SECOND REGULAR SESSION

SENATE BILL NO. 599

99TH GENERAL ASSEMBLY

INTRODUCED BY SENATOR SCHATZ.

Pre-filed December 1, 2017, and ordered printed.

4677S.01I

ADRIANE D. CROUSE, Secretary.

AN ACT

To repeal sections 290.210, 290.220, 290.230, 290.250, 290.260, 290.262, 290.263, 290.265, 290.270, 290.290, 290.300, 290.305, 290.320, and 290.325, RSMo, and to enact in lieu thereof thirteen new sections relating to public contracts.

Be it enacted by the General Assembly of the State of Missouri, as follows:

Section A. Sections 290.210, 290.220, 290.230, 290.250, 290.260, 290.262,

- 2 290.263, 290.265, 290.270, 290.290, 290.300, 290.305, 290.320, and 290.325,
- 3 RSMo, are repealed and thirteen new sections enacted in lieu thereof, to be
- 4 known as sections 290.210, 290.220, 290.230, 290.250, 290.260, 290.263, 290.265,
- 5 290.270, 290.290, 290.300, 290.305, 290.320, and 290.325, to read as follows:

290.210. As used in sections 290.210 to 290.340, unless the context

- 2 indicates otherwise, the following terms shall mean:
- 3 (1) ["Adjacent county", any Missouri county of the third or fourth
- 4 classification having a boundary that, at any point, touches any boundary of the
- 5 locality for which the wage rate is being determined;
- 6 (2)] "Collective bargaining agreement" [means], any written agreement or
- 7 understanding between an employer or employer association and a labor
- 8 organization or union which is the exclusive bargaining representative of the
- 9 employer's or employer association's employees pursuant to the terms of the
- 10 National Labor Relations Act and which agreement or understanding or
- 11 predecessor agreement or understanding has been used to determine an
- 12 occupational title wage rate;
- 13 [(3)] (2) "Construction" [includes], construction, reconstruction,
- 14 improvement, enlargement, alteration, painting and decorating, or major repair;
- 15 [(4)] (3) "Department" [means], the department of labor and industrial

EXPLANATION—Matter enclosed in bold-faced brackets [thus] in this bill is not enacted and is intended to be omitted in the law.

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- [(5)] (4) "Labor organization" or "union" [means], any entity which has been designated pursuant to the terms of the National Labor Relations Act as the exclusive bargaining representative of employees of employers engaged in the construction industry, which entity or affiliated entity has ever had a collective bargaining agreement which determined an occupational title wage rate;
- [(6)] (5) "Locality" [means], the county where the physical work upon public works is performed;
 - [(7)] (6) "Maintenance work" [means], the repair, but not the replacement, of existing facilities when the size, type or extent of the existing facilities is not thereby changed or increased;
 - [(8)] (7) "Prevailing hourly rate of wages" [means], the wages paid generally, in the locality in which the public works is being performed, to [workmen engaged in work of a similar character] workers including the basic hourly rate of pay and the amount of the rate of contributions irrevocably made to a fund, plan or program, and the amount of the rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to [workmen] workers and mechanics pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the [workmen] workers affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal or state law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the department, insofar as sections 290.210 to 290.340 are concerned, may be discharged by the making of payments in cash, by the making of irrevocable contributions by the assumption of an enforceable commitment to bear the costs of a plan or program as provided herein, or any combination thereof, where the aggregate of such payments, contributions and costs is not less than the rate of pay plus the other amounts as provided herein;
- [(9) "Previous six annual wage order reporting periods" means the current annual wage order reporting period under consideration for wage rate

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52 determinations and the five immediately preceding annual wage order reporting 53 periods;

- (10)] (8) "Public body" [means], the state of Missouri or any officer, official, authority, board or commission of the state, or other political subdivision thereof, or any institution supported in whole or in part by public funds;
- [(11)] (9) "Public works" [means], all fixed works constructed for public use or benefit or paid for wholly or in part out of public funds. It also includes any work done directly by any public utility company when performed by it pursuant to the order of the public service commission or other public authority whether or not it be done under public supervision or direction or paid for wholly or in part out of public funds when let to contract by said utility. It does not include any work done for or by any drainage or levee district;
 - [(12) "Workmen" means]
- 65 (10) "Workers", laborers[, workmen] and mechanics.

290.220. It is hereby declared to be the policy of the state of Missouri that a wage of no less than the prevailing hourly rate of wages [for work of a similar character] in the locality in which the work is performed shall be paid to all [workmen] workers employed by or on behalf of any public body engaged in public works exclusive of maintenance work.

290.230. 1. Not less than the prevailing hourly rate of wages for work [of a similar character] in the locality in which the work is performed[, and not less than the prevailing hourly rate of wages for legal holiday and overtime work,] shall be paid to all [workmen] workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work. Only such [workmen] workers as are directly employed by contractors or subcontractors in actual construction work on the site of the building or construction job shall be deemed to be employed upon public works. Any such [workman] worker who agrees in writing to volunteer his or her labor without pay shall not be deemed to be employed upon public works, and shall not be entitled to the prevailing hourly rate of wages. For the purposes of this section, 11 the term "[workman] worker who agrees in writing to volunteer his or her labor 12 without pay" shall mean a [workman] worker who volunteers his or her labor 13 14 without any promise of benefit or remuneration for such voluntary activity, and 15 who is not a prisoner in any jail or prison facility and who is not performing community service pursuant to disposition of a criminal case [against him], and 16 17 is not otherwise employed for compensation at any time in the construction or

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maintenance work on the same public works for which the [workman] worker 18 is a volunteer. Under no circumstances may an employer force, compel or otherwise intimidate an employee into performing work otherwise paid by a 20 prevailing wage as a volunteer. 21

- 22 2. When the hauling of materials or equipment includes some phase of construction other than the mere transportation to the site of the construction, [workmen] workers engaged in this dual capacity shall be deemed employed directly on public works.
- 26 3. Sections 290.220 to 290.340 shall not apply to the construction 27 of public works for which the contract awarded is in the amount of five 28 hundred thousand dollars or less.

290.250. 1. Every public body authorized to contract for or construct public works before advertising for bids or undertaking such construction shall request the department to determine the prevailing [rates] hourly rate of wages [for workmen for the class or type of work called for by the public works,] in the locality where the work is to be performed. The department shall determine the prevailing hourly rate of wages in the locality in which the work is to be performed [for each type of workman required to execute the contemplated contract] as provided in section 290.260 and such determination or schedule of the prevailing hourly rate of wages shall be attached to and made a part of the specifications for the work. The public body shall then specify in the resolution or ordinance and in the call for bids for the contract [what is] the prevailing 11 12 hourly rate of wages in the locality [for each type of workman] needed to execute the contract [and also the general prevailing rate for legal holiday and overtime 13 work]. It shall be mandatory upon the contractor to whom the contract is 14 15 awarded and upon any subcontractor under [him] the contractor to pay not less than the specified rates to all [workmen] workers employed by them in the 16 17 execution of the contract. The public body awarding the contract shall cause to be inserted in the contract a stipulation to the effect that not less than the 18 19 prevailing hourly rate of wages shall be paid to all [workmen] workers 20 performing work under the contract. The [employer] contractor shall forfeit as 21a penalty to the [state, county, city and county, city, town, district or other 22political subdivision public body on whose behalf the contract is made or 23awarded one hundred dollars for each [workman] worker employed, for each 24calendar day, or portion thereof, such [workman] worker is paid less than the said stipulated rates for any work done under said contract, by [him] the 25

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26 contractor or by any subcontractor under [him] the contractor, and the [said] 27 public body awarding the contract shall cause to be inserted in the contract a stipulation to this effect. It shall be the duty of [such] the public body awarding 28 29 the contract, and its agents and officers, to take cognizance of all complaints of 30 all violations of the provisions of sections 290.210 to 290.340 committed in the course of the execution of the contract, and, when making payments to the 31 32 contractor becoming due under said contract, to withhold and retain therefrom 33 all sums and amounts due and owing as a result of any violation of sections 290.210 to 290.340. It shall be lawful for any contractor to withhold from any 34 subcontractor [under him] sufficient sums to cover any penalties withheld [from 35 36 him] by the awarding public body on account of [said] the subcontractor's 37 failure to comply with the terms of sections 290.210 to 290.340, and if payment 38 has already been made [to him], the contractor may recover from [him] the **subcontractor** the amount of the penalty in a suit at law. 39

- 2. In determining whether a violation of sections 290.210 to 290.340 has occurred, and whether the penalty under subsection 1 of this section shall be imposed, it shall be the duty of the department to investigate any claim of violation. Upon completing such investigation, the department shall notify the employer of its findings. If the department concludes that a violation of sections 290.210 to 290.340 has occurred and a penalty may be due, the department shall notify the employer of such finding by providing a notice of penalty to the employer. Such penalty shall not be due until forty-five days after the date of the notice of the penalty.
- 49 3. The employer shall have the right to dispute such notice of penalty in writing to the department within forty-five days of the date of the notice. Upon 50 receipt of this written notice of dispute, the department shall notify the employer 51 of the right to resolve such dispute through arbitration. The state and the 52 employer shall submit to an arbitration process to be established by the 53 department by rule, and in conformance with the guidelines and rules of the 54 American Arbitration Association or other arbitration process mutually agreed 55 upon by the employer and the state. If at any time prior to the department 56 pursuing an enforcement action to enforce the monetary penalty provisions of 57 58 subsection 1 of this section against the employer, the employer pays the back 59 wages as determined by either the department or the arbitrator, the department shall be precluded from initiating any enforcement action to impose the monetary 60 61 penalty provisions of subsection 1 of this section.

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62 4. If the employer fails to pay all wages due as determined by the 63 arbitrator within forty-five days following the conclusion of the arbitration 64 process, or if the employer fails to exercise the right to seek arbitration, the department may then pursue an enforcement action to enforce the monetary 65 penalty provisions of subsection 1 of this section against the employer. If the 66 67 court orders payment of the penalties as prescribed in subsection 1 of this section, the department shall be entitled to recover its actual cost of enforcement from 68 69 such penalty amount.

5. Nothing in this section shall be interpreted as precluding an action for enforcement filed by an aggrieved employee as otherwise provided in law.

290.260. 1. The department, as it deems necessary, shall from time to time investigate and determine the prevailing hourly rate of wages [for heavy and highway construction work] in the localities. [In doing so, the department shall accept and consider information regarding local wage rates that is submitted in either paper or electronic formats.] A determination applicable to every locality to be contained in a general wage order shall be made annually on or before July first of each year [for the Missouri state highways and transportation commission] and shall remain in effect until superseded by a new general wage order. In determining prevailing rates, the department shall ascertain [and consider the applicable wage rates established by collective bargaining 11 agreements, if any, and the rates that are paid generally within the locality the average hourly wages in each locality as determined by the Missouri 12 13 economic research and information center within the department of 14 economic development, or any successor agency. The prevailing hourly 15 rate of wages in each locality shall be equivalent to the average hourly 16 wages in each locality.

- 2. A certified copy of the determination so made shall be filed immediately with the secretary of state and with the department in Jefferson City. Copies shall be supplied by the department to all persons requesting them within ten days after the filing.
- 3. At any time within thirty days after the certified copies of the 22determinations have been filed with the secretary of state and the department, 23any person who is affected thereby may object in writing to the determination or 24the part thereof that he deems objectionable by filing a written notice with the 25department, stating the specific grounds of the objection.
 - 4. Within thirty days of the receipt of the objection, the department shall

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27 set a date for a hearing on the objection. The date for the hearing shall be within sixty days of the receipt of the objection. Written notice of the time and place of the hearing shall be given to the objectors at least ten days prior to the date set 29 30 for the hearing.

- 31 5. The department at its discretion may hear each written objection 32 separately or consolidate for hearing any two or more written objections. At the hearing the department shall first introduce in evidence the investigation it 33 instituted and the other facts which were considered at the time of the original 34 determination which formed the basis for its determination. The department, or 35 36 the objector, or any interested party, thereafter may introduce any evidence that 37 is material to the issues.
- 38 6. Within twenty days of the conclusion of the hearing, the department 39 [must] shall rule on the written objection and make the final determination that it believes the evidence warrants. Immediately, the department shall file a 40 certified copy of its final determination with the secretary of state and with the department and shall serve a copy of the final determination on all parties to the 42 43 proceedings by personal service or by registered mail.
- 44 7. This final decision of the department of the prevailing **hourly rate of** wages in the locality is subject to review in accordance with the provisions of 45chapter 536. Any person affected, whether or not the person participated in the 46 47 proceedings resulting in the final determination, may have the decision of the 48 department reviewed. The filing of the final determination with the secretary of 49 state shall be considered a service of the final determination on persons not 50 participating in the administrative proceedings resulting in the final 51 determination.
 - 8. At any time before trial any person affected by the final determination of the department may intervene in the proceedings to review under chapter 536 and be made a party to the proceedings.
- 55 9. All proceedings in any court affecting a determination of the department under the provisions of sections 290.210 to 290.340 shall have 56 priority in hearing and determination over all other civil proceedings pending in 57 the court, except election contests. 58

290.263. The hourly wages to be paid as prescribed in section 290.250 to [workmen] workers upon public works shall not be less than the minimum wage specified under Section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended.

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290.265. A clearly legible statement of all prevailing hourly [wage rates rate of wages to be paid to all [workmen] workers employed in order to execute the contract and employed on the construction of the public works shall be kept posted in a prominent and easily accessible place at the site thereof by each contractor and subcontractor engaged in the public works projects under the provisions of this law and such notice shall remain posted during the full time that any such [workman] worker shall be employed on the public works.

290.270. The finding of the department ascertaining and declaring the prevailing hourly rate of wages shall be final for the locality, unless reviewed 2 under the provisions of sections 290.210 to 290.340. Nothing in sections 290.210 3 to 290.340, however, shall be construed to prohibit the payment to any [workman] worker employed on any public work of more than the prevailing rate of wages. Nothing in sections 290.210 to 290.340 shall be construed to limit the hours of work which may be performed by any [workman] worker in any particular period of time.

290.290. 1. The contractor and each subcontractor engaged in any construction of public works shall keep full and accurate records clearly indicating the names, occupations and crafts of every [workman] worker 3 employed by them in connection with the public work together with an accurate record of the number of hours worked by each [workman] worker and the actual wages paid therefor. The payroll records required to be so kept shall be open to inspection by any authorized representative of the contracting public body or of the department at any reasonable time and as often as may be necessary and such records shall not be destroyed or removed from the state for the period of one year following the completion of the public work in connection with which the 10 records are made. 11

- 2. Each contractor and subcontractor shall file with the contracting public body upon completion of the public work and prior to final payment therefor an 13 affidavit stating that he had fully complied with the provisions and requirements of this chapter, and no public body shall be authorized to make final payment 15 until such affidavit is filed therewith in proper form and order.
- 17 3. Each contractor and subcontractor engaged in any construction of public works shall have its name, acceptable abbreviation or recognizable logo 19 and the name of the city and state of the mailing address of the principal office 20 of the company, on each motor vehicle and motorized self-propelled piece of 21equipment which is used in connection with such public works project during the

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22 time the contractor or subcontractor is engaged on such project. The sign shall 23 be legible from a distance of twenty feet but the size of the lettering need not be larger than two inches. In cases where equipment is leased or where affixing a 24 legible sign to the equipment is impractical, the contractor may place a temporary 25 stationary sign, with the information required pursuant to this subsection, at the 26 main entrance of the construction project in place of affixing the required 27information on the equipment so long as such sign is not in violation of any state 28 29 or federal statute, rule or regulation. Motor vehicles which are required to have similar information affixed thereto pursuant to requirements of a regulatory 30 31 agency of the state or federal government are exempt from the provisions of this 32 subsection.

[4. The provisions of subsection 3 of this section shall not apply to construction of public works for which the contract awarded is in the amount of two hundred fifty thousand dollars or less.]

290.300. Any [workman] worker employed by the contractor or by any subcontractor under the contractor who shall be paid for his **or her** services in a sum less than the stipulated rates for work done under the contract, shall have a right of action for double whatever difference there may be between the amount so paid and the rates provided by the contract together with a reasonable attorney's fee to be determined by the court, and an action brought to recover same shall be deemed to be a suit for wages, and any and all judgments entered therein shall have the same force and effect as other judgments for wages.

290.305. No person, firm or corporation shall violate the wage provisions of any contract contemplated in sections 290.210 to 290.340 or suffer or require 3 any employee to work for less than the rate of wages so fixed, or violate any of the provisions contained in sections 290.210 to 290.340. Where [workmen] workers are employed and their rate of wages has been determined as provided in sections 290.210 to 290.340, no person, either for [himself] his or her behalf or for any 6 other person, shall request, demand or receive, either before or after such [workman] worker is engaged, that such [workman] worker pay back, return, 8 9 donate, contribute, or give any part or all of said [workman's] worker's wages, salary, or thing of value, to any person, upon the statement, representation, or 10 11 understanding that failure to comply with such request or demand will prevent 12such [workman] worker from procuring or retaining employment, and no person shall, directly or indirectly, pay, request or authorize any other person to violate 13 14 this section. This section [does] shall not apply to any agent or representative

of a duly constituted labor organization acting in the collection of dues or assessments of such organization.

290.320. No public body, officer, official, member, agent or representative authorized to contract for public works shall fail, before advertising for bids or contracting for such construction, to have the department determine the prevailing [rates] hourly rate of wages [of workmen for each class of work called for by the public works] in the locality where the work is to be performed as provided in sections 290.210 to 290.340.

290.325. No public body, officer, official, member, agent or representative thereof authorized to contract for public works shall award a contract for the construction of such improvement or disburse any funds on account of the construction of such public improvement, unless such public body has first had the department determine the prevailing [rates] hourly rate of wages [of workmen for the class of work called for by such public works] in the locality where the work is to be performed and such determination has been made a part of the specifications and contract for such public works.

[290.262. 1. Except as otherwise provided in section 290.260, the department shall annually determine the prevailing hourly rate of wages in each locality for each separate occupational title. In doing so, the department shall accept and consider information regarding local wage rates that is submitted in either paper or electronic formats. A final determination applicable to every locality to be contained in an annual wage order shall be made annually on or before July first of each year and shall remain in effect until superseded by a new annual wage order or as otherwise provided in this section. The department shall, by March tenth of each year, make an initial determination for each occupational title within the locality.

2. The prevailing wage rate for an occupational title in a locality shall, with the exception of localities that are counties of the third and fourth classification and any county of the second classification with more than fifty-eight thousand but fewer than sixty-five thousand inhabitants, be the wage rate most commonly paid, as measured by the number of hours worked at each wage rate, for that occupational title within that locality. In determining such prevailing wage rates, the department shall ascertain and

consider the applicable wage rates established by collective bargaining agreements, if any, when no wages were reported.

- 3. With respect only to localities that are counties of the third and fourth classification and any county of the second classification with more than fifty-eight thousand but fewer than sixty-five thousand inhabitants, the prevailing wage rate for an occupational title within such locality shall be determined in the following manner:
- (1) The total number of hours worked that are not paid pursuant to a collective bargaining agreement for the time period in that occupational title in the locality and the total number of hours worked that are paid pursuant to a collective bargaining agreement for the time period in that occupational title in the locality shall be considered;
- (2) If the total number of hours that are not paid pursuant to a collective bargaining agreement, in the aggregate, exceeds the total number of hours that are paid pursuant to such an agreement, in the aggregate, then the prevailing wage rate shall be the rate most commonly paid that is not paid pursuant to a collective bargaining agreement as measured by the number of hours worked at such rate for that occupational title within the locality;
- (3) If the total number of hours that are paid pursuant to a collective bargaining agreement, in the aggregate, exceeds the total number of hours that are not paid pursuant to such an agreement, in the aggregate, then the prevailing wage rate shall be the rate most commonly paid that is paid pursuant to a collective bargaining agreement as measured by the number of hours worked at such rate for that occupational title within the locality;
- (4) If no work within a particular occupational title has been performed in a locality at any wage rate, the prevailing wage rate for that occupational title in that locality shall be determined in the following manner:
- (a) If wages were reported for an occupational title within a locality within the previous six annual wage order reporting periods and the prevailing wage rate was determined by a

collective bargaining agreement by hours worked pursuant to such agreement in the most recent annual wage order reporting period where such wages were reported, then the wage rate paid pursuant to the current collective bargaining agreement shall be the prevailing rate for that occupational title within the locality;

- (b) If wages were reported for an occupational title within a locality within the previous six annual wage order reporting periods and the prevailing wage rate was not determined by hours worked pursuant to a collective bargaining agreement in the most recent annual wage order reporting period where such wages were reported, then the wage rate paid in the most recent annual wage order reporting period when such wages were reported shall be the prevailing wage rate for that occupational title within the locality;
- (c) If no wages were reported for an occupational title within a locality within the previous six annual wage order reporting periods, the department shall examine hours and wages reported in all adjacent Missouri counties during the same periods. The most recent reported wage rate in a given wage order period in the adjacent Missouri county with the most reported hours actually worked for that occupational title in the wage period during the previous six annual wage order reporting periods shall be used to determine the prevailing wage rate;
- (d) If no wages were reported for an occupational title within any adjacent Missouri county within the previous six annual wage order reporting periods, then the rate paid pursuant to the current collective bargaining agreement shall be the prevailing wage rate for that occupational title within the locality.
- 4. A certified copy of the initial determinations so made shall be filed immediately with the secretary of state and with the department in Jefferson City. Copies shall be supplied by the department to all persons requesting them within ten days after the filing.
- 5. At any time within thirty days after the certified copies of the determinations have been filed with the secretary of state and the department, any person who is affected thereby may object in writing to a determination or a part thereof that he deems

objectionable by filing a written notice with the department, stating the specific grounds of the objection. If no objection is filed, the determination is final after thirty days.

- 6. After the receipt of the objection, the department shall set a date for a hearing on the objection. The date for the hearing shall be within sixty days of the receipt of the objection. Written notice of the time and place of the hearing shall be given to the objectors at least ten days prior to the date set for the hearing.
- 7. The department at its discretion may hear each written objection separately or consolidate for hearing any two or more written objections. At the hearing the department shall first introduce in evidence the investigation it instituted and the other facts which were considered at the time of the original determination which formed the basis for its determination. The department, or the objector, or any interested party, thereafter may introduce any evidence that is material to the issues.
- 8. Within twenty days of the conclusion of the hearing, the department shall rule on the written objection and make the final determination that it believes the evidence warrants. Immediately, the department shall file a certified copy of its final determination with the secretary of state and with the department and shall serve a copy of the final determination on all parties to the proceedings by personal service or by registered mail.
- 9. This final decision of the department of the prevailing wages in the locality for each occupational title is subject to review in accordance with the provisions of chapter 536. Any person affected, whether or not the person participated in the proceedings resulting in the final determination, may have the decision of the department reviewed. The filing of the final determination with the secretary of state shall be considered a service of the final determination on persons not participating in the administrative proceedings resulting in the final determination.
- 10. At any time before trial any person affected by the final determination of the department may intervene in the proceedings to review under chapter 536 and be made a party to the proceedings.

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129 11. Any annual wage order made for a particular 130 occupational title in a locality, that is based on the number of 131 hours worked under a collective bargaining agreement, may be 132 altered once each year, as provided in this subsection. The 133 prevailing wage for each such occupational title may be adjusted on 134 the anniversary date of any collective bargaining agreement which covers all persons in that particular occupational title in the 135 locality in accordance with any annual incremental wage increases 136 set in the collective bargaining agreement. If the prevailing wage 137 for an occupational title is adjusted pursuant to this subsection, the 138 employee's representative or employer in regard to such collective 139 140 bargaining agreement shall notify the department of this 141 adjustment, including the effective date of the adjustment. The 142 adjusted prevailing wage shall be in effect until the next final 143 annual wage order is issued pursuant to this section. The wage 144 rates for any particular job, contracted and commenced within sixty 145 days of the contract date, which were set as a result of the annual 146 or revised wage order, shall remain in effect for the duration of that particular job. 147148

12. In addition to all other reporting requirements of sections 290.210 to 290.340, each public body which is awarding a contract for a public works project shall, prior to beginning of any work on such public works project, notify the department, on a form prescribed by the department, of the scope of the work to be done, the various types of craftsmen who will be needed on the project, and the date work will commence on the project.]

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