



## Prevailing Wage How to Instructions San Francisco Nonprofit Sustainability Initiative

For projects with budgets between \$2,000 and \$99,999.

**Step 1:** Develop Plans and Specifications

**Step 2:** Prepare Bid Manual for public bidding of the project and review with NSI Team.

**Timing:** Prior to selection of General Contractor. If you have a general contractor assisting you in early predevelopment on the design, they cannot bid on the project. Better to have a construction management consultant.

Forms:

1. Cover Letter to Bidders (Put on organization's letterhead; fill in blanks including organization name and contact person for questions; standard non-refundable deposit is \$15-25 (This fee is optional. If Architect puts plans on an FTP site for bidders to print themselves, there will be no printing cost to you)
2. Instructions to Bidders (Fill in blanks). Note: Item 13, the walkthrough may be made voluntary or mandatory, at your discretion. It is advisable to ensure that bidders do visit the site, and this is a way to manage these visits.
3. OEWD Capital Grants Bid Form (Fill out top four lines only, name, project address, bid opening address, bid opening time and date; rest to be filled out by the bidding contractor)
4. List of Subcontractors (Fill in address in second line only, rest of form filled out by contractor)
5. Draft Owner/Contractor Agreement: AIA A107-2007 (small projects) or A101/A201-2007 (large projects); DRAFT blank contract is fine, with attachment of various forms identified below.
  - a. Include Sample AIA contract in MOH - 10, including OEWD/MOCI requirements, unless you have a draft construction contract in house (if using a different form, make sure that all City provisions are incorporated)
  - b. See MOHCD - 11: Instructions for Preparing Owner-Contractor Agreement. Make sure to add all of these provisions in the appropriate place in the GC Contract. May insert by line or as an Exhibit/Appendix if listed as Exhibit A (or B, etc.) in Article 6.1.6.3

Exhibits & Appendices to list in Article 6.1.2 or 6.1.6 and attach to contract: Exhibit

A: Budget (attached in final version of contract)

Exhibit B: Project Schedule (draft here ok, final version to be attached in the contract)

Exhibit C: Scope of Work, List of Drawings (may be in 6.1.3-6.1.5)

Appendix A: Additional Provisions, Instructions for Preparing Owner-Contractor Agreement  
Appendix B: Supplementary General Conditions – State, and Local Requirements for Construction Contracts  
Appendix C: SB 854 Notice (Requires Contractor to Register with State, prior to bidding)  
Appendix D: CA State Labor Standards Provisions  
Appendix E: Prevailing Wage Determination [Contractor to obtain from Office of Labor Standards Enforcement, [OLSE website](#), include full determination in final Contract]  
OLSE Website: <https://www.dir.ca.gov/OPRL/dprevwagedetermination.htm>  
Appendix F: Contractor's Requirements for Licensing, Bonding, Insurance & Eligibility

**Step 3:** Hold Open House(s) if desired for potential bidders at the date/time/location identified on the Instructions to Bidders Form.

**Step 4:** Open bids on date/time identified

Tool provided: Bid Tabulation Sheet to fill out for comparison of bidders

**Step 5:** Notify selected bidder, advisable to use Notification of Apparent Low Bidder Form or incorporate that information. No need to attach the Bid Tabulation Sheet, Bid Form, or Subcontractor list of other bidders.

**Step 6:** Selected Contractor and Owner meet regarding Contract Compliance and Prevailing Wage Reporting. Bring Project Manager to this meeting!

**Step 7:** Draft GC Contract, based on Step 2 materials above and final negotiations

Prior to starting work, submit the entire executed contract to the Lease Stabilization Grants Team, and Forms MOH - 7 (Bid Form) and MOH - 8 (List of Subcontractors), prepared and submitted by GC with their bid package.

**Step 8:** Owner/Grantee issues Notice to Proceed to General Contractor, once they have Building Permit(s) (or GC goes to pick up permits)

**Step 9:** Grantee must register the project on the CA Dept of Industrial Relations website within 5 days of executing the contract: <https://www.dir.ca.gov/pwc100ext/>

Sample registration form: [http://www.dir.ca.gov/das/dir\\_pwc\\_100Form.pdf](http://www.dir.ca.gov/das/dir_pwc_100Form.pdf)

- Community Vision will perform this step
- This step is necessary to generate a DIR Project ID which will be provided to the contractor so they can generate certified payrolls through LCP Tracker

**Step 10:** For progress payments: submit General Contractor's Application for Payment (AIA G702/703), Contractor's Certified Payroll(s) for current and prior applications for payment, Contractor's conditional and unconditional lien Releases, and Lease Stabilization Grants Expense Report to Community Vision. Community Vision will hold on to the Contractor's documentation, and will provide it to the City in the event of a complaint. Contractor should also maintain copies of all documents provided.

For sole proprietor contractors, an invoice that breaks out Labor and Materials and identifies the number of hours worked will be an acceptable form of certified payroll. For contractors with more than one employee, provide timesheets/certified payrolls for all workers on the project.

**\*\*\*Notify Community Vision of anticipated contractor funding one month ahead in order to facilitate timely payment of contractor invoices\*\*\***

**Step 11:** Close out project per Lease Stabilization Grants Financial Assistance Final Report Requirements, including the Notice of Completion, Final Unconditional Lien Releases (from Contractor and all subs), Final Contractor Application for Payment and Retention Release from Contractor (AIA G702/703), and Certified Payrolls from the general contractor for the entire term of the project (less certified payrolls provided earlier).

**For projects with budgets over \$99,999**

Perform all steps listed above

In addition, post the project in the newspaper

Form: MOH - 3, fill out as in the example and publish one-time in the Public Notices Section of a Citywide newspaper (e.g. Chronicle or SF Daily Journal)

Melinda Vazquez, Account Coordinator  
Government Advertising Division  
Daily Journal Corporation and  
California Newspaper Service Bureau  
Direct: (213) 229-5338  
Email: Melinda\_vazquez@dailyjournal.com  
Toll Free: (800) 788-7840 Ext 5338  
Fax: (800) 474-9444