

# OVERALL LABOR STANDARDS REVIEW

## 1. Wage Rate Determination:

Wage Decision Number(s):	
Were the correct wage rates requested/downloaded?	
Were the correct wage rates included in the specifications?	
Is there documentation of a 10-day check of the wage rates?	
Have any new wage classification been requested from DOL?	
If so, are the conformance and ECD approval letters in the file?	

## 2. Addenda and Rebids

If addenda were issued, are copies on file? (May be included in Recommendation for Bid Award)	
If a rebid was completed or addendum issued, were the correct wage rates in specs and used by contractor?	
If a mini re-bid was conducted, were the bidders properly notified?	

## 3. Bid Documentation on file

Minutes of Bid Opening	
Tabulation of Bids	
Recommendation for Award	
Verification of Contractor Eligibility (ECD approval of P&S)	
Executed Bid Contract	
Notice of Contract Award and PCC	

## 4. Pre- Construction Conference (PCC)

PCC Letter from ECD	
Pre-Construction Conference Report	
Notice to Proceed Issued to Contractor	
Notice of Start of Construction	

## 5. Restitution

Should any new wage classifications be requested from DOL?	
Does the review indicate restitution is due?	

## 6. Contract/Subcontract Activity Report

Date of most recent report:	
Does the date match the most recent report on file at ECD?	

## 7. Findings and Concerns

Are any findings or concerns present related to Labor requirements? \_\_\_\_\_

If "Yes", number and list the findings and concerns below.

# LABOR CHECKLIST FOR PRIME OR SUB-CONTRACTORS

\* List Prime as Contractor 1

\*\* Required for Prime and Sub-Contractors

	Contractor 1*	Contractor 2	Contractor 3	Contractor 4	Contractor 5
<b>General Information</b>					
Name:					
TN Contractor License #:					

<b>Certifications</b>					
Debarment					
EEO**					
Female/ Minority					
Section 3 and Seg. Facilities**					
Drug-Free Work place					
Illegal Immigrants					

<b>Compliance</b>					
Have weekly Statements of Compliance been received from contractor/subcontractor?					
Is a Project Wage Rate Sheet on file?					
Is the wage determination posted at the construction site?					
Is the Davis-Bacon poster is posted at the construction site?					
Is the Safety & Health Protection poster posted at the construction site?					
Is the Equal Opportunity poster posted at the construction site?					

<b>Payrolls</b>					
Have payrolls been submitted weekly?					
Are payrolls numbered sequentially?					
Are payrolls signed by employee or authorized representative?					
If Apprentice/Trainee used, are records on file?					
If Business Owners are reported on payrolls, is the appropriate documentation on file?					
Has overtime been paid when worked?					

<b>Employee Interviews</b>					
Have employee interviews been conducted?					
Are interviews sufficiently documented on current forms?					
Are a representative number of trades covered?					

Are interviews compared against payrolls?					
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**Investigations and Violations**

Have investigations been conducted in a timely manner?					
Are records and documentation sufficient to support the findings?					
Have appropriate cases been referred to ECD?					

**Additional Notes:**

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## Payroll Check

\* Be sure the Classification tab is completed before conducting the Payroll check.

Contractor/Subcontractor: \_\_\_\_\_  
 Date(s) of each employee interview: \_\_\_\_\_

Date and # of first payroll: \_\_\_\_\_  
 Date and # of last payroll: \_\_\_\_\_

Number of "No work" payrolls: \_\_\_\_\_

Has any wage restitution been paid to date? \_\_\_\_\_

(If yes, collect documentation.) Inform the administrator that information on any restitution paid must be submitted with the close-out report including name of person paid and total amount of restitution paid.

Interview				Employee & Classification	Wage Rate			Deductions		Comments
Date	Last Day Worked	Hours	Payroll Number		Payroll	Davis Bacon	Employee Interview	Other deduct forms on		
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			
				Name: _____ Class: - Select One -	H: \$0.00 F: \$0.00 T: \$0.00 OT: \$0.00		Standard: Standard/Other:			