Contracting & Labor Standards Appendix

Labor Standards Contract Administration

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

- h. Apprentice/Trainee registration records?
- i. Employee interviews?
- j. Payrolls received and reviewed?
- 12. Have the following documents been sent to OCD as required?
 - a. Contract Information Reporting Form?
 - b. Section 3 Utilization Report?

🗌 Yes 🗌		
🗌 Yes 🗌	No	🗌 N/A
🗌 Yes 🗌	No	
🗌 Yes 🗌	No	

🗌 Yes 🗌	No	
🗌 Yes 🗌	No 🗌	N/A

Sample Contract Review

Projec	ct #: Contractor:		
Projec	ct Address:		
Descr	iption of Work:		
Bid O	pening Date: Award Date: Start Date:		
Contra	act Amount: \$ Force Acct.		
1.	Contractor Certifications?		
2.	Wage Determination requested prior to soliciting of bids?		
3.	Wage Determination included in bid documents?		
4.	Were modifications received less than 10 days prior to bid opening?		
	If yes, were they in the contract documents?		
5.	Is the Wage Determination with any additional classifications and/or modifications posted at the job site?		
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?		
7.	Does the project manual or contract have a written policy regarding contract change orders?		

- 8. Does review of payroll record indicate documentation of the following:
 - a. Payrolls submitted weekly?
 - b. Payrolls numbered sequentially?
 - c. Payrolls signed by employer or authorized representative?
 - e. Records of additional classifications?
 - f. Payment of overtime?
 - g. The contractor's IRS Employer's Identification Number reported?
 - h. Proper employee deductions withheld?
- 9. Does review of employee records indicate documentation of the following:
 - a. How many interviews were completed?
 - b. Interviews are sufficiently documented?
 - c. A representative number of trades was covered?
 - d. Interviews were compared against payrolls?
- 10. Did any wage underpayments occur?
- 11. Is documentation present that restitution has been made?

Areas Needing Improvement:

1.

2.

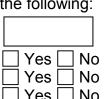
Areas of Non-Compliance:

1.

Required Action:

2.

Required Action:



Yes

Yes

Yes [No	⊡N/A
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No

No

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