

Public Works Contract Document

Documents required prior to commencement of project:

- Contractor's Responsibilities:
 1. Sworn Statement for Bidder Responsibility: See Northshore School District (NSD) General Requirement No. 6
 2. Performance/Payment Bond (Projects over \$150,000): See NSD General Requirement No. 4 & 5.
 3. Certificate of Insurance: See NSD General Requirements No. 7.
 4. Builders Risk Insurance: See General Conditions of contract if applicable
 5. Statement of Intent to Pay: A completed "Statement of Intent to Pay Prevailing Wages" form must be submitted to Department of Labor & Industries. The L & I approved form must be submitted to NSD. See NSD General Requirements No. 2.
 6. List of Subcontractors: See General Conditions of contract if applicable

Retainage Options:

- Contractor's Responsibilities:
 1. Contractor's Option (Projects over \$150,000): Contractor must complete & return the Contractor's Option form for the retained percentage to NSD.
 - Escrow Account: NSD will mail the contractor an escrow agreement with instructions for completion.
 - Bond: Contractor must provide a retainage bond to cover the amount of retainage on the contract plus any increases in the contract.
 - Public Body: NSD will hold the retainage funds in a non-interest bearing account until all requirements are met for its release.

Notices of Completion:

- NSD Responsibilities (Projects over \$35,000):
 1. "Notice of Completion" form emailed to 3 state agencies:
 - Department of Revenue
 - Employment Security Department
 - Department of Labor & Industries: All L&I approved Affidavits of Wages Paid for project must be submitted to NSSD before completion notice can be sent to L&I.

Documents required prior to release of retainage:

- Contractor's Responsibilities:
 1. Affidavit of Wages Paid: "Affidavit of Wages Paid" form for contractor and all subs must be submitted to and approved by Depart of Labor & Industries. L&I approved forms must be submitted to NSD.
 2. Dept. of Revenue Release: The Dept. of Revenue will send a reconciliation form to the contractor based on the "Notice of Completion" sent by NSD. Contractor must complete the reconciliation and return it to Dept. of Revenue.
 3. Lien Releases: All liens must be resolved prior to the release of retainage. A copy of a "Lien Release" letter must be sent to NSSD on all outstanding liens. Subcontractors have 45 days after final acceptance of a project to file a lien against the contractor.
 4. L & I Confirmation: Contractor may be asked to provide documentation showing that they and all their subcontractors have current accounts with L & I relative to all premiums incurred as a result of the project.
 5. Apprenticeship Utilization Proof (Projects over \$1,000,000): Provide detail of Apprenticeship Utilization on project as required by RCW 39.04.320
- State Agency Releases (Projects over \$35,000):
 1. Employment Security Release: ESD will send NSD a release letter upon review of the "Notice of Completion."
 2. Dept. of Revenue Release: Once the Dept. of Revenue receives the completed reconciliation from the contractor they will review & approve it. Once it is approved Dept. of Revenue will issue a release letter to NSD.
 3. L & I Release: Labor & Industries will send NSD a release letter when confirmation of current premiums is made and Affidavits of Wages Paid are reviewed.

Release of Retainage:

Release of retainage is subject to the following criteria:

1. Completion of the above items
2. Sixty (60) day grace period from date of final acceptance