



# Davis Bacon Labor Relations

This checklist is to be used as your guide to fulfilling all of the Federal Labor Requirements on your construction project. Please make sure to follow these steps exactly as they appear on this checklist as Federal law prohibits organizations from committing, obligating, spending funds, and/or starting/staging for construction until contracts have been executed and a Environmental Review has been completed.

## Project Checklist

You must also retain all financial records, supporting documents statistical records, and all other records pertinent to your grant agreement (*including all original copies of the forms and steps contained in this checklist*) for a period of four (4) years. The retention period begins in the September immediately following the completion of your project.

### Important Resources

You can find this checklist as well as all of the necessary forms and contracts at the following website:

<http://www.slcgov.com/hand/federal-labor-requirements>

### Important Contacts

Jake Williams – [jacob.williams@slcgov.com](mailto:jacob.williams@slcgov.com) – 801-535-7268  
Marilynn Lewis - [marilynn.lewis@slcgov.com](mailto:marilynn.lewis@slcgov.com) - 801-535-6409

# Davis Bacon Labor Relations

## *PSBI Construction Project Checklist*



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|--------------|---|
| _____        | 1. Contact Marilyn Lewis ( <a href="mailto:marilyn.lewis@slcgov.com">marilyn.lewis@slcgov.com</a> or 801-535-6409) and request an Environmental Review. |
| Date/Initial |   |
| _____        | 2. Submit the, "Request For Federal Wage Determination" to:   |
| Date/Initial | a. Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> )   |
| _____        | 3. Submit the, "Lead Based Paint Certification"   |
| Date/Initial |   |
| _____        | 4. Submit the, "Notice To Bidders" to:  |
| Date/Initial | a. A well read publication &/or Bid Sync ( <a href="http://www.bidsync.com">www.bidsync.com</a> )   |
|              | b. The Section 3 Business Registry ( <a href="#">Section 3 Registry</a> )   |
|              | c. US Small Business Administration's Dynamic Business Registry ( <a href="#">Small Dynamic Business Registry</a> )                                     |
| _____        | 5. Submit the, "Notice To Bidders" with proof of their publication in the locations listed in Step #4 to:   |
| Date/Initial | a. Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> )   |
| _____        | 6. Schedule Pre-Bid Meeting making sure to include Jake Williams  |
| Date/Initial | ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> ) in the scheduling of said meeting.   |
| _____        | 7. Use our "Instruction to Bidders Packet" and the "HUD 4010" as a template   |
| Date/Initial | bid packet to be distributed at the pre-bid meeting.  |
| _____        | 8. Hold a Pre-Bid Meeting with Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> ) in                            |
| Date/Initial | attendance.   |
| _____        | 9. Send a " <a href="#">Letter of Intent to Award</a> " to the winning bidder.  |
| Date/Initial |   |

_____	10. Submit the, "Letter of Intent to Award" with the applicable, "Section 3, Woman, and Minority Owned Business Certification" and a, "Bid Compilation Form" to:
Date/Initial	a. Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> ) <i>Note: If the selected bidder is not the lowest bid Federal Procurement guidelines require a written explanation of why the lowest bidder was not chosen. Also note that Federal Procurement guidelines do not allow any cost(+) bids.</i>
_____	11. Upon receipt of a Federal Debarment Clearance from Jake Williams schedule a pre-construction meeting making sure to include Jake in the planning and scheduling of said meeting.
Date/Initial	
_____	12. Hold a pre-construction meeting and ensure that Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> ) or a representative of HAND is in attendance.
Date/Initial	
_____	13. When all documentation of applicable bonds, insurance, worker's comp, and the contractor's license have been received submit an, " <a href="#">Order to Proceed Request</a> " to:
Date/Initial	a. Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> )
_____	14. Upon receipt of an official, "Order to Proceed Letter" from Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> ) proceed with construction on the project.
Date/Initial	
_____	15. Once a month during construction perform and employee interview on site and submit the resulting federal form to: (for projects lasting under one month perform at least one employee interview during the construction process)
Date/Initial	a. Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> )
_____	16. Where applicable submit change order forms to:
Date/Initial	a. Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> )
_____	17. Where applicable submit apprentice or trainee documentation:
Date/Initial	a. Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> )
_____	18. Submit a, "Notification of Completion Letter" on your letterhead and signature along with the following documentation to Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> ):
Date/Initial	a. Final invoice from the contractor

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| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div>Date/Initial</div> | 19. After receiving a close out letter from Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> ) confirming all necessary documentation has been received, pay the contractor their final payment and request a "Waiver of Lien" from the contractor.                              |
| <div style="border-bottom: 1px solid black; width: 100%;"></div> <div>Date/Initial</div>   | 20. Within 30 days of the final payment submit a performance summary well as the, "Waiver of Lien", a copy of the final check to the contractor, a, "Notification of Recapture Letter" and a copy of this checklist to:<br>a. Jake Williams ( <a href="mailto:jacob.williams@slcgov.com">jacob.williams@slcgov.com</a> ) |