

# SEATTLE PUBLIC SCHOOLS

## SMALL WORKS ROSTER APPLICATION FORM

All applicants must renew their application every 2 years  
 The renewal date will be January 1, even numbered years only

SEATTLE PUBLIC SCHOOLS

SMALL WORKS SERVICES

2445 3<sup>rd</sup> Ave. S.

Mailing Address:

MS 22-346

PO Box 34165

Seattle, WA 98124-1165

Tel:(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 Regional Small Business Development Program?***

***[ ] yes      [ ] No*** (Please contact us for benefits of the Regional Small Business Development Program)

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_



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References will be checked at the time of award.

List up to five References:

	COMPANY NAME	CONTACT PERSON	ADDRESS	PHONE NUMBER	EMAIL
1					
2					
3					
4					
5					

If you do not have references for your business, please provide your past experience:

	JOB TITLE	LOCATION	BRIEF DESCRIPTION	DOLLAR VALUE
1				
2				
3				
4				
5				

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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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
    - a. No performance bond is required and
    - b. 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. A surety bond is required
    - b. 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: \_\_\_\_\_