



Project Labor Agreement

Professional Services Pre-Job Conference Form

In accordance with PLA Article 16, each Contractor is required to conduct a Pre-Job Conference with the Unions not later than ten (10) calendar days prior to commencing work.

Prime Consultant Information				
Prime Consultant Name:				
Address:				
Phone:				
Email:		Fax:		
License Number:				
PLA Pre Job Conference Meeting Information				
Date & Time:		Location:		
General Information				
As-Needed Services: (Yes or No)		If Yes, list Task Order Number:		
Contract No:		Contract (or Task) Award Amount:		
Estimated Start Date:		Estimated End Date:		
Contract Name:				
Jobsite Scheduling Information				
Number of Shifts:		Start / Stop Times:		
Pay Day:		Ending Day of Pay Period:		
Heavy Equipment to Be Utilized on Job		Craft/Contractor		
Project Craft Workforce Estimate				
Craft		Workforce needed for Project		
Sample: Widget Installer		5		
Contractor Jurisdictional Work Assignments				
As required by PLA Article 8, the assignment of work will be solely the responsibility of the contractor performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the "Plan") or any successor plan.				
All jurisdictional disputes on this project shall be settled in accordance with PLA Article 8				
Jurisdictional Work Assignments				
<u>Contractor name & Sub to</u>	<u>Scope of Work</u>	<u>Union OR Non-Union</u>	<u>DBE or Non DBE</u>	<u>Union Work Assignment (Local #)</u>
SAMPLE: ABC Contractor / Prime Contractor	Widget Installation	Union	DBE	Widget Union Local 1234

<u>Contractor name</u>	<u>Scope of Work</u>	<u>Union OR Non-Union</u>	<u>DBE or Non DBE</u>	<u>Union Work Assignment (Local #)</u>

Subcontractor Information – Complete or Attach Subcontractor Listing	
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number: