

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.10 VENDOR REQUIREMENTS



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	Lonnie J. Rash

Purpose: It is the intent of the District to fully comply with all applicable state and federal requirements regarding securing, providing required notifications, and making appropriate payment to vendors.

References: Resolution 14-15, MRSC Rosters Model Small Public Works, Consultant, and Vendor Rosters Resolution; RCW 39.12, RCW 39.26, IRS Form W-9

Procedure:

1. Public Works.
 - a) The District has established Municipal Research and Services Center of Washington (MRSC) Rosters as administrator of its small public works, consultant, and vendor roster services.
2. Washington State Department of Labor and Industries Prevailing Wage.
 - a) The District complies with current law relative to public works contracts.
 - b) The requirement to pay prevailing wage will be communicated to the contractor as early in the process as practical.
 - i. Contractors and subcontractors on all District public works projects must file a Statement of Intent to Pay Prevailing Wages (Intent) with the Department of Labor and Industries immediately after a contract is awarded and before work is begun.
 - ii. Contractors and subcontractors on all District public works projects must file an Affidavit of Wages Paid (Affidavit) with the Department of Labor and Industries immediately after work is completed.
 - iii. An Affidavit of Wages Paid must be returned to the District prior to issuing any payment and prior to issuing the final payment.
3. Internal Revenue Service Form W-9.
 - a) All applicable vendors who provide the District with goods and services in the course of a trade or business, and receive \$600 or more in a calendar year, shall complete IRS Form W-9 for the purpose of reporting payments. Applicable vendors include:
 - i. Subcontractors.
 - ii. Businesses.
 - iii. Non-employees.
 - b) The information provided on the W-9 will be verified by the District before payment is made.

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- c) Individuals who use their Social Security number as their Tax Identification Number (TIN) must provide the District with a copy of their Social Security card.
- d) Vendors who provide incorrect information are subject to back-up withholding.