

## **SMALL WORKS ROSTER**

In accordance with RCW 39.04 and ESSB 6347, codified at Chapter 138, Laws of 2000, and RCW 28A.335.190(3) addressing small works rosters, the following procedures will be followed by the District.

### **DEFINITIONS**

The term “Capital Planning and Construction” means the Capital Planning and Construction Office of the Olympia School District No. 111.

The term “District” means the Olympia School District No. 111.

The term “Public Works” means all work, construction, alteration, repair or improvement, other than ordinary maintenance, executed at a cost of the state or any municipality, or which is by law a lien or charge on any property therein. [RCW 39.04.010.]

The term “Small Works” means any public works project with an estimated cost of three hundred thousand dollars (\$300,000) or less. [RCW 39.04.155(1).]

### **SMALL WORKS ROSTER(S)**

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. The small works roster(s) will consist of all responsible contractors who have requested to be on the roster(s) and, where required by law, are properly licensed or registered to perform such work in this state.

### **ADVERTISING**

- 1) At least once a year, the Capital Planning and Construction Office will publish notice of the existence of the roster or rosters and solicit the names of responsible contractors for such roster or rosters.
- 2) Advertisements will outline the following requirements:
  - a. Registered contractor in the State of Washington.
  - b. Compliance with prevailing wage laws (RCW 39.12).
  - c. Ability to provide certificates of insurance.
  - d. Compliance with federal, state and local laws regarding non-discrimination and affirmative action.
- 3) Advertisements will be placed as public notices in at least one newspaper of general circulation in the District.

### **APPLICATIONS**

Contractors may request and submit Small Works Roster applications at any time.

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**TELEPHONE, WRITTEN OR ELECTRONIC QUOTATIONS**

The District, through the Capital Planning and Construction Office, will obtain telephone, written or electronic quotations from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.191, as follows:

- 1) A contract awarded from a small works roster need not be advertised. Invitations for quotes will include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- 2) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

If the estimated cost of work is from one hundred thousand dollars (\$100,000) to three hundred thousand dollars (\$300,000), the District, if it chooses to solicit bids from less than all the appropriate contractors on the appropriate small works roster, must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice is made by publication in a legal news-paper in general circulation in the area where the work is to be done, mailing notice, or sending notice by facsimile or other electronic means.

- 3) All of the quotations will be collected and presented at the same time to the Supervisor of the Capital Planning and Construction Office, or designee, for consideration, determination of the lowest responsible bidder, and award of the contract.

**LOWEST RESPONSIBLE BIDDER**

The District, through the Capital Planning and Construction Office, will award the contract for the public works project to the lowest responsible bidder; provided that whenever there is a reason to believe the lowest acceptable bid is not the best price obtainable, the District may reject all bids and call for new bids. In addition to price, the District will take into account the following:

- 1) The ability, capacity and skill of the bidder to perform the contract;
- 2) Whether the bidder can perform the contract within the time specified by the District;
- 3) The quality of the bidder's performance of previous contracts or services; and,
- 4) The previous and existing compliance by the bidder with laws relating to the contract or services.

**INSURANCE**

Each contractor is required to provide a certificate of insurance prior to commencing work for the District.

**RETAINAGE**

The District has the right, at its sole option, to withhold up to five percent from the moneys earned by the contractor (RCW 60.28.010).

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**RIGHTS OF REVOCATION**

A contractor's documented failure to comply with public works law, non-discrimination laws, or to perform adequate work, will result in his/her removal from the small works roster.

**PUBLICATION OF CONTRACT AWARDS**

The District will make available a list of the contracts awarded under the small works roster process at least once a year. The list will contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list will also state the location where the bid quotations for these contracts are available for public inspection.



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