

City of Seattle
Department of Finance and Administrative Services

Apprenticeship Utilization Plan Instructions

The Apprenticeship utilization Plan is due at the Pre-Construction meeting. A copy of the Apprenticeship Utilization Plan should also be submitted to the appropriate Contract Analyst listed on the pre bid checklist the Contractor received at bid opening.

The itemized instructions below correspond to specific sections of the attached sample Apprenticeship Utilization Plan. The Apprenticeship Utilization Plan is available in a PDF form at the following web site: <http://www.seattle.gov/contracting/apprentice.htm>

1

Project Information:

List the Project Number (PW#) and Project Name that is found on the Award of Contract Notice.

2

Plan Date:

Enter the date your apprenticeship plan was created

3

Contractor & all Subcontractors:

List the name of the Prime and ALL subcontractors that are scheduled to work on this project.

4

Journey and Apprentice Information:

Journey Level Labor Hours - List the estimated number of labor hours to be performed by all journey level workers in full hour increments. The estimate should include the labor hours of all workers subject to prevailing wage requirements as defined in WAC 296-127-015.

Apprentice Labor Hours - List the estimated apprentice labor hours for apprentices enrolled in a state approved apprenticeship program in full hour increments. A list of state approved apprenticeship programs can be found on the State Department of Labor and Industries web site.

Total Labor Hours - Enter the total number of hours for each firm. This should equal the total from the journey and apprentice labor hour columns. This field will be automatically calculated on the electronic form.

Apprentice Utilization Percentage - Enter the percentage of apprentice utilization for each firm. The apprenticeship percentage should equal the total apprenticeship hours column divided by the total labor hours column. This field will be automatically calculated on the electronic form.

Number of Apprentices - List the total number of apprentices for each firm.

Work Start Date - List the estimated date each firm will begin work on this project.

5

Totals:

Please total each column in the Journey and Apprentice Information section. The fields will be automatically calculated on the electronic form.

Purchasing and Contracting Services Division
700 Fifth Avenue, 41st Floor
PO Box 94689
Seattle, Washington 98124-4689

Tel (206) 684-0430
Fax (206) 684-4511
contractingservices@seattle.gov
<http://www.cityofseattle.gov/contracting>

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Sample Apprenticeship Utilization Plan

1 PW# **2** Plan Date

3 Project Name **4**

| 3 Prime and all Subcontractors | Journey Labor Hours | Apprentice Labor Hours | Total Labor Hours | Apprentice Percentage | # of Apprentices | Work Start Date |
|---------------------------------------|---------------------|------------------------|-------------------|-----------------------|------------------|-----------------|
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| 5 Totals: | | | | | | |

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Apprenticeship Utilization Plan

Note: this form and instructions are available electronically on the Contracting Services web page at:
www.seattle.gov/contracting/apprentice.htm

PW#

Plan Date

Project Name

| Prime and all Subcontractors | Journey Labor Hours | Apprentice Labor Hours | Total Labor Hours | Apprentice Percentage | # of Apprentices | Work Start Date |
|------------------------------|---------------------|------------------------|-------------------|-----------------------|------------------|-----------------|
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| Totals: | | | | | | |

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