



Cle Elum-Roslyn
SCHOOL DISTRICT

Contractor:

Enclosed is the application you requested in order that you may be added to our Small Works Roster. This roster is being established as a list of qualified contractors interested in submitting proposals on projects three hundred fifty thousand dollars estimated to cost less than (\$350,000).

When it becomes necessary for the District to call for quotes on projects of this size, you may be contacted to submit a quote on those projects for which your company is qualified to perform.

This request will become effective upon receipt of the completed application and verification that you meet the qualifications outlined in the District's Small Works Roster Notice; at which time you will be given the opportunity to be retained on the Small Works Roster. **The application is required to be submitted each calendar year along with a Certificate of Liability Insurance with Cle Elum-Roslyn School District listed as a Certificate Holder.** We are looking forward to receiving your application and possibly working with you during the coming year.

Sincerely,

Elizabeth Greenhaw
Executive Director of Finance & Operations

Enclosure

4244 Bullfrog Rd, Cle Elum, Washington 98922 509.852.4819

The Cle Elum-Roslyn School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Superintendent for Title IX and Civil Rights Compliance at 4244 Bullfrog Rd, Cle Elum WA, 509-852-4819 or Asst Superintendent for Section 504/ADA Compliance at 4244 Bullfrog Rd, Cle Elum WA, 509-852-4819.



Cle Elum-Roslyn
SCHOOL DISTRICT

REQUEST TO BE ADDED TO SMALL WORKS ROSTER

In compliance with RCW 39.04.152 and RCW 28A.335. 190, the undersigned requests to be added to the Small Works Roster of the Cle Elum-Roslyn School District and wishes to have the opportunity to submit proposals for the type of work and size of projects as shown below.

NAME OF FIRM: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

REMIT ADDRESS: _____

CITY/STATE/ZIP: _____

PERSON AUTHORIZED TO PROVIDE QUOTATIONS AND/OR SUBMIT PROPOSALS

NAME: _____

TITLE: _____

PHONE: _____

FAX: _____

EMAIL: _____

DATE FIRM ESTABLISHED: _____

No. OF EMPLOYEES REGULARLY EMPLOYED: _____

WA STATE CONTRACTORS NUMBER: _____

INSURANCE CARRIER

(Must include a Certificate of Liability Insurance with Cle Elum-Roslyn SD listed as a Certificate Holder.)

NAME: _____

ADDRESS: _____

POLICY NO: _____

EXPIRATION DATE: _____

LIABILITY LIMITS

PERSONAL: _____

PROPERTY: _____

TYPE OF WORK (CHECK ALL THAT APPLY)

- | | | |
|--|---|--|
| ☐ GENERAL CONTRACTING | ☐ PAVING | ☐ ROOFING |
| ☐ HEATING GENERAL | ☐ FENCING | ☐ MASONRY |
| ☐ HEATING BOILERS | ☐ PLUMBING | ☐ CARPETING |
| ☐ CABINET WORK | ☐ PAINTING | ☐ ELECTRICAL |
| ☐ BUILDING MOVING | ☐ INTERCOM INSTALLATION/REPAIR | ☐ OTHER (Indicate type of work) |
| ☐ LANDSCAPING | ☐ LAND CLEARING & EXCAVATION | _____ |

Can your business be defined as one of the following?

☐ Woman/Minority-Owned ☐ Veteran Owned ☐ Small Business ☐ Other _____

Areas of specialization – Comments or explanations:

REFERENCES

List the names and addresses of at least three (3) governmental agencies, (3) K-12 school districts, and other clients for whom you have performed work in the last two (2) years:

GOVERNMENT AGENCIES:

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

K-12 SCHOOL DISTRICTS:

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

OTHER REFERENCES:

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

FIRM NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **PHONE:** _____

CITY/STATE/ZIP: _____

REQUIRED WEEKLY CERTIFIED PAYROLL REPORTS

As of January 1, 2020, weekly certified payroll reports are required to be filed online with L&I at least once a month for all public works projects. This change affects all public works projects including those that are in progress and all new ones moving forward. Please note, contractors can be penalized for failing to file.

View these [training videos](#) or read our [step-by-step instructions](#) to learn how to access and file certified payroll online today. In 2019, the legislature passed [ESSB 5035](#), adding this requirement to the prevailing wage laws within [chapter 39.12 RCW](#) – check out the new [RCW 39.12.120](#) to learn more.

All work performed for the Cle Elum-Roslyn School District must be executed in compliance with:

1. Public works contracts and small works projects will be required to follow governing state prevailing wage regulations contained in RCW 39.12. For rates see: [Prevailing Wage Rates](#)
2. All federal, state, and local laws regarding non-discrimination.
3. [Required Documents](#)

By signing this application, I certify compliance with the above requirements. Additionally, if awarded a small works job, I agree to provide a certificate of insurance and acknowledge that the District has the right to retain up to 10% of the payment pending appropriate agency releases. Further, I understand that the District is under no obligation to award work based on this application, and that the District has the right to remove this application from the small works roster at any time.

DATE: _____ FIRM NAME: _____

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____

RETURN THIS APPLICATION TO:

CLE ELUM-ROSLYN SCHOOL DISTRICT
Attn: Business Office Accounts Payable
4244 Bullfrog Road
Cle Elum, WA 98922
Email: ap@cersd.org



Cle Elum-Roslyn
SCHOOL DISTRICT