Longview School District
2715 Lilac St.
Longview, WA 98632

To whom it may concern:

Washington State law requires that Prevailing Wages be paid on all Public Works projects.

The Longview School District also requires Prevailing Wage documentation for all Public Works projects. This includes both the **Intent to Pay Prevailing Wages** and the **Affidavit of Wages Paid** for you and any subcontractors you employ.

The most up-to-date Prevailing Wage rates can be found on the Washington State Department of Labor & Industries website at www.lni.wa.gov. Simply type "Prevailing Wage" into the search bar, then select "Prevailing Wage Rates" to access the current schedule.

In addition, the District requires the following documentation from all contractors:

- A copy of your contractor's registration
- A copy of your Certificate of Liability Insurance
- A completed **Small Works Roster Application** (enclosed)
- A **New Vendor Application** (enclosed)
- A completed **W-9 form** (enclosed)

Please note that filing fees for Prevailing Wage statements must be covered by the contractor, so be sure to account for these costs in your proposal or quote. For projects valued over $5,000, Intents must be filed with L&I prior to the start of work. Payments cannot be released until both Intents and Affidavits have been filed and approved.

For Small Works projects under $5,000, a **Combined Intent & Affidavit** will be filed with the Department of Labor & Industries. Once the contractor completes their portion of this filing, invoices will be approved and processed for payment.

When ready, please return your **Certificate of Liability Insurance**, **Small Works Roster Application**, **New Vendor Application**, and **W-9** either by mail or email to:

Kellie Souvenir
Longview School District
2715 Lilac St.
Longview, WA 98632.
Email: Ksouvenir@Longviewschools.org

Thank you for your attention to these requirements, and please don't hesitate to reach out if you have any questions.

Sincerely,

Kellie Souvenir

360-575-7167
Ksouvenir@longviewschools.org

LONGVIEW SCHOOL DISTRICT NO. 122
2715 Lilac Street
Longview, Washington 98632
Telephone 360-575-7167 Fax 360-575-7174
Email Ksouvenir@longviewschools.org

SMALL WORKS ROSTER APPLICATION

Legal Name of Firm_____

Business Address_____

Telephone #_____ Fax #_____e-mail address:_____

Please indicate the specific type(s) of work that your company is qualified and equipped to perform. **DO NOT INDICATE WORK THAT YOU WOULD SUBCONTRACT TO OTHERS.**

__Asbestos
__Boilers
__Carpentry
__Cabinet making
__Concrete
__Dry Wall
__Electrical
__Excavation & Ditching
__Fencing
__Flooring & Floor Coverings
__General Contractor
__Glazier
__HVAC Work
__Insulation
__Landscaping
__Masonry
__Painting
__Paving
__Plumbing
__Roofing
__Low Voltage
__Sheet Metal

Names & Titles of persons authorized to sign bids:

Number of employees _____ Union Affiliation (if any)_____

Contractor Registration # and State of Issue_____Expiration date_____UBI# _____

Insurance Coverage Limits: _____

Name of Insurance Company/Broker & Telephone # _____

Name and Branch of Banking Institution: _____

Bonding Agency & Telephone #: _____

Bonding Capacity: _____

Please list at least five projects completed within the last three years. Include owner contact name and phone number.

_____

_____

PLEASE BE ADVISED THAT YOU WILL BE REQUIRED TO PAY PREVAILING WAGE ON ALL SCHOOL DISTRICT PROJECTS. INTENTS TO PAY AND AFFIDAVITS OF WAGES PAID WILL BE REQUIRED FOR ALL PROJECTS. PERFORMANCE/PAYMENT BONDS AND CERTIFICATES OF INSURANCE MAY BE REQUIRED AS WELL.

Signature_____

Print Name: _____

Title: _____ Date: _____

Longview School District No. 122

New Vendor Request Form

VENDOR MUST PROVIDE CURRENT FORM W-9

Form can be located at: http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=103

Vendor Name			
Business Name (If Different)			
Address (number, street, and apt. or suite no.)			
City		**State**	**Zip +4**
Full zip code can be obtained by visiting the USPS webpage at https://tools.usps.com/go/ZipLookupAction!input.action			

Remit to Address if Different from above (number, street, and apt. or suite no.)			
City		**State**	**Zip +4**
Full zip code can be obtained by visiting the USPS webpage at https://tools.usps.com/go/ZipLookupAction!input.action			

Phone	( )		
Fax	( )		
Other	( )		
Email to send PO's		@	
Billing Contact (Name & Email)			

Has a W-9 been completed and attached to this form?	Yes / No
Please note: Vendor will not be added until completed W-9 has been received	
Are you a Contractor doing Construction Work for the Longview School District	Yes/ No
Please Provide WA UBI # _____	Yes/ No
Contractor with Employees? Please Provide Employment Security Number # _____	Yes / No
Does the vendor require a minimum purchase order amount?	Yes / No

Questions? – Call (360) 575-7167

Please return completed form and W-9 to: Ksouvenir@longview.k12.wa.us or fax to (360) 575-7174.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person**	**Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they