Prevailing Wage Determination (For Buyers)

**Before Bid is accepted:**
- In all P.O.s, bid, contract documents and when requesting quotes:
  - Notify suppliers of DIR registration requirement
  - Specify that project is subject to compliance monitoring/enforcement by DIR
- Search for a Contractor: [https://efiling.dir.ca.gov/PWCR/Search.action](https://efiling.dir.ca.gov/PWCR/Search.action)
  - Do not accept bid, issue P.O., or enter into a contract without proof of supplier’s DIR registration
- Require the prime contractor to post job site notices as prescribed by regulation
- Include mandated language in RFPs, reflecting requirement that contractor register with DIR in order to be qualified bidder
  - Use Library of Provisions

**Determine Prevailing Wage:**
- **Determine** the date of the prevailing wage determination applicable to the project *(See Prevailing Wage Decision Tree)*
  - For RFP – Date of Advertisement
  - For P.O. – Date of 1st quote received
- OP or campus must make available the prevailing wage schedule upon request
- Determine when Prevailing Wages are required *(See Categories of Public Works and Commodities List)*
  - Dollar threshold
  - Construction *(See Construction or Maintenance Flowchart)*
  - Hauling of refuse
    - Refer to DIR website for assistance
  - Renewable energy projects
  - Public funds
  - Maintenance *(See Construction or Maintenance Flowchart)*
    - Refer to Definitions of Maintenance UC vs. CA Code of Regulations
- **New projects:** Submit PWC 100 within five days of award of the work
  - Include project number from PWC 100 prior to PO approval
- **Ongoing projects:** Submit PWC 100 promptly after supplier requests
  - Contractors may not electronically submit to DIR payroll records for the project unless UC has filed a PWC 100
- Add Prevailing Wage clause to P.O.

**For violations:**
- Report a suspected violation to DIR
- Contact Campus point of contact to determine campus-driven investigation
Categories of Public Works

1. Dollar threshold
   • All public works over $1,000, including maintenance
   • Check Commodities List

2. Construction
   • Assembly and disassembly of office furniture that is *either* affixed or part of a modular system
   • Assembly and installation of modular dorm furniture
   • Laying of carpet done under contract, or under a building lease-maintenance contract
   • Wall attachments
   • Moving services included in a Construction project
   • Work performed during the design and preconstruction phases of Construction, including inspection and land surveying
   • Work performed during the post construction phases of Construction, including job site clean-up

3. Hauling of refuse
   • From a public works site to an outside disposal location
   • Does not include hauling of recyclable materials (e.g. copper, steel, aluminum) that have been separated from jobsite prior to transportation and that are to be sold at fair market value

4. Renewable Energy Projects
   • Done under private contract where the work is performed on UC property in California
     • *and*
     • more than 50% of the energy generated will be purchased by UC
     • *or*
     • the project is primarily intended to reduce UC’s energy costs
Categories of Public Works (cont)

5. Public funds
   • Payment of money or its equivalent paid to a contractor or developer, including
   • Transfer by UC of an asset of value for less than fair market value
   • Money loaned or other obligations reduced, charged at less than fair market value, waived, or forgiven by UC
   • Credits applied by UC against repayment obligations to UC
   • Self-supporting departments where revenue is not derived from state funds, for example:
     • Housing and dining
     • Transportation
     • Parking
     • Auxiliary business services (bookstore)

6. Maintenance
   • Maintenance done under contract and paid for in whole or part with public funds

Definitions:

UC
• Upkeep and preservation of buildings, equipment, roads, grounds, and utilities to maintain a Facility in a condition that supports the University’s mission

CA Code of Regulations
• Routine work for preservation of any publicly owned or operated facility for which it has been designed, improved, constructed, altered or repaired