



FEDERAL-AID CONTRACT

LCPtracker Project

Contract Number:	Federal-Aid Number:	Date:
Date Advertised for Bids:	Bid Opening Date:	
Contract Bid Amount:	Working Days:	Contract Type:
Description of Project:		
Labor Compliance Contact Information:		
Prime Contractor:		
Resident Engineer:	Pre-job performed by:	

CONTRACTOR REQUIREMENTS

All contractor(s) and subcontractor(s) will comply with State and Federal employment laws including, but not limited to, prevailing wage laws and DIR registration requirements.

POSTERS/NOTICES

Contractors are required to post all required state and federal posters on the jobsite in an area accessible to all workers, including subcontractors. Posters must be readable and placed in visible areas allowing workers to access the posters before, during, and after work shifts. Jobsites with multiple locations must include a portable poster board to ensure continued access to the information. Posters placed in foreman, supervisor, or employee vehicles, in an offsite job trailer, or inside a temporary restroom **do not** meet the posting requirement. Resident engineers, contract managers, and other delegated Caltrans staff will verify the prime contractor has posted the following:

- State General Prevailing Wage Determinations**
General Prevailing Wage Determination:
 Journeyman and Apprentice prevailing wage rates can be accessed at the CA Department of Industrial Relations (DIR) Web site:
DIR Prevailing Wage Determinations – <https://www.dir.ca.gov/oprl/DPreWageDetermination.htm> and
Public Works Apprenticeship Requirements – <https://www.dir.ca.gov/Public-Works/Apprentices.html>
Reference: California Labor Code Section 1773.2
- Federal Prevailing Wage Determinations**
General Decision Number: **Modification Number:** **Publication Date:**
 Federal prevailing wage rates can be accessed at the Department of Labor Web site:
Federal Prevailing Wage Determinations for California –
<https://beta.sam.gov/search?index=wd&keywords=&sort=-modifiedDate&wdType=dbra&page=1>
 Select the county where the work will be performed. *Reference: Davis-Bacon Act*
- Company Equal Employment Opportunity (EEO) policy. *Reference: Standard Specifications*

- Department of Fair Employment and Housing DFEH E07P-ENG (English) and DFEH E07P-SP (Spanish) – *California Law Prohibits Workplace Discrimination and Harassment*.
- Pay Day Notice.
- Notice of Labor Compliance Program Approval, English and Spanish.
Reference: California Code of Regulations (CCR) §16429
- Equal Employment Opportunity Commission EEOC-P/E-1 – *Equal Employment Opportunity is THE LAW*, English and Spanish.
- Federal Highway Administration FHWA-1022, NOTICE – *False Statement Notice*.
Reference: Standard Specifications
- Davis Bacon Act poster WH 1321 – *Employee Rights Under the Davis Bacon Act*, English and Spanish. Federal wage rates must be posted with WH 1321. *Reference: Standard Specifications*
Posters may be printed from the Labor Compliance page on the Caltrans Web site at:
Caltrans Division of Construction Labor Compliance Posters –
<https://dot.ca.gov/programs/construction/labor-compliance>

PREVAILING WAGE REQUIREMENTS

- All workers employed in the execution of this public works project, including sole proprietors, partners, corporate officers, and owner operators must be paid not less than the specified prevailing wage rates for the type of work performed. *Reference: Labor Code §1774*
- State Prevailing Wages**
A Single asterisk '*' on the wage determination indicates that the wage determination can be used for the life of the contract.
A Double asterisk '**' on the wage determination indicates that the wage determination includes predetermined increases that must be paid on this contract.
- Federal Prevailing Wages** – in effect for the life of the contract.
- If there is a difference between the predetermined federal prevailing wage rates and the state prevailing wage rates for similar classifications of labor, the higher rate must be paid. *Reference: CCR §16001(b)*
- Caltrans will not accept state wage classifications not specifically included in the federal minimum wage determinations. This includes "helper" or other classifications based on hours of experience.
Reference: Standard Specifications
- Overtime must be paid for all hours over eight in a calendar day and 40 hours in a week. Violations may subject the contractor to state and federal penalties.
Reference: Labor Code §1810-1815; Contract Work Hours & Safety Standards Act (CWHSSA)
- Saturday/Sunday premium rates are applicable as indicated on prevailing wage determinations.
- When required, shift differential rates, when worked, must be paid for classifications which include a shift determination.
- The contractor must make applicable travel, subsistence and zone payments in accordance with information on file with DIR for classifications utilized. **For more information contact the Prevailing Wage Unit at (415) 703-4774 or visit DIR's Web site at:**
DIR Prevailing Wage Determinations – <https://www.dir.ca.gov/oprl/DPreWageDetermination.htm>
Reference: Labor Code §1773.1
- Subsistence/Zone pay must be shown on the fringe benefit statement.
- For building contracts, state and federal building wage rates are applicable.
- Workers employed in the hauling and delivery of ready-mixed concrete must be paid not less than the specified prevailing wage for the type of work performed in the geographic location of the plant/batch facility. *Reference: Labor Code §1720.9*

- Contractors violating prevailing wage requirements are subject to a penalty to be paid in addition to any wage underpayments. Liquidated damages in the amount of the wage underpayments may also apply.
Reference: Labor Code §1775 and §1742.1

PAYROLL REQUIREMENTS

- All labor compliance documents must be submitted through LCPtracker. All documents must be complete, accurate, and clearly show the correct Caltrans contract number.
- The prime contractor must complete a *Contractor Set-Up Form* prior to submitting electronic payroll records through LCPtracker.
- The prime contractor is the prime approver and is responsible for setting up LCPtracker accounts for all subcontractors. The prime approver is responsible for approving all payrolls submitted by all subcontractors before Caltrans can review each payroll.
- Certified payrolls must be submitted weekly through LCPtracker by all contractors, subcontractors, owner-operators, etc. Certified payrolls and other documents not previously submitted are due on or before the 15th of the month for the previous month's work. *Reference: Labor Code §1771.5*
- No Work Certifications must be submitted for non-performing work weeks by all contractors including owner-operators, etc. for each week after the initial work week through the end of the project.
- LCPtracker submissions of certified payrolls must include ALL information as required by California Labor Code Section 1776. *Reference: Labor Code §1776*
- Classification and group numbers are required on all payrolls (i.e., Laborer-Group 1, Plumber-Pipefitter, etc.). When work classification is not shown, or a misclassification is identified, Caltrans will determine the wage rate based on duties performed. *Reference: Standard Specifications, Labor Code §1776*
- Payrolls must clearly show how gross and net wages are calculated, including fringe benefits.
- All authorized deductions marked "other" (i.e. garnishments, tools, etc.) must be designated as an "other deduction" option in LCPtracker or indicated on the electronic Statement of Compliance. Documents confirming "other" deductions are to be uploaded with the first payroll on which the deduction appears. *Reference: CCR §16432*
- Caltrans form CEM-2501, *Fringe Benefit Statement*, must be completed, signed, and uploaded into LCPtracker before a payroll submission will be permitted. The form must be submitted with the first payroll and when fringe benefits or subsistence amounts change. Fringe Benefit Statements must be specific to the contract. *Reference: Labor Code §1773.1*
- All contractors are required to provide itemized wage statements (check stubs) to employees.
- Failure by the prime contractor to submit the required reports or documents through LCPtracker will result in up to a 10 percent progress payment withhold for the month (minimum \$1,000 - maximum \$10,000). For Minor B and Emergency contracts, all payments due to the contractor will be withheld. Withholds will be released on the next progress payment after compliance.
Reference: Labor Code §1771, Standard Specifications
- Payroll records must be preserved for three years after the final voucher. *Reference: Standard Specifications*

FOR INFORMATION ABOUT LCPtracker VISIT www.lcptracker.com

APPRENTICES

- All requirements of California Labor Code section 1777.5 apply for classifications which DIR has identified as an apprenticeable craft.
- Submit Division of Apprenticeship Standards form DAS-140, *Public Works Contract Award Information*, and DAS-142, *Request for Dispatch of Apprentice*, to the applicable apprenticeship committee and upload a copy to LCPtracker prior to start of work for the contractor/subcontractors.

The form may be downloaded from DIR's Web site at: Division of Apprenticeship Standards Public Works Information – <https://www.dir.ca.gov/das/publicworks.html>

- Proof of registration in a state and federally approved apprenticeship program must be uploaded into LCPTracker with the first payroll on which apprentices appear.
Reference: Labor Code §1777.5, Code of Federal Regulations (CFR) §5.5, Standard Specifications
- Training fees for apprenticeable crafts must be sent to a state-approved apprenticeship program or to the California Apprenticeship Council (CAC) and identified on the fringe benefit statement submitted through LCPTracker.
- Training fees must be paid to the CAC or a DAS approved apprenticeship program for the work being performed if different than the program to which the contractor or employee are signatory.
- Apprentices must be paid the prevailing wage rate applicable to the classification in which they are registered and employed.
- Complaints or violations regarding apprentice ratios will be referred to the DAS. *Reference: 8 CCR §16434*
- The required number of trainees or apprentices on this project is:
 - ⇒ Submit the required training plan to the resident engineer for approval before the start of work.
 - ⇒ Submit periodic reports to the resident engineer to demonstrate compliance with the training plan, including an explanation when an apprentice or a trainee quits the project.
 - ⇒ Prior to reimbursement, reports are reviewed for compliance with the training plan.

SUBCONTRACTING

- The Subletting and Subcontracting Fair Practices Act requires prime contractors to list, at bid time, all subcontractors who will perform work for more than one-half of one percent of the total bid amount or \$10,000, whichever is greater. For building projects, subcontractors who will perform work for more than one-half of one percent must be listed. The prime must use those subcontractors as listed at bid time unless a written substitution is requested and approved in writing by the resident engineer before substitution. This section does not apply to emergency force account projects.
Reference: California Public Contract Code (PCC) §4100-4114, Standard Specifications
- The resident engineer must approve all first-tier subcontractors on Caltrans form CEM-1201, *Subcontracting Request*, before they begin work at the jobsite and anytime there is an approved substitution. The prime must perform 30 percent of the work with their own forces.
- The prime contractor is responsible for work performed on the project and compliance by all subcontractors, including owner-operators.
- Contractors utilizing an entity for hauling and delivery of ready-mixed concrete are required to enter into a written subcontract agreement with the entity. *Reference: Labor Code § 1720.9*
- Failure to comply with the requirements of the Subletting and Subcontracting Fair Practices Act may result in a penalty of zero to ten percent of the subcontract involved and a referral to the Contractors State License Board. *Reference: PCC §4110-4111*

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

- All DBEs must perform a commercially useful function to count towards contract participation.
- Compliance with the Subletting and Subcontracting Fair Practices Act applies for all listed DBE subcontractors.
- DBE certification does not guarantee the DBE will perform a commercially useful function (CUF), only that it has the capacity to perform a CUF. It is the prime contractor's responsibility to ensure the listed DBE's are performing a CUF.

- Total claimed participation: percent.
- The DBE goal applicable to this project is percent. *Reference: Standard Specifications*
- Contractor must ensure that the listed DBE performs the item/items of work specified.
- If prime contractor fails to utilize a listed DBE or fails to achieve the committed DBE participation, the dollar value of the proposed DBE participation to date is withheld from payment.
- The prime contractor must notify the resident engineer in writing of anticipated substitutions of listed DBEs before starting the affected work by submitting a request for DBE substitution in writing, citing one of the reasons listed in the contract. Caltrans will not allow improper substitutions.
- A DBE must be replaced with another certified DBE or the prime must perform a good faith effort.
- If a DBE is replaced without prior approval from the RE, Caltrans will take a deduction in the amount equal to the work committed to the improperly substituted DBE.
- Caltrans form CEM-2406, *Monthly Disadvantaged Business Enterprise (DBE) Payment*, must be submitted monthly. Contractors are required to submit the form to the resident engineer no later than the 15th of the month for the previous months work, even if no DBE work was performed or no payments to DBEs were made for the month. Failure by the prime to submit the required form will result in up to a 100 percent progress payment withhold (25 percent for 1 performance failure – 100 percent for multiple performance failures) but not more than 10 percent of the total bid.
Reference: 49 CFR Part 26, Standard Specifications
- If applicable, prime contractor must submit form CEM-2403(F), Disadvantaged Business Enterprise (DBE), Certification Status Change. Failure to submit this report will result in a progress payment withhold. *Reference: Standard Specifications*
- The prime contractor must submit form CEM-2404(F), Monthly DBE/UDBE Trucking Verification. Failure to submit this report will result in a progress payment withhold. *Reference: Standard Specifications*
- Caltrans form CEM-2407, Disadvantaged Business Enterprise (DBE) Joint Check Agreement Request, must be submitted to and approved by Caltrans prior to use of a joint check. Failure to comply with procedures will disqualify DBE participation and will result in no credit and no payment to the contractor for DBE participation. *Reference: 49 CFR Part 26, Standard Specifications*
- Submit Caltrans form CEM-2402(F), Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First-Tier Subcontractors. Failure to submit this report will result in a \$10,000 withhold.
Reference: Standard Specifications
- Withholds will be released on the next progress payment after compliance.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) REQUIREMENTS

- Contractor must comply with the nondiscrimination requirements provided in the contract.
- EEO requirements are applicable to all federal-aid construction contracts and to all subcontracts of \$10,000 or more. *Reference: Standard Specifications, FHWA Form 1273*
- Contractor and subcontractors will permit interviews of employees and owner-operators on the project during working hours.
- Contractor's EEO Officer must be identified in posted policy.
Name of Company EEO Officer:
- The prime contractor is required to submit form, *Federal-Aid Highway Construction Contractors Annual EEO Report*, for themselves and lower-tier subcontractors with subcontracts for more than \$10,000 if work is performed the last full week of July. Form is required to be submitted through LCPTracker. Failure to submit the forms by August 15th will result in a progress payment withhold. Withholds will be released on the next progress payment after compliance. *Reference: Standard Specifications*

Initials of Prime:

Contract:

- Caltrans provides contractor employees a *Discrimination Complaint Procedures* brochure (DFEH-151) upon receipt of an EEO complaint.

TRUCKING

- Are the trucking items/materials coming from a commercial source? Yes No
 - ⇒ Was the commercial source established prior to bid opening? Yes No
Who will pick up or deliver items/material?
 - ⇒ Will there be stockpile/stockpiles for this project?..... Yes No
If so, list stockpile location/locations:
 - ⇒ Will you be using ready-mix concrete? Yes No

ADDITIONAL CONTRACT INFORMATION

- Will there be Plant Establishment on this project? Yes No
 - ⇒ Estimated Start Date:

***NOTE:** The subtrade Plumber: Landscape Tradesman classification may not be used in some counties.
- Are there any lane closure restrictions that prevent the prime contractor or any subcontractors from working a normal work week? Yes No
 - ⇒ Special/Night Shifts: Yes No
 - ⇒ Multiple Shifts:..... Yes No
 - ⇒ Weekends:..... Yes No
 - ⇒ Shift differential rates must be paid for classifications with a shift determination.
- Caltrans Labor Compliance routinely conducts audits of contractor and subcontractor payroll records as indicated in the contract provisions.
- Caltrans Labor Compliance will email Notice of Delinquent or Inadequate Certified Payroll Records to the prime contractor. These notices will be sent to:

NAME:

EMAIL ADDRESS:

I acknowledge that I have been informed and am aware of the Caltrans Public Works requirements listed above and that I am authorized to make this certification.

PRIME CONTRACTOR'S SIGNATURE BELOW

PHYSICAL ADDRESS

Print Name & Title

Date

 Signature (If joint venture, make sure both sign)

PAYROLL CONTACT NAME, EMAIL ADDRESS AND FAX NUMBER

(to receive Labor Compliance Letters/Notices)

Print Name: _____ Title: _____

Email Address: _____ Phone Number: _____

Fax Number: _____

ADDITIONAL LABOR COMPLIANCE/SUBSISTENCE INFORMATION: