



## NORTH VALLEY LABOR COMPLIANCE SERVICES

January 27, 2020

This is a public works project so all contractors/subcontractors listed on the bid form, bidding and/or working on the project must be registered with the Department of Industrial Relations (DIR). This link is where you can register <http://www.dir.ca.gov/Public-Works/Contractors.html> Please refer to SB 854 at <http://www.dir.ca.gov/public-works/SB854.html> for questions pertaining to the annual fee and registration for contractors.

All workers must be paid the prevailing wage (this includes, travel, subsistence, holiday pay, designated days off and overtime), determined by the Director of the DIR according to the type of work and location.

San Mateo County Resource Conservation District has contracted with North Valley Labor Compliance Services to monitor this project to meet funding requirements. Each and every contractor needs to complete and submit weekly certified payroll, one copy needs to be kept in the sub contractor's file and a copy needs to be sent to the Prime Contractor, the Prime Contractor will forward one set of payroll directly to North Valley Labor Compliance Services. We will accept scanned/emailed payroll or hard copies in the mail to the address below. ***All public works projects are registered with the Department of Industrial Relations (DIR) you will also be requested to submit payroll electronically to the DIR.*** <http://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html>

Here is a list of the documents that will be required:

Appendix A, read and signed by each contractor, NVLCS provides.

DAS 140, Contract Award, this needs to be sent to the local training committees for your specific craft/s. Please provide proof that it was sent, certified mail receipt, or fax confirmation. If you are a Union contractor this is sent to the respective Unions for each craft. If you are not signatory then you will send the DAS 140 to the apprentice training program found on the DAS website for each specific craft. Please keep a copy of the DAS 140 and proof of submittal and **send copies** to the Prime contractor. <http://www.dir.ca.gov/databases/das/aigstart.asp>

Fringe Benefit Statement (craft specific), please send a copy and update with any and all pre-determined increases.

DAS 142, Request for apprentices (right before works starts) this form needs to be sent to the training committees 72 hours prior to starting work on the public works project, again this is craft specific. A copy of the request needs to be sent to the

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6955 N. Durango Drive Suite 1115-254  
Las Vegas, NV 89149  
Phone 530-674-3033 Cell 714-408-8687  
[cplay@sbcglobal.net](mailto:cplay@sbcglobal.net)

Prime contractor and proof of it being sent, certified mail receipt or faxed confirmation is sufficient. If you are a Union contractor, this is sent to your Union, if you are not Union this is sent to the apprentice training committee found on the DAS website for each specific classification. If the first committee cannot provide an apprentice then you will need to send the DAS 142 to a second state approved training committee found on the DAS website, if they do not have apprentices to dispatch, then you need to request from the next committee and so on. Send a copy of all the correspondence so there is proof of your requests for apprentices to each of the training committees. Please send copies to the Prime Contractor. <http://www.dir.ca.gov/databases/das/aigstart.asp>

Even if you are an owner/operator you are considered a “worker” on a public works project. You must submit certified payroll with hours that you work and pay yourself the hourly wage.

Once work has commenced:

1. Certified payroll needs to be completed weekly and submitted to the Prime Contractor. You also have to submit payroll to the DIR electronically.
2. All apprentices on public works projects have to be registered apprentices, submit certificates from the DAS website.
3. A non-performance payroll needs to be submitted each week if work is not performed until we receive a FINAL payroll, that is noted “FINAL”.
4. Each week of payroll needs to be numbered; a non-performance week counts as a week in your numbering.
5. Make sure your payroll has all the following information employee’s name, address, and social security number, the exact job classification from the DIR, with the basic pay rate, fringes, and straight time, meeting the prevailing wage. All withholding, deductions gross pay, net pay and check number. This also applies to Owner Operators.
6. Submit a monthly statement for proof of training fund contributions, and a copy of the check either paid to the Union, the training committee of the CA Apprenticeship Council, send copies to the Prime Contractor. If you are signatory to a Union a letter of Good Standing is fine.
7. Submit a new fringe benefit statement when any predetermined increases take place during the course of the project.
8. When you are done working on this project provide us with a FINAL payroll marked “FINAL”.
9. Sign the contractor affidavit, Prime and all subs need to send this in.

If violations occur, for example, misclassification of work, not meeting the prevailing wage, not requesting the dispatch of apprentices, not making the proper training fund contributions, not

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paying the correct fringe benefits, or not paying overtime etc. this can result in the withholding of payment until restitution or corrections are made. Also if a violation is found then the DIR can impose penalties and not allow a contractor to bid on public works for up to 3 years.

Please call if you have any questions.

Thank you,  
Carolyn Lay  
North Valley Labor Compliance  
530-674-3033 or 714-408-8687

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