



## STATE CONTRACT LCPtracker Project

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

### 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 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 – <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm> and  
Public Works Apprenticeship Requirements – <http://www.dir.ca.gov/das/publicworks.html>

*Reference: California Labor Code 1773.2*

- Company Equal Employment Opportunity (EEO) policy.
- Department of Fair Employment and Housing (DFEH) 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.

**Posters may be printed from the Labor Compliance page on the Caltrans Web site at:**

**Caltrans Division of Construction Labor Compliance Posters –**

<http://www.dot.ca.gov/hq/construc/LaborCompliance/posters.htm>

Reference: Standard Specifications

## PREVAILING WAGE REQUIREMENTS

- All employed in the execution of this public works project, including sole proprietors, partners, and corporate officers, owner operators must be paid not less than the specified prevailing wage rates for the type of work performed. Reference: California Labor Code 1774
- Contractors utilizing an entity for the purpose of hauling or delivery of ready-mixed concrete are required to enter into a written subcontract agreement with the entity.  
Reference: Labor Code 1720.9
  - ⇒ 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
- 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 a state penalty. Reference: Labor Code 1810-1815
- Saturday/Sunday premium rates are applicable as indicated on prevailing wage determinations.
- When required, shift differential rates must be paid for classifications which include a shift determination.
- For building contracts, state building wage rates are applicable.
- State Prevailing Wages:**
  - \* Single asterisk indicates that the wage determination can be used for the life of the contract.
  - \*\* Double asterisk indicates that the wage determination includes predetermined increases.
- Subsistence/Zone pay must be shown on the fringe benefit statement.
  - ⇒ 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 D I R's Web site at:**  
[DIR Prevailing Wage Determinations - http://www.dir.ca.gov/dlsr/PWD/index.htm](http://www.dir.ca.gov/dlsr/PWD/index.htm)  
Reference: Labor Code 1773.1
- 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 require 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 15<sup>th</sup> 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: California 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" deduction 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 to submit the required reports or documents through LCPtracker 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 after compliance. *Reference: Labor Code 1771.5, 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](http://www.lcptracker.com)

## APPRENTICES

- All requirements of California Labor Code, Section 1777.5 apply for classifications which DIR has identified as an apprenticeable craft, including the following:
  - ⇒ Submit DIR's Division of Apprenticeship Standards (DAS) form D A S-140, *Public Works Contract Award Information*, to the applicable apprenticeship committee and through LCPtracker prior to start of work for the contractor/subcontractor(s).  
**The form can be downloaded from DIR's Web site at:**  
Division of Apprenticeship Standards Public Works Information –  
<http://www.dir.ca.gov/DAS/PublicWorksForms.htm>
  - ⇒ Training fees MUST be sent to a state-approved apprenticeship program or the California Apprenticeship Council (CAC) and identified on the fringe benefit statement submitted through LCPtracker.
  - ⇒ 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*
- Proof of registration in a state-approved apprenticeship program is required and must be uploaded into LCPtracker with the first payroll on which apprentices appear.  
*Reference: Labor Code 1777.5; Standard Specifications*

## SUBCONTRACTING

- The Subletting and Subcontracting Fair Practices Act requires prime contractors to list, at bid time, all subcontractors who will perform work in excess of 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.

*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 is responsible for work performed and compliance met by subcontractors and owner-operators.
- Failure to comply with the requirements of the Subletting and Subcontracting Fair Practices Act may result in a penalty and a referral to the California Contractors State License Board.

*Reference: PCC sections 4110-4111*

## DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)

- DVBE contract goal                      percent.
- Total claimed participation                      percent.
- There is a                      percent DVBE participation goal for this project.
  - ⇒ Ensure DVBE performs a commercially useful function as defined in the California Military Veterans Code (MVC) Section 999.
  - ⇒ If a substitution is needed, the DVBE must be replaced with another DVBE.  
*Reference: Standard Specifications, MVC section 999.5 (e)*
  - ⇒ Submit a written request to the resident engineer citing one of the listed reasons for substitution.
    - ⇒ Written approval from the resident engineer and the California Department of General Services (D G S) is required prior to change of a DVBE. Do not substitute until final approval is received from Caltrans. *Reference: Standard Specifications*
    - ⇒ Caltrans will provide the request to D G S for approval.
  - ⇒ Do you foresee any problems utilizing your listed DVBE?                      Yes                      No                      N/A
  - ⇒ Caltrans form CEM-2402(S), *Final Report – Utilization of Disabled Veteran Business Enterprises (DVBE), State Funded Projects Only*, must be submitted upon completion of the project. Failure by the prime to submit the required report will result in \$10,000 withheld. For Minor B and Emergency contracts, all payments due the contractor will be withheld. Withholds will be released after compliance.  
*Reference: Standard Specifications*
  - ⇒ Maintain records of subcontracts made with certified DVBEs.  
*Reference: Standard Specifications*

## EQUAL EMPLOYMENT OPPORTUNITY (EEO) REQUIREMENTS

- Contractor must comply with the nondiscrimination requirements provided in the contract.
- Caltrans may conduct a review of contractor and subcontractor hiring procedures and good faith efforts in the employment of minorities and women.
- Contractor 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:

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, location/locations:

### ADDITIONAL CONTRACT INFORMATION

- Will there be Plant Establishment on this project? Yes  No
- ⇒ Start Date:
- 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
- Caltrans Labor Compliance routinely conducts audits of contractor and subcontractor payroll records as indicated in the contract provisions.

Project Start Date:

---

**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 INFORMATION/SUBSISTENCE INFORMATION:**