

**PORT OF SEATTLE  
LETTER OF ASSENT**

MC- 03#####

Project Name:

General/Prime Contractor: General/Prime Contractor

The undersigned, as a Contractor(s) or Subcontractor(s) on the Enter Project Name Here, for and in consideration of the award of a Contract to perform work on said Project, and in further consideration of the mutual promises made in the Project Labor Agreement (PLA), a copy of which was received and is acknowledged, hereby:

- (1) On behalf of itself and all its employees, accepts and agrees to be bound by the terms and conditions of the Project Labor Agreement, together with any and all amendments and supplements now existing or which are later made thereto, and understands that any act of non-compliance with all such terms and conditions, including but not limited to; evidence of compliance with the pre-employment controlled substance testing, will subject the non-complying Contractor or employee(s) to being prohibited from the Project Site until full compliance is obtained.
- (2) Certifies that it has no commitments or agreements which would preclude its full compliance with the terms and conditions of said Project Labor Agreement.
- (3) Agrees to secure from any Contractor(s) (as defined in said Project Labor Agreement) which is or becomes a Subcontractor(s) (of any tier), a duly executed Letter of Assent in form identical to this document prior to commencement of any work.

<b>Date:</b> Choose Date  <b>Prime/General Contractor:</b> Enter Prime/General Contractor <b>Subcontractor:</b> <input type="checkbox"/> <input type="checkbox"/> <b>Tier 1:</b> Subcontractor to Name <input type="checkbox"/> <b>Tier 2:</b> Subcontractor to Name <input type="checkbox"/> <b>Tier 3:</b> Subcontractor to Name <input type="checkbox"/> <b>Tier 4:</b> Subcontractor to Name	<b>Company Name:</b> Enter Company Name Here  <b>Name and Title:</b> Enter Name and Title Here  <b>Business Address:</b> Enter Business Address Here  <b>Telephone Number:</b> Enter Number Here Choose a Type
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Type Name Here

(Typed Name May Substitute for Signature)

**PORT OF SEATTLE  
PROPOSED TRADE ASSIGNMENT(S)**

MC- 03#####

Project Name:

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COMPANY NAME: Enter Name Here

BID AMOUNT: Enter Amount Here

PURPOSE: To make proposed jurisdictional trade assignments, broken down by craft and classification, as well as to discuss details and answer questions relating to the project scope of work, safety, and job requirements.

MEETING PLACE: Seattle-King County Building and Construction Trades Council  
14675 Interurban Avenue South, Small Auditorium  
Teamsters Building  
Tukwila, WA 98168  
206-441-0550 - Office  
206-443-5649 - Fax

DO NOT FILL BELOW THIS LINE

\*\*\*\*\*

MEETING DATE: \_\_\_\_\_

MEETING TIME: \_\_\_\_\_

UNION RESPONSE DATE: \_\_\_\_\_

CONTRACTOR RESPONSE DATE: \_\_\_\_\_

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1. DETAILED SCOPE OF WORK (work you are contracted to perform in detail / please list any pre-fabrication work in the state of Washington):

Enter Scope Here

2. ESTIMATED WORK SCHEDULE:

Approximate Start Date:

Enter Date Here

Approximate Completion Date:

Enter Date Here

3. ADDRESSES:

Job Location:

Enter Location Here

Enter Location Here

Enter Location Here

Company's Local Mailing Address:

Enter Address Here

Enter Address Here

Enter Address Here

4. SMALL BUSINESS:

Are you a registered SCS (Small Business)? ☐ Yes ☐ No

If yes, are you registered in Washington State? ☐ Yes ☐ No

5. PREVAILING WAGE:

Intent to Pay Prevailing Wage Number: Enter Number Here

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**6. CONTRACTOR PERSONNEL:**

Personnel	Name	Office Phone #	Cell Phone #	Email Address
Project Manager:	Enter Name	Enter #	Enter #	Enter Email
Person Completing Paperwork:	Enter Name	Enter #	Enter #	Enter Email
Superintendent:	Enter Name	Enter #	Enter #	Enter Email
Safety Rep:	Enter Name	Enter #	Enter #	Enter Email
Drug Test Result Coordinator:	Enter Name	Enter #	Enter #	Enter Email

**7. DISPATCH** (all workers, including core employees, must be dispatched from a union hall):

Referral procedures will be in accordance with the provisions contained within the Project Labor Agreement. The referral procedures are to be posted in the hiring halls in order to be in full compliance with the law.

**8. CURRENT UNION AGREEMENTS COVERING ALL ANTICIPATED WORKERS:**

If NO Union agreement, state 'NONE' and complete section #9  
Enter Agreements Here

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**9. OPEN-SHOP CORE WORKER LIST:**

Open Shop Contractors without a collective bargaining agreement with Unions signatory to the Port of Seattle Project Labor Agreement (PLA) may employ a maximum of five (5) of their own core workers, with possible exceptions that must be discussed with Union Representatives. A core worker is an employee that meets all the following: (PLA Article 16 Section 5)

- Any license required by state or federal law for the project work to be performed
- Worked on the (sub)contractor payroll at least 1,200 hours within the craft classification during the prior two (2) years
- Been on (sub)contractors active payroll for at least 60 of 90 calendar days prior to (sub)contractor award
- Have the ability to perform the work safely

The Contractor may elect to hire its first core employee to be a Foreman. After the Contractor hires the first core employee; the Union will refer to such Contractor, one Journeyman employee from the Hiring Hall Out-of-Work list for the affected trade or craft, then refer one of such Contractors core employees as a Journeyman, and shall alternate one core employee and one employee from the Out-of-Work list until such contractors crew requirements are met or until such contractor has hired five (5) core employees, whichever occurs first. Thereafter, all additional employees in the affected trade or craft shall be hired exclusively from the Hiring Hall.

Core workers must place their names with the respective Union Hall dispatch prior to work

Employee Name	Classification/Trade	Hire Date	Has worker been on payroll 1,200 hours in the last 2 years?	Has worker been on active payroll 60 out of the last 90 calendar days?
Enter Name.	Enter Here	Enter Here	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Enter Name.	Enter Here	Enter Here	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Enter Name.	Enter Here	Enter Here	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Enter Name.	Enter Here	Enter Here	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Your signature verifies the information above is accurate. If information is a knowing misrepresentation of facts, (sub) contractor could be subject to breach and/or removal from the project.

Type Name Here

(Typed Name May Substitute for Signature)

Telephone: Enter Here

Email: Enter Here

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10. CRAFT DEMAND: (Only fill in area(s) that apply)

<u>CRAFT</u>	<u>PEAK</u>	<u>AVERAGE</u>
Asbestos Workers	Enter # Here	Enter # Here
Boilermakers	Enter # Here	Enter # Here
Brick/Stone/Marble/Tile Setters/Terrazzo	Enter # Here	Enter # Here
Carpet/Floor Covering/Soft Tile	Enter # Here	Enter # Here
Carpenters	Enter # Here	Enter # Here
Cement Masons	Enter # Here	Enter # Here
Drywall Hanger/Metal Stud Framers	Enter # Here	Enter # Here
Drywall Finisher/Taper	Enter # Here	Enter # Here
Electrical Workers (Inside Wiremen)	Enter # Here	Enter # Here
Electrical Workers (Outside Line)	Enter # Here	Enter # Here
Elevator Constructors	Enter # Here	Enter # Here
Fire Protection	Enter # Here	Enter # Here
Glaziers	Enter # Here	Enter # Here
Heat & Frost Insulators	Enter # Here	Enter # Here
Ironworkers (Structural/Rebar)	Enter # Here	Enter # Here
Ironworkers (Ornamental/Architectural)	Enter # Here	Enter # Here
Laborers	Enter # Here	Enter # Here
Millwrights	Enter # Here	Enter # Here
Operating Engineers	Enter # Here	Enter # Here
Painters	Enter # Here	Enter # Here
Pile Drivers	Enter # Here	Enter # Here
Pipefitters	Enter # Here	Enter # Here
Plumbers	Enter # Here	Enter # Here
Plasterers	Enter # Here	Enter # Here
Roofers	Enter # Here	Enter # Here
Sheet Metal Workers	Enter # Here	Enter # Here
Sign & Display	Enter # Here	Enter # Here
Sprinkler Fitters	Enter # Here	Enter # Here
Teamsters	Enter # Here	Enter # Here
Other:	Enter # Here	Enter # Here

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**II. OPERATIONAL INFORMATION:**

Number of Shifts: Enter Number of Shifts

1st Shift Schedule: Start of Shift ☐AM ☐PM to End of Shift ☐AM ☐PM

2nd Shift Schedule: Start of Shift ☐AM ☐PM to End of Shift ☐AM ☐PM

3rd Shift Schedule: Start of Shift ☐AM ☐PM to End of Shift ☐AM ☐PM

Pay Day: Choose a Day

**12. PROPOSED TRADE ASSIGNMENTS:**

Please detail Proposed Trade Assignments by each specific craft and include scope(s) of work for each craft. If more space is required, please attach additional sheets.

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**13. UTILIZATION OF EQUIPMENT / TOOLS:**

List in detail proposed equipment, tools, and craft assignment. If additional space is needed, attach sheet(s) to this document.

<u>EQUIPMENT</u>	<u>CRAFT</u>	<u>TOOLS</u>	<u>CRAFT</u>
Enter Equipment Here	Enter Craft Here	Enter Tools Here	Enter Craft Here
Enter Equipment Here	Enter Craft Here	Enter Tools Here	Enter Craft Here
Enter Equipment Here	Enter Craft Here	Enter Tools Here	Enter Craft Here
Enter Equipment Here	Enter Craft Here	Enter Tools Here	Enter Craft Here
Enter Equipment Here	Enter Craft Here	Enter Tools Here	Enter Craft Here
Enter Equipment Here	Enter Craft Here	Enter Tools Here	Enter Craft Here
Enter Equipment Here	Enter Craft Here	Enter Tools Here	Enter Craft Here
Enter Equipment Here	Enter Craft Here	Enter Tools Here	Enter Craft Here

**14. SUBCONTRACTORS:**

Detail all subcontractors and their scopes of work. All subcontractors must submit Proposed Trade Assignment(s) and participate in Pre-Job Jurisdictional Meeting or submit Waiver request, if applicable.

<u>NAME OF SUBCONTRACTOR</u>	<u>SUMMARY OF SCOPE OF WORK</u>
Enter Name Here	Enter Work Here
Enter Name Here	Enter Work Here
Enter Name Here	Enter Work Here
Enter Name Here	Enter Work Here
Enter Name Here	Enter Work Here



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**INSTRUCTIONS FOR FILING APPRENTICE UTILIZATION PLAN:**

The Apprentice Utilization Plan (AUP) is to be completed by the Bidder / Contractor. The Plan must include total project labor hours projected including those that will be performed by Prime and all Subcontractors. The Plan will be reviewed during the Seattle-King County Building Trades Pre-Job Jurisdictional Conference or through the approved Waiver process.

**DEFINITIONS:**

TRADE/CRAFT	The given Trade or Craft expected to be utilized by the Bidder/Contractor or its Sub-contractors throughout the duration of the project.
TOTAL LABOR HOURS	The estimated total number of Labor hours required in each Trade or Craft on the Project.
NUMBER OF APPRENTICES	The estimated total number of apprentices enrolled in each state-approved Trade or Craft on the project.
APPRENTICESHIP HOURS	The estimated total number of hours to be worked by apprentices in each Craft or Trade that is required for the project.
APPRENTICE PERCENTAGE	For each Craft or Trade, apprentice hours divided by labor hours, multiplied by one hundred (100), rounded to two (2) decimal places. For example: If apprentice hours equal 80 for a craft or trade and labor hours equal 520 for the same craft or trade, apprentice percentage for that craft or trade is $(80/520) \times 100 = 15.38$ percent (%).
PREFERRED ENTRY	Apprentices hired from Pre-Apprenticeship Program (Seattle Vocation Institute Pre-Apprenticeship Construction Training Program-SVI PACT) Apprenticeship and Non-Traditional Employment Program for Woman (ANew), PACE.
JOURNEY LEVEL LABOR HOURS	List the estimated number of labor hours to be performed by all journey level workers in full hour increments. The estimate should include the labor hours of all workers subject to prevailing wage requirements as defined in WAC 296-127-015.

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**APPRENTICESHIP:**

**APPRENTICESHIP UTILIZATION PLAN (AUP)**

**Goals:**

Apprenticeship – 15% per craft, 21% of total apprentice training hours for minorities, 12% of total apprentice training hours for women.

Preferred Entry - 1 of every 5 apprentices from Pre-Apprenticeship programs, i.e. SVI, PACT, ANEW, Helmets to Hard Hats. The Unions agree to coordinate with designated pre-apprenticeship organizations.

Are you an eligible Training Provider? Yes ☐ No ☐

If no, are you eligible to become a Training Provider? Yes ☐ No ☐

Trade/Craft Description (utilized on entire project)	Total Labor Hours	Preferred Entry	Pre-Entry Hours	Number of Apprentices	Apprentice Hours	Total Apprentice Hours
TOTALS						

Provide a description below of how the Contractor plans to ensure that the Apprenticeship hiring goals for Pre-Entry and minorities / women working on the project will be met:

Enter Description Here