

SECTION 7: ACQUISITION PROCEDURES

SUBJECT: CONTRACTORS LICENSE Procedure #7.2.10

POLICY:All contractors¹ hired to perform work for the University of Washington must be appropriately licensed and registered with the department of labor and industries as required by [Chapter 18.27 RCW](#) and [Chapter 296-200A WAC](#). Generally, contractors are those who perform construction, landscaping, building alteration or installation services.

PROCEDURE:

Contractors must be registered, actively licensed, and have a [bond and insurance](#)² to complete work at UW. Electricians, plumbers, elevator mechanics or manufactured home installers must be licensed with the Department of Labor and Industries in Washington. Additionally, all contractors hired to perform work at UW must meet the relevant insurance requirements in Procurement Policy 7.2.11.

When completing a contract, utilize the Department of Labor and Industries "[Look Up Contractors or Tradespeople](#)"³ tool to look up a potential contractor by individual name, business name, location, license number/type or UBI number and determine if the contractor has the appropriate license. The results page will also list the bond and insurance information for the contractor, which can be used to determine if the contractor meets the bond and insurance requirements.

Prior to entering into an agreement with a contractor, ensure that the project is not one that should be performed by UW Facilities Services or UW Capital Projects. Generally, building projects (Capital Projects) and those for maintenance and improvements (Facilities Services) should receive approval from the appropriate UW office.

¹ Contractor is defined, for the purpose of this policy and for the purpose of Chapter 18.27 RCW "Contractor Registration" as: "any person, firm, corporation, or other entity who or which, in the pursuit of an independent business undertakes to, or offers to undertake, or submits a bid to, construct, alter, repair, add to, subtract from, improve, develop, move, wreck, or demolish any building, highway, road, railroad, excavation or other structure, project, development, or improvement attached to real estate or to do any part thereof including the installation of carpeting or other floor covering, the erection of scaffolding or other structures or works in connection therewith, the installation or repair of roofing or siding, performing tree removal services, or cabinet or similar installation; or, who, to do similar work upon his or her own property, employs members of more than one trade upon a single job or project or under a single building permit except as otherwise provided in this chapter. "Contractor" also includes a consultant acting as a general contractor. "Contractor" also includes any person, firm, corporation, or other entity covered by this subsection, whether or not registered as required under this chapter or who are otherwise required to be registered or licensed by law, who offer to sell their property without occupying or using the structures, projects, developments, or improvements for more than one year from the date the structure, project, development, or improvement was substantially completed or abandoned." [RCW 18.27.010\(1\)](#)

² As of September, 2013, general contractors are required to have a \$12,000 bond and specialty contractors to have a \$6,000 bond. Contractors should carry insurance to protect against damage caused by the contractor to person or property. Available at: <http://www.lni.wa.gov/TradesLicensing/Contractors/HireCon/Glossary/default.asp>

³ Available at: <https://secure.lni.wa.gov/verify/>