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: Add	lress:
Indicate by an "X" if the contractor can be classified as Minority: Section 3: Fema.	s any of the following. le:
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 Actio to Ensure Equal Employment Opportunity (E.O. 11246 contracts \$10,000 or more)	n

	Date/By
- 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)	
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	
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	

2.

3.

		Date/By	
- Contractor's Section 3 Tables A & B con	npleted,		
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-Bac	on 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, rece	eived		
copy of contractor's trainee program certi			
- Bonding/insurance on file			
CONSTRUCTION/ENFORCEMENT			
Payrolls & Statement of Compliance	eviewed	Disarananaias	Description
Received R	evieweu	Discrepancies	Description
Week 1			
Week 2			
Week 3			
Week 4 (Etc.)			
- Project Inspection		Date/By	
1.			
1 2		-	
3			
4			
- Complaints, if any, and actions taken			_
- Correspondence concerning contractor E.O. compliance			
1		-	

4.

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.	PR	ROJECT COMPLETION
	cc	iles reviewed to determine completeness and establish that Il required restitutions have been nade and are adequately documented
		<u> </u>
	- L	abor Standards Enforcement Report(s)