



St. Louis County, MN

ST. LOUIS COUNTY, MINNESOTA

Labor Standards Submissions

HUD Entitlement Programs

Form

1016

Rev. 11-03-2023

This form is used to display general submission requirements for construction projects subject to Davis Bacon and Related Acts. Subrecipients are primarily responsible for providing all information within this form. For more information: www.stlouiscountymn.gov/communitydevelopment

Pre-Bid:

1. Written notice confirming *no contract will be awarded* until after Community Development Staff finalize the environmental review.
2. Verification the current Federal Wage Decision and the HUD-4010 Labor Standards Provisions are included in the bid documents.
3. Verification Buy America, Build America (BABA) requirements are included in the bid documents, as applicable.
4. Verification Section 3 requirements is included in the bid documents, as applicable.
5. Copy of bid advertisement, project specifications, and other related bidding documents.
6. Written notice of the bid opening and bid closing date.

Upon receipt and approval of Pre-Bid #1-6, Community Development Staff will provide written notification that the bid process may proceed.

Post-Bid:

1. Copy of the bid tabulation sheet and name of the contractor that will be awarded the project. Community Development Staff will verify the contractor's eligibility to work on federally funded projects and notify the subrecipient of the eligibility status.
2. Copy of the signed contract including Notice of Award, executed bonds, insurance coverage, and the subcontractor list.
3. Written notice federal wage decision, HUD-4010, BABA, and Section 3 are in contract (*notify Staff of missing federal wage classes*).
4. Notification of the pre-construction conference date and location. Minutes of the meeting provided within 10 days of the date.
5. Copy of the Notice to Proceed to Work indicating the start of construction and anticipated/estimated date of completion.
6. Copy of any contractual revisions and notice of any exercised options (e.g. email any change orders).
7. Picture of EEO Poster, WH-1321, and federal wage decision posted appropriately on the work site and description of their location.
8. Original payroll reports mailed on a weekly basis completed by contractors. Statement of Compliances will bear original signatures.
9. Contractor Profile Form, Authorized Deductions Form, fringe benefit calculations, Apprenticeship Documentation (agreement, ratios, & pay scaled earned) and mailing addresses for onsite employees submitted with first payroll. Appropriate documentation of Other Deductions will be provided if not addressed by Authorized Deductions Form(s).
10. Substantial Completion Notice provided in a timely manner pre-dating the project completion date.
11. Notice verifying project is complete and all payrolls have been submitted. BABA & Section 3 documentation provided at this time.
12. Completed closeout form submitted following the conclusion of Post-Bid #11.

Please note that any pay requests submitted to the Community Development Staff will not be processed until the required information to that point of the project has been received. The subrecipient is responsible for contractor compliance with Davis Bacon and Related Acts requirements.

Please submit payment requests in a timely manner as the project progresses.

Contact Planning and Community Development

Duluth Office

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www.stlouiscountymn.gov/communitydevelopment

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