

WAC 504-50-050 Contractors application form—Information required. In response to the notifications above, or at any time, contractors desiring to be included on a small works roster established by Washington State University, may submit a completed application in a format prescribed by the director, department of facilities operations. Copies of the form may be obtained from the department of facilities operations and will contain the following information:

- (1) Name of contracting firm, including designation as corporation, partnership, sole proprietorship, or otherwise;
- (2) Address of contracting firm;
- (3) Telephone number;
- (4) Fax number;
- (5) Email address;
- (6) State contractor's license number;
- (7) Name of the owner or chief operating officer;
- (8) State of Washington department of revenue tax number;
- (9) Indication of type of construction firm by categories enumerated on the form;
- (10) An indication of those counties, enumerated on the form, in which the contractor is interested in being considered for projects;
- (11) Indication of whether contractor is certified as a minority or women's business enterprise pursuant to chapter 326-20 WAC;
- (12) Three references of satisfactorily completed contracts of a value of not less than twenty-five thousand dollars within the past two years.

Upon receipt of the application, the University shall evaluate the qualifications of the firm for inclusion on the small works roster, enter the information set forth therein into its small works roster, and send a copy of the information which is entered to the applicant contractor. Contractors should not consider themselves to be enrolled in a small works roster until they have received this verification.

It is the responsibility of the contractor to notify the agency of any incorrect information set forth on the notice of verification and to notify the agency of any change in the information set forth in its application, as such changes may occur from time to time.

[Statutory Authority: RCW 28B.30.150. WSR 09-19-071, § 504-50-050, filed 9/15/09, effective 10/16/09. Statutory Authority: RCW 39.04.155. WSR 01-13-103, § 504-50-050, filed 6/20/01, effective 7/21/01.]