

# Labor Compliance Packet



Labor Compliance Officer:

Prime Contractor:

Bid/Contract #:

Project Title:

DIR Project ID:

Bid Advertisement Date:

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## Office of Labor Standards & Enforcement

Prevailing Wage Program

1200 Third Ave, 9<sup>th</sup> Floor

San Diego, CA 92101

[PrevailingWage@sandiego.gov](mailto:PrevailingWage@sandiego.gov)

## LABOR LAW REQUIREMENTS

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1. **Compliance with All Labor Laws.** Contractors must adhere to all local, state, and federal safety, labor, employment, and licensing laws. SDMC §22.3004(c). This includes proper licensing under Labor Code §1021 and under the California Contractor License Law, as well as compliance with state and federal OSHA laws and regulations. Compliance with local labor laws includes the City of San Diego Earned Sick Leave and Minimum Wage Ordinance and may include the Living Wage Ordinance, if applicable. This contract is subject to prevailing wage compliance monitoring by the Office of Labor Standards and Enforcement. SDMC §22.5701(c)(1)(D).
2. **Payment of Prevailing Wages.** Contractors must pay workers the correct prevailing wage rates for each craft, classification, and type of work performed for all hours worked. Labor Code §§1773 and 1774.
3. **Apprentices.** Contractors must employ apprentices registered from a state-approved apprenticeship program and make apprenticeship training contributions. Labor Code §1777.5.
4. **Penalties for Wage and Apprenticeship Violations.** Contractors may face penalties for failure to pay prevailing wages and employ apprentices, include forfeitures and debarment under Labor Code §§1775 and 1777.7. Contractors may also be debarred from City contracts for violations of prevailing wage laws. SDMC §22.0807(b)(8).
5. **Overtime Compensation.** Contractors must pay workers overtime pay at no less than one and one-half times the basic hourly rate of pay for hours worked more than eight hours in one day and/or 40 hours in one week. Labor Code §1815.
6. **Certified Payrolls.** Contractors are required to keep and submit weekly certified payroll reports into the City's electronic payroll reporting system and to the California Department of Industrial Relations. Labor Code §§ 1773, 1774, 1776; 8 CCR §16400; SDMC §22.3019.
7. **Accurate Payroll Records.** Contractors are required to keep accurate records showing the name and actual hours worked each calendar day and each calendar week by each worker employed on this project and submit these records to the City upon written request. Labor Code §1812.
8. **Itemized Wage Statements.** Contractors are required to furnish employees with itemized wage statements. Labor Code §226.
9. **DIR Registration.** Contractors are required to register, and remain registered for the duration of the project, with the California Department of Industrial Relations. Labor Code §1777.5

10. **Wage Determinations.** The prevailing wage determinations for all applicable crafts and classifications must be posted in a visible and accessible location on-site. Copies of the prevailing wage rate of per diem wages are available at the Office of Labor Standards and Enforcement and available upon request. Labor Code §1773.2
11. **Nondiscrimination in Employment.** Contractors are prohibited against employment discrimination. Labor Code §1777.6, Title VII of the Civil Rights Act of 1964, and SDMC §22.3504.
12. **Kickback Prohibition.** Contractors are prohibited from accepting or extracting kickbacks from employee wages. Labor Code §1778.
13. **Acceptance of Fees Prohibition.** Contractors are prohibited from accepting fees for registering any person for public work or from filing work orders on public works. Labor Code §§1779 and 1780.
14. **Undocumented Workers.** Federal law prohibits employers from knowingly employing undocumented workers. All workers, regardless of immigration status, are entitled to protections under state labor laws, including the payment of prevailing wage. Labor Code §1171.5.
15. **Penalties.** Contractor may be assessed penalties for the failure to submit certified payroll, pay prevailing wages, or employ apprentices. Labor Code §§1775, 1776, and 1777.7.
16. **Workers Compensation Coverage.** Contractor must abide by workers compensation requirements. Labor Code §§1860–1861.

**I acknowledge that I have been informed and am aware of the foregoing requirements presented by the City of San Diego.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## LABOR STANDARDS RESOURCES

**OLSE Website** [www.sandiego.gov/compliance/labor-standards-enforcement/prevailing-wage](http://www.sandiego.gov/compliance/labor-standards-enforcement/prevailing-wage)

**DIR Prevailing Wage Rates** [www.dir.ca.gov/OPRL/DPreWageDetermination.htm](http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm)

Prevailing wage rates are available online on the DIR's webpage and copies are maintained and available from OLSE upon request. Wage rates are set for each classification of crafts and trades. Rates are usually based on regional collective bargaining agreements. The bid advertisement date of a project determines the applicable General Prevailing Wage Determination. State wage rates are available on the DIR webpage.

A single asterisk (\*) after a wage expiration date indicates this rate is in effect for the duration of the project. Two asterisks (\*\*) indicate this wage is effective until the expiration date and a rate increase has been determined for work performed after this date. State wage determinations are published twice a year, February 22 and August 22, and are effective 10 days after issuance. Please be cognizant that increase dates may vary depending on craft or classification.

**DIR Public Works Contractor Registration** [www.dir.ca.gov/Public-Works/Contractor-Registration.html](http://www.dir.ca.gov/Public-Works/Contractor-Registration.html)

**DIR PWC-100 Public Works Project Search** <https://services.dir.ca.gov/gsp>

**DIR Public Works Manual** [www.dir.ca.gov/dlse/PWManualCombined.pdf](http://www.dir.ca.gov/dlse/PWManualCombined.pdf)

**DIR Support Center** [www.dir.ca.gov/Public-Works/SupportCenter.html](http://www.dir.ca.gov/Public-Works/SupportCenter.html)

**CAC – Training Fund Contributions** [www.dir.ca.gov/das/TF/CAC2.asp](http://www.dir.ca.gov/das/TF/CAC2.asp)

**Apprentice Wage Rates** [www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp](http://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp)

**Apprenticeship Programs, Requirements & Forms** [www.dir.ca.gov/DAS/PublicWorksForms.htm](http://www.dir.ca.gov/DAS/PublicWorksForms.htm)

**Earned Sick Leave and Minimum Wage Ordinance** [www.sandiego.gov/compliance/labor-standards-enforcement/minimum-wage](http://www.sandiego.gov/compliance/labor-standards-enforcement/minimum-wage)

**Living Wage Ordinance** [www.sandiego.gov/compliance/labor-standards-enforcement/living-wage](http://www.sandiego.gov/compliance/labor-standards-enforcement/living-wage)

## **REQUIRED LABOR COMPLIANCE DOCUMENTATION**

Prime contractors are responsible for ensuring accurate and complete compliance documentation for themselves and all subcontractors, regardless of tier, to the OLSE. The following required forms are included in this packet and are available on the OLSE webpage.

### **List of Trades and Crafts**

Contractors and subcontractors must submit a list of all trades, crafts, classifications, and determinations numbers contractor plans to use on the contract.

### **Fringe Benefit Statement**

- A Fringe Benefit Statement must be submitted before the start of a project. The statement must be updated and re-submitted whenever benefit amounts or payment methods change.
- The statement must list all approved benefit plans or programs used to maintain the contractor's fringe benefits.
- If fringe benefits are paid directly to employees as part of the hourly wages, the contractor must clearly indicate "In Cash."
- For projects subject to the City of San Diego's Citywide Project Labor Agreement:
  - Fringe benefits must be paid to the appropriate union trust fund and not directly to the worker, a non-union trust fund, or a company benefit fund (e.g. 401K, medical, dental, etc.)
  - Contractors are required to submit a Fringe Benefit Payment Affidavit prior to release of final payment and/or retention.

### **Authorized Signatory Form**

This form be signed by an owner, officer, or other authorized representative under penalty of perjury, confirming that certified payroll records are accurate and correctly reflect work performed, hours worked, and wages paid.

### **Authorization for Payroll Deductions**

This form specifies any payroll "Other" deductions (e.g. garnishments, 401(K), child support, etc.). The form must be signed by the employee and submitted with the first payroll reflecting the deduction.

### **Training Fund Contributions**

- Contractors employing journeymen or apprentices in apprenticeable crafts must contribute the required hourly training rate to the California Apprenticeship Council (CAC) for each hour worked, including overtime hours.
- CAC Training Fund Contributions: <https://www.dir.ca.gov/DAS/tf/cac2.asp>
- A contractor may take credit for such contributions made to a DAS-approved apprenticeship program that can supply apprentices to the site for that craft.

- The training contribution is a distinct obligation of the contractor and cannot be satisfied by paying the required hourly contribution directly to the employee.
- Training fund contributions are due on the 15<sup>th</sup> of each month to the California Apprenticeship Council or apprenticeship program.
- Proof of training fund contribution payments must be submitted to the Labor Compliance Officer.
- CCR Title 8, section 230.2: [https://www.dir.ca.gov/t8/230\\_2.html](https://www.dir.ca.gov/t8/230_2.html)

### **Certified Payroll Records**

Prime contractors and all subcontractors must submit certified payroll records to both:

- City: <https://pro.prismcompliance.com/>
- DIR: [www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html](http://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html)
- Payrolls must be submitted for all entities providing labor on the project, including subcontractors, subconsultants, owner-operators, vendors, and suppliers.
- The City does not accept paper certified payroll records.

### **Apprenticeship Requirements and Documentation**

- Apprentices are required on public works projects greater than \$30,000 for any apprenticeable craft. Labor Code §1777.5.
- Contractors must employ apprentices in the correct ratio to journeymen of no less than one hour of apprentices work for every five hours of labor performed by a journeyman.
- If the contractor agrees to be bound by the standards of an apprenticeship program, the ratio may be no higher than the ratio stipulated by the apprenticeship program. Labor Code §1777.5 (d) and (g).
- For more information on minimum apprentice ratios, including exemptions: <https://www.dir.ca.gov/DAS/RatioExemption.htm>

### **Public Works Contract Award Information (DAS-140)**

- Before starting work, contractors must submit a DAS-140 form for each apprenticeable craft/trade.
- If your company is approved to train apprentices by the Division of Apprenticeship Standards, you must send the contract award information to your apprenticeship committee.
- If your company is not approved to train apprentices, you must send the form to all applicable apprenticeship committees covering the project's geographic area. The form must include anticipated apprentice start dates, the number of apprentices, and journeyman hours.
- Submit the original to the apprenticeship committee(s) and provide a copy, along with proof of submission, to the Labor Compliance Officer.

- A searchable database of apprenticeship programs by geographic area is available on the DIR webpage: <https://www.dir.ca.gov/databases/das/pwaddrstart.asp>
- CCR Title 8, section 230: <https://www.dir.ca.gov/t8/230.html>

#### **Agreement to Train Apprentices (DAS-7):**

Contractors that indicate on the DAS-140 form that they are approved to train apprentices must provide documentation of this approval to the Labor Compliance Officer upon request.

- This documentation is issued by the Division of Apprenticeship Standards (DAS) in the form of a DAS-7 Agreement to Train Apprentices.
- A valid DAS-7 demonstrates that the contractor is an approved training program sponsor or has been authorized by a state-approved apprenticeship program to train apprentices in a specific craft or trade.
- Without a valid DAS-7, contractors must obtain apprentices through dispatch from an approved apprenticeship program in accordance with Labor Code §1777.5 and CCR Title 8 §230-230.1

#### **Request for Dispatch of Apprentice (DAS-142):**

Contractors who are not already employing sufficient apprentices are required to contact the applicable apprenticeship committee to request apprentices for each apprenticeable craft or trade you are using on your project using the DAS-142 form.

- The form must be submitted at least three business days (72 hours) before the apprentice is to report to the jobsite and it must be sent to the apprenticeship committees providing training in the applicable craft or trade whose geographical areas of operation includes the site of the public work.
- If the apprenticeship committee does not dispatch apprentices, the contractor must request apprentice dispatch from another committee in the geographical area of the site of the public work and must request dispatch from each committee either consecutively or simultaneously until the contractor has requested dispatches from each such committee in the geographical area.
- CCR Title 8, section 230.1: [https://www.dir.ca.gov/t8/230\\_1.html](https://www.dir.ca.gov/t8/230_1.html)
- Proof of registration form California's State Division of Apprenticeship Standards (DAS) for each apprentice must be maintained and may be requested by the Labor Compliance Officer.
- In the event contractor or subcontractors fail to comply with the obligation to hire apprentices or employ apprentices in the correct ratio, the City will prepare and submit an apprenticeship complaint to the DIR.

## List of Trades/Crafts Instructions

All contractors working on projects subject to prevailing wage requirements should submit to the City's Office of Labor Standards and Enforcement.

- 1) List of crafts and/or trades for work to be performed by your firm and each subcontractor, vendor or supplier.

*Example:*

### **ACCEPTABLE**

| TRADE/CRAFT        | CLASSIFICATION                            | DETERMINATION NUMBER |
|--------------------|-------------------------------------------|----------------------|
| LABORER            | Laborer: Engineering Construction Group 1 | SD-23-102-3-2014-2   |
| OPERATING ENGINEER | OPERATING ENGINEER Group 12               | SD-23-63-3-2016-1    |
| CARPENTER          | Carpenter (Heavy and Highway Work)        | SD-23-31-4-2015-2    |
| LABORER            | Laborer (Engineer Construction) Period 4  | 2016-2               |
|                    |                                           |                      |

### **NOT ACCEPTABLE**

| TRADE/CRAFT | CLASSIFICATION      | DETERMINATION NUMBER |
|-------------|---------------------|----------------------|
| LABORER     | Laborer Engineering | 2014-2               |
| CARPENTER   | Carpenter           | SD-23-31-4-2015-2    |
|             | Apprentice          | 2016-2               |
|             | Plastering          |                      |
|             |                     |                      |

- 2) The name, contact person, business address, telephone (including area code) and e-mail address for the prime contractor, each subcontractor, vendor or supplier along with the specific dollar amount of each subcontract. If different from the specified business address, provide address and telephone number of the facility where payroll records are located and maintained. Also, please provide the anticipated start and end dates for each contractor.

**NOTE:** You must list all subcontractors, vendors, and suppliers, regardless of dollar amount and tier level.

[illegible]

# Fringe Benefit Statement

|                           |                |               |
|---------------------------|----------------|---------------|
| Contract Bid No.:         | Contract Name: | Today's Date: |
| Contractor/Subcontractor: | Address:       |               |

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.

|                                       |                                              |                                        |
|---------------------------------------|----------------------------------------------|----------------------------------------|
| <b>Classification:</b>                | Effective Date:                              | Subsistence or Travel Pay:<br>\$ _____ |
| <b>Employee Name (if applicable):</b> |                                              |                                        |
| Health & Welfare \$ _____             | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Pension \$ _____                      | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Vacation/ Holiday \$ _____            | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Training \$ _____                     | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Other \$ _____                        | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| <b>Classification:</b>                | Effective Date:                              | Subsistence or Travel Pay:<br>\$ _____ |
| <b>Employee Name (if applicable):</b> |                                              |                                        |
| Health & Welfare \$ _____             | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Pension \$ _____                      | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Vacation/ Holiday \$ _____            | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Training \$ _____                     | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Other \$ _____                        | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| <b>Classification:</b>                | Effective Date:                              | Subsistence or Travel Pay:<br>\$ _____ |
| <b>Employee Name (if applicable):</b> |                                              |                                        |
| Health & Welfare \$ _____             | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Pension \$ _____                      | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Vacation/ Holiday \$ _____            | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Training \$ _____                     | PAID TO: Name: _____<br>Address/Phone: _____ |                                        |
| Other \$ _____                        | PAID TO: Name: _____<br>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: |
|-----------------------------------------|------------|

# AUTHORIZED SIGNATORY

Project Name: \_\_\_\_\_  
Bid Number: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Date: \_\_\_\_\_

Prevailing Wage Program  
Office of Labor Standards & Enforcement  
City of San Diego  
1200 Third Avenue, Suite 900 MS CCP9-CD  
San Diego, CA 92101

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.**

|                                                              |                                                      |
|--------------------------------------------------------------|------------------------------------------------------|
| _____<br>Print Name of Authorized Signatory<br>Owner/Officer | _____<br>Print Name of Approved Authorized Signatory |
| _____<br>Signature of Authorized Signatory                   | _____<br>Signature of Authorized Signatory           |
| _____<br>Title of Authorized Signatory                       | _____<br>Title of Authorized Signatory               |

*If authorization changes resubmit form with original signature*

## AUTHORIZATION FOR PAYROLL DEDUCTION

Contractor: \_\_\_\_\_ Bid Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to process deductions listed below from my payroll check as follows:

1. Reason for Deduction: \_\_\_\_\_  
Start of Deduction: \_\_\_\_\_ End of Deduction: \_\_\_\_\_  
Percentage/ Amount of deduction: \_\_\_\_\_  
Frequency of deductions: Per Hour ☐ Weekly ☐ Monthly ☐ One time only ☐
  
2. Reason for Deduction: \_\_\_\_\_  
Start of Deduction: \_\_\_\_\_ End of Deduction: \_\_\_\_\_  
Percentage/ Amount of deduction: \_\_\_\_\_  
Frequency of deductions: Per Hour ☐ Weekly ☐ Monthly ☐ One time only ☐
  
3. Reason for Deduction: \_\_\_\_\_  
Start of Deduction: \_\_\_\_\_ End of Deduction: \_\_\_\_\_  
Percentage/ Amount of deduction: \_\_\_\_\_  
Frequency of deductions: Per Hour ☐ Weekly ☐ Monthly ☐ One time only ☐
  
4. Reason for Deduction: \_\_\_\_\_  
Start of Deduction: \_\_\_\_\_ End of Deduction: \_\_\_\_\_  
Percentage/ Amount of deduction: \_\_\_\_\_  
Frequency of deductions: Per Hour ☐ Weekly ☐ Monthly ☐ One time only ☐
  
5. Reason for Deduction: \_\_\_\_\_  
Start of Deduction: \_\_\_\_\_ End of Deduction: \_\_\_\_\_  
Percentage/ Amount of deduction: \_\_\_\_\_  
Frequency of deductions: Per Hour ☐ Weekly ☐ Monthly ☐ One time only ☐

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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/databases/das/pwaddrstart.asp> 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**

## Explanation to box 1 - 3 on form DAS 140

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- Box 1 is for contractors who are already approved to train by an apprenticeship program (signatory/member).
- Box 2 indicates that a contractor is willing to comply with a program's Standards for the current project only. This generally means that the fringe benefits and the training funds will be paid to that Committee's Trust Fund. It also allows a contractor to take advantage of a more generous maximum ratio than the CAC Standards, but does not affect the minimum ratio of 1 apprentice hour for every 5 journeyman hours.
- Box 3 means that a contractor will be governed by the regulations of the California Apprenticeship Council. Generally this means that the minimum and maximum ratio for apprentices is the same – 1 apprentice hour for every 5 journeyman hours per each craft, totaled at the end of the project. It also means the Training Fund Contribution is usually paid to the California Apprenticeship Council.

# REQUEST FOR DISPATCH OF AN APPRENTICE – DAS 142 FORM

**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/databases/das/pwaddrstart.asp> for information about programs in your area and trade. You may also consult your local Division Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards. **Except for projects with less than 40 hours of journeyworkers work, you must request and employ apprentices in no less than 8 hour increments.**

**List one occupation/craft per form**

Date: \_\_\_\_\_

Contractor Requesting Dispatch:

To Applicable Apprenticeship Committee:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

License No. \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

PWC Registration Number: \_\_\_\_\_

Email Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

Project Information: PWC Project Number \_\_\_\_\_ Contract Number \_\_\_\_\_

Total Contract Amount. \_\_\_\_\_ Sub-Contract Amount \_\_\_\_\_

Name of the Project: \_\_\_\_\_

Address: \_\_\_\_\_

Dispatch Request Information:

Number of Apprentice(s) Needed: \_\_\_\_\_ Craft or Trade: \_\_\_\_\_

Date Apprentice(s) to Report: \_\_\_\_\_ (72 hrs. notice required) Time to Report: \_\_\_\_\_

Name of Person to Report to: \_\_\_\_\_

Address to Report to: \_\_\_\_\_

You may use this form to make your written request for the dispatch of an apprentice. Requests for dispatch must be in writing and submitted at least 72 hours in advance (excluding weekends and holidays) via first class mail, fax or email. **Proof of submission may be required.** Please take note of California Code of Regulations, Title 8, § 230.1 (a) for all applicable requirements regarding apprenticeship requests and/or

visit <https://www.dir.ca.gov/das/PublicWorksForms.htm>

DAS 142 (6/24)