

Frequently Asked Questions Seattle Public Schools Small Works Roster

1. What is Small Works?

The District is authorized by RCW (Revised Code of Washington) 39.04.155 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=39.04.155>) to use a Small Works process to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works process can be used in lieu of other procedures – such as sealed bids – to award contracts for such work with an estimated cost of \$200,000 or less.

The District maintains a Small Works Roster by trade and by alphabetical listing of firm names.

2. Why is the District advertising and refreshing the Small Works Roster now?

The District is required by RCW 39.04.155 to annually advertise the existence of its Small Works Roster and solicit the names of contractors for its roster. The District refreshes the roster every two years to assure that the information on the roster is current.

3. Why is the District creating a new application form for the Small Works Roster?

The District is required to maintain documentation for contractors who are awarded contracts as a result of the Small Works process. For example, the District must have the contractor's current State Unified Business Identifier, as well as the contractor's City of Seattle Business License number, which are now both required fields on the application form.

4. How does the District use the Small Works Roster?

Contracts expected to cost under \$40,000 are first offered to the District's Maintenance Department. If Maintenance determines that it does not have the available resources to perform the work within the schedule, then the job can become a Small Works job.

Contractors who submit completed, signed applications are placed on the District's Small Works Roster by trade specialties. When a Small Works project becomes available, the District sends out requests for quotes via email to firms on the Small Works Roster by trade specialties. The District then selects the lowest responsible, responsive quote from contractors who have responded.

5. I'm a contractor and I've been awarded a Small Works project. Do I need to provide proof of fingerprinting?

Yes. A contractor working on a Small Works project must provide proof of fingerprinting for each employee identified to work on a specific project.

6. When are bid bonds, performance and payment bonds, and retainage required for Small Works Roster projects?

Bid bonds, performance and payment bonds, and retainage are not required for projects estimated to cost under \$35,000.

Bid bonds, performance and payment bonds, and retainage are required for projects estimated to cost \$35,000 or more.

7. What changes have there been on retainage and release?

The 2009 Legislature added industrial insurance to the retainage and release laws for public works projects.

For public improvement projects greater than \$35,000, and completed after September 30, 2009, the Washington State Department of Labor and Industries (L & I) must certify that contractors have paid their industrial insurance premiums before a public agency can release the retained contract amount. If premiums are unpaid, L & I can collect the debt from the retained amount.

For these contracts, the public agency cannot pay any retained funds to the contractor until L & I has approved the release, or the payment.

To see more information, click here:

<http://www.seattleschools.org/area/purchasing/LandI.pdf>

8. I'm a contractor planning to start work on a project, and I've turned in all of the required documentation, including proof of insurance and proof of fingerprinting, to the District. Can I start work on the project before I receive a Notice to Proceed (NTP) letter from the District?

No.

9. I'm a contractor, I've received an NTP letter from the District, and I've started work on the project. What documentation do I need to provide before I receive partial payment?

As a public agency, the District is required to obtain an approved L & I Intent to Pay Prevailing Wages letter from the contractor before releasing the first project payment. This means that a contractor must provide this letter as well as an accurate invoice to the District before receiving any payment.

More information about L & I is available here:

www.Lni.wa.gov

A sample of the Intent to Pay Prevailing Wages form is available here:

<http://www.lni.wa.gov/FormPub/results.asp?Keyword=intent+to+pay+prevailing+wage&SubSection=&DocType=0>

10. I'm a contractor and I've finished work on the project. What documentation do I need to provide before I receive my final payment?

As a public agency, the District is required to obtain an approved L & I prevailing wage affidavit prior to releasing final payment for **all** projects, and before releasing any retention for projects over \$35,000. Contractors must provide this document as well as an accurate invoice to the District before receiving final payment.