



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES

Determination Request Requirements

Pursuant to RCW 39.12 Prevailing Wages on Public Works, the Industrial Statistician of the Department of Labor and Industries is authorized to issue determinations regarding the prevailing rate of wage. Determination letters are provided to address specific factual situations and the applicable prevailing wage rates which must be paid.

In order to process a request for determination, all information necessary to assess the applicable prevailing wage requirements must be included with a request. This information includes but is not limited to the project name, a description of the project, the prime contractor and awarding agency, copies of project plans, specifications and contracts, relevant financing information, the prime contractor's Statement of Intent to Pay Prevailing Wages, and any other relevant information related to the project or proposed project.

The requester has a continuing duty to promptly provide the Prevailing Wage Program with all relevant documents, records and other information until a determination is made.

Determination letters are generally issued within 90 days of receiving a complete request. If a requester does not send all relevant information, or does not respond to requests for additional information, then the process may be delayed or the Industrial Statistician may decline to issue a determination.

A checklist of information to include with your request for a determination is attached.

Please direct requests for determinations, and for modification of determinations via email or letter to the Industrial Statistician:

Jody Robbins
Industrial Statistician/Program Manager
Department of Labor & Industries
Prevailing Wage
P O Box 44540
Olympia, WA 98504-4540
Jody.Robbins@Lni.wa.gov

Determination Request Requirements Checklist

The following is a checklist to assist you in preparing your determination request. You may list the information individually or include the information in your request. Please be aware that the Industrial Statistician may request additional information.

Please send a completed checklist with your determination request.

This determination request includes:

Project Information (if applicable):

- | | |
|---|--------------------------|
| | State
Use
Only: |
| <input type="checkbox"/> Project name and project description (photographs are helpful) | <input type="checkbox"/> |
| <input type="checkbox"/> Prime contractor information | <input type="checkbox"/> |
| <input type="checkbox"/> Awarding agency information | <input type="checkbox"/> |
| <input type="checkbox"/> Copies of project plans, specifications, contracts | <input type="checkbox"/> |
| <input type="checkbox"/> Relevant financing information | <input type="checkbox"/> |
| <input type="checkbox"/> Prime contractor's statement of intent to pay prevailing wages | <input type="checkbox"/> |

The Question Presented

- | | |
|---|--------------------------|
| <input type="checkbox"/> Explanation of question/issue | <input type="checkbox"/> |
| <input type="checkbox"/> Description of the work process | <input type="checkbox"/> |
| <input type="checkbox"/> Description of the tools/materials used (if applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> Any certifications/licenses required to perform the work | <input type="checkbox"/> |

Related Matters (if applicable):

- | | |
|---|--------------------------|
| <input type="checkbox"/> Reference the complaint/investigation related to this request | <input type="checkbox"/> |
| <input type="checkbox"/> Reference the prevailing wage agent involved with your request | <input type="checkbox"/> |
| | State
Use
Only |

Reviewed by: _____

Date: _____