



**City of Bellevue**  
Contractors Process for  
Filing Intent and Affidavit Forms  
General Guidelines  
(Effective January 2010)

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Contractors performing Prevailing Wage projects/contracts for the City of Bellevue will be responsible for following the process outlined below:

**I. Prevailing Wage projects less than \$2,500 including tax:**

1. Contractor to submit a "Statement of Intent to Pay Prevailing Wages & Affidavit of Wages Paid" form with invoice to City representative (e.g.: Project Manager or Contract Administrator).
2. Copies of the form can be obtained on the City of Bellevue's Internet site at:  
[www.bellevuewa.gov](http://www.bellevuewa.gov).

- ❖ Go to: Find => Bid Information => Document Library => Prevailing Wages
- ❖ Click on [Combined Intent & Affidavit Form](#).

**II. Prevailing Wage projects greater than \$2,500:**

- A. *Before the **first** payment on a project can be paid:*
  1. All Contractors and subcontractors shall submit an "Intent to Pay Prevailing Wages" form with or before the first invoice of the project to City representative.
- B. *Before the **final** payment on a project can be paid:*
  1. All contractors and subcontractors shall submit the "Affidavit of Wages Paid" form with the final invoice of the project to City representative.

If project is completed with one invoice, both forms may be submitted at the same time and prior to payment.

**III. Annual or Multi-Year Maintenance:**

To be considered for the annual filing of Intents and Affidavits the work must be recurring on a scheduled basis, at defined locations (work sites), and workers must regularly be performing the same clearly defined job classifications at those locations. Please review City of Bellevue's **Attachment "C"** referenced in contracts with an effective date greater than January 1, 2009.

- A. *Before the **first** annual payment of a contract can be paid:*
  1. Contractors shall submit the "Intent to Pay Prevailing Wages" form with or before the first invoice of the annual contract period to the City representative.
- B. *Before the **final** annual payment of a contract can be paid:*
  1. Contractors are to submit the "Affidavit of Wages Paid" form with the final invoice of the annual contract period to the City representative.

This process to be followed annually upon the anniversary date of the contract.

**IV. Additional Information**

- For definition or additional information regarding Prevailing Wages, see the Washington State Department of Labor and Industries website at:  
<http://www.lni.wa.gov/TradesLicensing/PrevWage/default.asp>
- To file Intents and Affidavits on-line, go to Department of Labor and Industries website at:  
<http://www.lni.wa.gov/TradesLicensing/PrevWage/IntentAffidavits/File/default.asp>
- Note that there may be additional fees charged by the Department of L&I to file these forms. It is the contractor's responsibility to verify and pay these fees.
- If you have questions regarding this process, you may contact the City of Bellevue's Contracting Services office at 425-452-7876.