



SNOHOMISH SCHOOL DISTRICT PUBLIC WORKS GUIDELINES FOR PURCHASING AND ACCOUNTS PAYABLE

PUBLIC WORKS SOLICITATION

Prior to soliciting for public works contracted services, a district employee should:

- Notify potential contractor the work is public works & requires prevailing wage.
- If new vendor, verify the contractor/vendor is not debarred from the State of Washington at <https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>
- Select contractors/vendors from the district small works roster at <https://mrscrosters.org/>
Username: SSD Password: roster

Once the above have been met, then:

- Complete bidding or quote requirements including vendor signature on quote form
- Complete district requisition with appropriate prevailing wage note and attach a copy of the signed quote.
- Obtain proper signatures and approvals on any contract or agreement with vendor
- Obtain an Intent to pay prevailing wages prior to start of work.

ACCOUNTS PAYABLE

- Intents must be filed with L&I before any payment can be made to the vendor.
- For all public works, verify workers compensation premiums are current.
- Affidavit of wages paid must be filed before final payment of retainage.
- We may be required to educate our vendor/contractors of the below requirements:

Public Works \$0 to \$2,500:

Contractor must provide Snohomish School District with the following:

- Certificate of Insurance with endorsement.
 - Combined Intent & Affidavit online approval (If no subcontractors).
- Or
- Intent to Pay Prevailing Wage (including subcontractors).
 - Affidavit of Wages Paid (including subcontractors).

Public Works \$2,501 To \$10,000:

Contractor must provide Snohomish School District with the following:

- Certificate of Insurance with endorsement.
- Intent to Pay Prevailing Wage (including subcontractors).
- Affidavit of Wages Paid (including subcontractors).

Public Works \$10,001 to \$50,000:

Contractor must provide Snohomish School District with the following:

- Certificate of Insurance with endorsement.
- Intent to Pay Prevailing Wage (including subcontractors).
- Affidavit of Wages Paid (including subcontractors).
- 5% retainage will be held.

Public Works \$50,001 and over:

Contractor must provide Snohomish School District with the following:

- Certificate of Insurance with endorsement.
- Intent to Pay Prevailing Wage (including subcontractors).
- Affidavit of Wages Paid (including subcontractors).
- Performance Bond and Payment Bond.
- 5% retainage will be held except, per law on contracts under \$150,000, the contractor may request an alternate arrangement for withholding 10% retainage if approved by Exec Director of Operations

For Contracts over \$35,000 the District is required to obtain:

- Notice of Completion-Release from:
 - Department of Revenue
 - Department of L&I
 - Department of Employment Security
- School Board Approval is required if over \$350,000.

On-Call Contracts under \$35,000:

- Contractor must provide one intent for amount of contract up to \$35,000.
- Intent must be filed with L&I prior to any payment released by Snohomish School District.
- Contractor must file an affidavit of wages paid for every project performed under the on-call contract.

Janitorial Services & Maintenance Contracts:

- Contractor must provide one intent at the start of the contract.
- Contractor must file one Affidavit of wages paid upon completion of the contract.
- If contract exceeds one year, a wage adjustment shall be made annually.

Emergencies:

Unforeseen circumstances beyond districts control that either:

- Present a real, immediate threat to the proper performance of essential functions;
or
- Will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.
- Bidding requirements do not apply!
- Requires Board approval if over \$75,000.

Warranty Work:

Warranty work is additional work on the same public works contract

- Prevailing Wages are required.
- Use original Intent but must file an amended Affidavit (to report the new number of hours work on the original contract).