the box below, you hereby authorize the merge of your ID as described above.

I, _____, hereby authorize merging the above-referenced User IDs.