



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.*

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**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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## 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 5<sup>th</sup> 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.

## 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**

## 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_
<b>DUE IF NEW APPRENTICE ON PROJECT:</b>													
	Apprentice Request [DAS 140] (when new apprentice)												
	Apprentice Agreement (when new apprentice)												
<b>DUE MONTHLY:</b>													
	Monthly Invoicing Report (Prime only)												
	Monthly Employment Report (Prime & all subcontractors)												
<b>FOR FEDERAL &amp; STATE FUNDED PROJECTS:</b>													
	Certified Payroll Report w/ Statement of Compliance & Fringe Benefit Statement												

**NOTES TO RE:**      **Reports are due from Contractor by 5<sup>TH</sup> 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: \_\_\_\_\_

<b>Employee List</b>		Last 4 Digits SSN	Employee Address (City, State, Zip ONLY)	Male or Female	<b>1</b> Ethnic Symbol	Craft	<b>2</b> 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								

<b>1</b> 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

<b>2</b> 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 <b>DBE</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>DVBE</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>MBE</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>WBE</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>ELBE</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>SLBE</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>WoSB</b> , SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>HUBZone</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>SDVOSB</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL <b>OBE</b> SUBCONTRACTORS / SUPPLIERS										
TOTAL AMOUNT PAID TO <b>PRIME</b>										

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	
<b>OBTAIN</b>	Business Cards : <input type="checkbox"/> Resident Engineer <input type="checkbox"/> Prime <input type="checkbox"/> Plans <input type="checkbox"/> Schedule
Concerns	
<b>COMMENTS:</b>	