PWC-100 FILING INSTRUCTIONS

Complete for Public Works Projects greater than $25,000.00. Submit to District Purchasing.

Go to: https://www.dir.ca.gov/PWC100Ext/ProjectWelcomePage.aspx
Contact Purchasing Department for username and password.

Select: Create a Project
1. **Project Award Date**: Enter date of contract.
2. **Awarding Body**: Click for drop down menu. Select San Jose/Evergreen Community College District (fields will auto-populate with District information)
3. **Project Name**: Enter project name
4. **Brief Description**: Enter brief description of project.
5. **Contract Amount**: Enter amount of contract.
6. **Alternative Model**: Select appropriate delivery method. Choose “None Apply” if unknown.
7. **Project #**: Enter bond project number. If non-bond, enter same as Contract#. This number will be used to search for project upon completion.
8. **Contract #**: Request this number from AKG. Email: Jessica Fassler @ Jessica.Fassler@sjeccd.edu
9. **Total Project Cost**: Enter amount of contract.
10. **Number of Prime Contractors:** Select 1 or appropriate number for multi-prime.
11. **Physical Address:** Enter address for job site.
12. **Billing Address:** Enter address for District Office.
13. Click “Next” to continue.

14. **First Advertised Bid:** Enter Date of Advertisement or Date of Contract.
15. **Estimated or Actual Start:** Enter Start Date
16. **Estimated or Actual Completion:** Enter End Date
17. **Propositions:** Select No if unknown.
18. **Compliance and Agreements:** Select No for first two selections.  
   **3rd Selection:** Is there a Project Labor Agreement (PLA) associated with this project?  
   Select Yes only if project is over $200,000.00
19. Click “Next” to continue.
20. **Project Manager**: Enter Contractor's Project Manager information.

21. Click “Add Contractor”
22. **PWCR Number**: Enter Contractor DIR Registration number. If unknown, go here to search: [https://cadir.force.com/ContractorSearch](https://cadir.force.com/ContractorSearch)

23. **Classifications**: Enter appropriate Contractor Classification if known or use search in step 22.

24. Click “SAVE” to continue.

25. **DO NOT PRINT** PWC-100 at this page. Select “Menu” to return to the main menu.
26. Select “Update a Project”

27. Awarding Body: Select San Jose/Evergreen Community College District
28. Enter Project# used in step #7 to search for project.
29. Click PDF icon to print PWC-100. See SAMPLE on next page. In Project Information section, ensure that “DIR Project ID” is shown on printout. This number is needed by Contractor for payroll reporting to DIR.

30. Submit PWC-100 to Purchasing.
End of PWC-100 Instructions.