

SAMPLE CONSTRUCTION OVERSIGHT CHECKLIST

Project Name: _____

Date of Bid Advertisement: _____ Date of Bid Opening: _____

Labor Standards Designee: _____

Contract Amount: _____ Date Work Initiated: _____

Contractor: _____

Address: _____

Minority: _____ Section 3: _____ Female: _____

Contact Person: _____

Telephone: _____

Subcontractor(s): _____

Address: _____

1.	PRE-ADVERTISEMENT/BID PACKAGE REVIEW	Date/By
	▪ State and/or Federal Wage rate determination(s) requested	_____
	▪ Wage rate determination(s) received	_____
	▪ Wage rate determination(s) reviewed by engineer or architect	_____
	▪ Additional classifications needed/requested	_____
	▪ Davis-Bacon provisions (over \$2,000)	_____
	▪ Contract Work Hours and Safety Standards Clauses (over \$100,000)	_____
	▪ Copeland Anti-Kickback clause (over \$2,000)	_____
	▪ Employment of Apprentices/Trainees clause	_____
	▪ Title VI clause	_____
	▪ E.O. 11246 standard clause (above \$10,000)	_____

- 3-paragraph Equal Opportunity provisions (less than \$10,0000) _____
- Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (E.O. 11246- \$10,000 or more) _____
- Standard Federal Equal Employment Opportunity Construction Contract Specifications and Goals and Timetables (E.O. 11246 - \$10,000 or more) _____
- Section 109 clause _____
- Section 3 clause (Over \$100,000) _____
- Age Discrimination Act of 1975 _____
- Rehabilitation Act of 1973 _____
- Section 402 Veterans of Vietnam Era (if over \$10,000) _____
- Nonsegregated Facilities clause _____
- Clean Air/Water (\$100,000) _____
- Energy Efficiency _____
- Flood Insurance, if applicable _____
- Lead-Based Paint clause _____
- 24 CFR Part 85 Bonding Insurance Provisions (\$100,000) _____
- Access to Records/Maintenance of Records clauses _____
- General Administrative Provisions _____
- Review by City/County Attorney _____
- Review by outside agencies (specify) _____
- “9 Day” call to DLG verifying status of wage determination _____
- IFB sent to minority firms/minority business office _____
- Advertisement scheduled 7-21 days prior to bid opening _____
- Addenda sent out to all bidders more than 72 hours prior to bid opening _____

2. PRE-AWARD

- Minutes of Bid Opening _____
- Tabulation of Bids _____
- Recommendation for Award _____
- Verification of Eligibility of Contractor _____
- Prime Contractor _____
- Subcontractor(s) _____
- Written Section 3 plan for all contracts in excess of
\$100,000 _____
- Date of State Release of Funds _____
- Council/Fiscal Court Authorization of Contract Award _____

3. PRE-CONSTRUCTION

- Executed Contract _____
- Contractor's Certification Concerning Labor
Standards and Prevailing Wage Requirements _____
- Contractor's Certification of Equal Employment
Opportunity _____
- Contractor's Certification regarding Section 3 and
Segregated Facilities _____
- Contractor's Employee Breakdown Form _____
- List of subcontractors and Minority/Section 3 status
obtained _____
- Executed Subcontract(s) _____
- Subcontractor's Certification of Equal Employment
Opportunity _____
- Subcontractor's Certification regarding Section 3 and
Segregated Facilities _____
- Pre-Construction Conference held _____
- Pre-Construction Conference Report filed in project
Labor Standards Enforcement file, cross-referenced
in project E.O. Enforcement file _____
- Contractor Established own Equal Opportunity file
(E.O. 11246) _____
- Requested and received additional wage _____

classifications for any classifications not included on wage determination _____

- If apprentices are to be used on contract, received copy of contractor's apprentice program from State Bureau of Apprenticeship and Training _____
- If trainees are to be used on contract, received copy of contractor's trainee program certification from SBAT _____
- Bonding/Insurance on file with city/county _____
- Contract Labor Standards Enforcement file established _____
- Notice to Proceed issued to Contractor/DLG _____

4. CONSTRUCTION/ENFORCEMENT

- Payroll & Statement of Compliance
Received Reviewed Discrepancies: Document of attached sheet, including resolutions and notice to State

Week 1

Week 2

Week 3

Week 4

(etc.)

Date by

- Project Inspection

Month 1 _____

Month 2 _____

Month 3 _____

Month 4 _____

Complaints, if any, and actions taken _____

Correspondence concerning Contractor _____

E.O. Compliance

Project Inspection Checklist

- A. Project Site Posting
- 1) Wage Decision _____
 - 2) Notice to Employees (W.H. 1321) _____
 - 3) Safety & Health Protection on Job _____
 - 4) Equal Employment Opportunity Requirements (E.O. 11246) _____
- B. Employee Interviews
- File Employee Interview form for each interview conducted. All classifications represented on the job must be included in interviews.
- C. Inspectors report written _____
- (Re: posting of site, contractor compliance with E.O. specification)
5. PROJECT COMPLETION
- Files review to determine completeness,
 - Establish all required restitutions have been made and are adequately documented
 - Copy of As-Built Plans Received
 - Notice of Completion