**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