

Section 2. My Contracts

Contracts With LAUSD

The list of LAUSD contracts to which your company is associated will be displayed. Click any **Contract Number** to view more information about that contract, submit contract documents, or report certified payroll.

The screenshot shows the 'Contractor's Certified Payroll Reporting System' interface. At the top, there is a navigation bar with links for Home, My Account, My Contracts (highlighted), Employees, Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The main heading is 'Contractor's Certified Payroll Reporting System'. Below this, there is a section for 'Open Contracts with LAUSD' with a breadcrumb 'Home : My Contracts'. A 'Contract List:(4)' is displayed, with filter options for 'Current Contracts', 'Archived Contracts', and 'All Contracts'. A table lists four contracts with columns for Contract No, School Name, Latest Payroll Date, and Association.

Contract No	School Name	Latest Payroll Date	Association
0910352	SOUTH REGION EL #6	None Submitted	2 - Subcontractor
0930000	various	None Submitted	2 - Subcontractor
1010001	COLDWATER CYN EL	None Submitted	Prime Contractor
1010011	WESTCHESTER SH	None Submitted	3 - Subcontractor

[Request to Add Contract](#)

If you are unsure of the contract number under which your company should report, you may wish to contact your general contractor to verify that information.

Filter by Contract Status

This screen will initially display the list of current LAUSD contracts. To display the list of all contracts—including past contracts—click **All Contracts**. To display the list of current contracts, click **Current Contracts**. To display the list of past contracts, click **Archived Contracts**.

This is a partial screenshot of the interface, showing the 'Contract List:(4)' and the filter options: 'Current Contracts', 'Archived Contracts', and 'All Contracts'. Below the filters, the header of the contract table is visible, with columns for Contract No, School Name, Latest Payroll Date, and Association.

Contract No	School Name	Latest Payroll Date	Association
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Request to Add Contract

If there are any contracts on which your company will be performing work—or has performed work—but are not listed, click **Request to Add Contract**. Enter the Contract Number, the Project Name and Work Description, and the Prime Contractor (*contracted to the District*), and the General Contractor (*to whom you are directly contracted, if different*).

The screenshot shows the 'Add Contracts' form in the Contractor's Certified Payroll Reporting System. The header includes the LAUSD Facilities Services Division logo and navigation links: Home, My Account, My Contracts, Employees, Archive, and Logout. The user is identified as 'Mr. User' on 'Friday, Jan 22, 2010'. The form title is 'Contractor's Certified Payroll Reporting System'. Below the title, there is a section for 'Add Contracts' with a breadcrumb 'My Contracts : Add Contracts'. The form contains four input fields: 'LAUSD Contract #' (with value 1010099), 'School Name / Work Description' (with value CENTRAL REGION HS #37), 'Prime Contractor' (with value PRIME CONTRACTOR, INC.), and 'General Contractor with whom you are contracted (if different)'. A 'Request to Add Contract' button is located at the bottom of the form.

Once the contract has been added, it will be displayed on the list of your LAUSD contracts.

The screenshot shows the 'Open Contracts with LAUSD' page in the Contractor's Certified Payroll Reporting System. The header is identical to the previous screenshot. The page title is 'Contractor's Certified Payroll Reporting System'. Below the title, there is a section for 'Open Contracts with LAUSD' with a breadcrumb 'Home : My Contracts'. The page indicates 'Contract List:(5)'. There are links for 'Contract Status' with options for 'Current Contracts', 'Archived Contracts', and 'All Contracts'. A table lists the open contracts with the following data:

Contract No	School Name	Latest Payroll Date	Association
0910352	SOUTH REGION EL #6	None Submitted	2 - Subcontractor
0930000	various	None Submitted	2 - Subcontractor
1010001	COLDWATER CYN EL	None Submitted	Prime Contractor
1010011	WESTCHESTER SH	None Submitted	3 - Subcontractor
1010099	CENTRAL REGION HS #37	None Submitted	2 - Subcontractor

At the bottom of the page, there is a link for 'Request to Add Contract'.

At A Glance

Upon clicking the Contract Number, you will find general information about this contract, including pertinent contract milestone dates and related school site(s).

Facilities Services Division
Building the Learning Community

[Home](#)
[My Account](#)
[My Contracts](#)
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[Employees](#)
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[Logout](#)

Ms. Executive :: Friday, Jan 22, 2010

Contractor's Certified Payroll Reporting System

LCP Contractor, Ltd. Contract 1010011

Home : [My Contracts](#) : Contract 1010011

At a Glance: LCP Contractor, Ltd.

Contract Number:	1010011	Advertised Date:	08/10/2009	School Name(s)
Prime Contractor:	FSD Construction, Inc.	Award Date:	09/28/2009	WESTCHESTER SH
Parent Vendor:	Facilities Construction, Inc.	Notice to Proceed Date:	10/09/2009	
Contract Type:	FSD	Start Date:	10/09/2009	
PSA Contract:	No	End Date:	04/06/2010	
OCIP	Yes	Notice of Completion Date:	N/A	

Contract Documents

Contract Documents [E-Signature Users]

This section lists the documents required to be submitted by your company *prior* to beginning work on this contract.

Contract Documents

The contract documents listed below should be completed prior to beginning work on an LAUSD project.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	Submit Form
DAS 140	Yes	No	Submit Form
Letter of Assent	No	No	N/A

New Payroll Form

Job Start Checklist

The *Job Start Checklist* is a list of labor law requirements to be reviewed before beginning work that must be submitted for each project location/school under this contract on which your company will be performing work⁵. On *Job Order Contracts (JOC)*, the prime contractor must submit the *Job Start Checklist* for the master contract, while subcontractors must submit for each JOC Project (Job Order).

To submit the *Job Start Checklist* for this contract, click **Submit Form**. To view *Checklists* that have been submitted, click **View Forms**.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	Submit Form / View Forms
DAS 140	Yes	No	Submit Form
Letter of Assent	Yes	No	Submit Form

Submit Job Start Checklist

Choose the project location for which you wish to submit the *Job Start Checklist*.

Contract Document: Job Start Checklist

School ▼

JOC subcontractors: you must also choose the project number.

School

Project (School) ▼

Then, click **Submit**.

⁵ California Code of Regulations, Title 8, Section 16421. Composition and Components of Labor Compliance Program.

Once you have verified the project information and reviewed the items on the *Checklist*, enter your PIN and click **Sign and Submit**.

Please enter PIN below to sign

LOS ANGELES UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES DIVISION
Facilities Contracts

LABOR COMPLIANCE DEPARTMENT

CHECKLIST OF LABOR LAW REQUIREMENTS TO REVIEW AT
JOB START MEETING

(Pursuant to Title 8, Section 16421 of the California Code of Regulations)

NAME	Ms. Executive	DATE	Jan 22, 2010
COMPANY	LCP Contractor. Ltd.	PHONE	213-241-9999
ADDRESS	1 Public Hwy, New City, CA 90000	FAX #	213-241-9900
CONTRACT	1010000		
SCHOOL	EXISTING FACILITIES - FACILITIES PROJECTS		

I acknowledge that I have been informed and am aware of the foregoing requirements, and that I am authorized to make this certification on behalf of the contractor referenced below.

In accordance with federal and state laws and the contract documents, the undersigned Contractor hereby certifies that it understands and will comply with the above-referenced labor law requirements, and that the failure to comply with the above requirements may subject it to penalties as provided above.

Furthermore, Contractor agrees to download from LAUSD's Internet Site (<http://www.laschools.org/contractor/lc/>) all mandated material(s), such as the latest Prevailing Wage Determination, and agrees to post a copy of the Prevailing Wage Determination (and other mandated material) at the job-site for all workers to view.

For the Contractor: (SIOC)

Signature

Ms. Executive

LCP Contractor, Ltd.

Print Name

Sub Contractor Name

Electronically Submit Document

PIN:

DAS Form 140

The *Division of Apprenticeship Standards (DAS) Form 140* is contract award information that must be submitted for each apprenticeable craft that will be utilized at each project location/school under this contract on which your company will be performing work⁶.

Please note: the form submitted via the CPR System is an *electronic copy* of the information submitted upon request to the awarding body. A hard-copy of the form must be sent to the apprenticeship committee under whose standards you are approved to train. If you are not approved to train, this form must be sent to all applicable apprenticeship committees in the area of the site of the public work. For information about programs in your area and trade, please see the DAS Public Works webpage:

www.dir.ca.gov/das/publicworks.html

To submit the *DAS Form 140* for this contract, click **Submit Form**. To view the *Forms* that have been submitted, click **View Form**.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	Submit Form / View Forms
DAS 140	Yes	No	Submit Form / View Forms
Letter of Assent	Yes	No	Submit Form

Submit DAS Form 140

Choose the project location for which you wish to submit the *DAS Form 140*. *Job Order Contracts:* if your company will be performing work under a new JOC project at a project location your company has previously performed work, simply choose the same project location again.

Contract Document: DAS Form

School

⁶ California Code of Regulations, Title 8, Section 230. Notification of Contract Award Information.

Next, select the craft, and then click **Submit**.

School	EXISTING FACIL PROJ
Trade	LABORER
<input type="button" value="Submit"/>	

Verify the project information, and enter the Expected or Actual Start Date of Work, Estimated Journeyman Hours, Estimated Apprentice Hours, and Approximate Period Apprentices will be Employed.

Contract Document: DAS Form

School	EXISTING FACIL PROJ
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PUBLIC WORKS CONTRACT AWARD INFORMATION

Contract award information must be sent to your Apprenticeship Committee if you are approved to train. If you are not approved to train, you must send the information (which may be this form) to ALL applicable Apprenticeship Committees in your craft or trade in the area of the site of the public work. Go to: <http://www.dir.ca.gov/das/PublicWorksForms.htm> for information about programs in your area and trade. You may also consult your local Division of Apprenticeship Standards (DAS) office whose telephone number may be found in your local directory under California, State of, Industrial Relations, Division of Apprenticeship Standards.

Do not send this form to the Division of Apprenticeship Standards.

NAME OF YOUR COMPANY LCP Contractor, Ltd.	CONTRACTOR'S STATE LICENSE NO 999999
MAILING ADDRESS- NUMBER & STREET, CITY, ZIP CODE 333 S Beaudry Los Angeles, CA 90017	AREA CODE & TELEPHONE NO. 213-241-4647
PUBLIC WORKS PROJECT: 333 S BEAUDRY AVE 22ND FL LOS ANGELES, CA90017	DATE YOUR CONTRACT EXECUTED DATE OF EXPECTED OR ACTUAL START OF PROJECT 07/01/2010 DATE FORMAT: MM/DD/YYYY
PUBLIC AGENCY AWARDDING CONTRACT NAME & ADDRESS LAUSD 333 S. Beaudry Los Angeles, CA, 90017	ESTIMATED NUMBER OF JOURNEYMEN HOURS 100
THIS FORM IS BEING SENT TO THIS APPRENTICESHIP PROGRAM: NAME ADDRESS STREET CITY STATE ZIP	OCCUPATION OF APPRENTICE LABORER
	ESTIMATED NUMBER OF APPRENTICE HOURS 20
	APPROXIMATE DATES TO BE EMPLOYED from: 07/01/2010 to: 07/31/2010 DATE FORMAT: MM/DD/YYYY

This is not a request for dispatch of apprentices.
Contractors must make a separate request for actual dispatch in accordance with Section 220.1(a)

Next, enter the Name and Address of the Apprenticeship Committee to which you will be sending this form.

THIS FORM IS BEING SENT TO THIS APPRENTICESHIP PROGRAM:		ESTIMATED NUMBER OF APPRENTICE HOURS
NAME NORTH TAKOMA WORKERS J.A.C.		20
ADDRESS STREET 123 FAKE ST		APPROXIMATE DATES TO BE EMPLOYED
CITY SPRINGFIELD	STATE NT	ZIP 49007
		from: 07/01/2010 to: 07/31/2010
DATE FORMAT: MM/DD/YYYY		

This is not a request for dispatch of apprentices.

Contractors must make a separate request for actual dispatch, in accordance with Section 230.1(a) California Code of Regulations

Check One Of The Boxes Below

Then, select from one of the three options, and click **Submit**.

Check One Of The Boxes Below

- We will employ and train under their Standards. We are already approved to train apprentices by the [] Apprenticeship Committee. We will still employ and train under their Standards.
- We will comply with the standards of [NORTH TAKOMA WORKERS J.A.C.] Apprenticeship Committee for the duration of this job only
- We will employ and train apprentices in accordance with the California Apprenticeship Council regulations, including § 230.1 (c) which requires that apprentices employed on public projects can only be assigned to perform work of the craft or trade to which the apprentice is registered and that the apprentices must at all times work with or under the direct supervision of journeyman/men.

Signer Ms. Executive

Title CEO

Date TBD

Submit

State of California – Department of Industrial Relations DIVISION
OF APPRENTICESHIP STANDARDS

DAS 140 (REV. 1/04)

Once you have reviewed the completed form, enter your PIN and click **Sign and Submit**.

Signer Ms. Executive

Title CEO

Date 01/22/2010

State of California – Department of Industrial Relations DIVISION
OF APPRENTICESHIP STANDARDS

DAS 140 (REV. 1/04)

Electronically Submit Document

PIN: []

Sign and Submit

Letter of Assent [PSA Contracts]

The *Letter of Assent* is confirmation that the contractor agrees to be party to and bound by the *Project Stabilization Agreement (PSA)* for the covered contract and must be submitted for each project location/school on which your company will be performing work⁷. For additional information regarding the *Project Stabilization Agreement*, please see the PSA webpage:

www.laschools.org/contractor/psa

To submit a *Letter of Assent* for this contract, click **Submit Form**. To view the *Letters* that have been submitted, click **View Forms**.

Contract Documents	Required for Submission	Signed	Submit Form
Job Start Check List	Yes	No	Submit Form / View Forms
DAS 140	Yes	No	Submit Form / View Forms
Letter of Assent	Yes	No	Submit Form / View Forms

Submit Letter of Assent

Choose the school for which you wish to submit the *Letter of Assent*, and then click **Submit**.

Contract Document: Letter of Assent

School: ▼

Once you have reviewed the *Letter of Assent*, enter your PIN and click **Sign and Submit**.

Sincerely,

Ms. Executive
CEO
LCP Contractor, Ltd.

Electronically Submit Document

PIN:

⁷ *Project Stabilization Agreement*, Attachment A. Letter of Assent.

New Payroll Form

In this section you can begin creating a *Public Works Payroll Reporting Form (Payroll Form)* for this contract. See *Section 5. Public Works Payroll Reporting Form*.

New Payroll Form

School	Work Week Start Date	Payroll Number
--- Please Choose School --- ▾	<input type="text"/>	<input type="text"/>

If you have yet to enter information for your employees that perform work on LAUSD projects, click the navigation button for **Employees**. See *Section 4. Employees*.