

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

Date/By

- Federal wage determination requested _____
- Federal wage determination acknowledged _____
- Federal wage determination reviewed _____
- Federal Labor Standards Provisions _____
- 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) _____

Date/By

- 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

	Received	Reviewed	Discrepancies	Description
Week 1				
Week 2				
Week 3				
Week 4 (Etc.)				

- Project Inspection Date/By
 1. _____
 2. _____
 3. _____
 4. _____
- Complaints, if any, and actions taken _____
- Correspondence concerning contractor E.O. compliance _____

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
