

Prevailing Wage Rate Determination

Prevailing Wage Rate Determination **User Guide**

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Each year the Virginia Department of Transportation is responsible for reporting details on the prevailing wage rates for construction projects. This effort is mandated by the Davis-Bacon act. VDOT requires that each contractor complete a C28 form, which captures the contract number, the date and the rate paid to each of the work classes involved in the project.

Following are the steps for completing the C28 information online:

Log into site <http://coweb/c28/>

Select Vendor Name from the Vendor drop-down list.

Select Contract Id for selected Vendor from Contract Id drop-down list

County/City location of the contract will be displayed in the header.

Enter time period From/To dates which you are reporting for. Dates need to be entered in the format "mm/dd/yyyy". The quarter period will display on screen. The quarter period is determined by the 'To' end date.

Once the system has calculated the quarter end date, if a worksheet already exist for a contract period, it will be displayed on the bottom portion of the interface.

Click on the contract id that will link you to that worksheet. If no worksheet exist for the selected contract, you will receive the following message:

"No C28 form has been created yet for the specified contract in the specified quarter."

Click on the "Create" button to create a new worksheet.

The information on the top portion of the new worksheet is 'display only'.

You will see option buttons for RESET, SAVE and EXIT.

Selecting 'RESET', will remove all data entered on that worksheet since opening the sheet or since the last save on that sheet.

Selecting 'SAVE', will update the database with all data entered on that worksheet since opening the sheet or since the last save on that sheet. You MUST select save before exiting the system or your data WILL NOT be saved.

Selecting 'EXIT' without doing a prior save, will display the following message prompting you to save your data before exiting.

"You are about to exit without saving. All of your changes will be lost. Press "OK" to continue or "Cancel" to return to the page."

The Rate Information portion of the worksheet will initially display 2 input boxes for each work class. In the first box, enter number of workers for that work class. In the second box, enter the pay rate for those workers in the format 99.00. If you enter a whole number, the system will place the decimal point after the number. Ex: 1250 will become 1250.00. If you intended for it to be 12.50, then it must be entered as 12.50. If you need to enter a different pay rate for addition workers in the same work group, select TAB. Tab will create another set of input boxes. Enter data in the same manner as before. Continue to TAB to create input boxes for each different pay rate. When the data is save, you will notice that the worksheet sorts the input in ascending order by rate. Entered data is highlighted in green.

If you attempt to enter a pay rate that already exist for a given work class, you will receive a display message,

"That rate already exist for this work class"

You will need to edit the existing rate.

To remove a pay rate, delete the data from the number and rate boxes. It will be removed from the screen and deleted from the database when saved.

Continue to enter data for all applicable work classes and select SAVE before exiting the worksheet.

Repeat the process for all your contracts.