

## **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

| 01  | California Departr   | nent of                           |                  | CA.gov   C     | Contact Us   DLSE |                   |                          |
|---|--|-----------------------------------|------------------|----------------|-------------------|-------------------|--------------------------|
| 14  | Industrial   | Relations <sub>Di</sub>           | vision of Apprer | ticeship Stand | lard / Division o | of Labor Standar  | ds Enforcement           |
| GOV.  | Home Labor Law   | Cal/OSHA - Safety & Health        | Workers' Comp    | Self Insurance | Apprenticeship    | Director's Office | Boards                   |
| Home  |  |                                   |                  |                |                   | Options           |                          |
| 🛞 Wel   | lcome - Tei  | rrance DeGray                     |                  |                |                   |                   | Update Account<br>Logout |
| Public Works  |  |                                   |                  |                |                   |                   |                          |
| Please sele<br>• Cr<br>• Ur<br>• Ar<br>• Ur<br>• Cr | ect one of the links be<br>reate A Project<br>pdate A Project<br>wards That Need To<br>ser Accounts<br>reate An Awarding E | low:<br>Be Submitted - 23<br>Body |                  |                |                   |                   |                          |



|                   | California Department of CA.gov   Contact Us   DLSE Industrial Relations Division of Apprenticeship Standard / Division of Labor Standards Enforcement Home Labor Law Cal/OSHA - Safety & Health Workers' Comp Self Insurance Apprenticeship Director's Office Boards |
|-------------------|---|
|                   | Home i Search PWC-100 i Search Results i Project Information Options  |
|                   | Project Information   |
|                   | FORM  |
|                   | Form Type: PWC-100 Project Award Date:* 01/26/2021 7 (MM/DD/YYYY)   |
|                   | AWARDING BODY INFORMATION   |
|                   | Awarding Body:* San Jose/Evergreen Community Colleg ▼ Select  |
|                   | Name:         San Jose/Evergreen<br>College District         Primary Contact:         Terrance DeGray   |
|                   | Address: 40 South Market Street Primary Email: Terrance.DeGray@sjeccd.edu   |
| 4                 | San Jose, CA 95113 Work Phone: 4082706401   |
| 4.                |   |
|                   | Project Name:* EVC North Fire Lane ADA Project #:* 32161  |
| 5                 | Brief Description:* ADA upgrades to the North Fire Lane Contract #:* 21100150   |
|                   | Contract Amount 5510000.00 Total Project Cost:* 5510000.00 Number of Prime Contractors:* 1 V  |
|                   | Alternative Model:*  None Apply  Design/Build  Job Order/Task  LeaseLease Back  |
|                   | ~ 8.  |
|                   | Physical Address  Address  Location Billing Address  9.   |
| 6.                | □ Same as Billing Address on file   |
| 1                 | Address Line I:<br>3095 Yerha Buena Rd  |
| LI <del>.</del> / | Address Line 2:   |
|                   |   |
|                   | City:* State:* Zip Code:* Mail Stop: County:* City: State: Zip Code: Mail Stop:   |
|                   | San Jose         CA         95135         SANTA CLARA         San Jose         CA         95113   |
|                   | 🐼 Cancel 🔯 Clear 🔺 Next >>  |
|                   |   |
|                   |   |
|                   | <b>13.</b>  |

- 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.

| 01   | California Department of   |   |  | CA.gov   0                             | Contact Us   DLSE                       |                                     |                  |
|--|--|---|--|--|---|-------------------------------------|------------------|
| 14   | Industrial Rela  | tions di  | vision of Appren                             | ticeship Stand                         | lard / Division o                       | f Labor Standar                     | ds Enforc        |
| GOV  | Home Labor Law Cal/OS  | SHA - Safety & Health                                     | Workers' Comp                                | Self Insurance                         | Apprenticeship                          | Director's Office                   | Boards           |
| Home E Search P  | NC-100 Search Results P  | roject Information   Pro                                  | ject Information 2                           |  |   | Options                             |                  |
| 💿 Proje  | ect Information  | 2   |  |  |   | Help                                | Update Acc<br>Lo |
| Please complete  | the fields below   |   |  |  |   |                                     |                  |
| PWC-100  |  |   |  |  |   |                                     |                  |
| Project Name: E  | VC North Fire Lane ADA   | Project #: 32161  | Contra                                       | ct #: 21100150                         | St                                      | atus: New Submi                     | ssion            |
|  |  | 14.   |  | 15                                     |   | 16                                  |                  |
| PROJECT INFO   | RMATION  |   |  | <b></b>                                |   | 10.                                 |                  |
| Project Dates  | K  |   | K  |  |   |                                     | 7                |
| First Advertised B   | id:* 10/09/2020 🧊  | Estimated or Actua  | I Start:* 02/08/202                          | 1 🧊 Es                                 | timated or Actual                       | Completion:* 10/2                   | 29/2021          |
| Propositions   | *.   |   |  |  |   |                                     |                  |
| O Yes ◉ No   | Will this project receive (<br>Quality and Supply, Floor                                   | or has it received) any<br>I Control, River and C         | / funding from Prop<br>Coastal Protection E  | osition 84 (The S<br>Bond Act of 2006) | afe Drinking Wate<br>)?                 | er, Water                           |                  |
| ○ Yes ● No   | Will this project receive (<br>2012)?  | or has it received) any                                   | / funding from Prop                          | osition 39 (Califo                     | rnia Clean Energy                       | / Jobs Act of                       |                  |
| Compliance a   | and Agreements*:   |   |  |  |   |                                     |                  |
| ⊖ Yes ● No   | Is language included in the 1813 and 1815 of the Lab                                       | e Contract Award to<br>oor Code?                          | effectuate the requi                         | rements of Secti                       | on 1771, 1774 - 1                       | 776, 1777.5,                        |                  |
| 🔾 Yes 🖲 No   | Will you operate a DIR-A   | pproved Labor Comp  | liance Program (LC                           | P) for this project                    | t?                                      |                                     |                  |
| ● Yes ○ No   | Is there a Project Labor A   | greement (PLA) asso                                       | ociated with this pro                        | iject?                                 |   |                                     |                  |
| If the answer is ye<br>email indicating th<br>the PLA covers a | es, Please email a copy of t<br>nat the PLA was previously<br>contractors in the current p | he PLA to publicwork<br>transmitted and inclue<br>roject. | s@dir.ca.gov. If the<br>de any additional in | e same PLA has<br>formation or evid    | previously been tra<br>ence needed to e | ansmitted, send ar<br>stablish that | 1                |
|  |  |   |  |  |   |                                     |                  |
| <b>*</b>   | << Back  | Cancel  | Clear  | <u> </u>                               | Next >>                                 |                                     |                  |
|  |  |   |  |  |   |                                     |                  |
|  |  |   |  |  |   |                                     |                  |

**19**.

- 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.
  - 3<sup>rd</sup> Selection: Is there a Project Labor Agreement (PLA) associated with this project? Select <u>Yes</u> only if project is over \$200,000.00
- 19. Click "Next" to continue.



|     | <i>O.</i> Gov                    | California De<br>Industri<br>Home Labor | epartment of<br>ial Relation:<br>·Law Cal/OSHA - S | S Div<br>Gafety & Health | vision of Apprer           | CA.gov   C<br>nticeship Stand<br>Self Insurance | Contact Us   DLSE<br>ard / Division o<br>Apprenticeship | <b>f Labor Standar</b><br>Director's Office | r <b>ds Enforcement</b><br>Boards |
|-----|----------------------------------|---|--|--------------------------|----------------------------|---|---|---|-----------------------------------|
| 20. | Home : Create P                  | Project i Project                       | t Information i Project                            | Information 2            | Contractor Information     | on  |   | Options<br>Help                             | Update Account<br>Logout          |
|     | Project Manage<br>Email Address* | er                                      | First Name*  | MI Las                   | st Name*                   | Title*  | Work  | : Phone*                                    | Ex                                |
|     | General Contra<br>Primary        | actor 1<br>y PWCR                       | Name   | Add<br>No                | ress<br>O Contractor found |   | Email   | Class                                       | sification                        |
|     | Add Contractor                   | Back                                    | 21.  |                          | 📥 Save                     | •   | Submit  | De  | lete Project                      |
|     |                                  |   | Back to Top  | Conditions of Us         | e   Annescihility   Cr     | ontact IIs   Data Coll                          | entions and Use   |   |                                   |

- 20. Project Manager: Enter Contractor's Project Manager information.
- 21. Click "Add Contractor"

|     | DIR Add Contractor - Work - Micro | soft Edge                |                           | □ - □ ×                                 |
|-----|-----------------------------------|--------------------------|---------------------------|---|
|     | https://www.dir.ca.c              | ov/PWC100Ext/AddContract | torPopup.aspx?ProjectID=3 | 364414&GCID=1                           |
|     |                                   |                          |                           |   |
|     |                                   |                          | <u> </u>                  |   |
|     | Please enter all the informati    | on for the Contractor    |                           |   |
|     | DWCD Number:                      |                          | arah                      |   |
|     |                                   | Ve 38                    | aich                      |   |
|     | Name:                             |                          |                           |   |
|     | Address:                          |                          | If you do not know        | your contractor's PWCR number, you can  |
|     | Emailt                            |                          | search for it at Pub      | lic Works Contractor (PWC) Registration |
|     | Linaii.                           |                          | Search.                   |   |
|     |                                   |                          |                           |   |
|     | Classifications                   |                          |                           |   |
|     | ASBESTOS                          | BOILERMAKER              | BRICKLAYERS               | CARPENTERS                              |
| /   | CARPET/LINOLEUM                   | CEMENT MASONS            | DRYWALL FINISHER          | DRYWALL/LATHERS                         |
|     | ELECTRICIANS                      | ELEVATOR MECHANIC        | GLAZIERS                  | IRON WORKERS                            |
|     | LABORERS                          | MILLWRIGHTS              | OPERATING ENG             | PAINTERS                                |
| 23. | PILE DRIVERS                      | PIPE TRADES              | PLASTERERS                |   |
|     | SHEET METAL                       | SOUND/COMM               | SURVEYORS                 | C TEAMSTER                              |
|     | TILE WORKERS                      |                          |                           |   |
|     |                                   |                          |                           |   |
|     | 8                                 | Cancel                   | 📥 Sa                      | ave                                     |
|     |                                   | Clear                    |                           |   |
|     |                                   |                          |                           | N                                       |
|     |                                   |                          |                           | $\sim$                                  |
|     |                                   |                          |                           |   |
|     |                                   |                          |                           |   |
|     |                                   |                          |                           | 24                                      |



- 22. **PWCR Number:** Enter Contractor DIR Registration number. If unknown, go here to search: https://cadir.force.com/ContractorSearch
- 23. Classifications: Enter appropriate Contractor Classification if known or use search in step 22.
- 24. Click "SAVE" to continue.

| California Department of          |                             | CA.gov   Contact Us     | DLSE                       |                        |
|-----------------------------------|-----------------------------|-------------------------|----------------------------|------------------------|
| Industrial Relations              | Division of Apprei          | ticeship Standard / Div | vision of Labor Standard   | ds Enforcement         |
| GOV Home Labor Law Cal/OSHA - Saf | ety & Health Workers' Comp  | Self Insurance Apprent  | ticeship Director's Office | Boards                 |
| Home                              |                             |                         |                            | Options                |
|                                   |                             |                         |                            | Help Update<br>Account |
|                                   | Submitted 02/47/2           | 0.24                    |                            | Logout                 |
|                                   | Submitted 03/17/2           | UZI                     |                            |                        |
| Congratula                        | tions, your PWC100 has been | submitted.              |                            |                        |
|                                   |                             |                         |                            |                        |
| Menu                              | Print PWC-100               | Log                     | gout                       |                        |
|                                   | 25.                         |                         |                            |                        |
|                                   |                             |                         |                            |                        |
|                                   |                             |                         |                            |                        |
|                                   |                             |                         |                            |                        |

25. DO NOT PRINT PWC-100 at this page. Select "Menu" to return to the main menu.



|      | C.Gov H  | California Department of<br>Industrial Relations<br>Iome Labor Law Cal/OSHA - Safety & H   | Division of Appre | CA.gov   C<br>nticeship Stand<br>Self Insurance | Contact Us   DLSE<br>ard / Division of<br>Apprenticeship | of Labor Standa | rds Enforcement<br>Boards |
|------|--|--|-------------------|---|--|-----------------|---------------------------|
|      | Home   | ome - Terrance DeGra   | ау                |   |  | Options         | Update Account<br>Logout  |
| 26.— | Please select of Updite Available Av | one of the links below:<br><u>ite A Project</u><br><u>rds That Need To Be Submitted</u> - 23<br><u>r Accounts</u><br><u>ite An Awarding Body</u> |                   |   |  |                 |                           |

## 26. Select "Update a Project"

| California Department of                              | CA.gov   Contact Us   DLSE                                     |
|---|--|
| Industrial Relations Division of App                  | renticeship Standard / Division of Labor Standards Enforcement |
| Home Labor Law Cal/OSHA - Safety & Health Workers' Co | mp Self Insurance Apprenticeship Director's Office Boards      |
| Home i Search PWC-100                                 | Options  |
| Search for Project 27                                 | • <b>28.</b> Update Account Logout                             |
|   | - V  |
| Awarding Body Select Awarding Body                    | Search   |
| Or  |  |
|   |  |
| Awarding Body Select Awarding Body V Status           | a Select Status ✓  |
|   | ;<br>  |
| Physical Address   Address   Location   Project Date  |  |
| Address Line 1  |  |
|   |  |
| Address Line 2  |  |
| City State Z  | /ip Code County  |
|   |  |
|   |  |
| Clear   | March Search   |
|   |  |
| Data Tar I Cardena attar I Association                |  |

- 27. Awarding Body: Select San Jose/Evergreen Community College District
- 28. Enter Project# used in step #7 to search for project.



| 01              | California Department of   |                              | CA.gov   Contact Us   D       | DLSE                |                          |
|-----------------|--|------------------------------|-------------------------------|---------------------|--------------------------|
| 14              | Industrial Relation  | S Division of Appre          | enticeship Standard / Divisio | on of Labor Stan    | dards Enforcement        |
| C.GOV           | Home Labor Law Cal/OSHA -  | Safety & Health Workers' Com | o Self Insurance Apprentices  | hip Director's Offi | ce Boards                |
| Home E Search   | PWC-100 Search Results   |                              |                               | Option              | S                        |
| 🛞 Sea           | rch Results  |                              |                               |                     | Update Account<br>Logout |
| Select the      | e ID number below to edit the Awa  | rd.                          |                               |                     |                          |
| SEARCH RES      | ULTS   |                              |                               |                     |                          |
| Click the proje | ect # to edit the record.  | 1 records four               | nd                            |                     |                          |
| Project         | Project Name   | Site Address                 | Award Date                    | Status              | Print                    |
| 96100015        | District-wide  | 40 S. Market Street          | 12/15/2020                    | Resubmitted         | PDF                      |
|                 | Building<br>Systematic Systematics Systematic Systematics System | em San Jose, CA 95113        |                               |                     | 7 Adda                   |
|                 |  |                              |                               |                     |                          |
|                 |  |                              | 29                            | 🔎 Ne                | w Search                 |
|                 |  |                              |                               |                     |                          |

- 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.



|  |   |                                  | P                                     | roject l        | nforma                   | tion               |                |                       |                                  |
|--|---|----------------------------------|---------------------------------------|-----------------|--------------------------|--------------------|----------------|-----------------------|----------------------------------|
| FORM   | Form Tune:  | DIMO 400                         |                                       |                 | Designed Au              | ul Data:           | 10/15          | 2020                  |                                  |
| AWARDING   | BODY INFORMATIC   | DN                               |                                       |                 | Project Awa              | d Date:            | 12/15/         | 2020                  |                                  |
|  | Name:   | San Jose/<br>College Di          | Evergreen C<br>istrict                | ommunity        | Primary Co               | ntact:             | Terra          | nce DeGray            |                                  |
|  | Address:  | 40 South I<br>San Jose,          | Market Stree<br>CA 95113              | đ               | Primary Em<br>Work Phone | ail:<br>:          | Terra<br>40827 | nce.DeGray@<br>706401 | ≬sjeccd.edu                      |
| PROJECT I  | NFORMATION  |                                  |                                       |                 |                          |                    |                |                       |                                  |
|  | Project Name:   | District-wid<br>System           | e Building N                          | lanagement      | Project #:               |                    |                | 96100015              |                                  |
|  | Brief Description:  | 96100015                         |                                       |                 | Contract #:              |                    |                | 96100015              |                                  |
|  | Contract Amount:  | \$576220.00                      | a                                     |                 | Number of P              | rime Contracto     | ors:           | 1                     |                                  |
|  | Total Project Cost:   | \$576220.00                      | ٥                                     |                 |                          |                    |                |                       |                                  |
| <u> </u>   | Alternative Model:  | None Apph                        | у                                     |                 |                          |                    |                |                       |                                  |
| X  | DIR Project ID:   | 356304                           | >                                     |                 |                          |                    |                |                       |                                  |
|  | Physical Address:   | 40 S. Mark<br>San Jose,<br>CLARA | et Street<br>CA 95113                 | SANTA           | Billing Addr             | ess:               |                |                       |                                  |
|  |   |                                  | Pr                                    | oject In        | formati                  | on 2               |                |                       |                                  |
| PWC-100  |   |                                  |                                       |                 |                          |                    |                |                       |                                  |
|  | Project Name: District-wid<br>System  | le Building Ma                   | nagement                              | Project #: 96   | 100015                   | Contract #:        | 9610001        | 5 Stat                | tus: New Submissio               |
| PROJECT I  | NFORMATION  |                                  |                                       |                 |                          |                    |                |                       |                                  |
| Project  | Dates   |                                  |                                       |                 |                          |                    |                |                       |                                  |
|  | First Advertised Bid:<br>Estimated or Actual<br>Completion:   | 12/16/2020<br>5/31/2021          | )                                     |                 | Estimated o              | r Actual Start:    |                | 12/16/2020            |                                  |
| Propositions:       Will this project receive (or has it received) any funding from Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006)?       No         Will this project receive (or has it received) any funding from Proposition 39 (California Clean Energy Jobs Act of 2012)?       No |   |                                  |                                       |                 |                          |                    |                |                       |                                  |
| Compliance and Agreements:   |   |                                  |                                       |                 |                          |                    |                |                       |                                  |
| Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774 - 1776, 1777.5, No 1813 and 1815 of the Labor Code?  |   |                                  |                                       |                 |                          |                    |                |                       |                                  |
| Will you operate a DIR-Approved Labor Compliance Program(LCP) for this project? No   |   |                                  |                                       |                 |                          |                    |                |                       |                                  |
|  |   |                                  |                                       |                 |                          |                    |                |                       |                                  |
|  | Is there a Project Labor Agr  | reement (PLA)                    | ) associated                          | with this proje | ct?                      |                    |                | Yes                   | 5                                |
|  | Is there a Project Labor Agr  | reement (PLA)                    | associated (                          | with this proje | ni?<br>Inform            | ation              |                | Yes                   | 5                                |
| Project Man  | Is there a Project Labor Agr  | reement (PLA)                    | ) associated                          | with this proje | inform                   | ation              |                | Ye                    | 5                                |
| Project Man<br>Email   | Is there a Project Labor Agr<br>Nager<br>Address  | reement (PLA)<br>Name            | ) associated<br>COI                   | with this proje | Inform                   | ation              |                | Yes                   | *<br>rk Phone                    |
| Project Man<br>Email /<br>greg.o   | Is there a Project Labor Agr<br>Iager<br>Address<br>Ison@olsonelectrical.com                          | Name<br>Greg Ols                 | ) associated<br>COI                   | with this proje | inform                   | Title<br>President |                | Yes<br>Wor<br>415     | *<br>rk Phone<br>-606-0671       |
| Project Man<br>Email<br>greg.ol<br>General Contr   | Is there a Project Labor Agr<br>ager<br>Address<br>Ison@olsonelectrical.com<br>actor1                 | Name<br>Greg Ols                 | ) associated<br>COI<br>son            | with this proje | inform                   | Title<br>President |                | Yes<br>Wor<br>415     | s<br>rk Phone<br>-606-0671       |
| Project Man<br>Email<br>greg.o<br>General Contr<br>CSLB/Certific<br>Number   | Is there a Project Labor Agr<br>Nager<br>Address<br>Ison@olsonelectrical.com<br>actor1<br>ate<br>NAME | Name<br>Greg Ols                 | ) associated<br>COI<br>son<br>Address | with this proje | nt?<br>Inform            | Title<br>President |                | Ye:<br>Wor<br>415     | s<br>-608-0671<br>Classification |

End of PWC-100 Instructions.