Agenda

• Contract requirements
• Invoicing
• Procurement
• Davis Bacon requirements
• Closeout
• Questions & Answers
Contract Requirements Overview

• You have 4 years to complete your project
• Repayment of your loan will start October 1 after project completion
• Davis Bacon is required on these projects
• For contracts executed after 1/17/14, *Buy American* is also required on your project
• Must be current in the SAM.gov database
• Section 106/SERP must be complete before any ground disturbance (Submit copy of DOH approval letters to CAU)
• Non-Municipal borrowers must maintain a dedicated repayment account for the life of the loan
• Investment Grade Efficiency Audit (IGEA) needs to be completed on all projects where energy savings is obtainable.
Submitting An Invoice Voucher

- Use the A19 provided
- Project status report must be submitted with each invoice
- Copies of invoices supporting the request must be included
- A summary sheet of invoices is very helpful in the review process
- Must be current in SAM.GOV
- Must have an active account with State Treasurer
- Construction Draw Requests
  - Environmental process must be complete (DOH handles this)
  - Approval of construction documents from DOH engineer
  - Must have issued a Notice To Proceed
  - 21-day Labor package must be submitted and approved by your CAU project manager
  - Labor Standards Certification must be included
# Invoice Voucher

**Form 19-IA**

**WILLIAM STATE**
**DEPARTMENT OF COMMERCE**

**DEPARTMENT OF COMMERCE**
**P.O. BOX 42525**
**OLYMPIA, WA 98504-42525**

**VENDOR DISTRIBUTION**

**ACCOUNT NUMBER**
1030

**Short Code**

**Commerce Contract Number**

**VENDOR ON CLAIMANT**

**VENDOR’S CERTIFICATE**

The individual signing this invoice declares that he/she has the authority to do so and has submitted the accuracy of the data entered.

**REPORT PERIOD**

**DATE**

**DESCRIPTION**

**BUDGET**

**PREVIOUSLY REQUESTED**

**AMOUNT THIS INVOICE**

**REMAINING BALANCE**

**TOTALS**

$0.00

$0.00

$0.00

$0.00

**SIGN IN BLUE INK**
Procuring A Contractor For Professional Services

• For Professional Services, Municipalities who participate with MSRC may use the Consultant Roster found on their website.

• All others must follow a competitive process by advertising for Request for Professional services in a newspaper of general circulation.

• Borrowers must have a documented process for reviewing proposals and statements.

• Check SAM.GOV for federal exclusion and print out your finding and keep it in your records.
Bidding Your Project

- Request federal wage decision to be placed in your bid specs
- CAU must review your bid specs (front end specs) to assure all federal requirements are included
- CAU must approve your bid advertisement before publishing in the newspaper
- Ad must run once a week for two weeks with there being 14 days between last publication and bid opening
- Check with CAU ten days prior to your bid opening for modifications to the wage decision (10-day wage check).
- Contact CAU when less than two bids are received
Procuring A Contractor for Construction Cont.

- After your Bid Opening
  - Check SAM.GOV for federal exclusion on Contractor selected and any Sub-Contractors performing work on this project. Print out your finding and submit it with your Notice to Proceed
  - Conduct a pre-construction conference and retain minutes of this conference in your files (Send copy of minutes to CAU)
  - Issue a Notice To Proceed on the form provided and send a copy to your CAU project manager with an affidavit of bid solicitation and advertisement
Davis Bacon

- Davis-Bacon applies to construction contracts for more than $2,000.
- You must insert the applicable federal wage decision in your bid specs.
- Which Wage Determination Schedule is the “Right one”?
  - Building – Other enclosed structures.
  - Highway – Almost anything paved.
  - Heavy – Everything Else (typical DWSRF projects)

Additional guidance on w dol.gov: http://www.wdol.gov/usrguide/sectionc.aspx#c4b

- Your CAU project manager can assist you in obtaining your wage decision. For non-municipalities, your CAU project manager must pull your wage decision.
Contractor requirements

• Pay workers at least the prevailing wage (highest rate of state and federal).
• Pay weekly.
• Post wages on job site.
• Post information posters are job site.
• Provide certified payrolls to you. (WHD-347)
• Document Fringe Benefits.
<table>
<thead>
<tr>
<th>Service Contract Act</th>
<th>Davis-Bacon Act</th>
<th>Related Information</th>
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<tbody>
<tr>
<td>Selecting SCA WDs</td>
<td>Selecting DBA WDs</td>
<td>Agency Labor Advisors</td>
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<td>e98</td>
<td>Archived WDs</td>
<td>Library</td>
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<td>Archived WDs</td>
<td>WDs due to be revised</td>
<td>DOL Wage and Hour Website</td>
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<tr>
<td>WDs due to be revised</td>
<td>Rollover Crosswalk</td>
<td>NEW!</td>
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<td>PACT (Price Adjustment Calculation Tool)</td>
<td>NEW!</td>
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</table>

CAUTION: Users should note that the only WDs applicable to a particular solicitation or contract are those that have been incorporated by the contracting officer in that contract action.

Selecting DBA Wage Decisions

Select DBA WD by number:

(Enter WD number in the following format: two letter abbreviation for the state and the number of the WD. For example, VA3, NOT VA030003 or MD150 NOT MD030150.)

OR

By Selection criteria beginning with:

State: WASHINGTON

County: Chelan

Construction Type: HEAVY

WD Number: WA3 BUILDING HEAVY

Search

Browse by state/territory.

View the latest modifications and additions to the Davis-Bacon Database.

View the modifications or additions to Davis-Bacon Wage Determinations due to be issued and published on WDOL.gov.

View Archived Wage Determinations
(Enter WD number in the following format: two letter abbreviation for the state and the number of the WD. For example, VA3, NOT VA030003 or MD150 NOT MD00150.)

OR

**By Selection criteria beginning with:**

State: WASHINGTON  
County: Chelan  
Construction Type: HEAVY  
WD Number: WA105

**Your search returned the following results:**

<table>
<thead>
<tr>
<th>Wage Determination</th>
<th>Construction Type</th>
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</thead>
<tbody>
<tr>
<td>Display WA105</td>
<td>HEAVY</td>
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<tr>
<td>Display WA3</td>
<td>HEAVY</td>
</tr>
<tr>
<td>Display WA90</td>
<td>HEAVY</td>
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</tbody>
</table>

Browse by state/territory.
View the latest modifications and additions to the Davis-Bacon Database.
View the modifications or additions to Davis-Bacon Wage Determinations due to be issued and published on WDOL.gov.
View Archived Wage Determinations

Back
General Decision Number: WA120090 08/03/2012 WA90

Superseded General Decision Number: WA20100105

State: Washington

Construction Type: Heavy
including water and sewer line construction

County: Chelan County in Washington.

HEAVY CONSTRUCTION PROJECTS (including sewer/water construction).

Modification Number | Publication Date |
--- | --- |
0 | 01/06/2012 |
1 | 02/10/2012 |
2 | 07/06/2012 |
3 | 08/03/2012 |

CARP0770-002 06/01/2011

Rates Fringes

Carpenter (Including Formwork)... $25.25 12.60
Millwright......................... $36.39 12.60

(HOURLY ZONE PAY: WESTERN AND CENTRAL WASHINGTON - ALL CLASSIFICATIONS EXCEPT MILLWRIGHTS AND PILEDRIVERS

Hourly Zone Pay shall be paid on jobs located outside of the free zone computed from the city center of the following listed cities:

Seattle Olympia Bellingham
Auburn Bremerton Anacortes
Renton Shelton Yakima
Aberdeen-Hoquiam Tacoma Wenatchee
Ellensburg Everett Port Angeles
Centralia Mount Vernon Sunnyside
Chelan Pt. Townsend

Zone Pay:
0 - 25 radius miles Free
26 - 35 radius miles $1.00/hour
36 - 45 radius miles $1.15/hour
What if a classification is not on my determination?

• Generally try to use the existing classifications.  
  – Can an existing classification perform the work?
• Additional wage rate classifications can be requested from DOL.  
  – Use Form Standard Form 1444
• Try to get agreement on the wage determination before hand.  
  – Contractor  
  – Laborer
• “Reasonable” compared to other wage rates already in the determination.
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<td>NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER OF WORKER)</td>
<td>WORK CLASSIFICATION</td>
<td>DAY AND DATE OF QUIT</td>
<td>HOURS WORKED EACH DAY</td>
<td>TOTAL HOURS</td>
<td>RATE OF PAY</td>
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While completion of Form WH-347 is mandatory, it is not mandatory for covered contractors and subcontractors performing work on federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Cope Act (40 U.S.C. § 2145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "submit weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(2)(i) require contractors to submit weekly a copy of all payrools to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrools are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

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I, ____________________________ ____________________________ (Name of Signatory Party) (Title) do hereby state:

(1) That I pay or supervise the payment of the persons employed by ____________________________ on the ____________________________ (Contractor or Subcontractor) that during the payroll period commencing on the ____________________________ (Building or Work) day of ____________________________ , and ending the ____________________________ day of ____________________________ all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said ____________________________ (Contractor or Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 109, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. § 3145), and described below:

(2) That any payroll otherwise under this contract required to be submitted for the above period are correct and complete, that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

   □ — In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

   □ — Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

<table>
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<tr>
<th>EXCEPTION (CRAFT)</th>
<th>EXPLANATION</th>
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REMARKS:

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THE WILFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 31 OF THE UNITED STATES CODE.
Monitor For Labor Standards Requirements

• Review Certified Payrolls
  – Weekly Submission (including Subcontractors)
  – Contractor responsible for review of subs payrolls
  – Fringe Benefits/Zone Pay
  – Verify apprentices

• Conduct onsite review
  – Davis Bacon Poster
  – Federal Wage Decision
Monitor For Labor Standards Requirements Cont.

• Conduct Employee Interviews
  – One per contractor per trade
  – Use Interview form

• Submit 21-day Labor Package to CAU for Approval, this package includes the following:
  – Statement of Intent
  – First 2 weeks of Certified Payroll
  – Employee Interviews
Project Completion

- Submit the DOH Construction Completion Report to your DOH Engineer; send copy to CAU project manager
- Submit PWeB project completion request online
- CAU Project Manager will generate:
  - Project Completion Amendment for signature
  - Final A19 request