

Memorandum

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To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: December 16, 2020

File: Division of Construction
CPD 20-30



From: RAMON HOPKINS, Chief
Division of Construction

Subject: **NEW FORM CEM-2500, "LCPTRACKER VENDOR ACCESS REQUEST"**

This directive informs Construction staff of changes to requirements for contractor submittal of certified payroll records. Section 7-1.02K(3), "Certified Payroll Records (Labor Code Section 1776)," of the Revised *Standard Specifications* dated October 16, 2020 requires contractors to submit certified payroll records using an internet based system, currently LCPtracker Pro.

On construction contracts that include this new requirement, contractors will use Form CEM-2500, "LCPtracker Vendor Access Request," to provide district labor compliance staff with information to create and update the contractor's user account. District labor compliance staff will provide the contractor with Form CEM-2500 after contract approval. The contractor will email the completed form to the appropriate district labor compliance group email account. The contractor will complete and submit an updated Form CEM-2500 if changes to the contractor's user account is needed after the initial user account setup.

You can find Form CEM-2500 on the Division of Construction Forms webpage:

<https://dot.ca.gov/programs/construction/forms>

If you have questions or comments regarding this directive, contact Austin Perez, Division of Construction, at Austin.Perez@dot.ca.gov or (916) 764-9555.