


Memorandum

To: Purchasing Manager

From: Lori Ericsson, Public Works Supervisor III Contract Administration 

Date: September 24, 2025

Re: PW-23-025SB, SWRTS Tipping Floor Apprenticeship Goal

In November 2023 a contract for the South West Recycling and Transfer Station Tipping Floor Resurfacing project was executed in the amount of \$1,286,324.61. The project involved replacing 35,000 square feet of the tipping floor which is used for waste handling.

The bid documents included all apprenticeship requirements, and the contractor was subsequently reminded of their apprenticeship obligations through a Preconstruction memo dated on March 19, 2024. The memo is attached which outlines the Contractors 15% apprenticeship obligation, as well as the requirement to submit an Apprentice Utilization Plan prior to contract execution. A copy of the memo and the initial Apprenticeship Utilization Plan are attached.

On May 1, 2024, the Contractor requested an exemption for the apprenticeship requirements due to *"lack of skilled apprenticeship workers for this specific type of work which requires a high skill level and knowledge."* A request for modification was provided to the County from the Contractor on May 1, 2024. A copy is attached.

Per SCC 3.05.040, Contractors must meet THREE conditions listed in the code to receive a modification or exemption to the apprentice requirements. The request by the contractor did not provide any documentation of an attempt to find apprentices nor did it address the three conditions required by County code.

A Public Works Construction Supervisor called the contractor to discuss the request and the requirements to receive a modification. After that conversation the Contractor revised their Apprenticeship Utilization Plan to include laborers (copy attached), the County received apprentice laborer information and shortly thereafter the two approved apprentice laborers were onsite.

Throughout the eleven-week project, Public Works staff were told that the apprenticeship requirements would be met. As the project was nearing completion the contractor still reported to us that they would meet the goal. The final payroll and affidavit were filed a month after project completion. Only at that time did it become clear that the Contractor would not meet their goal by .84% and there was no opportunity for additional hours.

If you have any questions, please feel free to contact me directly at ext. 3536.

Thank you!



Snohomish County

Public Works
Administration

3000 Rockefeller Ave., M/S 607
Everett, WA 98201-4046
(425) 388-3488
www.snoco.org

March 19, 2024

Shannon Ware
Concrete Restoration Inc.
9587 8th Ave South
Seattle WA 98108

Dave Somers
County Executive

RE: Project Title: SWRTS Tipping Floor Resurfacing
Contract No.: NA
Project No.: RR8552
Bid No.: PW-23-025SB

This memo is to provide you with key information regarding your contract with Snohomish County Public Works.

- This project is subject to an Apprenticeship Goal of no less than 15%. Contractor must submit Apprentice Utilization Plan prior to contract execution. Monthly tracking of this goal must be submitted by email on the Snohomish County form by the 10th of each month.
- A Request to Sublet must be submitted for approval prior to any subcontractor working on the project.
- The Prime and all subcontractors must file a Statement of Intent (prior to work) and Affidavit of Wages Paid (after work completed) with the Dept. of Labor & Industries.
- Certified Payrolls for Prime & Subcontractors are required to be filed online with L&I at least once a month for all public works projects.
- Equal Employment Officer Designation _____

Per WSDOT Standard Specs 1-07.9(2) Posting Notices, the following required posters will be placed by the contractor at the job site:

- EEOC P/E-1, Equal Employment Opportunity is THE LAW
- EMS 9874, Unemployment Benefits (Employment Security)
- F242-191-909, Notice to Employees (L&I)
- F700-074-909, Your Rights as a Worker in Washington State
- WHD 1088, Employee Rights Under the Fair Labor Standards Act
- WHD 1420, Employee Rights and Responsibilities Under the Family and Medical Leave Act
- WHD 1462, Employee Polygraph Protection Act
- WISHA F416-081-909, Job Safety and Health Law
- Copy of approved Statement of Intent for the Prime and each subcontractor
- Copy of company EEO policy for the Prime and each subcontractor
- Copy of Prevailing Wages for this project
- Emergency phone numbers for Safety and EEO officer of the Prime and each subcontractor

Additional Required and Recommended posters may be found on Labor & Industries website.

I look forward to working with you, if you have any questions; please contact me at 425.388.3115 or by email at teresa.frolich@snoco.org.

Sincerely,

Teresa Frolich

Teresa Frolich
Funding Compliance Specialist



Apprentice Utilization Plan

☒ Original (due prior to contract execution) ☐ Revised

Contract Title SWRTS Tipping Floor Resurfacing		Contract Number # PW-23-025SB		Today's Date 4/26/2024	
Prime Contractor Concrete Restoration Inc.				Apprentice Utilization Requirement 15 %	
*Include labor hours and count for all trades, including those performed by Subcontractors. Use continuation sheet if needed.					
				Estimated	
Start Date (mm/dd/yyyy)	Contractor or Subcontractor	Trade/Craft Description	Quantity	Total Labor (Hours)	Apprentice (Hours)
5/06/2024	Cooncrete Restoration Inc.	Cement Masons	2	3000	450
Total Hours				3000	450
Completed By Patrick Kimball		Email pkimball@concreterestorationinc.com			
Title Project Manager		Phone (541) 255-8649			

Apprentice Utilization Plan Form Instructions

Contract Title	Contract Title as it appears in the Award Letter
Contract Number	Contract Number as it appears in the Agreement
Today's Date	The date that the plan is submitted
Prime Contractor	The name of the Prime Contractor (Firm)
Apprentice Utilization Requirement	The required percentage of Apprentice Utilization from the contract provisions
Start Date	The estimated date that these apprentices will start work on the project
Contractor	The firm name of the contractor or subcontractor proposing to utilize these apprentices
Trade/Craft	Provide description of trade/craft
Quantity	Number of apprentices employed in each Trade/Craft
Total Labor (Hours)	Total number of labor hours (for this trade/craft and for the Prime Contractor and all subcontractor) estimated to complete the project
Apprentice Hours	Total number of proposed apprentice hours for this trade/craft
Completed By	Name of person submitting the plan
Email	Email address of person submitting the plan
Title	Title of person submitting the plan
Phone	Phone number of person submitting the plan



**REQUEST FOR MODIFICATION
OF
APPRENTICE UTILIZATION GOAL**

SWRTS Tipping Floor Resurfacing

Project Name

SD5-FLOR

Project Number

Concrete Restoration Inc

Company Name

05/01/2024

Date of Request

Patrick Kimball

Printed Name of Authorized Contractor Representative

(541) 255-8649

Telephone

The Contractor requests a reduction or waiver of the apprentice labor hour goal on this project to 0 %. The reasons for this request are as follows: (Attach supporting documentation.)

The apprentices do not have the skill set for installation of the specified Met Top E material and due to tight schedule constraints and in the interest of meeting these timelines we need a knowledgeable workforce in order to produce the best end product possible. We are making this request in order to utilize our team that have been on previous tipping floor restoration projects and have a skill set/knowledge based specific to the work needed.

I declare under penalty of perjury under the laws of the State of Washington that the forgoing statements are true and correct. Dated this 1st day of May, 2024, at Seattle, Washington.

Patrick Kimball

Digitally signed by Patrick Kimball
Date: 2024.05.01 09:34:28 -07'00'

Signature



Apprentice Utilization Plan

☐ Original (due prior to contract execution) ☒ Revised

Contract Title SWRTS Tipping Floor Resurfacing		Contract Number # PW-23-025SB		Today's Date 05/10/2024	
Prime Contractor Concrete Restoration Inc.				Apprentice Utilization Requirement 15 %	
*Include labor hours and count for all trades, including those performed by Subcontractors. Use continuation sheet if needed.					
				Estimated	
Start Date (mm/dd/yyyy)	Contractor or Subcontractor	Trade/Craft Description	Quantity	Total Labor (Hours)	Apprentice (Hours)
5/06/2024	Cooncrete Restoration Inc.	Laborers	2	3000	450
Total Hours				3000	450
Completed By Patrick Kimball		Email pkimball@concreterestorationinc.com			
Title Project Manager		Phone (541) 255-8649			

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