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APPENDIX VI: CONTRACTING OUT FORM

In the event contracting out work is deemed necessary by the University, this form must be completed by the Employer and provided to WFSE per Article 47 of the collective bargaining agreement. This notification form is required for all skilled trades work historically performed by WFSE represented staff of the Employer including Seattle Main Campus, Bothell Campus and Tacoma Campus, Housing & Food Services, UWMC-Montlake, Harborview, Intercollegiate Athletics. This notification form is not necessary if the work scope falls within work included on the monthly or annual notification list provided from UW Facilities to the Union.

Project Details

Project Title _____ Location of Work *
_____

Client Contact (Name)_____ Department _____

Project or Work Order #*_____ Cost Estimate * _____

Description & Scope of Work * *Describe the skilled work scope and what work is to be contracted out. Include specific trades involved and an estimate of hours required to complete the work.*

_____
_____

Desired Start Date * _____Desired End Date _____

What part of work, if any, will be completed by UW skilled trades employees?

_____

If this work is associated with a larger project, provide additional information about the project:

_____

Reason(s) for Contracting Out the Work

Check all that apply *

- ☐ Emergency situation
- ☐ Availability of resources
- ☐ Specialty equipment or expertise needed
- ☐ Deadline requirement
- ☐ Other _____

Additional Information why the work is being contracted out * *Provide additional information regarding the circumstances and situation.*

_____

Vendor

Name of Contractor_____Duration of Service Contract _____

Staff Involved in Discussion to Contract Out *List bargaining unit members involved in the discussion.*

Name_____Shop/Trade _____

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Contracting Out Notice Submitted By

Name * _____ Title* _____

Department * _____ Email * _____

Tentatively Agreed To:

For the Union:	For the Employer:
Signed by: Becky K. Stephens 530E07D4212E4C6...	DocuSigned by: Catherine Scheid 9BED1964C6434D0...
Date: 9/20/2026	Date: 9/20/2026