

FACT SHEET #7 – INSTRUCTIONS FOR CONTRACTORS

DAVIS-BACON PROVISIONS FOR CLEAN AND DRINKING WATER SRF PROJECTS

Detailed information for Contractors and their compliance duties

- 1. POST THE WAGE DECISION AND NOTICE TO ALL EMPLOYEES.** The prime Contractor is required to display on the job site a copy of wage decision and Form WH-1321, *Notice to All Employees* poster.
- 2. PREPARATION OF PAYROLLS.** Each Contractor will keep one copy of their payrolls for their records and submit the original to the Prime Contractor. Payrolls must be submitted on a weekly basis. Keep all Davis-Bacon documents for three years following the completion of all construction.
- 3. CERTIFIED SIGNATURE.** The weekly payroll form must be signed by the owner, partner, or an officer of the corporation (formal authorization for a payroll clerk or human resources manager to sign the weekly payroll form may be given by the owner, partner, or an officer. The signature on the payrolls may not be made with a stamp or auto-signature.
- 4. FORMAT.** Weekly payroll forms must be filled out completely and legibly. Contractors may use their own weekly payroll forms so long as all the information required by on the DOL weekly payroll form WH-347 page 1 is included. Contractor must use the published Statement of Compliance which is on page 2 of WH-347 DOL weekly payroll form.
- 5. REGULAR HOURS.** Show only hours spent at the work site on the weekly payroll form. Do not include travel time or paid holidays or work done off-site.
- 6. NUMBER PAYROLLS.** Number all payrolls consecutively, with the last payroll identified with the word “Final”. If there will be a gap of time between weeks on site, Contractors should either send a statement with the period of time they’ll be off-site if known or simply state on the next payroll submitted “No Work” for the lapse in time and document the dates.
- 7. APPRENTICES.** Apprentices must be registered in a training program approved by the U.S. Department of Labor (DOL). They cannot be on the job until registered and the certificate must be provided to the General Contractor for submittal with the weekly payroll report.
- 8. OVERTIME.** According to the Davis-Bacon and Related Acts, all hours worked in excess of forty (40) hours per week shall be paid one and one-half times the basic hourly rate of pay per U.S. Department of Labor Memorandum Number 143 found in the Contract Specifications.
- 9. ADDITIONAL CLASSIFICATIONS.** In some instances, there will not be a work classification on the applicable Wage Decision that will exactly fit a work category. Contractors should coordinate with Consulting Engineers after the bid to make sure all classes needed are listed and contact the WID Construction Section at (802) 760-8135 or by email at roger.bergeron@vermont.gov if an additional classification is needed.
- 10. CONTACTS.** Contact the Prime Contractor first with any questions regarding Labor Standards Compliance. If the Prime Contractor is unable to help you, contact the WID Construction Section at (802) 760-8135 or via email at roger.bergeron@vermont.gov.