

SEATTLE PUBLIC SCHOOLS

SMALL WORKS ROSTER APPLICATION FORM

**All applicants must be renewed every two years.
The renewal date will be January 1,
even numbered years only.**

SUBMIT TO:
SEATTLE PUBLIC SCHOOLS
SMALL WORK SERVICES
MS 22-346
2445 3rd Avenue South
Seattle, WA 98124-1165
Telephone: 206-252-0561 Fax: 206-252-0573

BUSINESS INFORMATION

Company Name:		Office Phone:	
Address:		Fax:	
City, State, Zip:		Email:	
County:		Website:	

Billing Address (If Different):		Affiliated Companies:	
City, State, Zip:		Billing Phone (If Different):	

CONTACT INFORMATION

Contact Name:		Phone:	
Title:		Email:	

Washington State Contractors License #: _____ Expiration Date: _____

ORGANIZATION TYPE

Individual/ Sole Proprietorship Partnership

Corporation, State where Corporation is filed: _____

Limited Liability Company, State: _____

ANNUAL REVENUES

\$0 - 250,000 \$250,001 – 1 million \$1,000,001 – 5 million Greater than \$5 million

If annual revenues are below \$1 million would you like to be in the HUB program?

[] yes [] No (Please review attached information for benefits of the HUB program)

Company Name: _____

Contact Name: _____

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2) In order to be awarded a contract you will be required to provide the following documents **within seven calendar days** of notice of intent to award. Please confirm your willingness to complete the following forms within that timeframe prior to starting work for Seattle Public Schools:

Performance/Payment Bond, Attachment 1 _____ Yes
Projects under \$35,000 – no performance bond is required and retainage will be waived

Projects \$35,000-\$50,000
a. A surety bond may be provided
b. A bond from an individual may be provided

Projects above \$50,000 – a surety bond is required
Statement of Intent to Pay Prevailing Wages, Attachment 2 _____ Yes

Affidavit of Wages Paid, Attachment 3 _____ Yes

Indemnification Certificate, Attachment 4 _____ Yes

Insurance Certificates, as identified in Attachment 5 _____ Yes

Quote Estimate Form (Time & Materials), Attachment 6 _____ Yes

Quote Form (Lump Sum), Attachment 7 _____ Yes

Seattle School District Standard Contract (Time & Materials), Attachment 8 _____ Yes

Seattle School District Standard Contract (Lump Sum), Attachment 9 _____ Yes

3) As a recipient of Federal and State funds, the Seattle Public Schools requires that all contractors, vendors, suppliers or providers of service comply with all applicable laws and regulations prohibiting discrimination in employment, public accommodation and educational programs. Seattle Public Schools is an Equal Opportunity Employer and encourages participation by minority and women owned businesses.

Company Name: _____

Contact Name: _____