

Tim Elsea
Director/County Engineer



Department of Public Works

2025 NE Kresky Ave.
Chehalis, WA 98532
(360) 740-1123
Fax: (360) 740-1479
TDD: (360) 740-1480
www.lewiscountywa.gov

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TO: Contractors in Small Works Roster Database

SUBJECT: Procedures for Small Works Roster

Lewis County's Small Works Roster has year-round open enrollment, and Public Works' contact with contractors will be primarily through online postings and by email. Public Works will advertise the small works roster once a year, in January, in a local paper. If you have applied for the roster recently, you don't need to reapply unless you want to update categories or contact information. Please make sure that you contact us at least once every other year to remain active on the roster. Upon renewal please use the most current roster application as we add new categories in January.

You will be able to obtain an application in the following ways:

- Download from the Lewis County web site, <http://lewiscountywa.gov/publicworks/contracting-consultants-rosters-bids>. Click on Application and print. You have to mail or fax it to us, with a copy of your master business license. You need to have Adobe Reader* on your computer to access it.
- Call 360-740-2612 to request an application. We can mail or fax it to you.
- Pick up an application at the Public Works office at 2025 NE Kresky Ave., Chehalis.

The changes that will impact you are listed below:

- ◆ The categories for the Small Works Roster can be updated throughout the year. You can request a new category, but whether it is accepted or not will be decided by the Public Works Director or other authority appointed by the Board of County Commissioners.
- ◆ You can enroll in any current category at any time during the year by sending us a completed application and a copy of your current Washington Master Business License.
- ◆ Whenever your contact information or business license changes, please let us know. Otherwise, you may not receive notices we send out about your application or the roster and may be removed from the roster.
- ◆ Once you have submitted a completed application with the required documentation, you can check to see if you're on the roster for the categories you selected by checking online at <http://smallworks.lewiscountywa.gov/>, then selecting the appropriate Category of Work from the drop-down box.
- ◆ All of the businesses for the chosen category will list alphabetically directly on the website. This will allow you to verify the accuracy of the contact information we have on record.
- ◆ The small works database will be updated soon after we receive your application. However, it could take a month for your name to be posted online. You can call or email me at the below email address if you need confirmation sooner.

For your information:

- ◆ We save your company information in our database for two years from when we last heard from you. The database is checked quarterly in order to make sure your licenses are valid. Any company without a valid license will be removed from the database.

APPLICATION CHECKLIST

The following items are the ones most frequently left out of SWR applications:

_____ Copy of Washington State master business license (with UBI #) – REQUIRED.
Note: This is NOT your contractor's license.

_____ Signature on application (signature goes to the right of the email) - REQUIRED.

_____ At least one category must be checked - REQUIRED.

_____ Email address.

We cannot add you to the Small Works Roster without the first three.

Thanks for your interest in Lewis County.

Kim M. Amrine, Administrative Assistant
Kim.Amrine@lewiscountywa.gov