

# State Prevailing Wage Labor Compliance Manual & Contract Language

## ADAMS ASHBY GROUP

1000 Lincoln Rd H-212  
Yuba City, CA 95991

(916) 449-3944 p  
(916) 449-3934 f

**Certified Payrolls shall be submitted to:**

**[BBray@adamsashbygroup.com](mailto:BBray@adamsashbygroup.com) -Brenda**  
**[MWiggins@adamsashbygroup.com](mailto:MWiggins@adamsashbygroup.com) -Misti**



## CONTRACT ACKNOWLEDGEMENT

The provisions included in this section are by this reference attached to the bid document, contract, and all sub-contracts associated to this project. The signature provided below acknowledges the references as stated, states understanding, and ensures compliance. This page and all required forms shall be provided to the compliance officer with original blue ink, wet signatures valid digital signatures(valid digital signatures will have a time date stamp) prior to construction commencing (This is required for both the Prime Contractor and all lower tier Sub-Contractors).

Attached	Form	Who	Page
	Contract acknowledgement	All Contracts	2 (This Page)
	Certification of Understanding and Authorization	All Contracts (To be completed by each person who processes Certified Payrolls.)	8
	Disadvantaged Business Forms	All Contracts	9-10
	Labor Standards and Prevailing Wage Requirements ( <b>Davis Bacon / Not Applicable</b> )	All Contracts	11-12
	Wage Determination Chart	All Contracts	13
	Copies of Contracts; Purchase Order; Invoice; Quote with any Sub-Contractors or material supplier on site	All Contracts	Please Provide
	N/A	N/A	

At the time of progress payment by the general contractor to the Agency, the following documents shall be submitted by the general contractor to Adams Ashby Group, Inc. for all work performed:

	Fringe Benefit Statement	All Contracts	14
	DAS 140 (Evidence of submittal for EACH appreciable class employed on the project)	All Contracts subject to State Prevailing Wage Provisions	15
	DAS 142 Or Certification of Union Status	All Contracts subject to State Prevailing Wage Provisions	16
	Copies of ECPR Payroll Submissions (PDF) (Including Non-Performances)	All Contracts	Please Provide
	Evidence of Training fees paid	All Contracts subject to State Prevailing Wage Provisions	Copy of Invoice & Check or Agency Letter

By signing below you acknowledge you have read and understand the provisions included in this document and if applicable the Skilled and Trained Workforce Requirements (STW), and will ensure the provisions are included in all contracts and sub-contracts connected to the project, and shall comply as outlined.

Signature: _____	Date: _____
Name: _____	EIN: _____
Address: _____	City State Zip: _____
Phone: _____	Email: _____
DIR No. _____	CSLB No: _____

## PROVISIONS/REQUIREMENTS

### I. Compliance with State Laws

The project must comply with all State laws, including Prevailing Wage requirements as provided by law and this manual. All work is to be performed in accordance with all applicable California state, local housing and building codes, including but not limited to those related to environmental protection, building standards, planning, zoning, health and safety, relocation, labor, fair employment, and historic preservation.

### II. Sub-Contractor Compliance

The provisions included in this document shall be incorporated into each sub-contract associated with this contract, including all tiers of sub-contractors. A copy of each sub-contract shall be provided, demonstrating the inclusion of these provisions and confirming that the contract is in full force. Failure to provide such documentation will result in the withholding of payment until compliance is achieved. Each sub-contractor is required to comply with all provisions herein. Non-compliance by any sub-contractor will be considered a breach, and the general contractor will be held accountable for the sub-contractor's actions.

### III. State Prevailing Wage Requirements

Compliance with all applicable California State Prevailing Wage requirements, as outlined in the California Labor Code, is mandatory. Failure to provide the required documentation or to comply with the outlined provisions will result in a determination of non-compliance, and payment may be withheld until compliance is achieved.

Relevant Code Sections:

- California Labor Code §1720: Definition of public works projects.
- California Labor Code §1771: Requirement to pay prevailing wages.
- California Labor Code §1773: Determination of general prevailing wage rates.
- California Labor Code §1776: Requirement for certified payroll records.
- California Labor Code §1777.5: Apprenticeship requirements.
- California Labor Code §1810-1814: Regulations on working hours.
- California Labor Code §1815: Requirement for overtime pay.

Resources: *Employment Regulation*

### IV. Environmental and Safety Compliance

Contractors shall not be in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district, nor subject to cease and desist orders issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions.

### V. Skilled and Trained Workforce Compliance

As applicable based on funding requirements, the Contractor agrees to comply with the California Skilled and Trained Workforce Law (Public Contract Code §2600 et seq.). The Contractor shall ensure that the workforce employed on this project meets the required criteria. Monthly reports certifying compliance with the Skilled and Trained Workforce requirements shall be submitted to the Awarding Body and its representatives.

### VI. Equal Employment Opportunity

The Contractor assures that no person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender identity, gender expression, age, military or veteran status, or sexual orientation under any program or activity funded by this contract. Compliance with the Fair Employment and Housing Act (Gov. Code §12900 et seq.) and the regulations promulgated thereunder is required.

Contractor and sub-contractors shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated thereunder. The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, Americans with Disabilities Act (ADA of 1990 (42 U.S.C. 12101 et Seq.) are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. The Contractor shall include the nondiscrimination and compliance provisions of this clause in all Sub-contracts to perform work under the Contract.

**Relevant Code Sections:**

- Government Code §12900 et seq.: Fair Employment and Housing Act.
- California Code of Regulations, Title 2, Section 7285 et seq.: Regulations implementing the Fair Employment and Housing Act.
- 42 U.S.C. 4151-4157: The Architectural Barriers Act of 1968

**VII. Bonding and Insurance Requirements**

For contracts exceeding \$150,000, the following are required:

- A Bid Bond or certified check equivalent to 5% of the bid price.
- A Performance Bond for 100% of the contract price.
- A Payment Bond for 100% of the contract price.

**VIII. Access to Records**

The Awarding Body, sub-grantee, the State of California, or any duly authorized representative shall have access to any books, documents, papers, and records of the Contractor or Sub-contractor pertinent to this contract for audits, examinations, excerpts, and transcriptions.

**Relevant Code Sections:**

- California Labor Code §1776: Requirement for certified payroll records.
- California Code of Regulations, Title 8, Section 16000: Defines payroll records and the requirements for maintaining and submitting these records.

**IX. Documentation of Costs and Record Retention**

All costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, purchase orders, or other accounting documents. All required records must be maintained for five years after the grantee makes final payments.

**Relevant Code Sections:**

- California Government Code §8546.7: Documentation and record retention requirements.
- California Government Code §81000 et seq.: California Public Records Act.

**X. Reporting**

Contractor and sub-contractors shall provide regular reports to Adams Ashby Group. Reports to be submitted to the granting agency shall be provided to the compliance officer in a reasonable time to allow for review and corrections prior to submittal. This includes reporting any work completed by second or third (etc.) tier sub-contractors. Contractors and sub-contractors must supply copies of all subcontracts, agreements, work orders, and purchase orders for any second or third (etc.) tier sub-contractors that show State Prevailing Wage requirements.

**XI. Certified Payrolls**

Contractor will submit a Certified Payroll Report and Statement of Compliance within seven days of the end of the payroll period. This includes the required E-CPR filed with the State of *California DIR electronic payroll* submittal process (PWC-100). Contractor will supply all back-up documentation for all deductions including "other". Labor Compliance Reports (LCR) will be issued monthly, and a response will be required within 7 days of report issuance. Contractors and Sub-contractors understand and agree to supply upon request any additional information that may be needed for better understanding and/or required in order to comply with state statutory and regulatory requirements.

**XII. State Labor Standards Provisions**

All contractors and sub-contractors are subject to the application of Section 1720 et seq. of the California Labor Code, which details the regulations and procedures governing the payment of State prevailing wages. Compliance with Sections 1810-1814 of the California Labor Code, which limit the maximum hours a worker is to be employed, is mandatory.

**Relevant Code Sections:**

- California Labor Code §1720 et seq.: Regulations and procedures governing the payment of State prevailing wages.
- California Labor Code §3700: Workers compensation insurance requirements.
- California Labor Code §1810-1814: Regulations on working hours and penalties for violations.
- California Labor Code §1815: Requirement for overtime pay.
- California Labor Code §1771.1(a) : Department of Industrial Relations *registration*.

**XIII. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Lower Tier Covered Transactions**

No contract shall be made with parties that are debarred, suspended, or otherwise ineligible under applicable California state law. Prior to allowing any sub-contractor to begin work on the project, the Contractor must obtain written approval from the Agency. The Contractor must submit the sub-contractor's name, license number, Department of Industrial Relations (DIR) registration number, place of business, and the service to be provided. Additionally, the Contractor must submit copies of all sub-contracts, which incorporate these contract documents by reference, within 10 days of execution. The Contractor is also required to provide labor standards certifications and insurance certifications for all sub-contractors.

**XIV. Public Works Apprenticeship Requirements**

All public works contracts valued at \$30,000 or more carry an obligation to hire apprentices, unless the craft or trade does not require the use of apprentices, as indicated in the corresponding prevailing wage determination. This duty applies to all contractors and subcontractors on a project, even if their part of the project is less than \$30,000.

**Relevant Code Sections:**

- California Labor Code §1777.5: Apprenticeship requirements for public works projects.
- California Code of Regulations, Title 8, Section 230.1: Regulations on apprenticeship standards.

**Contractors Responsibilities:**

**1. Submit Contract Award Information:**

- Contractors must submit contract award information for each craft required on the project using the *DAS 140 form*. More *information* on the DAS 140.
- If approved to train apprentices, send the contract award information to your apprenticeship committee.
- If not approved to train apprentices, send the DAS 140 to *all apprenticeship committees* that can supply apprentices to the site of the public works project.

**2. Make Training Fund Contributions:**

- Contractors must make *training fund contributions* in the amount established in the prevailing wage rate, either to the applicable apprenticeship committee or the *California Apprenticeship Council (CAC)*. More *information* on Training Fund Contributions.

**3. Request Apprentices:**

- Contact the applicable apprenticeship committee to request apprentices for each craft or trade on your project using the *DAS 142 form*. More *information* on the DAS 142.
- The DAS 142 form must be submitted at least three business days before apprentices are required.

**4. Employ Apprentices in the Correct Ratio:**

- Ensure that one hour of apprentice work is performed for every five hours worked by a journeyman level worker. More information on *Minimum Ratios*.

**5. Provide Workers Compensation Benefits:**

- Contractors must provide workers compensation benefits to apprentices.

**6. Compliance and Documentation:**

- Maintain accurate records of apprentice employment and training fund contributions.
- Submit certified payroll records as required by California Labor Code §1776.

**7. Penalties for Non-Compliance:**

Failure to comply with apprenticeship requirements may result in penalties, including but not limited to:

- Withholding of progress payments.
- Liquidated damages as specified in the contract.
- Termination of the contract for cause.
- Debarment from future contracts.

For more information and to find exact legal definitions and language, please refer to the Public Works Chapter of the California Labor Code and the Division of Apprenticeship Standards (DAS) page on public works.

**XV. Conflict of Interest**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agencies code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. View the regulation and the Appendices, designating positions and establishing disclosure categories, constituting the conflict-of-interest code of the California Workforce Development Board below.

***California Workforce Development Board Conflict-of-Interest Code***

Date COIC filed with the Secretary of State: 05/03/2023

Effective date of the Conflict of Interest Code: 06/03/2023

**XVI. Child Support Compliance Act**

The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state laws relating to child and family support enforcement, including disclosure of information and compliance with earnings assignment orders.

**Relevant Code Sections:**

- California Family Code §5200 et seq.: Child Support Compliance Act.

**XVII. Energy Efficiency**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which is contained in the California energy conservation plan and Building Standards.

**Relevant Code Sections:**

- Title 24 Part 6: Energy Code
- Title 24 Part 11: Building Energy Efficiency Standards

**XVIII. Other Provisions**

Sub-contracts must include the clauses contained in this Labor Compliance Manual and require lower-tier sub-contractors to include these clauses in their sub-contracts. The prime contractor is responsible for compliance by any sub-contractor or lower-tier sub-contractor with all the contract clauses.

Owner Operators: All owner operators must either be added to the General Contractors payroll and processed as an employee of the General -OR- owner operator must submit certified payrolls to the General for review. The General Contractor shall review for accuracy then sign the Statement of Compliance.

Trucking Brokers: Trucking brokers will not be allowed on the project. If the operator is an employee of the brokers agency and the agency is a licensed contractor, then the Broker Agency would be the sub-contractor and provide all of the required documents as outlined herein and perform as a sub-contractor.

Broker Agency would be the sub-contractor and provide all of the required documents as outlined herein and perform as a sub-contractor.

Hauling including ready-mixed concrete: Assembly Bill 219 (Daly, Chapter 739, Statutes of 2015) adds Section 1720.9 to the Labor Code expanding the definition of Public works for these purposes to include the hauling and delivery of ready-mixed concrete. DIR AB 219 Fact Sheet

- Section 1720.9 defines the term ready-mixed concrete and specifies that the rate of pay shall be the current prevailing wage for the geographical area in which the factory or batching plant is located as determined by the Department of Industrial Relations. The statute also requires a written agreement between the party hauling or delivering ready-mixed concrete and the party that engaged its services. The agreement must specify compliance with the Prevailing Wage Law.
- Section 1720.0 requires that the hauling or delivery company provide certified payroll records under Labor Code section 1776(a) to the party that engaged its services and to the general contractor within five working days after the employee has been paid, accompanied by a written time record. The time record must be certified by each driver for the performance of job duties.

# CERTIFICATION OF UNDERSTANDING AND AUTHORIZATION

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PROJECT NAME:

Contractor Name:	Contractor Address:
License No:	

All contractors and sub-contractors shall forward this certification to the the Awarding Body and its representatives at Adams Ashby Group prior to beginning work on the job site.

This is to certify that the principals, and the authorized payroll officer, below, have read and understand the applicable State labor standards clauses pertaining to the subject project and the State Department of Industrial Relations' wage determinations and select the following for the presented project(s):

(List Craft and Classifications here use separate sheet if necessary)


The following person(s) is designated as the payroll officer for the undersigned and is authorized to sign the Statement of Compliance which will accompany our weekly certified payroll reports for this project:

Payroll Officer Name:	Signature:
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Authority provided by Owner:

Name:	Signature:	Date:
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# BUSINESS ENTERPRISE INFORMATION FORM

This form is required for <u>ALL</u> projects		
<b>OWNER NAME:</b>	<b>OWNER PROJECT NUMBER:</b>	
<b>PROJECT DESCRIPTION:</b>	<b>PROJECT LOCATION:</b>	
PRIME CONTRACTOR INFORMATION		
<b>NAME/ADDRESS</b> Name of firm: Contact Person: Address: City/State/Zip: Phone: Email:	<b>TYPE OF CONTRACT</b> <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> SUPPLIER <input type="checkbox"/> SERVICE	<b>SUBCONTRACTOR UTILIZATION</b> This project <u>WILL NOT</u> utilize subcontractors.  This project <u>MAY</u> utilize the following subcontractors
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE    SEC. 3 <input type="checkbox"/> OTHER/NA	<b>AMOUNT OF CONTRACT/BID:</b>	
SUBCONTRACTOR INFORMATION		
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE    SEC. 3 <input type="checkbox"/> OTHER/NA	<b>NAME/ADDRESS</b>	
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier/Service <input type="checkbox"/> Joint Venture <input type="checkbox"/> Broker	Name of Firm: Contact Person: Address: City, Zip: EIN/Phone: Email:	
TYPE OF CONTRACT/ TRADE:		
CONTRACT AMOUNT:		
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE    SEC. 3 <input type="checkbox"/> OTHER/NA	<b>NAME/ADDRESS</b>	
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier/Service <input type="checkbox"/> Joint Venture <input type="checkbox"/> Broker	Name of Firm: Contact Person: Address: City, Zip: EIN/Phone: Email:	
TYPE OF CONTRACT/ TRADE:		
CONTRACT AMOUNT:		
<input type="checkbox"/> DBE <input type="checkbox"/> MBE <input type="checkbox"/> WBE    SEC. 3 <input type="checkbox"/> OTHER/NA	<b>NAME/ADDRESS</b>	
<input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier/Service <input type="checkbox"/> Joint Venture <input type="checkbox"/> Broker	Name of firm: Contact Person: Address: City, Zip: EIN/Phone: Email:	
TYPE OF CONTRACT/ TRADE:		
CONTRACT AMOUNT:		
GOALS FOR MBE & WBE PARTICIPATION		
	<b>% MBE</b>	<b>% WBE</b>
<b>Construction</b>	PERCENTAGE	6.9%
<b>Equipment</b>	PERCENTAGE	6.9%
<b>Services</b>	PERCENTAGE	6.9%
<b>Supplies</b>	PERCENTAGE	6.9%
FORM COMPLETED BY		
<b>Name:</b>	<b>Title:</b>	<b>Phone:</b>
<b>Signature</b>	<b>Date:</b>	<b>Email:</b>

DBE=Disadvantaged Business Enterprise

WBE=Woman Owned Business Enterprise (8A)

MBE=Minority Business Enterprise



**LABOR STANDARDS AND PREVAILING WAGE  
REQUIREMENTS**

CONTRACTOR:	DATE:
	PROJECT NUMBER (IF ANY):
CONTRACTOR LIC. NO.:	PROJECT NAME:

1. The undersigned, having executed a contract with:

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For the construction of the above identified project, acknowledges that:

- A. The labor standards provisions are included in the aforesaid contract;
- B. Correction of any infractions of the aforesaid conditions, including infractions by any of his/her sub-contractors and any lower tier sub-contracts, is his/her responsibility.
- C. He/she is aware of the provisions of Section 1774 of the California Labor Code which requires that the State prevailing wage be paid to workmen employed in connection with the contract unless the project meets the exemption provided in Section III (pg. 3) of the Labor Compliance Manual and Contract Language. He/she is aware that if Federal funds are used to finance any part of the construction of the above-identified project, that the Davis-Bacon Act applies. He/she understands that the requirements for payment of prevailing wages apply to the work he/she will perform for this project and agree to comply with such requirements. He/she further realizes that the State and/or Federal Labor Standards, as well as any applicable CRA Policy on Payment of Prevailing wages, provide for various penalties for violation of prevailing wage laws including penalties of \$25.00 each calendar day or portion thereof each worker affected.

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2. He/she certifies that:

- A. Neither he/she nor any firm, partnership or association in which he has substantial interest is designated as an ineligible contractor by the Controller General of the United States pursuant to Section 5.6 (b) of the Regulations of the Secretary of Labor, part 5 (29 CFR, Part 5 or pursuant to Section 3(a) of the Davis-Bacon Act, as amended (40 U.S.C. 276 a-2 (a)).
- B. No part of the aforementioned contract has been or will be sub-contracted to any sub-contractor if such sub-contractor or any firm, corporation, partnership or association in which such contractor has a substantial interest is designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.

C. He/she agrees to obtain and forward to the aforementioned recipient within ten days after the execution of any sub-contract, including those executed by his sub-contractors and any lower tier sub-contractors, a Sub-contractors Certification Concerning Labor Standards and Prevailing Wage Requirements executed by the sub-contractors.

3. He/she certifies that:

(a) The legal name and the business address of the undersigned are:

(b) The undersigned is:

(1) A single proprietorship

(3) A corporation in the State of:

(2) A partnership

(4) Other organization  
(Described)

(c) The name, title, and address of the owner, partners or officers of the undersigned are:

Name	Title	Address

(d) The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned, and the nature of the interest are (if none, so state):

Name	Address	Nature of Interest

(e) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (if none, so state):

Name	Address	Trade Classification

Date:

\_\_\_\_\_

\_\_\_\_\_  
(Contractor)

By: \_\_\_\_\_

# Wage Determination Chart

State Rates				
Classification	BASIC HOURLY RATE	Total Hourly Fringe	Total HOURLY Rate	State Decision:
Apprentices:				

Completed By: \_\_\_\_\_.

Reviewed by: \_\_\_\_\_.

# CONTRACTOR FRINGE BENEFIT STATEMENT

Contract Number / Name:	Contract Location:	Today's Date:
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Contractor / Subcontractor Name:	Business Address:
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In order that the proper Fringe Benefit rates can be verified when checking payrolls on the above contract, the hourly rates for fringe benefits, subsistence and/or travel allowance payment made for employees on the various classes of work are tabulated below.

Classification:	Effective Date:	Subsistence or Travel Pay: \$ _____
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<b>FRINGE BENEFITS</b>	Health & Welfare	\$ _____	PAID TO: Name: _____	Address: _____
	Pension	\$ _____	PAID TO: Name: _____	Address: _____
	Vacation/ Holiday	\$ _____	PAID TO: Name: _____	Address: _____
	Training and/or Other	\$ _____	PAID TO: Name: _____	Address: _____

Classification:	Effective Date:	Subsistence or Travel Pay: \$ _____
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<b>FRINGE BENEFITS</b>	Health & Welfare	\$ _____	PAID TO: Name: _____	Address: _____
	Pension	\$ _____	PAID TO: Name: _____	Address: _____
	Vacation/ Holiday	\$ _____	PAID TO: Name: _____	Address: _____
	Training And/or Other	\$ _____	PAID TO: Name: _____	Address: _____

Classification:	Effective Date:	Subsistence or Travel Pay: \$ _____
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<b>FRINGE BENEFITS</b>	Health & Welfare	\$ _____	PAID TO: Name: _____	Address: _____
	Pension	\$ _____	PAID TO: Name: _____	Address: _____
	Vacation/ Holiday	\$ _____	PAID TO: Name: _____	Address: _____
	Training And/or Other	\$ _____	PAID TO: Name: _____	Address: _____

Supplemental statements must be submitted during the progress of work should a change in rate of any of the classifications be made. Submitted:

Contractor / Subcontractor	By: Name / Title
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## PUBLIC WORKS CONTRACT AWARD INFORMATION

Contract award information must be sent to your Apprenticeship Committee if you are approved to train. If you are not approved to train, you must send the information (which may be this form) to ALL applicable Apprenticeship Committees in your craft or trade in the area of the site of the public work. Go to: <http://www.dir.ca.gov/das/PublicWorksForms.htm> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

### Do not send this form to the Division of Apprenticeship Standards.

NAME OF YOUR COMPANY	CONTRACTOR'S STATE LICENSE NO
MAILING ADDRESS- NUMBER & STREET, CITY, ZIP CODE	AREA CODE & TELEPHONE NO.
NAME & ADDRESS OF PUBLIC WORKS PROJECT	DATE YOUR CONTRACT EXECUTED
	DATE OF EXPECTED OR ACTUAL START OF PROJECT
NAME & ADDRESS OF PUBLIC AGENCY AWARDED CONTRACT	ESTIMATED NUMBER OF JOURNEYMEN HOURS
	OCCUPATION OF APPRENTICE
THIS FORM IS BEING SENT TO: (NAME & ADDRESS OF APPRENTICESHIP PROGRAM(S))	ESTIMATED NUMBER OF APPRENTICE HOURS
	APPROXIMATE DATES TO BE EMPLOYED

### ***This is not a request for dispatch of apprentices.***

*Contractors must make a separate request for actual dispatch, in accordance with Section 230.1(a) California Code of Regulations*

#### *Check One of The Boxes Below*

1.  We are already approved to train apprentices by the \_\_\_\_\_  
Apprenticeship Committee. We will employ and train under their Standards. Enter name of the Committee
  
2.  We will comply with the standards of \_\_\_\_\_  
Apprenticeship Committee for the duration of this job only. Enter name of the Committee
  
3.  We will employ and train apprentices in accordance with the California Apprenticeship Council regulations, including § 230.1 (c) which requires that apprentices employed on public projects can only be assigned to perform work of the craft or trade to which the apprentice is registered and that the apprentices must at all times work with or under the direct supervision of journeyman/men.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_

Title \_\_\_\_\_

**State of California - Department of Industrial Relations DIVISION  
OF APPRENTICESHIP STANDARDS**

# REQUEST FOR DISPATCH OF AN APPRENTICE – DAS 142 FORM

**DO NOT SEND THIS FORM TO DAS**

You may use this form to request dispatch of an apprentice from the Apprenticeship Committee in the craft or trade in the area of the public work. Go to: <http://www.dir.ca.gov/databases/das/pwaddrstart.asp> for information about programs in your area and trade. You may also consult your local Division Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards. **Except for projects with less than 40 hours of journeyworkers work, you must request and employ apprentices in no less than 8 hour increments.**

List one occupation/craft per form

Date: \_\_\_\_\_

Contractor Requesting Dispatch:

To Applicable Apprenticeship Committee:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

License No. \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

PWC Registration Number: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Project Information: PWC Project Number \_\_\_\_\_ Contract Number \_\_\_\_\_

Total Contract Amount. \_\_\_\_\_ Sub-Contract Amount \_\_\_\_\_

Name of the Project: \_\_\_\_\_

Address: \_\_\_\_\_

Dispatch Request Information:

Number of Apprentice(s) Needed: \_\_\_\_\_ Craft or Trade: \_\_\_\_\_

Date Apprentice(s) to Report: \_\_\_\_\_ (72 hrs. notice required) Time to Report: \_\_\_\_\_

Name of Person to Report to: \_\_\_\_\_

Address to Report to: \_\_\_\_\_

You may use this form to make your written request for the dispatch of an apprentice. Requests for dispatch must be in writing and submitted at least 72 hours in advance (excluding weekends and holidays) via first class mail, fax or email. **Proof of submission may be required.** Please take note of California Code of Regulations, Title 8, § 230.1 (a) for all applicable requirements regarding apprenticeship requests and/or

visit <https://www.dir.ca.gov/das/PublicWorksForms.htm>

DAS 142 (Revised 10/18)

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