

SMALL WORKS ROSTER APPLICATION

for public works projects, i.e., construction and construction-related projects only



I. Bidder responsibility criteria for award of public works contracts in Washington State per RCW 39.04.350:

- Certificate of Registration in compliance with chapter 18.27 RCW
- Current state unified business identifier number
- Industrial insurance coverage for bidder's employees working in the State of Washington
- Employment Security Department number
- State excise tax registration number
- Not be disqualified from bidding on any public works contract

II. Application Information

Please fill in all required fields, which are shown in the yellow-shaded sections. Applications submitted without all of the required fields completed, including the signature line on page 7, will be rejected.

Date of Application:			Business Name:		
Business Address:					
City:		State:		Zip:	
Phone:			Fax:		
User e-mail address to receive quotes or bids:					

Primary contact person's name:					
Primary contact person's phone number:					
Emergency contact person's name:					
Emergency contact person's phone number:					

Business Classification:**Check Appropriate Box**

Individual/Sole Proprietor	
Corporation	
Partnership	
Other (Please identify)	

Unified Business Identifier (UBI Number):

Contact the State of WA Dept of Licensing at Telephone 360-664-1400 or click on the link below for UBI assistance.

<http://www.dol.wa.gov/business/file.html>

Trade License Number(s), if applicable, with Expiration date(s)

Licensed trades include construction contractors, electrical contractors, and plumbing contractors. Contractors applying for inclusion on the roster for licensed trades **must include** trade license numbers.

License Type**License Number****Expiration Date**

License Type	License Number	Expiration Date

TIN Number (Taxpayer identification number):

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

A **TIN** is a nine-digit number assigned to **individuals, sole proprietors, corporations, limited liability companies (LLC), partnerships,** for tax filing and reporting purposes.

An **Employer Identification Number (EIN)** is a type of **TIN** and is also known as a **Federal Tax Identification Number**. It is used to identify a business entity.

Generally, businesses/entities need an **EIN**. For individuals (non-entities), your personal **Social Security Number is your TIN**.

City of Seattle Business License Number with Expiration date:

Seattle Municipal Code (S.M.C.)
5.30.030

Use this site to apply for a new license:

<http://www.seattle.gov/rca/licenses/licmain.htm>

Use this to verify if current license exists:

<http://www.cityofseattle.gov/biz/>

Equal Opportunity Certifications, if applicable, can be identified below:

Please indicate certification number in boxes below.

Providing this information is not mandatory.

Federal Disadvantaged:

WA Minority Business Enterprise (MBE):

WA Minority Women Business Enterprise (WMBE):

WA Women Business Enterprise (WBE):

WA Disadvantaged Business Enterprise (DBE):

WA Combination Business Enterprise (CBE):

Opportunities for businesses with annual revenues of less than \$1,000,000

If your business had gross annual revenues of less than \$1,000,000 for the last three (3) calendar years, this may qualify you to compete against other businesses with similar revenues for Small Works projects that have an engineer's estimate of less than \$35,000. Please indicate "Yes" in the box if your business qualifies for these projects **and** you would like to compete for them.

Small Business Development Program (SBDP)

The District offers training to companies with revenues under \$1 million to assist them in overcoming barriers to their growth. Training is provided through the SBDP in areas such as contracting, management, financial systems, marketing, and human resources. More information is available here:

<http://www.seattleschools.org/area/sbdp/index.dxml>

III. Trade Divisions/Specialties for Contractors

CHECKLIST FOR SMALL WORKS CONSTRUCTION PROJECTS: TRADE DIVISIONS/SPECIALTIES

GENERAL CONTRACTOR

Please mark an X in the box below if you are licensed as a general contractor and would like to receive notification of quote opportunities for general contractors. The District expects licensed general contractors to self-perform work in their specialty areas and to manage subcontractors in other areas. Please note that if you check this box, you must provide your general contractor license number in Section II above when you submit your application.

	Contractor Name:
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CONSTRUCTION DIVISIONS/SPECIALTIES

Please mark an X in the boxes below for **up to five (5)** construction divisions/specialties that your firm can perform and that you would like to receive notification of quote opportunities for. Please note that if you check the boxes for 22 00 00, Plumbing Systems, or 26 00 00, Electrical, you must provide your license number when you submit your application.

	Division Numbers	Construction divisions/specialties	
	02 40 00	Demolition & Structure Moving	
	02 80 00	Hazard, Materials Abatement/Remediation/Handling	
	03 00 00	CONCRETE	
		03 20 00	Concrete Reinforcing
		03 30 00	Cast-in-place Concrete
		03 80 00	Concrete Cutting
	04 00 00	MASONRY	
	05 00 00	METALS	
		05 10 00	Structural Metal Framing/Erection
		05 50 00	Metal Fabrication
		05 70 00	Decorative Metal Fabrication
	06 00 00	WOOD - PLASTIC - COMPOSITES	
		06 10 00	Rough Carpentry

		06 20 00	Finish Carpentry
		06 41 00	Architectural Casework
	07 00 00	THERMAL & MOISTURE PROTECTION	
		07 10 00	Dampproofing/Water proofing
		07 20 00	Insulation & Vapor Retardation
		07 50 00	Membrane Roofing
		07 60 00	Flashing & Sheet Metal
		07 81 00	Fireproofing
		07 90 00	Joint Sealants
	08 00 00	OPENINGS	
		08 10 00	Doors & Frames
		08 33 00	Ceiling Doors & Grilles
		08 35 00	Folding Doors & Grilles
		08 36 00	Sectional Overhead Doors
		08 40 00	Entrances, Storefronts, & Curtain Walls
		08 50 00	Windows
		08 60 00	Skylights
		08 07 00	Door Hardware & Access Control
		08 80 00	Glass & Glazing
	09 00 00	FINISHES	
		09 20 00	Gyp Board/Plaster Assemblies & Framing
		09 30 00	Tile - Floor/Walls
		09 51 00	Acoustical Ceilings
		09 60 09	Floor Coverings
		09 72 09	Wall Coverings
		09 90 00	Painting & Coatings
	10 00 00	SPECIALTIES	
		10 11 00	Visual Display Boards
		10 14 00	Signage
		10 21 00	Toilet Partitions
		10 22 26	Operable Partitions
		10 28 00	Toilet Accessories
		10 44 00	Fire Protection Specialties
		10 51 00	Lockers

		10 75 00	Flagpoles
	11 00 00	EQUIPMENT	
		11 13 00	Loading Dock Equipment
		11 40 00	Food Service Equipment
		11 50 00	Video Systems Equipment
		11 50 10	Sound Systems Equipment
	12 00 00	FURNISHINGS	
		12 20 00	Window Treatments
		12 30 00	Casework Visual Equipment
	13 00 00	SPECIAL CONSTRUCTION	
	14 00 00	CONVEYING EQUIPMENT	
	21 00 00	FIRE SUPPRESSION SYSTEMS	
	22 00 00	PLUMBING SYSTEMS	
	23 00 00	HVAC SYSTEMS	
	25 00 00	INTEGRATED AUTOMATION/ CONTROLS	
	26 00 00	ELECTRICAL	
	27 00 00	COMMUNICATIONS - VOICE-DATA	
		27 10 00	25 Year Warranty Voice-Data System
		27 10 10	2 Year Warranty Voice-Data System
	28 00 00	ELECTRONIC SAFETY & SECURITY	
		28 13 00	Access Control
		28 20 00	Electronic Surveillance
		28 30 00	Fire Detection/Alarm
	31 00 00	EARTHWORK	
	32 00 00	EXTERIOR IMPROVEMENTS	
		32 12 00	Asphalt Paving
		32 13 00	Concrete Paving
		32 14 00	Unit Pavers
		32 17 00	Pavement Markings/Specialties
		32 18 00	Athletic/Recreational Surfaces
		32 30 00	Fences & Gates
		32 32 00	Retaining Walls
		32 80 00	Landscaping & Irrigation
		32 90 00	Landscaping & Irrigation
	33 00 00	SITE UTILITIES	

IV. Information for contractors

Roster applications are processed through Procurement Services in Seattle Public Schools. **It is the contractor's responsibility to verify that information was entered correctly** on the District's Small Works Roster. To check if your business has been accepted for the Small Works Roster, and to validate that all of the information was entered accurately, please visit the District's website at:

<http://www.seattleschools.org/area/purchasing/navsubs.nav?index=13>

The District is required by RCW 39.04.155 to annually advertise the existence of its Small Works Roster and to solicit the names of contractors for the roster. Per RCW 39.04.155, the District may require eligible contractors desiring to be placed on the roster to keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the District.

Applications submitted from responsible contractors during times other than the annual advertising period will typically be processed in five business days, and responsible contractors will be added to the roster. Due to the large number of applications the District receives during the annual advertising period, it may take up to 30 days to add the names of responsible contractors to the Small Works Roster during that time.

V. Application Signature

Statement of Certification

By signature below, I acknowledge that I have read and understood the requirements described in this application and to the best of my knowledge, the information provided is a true representation of the named firm's ability to perform any contracts which may result by submittal of this application. I further certify that I am not disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).

Signed: _____ Date: _____

Print Name and Title: _____

VI. Return the signed, completed application by U. S. Mail to:

**Seattle Public Schools
Small Works Roster
MS 22-337
P.O. Box 34165
Seattle, WA 98124-1165**