



PO BOX 201706  
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## Local Government Interim Committee

67th Montana Legislature

### SENATE MEMBERS

CHRISTOPHER POPE – Vice Chair  
KENNETH BOGNER  
ELLIE BOLDMAN  
JOHN ESP

### HOUSE MEMBERS

GERALDINE CUSTER - Chair  
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STEVE GIST  
KATHY KELKER

### COMMITTEE STAFF

TONI HENNEMAN, Lead Staff  
JULIE JOHNSON, Staff Attorney  
FONG HOM, Secretary

May 31, 2022

Dear Members of the Economic Affairs Interim Committee:

The Local Government Interim Committee (LGIC) was assigned [Senate Joint Resolution 13](#), a study of prevailing wage laws. The LGIC investigated multiple topics related to prevailing wage law and believes the state may benefit from additional tools to aid compliance. Currently, the Department of Labor and Industry ensures that construction projects built using public funds comply with current law. To meet this end, the department testified the Employment Relations Division relies on limited field inspections and voluntary claims. The LGIC is concerned that the current process does not adequately ensure compliance. Additionally, the department lacks a digital datastore system to retain and analyze contract, payroll, and other project details. Due to this lack of information, the LGIC struggles to obtain sufficient data related to public works projects to aid in the policy decision process.

At its March meeting, the LGIC heard from the Washington State Department of Labor and Industries, which recently developed a custom-built software system to house certified payroll and other accounting information for public works projects. Testimony stated the system allows for the department to run compliance checks more efficiently and effectively while building a datastore of project information. The Montana Department of Transportation (MDT) also reviewed AASHTOWare, a program recently implemented in 2019. The MDT and Montana contractors testified that the program creates efficiencies at both department and on-the-job levels and quickly alerts parties to discrepancies, allowing for a more effective compliance process.

The LGIC believes that implementing a prevailing wage compliance software system for general construction public works projects may not only aid the compliance process but also capture useful data for future policy study. As noted in the enclosed memo from the May 17<sup>th</sup> LGIC meeting, the LGIC requested and was presented with limited information on two available companies. However, the LGIC believes the state would be better served if the Department of Labor and Industry were to continue the investigation into software systems since the department has access to the information, specifications, and project details required to secure accurate price estimates and system components.

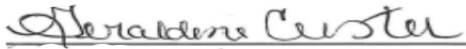
The Economic Affairs Interim Committee (EAIC) has legislative oversight of the Department of Labor and Industry. The LGIC asks the EAIC to instruct the department to:

1. determine the required functionality and scope of a prevailing wage compliance software system to meet the needs of the state to efficiently record, store, and analyze general construction project information;
2. actively search and receive bids from software system companies offering prevailing wage compliance programs that meet the needs identified; and
3. determine the costs to implement a prevailing wage compliance software system.

Additionally, the LGIC asks that the department investigate the use of fee-based forms as used in Washington state to help fund a software system. Enclosed are copies of forms required of contractors working on public works projects in Washington that meet prevailing wage law requirements.

The LGIC asks that the department report back to the LGIC, and the EAIC if desired, before its final meeting on September 7, 2022.

Sincerely,



Rep. Geraldine Custer, LGIC Chair

/s/

Sen. Christopher Pope, LGIC Vice-chair

Enclosed:

Memo of prevailing wage compliance software systems presented to the LGIC on May 17, 2022

Examples of Washington state fee-based forms: "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid"



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### COMMITTEE STAFF

TONI HENNEMAN, Lead Staff  
JULIE JOHNSON, Staff Attorney  
BRI NORDHAGEN, Secretary

May 12, 2022

FROM: Toni Henneman

RE: Prevailing wage compliance software systems

LGIC Members:

At the March meeting, members expressed interest in prevailing wage compliance software systems. The request followed a discussion and explanation of the system used by the Washington State Department of Labor and Industry and a walk through of the system currently used by the Montana Department of Transportation. The Washington system was custom-built, and MDT uses AASHTOWare, a program specifically designed for transportation projects. Neither system is available for general construction project use in Montana.

Finding alternative software options proved difficult since companies requested a level of detail that I am not able to provide. I reached out to four companies, two of which responded back with additional information. Included is information sent from the two companies I talked with remotely: LCPTracker and eComplySolutions.

The two companies contacted who did not respond were eBacon and SkillsSmart.

This handout is not intended to provide all available options. The committee may be better served working with the Department of Labor and Industry to determine the desired software system specifications and to provide information needed to acquire accurate pricing information.

Sincerely,

Toni Henneman

# LCPtracker Professional

[INFO]



## The Preferred Construction Site Compliance Solution

- Saves time for the agency, prime and subcontractor
- Saves money by reducing the administrative work
- Cloud-based, highly automated system streamlines processes
- Dramatically reduces the risk of fines and negative audits
- World-class, hands-on support and training from the LCPtracker support team

### Core Functionality

- Prevailing Wage/Davis Bacon Compliance and Reporting
- Workforce Demographics Tracking and Reporting
- Living/Minimum Wage Compliance
- Document Management
- Contractor/Administrator Communications
- Paper Free
- Online Access

LCPtracker Professional is a powerful cloud-based, prevailing wage and workforce compliance and management solution. It is ideal for Agencies and Prime Contractors working on construction projects who need to generate certified payroll reports and may need to track and enforce detailed worker information for compliance and workforce reporting. The software is comprehensive, easy to deploy, configurable, user-friendly, highly scalable, and time-tested in thousands of construction projects throughout the nation.

The core LCPtracker validation system checks payrolls for local, state, and federal Davis-Bacon wage and labor compliance by flagging any error or omission discrepancies the contractor may have on a report. Our software streamlines the process of inputting payrolls for contractors by interfacing with top payroll companies by a simple three step manual reporting process. Administrators can easily view, approve or reject payrolls and provide immediate feedback to contractors.

[Info: lcptracker.com/solutions/lcptracker](https://lcptracker.com/solutions/lcptracker)

## FOR PREVAILING WAGE AND WORKFORCE MANAGEMENT

### Benefits for Administrators and Prime Contractors

- Fast easy startup in as little as a week
- Up to 80% savings of prevailing wage administrative costs as reported by our clients
- Automatic checking of certified payroll reports for compliance with wage and hour laws and prevailing wage laws
- Automatic logging and filing of certified payroll reports and related documents
- Provides the ability to identify problems when they first occur so prompt action can be taken
- All certified payroll reports are in the same format and refer to the exact prevailing wage craft names
- Automatic notification of compliance violations
- Communication with contractors with automatic audit trails
- Ability to specify associated documents required such as contractor license, insurance certificate, and apprentice certification
- Checks Federal (Davis Bacon), state, and local hire requirement simultaneously
- Site interview tool.
- Ability to create files for importing into government compliance monitoring systems: California DIR XML, Maryland CPR Upload, BRJP (City of Boston), ENG3180 (Army Corps of Engineers)
- Extensive reports on:  
Contractors, Employees, Documents Submitted/Due, Certified Payroll Report logs, Workforce (Gender, Local, Ethnicity, Disadvantaged, etc.), Apprentice Status / Apprentice Utilization)
- Drastically reduces risk of fines and negative audits
- Makes audits easy and clean; gives your organization credibility that you are taking compliance seriously
- Ability to track all subcontractor's compliance status
- Top of the line support – 95% of calls are answered immediately

### Benefits for Subcontractors

- Electronic signature submittal of certified payroll reports
- Manual entry of payroll information by contractor
- Ability to import payroll/employee data from numerous payroll systems
- Easy to learn to use – less than an hour is typical
- Immediate check of compliance with Wage and Hour regulations and Prevailing Wage laws
- Tracks other employment requirements such as local hire goals and apprentice use
- Ability to check subcontractor compliance status
- Ability to submit required documents by upload
- Audit trail of submittal and compliance
- Extensive reporting

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**Phone:** 714.669.0052 **Email:** [info@lcptracker.com](mailto:info@lcptracker.com) **Web:** [lcptracker.com](http://lcptracker.com) **Address:** 117 E. Chapman Ave, Orange, CA 92866

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LCPtracker, Inc. is a service provider specializing in labor compliance and other workforce related software. We provide a powerful web-based software for collecting, verifying and managing certified payrolls and other labor compliance related documents. Numerous government agencies and prime contractors have already chosen LCPtracker for their certified payroll reporting and our software manages \$180 Billion worth of construction projects across the nation.

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# [CASE STUDY]

Agency:

**The City of New Orleans**

Location:

**Louisiana**



## The Challenge:

After Hurricane Katrina swept through New Orleans in 2005, the City found themselves in the midst of the costliest natural disaster to ever hit the United States. The storm wreaked havoc on both private and public places, leaving much to repair and rebuild, with many citizens out of work and homes. Today, streets, parks, hospitals, public buildings, airport terminals, bridges and other infrastructure make up just some of the 70+ active projects underway. "We are building a city for the future and we are committed to moving New Orleans forward." said Ashleigh Gardere, Network for Economic Opportunity Executive Director. The City of New Orleans has since developed programs to reinvest in the local community in an effort to not only recreate the metropolis with new, modern infrastructure, but to also reinvigorate the local economy. In October of 2015, Hire NOLA, a local worker participation ordinance, was passed. Hire NOLA seeks to ultimately employ 50% local workers on all City-funded projects by the year 2020, which means there is a colossal amount of tracking and reporting that needs to happen. Starting in 2016 the graduated Hire NOLA goals took effect; with an initial goal of 30% local worker participation city-funded projects, 10% disadvantaged local workers and 10% disadvantaged local apprentice goals. The City needed a way to report their progress.

## The Solution:

Through the use of the LCPtracker Professional solution, the City has been able to process the certified payrolls (CPRs) for over \$157 million worth of public works construction projects. The collection of these CPRs allows for in-depth, employee demographic data to be collected and reported on, giving the needed ability to track and observe progress on Hire NOLA goals. In 2015 alone, 2,091 CPRs passed through the system. "One of the best things we can do is check all of our projects in one afternoon. There are huge time savings. I cannot imagine how long it would take to do certified payroll without LCPtracker." said Gardere.

With LCPtracker, the City is able to know where the workers are coming from, if they qualify as disadvantaged, what classifications they work, as well as the amount of hours worked. Most importantly, they can confirm instantly that all workers are paid the proper prevailing wage and the late report feature ensures contractors are not able to slip under the radar. The information entered into these reports also allows them to do goal tracking. Thus, the City can recognize and fix issues as they arise.

“One of the best things we can do is check all of our projects in one afternoon.”

**Ashleigh Gardere**  
Network for Economic Opportunity Executive Director



## Benefits

The use of LCPtracker allows the City of New Orleans to broaden their horizons for public works project reporting. "We were able to increase the types of projects monitored. It had been mostly federally-funded projects that we tracked, but we realized city-funded jobs were missing. So now we capture a whole new source of projects," explained Gardere. The agency's goals are well-underway and being tracked in the LCPtracker system, which enables City decision makers and the community to consider the impact each project is having. The City has benefited most from the prevailing wage compliance features, which allows them to load in wage rates and classifications to ensure employees are classified and paid properly.

The most notable project to be run through the system to date is the New Orleans East Hospital. This \$130 million project had 75 different contractors working on it and over 2,000 CPRs that needed to be submitted and monitored. LCPtracker Professional helped the City to easily review this tremendous amount of payrolls, and gave prime contractors access to the same information, thereby providing seamless communication and transparency on one of the biggest projects the City has undertaken in recent years.

Moving forward, the City has come to appreciate what a valuable tool the system can be to their strategies and urban planning. The extensive workforce reports available provide a wide range of data to allow for an in-depth analysis of project impact and goal tracking. New Orleans has big plans for the future of rebuilding both the city and the community.

## About The City of New Orleans

The City of New Orleans, led by Mayor Mitch Landrieu, is a local municipality with 4,600 employees. Located in the state of Louisiana, New Orleans has a vibrant culture that is well-known around the world. With a population of nearly 400 thousand, it is the largest metropolitan area in the state. Founded in 1718 by French Colonists, the city reflects a mixture of French and Creole influence that makes it one of the most unique cities in the nation.

## Key Features and Benefits

### Prevailing Wage Validation

Wage rates are pre-loaded and allow for validation on every report

### Workforce Reporting

Ability to instantly review goal data

### Efficiencies and Ease of Reporting

Automatic checking of data and on-demand capability to pull reports

### Diversity of Reports

Late Report, Payroll Details Report, Violations Report, eDocuments, Subcontractor Listings, Workforce Report

### Error Reduction

Large decrease in user error reduces stress and gives peace of mind

## For more information visit:

<http://www.lcptracker.com/why-lcptracker/case-studies>

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## COMMITTEE STAFF

TONI HENNEMAN, Lead Staff  
JULIE JOHNSON, Staff Attorney  
BRI NORDHAGEN, Secretary

May 16, 2022

FROM: Toni Henneman

RE: Prevailing wage compliance software systems – *cont.*

LGIC Members:

A contact at LCPTracker sent a list of state and local agencies who currently contract with the company for compliance software services.

### State Agencies:

#### State of Colorado: Office of the State Architect

- 42 agencies mandated by the state legislature to use LCPTracker to manage prevailing wage, certified payroll, and wage maintenance for projects with prevailing wage requirements.

#### State of New Mexico:

- State wide contract vehicle for agencies to procure LCPTracker at a pre-negotiated discounted price for all agencies within the State of New Mexico.
- New Mexico DOT is a large customer of ours that helped to select LCPTracker as the preferred vendor to manage prevailing wage for agencies within the State of New Mexico

#### State of Nevada:

- We have a pre-negotiated rate to manage the State of Nevada's wage determinations as a service with LCPTracker's wage maintenance team for a negotiated annual rate.

#### California State Department of Industrial Relations:

- We have an export built for the DIR that allows contractors and agencies to export the data they need from LCPTracker into the proper DIR required data / format.

#### Department of Energy: Basic Ordering Agreement:

- Contract to provide products and services to DOE contractors and authorized subcontractors.
- Contractors place individual site orders under BOA to receive the appropriate discounted price.

### Select Agency Clients from across the US:

- Washington DC Department of Employment Services
- City and County of Denver
- Clackamas County, OR
- City of Portland, OR
- Miami-Dade County, FL
- Broward County, FL
- Orange County, FL
- City of Miami Beach, FL



- City of Orlando, FL
- City of St. Petersburg, FL
- City of Oakland, CA
- City of San Francisco, CA
- City of San Diego, CA
- [City of New Orleans \[lcptracker.com\]](#)
- City of Minneapolis
- City of Milwaukee Housing Authority
- City of Chicago
- City of Fort Worth
- City of Philadelphia
- City of Philadelphia Housing Authority
- City of Akron, OH
- City of Cleveland, OH
- City of Dayton
- City of Cody, Wyoming
- City of El Paso
- City of Seattle
- City of Phoenix
- City of Maricopa, AZ
- City of Sacramento
- [Michigan DOT \[lcptracker.com\]](#)
- Maricopa County DOT
- Nevada DOT
- Texas DOT
- New Mexico DOT
- IL DOT

Gathered by:  
Ryan Stone  
512-743-3595  
LCPtracker Account Executive

Sincerely,

Toni Henneman

## CAPABILITY STATEMENT

**Advanced Technology ■ Single Platform ■ Scalable ■ Configurable ■ Audit-Prepared ■ Always Compliant ■ Safe**

### Overview

eComply Solutions is a technology leader with over 20 years of experience. With access to advanced modular technology, we offer the most-suited solution for your Certified Payroll/Davis Bacon/Prevailing Wage, Diversity Management (M/W/DBE CFR 49 Part 26)/Workforce Utilization/ HUD Section 3/ Certification Management needs. Our platform is a **single unified system** that is a **highly configurable, scalable solution** that quickly absorbs new business rules and supports new workflows. Our clients have access to comprehensive data analysis and reports related to operations and compliance activity on performance against established goals and initiatives. Access to real-time data empowers leaders with actionable insights to make effective changes. allows for cross-referencing and managing multiple data sets for reporting purposes.

With the modern technology landscape changing daily, no agency can afford to use outdated or inflexible reporting systems, while expecting optimum and timely results. eComply delivers outcome-based results that guarantee a return on investment. We provide the flexibility and configurability agencies need for **immediate implementation without additional cost**. As a result, our clients are our best advocates for why we are the only real option if you want to generate quality data reports easily, enforce prevailing wage sustainably, and manage diversity targets effectively—and all while using an easy-to-use and intuitive solution.

### Why eComply?

**Built for Agencies.** Our software was written with the intent to protect agencies and their needs in meeting state and federal standards. We have recovered millions of dollars in restitution fees—keeping our clients **always compliant and always audit-prepared!**

**Uniquely Agile.** We deliver customized reporting tools based on your agency's specific needs without delay or additional cost! We guarantee a **return on investment**.

**Expertise in Rates Management.** We manage and monitor all applicable prevailing wage schedules on the agency's behalf with complete transparency at no additional cost.

**Pro-Active Goal Setting and Monitoring.** Track and monitor your goals for minority, women, veterans, LGBT, and disadvantaged business-owned participation, as well as workforce utilization metrics. Access to real-time data provides insight into policy initiatives.

**Payment Tracking and Analysis.** Our payment tracking module helps users track payments made from the agency to contractors and subcontractors—resulting in more timely payments and access to historical documentation with time and date.

**Dedicated In-house Support and Training for Ease of Use.** Each client is assigned a dedicated in-house account manager intimately knowledgeable about the needs and requirements of your agency. This means same-day responses and access to senior management whenever needed. We also offer best-in-class training for the agency and your contractors through live sessions, ongoing webinars, and pre-recorded videos. An easy-to-use software ensures a seamless and smooth transition!



# STATEMENT OF INTENT TO PAY PREVAILING WAGES

**Public Works Contract**  
**\$40.00 Filing Fee Required**

**Intent ID # (Assigned by L&I) \_\_\_\_\_**

- This form **must** be typed or printed in ink.
- **Fill in all blanks or the form will be returned for correction (see instructions).**
- Please allow a **minimum** of 10 working days for processing.
- Once approved, your form will be posted online at <https://fortress.wa.gov/lni/pwipub/SearchFor.asp>

Your Company Information		
Your Company Name		
Your Address		
City	State	Zip+4
Your Contractor Registration Number	Your UBI Number	
Your Industrial Insurance Account Number		
Your Email Address (required for notification of approval)	Your Phone Number	
Additional Details		
Your Expected Job Start Date (mm/dd/yyyy)		
Job Site Address/Directions		
ARRA Funds		
Does this project utilize American Recovery and Reinvestment Act (ARRA) funds? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Prime Contractor's Company Information		
Prime Contractor's Company Name	Prime Contractor's Intent Number	
Prime Contractor's Registration Number	Prime Contractor's UBI Number	

Awarding Agency Information			
Project Name		Contract Number	
Awarding Agency			
Awarding Agency Address			
City	State	Zip+4	
Awarding Agency Contact Name		Phone Number	
County Where Work Will Be Performed		City Where Work Will Be Performed	
Contract Details			
Bid Due Date (Prime Contractor's)		Award Date (Prime Contractor's)	
Total Dollar Amount of <b>Your</b> Contract (including sales tax) or indicate time and materials, if applicable.			\$ <input type="checkbox"/> T&M
Weatherization or Energy Efficient Funds			
Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Hiring Contractor's Company Information			
Hiring Contractor's Company Name			
Hiring Company's Contractor Registration Number		Hiring Contractors UBI Number	

Employment Information					
Do you intend to use <b>ANY</b> subcontractors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will employees perform work on this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will <b>ALL</b> work be subcontracted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you intend to use apprentice employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number of Owner/Operators who own at least 30% of the company who will perform work on this project: <input type="checkbox"/> None (0) <input type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> Three (3)					

Crafts/Trades/Occupations – (Do not list apprentices. They are listed on the Affidavit of Wages Paid only.) If an employee works in more than one trade, ensure that all hours worked in each trade are reported below. For additional crafts/trades/occupations please use Addendum A.	Number of Workers	Rate of Hourly Pay	Rate of Hourly Usual ("Fringe") Benefits

**Signature Block**  
 I hereby certify that I have read and understand the instructions to complete this form and that the information, including any addenda, are correct and that all workers I employ on this Public Works Project will be paid no less than the Prevailing Wage Rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries.

**Print Name:** \_\_\_\_\_ **Print Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For L&I Use Only	
Approved by signature of the Department of Labor and Industries Industrial Statistician	



# STATEMENT OF INTENT TO PAY PREVAILING WAGES

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**\$40.00 Filing Fee Required**

Intent ID # (Assigned by L&I) \_\_\_\_\_

- This form must be typed or printed in ink.
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- Please allow a **minimum** of 10 working days for processing.
- Once approved, your form will be posted online at <https://fortress.wa.gov/lni/pwipub/SearchFor.asp>

<b>Your Company Information</b> <span style="float: right;">1</span>		<b>Awarding Agency Information</b> <span style="float: right;">2</span>	
Your Company Name		Project Name	Contract Number
Your Address		Awarding Agency	
City	State	Zip+4	
Your Contractor Registration Number	Your UBI Number		
Your Industrial Insurance Account Number			
Your Email Address (required for notification of approval)		Your Phone Number	
<b>Additional Details</b> <span style="float: right;">3</span>		<b>Contract Details</b> <span style="float: right;">4</span>	
Your Expected Job Start Date (mm/dd/yyyy)		Bid Due Date (Prime Contractor's)	Award Date (Prime Contractor's)
Job Site Address/Directions		Total Dollar Amount of Your Contract (including sales tax) or indicate time and materials, if applicable. \$ <input type="checkbox"/> T&M	
<b>ARRA Funds</b> <span style="float: right;">5</span>		<b>Weatherization or Energy Efficient Funds</b>	
Does this project utilize American Recovery and Reinvestment Act (ARRA) funds? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Prime Contractor's Company Info</b> <span style="float: right;">6</span>		<b>Hiring Contractor's Company Information</b> <span style="float: right;">7</span>	
Prime Contractor's Company Name	Prime Contractor's Intent Number	Hiring Contractor's Company Name	
Prime Contractor's Registration Number	Prime Contractor's UBI Number	Hiring Contractor's Contractor Registration Number	Hiring Contractor's UBI Number
<b>Employment Information</b> <span style="float: right;">8</span>			
Do you intend to use <b>ANY</b> subcontractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will employees perform work on this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will <b>ALL</b> work be subcontracted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you intend to use apprentice employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Owner/Operators who own at least 30% of the company who will perform work on this project: <input type="checkbox"/> None (0) <input type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> Three (3)			
<b>Crafts/Trades/Occupations</b> – (Do not list apprentices. They are listed on the Affidavit of Wages Paid only.) If an employee works in more than one trade, ensure that all hours worked in each trade are reported below. For additional crafts/trades/occupations please use Addendum A.		<b>Number of Workers</b>	<b>Rate of Hourly Pay</b>
		<b>Rate of Hourly Usual ("Fringe") Benefits</b>	
<b>Signature Block</b>		<b>9</b>	<b>10</b>
I hereby certify that I have read and understand the instructions to complete this form. That the information, including any addendum(s), are correct and that all workers I employ on this Public Works Project will be paid no less than the Prevailing Wage Rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries.		<b>11</b>	<b>12</b>
Print Name:	Print Title:	Signature:	Date:
<b>For L&amp;I Use Only</b>			
Approved by the Department of Labor and Industries Industrial Statistician			



**INSTRUCTIONS**  
**STATEMENT OF INTENT TO PAY**  
**PREVAILING WAGES**  
**FOR PUBLIC WORKS CONTRACTS**

## COMPLETE ALL FIELDS ON THE FORM

The numbered blocks in the following instructions correspond to the numbered Statement of Intent to Pay Prevailing Wage above. In addition a completed sample form (without numbers) is included at the end of these instructions.



**Your Company Information** - Enter the following information:

- a) Your **Company Name** and **Address**.
- b) Your **Contractor Registration Number** – You can verify this number at:  
<https://fortress.wa.gov/lni/bbip/Search.aspx>.
- c) Your **UBI Number** (Unified Business Identifier) – This 9-digit number registers you with several state agencies and allows you to do business in Washington. You can verify this number at:  
<https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/>.
- d) Your **Industrial Insurance Account Number** – You can verify this number at:  
<https://fortress.wa.gov/lni/crpsi/MainMenu.aspx?MessageId=2001>.
- e) Please provide your **Email Address** so that L&I can notify you of form approval and/or any required corrections. If you do not provide this information, L&I will use standard mail to send you correction notices. You can access approved forms at: <https://fortress.wa.gov/lni/pwipub/SearchFor.asp>. No notice of approval will be mailed.
- f) Your company **Phone Number**.



**Awarding Agency Information** – Enter the following information regarding the agency that awarded the contract. This information is available from the Prime Contractor:

- a) **Project Name** – This is the name the Awarding Agency assigned to the project.
- b) **Contract Number** – This is the number the Awarding Agency assigned to the project.
- c) **Awarding Agency** – This is the name of the agency that awarded the contract.
- d) Please enter the **Street Address, City, State** and **Zip+4** for the Awarding Agency.
- e) **Awarding Agency Contact Name and Phone Number** – Enter the name and phone number of the person the Prime Contractor communicates with at the Awarding Agency.
- f) **County Where Work Will Be Performed** – Enter the name of the county where the work will be performed. If the work will be performed in multiple counties, include the names of all counties where work will be performed.
- g) **City Where Work Will Be Performed** – Enter the name of the city where the work will be performed. If the work will be performed outside the limits of any city, or in multiple cities, include the name of the nearest city.



**Additional Details**

- a) **Your Expected Job Start Date** – This is the date that you expect to begin work on the project.
- b) **Job Site Address/Directions** – Enter the specific address of the project or provide brief details regarding the location of the site, if no specific address exists.



## Contract Details

- a) **Bid Due Date** – Enter the date the **Prime Contractor** had to submit the bid to the Awarding Agency for this project (mm/dd/yyyy).
  - **What if my contract was not bid?** – If the contract you will be working under was not required to be bid, you will enter the date the contract was awarded.
- b) **Award Date** – This is the date the awarding agency awarded the contract to the **Prime Contractor** (mm/dd/yyyy).
- c) **Indicate the Total Dollar Amount of Your Contract** – Enter the dollar amount of **your** contract, including the applicable sales tax. If this is a “time and materials” contract, please indicate this by checking the box next to “T&M.”



**ARRA & Weatherization Funding Questions** – Enter the information regarding the source of funds. This information should be obtained from the Awarding Agency or the Prime Contractor.

- a) Does this project utilize American Recovery and Reinvestment Act (ARRA) funds?
- b) Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)?



**Prime Contractor’s Company Information** – Enter the information about the contractor who has the direct contract with the Awarding Agency:

- a) **Prime Contractor’s Company Name** – Enter the Prime Contractor’s company name.
- b) **Prime Contractor’s Intent ID Number** – Enter the Prime Contractor’s Approved Intent ID Number.
- c) **Prime Contractor’s Registration Number** – Enter the Contractor Registration Number for the Prime Contractor. You can verify the number at: <https://fortress.wa.gov/lni/bbip/Search.aspx>.
- d) **Prime Contractor’s UBI Number** – Enter the UBI number for the Prime Contractor. You can verify this number at: <https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/>.



**Hiring Contractor’s Company Information** – Enter the information about the Hiring Contractor. This is the contractor who hired or contracted your firm to perform work on this project:

- a) **Hiring Contractor’s Company Name** – Enter the company name of the contractor who hired or contracted with your firm to perform work on this project.
- b) **Hiring Contractor’s Registration Number** – Enter the Contractor Registration Number for the contractor who hired you. You can verify the number at: <https://fortress.wa.gov/lni/bbip/Search.aspx>.
- c) **Hiring Contractor’s UBI Number** – Enter the UBI Number for the contractor who hired you. You can verify this number at: <https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/>.



**Employment Information** – Enter information about the individuals who will perform work on this project:

- a) **Do you intend to use subcontractors?** – If **PART** of the work will be performed by subcontractors you will hire, check the “Yes” box.
- b) **Will employees perform work on this project?** - If employees, including apprentices, will perform any work on the project, check the “Yes” box and list each employee’s applicable craft/trade/occupation. Do not list the actual apprentice, just the craft/trade/occupation the apprentice will be working in. Also, please note the information regarding apprentices in “d” below. **If you choose “No” and this changes later, you certify that you will submit a new Intent form listing workers.**
- c) **Will All work be subcontracted?** – If **ALL** work will be performed by subcontractors, check the “Yes” box.
- d) **Do you intend to use apprentice employees?** – If you plan to employ apprentices on this project please be aware:
  - Any workers **NOT** registered with the Washington State Apprenticeship and Training Council (WSATC) must be paid the correct journey-level prevailing rate of wage.
  - Any apprentice **NOT** registered with the WSATC within 60 days of hiring must be paid at the correct journey-level prevailing rate of wage for the time preceding the date of registration.



- You **must** be a registered training agent with the WSATC in order to pay a registered apprentice less than journey-level prevailing rate of wage.
  - To verify apprenticeship and/or registered training agent status call (360) 902-5324.
- e) **Number of Owners/Operators who own at least 30% of the company who will perform work on this project** – Indicate the number of Owners/Operator(s) who will perform work on this project. If no 30%+ Owners/Operators will perform work on the project, check the box “None”.



**Crafts/Trades/Occupations** – List each craft/trade/occupation of all workers you plan to employ on this project.

❖ **Crafts/Trades/Occupations**

If you indicated above that Owners/Operators will work on this project, and you also indicated above that no employees will perform work on the project, or **ALL** work will be subcontracted, then you do not need to fill in this section. (Individuals who own less than 30% of the company are not considered to be Owners/Operators, and must be listed as employees and paid the correct prevailing rate of wage.)

Use **Addendum A** for additional Crafts/Trades/Occupations that will not fit on this form.

**Residential Construction** – If you are using any residential classifications (e.g. Residential Carpenter, Residential Laborer, etc.) you must provide information regarding the following questions, on **Addendum C**, in order for L&I to determine if residential rates are being utilized appropriately:

1. Did the Awarding Agency, in compliance with RCW 39.12.030, determine that the project/work contracted for meets the definition of residential construction?
2. Please indicate the type of structure (e.g. single-family dwelling, duplex, apartment, condominium or other residential structure).
3. Including any basement or garage, how many stories or levels does the structure have?
4. What is the facility used for? - Answer “yes” or “no” to each of the following options:
  - a. Permanent residence only?
  - b. Rehabilitation house?
  - c. Transitional housing?
  - d. Communal dining facility?
  - e. Treatment services?
  - f. Counseling?
  - g. Other?
5. Does each dwelling unit have its own full, self-contained kitchen?
6. Does each dwelling unit have its own full bathroom?
7. Is there a community facility or manager’s office on site?
8. Is any part of the facility used by members of the public?

**Landscape Construction** – If you are using “Landscape Construction” or any of the sub-classifications within Landscape Construction (e.g., Landscape or Planting Laborer, Irrigation or Lawn Sprinkler Installers, or Landscape Equipment Operators or Truck Drivers) you must provide information on **Addendum C** regarding the following aspects of the work in order for L&I to determine if you are appropriately applying Landscape Construction rates:

1. The beautification of a plot of land through addition of or modification to lawns, trees and bushes under the Landscape Construction Scope of Work (WAC 296-127-01346) is a limited universe and has exclusions that may affect its application. Please provide L&I with the following information so we can verify whether the landscape construction wage rates apply to this project.
  - a. Please describe the whole project – not just your part.
  - b. Please describe your part(s) of the project – the tasks you performed, equipment used, and tools used. Please provide as much detail as you can.

- c. If the project involves installing an irrigation system, trenching, installing French drains or other subsurface water collection systems, or spreading top soil or mulch, please tell us the relevant depths.
2. If Operating Engineers and/or Truck Drivers will be used in addition to Landscape Construction, describe the type of equipment used, and list the size or rated capacity of the equipment.



**Number of Workers** – Enter the number of journey-level workers you plan to employ on this project for that craft/trade/occupation.



**Rate of Hourly Pay** – Enter the rate of hourly pay as defined by RCW 39.12.010, that you will actually pay the worker(s) for that craft/trade/occupation. The amount listed for “Rate of Hourly Pay” plus the amount listed for the “Rate of Hourly Fringe Benefits,” if any, must equal or exceed the applicable prevailing rate of wage.



**Rate of Hourly Usual (“Fringe”) Benefits** – Enter the rate of hourly Usual (“fringe”) Benefits for that craft/trade/occupation. This is the cost of usual benefits, as defined by RCW 39.12.010, that you will actually pay the worker(s). The amount listed for “Rate of Hourly Pay” plus the amount listed for “Rate of Hourly Usual (“Fringe”) Benefits,” if any, must equal or exceed the applicable prevailing rate of wage.

If there is not enough space to list all required information on one form, use the appropriate Addendum as needed. No additional fee is required for using Addendums to the form. No other attachments will be accepted.

**L&I’s approval of your Statement of Intent to Pay Prevailing Wages is based on the information you provide. Approval of the form does not signify that the classifications of labor you listed on the form are the correct classifications of work for the tasks performed on the public works project. It is your responsibility to pay workers the prevailing rate of wage for the classification of work that correctly applies to the actual work they perform.**

Be sure to include your email address on the form. **If you do not provide this information, L&I will use standard mail to send you correction notices. You will be able to access approved forms at:**  
<https://fortress.wa.gov/lni/pwipub/SearchFor.asp> (No notice of approval will be mailed).

Prevailing wage rates are available on the Internet at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

***MAILING INSTRUCTIONS***

*You must mail the completed and signed form with **original signature** (a photocopy of a signature will **not** be accepted) with the \$40 filing fee to:*

***Management Services  
Department of Labor & Industries  
Prevailing Wage Program  
PO Box 44835  
Olympia WA 98504-4835***

***FURTHER INFORMATION***

*Make checks payable to:*

***Department of Labor and Industries***

*If you have questions or would like assistance in completing the form, please call us at (360) 902-5335 or email the Prevailing Wage office at [pw1@lni.wa.gov](mailto:pw1@lni.wa.gov).*



# STATEMENT OF INTENT TO PAY PREVAILING WAGES

**Public Works Contract**  
**\$40.00 Filing Fee Required**

**Intent ID # (Assigned by L&I) \_\_\_\_\_**

- This form **must** be typed or printed in ink.
- **Fill in all blanks or the form will be returned for correction (see instructions).**
- Please allow a **minimum** of 10 working days for processing.
- Once approved, your form will be posted online at <https://fortress.wa.gov/lni/pwipub/SearchFor.asp>

Your Company Information		
Your Company Name ABC Company, Inc.		
Your Address 1234 Main Street		
City Olympia	State WA	Zip+4 98501-1234
Your Contractor Registration Number ABCCI*0123AA	Your UBI Number 123456789	
Your Industrial Insurance Account Number 111,111-11		
Your Email Address (required for notification of approval) prevailingwage@lni.wa.gov	Your Phone Number (555) 555-5555	

Additional Details	
Your Expected Job Start Date (mm/dd/yyyy) 01/01/2011	
Job Site Address/Directions State Street @ Plum Street	

ARRA Funds	
Does this project utilize American Recovery and Reinvestment Act (ARRA) funds? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Prime Contractor's Company Information	
Prime Contractor's Company Name XYZ Company, Inc.	Prime Contractor's Intent Number 123456
Prime Contractor's Registration Number XYZIN*0123AA	Prime Contractor's UBI Number 987654321

Employment Information			
Do you intend to use <b>ANY</b> subcontractors?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will <b>ALL</b> work be subcontracted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Owner/Operators who own at least 30% of the company who will perform work on the project: <input type="checkbox"/> None (0) <input checked="" type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> Three (3)			

Crafts/Trades/Occupations – (Do not list apprentices. They are listed on the Affidavit of Wages Paid only.) If an employee works in more than one trade, ensure that all hours worked in each trade are reported below. For additional crafts/trades/occupations please use Addendum A.	Number of Workers	Rate of Hourly Pay	Rate of Hourly Usual ("Fringe") Benefits
Laborer - Asphalt Raker	2	39.28	5.00
Power Equipment Operator - Asphalt Plant Operator	1	48.04	2.35
Truck Driver - Asphalt Mix (over 16 Yds)	1	46.47	0.00

**Signature Block**  
 I hereby certify that I have read and understand the instructions to complete this form and that the information, including any addenda, are correct and that all workers I employ on this Public Works Project will be paid no less than the Prevailing Wage Rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries.

<b>Print Name:</b>	<b>Print Title:</b>	<b>Signature:</b>	<b>Date:</b>
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For L&I Use Only
Approved by signature of the Department of Labor and Industries Industrial Statistician

Awarding Agency Information		
Project Name Road Repair	Contract Number 2011-01B	
Awarding Agency WA State Department of Transportation		
Awarding Agency Address PO Box 47354		
City Olympia	State WA	Zip+4 98501
Awarding Agency Contact Name John Doe	Phone Number (555) 555-5555	
County Where Work Will Be Performed Thurston	City Where Work Will Be Performed Olympia	

Contract Details	
Bid Due Date (Prime Contractor's) 08/01/2010	Award Date (Prime Contractor's) 08/10/2010

Indicate Total Dollar Amount of <b>Your</b> Contract (including sales tax) or time and materials, if applicable.	\$1000.00
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Weatherization or Energy Efficient Funds	
Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Hiring Contractor's Company Information	
Hiring Contractor's Company Name Super Pavers, Inc.	
Hiring Contractor's Contractor Registration Number SUPERPA123AA	Hiring Contractor's UBI Number 321456987



**Affidavit of Wages Paid**  
**Public Works Contract**  
**\$40.00 Filing Fee Required\***

\*Exemption may apply. See instruction 9.

**Affidavit ID # (Assigned by L&I):**

# \_\_\_\_\_

This form **must** be typed or printed in ink.

**Fill in ALL blanks or the form will be returned for correction**

**(see instructions).**

Please allow a **minimum** of 10 business days for processing.

Once approved, your form will be posted online at:

<https://fortress.wa.gov/lni/wagelookup/searchforms.aspx>

<b>Your Company Information</b>			<b>Awarding Agency Information</b>		
Your Company Name			Project Name		Contract Number
Your Company Address			Awarding Agency		
City	State	Zip+4	Awarding Agency Address		
Your Contractor Registration Number	Your UBI Number		City	State	Zip+4
Your Industrial Insurance Account Number			Awarding Agency Contact Name		Phone Number
Your Email Address (required for notification of approval)		Your Phone Number	County Where Work Was Performed		City Where Work Was Performed
<b>Additional Details</b>			<b>Contract Details</b>		
<u>Your</u> Job Start Date (mm/dd/yyyy)		<u>Your</u> Date Work Completed (mm/dd/yyyy)		Bid Due Date ( <b>Prime Contractor's</b> )	
/ /		/ /		Award Date ( <b>Prime Contractor's</b> )	
Job Site Address/Directions		Your Approved Intent ID #		Indicate Total Dollar Amount of <b>Your</b> Contract (including sales tax).	
<b>EHB 2805 (RCW 39.04.370)</b> – Is the Prime Contractor's contract at a cost of over one million dollars (\$1,000,000)?		<input type="checkbox"/> No <input type="checkbox"/> Yes		If "Yes" to the <b>EHB 2805</b> question and the Award Date is <b>9/1/2010</b> or later you must complete and submit the <b>EHB 2805 (RCW 39.04.370) Addendum</b> .	
<b>ARRA Funds</b>			<b>Weatherization or Energy Efficient Funds</b>		
Does this project utilize American Recovery and Reinvestment Act (ARRA) funds? <input type="checkbox"/> Yes <input type="checkbox"/> No			Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Prime Contractor's Company Information</b>			<b>Hiring Contractor's Company Information</b>		
Prime Contractor's Company Name			Hiring Contractor's Company Name		
Prime Contractor's Registration Number		Prime Contractor's UBI Number		Hiring Contractor's Registration Number	
				Hiring Contractor's UBI Number	
<b>Employment Information</b>					
Did you use <b>ANY</b> subcontractors?		<input type="checkbox"/> Yes ( <b>Addendum B Required</b> ) <input type="checkbox"/> No		Did employees perform work on this project?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was <b>ALL</b> work subcontracted?		<input type="checkbox"/> Yes ( <b>Addendum B Required</b> ) <input type="checkbox"/> No		Did you use apprentice employees?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Owner/Operators who own at least 30% of the company who performed work on this project:				<input type="checkbox"/> None (0) <input type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> Three (3)	
<b>You must list the First and Last Name(s) of any Owner/Operator performing work below</b>					
<b>List your Crafts/Trades/Occupations Below</b> - For Journey Level Workers you must provide all of the information below. Owner/Operators - must provide their First and Last name no other information required. <b>**Apprentices are not recorded below. You must use Addendum D to list Apprentices.</b>					
			Number of Workers	Total # of Hours Worked	Rate of Hourly Pay
					Rate of Hourly Usual ("Fringe") Benefits
<b>Signature Block</b>					
I hereby certify that I have read and understand the instructions to complete this form and that the information on the form and any addenda is correct and that all workers I employed on this Public Works Project were paid no less than the Prevailing Wage Rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries.					
Print Name:		Print Title:		Signature:	
				Date:	

**For L&I Use Only**

Department of Labor and Industries

**APPROVED BY:** \_\_\_\_\_

Industrial Statistician



**Affidavit of Wages Paid**  
**Public Works Contract**  
**\$40.00 Filing Fee Required\***

\*Exemption may apply. See instruction 9.

**Affidavit ID # (Assigned by L&I):**

# \_\_\_\_\_

This form **must** be typed or printed in ink.

**Fill in ALL blanks or the form will be returned for correction (see instructions).**

Please allow a **minimum** of 10 business days for processing.

Once approved, your form will be posted online at:

<https://fortress.wa.gov/lni/wagelookup/searchforms.aspx>

<b>Your Company Information</b> <span style="float:right">1</span>			<b>Awarding Agency Information</b> <span style="float:right">2</span>			
Your Company Name			Project Name		Contract Number	
Your Company Address			Awarding Agency			
City	State	Zip+4	Awarding Agency Address			
Your Contractor Registration Number		Your UBI Number	City	State	Zip+4	
Your Industrial Insurance Account Number			Awarding Agency Contact Name		Phone Number	
Your Email Address (required for notification of approval)		Your Phone Number	County Where Work Was Performed		City Where Work Was Performed	
<b>Additional Details</b> <span style="float:right">3</span>			<b>Contract Details</b> <span style="float:right">4</span>			
<u>Your</u> Job Start Date (mm/dd/yyyy)	<u>Your</u> Date Work Completed (mm/dd/yyyy)		Bid Due Date ( <b>Prime Contractor's</b> )		Award Date ( <b>Prime Contractor's</b> )	
Job Site Address/Directions		Your Approved Intent ID #	Indicate Total Dollar Amount of <u>Your</u> Contract (including sales tax).		\$	
<b>EHB 2805 (RCW 39.04.370)</b> – Is the Prime Contractor's contract at a cost of over one million dollars (\$1,000,000)?		<input type="checkbox"/> No <input type="checkbox"/> Yes	If "Yes" to the <b>EHB 2805</b> question and the Award Date is <b>9/1/2010</b> or later you must complete and submit the <b>EHB 2805 (RCW 39.04.370) Addendum.</b>			
<b>ARRA Funds</b> <span style="float:right">6</span>			<b>Weatherization or Energy Efficient Funds</b> <span style="float:right">6</span>			
Does this project utilize American Recovery and Reinvestment Act (ARRA) funds? <input type="checkbox"/> Yes <input type="checkbox"/> No			Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Prime Contractor's Company Information</b> <span style="float:right">7</span>			<b>Hiring Contractor's Company Information</b> <span style="float:right">8</span>			
Prime Contractor's Company Name			Hiring Contractor's Company Name			
Prime Contractor's Registration Number		Prime Contractor's UBI Number	Hiring Contractor's Registration Number		Hiring Contractor's UBI Number	
<b>Employment Information</b> <span style="float:right">9</span>						
Did you use <b>ANY</b> subcontractors?	<input type="checkbox"/> Yes ( <b>Addendum B Required</b> )	<input type="checkbox"/> No	Did employees perform work on this project?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was <b>ALL</b> work subcontracted?	<input type="checkbox"/> Yes ( <b>Addendum B Required</b> )	<input type="checkbox"/> No	Did you use apprentice employees?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Owner/Operators who own at least 30% of the company who performed work on this project: <b>You must list the First and Last Name(s) of any Owner/Operator performing work below</b>			<input type="checkbox"/> None (0) <input type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> Three (3)			
<b>List your Crafts/Trades/Occupations Below</b> - For Journey Level Workers you must provide all of the information below. Owner/Operators - must provide their First and Last name no other information required. <b>**Apprentices are not recorded below. You must use Addendum D to list Apprentices.</b>			<b>Number of Workers</b>	<b>Total # of Hours Worked</b>	<b>Rate of Hourly Pay</b>	
			<b>10</b>	<b>11</b>	<b>12</b>	
<b>Signature Block</b>						
I hereby certify that I have read and understand the instructions to complete this form and that the information on the form and any addenda is correct and that all workers I employed on this Public Works Project were paid no less than the Prevailing Wage Rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries.						
<b>Print Name:</b>		<b>Print Title:</b>		<b>Signature:</b>	<b>Date:</b>	

**For L&I Use Only**

Department of Labor and Industries

**APPROVED BY:** \_\_\_\_\_

Industrial Statistician





## INSTRUCTIONS AFFIDAVIT OF WAGES PAID FOR PUBLIC WORKS CONTRACTS

### COMPLETE ALL FIELDS ON THE FORM

The numbered blocks in the following instructions correspond to the numbered blocks on the numbered Affidavit of Wages Paid above. In addition, a completed sample form (without numbers) is included at the end of these instructions.

#### 1 Your Company Information – Enter the following information:

- a) Your **Company Name** and **Address**.
- b) Your **Contractor Registration Number** – You can verify this number at:  
<http://www.lni.wa.gov/TradesLicensing/Contractors/HireCon/>
- c) Your **UBI Number** (Unified Business Identifier) – This 9-digit number registers you with several state agencies and allows you to do business in Washington. You can verify this number at:  
<http://www.bls.dor.wa.gov/LicenseSearch/>
- d) Your **Industrial Insurance Account Number** – You can verify this number at:  
<https://fortress.wa.gov/lni/crpsi/MainMenu.aspx?MessageId=2001>
- e) Please provide your **Email Address** so that L&I can notify you of form approval and/or any required corrections. If you do not provide this information, L&I will use standard mail to send you correction notices. You can access approved forms at: <https://fortress.wa.gov/lni/wagelookup/searchforms.aspx>
- f) No notice of approval will be mailed.
- g) Your company **Phone Number**.

#### 2 Awarding Agency Information – Enter the following information regarding the agency that awarded the contract. This information is available from the Prime Contractor:

- a) **Project Name** – This is the name the Awarding Agency assigned to the project.
- b) **Contract Number** – This is the number the Awarding Agency assigned to the project.
- c) **Awarding Agency** – This is the name of the agency that awarded the contract.
- d) Please enter the **Street Address, City, State** and **Zip+4** of the Awarding Agency.
- e) **Awarding Agency Contact Name and Phone Number** – Enter the name and phone number of the person the Prime Contractor communicates with at the Awarding Agency.
- f) **County Where Work Was Performed** – Enter the name of the county where the work was performed. If the work was performed in multiple counties, include the names of all counties where work was performed.
- g) **City Where Work Was Performed** – Enter the name of the city where the work was performed. If the work was performed outside the limits of any city, or in multiple cities, include the name of the nearest city.

#### 3 Additional Details

- a) **Your Job Start Date** – This is the date that you began work on the project.
- b) **Your Date Work Completed** – This is the date you completed work on the project. You cannot have a date in the future.
- c) **Job Site Address/Directions** – Enter the specific address of the project or provide brief details regarding the location of the site, if no specific address exists.
- d) **Your Approved Intent ID #** – Enter the 6-digit number, assigned by L&I, from the approved Intent form filed for this project.

## INSTRUCTIONS (Cont.)

4	<b>Contract Details</b> <ul style="list-style-type: none"><li>a) <b>Bid Due Date</b> – Enter the date the <b>Prime Contractor</b> had to submit a bid to the Awarding Agency for this project (mm/dd/yyyy).<ul style="list-style-type: none"><li>• <b>What if my contract was not bid?</b> – If the contract you are working under was not required to be bid, you will enter the date the contract was awarded.</li></ul></li><li>b) <b>Award Date</b> – This is the date the Awarding Agency awarded the contract to the Prime Contractor (mm/dd/yyyy).</li><li>c) <b>Indicate the Total Dollar Amount of <u>Your</u> Contract</b> – Enter the total amount of <b>your</b> contract, including the applicable sales tax. You must enter the final amount of your contract. You cannot enter Time and Materials on an Affidavit of Wages Paid.</li></ul>
5	<b>EHB 2805 (RCW 39.04.370)</b> - F700-164-000 is an addendum to your Affidavit of Wages Paid Form. RCW 39.04.370 requires you to complete form F700-164-000 for contracts entered into between September 1, 2010 and December 31, 2013 if the Prime's contract is at a cost of over one million dollars (\$1,000,000). If you fail to properly provide the requested information more than one time between September 1, 2010 and December 31, 2013, pursuant to RCW 39.04.350(1)(f) you will not be considered a responsible bidder qualified to be awarded a public works project. Use as many of these forms as you need in order to provide the requested information for all relevant project items. This is an addendum to form F700-007-000.
6	<b>ARRA &amp; Weatherization Funding Questions</b> – Enter the information regarding the source of funds. This information should be obtained from the Awarding Agency or the Prime Contractor. <ul style="list-style-type: none"><li>a) Does this project utilize American Recovery and Reinvestment Act (ARRA) funds?</li><li>b) Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)?</li></ul>
7	<b>Prime Contractor's Company Information</b> – Enter information about the contractor who has the direct contract with the Awarding Agency: <ul style="list-style-type: none"><li>a) <b>Prime Contractor's Company Name</b> – Enter the Prime Contractor's company name.</li><li>b) <b>Prime Contractor's Registration Number</b> – Enter the Contractor Registration Number for the Prime Contractor. You can verify the number at: <a href="https://fortress.wa.gov/lni/bbip/Search.aspx">https://fortress.wa.gov/lni/bbip/Search.aspx</a>.</li><li>c) <b>Prime Contractor's UBI Number</b> – Enter the UBI number for the Prime Contractor. You can verify this number at: <a href="https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/">https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/</a>.</li></ul>
8	<b>Hiring Contractor's Company Information</b> – Enter the information about the Hiring Contractor. This is the contractor who hired or contracted your firm to perform work on this project: <ul style="list-style-type: none"><li>a) <b>Hiring Contractor's Company Name</b> – Enter the name of the contractor who hired or contracted your firm to perform work on this project.</li><li>b) <b>Hiring Contractor's Registration Number</b> – Enter the Contractor Registration Number for the contractor who hired you. You can verify the number at: <a href="https://fortress.wa.gov/lni/bbip/Search.aspx">https://fortress.wa.gov/lni/bbip/Search.aspx</a>.</li><li>c) <b>Hiring Contractor's UBI Number</b> – Enter the UBI Number for the contractor who hired you. You can verify this number at: <a href="https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/">https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/</a>.</li></ul>

**Employment Information** – Enter information about the individuals who performed work on this project:

- a) **Did you use any subcontractors?** - If **PART** of the work was performed by subcontractors you hired, check the “Yes” box and complete **Addendum B**.
- b) **Did employees perform work on this project?** - If employees, including apprentices, performed any work on the project, check the “Yes” box and list each employee’s applicable craft/trade/occupation. If you utilized apprentices on this project you must complete **Addendum D**.

**NOTICE: If no employees performed work subject to Washington’s prevailing wage requirements, check no on this question, and your form may be submitted without payment.** For more information, see our website at

<http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/File/default.asp>

- c) **Was ALL work subcontracted?** - If **ALL** work was performed by subcontractors, check the “Yes” box and complete **Addendum B**.
- d) **Did you use apprentice employees?** – If you used apprentices on this project please be aware:
  - 1. Any workers **NOT** registered with the Washington State Apprenticeship and Training Council (WSATC) must be paid the correct journey-level prevailing rate of wage.
  - 2. Any apprentice **NOT** registered with the WSATC within 60 days of hiring must be paid at the correct journey-level prevailing rate of wage for the time preceding the date of registration.
  - 3. You **MUST** be a registered training agent with the WSATC in order to pay a registered apprentice less than journey-level prevailing rate of wage.
  - 4. To verify apprenticeship and/or registered training agent status call (360) 902-5324.
- e) **Number of Owners/Operators who own at least 30% of the company who performed work on the project** – Indicate the number of Owners/Operators who performed work on the project. If no 30%+ Owners/Operators performed work on the project, check the box “None”.

**Crafts/Trades/Occupations and Apprentices** – List the craft/trade/occupation of each worker, journey-level and apprentice, employed on this project.

❖ **Crafts/Trades/Occupations**

If you indicated above that Owners/Operators worked on this project, and you also indicated above that no employees performed work on the project, and that **ALL** work was subcontracted, then you do not need to fill in this section. Individuals who own less than 30% of the company are not considered Owner/Operators under RCW 39.12 and must be listed as employees and paid at least the prevailing rate of wage for the work performed

Use **Addendum A** for additional Crafts/Trades/Occupations that will not fit on this form.

**Residential Construction** - If you are using any residential classifications (e.g. Residential Carpenter, Residential Laborer, etc.) you must provide information regarding the following questions, on **Addendum C**, in order for L&I to determine if residential rates are being utilized appropriately:

1. Did the Awarding Agency, in compliance with RCW 39.12.030, determine that the project meets the definition of residential construction?
2. Please indicate the type of structure (e.g. single-family dwelling, duplex, apartment, condominium or other residential structure).
3. Including any basement or garage, how many stories or levels does the structure have?
4. What is the facility used for (answer “yes” or “no” to each of the following options)?
  - a. Permanent residence only?
  - b. Rehabilitation house?
  - c. Transitional housing?
  - d. Communal dining facility?
  - e. Treatment services?
  - f. Counseling?
  - g. Other?
5. Does each dwelling unit have its own full, self-contained kitchen?
6. Does each dwelling unit have its own full bathroom?
7. Is there a community facility or manager’s office on site?
8. Is any part of the facility used by members of the public?

**Landscape Construction** - If you are using “Landscape Construction” or any of the sub-classifications within Landscape Construction (e.g. Landscape or Planting Laborer, Irrigation or Lawn Sprinkler Installers, Landscape Equipment Operators or Truck Drivers) you must provide information regarding the following questions, on **Addendum C**, in order for L&I to determine if Landscape Construction rates are being utilized appropriately:

1. The beautification of a plot of land through addition of or modification to lawns, trees and bushes under the Landscape Construction Scope of work (WAC 296-127-01346) is a limited universe and has exclusions that may affect its application. Please provide L&I with more information so we can verify whether the landscape construction wage rates apply to this project.
  - a. Please describe the whole project – not just your part.
  - b. Please describe your part(s) of the project –the tasks you performed, equipment used, and tools used. Please provide as much detail as you can.
  - c. If the project involves installing an irrigation system, trenching, installing French drains or other subsurface water collection systems, or spreading top soil or mulch, please tell us the relevant depths.
2. If Equipment Operators and/or Truck Drivers were used, describe the type, and list the size or rated capacity of the equipment.

**Crafts/Trades/Occupations and Apprentices (Cont.)**

**Apprentices** – If you employed apprentices on this project, list each apprentice by Name, Registration Number, Trade, the number of hours the individual had completed in the program when they started work (Beginning Hours) and ended work (Ending Hours) on the project, Beginning and Ending dates of work performed on this project, and Rate of Hourly Pay and Usual (“Fringe”) Benefits.

1. Any workers **NOT** registered with the Washington State Apprenticeship and Training Council (WSATC) must be paid the correct journey-level prevailing rate of wage.
2. Any apprentice **NOT** registered with the WSATC within 60 days of hiring must be paid at the correct journey-level prevailing rate of wage for the time preceding the date of registration.
3. You **MUST** be a registered training agent with the WSATC in order to pay a registered apprentice less than journey-level prevailing rate of wage.
4. To verify apprenticeship and/or registered training agent status call (360) 902-5366.

**11** **Number of Workers** – Enter the number of journey-level workers employed on this project for that craft/trade/occupation.

**12** **Total Number of Hours Worked** – Enter the number of hours worked for that Craft/Trade/Occupation.

**13** **Rate of Hourly Pay** – Enter the rate of hourly pay, as defined by RCW 39.12.010, that you actually paid the workers for that Craft/Trade/Occupation. The amount listed for “Rate of Hourly Pay” plus the amount listed for the “Rate of Hourly Fringe Benefits,” if any, must equal or exceed the applicable prevailing rate of wage.

**14** **Rate of Hourly Usual (“Fringe”) Benefits** – Enter the rate of hourly fringe benefits for that Craft/Trade/Occupation. This is the cost of fringe benefits, as defined by RCW 39.12.010, that you actually paid to the workers. The amount listed for “Rate of Hourly Pay” plus the amount listed for “Rate of Hourly Usual (“Fringe”) Benefits,” if any, must equal or exceed the applicable prevailing rate of wage.

If there is not enough space to list all required information on one form, use the appropriate Addendum as needed. No additional fee is required for using Addendums to the form. No other attachments will be accepted.

**L&I approval of your Affidavit of Wages Paid is based on the information you provide. Approval of the form does not signify that the classifications of labor you listed on the form are the correct classifications of work for the tasks performed on the public works project. It is your responsibility to pay workers the prevailing rate of wage for the classification of work that correctly applies to the actual work they perform.**

**Be sure to include your email address on the form.** If you do not provide this information, L&I will use standard mail to send you correction notices. You will be able to access approved forms at: <https://fortress.wa.gov/lni/wagelookup/searchforms.aspx>

**MAILING INSTRUCTIONS**

You must mail the completed and signed form with **original signature** (a photocopy of a signature will **not** be accepted) with the \$40 filing fee, if applicable\*, to:  
**Management Services  
Department of Labor & Industries  
Prevailing Wage Program  
PO Box 44835  
Olympia, WA 98504-4835**

**FURTHER INFORMATION**

Make checks payable to:  
**Department of Labor and Industries**  
If you have questions or would like assistance in completing the form, please call us at (360) 902-5335 or email the Prevailing Wage office at [pw1@lni.wa.gov](mailto:pw1@lni.wa.gov).

Prevailing wage rates are available on the Internet at:  
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>  
**(No notice of approval will be mailed).**



**Affidavit of Wages Paid**  
**Public Works Contract**  
**\$40.00 Filing Fee Required\***

\*Exemption may apply. See instruction 9.

**Affidavit ID # (Assigned by L&I):**

**# WA67554-9090**

This form **must** be typed or printed in ink.

**Fill in ALL blanks or the form will be returned for correction (see instructions).**

Please allow a **minimum** of 10 business days for processing.

Once approved, your form will be posted online at:

<https://fortress.wa.gov/lni/wagelookup/searchforms.aspx>

Your Company Information			Awarding Agency Information		
Your Company Name ABC Company			Project Name Road Repair		Contract Number 123-456
Your Company Address 1234 Main Street			Awarding Agency WA St Department of Transportation		
City Olympia	State WA	Zip+4 98501-1234	Awarding Agency Address PO Box 123		
Your Contractor Registration Number ABCCI*0123AA		Your UBI Number 123456789	City Olympia	State WA	Zip+4 98501
Your Industrial Insurance Account Number 111,111-11			Awarding Agency Contact Name John Doe		Phone Number (555) 555-5555
Your Email Address (required for notification of approval) prevailingwage@lni.wa.gov		Your Phone Number (555) 555-5555	County Where Work Was Performed Thurston		City Where Work Was Performed Olympia
Additional Details			Contract Details		
<u>Your</u> Job Start Date (mm/dd/yyyy) 2/1/2011	<u>Your</u> Date Work Completed (mm/dd/yyyy) 3/1/2011		Bid Due Date ( <b>Prime Contractor's</b> ) 1/1/2011		Award Date ( <b>Prime Contractor's</b> ) 1/5/2011
Job Site Address/Directions Plum and State Street		Your Approved Intent ID # 123456	Indicate Total Dollar Amount of <u>Your</u> Contract (including sales tax).		\$ \$10,000.00
<b>EHB 2805 (RCW 39.04.370) – Is the Prime Contractor's contract at a cost of over one million dollars (\$1,000,000)?</b>			<input checked="" type="checkbox"/> No    If "Yes" to the <b>EHB 2805</b> question and the Award Date is <b>9/1/2010</b> or later you must complete and submit the <b>EHB 2805 (RCW 39.04.370) Addendum.</b> <input type="checkbox"/> Yes		
ARRA Funds			Weatherization or Energy Efficient Funds		
Does this project utilize American Recovery and Reinvestment Act (ARRA) funds? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Does this project utilize any weatherization or energy efficiency upgrade funds (ARRA or otherwise)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Prime Contractor's Company Information			Hiring Contractor's Company Information		
Prime Contractor's Company Name XYZ Company			Hiring Contractor's Company Name CBA Company		
Prime Contractor's Registration Number XYZCI*0123AA		Prime Contractor's UBI Number 987654321	Hiring Contractor's Registration Number CBACI*0123AA		Hiring Contractor's UBI Number 456789123
Employment Information					
Did you use <b>ANY</b> subcontractors?	<input type="checkbox"/> Yes ( <b>Addendum B Required</b> )	<input checked="" type="checkbox"/> No	Did employees perform work on this project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Was <b>ALL</b> work subcontracted?	<input type="checkbox"/> Yes ( <b>Addendum B Required</b> )	<input checked="" type="checkbox"/> No	Did you use apprentice employees?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Number of Owner/Operators who own at least 30% of the company who performed work on this project: <b>You must list the First and Last Name(s) of any Owner/Operator performing work below</b>			<input type="checkbox"/> None (0) <input checked="" type="checkbox"/> One (1) <input type="checkbox"/> Two (2) <input type="checkbox"/> Three (3)		
<b>List your Crafts/Trades/Occupations Below - For Journey Level Workers you must provide all of the information below. Owner/Operators - must provide their First and Last name no other information required. **Apprentices are not recorded below. You must use Addendum D to list Apprentices.</b>			<b>Number of Workers</b>	<b>Total # of Hours Worked</b>	<b>Rate of Hourly Pay</b>
<b>General Labor</b>			2	153	41.23
<b>Carpenter</b>			5	210	52.26
Signature Block					
I hereby certify that I have read and understand the instructions to complete this form and that the information on the form and any addenda is correct and that all workers I employed on this Public Works Project were paid no less than the Prevailing Wage Rate(s) as determined by the Industrial Statistician of the Department of Labor and Industries.					
Print Name:		Print Title:		Signature:	
<b>For L&amp;I Use Only</b>					
Department of Labor and Industries					
<b>APPROVED BY:</b> _____ Industrial Statistician					