

**CITY OF SPOKANE
PUBLIC WORKS APPRENTICE PROGRAM
SUBCONTRACTOR ACKNOWLEDGEMENT FORM**

*Submission of this completed form is due prior to issuing of the Notice to Proceed.
Failure to resubmit this form could result in delay of payment.*

To be completed by subcontractor representative

1. Project Name	
2. Contract Number	
3. Prime Contractor	
4. Subcontractor	
5. Subcontractor Contract Amount	
6. Point of Contact	
7. Phone/Email	

Spokane Municipal Code Section 07.06.700 Article X Public Works Apprenticeship Program

As a subcontractor, you fall under the requirements of SMC 07.06.700 Article X Public Works Apprentice Program while working on a City of Spokane Public Works project which falls under its provisions. As such, you must be aware and comply with the requirements of this ordinance.

The Requirements: Utilization requirements for apprenticeship labor for Public Works contracts shall also apply to all subcontracts of one hundred thousand dollars (\$100,000) or more. For each craft that has an available apprenticeship program for Spokane County and performs more than 160 hours on each project, fifteen percent of the labor hours shall be performed by apprentices enrolled in a State-approved apprenticeship program.

For each unmet labor hour required by this Article X, there shall be imposed a penalty equal to thirty percent (30%) of the highest paid craft hourly rate on the Public Works project as determined by prevailing wages on each contractor who violates the provisions of this article. For a second violation within five years of the first violation, the penalty shall be sixty percent (60%), and for a third or subsequent violation within five years of the first violation, the penalty shall be ninety percent (90%). General contractors shall only be liable for penalties based on their failure to meet the “per craft” requirements established in [SMC 07.06.720\(A\)](#).

Penalties, incentives and Good Faith Effort information can be found in bid specifications/contract documents or you can find additional information about these requirements at: <https://my.spokanecity.org/business/bid-and-design/apprentice-program/>

Compliance with the requirements of this ordinance will be verified through certified payroll and approved Affidavits of Wages Paid filed with Washington State Labor and Industries.

Name	Signature	Date

I certify that I have read the requirements of SMC 07.06.700 Article X Public Works Apprentice Program and attest our work on this contract will comply with the requirements as applicable.

Contact

Public Works Apprentice Program – email: apprentice@spokanecity.org – phone: 509-625-6031