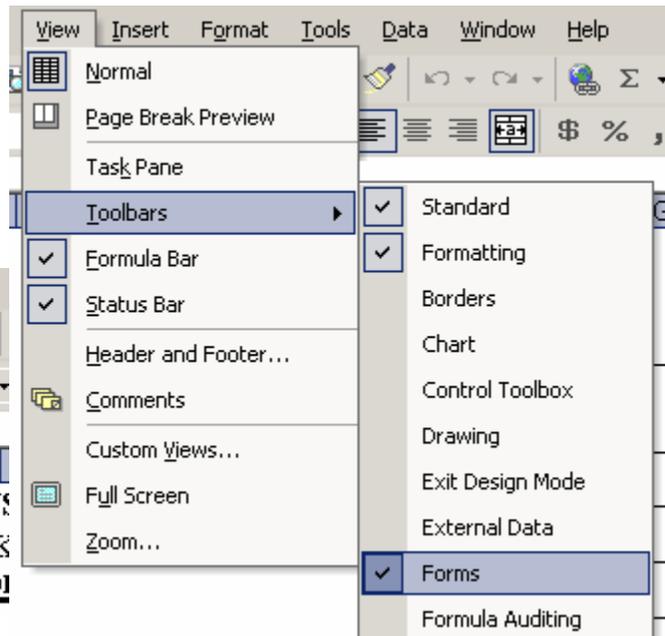
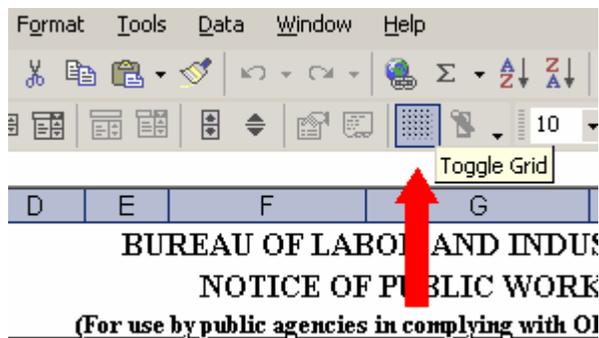


Instructions for Linked WH-81 /WH-39 Forms

Step 1: Open the Excel document. If prompted, click “Enable Macros” to open. If your computer setting doesn’t allow you to open macros in Excel, you can change this by going to Tools, Macro, Security, and selecting Medium.

Step 2 (optional): For an easier to read document, open the “Forms” toolbar (shown right) and click on the Toggle Grid button (shown below) for each worksheet.



Step 3: On the WH-81 (page 1) fill in the underlined spaces under Public Agency Information. The other spaces are locked and cannot be altered.

Step 4: Fill out either Section A (page 1), Section B, or Section C (both on Page 2) depending on the type of project. The corresponding WH-39 worksheet is linked and will be automatically updated with the information entered:

Section A is linked to WH-39a

Section B is linked to WH-39b

Section C is linked to WH-39c

Step 5: Print out the WH-81 and appropriate WH-39. Sign the WH-81, then mail the WH-81, WH-39, and the PWR fee payment to BOLI. These should be submitted within 30 days after awarding a contract subject to the prevailing wage rate laws.

Step 6 (optional): You may wish to save a copy of the completed forms for your records.