

Allston Village Main Streets

WINDOW DISPLAY PROGRAM QUESTIONNAIRE

Jennifer Burkin, Display Designer

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Name of contact person: _____

Name of business: _____

Address of business: _____

Phone number: _____ Cell phone number: _____

Hours of operation:

	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Window dimensions: Height _____ Width _____

Door dimensions (glass area only): Height _____ Width _____

Type(s) of merchandise store carries: (Circle as many as apply.)

Clothing Furniture Electronics Other _____

Food Housewares Books

Window flooring materials:

Wood Linoleum Carpet Other _____

Window lighting:

Overhead florescent Spots Neon Other _____

continued on reverse

Window Display Program Questionnaire—2

Existing display systems to be used in window (if any):

Racks Shelving Cubes Cases Other _____

Existing outdoor signage:

Door Windows Awning Other _____

Which selling points do you most want to feature?

(Rank in order of importance from 1 to 6, 1 being most important, 6 the least.)

Style ____ Value ____ Quality ____ Variety ____ Service ____ Uniqueness ____

Which holidays and/or seasons would you like to feature (if any)?

Spring Valentine's Day Mother's Day Labor Day

Summer President's Day Father's Day Halloween

Fall St. Patrick's Day weddings/graduation Thanksgiving

Winter Easter/Passover Independence Day Christmas/Hanukah

Other _____

Which products would you like to feature?

What are the best times to have your window worked on? (Circle as many as apply.)

8–10 a.m. 10 a.m.–12 noon 12 noon–2 p.m. 2–4 p.m. 4–6 p.m.

Which day(s) of the week are best to have your window worked on? (Circle as many as apply.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Note: Any and all preparation that can be done in advance will save time and reduce expenses. Before all work is begun, please arrange to have the window cleared of merchandise and cleaned both inside and out. This includes dusting of light fixtures, vacuuming and washing of floors, and especially cleaning of glass windows. Prior to installation, also make available featured products as well as any display fixtures.

Please return completed questionnaire to:

Allston Village Main Streets, 161 Harvard Avenue, Suite 11, Allston, MA 02134. Fax (617) 254-2442.

**COMPLIANCE
WITH THE
FEDERAL DAVIS-BACON WAGE LAW**

MADE EASY

BOSTON MAIN STREETS PROGRAM EDITION



Effective February 21, 2002

**City of Boston, Department of Neighborhood Development
Thomas M. Menino, Mayor
Charlotte Golar Richie, Chief & Director**

COMPLIANCE WITH FEDERAL DAVIS-BACON WAGE LAWS

WHAT IS THE DAVIS-BACON WAGE LAW?

The Davis-Bacon Wage Law is a longstanding Federal law that requires that all Federally funded construction projects pay their construction workers a wage rate known as the “prevailing wage”. This is *not* a requirement for union labor, but prevailing wages are usually comparable to union scale.

IS MY PROJECT COVERED BY THIS REQUIREMENT?

Housing Projects:	Are you building/renovating a structure with more than 7 units?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commercial Projects:	Does the total project cost \$2000 or more?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mixed use Projects:	If funds are to assist in both the commercial and residential parts of the property then do <i>either</i> of the above apply to each part of the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you said yes to any of the above then your entire project is covered by the Davis-Bacon Law. This means all of your contractors will have to pay these Federally-required wages to their on-site construction (not office or management) workers.

ARE THERE ANY EXEMPTIONS?

Yes. If the labor costs of your project are considered incidental (13% or less of the project cost) then Davis-Bacon requirements don't apply. Construction undertaken directly by the property/business owner and volunteer labor is also exempt. Labor provided by self-employed contractors and subcontractors is also exempt – be sure the contractor/subcontractor has a separate Federal Tax I.D. number for his or her business as proof of being a bona-fide contractor. All contractors and subcontractors must pay Davis-Bacon wages to all on-site employees (and provide to the owner a completed form for the work performed by those employees).

HOW DO I MAKE SURE I'M IN COMPLIANCE?

If your total project cost is less than \$100,000, then it's easy. Just have your contractors complete the form on the opposite page and include it with their price quote. When you have selected your contractor(s) just send the form for the contractor(s) you selected (don't forget to get them to update their form if you have negotiated some changes since their initial bid) to your Main Street district office. Once the construction job is completed, have the contractor redo the original form with the “Actual Hours” column filled in. Submit that to the Main Street office. That's it. Your contractor(s) will keep the necessary records.

DOES DAVIS-BACON APPLY IF WE DON'T DIRECTLY OWN THE PROPERTY?

Yes. Davis-Bacon still applies as if you own the property. The Main Street organization that receives the grant *initially* from the City is responsible for providing the completed Davis-Bacon forms to the City. Property/business owners have their contractors complete the attached form, and then send the form for the selected contractor(s) to the Main Street district office. The Main Street district office will then include the completed form with the normal paperwork that they send to the City.

FEDERAL DAVIS-BACON WAGES COMPLIANCE CERTIFICATION

EFFECTIVE DATE: 2/21/02

1. INSTRUCTIONS TO CONTRACTORS

1. Call the Public Facilities Department Compliance Unit at (617) 635-0607 to be sure you've got the most up-to-date copy of this form. The Federal Davis-Bacon Wage guidelines do change from time to time.
2. First, provide some very basic information about the project in Section 2 below. Second, simply put the number of hours of *only* those trades or employees you expect to use on the job in the column marked "Planned Hours" in Section 3 on the reverse of this page.
3. Read and sign the Certification in Section 4, and include the entire form with your price quote to your client. Keep a copy for yourself, too. Your client will submit it to the Main Street district office if they select you as the contractor. Remember to provide your client with an updated version if you negotiated changes to the scope of work since your initial quote.
4. You are responsible for keeping adequate records of compliance (e.g. payroll accounts) in your *own* files. Should the Federal Government and/or the City of Boston choose to monitor this project and request access to this information, you are required to provide it. You *don't* need to copy or send any of this information to your client or the City.
5. You are also responsible for reporting the actual hours worked to your client (who in turn must notify the Main Street district office). At the end of construction, fill out the "Actual Hours" column on your original form and submit that to your client. Your client will submit it to the Main Street district office.
6. If you have any questions about Davis-Bacon compliance on your Main Street project contact:
Boston Main Streets
26 Court Street, 9th Floor
Boston, MA 02108
(617) 635-0115

2. PROJECT INFORMATION

PROJECT ADDRESS: _____

BUSINESS NAME: _____

CLIENT NAME: _____

CONTRACTOR'S NAME: _____ TEL: _____

ADDRESS: _____

DAVIS-BACON REQUIRED? YES / NO IF NO, WHY? _____



