

SB 854 Public Works Vendor/Contractor Registration Program Banning USD Standard Operating Procedures

As of July 1, 2017, any District vendors engaging in a public works project valued at \$15,000 or more (for a maintenance project), or \$25,000 or more (for new construction) must meet the requirements of Labor Code section 1725.5 and register with the Department of Industrial Relations. As of April 1, 2015, the District may not contract with any vendors for public works project valued above these amounts unless that vendor is registered with DIR.

This requirement pertains to any construction, alteration, demolition, installation, or repair work done under contract and paid by public funds. (A contract is any formal or informal offer, consideration and acceptance made by the District to a vendor or contractor) For a more detailed explanation of public works projects, refer to California Labor Code 1720-1720.6.

Effective July 1, 2017 the District will be required to check the DIR website to verify the vendor is registered and in good standing. In addition an on-line PWC 100 Form alerting the DIR of services will need to be completed within 30 days of issuing the Purchase order. This will be the responsibility of the contracting department.

<p>STEP 1</p> <p>Check Vendor Status</p>	<ul style="list-style-type: none"> • The department awarding the Contract/Quote/PR must check the Department of Industrial Relations Website before entering the purchase requisition. https://efiling.dir.ca.gov/PWRC/Search and http://www.dir.ca.gov/dlse/debar.html • Verify the vendor is registered, that the license and that the registration/license is active. Also that the vendor is not listed on the debarment website.
<p>STEP 2</p> <p>Pre-Submission Form Completed</p>	<ul style="list-style-type: none"> • Use the Pre-Submission Form (found on the BUSD Purchasing website) <ul style="list-style-type: none"> ○ By obtaining all background information to fill out the Pre-Submission Form, you will have all necessary information to complete the on-line PWC 100 form after the PO is issued.
<p>STEP 3</p> <p>Enter the Purchase Requisition</p>	<ul style="list-style-type: none"> • Indicate in PR notes that DIR websites were checked, the vendor is registered, and not on the debarment website. • Indicate the name of the person, in your department, responsible for completing the on-line PWC 100 form.
<p>STEP 4</p> <p>PWC 100 Registration and Completion</p>	<ul style="list-style-type: none"> • Once the Purchase Order is issued, it will be sent to the attention of the person responsible for completing the on-line PWC 100 form. • The on-line PWC form must be completed within 30 days of the Purchase Order issue date. https://www.dir.ca.gov/pwc100ext/ • Register if first time user. • Use the PWC-100 Information form to complete the on-line PWC 100. • Print and retain this information for your files.