

SMALL WORKS ROSTER

The legislation authorizing the expanded Small Works Roster was effective June 8, 2000.

The legislation amends RCW 52.14.110 to remove the maximum \$10,000 limitation and refers to RCW 39.04.155 which sets a \$200,000 maximum limit. The district can use a single roster or can create separate rosters for different categories of work. The district can require contractors who wish to be placed on the roster to keep a current record on file with the district relating to licenses, registrations, bonding, insurance or other appropriate matters.

The district, at least once a year, must publish notice of the existence of the roster. The district still must establish the roster procedure by resolution. The procedure must provide for obtaining telephone, written or electronic quotations from the contractors on the roster. The contract must be awarded to the lowest responsible bidder based on the quotations. The invitation for quotations must include an estimate of the scope and nature of the work and the materials and equipment to be furnished but need not include detailed plans and specifications. Quotations must be invited from at least five contractors on the roster. If the estimated cost of the project exceeds \$100,000 and the district solicits quotations from less than all the appropriate contractors on the roster, the district must provide notice to the remaining contractors by publication, mailing the notice or sending it by fax or other electronic means. The method used is up to the district.

The awarding of the contract to a contractor need not be advertised but, after the award is made, the district must make a record of the quotations that is available to the public for inspection and phone inquiry.

The legislation prohibits the breaking of a project into units to stay below the statutory maximum.

SMALL WORKS ROSTER NOTICE

_____ **County Fire Protection District No.** _____

_____ County Fire Protection District No. _____ maintains a small works roster for general and specialty licensed contractors for the repair, maintenance and construction of buildings and other structures as provided by RCW 39.04.155. All interested and qualified contractors who wish to have their names placed on the list should submit to the district their name, address, phone number, license or registration number and a resume or description of the type of work performed. Forms for responses may be obtained from the district. Under the Interlocal Cooperation Act, the roster may be used by other municipal corporations in _____ County, Washington.

_____ County Fire Protection District No. _____

[address]

[phone]

Sample Resolution

RESOLUTION ADOPTING SMALL WORKS ROSTER PROCEDURE

_____ **County Fire Protection District No.** _____

RESOLUTION NO. _____

RCW 52.14.110(3) authorizes fire protection districts to use the small works roster procedure established by RCW 39.04.155 to contract for public works projects where the estimated cost is between \$2,500.00 and \$200,000.00.

The Board of Commissioners has decided that it is in the best interest of the district to use the authorized procedure.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of _____ County Fire Protection District No. _____ authorizes the administration of the district to use the small works roster procedure established by RCW 39.04.155 under the following procedures:

1. The administration is authorized to establish either a single general small works roster or multiple rosters for different categories of work in its discretion.
2. The administration may require contractors to keep a current record on file with the district showing the contractor's current status relating to licenses, registrations, bonding, insurance and other appropriate matters.
3. The district shall annually publish in the newspaper used by the district for legal notices, a notice of the existence of the roster or rosters and invite contractors to submit their names for inclusion on the rosters.
4. All responsible contractors who submit their names shall be placed on the roster or rosters provided that the contractor is in compliance with all statutory licensing and registration requirements.
5. At such time as the administration determines to contract for a public works project within the authorized price limitations, the administration shall contact not less than five contractors on the applicable roster, provided the roster contains the names of five or more contractors, and obtain written or telephone quotations for the construction required. The request for the quotations shall designate the estimated scope and nature of the work to be performed and the materials and equipment to be furnished. If the estimated cost of the project exceeds \$100,000 and the administration solicits quotations from less than all the appropriate contractors on the roster, the administration shall provide notice to the remaining contractors by publication, mailing the notice or sending it by fax or other electronic means.

6. The district shall maintain a record of the quotations received for a period of three years. The record shall be open to public inspection and available by telephone inquiry.

7. The administration shall award construction contracts to the lowest responsible bidder as defined in RCW 43.19.1911 after consideration of the following factors:
 - 7.1 The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - 7.2 The character, integrity, reputation, judgement, experience, and efficiency of the bidder;
 - 7.3 Whether the bidder can perform the contract within the time specified;
 - 7.4 The quality of performance of previous contracts or services;
 - 7.5 The previous and existing compliance by the bidder with laws relating to the contract or services;
 - 7.6 Such other information as may be secured having a bearing on the decision to award the contract.

8. The administration shall post a list of the contracts awarded at least once every two months. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed together with the date the contract was awarded. The list shall state that the bid quotations are available for public inspection at the headquarters station.

ADOPTED by the Board of Commissioners of _____ County Fire Protection District No. _____, at a regular open public meeting of such Board on _____, 2_____, the following commissioners being present and voting:

Chairperson

Commissioner

Commissioner

Secretary