

## **Instructions for the process to submit Prevailing Wage Ordinance/Resolution**

Original Documents can be found at the following location:

<http://www.state.il.us/agency/idol/publicb/publicb.htm>

1. Model Ordinance (Board of Director must adopt)
2. Notice of Ordinance (Legal Notice for the paper)
3. Certification of Ordinance (Certifying that the above is complete)

After the completion of all the following:

1. Adoption of resolution/ordinance by your board of directors
2. Published in a newspaper of general circulation within the area notifying of the adoption of the resolution/ordinance
3. Certified the resolution/ordinance

Go to <http://www.state.il.us/agency/idol/rates/rates.HTM> and print off a copy of your county prevailing wage for June 2011.

Now make two copies of the original preceding documentation.

1. Keep original for your office file
2. Send the other two to the following addresses:

Illinois Secretary of State  
Index Division  
111 E Monroe Street  
Springfield, Illinois 62756

Illinois Department of Labor  
900 South Spring Street  
Springfield, Illinois 62704-2725

This process will need to be done in the month of June on an annual basis.