INSTRUCTIONS FOR EXTRACT OF PUBLIC WORKS CONTRACT AWARD (PWC 100)

Required fields are indicated by an asterisk. If required fields are not filled in, an error will be displayed. You will be allowed to make changes, and the form can be submitted.

After submission, you can, if necessary, edit the submitted form and resubmit it.

Note: In the table below, the third column on the right contains instructions for CSU projects. If blank, there are no special instructions.

To submit the form, click on the “Submit” button after the General Contractor 1 section.

Instructions by Section and Field Name: Project Information

<table>
<thead>
<tr>
<th>Field</th>
<th>DIR Instruction</th>
<th>Additional Info for CSU Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section: Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Award Date</td>
<td>Type: mmdddyyyyy (ie. 02022015)</td>
<td></td>
</tr>
<tr>
<td>Awarding Body</td>
<td>Use the drop down and choose the Awarding Body, press Select</td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>No spaces.</td>
<td></td>
</tr>
<tr>
<td>Project #</td>
<td>Must be unique, no spaces.</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>Enter amount.</td>
<td></td>
</tr>
<tr>
<td>Brief Description</td>
<td>Enter description here.</td>
<td></td>
</tr>
<tr>
<td>Contract #</td>
<td>Enter #.</td>
<td></td>
</tr>
<tr>
<td>Number of Prime Contractors</td>
<td>Enter #.</td>
<td></td>
</tr>
<tr>
<td>Alternative Model:</td>
<td>Select the appropriate model.</td>
<td></td>
</tr>
<tr>
<td>None Apply; Design/Build;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Order/Task; Lease/Lease Back</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For CM at Risk, select ‘None Apply’</td>
<td>For JOC, each project performed under the Master Job Order Contract is to be individually submitted to the DIR.</td>
<td></td>
</tr>
<tr>
<td>Physical Address</td>
<td>Enter address</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>Enter county</td>
<td></td>
</tr>
<tr>
<td>Billing Address</td>
<td>Press Save or Next</td>
<td></td>
</tr>
<tr>
<td>No Spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must be unique, no spaces</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Section: Project Dates | First Advertised Bid  
|                       | Estimated or Actual Start  
|                       | Estimated or Actual Completion  
|                       | Use mmddyyyy format for these dates. |
| Section: Propositions | Will this project receive (or has it received) any funding from Proposition 84 (The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006)?  
|                       | Enter No  
|                       | Will this project receive (or has it received) any funding from Proposition 39 (California Clean Energy Jobs Act of 2012)?  
|                       | Enter No  
| Section: Compliance and Agreements: | 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?  
|                       | Enter Yes  
|                       | Will you operate a DIR-Approved Labor Compliance Program (LCP) for this project?  
|                       | Enter No  
|                       | Is there a Project Labor Agreement (PLA) associated with this project?  
|                       | Enter No  
| Section: Contractor | Press Add Contractor at the bottom  
|                       | Input CSLB/Certificate Number, press Search, Fields will populate, Input Email  
| Section: Classifications | Check the appropriate classification(s)  
|                       | Press Save  

*Note: DIR’s Classifications are not like the CSLB license classifications. You may contact cocm@calstate.edu with questions.*

| Section: Contractor | Input Project Manager’s Email Address  
|                     | First Name, MI, Last Name, Title, Work Phone  
| Section: General Contractor 1 | Check the Primary bullet  
|                     | Add additional contractor if needed  
|                       | Press Submit to submit the project  

See pages 3-4 for screen shots from DIR’s PWC 100 database for reference.
Instructions for Extract of Public Works Contract Award (PWC 100)

![Image of a form for Project Information]

<table>
<thead>
<tr>
<th>Form Type:</th>
<th>PWC-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Award Date:</td>
<td>02/02/2014</td>
</tr>
</tbody>
</table>

**Awarding Body Information**

- **Name:**
- **Address:**
- **Primary Contact:**
- **Primary Email:**
- **Work Phone:**

**Project Information**

- **Project Name:**
- **Brief Description:**
- **Contract Amount:**
- **Total Project Cost:**
- **Number of Prime Contractors:**
- **Alternative Model:**
  - None
  - Design/Build
  - Job Order/Task
  - Lease/Leaseback

**Physical Address**

- **Address Line 1:**
- **Address Line 2:**
- **City:**
- **State:**
- **Zip Code:**
- **County:**

**Billing Address**

- **Same as Billing Address on file**
- **Address Line 1:**
- **Address Line 2:**
- **City:**
- **State:**
- **Zip Code:**
- **Mail Stop:**

Options:
- Save
- Cancel