



RETAINAGE CLOSEOUT PACKET · ONE CONTRACT

Halbrook Mechanical, Inc.

No approved Affidavit appears in L&I's published file against this contract. Everything here is prepared so you can close that out and ask Port of Kelmore for the retainage status in writing.

INTENT ID	AWARDING AGENCY	ESTIMATED RETAINAGE	PREPARED
1904772	Port of Kelmore	\$6,438	September 14, 2026

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PART 1 OF 6

Contract record sheet

Intent ID, awarding agency, your own contract amount and the retainage estimate. Every line below is transcribed from Washington L&I's published Intent file (Socrata dataset t9je-9qwa), read on September 14, 2026.

YOUR CONTRACT

\$128,750

Field `cntrct_amt` — your own contract on this job, not the project total.

ESTIMATED RETAINAGE

\$6,438

5% of the contract — the statutory cap under RCW 60.28.011. An estimate, not a balance.

AGE OF THE INTENT

48 mo

Since the expected start date of 2022-09-12.

Filer (you), as filed with L&I	Halbrook Mechanical, Inc.
UBI	604118227
Contractor registration	—
Intent ID	1904772
Your role on this job	Subcontractor — your Intent names prime Intent 1901338
Awarding agency	Port of Kelmore
Contract name	Marine Terminal 4 — Mechanical Systems Replacement
Agency contract number	PK-2022-041
Project location	Kelmore, WA
Contract award date	2022-05-18
Expected start date	2022-09-12
Intent received by L&I	2022-08-30
Affidavit of Wages Paid	None appears in L&I's published file

PART 2 OF 6

Filing checklist

The order these go in, and who does what. HeldBack does not file anything with L&I on your behalf and never will — step 2 happens in your own My L&I account, under your own signature, because that is the only place it can legally happen.

1. **Confirm the record on page 2 is yours.** Intent 1904772, contract PK-2022-041 with Port of Kelmore, your contract \$128,750. If the contract amount does not match your records, stop and reply to your delivery email — everything downstream is built on that number.
2. **File the Affidavit of Wages Paid, if you have not.** Sign in at secure.lni.wa.gov/home → Prevailing Wage (PWIA) → File an Affidavit, and file it against Intent 1904772. There is a filing fee per affidavit. L&I reviews it; approval is not instant. If you already filed and it is simply not published yet, take the approval date from your My L&I account into step 4 — that date is what the agency needs.
3. **Check the prime chain (page 7).** An agency holds retainage on the whole contract, so an unapproved affidavit anywhere above you can stall your release even when yours is perfect. You filed as a sub, so page 7 shows whether the prime's affidavit cleared.
4. **Send the release request letter (page 4)** to the agency contact on page 6. Sign it, put it on your letterhead if you have one, and send it by email with a mailed copy behind it. Keep the sent date — it is the date you will refer back to.
5. **Attach the affidavit status letter (page 5)** to that request. It states what the published file shows against your intent, so the agency's contract administrator can match it to their own file without going hunting.
6. **Follow up at 15 business days.** Reply to your original email rather than starting a new thread, and ask for the release schedule in writing. Public works offices answer written requests with written answers, which is what you want on file.
7. **When L&I approves the affidavit, tell the agency.** Approval is the event the agency is waiting for; nothing obliges them to poll for it. A one-line email with the approval date is usually what moves the release.

What this packet is not. It is a prepared file, not a legal opinion and not a collection action. HeldBack has no relationship with Port of Kelmore, does not contact them on your behalf, and cannot compel a release. If the money is disputed rather than simply unreleased, that is a lawyer's job, not this packet's.

PART 3 OF 6

Release request letter

Ready to send. Print it on your letterhead, sign it, and address it to the contact on page 6.

September 14, 2026

Dana Whitlock, Contract Administrator
Port of Kelmore
1400 Terminal Way, Kelmore, WA 98620

**Re: Request to confirm retainage status — contract PK-2022-041, Marine Terminal 4 —
Mechanical Systems Replacement**

Dear Dana Whitlock, Contract Administrator,

Halbrook Mechanical, Inc. (UBI 604118227) performed work on the above contract with Port of Kelmore. Our Statement of Intent to Pay Prevailing Wages for this contract is on file with the Department of Labor & Industries as Intent ID 1904772, filed against a contract amount of \$128,750.

Under RCW 60.28.011 the agency retains up to five percent of the contract amount until the release conditions are met, and under RCW 39.12.040 an Affidavit of Wages Paid approved by L&I is one of those conditions. I am writing to ask you to confirm, in writing:

1. the amount of retainage currently held against this contract attributable to our work;
2. which release conditions Port of Kelmore still shows as outstanding, and against which party;
3. the procedure and expected timing for release once those conditions are met; and
4. the name and address of the office to which any bond, lien release, or Department of Revenue and Employment Security clearances should be sent.

I am not asking for release ahead of the statutory conditions. I am asking to be told which conditions remain, so that we can satisfy the ones that are ours to satisfy.

A statement of what L&I's published Affidavit file currently shows against our Intent is attached. If your records differ from it, your records govern and I would be grateful for the correction.

You can reach me at (360) 555-0117 or office@halbrookmechanical.example.

Authorized representative
Halbrook Mechanical, Inc.
2210 Bellwether Ave S, Suite B, Kelmore, WA, 98620
UBI 604118227 · Contractor registration —

PART 4 OF 6

Affidavit status letter

What the published file shows against your intent, and precisely which approval is missing. Attach this to the release request on page 4.

Statement of published record · prepared September 14, 2026 · HeldBack,
heldback.thecompound.tech

Subject: Affidavit of Wages Paid status for Intent ID 1904772 — Halbrook Mechanical, Inc., contract PK-2022-041 with Port of Kelmore.

THE FINDING

No approved Affidavit of Wages Paid appears in L&I's published file against Intent 1904772.

What was read, and where.

Washington State Department of Labor & Industries publishes two files through data.wa.gov: Intent Project Details (t9je-9qwa) and Affidavit Project Details (9ncw-tqjn). Each Affidavit row carries an intent field referencing the Intent it closes out. On September 14, 2026 the Affidavit file was queried for rows whose intent equals 1904772. No such row was returned.

Which approval is missing.

The approval that does not appear is L&I's approval of the Affidavit of Wages Paid for Intent 1904772 — the condition RCW 39.12.040 places between the completed work and the release of retainage under RCW 60.28.011. No other condition is assessed here; an agency may hold retainage for reasons of its own, which is what the request on page 4 asks about.

Why it holds the money.

Under RCW 39.12.040 an awarding agency may not release retainage until L&I has approved the Affidavit of Wages Paid for the work. An agency that releases early is liable to the workers for the wages due, which is why this condition is not negotiated around and why an otherwise willing contract administrator will not move without it.

The limit of this statement. Absence from a published file is a fact about the file. It is not an assertion that Halbrook Mechanical, Inc. failed to file anything, and it is not a finding by L&I. Publication lags filing, records are corrected, and an affidavit filed or approved recently may not yet appear. L&I's own record in your My L&I account governs over this document in every case.

PART 5 OF 6

Agency contact sheet

The awarding agency's public works contact for this job, with the address the release request goes to. These are the contact details Port of Kelmore itself published on your Intent record — not a directory lookup and not a guess.

Awarding agency	Port of Kelmore
Public works contact	Dana Whitlock, Contract Administrator
Phone	(360) 555-0148
Address	1400 Terminal Way, Kelmore, WA 98620
Contract number to quote	PK-2022-041
Contract name	Marine Terminal 4 — Mechanical Systems Replacement
Project location	Kelmore, WA
Your Intent ID to quote	1904772

How to use it

Address the release request letter to this person by name. Public works contacts named on an Intent are typically the contract administrator or project manager for that specific job, which is exactly who can look up the retainage balance — a general accounts-payable line usually cannot, and a request that lands there tends to stop there.

If the named contact has moved on, ask whoever answers for "the contract administrator for contract PK-2022-041" rather than for retainage generally. The contract number is the key that finds the file; your company name usually is not, especially if you were a sub.

These details are transcribed exactly as published on your Intent record. They were current when the Intent was filed and may have aged since; nothing here has been substituted or guessed.

PART 6 OF 6

Prime chain map

Who filed above you on this job and whether that affidavit cleared — usually the reason a sub's money has not moved. Everyone below filed an Intent against project 1846209, the same job as your contract.

YOUR POSITION

You filed as a subcontractor under Brackenhall Construction Group LLC (Intent 1901338), and no affidavit against that Intent appears in the published file either. This is the common reason a sub's money has not moved: the agency holds retainage against the contract as a whole, so the prime's outstanding approval stalls the release even when yours is perfect.

FILER	INTENT	THEIR CONTRACT	EXPECTED START	AFFIDAVIT
Brackenhall Construction Group LLC prime	1901338	\$4,180,000	2022-06-06	None in file
Sundermill Earthworks LLC	1902104	\$612,000	2022-07-05	On file
Halbrook Mechanical, Inc. you	1904772	\$128,750	2022-09-12	None in file
Pike Hollow Electric, Inc.	1905016	\$341,200	2022-09-19	On file
Torvald Glazing Co.	1906388	\$96,400	2022-10-24	None in file
Vessel Point Roofing LLC	1907745	\$74,900	2022-11-14	On file

Reading this table. "On file" means an Affidavit row referencing that Intent appears in 9ncw-tqjn. "None in file" means no such row appeared on September 14, 2026 — about that filer's record in the published file, and about nothing else. Contract amounts are each filer's own cntxct_amt; they do not sum to the project value and are not meant to.

APPENDIX

Sources, method, and what this packet does not claim

Sources

Intent Project Details	data.wa.gov/resource/t9je-9qwa
Affidavit Project Details	data.wa.gov/resource/9ncw-tqjn
Both read	September 14, 2026
Retainage cap	RCW 60.28.011 — five percent of the contract
Affidavit condition	RCW 39.12.040

Method

Your Intent record was pulled by Intent ID. Its `cntrct_amt` — your own contract on this job — was multiplied by the five percent statutory cap to estimate retainage. The Affidavit file was then queried for rows whose `intent` field references your Intent ID. The prime chain map repeats that query for every Intent filed against the same `project_id`. Agency contact details are the ones published on your own Intent record.

Two figures in these files are easy to confuse and we use only one of them. The `amount` field is the value of the whole project and is repeated identically on every company's row — on one Spokane airport contract, fifteen firms each show \$34,025,597. It appears nowhere in this packet. Everything quoted here is `cntrct_amt`, your own contract.

What this packet does not claim

It does not say you failed to file. Every finding here is a statement about what appears in a published file on a given date. Publication lags filing.

HeldBack does not file the Affidavit for you. It has to go in from your own My L&I account under your own signature. We never file on your behalf and never claim to.

The retainage figure is an estimate. Five percent of your contract is the statutory ceiling, not a balance the agency has confirmed. The agency's number governs — which is exactly what the letter on page 4 asks them to give you.

It is not legal advice. HeldBack prepares a file from public records. It is not a law firm, not a collection agency, and not affiliated with L&I or Port of Kelmore.

You have 1 other contract in L&I's published file with no affidavit against it — roughly \$4,215 in estimated retainage in total. This packet covers Marine Terminal 4 — Mechanical Systems Replacement only. Reply to your delivery email if you want the others prepared, or the \$15/month watch if you would rather be told automatically as each new Intent ages past the twenty-four month floor.



COLOPHON

Sources and method

Your Intent record was pulled by Intent ID. Its `contract_amt` — your own contract on this job — was multiplied by the five percent statutory cap to estimate retainage. The Affidavit file was then queried for rows whose `intent` field references your Intent ID.

INTENT PROJECT DETAILS

`data.wa.gov/resource/t9je-9qwa`

RETAINAGE CAP

RCW 60.28.011 — five percent of the contract

AFFIDAVIT PROJECT DETAILS

`data.wa.gov/resource/9ncw-tqjn`

AFFIDAVIT CONDITION

RCW 39.12.040

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Questions about this packet — reply to your delivery email; answering is part of what you bought. heldback.thecompound.tech

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