

**OFFICE OF LABOR STANDARDS ENFORCEMENT**

DONNA LEVITT, MANAGER



## **Pre-Bid and Pre-Construction Information Labor Standards Requirements**

**Requirements for contractors and subcontractors bidding public works contracts in the City and County of San Francisco:**

- ✓ **Proper Contractors' Licenses at the Time of Bid**
- ✓ **List Subcontractors at the time of bid**
- ✓ **Pay Employees the Correct Prevailing Wage Rates for each Craft, Classification and Type of Work Performed**
- ✓ **If employees perform multiple crafts, contractor must keep accurate records & pay prevailing wage for each craft**
- ✓ **Workers Compensation Coverage**
- ✓ **Submit Certified Payroll Records in the Elation Electronic System**
- ✓ **Submit Fringe Benefits Statement in the Elation Electronic System**
- ✓ **Keep itemized pay stubs**
- ✓ **Employ Electricians Certified by Division of Labor Standards Enforcement**
- ✓ **Employ Apprentices registered in a State Approved Apprenticeship program**
- ✓ **Make apprenticeship contributions**
- ✓ **Cooperate with OLSE Jobsite Visits and Employee Interviews**
- ✓ **Use OLSE daily sign in sheet with the names and crafts of all employees on the jobsite. Each worker must sign themselves in and out.**
- ✓ **Display OLSE poster at the Jobsite, informing workers of the prevailing wage requirements.**
- ✓ **Penalties of \$50 per worker per day apply for non-payment of prevailing wage**
- ✓ **Comply with San Francisco Paid Sick Leave Ordinance and the Health Care Security Ordinance for work performed within the geographic boundaries of the City & County of San Francisco**

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## Labor Standards Resources

The current prevailing wage rates are available on the Internet, or from OLSE or the Contracting Department. For specific information about prevailing wage requirements you can visit the websites listed below:

OLSE Website	<a href="http://www.sfgov.org/olse">www.sfgov.org/olse</a> (select Prevailing Wage option) <ul style="list-style-type: none"><li>• Sign in Sheets</li><li>• CPR Form</li><li>• Paid Sick Leave Ordinance</li><li>• Health Care Security Ordinance</li><li>• OLSE Video</li><li>• SF Administrative Code, Chapter 6</li><li>• Link to Elation Systems</li></ul>
DIR Prevailing Wage Rates	<a href="http://www.dir.ca.gov/OPRL/PWD/">http://www.dir.ca.gov/OPRL/PWD/</a>
DIR Public Works Manual	<a href="https://www.dir.ca.gov/dlse/PW_Manual_FINAL%20REVIEW.pdf">https://www.dir.ca.gov/dlse/PW_Manual_FINAL%20REVIEW.pdf</a>
Apprentice Wage Rates	<a href="http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp">http://www.dir.ca.gov/DAS/PWAppWage/PWAppWageStart.asp</a>
Apprenticeship Programs, Requirements & Forms	<b>Public Works Projects/Public Works Information</b> <ul style="list-style-type: none"><li>• Interactive Databases</li><li>• Forms</li></ul> <a href="http://www.dir.ca.gov/DAS/PublicWorksForms.htm">http://www.dir.ca.gov/DAS/PublicWorksForms.htm</a>
Contractors State License Status	<a href="https://www2.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx">https://www2.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx</a>

Contractors are encouraged to call OLSE for information or to answer any questions about labor standards requirements. Our telephone number is:  
(415) 554-6235.

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