



City of Santa Monica
Prevailing Wage Job Notice and Acknowledgment Form
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Contracts are considered “Public Works” when they include services for construction, alteration, demolition, installation or repair work, and maintenance services.

Project Name:	
Location of Work:	
Type of Work:	<input type="checkbox"/> New Construction (> than \$25,000) <input type="checkbox"/> Alteration, Installation, Demolition, Repair, or Maintenance (> than \$15,000)
Estimated Work Start Date:	

Prevailing Wage - Contractors must comply with the prevailing wage requirements. (*California Labor Code Section 1782*)

Contractor Registration with the California Department of Industrial Relations (DIR) - Contractors wishing to bid on or engage in the performance of Public Works projects requiring the payment of prevailing wage **must register with the California DIR** (<https://efiling.dir.ca.gov/PWCR/>). (*California Labor Code Section 1725.5*)

This is notice that contractor/s and subcontractor/s must register with the California DIR and that:

- This project is subject to compliance monitoring and enforcement by the DIR.
- No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after **March 1, 2015**) unless registered with the DIR pursuant to Labor Code section 1725.5.
- No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after **April 1, 2015**) unless registered with the DIR pursuant to Labor Code section 1725.5.

Contractors who are required to register but fail to do so are ineligible to bid or work on a Public Works contract and can be removed from any Public Works project on which they currently are working. For a single violation in a 12-month period, a contractor who is otherwise eligible may still register by paying a \$2,000 penalty in addition to the \$300 registration fee. Registered contractors who inadvertently fail to renew by June 30, but continue to work on Public Works after that date, have a 90-day grace period to renew retroactively by paying a \$300 penalty in addition to the registration renewal fee. An unregistered contractor or subcontractor can be replaced with one who is registered.

- All contractors and subcontractors must furnish electronic certified payroll records (e-CPR) directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) (http://www.dir.ca.gov/Public-Works/eCPR_System-iForm.html).
- Contractor agrees to maintain and provide certified payroll records for all of its workers on the project within ten (10) days of any written request made by the DIR, City staff and/or the City’s designated wage monitoring contractor.
- If Contractor employs journeymen or apprentices in any apprenticeable craft or trade, Contractor agrees to contribute the amount stated as “Training Fund” in the job determination to the California Apprenticeship Council (<http://www.dir.ca.gov/das/PublicWorksForms.htm>).
- Contractors must meet the apprentice requirements (Per L.C 1776).
- Contractor agrees to include provisions in all of its subcontracts to ensure subcontractor compliance with the above referenced prevailing wage and registration requirements for all subcontract workers on the project.
- Contractor may be subject to withholding of contract payments for underpayment of prevailing wages and/or penalties for failure to comply with prevailing wage and registration requirements.

The project listed above requires payments of not less than the general prevailing rates for per diem wages, overtime work, legal holidays, other employee payments, and travel & subsistence if applicable, in the locality in which the work is to be performed for each craft, classification, or type of worker needed as required in the California Labor Code. Such rates of wages are on file with the [Department of Industrial Relations](http://www.dir.ca.gov/OPRL/PWD/index.htm) (<http://www.dir.ca.gov/OPRL/PWD/index.htm>).

Contractors shall promptly notify the City in writing, about any classifications of labor not listed in the prevailing wage determination but necessary for the performance of the work. Contractors will post a copy of the determination of prevailing rates at the job site/s.

The Contractor is also required to furnish certificate/s of liability and/or workers’ compensation insurances.



California Prevailing Wage Laws:

<http://www.dir.ca.gov/public-works/CaliforniaPrevailingWageLaws.pdf>

§ 1727 (a) Before making payments to the contractor of money due under a contract for public work, the awarding body shall withhold and retain therefrom all amounts required to satisfy any civil wage and penalty assessment issued by the Labor Commissioner under this chapter. The amounts required to satisfy a civil wage and penalty assessment shall not be disbursed by the awarding body until receipt of a final order that is no longer subject to judicial review.

§ 1773.2. Specification of general wage rate in call for bids, in bid specifications and in contract; posting at job site

The body awarding any contract for public work, or otherwise undertaking any public work, shall specify in the call for bids for the contract, and in the bid specifications and in the contract itself, what the general rate of per diem wages is for each craft, classification, or type of worker needed to execute the contract. In lieu of specifying the rate of wages in the call for bids, and in the bid specifications and in the contract itself, the awarding body may, in the call for bids, bid specifications, and contract, include a statement that copies of the prevailing rate of per diem wages are on file at its principal office, which shall be made available to any interested party on request. The awarding body shall also cause a copy of the determination of the director of the prevailing rate of per diem wages to be posted at each job site.

§ 1775. Penalties for violations

(a) (1) The contractor and any subcontractor under the contractor shall, as a penalty to the state or political subdivision on whose behalf the contract is made or awarded, forfeit not more than two hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rates as determined by the director for the work or craft in which the worker is employed for any public work done under the contract by the contractor or, except as provided in subdivision (b), by any subcontractor under the contractor.

(B) (i) The penalty may not be less than forty dollars (\$40) for each calendar day, or portion thereof, for each worker paid less than the prevailing wage rate, unless the failure of the contractor or subcontractor to pay the correct rate of per diem wages was a good faith mistake and, if so, the error was promptly and voluntarily corrected when brought to the attention of the contractor or subcontractor.

§ 1777.7. Violations of § 1777.5; civil penalty; procedures

(a) (1) If the Labor Commissioner or his or her designee determines after an investigation that a contractor or subcontractor knowingly violated Section 1777.5, the contractor and any subcontractor responsible for the violation shall forfeit, as a civil penalty to the state or political subdivision on whose behalf the contract is made or awarded, not more than one hundred dollars (\$100) for each full calendar day of noncompliance. The amount of this penalty may be reduced by the Labor Commissioner if the amount of the penalty would be disproportionate to the severity of the violation. A contractor or subcontractor that knowingly commits a second or subsequent violation within a three-year period, if the noncompliance results in apprenticeship training not being provided as required by this chapter, shall forfeit as a civil penalty the sum of not more than three hundred dollars (\$300) for each full calendar day of noncompliance.

(4) Prior to making final payment to the subcontractor for work performed on the public works project, the contractor shall obtain an affidavit signed under penalty of perjury from the subcontractor that the subcontractor has paid the specified general prevailing rate of per diem wages to his or her employees on the public works project and any amounts due pursuant to Section 1813.

§ 1776 (h) The contractor or subcontractor has 10 days in which to comply subsequent to receipt of a written notice requesting the records enumerated in subdivision (a) (*Certified Payrolls*). In the event that the contractor or subcontractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or political subdivision on whose behalf the contract is made or awarded, forfeit one hundred dollars (\$100) 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, these penalties shall be withheld from progress payments then due. A contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.



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EXAMPLE FORM
See Page 5 for
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Prime Contractor/ Consultant/ Vendor

Each contractor and subcontractor shall keep accurate payroll records, showing the employee's social security number, work classification, straight time and overtime hours worked each day and wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public works project. Each payroll record shall contain or be verified by a written declaration that is made under penalty of perjury. The City will require hard copies of these records for verification, prior to making related payments to the contractor (this is in addition to the electronic certified payroll reporting required by the DIR).

By signing below the contractor attests that he has read and understands this document, that he is aware of the public work and prevailing wage requirements as set forth in the California Labor Code Sections 1720 et seq.; that he is an owner, officer, or other duly authorized representative of the firm; that he and each of his subcontractors is registered with the California DIR; and that he is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the work of this contract. Corrections or alterations to this form may trigger the Escalation/De-escalation clause of your bid documents.

Please indicate the estimated number of staff and job classification(s) your company will employ on this project. To locate job classifications, please reference the DIR prevailing wage website: <http://www.dir.ca.gov/OPRL/PWD/index.htm> or contact DIR- Prevailing Wage Unit at (415) 703-4774.

The City will assist your firm in determining the most relevant classification given the information provided to the City's Prevailing Wage Consultant, but it is the sole responsibility of the Prime Contractor/Vendor to ensure that they are utilizing the correct classifications at all times on the project. At bid submittal, contractors must complete the Prevailing Wage Job Acknowledgment form, with classifications they anticipate will be working on the job. Should additional classifications be needed and/or utilized not indicated on the form, prior to the new classification working onsite contractor must submit revised Prevailing Wage Job Acknowledgment form with updated classifications.

#	Craft	Group Number/ Trade Classification	Determination Number	Issue Date	Number of Staff	Apprenticeable? Y/N
1	Laborer	Group 4	SC-23-102-2-2015-2	8/22/15	3	Y
2	Field Surveyor	Chainman/Rodman	LOS-2016-1	2/22/16	2	Y
3	Building/Construction Inspector & Field Soils & Material Tester	Building / Construction Inspector, Group 2	SC-23-63-2-2016-1D	2/22/16	1	Y
4						
5						

1. Is there a predetermined wage increase for any of the craft/trade classifications listed? (Yes/No) Yes
2. Is the contract more than \$30,000? (Yes/No) Yes
 When applicable to the craft, apprentices are required on all public works projects over \$30,000.
 If yes, how many apprentices will you use? 3
3. Is your company aware of where to report and send training fund payments to? (Yes/No) Yes

Contractor/Consultant Representative Signature: Joe Contractor Date: 1/1/2016
 Print Name and Title: Name, Title
 Company Name: Joe's Prime Contractor Company
 Address: XXX 4th Street
 Email Address: joecontractor@joes.com Phone Number: _____
 Contractor State License Board Number (CSLB): 123456 DIR Registration Number: 1234567890
 Professional DIR Registration Number (Additional number for Professional Services Firms only): _____
 Name of Apprenticeship Program affiliated with (if any): _____



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EXAMPLE FORM
See Page 6 for
Blank Version

Sub Contractor/ Sub Consultant

Prime Contractors/Consultants must list all subs they intend to use for this project (list each subcontractor). Each contractor and subcontractor shall keep accurate payroll records for each subcontractor, including but not limited to: name, address, social security number, work classification, straight time and overtime hours worked, and the actual per diem wages paid to each journeyman, apprentice, worker, or employee employed by him or her in connection with the public works project. Each payroll record shall contain the following information or be verified by a written declaration that is made under penalty of perjury. The City will require hard copies of these records for verification, prior to making related payments to the contractor (this is in addition to the electronic certified payroll reporting required by the DIR).

By signing below the contractor attests that he has read and understands this document, that he is aware of the public work and prevailing wage requirements as set forth in the California Labor Code Sections 1720 et seq.; that he is an owner, officer, or other duly authorized representative of the firm; that he and each of his subcontractors is registered with the California DIR; and that he is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the work of this contract. Corrections or alterations to this form may trigger the Escalation/De-escalation clause of your bid documents.

Please indicate the estimated number of staff and job classification(s) your company will employ on this project. To locate job classifications, please reference the DIR prevailing wage website: <http://www.dir.ca.gov/OPRL/PWD/index.htm> or contact DIR- Prevailing Wage Unit at (415) 703-4774.

The City will assist your firm in determining the most relevant classification given the information provided to the City's Prevailing Wage Consultant, but it is the sole responsibility of the Prime Contractor/Vendor to ensure that they are utilizing the correct classifications at all times on the project. At bid submittal, contractors must complete the Prevailing Wage Job Acknowledgment form, with classifications they *anticipate* will be working on the job. Should additional classifications be needed and/or utilized not indicated on the form, prior to the new classification working onsite contractor must submit revised Prevailing Wage Job Acknowledgment form with updated classifications.

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1. Is there a predetermined wage increase for any of the craft/trade classifications listed? (Yes/No) Yes
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 When applicable to the craft, apprentices are required on all public works projects over \$30,000.
 If yes, how many apprentices will you use? 3
3. Is your company aware of where to report and send training fund payments to? (Yes/No) Yes

Subcontractor/Sub Consultant Representative Signature: Joe Sub Contractor Date: 1/1/2016

Print Name and Title: Name, Title

Company Name: Joe's Sub Contractor Company

Address: XXX 4th Street

Email Address: joesubcontractor@joes.com Phone Number: _____

Contractor State License Board Number (CSLB): 123456 DIR Registration Number: 1234567890

Professional DIR Registration Number (*Additional* number for Professional Services Firms only): _____

Name of Apprenticeship Program affiliated with (*if any*): _____



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Prime Contractor/ Consultant/ Vendor

Prime Contractors/Consultants must list all subs they intend to use for the Project
 (Attach additional sheet for each subcontractor).

Project Name:	
Location of Work:	
Estimated Work Start Date:	

Each contractor and subcontractor shall keep accurate 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 him or her in connection with the public works project. Each payroll record shall contain or be verified by a written declaration that is made under penalty of perjury. The City will require hard copies of these records for verification, prior to making related payments to the contractor (this is in addition to the electronic certified payroll reporting required by the DIR).

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Contractor/Consultant Representative Signature: _____ Date: _____

Print Name and Title: _____

Company Name: _____

Address: _____

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Sub Contractor/ Sub Consultant

(Attach additional sheet for each subcontractor).

Project Name:	
Location of Work:	
Estimated Work Start Date:	

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Company Name: _____

Address: _____

Email Address: _____ Phone Number: _____

Contractor State License Board Number (CSLB): _____ DIR Registration Number: _____

Professional DIR Registration Number (*Additional* number for Professional Services Firms only): _____

Name of Apprenticeship Program affiliated with (*if any*): _____



Prevailing Wage Reference Information for Prime and Subcontractors

Applicable Links & Information:

State of California, Division of Labor Standards Enforcement, Public Works Manual

<http://www.dir.ca.gov/dlse/PWManualCombined.pdf>

Contact the Department of Industrial Relations (DIR):

Statistics@dir.ca.gov or Publicworks@dir.ca.gov (415)-703-4774

FAQs - Contractor Registration Law Applies to Contractors and Subcontractors - How to Register on DIR:

<http://www.dir.ca.gov/public-works/PublicWorksSB854FAQ.html>

DIR Account Setup:

<https://efiling.dir.ca.gov/PWCR/>

Prevailing Wage Determinations - craft/journeyman/apprentice:

<http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>

Apprentices are required on *all public works projects* over \$30,000:

<http://www.dir.ca.gov/das/PublicWorksForms.htm>

<http://www.dir.ca.gov/das/publicworksfaq.html>

Payment to California Apprenticeship Council (CAC) Training Fund (if applicable):

<http://www.dir.ca.gov/CAC/TrainingFund/TFSearch.html>

<http://www.dir.ca.gov/das/PublicWorksForms.htm>

Certified Payroll Reporting & Upload (all certified payrolls will be required to be uploaded to eCPR.):

http://www.dir.ca.gov/Public-Works/eCPR_System-iForm.html

<https://efiling.dir.ca.gov/eCPR/pages/eCPROnlineForm.jsp>

<https://efiling.dir.ca.gov/eCPR/pages/search>

<https://efiling.dir.ca.gov/eCPR/pages/home.jsp>

For questions on Prevailing Wage, please contact the City's Prevailing Wage Consultant: Lizette Santillan at (310) 458-8721, ext. 2341, lizette.santillan@smgov.net