

**CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS
BUREAU OF CONTRACT ADMINISTRATION
REQUEST/VERIFICATION FOR CRAFT EMPLOYEES**

Please complete and fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the City of Los Angeles project. A concurrent copy of this request should be sent to the jobs coordinator. After faxing your request, call the Local to verify receipt and substantiate their capacity to furnish local, disadvantaged or general dispatch as requested. Contact information for Locals is listed on back of form. Please print your Fax Transmission Verification Report and keep a copy of this request for your records.

(PROJECT NAME _____)

INSTRUCTIONS

To the Contractor:

Please complete and fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the City of Los Angeles project. After faxing your request, call the Local to verify receipt and substantiate their capacity to furnish local, at-risk or general dispatch as requested. Contact information for Locals is listed on back of form. Please print your Fax Transmission Verification Report and keep a copy of this request for your records.

To the Union:

Please complete the "Union Use Only" section and fax form back to the requesting contractor. Retain form for your records.

To: _____	Local _____	Fax# () _____ - _____	Date: _____
From – Company Name _____			
Person Sending: _____	Contact Phone: () _____		

Please provide me with union craft workers per the City of Los Angeles PLA that fulfills the requirements for this project as defined below:

30% Local Requirement (Union craft employees, including apprentices, who reside in the attached zip codes. **Tier 1 zip codes must first be exhausted prior to utilizing the Tier 2 zip codes**)

10% "Disadvantaged Worker" Requirement (Union craft employees, including apprentices, who reside in the **Citywide** zip codes, and are certified to fulfill the "disadvantaged worker" hiring requirement).

General Dispatch (Union craft employees dispatched per normal dispatch procedures, not including the 30% Local or 10% Disadvantaged Worker requirements)

Employee Name	Address	Zip Code

Craft Employees Requested

Job/Craft Description	Journeyman/ Apprentice- ship Level	Number Requested	Number Requested	Number Requested	Report Date	Report Time
		30% Local	10% Disadvantaged	General Dispatch		

Total Workers Requested _____

Please have worker(s) report to the following address indicated below:

Site Address: _____	Report to (On-Site Contact): _____
On-Site Tel.#: () _____	Fax: () _____

Comments or special requirements: _____

Union Use Only

(Fax the Completed Form Back to Contractor)

Reception Date: _____ Dispatch Date: _____ Received By: _____

<u>Requested Dispatch</u>	<u>Available for Dispatch</u>	<u>Unavailable for Dispatch</u>
30% Local	<input type="checkbox"/>	<input type="checkbox"/>
10% Disadvantaged	<input type="checkbox"/>	<input type="checkbox"/>
General Dispatch	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____