

NEW JERSEY ECONOMIC DEVELOPMENT  
**Office of Recovery - Neighborhood Community Revitalization (NCR)/Streetscape Program**  
 Labor Standards (LS) / EEO/ Affirmative Action (AA)/ Section 3 (S3)  
 Bid Package and Pre-Construction Document Check List  
**Forms can be located on the NJEDA's website at:**  
[www.njeda.com/affirmativeaction](http://www.njeda.com/affirmativeaction)

**Instructions**

The following is a complete list of documents for LS/ EEO/ AA/ S3 compliance for the general contractor and their subcontractors.

- \* Each Bidder must download the "**Complete Construction Package Documents and Mandatory Contract Language**" from the NJEDA's website. (numbers 1-31)
- \* BOX A - Each document the bidder must submit **with their bid.**
- \* BOX B- The named General Contractor must submit **prior to contract execution items.**
- \* BOX C- Mandatory Contract Language- items in this box do not require submission back to the EDA, but must be included each contract.
- \* BOX D- The awarded General Contractor will be responsible for items **on a monthly basis.**  
Site monitoring and certified payroll requirements will be discussed during the Pre-Construction Meeting to be scheduled.
- \* BOX E - The awarded Subrecipient and General Contractor will be responsible to submit with completion of project.

Item No.	Complete Construction Package Documents and Mandatory Contract Language	√ Received by with bid package
1	HUD - 4010 Federal Labor Standards	
2	Certification of Bidder Regarding EEO	
3	Certification by Proposed Subcontractor Regarding EEO	
4	Subrecipient and General Contractor Affirmative Action / EEO/ Prevailing Wage Addendum to Construction Contracts and Bid Documents	
5	General Contractor and Subcontractor Affirmative Action / EEO/ Prevailing Wage Addendum to Construction Contracts and Bid Documents	
6	Certification of Bidder regarding Federal Labor Standards and Davis Bacon Act	
7	Certification of Proposed Subcontractor regarding Labor Standards and Davis Bacon Act	
8	<b>Preliminary</b> Prevailing Wage Determinations (PWDs) - Federal, Statewide, State-COUNTY (for bidding and cost estimating purposes ONLY and to be issued by the Municipality)	
9	U.S. Department of Labor Payroll Form (ONB No. 1235-0008 Certified Payroll) WH-347	
10	NJEDA Project Wage Rate Sheet	
11	WH 347 Certified Payroll Coversheet	
12	WH 347 Certified Payroll Review Checklist	
13	4 Labor Standards Posters	
14	NJEDA Initial Construction Project Workforce Manning Report (AA Form 1)	
15	NJEDA Sub-Contractor Projection Form (AA Form 1a)	
16	NJEDA Sandy Monthly Project Workforce Report - Construction (AA Form 2)	
17	Exhibit 1 Section 3 Bidders Proposed Contracts and Subcontractors	
18	Exhibit 2 Section 3 Business Certification Form	
19	Exhibit 3 Bidders Estimated New Hires	
20	Exhibit 4 Section 3 Employee & Trainee Data Form 4	
21	Exhibit 5 Section 3 Employee Household Income Certification Form 5	
22	Exhibit 6 Certification of Bidder Regarding Section 3 and Segregated Facilities	
23	Exhibit 7 Bidder Certification of Subcontractor regarding Section 3 and Segregated Facilities	
24	Exhibit 8 Section 3 Plan Format (template)	
25	Exhibit 9 Section 3 Plan Statement of Commitment	
26	Exhibit 10 Section 3 Projected Utilization Plan	
27	Appendix A Section 3 Clause	
28	Section 3 Quarterly Report	
29	NJEDA Prevailing Wage AA EEO Completion Certificate GC & SUBS	
30	NJEDA Prevailing Wage AA EEO Completion Certificate SUBRECIPIENT/ GC	

Box A		
Item No.	Documents to be Completed and Submitted <i>with the Construction Bid (per Bidder)</i>	√ Submitted to the NJEDA
2	Certification of Bidder Regarding EEO	
6	Certification of Bidder regarding Federal Labor Standards and Davis Bacon Act	
17	Exhibit 1 Section 3 Bidders Proposed Contracts and Subcontractors	
18	Exhibit 2 Section 3 Business Certification Form	
19	Exhibit 3 Bidders Estimated New Hires	
22	Exhibit 6 Certification of Bidder Regarding Section 3 and Segregated Facilities	
24	Exhibit 8 Section 3 Plan Format (template)	
25	Exhibit 9 Section 3 Plan Statement of Commitment	
26	Exhibit 10 Section 3 Projected Utilization Plan	
<b>Letter</b>	<b>No New Hire Letter</b> (letter of explanation if no new hires will be utilized on this project, <i>must be on company letterhead</i> )	

Box B		
Item No.	Documents Due After Award by General Contractor <i>but Before Contract Execution</i>	√ Submitted to the NJEDA
10	NJEDA Project Wage Rate Sheet <b>NOTE: OFFICIAL Prevailing Wage Determinations are issued at this time NJ State (County and Statewide) and Federal</b>	
7	Certification of Proposed Subcontractor regarding Labor Standards and Davis Bacon Act	
3	Certification by Proposed Subcontractor Regarding EEO	
4	Subrecipient and General Contractor Affirmative Action / EEO/ Prevailing Wage Addendum to Construction Contracts and Bid Documents	
5	General Contractor and Subcontractor Affirmative Action / EEO/ Prevailing Wage Addendum to Construction Contracts and Bid Documents	
14	NJEDA Initial Construction Project Workforce Manning Report (AA Form 1) <b>Electronic Submission required</b>	
15	NJEDA Sub-Contractor Projection Form (AA Form 1a)	
20	Exhibit 4 Section 3 Employee & Trainee Data Form 4	
21	Exhibit 5 Section 3 Employee Household Income Certification Form 5	
23	Exhibit 7 Bidder Certification of Proposed SUBS regarding Section 3 and Segregated Facilities	

Box C - MANDATORY CONTRACT LANGUAGE		
Item No.	Documents to be included in all contracts and subcontracts at all tiers or posted at the construction site	√ Included in Contract
1	HUD - 4010 Federal Labor Standards - <i>Must be included in each construction contract</i>	
13	4 Labor Standards Posters - <i>Must be posed on the construction job site</i>	
8	Official Prevailing Wage Determinations (PWDs) - Federal, Statewide, State-COUNTY - <i>Must be posted on the construction job site and in each construction contract over \$2000</i>	
27	Appendix A Section 3 Clause- <i>Must be included in each construction contract</i>	

<b>Box D</b>		
<b>Item No.</b>	General Contractor Notification of <i>Monthly</i> Compliance Requirements and Site Monitoring	√ Submitted to the NJEDA
9	ONB No. 1235-0008 Certified Payroll Form (original ink signatures required)	
11	WH 347 Certified Payroll Coversheet	
12	WH- 347 Certified Payroll Review Checklist	
16	NJEDA Sandy Monthly Project Workforce Report - Construction (AA Form 2) <b>NOTE: this form requires online registration and monthly electronic submission</b>	
28	Section 3 Quarterly Report	

<b>Box E</b>		
<b>Item No.</b>	Project Completion- Documents submitted with <i>last certified payroll ONLY</i>	√ Submitted to the NJEDA
29	NJEDA Prevailing Wage AA EEO Completion Certificate GC & SUBS	
30	NJEDA Prevailing Wage AA EEO Completion Certificate SUBRECIPIENT/ GC	