



# Port of Grays Harbor

On Washington's Pacific Coast

111 South Wooding Street

PO Box 660

Aberdeen, Washington 98520

Tel ~ 360.533.9528

Fax ~ 360.533.9505

[www.PortofGraysHarbor.com](http://www.PortofGraysHarbor.com)

January 15<sup>th</sup>, 2024

To Whom It May Concern:

The enclosed ***Application for Placement on Small Works Roster*** form needs to be completed and returned to either remain on the Port's Small Works Roster or be added to it. This sustains compliance with RCW 39.04.155. If you have any additional information you would like us to have, please include with the form. The Port uses this Roster to select contractors for most of its "Public Works" projects estimated to cost less than \$350,000.

Included in this packet for your review-

Information about the Transportation Worker Identification Credential (TWIC). Contractors working within the Restricted Areas of the Port will need to meet Homeland Security Requirements to be allowed to bid on projects. Go to this link to find out more- <https://www.tsa.gov/>

Washington State Department of Labor and Industries requirements for tracking and reporting prevailing wages on public works projects. This information can also be located at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/>

If you should have any questions, please feel free to contact me at (360) 533-9518.

Thank you.

Aaron Aschim  
Contracts Manager

 Commissioners

Stan Pinnick

Phil Papac

Tom Quigg

 Executive Director

Gary G. Nelson

**PORT OF GRAYS HARBOR**  
**APPLICATION FOR PLACEMENT ON SMALL WORKS ROSTER**

Mail To: Port of Grays Harbor, PO Box 660, Aberdeen, WA 98520-0141  
Email To: aaschim@portgrays.org or fax: 360-533-9505

Please Type or Print this form legibly. Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_, FAX Number: \_\_\_\_\_

email: \_\_\_\_\_

Washington State Contractors Registration Number: \_\_\_\_\_

Uniform Business Identifier: \_\_\_\_\_

Women Owned or Minority Owned Business? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes above, please provide certification number \_\_\_\_\_

and expiration date: \_\_\_\_\_

***All Contractors are advised of the following requirements:***

- \* Ability to obtain a performance bond in the amount of the contract price.
- \* On contracts of \$150,000.00 or less, at the option of the Contractor, the Port will, in lieu of the Performance Bond, retain 10% of the contract amount for 30 days after date of final acceptance, or until Dept. of Labor & Industries release is received and all liens are settled, whichever is later.
- \* At time of award provide Combined Property Damage and Liability Insurance pursuant to Title 48 RCW. The amount of coverage shall not be less than \$1,000,000 for bodily injury, including death, and Property Damage for each occurrence. Total combined coverage of \$1,000,000.
- \* Must comply with the Prevailing Wage Law of the State of Washington RCW 39.12.
- \* Must comply with Transportation Security Administration and U.S. Coast Guard regulations for Restricted Area access. Contractor will be required to show proof of Transportation Worker Identification Credential (TWIC) to access.

***Indicate Areas of Work you wish to be considered for on Reverse side.***

By signature below, I acknowledge that I have read and understand the requirements described in this application, and to the best of my knowledge, information provided is a true representation of the named firm's ability to perform any contracts which may result by my submittal of this application.

Name \_\_\_\_\_ (Print/type) Signature \_\_\_\_\_

**\*\*\*PLEASE COMPLETE PAGE 2 OF FORM\*\*\***

# PORT OF GRAYS HARBOR

## APPLICATION FOR PLACEMENT ON SMALL WORKS ROSTER

COMPANY NAME \_\_\_\_\_

Check box(es) best describing type of contract your firm qualifies to perform:

**General Construction - Civil**

**Roads/Driveways/Parking Lots**

- Earthwork/Grading
- Surfacing Asphalt
- Surfacing Concrete
- Curb & Gutter/Sidwalks

**Utilities**

- Electrical (Street Lights/Traffic Signals)
- Water Lines 12" & smaller
- Water Lines 12" & larger
- Sanitary/Storm Sewers - 10' or less depth
- Sanitary/Storm Sewers - 10' or more depth

**Specialty**

- Railroad Construction
- Marina Construction
- Piling
- Floats
- Utilities
- Heavy Marine (Docks/Piling)
- Dredging
- Diving (Marine Inspection)
- Environment (remediation/sampling/testing)
- Asphalt Patching
- Chip Seal
- Fencing
- Road/Parking Lot Striping
- Landscape Maintenance
- Mowing

- Other (specify) \_\_\_\_\_

- Services (specify) \_\_\_\_\_

**General Construction - Buildings**

**Buildings**

- Pre Engineered Metal Bldg.
- Other Bldg. Const. All Phases

**Specialty Construction:**

- Alarm Systems
- Asbestos/Lead Abatement
- Carpentry/Remodeling
- Commercial Electrical
- Concrete (ret. walls,found.,flat)
- Demolition
- Drywall (sheetrock)
- HVAC
- Masonry
- Painting (Interior/exterior)
- Plumbing
- Roofing
- Sprinkler Systems (fire)
- Flooring (vinyl/carpeting/etc)
- Sandblasting
- Pressure Washing Hot
- Pressure Washing Cold
- Landscape
- Materials, Testing, and Inspection



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October 10<sup>th</sup>, 2023

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## Port of Grays Harbor

### TWIC Requirements and TWIC Escorting Rules

#### TWIC Requirements:

- As per the USCG, TSA, and Port of Grays Harbors approved Facility Security Plan; all personnel who wish to enter the Marine Transportation Security Act (MTSA) Restricted Area of the Marine Terminals must have a valid Transportation Worker Identification Credential (TWIC Card). And;
- TWIC Cards must be able to read or scan, with no signs of tampering, and have a valid expiration date. Expired cards **WILL NOT** be accepted by Port of Grays Harbor Security Officers. And;
- Per USCG recent ruling, TWIC receipts are only valid for 7 days from initial purchase or background check, and the Port of Grays Harbor reserves the right to **NOT** accept a receipt for unescorted access into the MTSA.

#### TWIC Escort Rules:

- If personnel wish to gain access into the MTSA, and does not possess a TWIC Card, they must be escorted by a Port of Grays Harbor Approved "TWIC Escort". And;
- TWIC Escorts must maintain a valid TWIC Card, and must be trained/approved by Port of Grays Harbor Staff. Once trained, they are added to the Port of Grays Harbor's "Approved TWIC Escort" list. And;
- Each TWIC Escort is only permitted to escort up to 5 non-TWIC personnel. This ratio of 1:5 can and will be adjusted during any Maritime Security Level (MARSEC level) change. And;
- Port of Grays Harbor reserves the right SUSPEND ALL ESCORTING or remove anyone from the Approved Escort List. And;
- Any personnel being escorted by an Approved TWIC Escort, must have a valid Government Issued ID i.e. Driver's License.
- Contact the Port of Grays Harbor's Facility Security Officer below to schedule TWIC Escort Training.

#### TWIC Card Applications:

- The TWIC Card is provided by the Transportation Security Administration (TSA). The application process is started online at <https://www.tsa.gov/for-industry/twic>. Initial applications require an individual to schedule an appointment at a TSA Approved background check facility, to conduct fingerprinting and finalize the application.
- There is now a new TSA Approved background check facility in Aberdeen, WA. When applying online make sure to search in Aberdeen for a location, once prompted, select the Aberdeen location to secure your appointment. The next closest locations are Lacey, Fife, Port Orchard, and Kelso.
- On average, official TWIC Cards take 2-4 weeks to arrive in hand, so plan accordingly.

Should anyone have any questions regarding this, please feel free to contact me at any time to discuss.

Respectfully,

Nolan Wyatt

Facility Security Officer

Port of Grays Harbor

360-580-7278

nwyatt@portgrays.org

#### Commissioners

Stan Pinnick

Phil Papac

Tom Quigg

#### Executive Director

Gary G. Nelson

## **Transportation Security Administration (TSA)** **Instructions for obtaining TWIC**

***APPLY FOR NEW CARD***- Transportation Worker Identification Credential (TWIC)- see below or go here to schedule an appointment- <https://universalenrol.dhs.gov/programs/twic>

***RENEW YOUR CURRENT CARD***- Check your TWIC expiry. It is your responsibility to renew prior to the expiration date on the card. Attached are directions to the enrollment center in Tacoma. Forms of ID are required. Please see List A and B below.

Click on the link below for directions to the enrollment centers in Fife or Kelso and call the number the day you are planning to travel to ensure the office is open. Allow extra time if you do not schedule an appointment (you may have to wait).

Fife- <https://maps.google.com/?q=47.242782,-122.367625>

Kelso- <https://maps.google.com/?q=46.1422952,-122.9130434>

The TWIC office is located in-

**\*NEW\* Identogo office is now located in our building, using the Maple Street entrance. Appointments are made online, hours may vary.**

**Fife at 4500 Pacific Hwy E – Suite D, Fife, WA 98424**

**Hrs- Monday - Friday: 08:00 AM - 10:00 AM & 10:20 AM - 12:00 PM & 01:00 PM - 03:00 PM & 03:20 PM - 05:00 PM**

**Kelso at 600 Royal Street, Kelso, WA 98626**

**Hrs- Tuesday and Thursday Only: 09:30 AM - 03:30 PM**

The phone number is 1-855-347-8371- call before you go

Cost for the card is \$125.25. Check for the TWIC needs to be made out to- **IdentoGO** They will also take credit or debit. No cash sales.

Please bring one of the documents in List A to an application center.

If you do not have a document from List A, please see List B documents. [List A](#)

- Unexpired U.S. Passport (book or card)
- Unexpired Enhanced Tribal Card (ETC)
- Unexpired Free and Secure Trade (FAST) Card
- Unexpired U.S. Enhanced Driver's License (EDL) or Unexpired Enhanced Identification Card (EID)
- Permanent Resident Card (I-551) often referred to as a "Green Card"
- Unexpired Foreign Passport AND immigrant visa with I-551 annotation of "Upon Endorsement Serves as Temporary I-551 Evidencing Permanent Residence of 1 Year"

- Unexpired Re-entry Permit (I-327)

#### List B

At least two documents are required if you do not have a document from List A. The documents must include:

1.) a valid photo ID, and

2.) a document that meets citizenship requirements. (e.g. one document from each column below) **Valid Photo ID**

- Unexpired driver's license issued by a State or outlying possession of the U.S.
- Unexpired temporary driver's license plus expired driver's license (constitutes one document)
- Unexpired photo ID card issued by the federal government or by a State or outlying possession of the U.S. This must include a federal agency, State or State agency seal or logo (such as a State university ID). Permits are not considered valid identity documents (such as gun permits).
- Unexpired U.S. military ID card
- Unexpired U.S. retired military ID card
- Unexpired U.S. military dependent's card
- Native American tribal document with photo
  - Unexpired Department of Homeland Security (DHS)/ Transportation Security Administration (TSA) Transportation Worker Identification Credential (TWIC)
- Unexpired Merchant Mariner Credential (MMC)
- Expired U.S. passport within 12 months of expiration\*\*

**AND**

**Valid Proof of Citizenship**

- U.S. Birth Certificate
- U.S. Certificate of Citizenship (N-560 or N-561)
- U.S. Certificate of Naturalization (N-550 or N-570)
- U.S. Citizen Identification Card (I-179 or I-197)
- Consular Report of Birth Abroad (FS-240)
  - Certification of Report of Birth Abroad (DS-1350 or FS-545)
- Expired U.S. passport within 12 months of expiration\*\*
  - U.S. passport may not be presented by itself. It must be presented with at least one other document.



Contractors:

### **Washington State Department of Labor and Industries Prevailing Wage Training**

You will need to ensure you meet this training requirement before submitting a bid on public works projects. All businesses are required to have training before bidding and/or performing work on public works projects. In 2018, the legislature passed ESSHB 1673 ([app.leg.wa.gov](http://app.leg.wa.gov)) adding this training requirement to the responsible bidder criteria in RCW 39.04.350 and RCW 39.06.020 ([app.leg.wa.gov](http://app.leg.wa.gov)).

You are exempt from this training requirement if you've been in business with an active Unified Business Identifier (UBI) number for 3 or more years **AND** have performed work on 3 or more public works projects.

L&I has 2 training options available for businesses to meet this new requirement.

Check out the training outline at- to see what you'll learn during this training.  
<https://lni.wa.gov/TradesLicensing/PrevWage/files/PWTrainingOutline.pdf>

### **Online Training**

**Now available!** Businesses can now access online training through your *Prevailing Wage Intent and Affidavit* portal. Take this training at your own pace during any time of the day! Once completed, you'll meet this new requirement. [Learn more about how to access this training.](#)

### **In-person Training**

Check out [L&I's Contractor Training Days](#) held around the state to sign up and attend our in-person, 3-hour training class. Sign up early.

### **Link to Prevailing Wage Rates-**

The current prevailing wage rates for Grays Harbor County can be found at:  
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>



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Washington State Department of  
Labor & Industries

Trades & Licensing

Beginning January 1, 2020, weekly certified payroll reports are required to be filed online with L&I at least once a month for all public works projects. Earlier this year, the legislature passed [ESSB 5035](#), adding this requirement to the prevailing wage laws within [chapter 39.12 RCW](#) – check out the new [RCW 39.12.120](#) to learn more.

This change effects all public works projects on January 1 to include those that are in progress and all new ones moving forward. Each contractor must file their certified payroll using L&I's online system at least once a month. Please note, contractors can be penalized for failing to file.

### L&I's Online System

L&I's online certified payroll system is available today and is being used by 5,000 contractors! Here's why they're already using it and why they like it so much:

- Validates wage rates
- Pre-populates affidavit
- Saves workers and their information
- Instantly viewable by the prime, awarding agency, and L&I!
- Validates apprentices
- Auto-calculates apprentice utilization
- Auto-hides Social Security Numbers

### Be Prepared

**Contractors:** [View the step-by-step instructions](#) to learn how to access and file certified payroll online today. Training videos are coming in December to help you file online.

**Awarding Agencies:** Make sure you have access to your *Awarding Agency Portal*. This is where you will be able to view certified payroll reports, manage apprentice utilization, file the Notice of Completion, and much more! [Learn more about how to manage your projects using the Awarding Agency Portal.](#)

### Frequently asked questions

[What if the contract requires certified payroll to be entered in another system?](#)