

Pre-Job Conference Package

This package helps contractors understand the forms and requirements for the Pre-Job Conference, which is a required meeting under the City of Seattle Community Workforce Agreement (CWA). The CWA requires the following of every contractor.

1. The prime contractor must achieve workforce requirements for the project and relies on subcontractors to help fulfill those requirements. This includes a minimum share of hours performed by each of the following:
 - residents from certain Seattle and King County zip codes
 - women
 - people of color
 - graduates of registered pre-apprentice programs
 - apprentices
2. Every contractor signs a letter (included in the attached pre-job package) agreeing to work under the CWA.
3. Every prime contractor and subcontractor attends a Pre-Job Conference at least two weeks prior to their work on the job-site. A Pre-job Package is submitted to the prime contractor prior to that meeting. Unless granted a waiver, the contractor re-appears at another Pre-Job Conference prior to any other work on the project. The request for such a waiver can be obtained [here](#) and will only be considered when the same scope of work is being repeated.
4. Every prime attends a monthly Joint Administrative Committee.

Tuesday Pre-Job Conference
Standing Meeting Every Tuesday @ 10am
Seattle Building & Construction Trades Council Office
14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168

Who attends:

- Contractors of any tier scheduled to work onsite
- City of Seattle staff
- Labor Union representatives

Agenda:

- City staff explains the CWA and documentation required from all attending contractors
- Each contractor and subcontractor presents their Pre-Job Package, explains their contract scope, and answers questions
- Contractors request clarification or guidance from the city or unions
- Attendees discuss jobsite conditions and proposed trade assignments

Prime (includes primes known as the GCCM) brings:

- Contract information including the project scope and job site address
- List of planned and working subcontractors
- Job site conditions such as start/stop times, safety plan, parking, water and restroom access

Next Steps:

Contractors announce their trade assignments within one week after their Pre-Job Conference and send an email to City Purchasing and Contracting Services (CPCS) Labor Equity Program (laborequity@seattle.gov). Any Union may challenge the craft assignments up to one week thereafter.



City of Seattle
 Subcontractor Name: _____

PRE-JOB PACKAGE

Email this package to your Prime no later than Thursday before your Pre-Job Conference

Subcontractor Name	
Subcontractor License#	
Pre-Job Meeting Date:	Time:
Location: Seattle Building & Construction Trades, Tukwila 14675 Interurban Ave. S., Auditorium 2, Tukwila, WA 98168	Women and Minority Business (WMBE): <input type="checkbox"/> Yes <input type="checkbox"/> No www.seattle.gov/purchasing/wmbe.htm .
Prime Contractor:	Hiring Contractor (if any):
City of Seattle Contract #:	Hiring Contractor License #:

Subcontract Detail

Contact Name	
Contact Phone	
Subcontractor Address	
Current Union Agreements	
Contract Sub-package Name/Identifier	
Subcontract Dollar Amount	
Approximate Start Date	
Approximate Completion Date	
Job Site Location	
Job Superintendent	
Job Site Phone	
Craft Hiring Rep	
Project Manager	
Shifts	
Payday(s)	
Date Pay Period Ends	

Subcontractor Name: _____

First Aid Provider Hospital	
Worker Parking Provisions <i>Review requirements in CWA Article II Section 1</i>	
Drinking Water Provided by	<input checked="" type="checkbox"/> General Contractor <input checked="" type="checkbox"/> Subcontractors
Sanitation Facilities Provided by	<input type="checkbox"/> General Contractor <input type="checkbox"/> Subcontractors
Number of Workers & Crafts Expected	
Scope of Work for subcontract, (Including prefabrication in Washington State)	
Subcontractor list	
Have you received a copy of the CWA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you reviewed the workforce goals and requirements for the project?	Yes No
Are you prepared to meet the stated goals?	Yes No
If "NO" what is preventing you from meeting the stated goals?	

CWA – Proposed Trade Assignment

All workers, including core workers, must be dispatched through the appropriate union hall.

Please list trade assignments by craft in the table below. Describe the scope of work for each. List each piece of equipment planned for use by craft. Include all “tools of the trade” or part-time use of equipment. If more space is needed, attach additional sheets.

Craft	Scope	Equipment/Tools

Project Craft Demand List

List the number of workers per craft for both the peak and average number of workers.

Craft	Peak	Average
Asbestos Workers		
Boiler Makers		
Brick Layers		
Carpenters		
Cement Masons		
Electrical Workers (Inside Wiremen)		
Electrical Workers (Outside Wiremen)		
Elevator Constructors		
Glaziers		
Insulators		
Iron Workers (Structural/Rebar)		
Iron Workers (Ornamental/Architectural)		
Laborers		
Millwrights		
Operating Engineers		
Painters		
Pile Drivers		
Plumbers & Pipefitters		
Plasterers		
Roofers		
Teamsters		

Project Staff

Project Manager:	
Office Contact #	
Cell Contact #	
Email Address	
Office Contact:	
Office Phone	
Cell Phone	
Email Address	
Superintendent:	
Office Phone	
Cell Phone	
Email Address	
Safety Representative:	
Office Phone	
Cell Phone	
Email Address	
Drug Test Coordinator:	
Office Phone	
Cell Phone	
Email Address	

Open-Shop Core Worker List

Open Shop Contractors without a collective bargaining agreement with Unions signatory to the City CWA may employ up to 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 (CWA Article IX Section 2):

- Worked on the (sub)contractor payroll at least 1500 hours within the craft classification during the last two years prior to the date of dispatch for this project
- Been on (sub)contractors active payroll for at least 60 of 90 calendar days prior to (sub)contract execution
- Meets journey level qualifications for the craft they are performing
- Holds all required licenses and certifications for the craft

Core workers include working foremen, lead (journeymen), working City-operators and apprentices, and are not supervisory, management or non-working non-signatory contractors.

Core workers must place their name with the respective union hall dispatch prior to work.

CORE WORKER LIST:

Employee Name	Classification	Hire Date	Has worker been on payroll 1500 hours in the last 2 years?	Has worker been on active payroll 60 out of the last 90 calendar days?
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			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.

Name: _____ Email/Phone: _____

Signature: _____

City of Seattle
Subcontractor Name: _____

Community Workforce Agreement Letter of Assent

CONTRACTOR/SUBCONTRACTOR AGREEMENT TO BE BOUND

Public Works Contract Number: _____

Public Works Contract Name: _____

Business Name of Contractor/Subcontractor:

Contractor/Subcontractor has been awarded construction work within the scope of the City of Seattle's CWA and hereby agrees to be bound by all its terms and conditions.

Raymond Clewinger

Signature

Date

Printed Name

Title

Site Specific Safety Plan

Prime Contractor Only

Please attach a Site Specific Plan (either copied and pasted here or in a separate document).

The (sub)contractor is responsible for providing and maintaining personal protective equipment (PPE) per WAC 296. The (sub)contractor must provide a robust replacement schedule for such PPE, which is subject to pre-job discussion. Safety rules shall be posted at the job site and uniformly enforced. (CWA Article II Section 2)