HOW TO CREATE A DIR REGISTRATION NUMBER
A GUIDE FOR CONTRACTORS AND SUBCONTRACTORS

CONTRACTOR REQUIREMENTS:
In order to register Contractors must have the following:
1) Have a valid / current California State License Board (CSLB) License for your trade or specialty;
2) Can certify or provide proof of Workers Compensation Insurance;
3) Have NO outstanding liabilities for wages, damages, interest, fines or penalties due to an
   employee or the State;
4) NO Debarment from Federal or State agencies for performing Public Works;

PUBLIC WORKS CONTRACTOR REGISTRATION (PWCR)
The PWCR Affidavit ONLINE Form consists of the following form fields and can be accessed by selecting
the following link:
1) Open the California Industrial Relations – Home Page (www.dir.ca.gov)
2) Click on “Public Works Projects”;
3) Click on “Contractor Registration”;
4) It will display the form “Public Works Contractor Registration Affidavit”
5) FILL OUT THE FORM
6) Hit “NEXT” every time section is completed;
7) The System will not allow you to proceed if there are lines NOT completed correctly;
8) Make sure you complete the process (Contractor Information, Legal Entity Information, Workers
    Compensation, Contractor Certification, Payment Method)
9) The Registration Number is composed of TEN DIGIT Number (Example: 1000001234)
10) Your DIR Registration Number is valid for one FISCAL YEAR, which means if you register in
    January 2015, expiration shall be on June 2015; therefore, you need to renew your registration
    at the start of the Fiscal Year (July 2015) to be able to bid on District public work projects.

LEGAL UPDATES
Jun. 20, 2014 SB 854 DIR Contractor Registration and Prevailing Wage Rates Monitoring
   was signed into law;
Jul. 01, 2014 DIR Contractor Registration began;
Jan. 01, 2015 Local agencies (District) were required to include in bid / quote notices
   that the project is subject to compliance monitoring and enforcement by DIR;
Mar. 01, 2015 ALL Contractors and Subcontractors must have a DIR Registration Number;
Apr. 01, 2015 NO contract shall be awarded and NO work shall be performed
   if Contractor has no DIR Registration Number;
Jan. 01, 2016 ALL Contractors must submit Certified Payroll Records (Online)
   to the Labor Commissioner.

Effective IMMEDIATELY, the District / Campuses shall file with DIR a Notice of Award of the Contract for
ALL public works projects valued at $1,000.00 and up within FIVE (5) days of award utilizing FORM PWC
100.

Prepared by: Jovan Esprit (January 2015)
Purchasing & Contract Services
NOTICE TO CONTRACTORS

Date: January 15, 2015

To: All Contractors and Subcontractors
   (Contract Valued at $1,000.00 and Up)

From: David S. Wetmore
       Director of Purchasing & Contract Services

Subject: Public Works Contractor Registration Program
         (DIR SB854)

         Prevailing Wage Monitoring Program
         (DLSE PWC-100)

SB 854 DIR Contractor Registration program was signed into law on June 20, 2014. All contractors and subcontractors who wish to bid or perform work on public works projects valued from $1,000.00 and up are required to register with the Department of Industrial Relations (DIR) pursuant to Labor Code 1725.5. A Bidder who is not a DIR Registered Contractor, when submitting a proposal (or quote) shall be deemed “not qualified” and bid (quote) shall be rejected as “non-responsive”.

Included are the following: construction, alteration, demolition, installation, repair work done under contract and paid for in whole or in part out of public funds (Pursuant to Labor Code Section 1720(a)(1). This provision includes all contracts let for “Maintenance Work”.

Not included are the following: material providers, architects, engineers, and professional service providers such as inspectors, surveyors, and firms not required to pay prevailing wage rates (Labor Code Section 1771).

In addition, pursuant to Labor Code Section 1771.4 the District is required to submit Form PWC-100 to DIR/DLSE for monitoring and compliance of the prevailing wage rates for all public projects valued at $1,000 and up. Certified Payrolls shall be submitted by the Contractor directly to DIR.

Information regarding DIR Contractor Registration Program and Prevailing Wage Rates compliance can be accessed online at http://www.dir.ca.gov/Public-Works/PublicWorks.html

If you need more clarifications, please contact Jovan Esprit – Contract Manager, Purchasing & Contract Services, phone: (925) 229-6959; email: jesprit@4cd.edu

Thank you.
Public Works

Public works refers to construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid for 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

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 SB 854 Fact Sheet for a complete list of requirements.

Instructions for completing the form

February 27, 2015: Contractor Registration Webinar

Project Registration

The agency awarding the contract for a public works project must notify DIR within five days by completing the Pac-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

Databases
Civil wage and penalty assessments and judgments database
Contractor debarments database
Contractor registration searchable database
Public works projects searchable database

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

Contact Us
For questions about Public Works

Department of Industrial Relations Launches Public Works Contractor Online Application System

http://www.dir.ca.gov/Public-Works/PublicWorks.html

1/16/2015
## Public Works Contractor Registration Affidavit

**Contractor Information**

<table>
<thead>
<tr>
<th>Legal Entity Information</th>
<th>Workers Compensation</th>
<th>Contractor Certification</th>
<th>Payment Method</th>
</tr>
</thead>
</table>

**Contractor Legal Name:**

**Trade Name:**

Rows 1 to 1 of 1

<table>
<thead>
<tr>
<th>Trade Name</th>
<th>Add Another</th>
<th>Remove</th>
</tr>
</thead>
</table>

**CSLB and/or Professional License Number(s):**

Rows 1 to 1 of 1

<table>
<thead>
<tr>
<th>License Type</th>
<th>License Number</th>
<th>Add Another</th>
<th>Remove</th>
</tr>
</thead>
</table>

**Contractor Mailing Address**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Contractor Physical Address**

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

| Same as mailing address | |

Email Address:

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PWC - 101 Version 1.1 09/09/2014

[Next]
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=displayPWCRegistrationForm

**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**

**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**
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

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 *

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
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*

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

* = Mandatory form fields