

DAVIS-BACON & CERTIFIED PAYROLL PROCEDURE (WH-347)

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-LEG-PRO-015	00 (Initial Issue)	2026-10-24	[PAYROLL ADMINISTRATOR]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.]

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To ensure prevailing wages and fringe benefits are paid and certified weekly on Davis-Bacon and Related Acts covered contracts.

2. SCOPE

Applies to STRAVIK Construction Group and its subcontractors and suppliers on federally funded or federally assisted contracts, and as otherwise required by contract or law.

3. REFERENCES

- Davis-Bacon and Related Acts; 29 CFR Parts 1, 3 and 5
- Copeland "Anti-Kickback" Act (29 CFR Part 3)
- Form WH-347 (Payroll) and Statement of Compliance
- Contract Work Hours and Safety Standards Act (overtime)

4. PROCEDURE

Step	Action	Responsible
1	Obtain the applicable wage determination(s) incorporated in the contract; post on site with the WH-1321 poster	PM
2	Classify each worker by the work actually performed; request additional classification (SF-1444) where needed	PM / Payroll

Step	Action	Responsible
3	Pay at least the determined basic rate plus fringe (cash or bona fide plan) for all hours, weekly	Payroll
4	Prepare certified payroll on WH-347 (or equivalent) each week, including weeks with no work if required	[PAYROLL ADMINISTRATOR]
5	Sign the Statement of Compliance and submit to the contracting agency/prime within 7 days of the regular payment date	President or authorized signer
6	Collect and review subcontractor certified payrolls before payment applications	PM / Payroll
7	Conduct periodic employee interviews and resolve discrepancies; pay restitution where owed	[COMPLIANCE OFFICER]

5. APPRENTICES & OVERTIME

- Apprentices are paid at registered program rates only when registered with the DOL or a recognized state agency, within allowed ratios.
- Hours over 40 in a workweek are paid at 1.5 times the basic rate on covered contracts.

6. RECORDS

Payrolls and basic records (names, addresses, classifications, hours, rates, deductions) are retained for at least 3 years after contract completion and made available on request.

RESPONSIBILITIES

Role	Responsibility
President	Approves this document and assigns resources; signs certifications.
[COMPLIANCE OFFICER]	Administers the program, monitors compliance and maintains records.
Project Managers	Flow down requirements to subcontracts and purchase orders; monitor field compliance.
Subcontractors / Suppliers	Comply with flowed-down requirements and provide required documentation.

DOCUMENT CONTROL

- Controlled under the Records Management & Document Control Policy (STV-GOV-POL-011) and the Document Control Procedure (STV-GOV-PRO-015).
- Reviewed at least annually, or after an incident, audit finding, regulatory change or significant change in operations.
- Records generated under this document are retained per the retention schedule in STV-GOV-POL-011.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.