

Your first Davis-Bacon job: what to get, set up, and do, from bid to final payroll

Most first-job problems trace to something that was not collected at the start. Work the list top to bottom; the weekly section is the only part that repeats.

BEFORE YOU BID

- ☐ Find the wage determination in the bid documents; note its number, modification number, and type of construction
- ☐ Find the labor standards clauses (FAR 52.222-6 through -15, or 29 CFR 5.5, or HUD-4010)
- ☐ Confirm the prime contract is over \$2,000 (Davis-Bacon) and note whether it is over \$100,000 (CWHSSA overtime)
- ☐ Check each classification you will use exists on the determination; list any that do not, for a conformance request
- ☐ Price the bid at basic + fringe for each classification, with overtime at $1.5 \times$ basic
- ☐ If the state has a prevailing wage law and state money is in the project, price the higher of the 2 rates

FROM THE PRIME, BEFORE WEEK 1

- ☐ The wage determination with all modifications, and any conformance approvals already issued
- ☐ The prime's payroll cutoff day and how the file is delivered (portal, email, paper)
- ☐ Which identifying number the prime's system expects (last 4 or employee ID)
- ☐ Whether the prime wants a one-time worker information form with full details for its own records
- ☐ The project name, contract number, and site location exactly as the prime files them
- ☐ Who at the prime reviews payrolls, and who to call with a question

SET UP ONCE

- ☐ Enter each classification and its basic and fringe rate from the determination, once, to pull from every week
- ☐ Decide how fringe is paid: to plans, cash, or split; compute the hourly plan credit with annualization
- ☐ Set the payroll week ending day and do not change it
- ☐ Submit SF-1444 conformance requests through the prime for any classification not on the determination
- ☐ Register with the state portal too if the project has state money in a state with its own law

FOR EACH WORKER AT HIRE

- ☐ Full legal name, Social Security number, address, phone, and email, kept in your records, never on the payroll
- ☐ Assign the identifying number that will appear on every payroll
- ☐ Classification(s) the worker will perform
- ☐ For apprentices: program registration, the worker's individual registration, current period and percentage, program fringe rule
- ☐ Written authorization for any voluntary deduction (401(k), union dues, insurance)
- ☐ Enrollment in each fringe plan you will take credit for

EVERY WEEK

- ☐ Collect hours by day, by worker, by classification, from timecards or daily logs
- ☐ Split at 40 for the week counting all jobs; overtime at $1.5 \times$ basic; fringe on every hour
- ☐ Run the pre-signing checklist; sign the Statement of Compliance; deliver by the prime's cutoff
- ☐ File a no-work payroll for any idle week if the prime or portal wants one (the regulation requires payrolls only for weeks with covered work); keep the numbering unbroken either way
- ☐ Keep a copy of every payroll as submitted

RECORDS, FOR 3 YEARS AFTER THE PRIME FINISHES

- ☐ Payrolls and statements as submitted; timecards by day, project, and classification
- ☐ Contract, subcontract, wage determination and modifications, conformance approvals
- ☐ Fringe plan documents and remittances; apprenticeship registrations; deduction authorizations

☐ Ask the prime for the project completion date at closeout and write it on the folder