



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: _____

General Information:

- **Substitution** (subcontractor change) of any listed subcontractor requires written approval by the City prior to performance. Violations subject prime contractor to sanctions as stipulated in *Subletting and Subcontracting Fair Practices Act* of the Public Contract Code.
- **Posters:** Equal Opportunity posters must be displayed publicly at job site; contractor will construct a portable stand to meet criteria for public visibility, if necessary. Applicable wage rates must be posted at all prevailing wage job sites.
- **Employee Goals for Federally-Funded Construction Projects** are 16.9% for minorities and 6.9% for women. During the length of this project, contractors are expected to achieve substantially uniform progress in meeting these goals for each trade employed.
- **Federal Prohibition:** Please be reminded that there is a federal prohibition against hiring undocumented workers and it is the prime contractor's responsibility to secure proof of eligibility/citizenship from all workers.

Reports Due at Project Start:

- **Public Works Contract Award Information [DAS 140]** must be submitted for each apprenticeable trade by the prime and all subcontractors. Contractors must list anticipated dates and number of apprentices to be employed and journey level hours. Original is sent to each apprenticeship committee; copy to City. This form is not a request for dispatch of apprentices; contractors must make a separate request for dispatch.
- **Request for Dispatch of an Apprentice [DAS 142].** Must be submitted at least 72 hours prior to work commencing. Originals are sent to each apprenticeship committee; a copy to City.

Reports Due Monthly:

- **Due Dates:** Each *Monthly Employment Report* and *Monthly Invoicing Report* must be submitted by the 5th day of the subsequent month to the EOC Program Manager at 1200 Third Avenue, Suite 200, San Diego, CA 92101 and a copy to the Resident Engineer.
- **Report Submission:** Incomplete reports may cause payment delays and/or nonpayment of invoice. If no work is performed, a report should be submitted with "No Activity" written across face of document. "Final Report" should be written across face of document when portion is complete.
- **Monthly Employment Report** must list each employee working on the specific project by full name, social security number, gender, ethnic category, craft and employee source. Prime contractor is responsible for collecting and submitting *Monthly Employment Report* from all subcontractors, at any level, working at the site. Contractors must submit report monthly for the total hours worked during the monthly reporting period, until their portion of work is complete.

- **Monthly Invoicing Report** requires prime contractor to list monthly payments made to subcontractors and/or suppliers based on invoices received. The Monthly Invoicing Report must be filled out completely and include name, address and phone number (with area code) of each subcontractor, vendor or supplier.

Report Due at end of Project:

- **Final Summary Report** requires prime contractor to submit report including all subcontracting activity during the project to City of San Diego within fifteen (15) calendar days after Final Inspection of contract work. Failure to comply may result in assessment of liquidated damages or withholding of retention.

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS

DIVISION OF APPRENTICESHIP STANDARDS
28 CIVIC CENTER PLAZA, ROOM 525
SANTA ANA, CA 92701

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 apprenticeable 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 apprenticeable 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.

STATE OF CALIFORNIA – DEPARTMENT OF INDUSTRIAL RELATIONS – DIVISION OF
APPRENTICESHIP STANDARDS

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. Further information on available apprenticeship programs is available by visiting: <http://www.dir.ca.gov/databases/das/aigstart.asp>

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 Luis Soberanes, Coordinator Tel: (858) 874-8519 – lu1399jate@dc36.org
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 92111 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 Patrick Knighton, Training Director Tel: (858) 569-6633 – pknighton@sdeett.org
Glazier	San Diego & Imperial Counties Glaziers JAC 8250 Ronson Road San Diego, CA 92111 Luis Soberanes, Coordinator Tel: (858) 874-8519, lu1399jatc@dc36.org
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
Painter/Drywall	Southern California Paint & Drywall Industries 2077 Yates Avenue Commerce, CA 90040 Jesus Fernandez, Training Director Tel: (323) 727-2811 – jfernandez@dc36jadc.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' Roofers and Waterproofers, JAC 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
Sound Technician	San Diego Sound Technician JATC 4675 Viewridge Avenue, Suite D San Diego, CA 92123 Patrick Knighton, Training Director Tel: (858) 569-6633 – pknighton@sdeett.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

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 information to the Division of Apprenticeship Standards.

NAME OF YOUR COMPANY	CONTRACTOR'S STATE LICENCE NO
MAILING ADDRESS, NUMBER & STREET	AREA CODE & TELEPHONE NO
NAME & ADDRESS OF PUBLIC WORKS PROJECT	DATE OF EXPECTED OR ACTUAL START OF PROJECT
NAME & ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT	ESTIMATED NUMBER OF JOURNEYMAN HOURS
THIS FORM IS BEING SENT TO: (NAME & ADDRESS OF APPRENTICESHIP PROGRAM(S))	OCCUPATION OF APPRENTICE
	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 Committee)
2. We will comply with the standards of _____ Apprenticeship Committee for the duration of this job only. (Enter name of 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) to Report: _____ 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 ...*

EOC Checklist/ Transmittal Sheet for Resident Engineer or Project Manager

PROJECT TITLE: _____ **BID#:** _____

CONTRACTOR: _____ **W.O.#:** _____

RESIDENT ENGINEER NAME: _____ **RE PHONE #:** _____

- = need	FORM NAME	JAN 200_	FEB 200_	MAR 200_	APR 200_	MAY 200_	JUN 200_	JUL 200_	AUG 200_	SEP 200_	OCT 200_	NOV 200_	DEC 200_
DUE IF NEW APPRENTICE ON PROJECT:													
-	Apprentice Request [DAS 140] (when new apprentice)												
-	Apprentice Agreement (when new apprentice)												
DUE MONTHLY:													
-	Monthly Invoicing Report (Prime only)												
-	Monthly Employment Report (Prime & all subcontractors)												
FOR FEDERAL & STATE FUNDED PROJECTS:													
	Certified Payroll Report w/ Statement of Compliance & Fringe Benefit Statement												

NOTES TO RE: **Reports are due from Contractor by 5TH of each month.**
 Review reports for completeness and accuracy.
 Forward to EOC within two weeks.

SEND TO: **Compliance Officer:** _____
 Mail Station 56-P Fax: (619) 235-5209

REMARKS: _____

MONTHLY EMPLOYMENT REPORT

Contractor: _____ Employer I.D. Number: _____

Project Title: _____ Work Order Number: _____

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

Employee List		Last 4 Digits SSN	Employee Address (City, State, Zip ONLY)	Male or Female	1 Ethnic Symbol	Craft	2 Employee Source	Number of Hours Worked
Last Name, First Name, Middle Initial								
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**

PRE CONSTRUCTION CONFERENCE NOTES

Compliance Officer	
Date of Pre Con	
Project	
Bid No. & W.O. No.	
Contractor	
Scope of Work	
Location of Staging Area	
Date NTP Effective	
Duration of Project Maintenance Period	
Work Hours	
Resident Engineer No.	
District Engineer No.	
Funding Source	
Payroll Person No.	
City Project Manager	
Prime's Superintendent Prime's Foreman	
Progress Meetings	
OBTAIN	Business Cards : <input type="checkbox"/> Resident Engineer <input type="checkbox"/> Prime <input type="checkbox"/> Plans <input type="checkbox"/> Schedule
Concerns	
COMMENTS: 	