

**SAMPLE OUTLINE OF A PRE-CONSTRUCTION CONFERENCE**

1. Applicability of Davis-Bacon to construction activity of project
2. Additional classifications
3. Who is subject to Davis-Bacon and Related Acts (DBRA)
4. Payment of Fringe Benefits
5. Use of Apprentices and Trainees
6. Copeland "Anti-Kickback" Act
7. Contract Work Hours and Safety Standards Act (CWHSSA)(Overtime Compensation)
8. Liquidated Damages (re: CWHSSA violations)
9. Supply and installation contracts
10. Exemptions of DBRA
11. Contractor's (sub's) responsibilities
12. Payrolls (It is advisable to discuss with Payroll Preparer for Company also)
  - (a) Submission Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees (Form for Contractor to designate someone else to sign the payrolls)
  - (b) Payroll Form WH 347
  - (c) Form WH 348 (Used if Contractor is using a payroll form other than WM 347)
  - (d) IRS Employer Identification Number (or Social Security Number, if self-employed) of the contractor and subcontractor must be on the initial payroll in the upper right-hand corner of the first page.
  - (e) Submission of payrolls to the city/county
  - (f) Review of payrolls by the Grantee
  - (g) HUD 11, Employee Interview - Use of forms by Grantee

- (h) Maintaining payroll files
- (i) State monitoring of payroll files and documents
- (j) Split classifications
- (k) Working foreman

OTHER

1. Terms and conditions of contract
2. Begin and end dates
3. Change Orders
4. Bonding and insurance
5. Local ordinances, permit required etc.
6. Retention of records
7. Equal Opportunity
8. Questions and answers
9. Posters