

BOROUGH OF UNION CITY

13 South Main Street • Union City, Pennsylvania 16438

Phone (814) 438 - 2331 • Fax (814) 438 - 7115

Secretary@UCBorough.us

REQUEST FOR PROPOSALS (RFP)

ROOF REPLACEMENT

UNION CITY CHAIR FACTORY ADMINISTRATION BUILDING

June 9, 2026

To All Interested Bidders:

Bidders are invited to submit a formal Proposal (the "Proposal") to replace the rubber roof at the Union City Chair Factory Administration Building, 18 Market Street, Union City, PA with the attached General Conditions and Specifications.

The full RFP packet is available at <https://unioncitypa.us/rfp-roof-06092026>

Please submit one original and two copies of the Proposal. **Faxed or emailed Proposals will not be accepted.**

If any questions arise from the RFP, the bidder may submit to Union City Borough ("the Borough") Cindy Wells, a request for interpretation via email at secretary@ucborough.us.

Sealed Proposals will be received in the Union City Borough office, 13 South Main Street, Union City until 10:00am, on June 30, 2026. All Proposals shall be clearly marked with "Roof Replacement Union City Chair Factory Administration Building." The Borough will open bids at the Borough office, 13 South Main Street, Union City, PA 16438 before July 10, 2026

All sealed Proposals must be mailed or delivered to the following address:

Union City Borough
Attn: Cindy Wells, Borough Manager
13 South Main Street
Union City, PA 16438

Proposals will be opened at the location indicated above. The Proposals shall remain firm for not less than ninety (90) calendar days from the date of receipt of the Proposal. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

General Conditions

The following are the general conditions for the work to be performed.

Scope of Work

It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. All supplies and materials shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays, shall be performed without additional expense to the Borough or Enterprise Development Center of Erie County, Inc. (EDCEC).

Existing Conditions

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

Insurance

Prior to the commencement of work, the vendor shall furnish to the Borough a Certificate of Insurance showing compliance with the following limitations. The vendor agrees to comply with the provisions of Worker's Compensation laws of the Commonwealth of Pennsylvania.

The vendor further shall maintain such other insurance (with limits as shown below) and shall protect the vendor, the Borough and EDCEC from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and vendor shall furnish the Borough with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by vendor.

Listed below are the insurance coverages which must be procured by the vendor at the vendor's expense.

The vendor agrees to follow instructions indicated in each case.

- Proof of current workers' compensation
- Vendor's public liability insurance, personal injury, including death: \$250,000.00 for each person and \$500,000.00 for each accident.
- Property damage: limits of \$500,000.00 for each accident and \$1,000,000.00 for the aggregate.

A Certificate of Insurance with Union City Borough, 13 South Main Street, Union City, PA 16438 and the Enterprise Development Center of Erie County, Inc, 1314 Griswold Plaza, Erie, PA 16501 listed as additional insured must be sent to the Borough prior to commencement of work.

Insurance must be written by a company licensed to do business in the Commonwealth of Pennsylvania.

Payment and Performance Bond

Performance and payment bonds payable to the Borough and the EDCEC in the amount of 100% of the contract will be required before work begins.

Statement of Vendor Qualifications

As part of the Proposal, the vendor must complete the attached "Statement of Vendors Qualification" before awarding of contract, to demonstrate to the complete satisfaction of the Borough and EDCEC, that the vendor has the necessary certifications, licenses, facilities, ability, and financial resources to execute the work in a satisfactory manner within the time specified; that the Vendor has had experience in work of the same or similar nature; and that the Vendor has past history and references which will assure the Borough and EDCEC of the vendor's qualifications for executing the work.

Taxes

The Borough and EDCEC are a tax-exempt organization. A copy of the tax-exempt form will be furnished.

Governing Laws

All Proposals and related documents submitted to the Borough by the vendors are governed under the laws of the State of Pennsylvania and local ordinances, policies and regulations.

Addenda

If any questions arise from the RFP, the bidder may submit to Cindy Wells, a request for interpretation via email at secretary@ucborough.us. Any interpretation documents will be made by addendum to the RFP. All questions should be emailed to secretary@ucborough.us no later than 2:00pm, Tuesday, June 23, 2026. All questions that arise that require an addendum will be posted to the Borough's website at <https://unioncitypa.us/borough/> no later than June 25, 2026.

The Borough will not be responsible for any other explanations or interpretations. The Borough reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The Borough and EDCEC reserve the right to reject any or all Proposals and waive technicalities and informalities.

Proposal Form and Format

Proposals should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to:

Union City Borough
Attn: Cindy Wells, Borough Manager
13 South Main Street
Union City, PA 16438

Sealed Proposals will be received until 10:00 am on June 30, 2026. All Proposals shall be clearly marked with "Roof Replacement Union City Chair Factory Administration Building". The Borough will open bids at the Borough office, 13 South Main Street, Union City, PA 16438 prior to July 10, 2026.

Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted Proposal between prices quoted and restated in the summation sheet shall be resolved by the Borough as being the lower price, unless the bidder requested in writing a correction or withdrawal of the Proposal prior to the date and time set for opening.

Any Proposal withdrawal or modification received after the established due date at the place designated for receipt of Proposal is late. No late Proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The Borough reserves the right to reject any or all Proposals. It further reserves the right to waive technicalities and formalities in the Proposals, as well as to accept in whole or in part such Proposal(s) where it is deemed advisable and in the best interest of the Borough. The Borough will be the sole judge as to whether Proposals submitted meet all requirements contained in the solicitation.

Withdrawal of Proposal

A Proposal cannot be withdrawn after it is filed, unless(a) the vendor makes a request in writing to the Borough prior to the time set for opening of Proposals, or the Borough fails to accept a bid within ninety (90) days after the bid opening date.

Award of Contract

Award of contract will be made to the most responsive/responsible bidder meeting the requirement of the Borough within 90 days of the bid opening date. This solicitation does not commit the Borough to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for goods services listed herein. The Borough may accept any Proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the Borough.

Contract Form

Upon contract award, the Borough, EDCEC and vendor will have a signed contract prior to any work being started.

Change in Contract

The Borough and EDCEC will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the Borough and EDCEC before such work is begun.

Indemnification

The vendor agrees to hold the Borough and EDCEC harmless and to indemnify the Borough and EDCEC from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the Borough and EDCEC of the property may be) of any place in which work is located arising out of or suffered through any act or omission of the vendor or subcontractor.

Installation

The Borough and EDCEC anticipates issuing a notice to proceed as soon as possible but no later than September 26, 2026, following award. The successful bidder shall complete installation within 60 calendar days from the date of the Notice to Proceed.

Warranty

All materials and labor provided by the vendor shall have a 20-year manufacturer's warranty. Provide a 10-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well.

Site Visit

No site visits will be scheduled but can be arranged by contacting, Cindy Wells via email at secretary@ucborough.us or phone at (814) 438-2331. No roof access will be permitted.

Application for Payment

All applications and invoices for payment shall be made out to:

Enterprise Development Center of Erie County, Inc.
1314 Griswold Plaza
Erie, PA 16501

All Pay Apps must be sent via email to tsumner@ecrda.net and secretary@ucborough.us with "Union City Borough Roofing Pay App..." in the subject line. No hard copies will be accepted. They may be submitted monthly.

Payments

A single payment will be made to the vendor when all aspects of the contract have been completed to the Borough and EDCEC's satisfaction. The EDCEC will consider other reasonable arrangements should they be requested by the vendor.

Prevailing Wage Rates

Davis-Bacon prevailing wage rates will apply to the project, and certified payrolls must be submitted with applications for payment.

Domestic Preferences for Procurements

The vendor should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other

manufactured products). The requirements of this section must be included in all subawards, contracts, and purchase orders.

For purposes of this section:

- “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Liquid Damages

Liquidated damages in the amount of \$100.00 per day for each calendar day after the 60-day project timeline will be charged to the vendor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the Borough will consider all other reasonable requests associated with delays.

Weather

The Union City Chair Factory Administration Building shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the building through any roof openings.

Clean Up Site

All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris. An allotted area will be allowed for material storage.

PROJECT SPECIFICATIONS

The Borough and EDCCEC are seeking Proposals to remove and to replace the rubber roof at the Union City Chair Factory Administration Building at 18 Market Street, Union City, PA 16438.

Statement of Vendor Qualifications Must Detail the Following:

1. A list of references.
2. Installer must be a certified roofing contractor for the roofing system to be installed.

SUCCESSFUL BIDDER WILL INSTALL THE FOLLOWING PER MANUFACTURER'S RECOMMENDATIONS

- Remove the existing roofing material down to the original decking on entire roofing substrate. All material removed from property must be properly and legally disposed of in land fill.
- Install new R30 insulation/under lay system to meet required Borough building code. The new insulation materials shall be fully adhered to the existing deck as per manufacturer and industry specifications.
- Allow for 320 square feet of sheeting.
- Install new decking material if needed to support the roofing system.
- All new roofing product of .060 EPDM shall be installed per manufacturers recommendations and their published installation manuals.
- Provide a 15-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well. Provide 15-year manufacture's warranty as well as a 2-year workmanship warranty for weather tightness of the project.
- Remove and repair any damaged roof members.
- Complete all necessary flashing and terminations.
- The back edge of the roofing is to be left unfinished until the repair work on the back masonry wall is completed, without leaving the back edge open to the elements.

**PROPOSAL FORM
UNION CITY BOROUGH**

**UNION CITY CHAIR FACTORY ADMINISTRATION BUILDING
DUE NO LATER THAN 10:00 AM ON JUNE 30, 2026**

All sealed Proposals must be delivered to the following address:

Union City Borough
Attn: Cindy Wells, Borough Manager
13 South Main Street
Union City, PA 16438

Name of Vendor: _____

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for Roof Replacement at the Union City Chair Factory Administration Building, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

GRAND TOTAL: \$ _____

Respectfully Submitted,

Name of Firm: _____

Address of Firm: _____

Telephone Number: _____

Signature: _____

Name Title: _____

Name & Title of Vendor Contact for Contract: _____

Email of Vendor Contact: _____

Phone of Vendor Contact: _____

STATEMENT OF VENDOR'S QUALIFICATIONS

Please Provide Three References

REFERENCE 1

NAME: _____
ORGANIZATION: _____
TITLE: _____
AFFILIATION: _____
PHONE NUMBER: _____

REFERENCE 2

NAME: _____
ORGANIZATION: _____
TITLE: _____
AFFILIATION: _____
PHONE NUMBER: _____

REFERENCE 3

NAME: _____
ORGANIZATION: _____
TITLE: _____
AFFILIATION: _____
PHONE NUMBER: _____

The Code of Federal Regulations (CFR)
Procurement Standards

§ 200.322 Domestic preferences for procurements.

- (a) The recipient or subrecipient should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards, contracts, and purchase orders under Federal awards.

- (b) For purposes of this section:
 - (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

 - (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

- (c) Federal agencies providing Federal financial assistance for infrastructure projects must implement the Buy America preferences set forth in [2 CFR part 184](#).

"General Decision Number: PA20260088 05/18/2026

State: Pennsylvania

Construction Types: Building

Counties: Pennsylvania Counties of Erie

Modification Number	Publication Date
4	01/30/2026
5	05/18/2026

BOIL0154-007 01/01/2025

	Rates	Fringes
BOILERMAKER.....	\$ 48.28	33.17

BRPA0009-011 12/01/2022

	Rates	Fringes
TILE SETTER.....	\$ 35.64	21.63
TILE FINISHER.....	\$ 28.76	17.16

BRPA0009-056 05/01/2022

	Rates	Fringes
MASON - STONE.....	\$ 31.24	22.92
BRICKLAYER (INCLUDING POINTING, CAULKING, AND CLEANING).....	\$ 31.24	22.92

CARP0081-010 05/01/2025

	Rates	Fringes
CARPENTER (INCLUDES DRYWALL HANGING, METAL STUD INSTALLATION, FLOOR LAYING-CARPET, VINYL, AND FORM WORK; EXCLUDES ACOUSTICAL CEILING INSTALLATION).....	\$ 35.83	19.53

CARP0142-012 06/01/2023

	Rates	Fringes
CARPENTER (ACOUSTICAL CEILING INSTALLATION ONLY)....	\$ 38.92	20.06

CARP0274-003 01/01/2026

	Rates	Fringes
PILEDRIVERMAN.....	\$ 43.13	23.42

CARP0443-004 06/01/2024

	Rates	Fringes
MILLWRIGHT.....	\$ 43.00	23.44

ELEC0056-006 06/01/2025

	Rates	Fringes
ELECTRICIAN (EXCLUDES LOW VOLTAGE WIRING AND ALARM INSTALLATION).....	\$ 43.25	26.56

 ELEC0712-011 12/29/2025

	Rates	Fringes
ELECTRICIAN (ALARM INSTALLATION AND LOW VOLTAGE WIRING ONLY).....	\$ 51.45	29.77

 ENGI0066-043 05/01/2025

	Rates	Fringes
POWER EQUIPMENT OPERATOR: ROLLER.....	\$ 33.43	22.07
POWER EQUIPMENT OPERATOR: OILER.....	\$ 29.25	22.07
POWER EQUIPMENT OPERATOR: LOADER.....	\$ 34.10	22.07
POWER EQUIPMENT OPERATOR: HOIST, PUMP, FORKLIFT (RIDDEN OR SELF-PROPELLED).....	\$ 34.10	22.07
POWER EQUIPMENT OPERATOR: BULLDOZER, COMPACTOR, DRILL, GRADALL, GRADER/BLADE, MECHANIC, FORKLIFT (LULL).....	\$ 34.10	22.07
POWER EQUIPMENT OPERATOR: BACKHOE/EXCAVATOR/TRACKHOE, BOBCAT/SKID STEER/SKID LOADER, CRANE*, DRILL RIG CAISSONS, HIGHLIFT, PAVER (ASPHALT, AGGREGATE, AND CONCRETE) *ADD TO CRANE RATE: BOOMS 101-150 JIBS- ADD \$0.50 BOOMS 151-200 JIBS- ADD \$1.00		
BOOMS OVER 200 JIBS-ADD \$1.50.....	\$ 34.10	22.07

 IRON0003-023 06/01/2023

	Rates	Fringes
IRONWORKER (ORNAMENTAL, REINFORCING, RIGGER AND STRUCTURAL; METAL BUILDINGS: METAL SIDING/WALL PANELS INSTALLATION).....	\$ 33.57	32.23

 LAB00125-005 06/01/2022

	Rates	Fringes
LABORER (MASON TENDER - CEMENT/CONCRETE).....	\$ 30.24	12.05

 LAB00323-005 01/01/2014

	Rates	Fringes
LABORER: MASON TENDER-BRICK.....	\$ 21.92	12.81

 PAIN0549-002 05/01/2024

	Rates	Fringes
PAINTER: SPRAY.....	\$ 27.12	24.89
PAINTER (DRYWALL FINISHING/TAPING).....	\$ 26.62	24.89
PAINTER (BRUSH AND ROLLER).....	\$ 26.37	24.89

 PLAS0526-013 05/01/2022

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER.....	\$ 31.89	17.39

 PLUM0027-006 06/01/2023

	Rates	Fringes
PLUMBER.....	\$ 46.98	25.47

 PLUM0449-006 06/01/2024

	Rates	Fringes
PIPEFITTER (INCLUDES HVAC PIPE INSTALLATION).....	\$ 48.15	29.17

ROOF0210-007 05/01/2025

	Rates	Fringes
ROOFER (EXCLUDES METAL ROOF INSTALLATION AND WATERPROOFING).....	\$ 36.70	18.09

SFPA0669-004 01/01/2026

	Rates	Fringes
SPRINKLER FITTER (FIRE SPRINKLERS).....	\$ 49.75	30.26

SHEE0012-013 07/01/2022

	Rates	Fringes
SHEET METAL WORKER (INCLUDES HVAC DUCT, METAL ROOF, AND METAL FLASHING INSTALLATION).....	\$ 39.50	30.79

SUPA2011-046 08/20/2014

	Rates	Fringes
TRUCK DRIVER: DUMP TRUCK.....	\$ 23.36	7.60
ROOFER: WATERPROOFING ONLY.....	\$ 26.77	12.57
LABORER: COMMON OR GENERAL.....	\$ 17.40	6.93
ASBESTOS WORKER/HEAT & FROST INSULATOR - MECHANICAL (DUCT, PIPE & MECHANICAL SYSTEM INSULATION).....	\$ 30.41	20.04

UAVGPA0024 01/01/2026

	Rates	Fringes
GLAZIER.....	\$ 26.85	18.10

UAVGPA0025 01/01/2025

	Rates	Fringes
PLASTERER.....	\$ 28.26	18.62

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Note: Executive Order 13658 generally applies to contracts subject to the Davis-Bacon Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or

extended on or after January 30, 2022. Executive Order 13658 does not apply to contracts subject only to the Davis-Bacon Related Acts regardless of when they were awarded. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.65 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract from May 11, 2026, through December 31, 2026. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at www.dol.gov/whd/govcontracts.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (iii)).

The body of each wage determination lists the classifications and wage rates that have been found to be prevailing for the type(s) of construction and geographic area covered by the wage determination. The classifications are listed in alphabetical order under rate identifiers indicating whether the particular rate is a union rate (current union negotiated rate), a survey rate, a weighted union average rate, a state adopted rate, or a supplemental classification rate.

Union Rate Identifiers

A four-letter identifier beginning with characters other than **U**, **UAVG**, **SA**, or **SC** denotes that a union rate was prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2024. PLUM is an identifier of the union whose collectively bargained rate prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2024 in the example, is the effective date of the most current negotiated rate.

Union prevailing wage rates are updated to reflect all changes over time that are reported to WHD in the rates in the collective bargaining agreement (CBA) governing the classification.

Union Average Rate Identifiers

The UAVG identifier indicates that no single rate prevailed for those classifications, but that 100% of the data reported for the classifications reflected union rates. EXAMPLE: UAVG-OH-0010 01/01/2024. UAVG indicates that the rate is a weighted union average rate. OH indicates the State of Ohio. The next number, 0010 in the example, is an internal number used in producing the wage determination. The date, 01/01/2024 in the example, indicates the date the wage determination was updated to reflect the most current union average rate.

A UAVG rate will be updated once a year, usually in January, to reflect a weighted average of the current rates in the collective bargaining agreements on which the rate is based.

Survey Rate Identifiers

The **SU** identifier indicates that either a single non-union

rate prevailed (as defined in 29 CFR 1.2) for this classification in the survey or that the rate was derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As a weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SUFL2022-007 6/27/2024. SU indicates the rate is a single non-union prevailing rate or a weighted average of survey data for that classification. FL indicates the State of Florida. 2022 is the year of the survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 6/27/2024 in the example, indicates the survey completion date for the classifications and rates under that identifier.

◆SU◆ wage rates typically remain in effect until a new survey is conducted. However, the Wage and Hour Division (WHD) has the discretion to update such rates under 29 CFR 1.6(c)(1).

State Adopted Rate Identifiers

The ◆SA◆ identifier indicates that the classifications and prevailing wage rates set by a state (or local) government were adopted under 29 C.F.R 1.3(g)-(h). Example: SAME2023-007 01/03/2024. SA reflects that the rates are state adopted. ME refers to the State of Maine. 2023 is the year during which the state completed the survey on which the listed classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. The date, 01/03/2024 in the example, reflects the date on which the classifications and rates under the ◆SA◆ identifier took effect under state law in the state from which the rates were adopted.

WAGE DETERMINATION APPEALS PROCESS

1) Has there been an initial decision in the matter? This can be:

- a) a survey underlying a wage determination
- b) an existing published wage determination
- c) an initial WHD letter setting forth a position on a wage determination matter
- d) an initial conformance (additional classification and rate) determination

On survey related matters, initial contact, including requests for summaries of surveys, should be directed to the WHD Branch of Wage Surveys. Requests can be submitted via email to davisbaconinfo@dol.gov or by mail to:

Branch of Wage Surveys
 Wage and Hour Division
 U.S. Department of Labor
 200 Constitution Avenue, N.W.
 Washington, DC 20210

Regarding any other wage determination matter such as conformance decisions, requests for initial decisions should be directed to the WHD Branch of Construction Wage Determinations. Requests can be submitted via email to BCWD-Office@dol.gov or by mail to:

Branch of Construction Wage Determinations
 Wage and Hour Division
 U.S. Department of Labor
 200 Constitution Avenue, N.W.
 Washington, DC 20210

2) If an initial decision has been issued, then any interested party (those affected by the action) that disagrees with the decision can request review and reconsideration from the Wage

and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Requests for review and reconsideration can be submitted via email to dba.reconsideration@dol.gov or by mail to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210.

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END OF GENERAL DECISION

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