



## DAVIS/BACON INSTRUCTIONS

Welcome to the CDBG Davis Bacon Prevailing Wage Decision project instructions page. If you need assistance please call Damon Dorsey at (414)278-4780.

### 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 Damon.Dorsey@Milwcnty.com, Milwaukee County Economic Development Specialist, Housing Division. A Milwaukee County file number will then be assigned and conveyed back to you.
3. Enclosed is the bid advertisement language, which must be advertised at least 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. Use the **W/MBE** list provided to you on the web site.
6. A **Bid Bond or a Certified Check** is required for all contracts **exceeding \$50,000**, 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 “Wisconsin”.
  - B. Select County “Milwaukee”.
  - 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 The Wage Decision does not include an expiration date, but may be modified or superseded prior to the Bid Opening Date.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 Damon Dorsey at (414) 278-4780 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.