**Local Agency Contractor Project Action Checklist**

**PRE-BID/PRE-AWARD ACTIONS**

Current EEO/Affirmative Action

Harassment policy

Written EEO grievance procedure

Workplace Violence Policy

Subcontractor bid solicitations

DBE- CDOT Form 1413 – Bidders List

DBE- CDOT Form 1414 – Anticipated DBE Participation Plan

Does the company have the statement “An Equal Employment Opportunity Employer” on contract and other company documents?

**BIDDING/AWARD ACTIONS**

**Due from apparent low bidder within 5 calendar days of selection**

DBE- CDOT Form 1415 – Commitment Confirmation

DBE- CDOT Form 1416 – Good Faith Efforts Report

**PRE-CONSTRUCTION CONFERENCE ACTIONS**

FHWA 1273 Required Contract Provisions Federal-aid Construction Contracts (if applicable)

On-the-Job Training Special Provisions (if applicable)

Contract Davis Bacon Prevailing Wage decision(s) attached to the written subcontracts (if applicable)

Other special provisions attached to written subcontracts

CDOT Form 205 – Application for Permit to Sublet to be approved **PRIOR** to work

Equal Employment Opportunity/Affirmative Action plans

EEO complaint/grievance procedures

CDOT Form 1425 – Materials Supplier List

OJT – CDOT Form 1337 – Contractor Commitment to Meet OJT Requirements

OJT – CDOT Form 838 – On-the-Job Trainee/Apprentice Record

OJT – Copy of approved training program

OJT – Copy of trainee acceptance/certification into program

Date of first EEO meeting (may be tentative)

OFCCP Reporting of Subcontractors

**CONSTRUCTION ADMINISTRATION ACTIONS**

Employee referral form

List of all referral sources