



**TO:** Contractors & Subcontractors  
**FROM:** Lisette Camilo  
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**SUBJECT:** PLA Checklist for Contractors and Subcontractors

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The following checklist is designed to assist all Contractors and Subcontractors in addressing Project Labor Agreement (PLA) issues.

1. City Record ads for bidding opportunities will include a notice that the contract is subject to the PLA.
2. The Contractor/Subcontractor should obtain all contract documents (plans/specs and PLA related information) relevant to the project.
3. Contractors/Subcontractors are encouraged to attend Pre-bid conferences and submit follow-up questions to the city Agency. Note, each PLA has its own specific terms and conditions, so Subcontractors should request a copy of the applicable PLA from potential prime Contractors before submitting a bid for a subcontract.
4. The successful low-bid Contractor and corresponding Subcontractors must sign a PLA Letter of Assent in order to be awarded the work.
5. Before work is initiated on a construction site:
  - a. Signatory firms to the respective union local(s) must coordinate with union officials to identify any additional hirings, inform them of the names of the foreperson and union stewards and whether any union workers have been moved from other projects.
  - b. Non-signatory firms must communicate with the respective union local(s) the need for additional hirings, including “bring along” employees. In addition, non-signatory firms must:
    - i. Submit all required documentation to the benefits administrator.
    - ii. Arrange agency shop dues-payer status for any “bring along” trade employees and other nonunion trade employees (if applicable).
    - iii. Notify the union where all trade employees will be needed for short notice or “on call” employees (i.e., less than two business days) and follow all “on call” repair work referral procedures as outlined in the PLA.

6. Throughout the contract all Contractors must:
  - a. Pay employees according to the prevailing wage and PLA adjustments as to overtime, holidays and shift work.
  - b. Pay union benefits funds on a timely basis.
  - c. Ensure that the Subcontractors are complying with all PLA requirements.
  - d. Direct all trade workforce through the foreperson(s).
  - e. Follow all guidelines listed in the “Contracts Subject To a NYC Project Labor Agreement” memo.
  - f. Mark all certified payrolls as “PLA Project.”
  - g. Provide RE or PM updates regarding any changes relating to union stewards and any information pertaining to trade worker counts for entry into the Project Log.
  - h. Ensure that all union officials are properly escorted onto the work site and that all project security requirements are maintained. Note, the full name and title of the union official must be given to the RE or PM for entry into the project log.
  - i. Provide “trade worker census” data on a quarterly basis to the RE or PM (Subcontractors must provide such data to the Contractor).
  
7. In the event of a Grievance:
  - a. Step 1: The aggrieved employee files the grievance with the local union and provides notice of the claimed violation to the work site representative. The union and the Contractor/Subcontractor (the parties) have seven calendar days in which to resolve the grievance and should keep their contracting Agency apprised of the dispute.
  - a. Step 2: If a grievance meeting is scheduled, the Contractor (and Subcontractor if applicable) should RSVP and attend the meeting. Note, in the event the grievance involves a Subcontractor, the prime Contractor must still attend.
  - b. Step 3: If the grievance is not resolved a Step 2, one of the parties may file for binding Arbitration. All parties referenced in Step 2 are required to attend. The fees and expenses of the Arbitrations shall be borne equally by the involved Contractor and local union.