



LABOR COMPLIANCE PROGRAM - PLA PROJECTS PRE-CONSTRUCTION MEETING CONTRACTOR HANDOUT

Included in this packet are materials to assist your company in complying with Centinela Valley Union High School District's Labor Compliance Program (LCP). Pacific Resources Services monitors and enforces the District's LCP.

Have questions about how to comply with the Labor Compliance Program? Call the Labor Compliance Officers assigned to monitor the District's projects at (626) 434-5087.

PACKET INCLUDES:

1. Prevailing Wage / DIR Determination Website Link
2. Pre-Construction Meeting Labor Compliance Responsibilities & Requirements
3. Required LCP & PLA Submittal Forms (Blank/Sample Forms)
Attachment 1: Submittal Schedule
Attachment 2: Letter of Assent (**PLA required** / Prior to Start of Work)
Attachment 3: PLA Requirements Summary
Attachment 4: Core Employees List (**PLA required** / Prior to Start of Work)
Attachment 5: Core Employees Verification ("Sample Pay Register")
Attachment 6: LCP Checklist
Attachment 7: DAS-140 and DAS submittal information
Attachment 8: Fringe Benefit Statement
Attachment 9: Sample Certified Payroll Record
Attachment 10: Statement of Compliance
Attachment 11: Statement of Non-Performance
Attachment 12: Employer's Monthly Report to Trustees (Trust Fund Report)
Attachment 13: Subcontractor's Sub-Listing
Attachment 14: Public Works Affidavit
4. Request for Craft Workers
5. "Local Hire" ZIP Codes

PREVAILING WAGE / DIR DETERMINATION WEBSITE LINK

http://www.dir.ca.gov/DLSR/statistics_research.html

- o The first bid advertisement date establishes which Department of Industrial Relations (DIR) determination to use for each work classification you assign to this project.
 - o If the project's bid advertisement is first advertised between March 4 and September 1 of the current year (March 3 in leap years), contractors must refer to the "current" Determination, which ends in "-1" (e.g. 2010-1).
 - o If the project's bid advertisement is first advertised between September 2 and March 3 of the year (March 2 in leap years), contractors must refer to the Determination, which ends in "- 2" (e.g. 2010-2).
- o NOTE: Contractors are held responsible for any/all increases to the prevailing wages. If you see a double asterisk after the determination expiration date (**) then there will be an increase to the prevailing wages.

PRE-CONSTRUCTION MEETING
PROJECT LABOR AGREEMENT & CALIFORNIA LABOR CODE
RESPONSIBILITIES & REQUIREMENTS
(For Projects subject to the PLA)

I. REQUIRED SUBMITTALS (Submittal Schedule & Forms)

a. LCP Checklist – Submit before you start work on the project.

i. Review and sign

1. Payment of Prevailing Wage Rates

a. Public Works Project requires the payment of prevailing wages to all employees

b. The prevailing wage determination applicable to this project can be found on the California Department of Industrial Relations website at: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>

c. You must refer to the Prevailing Wage Determinations that were in effect at the time the project was first advertised for bids. Note: contractors are responsible for all predetermined increases.

2. Apprentices

a. All contractors must make a “good faith effort” to employ apprentices (if craft is apprenticeable).

b. Submit a DAS-140 (Public Works Contract Award Information) to your appropriate Apprenticeship Committee. Submit a copy of your certified mail certificate as proof of your submittal.

b. Letter of Assent – Submit before you start work on the project.

i. Section 2.5(b) of the PLA states that all contractors, all tiers, shall sign and submit a Letter of Assent prior to the commencement of work.

ii. The Letter of Assent confirms that the contractor is accepting and is bound by the terms and conditions of the PLA, including the requirement to send fringe benefit payments to a Union Trust Fund.

c. Core Employees Listing – Submit before you start work on the project.

i. Section 3.6(d) of the PLA states that all contractors, all tiers, shall submit a Core Employees Listing upon request.

ii. Core Employees are defined in PLA §3.6(c); they must reside in the District, and must appear on the contractor’s payroll for 50 of the 100 working days prior to the award of contract.

iii. Pursuant to the requirements of SB 1362 and California Labor Code §3099.2, all employees performing electrical work for a subcontractor holding a C-10 license must be certified. If employees working on project are found to be not certified, they shall be immediately removed. Failure to provide proof of this documentation on all employees will be considered a violation and subject the subcontractor to corrective action up to and including being removed from the project.

iv. Contractors are strongly recommended to list everyone who qualifies as a Core Employee and may be working on the project; Core Employees Lists may not be revised after work begins.

d. Verification of Core Employees – Submit as requested.

i. Section 3.6(d) of the PLA states that a contractor must provide proof of its core employees’ eligibility.

ii. Copies of the contractor’s payroll registers (or similar payroll records) are typically used to validate the core employees’ eligibility.

e. DAS-140 – Submit before you start work on the project.

- i. Requirement to “announce” that you will be working on a public works project (compliance is proven via submittal of DAS-140)
- ii. This form should be sent to the local apprenticeship committee for your craft.
- iii. If you need the contact information for your applicable apprenticeship committee, refer to <http://www.dir.ca.gov/Databases/das/pwaddrstart.asp>.

f. Subcontractor listing – Submit before you start work on the project.

- i. The subcontractor listing should include all subcontractors who will be doing prevailing wage labor on the project. If there are none, write “NONE.”
- ii. Include subcontractors’ addresses, phone numbers and license numbers.
- iii. Contractors of every tier are responsible for ensuring that their subcontractors submit the PLA Letter of Assent before beginning work.

g. Fringe Benefit Statement - Submit before you start work on the project.

- i. Contractors must pay fringe benefits to the appropriate union trust fund according to PLA §5.2(b).
- ii. Indicate each benefit amount for every individual craft you employ on this project. If there are several crafts, separate sheets may be necessary.
- iii. Write the contact information for the trust fund in the designated areas.
- iv. If contribution amounts change, such as after a predetermined prevailing wage increase, submit a new Fringe Benefit Statement.

h. CPRs & Statements of Compliance – Submit for each week you work on the project.

- i. CPRs must be submitted for every week that work was performed on the project.
- ii. Make sure that you include an accurate work classification for all your workers.
(e.g. ‘Laborer Group 2’, ‘Laborer Group 1 Apprentice level 1’)
- iii. CPRs are not valid unless accompanied by a signed statement of compliance.
- iv. For weeks in which you did not perform any work, you must submit a Statement of Non-Performance.
- v. The last payroll should be clearly marked “Final” – when we see the final payroll, we will begin closeout procedures.

i. Trust Fund Reports – Submit monthly

- i. Copies of the Trust Fund Reports sent to the trust fund and copies of the contribution checks must be submitted monthly – this proves the benefits were paid for every hour worked on this project.
- ii. Letters from the union are not sufficient because the funds do not verify that the hours reported are the same as the hours worked.

LETTER OF ASSENT

To be signed by all Contractors awarded work covered by the Centinela Valley Union High School District New School Construction and Major Rehabilitation Project Labor Agreement.

This letter should be executed and submitted to the Project Labor Coordinator and the Los Angeles /Orange Counties Building and Construction Trades Council prior to the start of work by the contractor, pursuant to Section 2.5 (b) of the Project Labor Agreement.

[To be printed on Contractor's Letterhead]

Project Labor Coordinator
Pacific Resources Services
11421 Lambert Avenue
El Monte, CA 91732

Re: Centinela Valley Union High School District Project Labor Agreement

Dear Sir or Madam:

This is to confirm that [Name of Company] agrees to be party to and bound by the Centinela Valley Union High School District New School Construction and Major Rehabilitation Project Labor Agreement effective DATE, as such Agreement may, from time to time, be amended by the negotiating parties or interpreted pursuant to its terms.

Such obligation to be a party and bound by this Agreement shall extend all work covered by the Agreement undertaken by this Company on the Project pursuant to [Contract No. or identifying description]. This Company shall require all of its subcontractors of whatever tier to become similarly bound for all work within the scope of the Agreement by signing and furnishing to you an identical Letter of Assent prior to their commencement of work.

Sincerely,

[Name of Construction Company]

By: []

Name and Title of Authorized Executive

**PROJECT LABOR AGREEMENT &
CALIFORNIA LABOR CODE
DOCUMENT SUBMITTAL SCHEDULE**

Document Name	Frequency	Submittal Due Date	Notes:
Letter of Assent	1-time submittal	Prior to start of work	Must be submitted by all contractors and subcontractors
Core Employees Listing	1-time submittal	Prior to start of work	Must be submitted by all contractors & subcontractors (all tiers)
Payroll Register	1-time submittal	Upon request	This is a contractor-generated document. A sample report is provided as reference, but each contractor must submit its own pay register to validate its core employees.
LCP Checklist	1-time submittal	Prior to start of work	Must be submitted by all contractors and subcontractors
Form DAS-140 "Public Works Contract Award Information"	1-time submittal	Prior to start of work	A copy MUST be forwarded to the Labor Compliance Officer
Fringe Benefit Statement	1-time submittal, then as benefit amounts change	Prior to start of work, then as contribution amount changes	All fringe benefits, including training fund contributions, shall be paid to the Union trust funds appropriate to each craft initiated on the Project.
Statement of Compliance / Certified Payroll Report (CPR) / Statement of Non-Performance	Weekly	Within 10 days of end of payroll period	CPRs to be submitted to the Labor Compliance Officer within 10 days from the end of the payroll period. All documents modifying the payrolls must accompany the CPR; these include but are not limited to: approved "make-up days," "special-shifts," "alternative work schedules." All inactive workweeks (after the submission of the 1st CPR) should be reported on a "Statement of Non-Performance"
Employer's Monthly Report to Trustees Copy of the contribution check	Monthly	Within 15 days of end of reporting month	Submit monthly reports sent to the trust/plan along with a copy of the contribution check, to the Labor Compliance Officer.
Subs' Sub-List	1-time submittal	Prior to start of work	List all subcontractors that will perform work; no need to report material suppliers.
Payroll Confirmation	Once a month while active	Upon request	When requested, provide verification that the named employee received payment for the week indicated. Verification may consist of cancelled checks or payroll registers.

LETTER OF ASSENT

(ADDENDUM)

Read Carefully

By signing the Letter of Assent, all Contractors (all tiers) awarded work covered by the Centinela Valley Union High School District Project Labor Agreement (PLA) understand and affirm that the construction project for which the contractor is assigned to work on is subject to the District's PLA. As such, the contractor is bound by the terms and conditions of the PLA, which include but are not limited to the following paraphrased PLA sections:

1. Each contractor shall pay fringe benefit contributions to the established building trade trust funds for all employees working on the subject project. Such contributions for each benefit shall not exceed the amounts specified in the applicable prevailing wage determination, as determined by the California Labor Commissioner [§ 5.2(a)]. Fringe benefit contributions shall not be paid to any other plans or directly made to the employees.
2. Each contractor shall sign the trust fund enrollment documents with the appropriate building trades trust fund(s) to facilitate fringe benefit deposits into the trust fund [§2.6(b)]. Certain trust funds require that Application Fees be paid for each non-union worker as a condition of enrollment into the trust fund for this PLA project. Contractor may avoid Application Fees by utilizing the union's skilled labor force; Contractors should contact the craft-specific trust funds for more details.
3. Each contractor is required to certify to the PLA Coordinator that it has paid all benefit contributions due and owing to the appropriate Trust(s) prior to the receipt of its final payment and/or retention. The PLA Coordinator will exert its authority to the extent of requesting that the District and/or prime contractor withhold payments due by a non-compliant contractor, until such contributions have been fulfilled [§5.2(c)].
4. All contractors that are not party to a current collective bargaining agreement with a signatory union (i.e. non-union contractors) shall employ 1st a member of its core work force, it's 2nd craft employee shall be referred from the appropriate union hiring hall, 3rd craft employee a member of its core workforce, 4th referred from the appropriate union hiring hall, etc. (1-to-1 Core/Union Ratio) [§3.6(a)]. A General and/or multi-trade contractor (not engaged exclusively in specialty work) may first employ his core workforce prior to utilizing the referral procedures described above [§3.6(b)].
5. Apprentices may comprise up to 30% of each craft's work force at any time. When available, 40% of such apprentice work force shall consist of 1st year apprentices [§14.2].
6. Residents of the District-area shall be first referred for Project Work until at least 30% of the positions for Project Work for a particular contractor have been filled with District residents [§3.5(a)].

A full copy of the district's PLA is available to all project contractors. Call the District's PLA Coordinators—Pacific Resources Services—at (626) 434-5087 to obtain a copy.



CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

CORE EMPLOYEES LIST

TO BE COMPLETED BY ALL PRIME CONTRACTORS/CONSULTANTS, SUBCONTRACTORS/SUBCONSULTANTS

FIRM NAME:

PROJECT:

CONTRACT NO.:

PRIME CONTRACTOR:

TELEPHONE NO.:

The following is a list of “Core Employees” which in accordance with the Project Labor Agreement (Article 3, Section 3.6), have been on the active payroll for at least **fifty (50) out of the last one-hundred (100) days** prior to the award, and have been **residents of the District** for the one hundred (100) working days prior to the award. Pursuant to the requirements of SB 1362 and California Labor Code section 3099.2, all employees performing **electrical work** for a subcontractor holding a C-10 license **must be certified**. If employees working on project are found to be not certified, they shall be immediately removed. Failure to provide proof of this documentation on all employees will be considered a violation and subject the subcontractor to corrective action up to and including being removed from the project.

The prime contractor/consultant and any subcontractor/subconsultant, at any tier, must submit this form no later than ten (10) days prior to commencing work on the project.

NAME	SSN	TRADE	ZIP CODE OF RESIDENCE	CERTIFICATE # (ELECTRICIANS ONLY)

Certification:

I certify that the information contained herein is true and correct. If it is determined that the information reported herein is not true and correct, I will not be allowed to do work (begin, finish, complete) for the Centinela Valley Union High School District.

Signature:
Name/Title:

Date:

SUBMIT ORIGINAL TO:

**Pacific Resources Services
Centinela Valley Union High School Project Labor
Coordinator
11421 Lambert Ave, El Monte, CA 91732
Fax: (626) 444-9019 Phone: (626) 434-5087**

PLEASE USE ADDITIONAL SHEETS AS NECESSARY

Payroll Confirmation to Verify Core Employees

Pacific Resources Services

3/5/13

Before a contractor begins work on a Centinela Valley Union High School District PLA project, they must submit a Core Employees List along with verification that the employees on the List qualify as Core Employees (see PLA §3.6(d)). To qualify as a Core Employee, according to PLA §3.6(c)(i), an employee's name must "appear on the contractor's payroll for fifty of the one hundred working days before award of Project Work to the contractor." Therefore, to verify Core Employees, contractors need to provide enough information for the Project Labor Coordinators (The Solis Group) to see that the employee has indeed been on the payroll for **50 of the last 100 working days before the contractor was awarded the job.**

Contractors' payroll record-keeping differs, so there is no one form a contractor must use to provide this verification. However, on the following pages are two examples of acceptable core employee employment verification.

Page 2: Weekly payroll registers.

These show all the employees on a company's payroll for a given week, as well as the hours they worked. If a company works 5 days a week, 100 working days would be 20 weeks. The contractor could submit these weekly payroll registers going back far enough to show that all employees it claims as Core Employees have appeared on payroll for 50 of the last 100 days before the contractor was awarded the job. Any workers not listed as Core Employees could be blacked out to protect their privacy.

Page 3: Individual worker reports.

Some contractors have the ability to print out individual worker reports, showing all checks issued to that worker. Note that the example on Page 3 shows the dates that checks were issued, the check numbers, and the wages paid to the worker, and the check dates go back farther than 100 working days. If the worker is making substantial wages every week, we can verify that they must be employed regularly. (If an issue is questionable – such as a worker who has weeks skipped, or who only makes \$200 a week – we will ask for further verification.) A contractor could submit something like the report on Page 3 for each Core Employee.

If there are any questions about core employee status or any PLA matters, please contact Pacific Resources Services at (626) 434-5087.

EARNINGS		DEDUCTIONS										NET							
DESCRIPTION	P/T#	UNITS	RATE	PTF	G/L #	PT CUR	PT YTD	TOTAL EARN	FIT	FICA	MED	SIT	SDI/COUNTY	LOCAL	ETC D#	DESC	GL#	DED AMT	NET
Johnson, Lance																			
REGULAR-CA0042	1	8.00	18.13	1.00	116			145.04	1758.21	145.04	8.99	2.11	.00	1.16	.00	.00			132.78
								5866.25	486.37	363.09	84.92	94.63	46.85	.00	.00				50229
ADDRESS: NORTH HOLLYWOOD, CA. 91606																			
Ventura, Robin																			
REGULAR-CA0042	1	40.00	21.88	1.00	116			875.20	4113.44	875.20	42.77	54.26	12.69	5.48	7.00	.00			753.00
								7142.24	343.07	442.82	103.56	45.87	57.14	.00	.00				50230
ADDRESS: BAKERSFIELD, CA. 93304																			
Calderon, Ivan																			
REGULAR-CA0042	1	16.00	13.75	1.00	116			220.00	925.00	220.00	13.64	3.19	.00	1.76	.00	.00			201.41
								4501.71	547.27	279.11	65.27	182.80	36.01	.00	.00				50231
ADDRESS: PARRIPAL CITY, CA. 91402																			
Pasqua, Don Y																			
REGULAR-CA0042	1	8.00	8.75	1.00	116			70.00	420.00	70.00	4.34	1.01	.00	.56	.00	.00			64.09
								3401.40	82.54	210.89	49.32	8.63	27.21	.00	.00				50232
ADDRESS: PARRIPAL CITY, CA. 91402																			
Kittle, Ron																			
TEMP #2	8	8.00	14.76	1.00	116			118.08	506.44	226.72	.00	14.68	3.43	.00	1.89	.00	.00		216.72
TEMP #3	9	8.00	14.83	1.00	116			118.64	1277.36	4949.14	316.99	306.85	71.76	39.59	.00	.00			50233
ADDRESS: LOS ANGELES, CA. 90020																			
Karlovic, Ron																			
REGULAR-CA0042	1	24.00	13.75	1.00	116			330.00	3190.00	330.00	10.88	20.46	4.79	.82	2.64	.00	.00		290.41
								4565.40	313.33	283.05	66.20	49.33	36.52	.00	.00				50234
ADDRESS: CANOGA PARK, CA. 91303																			
Fletcher, Scott																			
REGULAR-CA0042	1	24.00	9.38	1.00	116			225.12	2626.16	225.12	13.96	3.27	.00	1.80	.00	.00			206.09
								2884.21	7.28	175.72	41.10	.00	22.67	.00	.00				50235
ADDRESS: CANOGA PARK, CA. 91304																			
Sosa, Samuel																			
REGULAR-CA0042	1	16.00	10.00	1.00	116			160.00	505.00	160.00	9.92	2.32	.00	1.28	.00	.00			146.48
								3711.36	170.10	230.10	53.81	16.63	29.69	.00	.00				50236
ADDRESS: CANOGA PARK, CA. 91304																			
Gullien, Oswaldo																			
REGULAR-CA0042	1	8.00	13.75	1.00	116			110.00	110.00	110.00	5.90	6.82	1.60	.42	.88	.00	.00		94.38
								110.00	5.90	6.82	1.60	.42	.88	.00	.00				50237
ADDRESS: CANOGA PARK, CA. 91304																			

Posting Date: 04/18/09
 Company No:012
 Payroll Year: 02

Employee History Earning Data
ABC Corp.

Page: 1 of 1
 Run Date: 04/18/09
 Run Time: 0:10 am

Employee No: 0435

Name: **Doe John**

Paycheck Taxes

Date	Check	Gross	F. I. C. A.				Inc Tax	Vol Ded	Net Pay
			FIT	MEDICARE	SIT	S. D. I.			
02/01	015870	528.00	.00	38.25	.00	3.16	.00	132.58	362.49
02/08	015933	352.00	.00	16.73	.00	1.75	.00	132.58	209.95
02/15	015999	739.40	28.38	47.96	1.33	5.02	.00	132.58	552.21
02/22	016125	952.95	56.16	72.64	13.49	7.78	.00	.00	806.57
03/07	016183	176.00	.00	13.46	.00	1.41	.00	.00	161.13
03/14	016236	778.00	21.44	48.77	1.54	5.18	.00	132.58	568.63
03/21	016302	938.00	38.98	55.66	4.89	5.82	.00	132.58	631.83
03/28	016372	528.00	18.49	48.48	.00	4.22	.00	.00	478.89
04/04	016433	946.00	63.68	72.37	12.63	7.57	.00	.00	799.95
04/11	016491	361.00	.54	32.78	.00	3.43	.00	132.58	331.75
04/18	016553	958.00	47.18	63.93	6.41	6.68	.00	132.58	789.48
04/25	016616	913.00	58.73	69.85	11.51	7.28	.00	.00	705.61
05/02	016679	352.00	.00	26.92	.00	2.82	.00	.00	322.26
05/09	016741	1111.00	68.53	74.86	14.13	7.82	.00	132.58	813.13
05/09	016769	264.00	.00	28.28	.00	2.11	.00	.00	241.69
05/16	016819	979.00	48.75	54.75	6.82	6.77	.00	132.58	717.38
05/23	016881	946.00	63.68	72.37	12.63	7.57	.00	.00	789.95
05/30	016950	176.00	.00	13.46	.00	1.41	.00	.00	161.13
6/13	017093	528.00	.00	38.25	.00	3.16	.00	132.58	362.89
6/20	017152	784.00	14.84	43.72	.22	4.57	.00	132.58	588.15
6/27	017222	913.00	38.73	49.85	11.51	7.38	.00	.00	765.61
7/03	017300	384.00	28.89	33.86	3.19	5.63	.00	.00	315.27
7/11	017362	827.92	27.23	53.28	2.81	3.56	.00	132.58	684.62
7/18	017424	1616.40	144.36	113.52	44.87	11.87	.00	132.58	1178.08
7/25	017524	616.00	19.23	47.32	1.11	4.92	.00	.00	543.55
8/01	017611	1809.92	73.27	77.25	15.39	8.08	.00	.00	1625.92
8/08	017677	727.00	18.14	46.25	.00	4.54	.00	132.58	534.29
8/08	017716	63.12	.09	4.58	.00	.52	.00	.00	59.62
8/15	017764	1465.00	121.63	181.54	33.94	18.65	.00	132.58	1184.31
8/22	017808	1277.28	112.31	97.71	38.62	18.22	.00	.00	1025.36
8/29	017876	784.00	28.89	53.96	3.15	5.63	.00	178.88	343.29
8/29	017905	297.00	.00	22.72	.00	2.28	.00	.00	271.98
9/05	017958	988.00	53.78	67.32	18.19	7.84	.00	22.58	718.17
9/12	018041	176.00	.00	13.46	.00	1.41	.00	.00	161.13
9/12	018065	264.00	.00	18.86	.00	1.85	.00	132.58	128.39
9/19	018102	815.84	23.95	52.82	2.44	5.46	.00	132.58	596.47
9/19	018138	264.00	.00	28.28	.00	2.11	.00	.00	241.69
9/26	018172	1812.00	73.54	77.41	13.47	8.18	.00	.00	1627.44
9/26	018191	264.00	.00	28.28	.00	2.11	.00	.00	241.69
10/03	018246	946.00	63.68	72.37	12.63	7.57	.00	.00	789.95
10/10	018316	1586.86	143.89	114.29	44.88	11.93	.00	172.88	1177.85
10/17	018389	2838.45	228.77	148.19	74.93	14.87	.00	172.88	1485.89
10/17	018411	375.00	.00	26.88	.00	3.08	.00	.00	343.31
10/24	018473	1088.00	71.78	76.58	14.99	8.08	.00	.00	828.73



Checklist of Labor Law Requirements

(CCR Title 8, Section 16421)

Ultimately the prime contractor is liable for their sub and specialty contractors. This checklist is a useful tool for the prime contractor to ensure that their sub and specialty contractors know their responsibilities on public works projects. Contractors who understand and comply with the law are more likely to deliver the job on time, on budget and done right the first time. We suggest the prime contractor encourage completion of this checklist by their sub and specialty contractors.

NAME (PRINT) _____ DATE _____

COMPANY _____ PHONE _____

ADDRESS _____ FAX _____

CITY _____ STATE _____ ZIP CODE _____

PROJECT MANAGER _____ SUPERINTENDENT/FOREMAN _____

CERTIFIED PAYROLL _____ PHONE/EXT. _____

CONTRACTOR LICENSE NO. _____ EXP. DATE _____ SPECIALTY LICENSE NO. _____

SELF-INSURED CERTIFICATE NO. _____ WORKERS COMP. POLICY NO. _____

PROJECT NAME _____ PROJECT #/BID PACKAGE# _____

AWARDING BODY _____ ADVERTISEMENT DATE _____

IF SUB-CONTRACTING, LIST YOUR PRIME/GENERAL CONTRACTOR _____

CONTRACT AWARD AMOUNT _____

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.html.

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's/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*.



Checklist of Labor Law Requirements. continued

Ultimately the prime contractor is liable for their sub and specialty contractors. This checklist is a useful tool for the prime contractor to ensure that their sub and specialty contractors know their responsibilities on public works projects. Contractors who understand and comply with the law are more likely to deliver the job on time, on budget and done right the first time. We suggest the prime contractor encourage completion of this checklist by their sub and specialty contractors.

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 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*. 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.*



Checklist of Labor Law Requirements. continued

Ultimately the prime contractor is liable for their sub and specialty contractors. This checklist is a useful tool for the prime contractor to ensure that their sub and specialty contractors know their responsibilities on public works projects. Contractors who understand and comply with the law are more likely to deliver the job on time, on budget and done right the first time. We suggest the prime contractor encourage completion of this checklist by their sub and specialty contractors.

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.

Proper Licensing of Electricians working under a C-10 License

As a responsibility of the Agency it is our responsibility to insure contractors holding a C-10 license are aware with the *Labor Code Section 3099.2* requirements and are aware of the enforcement actions that can take place if the contractor fails to comply with said requirements.

"Pursuant to the requirements of SB 1362 and California Labor Code section 3099.2, all employees performing electrical work for a subcontractor holding a C-10 license must be certified. If employees working on project are found to be not certified, they shall be immediately removed. Failure to provide proof of this documentation on all employees will be considered a violation and subject the subcontractor to corrective action up to and including being removed from the project."

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 _____
(COMPANY NAME)

I fully understand that failure to comply with any of the above requirements may subject me, or my company, to penalties as provided above.

Contractor _____
(SIGNATURE) (DATE)

PUBLIC WORKS CONTRACT AWARD INFORMATION

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

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

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

This is not a request for dispatch of apprentices.

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

Check One Of The Boxes Below

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

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

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

Signature _____ Date _____

Typed Name _____

Title _____

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

DAS 140 (REV. 1/04)

Division of Apprenticeship Standards
Apprentices on Public Work projects - Summary of requirements

Compliance with California [Labor Code Section 1777.5](#) requires all public works contractors and subcontractors to:

1. Submit contract award information.

Contractors who are not already approved to train by an apprenticeship program sponsor shall provide contract award information to all of the applicable apprenticeship committees whose geographic area of operation includes the area of the public works project. **Submit contract award information** to the apprenticeship committee for each apprenticeable craft or trade in the area of the site of the public works project that has approved the contractors, who are participants in an approved apprenticeship program, to train apprentices. ([Title 8, California Code of Regulations, Section 230](#)).

The contract award information shall be in writing and may be on a [Public Works Contract Award Information form \(DAS 140\)](#). The information shall be provided to the applicable apprenticeship committee within ten (10) days of the date 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 upon the public work. ([Title 8, California Code of Regulations, Section 230](#)). **The filing of a DAS 140 is not a request for dispatch of registered apprentices.**

2. Employ registered apprentices on the Public Works project in a ratio of no less than one (1) hour of apprentice work for every five (5) hours performed by a journeyman. ([Title 8, California Code of Regulations, Section 230.1](#))

All contractors must request dispatch of required apprentices from an Apprenticeship Program (for each apprenticeable craft or trade) by giving the Program actual notice of at least 48 hours (excluding Saturdays, Sundays and holidays) before the date on which apprentices are required. Contractors who are not already participating in an approved program and who did not receive sufficient number of apprentices from their initial request, must request dispatch of apprentices from at least one other Apprenticeship Committee, if more than one exists in the area of the public works project. ([Title 8, California Code of Regulations, Section 230.1\(a\)](#))

3. Make training fund contributions in the amount established in the Prevailing Wage Rate publication for journeymen and apprentices. Contractors who contribute to an apprenticeship program are entitled to a full credit in the amount of those contributions. Contractors who do not contribute to an apprenticeship program must submit their contributions to the California Apprenticeship Council, P. O. Box 420603, San Francisco, CA 94142-0603. **Training fund contributions to the Council are due and payable on the 15th day of the month for work performed during the preceding month.**

Training contribution to the Council shall be paid by check and shall be accompanied by a completed [Training Fund Contributions form \(CAC-2\)](#), or a form containing the following information ([Title 8, California Code of Regulations, Section 230.2\(c\)](#)):

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

See <http://www.dir.ca.gov/> for the complete regulations and Labor Code provisions.
DAS P.W. (5/02)



FRINGE BENEFIT STATEMENT

Contract No.:	Project Name:	Date:
<p>INSTRUCTIONS: This form is to be submitted with the first certified payroll. In order that the Fringe Benefit rates can be used for checking payrolls or applied to Force Account work which may be done on the above contract the hourly rates for fringe benefits, subsistence and/or travel allowance payment (as required by collective bargaining agreements) made for employees on the various classes of work are tabulated below. THIS DOCUMENT CONTAINS PERSONAL INFORMATION AND PURSUANT TO CIVIL CODE 1796.21, IT SHALL BE KEPT CONFIDENTIAL IN ORDER TO PROTECT AGAINST UNAUTHORIZED DISCLOSURE.</p>		
Classification:	Effective Date:	Subsistence or Travel Pay:
Health and Welfare \$	Trust Fund Paid To: (Name)	
	Address:	
Pension \$	Trust Fund Paid To: (Name)	
	Address:	
Vacation/Holiday \$	Trust Fund Paid To: (Name)	
	Address:	
Training and/or Other \$	Trust Fund Paid To: (Name)	
	Address:	
Classification:	Effective Date:	Subsistence or Travel Pay:
Health and Welfare \$	Trust Fund Paid To: (Name)	
	Address:	
Pension \$	Trust Fund Paid To: (Name)	
	Address:	
Vacation/Holiday \$	Trust Fund Paid To: (Name)	
	Address:	
Training and/or Other \$	Trust Fund Paid To: (Name)	
	Address:	
Classification:	Effective Date:	Subsistence or Travel Pay:
Health and Welfare \$	Trust Fund Paid To: (Name)	
	Address:	
Pension \$	Trust Fund Paid To: (Name)	
	Address:	
Vacation/Holiday \$	Trust Fund Paid To: (Name)	
	Address:	
Training and/or Other \$	Trust Fund Paid To: (Name)	
	Address:	
<p>Supplemental statement must be submitted during the progress of work should a change in rate of any of the classifications be made. I CERTIFY THAT THE FRINGE BENEFIT PAYMENTS ARE MADE TO THE APPROVED PLANS, FUNDS OR PROGRAMS AS LISTED ABOVE.</p>		
Submitted (Contractor/Subcontractor)	By (Name and Title)	Signature



CERTIFIED PAYROLL RECORD

NAME OF CONTRACTOR/SUBCONTRACTOR			ADDRESS				CONTRACTOR'S LICENSE #/SPECIALTY LICENSE #																	
PAYROLL NO.			FOR WEEK ENDING		PROJECT NAME AND LOCATION						WORKERS COMPENSATION POLICY #					CONTRACT NO.								
(1) NAME, ADDRESS, AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) No. of W/H Exemptn	(3) Work Classification	OT or ST	(4) Day and Date							(5) Hour Total	(6) Pay Rate	(7) Gross Amount Earned										(9) Net Wages Paid for Week	Check No.
				Hours Worked Daily									This Project	All Projects	Federal Tax	FICA	State Tax	SDI	VAC	Other	Total Deduction			
			OT																					
			ST																					
			OT																					
			ST																					
			OT																					
			ST																					
			OT																					
			ST																					



STATEMENT OF COMPLIANCE

Today's Date: _____

I, _____ do hereby certify under penalty of perjury:
(Name of company representative) / (Title)

- (1) That all the information in the attached payroll report is true and correct;
- (2) That I pay or supervise the payment of the persons reported as employed by _____ on the _____ Project, that during the payroll period commencing on the ____ day of _____, 201__ and ending the ____ day of _____, 201__, all persons employed on said project have been paid their full weekly wages earned, that no rebates have or will be made either directly or indirectly to or on behalf of the above stated company from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions, as described below:
- (3) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wages contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he or she performed.
- (4) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency.
- (5) That : *(check 'a' or 'b' below)*
 - (a) **WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS**
 _____ In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payment of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 5 (c) below.
 - (b) **WHERE FRINGE BENEFITS ARE PAID IN CASH**
 _____ Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract except as noted in Section 5 (c) below:
 - (c) **EXCEPTIONS**

EXCEPTION (CRAFT)	EXPLANATION
Remarks:	
Name and Title	Signature

Labor Compliance/Prevailing Wage Form - 8
Rev. 4/05



STATEMENT OF NON-PERFORMANCE

Payroll Number: _____

I, _____, _____ do hereby state that
(Name of Signatory party) (Title)

NO PERSONS employed by _____ performed work on
(Name of submitting company)

the construction project known as _____

for the payroll period commencing on the _____ day of _____, 201____
(1st date of week) (month)

and ending on the _____ day of _____, 201____.
(last date of week) (month)

Signature of Authorized Person

Date

***THIS STATEMENT IS NOT REQUIRED TO BE SUBMITTED UNTIL AFTER SUBMISSION OF THE INITIAL PAYROLL REPORT**

EMPLOYER'S MONTHLY TRUST FUND REPORTING FORM

1 THIS REPORT IS TO COVER HOURS FOR THE MONTH OF:	TRUST NAME	I do hereby certify under penalty of perjury that the employees listed below constitute all the employees that I am required to make payments to the Trust. Furthermore, I certify that the hours shown for each employee are the total hours which he/she worked or was paid.
LICENSE NO.		
EMPLOYER NAME AND ADDRESS		
		Signed by: _____ Title: _____

2 COMPUTATION OF CONTRIBUTIONS

6 TOTAL HOURS ON ALL PAGES	A. VACATION/DUES	B. PENSION	C. TRAINING	D. HEALTH AND WELFARE	E. OTHER
	_____ PER HOUR	_____ PER HOUR	_____ PER HOUR	_____ PER HOUR	_____ PER HOUR
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
LIQUIDATED DAMAGES					
TOTAL DUE EACH TRUST	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3 EMPLOYEE'S NAME	INITIALS 1ST 2ND	4 SOCIAL SECURITY NO.	5 HOURS	7 IMPORTANT THIS REPORT MUST BE FILED EVEN THOUGH NO EMPLOYEES WORKED THIS MONTH.
				<input type="checkbox"/> NO EMPLOYEES WORKED THIS MONTH. PLEASE CONTINUE MAILING REPORT FORMS. <input type="checkbox"/> TRANSFER TO INACTIVE STATUS. WE HAD NO EMPLOYEE TO REPORT THIS MONTH AND DO NOT ANTICIPATE HIRING ANY IN THE NEAR FUTURE.
IMPORTANT: SOCIAL SECURITY NUMBER MUST BE FILLED TO ASSURE PROPER CREDIT.			TOTAL HOURS THIS PAGE	



Centinela Valley Union High School District
 Project Labor Agreement & Labor Compliance Program

LIST OF SUB-TIER SUBCONTRACTORS

Project Name: _____
 Name of Prime Contractor: _____
 Name of Prime's 1st-Tier Subcontractor (your company): _____
 Authorized Signature for 1st-Tier Subcontractor (your company): _____

Please list all of the sub-tier subcontractors your company intends to utilize on the above-named Project at Centinela Valley Union High School District.

1. Subcontractor Company Name	2. Address	3. Trade or Portion of Work	4. Contractor's License Number

Duplicate this form as necessary

Once complete, submit to Pacific Resources Services:
 Ph: (626) 434-5087 FAX: (626) 444-9019



PUBLIC WORKS AFFIDAVIT California Labor Code §1775(b)(4)

The undersigned Contractor/Subcontractor has complied with the provisions of the California Labor Code §1771, §1773.1, §1775, §1776, §1777.5, §1813 and §1815, and has paid all employees the specified general prevailing rate of per diem wages to its employees, and any amounts due pursuant to §1813, on the public project:

Project Name: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 201__ at
_____, California.

(Company Name)

(Company Representative's Name/Title)

(Signature of Company Representative)

(Approved by Labor Compliance Officer/Program Manager)

NOTE: No final payment or retention shall be paid to the contractor until it certifies that all benefit payments owed by the contractor are made or otherwise guaranteed.

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT PLA/Local Hire Program

REQUEST FOR CRAFT EMPLOYEES

Instructions:

To the Contractor:

Please complete and fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the CVUHSD project which has been awarded to your company. After faxing your request, *call the Union Local to verify receipt and substantiate their capacity to furnish local workers (according to District ZIP codes) or general dispatch.* Contact information for Locals is listed on the attached form. Please print your Fax Transmission Verification Report and keep a copy of this request for your records.

To the Union:

Please complete the "Union Use Only" section and **fax this form back to the requesting contractor.** Retain copy of form for your records.

Centinela Valley Project #: _____ **Project Name:** _____

To: Local # _____ Fax # () _____ **Date:** _____

From: Company: _____ **Contact Person:** _____

Contact Phone: _____ **Contact Fax:** _____

Please provide me with union craft workers per the CVUHSD PLA that fulfill the requirements as defined below.

Craft Employees Requested

Craft/Workforce Classification	Journeyman or Apprenticeship Level Being Requested	Number Requested			Date to Report on Job Site	Time to Report on Job Site
		Local Resident Worker(s)	1st Year Apprentice(s)	General Dispatch Worker(s)		

Total Workers Requested: _____

Please have worker(s) report to the following work address:

Site Address: _____ **Report to (on-site contact):** _____

_____ **On-Site Tel #:** _____ **Fax:** _____

Comments or Special Requirements: _____

UNION USE ONLY

(Please check boxes as appropriate)

Reception Date: _____ **Dispatch Date:** _____ **Received By:** _____

Requested Dispatch Available for Dispatch Unavailable for Dispatch

Local Resident Worker(s)

1st Year Apprentice(s)

General Dispatch Worker(s)

PLA Requirements

Section 3.5(a) of the **PLA requires that residents of the District, in the identified ZIP codes, shall be first referred for Project Work** until at least 30% of the positions for Project Work for a particular contractor, by craft, have been filled with District residents. The PLA, in Section 14.2(a), requires that apprentices may comprise up to 30% of each craft's work force at any time. In addition, this Section states that when available, 40% of such apprentice work force shall consist of 1st year apprentices.

ZIP Code List Los Angeles: 90045 El Segundo: 90245 Gardena: 90249 Hawthorne: 90250 Lawndale: 90260 Inglewood: 90301, 90303, 90304



Centinela Valley Union High School District

Local Hire Program

District Service Area "Local Hire" ZIP Code / City Listing

City	ZIP Code
Los Angeles	90045
El Segundo	90245
Gardena	90249
Hawthorne	90250
Lawndale	90260
Inglewood	90301
	90303
	90304