

5-1 Checklist for SF1444 for Contractors

Conformance Requests

Overview

A 1444 form is filled out when a contractor needs to add a classification to the wage decision. This could mean that a classification, like concrete pump operator, was simply not included in the survey information, or it might mean that the contractor's specialty classification is not found on the wage decision. It could also mean that on a project with more than one wage decision, only one wage decision has that classification, and therefore the classification is needed for the other decision. In any of these cases, the process to get the wage on the wage decision is the same. It begins with the subcontractor or prime Contractor completing and submitting DOL's SF 1444. This 1444 form requires signatures from the prime, the sub (if applicable), and the Civil Rights Region Specialist (RCRS) or the Contract / Labor Compliance Specialist.

The (prime) Contractor will be ultimately responsible for the submission of this form; however, the subcontractor may initiate this request (and this often happens), but it should go through the prime and the project engineer. There should never be a situation where the (prime) Contractor and the project engineer do not know about this request.

The prime Contractor is responsible to fill out boxes 3 - 16. If they do not know the answers to the requested information, they should look up this information in the proposals tab in B2GNow. Please keep in mind that if DOL cannot read the writing that is on the form, they will return it to have it redone.

Please note: When there is a project that involves work in several different counties, and you are requesting a wage for each of these several different counties, a separate letter, wage decision, and 1444 for every county for which you are requesting wages is required. This means that if one project encompasses five different counties, it is likely that five different conformances will need to be requested. Because of CDOT's policy to pay the highest wage for each classification, CDOT must have a wage for every county for every classification to determine which one is the highest. This is a situation where primes will have to submit each individual request (for each classification for each county) to the RCRS or to the Labor / Contract Compliance Specialist.

The updated form is located here: [GSA Forms Library \(SF1444\)](#) and in LCPtracker in eDocuments under Download Document Templates (SF 1444 - Request for Additional Classification).

Directions

At the top of the form, please make sure that the box for construction contract is checked.

- **Box one** always stays the same with the DOL Wage and Hour address.
- **Box two** is where the Region Civil Rights Specialist will fill out his/her name and address. Contractors can leave this area blank.
- **Box three** is the prime Contractor for the project.
- **Box four** is the date that the Contractor submits the request to CDOT.
- **Box five** is the contract number. Please use both the **FHWA number and the S/A number**. Using both numbers helps CDOT to track conformances when there are a lot of requests. Please do NOT list the contractor's job number. It will confuse DOL because it does not sync up with the project numbers in the written letter, and it will be returned. EX: 12345, NHPP 101-456. A failure to include needed information will result in a likely delay for submission.
- **Box six** - This is the date CDOT opened the bids. You can usually find this information in B2GNow: B2GNow> Search Proposals > Put in S/A number> Search First 20 Matches> Click on View Proposal> Proposal Dates> Bids Due
- **Box Seven** -This is the date of award. You can find this information in B2GNow: B2GNow> Search Proposals > Put in S/A number> Search First 20 Matches> Click on View Proposal> Proposal Dates> Advertisement Dates
- **Box eight** - this is the date that the Contractor or subcontractor started the work that is listed on the conformance request. Job superintendents should have this information in the daily dairies.
- **Box nine** - NOT USED for CDOT. This is for service contracts only. This should be blank.
- **Box ten** - This is the name of the subcontractor performing work. If there is no subcontractor and the prime contractor is doing all of the work, this box should be left blank.
- **Box eleven** - This area is a brief work statement for the contractor that is performing work. This should be a description of the work where the wage is to be conformed.
--EX: Install type 7 guardrail and bridge rail at milepost 166 on I-25.
- **Box twelve** - This is the location where the work is being performed. You will need the city or something else to describe the location here.
--EX: Castle Rock, Colorado in Douglas County
-- Redlands Parkway Roundabout in Mesa County
- **Box thirteen** - This is the wage decision information. The wage decision to be listed is the one that is written in the project files that went to advertisement. Please go by

what was released in B2GNow with the proposal: B2GNow> Search Proposals > Put in S/A number> Search First 20 Matches> Click on View Proposal> View Public Attachments > Specs or Specs with Revisions

--List the proposed classification - this should include the name of the job AND a description of the work. Avoid the title of “helper” or “assistant.” If jobs are similar at all, think about listing the job with a laborer classification on one and then make sure to include descriptions.

--EX: Concrete Slip Foam Operator - this person will operate the GOMACO GHP 2800. He will also be setting stringline for concrete paving work and maintaining the paving equipment.

--EX: Hydrovac Operator Laborer - Performed work like helping to set up the machine, shoveling debris, cleaning out the vacuum, etc.

- List the proposed BASE wages -
- List the proposed FRINGE (benefit) wages --
- Box Fourteen - Signature of Subcontractor (only as applicable)
- Box Fifteen - MUST HAVE signature of the prime contractor
- Box Sixteen - Not required. Very seldom seen or used.
- Title - to the right of box 16 can be used for the subcontractor’s employee or representative
- Submission -- Submit completed form to the prime contractor and the project manager for CDOT.

The next three directions pertain to the CDOT personnel submitting the form to DOL.

- Agree/ Disagree Box - this is asking if the person submitting the form is in agreement with the wage decision, date, modification, and proposed classification
- Interested Parties - This is asking if the wage rates from box 13 are in agreement with the wage decision.
- Signature, Date, Title, and Date of Submission to DOL