

PRE-CONSTRUCTION CONFERENCE AGENDA

Labor Standards Compliance Meeting

⚠️ DUAL JURISDICTION NOTICE

This project is subject to BOTH federal Davis-Bacon Act requirements AND Oregon Prevailing Wage Laws (ORS 279C.800-870). Contractors must comply with both sets of requirements and pay the HIGHER wage rate where rates differ.

PROJECT INFORMATION

Project Name:	[Sample City] Water System Improvements
Contract Number:	CDBG-20XX-XXXX
Prime Contractor:	Riverside Builders, Inc.
Federal Wage Determination:	OR20250001 Mod 1
Oregon BOLI Rate Book:	January 1, 2025
Public Works Bond:	PWB-20XX-XXXXXX

CONFERENCE ATTENDEES

Name	Title/Role	Organization
Taylor Williams	Contract Administrator	[Sample City]
Jordan Parker	Project Manager	Riverside Builders, Inc.
Jamie Martinez	Payroll Manager	Riverside Builders, Inc.
Morgan Davis	Funding Source Administrator	Business Oregon

AGENDA TOPICS

1. FEDERAL DAVIS-BACON REQUIREMENTS (15 minutes)

- Wage determination review and application
- WH-347 certified payroll requirements
- Fringe benefit payment options
- Apprenticeship program requirements

2. OREGON PREVAILING WAGE REQUIREMENTS (15 minutes)

- Oregon BOLI rate book overview
- Public Works Bond requirement (PWB-20XX-XXXXXX)
- BOLI Addendum reporting requirements
- Wage rate comparison (federal vs. Oregon)

3. CERTIFIED PAYROLL REQUIREMENTS (20 minutes)

- WH-347 form completion and submission
- Oregon BOLI Addendum completion
- Submission timeline (weekly requirement)
- Statement of Compliance certification

4. WORKER INTERVIEWS & RECORD KEEPING (15 minutes)

- Worker interview requirements and procedures
- Record retention requirements (3 years)
- Documentation standards
- Audit preparation

5. ENFORCEMENT & PENALTIES (10 minutes)

- Federal enforcement procedures
- Oregon BOLI enforcement
- Penalties for violations
- False Claims Act liability (18 USC §1001, 31 USC §3729)

POSTING REQUIREMENTS

The following must be posted at the job site in a prominent location:

- Federal Davis-Bacon wage determination
- Oregon prevailing wage rates
- "Employee Rights" poster (WH-1321)
- Job Safety and Health Protection poster
- Equal Employment Opportunity poster

RESOURCES

Resource	Website/Contact
DOL Wage Determinations	https://sam.gov/content/wage-determinations
Oregon BOLI Prevailing Wage	https://www.oregon.gov/boli
Business Oregon	https://www.oregon4biz.com

ACKNOWLEDGMENT OF ATTENDANCE

By signing below, I acknowledge attendance at this pre-construction conference and understanding of labor standards compliance requirements.

Name	Signature	Date
Taylor Williams		
Jordan Parker		
Jamie Martinez		
Morgan Davis		