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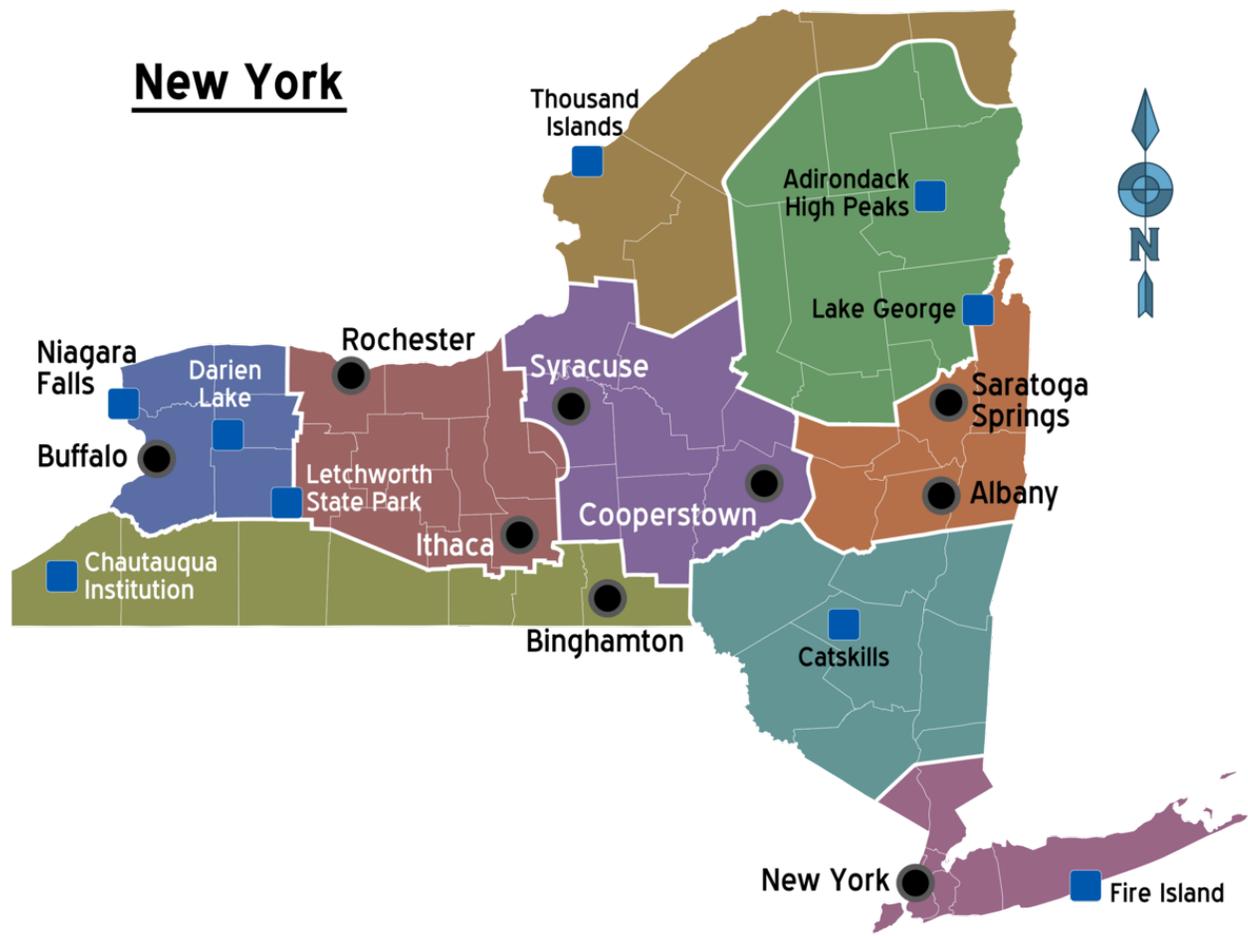


NEW YORK
STATE OF
OPPORTUNITY™

**Department
of Labor**

Prevailing Wage Schedules

Applying for a Wage Schedule



Formation of a Prevaling Wage Schedule

- Each year the Bureau of Public Work determines the prevailing wage and benefit rates, in the 62 counties of the state. Bureau staff then compile all statewide information into one wage schedule.
- Wage schedules are published on July 1st of every year and are effective through June 30th of the following year.



The Importance of a Prevailing Wage Schedule....

The Department of
Jurisdiction (Contracting
Agency) **MUST:**

Obtain a prevailing rate schedule from the Bureau of
Public Work.

Include the schedule in the specifications for the
contract to be awarded.

Provide complete copies of the prevailing rate schedule
to all prime contractors.

Upon the signing of the contract, advise the Bureau of
Public Work as to the name of the contractor to whom
the contract was awarded, the date, and the amount of
the contract.



Prevailing Wage Schedules

The Bureau issues schedules containing the prevailing wages to be paid on each public work contract performed for:

- a state department, agency, board or commission;
- a county, city, town or village;
- a public school district, board of education, or board of cooperative educational services;
- a sewer, water, or fire district;
- a public benefit corporation;
- a public authority awarding a public work contract.

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Whose Responsibility Is It To Apply For A Wage Schedule?

A Contracting Agency must complete a *PW39 Request for Wage and Supplement Information* in order to receive a wage schedule.



In this guide we will look at the different ways in which a wage schedule can be requested, and how each request is processed.

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Department
of Labor

Applying For a Wage Schedule



Applying for a PW39 Request for Wage and Supplement Information

A PW39 request may be submitted in **one** of three ways:

- Mail
- Email
- or Online Application

*Submitting a wage schedule request via online application usually results in a quicker processing time than mailed applications.



Applying for a Wage Schedule by Mail or Email

The PW39 can be found at:
<https://dol.ny.gov/public-work-and-prevailing-wage-forms>.

This form can be mailed to:
New York State Department of Labor
Bureau of Public Work
State Office Building Campus Building 12
Room 130
Albany, New York 12240

or email scanned application
to: labor.sm.5184851870fax@labor.ny.gov

New York State Department of Labor - Bureau of Public Work
State Office Building Campus
Building 12 - Room 130
Albany, New York 12240

REQUEST FOR WAGE AND SUPPLEMENT INFORMATION
As Required by Articles 8 and 9 of the NYS Labor Law

Fax (518) 485-1870 or mail this form for new schedules or for determination for additional occupations.
This Form Must Be Typed

Submitted By: _____
(Check Only One) Contracting Agency Architect or Engineering Firm Public Work District Office Date: _____

A. Public Work Contract to be let by: (Enter Data Pertaining to Contracting/Public Agency)

<p>1. Name and complete address <input type="checkbox"/> (Check if new or change)</p> <p>Telephone _____ Fax _____</p> <p>E-Mail: _____</p>	<p>2. NY State Units (see item 5):</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> 01 DOT</td><td><input type="checkbox"/> 07 City</td></tr><tr><td><input type="checkbox"/> 02 OGS</td><td><input type="checkbox"/> 08 Local School District</td></tr><tr><td><input type="checkbox"/> 03 Dormitory Authority</td><td><input type="checkbox"/> 09 Special Local District, i.e., Fire, Sewer, Water District</td></tr><tr><td><input type="checkbox"/> 04 State University Construction Fund</td><td><input type="checkbox"/> 10 Village</td></tr><tr><td><input type="checkbox"/> 05 Mental Hygiene Facilities Corp.</td><td><input type="checkbox"/> 11 Town</td></tr><tr><td><input type="checkbox"/> 06 OTHER N.Y. STATE UNIT</td><td><input type="checkbox"/> 12 County</td></tr><tr><td></td><td><input type="checkbox"/> 13 Other Non-N.Y. State (Describe)</td></tr></table>	<input type="checkbox"/> 01 DOT	<input type="checkbox"/> 07 City	<input type="checkbox"/> 02 OGS	<input type="checkbox"/> 08 Local School District	<input type="checkbox"/> 03 Dormitory Authority	<input type="checkbox"/> 09 Special Local District, i.e., Fire, Sewer, Water District	<input type="checkbox"/> 04 State University Construction Fund	<input type="checkbox"/> 10 Village	<input type="checkbox"/> 05 Mental Hygiene Facilities Corp.	<input type="checkbox"/> 11 Town	<input type="checkbox"/> 06 OTHER N.Y. STATE UNIT	<input type="checkbox"/> 12 County		<input type="checkbox"/> 13 Other Non-N.Y. State (Describe)		
<input type="checkbox"/> 01 DOT	<input type="checkbox"/> 07 City																
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	<input type="checkbox"/> 13 Other Non-N.Y. State (Describe)																
<p>3. SEND REPLY TO <input type="checkbox"/> (check if new or change) Name and complete address:</p> <p>Telephone _____ Fax _____</p> <p>E-Mail: _____</p>	<p>4. SERVICE REQUIRED. Check appropriate box and provide project information.</p> <p><input type="checkbox"/> New Schedule of Wages and Supplements. APPROXIMATE BID DATE: _____</p> <p><input type="checkbox"/> Additional Occupation and/or Redetermination</p> <p>PRC NUMBER ISSUED PREVIOUSLY FOR THIS PROJECT: _____ OFFICE USE ONLY</p>																
<p>B. PROJECT PARTICULARS</p>																	
<p>5. Project Title _____</p> <p>Description of Work _____</p> <p>Contract Identification Number _____</p> <p>Note: For NYS units, the OSC Contract No. _____</p>	<p>6. Location of Project: _____</p> <p>Location on Site _____</p> <p>Route No/Street Address _____</p> <p>Village or City _____</p> <p>Town _____</p> <p>County _____</p>																
<p>7. Nature of Project - Check One:</p> <p><input type="checkbox"/> 1. New Building</p> <p><input type="checkbox"/> 2. Addition to Existing Structure</p> <p><input type="checkbox"/> 3. Heavy and Highway Construction (New and Repair)</p> <p><input type="checkbox"/> 4. New Sewer or Waterline</p> <p><input type="checkbox"/> 5. Other New Construction (Explain) _____</p> <p><input type="checkbox"/> 6. Other Reconstruction, Maintenance, Repair or Alteration</p> <p><input type="checkbox"/> 7. Demolition</p> <p><input type="checkbox"/> 8. Building Service Contract</p>	<p>8. OCCUPATION FOR PROJECT:</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> Construction (Building, Heavy Highway/Sewer/Water)</td><td><input type="checkbox"/> Fuel Delivery</td></tr><tr><td><input type="checkbox"/> Tunnel</td><td><input type="checkbox"/> Guards, Watchmen</td></tr><tr><td><input type="checkbox"/> Residential</td><td><input type="checkbox"/> Janitors, Porters, Cleaners,</td></tr><tr><td><input type="checkbox"/> Landscape Maintenance</td><td><input type="checkbox"/> Elevator Operators</td></tr><tr><td><input type="checkbox"/> Elevator maintenance</td><td><input type="checkbox"/> Moving furniture and equipment</td></tr><tr><td><input type="checkbox"/> Exterminators, Fumigators</td><td><input type="checkbox"/> Trash and refuse removal</td></tr><tr><td><input type="checkbox"/> Fire Safety Director, NYC Only</td><td><input type="checkbox"/> Window cleaners</td></tr><tr><td></td><td><input type="checkbox"/> Other (Describe) _____</td></tr></table>	<input type="checkbox"/> Construction (Building, Heavy Highway/Sewer/Water)	<input type="checkbox"/> Fuel Delivery	<input type="checkbox"/> Tunnel	<input type="checkbox"/> Guards, Watchmen	<input type="checkbox"/> Residential	<input type="checkbox"/> Janitors, Porters, Cleaners,	<input type="checkbox"/> Landscape Maintenance	<input type="checkbox"/> Elevator Operators	<input type="checkbox"/> Elevator maintenance	<input type="checkbox"/> Moving furniture and equipment	<input type="checkbox"/> Exterminators, Fumigators	<input type="checkbox"/> Trash and refuse removal	<input type="checkbox"/> Fire Safety Director, NYC Only	<input type="checkbox"/> Window cleaners		<input type="checkbox"/> Other (Describe) _____
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<input type="checkbox"/> Fire Safety Director, NYC Only	<input type="checkbox"/> Window cleaners																
	<input type="checkbox"/> Other (Describe) _____																
<p>9. Does this project comply with the Wicks Law involving separate bidding? YES <input type="checkbox"/> NO <input type="checkbox"/></p>																	
<p>10. Name and Title of Requester _____</p>	<p>Signature _____</p>																

SEE PAGE TWO FOR LAWS RELATING TO PUBLIC WORK CONTRACTS

PW 39 (06-16)

Applying for a Wage Schedule through Online Application

In order to complete the *PW39* request through the online application process, you must first go to the Bureau's website: <https://dol.ny.gov/public-work-and-prevailing-wage>

Prevailing Wage

- Article 8 - public construction
- Article 9 - building service contracts

View a previously requested wage schedule.



Request for Wage and Supplement Information

Please submit your "Request for Wage and Supplement Information" (PW39) ONLY once.

If you submit the same request multiple times, it will assign you different PRC#s for the same project.

If you include your e-mail address on a mailed or faxed Request for Wage and Supplement Information (PW39), we will e-mail you a link to your Original Wage Schedule with the assigned Prevailing Rate Case number (PRC#).

From this link you will have access to:

- PDF files of your complete wage schedule package
- Online Notice of Award (PW16) form
- Online Notice of Completion/Cancellation of Contract (PW200) form

Reminder to all Contractors

We post any error corrections or updates in the annual determination to the Department's web site on the first business day of each month. Contractors are responsible for paying these updated rates retroactive to July 1

Once there, click on the *Prevailing Wage* tab on the left side of the screen.

Click on the "*Request for Wage and Supplement Information*" (PW39) link to open the online application.

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Completing the Online Application

- The first section to be completed will contain information about the Contracting Agency.

REQUEST FOR WAGE AND SUPPLEMENT INFORMATION
AS REQUIRED BY ARTICLES 8 AND 9 OF THE LABOR LAW

Contracting Agency

Type of Contracting Agency

Name of Contracting Agency

Address

City State Zip -

Agency Contact

First Name Last Name

Title

Phone () - Ext.

Fax () -

Email

- You will begin by selecting the *Type of Contracting Agency* that best applies to you.

*Again, the Contracting Agency may be a:

- State department, agency, board, commission
- County, city, town or village
- School district, board of education or board of cooperative educational services
- Sewer, water, fire, improvement and other district corporation
- Public benefit corporation
- Public authority awarding a public work contract.

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Completing the Online Application

Once you have selected the appropriate *Type of Contracting Agency* you will proceed by entering the name and contact information for the Contracting Agency that you represent.

REQUEST FOR WAGE AND SUPPLEMENT INFORMATION
AS REQUIRED BY ARTICLES 8 AND 9 OF THE LABOR LAW

Contracting Agency

Type of Contracting Agency	Local School District		
Name of Contracting Agency	Walkerville Central School		
Address	123 Bus Loop Way		
City	Albany	State	NY
		Zip	12240 -
Agency Contact			
First Name	Valarie	Last Name	Frizzle
Title	Superintendent		
Phone	(518)	457 - 5589	Ext.
Fax	()	-	
Email	valarie.frizzle@walkervillecsd.org		

Completing the Online Application

To send the reply to someone other than the agency contact, you must complete the section below.

To send the reply to someone other than the agency contact, such as the architect, please complete the section below.

First Name	<input type="text" value="William"/>	Last Name	<input type="text" value="Money"/>
Title	<input type="text" value="Chief Architect"/>		
Address	<input type="text" value="1 Construction Cone Lane"/>		
	<input type="text" value="Suite 321"/>		
	<input type="text"/>		
City	<input type="text" value="New York"/>	State	<input type="text" value="NY"/>
	Zip	<input type="text" value="10027"/>	<input type="text" value="-"/>
Phone	(<input type="text" value="212"/>) <input type="text" value="932"/> - <input type="text" value="2419"/>	Ext.	<input type="text" value="123"/>
Fax	(<input type="text"/>) <input type="text"/> - <input type="text"/>		
Email	<input type="text" value="W.Money@PrismArchitect.org"/>		

*There may be a scenario where someone other than the contracting agency may need to receive a copy of the wage schedule. For instance, an Architectural Firm, or a Contractor.

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Completing the Online Application

You will then be required to enter information pertaining to the nature of the project you are requesting a wage schedule for.

Project Information

Project Title	<input type="text"/>
Description of Work	<input type="text"/>
Contract Id No.	<input type="text"/>
Project Location(s)	<input type="text"/>
Route No / Street Address	<input type="text"/>
Village / City	<input type="text"/>
Town	<input type="text"/>
State	<input type="text" value="NY"/>
Zip	<input type="text"/> - <input type="text"/>
Nature of Project	<input type="text" value="-- Select --"/>
Approximate Bid Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

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Completing the Online Application

1. To begin, enter a brief *Project Title*.
2. Next you will need to provide a brief *Description of Work*.
3. Then enter the *Contract Id No.* associated with the project (if applicable), the *Project Location(s)*, the *Route No/ Street Address*, *Village/City*, *Town*, and *Zip code*.
4. Once you have entered all the project details, you will select the appropriate *Nature of the Project* from the drop-down box displayed.
5. Finally, enter the *Approximate Bid Date* associated with the project.

Project Information

Project Title	<input type="text" value="2020-2021 Capital Improvements"/>
Description of Work	<input type="text" value="Capital Improvements project to include additions and alterations to all district buildings."/>
Contract Id No.	<input type="text" value="MSB9876"/>
Project Location(s)	<input type="text" value="Walkerville CSD- Districtwide"/>
Route No / Street Address	<input type="text" value="123 Bus Loop Way"/>
Village / City	<input type="text" value="Albany"/>
Town	<input type="text"/>
State	<input type="text" value="NY"/> Zip <input type="text" value="12240"/> - <input type="text"/>
Nature of Project	<input type="text" value="Other Reconstruction, Maintenance, Repair or Alteration"/>
Approximate Bid Date	<input type="text" value="02"/> / <input type="text" value="13"/> / <input type="text" value="2019"/>

*Please note the Description of Work field is limited to 250 characters.

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Completing the Online Application

Determine the Project Type/Occupations that best fits the project and make the appropriate selection.

- For any project associated with construction, reconstruction, maintenance, or repair contracts select the option for Article 8 (Construction) Construction (Building, Heavy & Highway, Sewer, Water, Tunnel):
- For any project associated with an Article 9 Building Service Contract, select all occupations that apply under the Article 9 (Building Service).

Project Type / Occupations

Article 8 (Construction)

- Construction (Building, Heavy & Highway, Sewer, Water, Tunnel)
- Residential

Article 9 (Building Service)

- Exterminators, Fumigators
- Fuel Delivery
- Guards, Watchmen
- Janitor, Porter, Cleaners, Elevator Operator
- Landscape Maintenance
- Moving Furniture and Equipment
- Stationary Engineer
- Trash and Refuse Removal
- Window Cleaners
- Fire Safety Director - NYC Only

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Completing the Online Application

You will need to select the county, or counties should the project be taking place in multiple counties, that apply to the project.

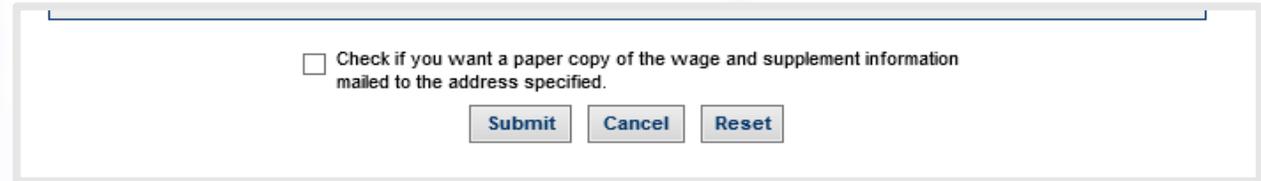
Applicable Counties

<input checked="" type="checkbox"/> Albany	<input type="checkbox"/> Allegany	<input type="checkbox"/> Bronx	<input type="checkbox"/> Broome
<input type="checkbox"/> Cattaraugus	<input type="checkbox"/> Cayuga	<input type="checkbox"/> Chautauqua	<input type="checkbox"/> Chemung
<input type="checkbox"/> Chenango	<input type="checkbox"/> Clinton	<input type="checkbox"/> Columbia	<input type="checkbox"/> Cortland
<input type="checkbox"/> Delaware	<input type="checkbox"/> Dutchess	<input type="checkbox"/> Erie	<input type="checkbox"/> Essex
<input type="checkbox"/> Franklin	<input type="checkbox"/> Fulton	<input type="checkbox"/> Genesee	<input type="checkbox"/> Greene
<input type="checkbox"/> Hamilton	<input type="checkbox"/> Herkimer	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Kings
<input type="checkbox"/> Lewis	<input type="checkbox"/> Livingston	<input type="checkbox"/> Madison	<input type="checkbox"/> Monroe
<input type="checkbox"/> Montgomery	<input type="checkbox"/> Nassau	<input type="checkbox"/> New York	<input type="checkbox"/> Niagara
<input type="checkbox"/> Oneida	<input type="checkbox"/> Onondaga	<input type="checkbox"/> Ontario	<input type="checkbox"/> Orange
<input type="checkbox"/> Orleans	<input type="checkbox"/> Oswego	<input type="checkbox"/> Otsego	<input type="checkbox"/> Putnam
<input type="checkbox"/> Queens	<input type="checkbox"/> Rensselaer	<input type="checkbox"/> Richmond	<input type="checkbox"/> Rockland
<input type="checkbox"/> Saratoga	<input type="checkbox"/> Schenectady	<input type="checkbox"/> Schoharie	<input type="checkbox"/> Schuyler
<input type="checkbox"/> Seneca	<input type="checkbox"/> St. Lawrence	<input type="checkbox"/> Steuben	<input type="checkbox"/> Suffolk
<input type="checkbox"/> Sullivan	<input type="checkbox"/> Tioga	<input type="checkbox"/> Tompkins	<input type="checkbox"/> Ulster
<input type="checkbox"/> Warren	<input type="checkbox"/> Washington	<input type="checkbox"/> Wayne	<input type="checkbox"/> Westchester
<input type="checkbox"/> Wyoming	<input type="checkbox"/> Yates		

*Please note the applicant does have the ability to receive a State-wide or All NYC wage schedule should they select one of those two options below the county list.

Submitting the Online Application

- Once you have completed all the fields on the Online Application, and reviewed all information for accuracy, you must submit the online application.
- To do so simply click *Submit* at the bottom of the screen.



Check if you want a paper copy of the wage and supplement information mailed to the address specified.

*If the applicant wishes to have a paper copy of the wage schedule mailed to them, they must select the check box above the submit button before submitting their request.

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Processing the Wage Schedule Request

- Once you have submitted your online application you will be re-directed to a new page, which displays a snapshot of the request information. You will also be provided with a Reference Number.
- Once the Wage Schedule Request has been accepted by the Bureau of Public Work the reference number will be assigned a ten-digit PRC#.

* If the applicant submits the same request multiple times, it will assign a different PRC# for the same project. Please be sure requests are submitted only once.

The screenshot shows the New York State Department of Labor website. The header includes 'State', 'State Agencies', and a search bar for 'Search all of NY.gov'. The main title is 'New York State Department of Labor Prevailing Wage'. A navigation menu contains 'Payment Benefits', 'Career Services', 'Business Services', 'Worker Protection', 'Forms and Publications', and 'Home'. The main content area displays a confirmation message: 'Thank you for your submission. Your request has been assigned a 'Reference Number', and is being processed. You will receive an email regarding your request within 24 to 48 hours'. Below this, the 'Reference Number' is 1494349 and the 'Type of Contracting Agency' is 'Local School District'. There are two input fields: 'Contracting Agency' and 'Send Reply To'. The 'Contracting Agency' field contains the following text: 'Walkerville Central School', 'Valarie Frizzle', 'Superintendent', '123 Bus Loop Way', 'Albany NY 12240', '(518) 457-5589', '(518) 485- 1870 Fax', and 'bureauofpublicwork@gmail.com'. Below these fields is a 'Project Information' section with the following details: 'Project Title: 2020-2021 Capital Improvements', 'Description of Work: Capital improvements project to include additions and alterations to all district buildings.', 'Contract Id No.: MSB9876', 'Project Location(s): Walkerville CSD- Districtwide', 'Route No / Street Address: 123 Bus Loop Way', 'Village / City: Albany', 'Town: Albany', 'State / Zip: NY 12240', 'Nature of Project: Other Reconstruction, Maintenance, Repair or Alteration', 'Bid Date: 02/13/2019', and 'Project Type(s): Construction (Building, Heavy & Highway, Sewer, Water, Tunnel)'.

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Processing the Wage Schedule Request

If you include your e-mail address on mailed or faxed wage schedule requests, the Bureau will e-mail you a link to your wage schedule with the assigned PRC#.

From this link you will have access to:

- PDF files of your complete wage schedule package;
- Online Notice of Award (PW16) form;
- Online Notice of Completion/Cancellation of Contract (PW200) form.

If no e-mail address is included on a mailed or faxed wage schedule request, the Bureau will mail a paper copy of the wage schedule to the Contracting Agency.

The screenshot shows the 'New York State Department of Labor Prevailing Wage' portal. At the top, there is a navigation bar with 'State', 'State Agencies', and a search bar. Below the navigation bar, there are tabs for 'Payment Benefits', 'Career Services', 'Business Services', 'Worker Protection', 'Forms and Publications', and 'Home'. The main content area displays a confirmation message: 'Thank you for your submission. Your request has been assigned a 'Reference Number', and is being processed. You will receive an email regarding your request within 24 to 48 hours'. Below this, it shows the 'Reference Number: 1494349' and 'Type of Contracting Agency: Local School District'. There are two columns: 'Contracting Agency' and 'Send Reply To'. The 'Contracting Agency' column contains contact information for Walkerville Central School, including the name Valarie Frizzle, Superintendent, address (123 Bus Loop Way, Albany NY 12240), phone numbers (518) 457-5589 and (518) 485- 1870 Fax, and email bureauofpublicwork@gmail.com. The 'Send Reply To' column is empty. Below these columns is a 'Project Information' section with the following details: Project Title: 2020-2021 Capital Improvements; Description of Work: Capital improvements project to include additions and alterations to all district buildings.; Contract Id No.: MSB9876; Project Location(s): Walkerville CSD- Districtwide; Route No / Street Address: 123 Bus Loop Way; Village / City: Albany; Town: Albany; State / Zip: NY 12240; Nature of Project: Other Reconstruction, Maintenance, Repair or Alteration; Bid Date: 02/13/2019; and Category: Construction (Building, Heavy & Highway, Sewer, Water, Tunnel).

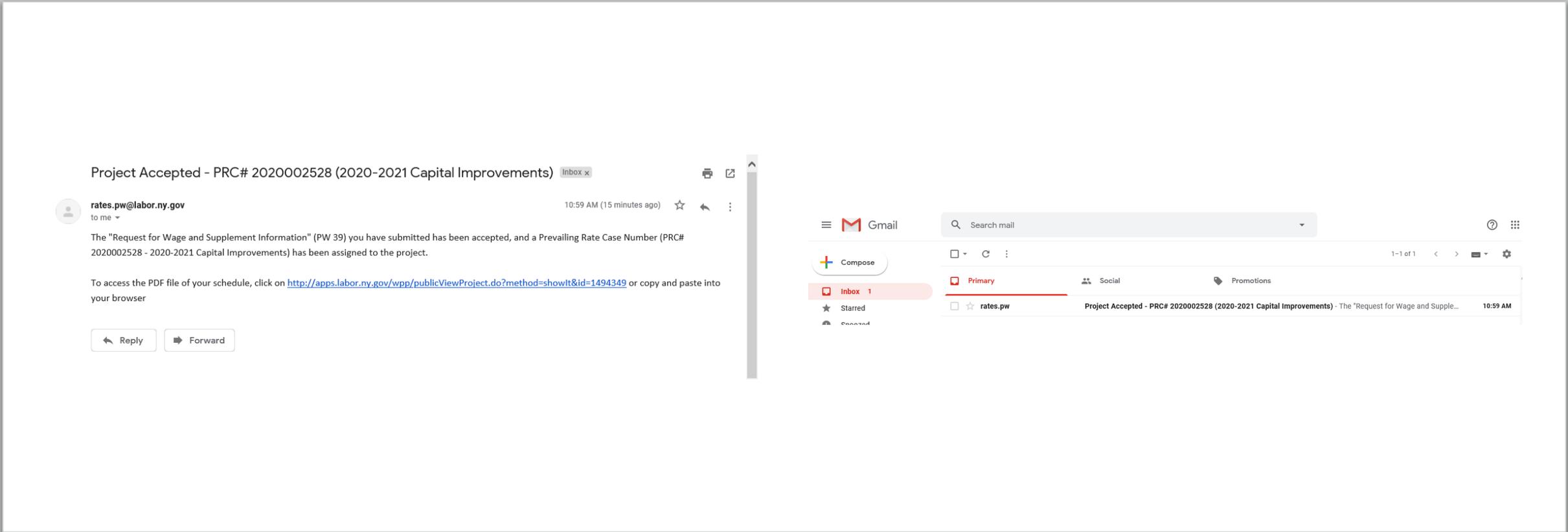
Processing Time

Please allow 24- 48 hours processing time before contacting the New York State Department of Labor regarding the status of your wage schedule request.

NYS Dept of Labor
Bureau of Public Work
State Office Bldg. Campus
Bld. 12, Rm. 130
Albany, NY 12240
Tel. (518) 457-5589
Fax (518) 485-1870

The screenshot shows the New York State Department of Labor website. At the top, there are navigation links for 'State', 'State Agencies', and a search bar for 'Search all of NY.gov'. The main header reads 'New York State Department of Labor' and 'Prevailing Wage'. Below this is a navigation menu with links for 'Payment Benefits', 'Career Services', 'Business Services', 'Worker Protection', 'Forms and Publications', and 'Home'. The main content area contains a confirmation message: 'Thank you for your submission. Your request has been assigned a 'Reference Number', and is being processed. You will receive an email regarding your request within 24 to 48 hours'. Below this, it lists 'Reference Number: 1494349' and 'Type of Contracting Agency: Local School District'. There are two input fields: 'Contracting Agency' and 'Send Reply To'. The 'Contracting Agency' field is filled with contact information for Walkerville Central School, including the name of the Superintendent, address, and phone/fax numbers. Below these fields is a 'Project Information' section with a table of details.

Project Information	
Project Title	2020-2021 Capital Improvements
Description of Work	Capital improvements project to include additions and alterations to all district buildings.
Contract Id No.	MSB9876
Project Location(s)	Walkerville CSD- Districtwide
Route No / Street Address	123 Bus Loop Way
Village / City	Albany
Town	
State / Zip	NY 12240
Nature of Project	Other Reconstruction, Maintenance, Repair or Alteration
Bid Date	02/13/2019
Project Type(s)	Construction (Building, Heavy & Highway, Sewer, Water, Tunnel)



Accepted Wage Schedule Request

- Once the wage schedule request has been approved by the Bureau of Public Work you will receive a system generated email containing a link for you to access your wage schedule.

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STATE OF
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**Department
of Labor**

For Questions or Further Information

NYS Dept of Labor
Bureau of Public Work
State Office Bldg. Campus
Bld. 12, Rm. 130
Albany, NY 12240
Tel. (518) 457-5589