

PREVAILING WAGE, WORKFORCE AND MWBE DOCUMENTATION CHECKLIST

The following list provides a summary of what must be provided to meet the State Labor Law and Minority and Women Business Enterprise (MWBE) requirements of the contract. The complete set of requirements is specified in the contract.

Labor Law Requirements:

1. Weekly certified payrolls for each company (Prime Contractor and Subcontractor) which works on site, if the work must be paid at prevailing wage rates.
When due: within thirty (30) days of issuance of the payroll. Recommended – submit prior to a payment application because the pay app will be held up until all certified payrolls are received.
2. Subcontractor's Certifications for each subcontractor that is working on site.
When due: With the payment application where the subcontractor first worked.
3. New York State Department of Labor Apprenticeship Agreements (form AT401) for each apprentice who works on site.
When due: Before the apprentice first works on site. Submit with or before first certified payrolls for that worker.
4. OSHA-10 Certification for each worker on site if contract total is \$250,000 or more. Can be OSHA-10 cards or other valid proof of completion. Applies to both prime and subcontractors.
When Due: Collected before the worker is allowed to work on site. Submit with or before the first certified payroll on which that worker appears.
5. Prime Contractor's Certification.
When due: With the final payment application which shows work is 100% completed.

Workforce Requirements:

1. Workforce Plan, showing Subcontractors and Suppliers intended to be used, their scopes of work and approximate start dates.
When due: At time of Preconstruction Meeting.
2. Workforce Utilization Reports, both Monthly and Cumulative (Summary) reports must be provided by the Prime and all subcontractors on a monthly schedule during the period between issuance of the Notice to Proceed and completion of work (including punchlist) for the project. Additionally, the Prime Contractor must provide a monthly cumulative report summarizing participation for all companies Working on the contract.

MWBE Requirements:

1. Contracts or other agreements with companies which are in the MWBE Plan which is a part of the Contract. These agreements must specifically reflect the goals set forth in the Plan.
When due: Before each company works on site
2. Forms F, along with proof of payment showing progress toward MWBE goals.
When due: with each payment applications.

For further detail about these requirements, see the minutes of the Pre-Construction Meeting and the "Summary of Labor Law Requirements" booklet. Questions to the Office of Compliance, 585-428-6789 or by email: compliance@cityofrochester.gov. **Send all documents to the City of Rochester Office of Compliance by email to compliance@cityofrochester.gov.**

I _____, representing _____, attended a meeting on _____ for City of Rochester Contract Number: _____, during which documentation requirements for State Labor Law, Workforce and MWBE compliance were explained. I acknowledge my understanding of these requirements.

Signed _____

7/26/18