

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
**PREWORK CONFERENCE RECORD AND
CONTRACTOR'S AUTHORIZATION**

Contract Number

Contract Name

Name of Contractor

Date held

A. Attendees *(name and title)*

B. Authorization by contractor (contractor completes and signs)

In my absence, I hereby authorize *(employee's name)*

of _____, Phone No(s) *(include area code)*

to supervise work, act for me, and to receive and sign documents under the above-identified contract, as follows:

- Notice to Proceed
 Notice of Noncompliance/Instruction to Contractor
 Suspend and Resume Work Orders
 Payrolls
 Contract Modifications
 Others *(describe)*

(Contractor)

By _____
(Signature)

(Title)

(Date)

C. Remarks *(Include pertinent notes regarding items discussed during meeting, including contract clauses and specifications)*
(Continue on reverse if necessary)

Signature

Title

(See Pre-Work Conference Checklist on back of last copy)

PRE-WORK CONFERENCE CHECKLIST

Introduce the Project Inspector.

Review responsibilities of CO, COR, and PI in contract administration.

Exchange all telephone numbers where contractor can be reached or a message can be received within 24 hours.

1. SPECIFICATIONS

- Do not deviate from plans/specs without written authorization.
- Discuss entire contract, including specs, drawings, clauses.
- Was a "plans in hand" site inspection made?

2. WORK SCHEDULE

- Does contract require one? *(If not submitted - develop at meeting).*
- Review schedule - if not acceptable, fix it.
- Period of performance is _____ calendar days.
- Discuss Contractor's equipment and work force.
- What stage will each type of equipment be brought in?

3. GOVERNMENT-FURNISHED PROPERTY

- Show Contractor where he may pickup, hours pickup can be made.
- Discuss Contractor's responsibility for safekeeping.
- Charge equipment/property on DI-105, stores on Form 1520-4.

4. NOTICE TO PROCEED

- COR issues at conference *(preferred method).*
- Starts time on contract.

5. SAFETY AND FIRE PROGRAM

- Discuss safety and health clauses.
- Discuss fire prevention and suppression requirements.
- Obtain Contractor's fire plan, if applicable.
- Discuss on-site camping.

6. POSTERS/WAGE DECISIONS

- Does Contractor have posters and wage decisions for posting?
- Discuss posting requirements.

7. INSPECTION AND PAYMENT

- Discuss requirement for invoice for all payments.
- Discuss requirement for Certificate of Progress Payment
- Will Contractor invoice or sign SF 1510-10?
- Discuss designated office for submitting invoice
- Discuss method of measurement, basis for payment of each item.
- Discuss time period for processing payment.
- Discuss requirement for final payment, clean-up, payrolls, GFP.
- Discuss release of claims.
- Discuss frequency of partial/progress payments.
- Assignment of Claims.

8. LABOR PROVISIONS

- Employees will be interviewed at the work site.
- Payroll weeks **must** be consistent throughout job.

Construction Contracts:

- Discuss Davis-Bacon Act; We enforce for Department of Labor.
- How will fringe benefits be paid? Cash or Plan?
- Types of labor and equipment on job. Review wage decision.
- Discuss apprentice regulations. Written evidence required.
- Overtime requirements. Time and a half plus fringes over 40 hrs./wk.
- Subcontracts **must** comply with 52.222-11 Subcontracts (SF 1413).
- Payrolls submitted weekly/pay employees weekly.
- Payrolls required even if no work performed.
- Prime responsible for subcontractor payrolls.

Service Contracts:

- Contractor **must** keep payrolls 3 years. *(Do not submit.)*
- Discuss wage decision.
- Overtime requirements. Time and a half plus fringes over 40 hrs./wk.

9. NOTES

Work Schedule:

Value Schedule:

Wage Rates:

Equipment:

Payment Schedule:

Subcontracts:

Other: