



## Los Angeles Community Colleges

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City • East • Harbor • Mission • Pierce • Southwest • Trade-Technical • Valley • West  
Administrative Offices • Dr. Francisco Rodriguez, *Chancellor*

February 11, 2015

### **Subject: Contractor Registration Requirements – SB 854**

Dear Bidder,

This letter is to inform bidders of the recent passage of Senate Bill 854 which became effective on July 1, 2014. Per the passage of the new law, the District must now require all vendor/contractors performing **public works projects over \$1,000** to register with the Department of Industrial Relations (DIR) utilizing its on-line application registry link located at <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

Public works refer to “construction, alteration, demolition and installation, or repair work (including maintenance) performed under a contract utilizing public funds.” (This list of defined public work is extensive beyond the general areas listed here, so please refer to the above website for information regarding work subject to this new law.) In addition, this registration requirement includes any subcontractors intending to do work on a public works project.

The non-refundable fee for registration will be \$300 and must be renewed annually each fiscal year (July 1<sup>st</sup>). In order to register, vendor/contractors must meet the minimum qualifications set forth by the Department of Industrial Relations as the following:

- Must have workers' compensation coverage for any employees and only use subcontractors who are registered public works contractors.
- Must have Contractors State License Board license if applicable to trade.
- Must have no delinquent unpaid wage or penalty assessments owed to any employee or enforcement agency.
- Must not be under federal or state debarment.
- Must not be in prior violation of this registration requirement once it becomes effective. (However, for the first violation in a 12 month period, a contractor may still qualify for registration by paying an additional penalty.)

Once registered, a vendor/contractor will receive a contractor registry identification number which they will need to disclose in any quote, bid or proposal submitted with the District. The District cannot accept bids or issue contracts to vendor/contractors that have no registry identification numbers for work identified above.

Please be aware that the DIR timelines for registration compliance is the following:

- March 1, 2015 – any quotes, bids or proposals submitted to the District must list registry identification numbers for both contractor and subcontractors identified
- April 1, 2015 – District may only award work to contractors/subcontractors that have active registration with the DIR. Also, all certified payroll records must be electronically submitted to the Labor Commissioner.

We highly encourage you to consult the Department of Industrial Relations website for further information regarding this new legal requirement. Vendors shall solely be responsible for keeping apprised of this requirement either by utilizing the DIR website identified above or consulting their own legal counsel. The Offices of Facilities, Planning and Development, Business Services, Office of Information Technology and General Counsel with the District cannot legally advise you in this matter.

We appreciate your cooperation in this matter.

Sincerely,



Director  
Facilities Planning & Development

TH:ad