

## INSTRUCTIONS FOR EXTRACT OF PUBLIC WORKS CONTRACT AWARD (PWC 100)

Required fields are indicated by an asterisk. If required fields are not filled in, an error will be displayed. You will be allowed to make changes, and the form can be submitted.

After submission, you can, if necessary, edit the submitted form and resubmit it.

Note: In the table below, the third column on the right contains instructions for CSU projects. If blank, there are no special instructions.

To submit the form, click on the “Submit” button after the **General Contractor 1** section.

### Instructions by Section and Field Name: **Project Information**

Field	DIR Instruction	Additional Info for CSU Projects
<b>Section: Form</b>	Project Award Date	Type: mmddyyyy (ie. 02022015)
<b>Section: Awarding Body Information</b>	Awarding Body	Use the drop down and choose the Awarding Body, press Select
<b>Section: Project Information</b>	Project Name	No spaces.
	Project #	Must be unique, no spaces.
	Total Project Cost	Enter amount.
	Brief Description	Enter description here.
	Contract #	Enter #.
	Number of Prime Contractors	Enter #.
	Alternative Model: None Apply; Design/Build; Job Order/Task; Lease/Lease Back  <i>For CM at Risk, select 'None Apply'. For JOC, each project performed under the Master Job Order Contract is to be individually submitted to the DIR.</i>	Select the appropriate model.
	Physical Address	Enter address
	County	Enter county
	Billing Address No Spaces Must be unique, no spaces	Press Save or Next

<b>Section: Project Dates</b>	First Advertised Bid Estimated or Actual Start Estimated or Actual Completion	Use mmddyyyy format for these dates.
<b>Section: Propositions</b>	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)?	Enter No
	Will this project receive (or has it received) any funding from Proposition 39 (California Clean Energy Jobs Act of 2012)?	Enter No
<b>Section: Compliance and Agreements:</b>	Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774-1776, 1777.5, 1813 and 1815 of the Labor Code?	Enter Yes
	Will you operate a DIR-Approved Labor Compliance Program (LCP) for this project?	Enter No
	Is there a Project Labor Agreement (PLA) associated with this project?	Enter No
<b>Section: Contractor</b>	Press <i>Add Contractor</i> at the bottom Input CSLB/Certificate Number, press <i>Search</i> , <i>Fields will populate</i> , Input Email	
<b>Section: Classifications</b>	Check the appropriate classification(s)  <i>Note: DIR's Classifications are not like the CSLB license classifications. You may contact <a href="mailto:cocm@calstate.edu">cocm@calstate.edu</a> with questions.</i>	Press <i>Save</i>
<b>Section: Contractor</b>	Input Project Manager's Email Address First Name, MI, Last Name, Title, Work Phone	Enter requested information.
<b>Section: General Contractor 1</b>	Check the Primary bullet Add additional contractor if needed	Press <i>Submit to submit the project</i>

See pages 3-4 for screen shots from DIR's PWC 100 database for reference.

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Home | Create Project | Project Information

**Project Information**

**Options**  
Help Update Account Logout

**FORM**

Form Type: PWC-100 Project Award Date: 02/02/2015 (MM/DD/YYYY)

**AWARDING BODY INFORMATION**

Awarding Body: -- Select Awarding Body -- Select

Name: Primary Contact:  
Address: Primary Email:  
Work Phone:

**PROJECT INFORMATION**

Project Name: Project #: Contract #: Contract Amount: Total Project Cost: Number of Prime Contractors: 1

Alternative Model:  None Apply  Design/Build  Job Order/Task  Lease/Lease Back

**Physical Address**  Address  Location

Address Line 1: Address Line 2: City: State: CA Zip Code: Mail Stop: County: ALAMEDA

**Billing Address**  
 Same as Billing Address on file  
Address Line 1: Address Line 2: City: State: CA Zip Code: Mail Stop:

Cancel Clear Save Next >>

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