

## Contracting & Labor Standards Appendix

### Labor Standards Contract Administration

1. Does the grantee have designated staff to ensure compliance with labor standards?  Yes  No  
Name:
2. Are field inspections of construction activities made on a regular basis?  Yes  No
3. Are steps being taken to ensure fair and open opportunities for all contractors?  Yes  No
4. Does review indicate that procurement leading to all construction contracts has been undertaken properly?  Yes  No
5. Is contractor selection based on the lowest bid received?  Yes  No  
If no, explain: \_\_\_\_\_  
\_\_\_\_\_
6. Are signed contracts on file?  Yes  No
7. Are appropriate Special Equal Opportunity Provisions contained in all construction contracts and related subcontracts of \$10,000 and under?  Yes  No
8. For contracts over \$100,000, have minimum standards for bid guarantees, performance and payment bonds been met?  Yes  No
9. Is there documentation that all contractors carry the necessary insurance required by 24 CFR Part 85 and OCD Policy Statement #4?  Yes  No
10. Do bid documents contain the following:
- a. Labor Standards Provisions & Wage Determination?  Yes  No
  - b. Bidder EEO Certification?  Yes  No
  - c. Bidder Segregated Facilities Certification?  Yes  No
  - d. Sec. 3 Affirmative Action Plan?  Yes  No  N/A
  - e. Section 202 of Executive Order 11246  Yes  No
11. Is documentation of the following present for each project?
- a. Labor Standards enforcement file?  Yes  No
  - b. Construction start date?  Yes  No
  - c. Specified contract award date?  Yes  No
  - d. Pre construction conference minutes?  Yes  No
  - e. Documentation for any wage restitutions?  Yes  No  N/A
  - f. Notification to OCD of underpayments?  Yes  No  N/A
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- g. Copies of Notification of Underpayment and restitution for each incidence?  Yes  No  N/A
- h. Apprentice/Trainee registration records?  Yes  No  N/A
- i. Employee interviews?  Yes  No
- j. Payrolls received and reviewed?  Yes  No

12. Have the following documents been sent to OCD as required?

- a. Contract Information Reporting Form?  Yes  No
- b. Section 3 Utilization Report?  Yes  No  N/A

### Sample Contract Review

Project #:  Contractor:

Project Address:

Description of Work:

Bid Opening Date:  Award Date:  Start Date:

Contract Amount: \$  Force Acct.  Yes  No

- 1. Contractor Certifications?  Yes  No
  - 2. Wage Determination requested prior to soliciting of bids?  Yes  No
  - 3. Wage Determination included in bid documents?  Yes  No
  - 4. Were modifications received less than 10 days prior to bid opening?  Yes  No
- If yes, were they in the contract documents?  Yes  No

- 5. Is the Wage Determination with any additional classifications and/or modifications posted at the job site?  Yes  No
- 6. Is the DOL Notice to Employees' poster with name and telephone number of the grantee's labor standards compliance officer posted at the work site?  Yes  No
- 7. Does the project manual or contract have a written policy regarding contract change orders?  Yes  No  
If yes, is it being followed?  Yes  No

8. Does review of payroll record indicate documentation of the following:
- a. Payrolls submitted weekly?  Yes  No
  - b. Payrolls numbered sequentially?  Yes  No
  - c. Payrolls signed by employer or authorized representative?  Yes  No
  - e. Records of additional classifications?  Yes  No  N/A
  - f. Payment of overtime?  Yes  No  N/A
  - g. The contractor's IRS Employer's Identification Number reported?  Yes  No
  - h. Proper employee deductions withheld?  Yes  No
9. Does review of employee records indicate documentation of the following:
- a. How many interviews were completed?
  - b. Interviews are sufficiently documented?  Yes  No
  - c. A representative number of trades was covered?  Yes  No
  - d. Interviews were compared against payrolls?  Yes  No
10. Did any wage underpayments occur?  Yes  No
11. Is documentation present that restitution has been made?  Yes  No  N/A

**Areas Needing Improvement:**

1.

2.

**Areas of Non-Compliance:**

1.

**Required Action:**

2.

**Required Action:**