

Facilities & Operations

1174 Entley Street, Walla Walla WA 99362-3293 (509) 527-3018 FAX (509) 529-5561

August 1, 2018

Dear Contractor:

Regarding Public Works Contracts under $35,000:

This work consists of small additions (e.g., add one telephone), minor repairs (broken waterline or broken windows), or maintenance. It is frequently emergency work. Most contractors performing this type of work are pre-qualified and selected from a Small Works Roster.

Each contractor shall file a Statement of Intent to Pay Prevailing Wages the first time when he is called upon to perform work for jobs costing over $2,500. Separate Statement of Intent forms must be submitted for each Public Agency for which the contractor performs work.

Contractors shall file an Affidavit of Wages Paid after the job costing over $2,500 is completed in order to receive the retained funds for that period. Separate Affidavit forms must be submitted for each Public Agency for which the contractor performed work.

The above forms can be submitted over the internet. For information about the Department of Labor and Industries’ online system, or to try their demonstration, go to [www.LNI.wa.gov/TradesLicensing/PrevWage/IntentAffidavits](http://www.LNI.wa.gov/TradesLicensing/PrevWage/IntentAffidavits). For additional questions, call 360-902-5335.

There is another process that may be more convenient for your needs. It includes both the Intent and Affidavit on one form and it does not need to be sent to the Department of Labor & Industries. We will send copies of the forms to the Department of Labor & Industries from our office. It is valid for jobs costing $2,500.00 or less. We must have a form for each job completed. You may submit the form to us along with the invoice for the job completed. There will is no required filing fee. We have attached this form for your convenience.

Also enclosed is an application for you to complete so that you may be added to our Small Works Roster. If you desire to remain on the Small Works Roster, please complete the application and return as soon as possible.

When it becomes necessary for the District to call for bids on projects, you will be contacted to submit a bid on those projects for which your company is qualified to perform; i.e. only electrical contractors will be contacted for electrical projects or masonry contractors will be contacted for masonry projects.

Since it is our desire to maintain only actively interested contractors on this list, we are requesting that if you are not able to quote on a particular project, but still wish to be retained on the Small Works Roster, you make a written "no bid" response.

This request will be effective until September 2019 at which time you will be given the opportunity to reaffirm your wish to be retained on the Small Works Roster.

Asbestos Management:  In September 2016, the mandatory three-year inspection of the Walla Walla Public Schools facilities was successfully completed.  This inspection is required by the Asbestos Hazard Emergency Response ACT (AHERA) of 1986.  AHERA regulations also require that annual notification be given to teachers, workers, and the students’ parents/guardians to update them on the status of asbestos in their schools and of the availability of the management plans.  Walla Walla Public Schools conducts six-month periodic surveillance inspections in January and July to check the condition of the asbestos-containing building materials and the records are kept at Facilities and Operations.  The inspection reports are included in the updated copies of the AHERA Management Plans located in the district facilities and operations office.  For more information contact the Facilities and Operations Director (Asbestos Designated Person) for the District at 1174 Entley Street, Walla Walla, WA 99362, 509-527-3018.

We are looking forward to receiving your application and working with you during the coming year.

Yours truly,

Mike Kay, Director

Facilities and Operations

ss

Attachments: Small Works Roster Information

Small Works Roster Application

Intent/Affidavit form for contracts under $2,500

Asbestos Notification

W-9