

SMALL WORKS ROSTER APPLICATION

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

I. BIDDER CRITERIA FOR AWARD OF PUBLIC WORKS CONTRACTS IN

WASHINGTON STATE PER [RCW 39.04.350](#):

Responsibilities

- 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 in the shaded sections below. **Applications submitted without all of the required fields completed, including the signature line on page 7, will be rejected.**

Date of Application _____ Business Name _____

Full Address _____

Phone Number _____ Fax Number _____ Email _____

Primary Contact _____ Primary Number _____

Emergency Contact _____ Emergency Number _____

Business Classification

Select the checkbox below that describes your business:

Individual/Sole Proprietor ☐

Corporation ☐

Partnership ☐

Other (Please Identify) ☐

Unified Business Identifier Number (UBI Number):

Note: For UBI assistance, [contact the WA State Department of Revenue](#), or at 800-451-7985

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:

Enter License Type, Number and Expiration Date in the Fields Below:

License Type 1

License Number 1

Expiration Date 1

License Type 2

License Number 2

Expiration Date 2

License Type 3

License Number 3

Expiration Date 3

Taxpayer Identification Number (TIN):

A TIN is a nine-digit number assigned to individuals, sole proprietors, corporation, limited liability companies (LLC) and 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 (not entities), your personal Social Security Number is your Taxpayer Identification Number (TIN).

Select the following link to IRS.GOV to access form to Request for **Taxpayer Identification Number** and Certification:

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

City of Seattle Business License Number with Expiration Date:

Note: Providing the business license number is recommended, but not required, at the time of application. It will be required before a contract award is issued.

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

Click on the following Seattle Government Link **Get a Business License Tax Certificate** below to apply for a new license:

<https://www.seattle.gov/city-finance/business-taxes-and-licenses/business-licenses>

Click on the Seattle Government **Find a Business** link below to verify if a current license exists:

<https://www.seattle.gov/city-finance/business-taxes-and-licenses/find-a-licensed-business>

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 select the box to the right if your business qualifies for these projects and you would like to compete for them:

☐

GENERAL CONTRACTOR

Please select the box to the right 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 when you submit your application.

☐

III. TRADE DIVISIONS/SPECIALTIES FOR CONTRACTORS CHECKLIST

IMPORTANT: Firms may select **no more than five** construction division/specialties
Select your trade division/specialty by clicking in the box on the row displaying **Division Number and Specialty**.

SPECIAL NOTE: If you select **22 00 00 for Plumbing Systems** or **26 00 00 for Electrical**, you **MUST** provide your license number when you submit your application.

CHECKLIST FOR SMALL WORKS CONSTRUCTION PROJECTS – Trade Division Specialties

Division Numbers	Construction Division / Specialties	Select Below
01 54 00	Construction Aids	
	01 54 13 Temporary Elevators	<input type="checkbox"/>
	01 54 16 Temporary Hoists	<input type="checkbox"/>
	01 54 19 Temporary Cranes	<input type="checkbox"/>
	01 54 23 Temporary Scaffolding and Platforms	<input type="checkbox"/>
	01 54 26 Temporary Swing Staging	<input type="checkbox"/>
02 40 00	Demolition and Structure Moving	<input type="checkbox"/>
02 80 00	Hazard, Materials Abatement, Remediation, Handling	<input type="checkbox"/>
03 00 00	Concrete	
	03 20 00 Concrete Reinforcing	<input type="checkbox"/>
	03 30 00 Cast-in-place Concrete	<input type="checkbox"/>
	03 80 00 Concrete Cutting	<input type="checkbox"/>
04 00 00	Masonry	<input type="checkbox"/>
05 00 00	Metals	
	05 10 00 Structural Metal Framing/Erection	<input type="checkbox"/>
	05 50 00 Metal Fabrication	<input type="checkbox"/>
	05 70 00 Decorative Metal Fabrication	<input type="checkbox"/>
06 00 00	Wood – Plastics – Composites	
	06 10 00 Rough Carpentry	<input type="checkbox"/>
	06 20 00 Finish Carpentry	<input type="checkbox"/>
	06 41 00 Architectural Casework	<input type="checkbox"/>
07 00 00	Thermal and Moisture Protection	
	07 10 00 Damp Proofing/Water Proofing	<input type="checkbox"/>
	07 20 00 Insulation and Vapor Retardation	<input type="checkbox"/>
	07 50 00 Membrane Roofing	<input type="checkbox"/>
	07 60 00 Flashing and Sheet Metal	<input type="checkbox"/>
	07 81 00 Fireproofing	<input type="checkbox"/>
	07 90 00 Joint Sealants	<input type="checkbox"/>
08 00 00	Openings	
	08 10 00 Doors and Frames	<input type="checkbox"/>
	08 33 00 Coiling Doors and Grilles	<input type="checkbox"/>
	08 35 00 Folding Doors and Grilles	<input type="checkbox"/>
	08 36 00 Sectional Overhead Doors	<input type="checkbox"/>
	08 40 00 Entrances, Storefronts and Curtain Walls	<input type="checkbox"/>

III. Trade Divisions/Specialties for Contractors - continued

CHECKLIST FOR SMALL WORKS CONSTRUCTION PROJECTS – Trade Division Specialties

Division Numbers	Construction Division / Specialties	Select Below
08 50 00	Windows	<input type="checkbox"/>
08 60 00	Skylights	<input type="checkbox"/>
08 70 00	Door Hardware and Access Control	<input type="checkbox"/>
08 80 00	Glass and Glazing	<input type="checkbox"/>
09 00 00	Finishes	
09 20 00	Gyp Board/Plaster Assemblies and Framing	<input type="checkbox"/>
09 30 00	Tile – Floor/Walls	<input type="checkbox"/>
09 51 00	Acoustical Ceilings	<input type="checkbox"/>
09 60 00	Floor Coverings	<input type="checkbox"/>
09 72 00	Wall Coverings	<input type="checkbox"/>
09 90 00	Paintings and Coatings	<input type="checkbox"/>
10 00 00	Specialties	
10 11 00	Visual Display Boards	<input type="checkbox"/>
10 14 63	Electronic Message Signage	<input type="checkbox"/>
10 14 00	Signage	<input type="checkbox"/>
10 21 00	Toilet Partitions	<input type="checkbox"/>
10 22 26	Operable Partitions	<input type="checkbox"/>
10 28 00	Toilet Accessories	<input type="checkbox"/>
10 44 00	Fire Protection Specialties	<input type="checkbox"/>
10 51 00	Lockers	<input type="checkbox"/>
10 75 00	Flagpoles	<input type="checkbox"/>
11 00 00	Equipment	
11 13 00	Loading Dock Equipment	<input type="checkbox"/>
11 40 00	Food Service Equipment	<input type="checkbox"/>
11 50 00	Video Systems Equipment	<input type="checkbox"/>
11 50 10	Sound System Equipment	<input type="checkbox"/>
11 61 00	Theatre and Stage Equipment	<input type="checkbox"/>
11 68 16	Play Structures	<input type="checkbox"/>
11 69 00	Networking Wireless Equipment	<input type="checkbox"/>
12 00 00	Furnishings	
12 20 00	Window Treatments	<input type="checkbox"/>
12 30 00	Casework Visual Equipment	<input type="checkbox"/>
12 66 00	Seating/Bleachers	<input type="checkbox"/>

III. Trade Divisions/Specialties for Contractors – continued

CHECKLIST FOR SMALL WORKS CONSTRUCTION PROJECTS – Trade Division Specialties

Division Numbers	Construction Division / Specialties	Select Below
13 00 00	Special Construction	<input type="checkbox"/>
13 20 00	Special Purpose Rooms	
	13 21 23 Insulated Rooms	<input type="checkbox"/>
	13 21 26 Cold Storage Rooms	<input type="checkbox"/>
	13 21 48 Sound Conditioned Rooms	<input type="checkbox"/>
14 00 00	Conveying Equipment	<input type="checkbox"/>
21 00 00	Fire Suppression Systems	<input type="checkbox"/>
22 00 00	Plumbing Systems** If selected you MUST provide your license number for Plumbing Systems on page 2**	<input type="checkbox"/>
23 00 00	HVAC Systems	<input type="checkbox"/>
23 52 00	Boilers	<input type="checkbox"/>
25 00 00	Integrated Automation/Controls	<input type="checkbox"/>
26 00 00	Electrical** If selected you MUST provide your license number for Electrical on page 2**	<input type="checkbox"/>
27 00 00	Communications-Voice-Data Factory Certified 25 Year System and Assurance Warranty	
	27 00 10 AMP Net Connect Factory cert 25 Year Systems and Assurance Warranty	
	27 00 20 Ortronics Factory cert 25 Year Systems and Assurance Warranty	<input type="checkbox"/>
	27 00 30 Siemens Factory cert 25 Year Systems and Assurance Warranty	<input type="checkbox"/>
	27 31 00 Voice Communications Switching and Route Equipment	<input type="checkbox"/>
	27 32 00 Voice Communications Terminal Equipment	<input type="checkbox"/>
	27 33 00 Voice Communications Messaging	<input type="checkbox"/>
	27 34 00 Call Accounting	<input type="checkbox"/>
	27 35 00 Call Management	<input type="checkbox"/>
28 00 00	Electronic Safety and Security	
	28 05 37 Security Voice Communications -Distributed Antenna System	
	28 13 00 Access Control	<input type="checkbox"/>
	28 20 00 Electronic Surveillance	<input type="checkbox"/>
	28 30 00 Fire Detection/Alarm	<input type="checkbox"/>
31 00 00	Earthwork	<input type="checkbox"/>
32 00 00	Exterior Improvements	
	32 12 00 Asphalt Paving	<input type="checkbox"/>
	32 13 00 Concrete Paving	<input type="checkbox"/>
	32 14 00 Unit Pavers	<input type="checkbox"/>
	32 17 00 Pavement Markings/Specialties	<input type="checkbox"/>
	32 18 00 Athletic/Recreational Surfaces	<input type="checkbox"/>

III. Trade Divisions/Specialties for Contractors - continued

CHECKLIST FOR SMALL WORKS CONSTRUCTION PROJECTS – Trade Division Specialties

Division Numbers	Construction Division / Specialties	Select Below
32 30 00	Fences and Gates	<input type="checkbox"/>
32 32 00	Retaining Walls	<input type="checkbox"/>
32 80 00	Landscaping/Irrigation	<input type="checkbox"/>
32 90 00	Landscaping/Planting	<input type="checkbox"/>
32 91 00	Landscaping/Planting Preparation	<input type="checkbox"/>
33 00 00	Site Utilities	
33 40 00	Storm Drain Utilities	<input type="checkbox"/>
33 40 10	Drain Cleaning	<input type="checkbox"/>
41 33 00	Machine Equipment	
41 33 29	Grinding Equipment	<input type="checkbox"/>
41 33 39	Lathe Equipment	<input type="checkbox"/>
41 33 53	Milling Equipment	<input type="checkbox"/>
41 33 63	Planing Equipment	<input type="checkbox"/>
41 33 69	Routing Equipment	<input type="checkbox"/>
41 33 73	Sawing Equipment	<input type="checkbox"/>
41 33 76	Shaping Equipment	<input type="checkbox"/>

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, and to validate entries, for the Small Works Roster, please visit the [Small Works Rosters on the District's web site](#).

To view the Roster either by *Alphabetical By Company*, or *Alphabetical By Division Specialty*, please visit the [District's Small Works Rosters web site](#), and scroll down to the respective Roster list links.

IMPORTANT: 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 signing below, I acknowledge that I have read and understand the requirements described in this application to the best of my knowledge, and 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 RCW 39.12.065 (3).

Signature: _____

Date: _____

Print Name and Title : _____

VI. RETURN THE SIGNED, COMPLETED APPLICATION BY US MAIL OR EMAIL

By US Mail, mail to: Small Works Roster, MS 23-376, PO Box 34165, Seattle, WA, 98124-1165

By Email, email to: procurementservices@seattleschools.org

Important: Persons with disabilities who require the documents on this page in an accessible format, please email procurementservices@seattleschools.org. Your request should identify the specific document needed and the format being requested.