Bidding on County Work: Information & Training Session

Wednesday, Dec. 16 • 12:30 PM
Zoofari Conference Center

Milwaukee County strongly encourages you to take part in this two-part informational and training session hosted by Milwaukee County Department of Administrative Services and Wisconsin Regional Training Partnership (WRTP)/Building Industry Group on Wednesday, December 16, at 12:30 p.m. at the Zoofari Conference Center (9715 W. Bluemound Rd., east of the Zoo entrance).

The agenda for the opening 60 to 90 minutes is attached. **We recommend the contractor's management or bid preparation staff attend this first session.** After a brief review of upcoming project bid opportunities in 2016, this session will focus on your issues and concerns that have been brought to our attention by you. We will also overview the process used to solicit bids for the majority of public works construction contracts, except those involving County Highway and Bridge projects.

All of your questions and concerns will be collected along with a survey that you will complete to help us better understand the opporutnities and challenges you experience with the current process used to solicit bids.

A follow-up session for interested contractors will be scheduled early in 2016 to discuss the survey results, contractor concerns and answer questions.

The second portion of the program (90 to 120 minutes) will focus on training of prime contractors to use LCPtracker. **We recommend the contractor's invoice submittal preparation staff attend this second session.** LCPTracker is the County's new, online software dedicated to actively tracking and monitoring project Prevailing Wage and Residency guidelines. Be it math errors, not meeting the Prevailing Wage set for the job or not submitting required documentation, LCPtracker will ensure your Certified Payrolls are meeting the highest standards.

Milwaukee County strongly encourages you to take part in this training session hosted by staff of the County and LCPtracker. This will give you step-by-step guidance on how to use your own LCPtracker account once it is set up and assigned to you.

It is highly recommended that you participate in the onsite training to get your specific questions answered.

Please keep in mind that while you may be experienced working with LCPtracker, each Agency has their own unique settings and their own database. This session will be directed solely toward the County's requirements on its projects, which may be different from those of other Agency's currently using LCPtracker.

Please download and print out the attached Contractor's Introduction and Quick Start Guide to use as a reference during your training session.

If you have any questions about this training session please email Greg High at Gregory.High@milwaukeecountywi.gov

Bidding on County Work:
Information & Training Session
MEETING AGENDA
12:30 PM to 2:00 PM ~ Overview: Bidding Process
2:00 PM to 4:00 PM ~ Training: LCPTracker Online Reporting
December 16, 2015

12:30 PM – 2:00 PM

A. Intro by Department of Administrative Services (DAS) Director, **Teig Whaley-Smith (5 minutes)**

B. DAS and Department of Transportation (DOT) Org Charts - **Greg High (5 minutes)**

C. Overview of Milwaukee County Capital Improvement Projects to be bid in 2016 – **Greg High (5 minutes)**

D. **Current Issues/Hot Topics in Partnership with Contractors**
- Prevailing Wage – **Greg High (5 minutes)**
- DBE Participation – **Rick Norris (5 minutes)**
- Wisconsin Regional Training Partnership – **Mark Kessenich (5 minutes)**
- Residency Goal Enforcement – **Greg High (5 minutes)**
- Bonds and Insurance – **Greg High (5 minutes)**
    - ➢ Contractor's Liability Insurance
    - ➢ Builder's Risk
- Payments to Contractor Greg High **(5 minutes)**
    - ➢ Payment to Sub-contractors
- Debarred Contractors Greg High **(5 minutes)**
- Invitation to Bid Greg High **(5 minutes)**
    - ➢ Duration

E. Question /Answer (20 minutes)

F. Milwaukee County Construction Bid Process – **Greg High (5 minutes)**
- Invitation to Bid
- Instruction to Bidders
    - ➢ Additional Bid Information
        - List of Sub-contractors
    - ➢ Qualification of Bidders
        - Basic
        - Additional
    - ➢ Labor, Material and Performance Bond
- Pre-Bid Meetings
    - ➢ Non-mandatory
    - ➢ Mandatory
- Bid Forms
- Conditions of Contract
- Supplementary Conditions of Contract
    - ➢ Dispute Resolution
    - ➢ Audit

G. 10 Question Survey – ***Your Answers Matter***
- Follow up invitation to discuss survey results and issues/topics in early 2016

2:00 PM – 4:00 PM

H. Prevailing Wage & Residency Goal Tracking – **Greg High**
- Overview

I. LCPTracker Software Training for Contractors

• CONTRACTOR •

INTRODUCTION & QUICK START GUIDE

2014

Welcome to LCPtracker, Inc!

Here at LCPtracker, we are aware that using Prevailing Wage software may be a new undertaking for many Contractors. We designed this guide to explain what LCPtracker is used for and how to actually start using the software!

LCPtracker stands for: Labor Compliance Program Tracker

LCPtracker has been in business for 19 years now. We are still constantly changing to better suit your Labor Compliance needs. LCPtracker is now used by over 200 Government Agencies and 25,000 Contractors!

LCPtracker is an online software company that provides users with the proper tools to easily ensure that each Contractor is meeting Prevailing Wage guidelines as well as to easily create the detailed reports that are required for many different funding types, including HUD-funded projects and American Recovery and Rehabilitation Act Projects (ARRA).

Be it Davis-Bacon laws that are set by the Department of Labor (DOL), CA Prevailing Wages set by the Department of Industrial Relations (DIR) or any other labor laws set by a specific state or local government agency, LCPtracker makes it easy to guarantee that every Contractor is in compliance.

How Does It Work?

The LCPtracker service is a paperless, online system of entering Certified Payroll Reports. Payroll data may be entered directly into the system, or uploaded from major construction accounting and payroll programs. The service eliminates the need for Contractors to submit paper documents and forms while providing an online database that stores all Certified Payroll Reports.

All project-specific wage rates and worker classifications are online within the system, and Contractors select their classifications from a menu only applicable to the project you are on! Potential errors in wage rates or worker classification entries are flagged to Contractors preemptively, allowing Contractors to **correct data prior to submittal.**

A few of the **immediate benefits** experienced by the use of LCPtracker are:

- Mistakes are flagged before your payroll is sent to your Administrator!
- LCPtracker confirms rates and classifications prior to allowing Contractors to submit payroll or payroll-related documents to their Administrator.
- All reports are available instantly to Contractors in hardcopy and electronic formats.
- No need to mail in paperwork! Payrolls will be submitted electronically using your ”eSignature".
- There is no cost to Contractors for this service! On-line training is provided at no cost as well. Now could this get any better?

Contacting LCPtracker Support

Contractors may access the various options for training after receiving a User ID and password. An email with login instructions will be sent to Contractors once they're assigned to an account in LCPtracker. Every Contractor account is created by the Administrator or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

Contact **LCPtracker Support at 714-669-0052 ext 4** or support@lcptracker.com

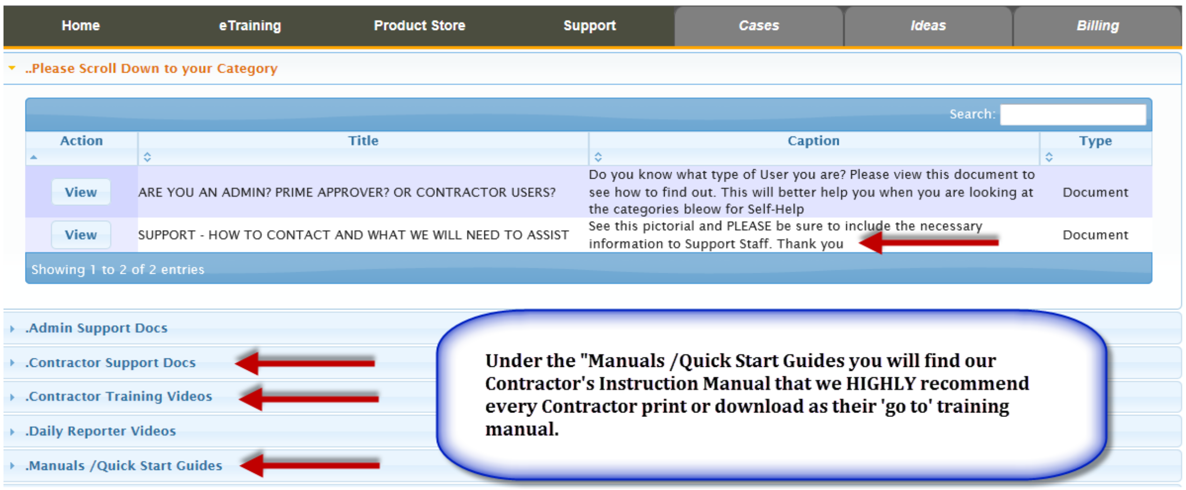
If you send the Support Team an email or are prompted to leave a voice message (these are checked and replied to throughout the day), LCPtracker asks that you **include the information listed below.**
Because of the high number of users stored within LCPtracker, we cannot look up your account with only your company name or project you are working on.

- **Administrator/Project Owner** (this can be found on the Contractor's main screen ABOVE the PROJECT tab (not below where it says welcome & your company name but ABOVE)
- **You're Company Name**
- **Your user ID** (Especially if you do not know the name of your Administrator/Project Owner)
- **Your Name and Phone Number**
- What **the Issue** is – Please be a specific as possible so we can re-create the issue

LCPTRACKER TRAINING OPTIONS

Contractors may access the various options for training after receiving a User ID and password. An email with login instructions will be sent to Contractors once they're assigned to an account in LCPtracker. Every Contractor account is created by the Administrator or their Prime Contractor. Complete and full support is offered directly to Contractors by LCPtracker for any technical questions on the use of the software.

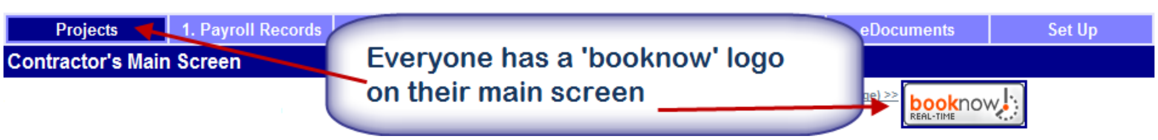
Once inside the eTraining Link you will find the following menu options.



LCPtracker offers FREE Contractor Webinars <u>three</u> times a week!

These webinars will be hosted by one of LCPtracker's Trainers who will guide you through our system in live time while viewing the Trainer's actual screen.

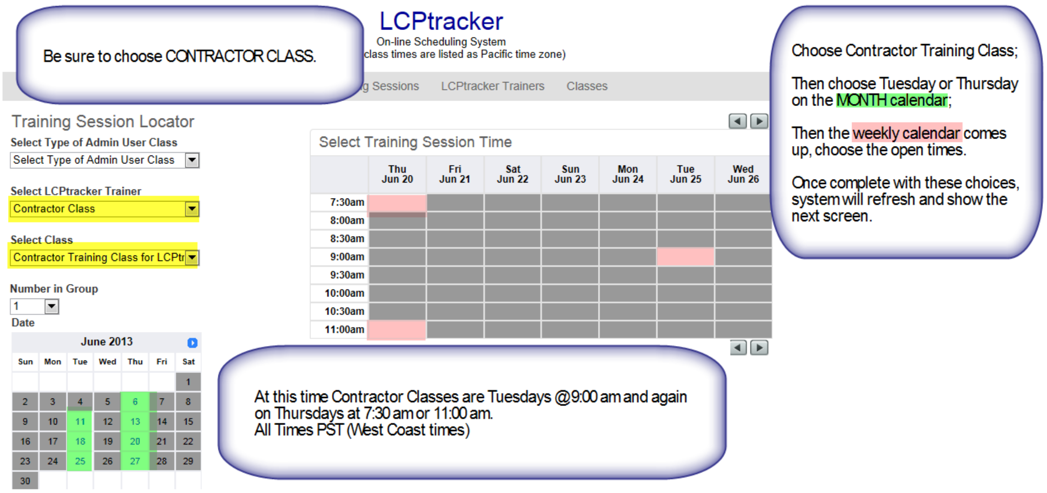
Signing up and then logging on to the webinar is easy!



You will be taken to LCPtracker On-line Scheduling System.

At the time of this publication Contractor classes are being offered on **Tuesdays at 9:00am and Thursdays at 7:30am or 11:00am.** **<u>All times are PST (West Coast)</u>**. If you are unsure of your time zone you may check online with any time conversation site such as - http://www.onlineconversion.com/timezone.php

LCPtracker Labor Compliance Software



Once you complete the sign-up you may print your confirmation. The system will generate an email to you with the appropriate information needed for logging into the Webinar on the date and time you signed up for.

CONTRACTOR TRAINING AGENDA

This next section outlines the different topics covered **in LCPtracker's Free Contractor Webinars**. This is also the framework used if you are part of an in-house presentation.

Use this sheet to follow along and takes notes to help you as you begin using the system.

TRAINING OVERVIEW

Review of the "Projects" Page (this is seen directly after login)

SET-UP TAB:

Company Information
Creating an eSignature
Employee Set-up:
Entering of Employees Information
Selecting Craft/Classification(s): ***CA*** vs. ***Non-CA***
Setting-up Hourly Rates for Fringe Benefits (Optional Feature)

SETTING-UP SUBCONTRACTORS:

How to Set-up Your Subcontractor- what information to gather prior to adding

Assign subcontractor to a project

E-DOCUMENTS TAB:

Finding what eDocuments are required for submittal
Download Posted eDocuments by Administrator
Uploading eDocuments
How to View eDocs that have been uploaded

PAYROLL RECORDS TAB: (Certified Payroll Reports) Entry

Example Entry
Different ways to enter/upload payroll info
Manual Entry
Upload Methods—See Next Item Below
Choosing Work Order if Required

UPLOAD:

Spreadsheet Interface—Free Excel template
Direct Payroll Interface (DPI): Craft Match, Project Match and County Match- from your current company accounting software

NOTICES TAB:

What are Notices
What are Warnings
How to edit in order to clear Notices/Warnings

CERTIFICATIONS TAB:

Performance CPR's
Non-Performance CPR's

PAYROLL NOTICES AND ADMINISTRATOR NOTICES:

How Administrator Notices Work
Default Notices
Rejection of CPR's and how to resolve it.
Payroll (CPR's)
Apprentice Rejection

REPORTS TAB

Explanation of some of the Standard Reports used most often by Contractors

Late CPR Report
Certified Payroll Summary Report
Certified Payroll Report—To find all of your CPR's—Also for Primes to find their Subcontractor's CPR's
Workforce Utilization Summary Report—To find Hours worked by Ethnicity and Gender—Divided by Contractor, per Craft//Classification and Craft Level—Journeyman, Apprentice and New Hire

MANAGING APPRENTICES

EDITING A CPR THAT HAS BEEN SUBMITTED:

How to make "Quick Edits"—Changing Payroll # or Mark/Unmark as Final
Add, change and/or delete a payroll record
How to Re-Certify CPR using the Certification Wizard
If your payroll is Locked, you must contact your Administrator to "Permit Edit"

SPECIAL DATA—IF THIS APPLIES:

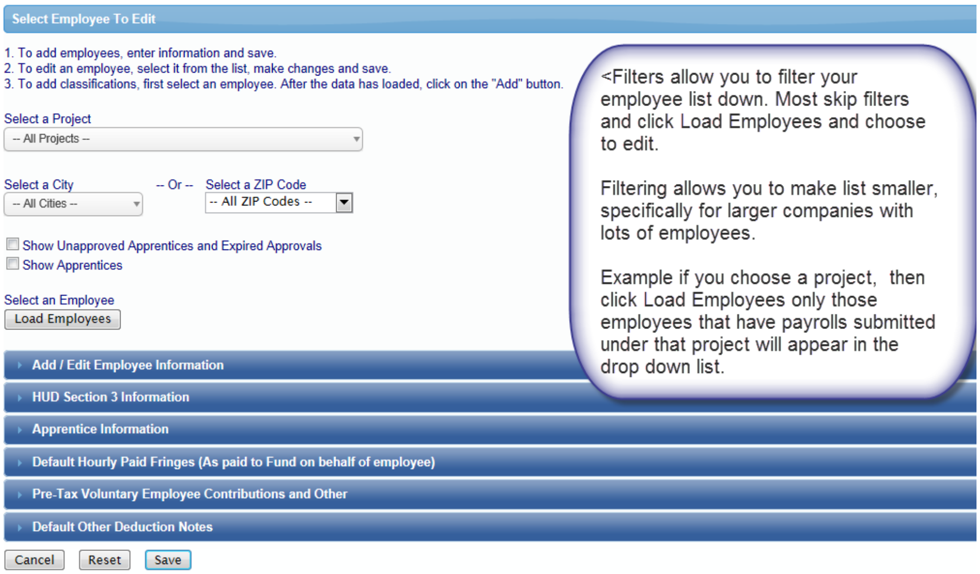
ARRA--Recovery Act Reporting	HUD Reporting
EEO Reporting	1391 Report

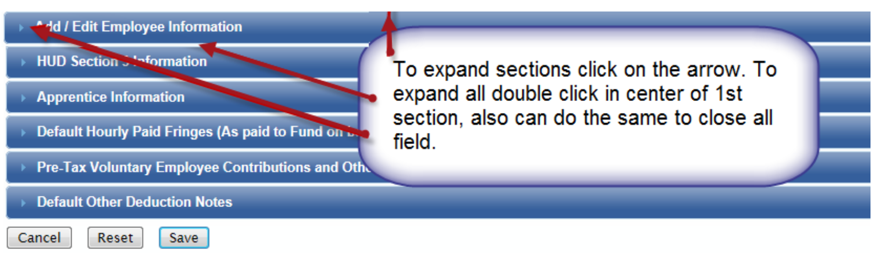
QUICK-START GUIDE FOR CONTRACTORS

This will quickly guide you through how to begin using your LCPtracker account.

ADD/EDIT EMPLOYEE

To Add an employee into system or Edit someone already in system click on the Set Up TAB and **click Add/Edit Employee.**

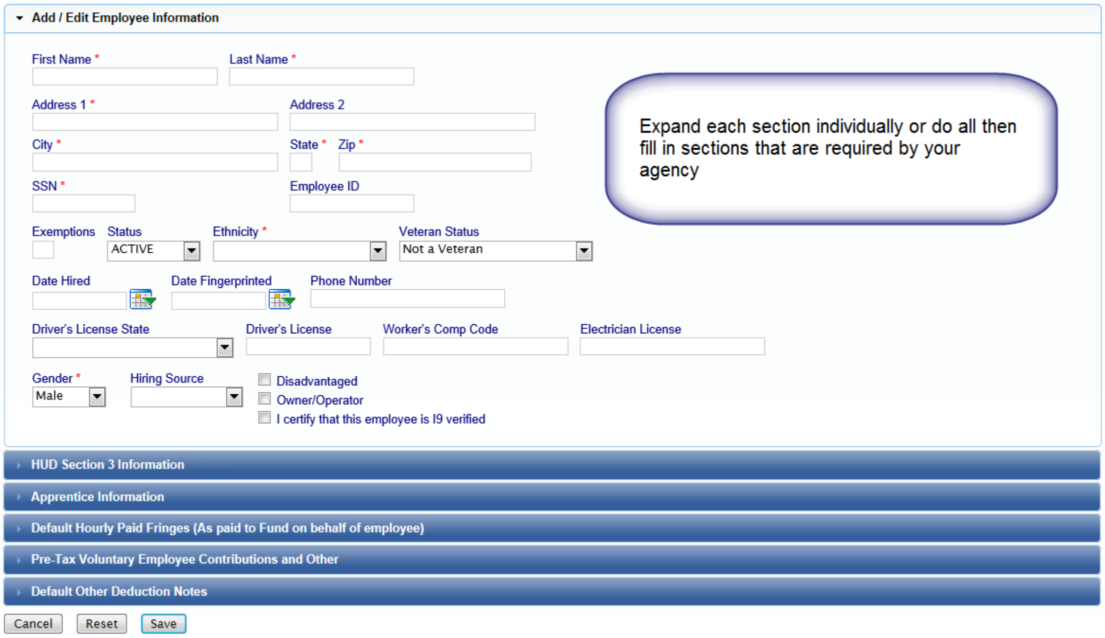




Add / Edit Employee Information

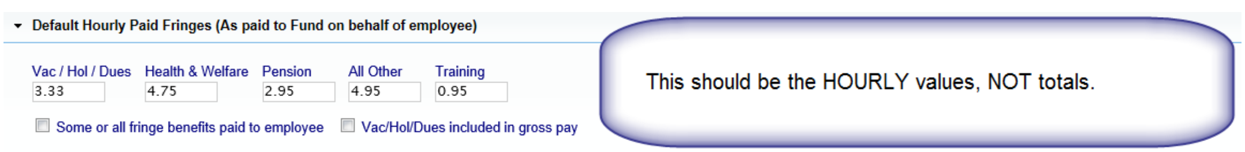
This section is used to enter contract employees and their personal information.

Enter the appropriate employee information in the data fields.
Tab key or mouse click to move between fields.

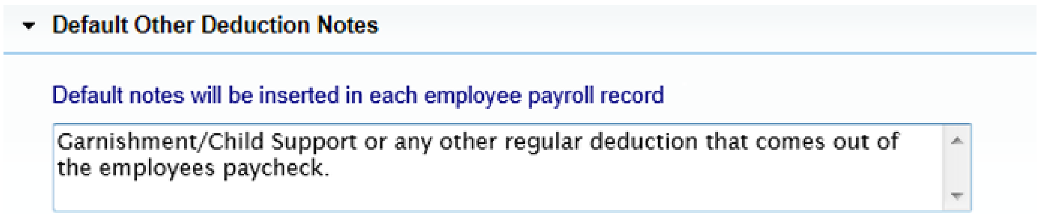


Default Hourly Paid Fringes (*As paid to Fund* on behalf of employee) – You may wish to fill in the hourly fringe rates in this section. This will allow ease of use when entering Payroll Records manually.

If you have multiple projects with different fringe rates, built in increases or everyone has the same fringes and you only want to enter those dollar values once, you may wish to skip this section and once completed with Employee Setup use the Fringe Benefit Maintenance table to enter your hourly fringe rates into system.



Default Other Deductions Notes– Such items as Garnishments, Child support or anything that falls under the 'other' heading of the taxes section. This is a validation setting and may be a requirement when entering payroll records. You can always come back and add/edit the employee and enter value in this section.



PAYROLL RECORDS

There is the manual data entry of a payroll record and then there are uploading options available –

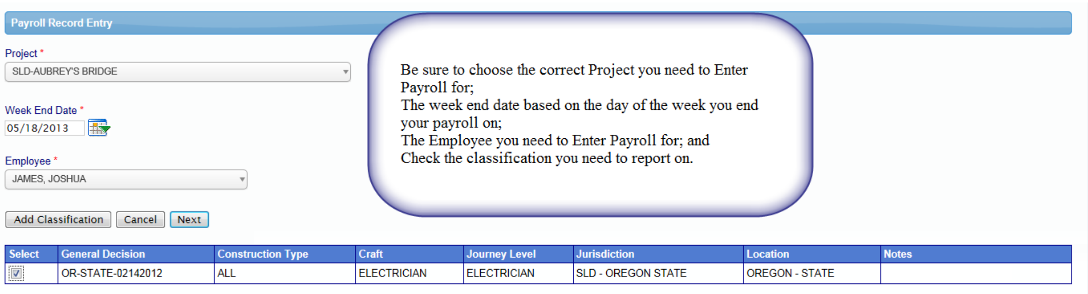
Go to Payroll Records, Choose Upload Records and we have an excel spreadsheet template available for you to download. There is a legend as well as instructions.
Interfaces available - go to lcptracker.com home page, click on Partners then Accounting Interfaces, if your account software program is listed you may click the link for contact info.

Direct Payroll Subscription (DPI)-Let LCPtracker DPI Department map your existing payroll for you so you can upload with ease each week.

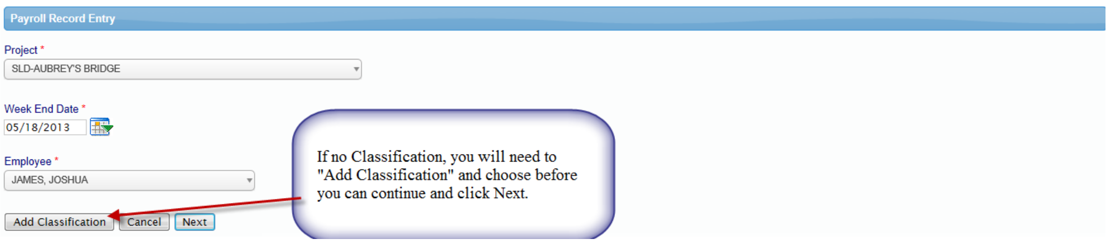
MANUAL ENTRY

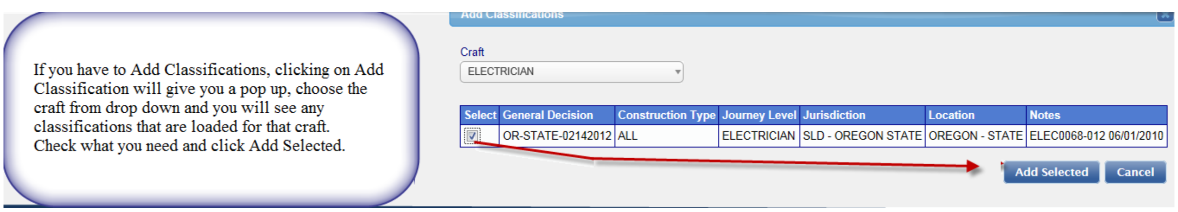
You will enter a record each week for each employee that went out on the job. Since the question always arises, and there is confusion as a reminder this is not accumulative. You do this each week for any employee that goes out on this prevailing wage project and has reported work.

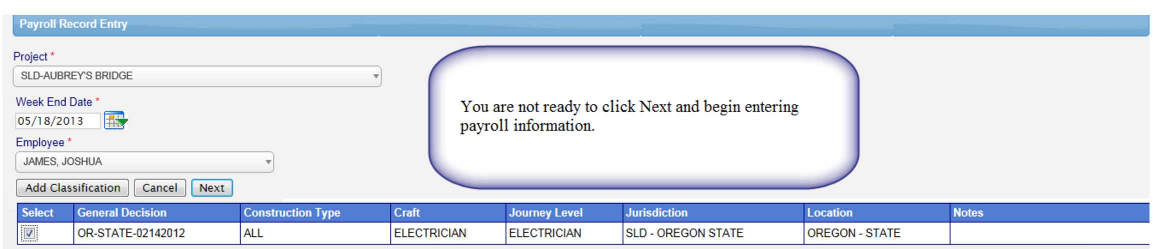
PAYROLL ENTRY STEP ONE (for those with no default classification in the Add /Edit Employee screen)



You will have to Add Classification to proceed. After you have completed these steps the first time for your employee, the system will show those choices the next time you come here to enter payroll records.



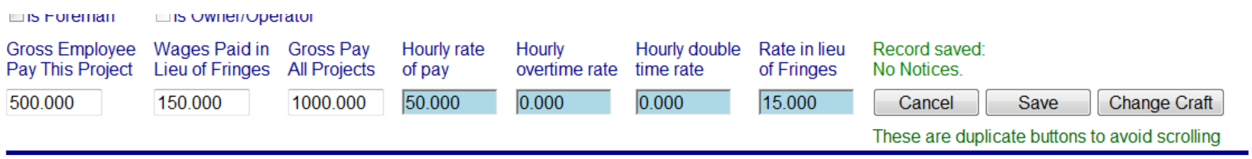




Rather than give you a huge screen shot of an actual payroll record, here is a brief overview of the sections and the fields in each section. Note you may not use all fields.

AMOUNTS PAID

Enter the appropriate amounts



Gross Employee Pay THIS Project – the amount of basic wages paid for this project only. Typically this is Hourly rate of pay times hours worked (more complex with overtime).

Wages Paid-in-Lieu of Fringes – the amount paid to the employee instead of fringes. This amount is sometimes included in the Gross Employee Pay this Project depending on the accounting system and the agency reporting requirements. You may or may not have this and the Rate in Lieu fields depending on the agency you are reporting to.
Gross Pay All Projects – the gross amount on the paycheck for the week including all projects worked.
Hourly rate of pay – the hourly rate of pay without fringes. Some accounting systems include taxable fringes and Paid-in-Lieu in this amount. Some agencies want taxable fringes and Paid-in-Lieu amounts reported separately.

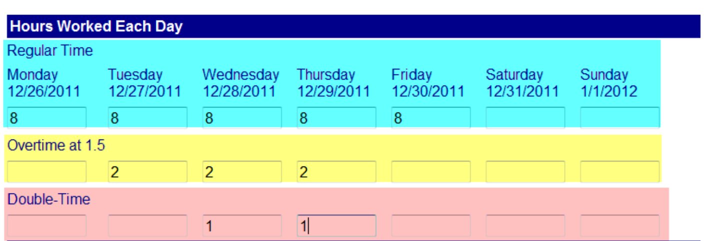
Hourly overtime rate of pay – the 1.5 overtime hourly rate without fringes. Typically 1.5 times the Hourly rate of pay. (required only when 1.5 overtime worked)

Hourly double time rate – the 2.0 overtime hourly rate without fringes. Typically 2.0 times the Hourly rate of pay. (required only when 2.0 overtime worked)

Rate-in-lieu of fringes – the hourly rate paid-in-lieu of fringes. Again you may or may not have this and the Wages Paid in Lieu depending on the agency you are reporting to

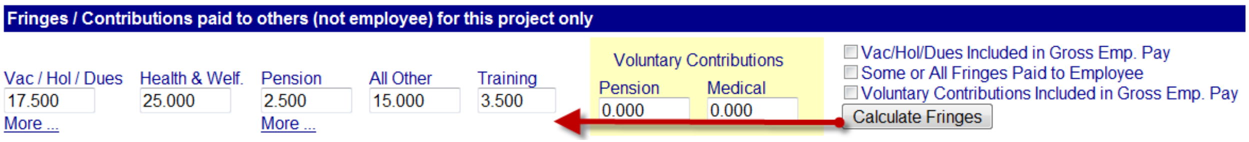
HOURS WORKED EACH DAY

Enter the hours worked each day. First row is for regular hours, second row overtime and third row for double time. You ONLY enter hours worked on this prevailing wage job for the week



FRINGES / CONTRIBUTIONS PAID TO OTHERS (NOT EMPLOYEE) FOR THIS PROJECT ONLY

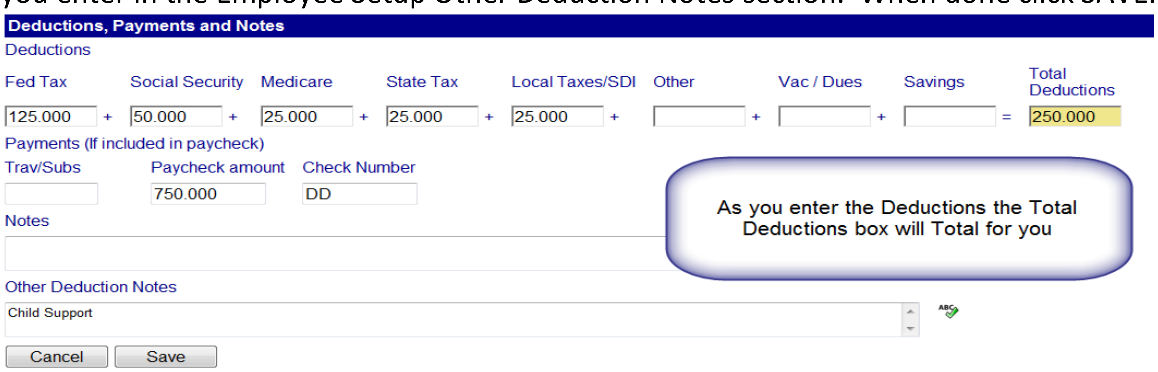
The best way to fill this in is to set up the hourly rates in the employee setup or use the Fringe Benefit Maintenance and the CALCULATE FRINGES. This function multiples the hours worked times the fringe benefit rate to get the values.



Check the appropriate check boxes if required. If they are checked in setup then that value carries over.

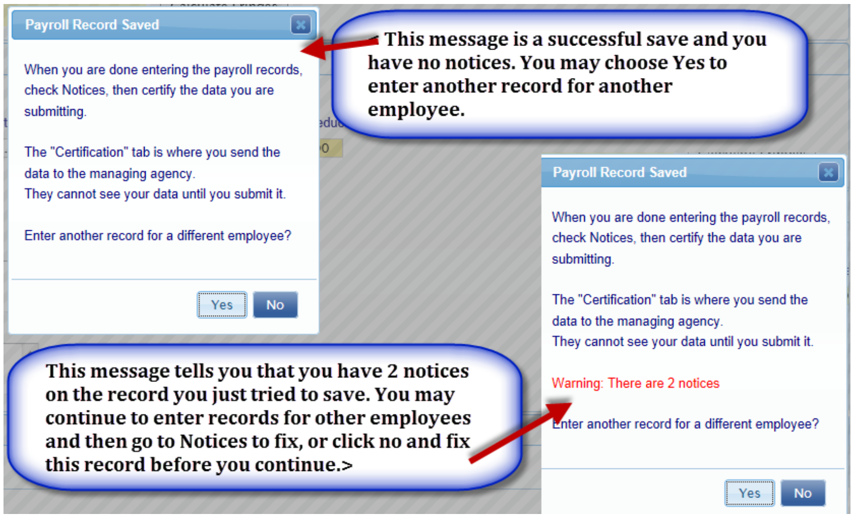
DEDUCTIONS, PAYMENTS AND NOTES

Values entered in this section apply to all hours worked on all projects during the week. The Total Deductions box will add as you enter values in the fields to the left. If direct deposit and no check numbers exist enter "DD", the Check Number MUST have a value or record will not save. Most agencies do not allow for payment in cash but require a record such as a check or bank deposit register for verification. Depending on your agency settings if there is a value in the Other you may be required to enter an explanation in the Other Deductions Notes – this too will auto-populate if you enter in the Employee Setup Other Deduction Notes section. When done click SAVE.



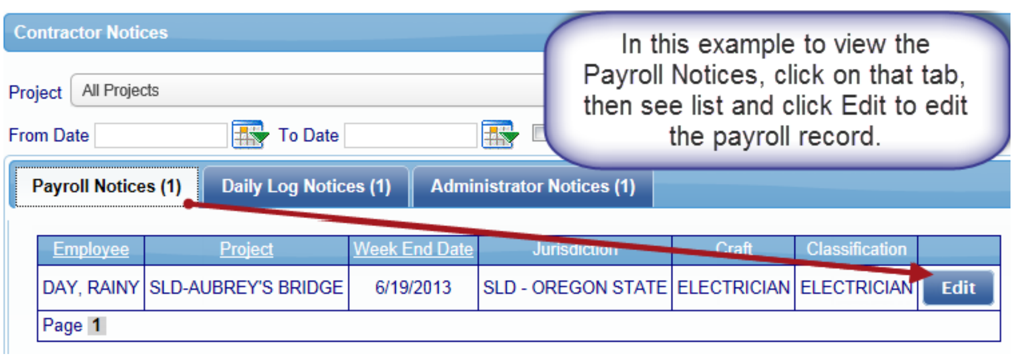
SUCCESSFUL SAVE

You will either get a successful save with no notices or the system will tell you that you have issues. Either way you may wish to just check yes and continue to enter all your records for the week, then fix any issues.



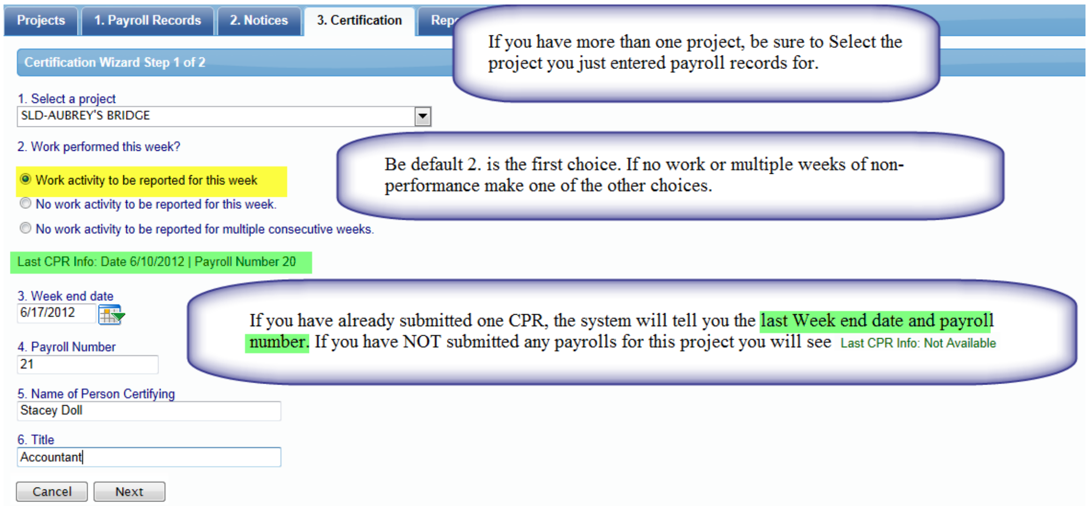
CHECK FOR NOTICES

Once you have entered all payroll records for the week, going in to check to see if you have any payroll Notices is best practice. Your records may have saved perhaps there are notices, issues ranging from typo's, notices an amounts not meeting math checks, etc.



CERTIFICATION – STEP 1 OF 2

You are almost finished, now it's time to certify that payroll. You will do this for each week. Performing will certify ALL payroll records for ALL employees in the same week.
If you have week or weeks of no work you must come in and submit non-performances. There is no Payroll Records/Entry for non-performances.



CERTIFICATION – STEP 2 OF 2

The verbiage for your Statement of Compliance (SOC) may look different. Depending on the agency you are working under depends on the SOC being used by that agency.
If you forget your e-Signature, go back to Setup and edit your eSignature, then back to Certification and start again.

CONGRATULATIONS! You have now completed certifying your payrolls.
CPR's are electronically sent to your Administrator and unless otherwise specified, there is no need to send or print out a hardcopy unless you would like to do so for your own records.
Remember that your CPR's will always be stored in your account to access at any time, so you may decide not to print out hardcopies and save some paper in the process!