

DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) PUBLIC WORKS PROJECT PROCEDURE

How to Comply with the DIR Contractor Registration & Prevailing Wage Program

Any public works project triggering prevailing wage rates for maintenance and construction work in the amount exceeding **\$15,000** for maintenance and **\$25,000** for construction, alteration, installation, demolition or repair must be DIR (Department of Industrial Relations) registered. The District may not accept bids from or enter into contracts with non-registered contractors and sub-contractors. Public works projects do not include those done by a public agency with its own employees.

Contractors who work exclusively on small public works projects are not required to register as a public works contractor or file electronic certified payroll reports for those projects. Contractors are still required to maintain certified payroll records on a continuous basis, and provide them to the Labor Commissioner's Office upon request. Additionally, awarding agencies are not required to submit the notice of contract award through DIR's PWC-100 system on projects that fall within the small project exemption. The small project exemption applies for all public works projects that do not exceed:

- \$25,000 for new construction, alteration, installation, demolition or repair
- \$15,000 for maintenance

Contracts Affected by DIR Registration Requirements Include:

- Maintenance & repairs
- Installation
- Carpeting
- Demolition
- Alteration
- Energy conservation
- Fixed & free-standing modular office systems
- Inspection/survey services
- Construction (capital/modernization)

1. Contractor Registration

The District requires that all Contractors register before bidding on and entering into a contract with the District. The Contract Originator at the District needs to verify that each contractor and subcontractor is registered with the DIR for contracts that exceed \$15,000 for maintenance and \$25,000 for construction, installation, demolition etc. No contract can be awarded until this requirement is met. The responsible party can monitor qualified contractors using the DIR's searchable database at [Public Works Contractor Registration Search](#). Contractors will be subject to a registration and annual renewal fee each fiscal year (July 1st – June 30th).

General Services will submit the PWC-100 report to the DIR within thirty (30) days of the award, but in no event later than the first day in which a contractor has workers employed upon the public work.

The Contract Originator will complete a PWC-100 Form and submit it along with the requisition and any other backup documents to the General Services Department. General Services will complete the online form as part of the purchase order process.

2. Roles and Responsibilities

A. Contract Originator

The Contract Originator shall adhere to the following instructions for all projects originating from this department including but not limited to installation, maintenance, repair, building construction, remodeling, painting, carpentry, electrical and plumbing.

- Ensure contractor is DIR registered.
- Originate a contract and obtain contract approval.
- Complete the PWC 100 Form or PWC 100 Change Order Request Form.
- Place electronic copies of the fully executed contract, PWC-100 Form or PWC 100 Change Order Request Form and any other back up documentation in requisition backup folder.
- Generate a requisition.

B. General Services

- The PWC 100 Form or PWC 100 Change Order Request Form will be used to register this project on the DIR website: [DIR Registration Link](#)
- Generate Purchase Order and reference DIR # in document text.
- Send DIR Project ID # email notification to the Contractor and Contract Originator.
- The DIR Project ID email confirmation, PWC 100 Form or PWC 100 Change Order Request Form are to be filed in the Purchasing Shared folder under PWC-100.



INSTRUCTIONS FOR COMPLETING THE PUBLIC WORKS PROJECT
PWC 100 FORM

<u>Project Information</u>
Project Award Date: Enter project award date.
Awarding Body: San Mateo County Community College District (General Services will Complete)
Project Name: Enter Project Name.
Project #: Enter Requisition #
Brief Description: Describe work to be done.
Contract #: If available, enter activity code or contract execution date. (Format: 01/01/2021)
Contract Amount: Actual dollar amount of contract.
Total Project Amount: Estimated total project costs includes every public works contract involved in project i.e. architect, engineer etc.
Number of Prime Contractors: Select the quantity of prime contractors excluding subcontractor.
Type of Project: Select none apply unless this is a design build or lease-lease back project. Design-build: A project delivery process in which both the design and construction of a project are procured from a single entity. Lease/leaseback: Under this method, a school district typically leases property to a developer, who in turn builds a school facility on the property and leases it back to the school district.
Project Address: Select the College address.
Billing Address: SMCCCD - 3401 CSM Drive, San Mateo, CA 94402 (General Services will Complete)

<u>Project Dates</u>
First Advertised Bid Date: Enter the advertise bid date.
Estimated or Actual Start Date: Estimate the actual project start date.
Estimated or Actual Completion Date: Estimated or actual completion date.

Propositions

Will this project receive (or has it received) any funding from Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Floor Control, River and Coastal Protection Bond Act of 2006)?
Select "No," however if funding source is other than fund 1 (i.e. fund 4, check with Facilities Planning).

Will this project receive (or has it received) any funding from Proposition 39 (California Clean Energy Jobs Act of 2012)?
Select "No," however if funding source is other than fund 1 (i.e. fund 4, check with Facilities Planning).

Compliance and Agreements

Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774-1776, 1777.5, 1813 and 1815 of the Labor Code?
Select "Yes."

Will you operate a DIR-Approved Labor Compliance Program (LCP) for this project?
Select "No."

Is there a Project Labor Agreement (PLA) associated with this project?
Select "No," however if this is a large bond project check with Facilities Planning.

Project Manager

Enter the Project or Facilities Manager name, title, email and work phone number.

General Contractor

Primary contractor?
Select "Yes"

Contractor and Subcontractors

Enter Department of Industrial Relations (DIR) number and select from the drop down the classification that best describes the work performed.

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