



## **Community Development and Housing (CDH)**

### **CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (Attachment D)**

# NOTICE TO BIDDERS

## COUNTYWIDE VISION

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The project(s) implemented with these funds assist in meeting an element of the Countywide Vision for sustainable infrastructures and housing as adopted by the County Board of Supervisors and San Bernardino County Transportation Authority on June 30, 2011.

## PROJECT FUNDING SUBJECT TO STATE PREVAILING WAGE REQUIREMENTS

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Bidder is advised and certify by bidding on this project that bidder (including any and all sub-contractors) is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq. as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Section 1720 of the California Labor Code states in part: "For purposes of this paragraph, 'construction' includes work performed during the design, site assessment, feasibility study, and other preconstruction phases of construction including, but not limited to, inspection and land surveying work, regardless of whether any further construction work is conducted, and work performed during the post-construction phases of construction, including, but not limited to, all cleanup work at the jobsite." If the Services/Scope of Work are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services/Scope of Work available to interested parties upon request and shall post copies at the Contractor's principal place of business and at the project site. Contractor will also adhere to any other applicable requirements, including but not limited to, those regarding the employment of apprentices, travel and subsistence pay, retention and inspection of payroll records, workers compensation and forfeiture of penalties prescribed in the Labor Code for violations. Contractor shall defend, indemnify and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with Prevailing Wage Laws.

Upon request by bidder a copy of the Director's General Prevailing Wage Determination(s), the date of which reflects the latest applicable modification at the time of this bid advertisement will be furnished. Bidders shall be notified, via Addendum, of modifications, if any, which supersede that wage determination. Bidder can obtain a copy of the Director's General Prevailing Wage Determination(s) at: <http://www.dir.ca.gov/OPRL/dprevwagedetermination.htm>.

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## CONSTRUCTION CONTRACT PROVISIONS - DEFINITIONS

The following are definitions of State and federal provisions/documents for federally-assisted projects.

**NOTE:** Please refer to the “Required Documents” table for any documents to be completed and submitted for this project. The term “Contractor” or “Contractor’s” are used throughout this document and may refer to the Prime Contractor, Subcontractor and/or lower tier Subcontractor. See the “Required Documents” table for information on which Contractor(s) are required to submit each document.

**Affirmative Action Compliance Guidelines for Construction or Non-Construction Contractors –** Generally, affirmative action requirements apply to contracts and subcontracts in excess of \$10,000. This document provides guidelines to assist all Contractors, as identified on the “Required Documents” table, meet affirmative action and Equal Employment Opportunity requirements set forth in federal regulations 41 CFR 60.

**Affirmative Action Compliance Form For Construction Contracts Over \$10,000 (LCF DB16-2.2) –** eDocument affirming all Contractors, as identified on the “Required Documents” table, understanding and implementation of Affirmative Action Compliance requirements.

**Authorization For Payroll Deduction(s) (LCF 16-1.4) –** eDocument signed by any employee of the Contractor, as identified on the “Required Documents” table, who has “Other/Garnish” payroll deduction.

**Bid Bond –** A bid guarantee of at least 10% of the contract price is required from each bidder and must be submitted with the Bid.

**Build America, Buy America Act (BABA) -** Requires that all iron and steel, construction materials, and manufactured products used in federally-funded infrastructure projects are produced in the United States. **The Prime Contractor is responsible to include Build America, Buy America language in all executed Subcontractor/Sub-Tier contracts for the project(s).**

**Business Certification –** Business certification includes Disadvantaged Business Enterprise (DBE) – Disadvantaged Veteran Business Enterprise (DVBE) – Local Business Enterprise (LBE) – Minority Business Enterprise (MBE) – Small Business Enterprise (ESBE) – Women Business Enterprise (WBE).

**Certificate of Owner’s Attorney –** This certificate is to be completed by the owner’s attorney when applicable.

**Certificate of Understanding and Authorization Form (LCF 16-1.2) –** eDocument signed by all Contractors, as identified on the “Required Documents” table, certifying the most current “Davis-Bacon Labor Standards” has been read and understood.

**Certification of Bidder Regarding Equal Employment Opportunity (LCF DB16-2.1) –** eDocument certification required by all Contractors, as identified on the “Required Documents” table, by federal regulations (41 CFR 60).

**Certification of Compliance with Air and Water Acts –** All Contractors, as identified on the “Required Documents” table, must comply with this certification when the contract exceeds \$100,000.

**Checklist of Labor Law Requirements (LCF CA16-3.1) –** eDocument signed by all Contractors, as identified on the “Required Documents” table, acknowledging awareness of the applicable labor law requirements.

**Contractor’s Certification of Compliance with Davis-Bacon and Related Acts (LCF DB16-2.0) –** eDocument certification required by all Contractors, as identified on the “Required Documents” table, by federal law (29 CFR 5).

**Davis-Bacon Act Wage Decision –** The Davis-Bacon Act Wage Decision contains the wage rates for construction projects within San Bernardino County. A copy of the Davis-Bacon Act Wage Decision is

included in the bid package and can also be found at <https://www.sam.gov/portal/public/SAM/>. The wage decision that applies to the project is the one in effect ten days prior to the bid opening date.

**eDocuments** – Labor compliance documents required to be submitted by all Contractors, as identified on the “Required Documents” table, electronically prior to Certified Payroll submission. Each eDocument is listed by name in the definitions herein.

**Equal Employment Opportunity Clauses/Equal Employment Opportunity Construction Contract Provisions** – These provisions are to be inserted in all applicable federally assisted contracts and subcontracts.

**E-signature Authorization (LCF 16-1.0)** – eDocument signed by an owner, partner, executive officer, and all duly authorized “Designee” employee(s) of all Contractors, as identified on the “Required Documents” table, who have authority to enter into agreements on behalf of Contractor and who will be uploading eDocuments and/or certified payroll records (CPR)s into LCPtracker. This document must be notarized with an “Acknowledgment” form and will be valid for a period of one (1) calendar year from the signature date.

**Federal Labor Standards Provisions (HUD-4010 form)** – These provisions set forth the federal labor requirements for Contractors working on federally assisted construction projects in which the prime contract exceeds \$2,000. Contractors are required to pay their laborers and mechanics working onsite a wage as specified in the FEDERALLY FUNDED PROJECTS section of this provision. ***The Prime Contractor is responsible to include the Labor Compliance Contract Addendum in all executed Subcontractor/Sub-Tier contracts for the project(s).***

**Fringe Benefit Statement (LCF 16-1.3)** – eDocument signed by all Contractors, as identified on the “Required Documents” table, identifying bona fide Fringe Benefits in which their employees are participating.

**Labor and Materials Bond** – This payment bond guarantees that employees/Subcontractors, and suppliers are paid for services rendered and materials supplied. The Labor and Materials Bond must be at least 100% of the contract price and must be submitted to the CITY/COUNTY upon award of the contract.

**LCPtracker – County Community Development and Housing Department (CDH)’s Online Certified Payroll System.**

**Performance Bond** – This bond guarantees the Contractor's performance under the terms of the construction contract and must be at least 100% of the contract price and submitted to the CITY/COUNTY following award of the contract.

**Project Wage Rate Sheet (LCF 16-1.1)** – eDocument used by all Contractors, as identified on the “Required Documents” table, to list *all* labor classifications and wage rate(s) applicable for the project to be set up in LCPtracker for CPR submittal.

**Section 3 (24 CFR Part 75, Subpart A-D)** – This law applies to all housing rehabilitation, housing construction and other public construction projects contract exceeding \$200,000 or more of housing and community development financial assistance from one or more U.S. Department of Housing and Urban Development (HUD) programs.

**Section 3 Resource Participation Certificate (LCF DB16-2.4)** – eDocument to certify that all Contractors, as identified on the “Required Documents” table, have read the County’s Section 3 Plan and contacted the resources provided for information on participating in the program.

**Section 3 Actions and Outcomes (LCF DB16-2.5)** – eDocument signed by all Contractors, as identified on the “Required Documents” table, to certify how the Contractor will implement Section 3 hiring practices for the project.

## **LABOR COMPLIANCE REQUIREMENTS**

### **Project Bidding**

1. Borrower, Prime Contractor, Subcontractor, and every Sub-Tier contractor shall include this CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (Attachment D) in all bid documents for Prime Contractor(s), Subcontractor(s) and every Sub-Tier contractor(s) and must clearly state the appropriate prevailing wage rate(s) (i.e., Federal, State, commercial and/or residential and the date of the appropriate wage schedule) for the project(s).

### **Construction**

1. Borrower, Prime Contractor, Subcontractor, and every Sub-Tier contractor shall include the Davis Bacon/California LABOR COMPLIANCE CONTRACT ADDENDUM (DB/CA LCCA) attachment and must clearly state the appropriate prevailing wage rate(s) (i.e., Federal, State, commercial and/or residential and the date of the appropriate wage schedule) for the project(s) in every executed agreement (i.e., contract, purchase order, on-call, etc.) on the project(s).
2. Borrower shall ensure that the Prime Contractor, prior to accepting prospective Subcontractor(s) bid(s) and any Subcontractor accepting prospective lower tier Subcontractor(s) bid(s), has confirmed that each Subcontractor's and lower tier Subcontractor bid is based on the appropriate prevailing wage rate(s) and the correct job classifications for the work to be performed on the project(s) under the subcontract.
3. Prime Contractor, Subcontractor, and every lower tier Subcontractor shall maintain copies of their executed contract(s) for the project(s) and shall provide to CDH a copy of such executed contract(s) upon request within no more than three (3) business days.
4. Prior to construction start, CDH will conduct a mandatory Labor Compliance Pre-Construction Meeting(s). Prime Contractor, Subcontractor, and every lower tier Subcontractor working on the project(s) shall have, in attendance from their office, a representative responsible for managing the duties of prevailing wage labor compliance. Items to be discussed include, but are not limited to, Federal and State labor law requirements applicable to the project(s), prevailing wage requirements, respective record-keeping responsibilities, the requirement for submittal of certified payroll records to CDH, compliance documents and the prohibition against discrimination in employment, required signage, sign-in sheets/daily logs, contract language, WMBE reporting, employee reporting, possible audits, etc. The meeting will be canceled and rescheduled if Prime Contractor, Subcontractor, and/or every lower tier Subcontractor working on the project(s) representative responsible for managing the duties of prevailing wage labor compliance fail to attend the meeting unless authorized to do so by CDH in writing prior to the meeting.
5. Prime Contractor shall maintain at project site(s) daily log/sign-in sheets. Daily log/sign-in sheets shall be separated by company. Sheets shall be written in English and Spanish (and other languages, as appropriate) and shall include CDH and any project labor consultant name and phone number of the current wage monitor, for any worker to contact if there are any questions or concerns about their wages or any other concerns about the project. Prime Contractor shall enforce that all workers employed on site must sign in at the job site daily including time-in, time-out and lunch period (including any applicable travel time to and from project site). The workers must identify the Prime Contractor, Subcontractor and any lower tier Subcontractor for whom they are working and their job classification. Daily log/sign-in sheets shall be emailed to CDH no more than seven (7) days from the end of the scheduled project work week. If requested in writing by CDH, Prime Contractor shall provide to CDH any requested daily log/sign-in sheet copies within no more than three (3) business days of request. Workers who are subject to split-classifications during their tour of duty on the project(s) site shall edit the daily log/sign-in sheets on day's worker duties triggered split-classifications assignment to reflect their actual hours worked in each classification.

6. Prime Contractor, Subcontractor, and every lower tier Subcontractor shall complete in its entirety a Project ID Card for each worker employed on the worksite of the project(s). The Project ID Card shall be completed within five (5) days of execution of contract award for project(s) or before worker(s) begins employment on the project(s) site. The Project ID Card template shall be downloaded from LCPtracker. Prime Contractor, Subcontractor, and every lower tier Subcontractor may use an equivalent Project ID form if approved by CDH in advance and in writing. Prime Contractor, Subcontractor, and every lower tier Subcontractor shall be responsible for furnishing and requiring each worker employed on the worksite to have in possession and/or display such identification card as may be approved and directed by CDH or its designee. Any worker(s) employed on project(s) site found to be without their Project ID Card may be removed from site until Project ID Card is restored. Any Prime Contractor, Subcontractor, and every lower tier Subcontractor who falsifies information on a Project ID Card and/or knowingly reports incorrect information regarding a worker employed on project(s) site shall be dismissed and removed from the project and barred from conducting further business on the project. Workers need to consider wearing heavy duty ID card holders, as they work in extremely physical environments.
7. CDH and/or its designee shall conduct employee interviews and Prime Contractor, Subcontractor, and every lower tier Subcontractor agrees to have their employees interviewed for the purposes of prevailing wage compliance. Employee interviews should be conducted at a frequency and number sufficient to establish the degree of adequacy and accuracy of the CPR, and the nature and extent of any violations. They should also be representative of all classifications of employees on the project. (29 CFR 5.6 (a) (3)).

In doubtful compliance situations, interviews with former employees may be appropriate. Employee interviews are intended to be private from their employer and Prime Contractor agrees allow CDH and/or its designee to conduct such interviews. Each employee should be informed that the information given is confidential, and that his/her identity will not be disclosed to the employer without the employee's written permission. CDH and/or its designee shall conduct at least one set of wage interviews with a representative group of workers during the project construction (PWRB 2013, Investigative Procedures Under Davis Bacon Related Act/Contract Work Hours and Safety Standards Act). CDH and/or its designee must conduct additional interviews if there is any reason to suspect a Contractor or their Subcontractor is at risk for violating wage requirements. As provided in 29 CFR 5.6(a)(5), all interviews must be conducted in confidence.

8. As permitted by Department of Labor, HUD, projects subject to DBRA and Title 8, section 16404 of the California Code of Regulations, allows Prime Contractor, Subcontractor and every lower tier Subcontractor to submit a weekly CPR electronically. Prime Contractor, Subcontractor, and every lower tier Subcontractor agrees to use LCPtracker and shall submit weekly CPR's as required during the term of construction on the project(s). LCPtracker is a web-based software CDH utilizes to collect, verify and manage prevailing wage certified payrolls and related labor compliance documentation.

Prime Contractor, Subcontractor and every Sub-Tier shall submit, via electronic submission, documents as required by CDH, which may include, but is not limited to Certified Payroll Records (CPR)s, Statements of Compliance and other required documents. Prime Contractor, Subcontractor and every Sub-Tier and/or their designee shall sign the E(Electronic)-Signature Authorization Agreement, which must be notarized with an "Acknowledgment", and establish a Personal Identification Number (PIN), on LCPtracker. Prime Contractor, Subcontractor and every Sub-Tier will electronically sign, by use of their established PIN, all documents requiring a signature that are submitted to CDH via LCPtracker. Prime Contractor, Subcontractor and every lower tier Subcontractor agree that their PIN, once established on LCPtracker, constitutes their electronic signature and understands that any information and documents submitted using their PIN is electronically certifying their signature. Prime Contractor, Subcontractor and every lower tier Subcontractor understand that they are legally bound, obligated, and responsible by use of their PIN/electronic signature as much as would be by their handwritten signature.

9. To meet labor compliance requirements, CDH requires that each Prime Contractor, Subcontractor, and every lower tier Subcontractor agrees to complete and submit all required eDocuments on LCPtracker.

All eDocuments are accessed, submitted and approved through LCPtracker. All eDocuments are submitted through CDH's Online Certified Payroll System using a PIN. If requested in writing by CDH, Prime Contractor, Subcontractor, and every lower tier Subcontractor shall provide to CDH any additional requested compliance documentation within no more than three (3) business days of request.

One of the documents that will be required to be uploaded in LCPtracker as part of the eDocuments, is a City business license or a letter stating the reasons why no business license is required. All contractors performing work on a project site located within an incorporated city must possess or obtain that city's business license. However, if the project is located in an unincorporated area of the County, and the contractor's business is located in an incorporated city, the contractor must possess or obtain a business license within the city where their business is located. An exception to the business license requirement will be a letter explaining the exception to the business license requirement, if the contractor's business and the project work site are both located in an unincorporated area of the County.

Prime Contractor, Subcontractor, and every lower tier Subcontractor agree to do the following on project(s):

- A.** Submit a hard copy of the Electronic Signature Authorization form within five (5) working days of executed contract - to establish a Personal Identification Number (PIN)) Form must be completed and signed by a company owner, partner, executive officer or designee (if applicable) before a contractor may establish a PIN and electronically sign documents online.
- B.** Complete Project ID cards as specified.
- C.** Submit required eDocuments online within ten (10) working days of executed contract.
- D.** Submit \*non-required eDocuments and other documentation online as specified.
- E.** Submit CPRs online within ten (10) working days of the work week's ending date.
- F.** Submit one CPR online per project, per week.
- G.** Report all workers, including owners, partners and superintendents, who were onsite.
- H.** All contractors must submit CPRs online from the start of the project until the time that they finish their work on the project.
- I.** All contractors must submit a Statement of Non-Performance online to certify that no work was performed by their company for any week of the project they are not working.
- J.** All contractors must submit a final CPR online for the last week they are working on-site.
- K.** All contractors must pay every worker on a weekly basis (if applicable).
- L.** All CPRs must indicate check number or direct deposit transaction number.

(\*Non-required eDocuments are those eDocuments which are not mandatory per LCPtracker; however, which may be required for a particular job on a case-by-case basis as specified.)



# REQUIRED DOCUMENTS

## DOCUMENT QUICK REFERENCE

### Document Name/Number

#### Prime Contractor – Due prior to Pre-Construction Conference

Executed Contract/Purchase Order (FLCCA and/or SLCCA must be attached)

Bonds (Performance/payment or labor and material bonds)

#### Prime/Subcontractor – Due prior to Start of Work

Contractor Information Form<sup>2</sup> (LCF 16-100)

Copy of all executed Sub-Contractor contracts (FLCCA and/or SLCCA must be attached)<sup>2</sup>

Business Certification (LCF 16-SAM 2)<sup>2</sup>

E-Signature Authorization Annual Form (**Must be notarized**) (LCF 16-1.0)<sup>2</sup>

Affirmative Action Compliance Form for Construction Contracts over \$10,000 (LCF DB16-2.2)<sup>\*3</sup>

Affidavit of Compliance with California Prevailing Wage Law (LCF CA16-3.4)<sup>5</sup>

Apprentice and Trainees Acknowledgement (LCF 16-XX)<sup>4</sup>

Certification of Bidder Regarding Equal Opportunity (LCF DB16-2.1)<sup>\*3</sup>

Certification of Understanding and Authorization Form (LCF 16-1.2)<sup>\*3/4</sup>

Checklist of Labor Law Requirements (LCF CA16-3.1)<sup>5</sup>

City Business License/Exception Letter<sup>2</sup>

Contractor's Certification of Compliance with Davis-Bacon and Related Act Requirements (LCF DB16-2.0)<sup>\*3</sup>

Fringe Benefit Statement Form (LCF 16-1.3)<sup>\*4</sup>

Labor Compliance Contract Addendum – LCCA<sup>2</sup>

Project Wage Rate Sheet<sup>\*2</sup>(LCF -16-1.1)

Public Works Contract Award Information (DAS 140) (LCF CA16-3.2)<sup>5</sup>

Request for Dispatch of an Apprentice (DAS 142) (LCF CA16-3.3)<sup>5</sup>

Section 3 Actions and Outcomes (LCF DB16-2.5)<sup>3</sup>

Section 3 Resource Participation Certificate (LCF DB16-2.4)<sup>3</sup>

Section 3 Business Certification (LCF DB 16-2.6)

Section 3 Worker/Targeted Worker Eligibility Form (LCF DB 16-2.7)

Section 3 Cumulative Report (LCF DB 16-2.8)

#### Prime/Subcontractor – Due Progression of Work – Weekly

Authorization for Payroll Deduction (LCF 16-1.4)<sup>\*3</sup>

Department of Industrial Relations – Apprentice Certification (LCF 16-SAM 5)<sup>5</sup>

Department of Labor Apprenticeship Certification (LCF 16-SAM 4)<sup>\*3</sup>

Apprenticeship Program Appendix A<sup>\*3</sup>

#### Prime/Subcontractor – Due Progression of Work – Monthly

Training Fund Contribution (LCF 16-SAM 8)<sup>4/5</sup>

DIR – eCPR Submission Confirmation (LCF 16-SAM 9)<sup>5</sup>

Ready-Mix Concrete Driver Certified Time Record (LCF 16-SAM 10)<sup>5</sup>

#### Prime/Subcontractor – Due Progression of Work – As Needed

C-10 Electrical Certification /Electrical Trainee (LCF 16-SAM 11)<sup>5</sup>

Employee CPR Certified Documentation<sup>1/2</sup>

\*These forms are located on the LCPTracker online database discussed in, "Electronic Submission of Certified Payrolls" section and will be discussed by County CDH staff at the preconstruction conference.

<sup>1</sup> If applicable to contractor

<sup>2</sup> Applies to all regardless of Funding

<sup>3</sup> Federal Funds ONLY (Davis-Bacon)

<sup>4</sup> Federal **and** State Funds

<sup>5</sup> State Funds ONLY

## **STATE PREVAILING WAGE REQUIREMENTS**

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### **A. All or a portion of the Scope of Work in the Contract or Purchase Order (as applicable) requires the payment of prevailing wages and compliance with the following requirements.**

#### **(1) Determination of Prevailing Rates**

Pursuant to Labor Code sections 1770, et seq., the County has obtained from the Director of the Department of Industrial Relations (DIR) pursuant to the California Labor Code, the general prevailing rates of per diem wages and the prevailing rates for holiday and overtime work in the locality in which the Scope of Work is to be performed. Copies of said rates are on file with the County, will be made available for inspection during regular business hours, may be included elsewhere in the specifications for the Scope of Work, and are also available online at [www.dir.ca.gov](http://www.dir.ca.gov). The wage rate for any classification not listed, but which may be required to execute the Scope of Work, shall be commensurate and in accord with specified rates for similar or comparable classifications for those performing similar or comparable duties. In accordance with Labor Code section 1773.2, the Contractor shall post, at appropriate and conspicuous locations on the jobsite, a schedule showing all applicable prevailing wage rates and shall comply with the requirements of Labor Code sections 1773, et seq.

#### **(2) Payment of Prevailing Rates**

Each worker of the Contractor, Subcontractor, lower tier Subcontractor engaged in the Scope of Work, shall be paid not less than the general prevailing wage rate, regardless of any contractual relationship which may be alleged to exist between the Contractor, Subcontractor, lower tier Subcontractor and their respective worker(s). California law prohibits the use of credits for Employer Payments to reduce the obligation to pay the hourly straight time or overtime wages specified as the Basic Hourly Rate in the general prevailing wage determination.

#### **(3) Prevailing Rate Penalty**

The Contractor shall, as a penalty, forfeit two hundred dollars (\$200.00) to the County for each calendar day or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of the DIR for such work or craft in which such worker is employed by the Contractor, Subcontractor or lower tier Subcontractor in connection with the Scope of Work. Pursuant to California Labor Code section 1775, the difference between such prevailing wage rates and the amount paid to each worker for each calendar day, or portion thereof, for which each worker was paid less than the prevailing wage rate, shall be paid to each worker by the Prime Contractor, Subcontractor or lower tier Subcontractor.

#### **(4) Ineligible Contractors**

Pursuant to the provisions of Labor Code section 1777.1, the Labor Commissioner publishes and distributes a list of contractors ineligible to perform work as a Prime Contractor, Subcontractor, or lower tier Subcontractor on a public works project. This list of debarred contractors is available from the DIR website at <http://www.dir.ca.gov/Public-Works/PublicWorks.html>. Any contract entered into between a Prime Contractor and a debarred subcontractor is void as a matter of law. A debarred Subcontractor may not receive any public money for performing work as a Subcontractor on a public works contract, and any public money that may have been paid to a debarred Subcontractor by a Prime Contractor on the project shall be returned to the County. The Prime Contractor shall be responsible for the payment of wages to workers of a debarred Subcontractor or lower tier Subcontractor who has been allowed to work on the Scope of Work.

#### **(5) Payroll Records**

Pursuant to California Labor Code section 1776, the Prime Contractor, Subcontractor, and lower tier Subcontractor shall keep accurate certified 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 them in connection with the Scope of Work. Each payroll record enumerated herein 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 and (2) the Prime Contractor, Subcontractor, or lower tier Subcontractor has complied with the requirements of California Labor Code sections 1771, 1811, and 1815 for any Scope of Work performed by his or her employees. The payroll records shall be available for inspection at all reasonable hours at the principal office of the Prime Contractor on the following basis:

- (1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or his/her authorized representative on request;
- (2) A certified copy of all payroll records shall be made available for inspection or furnished upon request to the County or the Division of Labor Standards Enforcement of the DIR;
- (3) A certified copy of payroll records shall be made available upon request to the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through either the County or the Division of Labor Standards Enforcement. If the requested payroll records have not been previously provided to the County or the Division of Labor Standards Enforcement, the requesting party shall, prior to being provided the records, reimburse the cost of preparation by the Prime Contractor, Subcontractor, or lower tier Subcontractor and the entity through which the request was made. The public shall not be given access to such records at the principal office of the Prime Contractor;
- (4) The Prime Contractor shall file a certified copy of the payroll records with the entity that requested such records within ten (10) days after receipt of a written request; and
- (5) Copies provided to the public, by the County or the Division of Labor Standards Enforcement shall be marked or obliterated to prevent disclosure of an individual's name, address and social security number. The name and address of the Prime Contractor, Subcontractor, or lower tier Subcontractor performing a part of the Scope of Work shall not be marked or obliterated. The Prime Contractor shall inform the County of the location of payroll records, including the street address, city and county and shall, within five (5) working days, provide a notice of a change of location and address.

The Prime Contractor shall have ten (10) days from receipt of the written notice specifying in what respects they must comply with the above requirements. In the event Prime Contractor does not comply with the requirements of this section within the ten (10) day period, the Prime Contractor shall, as a penalty to the County, forfeit one-hundred dollars (\$100.00) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Labor Standards Enforcement, such penalty shall be withheld from any portion of the payments then due or to become due to the Prime Contractor.

## **(6) Limits on Hours of Work**

Pursuant to California Labor Code section 1810, eight (8) hours of labor shall constitute a legal day's work. Pursuant to California Labor Code section 1811, the time of service of any worker employed at any time by the Prime Contractor, Subcontractor, or lower tier Subcontractor, upon the Scope of Work or upon any part of the Scope of Work, is limited and restricted to eight (8) hours during any one calendar day and forty (40) hours during any one calendar week, except as provided for under Labor Code section 1815. Notwithstanding the foregoing provisions, work performed by employees of the Prime Contractor, Subcontractor, or lower tier Subcontractor in excess of eight (8) hours per day and forty (40) hours during any one week, shall be permitted upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half (1½) times the basic rate of pay.

## **(7) Penalty for Excess Hours**

The Prime Contractor shall pay to the County a penalty of twenty-five dollars (\$25.00) for each worker employed on the Scope of Work by the Prime Contractor, Subcontractor, or lower tier Subcontractor for

each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day and forty (40) hours in any one calendar week, in violation of the provisions of the California Labor Code, unless compensation to the worker so employed by the Prime Contractor, Subcontractor or lower tier Subcontractor is not less than one and one-half (1½) times the basic rate of pay for all hours worked in excess of eight (8) hours per day.

**(8) Senate Bill 854 (Chapter 28, Statutes of 2014) Requirements:**

1) Prime Contractor, Subcontractors and lower tier Subcontractors shall comply with Senate Bill 854 (signed into law on June 20, 2014). The requirements include, but are not limited to, the following:

- a. No Prime Contractor, Subcontractor, or lower tier Subcontractor may be listed on a bid proposal for a public works project unless registered with the DIR pursuant to Labor Code section 1725.5, with limited exceptions from this requirements for bid purposes only as allowed under Labor Code section 1771.1(a).
- b. No Prime Contractor, Subcontractor, or lower tier Subcontractor may be awarded a contract for public work or perform work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.
- c. This project is subject to compliance monitoring and enforcement by the DIR.
- d. As required by the DIR, Prime Contractor is required to post job site notices, as prescribed by regulation, regarding compliance monitoring and enforcement by the DIR.
- e. Prime Contractor, Subcontractors, and lower tier Subcontractors must submit certified payroll records online to the Labor Commissioner for all public works projects, new or ongoing, on or after January 1, 2016.
  - a. The certified payroll must be submitted at least monthly to the Labor Commissioner.
  - b. The County reserves the right to require Prime Contractor, Subcontractors, and lower tier Subcontractor to submit certified payroll records more frequently than monthly to the Labor Commissioner.
  - c. The certified payroll records must be in a format prescribed by the Labor Commissioner.

2) Labor Code section 1725.5 states the following:

A Prime Contractor, Subcontractors, and lower tier Subcontractors shall be registered pursuant to this section to be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any public work contract that is subject to the requirements of this chapter. For the purposes of this section, "contractor" includes a subcontractor as defined by Section 1722.1.

(a) To qualify for registration under this section, a Prime Contractor shall do all of the following:

- (1) Beginning July 1, 2014, register with the Department of Industrial Relations in the manner prescribed by the Department and pay an initial nonrefundable application fee of four hundred dollars (\$400) to qualify for registration under this section and an annual renewal fee on or before July 1<sup>st</sup> of each year thereafter. The annual renewal fee shall be in a uniform amount set by the Director of Industrial Relations, and the initial registration and renewal fees may be adjusted no more than annually by the Director to support the costs specified in Section 1771.3.
- (2) Provide evidence, disclosures, or releases as are necessary to establish all of the following:
  - (A) Workers' Compensation coverage that meets the requirements of Division 4 (commencing with Section 3200) and includes sufficient coverage for any worker whom the Prime Contractor, Subcontractor or lower tier Subcontractor employs to

perform work that is subject to prevailing wage requirements other than a contractor who is separately registered under this section. Coverage may be evidenced by a current and valid certificate of Workers' Compensation Insurance or certification of self-insurance required under Section 7125 of the Business and Professions Code.

- (B) If applicable, the Prime Contractor, Subcontractor, or lower tier Subcontractor is licensed in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code.
  - (C) The Prime Contractor, Subcontractor or Sub-Tier does not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award. However, for purposes of this paragraph, the contractor shall not be disqualified for any judgment, order, or determination that is under appeal, provided that the contractor has secured the payment of any amount eventually found due through a bond or other appropriate means.
  - (D) The contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.
  - (E) The contractor has not bid on a public works contract, been listed in a bid proposal, or engaged in the performance of a contract for public works without being lawfully registered in accordance with this section, within the preceding 12 months or since the effective date of the requirements set forth in subdivision (e), whichever is earlier. If a contractor is found to be in violation of the requirements of this paragraph, the period of disqualification shall be waived if both of the following are true:

    - (i) The contractor has not previously been found to be in violation of the requirements of this paragraph within the preceding 12 months.
    - (ii) The contractor pays an additional nonrefundable penalty registration fee of two thousand dollars (\$2,000).
- (b) Fees received pursuant to this section shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.
  - (c) A contractor who fails to pay the renewal fee required under paragraph (1) of subdivision (a) on or before the expiration of any prior period of registration shall be prohibited from bidding on, or engaging in the performance of, any contract for public works until once again registered pursuant to this section. If the failure to pay the renewal fee was inadvertent, the contractor may renew its registration retroactively by paying an additional nonrefundable penalty renewal fee equal to the amount of the renewal fee within 90 days of the due date of the renewal fee.
  - (d) If, after a body awarding a contract accepts the contractor's bid or awards the contract, the work covered by the bid or contract is determined to be a public work to which Section 1771 applies, either as the result of a determination by the director pursuant to Section 1773.5 or a court decision, the requirements of this section shall not apply, subject to the following requirements:

    - (1) The body that awarded the contract failed, in the bid specification or in the contract documents, to identify as a public work that portion of the work that the determination or decision subsequently classifies as a public work.
    - (2) Within 20 days following service of notice on the awarding body of a determination by the Director of Industrial Relations pursuant to Section 1773.5 or a decision by a court that the contract was for public work as defined in this chapter, the contractor and any subcontractors

are registered under this section or are replaced by a contractor or subcontractors who are registered under this section.

- (3) The requirements of this section shall apply prospectively only to any subsequent bid, bid proposal, contract, or work performed after the awarding body is served with notice of the determination or decision referred to in paragraph (2) of this subdivision.

- (e) The requirements of this section shall apply to any bid proposal submitted on or after March 1, 2015, and any contract for public work, as defined in this chapter, entered into on or after April 1, 2015.

**3) Labor Code section 1771.1 states the following:**

- (a) A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.
- (b) Notice of the requirement described in subdivision (a) shall be included in all bid invitations and public works contracts, and a bid shall not be accepted, nor any contract or subcontract entered into without proof of the contractor or subcontractor's current registration to perform public work pursuant to Section 1725.5.
- (c) An inadvertent error in listing a subcontractor who is not registered pursuant to Section 1725.5 in a bid proposal shall not be grounds for filing a bid protest or grounds for considering the bid nonresponsive, provided that any of the following apply:
  - (1) The subcontractor is registered prior to the bid opening.
  - (2) Within 24 hours after the bid opening, the subcontractor is registered and has paid the penalty registration fee specified in subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5.
  - (3) The subcontractor is replaced by another registered subcontractor pursuant to Section 4107 of the Public Contract Code.
- (d) Failure by a subcontractor to be registered to perform public work as required by subdivision (a) shall be grounds under Section 4107 of the Public Contract Code for the contractor, with the consent of the awarding authority, to substitute a subcontractor who is registered to perform public work pursuant to Section 1725.5 in place of the unregistered subcontractor.
- (e) The department shall maintain on its Internet Web site a list of contractors who are currently registered to perform public work pursuant to Section 1725.5.
- (f) A contract entered into with any contractor or subcontractor in violation of subdivision (a) shall be subject to cancellation, provided that a contract for public work shall not be unlawful, void, or voidable solely due to the failure of the awarding body, contractor, or any subcontractor to comply with the requirements of Section 1725.5 or this section.
- (g) If the Labor Commissioner or his or her designee determines that a contractor or subcontractor engaged in the performance of any public work contract without having been registered in accordance with this section, the contractor or subcontractor shall forfeit, as a civil penalty to the state, one hundred dollars (\$100) for each day of work performed in violation of the registration requirement, not to exceed an aggregate penalty of eight thousand dollars (\$8,000) in addition to any penalty registration fee assessed pursuant to clause (ii) of subparagraph (E) of paragraph (2) of subdivision (a) of Section 1725.5(h).

(h)(1) In addition to, or in lieu of, any other penalty or sanction authorized pursuant to this chapter, a higher tiered public works contractor or subcontractor who is found to have entered into a subcontract with an unregistered lower tier subcontractor to perform any public work in violation of the requirements of Section 1725.5 or this section shall be subject to forfeiture, as a civil penalty to the state, of one hundred dollars (\$100) for each day the unregistered lower tier subcontractor performs work in violation of the registration requirement, not to exceed an aggregate penalty of ten thousand dollars (\$10,000).

- 1) The Labor Commissioner shall use the same standards specified in subparagraph (A) of paragraph (2) of subdivision (a) of Section 1775 when determining the severity of the violation and what penalty to assess, and may waive the penalty for a first time violation that was unintentional and did not hinder the Labor Commissioner's ability to monitor and enforce compliance with the requirements of this chapter.
- 2) A higher tiered public works contractor or subcontractor shall not be liability for penalties assessed pursuant to paragraph (1) if the lower tier subcontractor's performance is in violation of the requirements of Section 1725.5 due to the revocation of a previously approved registration.
- 3) A subcontractor shall not be liable for any penalties assessed against a higher tiered public works contractor or subcontractor pursuant to paragraph (1). A higher tiered public works contractor or subcontractor may not require a lower tiered subcontractor to indemnify or otherwise be liable for any penalties pursuant to paragraph (1).

(i) The Labor Commissioner or his or her designee shall issue a civil wage and penalty assessment, in accordance with the provisions of Section 1741, upon determination of penalties pursuant to subdivision (g) and subparagraph (B) of paragraph (1) of subdivision (h). Review of a civil wage and penalty assessment issued under this subdivision may be requested in accordance with the provisions of Section 1742. The regulations of the Director of Industrial Relations, which govern proceedings for review of civil wage and penalty assessments and the withholding of contract payments under Article 1 (commencing with Section 1720) and Article 2 (commencing with Section 1770), shall apply.

(j) (1) Where a contractor or subcontractor engages in the performance of any public work contract without having been registered in violation of the requirements of Section 1725.5 or this section, the Labor Commissioner shall issue and serve a stop order prohibiting the use of the unregistered contractor or the unregistered subcontractor on all public works until the unregistered contractor or unregistered subcontractor is registered. The stop order shall not apply to work by registered contractors or subcontractors on the public work.

- 2) A stop order may be personally served upon the contractor or subcontractor by either of the following methods:
  - a) Manual delivery of the order to the contractor or subcontractor personally.
  - b) Leaving signed copies of the order with the person who is apparently in charge at the site of the public work and by thereafter mailing copies of the order by first class mail, postage prepaid to the contractor or subcontractor at one of the following:
    - a. The address of the contractor or subcontractor on file with either the Secretary of State or the Contractors' State License Board.
    - b. If the contractor or subcontractor has no address on file with the Secretary of State or the Contractors' State License Board, the address of the site of the public work.
- 3) The stop order shall be effective immediately upon service and shall be subject to appeal by the party contracting with the unregistered contractor or subcontractor, by the unregistered

contractor or subcontractor, or both. The appeal, hearing, and any further review of the hearing decision shall be governed by the procedures, time limits, and other requirements specified in subdivision (a) of Section 238.1.

- 4) Any employee of an unregistered contractor or subcontractor who is affected by a work stoppage ordered by the commissioner pursuant to this subdivision shall be paid at his or her regular hourly prevailing wage rate by that employer for any hours the employee would have worked but for the work stoppage, not to exceed 10 days.
  - (k) Failure of a contractor or subcontractor, owner, director, officer, or managing agent of the contractor or subcontractor to observe a stop order issued and served upon him or her pursuant to subdivision (j) is guilty of a misdemeanor punishable by imprisonment in county jail not exceeding 60 days or by a fine not exceeding ten thousand dollars (\$10,000), or both.
  - (l) This section shall apply to any bid proposal submitted on or after March 1, 2015, and any contract for public work entered into on or after April 1, 2015. This section shall also apply to the performance of any public work, as defined in this chapter, on or after January 1, 2018, regardless of when the contract for public work was entered.
  - (m) Penalties received pursuant to this section shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.
  - (n) This section shall not apply to work performed on a public works project of twenty-five thousand dollars (\$25,000) or less when the project is for construction, alteration, demolition, installation, or repair work or to work performed on a public works project of fifteen thousand dollars (\$15,000) or less when the project is for maintenance work.
- 4) Labor Code section 1771.4 states the following:
- (a) All of the following are applicable to all public works projects that are otherwise subject to the requirements of this chapter:
    - (1) The call for bids and contract documents shall specify that the project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
    - (2) The awarding body shall post or require the prime contractor to post job site notices, as prescribed by regulation.
    - (3) (A) Each contractor and subcontractor shall furnish the records specified in Section 1776 directly to the Labor Commissioner, in the following manner:
      - (i) At least monthly or more frequently if specified in the contract with the awarding body. For purposes of this clause, "monthly" means that a submission of records shall be made at least once every 30 days while work is being performed on the project and within 30 days after the final day of work performed on the project.
      - (ii) In an electronic format, in the manner prescribed by the Labor Commissioner, on the department's internet website.
    - (B) A contractor or subcontractor who fails to furnish records pursuant to subparagraph (A), relating to its employees, shall be subject to a penalty by the Labor Commissioner of one hundred dollars (\$100) per each day in which that party was in violation of subparagraph (A), not to exceed a total penalty of five thousand dollars (\$5,000) per project. Penalties received pursuant to this paragraph shall be deposited in the State Public Works Enforcement Fund established by Section 1771.3 and shall be used only for the purposes specified in that section.
    - (C) The Labor Commissioner shall not levy a penalty pursuant to subparagraph (B) until a contractor or subcontractor fails to furnish the records pursuant to subparagraph (A) 14 days after the requirement set forth in clause (i) of subparagraph (A).



(D) Penalties pursuant to subparagraph (B) may only accrue to the actual contractor or subcontractor that failed to furnish the records pursuant to subparagraph (A).

(4) If the contractor or subcontractor is not registered pursuant to Section 1725.5 and is performing work on a project for which registration is not required because of subdivision (f) of Section 1725.5, the unregistered contractor or subcontractor is not required to furnish the records specified in Section 1776 directly to the Labor Commissioner but shall retain the records specified in Section 1776 for at least three years after completion of the work.

(5) The department shall undertake those activities it deems necessary to monitor and enforce compliance with prevailing wage requirements.

(b) The Labor Commissioner may exempt a public works project from compliance with all or part of the requirements of subdivision (a) if either of the following occurs:

(1) The awarding body has enforced an approved labor compliance program, as defined in Section 1771.5, on all public works projects under its authority, except those deemed exempt pursuant to subdivision (a) of Section 1771.5, continuously since December 31, 2011.

(2) The awarding body has entered into a collective bargaining agreement that binds all contractors performing work on the project and that includes a mechanism for resolving disputes about the payment of wages.

(c)

(1) The requirements of paragraph (1) of subdivision (a) shall only apply to contracts for public works projects awarded on or after January 1, 2015.

(d) The requirements of paragraph (3) of subdivision (a) shall apply to all contract for public work, whether new or ongoing, on or after January 1, 2016.

## **(9) Compliance with California Labor Code section 1720.9**

(1) Labor Code section 1720.9 expanded the definition of “public works” under the California Prevailing Wage Law to include the following:

(a) Hauling and delivery of ready-mixed concrete to carry out a public works, contract, with respect to contracts involving any state agency, including the California State University and the University of California, or any political subdivision of the state.

(2) Section 1720.9 defines the term “ready-mixed concrete” and specifies that rate of pay shall be the current prevailing wage “for the geographic area in which the factory or batching plant is located” as determined by the DIR. The entity hauling or delivering ready-mixed concrete to carry out a public works contract shall enter into a written subcontract agreement with the party that engaged the entity to supply the ready-mixed concrete. The written agreement shall require compliance with Prevailing Wage Law.

(3) Section 1720.9 requires that the entity hauling or delivering ready-mixed concrete to carry out a public works contract shall submit a certified copy of the payroll records required by subdivision (a) of Section 1776 to the party that engaged the entity and to the general contractor within five working days after the employee has been paid, accompanied by a written time record that shall be certified by each driver for the performance of job duties in Section 1720.9(c).

(4) Section 1720.9(e) the entity hauling or delivering ready-mixed concrete for public works project shall be considered subcontractors and must register with the DIR as per Labor Code 1725.5.

## **B. STATE PUBLIC WORKS APPRENTICESHIP REQUIREMENTS**

### **1. State Public Works Apprenticeship Requirements:**

The Contractor is responsible for compliance with Labor Code section 1777.5 and the California Code of Regulations, title 8, sections 230 – 230.2 for all apprenticeable occupations (denoted with “#” symbol next to craft name in DIR Prevailing Wage Determination), whether employed by the Contractor, subcontractor, vendor or consultant. Included in these requirements is (1) the Contractor’s requirement to provide notification (i.e. DAS-140) to the appropriate apprenticeship committees; (2) pay training fund contributions for each apprenticeable hour employed on the Contract; and (3) utilize apprentices in a minimum ratio of not less than one apprentice hour for each five journeyman hours by completion of Contract work (unless an exception is granted in accordance with Labor Code section 1777.5) or request for the dispatch of apprentices.

Any apprentices employed to perform any of the Scope of Work shall be paid the standard wage to apprentices under the regulations of the craft or trade for which such apprentice is employed, and such individual shall be employed only for the work of the craft or trade to which such individual is registered. Only apprentices, as defined in California Labor Code section 3077, who are in training under apprenticeship standards and written apprenticeship agreements under California Labor Code sections 3070 et seq. are eligible to be employed for the Scope of Work. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and apprentice agreements under which such apprentice is training.

## **2. Compliance with California Labor Code section 1777.5 requires all public works contractors to:**

### **(1) Submit Contract Award Information (DAS-140)**

- a. Although there are a few exemptions (identified below), all Contractors, regardless of union affiliation, must submit contract award information when performing on a California public works project.
- b. The DAS-140 is a notification “announcement” of the Contractor’s participation on a public works project—*it is not a request for the dispatch of an apprentice*.
- c. Contractors shall submit the contract award information (you may use form DAS 140) within 10 days of the execution of the prime contract or subcontract, but in no event later than the first day in which the Contractor has workers employed on the public work project.
- d. Contractors who are already approved to train apprentices (i.e. check “Box 1” on the DAS-140) shall only be required to submit the form to their approved program.
- e. Contractors who are NOT approved to train apprentices (i.e. those that check either “Box 2” or “Box 3” on the DAS-140) shall submit the DAS-140 TO EACH of the apprenticeship program sponsors in the area of your public works project. For a listing of apprenticeship programs see <http://www.dir.ca.gov/Databases/das/pwaddrstart.asp>.

### **(2) Employ Registered Apprentices**

- a. Labor Code section 1777.5 requires that a contractor performing work in an “apprenticeable” craft must employ one (1) hour of apprentice work for every five (5) hours performed by a journeyman. This ratio shall be met prior to the Contractor’s completion of work on the project. “Apprenticeable” crafts are denoted with a pound symbol “#” in front of the craft name on the prevailing wage determination.
- b. All Contractors who do not fall within an exemption category (see below) must request for dispatch of an apprentice from an apprenticeship program (for each apprenticeable craft or trade) by giving the program actual notice of at least 72 hours (business days only) before the date on which apprentices are required.
- c. Contractors may use the “DAS-142” form for making a request for the dispatch of an apprentice.
- d. Contractors who are participating in an approved apprenticeship training program and who did not receive sufficient number of apprentices from their initial request must request dispatch of apprentices from ALL OTHER apprenticeship committees in the project area in order to fulfill this requirement.
- e. Contractor should maintain and submit proof (when requested) of its DAS-142 submittal to the apprenticeship committees (e.g. fax transmittal confirmation). A Contractor has met its requirement

to employ apprentices only after it has successfully made a dispatch request to all apprenticeship programs in the project area.

- f. Only "registered" apprentices may be paid the prevailing apprentice rates and must, at all times work under the supervision of a Journeyman (Cal. Code Regs., tit 8, § 230.1).

### **(3) Make Training Fund Contributions**

- a. Contractors performing in apprenticeable crafts on public works projects, must make training fund contributions in the amount established in the prevailing wage rate publication for journeymen and apprentices.
- b. Contractors may use the "CAC-2" form for submittal of their training fund contributions.
- c. Contractors who do not submit their training fund contributions to an approved apprenticeship training program must submit their contributions to the California Apprenticeship Council (CAC), PO Box 420603, San Francisco, CA 94142-0603.
- d. Training fund contributions to the CAC are due and payable on the 15th day of the month for work performed during the preceding month.
- e. The "training" contribution amount identified on the prevailing wage determination shall not be paid to the worker, unless the worker falls within one of the exemption categories listed below.

### **3. Exemptions to Apprenticeship Requirements:**

The following are exempt from having to comply with California apprenticeship requirements. These types of contractors do not need to submit a DAS-140, DAS-142, make training fund contributions, or utilize apprentices.

- a. When the Contractor holds a sole proprietor license ("Owner-Operator") and no workers were employed by the Contractor. In other words, the contractor performed the entire work from start to finish and worked alone.
- b. Contractors performing in non-apprenticeable crafts. "Apprenticeable" crafts are denoted with a pound symbol "#" in front of the craft name on the prevailing wage determination.
- c. When the Contractor has a direct contract with the Public Agency that is under \$30,000.
- d. When the project is 100% federally-funded and the funding of the project does not contain any city, county, and/or state monies (unless the project is administered by a state agency in which case the apprenticeship requirements apply).
- e. When the project is a private project not covered by the definition of public works as found in Labor Code section 1720.

### **4. Exemption from Apprenticeship Ratios:**

The Joint Apprenticeship Committee shall have the discretion to grant 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 are met:

- (1) Unemployment for the previous three-month period in such area exceeds an average of fifteen percent (15%); or
- (2) The number of apprentices in training in such area exceeds a ratio of 1-to-5 in relation to journeymen; or
- (3) The Apprenticeable Craft or Trade is replacing at least one-thirtieth (1/30) of its journeymen annually through apprenticeship training, either on a statewide basis or on a local basis; or
- (4) If assignment of an apprentice to any work performed under the Contract Documents would create a condition which would jeopardize such apprentice's life or the life, safety or property of fellow employees or the public at large, or if the specific task to which the apprentice is to be assigned is of such a nature that training cannot be provided by a journeyman.

When such exemptions from the 1-to-5 ratio between apprentices and journeymen are granted to an organization which represents contractors in a specific trade on a local or statewide basis, the member contractors will not be required to submit individual applications for approval to local Joint Apprenticeship Committees, provided they are already covered by the local apprenticeship standards.

## **5. Contractor's Compliance:**

The responsibility of compliance with this Section for all Apprenticeship Trades or Crafts is solely and exclusively that of the Contractor. All decisions of the Joint Apprenticeship Committee(s) under this Section are subject to the provisions of California Labor Code section 3081 and penalties are pursuant to Labor Code section 1777.7 and the determination of the Labor Commissioner.

# **AFFIRMATIVE ACTION COMPLIANCE GUIDELINES FOR CONSTRUCTION AND NON-CONSTRUCTION CONTRACTORS**

# **AFFIRMATIVE ACTION COMPLIANCE GUIDELINES FOR CONSTRUCTION AND NON-CONSTRUCTION CONTRACTORS**

These Affirmative Action Compliance Guidelines have been designed to provide Contractors with information necessary to comply with Federal regulations found under Title 41, Part 60 of the Code of Federal Regulations. It is the intent of these guidelines to ensure that equal opportunity for employment is practiced by the Contractor without regard to race, color, sex, religion, national origin, disability, and veteran's status. These guidelines provide the minimum information necessary to comply with EEO and affirmative action requirements, including the preparation of an Affirmative Action Plan that complies with federal regulations regarding Affirmative Action for federally assisted projects. Contractors are urged to contact the implementing entity or the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) officer for any necessary technical assistance in meeting Affirmative Action requirements if they are considering bidding under this contract.

## **I. AFFIRMATIVE ACTION COMPLIANCE PROGRAM**

### **A. The Affirmative Action program embodies the following principles:**

1. Discrimination because of race, color, age, sex, religion, national origin, marital status, disability, or veteran's status is inconsistent with the constitution, laws, and policies of the United States, State of California and San Bernardino County.
2. The implementing entity is committed to ensure that there be no discrimination by vendors, Contractors (including professional services and consultants), lessors, or lessees doing business with the implementing entity.
3. Contractors and Subcontractors agree to take affirmative personnel actions to hire and promote workers who traditionally have been discriminated against in the job market, including women, minorities, members of certain ethnic and religious groups, individuals with disabilities, and veterans.

### **B. Affirmative Action Step Requirements for CONSTRUCTION Contractors and Subcontractors:**

1. Personnel affirmative action in recruitment, hiring, and promotion is required by Contractor and Subcontractors who have entered into a federally assisted construction or non-construction contract that exceed \$10,000 or \$10,000 in the aggregate over a 12-month period.
2. Contractors and Subcontractors who enter into a CONSTRUCTION CONTRACT in excess of \$10,000 must take 16 specific affirmative action steps to ensure equal employment opportunity. These steps are included in 41 CFR 60-4.3 (a) (7) and are also included under "Standard Federal Equal Employment Opportunity Construction Contract Specifications" of Attachment "D" of the bid package.

### **C. Affirmative Action Plan requirements for NON-CONSTRUCTION Contractors:**

1. All Contractors who have entered into a NON-CONSTRUCTION CONTRACT and who: 1) do business in the amount of \$50,000 or more with the implementing entity in any one fiscal year and, 2) employ 50 or more employees, must develop a written Affirmative Action Program within 120 days after the contract award date.
2. All Subcontractors rendering services or supplies to a Contractor in the amount of \$50,000 or more and employ 50 or more employees, must develop a written Affirmative Action Program within 120 days after the contract award date.

### **D. Exemptions under 41 CFR 60:**

The following persons/contracts shall be exempt from this program:

1. A contract or contracts by a Contractor that do not exceed \$10,000 in the aggregate over a 12-month period.
2. Contracts for Work outside the United States
3. State and Local Governments
4. Contracts with certain educational institutions
5. Work on or near Indian Reservations
6. Specific contracts and facilities found exempt by Deputy Assistant Secretary
7. Contracts with religious entities
8. National security contracts

Any Contractor who feels qualified for an exemption should contact the local Contract Compliance Officer or the U.S. Department of Labor's OFCCP Officer for further information.

## **II. SATISFYING AFFIRMATIVE ACTION PLAN**

### **A. Affirmative Action Plan requirements for NON-CONSTRUCTION Contractors can be met through the following:**

1. Completing a Contract Compliance Qualifying Report for Non-construction Contractors and Vendors, (refer to the form found in the "Additional Required Documents/Sample Documents" section of Attachment "D" of the bid package).
2. Completing a Contractor's Affirmative Action Policy, including methods of recruiting minorities and women. If the Contractor does not have its own Affirmative Action Policy, it may adopt the County's model Affirmative Action Policy ((refer to the form found in the "Additional Required Documents/Sample Documents" section of Attachment "D" of the bid package).
3. Following Federal Affirmative Action Plan guidelines which comply with the requirements of 41 CFR 60.2.10.

## DEFINITIONS

Unless a provision of a contract otherwise requires, certain words and phrases shall be defined as follows:

- A. "Affirmative Action" is a commitment to increase the number of minorities and women in the work force by setting employment goals and timetables, including action to achieve objectives. Affirmative Action seeks to ensure that discrimination is eliminated in dealings with employees or applicants for employment whether the discrimination is intentional or unintentional. In addition, Affirmative Action seeks to improve job standards and productivity through the removal of artificial and unnecessary barriers to employment and promotion and ensure that all job actions are related to job performance measures.
- B. "Affirmative Action Plan" is a written affirmative plan required of Contractors and Subcontractors who have 50 or more employees and have entered into a contract with the implementing entity that exceeds \$50,000, or \$50,000 in contracts over a 12-month period.
- C. "Contract" means a federally assisted purchase order, offer and acceptance, lease, agreement or other arrangement creating an obligation to which the implementing entity is a party, which would make one of the parties within the definition a Contractor.
- D. "Construction" means the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways or other changes or improvements to real property, including facilities providing utility services.
- E. "Contractor" means a prime Contractor or Subcontractor.
- F. "Covered Area" means the geographical area described in the solicitation from which the contract resulted;
- G. "Director" means Director, OFCCP, U.S. Dept. of Labor, or any person to whom the Director delegates authority to;
- H. "Employee" means one who performs work for compensation, or a person who is permanently or regularly employed by the Contractor or Subcontractor.
- I. "Employer Identification Number" means the Federal Social Security Number;
- J. "Disability" means any individual who:
  - 1. Has a physical or mental impairment, which substantially limits one or more major life activities of such individual;
  - 2. Has a record or such impairment or,
  - 3. Is generally regarded as having such an impairment.
- K. "Employer Identification Number" means the Federal Social Security Number;
- L. "Implementing Entity" means public jurisdiction who is administering the contract.
- M. "Minority" includes:
  - 1. Black (all persons having origins in any Black African racial groups not of Hispanic origin);
  - 2. Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
  - 3. Asian or Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands);
  - 4. American Indian or Alaskan native (all persons having origins in any of the native peoples of North America and maintaining identifiable tribal affiliations through membership and participation in community identification).
- N. "Non-construction Contract" means any contract that does not fall within the definition of "Construction Contract".
- O. "Officer" means the Contract Compliance Officer of the implementing entity or U.S. Department of Labor Office of Federal Contract Compliance Program (OFCCP) Officer.
- P. "Persons" means any individual, firm, co-partnership, public service, joint venture, association, social club, fraternal organization, corporation, estate, trust receiver, syndicate CITY, county, municipal corporation, district or other political subdivision, or any other group or combination acting as a unit.
- Q. "Underutilization" means having fewer minorities or women in a particular job classification than would reasonably be expected by their availability.
- R. "Vietnam-Era Veteran" means a person who:
  - 1. Served on actual duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge; or
  - 2. Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

S. Violation and Appeal Procedure:

1. A Contractor found in violation of equal opportunity/affirmative action laws will be referred to the U.S. Department of Labor's OFCCP Division, and the Solicitor for Labor, Associate Solicitor of Labor Relations and Civil Rights Regional Solicitors and Regional Attorney are authorized to institute enforcement proceedings by filing a complaint and serving that complaint to the Contractor (defendant), in accordance with procedures set forth in 41 CFR 60-30.5. The complaint shall contain information on the alleged violation, a prayer regarding the relief being sought, and the name and address of the attorney representing the Government. Within 20 days after receiving the complaint, the defendant shall file an answer with the Chief Administrative Law Judge, if the case has not been assigned to an Administrative Law judge.
2. The answer shall contain a statement of the facts which constitute the ground of defense, and shall:
  - 1) specifically admit, explain, or deny each of the allegations of the complaint unless the defendant is without knowledge, or
  - 2) state that the defendant admits all the allegations contained in the complaint. The answer may contain a waiver for a hearing and if not, a separate paragraph in the answer shall request a hearing. The answer shall contain the name and address of the defendant, or of the attorney representing the defendant. Failure to file an answer or plead specifically to an allegation of the complaint shall constitute an admission of such allegation.
3. Contractor agrees to fully comply with the laws and programs (including regulations issued pursuant thereto) identified herein. Such compliance is required to the extent such laws, programs and their regulations are, by their own terms, applicable to this contract. Contractor warrants that he will make himself thoroughly familiar with the applicable provisions of said laws, programs, and regulations prior to commencing performance of the contract. Copies of said laws, programs, and regulations are available upon request from the implementing entity's Contract Compliance Officer, or from the U.S. Department of Labor's OFCCP Officer to the extent applicable the provisions of said laws programs and regulations are deemed to be a part of this contract as if fully set forth herein.
4. Vietnam Era Veterans' Readjustment Assistance Acts of 1972 and 1974, as amended. Pub. L. 92-540, Title V, Sec 503(a), Pub. L 93-508. Title IV, Sec. 402. (38 USCA 2011-2013).
5. Rehabilitation Act of 1973, as amended (disability) Pub. L 93-112 as amended. (29 USCA 701-794).
6. California Fair Employment Practice Act. Labor Code Sec. 1410 *et seq.*
5. Civil Rights Act of 1964, as amended (42 USCA 2000a to 2000H-6) and Executive Order No. 11246, September 24, 1965, as amended.



## **CERTIFICATION OF COMPLIANCE WITH AIR AND WATER ACTS**

(Applicable to federally assisted construction contracts  
and related subcontracts exceeding \$100,000)

During the performance of this Contract, the Contractor and all Subcontractors shall comply with the requirements of the Clean Air act, as amended, 42 U.S.C. 1857 et. seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et. seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the forgoing requirements, all nonexempt Contractors and Subcontractors shall furnish to the owner, the following:

- (1) A stipulation by the Contractor or Subcontractors, that any facility to be utilized in the performance of any nonexempt Contract or subcontract, is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- (2) Agreement by the Contractor to comply with all requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. 1318) relating to inspection, monitoring entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- (3) A stipulation that as a condition for the award of the Contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the Contract, is under consideration to be listed on the EPA List of Violating Facilities.
- (4) Agreement by the Contractor to include, or cause to be included, the criteria and requirements in paragraph (1) through (3) of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the Government may direct as a means of enforcing such provisions.

# SAMPLE DOCUMENTS



## Community Development & Housing Agency

### CONTRACTOR INFORMATION FORM

PROJECT NAME: \_\_\_\_\_ PROJECT CODE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PLEASE CHECK ONE OF THE FOLLOWING: ☐ PRIME CONTRACTOR ☐ SUBCONTRACTOR ☐ SUB-TIER

**A. ☐ PRIME CONTRACTOR:** OUR company **IS** a "Prime Approver" and **IS ENTERED** in Community Development and Housing's Contractor Database. If checked, complete and sign only the shaded area below (DO NOT COMPLETE ENTIRE FORM).

**B. ☐ PRIME CONTRACTOR:** OUR company **IS NOT** a "Prime Approver" but **IS ENTERED** in Community Development and Housing's Contractor Database. We have designated the following company personnel as acting "Prime Approver(s)"

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

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

**C. ☐ PRIME CONTRACTOR:** OUR company **IS NOT** a "Prime Approver" and **IS NOT ENTERED** in Community Development and Housing's Contractor Database. We have designated the following company personnel as acting "Prime Approver(s)"

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

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

**D. ☐ SUBCONTRACTOR/SUB-TIER:** OUR company **IS ENTERED** in Community Development and Housing's Contractor Database. If checked, complete and sign only the shaded area below (DO NOT COMPLETE ENTIRE FORM).

**E. ☐ SUBCONTRACTOR/SUB-TIER:** OUR company **IS NOT ENTERED** in Community Development and Housing's Contractor Database.

1) Federal Tax Id No.: \_\_\_\_\_ 2) D-U-N-S NO.: \_\_\_\_\_ 3) Public Works Reg. No.: \_\_\_\_\_

4) Contractor License No.: \_\_\_\_\_ 5) Contractor License Expiring Date: \_\_\_\_\_ 6) Contractor Lic. No.: \_\_\_\_\_  
(or 10-Digit Phone Number/User ID Number) (To Display on Certified Payroll)

7) Insurance Certificate No.: \_\_\_\_\_ 8) Specialty License No.: \_\_\_\_\_ 9) Business Lic.No.: \_\_\_\_\_

10) Motor Carrier Permit No.: \_\_\_\_\_ 11) Worker's Compensation Policy No.: \_\_\_\_\_

11) Union Status: \_\_\_\_\_ 12) Type: \_\_\_\_\_ 13) Ethnicity: \_\_\_\_\_ 14) Type of Trade: \_\_\_\_\_

15) Principal Name: \_\_\_\_\_ 16) Principal Title: \_\_\_\_\_ 17) Contact Name: \_\_\_\_\_

18) Phone No.: \_\_\_\_\_ 19) Contact Fax: \_\_\_\_\_ 20) Contact E-Mail: \_\_\_\_\_

21) Address 1: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

☐ Owner Operator: LCPtracker User ID Number: \_\_\_\_\_ (If Different From Contractor License Number)

22) Business Certifications: \_\_\_\_\_

23) Certifying Agency: \_\_\_\_\_ 24) Issued Date: \_\_\_\_\_ 25) Expiration Date: \_\_\_\_\_

26) Estimated Start Date: \_\_\_\_\_ 27) Estimated End Date: \_\_\_\_\_ 28) Contract Amount: \_\_\_\_\_

I certify the information above is true and complete to the best of my knowledge and belief.

Contractor (Print Name)

Title

Contractor Signature

Date



## Community Development and Housing Department

### E – SIGNATURE AUTHORIZATION FORM

(LCF 16-1.0)

Company Name:	
Address:	
Phone number:	
Project Name:	
Project Code:	

To simplify the reporting burden associated with federally funded construction activities, the San Bernardino County Community Development and Housing Department (CDH) utilizes an online software system called, LCP Tracker, for construction site compliance management, certified payroll(s) and workforce reporting. As a business who has received an award to work on a federally funded construction project, there several forms and certifications that you will be required to sign as part of the CDH's Labor Compliance Program.

#### **Authorization Agreement**

I am an owner, partner, executive officer, or authorized employee/designee of the above-listed contractor and have authority to enter into agreements on behalf of the above-listed contractor. By signing this e(Electronic)-Signature Authorization Agreement, I authorize CDH to accept, via electronic submission, documents submitted from the above-listed contractor as required by CDH's Online Certified Payroll and Compliance System, which may include, but is not limited to: Certified Payroll Records, Statements of Compliance and other required documents.

To establish a pin (e-signature password) that will allow you the ability to submit your labor compliance related documents electronically, please read the authorization statement below and provide your signature in blue or black ink accepting the terms of this certification.

You may choose to delegate your signatory authority to other employees of your firm by acquiring their signature on the same form and by identify the employee(s) you wish to designate as an authorized co-signer on page 2 of this same form.

The original hardcopy of this Agreement containing an original wet signature(s), must be submitted to the **County of San Bernardino Community Development and Housing Department, 560 E. Hospitality Lane Suite 200, San Bernardino, CA 92415-0043.**

#### **By signing the E-Signature Authorization form, I certify to comply with the following:**

- I agree for the above-listed business will exclusively use CDH's Online Certified Payroll and Compliance System for all County of San Bernardino projects on which the above-listed business is required to submit Certified Payroll Reports, Statements of Compliance and other required documents electronically.
- I understand that CDH may change the Online Certified Payroll and Compliance System from time to time.
- I agree that the above- listed business will electronically sign, by use of an established Personal Identification Number (PIN), all documents requiring a signature that are submitted to CDH via the Online Certified Payroll System.
- I agree that my Personal Identification Number (PIN) which I establish on CDH's Online Certified Payroll and Compliance System constitutes my electronic signature.
- I understand that any information and documents submitted using my PIN is electronically certifying my signature.
- I understand that I am legally bound, obligated, and responsible by use of my PIN/electronic signature as much as I would be by my handwritten signature.
- I agree that I will protect my PIN/electronic signature from unauthorized use, and that I will contact CDH immediately, upon discovery that my PIN/electronic signature has been lost, stolen, or otherwise compromised.
- I certify that my PIN/electronic signature is for my own use, that I will keep it confidential, and that I will not delegate it or share it with any individual.
- This request is in effect immediately upon receipt by CDH and will remain in effect until I choose to cancel this request via written notification to the CDH.
- I understand that it is my responsibility to update and notify CDH within three (3) business days, of any circumstances, including my departure or terminated association with the above-listed Company.

Print Name	Title	Signature	Date
Print Name	Title	Signature	Date
Print Name	Title	Signature	Date



## Community Development and Housing Department

### E – SIGNATURE AUTHORIZATION FORM (LCF 16-1.0)

Company Name:	
Address:	
Phone Number:	
Project Name:	
Project Code:	

#### Authorized Designee(s) Section

I \_\_\_\_\_ certify that I am the owner, partner, executive officer, of the company listed above and further certify that the following employees as shown below are employees of this company and is/are authorized to enter into agreement(s) on behalf of the above company and can sign any contract(s), agreement(s), document(s) and Statement of Compliance where federally funded construction activities, the San Bernardino County Community Development and Housing Department (CDH) requires for the duration of the period the E-Signature Authorization form is in effect or until otherwise directed.

#### Authorized Designee(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

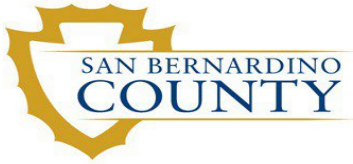
\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Community Development and Housing Department

### AFFIRMATIVE ACTION COMPLIANCE FORM FOR CONSTRUCTION CONTRACTS OVER \$10,000

(LCF DB16-2.2)

Project Name	
Project Address:	
Company Name:	

As the undersigned Contractor, Prime/Subcontractor/Sub-Tier, (Subcontractor/Sub-Tier having executed a contract with the above named contractor on the above referenced project), hereby make the following certification and acknowledgment. Please check the box that applies to your company to affirm an understanding and implementation of **AFFIRMATIVE ACTION COMPLIANCE** requirements and that you have read and completed the requirements for the project as noted below:

I / We have reviewed and understand the "**CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (ATTACHMENT D)**" of the bid package and/or "**LABOR COMPLIANCE CONTRACT ADDENDUM**".

☐ I / We **DO** currently maintain an effective Affirmative Action Program. The Affirmative Action Program complies with the **Standard Federal Equal Employment Opportunity Construction Contract Provisions Executive Order 11246, pursuant to 41 CFR 60-4.3 (a) (7)** and will furnish a copy upon request.

**OR**

☐ I / We **DO NOT** currently maintain an Affirmative Action Program. I / We agree to the **Equal Opportunity Clause for Federally-Assisted Construction Contracts (Executive Order 11246)**, as amended, and Title VII of the Civil Rights Act of 1964, and is applicable pursuant to 41 CFR 60-1.4) of "**CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (ATTACHMENT D)**" of the bid package and/or "**LABOR COMPLIANCE CONTRACT ADDENDUM**".

Personnel affirmative action in recruitment, hiring and promotion is required by Prime Contractors, Subcontractors and Sub-Tiers who have entered into a federally-assisted construction contract that exceeds \$10,000 or \$10,000 in the aggregate over a 12-month period. Prime Contractors, Subcontractors or Sub-Tiers who enter into a "Construction Contract" in excess of \$10,000 must take 16 specific affirmative action steps to ensure equal employment opportunity. These steps are included in **41 CFR 60-4.3 (a) (7)** and are also included under "Standard Federal Equal Employment Opportunity Construction Contract Specifications" of "**CONSTRUCTION CONTRACT LABOR COMPLIANCE PROVISIONS (ATTACHMENT D)**" of the bid package and/or "**LABOR COMPLIANCE CONTRACT ADDENDUM**".

\_\_\_\_\_  
Print Name of Authorized E-Signature Signer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Community Development and Housing Department

### AFFIDAVIT OF COMPLIANCE WITH CALIFORNIA PREVAILING WAGE LAW, CALIFORNIA LABOR CODES SECTIONS 1720-1815

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Company Name:</b>	

The undersigned, being duly sworn, states as follows:

1. I the undersigned am the \_\_\_\_\_ of the above named contractor a subcontractor/sub-tier (referred to as Subcontractor) to \_\_\_\_\_ Responsible Employer / Contractor Name  
I am familiar with the payroll practices of the above named on the Project. One of my duties and responsibilities is to ensure that the above named complies with the California Prevailing Wage Law, California Labor Code sections 1720 through 1815 on the Project. I make this sworn statement pursuant to California Labor Code sections 1775, subdivision (b)(4), and 1777.7, subdivision (d)(4).
2. I have reviewed the payroll practices and the payroll records for the above named on the Project. The above named has paid the specified prevailing rate of wages to each of its employees on the Project as required by Prevailing Wage Law, and has paid any amounts due such employees under California Labor Code section 1813. The above named has employed the required number of apprentices on the Project.
3. If applicable, I have also reviewed the payroll practices of each of the above named sub-tier subcontractors on the Project. Each of our sub-tier subcontractors has paid the specified prevailing rate of wages to its employees, has paid any amount due such employees under California Labor Code section 1813, has employed the required number of apprentices on the Project, and has provided the above named with an affidavit that complies with California Labor Code sections 1775, subdivision (b)(4), and 1777.7, subdivision (d)(4).
4. I understand that the Responsible Employer/Contractor is relying upon the truth of the contents of this sworn statement in making final payment to the above named for work performed on the Project and may suffer damages if my sworn representations were not true.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this affidavit was executed on \_\_\_\_\_ in \_\_\_\_\_, California.

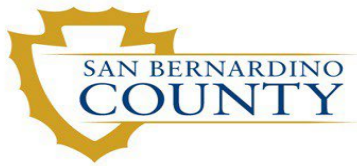
Date

Location

\_\_\_\_\_  
Print Name of Authorized E-Signature Signer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Community Development and Housing Department

### APPRENTICES AND TRAINEES ACKNOWLEDGMENT FORM

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Company Name:</b>	

The only workers who can be paid less than the wage rate on the wage decision for their work classification are "Apprentices" and "Trainees" registered in approved apprenticeship or training programs. Approved programs are those which have been registered with the Department of Labor (DOL) or a DOL-recognized State Apprenticeship Council (SAC). Apprentices and Trainees are paid wage rates in accordance with the wage schedule in the approved program.

1. **Probationary Apprentice:** Can be paid as an Apprentice (less than the rate on the wage decision) if the DOL or SAC has certified that the person is eligible for probationary employment as an Apprentice.
2. **Pre-Apprentice:** Someone who is not registered in a program and who hasn't been DOL- or SAC- certified for Probationary Apprenticeship would not be considered an "Apprentice" and must be paid the full Journeyman's rate on the wage decision for the classification of work they perform.
3. **Ratio of Apprentices and Trainees to Journeymen:** The maximum number of Apprentices or Trainees that you can use on the job site cannot exceed the ratio of Apprentices or Trainees to Journeymen allowed in the approved program. Compliance with the ratio is determined on a daily, not weekly basis.
4. **Apprentices or Trainees:** All required Apprentice / Trainee documents must be submitted and approved by the Community Development Housing Department before the first payroll on which any Apprentice or Trainee appears. Incomplete or missing Apprentice / Trainee documents will render that Apprentice / Trainee a Journeyman and must be paid the full Journeyman's rate on the wage decision for the classification of work they perform.

#### REQUIRED DOCUMENTS FOR APPRENTICE PROGRAMS:

- ❖ Program Certification MUST be issued by the Department of Labor (DOL), Office of Apprenticeship (OA)
- ❖ Copy of DOL Individual(s) Apprenticeship Certification Print out : SAMPLE ATTACHED
- ❖ Copy of the Apprenticeship Program Appendix A which includes: SAMPLE ATTACHED
  - Level, Step or Period of the Apprentice
  - Ratio Information
  - Apprentice Wage Scale
  - Schedule of Work Experience
  - Schedule of Related Instructions
- ❖ Copy of Fringe Benefit Apprenticeship Percentage Form also referred to as Rate Sheet Copy of DIR-DAS Apprenticeship Programs (State only): SAMPLE ATTACHED

I acknowledge that I am aware of the foregoing requirements and that I am authorized to make this certification on behalf of the above-named contractor. I fully understand that failure to comply with any of the above requirements may result in the apprentice/trainee being rendered as improperly paid and will be entitled to the journeyman rate for the classification perform.

\_\_\_\_\_  
Print Name of Authorized E-Signature Signer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP  
APPRENTICESHIP CERTIFICATION**

####  
####  
####

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program CA##### - XXXXX Apprenticeship Program:

Laborers XXX Apprenticeship Program  
XXXXXXXX

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
#####	**-####	XXXX XXXXX	XXXXXX	##/##/##		



Certified by the U.S. Department of Labor

Date Issued: ##/##/####

\*\*\*\*VOID 90 DAYS FROM ISSUE DATE\*\*\*\*

# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

## *Southwest Carpenters Training Fund*

FOR THE OCCUPATIONS OF

CABINETMAKER	SOC CODE 51-7011.00	RAPIDS CODE 0055
CARPENTER	SOC CODE 47-2031.00	RAPIDS CODE 0067
DRY-WALL APPLICATOR	SOC CODE 47-2081.02	RAPIDS CODE 0145
FLOOR LAYER	SOC CODE 47-2042.01	RAPIDS CODE 0199
MILLWRIGHT	SOC CODE 49-9041.00	RAPIDS CODE 0335
PLASTERER	SOC CODE 47-2161.01	RAPIDS CODE 0423
RESIDENTIAL CARPENTER	SOC CODE 47-2031.01	RAPIDS CODE 0564
TERRAZZO WORKER	SOC CODE 47-2053.00	RAPIDS CODE 0568
ACOUSTICAL CARPENTER	SOC CODE 47-2031.01	RAPIDS CODE 0861
ASSEMBLER-INST. (GEN)	SOC CODE 51-2011.01	RAPIDS CODE 0876
INSULATION WORKER	SOC CODE 47-2031.01	RAPIDS CODE 0909
TERRAZZO FINISHER	SOC CODE 47-2053.00	RAPIDS CODE 0972
CARPENTER, PILEDRIVER	SOC CODE 47-2031.02	RAPIDS CODE 1009

*United States Department of Labor  
Office of Apprenticeship*



Registered as part of the National Apprenticeship Program in accordance  
with the basic Standards of Apprenticeship established by the Secretary of Labor

APPROVED BY:

Richard Davis, California State Director  
UNITED STATES DEPARTMENT OF LABOR,  
OFFICE OF APPRENTICESHIP.

DATE OF REGISTRATION: March 22, 2007  
PROGRAM ID: CA000070086  
ORG ID: SP589

## Appendix A

**Program Name:** Southern California Carpenters Joint Apprenticeship and Training Committee

**Program ID:** CA000070086

**For Occupation:** Carpenter

**O\*NET/SOC CODE:** 47-2031.00

**RAIS CODE:** 0067/0067 HY

This schedule is attached to and a part of these Standards for the above identified occupation.

### **1. TERM OF APPRENTICESHIP**

The term of the occupation Carpenter will be hybrid in nature with an on-the-job learning training term of **5200 - 8000 HOURS**. This occupation will be supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

### **2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The ratio as provided in the Collective Bargaining Agreement is as follows:

- A. The sponsor shall not indenture a number of apprentices that exceed a ratio of one (1) apprentice/s to three (3) journey-workers normally employed in the jurisdictional area, consistent with proper supervision, training, safety, and continuity of employment.

The allowable ratio of apprentices to journey workers shall be no more than one (1) apprentice to one (1) journey worker and no less than one (1) apprentice in a crew of four, with one (1) additional apprentice for every three (3) journey workers hereafter as covered in the CBA.

No apprentice may work without a Journeyman Carpenter on the job.

### **3. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wages as stated below or as per the CBA.

Carpenter Commercial	\$40.40
Carpenter Commercial (Kern, Inyo, Mono)	\$39.83
Carpenter Commercial (San Diego)	\$35.10
Carpenter Residential/Lt. Commercial (San Diego)	\$28.08
Carpenter Engineering (San Diego)	\$40.20
Bridge Carpenter	\$40.53
Bridge Carpenter (Kern, Inyo, Mono)	\$40.53
Pile Driver/Bridge Carpenter (San Diego)	\$40.33
Locksmith (All Counties)	\$40.40
Carpenter Residential Framer (all counties)	\$29.55
Carpenter Residential Insulator	\$18.00
Carpenter Residential Shingler	\$27.60
Carpenter Residential Cabinet Installer	\$28.16
Residential Subterranean Garage/Slab (Concrete)	\$27.08
Carpenter Residential Floor Installer	\$24.71
Residential Fence Builder	\$29.20

STATE OF CALIFORNIA

EDMUND G. BROWN, JR., Governor

**DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF APPRENTICESHIP STANDARDS**P.O. Box 420603  
San Francisco, CA 94142-0603

To whom it may concern:

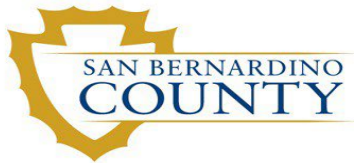
The Division of Apprenticeship Standards hereby certifies that, according to transactions recorded as of January 21, 2015, the below named Apprentice is registered with the State of California as an apprentice in the occupation during the period between the start date and the end date or completion (comp) date listed below. If there is no end date for an occupation, the Apprentice is currently registered in that occupation.

Name	Occupation	Action	Effective Date	Cert. id
F. Torre	Carpet, Linoleum & Soft Tile Layer	Start	12-12-2007	De

If you have any questions please contact your local Division of Apprenticeship Standards office.

Glen Forman  
Deputy Chief

Required on project subject to State Prevailing  
Wage requirements.



## Community Development and Housing Department

### CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY (LCF DB16-2.1)

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Company Name:</b>	

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder (Prime Contractor, or any of their proposed Subcontractors/Sub-Tiers) shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the Equal Opportunity Clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. No contract shall be awarded unless such report is submitted.

#### 1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

(check box)

- ☐ Yes (IF **YES**, identify the most recent contract) \_\_\_\_\_
- ☐ No (IF **NO**, bidder may be required to submit an EEO-1 survey or other reports to the Equal Employment Opportunity Commission, contact EEOC at 800-669-4000 or online at <https://www.eeocdata.org/eo1>.

#### 2. Compliance reports were filed in connection with such contract or subcontract with the Joint Reporting Committee, the Deputy Assistant Secretary or the Equal Employment Opportunity Commission.

(check box)

- ☐ Yes ☐ No ☐ None Required

#### 3. Has Bidder ever been or is bidder being considered for sanction due to violation of **EXECUTIVE ORDER 11246**, as amended. <https://www.dol.gov/agencies/ofccp/executive-order-11246/as-amended>

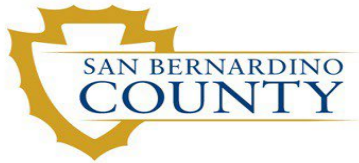
(check box)

- ☐ Yes ☐ No

\_\_\_\_\_  
Print Name of Authorized E-Signature Signer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Community Development and Housing Department

### CERTIFICATE OF UNDERSTANDING AND AUTHORIZATION FORM (LCF 16-1.2)

<b>Project Name</b>	
<b>Project Address:</b>	
<b>Company Name:</b>	

The undersigned certifies that the company principal(s), or designee and the "Authorized Payroll Officer" have if project is subject to Davis-Bacon And Related Acts read the most current "LABOR STANDARDS" (A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects) and if project is subject to California prevailing wage requirements is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq. as well as California Code of Regulations, Title 8, Section 16000 et seq. ("PREVAILING WAGE LAWS"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. The undersigned further certifies under penalty of perjury that the records or copies thereof submitted are the originals or true, full and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, direct deposit or whatever form to the individual or individuals named. The undersigned have read, signed and submitted to the County of San Bernardino Community Development and Housing (CDH) the E-Signature Authorization form and have established Personal Identification Number (PIN), for CDH's Online Certified Payroll System.

THE UNDERSIGNED IS A (OWNER, PARTNER, OFFICER, DESIGNEE) WITH THE AUTHORITY TO ACT FOR AND ON BEHALF OF THE ABOVE NAMED CONTRACTOR DESIGNATE THE FOLLOWING PERSON(S) AS THE "AUTHORIZED PAYROLL OFFICER" AND IS HEREBY AUTHORIZED TO SIGN THE STATEMENT OF COMPLIANCE WHICH WILL ACCOMPANY EACH WEEKLY CERTIFIED PAYROLL REPORT FOR THE ABOVE PROJECT.

\_\_\_\_\_  
Authorized Payroll Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Payroll Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized E-Signature Signer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date





## Community Development and Housing Department

### LABOR LAW REQUIREMENTS – (ONE-TIME FORM)

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Contractor (Company) Name:</b>	

PLEASE CHECK ONE OF THE FOLLOWING: ☐ PRIME CONTRACTOR ☐ SUBCONTRACTOR ☐ SUB-TIER

The FEDERAL AND STATE LABOR LAW REQUIREMENTS applicable to the contract are composed of, but not limited to, the following:

#### Payment of Prevailing Wage Rates

The contractor to whom the contract is awarded and its subcontractors hired for the public works project are required to pay not less than the specified general prevailing wage rates to all workers employed in the execution of the contract. Labor Code Section 1770 et seq.

The contractor is responsible for ascertaining and complying with all current general prevailing wage rates for crafts and any rate changes that occur during the life of the contract. Information on all prevailing wage rates and all rate changes are to be posted at the job site for all workers to view. Additionally, current wage rate information can be found at the DLSR web site, [www.dir.ca.gov/dlsr/statistics\\_research.htm](http://www.dir.ca.gov/dlsr/statistics_research.htm).

#### Apprentices

It is the duty of the contractor and subcontractors to employ registered apprentices on the public works project and to comply with all aspects of Labor Code Section 1777.5, relating to Apprentices on public Works. (1) Notify approved apprenticeship programs of contract award; (2) employ apprentices; (3) pay training fund contributions.

#### Penalties

There are penalties required for contractor/subcontractor's failure to pay prevailing wages and for failure to employ apprentices, including forfeitures and debarment under Labor Code Sections 1775; 1776; 1777.1; 1777.7 and 1813.

#### Certified Payroll Reports

Under Labor Code Section 1776, contractors and subcontractors are required to keep accurate payroll records showing the name, address, social security number and work classification of each employee and owner performing work; also the straight time and overtime hours worked each day for each week, the fringe benefits, and, the actual per diem wage paid to each owner, journey person, apprentice worker or other employee hired in connection with the public works project.

This requirement includes and applies to all subcontractors performing work on Awarding Body projects even if their portion of the work is less than one half of one percent (0.05%) of the total amount of the contract.

The certified payroll records shall contain the same data fields listed on the Public Works Payroll Reporting Form (A-1-131) and contain or is accompanied by a declaration made under penalty of perjury. (California Code of Regulations, Section 16401).

Prime Contractors are responsible for submittal of their payrolls and those of their respective subcontractors as one package. Any payroll not submitted in the proper form will be rejected. In the event that there has been no work performed during a given week, the Certified payroll report shall be annotated: "No work" for that week or a Non-performance Statement must be submitted.

Employee payroll records shall be certified and shall be made available for inspection at all reasonable hours at the principal office of the contractor/subcontractor, or shall be furnished to any employee, or his/her authorized representative on request, pursuant to Labor Code Section 1776.



## Community Development and Housing Department

Under Labor Code Section 1776(g) there are penalties required for contractor's/subcontractor's failure to maintain and submit copies of certified payroll records on request.

### **Nondiscrimination in Employment**

There exist prohibitions against employment discrimination under Labor Code Sections 1735 and 1777.6, the Government Code, the Public Contracts Code, and Title VII of the Civil Rights Act of 1964.

### **Kickbacks Prohibited**

Contractors and subcontractors are prohibited from recapturing wages illegally by accepting or extracting "kickbacks" from employee wages under Labor Code Section 1778.

### **Acceptance of Fees Prohibited**

There exists a prohibition against contractor/subcontractor acceptance of fees for registering any person for public work under Labor Code Section 1779; or for filling work orders on public works contracts pursuant to Labor Code Section 1780.

### **Listing of Subcontractors**

All prime contractors are required to list properly all subcontractors hired to perform work on the public works projects covering more than one-half of one percent, pursuant to Government Code Section 4104.

### **Proper Licensing**

Contractors are required to be licensed properly and to require that all subcontractors be properly licensed. Penalties are required for employing workers while unlicensed under Labor Code Section 1021 and under the California Contractor License Law found at Business and Professions Code Section 7000 et seq.

### **Unfair Competition Prohibited**

Contractors and sub-contractors are prohibited from engaging in unfair competition as specified under Business and Professions Code Sections 17200 to 17208.

### **Workers Compensation Insurance**

Labor Code Section 1861 requires that contractors and subcontractors be insured properly for Workers Compensation.

### **OSHA**

Contractors and subcontractors are required to abide by the Occupational, Safety and Health laws and regulations that apply to the particular construction project.

### **Proof of Eligibility/Citizenship**

The federal prohibition against hiring undocumented workers, and the requirement to secure proof of eligibility/citizenship from all workers, is required.

### **Itemized Wage Statement**

Labor Code Section 226 requires that employees be provided with itemized wage statements.

### **CERTIFICATION**

I acknowledge that I have been informed and am aware of the foregoing requirements and that I am authorized to make this certification on behalf of the above named contractor. I fully understand that failure to comply with any of the above requirements may subject me, or my company, to penalties as provided above.

---

Print Name of Authorized E-Signature Signer

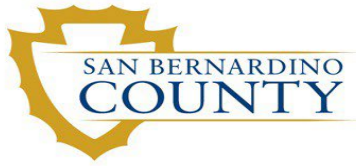
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Title

---

Date





## Community Development and Housing Department

### FRINGE BENEFIT STATEMENT

(LCF 16-1.3)

<b>Project Name</b>	
<b>Project Address:</b>	
<b>Company Name:</b>	

Use this form to identify those bona fide Fringe Benefit Plan(s) in which your employees are participating. List all third-party plans, funds or trustees to which your firm makes fringe benefit payments in the interest of your employees. Provide an hourly equivalent of each fringe type (in dollars) below. Payrolls will be monitored to ensure the proper Fringe Benefit rates are being paid. Additional documentation may be required if paying.

**Specify the fringe benefit hourly amount along with the name, address and contact name/ phone number.**

<b>Classification:</b>	<b>Effective Date:</b>	<b>Subsistence or Travel Pay \$:</b>
<b>Fringe Benefit Hourly Amount:</b>	<b>Name, Address and Contact Information of Plan, Fund or Program</b>	
Health & Welfare \$:	Name: Address:	Phone#:
Pension \$:	Name: Address:	Phone#:
Vacation/ Holiday \$:	Name: Address:	Phone#:
Apprentice/ Training \$:	Name: Address:	Phone#:
Other \$: Specify: _____	Name: Address:	Phone#:
<b>Classification:</b>	<b>Effective Date:</b>	<b>Subsistence or Travel Pay \$:</b>
<b>Fringe Benefit Hourly Amount:</b>	<b>Name, Address and Contact Information of Plan, Fund or Program</b>	
Health & Welfare \$:	Name: Address:	Phone#:
Pension \$:	Name: Address:	Phone#:
Vacation/ Holiday \$:	Name: Address:	Phone#:
Apprentice/ Training \$:	Name: Address:	Phone#:
Other \$: Specify: _____	Name: Address:	Phone#:

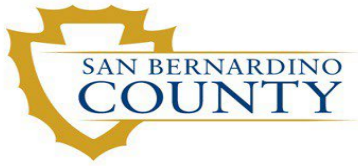
☐ All Fringes Paid in Cash

I certify under penalty of perjury that I have read and understand the instructions for completing the fringe benefit statement clauses pertaining to this project; and that Fringe Benefits are paid to the approved plans, funds, programs or employees as listed above; and during the progress of work on above project should a change in plan or rate of any of the classifications be made supplemental statements will be submitted precipitously.

\_\_\_\_\_  
**Print Name (Authorized E-Signature Signer)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**



## Community Development and Housing Department

### FRINGE BENEFIT STATEMENT INSTRUCTIONS

The Fringe Benefit Statement must be submitted by each contractor and subcontractor with the first certified payroll report. The form details the fringe benefit contributions and indicates whether these payments are paid to employees in cash or made to a third party trust fund. Supplemental statements must be submitted during the progress of the work should there be an increase or change in rates. Classification: Include all Trades/Classifications of employees that your company will use on the project, including apprentices. Do not list each employee by name. Please provide group number when applicable. For apprentices, please list the period levels.

**Classification:** List each craft(s) of employee(s) that you have working on the Project.

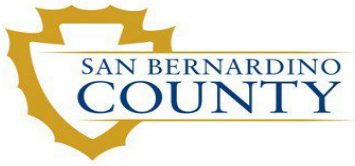
**Effective Date:** The date of the wage determination for the project.

**Subsistence or Travel Pay:** The amount shown in the wage decision of the craft of workers that require subsistence or travel at the Project location. If your company will be required to pay this fringe benefit insert the per diem amount within this section.

**Fringe Benefit Hourly Amount:** The amount of fringe benefits that are paid by craft. If any monies are paid on behalf of the employees they must be authorized in writing. All methods of payment must be shown on the form. Next to each listed Fringe Benefit, indicate the hourly rates for payments made to employees on the various classifications of work. **Do not** include amounts that are paid directly by the employee.

**Name, Address and Contact Information of Plan, Fund, or Program Paid To:** Insert the name, address and phone# of the Plan, Fund or Program where the monies are being paid. If the benefit amount is to be paid directly to the employee, indicate **Paid to Employee**. **Do not** list each employee by name. Note: If you do not make your fringe benefit payments to the local union trust fund you may still claim your own benefit program paid on behalf of your employees, as long as the amounts do not exceed the total amount shown on the Department of Industrial Relations Wage Decision that is posted on their website. If the difference in the amount of your program is less than the amount shown in the wage determination then the difference must be paid to the employee as part as the basic wage rate. Remember that any Pension Fund payments must be irrevocably paid to a "Third Party Trust". All fringe benefits must be irrevocably paid to an authorized Plan, Fund, Program or to the employee.

Please note that training fund contributions cannot be paid directly to employees (Check DIR website for exceptions) and must be paid to the California Apprentice Council (CAC) or to an approved fund such as a union trust fund. Note: A worker's title or status with the employer is not determinative of an individual's coverage by the prevailing wage laws. What is determinative is whether the duties performed by the individual on the public works project constitute covered work. An individual who performs skilled or unskilled labor on a public works project is entitled to be paid the applicable prevailing wage rate for the time the work is performed, regardless of whether the individual holds a particular status such as partner, owner, owner-operator, independent contractor or sole proprietor, or holds a particular title with the employer such as president, vice-president, superintendent or foreman (Department of Industrial Relations (DIR) Public Works Manual).



## Community Development and Housing Department

**VACATION PLAN/PAID HOLIDAY DOCUMENTATION:** CDH may require copies of your company's policy for employer paid vacation and holidays. For vacation, if requested please explain how you track the vacation hours for each employee. Additionally if requested, please submit copies of monthly reports or statements from the bank/fund depository showing that the plan and vacation amounts are available for the workers.

**HEALTH AND WELFARE DOCUMENTATION:** CDH may require copies of the plan documentation indicating monthly or quarterly billings for the covered benefits (and delineating all benefits per worker), as well as statements and copies of checks transmitted by your company to the trust fund or plan for these benefits.

**PENSION PLAN DOCUMENTATION:** CDH may require copies of the plan documentation from the Plan Administrator including the plan summary, account balances, monthly or quarterly transmittals into the account and copies of checks transmitted by your company as payments into the accounts.

**TRAINING DOCUMENTATION:** Please submit copies of the Apprenticeship Training Certification Letter from your Federally Registered Program Sponsors. The apprenticeship program must be registered with the Department of Labor (DOL), Office of Apprenticeship. Include level, step or period of the apprentice; apprentice's wage scale and ratio information. A training or apprentice wage can be paid only if the trainee is registered in a DOL approved apprenticeship or training program or with a State Apprenticeship Agency recognized by DOL. Otherwise, the individual is to be paid the Davis-Bacon and Related Acts (DBRA) prevailing wage rate for the classification of work that they are performing regardless of their skill level. (Federal regulations DO NOT REQUIRE the employment of apprentices on federally funded projects)

**OTHER DOCUMENTATION:** CDH may require copies of explanation, monthly reports or statements and plan documentation from the Plan Administrator for all "OTHER" company paid plan(s). The implementing agency will verify plan(s) for employer to receive credit.

If your company does not operate under a collective bargaining agreement or contribute based on an hourly amount; you may use the following formulas to compute hourly benefits. Please be advised that examples are provided only to demonstrate how the formulas are used.

Annual Calculation: The annual calculation is based on 2080 hours per year (40hrs x 52 weeks per year)

Formula: Employee's Basic Hourly Rate x Number of Benefit Hours (8 Hrs a Day x Number of Days) divided by 2080 Hours.

Example: At \$20/Hr, with 80 vacation hours a year, the hourly rate would calculate as follows:

$$\$20 \times 80 \text{ Hrs} = \$1,600 \text{ divided by } 2,080 \text{ hours per year} = \$ .77$$

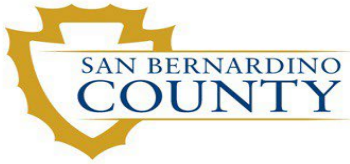
Fringe Benefit Hourly Amount: \$.77

Monthly Calculation: The monthly calculation factor 173.33 is based on 2080 hours per year divided by 12 months.

Formula: Monthly Benefit Plan Contribution divided by 173.33

Example: If employer pays \$200/month for a medical benefit, the monthly hourly rate calculates as follows:

$$\text{A monthly plan contribution of } \$200 \text{ divided by } 173.33 = \$1.15$$



## Community Development and Housing Department

### PROJECT WAGE RATE SHEET

(LCF-16-1.1)

<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Company Name:</b>	

TYPE OF WAGE: ☐ DAVIS BACON ☐ APPRENTICE CLASSIFICATION

**DAVIS BACON WAGE (DB) DECISION NUMBER/MODIFICATION NUMBER:** \_\_\_\_\_  
When completing form enter ONLY the DB Wage Decision Rates provided in the pre-con packet. Contractors employing apprentices on the project MUST complete a Project Wage Rate Sheet, be sure to list all available apprentice period/levels on form. For Apprentice rates, please forward to CDH a copy of the Appendix A and copy of the rate sheet with this form. All documents must be uploaded onto the applicable edocument type in LCPTracker.

Department of Labor Wage /Apprentice Classification (For DB rate use classification as it appears on the DB decision)	Base Rate:	Fringe Benefit:	Total Rate:

\_\_\_\_\_  
Print Name of Authorized E-Signature signer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*\*\*\*\*CDH USE ONLY\*\*\*\*\*

Rates confirmed: ☐

Apprentice Rate Request- Appendix A uploaded in LCP Tracker ☐

## 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 AWARDING 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.

SAMPLE

# 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: \_\_\_\_\_

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

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 (Revised 10/18)



## Community Development and Housing Department

Clear form

### AUTHORIZATION FOR PAYROLL DEDUCTION(S)

Project Name:	
Project Code:	
Company Name:	
Employee Name:	
Last 4 digits of Social Security:	

Form **MUST** be signed by the **EMPLOYEE** who has "OTHER/GARNISH" deduction(s) subtracted from his/her payroll check. Deduction types include: Alimony, Child Support, other Court-Ordered Deductions or Garnishments, Training, Uniforms, 401K, Loans, Advance Paybacks, or Voluntary Insurance, etc. This form is to be submitted **BEFORE** the first Certified Payroll Report (CPR) reflecting the deduction(s). **SUPPORTING DOCUMENTATION** for "Other/Garnish" deductions may be required, as requested.

Deduction Type:	Explanation for Deduction(s)	Weekly Amount:

I THE ABOVE NAMED EMPLOYEE, HEREBY AUTHORIZE THE ABOVE NAMED CONTRACTOR TO MAKE THE ABOVE LISTED DEDUCTION(S) FROM MY PAYROLL CHECK. IT IS UNDERSTOOD THAT THESE DEDUCTIONS ARE IN THE INTEREST OF THE EMPLOYEE AND NOT A CONDITION OF EMPLOYMENT, OR A DIRECT OR INDIRECT FINANCIAL BENEFIT ACCRUING TO THE EMPLOYER, AND NOT FORBIDDEN BY LAW.

Employee Signature

Date

Company Name/Name of Authorized E-Signature Signer

Title

Date

**COMPLETE ONE (1) FORM PER EMPLOYEE.**





**TRAINING FUND  
CONTRIBUTIONS**

*California Apprenticeship  
Council*

**Transaction ID: XXXXXX**

**Total Amount: \$00.00**

Please Mail this form and your check payable to the  
**California Apprenticeship Council** to:

**Contractor License: XXXXXX**

**State of California  
Department of Industrial Relations  
California Apprenticeship Council  
P.O. Box 511283  
Los Angeles, CA 90051-7838**

**Contractor's Name & Address:**

**Company name**

**Address 1**

**City, State Zip Code**

Report Period: Dates  
Contract/Project No: DIR Project #  
Jobsite: Jobsite name #1

**Remittance for the Following Project**

<u>COUNTY</u>	<u>CLASSIFICATION</u>	<u>HOURS</u>	<u>CONTRIBUTION RATE</u>	<u>AMOUNT</u>
SAN BERNARDINO	CARPENTERS	28.00	\$0.62	\$17.36

**Submitter Contact Information**

Submitter's name

Submitter's title

Email address

Phone #

Name of submitter

Submitter Title

Email address

Phone #

## eCPR Online Confirmation

---

**Your payroll submission request has been processed.**

Please review the results of your submission. Should you have any questions please contact the eCPR unit at [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov).

Contractor Name: Name of Contractor.

Contractor Address: Contractor Address

City, CA Zip Code Awarding Body: Name of Awarding Body

Project ID: 123456

Contract With: Name of Prime Contractor

Week Ending Date: 2020-12-20

Payroll Number: 1

Amendment Number: 0

4 employee payroll record(s) processed

Your Transaction ID is: 100000000

[Print this Page](#)



View your submission

[Submit another set of payroll records](#)

SAMPLE