

PUBLIC WORKS
Contract Management
(An Industrial Insurance Perspective)

1. Requirements that affect your contract management:

- A. The Law (Rules) –
 - 1. Title 51 Industrial Insurance laws
 - 2. WAC 296-17 Workers Compensation Insurance Manual
- B. RCW 51.12.050 Public Entity Work
- C. RCW 51.12.070 Work Done by Contract - Subcontractors
- D. How do contractors report and pay premiums?
 - 1. RCW 51.16.060 Quarterly Report of Payrolls
- E. RCW 51.16.190 Limitation on collection actions

2. Pre-award Industrial Insurance verification:

- A. Contractors Registration
- B. Industrial Insurance account verification

3. Estimating premiums on a job or Project:

- A. Figuring out Industrial Insurance classifications
- B. Industrial insurance rates
 - 1. Rate Notice
 - 2. Quarterly Report
- C. Estimating the premiums.
- D. Help
 - 1. Employer services Policy Managers
 - 2. Audit supervisors

4. Contract Close out

- A. List of subcontractors
 - 1. Verify they are registered contractors – Internet site
 - 2. Verify they have an active Industrial Insurance account and have been reporting – Internet site