



Contractor's Invitation to Bid

This LONG form is to be issued to Specialty Contractors submitting a bid for a C3 Project.
Specialty Contractor shall sign and return it to the Contractor at Bid.

Construction Career Collaborative (C3) - As an alliance of socially responsible Owners, Contractors and Specialty Contractors, we will positively affect the issues facing the commercial construction industry in the Greater Houston region in order to create a safe, skilled and sustainable craft workforce.

All Specialty Contractors performing work onsite must meet all criteria:

- a. All jobsite Craft Workers are paid by the hour.
- b. All jobsite Craft Workers are W-2 earners and do not receive a 1099.
- c. Overtime for jobsite Craft Workers is being paid in accordance with federal overtime laws.
- d. Employment taxes, tax and non-tax reporting requirements for all jobsite Craft Workers are in compliance with applicable federal/state laws.
- e. Workers Compensation Insurance is provided on behalf of all jobsite Craft Workers as required by the Texas Workers' Compensation Act. [This is not applicable for OCIP (Owner Controlled Insurance Program) or CCIP (Contractor Controlled Insurance Programs) projects].
- f. All on-site Craft Workers have an OSHA 10-Hour Safety Credential.
- g. All on-site Supervisors have an OSHA 30-Hour Safety Credential.

Specialty Contractor's Company

Print Name and Title

Date

Responsibilities

Participation Commitment of C3 Accredited Organizations

Contractors, Specialty Contractors, Staffing Agencies and Professional Employment Organizations (PEO) agree to comply with the requirements established herein to utilize the C3 Training Database in order to electronically submit all data as required and allow compliance reviews of the data in the manner described in the C3 Policy and Procedure Manual and/or the C3 General Conditions- Specifications documents.

C3 Accreditation Program

To provide verification for Contractors, Specialty Contractors, Staffing Agencies and Professional Employment Organizations (PEO) who meet these standards, the C3 Accreditation Program has been established.

- 1) An Accredited Employer is an employer who has agreed to C3 principles for all its Supervisors and Craft Workers **who perform work on all their projects**. Accredited Employers pay an annual fee as specified in Appendix A.
- 2) A Single Project Participant is an employer who is in compliance with C3 principles for all its Supervisors and Craft Workers on a designated project. Single Project Participants pay a fee as specified in Appendix A.
- 3) A Certified Staffing Agency or Professional Employment Organization (PEO) is an employer who is in compliance with C3 principles for all Supervisors and Craft Workers who perform work on a C3 project. Certified Staffing Agencies and PEOs will pay an annual fee as specified in Appendix A.

Applications may be found on the C3 Website:

<https://www.c3.org/document-links.html>

C3 Requirements

Scheduled and For Cause Compliance visits will be conducted throughout the year on C3 Projects with the Accredited Employers, Single Project Participants and Certified Staffing Agencies/PEOs who are providing labor on the project. This is necessary to ensure that C3 Principles are being followed and maintained by all parties. The following must be done for a company to remain in compliance.

- 1) Compliance with hourly payroll practices - All Accredited Employers, Single Project Participants and Certified Staffing Agencies/PEOs will comply with "Hourly Payroll Practices" as detailed below:
 - a) All jobsite Craft Workers are paid by the hour.
 - b) All jobsite Craft Workers are W-2 earners.
 - c) Overtime for jobsite Craft Workers is being paid in accordance with federal overtime laws.
 - d) Employment taxes, tax and non-tax reporting requirements for all jobsite Craft Workers are in compliance with applicable federal and state laws.
 - e) All Contractors, Specialty Contractors, and Certified Staffing Agencies/PEOs authorize the release of any documents requested, including **Pay Stubs**, to ensure compliance with C3 "Hourly Payroll Practices" as detailed above.
 - f) Workers' Compensation Insurance is being provided on behalf of all jobsite Craft Workers as required by the Texas Workers' Compensation Act. C3 requires that a Certificate of Insurance illustrating that applicant provides Workers' Compensation Insurance coverage for its craft workforce when submitting all C3 applications and accreditation renewals.
 - g) If your company contracts with other companies to perform craft labor on your behalf, those companies must be either C3 Accredited Employers, Single Project Participants or Certified Staffing Agencies/PEOs and follow all C3 requirements.
- 2) All Accredited Employers, Single Project Participants and Certified Staffing Agencies/PEOs providing labor on a C3 Project will comply with the following OSHA minimum safety criteria:
 - a) Supervisors on a C3 Project will be OSHA 30-Hour trained prior to arrival on site.

- b) Craft Workers on a C3 Project will be OSHA 10-Hour trained prior to arrival on site.
 - c) An image file of each Craft Worker's and each Supervisor's OSHA card or certificate must be uploaded to the C3 Training Database.
 - d) *Only* Accredited Employers are given a grace period to have all of its craft workforce earn the required OSHA safety credential. For example:
 - i) OSHA 30-hour – Incumbent Supervisors will be OSHA 30-Hour trained within 18 months. New hire Supervisors will complete OSHA 30-hour within 6 months of employment.
 - ii) OSHA 10-hour – Incumbent Craft Workers will be OSHA 10-hour trained within 18 months. New hire Craft Workers will complete OSHA 10-hour within 4 months of employment.
 - iii) Contact a C3 representative to discuss any alternate time frame extending beyond 18 months.
 - iv) However, all Craft Workers and Supervisors must have earned the required OSHA safety credential before beginning work on a C3 Project.
- 3) Accredited Employers, Single Project Participants, and Certified Staffing Agencies/PEOs are required to use the C3 Training Database.
- a) All jobsite Craft Workers must be entered into the C3 Training Database along with verifiable information related to safety training.
 - b) The following items can be used to confirm OSHA training:
 - i) OSHA card image
 - ii) OSHA certificate image
 - c) All data will be kept in the strictest of confidence and only accessed by the C3 Training Database administrator, C3 staff and the Contractor for the specific C3 Project.
- 4) The Contractor managing a C3 Project will:
- a. Periodically supply C3 with a Specialty Contractor List and project milestones to assist in scheduling C3 Jobsite Compliance Visits throughout the project.
 - b. Verify OSHA compliance of all Craft Workers and Supervisors prior to or upon arrival of those workers at a C3 Project jobsite.
 - c. Deliver the C3 Orientation in English and Spanish the first time a Craft Worker or Supervisor arrives on the C3 Project jobsite.
 - i. With approval from C3, an Affidavit for off-site C3 Orientations may be accepted in place of C3 Orientations given on the jobsite but only in rare cases where project schedule, lack of equipment or facilities, or other extenuating circumstances that would prevent the Contractor from delivering the C3 Orientation onsite.
 - d. All C3 Project jobsites will participate in the **C3 Safety Training – 15 Month Modules, that are provided by C3**, and the Contractor must submit a headcount of all participants as part of the **Monthly Metrics**. [These modules are also available for download from the C3 website.](#)
 - e. Monthly Reporting
 - i. Only Contractors working on a C3 Project will submit Monthly Metrics to C3. This is not required of Specialty Contractors.
 - ii. Contractors working on a C3 Project will submit monthly sign-in sheets collected from C3 Orientations on that project.
 - f. Collaborate with C3 to determine where C3 signage approved for posting by the Owner will be displayed on the jobsite.
- 5) C3 will provide to qualified parties access to all necessary application and compliance documents either via the C3 website or through email request to the C3 compliance administrator.

Compliance

C3 has developed a compliance process to verify that all Contractors, Specialty Contractors, Certified Staffing Agencies/PEOs providing craft labor on C3 Projects adhere to C3 requirements as listed in the program's principles. This two-step process is meant to ensure compliance with C3 requirements.

- 1) Step one is an **Internal Compliance Review** of the C3 Training Database using C3 Orientation sign-in sheets that are submitted by the Contractor's project team each month.
- 2) Step two is a **Jobsite Compliance Visit** with the Contractor designed to provide personal interaction with the project team and as well as any Craft Worker or Supervisor providing labor on site to review compliance with C3 requirements.
- 3) Follow up: Any compliance discrepancies identified as part of the jobsite visit are to be corrected within 7 business days of receipt of reports. C3 must be notified in writing how and when discrepancies are corrected. Failure to correct these discrepancies may result in **Conditional Status** designation for the violating company.
- 4) For the [C3 Policy and Procedure Manual](#), please visit www.C3.org.

Access to Information and Documents

- a. Participating Contractors will provide a complete list of ALL Specialty Contractors that will be providing craft labor on the project jobsite.
- b. Participating Specialty Contractors will provide a list of ALL lower-tier Specialty Contractors that will be providing craft labor on the project jobsite.
- c. All Contractors, Specialty Contractors, lower-tier Specialty Contractors and Certified Staffing Agencies/PEOs authorize the release of any documents requested to ensure compliance with C3 "Hourly Payroll Practices" as necessary.
- d. All information and documents requested by C3 will be kept in the strictest confidence, and only accessed by C3 staff or firms contracted to perform compliance visits on behalf of C3.

Jobsite Records/Jobsite Access

- The safety credentials of all jobsite Craft Workers and Supervisors must be verified by the Contractor in the C3 Training Database prior to those individuals starting work on a C3 Project.
- All jobsite Craft Workers and Supervisors are required to attend C3 Orientation before commencing work on any C3 Project.

Glossary of Terms

Accredited Employer	A Contractor or Specialty Contractor, of any and every tier, who is in full compliance with C3 principles for its entire craft workforce within the Greater Houston area on all projects and C3 Projects.
Advocate	Organizations who endorse C3 Principles and communicate endorsement through their organizations or membership. Advocates may also provide support annual in-kind and/or financial support.
C3 Project	A specific commercial construction project designated by an Owner to be deemed a C3 Project holding to the organization's principles. Contractors and Specialty Contractors may also recommend a project for C3 participation.
C3 Safety Training – 15 Month Modules	Monthly safety training required by C3 and conducted by the Contractor on all C3 Projects. Other Accredited Employers and Single Project Participants are encouraged to provide the training when not working on a C3 Project.
C3 Training Database	Web based software developed by C3 to electronically track Craft Workers' and Supervisors' safety credentials. The software is utilized on C3 Projects by Contractors, Specialty Contractors and Certified Staffing Agencies/PEOs.
Conditional Status	Status assigned to companies found to be out of compliance with C3 Requirements.
Contractor	A General Contractor or Construction Manager.
Craftsperson/Craft Worker	One who performs any labor on a project or C3 Project, is paid hourly and is not an independent subcontractor. They are a W2 earner and do not receive a 1099.
Employee	Anyone other than a Craft Worker or Supervisor associated with the accredited company.
Employer	Contractor, Specialty Contractor of all tiers or Certified Staffing Agency/PEO that employs Craft Workers and Supervisors.
General Conditions - Specifications	Contract language for Owner Endorsers and Contractors to incorporate into project specifications that was developed by C3 as a standard of compliance as it pertains to craft employees performing any labor on their projects.
Internal Compliance Review	Internal review of the use of the C3 Training Database by Accredited Employers, Single Project Participants and Certified Staffing Agencies/PEOs. Report is not published but is used as a tool for Jobsite Compliance Visits.
Jobsite Compliance Visit	Scheduled and For Cause Compliance visits conducted throughout the year with Accredited Employers, Single Project Participants and Certified Staffing Agencies/PEOs working on C3 Projects. A report is generated for Board and Owner Endorser. review.

Monthly Metrics	Internal C3 document submitted by the Contractor of a C3 Project indicating man hours, safety metrics, and training headcounts.
OSHA	Occupational Safety and Health Administration.
OSHA 10-Hour Safety Credential	Construction Safety Training, which meets the requirements of the OSHA Training Institute, that is required by C3 for all Craft Workers.
OSHA 30-Hour Safety Credential	Construction Safety Training, which meets the requirements of the OSHA Training Institute, that is required by C3 for all Supervisors managing Craft Workers.
Owner	Also referred to as a construction user. The entity that engages the Contractor and deems a project to be a C3 project.
Owner Endorser	Owner (construction user) that supports C3 by endorsing and communicating the principles of C3. Endorsers include C3 Principles in the form of C3 General Conditions - Specifications or include language on all available projects. It is the goal of C3 that Owner Endorsers would include C3 Principles on all of their projects (including master or enabling type agreements).
Pay Stub	A document that is given to an employee with each paycheck and that shows the amount of money that the employee earned and the amount that was removed for taxes, insurance costs, etc. Also known as an income statement or earning statement.
Professional Employment Organization (PEO)	Operates in a co-employment relationship with its clients, by including the clients' workers on their own payroll. In such a relationship, PEO becomes employer of record for tax and insurance purposes. PEO exercises decision making on human resource management and shares legal responsibilities as co-employer.
Project	A specific project designated by an Owner that is deemed a C3 Project, holding to the organization's principles.
Single Project Participant	A Contractor or Specialty Contractor, of every tier, who is in full compliance with C3 Principles for all its Craft Workers on a designated C3 Project.
Request for Proposal	A document that outlines C3 Principles and project requirements for bidders interested in bidding on a C3 Project. The form must be signed and returned to the Contractor at the time of bid.
Specialty Contractor	A subcontractor of any tier working for a Contractor or another Specialty Contractor
Staffing Agency	C3 approved staffing agencies that endorse the C3 Principles and provide labor to Contractors and Specialty Contractors that meet the OSHA 10 and 30 safety training requirements, pay their employees according to C3 requirements and provide workers compensation insurance.
Supervisors	Site-specific, company-designated Supervisors, managers, foremen or anyone with management responsibilities.
Sustainable Craft Workforce	A craft workforce that, through its own environment, can sustain itself at the necessary level of worker satisfaction and required expertise indefinitely into the future. It is an environment that encompasses, by necessity, elements of financial security, health and well-being, training and education for employees; stability, ethical conduct, moral behavior and talent pools for contractors; and efficiency, productivity improvements, and social acceptability/responsibility for Owners.



Appendix A

Fee Structure Table

Fee changes will apply to all projects announced after August 31, 2019.

Effective January 1, 2025, the following changes to the C3 fee structure will occur:

C3 Accredited Employer fee	\$2,500 annually
C3 Certified Staffing Agency/PEO fee	\$2,500 annually
C3 Single Project Participant fee	• 1% of the contract value of the project, with a minimum of \$500
Craft Training consultation services available for C3 Accredited Employers and Single Project Participants	Accredited Employers • Unlimited consultation and endorsement free of charge Single Project Participants • One complimentary one-hour session - o Subsequent consultation hours can be purchased for \$150 per hour*. *Must be paid by credit card in advance of service. Subject to a 3.5% processing fee