

22.404-3 Procedures for requesting wage determinations.

(a) General wage determinations. If there is a general wage determination on the Wage Determinations at *SAM.gov* website applicable to the project, the agency *may* use it without notifying the Department of Labor. When necessary, a request for a general wage determination *may* be made by submitting Standard Form (SF) 308, Request for Determination and Response to Request, to the *Administrator*, Wage and Hour Division, Attention: Branch of *Construction Contract Wage Determinations*, 200 Constitution Avenue, NW, Washington, DC 20210.

(b) Project wage determinations. If a general wage determination is not available on Wage Determinations at *SAM.gov*, a *contracting* agency *shall* submit requests for project wage determinations on SF 308 to the Department of Labor. The requests *shall* include the following information:

- (1) The location, including the county (or other civil subdivision) and State in which the proposed project is located.
- (2) The name of the project and a sufficiently detailed description of the work to indicate the types of *construction* involved (*e.g.*, building, heavy, highway, residential, or other type).
- (3) Any available pertinent wage payment information, unless wage patterns in the area are clearly established.
- (4) The estimated cost of each project.
- (5) All the classifications of laborers and mechanics likely to be employed.

(c) *Time for submission of requests.*

(1) The time required by the Department of Labor for processing requests for project wage determinations varies according to the facts and circumstances in each case. An agency *should* expect the processing to take at least 30 days. Accordingly, agencies *should* submit requests for project wage determinations for the primary site of the work to the Department of Labor at least 45 days (60 days if possible) before issuing the *solicitation* or exercising an *option* to extend the term of a contract.

(2) Agencies *should* promptly submit to the Department of Labor an *offeror's* request for a project wage determination for a secondary site of the work.

(d) *Review of wage determinations.* Immediately upon receipt, the *contracting* agency *shall* examine the wage determination and inform the Department of Labor of any changes necessary or appropriate to correct errors. Private parties requesting changes *should* be advised to submit their requests to the Department of Labor.

Parent topic: 22.404 Construction Wage Rate Requirements statute wage determinations.