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 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 045-1.

2.1.3 An example of the City and County of San Francisco Certified Compliance Form is presented on Attachment 045-2.

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;

- Contractors 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 045-6. The use of the WH-347 Payroll Form is not mandatory.

2.4.3 An example of the US Department of Labor Certified Compliance Form WH-348 is presented on Attachment 045-6.

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 045-6) and Form WH-348-Statement of Compliance (Attachment 045-7).

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 Elation Systems 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 Elation Systems 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 045-2, 045-3, and 045-4.
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
City and County of San Francisco
Form 9: HRC Payment Affidavit (Information Mandatory)
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  COPY TO: HRC Contract Compliance Officer

Firm:  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 result in partial withholding of progress payment.

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

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

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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  
Date
### Certified Compliance Form (Information Only)

**California Department of Industrial Relations, Public Works Payroll Reporting**

The information below is for the purpose of certification. It is not to be used as a basis for any legal or regulatory compliance determination. The information is intended to provide a general overview of the requirements and is subject to change. For specific guidance, please consult the relevant laws and regulations.

**Date:** 09/13/2005

**Certifying Compliance Officer:**

1. **Company Name:** [Redacted]
2. **Project Name:** [Redacted]
3. **Project Address:** [Redacted]
4. **Project Completion Date:** [Redacted]
5. **Contractor:** [Redacted]
6. **Subcontractor:** [Redacted]
7. **Prime Contractor:** [Redacted]

**Number of Employees:** [Redacted]

**Wage Rate:** [Redacted]

**Total Hours Worked:** [Redacted]

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**Notes:**

- [Redacted]
- [Redacted]

**Fringe Benefits:**

- Health
- Life
- Disability
- Retirement

**Contact Information:**

- **Name:** [Redacted]
- **Title:** [Redacted]
- **Phone:** [Redacted]
- **Email:** [Redacted]
- **Address:** [Redacted]

**Additional Information:**

- [Redacted]
- [Redacted]

**Approval:**

- **Date:** [Redacted]
- **Signature:** [Redacted]
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## Revision Control Log

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