



**HOW DO I FILL OUT PWC-100
STEP-BY-STEP GUIDE IN FILLING OUT DIR FORM PWC - 100**

All Public WORKS valued at \$1,000.00 and Up

- 1) Open the California Department of Industrial Relations (www.dir.ca.gov)
- 2) Click on "Public Works Projects";
- 3) Click on "Public Works Projects Registration" (PWC-100);
- 4) It will display "DAS PWC-100 ONLINE APPLICATION";
- 5) Type in your: User Email and Password;
- 6) Click on "Sign In";
- 7) The "Welcome – Your Name" will appear;
- 8) Please select one of the links (Choose "Create A Project");
- 9) "Create Project" appears (click on "Create New Project");

Fill out the following Form (Online) using information you prepared below:

PROJECT INFORMATION 1

Project Name:		Project # <i>(Project #: D-xxx/C-xxx/L-xxx if DO Facilities generated project; Requisition # if Campus generated project)</i>		
Brief Description:		Contract #: <i>(BCxxxx or B000xxxx if DO Facilities generated project; R-xxxxx (requisition number if Campus generated project)</i>		
Contract Amount: <i>(Bid Amount or Quote Amount)</i>		Total Project Cost: <i>(Includes A/E, Professional Services, Survey, Inspection, Permits)</i>		No. of Prime Contractors: <i>(Usually 1)</i>
ALTERNATIVE MODEL:	None Apply <input type="radio"/>	Design/Build <input type="radio"/>	Job Order <input type="radio"/>	Lease/Lease Back <input type="radio"/>
PHYSICAL ADDRESS: <i>(WORK LOCATION or Campus address)</i>				
BILLING ADDRESS: <i>(List District Office address for BCxxxx, BPOxxxx, POxxxx; Campus Address for Vouchers)</i>				

PROJECT INFORMATION 2

First Advertised Bid: <i>(If BCxxx date of first print publication; if R-xxx date of Solicitation)</i>	Estimated Actual Start: <i>(Date)</i>	Estimated or Actual Completion: <i>(Date)</i>	
State Statutes Add State Statutes <i>(Choose statute that applies from Drop Down List or Select "None"; You may choose multiple statutes; use "DELETE" for errors)</i>			
State Bond Source Add Bond Source <i>(Enter Source and Amount for each Bond used or Select "No State bonds used on project")</i>		Estimated Bond Amount:	
Request for DIR/CMU Monitoring and Enforcement in order to qualify in the future for state bond funding for this project:		YES O	NO O
Compliance and Agreements:			
YES	NO	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?	
YES	NO	Will you operate a DIR-Approved Labor Compliance Program (LCP) project? <i>(A DIR-Approved LCP means a Labor Compliance Program that has been approved and is being operated in accordance with 8 CCR Sections 16421 – 16439)</i>	
YES	NO	Is there a Project Labor Agreement (PLA) associated with this project? <i>(A PLA is a collective bargaining agreement that binds all contractors and subcontractors performing work on the project and includes a mechanism for resolving disputes about the payment of wages. If "YES", please email a copy of the PLA to cmupla@dir.ca.gov if the department does not already have it on File.)</i>	

CONTRACTOR INFORMATION

PROJECT SUPERINTENDENT / CONSTRUCTION MANAGER: <i>(List District Project Manager on site who can assist CMU for field inspections)</i>	Email:
	First Name:
	Last Name:
	Title:
	Work Phone:
PROJECT MANAGER: <i>(List Contractor Project Manager on site who can provide information to CMU officer regarding project details)</i>	Email:
	First Name:
	Last Name:
	Title:

	Work Phone:
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GENERAL CONTRACTOR 1

O	Primary Contractor:	CSLB: <i>(License # - California State License Board)</i>
		Name: <i>(Contractor Name)</i>
		Address: <i>(Contractor Address)</i>
		Email: <i>(Contact person email address)</i>
		Classification: <i>(CSLB License Classification example Building, Engineering, Drywall, etc.)</i>

ADD CONTRACTOR

O	Subcontractor:	CSLB: <i>(License # - California State License Board)</i>
		Name: <i>(Contractor Name)</i>
		Address: <i>(Contractor Address)</i>
		Email: <i>(Contact person email address)</i>
		Classification: <i>(CSLB License Classification example Building, Engineering, Drywall, etc.)</i>

Back	Cancel	Save	Submit	Delete Project
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(If you click "Submit")

SUBMITTED 01/16/2015
Congratulations, your PWC 100 has been submitted.

Menu	Print PWC - 100	Logout
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NOTES:

- 1) AWARDING BODY INFORMATION
(This is automatically generated by DIR system during "USER REGISTRATION". All users must register to obtain User Name and Password – it's free for Agencies.)

- 2) TO REGISTER AS USER (AGENCY):
<https://www.dir.ca.gov/pwc100ext/>

- DAS PWC-100 ONLINE APPLICATION
Click on First Time User

(Please keep your login and password since you may only register once)

For clarifications, contact Marie Hampton, Director of Purchasing