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| newlogo_200x72FORM LS-6  Pre-construction conference report | |
| **Recipient:** | **Contract No:** |
| **Activity Name:** |  |

**This report is to be completed during or immediately after the pre-construction conference. Attach detailed notes or minutes of the conference and a sign-in sheet, if possible.**

1. **a. Conference Date:**

**b. Location:**

1. **Prime Contractor:**
   1. Name:
   2. Address:
   3. Phone:
2. **Prime Contract Amount:**
3. **Sub-contractors, if any are known:**

**NAME ADDRESS PHONE**

1. **Participants (or attach a sign in list):**

**NAME TITLE ENTITY REPRESENTED**

**6. Items Covered:**

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| **I. Labor Standards Issues** |  |
| a. Payment of Davis Bacon Wages |  |
| b. Overtime pay and when applicable |  |
| c. Fringe benefits (cash or approved plan) |  |
| d. If fringe benefit plan, need information and approval |  |
| e. Allowable deductions and documentation |  |
| f. Use of apprentices, trainees, etc. and documentation |  |
| g. Exempt employees |  |
| h. Timely submission of LS-4/5s (by contractor and subcontractors) |  |
| i. Review LS-4/5 and questions answered |  |
| j. Anti-kickback provisions |  |
| k. Posting WD, Notice to Employees, EEO posters |  |
| l. Employee interviews |  |
| m. Labor standards provisions in all subcontracts at all tiers |  |
| n. Timely submission of LS-3s for all new subcontractors |  |
| o. Responsibility for subcontractors |  |
| p. Definition of “actual time records” |  |
| q. Restitution and liquidated damages (includes subcontractors) |  |
| r. Sanctions and withholding payments |  |
| s. Debarment |  |
| t. Confidentiality of complaints and prohibition on retaliation against employees |  |
| u. The 4010 |  |
| **II. Retention and access to all actual time records for five (5) years** |  |
| **III. Civil rights compliance (non-discrimination and Section 3)** |  |
| **IV. Recipient’s role and responsibilities** |  |
| **V. Contractor’s role and responsibilities** |  |
| **VI. *A Contractor’s Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects* provided to the contractor** |  |
| **VII. Other:** |  |

**7. Report Prepared By:**

Name:       Title:

Signature (**in ink**): Date: