

CITY OF INDIANAPOLIS
DEPARTMENT OF MINORITY & WOMEN BUSINESS DEVELOPMENT
PRE-CONSTRUCTION INSTRUCTIONS

The City of Indianapolis, Department of Minority & Women Business Development, (DMWBD) monitors all City construction projects for compliance with the Common or Davis-Bacon Wage, MBE/WBE Utilization and Workforce Utilization.

Common Wage Monitoring: Payment of the Common Wage is mandated by IC 5-16-7-1 et. Seq. for all City construction projects valued at \$150,000.00 or more.

A DMWBD representative will occasionally visit your City construction project for the purpose of conducting common wage interviews with any or all employees present at the job site. City contractors are obligated to permit those interviews with their employees on the job site and during work hours. Experience has shown that there can be six types of Common Wage violations. Those types are:

1. Upon interview, an employee states that they are being paid an hourly rate that does not meet the hourly rate shown on the common wage determination.
2. Upon interview, an employee refuses to cooperate with the process or their supervisor interferes with or halts the interview(s).
3. Upon interview, an employee does not know their hourly rate of pay on this project.
4. Upon interview, an employee is being paid the rate that corresponds with their classification but that employee was observed working in a higher classification.
5. Upon interview or by reviewing payroll reports, it is found that an employee is being paid the hourly rate that corresponds to their classification but they are not being provided, or paid for, the H&W part of the wage determination.
6. In reviewing payroll reports or upon interview, an employee is an apprentice or an Indiana Plan enrollee but no documentation of that status has been received at the Department of Minority & Women Business Development.

Certified Payroll Reports: Need not be submitted to the Department of Minority & Women Business Development unless they are specifically requested.

MBE/WBE Utilization: While monitoring your City project, the Department of Minority & Women Business Development will also monitor to ensure that the MBE or WBE subcontractors listed with your bid are being used for the functions indicated on your subcontractor listing.

Workforce Utilization: The Department of Minority & Women Business Development will observe your City project for utilization of minority (12.5%) and female (6.9%) employees.

Consequences of Non-Compliance: The prime contractor is responsible for all workers on the job site, to include those of their subcontractors. Per the City Contract Compliance Procedures, any violations of common wage, MBE/WBE Utilization, or Workforce Utilization will be brought to the attention of the prime contractor via certified mail and/or fax. The prime contractor will be given a fixed amount of time to correct the violation or demonstrate that no violation existed. In the event the Department of Minority & Women Business Development and the prime contractor cannot resolve the problem, the Department of Minority & Women Business Development may then request that the contracting City Department halt all progress payments and/or withhold retainage until the problem is resolved.

The address of the Department of Minority & Women Business Development office is:

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Department of Minority & Women Business Development
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