

**Department of Industrial Relations
State of California**

**SB 854 –
Public Works
Contractor Registration
Program**

State of California



Department of
Industrial Relations

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State of California



Department of
Industrial Relations

Labor Commissioner's Office

- Wage Claim Adjudication Unit
- Retaliation Complaint Investigations
- Bureau of Field Enforcement
 - Field Enforcement- all industries
 - **Public Works Enforcement**
 - Criminal Enforcement
- Licensing and Registration Unit

Public Works

Division of Labor Standards Enforcement
(aka Labor Commissioner)

- Public Works Contractor Registration [New]
- Project Registration (PWC-100)
- Compliance Monitoring (Certified Payroll review, Confirmation, Site Visits)
- Enforcement of Prevailing Wage and Apprenticeship Requirements and other Labor Laws



Worker Misclassification



Refinery Safety

Workers' Comp Reform

Fighting the Underground Economy

Heat Illness Prevention

Misclassification of Workers

Workers

- File a claim for unpaid wages
- Report unsafe work conditions
- Request benefits for a work injury
- Work permits
- Apply to be an apprentice
- Information for young workers

[More for Workers](#)

Employers

- Keep your workplace safe
- Workers' compensation requirements
- Help for small businesses
- Workplace postings
- Licensing, registrations, certifications & permits
- Public works projects
- Set up an apprenticeship program

[More for Employers](#)

SB 863 [Workers' Comp Reform](#)

[Public Works projects](#)

[Divisions, Boards and Commissions at DIR](#)

- Public Safety
- Get DIR email updates
- Industrial Relations Databases

- Title 8 Regulations
- New Laws - Industrial Relations

Office of Governor
Edmund G. Brown Jr.
[Visit his Website](#)



Secretary
David M. Lanier
Labor & Workforce Development Agency

Director of Industrial Relations
Christine Baker
[View her Biography](#)



Laws & Regulations



Public Participation



Clean Energy Jobs



Public Works

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[Forms & Publications](#)

[File a public works complaint](#)

Public Works

Public works refers to construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid by public funds. Public works projects do not include those done by a public agency with its own employees.

With minor exceptions, all workers employed on public works projects must be paid the prevailing wage determined by the Director of the Department of Industrial Relations according to the type of work and location. The [prevailing wage rates](#) are usually based on rates specified in collective bargaining agreements.

The Director of DIR also makes coverage determinations, hears enforcement appeals, and oversees labor compliance programs, while the Labor Commissioner is responsible for all compliance monitoring, investigations, and enforcement.

- ▶ [Contractor Registration](#)
- ▶ [Awarding Body - Electronic Certified Payroll Records](#)
- ▶ [Contractor - Electronic Certified Payroll Records](#)
- ▶ [Public Works Projects Registration \(PWC-100\)](#)
- ▶ [Public Works Manual](#) 
- ▶ [Contact Us](#)

Contractor Registration

Beginning July 1, 2014, contractors must register and meet requirements using the [online application](#) before bidding on public works contracts in California. The application also provides agencies that administer public works programs with a [searchable database](#) of qualified contractors. Application and renewal are completed online with a non-refundable fee of \$300. Read the [fact sheet](#) for a complete list of requirements.




[Instructions for completing the form](#)


Project Registration


The agency awarding the contract for a public works project must notify DIR within five days by completing the [PWC-100 form](#) online. This requirement now applies to all public works projects that are subject to the prevailing wage requirements of the Labor Code, regardless of size or funding source.

Registration

- ◊ [Contractor Registration](#)
- ◊ [Electronic Certified Payroll Records for Awarding Body](#)
- ◊ [Electronic certified payroll records\(eCPR\) for contractors](#)
- ◊ [Public Works projects registration](#)


 **SB 854**
[Important Information for Awarding Bodies](#)

 **Awarding Bodies** learn more about the
[Labor Compliance Program](#)

 **Apprentices** learn more about the
[Apprenticeship Public Works Program](#)

Databases

- ◊ [Civil wage and penalty assessments and judgments database](#)
- ◊ [Contractor debarments databases](#)
- ◊ [Contractor registration searchable database](#)
- ◊ [Public works projects searchable database](#)

 **Contact Us**
[For questions about Public Works](#)

Department of Industrial Relations (DIR)

Public Works

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[Instructions for completing the form](#)



Project Registration

Public Works under the Labor Code

Under the California Labor Code,

“[P]ublic works means: Construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds, . . .” (Section 1720(a)(1))

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Public Works under the Labor Code

“Except for public works projects of one thousand dollars (\$1,000 or less, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed...

“This section is applicable only to work performed under contract, and is not applicable to work carried out by a public agency with its own forces. This section is applicable to contracts let for **maintenance work.**” (Section 1771)

- - - -

The new registration program applies to all public works, as defined by the Labor Code

New Public Works Contractor Registration Law



- The Labor Commissioner's office will be responsible for registering contractors for public works
- Annual fees began on July 1, 2014, at the initial rate of \$300
- Registration good for fiscal year (through 6/30/15); renewed annually
- Contractors will need to meet minimum qualification standards

Public Works Contractor Requirements

In order to register with DLSE, contractors must:

- Certify or provide proof of workers compensation insurance
- Have no outstanding liabilities for wages, damages, interest, fines or penalties due to an employee or the state
- Good Standing: Cannot be under federal or state debarment from performing public works
- Have a valid Contractor's license if necessary for your trade
- After registration becomes mandatory (*next slide*) no bids or work without registration – for first violation in 12 month period may pay \$2000 penalty to register



Timing of the New Registration Law

July 1, 2014 – Registration and fees began

March 1, 2015 – Contractors must be registered
for Bid proposals

April 1, 2015 – Contractors must be registered
to work on public works

January 1, 2016 -- All public works contractors
must furnish certified payroll records
(online) to the Labor Commissioner with some
exceptions

Timing of the New Registration Law- ABs

June 20, 2014 – Awarding bodies must provide Notice to DIR on all projects (PWC-100)

January 1, 2015- All bid/contract documents must contain language found in Labor Code Section 1771.1(a)

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Labor Code Section 1771.1(a)

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

Public Works Contractor Registration Affidavit

Contractor Information

Legal Entity Information

Workers Compensation

Contractor Certification

Payment Method

Contractor Legal Name:

Contractor Legal Entity:

Please Select One

Contractor Trade Name or doing business as (DBA)

Rows 1 to 1 of 1

Trade Name
<input type="text"/>

Add Another Remove

CSLB and/or Professional License Number(s)

Rows 1 to 1 of 1

License Type	License Number
Please Select One	<input type="text"/>

Add Another Remove

Contractor Mailing Address

Street Address

City

State

Select State

Zip Code

Contractor Physical Address

Same as mailing address:

Street Address

City

State

Select State

Zip Code


Email Address

The Public Works Contractor Registration (PWCR) affidavit online form consists of the following form fields and can be reached by selecting the following link:

<https://efiling.dir.ca.gov/PWCR/ActionServlet?action=displayPWCRRegistrationForm>

Contractor Information Tab

1. **Contractor Legal Name***
2. **Contractor Legal Entity*** - based on your legal entity selection additional fields will be mandatory on the 'Legal Entity' tab
3. **Contractor Trade Name or DBA** – 'Add Another' and 'Remove' feature allows entry of multiple names
4. **CSLB and/or Professional License Number(s)**: – 'Add Another' and 'Remove' feature entry of multiple licenses
 - License Type – Dropdown selection list
 - License Number
5. **Contractor Mailing Address***
6. **Same as mailing address** - Check box that if selected auto-fills mailing address inputs in Physical Address section
7. **Contractor Physical Address***
8. **Email Address**



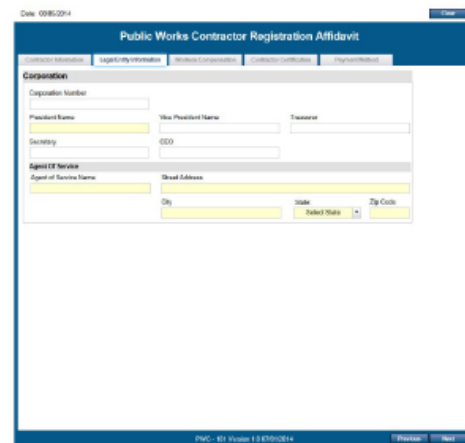
The screenshot shows the 'Contractor Information' tab of the registration form. It includes fields for Contractor Legal Name, Contractor Legal Entity (with a dropdown menu), Contractor Trade Name or doing business as (DBA), and a list of CSLB and/or Professional License Numbers. Below these are sections for Contractor Mailing Address and Contractor Physical Address, each with fields for Street Address, City, State, and Zip Code. There is also an 'Email Address' field and a checkbox for 'Same as mailing address'.

Legal Entity Tab

Based on your selection on the 'Contractor Information' tab from the 'Legal Entity' list the appropriate legal entity form fields will be displayed.

Corporation legal entity form field(s)

1. **Corporation Number**
2. **President Name***
3. **Vice President Name**
4. **Treasurer Name**
5. **Secretary Name**
6. **CEO Name**
7. **Agent of Service*** - Enter the Agent of Service listed with the California Secretary of State
8. **Agent of Service Address***



The screenshot shows the 'Legal Entity' tab for a Corporation. It includes fields for Corporation Number, President Name, Vice President Name, Treasurer, Secretary, and CEO Name. There is also a section for the Agent of Service, including fields for Agent of Service Name and Agent of Service Address (Street Address, City, State, Zip Code).

Sole Proprietor legal entity form field(s)

1. **Sole Proprietor Name***



General Partnership legal entity form field(s)

1. **Partner Name*** – ‘Add Another’ and ‘Remove’ feature entry of multiple names



Limited Liability Company legal entity form field(s)

1. **Corporation Number**
2. **Member Name*** – ‘Add Another’ and ‘Remove’ feature allows entry of multiple names
3. **Agent of Service*** - Enter the Agent of Service listed with the California Secretary of State
4. **Agent of Service Address***



Limited Partnership legal entity form field(s)

1. Corporation Number
2. General Partner Name * – ‘Add Another’ and ‘Remove’ feature allows entry of multiple names

The screenshot shows the 'Public Works Contractor Registration Affidavit' form with the 'Legal Entity Information' tab selected. Under the 'Limited Partnership' section, there are input fields for 'Corporation Number' and 'General Partner Name'. A yellow highlight is under the 'General Partner Name' field. Below this field, there are two buttons: 'Add Another' and 'Remove'.

Joint Venture legal entity form field(s)

Joint ventures are comprised of multiple legal entities thus based on the legal entity type selected for the contractor's joint venture the form fields will duplicate those previously noted for: Corporation, Sole Proprietor, General Partnership, Limited Liability Company, and Limited Partnership.

At least two entities are mandatory for Joint Ventures

1. Legal Entity Name*
2. Legal Entity Types *

The screenshot shows the 'Public Works Contractor Registration Affidavit' form with the 'Legal Entity Information' tab selected. Under the 'Joint Ventures (At least 2 are required)' section, there are tabs for 'Entity 1', 'Entity 2', 'Entity 3', and 'Entity 4'. The 'Entity 1' tab is active. Below the tabs, there are input fields for 'Entity Legal Name' and 'Legal Entity Type'. A yellow highlight is under the 'Entity Legal Name' field.

Workers Compensation Tab

1. Do you lease employees through Professional Employer Organization (PEO)? *
 2. Workers Compensation Insurance selection options: *
- At least one mandatory even if employees are leased from a PEO

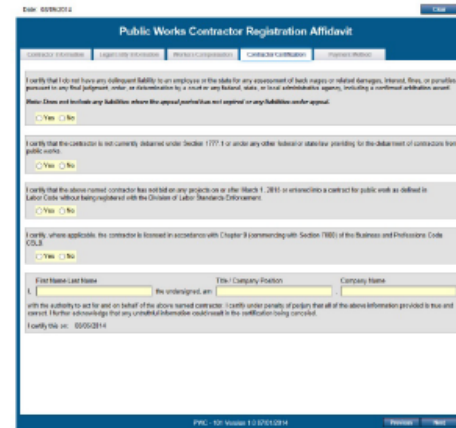
- Self-Insured
 - Certificate of Self-Insurance Number
 - Initial Certification Date
- Insured by Carrier
 - Policyholder Name
 - Insurance Carrier
 - Policy Number
 - Inception/Expiration Date
- Exempt from workers' compensation insurance
 - Select reason from list

The screenshot shows the 'Public Works Contractor Registration Affidavit' form with the 'Workers Compensation' tab selected. A note at the top states: 'Note: All valid contractors must have a workers' compensation policy regardless if you have employees or not.' Below this, there are radio buttons for 'Do you lease employees through Professional Employer Organization (PEO)?' with 'Yes' and 'No' options. The 'No' option is selected. Below this, there are three sections: 'If Self-Insured (not selected)', 'If Insured by carrier (not selected)', and 'If Insured by carrier (not selected)'. Each section has input fields for various insurance details. A yellow highlight is under the 'Certificate of Self-Insurance Number' field.

Contractor Certification Tab

The contractor must respond 'Yes' or 'No' to the following contractor certification topics:

1. Outstanding liabilities certification*
2. Debarment from public works certification*
3. Public works contractor registration lapse certification*
4. License certification*
5. Penalty of perjury certification
 - Online user name*
 - Title/Position with company*
 - Company Name*



Form: 00902014

Public Works Contractor Registration Affidavit

Contractor Certification

I certify that I do not have any delinquent liability to an employee in the state for any assessment of back wages or related damages, interest, fines, or penalties assessed in any final judgment, order, or decree by a court or any federal, state, or local administrative agency, including a contractual arbitration award. Please check and include any liabilities where the appeal/judgment has not appeared or any liabilities under appeal.

Yes No

I certify that the contractor is not currently debarred under Section 1771.1 or under any other laborator statute pending for the debarment of contractors from public works.

Yes No

I certify that the above named contractor has not had on any projects on or after March 1, 2010 or entered into a contract for public work as defined in Labor Code without being registered with the Division of Labor Services Enforcement.

Yes No

I certify, where applicable, the contractor is licensed in accordance with Chapter 9 commencing with Section 7860 of the Business and Professions Code (CCL).

Yes No

Your Name Last Name: _____ Title / Company Position: _____ Company Name: _____
I, _____ the undersigned, am _____ with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information contained in this certification is a crime.

I certify this on: 00902014

PWC - 00 Version 1.0 07/01/2014 T79000207

Payment Method Tab

The registration fee can be made via credit card, ACH, or Check thus the contractor must select the payment type for the PWCR registration fee of \$300.00

Payment type selection is mandatory*

1. Credit Card/ACH
2. Check



Form: 00902014

Public Works Contractor Registration Affidavit

Payment Method

Choose Payment Method

Credit Card/ACH

CHECK

Public Works Contractor Registration Fee Refund Policy
In accordance with Labor Code section 1785.016 funds are non-refundable.

PWC - 00 Version 1.0 07/01/2014 T79000207

* = Mandatory form fields



Public Works Contractor Registration Search

This is a listing of current and active contractor registrations pursuant to Division 2, Part 7, Chapter 1(commencing with section 1720) of the California Labor Code.

Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

Registration Number:

Contractor Legal Name:

[Contractor License Lookup](#)

License Number:

Public Works Contractor Registration Web Search Results

No Registered Contractors to display

What if a contractor fails to register?

- Ineligible to bid on public works (with exceptions for joint ventures and federally-funded projects if qualified at time of award)
- Ineligible to work on public works
- For first violation in 12-month period, may pay \$2000 to register if otherwise qualified
- For inadvertent lapsed renewal, 90 day grace period to pay double fee to re-register

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Failure to register (continued)

- Right to appeal if registration denied or revoked [procedure still in development]
- Inadvertent listing of unregistered subcontractor on bid doesn't invalidate bid and may be cured
- Failure to register is grounds for substituting subcontractors
- Contract with unregistered contractor or subcontractor subject to cancellation but not void
- Where project bid as private work but later found to be public work, may register without penalty

PWC-100 Project Award Notice

- On-line Notice application used by Awarding Bodies to provide the Department of Industrial Relations (DIR) Notice of Public Works Projects at <https://www.dir.ca.gov/pwc100ext/>
- New Law: Awarding Bodies will be required to provide notice to DIR on all projects within five days of project award

Public Works

Home page for Public Works

Contractor Debarment

Compliance Monitoring Unit

Laws, Regulations,
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[Instructions for completing the form](#)



Project Registration

The agency awarding the public works contract must notify DIR for most projects by completing the [PWC-100](#) form online. Projects may be subject to compliance monitoring by DLSE's Compliance Monitoring Unit (CMU) or by the Labor Compliance Program (LCP).

Registration

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- **1** [Awarding Bodies](#) learn more about the Labor Compliance Program
- **1** [Apprentices](#) learn more about the Apprenticeship Public Works Program

Databases

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- [Contractor registration searchable database](#)
- [Public works projects searchable database](#)

What's New

- [Department of Industrial Relations Launches Public Works Contractor Online Application System](#)



[Home](#) | [External Lookup](#)

DAS PWC-100 Online Application

Welcome to the new online PWC-100 Application.

- All users will need to reset their password using the **Forgot Password** button on the right.
- Any data that was in the system as of 9/21/2012 is being updated.

Welcome to the PWC 100 form online application page. The PWC 100 form should be completed by the awarding body. The completion and the submission of this form fulfills the required public works project award notification to both the Division of Apprenticeship Standards [Labor Code sec. 1773.3 (replacing former DAS-13 notification) and the Division of Labor Standards Enforcement Public Works Compliance Monitoring Unit [8 Cal. Code Reg. sec. 16451(a)].

An awarding body or body awarding the contract means department, board, authority, officer or agent awarding a contract for public work. In most cases the awarding body is a unit of state or local government, such as a city, county, school district, water district, special district, or a state agency. However, in some cases the body awarding the contract may be a private entity that uses public funds for a public works construction project.


Please keep your login and password since you may only register once.


Sign In


Username or Email:

Password:

Remember me on this computer

 [Sign In](#)

 [Forgot Password](#)

 [First Time User](#)

To create an account please select the First Time User button above.



Home | Search PWC-100

Public Search Utility

Awarding Body Name

Name of Project

Name of Contractor

Contractor Number

Name of Subcontractor

Subcontractor Number

First Advertised Bid Date

Contract Amount

Project Award Date

Estimate Start Date

Estimated Completion Date

Classification of Workers:

Physical Address Address Location

Address Line 1

Address Line 2

City

State

Zip Code

Mail Stop

County

Sort By

Electronic Certified Payroll Uploads for Contractors

- On DIR website at <https://apps.dir.ca.gov/eCPR/DAS/altlogin>
- Contractors must upload on all new public works projects beginning April 1, 2015
- Contractors must upload on all public works projects, new or ongoing, beginning January 1, 2016
- Exceptions for projects monitored by:
 - DIR-approved legacy Labor Compliance Programs
 - Project Labor or Stabilization Agreements

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Electronic Certified Payroll Records - Contractors

Welcome to the new online CMU Payroll Records Application.

- First time users will need to setup their account using the "First Time User button".
- You will need your Contractor ID (CSLB# or Professional #) to create an account.

The PWC 100 is an online notification system that requires public agencies to submit detailed public works project information (Awards) to the Department of Industrial Relations (DIR). Once the Award is in the system, Contractors will need to report their Certified Payroll Records.

Contractors will be able to upload Certified Payroll Records (CPRs) and Statements of Employer Payments (PW 26) through the eCPR application using PDF format. Prime contractors will be able to add their subcontractors to an Award so that subcontractors can upload their CPRs using the eCPR application. In order to upload CPRs and other payroll documents, contractors must be associated with one or more Awards.

If you have any questions, please contact CMU at PWC100@dir.ca.gov

Sign In

Email Address:

Password:

Remember me on this computer

To create an account please select the First Time User button above.

For more information contact
PublicWorks@dir.ca.gov



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