**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**

- 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

- Architect's Certification of Compliance with

Architectural Barriers Act of 1968 (copy to DOA)

- 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

**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