



INTERESTED PARTY CHECKLIST

For the Filing of Prevailing Wage Complaints

ALLEGED VIOLATOR NAME/PROJECT:

Note: This Interested Party checklist is to be utilized by "Interested Parties" only. The checklist should be considered a guide with departmental requirements and recommendations provided in order to assist in the filing of prevailing wage complaints.

- Fully complete the F700-129-000 Prevailing Wage Complaint form for Interested Parties.
 - A separate complaint form must be submitted for each project in which you have substantiated a violation.
- Ensure that the project involved is subject to provisions of Washington State Public Work Act (RCW 39.12).
 - Complaints may be filed when there is a violation of state law. The department cannot take action on disputes related to employment agreements that are in excess of what the law provides (i.e., collective bargaining agreements), as L&I has no enforcement authority for such agreements unless there is a violation of state statutes.
 - Complaints may not be filed for work performed outside the state of Washington.
- Determine if Statements of Intent or Affidavits of Wages Paid have been filed. If filed, provide copies with your complaint form.
 - If you cannot locate form(s) on file, contact alleged violator/prime contractor/awarding agency for information as to filing status and, if filed, obtain copies.
- Provide the following information:
 - Bid due date/contract award date;
 - Wage rates for classifications of work performed.
- Status of the project.**
 - Generally, you must file a complaint within 30 days of the project's acceptance date by the awarding agency in order for the department to investigate.
 - Provide all requested dates such as work start dates, expected completion date or completion date, and acceptance date or projected acceptance date. Additionally, if accepted, state the manner of acceptance.
- Describe the nature of the alleged violation.
 - Provide a statement explaining the alleged violation(s).
 - Cover the classification(s) and regulation(s) involved.
 - Provide the required prevailing hourly wage rate(s).
- Provide a statement of action(s) taken by the Interested Party.
 - Give an overview of your investigation (i.e., visited job site, interviewed worker(s), contacted awarding agency/prime contractor, etc.), **and include all action(s) taken by you to achieve compliance.**
 - Provide copies of any correspondence regarding the alleged violation(s).
- Provide a statement outlining the evidence/documentation/information you gathered to substantiate the alleged violation(s) and provide copies of each when filing the complaint.** Depending upon the alleged violation(s), this documentation may include:
 - Statements/interviews with workers.
 - If wage-related, provide evidence to support claimed wages due and attach copies of available records.
 - Payroll records and statement of earnings records for workers;
 - Wage Transcription/Computation Sheets;
 - Hours of work logs maintained by workers/employer/project manager;
 - List names, addresses, phone numbers of any workers, individuals, agencies or interested parties who can verify information concerning the alleged violation(s) or that have access to documentation to support your allegation(s).

INTERESTED PARTY CHECKLIST For the Filing of Prevailing Wage Complaints (Continued)

Suggested investigative procedures:

- Contact the prime contractor to advise them of the specifics of the complaint. Ask them for assistance in achieving compliance with the alleged violator.

Obtain the following information and copies of documentation, if available:

- A contact person calls/correspondence should be addressed to;
- **The current status of the project and when completion and/or acceptance are anticipated;**
- Verify bid due date/contract award date;
- A copy of the contract with the subcontractor and/or awarding agency;
- Awarding agency information such as name, address and contact person;
- If certified payrolls records and 4/10 work agreements are on file;
- If the project manager/inspector kept a daily/weekly log of manpower reports on the alleged violator.

- Contact the awarding agency to advise them of the specifics of the complaint. Ask them for assistance in achieving compliance with the alleged violator.

Obtain the following information and copies of documentation, if available:

- The division that is responsible for the project;
- A contact person/project manager calls/correspondence should be addressed to;
- **The current status of the project and when completion and/or acceptance are anticipated;**
- Verify bid due date/contract award date;
- A copy of the contract with the subcontractor and/or prime contractor;
- Prime contractor information (if firm being investigated is not the prime contractor);
- If certified payrolls records and 4/10 work agreements are on file;
- If the project manager/inspector kept a daily/weekly log of manpower reports on the alleged violator;
- Where liens are filed, lien information, lien custodians and if any other liens have been filed.



PREVAILING WAGE COMPLAINT FORM for Interested Parties

Combined Prevailing Wage "Interested Party Complaint Form" and "Project Collection Information Sheet"

Note: This complaint form is to be utilized by "Interested Parties" only. Employees/workers who need to file a prevailing wage complaint must utilize a Worker Rights Complaint form (form number F700-027-000).

The Prevailing Wage Complaint Form for Interested Parties must be completed in full in order to be investigated. It is your responsibility to substantiate the validity of the complaint. **At the time of filing, you must supply documents or records that support the complaint**, e.g., copies of pay statements, time records, calendars or any record kept of days and hours worked and the activities performed, or, explain why the records and documents cannot be supplied. (See the bottom of page two for a list of acceptable documents.) Failure to follow the procedures outlined or to respond to requests from the department will cause the complaint to be closed. A separate complaint form must be submitted for each project in which you have substantiated violations.

INTERESTED PARTY INFORMATION

Organization Name:		
Name of Complainant:	Title, if applicable:	
Mailing Address:	City/State/Zip:	
Phone:	Fax, if available:	e-mail, if available:

ALLEGED VIOLATOR INFORMATION / PER PROJECT

Business Name:		
Mailing Address:	City/State/Zip:	
Location Address, if known:	City/State/Zip, if known:	
Phone:	Fax, if known:	e-mail, if known:
UBI Number, if registered	Ownership: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership	
Contractor Registration Number, if registered:	Expiration Date of Registration, if registered:	
Contractor Bond Number, if bonded:	Total Amt. of Claims Against Contractor Bond, if known: \$	
Surety Name, if insured:	Address, if insured:	City/State/Zip, if insured:
Is this firm still in business? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	Has firm filed for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
Date WORK STARTED by alleged violator:	LAST DATE WORKED by alleged violator:	
Has a STATEMENT OF INTENT been filed? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please attach a copy.	Has an AFFIDAVIT OF WAGES PAID been filed? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please attach a copy.	
Do you have a copy of the alleged violator's contract for the project? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, are copies attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are CERTIFIED PAYROLL records for the project on file? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, are copies attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the firm have signed 4/10 work agreements on file for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If YES & available, please attach copies.		
If known, how often does the firm pay workers? <input type="checkbox"/> Monthly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Every other week <input type="checkbox"/> Weekly <input type="checkbox"/> Daily		
If known, place a checkmark in the box(es) below for any benefits provided by the alleged violator. <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vacation <input type="checkbox"/> Pension <input type="checkbox"/> Holidays <input type="checkbox"/> Other (describe)		

PUBLIC WORKS PROJECT INFORMATION

Project Name:	
Physical Address of Project:	
Contract Number, if numbered:	(If possible, please provide a copy of contract.) Contract Amount, if known: \$
Bid Due Date:	Award Date:
Date Work Started:	Expected Completion Date (if not completed):
Completion Date:	Date Project Accepted:
If NOT Accepted, Anticipated Date:	Manner of Acceptance (i.e., letter, minutes, etc.):
Description of Project:	

(Continued on reverse)

