

Request for Quotation

Renovation of Classroom TRC / Madison Park Church North
Basement Area

Transition Resources Corporation

4/20/2018

600 Corporation Drive
Pendleton, IN 46064





Submission Details

Submission Deadlines

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

**5/2/2018
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
Jesse J Wilkerson
Email: gupchurch@transitionresources.org
jesse@jessejwilkerson.com

Questions will only be accepted through email. Jesse J. Wilkerson, architect/ GC, will be GC on this On My Way PreK renovation project.

Introduction

Transition Resources Corporation (**TRC**) is accepting quotes from qualified companies for various renovation items to classrooms 116 through 118, classroom 102 and 103, and restrooms 109 and

Request for Quote

110 for On My Way PreK in the basement area of Madison Park North Church located at 2604 North Scatterfield Anderson, IN 46016. The work shall cover the areas of carpet demolition, demolition track for accordion wall, wall demolition, remove hallway door, remove ceiling tile (not grid), remove urinal in existing bathroom, install VCT, install new wall, install new single use restroom, install new ceiling tile, install new LED lighting, install new toilets and sinks, reinstall existing cabinets, install new base cabinets, reinstall cubbies, paint in rooms 116 through 118 and rooms 109 and 110 (colors provided by owners), install new security system access control, cameras and DVR system for classrooms and new fire panel with strobes, pull stations heat detector and smoke detectors.

Business Overview & Background

Telamon Corporation is a multi-state, multi-funded private non-profit organization which was organized in 1965 to provide assistance 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 provide quotes for any or all of the follow scope as own in the Construction Documents.

Specifications & Project Scope

The scope of this project includes:

The renovation includes removing carpet from two classrooms (116 and 117) and replacing the carpet with VCT. In Room 116 The Owners will add a 7' x 8' restroom with lockable Dutch door. The project includes a small linear closet in Room 116 and the replacement of one urinal in room 110 with a toilet and stall. All lights in the project area will be changed from T-11 to LED 2x4 flat panels. All ceiling tile in the designated area will be replaced.

Request for Quote

The selected bidder(s) will be responsible for completing their portion of the work, including site cleanliness. Also all access to the facility must TRC entrance and around the ADA back playground area on the East side of the building.

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

- EXISTING CARPET TO REMAIN CLEAN EXISTING CARPET IN ROOM 118.
- DATA LINES WILL BE ADDED AS NEEDED IF REQUIRED (ARCHITECT) And RELOCATION OF RECEPTACLES AND SWITCHES.
- STAIRWELL ACCESS WILL BE UPGRADED TO ADA SLIP RESISTANT SURFACING
- PAINT WALLS (COLOR TO BE SELECTED BY OWNER). 1 COAT PRIMER. 1 COAT FINAL COLOR.
- REMOVE EXISTING FLOORING IN 116 and 117. REPLACE EXISTING FLOORING WITH VCT AND VINYL BASE BOARD. (COLOR AND MANUFACTURER TO BE SELECTED BY OWNER).
- OWNER PURCHASED CONTRACTOR INSTALLED HONEY CAN DO 14"W x 30" H x 12" D CHROME WIRE SHELVING UNIT
- INSTALL 5'-0" UPPER AND LOWER CABINETS WITH 20"x16"x8" COMMERCIAL SINK WITH DRAIN AND LEAD FREE FAUCET WITH 8.5" GOOSENECK SPOUT (EXISTING TO BE REINSTALLED).
- INSTALL 6" MTL STUD 16" O.C. WITH DRYWALL
- INSTALL TRANSITION STRIP FROM CARPET TO TILE M-D BUILDING PRODUCT OR EQUAL MULTI FLOOR TRANSITION STRIP
- INSTALL NEW HARDWARE TO MATCH SCHOOL REQUIREMENTS
- REMOVE EXISTING DOOR AND REUSE AT BATHROOM (MAKE TWO HINGED DOOR) FILL IN, DRYWALL, PATCH, MUD AND PAINT FILLED IN WALL. TWO LEAF DOOR
- ATTACH EXISTING 4'-0" WIDE SHELVING ("CUBBIES") MOUNT TO EXISTING WALLS
- INSTALL VCT FLOORING. VINYL BOARDER. COLOR TO BE SELECTED BY THE ARCHITECT
- INSTALL LOWER CABINETS WITH SINK. OWNER TO SELECT FINAL COLOR.
- REMOVE AND FILL IN TRANSITION IN CEILING GRID. REMOVE ACCORDION DOOR.

- INSTALL NEW STALL DIVIDER AND TOILET IN PLACE OF THE URINAL THAT IS TO BE REMOVED
- INSTALL FIBAR DRAINAGE AND MULCH FOR PLAYGROUND
- EVALUATE ADA WALKWAY FOR PROPER SLOPE FOR PEOPLE TO ENTER.

Timeline

All proposals in response to this RFP are due no later than **Time** on Wednesday, May 02, 2018

Walk through for all potential Bidders shall be April 26, 2018 at 9 a.m. at 2604 N. Scatterfield Road, Anderson, IN 46016. Evaluation of proposals will be conducted from Thursday, May 03, 2018 until Monday, May 07, 2018. If additional information or discussions are needed with any bidders during this window, the bidders will be notified.

The selection decision for the winning bidder will be made no later than Monday, May 07, 2018.

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

Notifications to bidders who were not selected will be completed by Wednesday, May 09, 2018.

Project Timeline:

The Project begin date is scheduled for Monday, May 14, 2018 and the completion for Friday, June 22, 2018.

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 North Anderson project:

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 References
- Staff and Qualification
- Previous job work samples
- Deadline for completion no later than June 22, 2018

Terms and Conditions

TRC reserves the right to reject any and 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 of 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
 - 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**



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

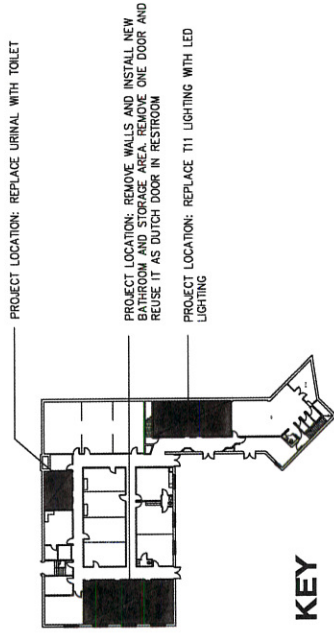
- My WORD means something
- I act as an OWNER of this corporation
- I embrace CONTINUOUS IMPROVEMENT
- I am OPEN TO LEARNING from anyone, anywhere
- I communicate with RESPECT AND TRANSPARENCY



www.transitionresources.org

TRC HEAD START

**NORTH ANDERSON LOCATION:
2604 N Scatterfield Rd
Anderson, Indiana 46012**



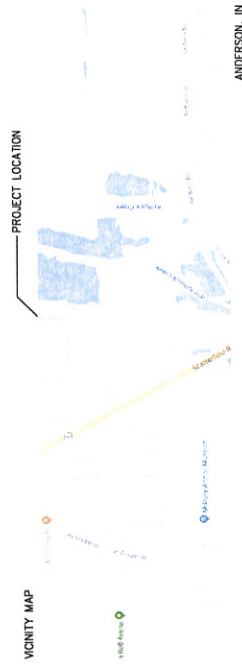
KEY

INDEX:

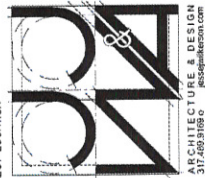
- TITLE SHEET
- D101 DEMOLITION PLAN
- A100 LOWER LEVEL FLOOR PLAN
- A101 FLOOR PLAN
- M101
- E101
- P101

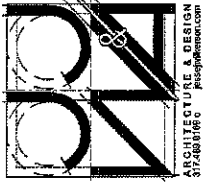
PROJECT DESCRIPTION:

The renovation includes removing carpet from two classrooms (116 and 117) and replacing the carpet with vinyl tile. The owners also want to remove the existing room divider in room 116 and replace it with a room divider. The project includes a small linear closet in Room 116 and the replacement of one urinal in room 110 with a toilet and stall. All lights in the project area will be changed from T-11 to LED 2x4 flat panels.



PROJECT LOCATION





ARCHITECTURE & DESIGN
ASSOCIATES, INC.
Indianapolis, Indiana

TRC HEAD START
NORTH ANDERSON SITE
2604 N Scatterfield Rd.
Anderson, Indiana 46012

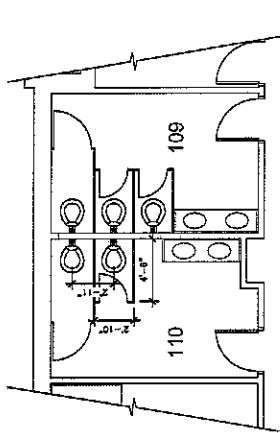
DATE: 11/11/11
PROJECT: TRC HEAD START
SHEET: A101

SCALE: 1/8" = 1'-0"

Anderson, IN
SHEET

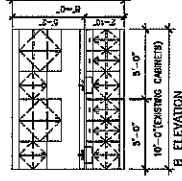
A101

FLOOR PLAN

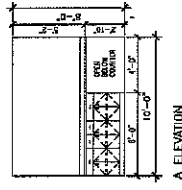


RESTROOM PLAN
SCALE: 1/8" = 1'-0"

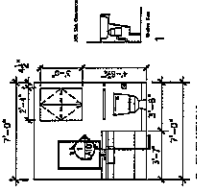
NORTH



A ELEVATION

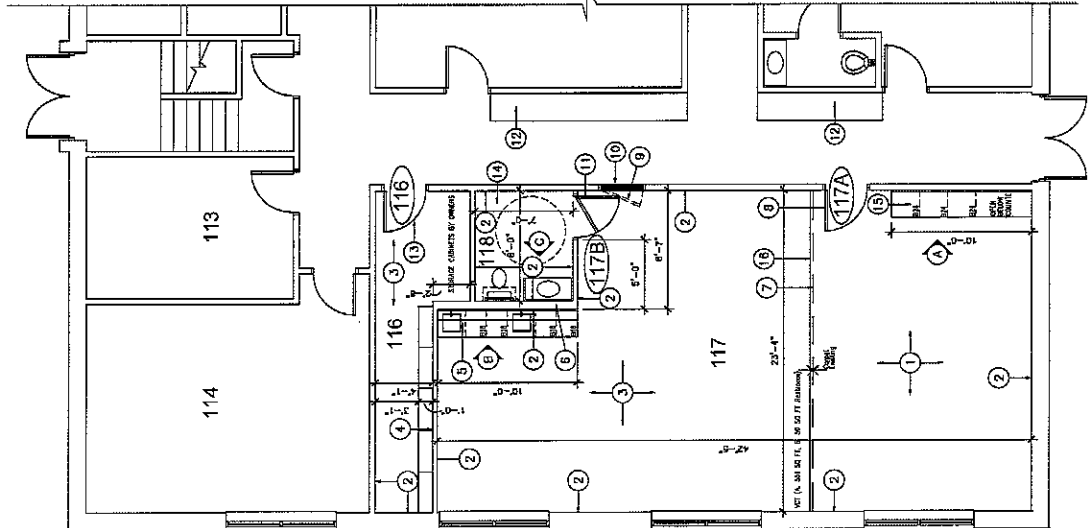


B ELEVATION



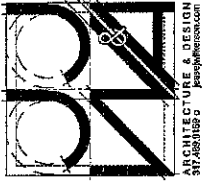
C ELEVATION

- GENERAL NOTES:**
- Paint walls and door trim.
 - Replace light fixtures with LED's.
 - Install tamper proof receptacles.
- Classroom 116**
1. EXISTING CARPET TO REMAIN CLEAN
 2. EXISTING CARPET
 3. PAINT WALLS (COLOR TO BE SELECTED BY ARCHITECT). 1 COAT PRIMER, 1 COAT FINAL COLOR
 4. REMOVE EXISTING FLOORING. REPLACE EXISTING FLOORING WITH VCT AND VINYL BASE BOARD. (COLOR AND MANUFACTURER TO BE SELECTED BY OWNER).
 5. 30" H x 12" D Chrome WIRE SHELING UNIT
 6. 5'-0" UPPER AND LOWER CABINETS WITH 20"x16"x8" COMMERCIAL SINK WITH DRAIN AND LEAD FREE FAUCET WITH 8.5" GOOSENECK SPOUT (EXISTING TO BE REINSTALLED).
 7. 6" MTL STUD, 16" O.C.
 8. TRANSITION STRIP FROM CARPET TO TILE
 9. M-D BUILDING PRODUCT OR EQUAL MULTI FLOOR TRANSITION STRIP
 10. EXISTING DOOR TO REMAIN. INSTALL NEW HARDWARE TO MATCH SCHOOL REQUIREMENTS
 11. REMOVE EXISTING DOOR AND REUSE AT BATHROOM (MAKE TYP HINGED DOOR)
 12. FILL IN, DRYWALL, PATCH, MUD AND PAINT FILLED IN WALL
 13. TWO LEAF DOOR
 14. EXISTING 4'-0" WIDE SHELING MOUNTED TO EXISTING WALLS
 15. EXISTING DOOR TO REMAIN. HARDWARE MUST MATCH SCHOOL REQUIREMENT.
 16. INSTALL VCT FLOORING, VINYL BOARDER
 17. COLOR TO BE SELECTED BY THE ARCHITECT
 18. INSTALL LOWER CABINETS WITH SINK. OWNER TO SELECT FINAL COLOR.
 19. REMOVE AND FILL IN TRANSITION IN CEILING GRID. REMOVE ACCORDION DOORS
 20. INSTALL NEW STALL DIVIDER AND TOILET IN PLACE OF THE URINAL THAT IS TO BE REMOVED.



FLOOR PLAN
SCALE: 1/8" = 1'-0"

NORTH



TRC HEAD START
 NORTH ANDERSON SITE
 2604 N Scatterfield Rd.
 Anderson, Indiana 46012

DATE: 1/1/2018
 DRAWN BY: J. H. HARRIS
 CHECKED BY: J. H. HARRIS
 PROJECT NO: 18-001

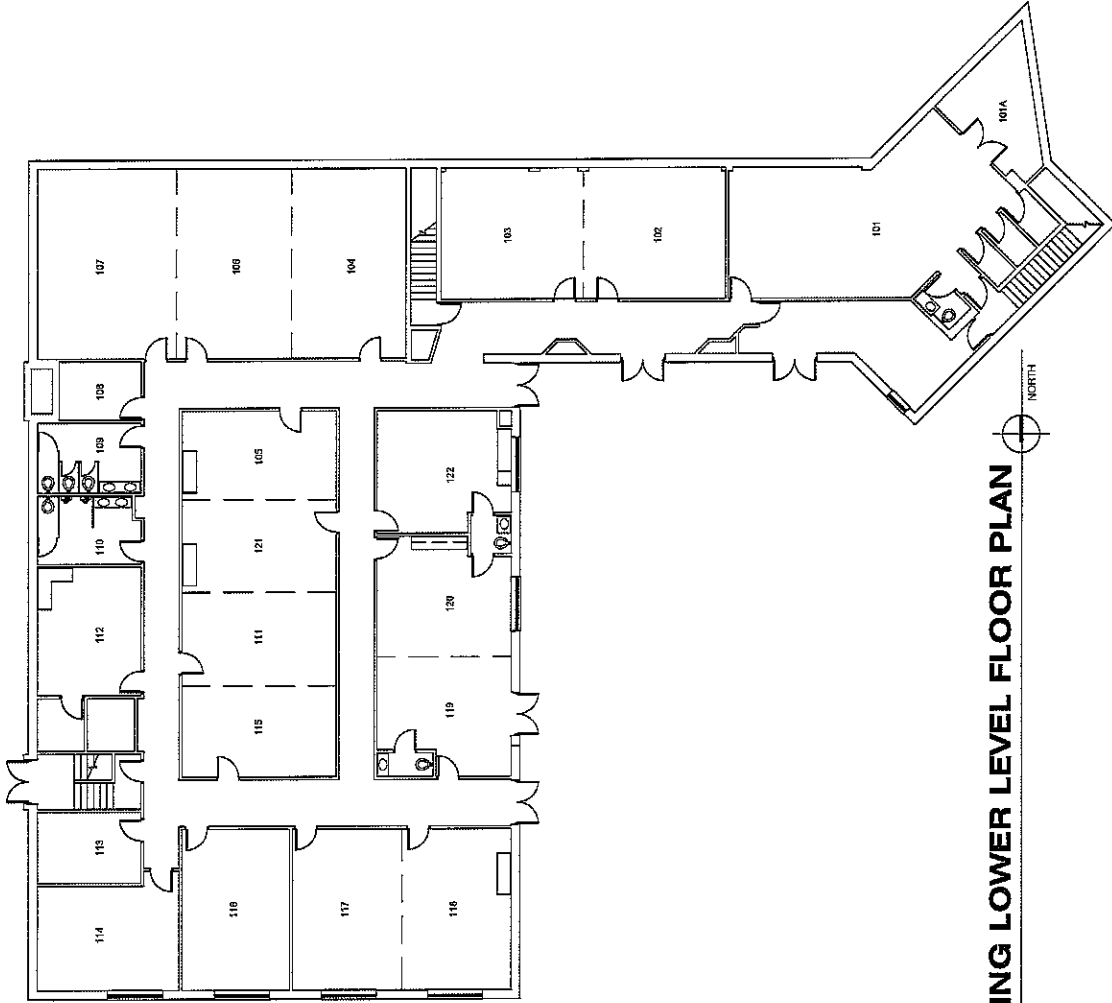
1/1/2018

Anderson, IN
 SHEET

A100

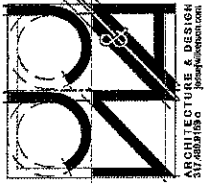
FLOOR PLAN

- Rooms 102 and 103:
 - Replace light fixtures with LED's
 - Install temp proof receptacles.
- Rooms 118, 117, 115, 110, 109, 108, 107, 104, 103, 102, 101A:
 - Paint walls and door trim.
 - Replace light fixtures with LED's.
 - Replace vinyl floor with carpet.
 - Replace vinyl wall panels with stone.
 - Replace vinyl with tile.
- Rooms 112, 111, 110, 105, 100, 104, 103, 102, 101A:
 - Replace light fixtures with LED's.
 - Install temp proof receptacles
 - Install new countertops.



EXISTING LOWER LEVEL FLOOR PLAN

SCALE: 1/8" = 1'-0"

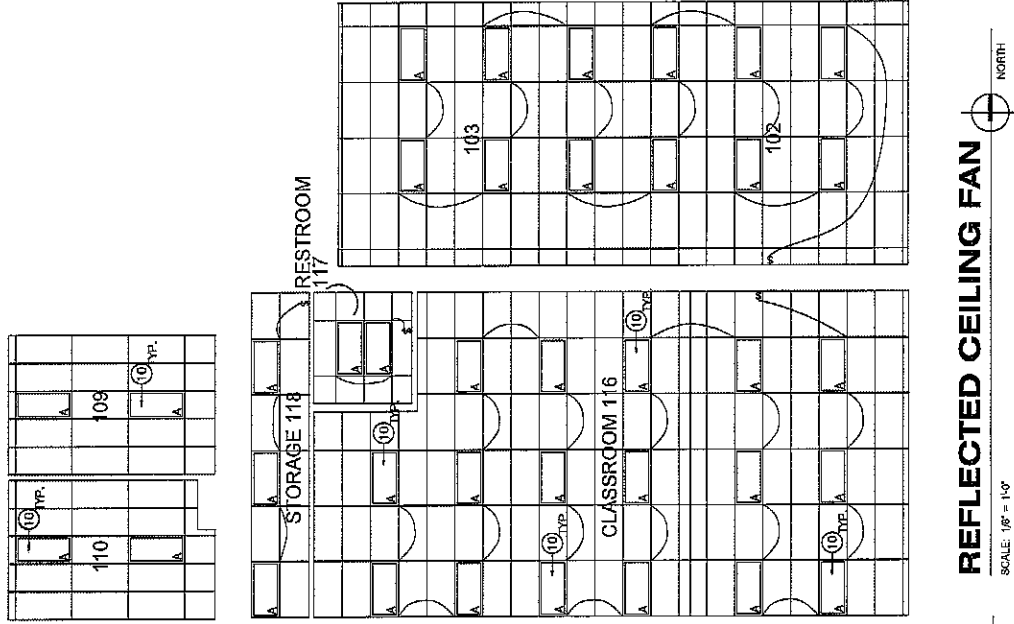


TRC HEAD START
 NORTH ANDERSON SITE
 2604 N Scatterfield Rd.
 Anderson, Indiana 46012

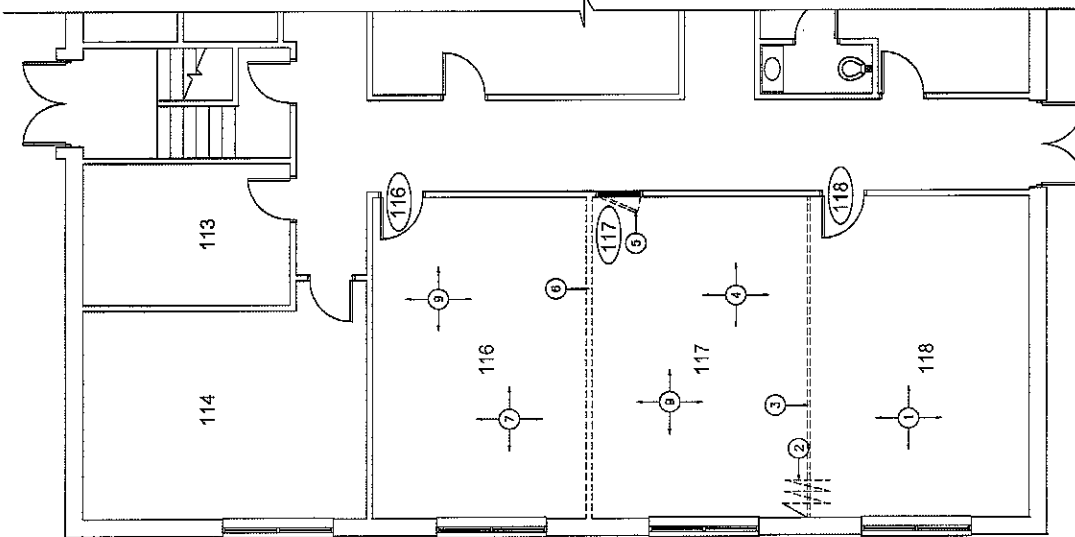
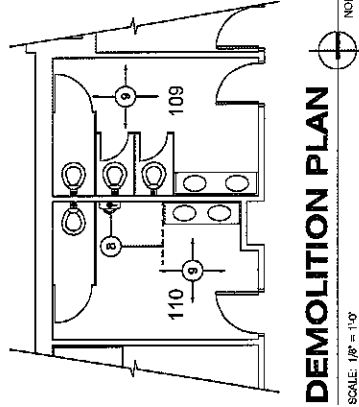
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 PROJECT: TRC HEAD START
 SHEET: D101

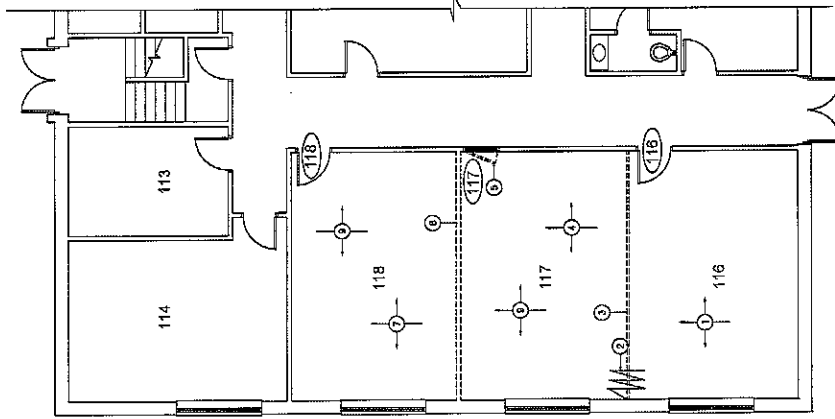
Anderson, IN
 SHEET

D101
 FLOOR PLAN



- GENERAL NOTES:**
- Paint walls and door trim.
 - Replace light fixtures with LED's.
 - Install tamper proof receptacles.
- Classroom 116**
1. EXISTING CARPET TO REMAIN CLEAN
 2. EXISTING CARPET REMOVE BASEBOARD
 3. REMOVE ACCORDION DOOR AND DISPOSE OF IT.
 4. REMOVE TRACK FOR ACCORDION WALL IN CEILING. REPLACE AND REPAIR CEILING FOR ACT.
 5. REMOVE CARPET TO SUBFLOOR. PREPARE FOR VCT.
 6. REMOVE DOOR AND FILL WALL WITH 4" MTL and PAINT
 7. STUD 16" O.C., INSULATE, DRYWALL, MUD<
 8. REMOVE WALL TO SUBFLOOR BELOW THE CARPET.
 9. REMOVE CARPET TO THE SUBFLOOR.
 10. REPLACE EXISTING URINAL AND DIVIDER AND REPLACE WITH
 11. REMOVE ALL LIGHT FIXTURES IN ROOM
 12. REPLACE WITH LED
 13. CHANGE FROM T-11a to LED
 14. REMOVE EXISTING NUMBER OF T-11s AND REPLACE WITH LED LIGHTING (2x4 FLAT PANEL LED LIGHT)





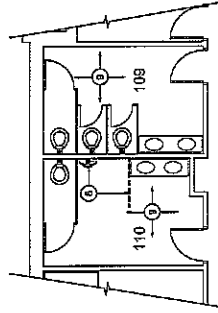
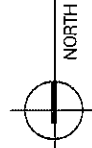
- GENERAL NOTES:**
- Point walls and door trim.
 - Replace light fixtures with LED's.
 - Install temper proof receptacles.

Classroom 116

1. EXISTING CARPET TO REMAIN
CLEAN EXISTING CARPET.
2. REMOVE BASEBOARD.
REMOVE ACCORDION DOOR AND
DISPOSE OF IT.
3. REMOVE TRACK FOR ACCORDION
WALL IN CEILING. REPLACE AND
REPAIR CEILING FOR ACT.
4. REMOVE CARPET TO SUBFLOOR.
PREPARE FOR VCT.
5. REMOVE DOOR AND FILL WALL
WITH 4" MTL STUD 16" O.C.,
INSULATE, DRYWALL, MUD< and
PAINT
6. REMOVE WALL TO SUBFLOOR
BELOW THE CARPET.
7. REMOVE CARPET TO THE
SUBFLOOR.
8. REMOVE EXISTING URINAL AND
DIVIDER AND REPLACE WITH
REMOVE ALL LIGHT FIXTURES IN
ROOM 116,117,118,109,110,102,
103 (CHANGE FROM T-11s to
LED)

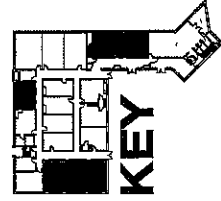
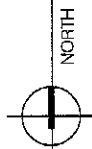
DEMOLITION FLOOR PLAN

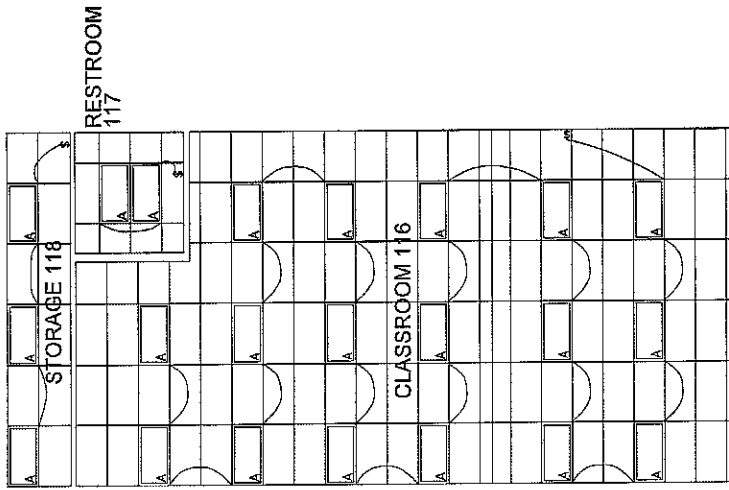
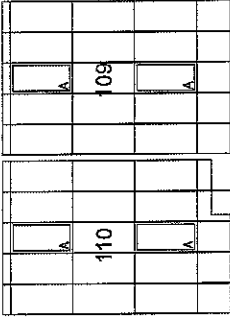
SCALE: 1/8" = 1'-0"



RESTROOM PLAN

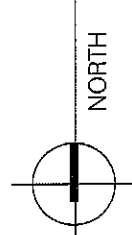
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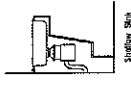
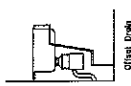
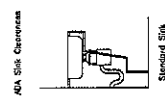
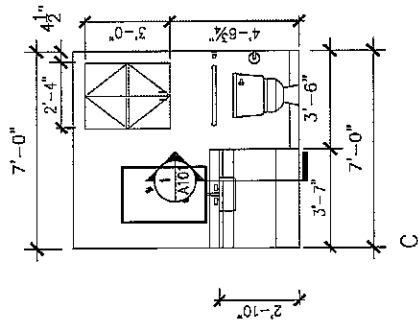
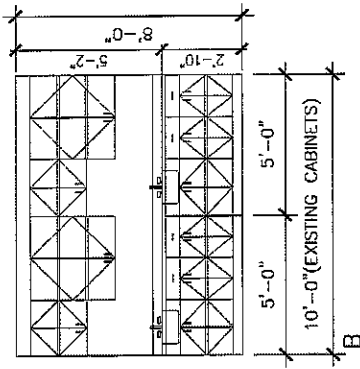
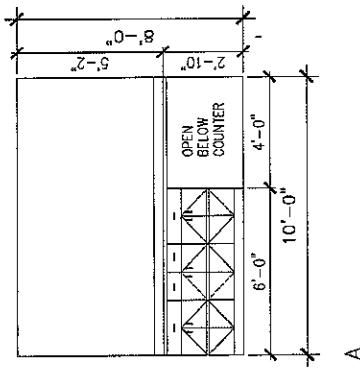


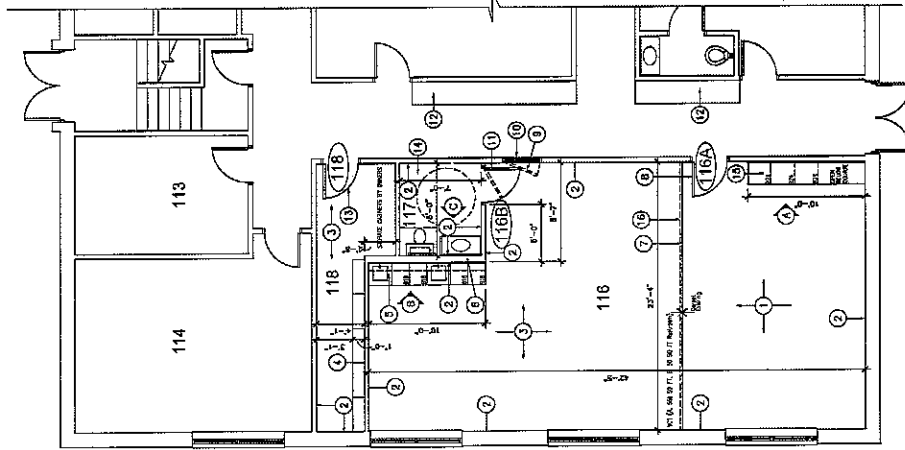


REFLECTED CEILING FAN

SCALE: 1/8" = 1'-0"







FLOOR PLAN

SCALE: 1/8" = 1'-0"

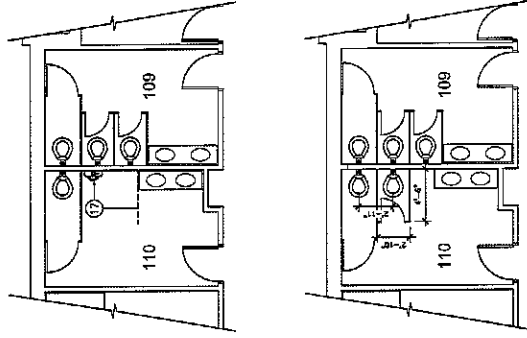
GENERAL NOTES:

- Paint walls and door trim.
- Replace light fixtures with LED's.
- Install tamper proof receptacles.

Classroom 116:

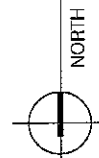
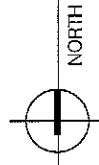
1. EXISTING CARPET TO REMAIN CLEAN EXISTING CARPET
2. PAINT WALLS (COLOR TO BE SELECTED BY ARCHITECT. 1 COAT PRIMER, 1 COAT FINAL COLOR.
3. REMOVE EXISTING FLOORING. REPLACE EXISTING FLOORING WITH VCT AND VINYL BASE BOARD. (COLOR AND MANUFACTURER TO BE SELECTED BY OWNER). OWNER INSTALLED HONEY CAN DO 14"W x 30" H x 12" D Chrome WIRE SHELVING UNIT 5'-0" UPPER AND LOWER CABINETS WITH 20"x16"x8" COMMERCIAL SINK WITH DRAIN AND LEAD FREE FAUCET WITH 8.5" GOOSENECK SPOUT (EXISTING TO BE REINSTALLED). 6" MTL STUD 16" O.C. TRANSITION STRIP FROM CARPET TO TILE M-D BUILDING PRODUCT OR EQUAL MULTI FLOOR TRANSITION STRIP EXISTING DOOR TO REMAIN. INSTALL NEW HARDWARE TO MATCH SCHOOL REQUIREMENTS REMOVE EXISTING DOOR AND

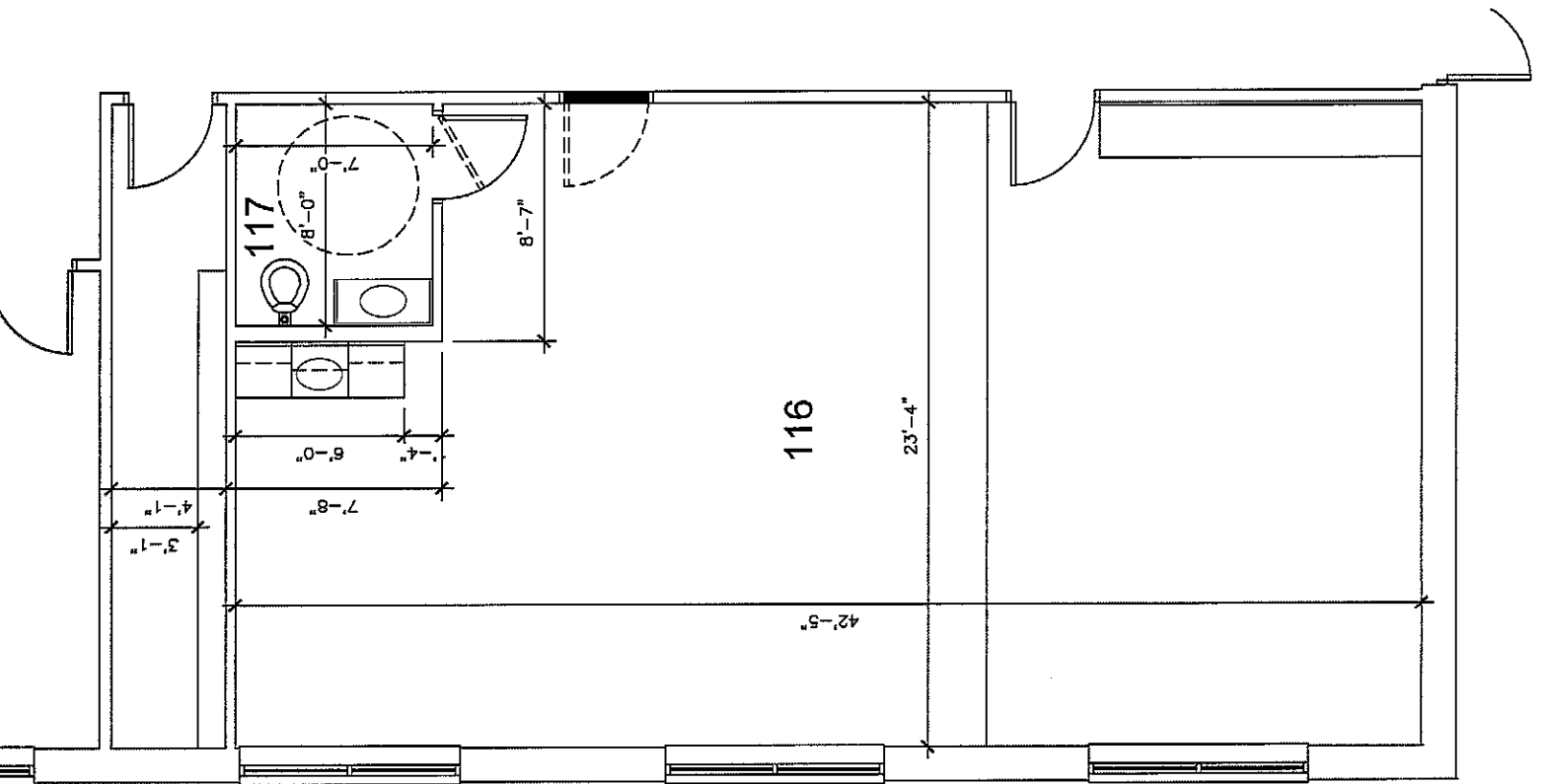
10. REUSE AT BATHROOM (MAKE TWP HINGED DOOR)
11. FILL IN DRYWALL, PATCH, MUD AND PAINT FILLED IN WALL.
12. TWO LEAF DOOR
13. EXISTING 4'-0" WIDE SHELVING MOUNTED TO EXISTING WALLS EXISTING DOOR TO REMAIN. HARDWARE MUST MATCH SCHOOL REQUIREMENT.
14. INSTALL VCT FLOORING. VINYL BOARDER. COLOR TO BE SELECTED BY THE ARCHITECT
15. INSTALL LOWER CABINETS WITH SINK. OWNER TO SELECT FINAL COLOR.
16. REMOVE AND FILL IN TRANSITION IN CEILING GRID. REMOVE ACCORDION DOORS REMOVE EXISTING URINAL AND DIVIDER AND REPLACE WITH



RESTROOM PLAN

SCALE: 1/8" = 1'-0"





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 12466 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.



U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. Dec. 2008

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS PROJECT OR CONTRACT NO. OMB No.: 1235-0008 Expires: 01/31/2015

PAYROLL NO. PROJECT AND LOCATION

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) EXEMPTIONS OR WITH-HOLDING	(3) WORK CLASSIFICATION	Q.T. OR S.T.	(4) DAY AND DATE				(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS			(9) NET WAGES PAID FOR WEEK
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While completion of Form WH-347 is optional, it is 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 Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish 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)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls 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.

We estimate that it will take an average of 65 minutes to complete this collection, including time for reviewing instructions, gathering existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information, if you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

Public Burden Statement

(over)

(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

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE
THE WILLFUL 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 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Date _____

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

(1) That I pay or supervise the payment of the persons employed by _____ (Contractor or Subcontractor) on the _____ day of _____, _____ and ending the _____ day of _____; that during the payroll period commencing on the _____ (Building or Work) _____ 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. 108, 72 Stat. 967; 40 U.S.C. § 3145), and described below.

(2) That any payrolls 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.

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 or 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: May 2, 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