

Supplementary Instructions to Bidders

City of Aurora HUD/Community Development Projects

<p style="text-align: center;">CONTRACTOR REQUIREMENTS for FEDERALLY ASSISTED PROJECTS</p>

This is a federally-assisted Community Development project and contains requirements for federal prevailing wage rates, equal employment opportunity, utilization of local businesses and residents, utilization of Small, Minority, or Women’s Business Enterprises, job creation and retention reporting, and other mandatory HUD/CD requirements.

A Pre-Bid Meeting has been scheduled as follows:

Date: _____

Time: _____

Place: _____

The purpose of the Pre-Bid Meeting is to discuss the special requirements that apply to this project as well as the technical aspects of the work itself.

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**CONTRACTOR REQUIREMENTS
for
FEDERALLY ASSISTED PROJECTS**

1. GENERAL INFORMATION

This contract is funded in whole or in part by federal Community Development Block Grant (CDBG) funds through the U.S. Department of Housing and Urban Development (HUD) and the City of Aurora, Community Development Division (CD), and therefore carries with it certain responsibilities for the contractor and sub-contractor(s) with respect to federal wage rates, equal employment opportunity, utilization of local businesses and residents, utilization of Minority-owned or Women-owned businesses, job creation and retention reporting, and other HUD and/or CD requirements. The bidder shall be required to submit several HUD/CD forms along with the bid proposal in order for the bid to be considered responsive.

These forms include:

- (1) Certifications of Status HUD/CD Form 1,
- (2) Proposed Sub-contractors HUD/CD Form 2,
and
- (3) Contractor's Background Information HUD/CD Form 4.

The successful bidder will also be required to submit the following form at contract signing:

- (1) Preliminary Workforce Statement HUD/CD Form 3

2. APPLICABLE FEDERAL LAWS

The following Federal Laws apply to this contract according to the dollar amount of the contract as indicated. Detailed information concerning the requirements of these laws can be obtained from the City of Aurora Community Development Division.

- a. Clean Air Act.....(Contracts over \$100,000)
<http://www.epa.gov/air/caa/>
- b. Davis/Bacon Act.....(Contracts over \$2,000)
<http://www.dol.gov/esa/whd/programs/dbra/index.htm>
- c. Clean Water Act.....(Contracts over \$100,000)
<http://www.epa.gov/lawsregs/laws/cwa.html>
- d. Historic Preservation Act of 1974.....(All Contracts)
<http://www.thecre.com/fedlaw/legal13/archpreserv.htm>
- e. Lead-Based Paint Poisoning Prevention Act.....(All Contracts)
<http://uscode.house.gov/download/pls/42C63.txt>

3. UTILIZATION OF SMALL BUSINESSES (SBE), MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MBE/WBE), AND LABOR SURPLUS AREA FIRMS

Federal regulations under 24 CFR Part 85.369(e) require that the Community Development Division, as Grantee of federal funds, take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps include:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- v. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

BIDDERS ARE HEREBY NOTIFIED THAT THE PRIME CONTRACTOR AWARDED THE PROJECT WILL BE REQUIRED TO DOCUMENT AFFIRMATIVE EFFORTS TO SUBCONTRACT TO QUALIFIED SBE'S, AND MBE/WBE'S.

3.1. Small Business Size Standards

For Community Development projects, Bidders, proposed Contractors, and Sub-contractors qualify as a "Small Business" according to the Guidelines published by the Federal Government. The Guidelines are found in Part 121 of the SBA Rules and Regulations. For more information, please visit:

<http://www.sba.gov/contractingopportunities/officials/size/index.html>

3.2. Minority Business Enterprise Definition

A Minority Business Enterprise (WBE) is an independent business concern that is at least 51% owned and controlled by one or more minority persons who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the US or its territories; and whose management and daily operation is controlled by one or more of the minority owners. (Minority Eligibility: A person who is Black or African-American, American Indian or Alaska Native, Asian, and/or Hispanic.)

3.3. Women's Business Enterprise Definition

A Women's Business Enterprise (WBE) is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the US or its territories; and whose management and daily operation is controlled by one or more of the women owners.

4. SECTION 3 REQUIREMENTS

The work to be performed is on a project associated with a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), as amended. For applicable Section 3 covered projects and contracts, Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to Section 3 Residents, and contracting opportunities be provided to Section 3 Business Concerns.

Section 3 Residents are:

- Public housing residents
- Low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located.

A Section 3 Business Concern is one:

- That is at least 51 percent or more owned by Section 3 residents,
- Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
- That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to a Section 3 business concern.

Additional information regarding Section 3 can be found at
<http://www.hud.gov/offices/fheo/section3/section3brochure.cfm#conc>
and
http://www.access.gpo.gov/nara/cfr/waisidx_09/24cfr135_09.html

THE AMOUNT OF HUD ASSISTANCE PROVIDED TO THIS PROJECT WILL EXCEED THE APPLICABLE THRESHOLDS. THE CITY OF AURORA AND ITS CONTRACTOR(S) ARE REQUIRED TO COMPLY WITH SECTION 3 FOR THIS PROJECT.

4.1. SBE, MBE/WBE, and/or Section 3 Concern Status of General Contractor and Proposed Sub-contractors

These forms must be filled out and returned with the Bid Proposal. They will be used to document Community Development's utilization of SBE's, MBE/WBE's, and Section 3 Concerns with respect to federal funding requirements:

HUD/CD Form 1 "Certifications of Status" (SBE, MBE/WBE, Section 3)

HUD/CD Form 2 "Proposed Sub-Contractors List"

5. EQUAL EMPLOYMENT OPPORTUNITY (CONTRACTS OVER \$10,000)

5.1. Equal Opportunity Clause

http://www.dol.gov/dol/allcfr/Title_41/Part_60-1/41CFR60-1.4.htm

During the terms of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicant's provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract of understanding, a notice to be provided by the Department's contracting officer, advising the Labor Union of worker's representative of the contractor's commitments under Section 202 of the Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's non-compliance with non-discrimination clauses of this contract with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with the procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provisions of paragraphs (1) through (6) in every sub-contract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-contractor or vendor. The contractor will take such action with respect to any sub-contract or purchase order as the Department may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction by the Department, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

5.2. Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246)

http://www.dol.gov/DOL/allcfr/ESA/Title_41/Part_60-4/41CFR60-4.3.htm

1. As used in these specifications:
 - a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
 - b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
 - c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
 - d. "Minority" includes:
 - (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);

- (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands);
and
- (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7 a through p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered Construction contractors performing construction work in geographical areas where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall

document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through p). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through p of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

11. The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

5.3. Goals and Timetables for Female and Minority Participation (Contracts over \$10,000)

Notice of Requirement for Affirmative Action To Ensure Equal Employment Opportunity (Executive Order 11246)

1. The Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Specifications" set forth herein.

2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

Time-tables	Goals for minority participation for each trade	Goals for female participation in each trade
Annually	13.8%	7.0%

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is The City of Aurora, Colorado.

Additional information and guidance on equal opportunity requirements for federally-assisted contracts may be found in the

"Technical Assistance Guide for Federal Construction Contractors"

<http://www.dol.gov/esa/ofccp/TAGuides/consttag.pdf>

BIDDERS ARE HEREBY NOTIFIED THAT THE PRIME CONTRACTOR AWARDED THE PROJECT WILL BE REQUIRED TO DOCUMENT AFFIRMATIVE EFFORTS TO EMPLOY WOMEN AND MINORITIES, INCLUDING EFFORTS BY APPLICABLE SUBCONTRACTORS.

5.4. Contractor's Background Information (HUD/CD Form 4)

This form must be filled out and returned with the Bid Proposal.

6. LABOR STANDARDS (CONTRACTS OVER \$2,000)

6.1. Federal Labor Standards Provisions

The contractor agrees to conform to all the provisions of the Fed Labor Standards which include Davis-Bacon Wage Act, the Copeland "Anti-Kickback Act" and the Contract Work

Hours and Safety Standards Act, and their respective implementing regulations. The contractor agrees to include provisions in subcontracts over \$2,000 where labor is included; contract provisions requiring compliance with these Federal Labor Standards and also a clause requiring subcontractors to include such provisions in any lower tier subcontracts which they may enter into, together with a clause requiring such insertion in any further subcontracts that may in turn be made.

Detailed information regarding the Federal Labor Standards that will apply to this project is contained in the document entitled "Federal Labor Standards Provisions" (HUD-4010, 2/84) which is included in this bid package.

6.2. Wage Determination

As available at the time of bid publication, a SAMPLE copy of the Wage Decision issued by the U.S. Department of Labor, Employment Standards Administration, applicable to the project area(s) and construction category, is included in this bid package. This copy is a SAMPLE only and shall not be considered the official Wage Decision for the project. For contracts entered into pursuant to competitive bidding procedures, the bid opening date "locks in" the Wage Decision, provided that the contract is awarded within 90 days. If the contract is awarded more than 90 days after bid opening, the contract award date "locks in" the Wage Decision. The City Labor Standards Officer will designate and issue the official Wage Decision for the project after bid opening.

Bidders may check for revisions to the applicable Wage Decision by visiting:
<http://www.access.gpo.gov/davisbacon/co.html>

7. RECORDS RETENTION

The contractor shall preserve and maintain his records of this project for a period of five (5) years from the date of Completion of the contract. The Contractor agrees to make these records available upon request from the City of Aurora.