

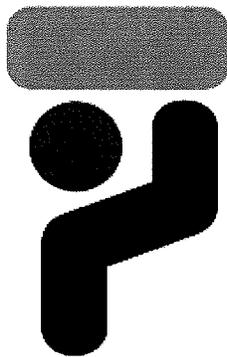
Request for Quotation

TRC Muncie Head Start Fan Coil Replacement and Additional
Honeywell Building Controls

Transition Resources Corporation

6/11/2018

600 Corporation Drive
Pendleton, IN 46064



**Telamon
Corporation**
Transition
Resources
Corporation



Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted on paper or electronically, as stated below, no later than:

**6/25/2018
4:30 PM**

Submission Delivery Address

The delivery address to be used for submissions in person or mailed is:

Marla Monday
Transition Resources Corporation
600 Corporation Drive
Pendleton, IN 46064

The address for electronic submissions is

mmonday@transitionresources.org

Submission of Quote

If quote is mailed or hand delivered, please provide two (2) copies. Please use fonts no smaller than 10 points.

Submission Questions and Clarifications

Questions on any topics covered in this Request for Quote may be emailed to;

Gordon Upchurch
Email: gupchurch@transitionresources.org

Questions will only be accepted through email.

Introduction

Transition Resources Corporation (**TRC**) is accepting quotes from qualified companies to install 8 "OPEN" license 5 years feature Honeywell WEB AX based building automation system to control Honeywell Spyders in remaining eight Classroom. These will also be configured for two (2) newly installed Fulton 2 MBH Endura Boilers and replace twenty (20) original 1958 Herman Nelson fan coil

Request for Quote

units. We would rather New Daikin split system units, but if budget won't allow heat only fan coils are acceptable at the TRC Muncie Head Start Center located at 3900 E. Wysor Street, Muncie, Indiana.

Business Overview & Background

Telamon Corporation is a multi-state, multi-funded private non-profit organization which was organized in 1965 to provide aid to those in need. Among those are farmworkers and their families, children born into poverty, at-risk youth, elderly, homeless, and dislocated workers. In Indiana, we do business as Transition Resources Corporation because there was already a for-profit Telamon Corporation operating in Indiana in 1987 when TRC incorporated in the state and began providing services.

Transition Resources Corporation (TRC) is a 501(c)(3) not-for-profit organization. Transition Resources operates the National Farmworker Jobs Program providing employment and training services to migrant and seasonal farmworkers throughout the state of Indiana; provides the Jobs for America's Graduates (JAG) opportunity to high school students in Marion County; delivers a HUD-approved Housing Counseling program; and operates Head Start programs in Delaware and Madison counties.

MISSION: To provide educational services that lead to better job, better lives, and better communities.

Purpose, Specifications/Scope, Timeline & Budget

Purpose

Transition Resources Corporation (**TRC**) is accepting quotes from qualified companies to install 8 FCU control packages. "OPEN" license 5 years feature Honeywell WEB AX based building automation system to control Honeywell Spydere in remaining eight Classroom. These will also be configured for two (2) newly installed Fulton 2 MBH Endura Boilers and replace twenty (20) original 1958 Herman Nelson fan coil units. We would rather all new Daikin split system units, but if budget won't allow heat only fan coils are acceptable at our site so we recommend bidding both fan coils. This system will include setting up schedules, users, alarms, trends, setpoints, overrides, and access. Each unit retrofitted from standalone pneumatic controls to Honeywell Spyder networked direct digital controls.

Specifications & Project Scope

The scope of this project includes The scope of this project includes the installation of 8 Honeywell Spydere controls w/ "OPEN" license 5 years feature Honeywell WEB AX based building automation system to control eight classrooms. We need to replace twenty (20) Herman Nelson fan coil units with replacement Daikin split system fan coil units. Budget won't allow heat only fan coil units are acceptable at our site so we recommend bidding both fan coil units for TRC Muncie Head Start Center located at 3900 E. Wysor Street, Muncie, Indiana.

The selected bidder will be responsible for the demo, labor, materials, site cleanliness and equipment for the installation of "Open" license 5 years feature Honeywell Web AX based automation system. Demo of 20 existing Herman Nelson unit-ventilators and replacement with

Request for Quote

20 Daikin or Similar split system units and we can use heat only fan coils if cost effectively not able to do split system units.

The following criteria must be met to achieve a successful project. (see drawings for details):

- Provide and install 8 Honeywell Web AX building automated system with open license, expanded memory, enclosure, Lon card, Lon driver, and embedded work bench software programming utility compatible with existing Honeywell controls.
- Provide and install (8) FCU control packages. Each unit will get automation system controller, a power transformer, a current sensor, a wall sensor, a discharge air sensor, a heating valve electronic actuator, a carbon monoxide sensor, and an outdoor air damper actuator. All programming and diagrams must be included.
- Email alarming and trending should be standard and included.
- The approved contractor must provide at least five references who have our systems in their buildings.
- All controls will be warranted for a period of five (5) years by manufacturer. The other materials must be warranted for a minimum of one (1) year.
- The platform must contain an "Open" license feature to be compatible with existing Honeywell system.
- Embedded workbench and the 256 MB memory feature should be included.
- We would like a five (5) year remote monitoring software licensing agreement.
- Need to be communicating with newly installed Fulton Endura boilers and new split system fan coil units.
- We also need to upgrade our 13 existing Honeywell building automation JACE to the latest N4 license software. This software is a maintenance build and includes any all updates for a period of 5 years. Which should include the following scope of work.
- Upgrade the JACE license to an N4 license, Migrate the existing AX station to an N4 station, Commission the JACE with the new N4 software modules, Copy the migrated station back into the existing WEB-600 JACE, modify graphics to make compatible with N4 modules, provide all needed graphic improvements, test access and operations, follow up on a quarterly basis remotely only.
- End user training must be provided for our staff (Hands On). Documented pre-service training for maintenance staff.
- We have 20 Herman Nelson unit ventilators in our school. We are upgrading to split system fan coil units if cost effective. If we'll use heat only fan coil replacement units.
- Here's all the specs on the original existing equipment from 1958.
- Model #LWJDG4447-3, Volts 208, Single Phase, Amps 101, Frequency 60.
- Patent Number: Dec 5, 1950 2.532.550
- Patent Number: Nov 15, 1955 2.723.616
- Drawings are included for a retrofit of our existing unit ventilators on site showing measurements of overall width, depth, and height of the units.
- The selected contractor will provide all parts, equipment and labor to remove and replace twenty (20) 208 v split system or heat only fan coils. TRC is looking for replacement Herman Nelson, Daikin or comparable fan coil units.
- It is the responsibility of the contractor to dispose of the fan coils that are removed.
- Contractor will provide any protection required to protect items such as floor, computers and furniture.

Request for Quote

- End user training must be provided for our staff (Hands On). Documented Pre-service training for maintenance staff.

A pre-bid meeting will be held on Monday, June 19, 2018 at 10 A.M. The meeting will be held at the TRC Muncie Head Start Center located at 3900 E Wysor Street, Muncie, Indiana.

Timeline

All proposals in response to this RFP are due no later than **4:30 PM** on Monday, June 25, 2018

Walk through for all potential Bidders shall be June 19, 2018 at 10 a.m. at 3900 E Wysor St, Muncie, IN 47303. Evaluation of proposals will be conducted from Tuesday, June 26, 2018 until Wednesday, June 27, 2018. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than Wednesday, June 27, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by Monday, July 02, 2018.

Project Timeline:

The Project begin date is scheduled for Monday, July 02, 2018 and the completion for Friday, August 10, 2018. Demo and Installation should be priced between the business hours of 6:00 am-7 pm, but loud/noisy work and service interruptions need to be completed before 8:00 am or after 5:00 pm on weekdays. Please provide detailed schedule for demolition, installation, and startup.

Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be detailed individually per scope of work or on a separate attachment. Pricing should be listed on each job. In-kind contribution should be identified and itemized.

IN-KIND CONTRIBUTION for Head Start TRC Muncie Head Start Fan Coil Replacement and Additional Honeywell Building Controls.

Request for Quote

The Administration for Children and Families (ACF) requires all Head Start grantees such as Transition Resources Corporation to provide contributions equal to 25% of their total Federal Head Start funding (or 20% of the total Federal and non-Federal combined). Transition Resources Corporation is asking for an in-kind contribution from the Contractor selected that might range from 20%-50% of Base bid.

In-kind is defined as property or services that benefit a grant supported project or program (such as the Head Start Program) and are contributed by non-Federal third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it.

NOTE: All costs and fees must be clearly described in each proposal.

Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- 3-5 references
- Staff and Qualifications
- Previous job work samples
- Deadline for completion no later than August 10, 2018 if equipment and materials can be obtained in a timely manner.

Terms and Conditions

TRC reserves the right to reject all bids. Transition Resources Corporation is an equal opportunity employer and service provider.

Evaluation Criteria

Transition Resources Corporation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

Request for Quote

- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience
- Overall Project Design & Proposed Solution – **25 pts**
- Pricing –**30 pts**
- Expertise and Experience – **25 pts**
- In-Kind contribution or Cost saving measures - **20 pts**



TRC
Transition Resources Corporation

Our Mission
is to provide educational services that lead to better jobs, better lives, and better communities.

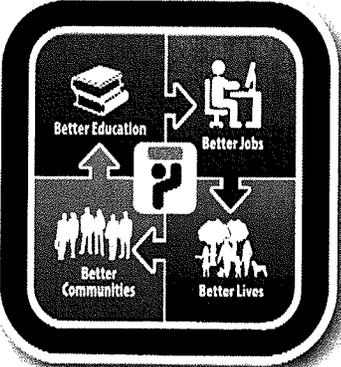
Purpose
EMPOWERING INDIVIDUALS,
IMPROVING COMMUNITIES

Belief

- We believe that **BETTER EDUCATION** leads to **BETTER JOBS**
- **BETTER JOBS** lead to **BETTER LIVES** which create **BETTER COMMUNITIES**
- **BETTER COMMUNITIES** supply **BETTER EDUCATION**
- And the cycle of **EMPOWERING INDIVIDUALS** and **IMPROVING COMMUNITIES** continues

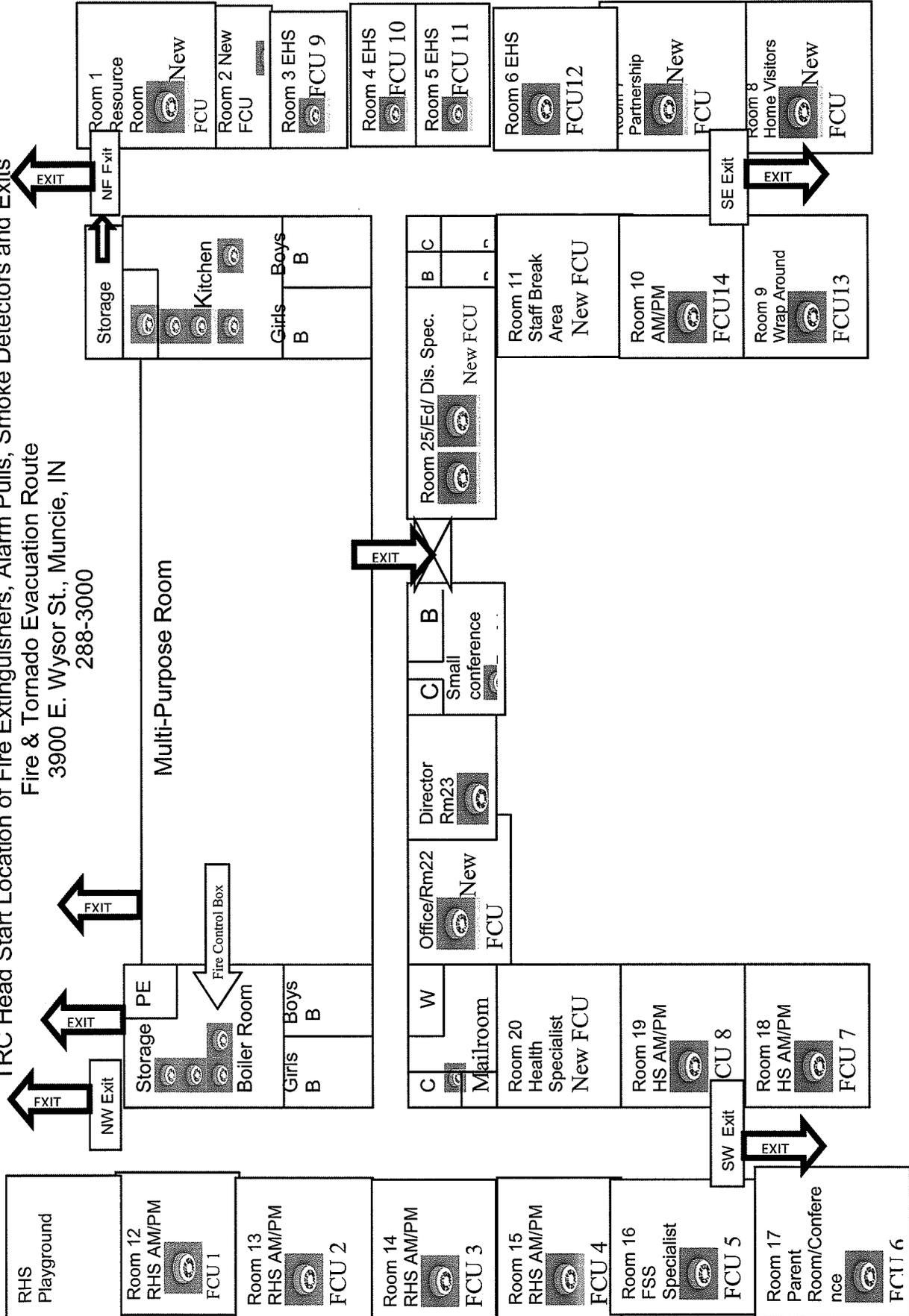
Core Values

- My **WORD** means something
- I act as an **OWNER** of this corporation
- I embrace **CONTINUOUS IMPROVEMENT**
- I am **OPEN TO LEARNING** from anyone, anywhere
- I communicate with **RESPECT AND TRANSPARENCY**



www.transitionresources.org

TRC Head Start Location of Fire Extinguishers, Alarm Pulls, Smoke Detectors and Exits
 Fire & Tornado Evacuation Route
 3900 E. Wysor St., Muncie, IN
 288-3000



Unit Arrangement Accessories (Continued)

Figure 51: Arrangement AL with 9" Finished Back, Closed Pipe Tunnel, 16-5/8" (422mm) Deep

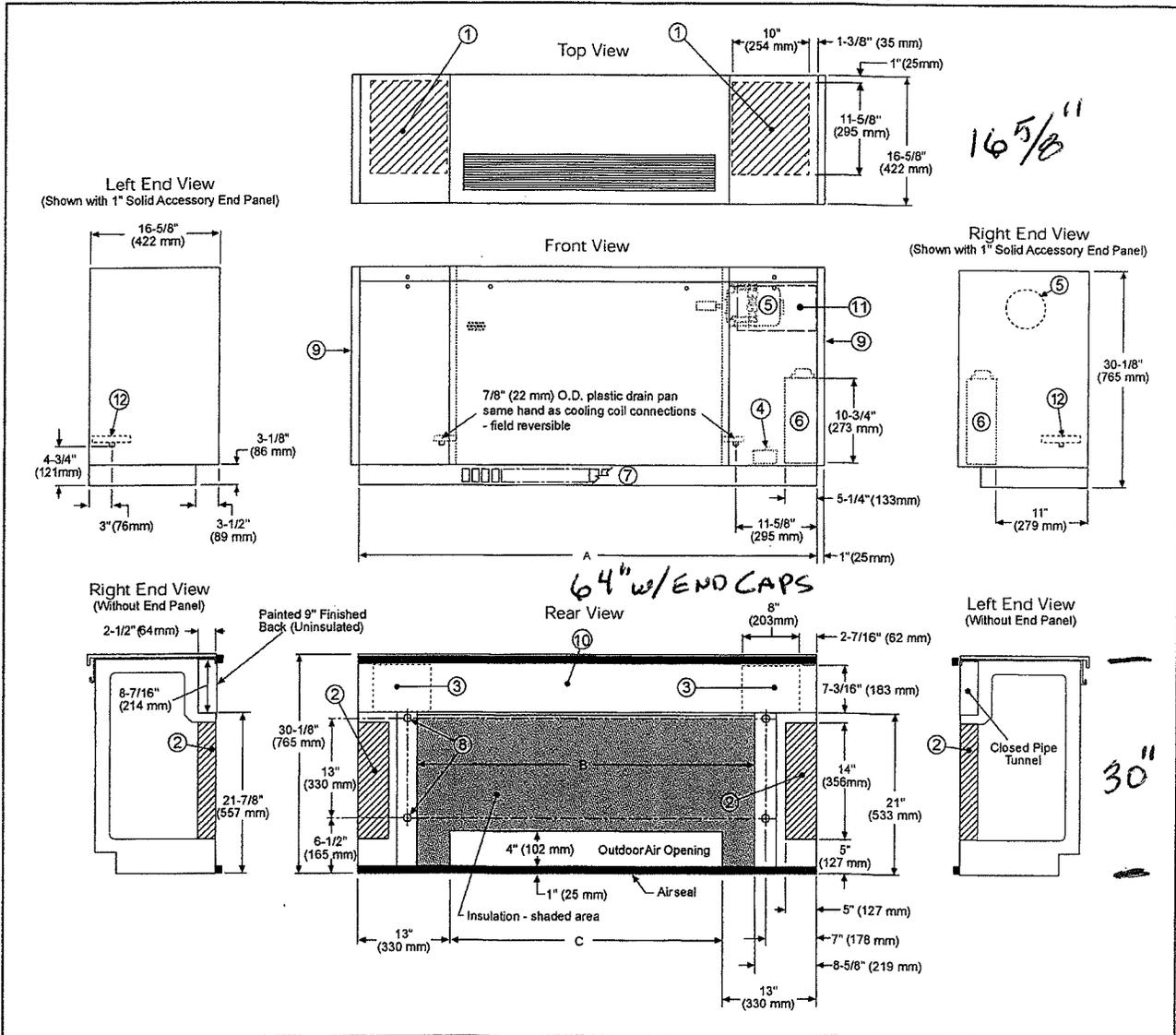


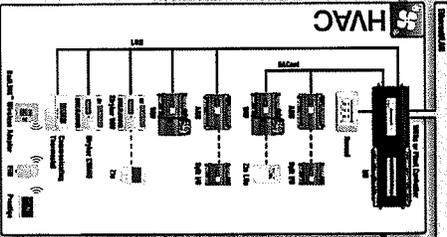
Table 15: Dimensions A, B, C and Drawing Notes

Unit Size	Dimensions in inches. (mm)			Drawing Notes (①, *, etc.)
	A	B	C	
AV S07	62 (1575)	43 (1092)	36 (914)	1 Bottom entry within 10" x 11-5/8" (254 mm x 295 mm) area
AV S10	74 (1880)	55 (1397)	48 (1219)	2 Rear entry area 14" x 5" (356 mm x 127 mm).
AV S13	86 (2184)	67 (1702)	60 (1524)	3 Opening between pipe tunnel & end compartment.
AV S15	98 (2489)	79 (2007)	72 (1829)	4 Disconnect Switch for main power wiring.

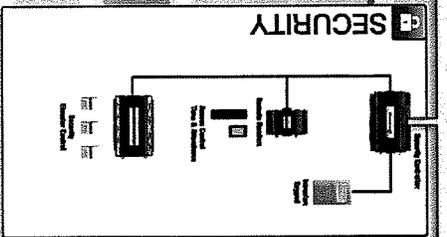
WEBS-AX™ System Integration

Software Platform

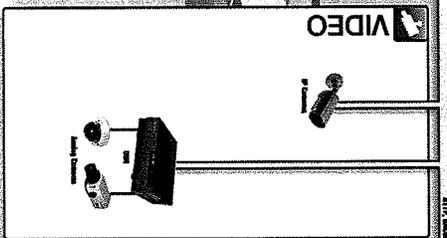
- WEBS-AX Supervisor
- WEBS-AX Enterprise Security
- WEBS-AX Energy Analysis
- WEBS-AX Video Analysis



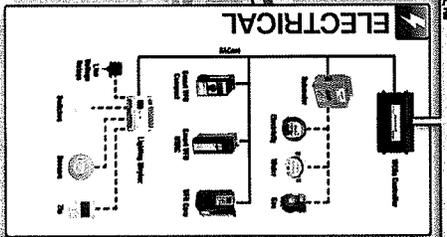
HVAC
The use of Building Automation Systems (BAS) to monitor and control HVAC systems is a well-established practice. WEBS-AX provides a single, unified interface to manage these systems.



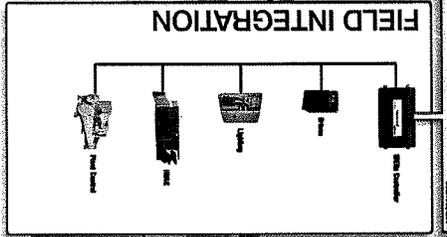
Security
WEBS-AX Security can work as a standalone system or integrate with other WEBS-AX products as well as third-party security management systems to provide a unified interface.



Video
WEBS-AX Integrated Video System provides an open Video Management System (VMS) to integrate with other manufacturers' IP and analog cameras and devices.



Energy
An advanced energy monitoring system designed to help manage energy usage and reduce costs. WEBS-AX Energy Analysis provides real-time monitoring, reporting, and analysis of energy usage and device status. A Web browser.



Third Party Integration
The WEBS-AX open interface allows for integration to third party devices or systems. Examples include:

HVAC Field Devices
Select from a full range of supported components for a complete, integrated system.

<p>Controlled and Set Point</p> <ul style="list-style-type: none"> • Direct Digital Control (DDC) • Temperature • Humidity • CO2 • Air Flow • Pressure • Fan Speed • Valve Position • Motor Status • Motor Temperature • Motor Current • Motor Voltage • Motor Power • Motor Efficiency • Motor Lifetime • Motor Health • Motor Alerts • Motor Diagnostics • Motor Maintenance • Motor Troubleshooting • Motor Performance • Motor Reliability • Motor Safety • Motor Security • Motor Compliance • Motor Reporting • Motor Analytics • Motor Optimization • Motor Efficiency • Motor Sustainability • Motor Innovation • Motor Research • Motor Development • Motor Testing • Motor Certification • Motor Standards • Motor Regulations • Motor Codes • Motor Permits • Motor Licenses • Motor Insurance • Motor Bonds • Motor Contracts • Motor Agreements • Motor Terms • Motor Conditions • Motor Policies • Motor Procedures • Motor Protocols • Motor Guidelines • Motor Best Practices • Motor Standards • Motor Codes • Motor Permits • Motor Licenses • Motor Insurance • Motor Bonds • Motor Contracts • Motor Agreements • Motor Terms • Motor Conditions • Motor Policies • Motor Procedures • Motor Protocols • Motor Guidelines • Motor Best Practices 	<p>Third Party Integration</p> <ul style="list-style-type: none"> • Building Information Modeling (BIM) • Geographic Information Systems (GIS) • Enterprise Resource Planning (ERP) • Customer Relationship Management (CRM) • Supply Chain Management (SCM) • Project Management • Risk Management • Compliance Management • Quality Management • Safety Management • Environmental Management • Social Responsibility • Sustainability • Innovation • Research • Development • Testing • Certification • Standards • Regulations • Codes • Permits • Licenses • Insurance • Bonds • Contracts • Agreements • Terms • Conditions • Policies • Procedures • Protocols • Guidelines • Best Practices
---	--

HERMAN NELSON UNIT VENTILATOR

AMPERES

CYCLTS

PHASE

1WJDC4447-8

PATENT NUMBERS

DLC 5. 1950 2.532.550
NOV 15. 1955 2.723.616

AMERICAN AIR FILTER COMPANY, INC.
GENERAL OFFICE LOUISVILLE, KY., U.S.A.
FACTORIES: LOUISVILLE, KY. MOLINE, ILL. MORRISON, ILL.

NUMERO DE SÉRIE / SERIAL NUMBER

4372-HFTC

EDR-2000

2017

MAWT / TEMPERATURE D'EAU MAXIMALE ADMISSIBLE
MAX WP / PRESSION D'EAU MAXIMALE ADMISSIBLE
210 °F / 160 PSI

FUEL TYPE(S) / TYPE DE GAZ
MAX BTU/HR INPUT / ENTRÉE
PROPANE
2000 K BTU/HR OUTPUT / SORTIE
1850 K

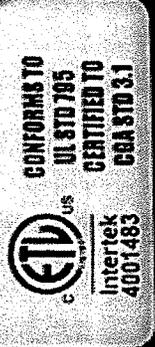
GAS SUPPLY PRESSURE / PRESSION D'ENTRÉE DE GAZ
MIN 4 IN WC
MAX 28 IN WC
MANIFOLD GAS PRESSURE / PRESSION DE GAZ AU COLLECTEUR
MIN -22
MAX -3.8

BOILER ELECTRICAL RATING / CLASSEMENT ELECTRIQUE DE L'ACHAUFFOIR
120 V 60 Hz 1 PH 20

FULTON HYDRONIC BOILER



Fulton Heating Solutions, Inc
www.fulton.com



CONFORMS TO
UL STD 795
CERTIFIED TO
CSA STD 3.1

JULIEN

MODEL # / # MODELE

CRN / REC #

2017

4367-HFTC EDR-2000

MAX WT / TEMPERATURE D'EAU MAXIMALE ADMISSIBLE
160

MAX BTUHR INPUT / ENTREE
210

BTUHR OUTPUT / SORTIE
1850 K

MAX BTUHR GAS
2000 K

MANIFOLD GAS PRESSURE / PRESSION DE GAZ AU COLLECTEUR
MIN -0.18
MAX -3.70

GAS SUPPLY PRESSURE / PRESSION D'ENTREE DE GAZ
MIN 4
MAX 28

BOILER ELECTRICAL RATING / CLASSEMENT ELECTRIQUE DE L'CHAUFFIERE
120 V 60 HZ 1 PH 20 FLA

FULTON

Fulton Heating Solutions, Inc
www.fulton.com

CONFORMS TO
UL STD 795
CERTIFIED TO
CAN STD 3.1

Intertek
400-1483

Intertek
400-1483

TELAMON CORPORATION
Transition Resources Corporation

Procurement Contract Provisions

The following provisions, as applicable, are conditions and assurances agreed and certified to by the contractor upon acceptance of a contract to provide certain goods or services, and are made part thereof.

1. The contractor shall comply with Executive Order 11246, as amended by Executive Order 11375, "Amending Executive Order 1246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. All contracts and subgrants in excess of \$2000 for construction or repair of facilities awarded by recipients and subrecipients are subject to the Copeland "Anti-Kickback" Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which s/he is otherwise entitled.
3. When required by Federal program legislation, all construction contracts awarded by recipients and subrecipients of more than \$2000 are subject to the Davis-Bacon Act, (40 U.S.C., 276a to a-7) and as supplemented by Dept of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction". Under this Act contractors are required to pay wages to laborer and mechanics at a rate not less than the minimum wages specified in the current wage determination made by the Secretary of Labor. In addition, contractors are required to pay wages not less than once a week. **Copies of these provisions are attached and made part of this contract.**

Weekly payroll information recorded on Optional Form WH-347 or its equivalent (also attached) must be submitted to the local Telamon project official for inclusion with billing information.

4. Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of laborers or mechanics are required to comply with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, (40 U.S.C. 327-333) as supplemented by Department of Labor regulations (29 CFR part 5). Section 102 requires the contractor to compute the wages of every mechanic and laborer on the basis of a standard, work week of 40 hours. Work in excess of the standard work week is permissible provided that the payment of wages in excess of 40 hours at 1 ½ times the basic pay rate. Section 107 provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous.
5. Any inventions resulting from experimental, developmental or research work shall be subject to 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements."
6. Recipients of contracts and subgrants in excess of \$100,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, (42 U.S.C., 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.).
7. Contractors who bid for an award of more than \$100,000 must file, with Telamon, a certification of compliance with restrictions of the Byrd Anti-Lobbying Amendment, (31 U.S.C., 1352), that it has not and will not use federally appropriated funds to pay any person or organization for influencing or attempting to influence a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or other award covered by the amendment. Contractors shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
8. Contractors shall certify that they are not prohibited from receiving procurement awards pursuant to Executive Orders 12549 and 12689, "Debarment and Suspension", and do not appear on the General Services Administration's "List of Parties Excluded from Federal Procurement or Nonprocurement Programs."
9. **Contractors shall provide a current Certificate of Insurance naming Telamon Corporation as an additional insured and which verifies general liability and Workers Compensation coverage. In West Virginia in lieu of a Workers Compensation certificate of insurance, a valid current Certificate of coverage from the WV Workers Compensation Commission is required.**

CONTRACTOR: _____

DATE: _____

By: _____

Title: _____

Copeland Act Contract Provisions

(1) Purpose:

This part prescribes "anti-kickback" regulations under section 2 of the Act of June 13, 1934, as amended (40 U.S.C. 276c), popularly known as the Copeland Act. This part applies to any contract which is subject to Federal wage standards and which is for the construction, prosecution, completion, or repair of public buildings, public works or buildings or works financed in whole or in part by loans or grants from the United States. The part is intended to aid in the enforcement of the minimum wage provisions of the Davis-Bacon Act and the various statutes dealing with federally assisted construction that contain similar minimum wage provisions, including those provisions which are not subject to Reorganization Plan No. 14 (e.g., the College Housing Act of 1950, the Federal Water Pollution Control Act, and the Housing Act of 1959), and in the enforcement of the overtime provisions of the Contract Work Hours Standards Act whenever they are applicable to construction work. The part details the obligation of contractors and subcontractors relative to the weekly submission of statements regarding the wages paid on work covered thereby; sets forth the circumstances and procedures governing the making of payroll deductions from the wages of those employed on such work; and delineates the methods of payment permissible on such work.

(2) Weekly statement with respect to payment of wages.

- (a) As used in this section, the term employee shall not apply to persons in classifications higher than that of laborer or mechanic and those who are the immediate supervisors of such employees.
- (b) Each contractor or subcontractor engaged in the construction, prosecution, completion, or repair of any public building or public work, or building or work financed in whole or in part by loans or grants from the United States, shall furnish each week a statement with respect to the wages paid each of its employees engaged on work covered by this part 3 and part 5 of this chapter during the preceding weekly payroll period. This statement shall be executed by the contractor or subcontractor or by an authorized officer or employee of the contractor or subcontractor who supervises the payment of wages, and shall be on form WH 348, "Statement of Compliance", or on an identical form on the back of WH 347, "Payroll (For Contractors Optional Use)" or on any form with identical wording. Sample copies of WH 347 and WH 348 may be obtained from the Government contracting or sponsoring agency, and copies of these forms may be purchased at the Government Printing Office.
- (c) The requirements of this section shall not apply to any contract of \$2,000 or less.
- (d) Upon a written finding by the head of a Federal agency, the Secretary of Labor may provide reasonable limitations, variations, tolerances, and exemptions from the requirements of this section subject to such conditions as the Secretary of Labor may specify. [29 FR 97, Jan. 4, 1964, as amended at 33 FR 10186, July 17, 1968; 47 FR 23679, May 28, 1982]

(3) Submission of weekly statements and the preservation and inspection of weekly payroll records.

- (a) Each weekly statement required under Sec. 3.3 shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency in charge at the site of the building or work, or, if there is no representative of a Federal or State agency at the site of the building or work, the statement shall be mailed by the contractor or subcontractor, within such time, to a Federal or State agency contracting for or financing the building or work. After such examination and check as may be made, such statement, or a copy thereof, shall be kept available, or shall be transmitted together with a report of any violation, in accordance with applicable procedures prescribed by the United States Department of Labor.

- (b) Each contractor or subcontractor shall preserve his weekly payroll records for a period of three years from date of completion of the contract. The payroll records shall set out accurately and completely the name and address of each laborer and mechanic, his correct classification, rate of pay, daily and weekly number of hours worked, deductions made, and actual wages paid. Such payroll records shall be made available at all times for inspection by the contracting officer or his authorized representative, and by authorized representatives of the Department of Labor.

(Reporting and recordkeeping requirements in paragraph (b) have been approved by the Office of Management and Budget under control number 1215-0017)

(4) Payroll deductions permissible without application to or approval of the Secretary of Labor.

Deductions made under the circumstances or in the situations described in the paragraphs of this section may be made without application to and approval of the Secretary of Labor:

- (a) Any deduction made in compliance with the requirements of Federal, State, or local law, such as Federal or State withholding income taxes and Federal social security taxes.
- (b) Any deduction of sums previously paid to the employee as a bona fide prepayment of wages when such prepayment is made without discount or interest. A bona fide prepayment of wages is considered to have been made only when cash or its equivalent has been advanced to the person employed in such manner as to give him complete freedom of disposition of the advanced funds.
- (c) Any deduction of amounts required by court process to be paid to another, unless the deduction is in favor of the contractor, subcontractor, or any affiliated person, or when collusion or collaboration exists.
- (d) Any deduction constituting a contribution on behalf of the person employed to funds established by the employer or representatives of employees, or both, for the purpose of providing either from principal or income, or both, medical or hospital care, pensions or annuities on retirement, death benefits, compensation for injuries, illness, accidents, sickness, or disability, or for insurance to provide any of the foregoing, or unemployment benefits, vacation pay, savings accounts, or similar payments for the benefit of employees, their families and dependents: Provided, however, That the following standards are met:
- (1) The deduction is not otherwise prohibited by law;
 - (2) It is either:
 - (i) Voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done and such consent is not a condition either for the obtaining of or for the continuation of employment, or
 - (ii) Provided for in a bona fide collective bargaining agreement between the contractor or subcontractor and representatives of its employees;
 - (3) No profit or other benefit is otherwise obtained, directly or indirectly, by the contractor or subcontractor or any affiliated person in the form of commission, dividend, or otherwise; and
 - (4) The deductions shall serve the convenience and interest of the employee.
- (e) Any deduction contributing toward the purchase of United States Defense Stamps and Bonds when voluntarily authorized by the employee.
- (f) Any deduction requested by the employee to enable him to repay loans to or to purchase shares in credit unions organized and operated in accordance with Federal and State credit union statutes.
- (g) Any deduction voluntarily authorized by the employee for the making of contributions to governmental or quasi-governmental agencies, such as the American Red Cross.
- (h) Any deduction voluntarily authorized by the employee for the making of contributions to Community Chests, United Givers Funds, and similar charitable organizations.
- (i) Any deductions to pay regular union initiation fees and membership dues, not including fines or special assessments: Provided, however, That a collective bargaining agreement between the contractor or subcontractor and representatives of its employees provides for such deductions and the deductions are not otherwise prohibited by law.
- (j) Any deduction not more than for the "reasonable cost" of board, lodging, or other facilities meeting the requirements of section 3(m) of the Fair Labor Standards Act of 1938, as amended, and part 531 of this title. When such a deduction is made the additional records required under Sec. 516.25(a) of this title shall be kept.

- (k) Any deduction for the cost of safety equipment of nominal value purchased by the employee as his own property for his personal protection in his work, such as safety shoes, safety glasses, safety gloves, and hard hats, if such equipment is not required by law to be furnished by the employer, if such deduction is not violative of the Fair Labor Standards Act or prohibited by other law, if the cost on which the deduction is based does not exceed the actual cost to the employer where the equipment is purchased from him and does not include any direct or indirect monetary return to the employer where the equipment is purchased from a third person, and if the deduction is either
 - (1) Voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done and such consent is not a condition either for the obtaining of employment or its continuance; or
 - (2) Provided for in a bona fide collective bargaining agreement between the contractor or subcontractor and representatives of its employees.

(5) Payroll deductions permissible with the approval of the Secretary of Labor.

Any contractor or subcontractor may apply to the Secretary of Labor for permission to make any deduction not permitted under Sec. 3.5. The Secretary may grant permission whenever he finds that:

- (a) The contractor, subcontractor, or any affiliated person does not make a profit or benefit directly or indirectly from the deduction either in the form of a commission, dividend, or otherwise;
- (b) The deduction is not otherwise prohibited by law;
- (c) The deduction is either
 - (1) Voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done and such consent is not a condition either for the obtaining of employment or its continuance, or
 - (2) Provided for in a bona fide collective bargaining agreement between the contractor or subcontractor and representatives of its employees; and
- (d) The deduction serves the convenience and interest of the employee.

(6) Applications for the approval of the Secretary of Labor.

Any application for the making of payroll deductions under Sec. 3.6 shall comply with the requirements prescribed in the following paragraphs of this section:

- (a) The application shall be in writing and shall be addressed to the Secretary of Labor.
- (b) The application need not identify the contract or contracts under which the work in question is to be performed. Permission will be given for deductions on all current and future contracts of the applicant for a period of 1 year. A renewal of permission to make such payroll deduction will be granted upon the submission of an application which makes reference to the original application, recites the date of the Secretary of Labor's approval of such deductions, states affirmatively that there is continued compliance with the standards set forth in the provisions of Sec. 3.6, and specifies any conditions which have changed in regard to the payroll deductions.
- (c) The application shall state affirmatively that there is compliance with the standards set forth in the provisions of Sec. 3.6. The affirmation shall be accompanied by a full statement of the facts indicating such compliance.
- (d) The application shall include a description of the proposed deduction, the purpose to be served thereby, and the classes of laborers or mechanics from whose wages the proposed deduction would be made.
- (e) The application shall state the name and business of any third person to whom any funds obtained from the proposed deductions are to be transmitted and the affiliation of such person, if any, with the applicant.

(7) Action by the Secretary of Labor upon applications.

The Secretary of Labor shall decide whether or not the requested deduction is permissible under provisions of Sec. 3.6; and shall notify the applicant in writing of his decision.

(8) Prohibited payroll deductions.

Deductions not elsewhere provided for by this part and which are not found to be permissible under Sec. 3.6 are prohibited.

(9) Methods of payment of wages.

The payment of wages shall be by cash, negotiable instruments payable on demand, or the additional forms of compensation for which deductions are permissible under this part. No other methods of payment shall be recognized on work subject to the Copeland Act.

(10) Regulations part of contract.

All contracts made with respect to the construction, prosecution, completion, or repair of any public building or public work or building or work financed in whole or in part by loans or grants from the United States covered by the regulations in this part shall expressly bind the contractor or subcontractor to comply with such of the regulations in this part as may be applicable. In this regard, see Sec. 5.5(a) of this subtitle.

Davis-Bacon Act Contract Provisions

(1) Minimum wages:

- (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in Sec. 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

- (ii) (A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:
- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
 - (2) The classification is utilized in the area by the construction industry; and
 - (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.
- (C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.
- (D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

- (iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.
- (iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding:

Telamon Corporation shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records:

- (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.
- (ii) (A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the (write in name of appropriate Federal agency) if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency). The payrolls submitted shall set out accurately and completely all of the information required to be maintained under Sec. 5.5(a)(3)(i) of Regulations, 29 CFR part 5. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

- (B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
- (1) That the payroll for the payroll period contains the information required to be maintained under Sec. 5.5(a)(3)(i) of Regulations, 29 CFR Part 5 and that such information is correct and complete;
 - (2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;
 - (3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.
- (C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.
- (D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.
- (iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the (write the name of the agency) or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees:

- (i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
- (iii) Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements:

The contractor shall comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this contract.

(6) Subcontracts:

The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Department of Labor may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination: debarment:

A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements:

All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes concerning labor standards:

Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility:

- (i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
- (iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

(11) Contract Work Hours and Safety Standards Act:

- (i) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (ii) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (11)(i) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (11)(i) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (11)(i) of this section.
- (iii) Withholding for unpaid wages and liquidated damages. Telamon Corporation shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (11)(ii) of this section.
- (iv) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (11)(i) through (iv) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (11)(i) through (iv) of this section.

(12) Record Retention and Maintenance:

In addition to the clauses contained in paragraph (11) the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the records to be maintained under this paragraph shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of Telamon Corporation, the Department of Labor, or any other duly authorized representative and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

Note: These Instructions may be found online at www.dol.gov. From the DOL home page, follow the sequence of links listed below in yellow to find the Instructions page.

April 1, 2003 [DOL Home](#) > [ESA](#) > [WHD](#) > [Forms](#) > WH-347 Instructions

Instructions For Completing Payroll Form, WH-347

General: The use of the WH-347 payroll form is not mandatory. This form has been made available for the convenience of contractors and subcontractors required by their Federal or Federally aided construction-type contracts and subcontracts to submit weekly payrolls. Properly filled out, this form will satisfy the requirements of Regulations, Parts 3 and 5 (29 CFR, Subtitle A), as to payrolls submitted in connection with contracts subject to the Davis-Bacon and related Acts.

This form meets needs resulting from the amendment of Davis-Bacon Act to include fringe benefits provisions. Under this amended law, the contractor is required to pay not less than fringe benefits as predetermined by the Department of Labor, in addition to payment of not less than the predetermined rates. The contractor's obligation to pay fringe benefits may be met either by payment of the fringes to the various plans, funds or programs or by making these payments to the employees as cash in lieu of fringes.

This payroll provides for the contractor's showing on the face of the payroll all monies to the employees, whether as basic rates or as cash in lieu of fringes and provides for the contractor's representation in the statement of compliance on the rear of the payroll that he is paying to other fringes required by the contract and not paid as cash in lieu of fringes. Detailed instructions concerning the preparation of the payroll follow:

Contractor or Subcontractor: Fill in your firm's name and check appropriate box.

Address: Fill in your firm's address.

Column 1 - Name, Address, and Social Security Number of Employee: The employee's full name and Social Security Number must be shown on each weekly payroll submitted. The employee's address must also be shown on the payroll covering the first week in which the employee works on the project. The address need not be shown on subsequent weekly payrolls unless the address changes.

Column 2 - Withholding Exemptions: This column is merely inserted for the employer's convenience and is not a requirement of Regulations, Part 3 and 5.

Column 3 - Work Classifications: List classification descriptive of work actually performed by employees. Consult classification and minimum wage schedule set forth in contract specifications. If additional classifications are deemed necessary, see Contracting Officer or Agency representative. Employee may be shown as having worked in more than one classification provided accurate breakdown of hours so worked is maintained and shown on submitted payroll by use of separate entries.

Column 4 - Hours worked: On all contracts subject to the Contract Work Hours Standard Act enter as overtime hours worked in excess of 8 hours per day and 40 hours a week.

Column 5 - Total: Self-explanatory

Column 6 - Rate of Pay, including Fringe Benefits: In straight time box, list actual hourly rate paid the employee for straight time worked plus in cash in lieu of fringes paid the employee. When recording the straight time hourly rate, any cash paid in lieu of fringes may be shown separately from the basic rate, thus \$3.25/.40. This is of assistance in correctly computing overtime. See "Fringe Benefits" below. In overtime box shown overtime hourly rate paid, plus any cash in lieu of fringes paid the employee. See "Fringe Benefits" below. Payment of not less than time and one-half the basic or regular rate paid is required for overtime under the Contract Work Hours Standard Act of 1962. In addition to paying no less than the predetermined rate for the classification which the employee works, the contractor shall pay to approved plans, funds or

programs or shall pay as cash in lieu of fringes amounts predetermined as fringe benefits in the wage decision made part of the contract. See "FRINGE BENEFITS" below.

FRINGE BENEFITS - Contractors who pay all required fringe benefits: A contractor who pays fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision of the Secretary of labor shall continue to show on the face of the payroll the basic cash hourly rate and overtime rate paid to his employees just as he has always done. Such a contractor shall check paragraph 4(a) of the statement on the reverse of the payroll to indicate that he is also paying to approved plans, funds or programs not less than the amount predetermined as fringe benefits for each craft. Any exceptions shall be noted in section 4(c).

Contractors who pay no fringe benefits: A contractor who pays no fringe benefits shall pay to the employee, and insert in the straight time hourly rate column of the payroll, an amount not less than the predetermined rate for each classification plus the amount of fringe benefits determined for each classification in the applicable wage decision. Inasmuch as it is not necessary to pay time and a half on cash paid in lieu of fringes, the overtime rate shall be not less than the sum of the basic predetermined rate, plus the half time premium on basic or regular rate, plus the required cash in lieu of fringes at the straight time rate. In addition, the contractor shall check paragraph 4(b) of the statement on the reverse of the payroll to indicate that he is paying fringe benefits in cash directly to his employees. Any exceptions shall be noted in Section 4(c).

Use of Section 4(c), Exceptions

Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obliged to pay the deficiency directly to the employees as cash in lieu of fringes. Any exceptions to Section 4(a) or 4(b), whichever the contractor may check, shall be entered in section 4(c). Enter in the Exception column the craft, and enter in the Explanation column the hourly amount paid the employee as cash in lieu of fringes and the hourly amount paid to plans, funds, or programs as fringes. The contractor shall pay, and shall show that he is paying to each such employee for all hours (unless otherwise provided by applicable determination) worked on Federal or Federally assisted project an amount not less than the predetermined rate plus cash in lieu of fringes as shown in Section 4(c). The rate paid and amount of cash paid in lieu of fringe benefits per hour should be entered in column 6 on the payroll. See paragraph on "Contractors who pay no fringe benefits" for computation of overtime rate.

Column 7 - Gross Amount Earned: Enter gross amount earned on this project. If part of the employees' weekly wage was earned on projects other than the project described on this payroll, enter in column 7 first the amount earned on the Federal or Federally assisted project and then the gross amount earned during the week on all projects, thus \$63.00/\$120.00.

Column 8 - Deductions: Five columns are provided for showing deductions made. If more than five deductions should be involved, use first 4 columns; show the balance deductions under "Other" column; show actual total under "Total Deductions" column; and in the attachment to the payroll describe the deduction contained in the "Other" column. All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 CFR, Part 3. If the employee worked on other jobs in addition to this project, show actual deductions from his weekly gross wage, but indicate that deductions are based on his gross wages.

Column 9 - Net Wages Paid for Week: Self-explanatory

Totals - Space has been left at the bottom of the columns so that totals may be shown if the contractor so desires.

Statement Required by Regulations, Parts 3 and 5: While this form need not be notarized, the statement on the back of the payroll is subject to the penalties provided by 18 USV 1001, namely, possible imprisonment of 5 years or \$10,000.00 fine or both. Accordingly, the party signing this statement should have knowledge of the facts represented as true.

Space has been provided between items (1) and (2) of the statement for describing any deductions made. If all deductions made are adequately described in the "Deductions" column above, state "See Deductions column in this payroll." See paragraph entitled "FRINGE BENEFITS" above for instructions concerning filling out paragraph 4 of the statement.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE

TTY: 1-866-487-9243

**UNCONDITIONAL WAIVER AND RELEASE
UPON FINAL PAYMENT**

The undersigned has been paid in full for all labor, services, equipment or material furnished to Telamon Corporation for the job located at: _____ except for final payment of \$ _____ and does hereby release any right to a mechanic's lien, stop notice, or any right against a labor and material bond on the job.

This document also releases _____ from liability with subcontractors signed below. (Contractor)

Dated: _____

Company Name: _____

Signature of Authorized Person

Title

NOTICE TO PERSONS SIGNING THIS WAIVER: This document waives your rights unconditionally and states that you have been paid for giving up those rights. This document is enforceable against you if you sign it, even if you have not been paid.

THE UNDERSIGNED HAVE PERFORMED/PROVIDED EITHER LABOR, SERVICES, EQUIPMENT, OR MATERIALS ON THE PROJECT DESCRIBED ABOVE AND HAVE BEEN PAID IN FULL TO DATE

_____ (Company Name)	_____ (Title)
_____ (Signature of Subcontractor)	_____ (Date)
_____ (Company Name)	_____ (Title)
_____ (Signature of Subcontractor)	_____ (Date)
_____ (Company Name)	_____ (Title)
_____ (Signature of Subcontractor)	_____ (Date)
_____ (Company Name)	_____ (Title)

Bid Form

(To be completed for all bids)
(Please type or print)

RFQ Due Date: June 25, 2018, 4:30 p.m. EST

Bidder (Firm):	
Address (Street):	
City, State, Zip	
Phone:	
Firm's Contact:	
Phone Number:	
Email Address:	
IN-KIND	<p>IN KIND CONTRIBUTION for Head Start facility remodel project The Administration for Children and Families (ACF) requires all Head Start grantees such as TRC/Telamon Corporation to provide contributions equal to 25% of their total Federal Head Start funding (or 20% of the total Federal and non-Federal combined). TRC/Telamon Corporation is asking for an in-kind contribution from the Contractor that might range from 20% to 50% of Base Hourly Rate.</p> <p><i>In-kind is defined as property or services that benefit a grant supported project or program (such as the Head Start Program) and are contributed by non-Federal third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it.</i></p>
Total Amount of In-Kind Proposed by Bidder:	\$
Total Project Cost: \$	
Date	Signature