

Title 4: Construction

Chapter 2: SMALL WORKS ROSTER

4.02.010 Small Works Roster Process.

- A. If a small works roster is established, it shall consist of all responsible contractors who have requested to be on the roster and who are properly licensed to work in the state. The District may create a single general small works roster or a small works roster for different categories of anticipated work or may contract with an outside agency such as the Municipal Research & Services Center (MRSC) or the Shared Procurement Portal (SPP) for provision of such roster(s).
- B. If the District does not contract with an outside agency (such as MRSC or SPP) as provided in the preceding subsection, at least twice each year, the District shall cause notice of the existence of the small works roster to be published in a newspaper of general circulation within the District. The notice shall solicit the names of the contractors for the small works roster.
- C. Whenever a public works project with an estimated cost (as determined by the Director of Operations and Engineering or the Engineering Consultant) of more than \$350,000, the District shall comply with the existing laws regarding competitive bidding for these projects, including RCW 57.08.050.
- D. The District shall award the contract to the lowest responsible bidder.
- E. Whenever a public works project with an estimated cost (as determined by the Director of Operations and Engineering/Engineering Consultant) of less than \$350,000, the District may use the small works roster process set forth below without a formal call for bids and advertising;
 - 1. The District may create a single general Small Works Roster or may create a Small Works Roster for different specialties or categories of anticipated work.
 - 2. The Small Works Roster(s) shall consist of all responsible contractors who have requested to be on the roster(s) and are properly licensed or registered to perform contracting work in this state. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the District as a condition of being placed on the roster or rosters.
 - 3. The District shall secure telephone or written quotations, or both, from the appropriate contractors on the roster. Whenever possible, the District shall invite at least five contractors to submit quotations. Once a contractor has been afforded an opportunity to submit a quotation, the contractor shall not be offered another opportunity.

4. The District's invitation for quotations shall include an estimate of the scope and nature of the work to be performed, and the materials and equipment to be furnished.
5. For small public works projects with an estimated cost of less than \$150,000 not including sales tax, to increase the utilization of small businesses, the District may direct contract with small business as defined below, before direct contracting with other contractors on the appropriate small works roster without a competitive process as follows:
 - (i) If there are six or more contractors meeting the definition of small business on the applicable roster, the District must direct contract with one of those small businesses on the applicable roster that has indicated interest in performing work in the District. If the District utilizes direct contracting pursuant to this subsection it must rotate through the contractors on the appropriate small works roster and must, when qualified contractors are available, utilize different contractors on different projects.
 - (ii) If there are five or less contractors meeting the definition of small business on the applicable roster, the District may direct contract with any contractor on the applicable roster.
 - (iii) The District must notify small, minority, women, or veteran-owned businesses on the applicable roster when direct contracting is utilized.
 - (iv) The District does hereby establish a small, minority, women, and veteran-owned business utilization plan. The District's annual advertising soliciting the names of contractors for the roster(s) shall encourage small, minority, women, and veteran owned businesses to submit their company to the roster. In addition, the District's application form will include a provision to note certification status. This form will also be posted on the District's website where we will also note that small, minority, women, and veteran owned businesses are encouraged to submit their qualifications.
 - (v) The District may not favor certain contractors on the appropriate small works roster by repeatedly awarding contracts without documented attempts to direct contract with other contractors on the appropriate small works roster.
 - (vi) If the District elects not to use the methods outlined in this subsection, it may not use direct contracting and must invite bids by electronically notifying all contractors on the applicable roster that have indicated interest in performing work in the area of the District's utility systems.
6. Immediately after the award of a contract is made, the District shall record the bid quotations obtained for the contract. The bid quotations shall be open to public inspection and available to the public by telephone inquiry.
7. The notice provisions of RCW 39.04.152 are incorporated herein as now existing and hereafter may be amended.

8. For small public works projects with an estimated cost of less than \$50,000 are not subject to the requirements of RCW 57.08.050. The District will make reasonable efforts to obtain electronic or written quotes from contractors, including quotes from at least three contractors if available, add new contractors to its rosters, and to equitably distribute projects. The following shall apply to such projects:
 - (i) The District shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.
 - (ii) The District shall maintain a list of the contractors contracted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed and the date of the contract was awarded (Res. 2025.04.12).