

Washington State Department of Labor and Industries (L&I):

To start an account with L&I: Go to “My L&I” <https://secure.lni.wa.gov/home/>

Once you have signed up, search for “Prevailing Wage” in the search bar; all information on the process and requirements for forms and wages are at your fingertips.

Prevailing wage rates are managed by L&I and new rates are published every February and August.

L&I Requirements: Intents and Affidavits

All public works project require a Statement of Intent to Pay Prevailing Wages (Intent) and Affidavit of Wages Paid (Affidavit) form. The forms are filed with L&I and, once they are approved, are submitted by the contractor to the agency administering the contract (Sno-Isle Libraries).

Sno-Isle Libraries is listed with L&I as: [Sno-Isle Regional Library](#)

There are two ways to file Intents and Affidavits:

1. File online through your PWIA account. Instructions for filing online may be found here: <http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/GettingStarted/default.asp>. (Look for “Print step-by-step instructions for filing with PWIA” in the middle of the page.)
2. Here are links to obtain paper forms:
 - a. Intent: <https://www.lni.wa.gov/FormPub/Detail.asp?DocID=1918>.
 - b. Affidavit: <https://www.lni.wa.gov/FormPub/Detail.asp?DocID=1909>.

A separate Intent and Affidavit form must to be filed and approved prior to payment by Sno-Isle Libraries.

Intent: The Intent form should be filed immediately after the contract is awarded and before work begins. Sno-Isle Libraries may not make any payments until contractors have submitted an Intent form approved by L&I. The cost to file this form is \$40, payable to L&I by the vendor.

Affidavit: The Affidavit form is not filed until after all work is completed. Sno-Isle Libraries may not release final retainage or make final payment until all contractors have submitted an Affidavit form approved by L&I. The cost to file this form is \$40.

- Some Affidavits are exempt from this fee:
 - Sole owners and their spouses (owner operators).
 - Any partner who owns 30% or more of a partnership.
- Other exemptions may be found here:
<http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/GettingStarted/default.asp>.

No dividing or phasing of projects to avoid filing Intents or Affidavits is allowed.

All links listed above are available in electronic format upon request to Karen Kramer (kkramer@sno-isle.org).