

COMPLIANCE WITH THE DAVIS-BACON ACT

POLICY: The Head Start Act of 1994 requires that all contracts entered into by any Head Start program which is in excess of \$2,000 and are for the construction, renovation or repair of buildings used by Head Start programs, are subject to the requirements of the Davis Bacon Act.

The Davis-Bacon Act requires that any contractor hired to construct, renovate or repair a Head Start facility (if the contract exceeds \$2,000) must pay the laborers and mechanics engaged in the construction, renovation or repair at least the "prevailing rate" wages. These "prevailing rate" wages are determined by the Department of Labor for each county in the country. The Davis-Bacon Act also includes provisions about fringe benefits to be paid to laborers and mechanics limitations on wage withholding, and payroll and record keeping requirements.

In order for Umatilla-Morrow Head Start to remain in compliance the following procedure has been developed.

PROCEDURE:

1. Obtain Davis-Bacon prevailing labor rates and fringe benefits for work classifications to be utilized by contractors.
2. In all advertisements for bids/proposals that work must be done in compliance with the Davis-Bacon Act.
3. Include the Davis-Bacon Act in all requests for proposal for construction, renovation, or purchase of facilities. Request contractor include a statement in bid that Davis-Bacon Act will be complied with.
4. When evaluating proposals and bids, check to be sure the contractor/vendor will agree to comply with the Davis-Bacon Act.
5. Include in all contracts for construction, renovation and purchase of buildings all the required Davis-Bacon clauses, attachments and forms.
6. Review weekly payroll forms(see attached) from contractors and subcontractors during all construction and renovation. If the contract exceeds 90 days, submission of the payroll reports are to be made at 90 day intervals. All reports and documentation obtained by UMCHS, Inc. will be filed by individual projects. The Administrative Service/ Family Development Director will monitor the payroll reports for compliance with the Davis-Bacon Act. No reports need to be filed unless a violation occurs, then the Secretary of Labor will be notified in a timely manner.
7. All records will be maintained by UMCHS, Inc. for the required period of time established by the Federal Grant or State laws.
8. The payroll and certified statement from the contractor will be received and reviewed for compliance before payment for the project is issued. Information from the contractor will be attached to the invoice that is filed in the accounts payable file.

