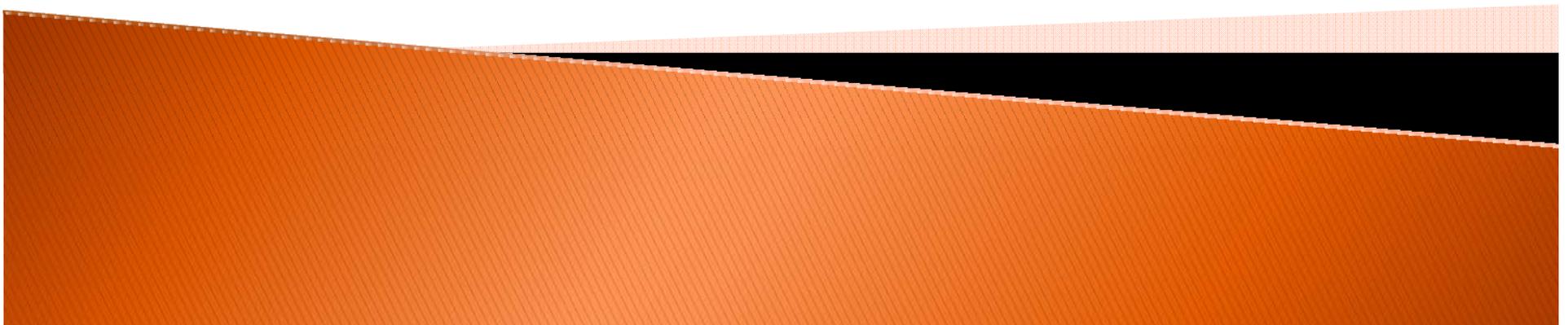


Prime Contractor Issues for Subcontractors

Hoffman Bros., Inc.
2011 DBE Conference
March 21, 2011



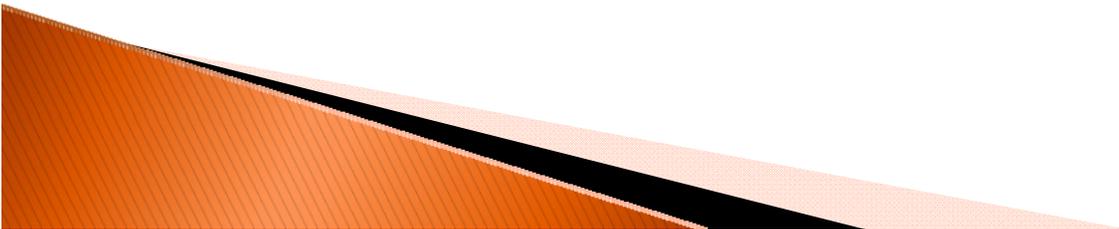
Some Common Paperwork Issues

1. Certified Payrolls

2. Material Source
Guides (Testing
Orders)

3. Material
Certifications

4. Material Tickets



Certified Payroll Issues

Michigan Department
Of Transportation
CP-347 (04/10)

Page 1 of 2

MICHIGAN DEPARTMENT OF TRANSPORTATION CERTIFIED PAYROLL COMPLETION OF CERTIFIED PAYROLL FORM FULFILLS THE

Work
Classifications
Need Code Number
in Addition to
Description

(1) NAME OF CONTRACTOR / SUBCONTRACTOR (CIRCLE ONE)		(2) ADDRESS										
(3) PAYROLL NO.		(4) FOR WEEK ENDING			(5) PROJECT AND LOCATION							
(a)	(b)	(c)	(d) DAY AND DATE							(e)	(f)	
EMPLOYEE INFORMATION	WORK CLASSIFICATION	HOURS	HOURS WORKED ON PROJECT							TOTAL HOURS ON PROJECT	PROJECT RATE OF PAY	
NAME:											0	
ETH/GEN: ID #: 2	GROUPCLASS #:	S									0	
NAME:											0	
ETH/GEN: ID #:	GROUPCLASS #:	S									0	
NAME:											0	
ETH/GEN: ID #:	GROUPCLASS #:	S									0	\$0.00
NAME:											0	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S									0	\$0.00
NAME:											0	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S									0	\$0.00
NAME:											0	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S									0	\$0.00
NAME:											0	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S									0	\$0.00
NAME:											0	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S									0	\$0.00
NAME:											0	\$0.00



Certified Payroll Issues

Michigan Department
Of Transportation
CP-347 (04/10)

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MICHIGAN DEPARTMENT OF TRANSPORTATION
CERTIFIED PAYROLL
COMPLETION OF CERTIFIED PAYROLL FORM FULFILLS THE MINIMUM MDOT PREVAILING WAGE REQUIREMENTS

(1) NAME OF CONTRACTOR / SUBCONTRACTOR (CIRCLE ONE) _____ (2) ADDRESS _____
 (3) PAYROLL NO. _____ (4) FOR WEEK ENDING _____ (5) PROJECT AND LOCATION _____ (6) CONTRACT ID _____

(a) EMPLOYEE INFORMATION	(b) WORK CLASSIFICATION	(c) Hour Type	(d) DAY AND DATE							(e) TOTAL HOURS ON PROJECT	(f) PROJECT RATE OF PAY	(g) PROJECT RATE OF FRINGE PAY	(h) GROSS PROJECT EARNED / GROSS WEEKLY EARNED	(i) TOTAL WEEKLY HOURS WORKED ALL JOBS	(j) DEDUCTIONS					(k) TOTAL WEEKLY WAGES PAID FOR ALL JOBS
															FICA	FEDERAL	STATE	OTHER	TOTAL DEDUCT	
NAME:									0			\$0.00	3					\$0.00	\$0.00	
ETH/GEN: ID #: NAME:	GROUP/CLASS #:	S							0			\$0.00					\$0.00	\$0.00		
ETH/GEN: ID #: NAME:	GROUP/CLASS #:	S							0			\$0.00					\$0.00	\$0.00		
ETH/GEN: ID #: NAME:	GROUP/CLASS #:	S							0			\$0.00					\$0.00	\$0.00		
ETH/GEN: ID #: NAME:	GROUP/CLASS #:	S							0			\$0.00					\$0.00	\$0.00		
ETH/GEN: ID #: NAME:	GROUP/CLASS #:	S							0			\$0.00					\$0.00	\$0.00		
ETH/GEN: ID #: NAME:	GROUP/CLASS #:	S							0			\$0.00					\$0.00	\$0.00		

Show Only the Last Four Digits of Soc #. MDOT will return Payrolls that show the complete Soc. #

Certified Payroll Issues

MDOT Requires Total Hours that the Employee Worked for the Week, Not Only on This Project

DEPARTMENT OF TRANSPORTATION CERTIFIED PAYROLL FORM WHICH MEETS THE MINIMUM MDOT PREVAILING WAGE REQUIREMENTS

(B) CONTRACT ID

(a) EMPLOYEE INFORMATION	(b) WORK CLASSIFICATION	(c) Hour Type	(d) DAY AND DATE							(e) TOTAL HOURS ON PROJECT	(f) PROJECT RATE OF PAY	(g) PROJECT RATE OF FRINGE PAY	(h) GROSS PROJECT EARNED		(i) TOTAL WEEKLY HOURS WORKED ALL JOBS	(j) DEDUCTIONS					(k) TOTAL WEEKLY WAGES PAID FOR ALL JOBS	
			MON	TUE	WED	THUR	FRI	SAT	SUN				GROSS PROJECT EARNED	GROSS WEEKLY EARNED		FICA	FEDERAL	STATE	OTHER	TOTAL DEDUCT		
NAME:									0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #: 2	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
NAME:									0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
NAME:									0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
NAME:									0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
NAME:									0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
NAME:									0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
NAME:									0			\$0.00									\$0.00	\$0.00



Certified Payroll Issues

Michigan Department
Of Transportation
CP-347 (04/10)

Page 1 of 2

MICHIGAN DEPARTMENT OF TRANSPORTATION
CERTIFIED PAYROLL
COMPLETION OF CERTIFIED PAYROLL FORM FULFILLS THE MINIMUM MDOT PREVAILING WAGE REQUIREMENTS

(1) NAME OF CONTRACTOR / SUBCONTRACTOR (CIRCLE ONE) _____ (2) ADDRESS _____
 (3) PAYROLL NO. _____ (4) FOR WEEK ENDING _____ (5) PROJECT AND LOCATION _____ (6) CONTRACT ID _____

(a) EMPLOYEE INFORMATION	(b) WORK CLASSIFICATION	(c) Hour Type	(d) DAY AND DATE							(e) TOTAL HOURS ON PROJECT	(f) PROJECT RATE OF PAY	(g) PROJECT RATE OF FRINGE PAY	(h) GROSS PROJECT EARNED		(i) TOTAL WEEKLY HOURS WORKED ALL JOBS	(j) DEDUCTIONS					(k) TOTAL WEEKLY WAGES PAID FOR ALL JOBS	
													GROSS PROJECT EARNED	GROSS WEEKLY EARNED		FICA	FEDERAL	STATE	OTHER	TOTAL DEDUCT		
NAME:									0			\$0.00			3						\$0.00	\$0.00
ETH/GEN: ID #: NAME:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #: NAME:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #: NAME:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #: NAME:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #: NAME:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #: NAME:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00
ETH/GEN: ID #: NAME:	GROUPCLASS #:	S							0			\$0.00									\$0.00	\$0.00

When There are Amounts Shown in "Other" Deductions Column, They Need to be Listed in Section 1 of the Second Page of the Payroll

Certified Payroll Issues

MDOT CP-347 (04/10)

Page 2 of 2

Date _____

I, _____ (Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ on the _____
(Contractor or Subcontractor)

_____ that during the payroll period commencing on the _____
(Building or Work)

_____ day of _____, _____ and ending the _____ day of _____, _____

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ from the _____
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 63 Stat. 106, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:



(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

“ Other ”
Deductions
Listed Here

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete, that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS



- in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Material Source List

Michigan Department
Of Transportation
0501C (03/11)

MATERIALS SOURCE LIST (CONCRETE)

File 300

INSTRUCTIONS: Use the "Materials Source Guide" for material name and specification number, www.michigan.gov/mdot. In order to avoid delays, 2 copies must be returned to the Project Engineer as soon as possible. No tests on materials can be conducted until forms are received.
DISTRIBUTION: (2 Copies) 1. Project Engineer, 2. Region Materials Supervisor (Please Print or Type all Fields)

PROJECT ENGINEER		CONTRACTOR		CONTROL SECTION					
PROJECT LOCATION				JOB NUMBER					
				FOR OFFICE USE ONLY (Owner Agency)					
MDOT SPEC #	MATERIAL NAME	TYPE/SIZE or CLASS	APPX. QTY.	SOURCE OF MATERIAL	BASIS OF ACCEPTANCE				REMARKS/OTHER
					T.S.	V.I.	QPL	CERTs	
	Transit Mix Concrete								
	Coarse Agg								
	Fine Agg								
	Admixtu								
	Curing Compound								
	Fly Ash								
I certify that all the intended materials to be incorporated in the work, when the basis of accept					source when required.				
CONTRACTOR'S SIGNATURE		PRINT NAME		DATE SUBMITTED					
OWNER AGENCY (Rep. Signature)		PRINT NAME		TELEPHONE NUMBER		DATE RECEIVED			

Fill out Control Section and Job No.

Fill out Header Completely

Fill out Footer Completely

<http://mdotwas1.mdot.state.mi.us/public/webforms/public/0501C.pdf>

Material Tickets

Tickets from an Approved Source Need to be Stamped Certified and Signed at the Material Source

2100 SWAN RD.
DANSVILLE, MI 48819
(517) 623-1000

Ticket #: 6591
Customer: M&K Construction Supply
Job Name: I96 & College
Job #: 33084-104136
Job #: 907 018
Driver: Rod Foote
Truck #: 31
Truck Co.: Hendrickson Trucking
Material: 23A MDot
Pit ID: 33-103-B
Date/Time: 11/10/2009 10:06:52 PM
Gross: 148220 lb
Tare: 56700 lb
Net: 91520 lb
Net tn: 45.76

Job Load Total: 47
Job Qty. Total: 2093.19tn

Driver Sig:

Customer:

I ATTEST THAT AGGREGATE AS DELIVERED FROM THIS PREQUALIFIED SOURCE MEETS SPECIFICATION REQUIREMENTS FOR LISTED MICHIGAN SERIES AND CLASS FOR QUANTITY STATED.

Test Date: 10.2/09
Test #: 2

Signature:

Miya Warvel

*Finance charge on overdue accounts at the rate of 1.5% per month.

THANK YOU FOR THE BUSINESS!!

Finding Potential Work for Your Company



THE FOLLOWING PROJECT ADVERTISEMENTS HAVE BEEN REVISED FOR REASON INDICATED:

ITEM NO.	REASON	DATE REVISED
003	Change in county name	3/4/11
003	Change in Pre-Bid Meeting Date	2/28/11
239	Change in letting date and item number	3/4/11

Letting of: April 01, 2011

Bureau of Aeronautics
Notice of Advertisement

10:30 A.M. , Local Time VANWAGONER BLDG, 1ST FLR ONE WEST CONF
425 W. OTTAWA ST., LANSING, MI 48933

ITEM NO	CONTRACT ID	CONTROL SEC.	JOB NO.	FEDERAL NO.	FED ITEM
1104 001	32226-112992	FM 322C26	112992A	B-26-0006-1911	AK2518

Taxiway "A" extension, Runway 17/35 repair, parking lot paving, and pavement marking at Huron County Memorial Airport, city of Bad Axe, Huron County.

5.00 % DBE PARTICIPATION REQUIRED

Net classification required for this project is
728 Ea

In addition to the above minimum prequalification requirement for prime contractors this project includes a subclassification of Cb. If the prime contractor is not prequalified in this subclassification it must use a prequalified subcontractor. This subcontractor must be designated prior to award of the contract to the confirmed low bidder.

PRE-BID MEETING: An engineer will meet with prospective bidders to discuss the work on March 17, 2011, at 10:30 am (LOCAL TIME) at Huron County Memorial Airport in the terminal building, Bad Axe, Michigan.

Estimated pages for plans: 36

See proposal for bidder guaranty information. Completion date is 60 CD

Consultant: Erich Thiel- Reynolds-Smith & Hills, G-3101 W Bristol Road, Ste 300, Flint, MI. 48507, 810-232-6899, FAX: 810-232-6840
Proposal and plans, if applicable, are available for examination online at <http://mdotwas1.mdot.state.mi.us/public/eprop/login/>

Dated: 02/25/11

<http://mdotwas1.mdot.state.mi.us/public/bids/bidletting/2011-04-01/ads.txt>

MICHIGAN DEPARTMENT OF TRANSPORTATION

ELIGIBLE BIDDER LISTING

LETTING OF April 1, 2011

(NOT AN OFFICIAL TABULATION--UPDATES MAY
OCCUR AS LATE AS ONE DAY PRIOR TO BID OPENING)

=====
UPDATED: 03/16/2011 08:38 am
=====

CALL NUMBER: 001 CONTRACT ID : 32226-112992

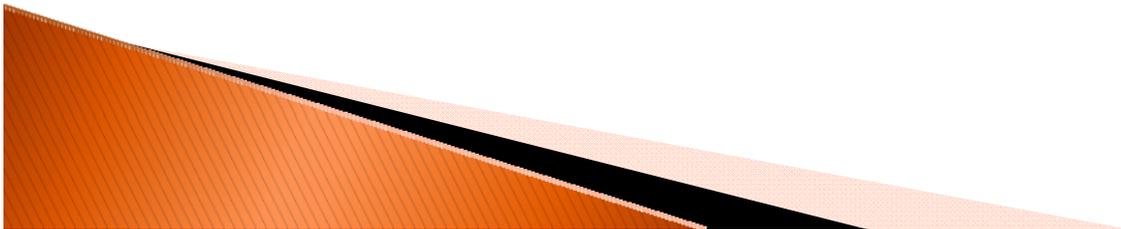
Taxiway "A" extension, Runway 17/35 repair, parking lot
paving, and pavement marking at Huron County Memorial
Airport, city of Bad Axe, Huron County.

00079 Saginaw Asphalt Paving Co. -Saginaw , MI	Ph: 989-755-8147
	Fax: 989-755-0426
01399 Champagne and Marx Excavating, -Saginaw , MI	Ph: 989-755-8971
	Fax: 989-755-0033
03175 Nicol & Sons, Inc. -Cass City , MI	Ph: 989-658-8257
	Fax: 989-658-8513
08183 L.J. Construction, Inc. -Clifford , MI	Ph: 989-761-0131
	Fax: 989-761-0132
08797 Wonsey Tree Service, Inc. -Alma , MI	Ph: 989-681-3014
	Fax: 989-681-5221

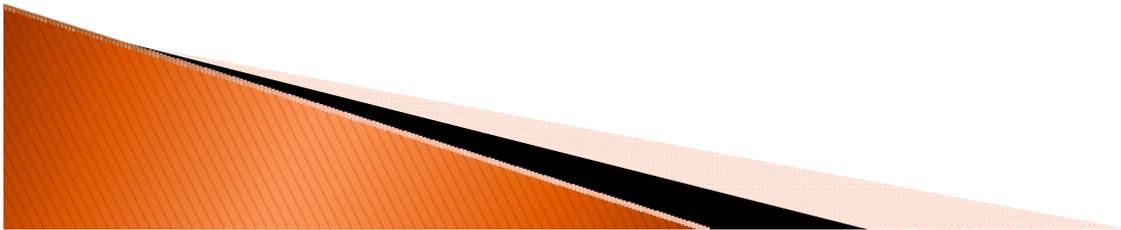
<http://mdotwas1.mdot.state.mi.us/public/bids/bidletting/2011-04-01/bidders.txt>

Some Ways to Find Work in Other Markets

- Subscription to Builders Exchange
- Subscription to McGraw Hill Dodge Reports



Construction Issues



Construction Issues

Communication (sub to prime, prime to sub)

- 1. Initial Scheduling
- 2. Follow-up scheduling
- 3. Prime is responsible for readiness of project but sub should take some responsibility to know when project is close to being ready.
- 4. No show/ no call !!!!!!!!!!! How it affects the progress and efficiency of the project.

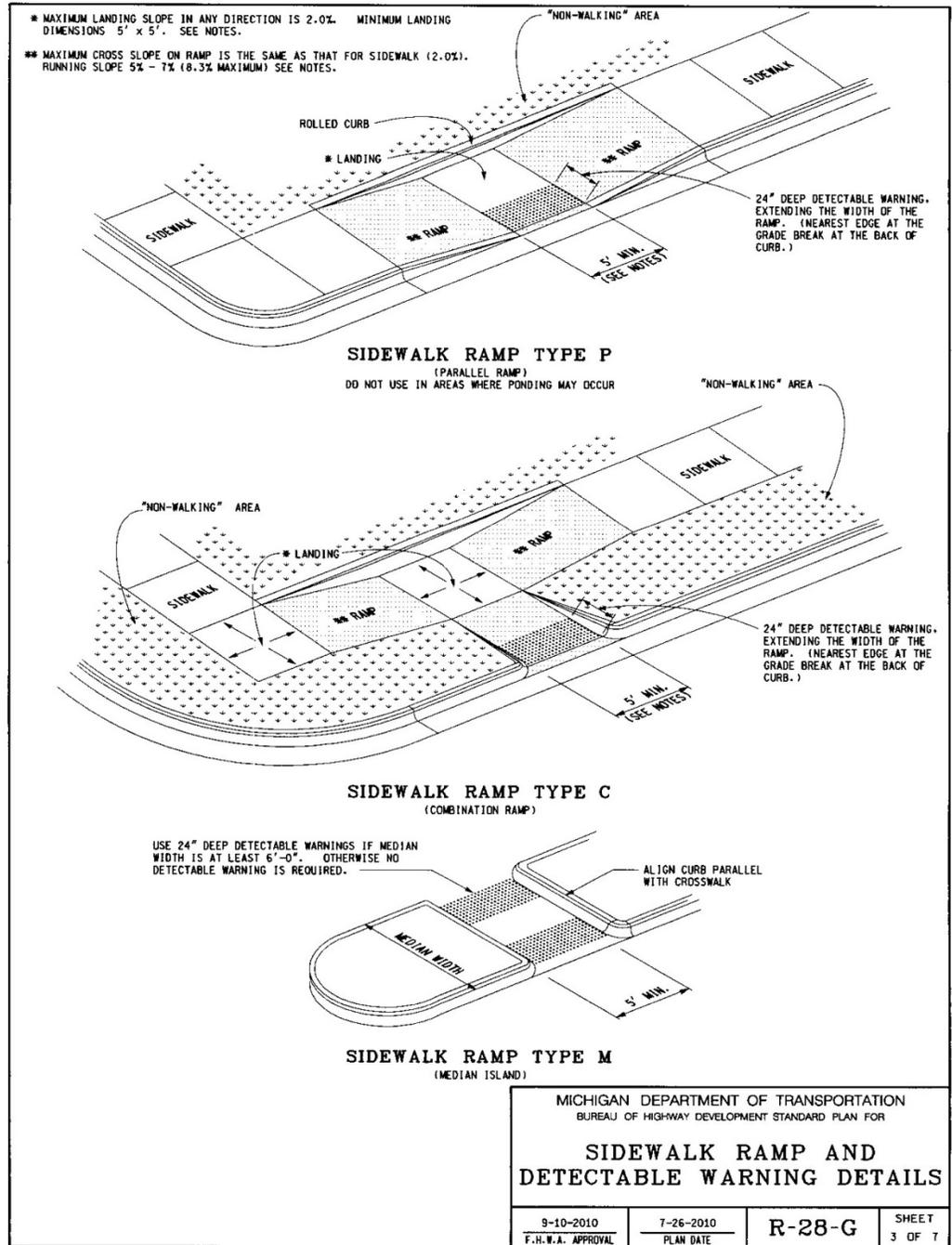


Field Crews–Come Prepared

- ▶ 1. Have a complete and current set of construction documents including plans and proposal
- ▶ 2. Be prepared to check your own work throughout and at the end of the day

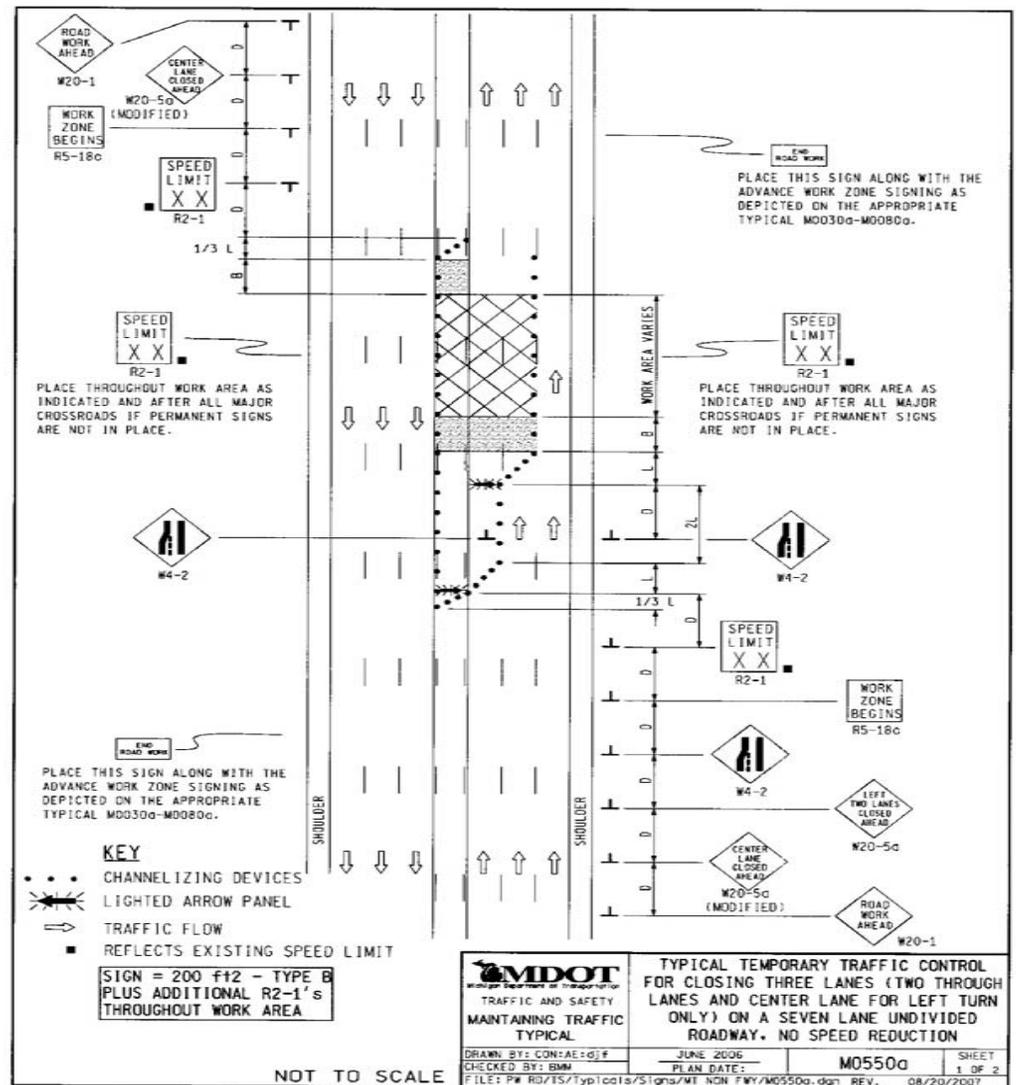


Know Your Common Typical Details

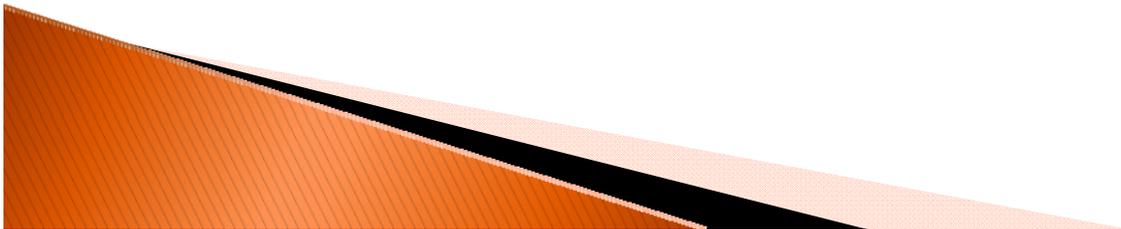


NOTE: THIS PLAN IS NOT A LEGAL ENGINEERING DOCUMENT BUT AN ELECTRONIC DUPLICATE. THE ORIGINAL SIGNED COPY APPROVED FOR PUBLICATION, IS KEPT ON FILE AT THE MICHIGAN DEPARTMENT OF TRANSPORTATION.

- ▶ Communicate with Prime Prior to Being on the Project to Know the Traffic and Phasing that Exist.
- ▶ Perform Your Work With the Safety of Your People and the Other People Working, in Mind.



- ▶ **Poor Planning is Not a Reason to Put Anyone's Safety in Jeopardy**





06/05/2009