



Dear Contractor:

The District is pleased to learn that you are interested in being placed on our Small Works Roster for public works projects.

Please complete the attached Public Works Roster Application and return it to our office. Upon receipt of this form, a certificate of General Liability insurance listing Camas School District as the Certificate Holder, and the IRS Form W-9, we will place your company on the Small Works Roster under the category(s) your company is prepared and equipped to perform. Your General Liability Insurance is required to either be listed on the Office of the Insurance Commissioner's website or have an A+ rating with AM Best. By completing this application, you are agreeing to provide prevailing wages for your employees, and to completing the necessary intents and affidavits required by the State of Washington. Before completing your application, please be sure you understand all of your obligations surrounding the prevailing wage and form requirements, this link will take you to helpful information. All intent and affidavit forms will need to be completed, authorized, and received by the district office before your invoices are processed for payment. Camas School District is required to withhold 5% retainage on all projects. Additionally, projects over \$35,000 require releases from Department of Revenue, Department of Labor and Industries, and Employment Security Department. Please reference the following RCW's for further information: 60.28 and 39.04.

When the District is soliciting for building improvements, repairs, or other public works projects, the District will request bid quotations from contractors on the Small Works Roster who have indicated a capability of performing the kinds of works being contracted.

Contractors must prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime under specified RCW 28A.400.322. Any failure to comply with this section shall be ground for the District to immediately terminate any contracts and permanently remove the contractor from the Small Works Roster.

Please be aware that beginning July 1, 2019 all businesses are required to have training before bidding and/or performing work on public works projects. For more information on this new requirement, please visit: <https://www.lni.wa.gov/TradesLicensing/PrevWage/Contractors/Training.asp>. If you have any questions, please contact Labor and Industries at PW1@lni.wa.gov.

Camas School District, as a public agency, does not pre-pay for services or materials. Businesses contracting with the District are welcome to submit progress billings based on services and/or materials provided to complete the contracted work. The District processes account payables twice monthly.

We look forward to doing business with you. If questions arise, please don't hesitate to call. If preferred, you may submit your application via e-mail to jessica.beehner@camas.wednet.edu. We look forward to doing business with you. If questions arise, please don't hesitate to call.

Sincerely,

Jessica Beehner
Operations Department
Camas School District
Direct Phone: 360-833-5832



Camas School District Public Works Roster Application

Company Name: _____

Address (plant): _____ Zip Code _____

(billing): _____ Zip Code _____

Telephone (office): _____ Telephone (plant) _____

Fax No: _____ E-Mail Address: _____

Affiliated Companies: _____

Washington State Contractors License #: _____ Expiration Date: _____

Washington State Account Numbers: Dept. of L & I: _____

Dept of Employment Security: _____ UBI: _____

Performance Bond: (The District requires performance bonds on major projects only.)

Company: _____ Amount _____

Agent: _____ Telephone _____

Liability Insurance:

Company: _____ Amount _____

Agent: _____ Telephone _____

A certificate of insurance must accompany this application!

In order that we may properly evaluate your ability to provide contract services, please answer the following questions in full:

1. List Principal(s): (owners, partners, corporate officials)

Name: _____ Title & Duties _____

Name: _____ Title & Duties _____

Name: _____ Title & Duties _____

2. Are any principals or their spouses employed by Camas School District? Yes No

Camas School District

Public Works Roster Application

3. Bank Name: _____ Address _____
Bank Name: _____ Address _____

4. List principal companies for whom work is performed:
Company: _____ Address _____
Company: _____ Address _____
Company: _____ Address _____

5. Please check the type of work your company is able to perform.

- Construction (new and repair services)
- Cabinets
- Electric
- Fencing
- Heating/AC
- Landscaping
- Plumbing
- Painting
- Paving
- Roofing
- Signs
- Other _____

Prevailing Wages – Applicant hereby agrees to pay prevailing wages as determined by the State of Washington, Department of Labor & Industries on all district projects.

Signature

Date