

CDBG Davis Bacon Prevailing Wage Decision Project Instructions

For assistance with these instructions, call Peter Essenmacher at (248) 830-9596

Steps:

1. Verify with municipalities Community Development Director the funding is available and dollar amount.
2. Completely fill out “**Initial Start Up Form**” and electronically mail to essenmacherp@oakgov.com, Oakland County Neighborhood & Housing Development Contract Compliance Officer. An Oakland County file number will then be assigned and conveyed back to you.
3. Download the specific bid advertisement language from our web site. In addition to electronic solicitation, the project should be advertised in a local newspaper, posted on the community web site and bulletin board for a minimum of 10 days prior to the bid opening.
4. Incorporate the CDBG and other federal documents listed in the folder into the “**BID SPECIFICATIONS**” and contract.
5. A **W/MBE** contractor must be solicited and listed on the Bid Tabulation form.
6. A **Bid Bond or a Certified Check** is required for all contracts, and shall be provided by the bidder at the time of the bid and submitted with the bid. The amount of the bid bond shall be 5% of the total amount of the bid.
7. A **Labor and Material Bond** and a **Performance Bond** are required for all contracts **exceeding \$50,000**.
8. Go to the Wage Decision Web Link listed in the folder and find the correct prevailing wage decision. The prevailing wage decision lists the minimum wage rates that are required to be paid to laborers and mechanics and must be incorporated into the contract documents.
 - A. Browse all determinations by State and select “Michigan”.
 - B. Select County “Oakland”.
 - C. Select either “Building” or “Highway”.

Note: Building is used for renovations to the building or grounds of the building.
Highway is used for roads, drainage, sewers, sidewalk, and parking lot paving.
9. The Wage Decision does not include an expiration date, but may be modified or superseded prior to the Bid Opening Date. **Ten days prior to the Bid Opening Date, please verify the Wage Decision is still current and confirm with the compliance officer you did this.** If the municipality fails to incorporate the correct wage decision into the contract documents and the omission results in an underpayment of wages to workers, the municipality will be required to compensate the contractor(s) for the difference in the wages for his/her employees.
10. Contact Peter Essenmacher at (248) 830-9596 to schedule a Pre-construction Meeting prior to signing the contract.
11. Have the contractor complete **FORM #6 “Contractor Information Form”** and bring it completely filled out to the Preconstruction Meeting.