

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
INFRASTRUCTURE CONSTRUCTION
MANAGEMENT PROCEDURES**

**SECTION: SFPUC INFRASTRUCTURE
CONSTRUCTION MANAGEMENT**

APPROVED:



PROCEDURE NO: 045

DATE: 6/7/2019

TITLE: CERTIFIED PAYROLL REPORTS

REVISION: 1

1.0 Policy

- 1.1 San Francisco Public Utilities Commission (SFPUC) Policy, in accordance with the San Francisco Administrative Code, Chapter 6, requires the weekly submission of Certified Payroll Records by Contractors on all City and County contracts.
- 1.2 All Contractors that perform work under contracts that are funded in whole or in part with Federal and/or California State funds shall furnish copies of certified payroll reports to the SFPUC (contracting agent).
- 1.3 This CM procedure applies to all personnel working on the SFPUC Infrastructure projects during construction to the extent that their work is affected by these CM Procedures and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

2.0 Description

Where there are Program/Project contract funding sources in addition to the City and County of San Francisco, the Contractor may be required to provide the US Department of Labor, Certified Payroll Report and California Department of Industrial Relations, Certified Payroll Report, if applicable.

The Contractor submittal of the City and County of San Francisco, Certified Payroll Report and compliance requirements are considered the standard requirements for the majority of the SFPUC Infrastructure Projects.

2.1 City and County of San Francisco, Certified Payroll Reporting Requirements

- 2.1.1 The City and County of San Francisco requires the same information as the standard US Department of Labor WH-347 Form which mandates the inclusion of the following information;

- Project and Contractor/Subcontractor Information – Contractor and Subcontractor company name and address; the project number, project name, project location; the payroll pay period ending date; and the payroll number.
- Employee Information – the name, address, and social security number of each employee who worked on the project for the week being reported.
- Withholding Exemptions – the number of Federal Withholding exemptions claimed by the employee.
- Employee Work Classification – each employee must be classified in accordance with the type of work he/she performs on the project.
- Hours Worked: Day and Date – report the number of hours worked each day for each employee, designating the number of straight/regular time hours as well as the overtime hours, as mandated by the Contract Work and Safety Standards Act: 29 CFR, Part 5.
- Total Hours – report the total hours worked by the employee on the specific project.
- Rate of Pay/Cash Fringe- (a) payment of Fringe Benefits in Cash to employee and (b) payment of all required Fringe Benefits to a Union.
- Gross Amount Earned – gross amount earned for work.
- Deductions – all deductions must be in accordance with the provisions of the Copeland Act Regulations: 29 CFR, Part 3.

2.1.2 An example of the City and County of San Francisco (CCSF) Certified Payroll Form is presented on Attachment 045-3.

2.1.3 An example of the City and County of San Francisco Certified Compliance Form is presented on Attachment 045-4.

2.2 California Department of Industrial Relations Requirements

2.2.1 Contractors and subcontractors are required to be registered with the California Department of Industrial Relations (DIR).

2.2.2 The SFPUC Workforce & Economic Program Services Bureau (WEPSB) transmits a link to the PM after award to register the project. DIR transmits the Project ID to WEPSB who in turn transmit the ID to the PM.

2.2.3 The RE provides the DIR Project ID to the Contractor.

2.3 California Department of Industrial Relations, Certified Payroll Reporting Requirements – Where Applicable

2.3.1 The state certified payroll reporting requirements are presented in the California Department of Industrial Relations, Public Works Payroll Reporting Form A-1-131 and accompanying Certified Compliance Form, refer to Attachments 045-3 and 045-4.

2.3.2 The basic information required for the California and Federal Certified Payroll Reports are the same. However, the California Certified Payroll Report Form A-1-131 requires the following additional information;

- Contractor's License Number
- Specialty License Number
- Self-Insured Certificate Number
- Workers Compensation Policy Number
- Employee Payroll Check Number

2.4 US Department of Labor, Certified Payroll Reporting Requirements – Where Applicable

2.4.1 The standard US Department of Labor WH-347 Form mandates the inclusion of the same information as item 2.3.1.

2.4.2 An example of the US Department of Labor Form HW-347 is presented on Attachment 045-5. The use of the WH-347 Payroll Form is not mandatory.

3.0 Definitions

3.1 California Department of Industrial Relations, Labor Code Section 1776

In accordance with California Department of Industrial Relations, Labor Section 1776, Subdivision (b), Paragraph (2) of the Labor Code, the Contractor shall submit a weekly certified Payroll Report. The requirements of the California Labor Code are incorporated in Technical Specification Section 00 72 00, Article 11 Labor Standards.

3.2 Certified Payroll Report

All Contractors that perform work under contracts that are funded in whole or in part with Federal and/or State funds shall furnish copies of certified payroll reports to the contracting agency. The certified payroll report submittals to the City & County of San Francisco contracting agent are mandatory regardless of funding source.

3.2.1 The Certified Payroll Report is used for;

- Verification of labor rates related to Change Orders
- Verification of days and work hours for particular employees on Force Account Change Orders
- Verification of prevailing wages paid.

3.3 US Department of Labor Requirements for Davis-Bacon Act (Certified Payroll Report)

The Prevailing Wages or Prevailing Wage Rate Requirements for Federal and Federally-Assisted Construction projects are governed at the Federal level by the Davis-Bacon Act. The Davis-Bacon Act requires the submission of weekly certified payroll reports, beginning the week of project construction work, and for every week thereafter, until work completion.

3.3.1 The most common certified payroll forms to use are the US Department of Labor Form WH-347-Payroll Certification (Attachment 045-5).

3.4 Construction Management Information System (CMIS)

The CMIS is an on-line management tool for the processing of contract documents based on established construction management business processes. It serves as a tool for effective storage and retrieval of various documents generated during a construction project. Processing of Application for Payment will utilize the CMIS. The CMIS is designed for Contractor's submittal and RE's response to be entered directly into the system.

3.4.1 Only the status of the Certified Payroll Report is entered into CMIS. The hardcopies of Certified Payroll Report and Compliance Certification are submitted to the RE. These documents are not entered into CMIS.

3.5 Electronic Compliance Forms Submittal

The electronic compliance forms submitted to the SFPUC uses the LCP Tracker software to provide specific web based solutions to address labor compliance reporting, monitoring, and enforcement of Davis-Bacon Act labor compliance requirements.

3.5.1 This LCP Tracker is referred to as the Project Reporting System (PRS) in Specification Section 00 72 00 - Article 9.03.M.1 and in SFPUC Infrastructure CM Procedure No. 010 – Application for Payment, Section 5.4.3.

3.5.2 Examples of on-line HRC Forms refer to attachments 045-1 and 045-2.

3.6 SFPUC On-Line Invoicing System (SOLIS)

The SFPUC On-Line Invoicing System is a department-wide electronic invoicing system that permits the vendor or contractor to input an invoice directly into the Contracts Administration Bureau (CAB) and Accounting Services Department invoice processing system.

3.7 Contract Work Hours and Safety Standards Act (CWHSSA)

29 CFR Part 5, CWHSSA applies to Contractors and Subcontractors working on federally funded or assisted construction contracts over \$100,000 and extends to construction contracts subject to Davis-Bacon Act.

4.0 Responsibilities

4.1 Resident Engineer (RE)

The RE with support of the OE and FCA verifies and approves the accuracy of the Applications for Payments by the Contractor.

4.2 Office Engineer (OE)

The OE performs the quality assurance review of the Application for Payment submittals which includes the Certified Payroll Reports.

4.3 Field Contracts Administrator (FCA)

The FCA is responsible for maintaining an Application for Payment file and assisting the RE in reviewing the pay request for conformance to the Contract requirements. The submittal review includes sufficiency of the Certified Payroll Reports.

4.3.1 For smaller projects, as agreed in the approved CM Work Plan, the OE or other project CM team member designated by the RE can perform the role of the FCA.

4.4 Contracts Administration Bureau (CAB)

The SFPUC CAB provides a central service that ensures consistent contracting processes and procedures for all phases of the construction, professional services, emergency and informal contracting process. CAB processes all progress payments and expedites payments with the SFPUC Finance's Accounting Group and with the Controller's Office.

4.5 Contractor

The Contractor is responsible for performing and completing the work in accordance with the Contract Documents. The Contractor is required to pay prevailing wages in accordance with Federal, State and San Francisco codes and regulations. The Contractor submits the Certified Payroll Reports to satisfy, one of the required applications for payment documents, refer to SFPUC Infrastructure CM Procedure No. 010.

5.0 Implementation

5.1 Certified Payroll Report Preparation and Submittal

5.1.1 Application for Payment Submittal by Construction Contractor.

5.1.2 Required Information: The Contractor shall furnish the required information as stated in Section 2.0 based on contract funding sources and regulations.

5.1.3 Payroll Records Retention: The Contractor is required to keep a complete set of their own Certified Payroll Reports and other basic records for a minimum of three (3) years after the project is completed.

5.2 Office Engineer's Review

The OE reviews the Application for Payment (along with the Certified Payroll Report) documents for conformance with the Contract requirements. If the submittal documents are sufficient, then the Contractor is notified to proceed.

5.2.1 If the documents are not in compliance, then the OE notifies the RE and coordinates the corrective action with the Contractor.

5.3 Contractor

The Contractor enters the Application for Payment information into the CMIS.

5.4 Field Contracts Administrator's Review

5.4.1 The FCA reviews the Certified Payroll Report and Certified Compliance Form for contract sufficiency.

5.4.2 The FCA performs contractual adjustments for Application for Payment including retention of funds and credits.

5.5 RE's Approval

The RE reviews, approves and forwards the Application for Payment.

5.6 Application for Payment Process (Continuation)

Refer to SFPUC Infrastructure CM Procedure No. 010, Application for Payment, to process request.

6.0 Other Procedural Requirements

SFPUC Infrastructure CM Procedure No. 010, Applications for Payment

7.0 References

7.1 Technical Specifications

Section 00 72 00 General Conditions; Section 13.06, Wages and Payrolls

7.2 SFPUC Infrastructure CM Procedures

No. 010 Applications for Payment

7.3 Others

California Department of Industrial Relations, Labor Section 1776
Contract Work Hours and Safety Standards Act, 29 CFR, Part 5
Copeland Act Regulations, 29 CFR, Part 3

8.0 Attachments

- 045 – 1 City and County of San Francisco Form 9: HRC Payment Affidavit (Information Mandatory)
- 045 – 2 City and County of San Francisco Form 8: HRC Exit Report and Affidavit (Information Mandatory)
- 045 – 3 California Department of Industrial Relations, Public Works Payroll Reporting Form A-1-131 (Information Only)
- 045 – 4 California Department of Industrial Relations, Public Works Payroll Reporting Certified Compliance Form (Information Only)
- 045 – 5 US Department of Labor Form WH-347 (Information Only)
- 045 – 6 Revision Control Log

Attachment 045 – 1

CITY AND COUNTY OF SAN FRANCISCO
HUMAN RIGHTS COMMISSION

CHAPTER 14B
HRC ATTACHMENT 2
Architecture, Engineering, and Professional Services

FORM 9: HRC PAYMENT AFFIDAVIT

Consultant or Joint Venture partners must submit this form to the Contract Awarding Authority and HRC within ten (10) working days following receipt of each progress payment from the Contract Awarding Authority. This form must be submitted EVEN if there is no sub payment of this reporting period and until completion of the contract.

Check box and sign below if there is no sub payment for this reporting period.

TO: Project Manager/Designee
Firm: _____

COPY TO: HRC Contract Compliance Officer
Date: _____

List the following information for each progress payment received from the Contract Awarding Authority. Use additional sheets to include complete payment information for all subconsultants and vendors (including lower tiers utilized on this Contract. Failure to submit all required information may lead to partial withholding of progress payment.

Contract Number: _____ Contract Name: _____

Contract Awarding Department: _____

Progress Payment No.: _____ Period Ending: _____

Amount Received: \$ _____ Date: _____ Warrant/Check No.: _____

Subconsultant/Vendor Name	Business Address	Amount Paid	Payment Date	Check Number
		\$		
		\$		
		\$		
		\$		
		\$		

I/We declare, under penalty of perjury under the laws of the State of California that the above information is complete, that the tabulated amounts paid to date are accurate and correct.

Prime consultant, including each joint venture partner, must sign this form (use additional sheets if necessary)

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Name (Print) Title

Name (Print) Title

Firm Name

Firm Name

Telephone Number Date

Telephone Number Date

Attachment 045 - 2

CITY AND COUNTY OF SAN FRANCISCO
HUMAN RIGHTS COMMISSION

CHAPTER 14B
HRC ATTACHMENT 2
Architecture, Engineering, and Professional Services

FORM 8: HRC EXIT REPORT AND AFFIDAVIT

Prime Consultant must complete and sign this form (Sections 1 and 3) for each LBE subconsultant (incl. lower tier LBE subconsultants) and supplier. LBE subconsultants must complete and sign Section 2 of this form. These forms should be submitted to the Contract Awarding Authority with the final progress payment request.

Transmittal

TO: Project Manager/Designee
FROM (Consultant): _____

COPY: HRC Contract Compliance Officer
Date Transmitted: _____

SECTION 1.

Reporting Date: _____ Contract Name: _____
Name of LBE: _____ Portion of Work (Trade): _____
Original LBE Contract Amount: \$ _____
Change Orders, Amendments, Modifications \$ _____
Final LBE Contract Amount: \$ _____
Amount of Progress Payments Paid to Date: \$ _____
Amount further subbed out to non LBE firms: \$ _____
Amount Owning including all Change Orders, Amendments and Modifications: \$ _____

SECTION 2.

To be signed by the LBE Subconsultant or Vendor:

I agree I disagree

Explanation by LBE if it is in disagreement with the above explanation, or with the information on this form:

Owner/Authorized Representative (Signature)

Name and Title (Print)

Firm Name

Telephone Number Date

SECTION 3.

I declare, under penalty of perjury under the laws of the State of California, that the information contained in Section 1 of this form is complete, that the tabulated amounts paid to date are accurate and correct, and that the tabulated amounts owing will be paid within three (3) days after the date of the City's final payment under the Contract.

Owner/Authorized Representative (Signature)

Name and Title (Print)

Firm Name

Telephone Number

Date

Attachment 045 – 3

Page 1 of 2

California Department of Industrial Relations, Public Works Payroll Reporting Form A-1-131 (Information Only)

diR California Department of Industrial Relations

PUBLIC WORKS PAYROLL REPORTING FORM

PAGE 1

NAME OF CONTRACTOR OR SUBCONTRACTOR		CONTRACTOR'S LICENSE #		CPS-Contractor License #		ADDRESS				
California Company		SPECIALTY LICENSE #		CPS-Specialty License #		2378 Dane Hill Road West Charleston, CA 05872				
PAYROLL NUMBER		FOR WEEK ENDING		SELF-INSURED CERTIFICATE #		CPS-Self-Insured Cert				
1		1/3/2004		WORKERS' COMPENSATION POLICY #		CPS-W/C Policy				
(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE		(2) Number of Withholding Exemptions		(3) WORK CLASSIFICATION		(4) DATE				
						12/28 12/29 12/30 12/31 1/1 1/2 1/3				
						TOTAL HOURS				
						RATE OF PAY				
						GROSS AMOUNT EARNED				
						THIS PROJECT ALL PROJECTS				
						DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS				
						FICA ST TAX SDI VAC/HOL HEALTH/WELF PENSION				
						TRAINING FUND ADMIN DUES TRV/SUBS SAVINGS OTHER TOTAL DED CHK NUM				
Amy L. Apprentice PO Box 1111 1234 Some Street 003-21-0080	0	Laborer-Apprentice 50%	S D O	0 0 0	0 0 0	8 8 0	16 \$ 7.50 \$ 120.00	\$ 165.00	\$ 11.00 \$ 2.59 \$ 10.73 \$ - \$ 1.95 \$ 21.00 \$ 11.00 \$ 30.00	\$ 131.83
John J Equipment PO Box 111 Newport, CA 02345 005-66-9987	M-4	Backhoe Operator	S D O	0 0 0	0 0 0	8 0 0	8 \$ 30.00 \$ 240.00	\$ 480.00	\$ 9.00 \$ 6.96 \$ 29.76 \$ - \$ 5.66 \$ 33.60 \$ 17.60 \$ 48.00	\$ 416.62
John J Equipment PO Box 111 Newport, CA 02345 005-66-9987	M-4	Bulldozer Operator	S D O	0 0 0	0 0 0	8 0 0	8 \$ 30.00 \$ 240.00	\$ 480.00	\$ 9.00 \$ 6.96 \$ 29.76 \$ - \$ 5.66 \$ 33.60 \$ 17.60 \$ 48.00	\$ 416.62
Laura B. Laborer PO Box 758 West Charleston, CA 02345 002-55-1234	0	Laborer, Semi-Skilled	S D O	0 0 0	0 0 0	8 0 0	8 \$ 15.00 \$ 120.00	\$ 330.00	\$ 10.00 \$ 4.79 \$ 20.46 \$ - \$ 3.89 \$ 84.00 \$ 44.00 \$ 120.00	\$ 260.86
Sam L. Supervisor 177 Main Street West Charleston, CA 02345 010-22-3345	0	Supervisors	S D O	0 8 2	2 2 2	4 0 0	18 \$ 65.00 \$ 1,170.00	\$ 2,600.00	\$ 465.00 \$ 37.70 \$ 161.20 \$ 153.96 \$ 30.68 \$ 84.00 \$ 44.00 \$ 120.00	\$ 1,721.46
Tammi T. Trucker Route 111 Derby, CA 05887 077-55-6698	0	Truck Drivers	S D O	0 4 4	4 4 4	4 0 0	20 \$ 25.00 \$ 500.00	\$ 1,000.00	\$ 147.00 \$ 14.50 \$ 62.00 \$ 22.88 \$ 11.80 \$ 84.00 \$ 44.00 \$ 120.00	\$ 711.82

FORM A-1-131 (New 2-80)

S = Straight time
O = Overtime
D = Doubletime

* OTHER - Any other deductions, contributions and/or payments whether or not included or required by prevailing wage determinations must be separately listed. Use extra sheet if necessary.

CERTIFICATION must be completed (see back)

Attachment 045 – 3

Page 2 of 2

**California Department of Industrial Relations, Public Works Payroll Reporting
Form A-1-131 (Information Only)**

Date: **05/13/2006**

amount of the required fringe benefits as listed in the contract,
except as noted in Section 4(c) below.

I, **Nancy Smyth , CQA** do hereby state:

(c) EXCEPTIONS

- (1) That I pay or supervise the payment of the persons employed by **Your Company Name** on the **Customer One CPS Fed Proj CPS St Proj** ; that during the payroll period commencing on the **28** day of **December, 2003**, and ending the **03** day of **January, 2004**, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **Your Company Name** from the full weekly wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:
{The following deduction explanation is pre-programmed in CPS, however, you can easily change it to meet specific needs of your company.} Deductions are based on gross wages and include but are not limited to: Federal Withholding, FICA, Medicare, State Withholding, State Disability Insurance, Union Deductions, Child Support or Other Garnishments. Explanations for deductions listed in the "Other" Column are described on the Certified Payroll Report.

EXCEPTION (CRAFT)	EXPLANATION
Exception 1	Explanation 1

REMARKS:

CPS allows you to enter exceptions and remarks that are specific to each individual job.

- (2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.
- (3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.
- (4) That:
- (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
- In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below
- (b) WHERE FRINGE BENEFITS ARE PAID IN CASH
- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the

NAME AND TITLE	SIGNATURE
Nancy Smyth , CQA	
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Attachment 045 – 4

Page 1 of 2

California Department of Industrial Relations, Public Works Payroll Reporting Certified Compliance Form (Information Only)

diR California Department of Industrial Relations

PUBLIC WORKS PAYROLL REPORTING FORM

PAGE 1

NAME OF CONTRACTOR OR SUBCONTRACTOR		California Company		CONTRACTOR'S LICENSE # SPECIALTY LICENSE #		CPS - Contractor's License # ADDRESS		2378 Dane Hill Road West Charleston, CA 05872																								
PAYROLL NUMBER 1		FOR WEEK ENDING 12/28/2004		WORKERS' COMPENSATION POLICY #		CPS-Self-Insured Cert CPS-W/C Policy		PROJECT OR CONTRACT # CPS Fed Proj CPS St Proj		PROJECT & LOCATION Project Number Change Order Testing Project Street Address Project City, VT 05872																						
(1) NAME, ADDRESS AND SOCIAL SECURITY NUMBER OF EMPLOYEE	(2) Number of Working Employees	(3) WORK CLASSIFICATION	4. DAY							(5) TOTAL HOURS	(6) HOURLY RATE OF PAY	(7) GROSS AMOUNT EARNED		(8) TOTAL DEDUCTIONS, CONTRIBUTIONS AND PAYMENTS										(9) NET WAGES PAID FOR WEEK								
			Mon	Tue	Wed	Thu	Fri	Sat	Sun			THIS PROJECT	ALL PROJECTS	FWR	HCARE	FICA	ST TAX	SDI	VAC/HOL	HEALTH/WEL	PENSION	TRAINING	FUND ADMN		DUES	TRV/SUBS	SAVINGS	OTHER	TOTAL DED	CHK NUM		
Laura B. Laborer PO Box 798 West Charleston, CA 02345 002-55-1234	0	Laborer, Semi-Skilled								2	\$22.50	\$45.00	\$330.00	\$10.00	\$4.79	\$20.46	\$3.89	\$84.00	\$44.00	\$120.00												\$260.86
Mark L. Mason PO Box 888 Derby, CA 02345 004-66-9987	0	Cement Masons								16	\$26.20	\$419.20	\$1,048.00	\$188.00	\$15.20	\$64.96	\$55.12	\$12.37	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$637.33	
Mark L. Mason PO Box 888 Derby, CA 02345 004-66-9987	0	Brick Layer								24	\$26.20	\$628.80	\$1,048.00	\$188.00	\$15.20	\$64.96	\$55.12	\$12.37	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$637.33		
Sam L. Supervisor 177 Main Street West Charleston, CA 02345 010-22-3345	0	Supervisors								14	\$65.00	\$910.00	\$2,600.00	\$465.00	\$37.70	\$161.20	\$153.96	\$30.68	\$84.00	\$44.00	\$120.00	\$2.6	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$1,721.46	
Tammi T Truckee Route 111 Derby, CA 05887 077-05-6698	0	Truck Drivers								4	\$25.00	\$100.00	\$1,000.00	\$147.00	\$14.50	\$62.00	\$22.88	\$11.80	\$84.00	\$44.00	\$120.00	\$1.00	\$3.00	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$24.80	

Audit Friendly S = Straight time O = Overtime * OTHER - Any other deductions, contributions and/or payments whether or not included or required by prevailing

Attachment 045 – 4

Page 2 of 2

**California Department of Industrial Relations, Public Works Payroll Reporting
Certified Compliance Form (Information Only)**

STATEMENT OF COMPLIANCE – CERTIFICATION UNDER PENALTY OF PERJURY

Date: 05/13/2006

I, **Nancy Smyth, CQA , Bookkeeper** do hereby, certify under penalty of perjury:

less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(1) That I pay or supervise the payment of the persons employed by **California Company** on the **Customer One CPS Fed Proj CPS St Proj** ; that during the payroll period commencing on the **28** day of **December, 2003**, and ending the **03** day of **January, 2004**, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said **California Company** from the full weekly wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:
(The following standard deduction explanation is pre-programmed into CPS and will appear on each form, however, you can easily change it to better suit the needs of your company .) Deductions are based on gross wages and include but are not limited to: Federal Withholding, FICA, Medicare, State Withholding, State Disability Insurance, Union Deductions, Child Support or Other Garnishments. Explanations for deductions listed in the "Other" Column are described on the Certified Payroll Report.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION
Exception 1	Explanation 1

REMARKS:

CPS allows you to add exceptions and remarks that are specific to this particular job.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

- (4) That:
- (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS
 - In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below
 - (b) WHERE FRINGE BENEFITS ARE PAID IN CASH
 - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not

NAME AND TITLE	SIGNATURE
Nancy Smyth, CQA , Bookkeeper	
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

Attachment 045 – 5
Page 2 of 2
US Department of Labor Form WH-347 (Information Only)

Date _____

I, _____ (Name of Signatory Party) _____ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

_____ (Contractor or Subcontractor) on the

_____ (Building or Work); that during the payroll period commencing on the

_____ day of _____, and ending the _____ day of _____,

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

_____ from the full _____ (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

- In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

- Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

**Attachment 045 - 6
Revision Control Log**

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	<ul style="list-style-type: none">• Minor format changes;• Attachments revised;• Revision Control Log updated.
Rev 0	11/14/16	Signed