SAMPLE CONSTRUCTION CONTRACT CHECKLIST

GRANTEE: ____________________________  CONTRACT #: ____________

Dates of Bid Advertisement: ________________________________________________
Labor Standards Compliance Officer: ____________________________________________
Date of 10-Day Call: ____________
Date of Bid Opening: ____________
Date of Contract Award: ____________
Date Work Began: ____________
Date Contract Executed: ____________
Contract Amount: _______________
Contractor: _________________________  Address: _________________________

Indicate by an "X" if the contractor can be classified as any of the following.
Minority: _____    Section 3: _____    Female: _____

Contact Person: ______________________    Telephone: ______________________

1. **Pre-Advertisement/Bid Package Review**

- Federal wage determination requested
- Federal wage determination acknowledged
- Federal wage determination reviewed
- Davis-Bacon provisions ($2,000)
- Contract Work Hours and Safety Standards clauses
- Copeland Anti-Kickback clause
- Employment of Apprentices/Trainees clause
- Title VI clause
- Compliance with Title VIII Fair Housing
- E.O. 11246 standard clause (contracts above $10,000) OR 3-paragraph equal opportunity provisions (contracts less than $10,000)
- Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (E.O. 11246 -- contracts $10,000 or more)

Page 1 of 4
Version 3.7
2-4

- Standard Federal Equal Employment Opportunity Construction Contract Specifications and Goals and Timetables (E.O. 11246 -- contracts $10,000 or more) ____________________________________________
- Section 109 clause ____________________________________________
- Section 504 Handicapped (contracts of $2,500 or more) ____________________________________________
- Section 3 clause ____________________________________________
- Age Discrimination Act of 1975 ____________________________________________
- Segregated Facilities clause ____________________________________________
- Clean Air/Water (contracts of $100,000 or more) ____________________________________________
- Flood Insurance, if applicable ____________________________________________
- Lead-Based Paint clause ____________________________________________
- A-102 Bonding Insurance Provisions ($100,000) ____________________________________________
- Access to Records/Maintenance of Records clauses ____________________________________________
- General Administrative Provisions ____________________________________________
- Review by Attorney (optional) ____________________________________________
- Approval of plans and specs by cognizant agency (water and sewer projects) ____________________________________________

2. PRE-AWARD

- Date of 10-day Call ____________________________________________
- Minutes of Bid Opening ____________________________________________
- Tabulation of Bids (Send one copy to OCD/DRU) ____________________________________________
- Recommendation for Award ____________________________________________
- Verify Contractor/Subcontractor clearance prior to awarding a construction contract ____________________________________________
- Authorization of Contract Award ____________________________________________

3. PRECONSTRUCTION

- Executed Contract ____________________________________________
- Notice of Contract Award sent to OCD/DRU ____________________________________________
- Notification of Contractor/Subcontractor Responsibilities ____________________________________________
- Contractor’s/Subcontractor’s Section 3 Plan, if required ____________________________________________
- Contractor’s Section 3 Tables A & B completed, if required
- Contractor’s Certification regarding Section 3 and Segregated Facilities
- Subcontractor’s Certification regarding Section 3 and Segregated Facilities
- Provide Contractor’s Guide to Davis-Bacon Wage to contractor
- Requested and received federal wage determination for any classifications not included on wage determination
- If apprentices are to be used on contract, received copy of contractor's apprentice program certifications
- If trainees are to be used on contract, received copy of contractor's trainee program certification
- Bonding/insurance on file

4. CONSTRUCTION/ENFORCEMENT

Payrolls & Statement of Compliance

<table>
<thead>
<tr>
<th>Received</th>
<th>Reviewed</th>
<th>Discrepancies</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4 (Etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Project Inspection

1. ______________
2. ______________
3. ______________
4. ______________

- Complaints, if any, and actions taken

- Correspondence concerning contractor E.O. compliance

Date/By
Project Inspection Checklist

A. Project Site Posting

1) Federal Wage Determination(s)  

2) Notice to Employees (W.H. 1321)  

3) Safety & Health Protection on Job  

4) Equal Employment Opportunity Requirements  (E.O. 11246)  

B. Employee Interviews

Attach employee interview form for each interview conducted. All classifications represented on the job must be included in interviews.

5. PROJECT COMPLETION

- Files reviewed to determine completeness and establish that all required restitutions have been made and are adequately documented  

- Labor Standards Enforcement Report(s)  

- Copy of as-built plans received