



CITY OF PORT ORCHARD
Public Works Department

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SMALL WORKS ROSTER APPLICATION - 2012

The following information is required for each contractor on the City's Small Works Roster:

Firm Name: _____

Point of Contact: _____

Mailing Address: _____

Email Address: _____

Telephone: _____ Fax: _____

State Contractor's License # _____ UBI # _____

City Business License # _____ (Required to do business in the City)

Type of Specialty:

- | | |
|--|---|
| <input type="checkbox"/> Asphalt Improvements | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Concrete Improvements | <input type="checkbox"/> Electrical Installation & Repair |
| <input type="checkbox"/> Storm Drainage Improvements | <input type="checkbox"/> Roadway Maintenance |
| <input type="checkbox"/> Pavement Marking Installation | <input type="checkbox"/> Building Maintenance |
| <input type="checkbox"/> Misc. Public Works Maintenance | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Code Enforcement Abatement | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Landscape Installation & Maintenance |
| <input type="checkbox"/> Street Sweeping | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Other Materials, Supplies & Equipment (specify) | |

THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) IS REQUIRING US TO HAVE THE FOLLOWING INFORMATION AS PART OF THE SMALL WORKS ROSTER. PLEASE PROVIDE:

- List the types of labor you employ, such as flaggers, backhoe operators, front loaders, etc., with hourly rates for regular and overtime work.
- List all types of equipment your company operates and the hourly rate for each piece of equipment.
- Submit a written description or brochure of your company's capabilities.

This form was completed by _____ on _____ Date

Please mail to above address or fax.

PRIOR TO ANY PAYMENT BEING ISSUED

An "Intent to Pay Prevailing Wage" form, approved by Washington State Labor & Industries (L&I) must be received by the City prior to any payment being made on the project. The City also requires Intents for any subcontractors working on the project. These forms can now be completed on line at www.lni.wa.gov. We must always have hard copy on file for each Intent. The contractor must have a current business license with the City.

RETAINAGE

RCW 60.28.011 requires Municipal Governments to withhold 5% on money due the contractor for a public improvement or work until completion and/or acceptance of the contract. Retainage is calculated from the Base contract amount (excluding tax). The City of Port Orchard will withhold 5% of each partial payment or monthly progress estimate.

RELEASE OF RETAINAGE

After completion and final acceptance by Council Resolution (need signed copy), the contractor and subcontractors must file the Affidavit of Wages Paid (L&I Form F700-007-000) with the State Department of Labor and Industries. The contractor provides the City with the Original L&I Approved "Affidavit". Affidavits of Wages Paid forms (approved by L&I) must be received for the contractor and any subcontractors on the job. These forms can now be completed on line. We must always have hard copy on file for each affidavit.

Retainage may be released after:

1. Project is accepted by the City
2. Receipt of Affidavit of Wages Paid form(s) approved by L&I from contractor and all subcontractors.

The City does not use the L&I small works roster combined form. All prevailing wage projects require an intent and affidavit no matter the cost or duration of the project.