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.