

# **DAVIS-BACON PROCESS OUTLINE**

## **Federal Labor Standards**

### **I. PRE-BID STAGE**

- A. Notify Commission staff at the onset of bid document preparation. The requisite forms, current Federal wage decision and samples of required contract language will be provided for inclusion in the bid documents.
- B. Submit draft copy of the bid documents to Commission staff for review prior to publication, allowing sufficient time (two weeks) for review and revision, if necessary. The contract and bid documents must contain the Federal Labor Standard Provisions and current wage decision, as well as specific language regarding the federal prevailing wage rates and the provisions of the Subrecipient agreement.
- C. Notify the Commission confirming the bid opening date at least two weeks in advance. Commission staff will “lock in” the wage rate applicable to the project ten (10) days before the bid opening. A copy of the applicable wage rate will be provided for issue as an addendum.

### **II. BID STAGE**

- A. Provide the Commission proof of publication of the bid solicitation and a copy of the bid results. Indicate which contractor is to be awarded the contract. Commission staff will verify that the contractor is not ineligible or debarred from Federal contracts.
- B. Provide to the Commission a copy of the executed construction contract.
- C. Schedule a pre-construction conference to be attended by Commission and project management staff, and the prime and any major subcontractors prior to the commencement of construction.
- D. If the required forms and a copy of the construction contract have not been provided to the Commission prior to the pre-construction conference, they must be provided at that time.

### **III. CONSTRUCTION STAGE**

- A. Obtain weekly Certified Payroll Reports (CPRs) for contractors at all tiers from the prime contractor. It is the prime contractor’s responsibility to collect the CPRs from all subcontractors. Review the CPRs for payment of correct wage and fringe benefit amounts, copy for record and forward the originals to the Commission. All CPRs should be obtained and submitted to the Commission on a timely basis.
- B. Commission staff will perform on-site wage-compliance monitoring during the course of construction.

#### **IV. REIMBURSEMENT**

A. The Commission cannot provide reimbursement for construction expenses until all federal labor standards requirements are fulfilled. Compliance with the process outlined above will ensure timely disbursement of funds.

#### **KEY POINTS TO REMEMBER**

- All bid documents must be reviewed and approved by the Commission prior to publication.
- The wage determination applicable to the project must be “locked in” by the Commission ten days before the bid opening.
- The required forms must be completed by all contractors and submitted to the Commission before the commencement of construction.
- All laborers and mechanics working on the project must be paid wages equal to or greater than those listed in the applicable federal wage determination.
- Certified Payroll Reports must be obtained and submitted to the Commission on a timely basis.