

How to Comply with the DIR (Department of Industrial Relations) 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 less than **\$15,000** for maintenance and less than **\$25,000** for construction, installation, demolition and repair, are not required to register as a public works contractor or file electronic certified payroll reports for those projects. IMPORTANT NOTE: For all contracts in excess of \$1,000, Contractors shall pay prevailing wages and are still required to maintain certified payroll records on a continuous basis and provide them to the Labor Commissioners Office upon request.

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)

Contractor Registration

1. 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 all 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 <https://efiling.dir.ca.gov/PWCR/Search> . Contractors will be subject to a registration and annual renewal fee each fiscal year (July 1st – June 30th).
2. 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. In general, the Contract Originator will complete a PWC-100 Worksheet and submit it along with the

purchase requisition (and any other backup) to the Purchasing Department. The Purchasing Department will complete the online form as part of the purchase order process.

3. Roles and Responsibilities

a. Contract Originator (typically Facilities, Swinerton, IT)

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
- Complete the PWC 100 worksheet
- Put PWC-100 worksheet in requisition backup folder
- Generate a requisition

b. Purchasing

- Using the PWC 100 Worksheet, File form PWC 100 online with the DIR
- Send PDF of submission confirmation to Contract Originator
- Generate a Purchase order to include the DIR project ID# from the confirmation received from the DIR and scan the backup with the PWC 100 behind the Purchase Order

Instructions for Completing the Public Works Contract Award Form (PWC 100)

Note: In the table below, the third column contains instructions for San Mateo County Community College District projects. If blank, there are no special instructions.

To submit the form, click on the “Submit” button after the Project Worker Classifications section.

If required fields are not filled an error will be displayed and you will be allowed to make changes, then the form can be submitted. Required fields are indicated by an asterisk.

After submission, you can, if necessary, edit the submitted form and resubmit it.

Instructions by Section and Field Name:

<u>Form</u>	<u>Field</u>	<u>Action</u>
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Form Type	Project award date	Enter date project was awarded
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Awarding Body Information

Awarding Body	Select awarding body	Select “San Mateo County Community College District”
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Project Information

Project Name:	Name of the project	
Project Number	The Project Number can be any number the awarding body wishes to use as long as it is a unique number that can be used for project identifying purposes.	Enter activity code if applicable. If there is no code enter the quote# or date of quote
Brief Description of Project:	Briefly describe the work to be done. Ex. Build a new utility building or Remodel existing library	
Contract Number	The contract number can be any number the awarding body wishes to use as long as it is a unique number that can be used for contract identifying purposes. The project number and contract number can be the same, in some cases	If applicable enter the Bid#, RFP# or RFQ# otherwise enter the requisition#. For formal bids the contract number is the formal bid number assigned by General Services as referenced in the construction contract and construction bonds.
Contract Dollar Amount:	Actual dollar amount of contract award	
Total Project Cost:	Estimated total project costs. Includes the gross amount of every public works contract involved in this project, but does not include amounts paid for land acquisition or for internal costs or contracts that are not for public works (as defined by sections 1720 and following the Labor Code).	

Project Information 2

# of Prime Contractors	Actual quantity of prime contractors	Select the quantity of prime contractors which will usually be 1(exclude subcontractors)
Alternative Model	Type of project	In most cases select " none apply" unless this is a design-build project
Physical Address	Address or location	Select address by Physical Address
Address Line 1	Actual location of the project	Enter the name of the college or enter "District Office"
Address Line 2	Address, bldg., room# etc.	Enter the college or District Office address, bldg., room# etc.
City:	City of the location of the project	
State:	State in which project is located	
Zip Code	Zip code of project location	
County:	County project is located	
Billing Address	District Office billing address	Click on "Same as Billing Address on file" and fields will auto populate

Project Information 2

First Advertised Bid Date:	First advertised bid date. If there is no first advertised bid date, please use the date of the contract or quote.	
Estimated or Actual Start Date:	Estimated or Actual start date	
Estimated or Actual Completion Date:	Estimated or Actual completion date	
DLSE Information	<p>Will this project receive (or has it received) funding from Proposition 84 (the safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006)?</p> <p>Will this project receive (or has it received) any funding from Proposition 39 (California Clean Energy Jobs Act of 2012)?</p>	In most cases the answer will be "no". However if funding source is anything other than Fund 1 i.e. Fund 4, check with Facilities & Planning.
Compliance and Agreements	Is language included in contract award for section 1771, 1774-1776, 1777.5, 1813 & 1815 of the labor code?	This should always be "Yes"
	Operating a DIR approved Labor Compliance Program?	Select "No"
	Is there a Project Labor Agreement with this project?	In most cases the answer will be "No" If there is a large bond project check with Facilities & Planning

Contractor Information

Project Manager:	Please enter the contact information for the person who is acting on behalf of the awarding body and will be able to answer questions regarding the project details and information that is being submitted on the PWC 100 form.	In most cases enter the Facilities Manager or Project Manager. If this project was requested by the College or District Office and does not require Facilities or Project Manager participation enter the name of the buyer.
General Contractor 1	Select Add Contractor	
CSLB Number:	Enter the General Contractor's license number from CSLB (information on selected CSLB number will be auto-populated)	Enter license number.
Contractor Email Address:	Enter the General contractor's email address	
Classifications	Contractor classification pertaining to job	Check each classification the Contractor will utilize and select save
Subcontractors:	If applicable Enter one subcontractor CSLB license # and click "Add", then in the classifications (appears above), check each classification that subcontractor will utilize and click "Save" (you must enter at least one classification for each subcontractor). Then repeat for each subcontractor. You may click "Modify" on the listing of contractors to add or delete classifications for each contractor.	List all listed subcontractors and their license numbers.

Select Save and Click on "Submit" Button