



THE CITY OF SAN DIEGO

Equal Opportunity Contracting

Pre-Construction Conference Notes

Pre-Construction Conference Date: _____
EOC Representative: _____
Prime Contractor Firm Name: _____
Bid #: _____
Project Title: _____

- This project is subject to prevailing wage requirements of Davis Bacon and Related Acts.
- This project is NOT subject to requirements of Davis Bacon and Related Acts.

Prime contractor is responsible for providing City staff with all required reports for each contractor performing work for this project. Prime contractor must review reports for completion and accuracy prior to submission. Reports are due to City's representative by 5th day of each month.

Progress payments may be withheld if reports are not on time, accurate and complete.

I certify the following information was presented to me at this Pre-Construction Conference as an essential condition to satisfying requirements of this project and I recognize and accept my responsibility as the prime contractor to inform subcontractor(s) about these conditions and to assure their compliance:

Name of Contractor's Representative

Signature Contractor's Authorized Representative

Phone: _____

Fax: _____

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CALIFORNIA CODE OF REGULATIONS

APPENDIX A: Checklist of Labor Law Requirements to review at pre-job conference, Section 16421, with suggested Certification by subcontractor.

The Federal and State Labor law requirements applicable to the contract are composed of but not limited to the following items:

Project _____

Contractor's Signature _____ **Date** _____

	Initials of City's Labor Compliance Representative	Initials of awarded Contractor's Representative
(1) The contractor's duty to pay prevailing wages under Labor Code Section 1770 <i>et seq.</i> , should the project exceed the exemption amounts;		
(2) The contractor's duty to employ registered apprentices on the public works project under Labor Code Section 1777.5;		
(3) The penalties for failure to pay prevailing wages (for non-exempt projects) and employ apprentices including forfeitures and debarment under Labor Code Sections 1775 and 1777.7;		
(4) The requirement to keep and submit copies upon request of certified payroll records under Labor Code Section 1776., and penalties for failure to do so under Labor Code Section 1776(g);		
(5) The prohibition against employment discrimination under Labor Code Section 1777.6, the Government Code, and Title VII of the Civil Rights Act of 1964;		
(6) The prohibition against accepting or extracting kickbacks from employee wages under Labor Code Section 1778;		
(7) The prohibition against accepting fees for registering any person for public work under Labor Code Section 1779; or for filing work orders on public works under Labor Code Section 1780;		
(8) The requirement to list all subcontractors under Public Contract Code Section 4100 <i>et seq.</i> ;		
(9) The requirement to be properly licensed and to require all subcontractors to be properly licensed and the penalty for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractors License Law, found at Business and Professions Code Section 7000 <i>et seq.</i> ;		
(10) The prohibition against unfair competition under Business and Professions Code Sections 17200-17208;		
(11) The requirement that the contractor be properly insured for Workers Compensation under Labor Code Section 1861;		
(12) The requirement that the contractor abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project;		
(13) The federal prohibition against hiring undocumented workers, and the requirement to secure proof of eligibility/citizenship from all workers;		
(14) The requirement to provide itemized wage statements to employees under Labor Code section 226.		

**CITY OF SAN DIEGO
LABOR COMPLIANCE PROGRAM**

**CHECKLIST OF LABOR LAW REQUIREMENTS
FOR REVIEW AT PRE-CONSTRUCTION CONFERENCE**
(In accordance with CCR Section 16421 and 16430)

Federal and State labor law requirements applicable to the contract are composed of, but not limited to, the following:

- 1. Payment of Prevailing Wage Rates** The award of this public works contract requires that all workers employed on this project be paid not less than the specified general prevailing wage rates by the contractor and its subcontractors.

The contractor is responsible to obtain and comply with all applicable general prevailing wage rates for tradesworkers and any rate changes which may occur during the term of the contract. Prevailing wage rates and rate changes are to be posted at the job site for workers to view.

- 2. Apprentices** It is the duty of the contractor and subcontractors to employ registered apprentices on this public works project per Labor Code Section 1777.5.

- 3. Penalties** Penalties, including forfeitures and debarment, shall be imposed for contractor/subcontractor failure to pay prevailing wages, failure to maintain and submit upon request accurate certified payroll records, failure to employ apprentices and failure to pay employees for all hours worked at the correct prevailing wage rate in accordance with Labor Code Sections 1775, 1776, 1777.7, and 1813.

- 4. Certified Payroll Records** Per Labor Code Section 1776, contractors and subcontractors are required to keep accurate payroll records which reflect the name, address, social security number and work classification of each employee; the straight time and overtime hours worked each day and each week; the fringe benefits; and the actual per diem wages paid to each journeyman, apprentice, worker or other employee hired in connection with this public works project.

Employee payroll records shall be certified and shall be made available for inspection at all reasonable hours at the principal office of the contractor/subcontractor, or shall be furnished to any employee, or to his or her authorized representative on request.

Contractors and subcontractors shall maintain their certified payrolls on a weekly basis and shall submit said payrolls weekly. If there has been no work performed during a given week, the Certified Payroll Record for that week shall be annotated, "No Work."

- 5. Nondiscrimination in Employment** Prohibitions against employment discrimination are contained in Labor Code Sections 1735 and 1777.6; the Government Code; the Public Contract Code; and Title VII of the Civil Rights Act of 1964, as amended. All contractors

and subcontractors are required to implement equal employment opportunities as delineated below:

Equal Employment Poster The equal employment poster shall be posted at the job site in a conspicuous place visible to employees and employment applicants for the duration of the project.

Records The contractor and each subcontractor shall maintain accurate records of employment information as required by the *Monthly Employment Report*. This report shall specify ethnicity and gender for each employee in a craft, trade or classification.

Reports A *Monthly Employment Report* for the contractor and for each of its subcontractors is required to be completed and submitted each month by no later than the fifth day of that month. Reports are to be for the previous month's work and are to be project specific. If no work was performed during that month, the form shall clearly state "No Work."

6. **Kickback Prohibited** Per Labor Code Section 1778, contractors and subcontractors are prohibited from accepting, taking wages illegally, or extracting "kickback" from employee wages.
7. **Acceptance of Fees Prohibited** Contractors and subcontractors are prohibited from exacting any type of fee for registering individuals for public work [Labor Code Section 1779] or for filling work orders on public works contracts [Labor Code Section 1780].
8. **Listing of Subcontractors** Contractors are required to list all subcontractors hired to perform work on a public works project when that work is equivalent to more than one-half of one percent (0.5%) of the total effort [Government Code Section 4100, *et seq.*].
9. **Proper Licensing** Contractors and subcontractors are required to be properly licensed. Penalties will be imposed for employing workers while unlicensed [Labor Code Section 1021 and Business and Professions Code Section 7000, *et seq.* under California Contractors License Law].
10. **Unfair Competition Prohibited** Contractors and subcontractors are prohibited from engaging in unfair competition [Business and Professions Code Sections 17200-17208].
11. **Workers' Compensation Insurance** All contractors and subcontractors are required to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of Labor Code Section 3700 [Labor Code Section 1861].
12. **OSHA** Contractors and subcontractors are required to comply with the Occupational, Safety and Health laws and regulations applicable to the particular public works project.
13. **Undocumented Workers** Contractors and subcontractors are required to follow federal regulations prohibiting the hiring of undocumented workers and requiring proof of eligibility/citizenship from all workers.

14. Itemized Wage Statements Contractors and subcontractors are required to observe Labor Code section 226 and provide itemized wage statements to employees.

In accordance with Federal and State laws, and with City policy and contract documents, the undersigned contractor herein certifies that it will comply with the foregoing labor law requirements; and fully understands that failure to comply with these requirements will subject it to the penalties cited herein.

For the Contractor:

For the City of San Diego

Signature Date

Signature Date

Printed Name

Printed Name

State Wage Determination

The State Wage Determinations list most sub trades (electricians, plumbers, etc.) by county, while the basic crafts (operating engineers, carpenters, laborers, etc.) are in the wage determination booklet by area.

The State Wage Determination can be found on-line by accessing the following website:

<http://www.dir.ca.gov/DLSR/PWD/SanDiego.html>

For additional information you may contact:

Division of Labor Statistics and Research (DLSR): (415) 703-4774

Our office will be glad to send you a copy of the wage determination or answer any questions you may have. Please contact the Equal Opportunity Contracting Program office by calling 619-235-5785 and ask to speak to your labor compliance officer.

Issue Dates

The State Wage Determination is published twice a year; February 22 and August 22, to reflect updated wage increases incurred. **Please be cognizant that increase dates do vary.**

Single Asterisk (*) (Good for life of project)

*Example: Expiration Date of Determination: June 27, 2008**

* Effective until superseded by new determination issued by the Director of Industrial Relations. Contact Division of Labor Statistics and Research (415) 703-4774 for new rates after 10 days from the expiration date if no subsequent determination is issued.

Double Asterisks ()** (Indicates expiration date & a wage or fringe benefit increase)

*Example: Expiration Date of Determination: June 30, 2009***

The rate to be paid for work performed after this date has been determined. **If work will extend past this expiration date, the new rate must be paid and should be incorporated in contracts entered in now. Contact Division of Labor Statistics and Research (415) 703-4774.

Required:

All contractors must post a copy of the applicable State Wage Determination on site.

Federal Wage Determination

The Davis Bacon Act (DBA) requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on Federal government construction projects in excess of \$2,000. Construction includes alterations and/or repair, including painting and decorating, of public buildings or public works.

The Federal Wage Determination can be found online by accessing the following website:

<http://www.gpo.gov/davisbacon/index.html>

Publication Date

There is no set date that the Federal Wage Determination is published; it is modified as needed. You will need to use the date that is associated with your bid advertisement.

The applicable Federal Wage Determination is good for the life of the project.

REQUIRED:

All contractors must post a copy of the applicable Federal Wage Determination on site.

PREVAILING WAGE CONTRACTOR HANDOUT



THE CITY OF SAN DIEGO
202 C Street, MS 56P
San Diego, CA 92101

THE PUBLIC WORKS REQUIREMENTS ARE:

- (A) the appropriate number of apprentices is on the job site, as set forth in Labor Code Section 1777.5.
- (B) worker's compensation coverage, as set forth in Labor Code Sections 1860 and 1861.
- (C) keep accurate records of the work performed on the public works project, as set forth in Labor Code Section 1812.
- (D) inspection of payroll records pursuant to Labor Code Section 1776, and as set forth in 8 CCR Section 16400(e).
- (E) other requirements imposed by law.
- (5) Withhold monies. See Labor Code Section 1727.
- (6) Ensure that public works projects are not split or separated into smaller work orders or projects for the purpose of evading the applicable provisions of Labor Code Section 1771.
- (7) Deny the right to bid on public work contracts to contractors or subcontractors who have violated public work laws, as set forth in Labor Code Section 1777.7.
- (8) Not permit workers on public works to work more than eight hours a day or 40 hours in any one calendar week, unless compensated at not less than time and a half as set forth in Labor Code Section 1815.
Exception: If the prevailing wage determination requires a higher rate of pay for overtime work than is required under Labor Code Section 1815, then that higher overtime rate must be paid [as specified in 16200(a)(3)(F)].
- (9) Not take or receive any portion of the workers' wages or accept a fee in connection with a public works project, as set forth in Labor Code Sections 1778 and 1779.
- (10) Comply with those requirements as specified in Labor Code Sections 1776(g), 1777.5, 1810, 1813, and 1860.

THE CONTRACTOR AND SUBCONTRACTOR SHALL:

- (1) Pay not less than the prevailing wage to all workers, as defined in CCR's section 16000(a), and as set forth in Labor Code Sections 1771 and 1774;

- (2) Comply with the provisions of Labor Code Sections 1773.5, 1775, and 1777.5 regarding public works job sites;
- (3) Provide workers' compensation coverage as set forth in Labor Code Section 1861;
- (4) Comply with Labor Code Sections 1778 and 1779 regarding receiving a portion of wages or acceptance of a fee;
- (5) Maintain and make available for inspection payroll records, as set forth in Labor Code Section 1776;
- (6) Pay workers overtime pay, as set forth in Labor Code Section 1815 or as provided in the collective bargaining agreement adopted by the Director as set forth in 8 CCR Section 16200(a)(3); and
- (7) Comply with Section 16101 of these regulations regarding discrimination.
- (8) Be subject to provisions of Labor Code Section 1777.7, which specifies the penalties, imposed on a contractor who willfully fails to comply with provisions of Section 1777.5.
- (9) Comply with those requirements as specified in Labor Code Sections 1810 and 1813.
- (10) Comply with other requirements imposed by law.

APPRENTICE TRAINING

SEE LABOR CODE SECTION 1777.5 (e)

(e) Prior to commencing work on a contract for public works, every contractor shall submit contract award information to an applicable apprenticeship program that can supply apprentices to the site of the public work. The information submitted shall include an estimate of journeyman hours to be performed under the contract, the number of apprentices proposed to be employed, and the approximate dates the apprentices would be employed. A copy of this information shall also be submitted to the awarding body if requested by the awarding body. Within 60 days after concluding work on the contract, each contractor and subcontractor shall submit to the awarding body, if requested, and to the apprenticeship program a verified statement of the journeyman and apprentice hours performed on the contract. The information under this subdivision shall be public. The apprenticeship programs shall retain this information for 12 months.

APPRENTICE TRAINING CONTRIBUTION REQUIREMENTS

SEE CALIFORNIA CODE OF REGULATIONS:

TITLE 8, ARTICLE 4,

16200(G) **Wage rates, training contributions and apprenticeship contributions.**

Apprenticeship rates shall be determined by the Director of Industrial Relations using apprentice wage standards set forth in the collective bargaining agreement and/or approved by the California Apprenticeship Council. A contractor or subcontractor on a public works contract must pay training fund contributions or apprenticeship contributions in one of the following manners:

1. into the appropriate craft apprenticeship program in the area of the site of the public work; or
2. (if the trust fund is unable to accept such contributions) an equivalent amount shall be paid to the California Apprenticeship Council (CAC) administered by DAS.
3. If neither of the above will accept the funds, cash pay shall be as provided for in ccr's section 16200(a)(3)(I).

SEE CALIFORNIA CODE OF REGULATIONS:
TITLE 8, ARTICLE 10, SECTION 230.2

§230.2. Payment of Apprenticeship Training Contributions to the Council.

(a) Contractors who are neither required nor wish to make apprenticeship training contributions to the applicable local training trust fund shall make their training contributions to the Council. Contractors may refer to the Director of the Department of Industrial Relations applicable prevailing wage determination for the amount owed for each hour of work performed by journeymen and apprentices in each apprenticeable occupation.

(b) Training contributions to the Council are due and payable on the 15th day of each month for work performed during the preceding month.

(c) Training contributions to the Council shall be paid by check and shall be accompanied by a completed CAC-2 Form, Training Fund Contributions, (Rev. 10/91), or the following information:

- (1) The name, address, and telephone number of the contractor making the contribution.
- (2) The contractor's license number.
- (3) The name and address of the public agency that awarded the contract.
- (4) The jobsite location, including the county where the work was performed.
- (5) The contract or project number.
- (6) The time period covered by the enclosed contributions.
- (7) The contribution rate and total hours worked by apprenticeable occupation.

CERTIFYING PERSON

SEE CALIFORNIA CODE OF REGULATIONS:
TITLE 8, GROUP 3, ARTICLE 1, 16000
DEFINITIONS.

A person with the authority to affirm under penalty of perjury that the records provided, depict truly, fully

and correctly the type of work performed, the hours worked, days worked and amounts paid.

CHANGES TO PREVAILING RATE AFTER AWARD

SEE LABOR CODE SECTION: 1773.6

No effect once the contract notice to bidders is published.

1773.6. If during any quarterly period the Director of Industrial Relations shall determine that there has been a change in any prevailing rate of per diem wages in any locality he shall make such change available to the awarding body and his determination shall be final. Such determination by the Director of Industrial Relations shall not be effective as to any contract for which the notice to bidders has been published. *Exceptions; classifications marked as a double asterisks.*

CREDITS, FOR FRINGE BENEFIT PAYMENTS

SEE CALIFORNIA CODE OF REGULATIONS:
TITLE 8, GROUP 3, ARTICLE 4,

16200(i) Credit Available For Actual Payment of Fringe Benefit Costs up to the Prevailing Amount. The contractor obligated to pay the full prevailing rate of per diem wages may take credit for amounts up to the total of all fringe benefit amounts listed as prevailing in the appropriate wage determination. This credit may be taken only as to amounts, which are actual payments under Employer Payments Section 16000(1)-(3). In the event the total of Employer Payments by a contractor for the fringe benefits listed as prevailing is less than the aggregate amount set out as prevailing in the wage determination, the contractor must pay the difference directly to the employee. No amount of credit for payments over the aggregate amount of employer payments shall be taken nor shall any credit decrease the amount of direct payment of hourly wages of those amounts found to be prevailing for straight time or overtime wages.

And memo from the division of industrial relations dated 11-15-90.

THE RULE:

The contractor can pay amounts for individual benefits different than the state shows in the wage reports so long as it is not more than the total amount permitted for all benefits. Any contractor paid amount less than the total benefit requirements listed in the state wage reports must be paid to the employee.

EMPLOYEES SUBJECT TO PREVAILING WAGES

SEE LABOR CODE SECTION 1771, 1772 & 1776

City of San Diego General Conditions require all workers on the project shall be paid the wage of the trade they are most closely related to. This includes: anyone on site and off site even at remote manufacturing facilities.

1771. Except for public works projects of one thousand dollars (\$1,000) or less, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in this chapter, shall be paid to all workers employed on public works.

1772. Workers employed by contractors or subcontractors in the execution of any contract for public work are deemed to be employed upon public work.

1776. (a) Each contractor and subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, and straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work.

EMPLOYER PAYMENTS

SEE CALIFORNIA CODE OF REGULATIONS: TITLE 8, ARTICLE 1, SECTION 16000 DEFINITIONS

(1) The rate of contribution irrevocably made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program for the benefit of employees, their families and dependents, or retirees;

(2) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees, their families and dependents or to retirees pursuant to an enforceable commitment or agreement to carry out a financially responsible plan or program which was communicated in writing to the workers affected; and

(3) The rate of contribution irrevocably made by the contractor or subcontractor for apprenticeship or other training programs authorized by Section 3071 and/or 3093 of the Labor Code.

FRINGE BENEFIT PAYMENT REQUIREMENTS

SEE CALIFORNIA CODE OF REGULATIONS: TITLE 8, GROUP 3, ARTICLE 1, 16000 DEFINITIONS

All fringe benefits must be irrevocably paid to an authorized fund or to the employee. No unpaid amounts are allowed.

FRINGE BENEFITS INCLUDE

CALIFORNIA CODE OF REGULATIONS: TITLE 8, ARTICLE 1, SECTION 16000. DEFINITIONS

3) The prevailing rate of employer payments for any or all programs or benefits for employees, their families and dependents, and retirees which are of the types enumerated below:

(A) medical and hospital care, prescription drugs, dental care, vision care, diagnostic services, and other health and welfare benefits;

(B) retirement plan benefits;

(C) vacations and holidays with pay, or cash payments in lieu thereof;

(D) compensation for injuries or illnesses resulting from occupational activity;

(E) life, accidental death and dismemberment, and disability or sickness and accident insurance;

(F) supplemental unemployment benefits;

(G) thrift, security savings, supplemental trust, and beneficial trust funds otherwise designated, provided all of the money except that used for reasonable administrative expenses is returned to the employees;

(H) occupational health and safety research, safety training, monitoring job hazards, and the like, as specified in the applicable collective bargaining agreement;

(I) See definition of "Employer Payments," (3).

(J) other bonafide benefits for employees, their families and dependents, or retirees as the Director may determine; and

(4) travel time and subsistence pay as provided for in Labor Code Section 1773.8.

FRINGE BENEFITS DO NOT INCLUDE

CALIFORNIA CODE OF REGULATIONS: TITLE 8, ARTICLE 1, SECTION 16000. DEFINITIONS

(b) The term "general prevailing rate of per diem wages"

does not include any employer payments for:

(1) Job related expenses other than travel time and subsistence pay;

(2) Contract administration, operation of hiring halls, grievance processing, or similar purposes except for those amounts specifically earmarked and actually used for administration of those types of employee or retiree benefit plans enumerated above;

(3) Union, organizational, professional or other dues except as they may be included in and withheld from the basic taxable hourly wage rate;

(4) Industry or trade promotion;

(5) Political contributions or activities;

(6) Any benefit for employees, their families and dependents, or retirees including any benefit enumerated above where the contractor or

subcontractor is required by Federal, State, or local law to provide such benefit; or

(7) Such other payments as the Director may determine to exclude. Interested Party. When used with reference to a particular prevailing wage determination made by the Director, includes:

PAYROLL RECORDS INCLUDE

CALIFORNIA CODE OF REGULATIONS: TITLE 8, ARTICLE 1, SECTION 16000. DEFINITIONS

All time cards, cancelled checks, cash receipts, trust fund forms, books, documents, schedules, forms, reports, receipts or other evidences which reflect job assignments, work schedules by days and hours, and the disbursement by way of cash, check, or in whatever form or manner, of funds to a person(s) by job classification and/or skill pursuant to a public works project.

PERSONS REQUIRED TO RECEIVE PREVAILING WAGES

SEE LABOR CODE SECTIONS:

1771....., shall be paid to all workers employed on public works.

1774. The contractor to whom the contract is awarded, and any subcontractor under him, shall pay not less than the specified prevailing rates of wages to all workmen employed in the execution of the contract.

City of San Diego General Conditions require all workers not in a prevailing wage classification to be paid the wage most closely related to the craft or trade they are involved with.

WITHHOLDING PAYMENTS, JUSTIFICATION

SEE LABOR CODE SECTION: 1727 & 1771.5(b),(5)

SEE CALIFORNIA CODE OF REGULATIONS: TITLE 8, ARTICLE 5, SECTION

16435(a) "Withhold" means to cease payments by the awarding body, or others who pay on its behalf, or agents, to the general contractor. Where the violation is by a subcontractor, the general contractor shall be notified of the nature of the violation and reference made to its rights under Labor Code Section 1729.

(b) "Contracts." Except as otherwise provided by agreement, only contracts under a single master contract, or contracts entered into as stages of a single project, may be the subject of withholding.

(c) "Delinquent payroll records" means those not submitted on the date set in the contract.

(d) "Inadequate payroll records" are any one of the following:

(1) A record lacking the information required by Labor Code Section 1776;

(2) A record which contains the required information but not certified, or certified by someone not an agent of the contractor or subcontractor;

(3) A record remaining uncorrected for one payroll period, after the awarding body has given the contractor notice of inaccuracies detected by audit or record review. Provided, however, that prompt correction will stop any duty to withhold if such inaccuracies do not amount to 1 percent of the entire Certified Weekly Payroll in dollar value and do not affect more than half the persons listed as workers employed on that Certified Weekly Payroll, as defined in Labor Code Section 1776 and Title 8 CCR Section 16401.

(e) The withholding of contract payments when payroll records are delinquent or inadequate is required by Labor Code Section 1771.5 (b)(5), and it does not require the prior approval of the Labor Commissioner. The Awarding Body shall only withhold those payments due or estimated to be due to the contractor or subcontractor whose payroll records are delinquent or inadequate, plus any additional amount that the Labor Compliance Program has reasonable cause to believe may be needed to cover a back wage and penalty assessment against the contractor or subcontractor whose payroll records are delinquent or inadequate; provided that a contractor shall be required in turn to cease all payments to a subcontractor whose payroll records are delinquent or inadequate until the Labor Compliance program provides notice that the subcontractor has cured the delinquency or deficiency.

(f) When contract payments are withheld under this section, the Labor Compliance Program shall provide the contractor and subcontractor, if applicable, with immediate written notice that includes all of the following:

(1) a statement that payments are being withheld due to delinquent or inadequate payroll records, and that identifies what records are missing or states why records that have been submitted are deemed inadequate;

(2) specifies the amount being withheld; and

(3) informs the contractor or subcontractor of the right to request an expedited hearing to review the withholding of contract payments under Labor Code Section 1742, limited to the issue of whether the records are delinquent or inadequate or the Labor Compliance Program has exceeded its authority under this section.

(g) No contract payments shall be withheld solely on the basis of delinquent or inadequate payroll records after the required records have been produced.

(h) In addition to withholding contract payments based on delinquent or inadequate payroll records,

penalties shall be assessed under Labor Code Section 1776(g) for failure to timely comply with a written request for certified payroll records. The assessment of penalties under Labor Code Section 1776(g) does require the prior approval of the Labor Commissioner under section 16436 of these regulations.

**DIRECTOR OF INDUSTRIAL RELATIONS
PRECEDENTIAL DECISIONS WHICH REQUIRE
PREVAILING WAGES:**

Decision 92-036: stands for the payment of out of state workers if they are working on California "Public Works"

Decision 93-019: stands for the payment of truck drivers removing, delivering or relocating material on a "Public Works"

Decision 94-017: stands for the payment of waste processors off site if the waste is exclusively from a "Public Works"

COURT DECISIONS:

Standard Traffic Services v. Department of Transportation (case 132667) Shasta: partners are due prevailing wages if working on a "Public Works"

TO ALL PUBLIC WORKS CONTRACTORS

Congratulations on having been awarded a public works project.

The Division of Apprenticeship Standards wishes to bring to your attention your responsibilities under California Labor Code Section 1777.5 Apprentices on Public Works. (Excerpts from California Labor Code relating to apprentices on public works. DAS-10 is attached).

Compliance with California Labor Code Section 1777.5 requires all public works contractors and subcontractors to:

- Submit contract award information within ten (10) days of contract award, to the applicable Joint Apprenticeship Committee, which shall include an estimate of Journeymen hours to be performed under the contract, the number of apprentices to be employed, and the approximate dates the apprentices will be employed. This information may be submitted on the attached form. DAS 140.
- Employ apprentices on the public work in a ratio to journeymen of no less than one hour of apprentices work for every five hours of labor performed by a journeyman.
- Pay the apprentice rate on public works projects only to those apprentices who are registered as defined in Labor Code Section 3077.
- Contribute to the training fund in the amount identified in the Prevailing Wage Rate publication for journeymen and apprentices. Contractors who choose not to contribute to the local training trust fund must make their contribution to the California Apprenticeship Council (CAC) at P.O. Box 420603, San Francisco, CA 94142.
- Training fund contributions to the CAC are due and payable on the 15th day of each month for work performed during the preceding month.
- Training fund contributions to the CAC shall be paid by check and shall be accompanied by a completed form CAC-2 (attached).

Failure to comply with the provisions of the Labor Code Section 1777.5 may result in the loss of the right to bid on all public works projects for a period of one to three years and the imposition of a civil penalty of \$100.00 for each calendar day of noncompliance. Contractors should provide a copy of this material to each subcontractor.

If the Division of Apprenticeship Standards can be of assistance to you, please contact our office at (714) 558-4126.

Division of Apprenticeship Standards

APPRENTICES ON PUBLIC WORKS

SUMMARY OF REQUIREMENTS

Compliance with California Labor Code Section 1777.5 requires all public works contractors and subcontractors to:

- Submit contract award information to the applicable joint apprenticeship committee, including an estimate of the journeyman hours to be performed under the contract, the number of apprentices to be employed, and the approximate dates the apprentices will be employed.
- The contract award information shall be in writing, and shall be provided to the applicable apprenticeship committee within 10 days of the date of the agreement or contract award, but in no event later than the first day in which the contractor has workers employed upon the public work. [California Code of Regulations, Title 8, Section 230.]
- Employ apprentices on the public work in a ratio to journeymen of no less than one hour of apprentice work for every five hours of labor performed by a journeyman.
- Contribute to the training fund in the amount identified in the Prevailing Wage Rate publication for journeymen and apprentices. Contractors who choose not to contribute to the local training trust fund must make their contributions to the California Apprenticeship Council, P.O. Box 420603, San Francisco, CA 94142. Training contributions to the Council are due and payable on the 15th of the month for work performed during the preceding month.
- Training contributions to the Council shall be paid by check and shall be accompanied by a completed CAC2 form, Training Fund Contributions, or the following information [California Code of Regulations, Title 8, Section 230.2 c]:
 1. The name, address and phone number of the contractor making the contribution.
 2. The contractor's license number.
 3. The name and address of the public agency that awarded the contract.
 4. The jobsite location, including the county where the work was performed.
 5. The contract or project number.
 6. The time period covered by the enclosed contributions.
 7. The contribution rate and total hours worked by the apprenticable occupation(s).
- Pay the apprentice rate on public works projects only to those apprentices who are registered, as defined in Labor Code Section 3077:

Sec. 3077. The term "apprentice" as used in this chapter, means a person at least 16 years of age who has entered into a written agreement, in this chapter called an "apprentice agreement", with an employer or program sponsor. The term of apprenticeship for each apprenticable occupation shall be approved by the chief, and in no case shall provide for no less than 2,000 hours or reasonably continuous employment for such person for his or her participation in an approved program of training through employment and through education in related and supplemental subjects.

EXCERPTS FROM THE CALIFORNIA LABOR CODE
RELATING TO APPRENTICES ON PUBLIC WORKS

Chapter 1 of Division 2
APPRENTICES ON PUBLIC WORKS

1773.3. An awarding agency whose public works contract falls within the jurisdiction of Section 1777.5 shall, within five days of the award, send a copy of the award to the Division of Apprenticeship Standards. When specifically requested by a local joint apprenticeship committee, the division shall notify the local joint apprenticeship committee regarding all such awards applicable to the joint apprenticeship committee making the request. Within five days of a finding of any discrepancy regarding the ratio of apprentices to journeymen, pursuant to the certificated fixed number of apprentices to journeymen, the awarding agency shall notify the Division of Apprenticeship Standards.

1776. (a) Each contractor and subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

(1) The information contained in the payroll record is true and correct.

(2) The employer has complied with the requirements of Sections 1771, 1811, and 1815 for any work performed by his or her employees on the public works project.

(b) The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours at the principal office of the contractor on the following basis:

(1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records enumerated in subdivision (a) shall be made available for

inspection or furnished upon request to a representative of the body awarding the contract, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the Department of Industrial Relations.

(3) A certified copy of all payroll records enumerated in subdivision (a) shall be made available upon request by the public for inspection or for copies thereof. However, a request by the public shall be made through either the body awarding the contract, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to paragraph (2), the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the

contractor, subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal office of the contractor.

(c) The certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division.

(d) A contractor or subcontractor shall file a certified copy of the records enumerated in subdivision (a) with the entity that requested the records within 10 days after receipt of a written request.

(e) Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the awarding body, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement shall be marked or obliterated in a manner so as to prevent disclosure of an individual's name, address, and social security number. The name and address of the contractor awarded the contract or the subcontractor performing the contract shall not be marked or obliterated.

(f) The contractor shall inform the body awarding the contract of the location of the records enumerated under subdivision (a), including the street address, city and county, and shall, within five working days, provide a notice of a change of location and address.

(g) The contractor or subcontractor shall have 10 days in which to comply subsequent to receipt of a written notice requesting the records enumerated in subdivision (a). In the event that the contractor or subcontractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or political subdivision on whose behalf the contract is made or awarded, forfeit twenty-five dollars (\$25) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. A contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.

(h) The body awarding the contract shall cause to be inserted in the contract stipulations to effectuate this section.

(i) The director shall adopt rules consistent with the California Public Records Act, (Chapter 3.5 (commencing with Section 6250), Division 7, Title 1, Government Code) and the Information Practices Act of 1977, (Title 1.8 (commencing with Section 1798), Part 4, Division 3, Civil Code) governing the release of these records, including the establishment of reasonable fees to be charged for reproducing copies of records required by this section.

(j) This section shall remain in effect only until January 1, 2003, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2003, deletes or extends that date.

1777.5. (a) Nothing in this chapter shall prevent the employment of properly registered apprentices upon public works.

(b) Every apprentice employed upon public works shall be paid the prevailing rate of per diem wages for apprentices in the trade to which he or she is registered and shall be employed only at the work of the craft or trade to which he or she is registered.

(c) Only apprentices, as defined in Section 3077, who are in training under apprenticeship standards that have been approved by the Chief of the Division of Apprenticeship Standards and who are parties to written apprentice agreements under Chapter 4 (commencing with Section 3070) of Division 3 are eligible to be employed at the apprentice wage rate on public works. The employment and training of each apprentice shall be in accordance with either (1)

the apprenticeship standards and apprentice agreements under which he or she is training or (2) the rules and regulations of the California Apprenticeship Council.

(d) When the contractor to whom the contract is awarded by the state or any political subdivision, in performing any of the work under the contract, employs workers in any apprenticeable craft or trade, the contractor shall employ apprentices in at least the ratio set forth in this section and may apply to any apprenticeship program in the craft or trade that can provide apprentices to the site of the public work for a certificate approving the contractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected. However, approval or denial of the apprenticeship program shall be subject to review by the Administrator of Apprenticeship. The apprenticeship program or programs, upon approving the contractor, shall arrange for the dispatch of apprentices to the contractor. A contractor covered by an apprenticeship program's standards shall not be required to submit any additional application in order to include additional public works contracts under that the program. "Apprenticeable craft or trade," as used in this section, means a craft or trade determined as an apprenticeable occupation in accordance with rules and regulations prescribed by the California Apprenticeship Council. As used in this section, "contractor" includes any subcontractor under a contractor who performs any public works not excluded by subdivision (o).

(e) Prior to commencing work on a contract for public works, every contractor shall submit contract award information to an applicable apprenticeship program that can supply apprentices to the site of the public work. The information submitted shall include an estimate of journeyman hours to be performed under the contract, the number of apprentices proposed to be employed, and the approximate dates the apprentices would be employed. A copy of this information shall also be submitted to the awarding body if requested by the awarding body. Within 60 days after concluding work on the contract, each contractor and subcontractor shall submit to the awarding body, if requested, and to the apprenticeship program a verified statement of the journeyman and apprentice hours performed on the contract. The information under this subdivision shall be public. The apprenticeship programs shall retain this information for 12 months.

(f) The apprenticeship program that can supply apprentices to the area of the site of the public work shall ensure equal employment and affirmative action in apprenticeship for women and minorities.

(g) The ratio of work performed by apprentices to journeymen employed in a particular craft or trade on the public work may be no higher than the ratio stipulated in the apprenticeship standards under which the apprenticeship program operates where the contractor agrees to be bound by those standards, but, except as otherwise provided in this section, in no case shall the ratio be less than one hour of apprentice work for every five hours of journeyman work.

(h) This ratio of apprentice work to journeyman work shall apply during any day or portion of a day when any journeyman is employed at the jobsite and shall be computed on the basis of the hours worked during the day by journeymen so employed. Any work performed by a journeyman in excess of eight hours per day or 40 hours per week shall not be used to calculate the ratio. The contractor shall employ apprentices for the number of hours computed as above before the end of the contract or, in the case of a subcontractor, before the end of the subcontract. However, the contractor shall endeavor, to the greatest extent possible, to employ apprentices during the same time period that the journeymen in the same craft or trade are employed at the jobsite. Where an hourly apprenticeship ratio is not feasible for a particular craft or trade, the Division of Apprenticeship Standards, upon application of an apprenticeship program, may order a minimum ratio of not less than one apprentice for each five journeymen in a craft or trade classification.

(i) A contractor covered by this section that has agreed to be covered by an apprenticeship program's standards upon the issuance of the approval certificate, or that has been previously approved for an apprenticeship program in the craft or trade, shall employ the number of apprentices or the ratio of apprentices to journeymen stipulated in the applicable apprenticeship standards, but in no event less than the 1-to-5 ratio required by subdivision (g).

(j) Upon proper showing by a contractor that he or she employs apprentices in a particular craft or trade in the state on all of his or her contracts on an annual average of not less than one hour of apprentice work for every five hours of labor performed by journeymen, the Division of Apprenticeship Standards may grant a certificate exempting the contractor from the 1-to-5 hourly ratio, as set forth in this section for that craft or trade.

(k) An apprenticeship program has the discretion to grant to a participating contractor or contractor association a certificate, which shall be subject to the approval of the Administrator of Apprenticeship, exempting the contractor from the 1-to-5 ratio set forth in this section when it finds that any one of the following conditions is met:

(1) Unemployment for the previous three-month period in the area exceeds an average of 15 percent.

(2) The number of apprentices in training in the area exceeds a ratio of 1 to 5.

(3) There is a showing that the apprenticeable craft or trade is replacing at least one-thirtieth of its journeymen annually through apprenticeship training, either on a statewide basis or on a local basis.

(4) Assignment of an apprentice to any work performed under a public works contract would create a condition that would jeopardize his or her life or the life, safety, or property of fellow employees or the public at large, or the specific task to which the apprentice is to be assigned is of a nature that training cannot be provided by a journeyman.

(l) When an exemption is granted pursuant to subdivision (k) to an organization that represents contractors in a specific trade from the 1-to-5 ratio on a local or statewide basis, the member contractors will not be required to submit individual applications for approval to local joint apprenticeship committees, if they are already covered by the local apprenticeship standards.

(m) A contractor to whom a contract is awarded, who, in performing any of the work under the contract, employs journeymen or apprentices in any apprenticeable craft or trade shall contribute to the California Apprenticeship Council the same amount that the director determines is the prevailing amount of apprenticeship training contributions in the area of the public works site. A contractor may take as a credit for payments to the council any amounts paid by the contractor to an approved apprenticeship program that can supply apprentices to the site of the public works project. The contractor may add the amount of the contributions in computing his or her bid for the contract. At the end of each fiscal year the California Apprenticeship Council shall make grants to each apprenticeship program in proportion to the number of hours of training provided by the program for which the program did not receive contributions, weighted by the regular rate of contribution for the program. These grants shall be made from funds collected by the California Apprenticeship Council during the fiscal year pursuant to this subdivision from contractors that employed registered apprentices but did not contribute to an approved apprenticeship program. All these funds received during the fiscal year shall be distributed as grants.

(n) The body awarding the contract shall cause to be inserted in the contract stipulations to effectuate this section. The stipulations shall fix the responsibility of compliance with this section for all apprenticeable occupations with the prime contractor.

(o) This section does not apply to contracts of general contractors or to contracts of specialty contractors not bidding for work through a general or prime contractor when the contracts of general contractors or those specialty contractors involve less than thirty thousand dollars (\$30,000) or 20 working days.

(p) All decisions of an apprenticeship program under this section are subject to Section 3081.

1777.6. It shall be unlawful for an employer or a labor union to refuse to accept otherwise qualified employees as registered apprentices on any public works, on the ground of the race, religious creed, color, national origin, ancestry, sex, or age, except as provided in Section 3077, of such employee.

1777.7. (a) A contractor or subcontractor that knowingly violates Section 1777.5 shall forfeit as a civil penalty an amount not exceeding one hundred dollars (\$100) for each full calendar day of noncompliance. The amount of this penalty shall be based on consideration whether the violation was a good faith mistake due to inadvertence. A contractor or subcontractor that knowingly commits a second or subsequent violation of Section 1777.5 within a three-year period, where the noncompliance results in apprenticeship training not being provided as required by this chapter, shall forfeit as a civil penalty the sum of not more than three hundred dollars (\$300) for each full calendar day of noncompliance. Notwithstanding Section 1727, upon receipt of a determination that a civil penalty has been imposed, the awarding body shall withhold the amount of the civil penalty from contract progress payments then due or to become due.

(b) (1) In the event a contractor or subcontractor is determined by the Administrator of Apprenticeship to have knowingly violated any provision of Section 1777.5, the Administrator shall deny to the contractor or subcontractor, both individually and in the name of the business entity under which the contractor or subcontractor is doing business, the right to bid on or receive any public works contract for a period of up to one year for the first violation and for a period of up to three years for a second or subsequent violation. Each period of debarment shall run from the date the determination of noncompliance by the Administrator of Apprenticeship.

(2) An affected contractor or subcontractor may obtain a review of the debarment or civil penalty by transmitting a written request to the office of the Administrator within 30 days after service of the order of debarment or civil penalty. If the Administrator receives no request for review within 30 days after service, the order of debarment or civil penalty shall become final for the period authorized.

(3) Within 20 days of the timely receipt of a request for hearing, the Administrator shall provide the contractor or subcontractor the opportunity to review any evidence the Administrator may offer at the hearing. The Administrator shall also promptly disclose to the contractor or subcontractor any nonprivileged documents obtained after the 20-day time limit.

(4) Within 90 days of the timely receipt of the a request for hearing, a hearing shall be commenced before an impartial hearing officer designated by the Administrator and possessing the qualifications of an administrative law judge pursuant to Section 11502 of the Government Code. The contractor or subcontractor shall have the burden of showing compliance with Section 1777.5. The decision to debar shall be reviewed by a hearing officer or court only for abuse of discretion.

(5) Within 45 days of the conclusion of the hearing, the hearing officer shall issue a written decision affirming, modifying, or dismissing the debarment or civil penalty. The decision shall contain a notice of findings, findings, and an order. This decision shall be deemed the final decision of the Administrator and shall be served on all parties and the awarding body pursuant to Section 1013 of the Code of Civil Procedure by first-class mail at the last known address of the party on file with the Administrator. Within 15 days of issuance of the decision, the hearing officer may reconsider or modify the decision to correct an error, except that a clerical error may be corrected at any time.

(6) An affected contractor or subcontractor may obtain review of the final decision of the Administrator by filing a petition for a writ of mandate to the appropriate superior court pursuant to Section 1094.5 of the Code of Civil Procedure within 45 days after service of the final decision to debar or to assess a civil penalty. If no petition for a writ of mandate is filed within 45 days after service of the final decision, the order shall become final. If the petitioner claims that the findings are not supported by the evidence, abuse of discretion is established if the court determines that the findings are not supported by substantial evidence in light of the entire record.

(7) The Administrator may file a certified copy of a final order with the clerk of the superior court in any county in which the affected contractor or subcontractor has property or has or had a place of business.

(c) If a subcontractor is found to have violated Section 1777.5, the prime contractor of the project is not liable for any penalties under subdivision (a), unless the prime contractor had knowledge of the subcontractor's failure to comply with the provisions

of Section 1777.5 or unless the prime contractor fails to comply with any of the following requirements:

(1) The contract executed between the contractor and the subcontractor for the performance of work on the public works project shall include a copy of the provisions of Sections 1771, 1775, 1776, 1777.5, 1813, and 1815.

(2) The contractor shall continually monitor a subcontractor's use of apprentices required to be employed on the public works project pursuant to subdivision (d) of Section 1777.5, including, but not limited to, periodic review of the certified payroll of the subcontractor.

(3) Upon becoming aware of a failure of the subcontractor to employ the required number of apprentices, the contractor shall take corrective action, including, but not limited to, retaining funds due the subcontractor for work performed on the public works project until the failure is corrected.

(4) Prior to making the final payment to the subcontractor for work performed on the public

works project, the contractor shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has employed the required number of apprentices on the public works project.

(d) In lieu of the penalty provided for in subdivision (a) or (b), the director may for a first-time violation and with the concurrence of the apprenticeship program, order the contractor or subcontractor to provide apprentice employment equivalent to the work hours that would have been provided for apprentices during the period of noncompliance.

(e) Any funds withheld by the awarding body pursuant to this section shall be deposited in the General Fund if the awarding body is a state entity, or in the equivalent fund of an awarding body if the awarding body is an entity other than the state.

(f) The interpretation and enforcement of Section 1777.5 and this section shall be in accordance with the rules and procedures of the California Apprenticeship Council.

Employment of Apprentices

The contractor shall abide by the requirements of Sections 1777.5, 1777.6, and 1777.7 of the State of California Labor Code concerning the employment of apprentices by a Contractor and any Subcontractor performing a public works contract.

Apprenticeable Crafts for San Diego County

Asbestos Worker, Heat and Frost Insulator	Marble Finisher
Boilermaker-Blacksmith	Millwright
Bricklayer, Stonemason	Operating Engineer
Bricktender	Building Construction Inspector
Carpenter	Pile Driver (Operating Engineer)
Carpet, Linoleum and Resilient Floor Layer	Pile Driver (Carpenter)
Cement Mason	Parking and Highway Improvement (Striper-Laborer)
Drywall Installer/Lather (Carpenter)	Painter
Drywall Finisher	Plasterer
Electrician, Inside Wireman	Plaster Tender
Electrical Utility Lineman	Plumber, Pipefitter
Sound & Signal Technician	Landscape/Irrigation Fitter
Elevator Constructor	Sprinkler Fitter (Fire Protection/Fire Control System)
Field Surveyor Chainman/Rodman	Roofer
Chainman/Rodman	Sheet Metal Worker
Chief of Party	Stator Rewinder
Glazier	Terrazzo Finisher
Iron Worker	Terrazzo Worker
Laborer	Tile Setter
	Tile Finisher

Approved Apprenticeship Programs

- Associated General Contractors
6212-B Ferris Square
San Diego, CA 92121
(858) 558-0739
- Associated Builders & Contractors
13825 Kirkham Way
Poway, CA 92064
(858) 513-4700
- Innerscity Community UAC
6125 Imperial Avenue
San Diego, CA 92114
(619) 263-9791
- California Apprenticeship Council (CAC)
P.O. Box 420603
San Francisco, CA 94142
(415) 703-1128
- Western Electrical Contractors Association (WECA-IEC)
9320 Hazard Way, Suite B-1
San Diego, CA 92123
(858) 751-0600

**** If using any of the listed crafts you will be required to request an apprentice OR pay into the apprenticeable craft training program.**

STATE OF CALIFORNIA
 DEPARTMENT OF INDUSTRIAL RELATIONS
 DIVISION OF APPRENTICESHIP STANDARDS
 7575 Metropolitan Drive, Suite 209
 San Diego, CA 92123
 (619) 767-2045

The first step to becoming an apprentice is to telephone or visit one or more of the apprenticeship committees listed below.

Occupation	Apprenticeship Committee
Bricklayer	SD & Imperial Counties Bricklayers & Stone Masons JATC 7171 Alvarado Road, #201 La Mesa, CA 91941 Pete Camarda, Training Director Tel: (619) 698-8604
Carpenter	SD Associated General Contractors JAC (www.agcsd.org) 6212 Ferris Square San Diego, CA 92121 Pete Saucedo, Training Director Tel: (858) 558-0739 – psaucedo@agcsd.org
Carpenter	Innercity Community UAC (www.bcasd.org) 6125 Imperial Avenue San Diego, CA 9211 Abdur-Rahim Hameed, Coordinator & Trustee Tel: (619) 263-9791 – hameed@bcasd.org
Carpet Layer	San Diego Carpet, Linoleum & Floor Covering (JAC) 8250 Ronson Road San Diego, CA 92111 Joe Enriquez, Coordinator & Trustee Tel: (858) 278-1615
Cement Mason	SD Associated General Contractors JAC (www.agcsd.org) 6212 Ferris Square San Diego, CA 92121 Pete Saucedo, Training Director Tel: (858) 558-0739 – psaucedo@agcsd.org
Cement Mason	San Diego County Cement Masons JAC 1807 Robinson Avenue, #206 San Diego, CA 92103 Jaime Barton, Coordinator Tel: (619) 291-6930
Drywall/Lather (Taper)	SD Associated General Contractors JAC (www.agcsd.org) 6212 Ferris Square San Diego, CA 92121 Pete Saucedo, Training Director Tel: (858) 558-0739 – psaucedo@agcsd.org

Drywall/Lather	Southern California Drywall/Lather JATC 2831 West First Street Santa Ana, CA 92073 Neil Halliday, Coordinator Tel: (714) 571-049
Drywall/Lather	Innercity Community UAC (www.bcasd.org) 6125 Imperial Avenue San Diego, CA 9211 Abdur-Rahim Hameed, Coordinator & Trustee Tel: (619) 263-9791 – hameed@bcasd.org
Electrician (Inside Wireman)	Associated Builders & Contractors of San Diego, Inc. Electrical UAC (www.abcsd.org) 13825 Kirkham Way Poway, CA 92064 Tracey Barrett, Director of Education Tel: (858) 513-4700 – tracey@abcsd.org
Electrician (Inside Wireman)	San Diego Electrical JATC 4675 Viewridge Avenue, Suite D San Diego, CA 92123 Jim Westfall, Training Director Tel: (858) 569-6322 – jwestfall@sdeett.org
Glazier	San Diego & Imperial Counties Glaziers JAC 8250 Ronson Road San Diego, CA 92111 Joe Enriquez, Apprentice Coordinator Tel: (858) 278-1615
Heating, Ventilation, Air Conditioning Worker	Associated Builders & Contractors of San Diego, Inc. Heating, Ventilation, AC UAC (www.abcsd.org) 13825 Kirkham Way Poway, CA 92064 Tracey Barrett, Director of Education Tel: (858) 513-4700 – tracey@abcsd.org
Ironworker	San Diego Bridge, Structural, Ornamental & Reinforcing Ironworkers JATC (Local #229) 5155 Mercury Point, Suite A San Diego, CA 92111 Jack Gavett, Coordinator (858) 505-9414
Laborer	SD Associated General Contractors JAC (www.agcsd.org) 6212 Ferris Square San Diego, CA 92121 Pete Saucedo, Training Director Tel: (858) 558-0739 – psaucedo@agcsd.org
Laborer	Laborers Southern California JAC 1385 West Sierra Madre Avenue Azusa, CA 91702 Scott Gordon, Executive Director Tel: (626) 610-1700

Locksmith	San Diego/California Locksmith Association UAC 1049 Island Avenue San Diego, CA 92101 Frank Hartung, Chairman Tel: (619) 234-4829
Millwright	So Cal Millwrights & Machinery Erectors JATC 10015 Rose Hills Road, #200 Whittier, CA 90601 John Foster Tel: (562) 699-0419
Operating Engineer	SD Associated General Contractors JAC (www.agcsd.org) 6212-B Ferris Square San Diego, CA 92121 Leo Garcia, Training Director Tel: (858) 558-0739 – Fax (858) 558-8941
Painter	SD Associated General Contractors JAC (www.agcsd.org) 6212 Ferris Square San Diego, CA 92121 Pete Saucedo, Training Director Tel: (858) 558-0739 – psaucedo@agcsd.org
Pavement Striper	Southern California Pavement Striper, Road Slurry, Seal Coat & Highway Maintenance JAC 1074 E. La Cadena Drive, #9 Riverside, CA 92501 John Selover, Apprenticeship Coordinator Tel: (951) 248-4341 – SeloverJohn@hotmail.com
Pipefitter	San Diego & Imperial Counties Pipe Trades JAC 6225 Federal Boulevard San Diego, CA 92114 Thom Higgins, Admin. Assistant Tel: (619) 262-7589
Pipefitter	Associated Builders & Contractors of San Diego, Inc. Plumbing/Pipefitting UAC (www.abcsd.org) 13825 Kirkham Way Poway, CA 92064 Tracey Barrett, Director of Education Tel: (858) 513-4700 – tracey@abcsd.org
Plasterer	Southern California Plastering Institute Apprenticeship Trust & Joint Apprenticeship Committee 1610 West Holt Avenue, Suite B Pomona, CA 91768 Rosie Borzilieri, Administrator Tel: (909) 865-1773
Plaster Tender	Southern California Plaster Tenders JAC 1055 West Second Street Pomona, CA 91766 Leticia Balandra, Apprenticeship Administrator (909) 623-5200 – lbalandran@plastertender1414.com

Plumber	San Diego & Imperial Counties Pipe Trades JAC 6225 Federal Boulevard San Diego, CA 92114 Thom Higgins, Admin. Assistant Tel: (619) 262-7589
Plumber	Associated Builders & Contractors of San Diego, Inc. Plumbing/Pipefitting UAC (www.abcsd.org) 13825 Kirkham Way Poway, CA 92064 Tracey Barrett, Director of Education Tel: (858) 513-4700 – tracey@abcsd.org
Roofer	SD & Imperial Counties Slat, Tile & Composition Roofers 3737 Camino del Rio South, #202 San Diego, CA 92108 Paul Colmenero, Chairman Tel: (619) 516-0192
Sheet Metal Worker	San Diego Sheet Metal JAC 4596 Mission Gorge Place San Diego, CA 92120 Ken Lavigne, Training Director Tel: (619) 265-2758 – klavigne@smjatc.org
Sheet Metal Worker	Associated Builders & Contractors of San Diego, Inc. Sheet Metal UAC (www.abcsd.org) 13825 Kirkham Way Poway, CA 92064 Tracey Barrett, Director of Education Tel: (858) 513-4700 – tracey@abcsd.org
Sound Technician	Associated Builders & Contractors of San Diego, Inc. Electronic Systems Technician (www.abcsd.org) 13825 Kirkham Way Poway, CA 92064 Tracey Barrett, Director of Education Tel: (858) 513-4700 – tracey@abcsd.org
(Fire) Sprinkler	California American Fire Sprinkler Association, UAC 3478 Buskirk Avenue, Suite 245 Pleasant, CA 94523 John Upshaw, Coordinator Tel: (925) 94-9421
Surveyors	Southern California Surveyors JAC 4295 Jurupa Street, Suite 101 Ontario, CA 91761 Darrell Lewis, Administrator Tel: (909) 331-3191 – office@scsurveyjac.org
Tile Setter	SD Associated General Contractors JAC (www.agcsd.org) 6212 Ferris Square San Diego, CA 92121 Pete Saucedo, Training Director Tel: (858) 558-0739 – psaucedo@agcsd.org

Project Name and Bid Number: _____

Your Company: _____

Address: _____

City, State, Zip: _____

Date: _____

Labor Compliance
Equal Opportunity Contracting
City of San Diego
1200 Third Avenue, Suite 200, MS 56P
San Diego, CA 92101

Dear Labor Compliance Officer:

Subject: Authorized Signatory

This correspondence is to affirm that the person(s) identified below have the authority under penalty of perjury to so affirm, that the records are originals or are full, true, and correct copies of the original and depict truly, fully and correctly, the craft or type of work performed, hours and days worked, and the amounts by category listed, disbursed by way of cash, check, or in whatever form or manner to each person by job classification and/or skill pursuant to a public works contract. **To affirm signatory authorization, or to delegate signatory authorization, the person identified below must be owners or officers of the company. If delegating signatory authorization, both names must appear and remain current.**

(1)

(2)

Print Name of Authorized Signatory
Owner/Officer

Print Name of Approved Authorized
Signatory

Signature of Authorized Signatory

Signature of Authorized Signatory

Title of Authorized Signatory

Title of Authorized Signatory

If authorization changes – resubmit form with original signature.

PUBLIC WORKS CONTRACT AWARD INFORMATION

Contract award information must be sent to your Apprenticeship Committee if you are approved to train. If you are not approved to train, you must send the information (which may be this form) to ALL applicable Apprenticeship Committees in your craft or trade in the area of the site of the public work. Go to: <http://www.dir.ca.gov/das/PublicWorksForms.htm> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

Do not send this form to the Division of Apprenticeship Standards.

NAME OF YOUR COMPANY	CONTRACTOR'S STATE LICENSE NO
MAILING ADDRESS- NUMBER & STREET, CITY, ZIP CODE	AREA CODE & TELEPHONE NO.
NAME & ADDRESS OF PUBLIC WORKS PROJECT	DATE YOUR CONTRACT EXECUTED
	DATE OF EXPECTED OR ACTUAL START OF PROJECT
NAME & ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT	ESTIMATED NUMBER OF JOURNEYMEN HOURS
	OCCUPATION OF APPRENTICE
THIS FORM IS BEING SENT TO: (NAME & ADDRESS OF APPRENTICESHIP PROGRAM(S))	ESTIMATED NUMBER OF APPRENTICE HOURS
	APPROXIMATE DATES TO BE EMPLOYED

This is not a request for dispatch of apprentices.

Contractors must make a separate request for actual dispatch, in accordance with Section 230.1(a) California Code of Regulations

Check One Of The Boxes Below

1. We are already approved to train apprentices by the _____
Apprenticeship Committee. We will employ and train under their Standards. Enter name of the Committee

2. We will comply with the standards of _____
Apprenticeship Committee for the duration of this job only. Enter name of the Committee

3. We will employ and train apprentices in accordance with the California Apprenticeship Council regulations, including § 230.1 (c) which requires that apprentices employed on public projects can only be assigned to perform work of the craft or trade to which the apprentice is registered and that the apprentices must at all times work with or under the direct supervision of journeyman/men.

Signature _____ Date _____

Typed Name _____

Title _____

**State of California - Department of Industrial Relations DIVISION
OF APPRENTICESHIP STANDARDS**

REQUEST FOR DISPATCH OF AN APPRENTICE

Do not send this form to DAS

You may use this form to request dispatch of an apprentice from the Apprenticeship Committee in the craft or trade in the area of the public work. Go to: <http://www.dir.ca.gov/DAS/PublicWorksForms.htm> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

Date: _____

To Applicable Apprenticeship Committee: _____

Address: _____

Telephone: _____ Fax: _____

Contractor Requesting Dispatch: _____

Address: _____

Telephone: _____ Fax: _____

Person making request: _____

Number of Apprentice(s) Needed _____ Craft or Trade _____

Date Apprentice(s) to Report: _____ (48 hours notice required)

Name of Person to Report to: _____

Address to Report to
if different from above: _____

Time to Report: _____

You may use this form, or make a verbal or written request, to ask for the dispatch of an apprentice. Please take note of California Code of Regulations, *Title 8, § 230.1 (a)* which says in part: *if in response to a written request an Apprenticeship Committee does not dispatch any apprentice to a contractor who has agreed to employ and train apprentices in accordance with either the Apprenticeship Committee's Standards or these regulations within 72 hours of such request (excluding Saturdays, Sundays and holidays) the contractor shall not be considered in violation of this section as a result of failure to employ apprentices ...*

State of California
 Department of Industrial Relations
 California Apprenticeship Council
 P.O. Box 420603
 San Francisco, CA 94142

TRAINING FUND CONTRIBUTIONS

California Apprenticeship Council

Please use a separate **form** for each jobsite, listing the occupations for the jobsite. One **check** payable to the California Apprenticeship Council may be submitted for all jobsites and/or occupations. Training fund contributions are **not accepted** by the California Apprenticeship Council for federal public works projects, or for non-apprenticeable occupations such as utility technicians, teamsters, etc

NAME AND ADDRESS OF CONTRACTOR/SUB CONTRACTOR MAKING CONTRIBUTION	CONTRACTOR'S LICENSE NUMBER				
	CONTRACT OR PROJECT NUMBER				
	JOBSITE LOCATION (INCLUDE COUNTY) IF APPLICABLE - GIVE NAME OF SCHOOL, HOSPITAL, BUILDING, etc.				
NAME AND ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT	PERIOD COVERED BY CONTRIBUTION (FROM - TO)				
CLASSIFICATIONS OF WORKERS (CARPENTER, PLUMBER, ELECTRICIAN, ETC).	COUNTY WORK PERFORMED IN	HOURS	CONTRIBUTION RATE PER HOUR	AMOUNT	
Total					
SIGNATURE PLEASE TYPE OR PRINT YOUR NAME					DATE
TITLE					AREA CODE & TELEPHONE NUMBER

CITY OF SAN DIEGO
CONTRACTOR FRINGE BENEFIT STATEMENT

Contract Bid # and W/O #:	Contract Name and Location:	Today's Date:
Contractor / Subcontractor Name:		Business Address and Telephone Phone:

In order that the proper Fringe Benefit rates can be verified when checking payrolls on the above contract, the hourly rates for fringe benefits, subsistence and/or travel allowance payment made for employees on the various classes of work are tabulated below.

Classification:		Effective Date:	Subsistence or Travel Pay:
Determination Number:		Determination Expires:	\$ _____
FRINGE BENEFITS	Health & Welfare	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Pension	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Vacation/ Holiday	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Training and/or Other	\$ _____	PAID TO: Name: _____ Address/Phone: _____

Classification:		Effective Date:	Subsistence or Travel Pay:
Determination Number:		Determination Expires:	\$ _____
FRINGE BENEFITS	Health & Welfare	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Pension	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Vacation/ Holiday	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Training And/or Other	\$ _____	PAID TO: Name: _____ Address/Phone: _____

Classification:		Effective Date:	Subsistence or Travel Pay:
Determination Number:		Determination Expires:	\$ _____
FRINGE BENEFITS	Health & Welfare	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Pension	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Vacation/ Holiday	\$ _____	PAID TO: Name: _____ Address/Phone: _____
	Training And/or Other	\$ _____	PAID TO: Name: _____ Address/Phone: _____

Revised statements must be submitted during the progress of work should a change in rate of any of the classifications be made.

Submitted By: Name / Title (please print)	Signature:
---	------------

STATEMENT OF COMPLIANCE

Date _____ Payroll Number _____
 Bid No. _____

I, _____ do hereby **certify under penalty of perjury:**
 (Name of Signatory Party) (Title)

(1) That I pay or supervise the payment of the persons employed by _____ on
 (Contractor or Subcontractor)

_____, that during the payroll commencing on the ____ day of _____,
 (Project Title)

20____ and ending the ____ day of _____, 20____, all persons employed on said project have been paid their full weekly wages earned, that no rebates have

been or will be made either directly or indirectly to or on behalf of said _____ from the full weekly wages earned
 (Contractor or Subcontractor)

by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as **described below:**

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classification set forth therein for each laborer or mechanic conform with the work he or she performed.

(3) That any apprentices employed in the above period are duly registered in a bonafide apprenticeship program registered with a State apprenticeship agency.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

G In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

G Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below:

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
REMARKS:	
NAME AND TITLE	SIGNATURE

On Federally funded projects, permissible deductions are defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c).

Also, the willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution (see Section 1001) of Title 18 and Section 231 of Title 31 of the United States Code).



PUBLIC WORKS PAYROLL REPORTING FORM

NAME OF CONTRACTOR: OR SUBCONTRACTOR:	CONTRACTOR'S LICENSE NO.: SPECIALITY LICENSE NO.:	ADDRESS:
--	--	----------

PAYROLL NO.:	FOR WEEK ENDING:	SELF-INSURED CERTIFICATE NO.:	PROJECT OR CONTRACT NO.:
	(4) DAY (5) (6)	WORKERS' COMPENSATION POLICY NO.:	PROJECT AND LOCATION:

(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) NO. OF WITH-HOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY							(5) TOTAL HOURS	(6) HOURLY RATE OF PAY	(7) GROSS AMOUNT EARNED		(8) DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS							(9) NET WGS PAID FOR WEEK / CHECK NO.															
			M	T	W	TH	F	S	S			THIS PROJECT	ALL PROJECTS	FED. TAX	FICA (SOC. SEC.)	STATE TAX	SDI	VAC/ HOLIDAY	HEALTH & WELF.	PENSION	TRAING.	FUND ADMIN	DUES	TRAV/ SUBS.	SAVINGS	OTHER*	TOTAL DEDUC-TIONS									
			DATE																																	
HOURS WORKED EACH DAY																																				
		S																																		
		O																																		
		S																																		
		O																																		
		S																																		
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		O																																		

PROJECT NAME AND BID NO.: _____

AUTHORIZATION FOR PAYROLL DEDUCTION

Employee's Name: _____
(Please print)

I hereby authorize _____
(Name of Company)

To deduct the following from my payroll check:

Amount of deduction: _____

Start of deduction: _____

Frequency of deduction: _____

Termination date of deduction: _____

Reason for deduction:

Employee's signature: _____

Date signed: _____

Non-Performance Payroll Report

(Statement of Non-Performance)

Date: _____

Payroll # _____

Contractor Name: _____

I _____ do hereby state that no person(s) were employed on the
(Name of Signatory Party)

construction of _____ Bid No: _____
(Project Title)

during the payroll period commencing on the _____ day of _____, 20____,

and ending on the _____ day of _____, 20_____.

Signature of Authorized Representative

Title

Note: One copy of this form must be submitted within ten (10) calendar days following the close of the contractor's pay period for any pay period that the contractor did not employ workers on the contract site.

This Report Is Not Required Prior To Submission Of Initial Performance Payroll Report

MONTHLY EMPLOYMENT REPORT

Contractor: _____ Employer I.D. Number: _____

Project Title: _____ Work Order Number: _____

Reporting Period: From: _____ To: _____ Bid Number: _____

Employee List		Social Security #	Male or Female	1 Ethnic Symbol	Craft	2 Employee Source	Number of Hours Worked
Last Name, First Name, Middle Initial	Social Security #						
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

1 Ethnic Symbol	
Black, African American	BL
Mexican American, Hispanic, Latino, Puerto Rican	MA
Native American, American Indian, Eskimo	NA
Asian, Pacific Islander	AP
Filipino	FI
Caucasian	CA
Other Ethnicity (not defined above)	OTH

2 Employee Source	
Apprenticeship Program	A
Employment Agency	E
Training Program	T
Union Hiring Hall	U
Other	O

I certify under penalty of perjury that the foregoing information is true and correct:

Authorized Signature

Printed Name / Title

Date Prepared

MONTHLY INVOICING REPORT

Prime Contractor: _____
 Construction Project Title: _____
 Contact Person and Phone: _____

Reporting Month: _____
 Bid Number: _____
 Original Contract Amount: _____
 Contract Amount to Date: _____

SUBCONTRACTORS / SUPPLIERS (List Names of all Subcontractors / Suppliers)	DBE, DVBE, OBE, MBE, WBE, ELBE, SLBE, WoSB, HUBZone, OR SDVOSB	Actual Start Date	Date of Last Invoice	Dollar Amount Paid This Month	Amount Invoiced to Date	CUMULATIVE AMOUNTS PAID TO DATE		ORIGINAL AMOUNTS LISTED IN BID		Change Order Paid This Month
						Dollar Amount	% of Contract	Dollar Amount	% of Contract	
SUBCONTRACTORS:										
VENDORS/SUPPLIERS:										
TOTAL DBE SUBCONTRACTORS / SUPPLIERS										
TOTAL DVBE SUBCONTRACTORS / SUPPLIERS										
TOTAL MBE SUBCONTRACTORS / SUPPLIERS										
TOTAL WBE SUBCONTRACTORS / SUPPLIERS										
TOTAL ELBE SUBCONTRACTORS / SUPPLIERS										
TOTAL SLBE SUBCONTRACTORS / SUPPLIERS										
TOTAL WoSB , SUBCONTRACTORS / SUPPLIERS										
TOTAL HUBZone SUBCONTRACTORS / SUPPLIERS										
TOTAL SDVOSB SUBCONTRACTORS / SUPPLIERS										
TOTAL OBE SUBCONTRACTORS / SUPPLIERS										
TOTAL AMOUNT PAID TO PRIME										

I certify under penalty of perjury that the foregoing is true and correct:

 Authorized Signature Printed Name / Title Date

Project Title: _____ Bid No.: _____ Contact Name: _____
 Contractor: _____ Address: _____



City of San Diego
 Equal Opportunity Contracting Program
 1200 Third Ave., Suite 200 – San Diego, CA 92101
 (619) 236-6000, FAX: (619) 235-5209

FINAL SUMMARY REPORT

The objective of the *Equal Employment Opportunity Contracting Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law.

Additionally, San Diego Municipal Code Sections 22.2701 through 22.2708 requires all contractors doing business with the City, and their subcontractors, to comply with the City's Equal Employment Opportunity Outreach Programs. The Contractor shall maintain records of all subcontracts entered into with all firms, all project invoices received from Subcontractors and Suppliers, all purchases of materials and services from Suppliers, and all joint venture participation. Records shall show name, telephone number including area code, and business address of each Subcontractor, Supplier, and joint venture partner, and the total amount actually paid to each firm.

These records maintained shall be consolidated into a *Final Summary Report*, certified as correct by an authorized representative of the Prime Contractor, and submitted to the Engineer with a copy to the EOC Program Manager at 1200 Third Ave., Suite 200, San Diego, CA 92101, 30 days prior to completion. A Notice of Completion and Acceptance will not be filed by the City until after its review of the *Final Summary Report*.

Form to be returned to: _____
 (Field Engineer)

Subcontractor/Supplier/Trucker Name, Address and Telephone #	Certification Type*	Description of Work	Contractor(C) Vendor (V) Supplier (S) Trucker (T)	Joint Venture Partner Y/N	Original \$ Amount	Final \$ Amount	Reason for Discrepancy (Change Order Nos. and \$)

*DBE, DVBE, MBE, WBE, ELBE, SLBE, OBE, ELBE, SLBE, WoSB, HUBZone, OR SDVOSB

The above-listed Final Summary Report is complete and certified as correct by:

Signature- (authorized representative of the Contractor) **Print Name and Title** **Telephone Number** **Date**

**CONTRACT CHANGE ORDER (CCO)
EQUAL OPPORTUNITY CONTRACTING PROGRAM**

Project Name: _____ CCO Number: _____
 Bid Number: _____ Total Number CCO: _____
 Prime Contractor: _____
 Date: _____
 Original Contract Amount: _____

CCO Line Item	Description	Subcontractor Name	Certification Type*	\$ Prime	\$ Subcontractor

*DBE, DVBE, MBE, WBE, ELBE, SLBE, OBE, ELBE, SLBE, WoSB, HUBZone, OR SDVOSB

Notes: An entry line must be entered for each Subcontractor when multiple Subcontractors are involved with the same line item.

Signature- (authorized representative of the Contractor) **Print Name and Title** **Telephone Number** **Date**

Things to Remember

Labor Compliance Forms Due PRIOR to Work Beginning:

- Authorized Signatory Form (Original Signature Required)
- List of Trades and/or Crafts
- Public Works Contract Award Information (DAS 140) – With Verification
- Training Fund Contributions (Original Signature Required)
- Fringe Benefit Statement Forms (Original Signature Required) – Due BEFORE first payroll and then only when a change occurs
- Authorization for Payroll Deduction (Original Signature Required) – Deductions other than standard deductions must be authorized by the employee

Labor Compliance Forms Due Weekly:

- Certified Payroll For (Public Works Payroll Reporting Form)
- Statement of Compliance (Original Signature Required)
- Statement of Non-Performance (Due when work is not performed once on job-site)

Labor Compliance Forms Due Monthly:

- Monthly Employment Report (MER) from ALL contractors on said project
 - Monthly Invoicing Report (MIR) completed by prime contractor
- ✓ Work over 8 hours in a day or 40 hours in a week MUST be paid at the overtime rate.
 - ✓ Certified payroll records must be numbered consecutively starting with the first week on site.
 - ✓ Last certified payroll must be marked “**FINAL**”.

❖ **Single Asterisk (*):**

Effective until superseded by a new determination issued by the Director of Industrial Relations. Contact the Division of Labor Statistics and Research for specific rates at (415) 703-4774 for the new rate after 10 days from the expiration date, if no subsequent determination is issued.

❖ **Double Asterisks (**):**

The rate to be paid for work performed after this date has been determined. If work will extend past this date the new rate must be paid and should be incorporated in contracts entered into now. Contact the Division of Labor Statistics and Research for specific rates at (415) 703-4774.

❖ **Employee Interview on Job Site:**

Interviews are done to obtain information to verify correct wages are being recorded on the certified payrolls for the given craft/classification on the given job.