



Dr. Traci Pierce, Superintendent
Matt Scott, Assistant Superintendent, K-12 Education
Alyssa St. Hilaire, Assistant Superintendent, Teaching & Learning
Ron Cone, Executive Director, Information Technology
Vic Roberts, Executive Director, Business Operations
Robyn Chastain, Executive Director, Communications and Public Relations

Small Works Roster Applicant:

We appreciate your desire to be added to the Kennewick School District (KSD) Small Works Roster. The Application packet can be found on the KSD website:

<https://www.ksd.org/departments/purchasing-warehouse>

Once at the webpage, simply look for the section titled “Small Works Roster.” The Small Works Roster Application Packet consists of the following:

- General Requirements (each page must be initialed) – 2 Pages
- Application Form – 2 Pages
- Certificate of Insurance

The packet, with the exception of the “Certificate of Insurance,” can be filled out and submitted electronically from the webpages identified above. Please review and fill out the entire packet before submitting.

The application packet can also be printed and returned to the Kennewick School District by email (smallworksroster@ksd.org), fax (509-222-5057), or mail.

Mailing Address:

Kennewick School District
Attn: Small Works Roster
5501 W Metaline Avenue
Kennewick, WA 99336

Once your application is received it will be reviewed for addition to the KSD Small Works Roster. Your application will expire one year after date of signature.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Jones", is written over a light blue horizontal line.

Ryan Jones
Capital Projects Department
Kennewick School District

KENNEWICK SCHOOL DISTRICT #17
GENERAL REQUIREMENTS & CONDITIONS

1. All work shall be completed in accordance with applicable laws, ordinances, codes and regulations. Unless otherwise specified, Contractor shall be responsible for obtaining all permits and approvals from agencies with jurisdiction.
2. Contractor shall comply with the requirements of RCW Ch. 39.12 regarding the payment of prevailing wages, including the requirements to deliver a Statement of Intent to Pay Prevailing Wages and post notice of such intent **prior to commencement of work**, and to file an Affidavit of Wages Paid after completion of the work.
3. All work under this Agreement shall be subject to the requirements of RCW 60.28.011 regarding the retention of a percentage of the amount to be paid Contractor or the provision of other security, pending the completion of the work and the release of any and all liens by subcontractors and suppliers.
4. If the price to be paid for the work by District exceeds \$35,000, Contractor shall, pursuant to RCW 39.08.010, post a performance/payment bond.
5. If the price to be paid for the work by District is less than \$35,000, Contractor shall, pursuant to RCW 39.08.010, either post a performance/payment bond or the contractor may request in writing that the Owner retain 50% of the contact amount for a period of 45 days from date of acceptance or until necessary releases and settlement from liens, if any, whichever is later. Letter must have signature and company name and be forwarded to:

Capital Projects
Kennewick School District
5501 W Metaline Avenue
Kennewick, WA 99336

6. Contractor shall protect all school occupants and property from injury or damage caused by the work, and to the extent possible.
7. Contractor shall minimize any disruption of normal functions and activities of the school during work.
 - A. Work Restrictions:
 1. Work shall be generally performed during normal business working hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except as otherwise indicated.
 2. Smoking is not permitted on Kennewick School District property at any time or place.
 3. Amplified music, such as radios, tape and CD player, is not permitted on the project site at any time.
 4. Any and all pets and animals are not permitted on the project site at any time.
 5. Drugs, alcohol, and weapons are not permitted on Kennewick School District property at any time or place.
8. Contractor shall clean up and remove all refuse and unused materials from areas open to school use at the end of each workday, and from all areas prior to final completion of the work. Contractor shall repair, at contractor's expense, any damage caused by contractor while working pursuant to this Contract.

INITIALS

--

9. All activities performed by Contractor are performed at its own risk. Contractor shall hold the District and authorities having jurisdiction harmless and defend the District against all claims, liens, suits, expenses, or other liability for injury or death to any person or damage to or destruction of any property arising from contractor's performance of the work, provided this provision shall not apply to any injury, death, damage or destruction caused by the sole negligence of the District.
10. Contractor shall guarantee all work to be new and free from faults and defects in materials and workmanship for a period of one year after the date of District's acceptance of the work, or for any longer period of time required by law.
11. Contractor shall comply fully with all ADA/504 requirements.
12. Prior to submitting the proposal, the Contractor and each Subcontractor shall have evaluated and satisfied themselves as to the conditions and limitations under which the Work is to be performed.
13. The Owner shall have the right to terminate the Agreement for default if the Contractor:
 - a. Refuses or fails to supply sufficient properly skilled workmen or materials of the proper quality, or
 - b. Fails to prosecute the work continuously to completion with promptness and diligence, or
 - c. Fails to perform any of Contractor's obligations under the Agreement
14. The District reserves the right to request, prior to the release of final payment, that Contractors must submit proof of payment for themselves and all subcontractors under their direct control of all L&I Premiums affected by this project to the Capital Projects Office. This includes sufficient detail to reconcile the corresponding premium liability generated as a result of this project to the payment.

INITIALS



Dr. Traci Pierce, Superintendent
Matt Scott, Assistant Superintendent, K-12 Education
Alyssa St. Hilaire, Assistant Superintendent, Teaching & Learning
Ron Cone, Executive Director, Information Technology
Vic Roberts, Executive Director, Business Operations
Robyn Chastain, Executive Director, Communications and Public Relations

Please fill out all fields below. Incomplete applications will not be considered.

Company Name: _____	
Name/Title of Authorized Personnel: _____	
Mailing Address: _____	
Physical Address: _____	
Telephone: _____	Fax: _____
Email: _____	Web Address: _____

Are you bonded in Washington State? _____ List Bonding Limit (\$) _____

Contractor Registration #: _____ UBI#: _____

Name of Insurer: _____ Phone #: _____

Agency Address: _____ Policy #: _____

Commercial General Liability Limits (\$)

Per Occurrence: _____ General Aggregate: _____

References: Municipality or School District preferred.	
List Agency Name, Contact Person(s), and Phone Number:	
1.	_____
2.	_____

Have you ever performed work for the Kennewick School District? _____

CONTRACT REQUIREMENTS: Contractors employed by the Kennewick School District shall comply with all federal, state, and local laws, ordinances, codes and regulations which affect those engaged or employed in the contracted work, the materials, equipment or procedures used in the work, or which in any other way affect the conduct of the work. State laws with which contractors shall comply include, but are not limited to: RCW 18.27 Registration of Contractors, RCW 39.12 Prevailing Wages on Public Works, RCW 39.08 Contractor's Bond, RCW 60.28 Retainage, Liens.

If Awarded a small works job, contractor shall provide a Certificate of Insurance and Performance/Payment Bond if the project exceeds \$35,000. Retainage will be held according to the RCW above. In our policies and practices we agree to provide equal opportunities for all persons without regard to race, color, religion, national origin, handicaps, age, marital status, sex, Vietnam-era or disabled veteran status or other extraneous factors.

INDICATE THE SIZE(S) FOR WHICH YOU WISH TO RECEIVE REQUESTS FOR PROPOSALS:

- \$0 - \$35,000 \$35,000-\$1000,000 \$100,000-\$150,000 \$150,000-\$350,000

I have, or will, submit the following application required documents listed below to the Kennewick School District using the delivery address information provided.

Certificate of Insurance

Completed W9 Form

By Mail: Kennewick School District
ATTN: Small Works Roster
5501 W Metaline Avenue
Kennewick, WA 99336

By Fax: (509) 222-5057
To: Small Works Roster
Re: Small Works Roster Application

By Email: smallworksroster@ksd.org
Subject: KSD Small Works Roster

In our policies and practices we agree to provide equal opportunities for all persons without regard to race, color, religion, national origin, handicaps, age, marital status, sex, Vietnam-era or disabled veteran status or other extraneous factors.

All work performed for Kennewick Public Schools must be executed in compliance with Chapter 39.12 RCW, The Washington State Public Works Act, also known as the Prevailing Wage Law.

By signing this application, I certify that I am a responsible bidder per RCW 39.040.35 and that I am in compliance with the above requirements. Additionally, if awarded a small works job, I agree to provide a Certificate of Insurance and the District has the right to retain 5% of the payment pending appropriate agency releases. Further, I understand that Kennewick School District is under no obligation to award work based on this application and that the Kennewick School District has the right to remove this application from the Small Works Roster at any time. **Applications expire one year from the signed date.**

Name: _____

Title: _____

Signature:

Date:

For questions/concerns/comments please contact Dustin Fisk

Email: dustin.fisk@ksd.org

Phone: (509) 222-7024

For Official Use Only

By signing this application I am acknowledging receipt on behalf of the Kennewick School District and will begin processing the application at the earliest opportunity.

Signature:

IMPORTANT: Please Indicate Areas of Interest
THIS APPLICATION WILL BE KEPT ON FILE FOR ONE YEAR FROM DATE OF SIGNATURE

- 010000 General Contracting (General Contractors License Req.)
- 020000 Hazardous Materials, Abatement/Remediation/Handling
- 024000 Demolition

03000 Concrete

- 030000 Concrete Slab Moisture Vapor Remediation
- 032000 Concrete Reinforcing
- 033000 Cast-In-Place Concrete

040000 Masonry

- 040000 Masonry

050000 Metals

- 050000 Welding
- 051000 Structural Steel Framing/Erection
- 055000 Metal Fabrication

060000 Wood, Plastics, Composites

- 061000 Rough Carpentry
- 062000 Finish Carpentry
- 064100 Architectural Casework
- 068000 Glass / Fiber Reinforced Plastic (FRP)

070000 Thermal & Moisture Protection

- 071000 Damp Proofing / Water Proofing
- 072000 Insulation & Vapor Retardation
- 074000 Metal Roofing
- 075000 Membrane Roofing
- 076000 Flashing & Sheet Metal
- 077000 Roof Accessories
- 078000 Fireproofing
- 079000 Joint Sealants

08000 Openings

- 081000 Doors & Frames
- 083300 Ceiling Doors & Grilles
- 083600 Sectional Doors
- 084000 Entrances, Storefronts, & Curtain Walls
- 085000 Windows
- 086000 Skylights
- 087000 Door Hardware
- 088000 Glass & Glazing

090000 Finishes

- 092000 Gypsum Board / Plaster Assemblies & Framing
- 093000 Tile / Floor & Walls
- 095100 Acoustical Ceilings
- 096000 Floor Coverings
- 098000 Acoustical Coverings
- 099000 Painting & Coatings

100000 Specialties

- 101100 Visual Display Boards
- 101400 Signage
- 102100 Toilet Partitions
- 102238 Operable Panel Partitions
- 102800 Toilet & Bath
- 104400 Fire Protection Specialties
- Lockers
- Flagpoles

110000 Equipment

- 110114 Fall Restraint & Fall Arrest Systems
- 115000 Video Systems Equipment
- 115010 Sound Systems Equipment

120000 Furnishings

- 122000 Window Treatments
- 123000 Casework/Cabinets
- 126600 Seating/Bleachers
- 129300 Site Furnishings

- 130000 Special Construction (i.e. Portables)

- 140000 Conveying Systems
- 210000 Fire Suppression Systems
- 220000 Plumbing Systems
- 230000 HVAC Systems
- 250000 Integrated Automation / Controls
- 260000 Electrical

270000 Telecommunications

- 271500 Telecommunications Cable Systems
- 274116 Audio / Visual Systems
- 275123 Intercom / Clock Systems

280000 Electronic Safety & Security

- 281300 Access Control Systems
- 281600 Intrusion Detection / Access Control
- 283000 Fire Detection / Alarm

310000 Earthwork

- 310000 Earthwork

320000 Exterior Improvements

- 321200 Asphalt Paving
- 321300 Concrete Paving
- 321400 Unit Pavers
- 321700 Pavement Markings / Specialties
- 321800 Athletic / Recreational Surfaces
- 323000 Fences & Gates
- 323200 Retaining Walls
- 329000 Landscaping & Irrigation

330000 Utilities

- 331100 Water
- 333100 Sanitary Sewer
- 334100 Storm Drainage
- 334600 Foundation Drainage

Others

- Construction Material Testing
- Engineering Services (Specify Below)
- Architectural Services
- Underground Tank Removal
- Underground Utilities
- Construction Administration (Specify Below)
- Environmental Consulting
- Exterior Lighting
- Special Inspections (Specify Below)