

**Painters and Allied Trades Compliance Administrative Trust**1155 Corporate Center Dr., 2<sup>nd</sup> Floor, Monterey Park, CA 91754

Phone: (626) 792-3019 \* Fax: (626) 798-0528

March 8, 2016

Via Mail/Fax: (714) 741-5205

GARDEN GROVE-CITY CLERK  
11222 ACACIA PKWY  
GARDEN GROVE, CA 92840-5208

**PROJECT** : Garden Grove Community Meeting Center  
**CONTRACTOR** : HARWOOD CONSTRUCTION INC

Dear ,

This is a formal request for copies of **Certified Payroll Records and Fringe Benefit Statement(s)** for the above referenced contractor. We are requesting the records from the beginning of the project through today's date, please continue forwarding these records until the project is completed.

This request is made pursuant to, and authorized by California State Labor Code Section 1776 (b) (3) and in compliance with California Code of Regulations, Title 8, Group 3, Article 6, Section 16400.

Labor Code Section 1776 (b) (3) (g) states: "The contractor shall have 10 days to comply subsequent to receipt of written notice requesting the records enumerated in sub division (a). In the event that the contractor fails to comply within the 10 day period, he or she shall, as a penalty to the state of political subdivision on whose behalf the contract is made or awarded, forfeit one hundred dollars (\$100) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated."

Please forward all payroll records to **Painters and Allied Trades Compliance Administrative Trust, 1155 Corporate Center Dr., Monterey Park, CA 91754**. If you have any questions, you may contact me at (626) 296-8070 .

**Please copy our office when requesting these records from your sub-contractor(s) at (626) 798-0528 and mail the original copy.**

Sincerely,

*Ramon Lopez*

Ramon Lopez  
Case Investigator  
ramon.lopez@pateat.org  
(626) 296-8070

Form-016  
PTT Project #: 13416