

PROJECT DOC SHEET

Vendor Name: **Connect Telecom**

Project Name/Building/Location: **Install Cat 6/Maintenance/Shop**

Use Effective Date (date project should begin): **6/30/16**

BUILDING USE ONLY

- ESTIMATE VERIFICATION** \$0.00 - \$2,499 (estimates)
- QUOTE VERIFICATION*** \$2,500+ (3 informal quotes)
- *[Request for Quote](#) \$35,000+ (Informal bids-electronic or written quotes from 3 different vendors)
- \$100,000 + (Formal sealed bid-professional services)

MRSC VERIFICATION Yes <http://www.mrscrosters.org/>

PREVAILING WAGE RATES Yes Prevailing Wage rates printed
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

PO VERIFICATION/ Info on PO: Yes UBI, Contractor Reg License, L & I, Industrial Ins, Workers Comp

Yes Prevailing Wage Info on PO

PO PRINTED Yes PO # _____

PROJECT COMPLETION Yes Send to supervisor for signature/supervisor will send directly to DO **Rec'd--**

EMAIL/FAX/MAIL TO VENDOR Yes PO

EMAIL/FAX/MAIL TO VENDOR Yes Prevailing Wage Rates

Signature of individual processing forms: _____ Date: _____

\$2500 or less

- FAXED / MAILED / EMAILED Date: ____/____/____ **Paperwork Rec'd**
- Combined Report Combined Report (mail to L&I)

In excess of \$2500

- FAXED / MAILED / EMAILED Date: ____/____/____ **Paperwork Rec'd**
- Prevailing Wage Letter Intent to Pay Prevailing Wage (Verified with L & I)
- Certified Project Payroll (req only w/Federal Funds) Affidavit of Wages Paid (Verified with L & I)
- Certified Project Payroll (req only w/Federal Funds)

\$35,000 +

- FAXED / MAILED / EMAILED Date: ____/____/____ **Paperwork Rec'd**
- Prevailing Wage Letter Intent to Pay Prevailing Wage (Verified with L & I)
- Affidavit of Wages Paid (Verified with L & I)

\$100,000 +

- FAXED / MAILED / EMAILED Date: ____/____/____ **Paperwork Rec'd**
- Contract #:** _____
- Prevailing Wage Letter Intent to Pay Prevailing Wage (Verified with L & I)
- Notice of Completion of Public Works Contract Affidavit of Wages Paid (Verified with L & I)
- Received All Contract Release Letters
- Dept of Revenue
- Employment Security
- Dept of Labor & Industries

DISTRICT OFFICE USE ONLY