

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION**  
**Water System Improvement Program**  
**Bidding under the Project Labor Agreement (PLA)**

**Letter of Assent (Section 2.8 and Appendix D)**

All general contractors, and all sub-contractors regardless of tier, MUST sign a letter of assent (LOA) to the PLA. This letter binds the contractor to the terms of the PLA for the awarded project only. It does *NOT* bind any contractor to a union agreement.

**Pre-Job Conference (Section 14.1)**

The successful general contractor and all subcontractors shall attend a Pre-Job conference with the SFPUC and the affected Building & Construction Trades Council *PRIOR TO* start of construction.

The General Contractor and subcontractors will make craft/trade work assignments at this meeting. These assignments are the basis of prevailing wage payments. Should any Union disagree, it may follow the established jurisdictional dispute resolution process provided in the PLA.

**Electronic Certified Payrolls**

Contractors are required to submit certified payrolls (CPRs) online using the web-based Elation Systems electronic certified payroll system. Contractors may contact Elation Systems, Manager of Sales and Customer Support, Mr. Don Soria at (925) 924-0340, Ext. 503.

**Using Non-Union Workers (Article 3)**

A non-signatory contractor may use up to seven (7) of its own "core" employees provided that the first worker hired comes from the union, second worker is "core", third worker from the union, fourth worker is "core", and so forth.

All "core" employees are required to pay union initiation fees and representation fees or dues. "Core" workers must: possess any license required by state or federal law; have worked at least 1,000 hours in the construction craft during the prior three years; have been on the Contractor's active payroll for at least 500 hours in the calendar year immediately prior to contract award; and must have the ability to perform safely the basic functions of the applicable trade.

**California Prevailing Wages and Fringe Benefit Payments (Article 9)**

All construction workers will be paid prevailing wages as determined by the State of California. Benefits are the established labor-management: vacation; pension or other form of deferred compensation plan; apprenticeship; and health benefit funds for each hour worked. Any local collectively bargained *wage and/or fringe benefit increase* shall be recognized on the date in which they become effective.

Non-signatory contractors should note that they are required to make payment into the Union apprenticeship, health, and benefit funds on behalf of their "core" employees for each hour worked.

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Mayor

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**Francesca Viotor**  
Commissioner

**Anson Moran**  
Commissioner

**Art Torres**  
Commissioner

**Harlan L. Kelly, Jr.**  
General Manager



**Rest Periods (Article 10)**

Ten (10) minute paid-rest periods are required for every four (4) hours of work. Rest periods need not be authorized when disruption of continuous operations would jeopardize production or the process of the work. However, the Contractor shall make up the missed rest period within the same workday, or compensate the employee for the missed ten (10) minutes of rest time.

Contractors failing to provide an employee a rest period shall pay the employee one (1) hour of pay at the employee's regular rate of compensation for each workday that the rest period is not provided.

**Soils / Material Testing & Inspection / Survey**

Such work performed at the site of construction, and which is of a classification where a California prevailing-wage determination has been published, *IS* covered by the PLA.

**Trucking (Section 2.4)**

All hauling done at the construction site, or hauling to any non-remote facility that is owned, leased or controlled by the SFPUC and dedicated to the WSIP, *IS* covered by the PLA.

**Substance Abuse Testing (Section 16.1 and Appendix H)**

A uniform substance abuse testing policy exists. All contractors are required to comply with the PLA substance abuse testing policy. The general contractor will have the contact information for the appropriate pre-qualified third-party administrator (TPA) who conducts the required testing.

**Local Workforce Hiring Goals (Article 13)**

The City & County of San Francisco has a local workforce-hiring goal of 50% of craft hours. The California Division of Apprenticeship Standards has a goal that one in five craft hours worked on the project are to be apprentices. The SFPUC recognizes and supports the San Francisco's Mayor's Office of Economic & Workforce Development's (OEWD) CityBuild Program. Contractors on projects located in San Francisco should contact CityBuild to assist them in their good faith efforts to recruit and train economically disadvantaged San Franciscans, and to further the indenture of such qualified residents into the Unions' recognized apprenticeship programs

Contractors on projects located outside of San Francisco should contact the SFPUC's Workforce and Economic Program Services Bureau for assistance in their good-faith efforts to develop employment opportunities for low-income residents of the SFPUC Service Territory. Local workforce goals are applicable to ALL projects, regardless of location.

***WSIP PLA Administration***

Todd Kyger

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Workforce and Economic Program Services Bureau

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