

Northland Community Schools

Contact Administration Procedure

Initiation of Contract

Northland Community Schools most likely will hire an architect to design, bid and monitor major construction projects. When a contract is initialed, several items should be included in the bid process to ensure compliance with laws and regulations. These are requirements when using federal funds to pay for the projects, but should be incorporate as best practices.

When contracting with the architect, the district must review bid documents to ensure the architect has included provisions to address required Davis-Bacon Act and Copeland “Anti-Kickback” clauses in both the bid process and construction contract.

Additionally, the federal wage determinations need to be included in the bid specification and contracts.

Review of Contract

Before the school board awards a contract, district office admin superintendent will review the bid documentation and contract with the architect to ensure requirements for Davis-Bacon are included. Prevailing wage requirements need to be included in the contracts for contractors and subcontractors to ensure pay wages are not less than those established for the locality of the project. The actual federal wage determination must be included in the bid specification and all contracts.

The district will provide training to district office staff led by a governmental, legal, or accounting unit with focus on Davis-Bacon requirements when a new contract is initiated. Most up to date requirements can be found at the following link:

<https://www.dol.gov/agencies/whd/government-contracts/construction>

Ensuring Compliance

Ensuring compliance with the Davis-Bacon requirements is a shared responsibility. The district and contracted architects are responsible for ensuring that the applicable provisions are followed when using Federal education funds for eligible projects.

The district is responsible for including the applicable provisions in their contracts and for collecting the payroll data from the contractors. The district will spot monitoring to ensure contractors are doing what they said they would do.

Contractors are responsible for doing what they said they would do in their contracts and ensure that they are following the applicable provisions. Contractors will be required to submit weekly certified payroll documentation with all requests for bill payments.