

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

CALLING FOR THE OPENING OF SMALL)
WORKS ROSTERS FOR LEWIS COUNTY) RESOLUTION NO. 13- 055
PROJECTS LESS THAN \$300,000.00)

WHEREAS, in accordance with annual publishing requirements of RCW 39.04.155, Lewis County is opening the Small Works Rosters inviting companies to apply for inclusion on specific rosters. The Small Works Roster may be used in lieu of an extended formal bidding process and in accordance of RCW 39.04.155 to choose contractors for projects costing less than \$300,000.00. Additional agencies potentially using the small works roster are: Lewis County Conservation District, Lewis County Fire District #1 (Onalaska), Lewis County Fire District #2 (Toledo), Lewis County Fire Dist. #8 (Salkum), Lewis County Fire Dist. #11 (Pe Ell), Lewis County Fire Dist. #14 (Randle), Lewis County Fire Dist. #15 (Winlock), Cowlitz-Lewis County Fire Dist. #20 (Vader/Ryderwood), Lewis County Water District #1 (Onalaska) and the Chehalis-Centralia Airport; and

WHEREAS, contractors may be added to the requested rosters at any time throughout the year after submitting a completed Small Works Roster application and a copy of their current Washington Master Business License. Applications can be requested and submitted at Lewis County Public Works, Attn: Small Works Roster, 2025 NE Kresky Avenue, Chehalis, WA 98532. Fax (360) 740-1479. Phone 360-740-2612. The application and procedures can be downloaded from the Lewis County website, <http://lewiscountywa.gov/publicworks/contracting-consultants-rosters-bids>. The online application will be updated throughout the year if categories are added or deleted; and

WHEREAS, the following small works roster categories shall be prepared:

- **Aerial Photography**
- **Asbestos Removal and Mold Remediation**
- **Asphalt Concrete Paving**
- **Auction Services**
- **Backflow Systems**
- **Blasting / Drilling and Blasting (Rock)**
- **Bridge Maintenance**
- **BST Surfacing**
- **Cast-in-Place Concrete**
- **Communications Systems**
- **Concrete Cutting and Coring**
- **Debris Removal**
- **Demolition**
- **Drywall**
- **Dust Control**
- **Electrical Services**
- **Environmental Protection**
- **Excavating, Grading, and Road Construction**
- **Fencing**
- **Fiber Optics & Data Cabling**
- **Fire Alarm Systems – Installation & Monitoring**
- **Flooring**
- **General Contractor (Buildings)**
- **GIS Geodatabase**
- **Guardrail Repair and Installation**
- **Gutters/Rain Gutters**
- **Hauling and Trucking**
- **Hazardous Materials Disposal Site**

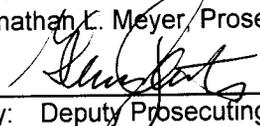
- Hazardous Materials Response
- Heating & Air Conditioning, Controls, & Duct Cleaning
- Hydroseeding - Slope Stabilization
- Industrial Vacuuming Services
- Landscape Services
- Lead-based paint Removal
- Light Detection And Ranging (LIDAR) Terrain Mapping
- Masonry
- Materials Testing
- Moving and Storage
- Painting
- Pest/Wildlife Control and Trapping
- Plumbing
- Project Estimating Services
- Pumps: Service, Test & Install
- Real Estate Appraisal Services
- Rip Rap Placement and Flood Control
- Road Striping and/or Pavement Markings
- Rock Crushing
- Roofing
- Security Services
- Septic Systems
- Snow & Ice Control
- Solid Waste – Maintenance and Service
- Sprinkler Systems
- Technology
- Timber Cruisers
- Traffic Control
- Tree Falling and Removal
- Underground Storage Tank Services
- Underground Utilities, Box Culverts, and Culverts
- Water Testing
- Welding - Specialty
- Well Drilling

NOW THEREFORE BE IT RESOLVED, the Small Works Roster categories listed above are approved and the Public Works Director shall be the approving authority for changes to the categories for which rosters are established.

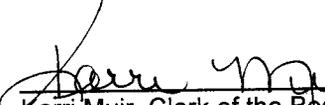
PASSED IN REGULAR SESSION this 25th day of February, 2013.

APPROVED AS TO FORM:

Jonathan L. Meyer, Prosecuting Attorney

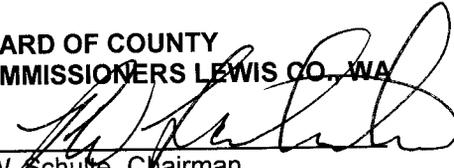
By:  Deputy Prosecuting Attorney

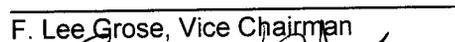
ATTEST:

 Karri Muir, Clerk of the Board



BOARD OF COUNTY COMMISSIONERS LEWIS CO., WA


P.W. Schulte, Chairman


F. Lee Grose, Vice Chairman


Edna J. Fund, Member

NOTICE OF A SMALL WORKS ROSTER

NOTICE IS HEREBY GIVEN that, in accordance with annual publishing requirements, Lewis County is creating a Small Works Roster for possible consideration in projects costing less than \$300,000.00. Small Works projects shall be awarded from the applicable roster in accordance with the requirements of RCW 39.04.155. Additional agencies potentially using the small works roster are Lewis County Conservation District, Lewis County Fire District #1 (Onalaska), Lewis County Fire District #2 (Toledo), Lewis County Fire Dist. #8 (Salkum), Lewis County Fire Dist. #11 (Pe Ell), Lewis County Fire Dist. #14 (Randle), Lewis County Fire Dist. #15 (Winlock), Cowlitz-Lewis County Fire Dist. #20 (Vader/Ryderwood), Lewis County Water District #1 (Onalaska) and the Chehalis-Centralia Airport.

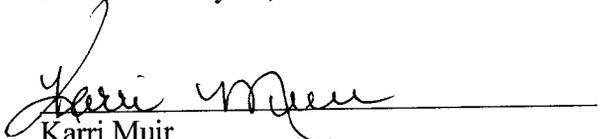
Contractors may be added to the requested rosters at any time throughout the year after submitting a completed Small Works Roster application and a copy of their current Washington Master Business License. Applications can be requested and submitted at Lewis County Public Works, Attn: Small Works Roster, 2025 NE Kresky Avenue, Chehalis, WA 98532. Fax (360) 740-1479. Phone 360-740-2612. The application and procedures can be downloaded from the Lewis County website, <http://lewiscountywa.gov/publicworks/contracting-consultants-rosters-bids>. The online application will be updated throughout the year if categories are added or deleted; and

The following small works roster categories shall be prepared:

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- **Hazardous Materials Response**
- **Heating & Air Conditioning, Controls, & Duct Cleaning**
- **Hydroseeding - Slope Stabilization**

- **Industrial Vacuuming Services**
- **Landscape Services**
- **Lead-based paint Removal**
- **LIDAR Terrain Mapping**
- **Masonry**
- **Materials Testing**
- **Moving and Storage**
- **Painting**
- **Pest/Wildlife Control and Trapping**
- **Plumbing**
- **Project Estimating Services**
- **Pumps: Service, Test & Install**
- **Real Estate Appraisal Services**
- **Rip Rap Placement and Flood Control**
- **Road Striping and/or Pavement Markings**
- **Rock Crushing**
- **Roofing**
- **Security Services**
- **Septic Systems**
- **Snow & Ice Control**
- **Solid Waste Maintenance & Services**
- **Sprinkler Systems**
- **Technology**
- **Timber Cruisers**
- **Traffic Control**
- **Tree Falling and Removal**
- **Underground Storage Tank Services**
- **Underground Utilities, Box Culverts, and Culverts**
- **Water Testing**
- **Welding - Specialty**
- **Well Drilling**

Dated February 25, 2013


Karri Muir
Clerk of the Board of County Commissioners

Publish: East County Journal
February 27, 2013

RCW 39.04.155

Small works roster contract procedures — Limited public works process — Definition.

(1) This section provides uniform small works roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property that may be used by state agencies and by any local government that is expressly authorized to use these provisions. These provisions may be used in lieu of other procedures to award contracts for such work with an estimated cost of three hundred thousand dollars or less. The small works roster process includes the limited public works process authorized under subsection (3) of this section and any local government authorized to award contracts using the small works roster process under this section may award contracts using the limited public works process under subsection (3) of this section.

(2)(a) A state agency or authorized local government may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work. Where applicable, small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor. The small works roster or rosters shall consist of all responsible contractors who have requested to be on the list, and where required by law are properly licensed or registered to perform such work in this state. A state agency or local government establishing a small works roster or rosters may require eligible contractors desiring to be placed on a roster or rosters to keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the state agency or local government as a condition of being placed on a roster or rosters. At least once a year, the state agency or local government shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. In addition, responsible contractors shall be added to an appropriate roster or rosters at any time they submit a written request and necessary records. Master contracts may be required to be signed that become effective when a specific award is made using a small works roster.

(b) A state agency establishing a small works roster or rosters shall adopt rules implementing this subsection. A local government establishing a small works roster or rosters shall adopt an ordinance or resolution implementing this subsection. Procedures included in rules adopted by the *department of general administration in implementing this subsection must be included in any rules providing for a small works roster or rosters that is adopted by another state agency, if the authority for that state agency to engage in these activities has been delegated to it by the *department of general administration under chapter 43.19 RCW. An interlocal contract or agreement between two or more state agencies or local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the provisions of this subsection.

(c) Procedures shall be established for securing 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 39.04.010. Invitations for quotations shall 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. This subsection does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes. 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. However, if the estimated cost of the work is from one hundred fifty thousand dollars to three hundred thousand dollars, a state agency or local government that 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 government has the sole option of determining whether this notice to the remaining contractors is made by: (i) Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; (ii) mailing a notice to these contractors; or (iii) sending a notice to these contractors by facsimile or other electronic means. For purposes of this subsection (2)(c), "equitably distribute" means that a state agency or local government soliciting bids may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

(d) A contract awarded from a small works roster under this section need not be advertised.

(e) Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

(3) In lieu of awarding contracts under subsection (2) of this section, a state agency or authorized local government may award a contract for work, construction, alteration, repair, or improvement projects estimated to cost less than thirty-five thousand dollars using the limited public works process provided under this subsection. Public works projects awarded under this subsection are exempt from the other requirements of the small works roster process provided under subsection (2) of this section and are exempt from the requirement that contracts be awarded after advertisement as provided under RCW 39.04.010.

For limited public works projects, a state agency or authorized local government shall solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and 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. A state agency or authorized local government shall attempt to distribute opportunities for limited public works projects equitably among contractors willing to perform in the geographic area of the work. A state agency or authorized local government shall maintain a list of the contractors contacted 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 the contract was awarded. For limited public works projects, a state agency or authorized local government may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialpersons, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project, however the state agency or authorized local government shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

(4) The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process or limited public works process.

(5)(a) A state agency or authorized local government may use the limited public works process of subsection (3) of this section to solicit and award small works roster contracts to small businesses that are registered contractors with gross revenues under one million dollars annually as reported on their federal tax return.

(b) A state agency or authorized local government may adopt additional procedures to encourage small businesses that are registered contractors with gross revenues under two hundred fifty thousand dollars annually as reported on their federal tax returns to submit quotations or bids on small works roster contracts.

(6) As used in this section, "state agency" means the *department of general administration, the state parks and recreation commission, the department of natural resources, the department of fish and wildlife, the department of transportation, any institution of higher education as defined under RCW 28B.10.016, and any other state agency delegated authority by the *department of general administration to engage in construction, building, renovation, remodeling, alteration, improvement, or repair activities.

[2009 c 74 § 1; 2008 c 130 § 17. Prior: 2007 c 218 § 87; 2007 c 210 § 1; 2007 c 133 § 4; 2001 c 284 § 1; 2000 c 138 § 101; 1998 c 278 § 12; 1993 c 198 § 1; 1991 c 363 § 109.]

Notes:

*Reviser's note: The "department of general administration" was renamed the "department of enterprise services" by 2011 1st sp.s. c 43 § 107.

Intent -- Finding -- 2007 c 218: See note following RCW 1.08.130.

Purpose -- 2000 c 138: "The purpose of this act is to establish a common small works roster procedure that state agencies and local governments may use to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property." [2000 c 138 § 1.]

Part headings not law -- 2000 c 138: "Part headings used in this act are not any part of the law." [2000 c 138 § 302.]

Purpose -- Captions not law -- 1991 c 363: See notes following RCW 2.32.180.

Competitive bids -- Contract procedure: RCW 36.32.250.

Executive Summary

BOCC Meeting Date:

2013-02-25

Contact:

Tim Elsea

Department:

Public Works

Wording

Publishing the Small Works Roster for Lewis County and approval of the Public Works Director as approving authority for category changes

Description

Publishing the Small Works Roster for Lewis County for projects less than \$300,000.00 and appointing the Public Works Director as the approving authority for changes to categories for which a roster is established.

The attached resolution will allow opening the Small Works Roster to obtain applications from businesses interested in having their business placed on one or more of the rosters. The Small Works Roster allows the County and agencies holding interlocal agreements to contract with contractors on the established list for projects less than \$300,000.00. Agencies currently holding interlocal agreements are Lewis County Conservation District, Lewis County Fire District #1 (Onalaska), Lewis County Fire District #2 (Toledo), Lewis County Fire Dist. #8 (Salkum), Lewis County Fire Dist. #11 (Pe Ell), Lewis County Fire Dist. #14 (Randle), Lewis County Fire Dist. #15 (Winlock), Cowlitz-Lewis County Fire Dist. #20 (Vader-Ryderwood), Lewis County Water District #1 (Onalaska) and the Chehalis-Centralia Airport. The Small Works Roster will remain open per RCW 39.04.155.

Recommendation**Other**

BOCC AGENDA ITEM SUMMARY

Resolution #:

13-055

BOCC Meeting Date: Feb 25, 2013

Suggested Wording for Agenda Item:

Agenda Type: Notice

Publishing the Small Works Roster for Lewis County and approval of the Public Works Director as approving authority for category changes

Brief Reason for BOCC Action:

Publishing the Small Works Roster for Lewis County for projects less than \$300,000.00 and appointing the Public Works Director as the approving authority for changes to categories for which a roster is established.

The attached resolution will allow opening the Small Works Roster to obtain applications from businesses interested in

Submitted By: Amrine, Kim

Phone: 2697

Date Submitted: Feb 07, 2013

Contact Person Who Will Attend BOCC Meeting: Tim Elsea

Action Needed: Approve Resolution

Publication Requirements:

Hearing Date:

Publications: East County Journal

Publication Dates: Feb 27, 2013 , Mar 06, 2013

Approvals:

Public Works

BOCC

Prosecutor

Cover Letter To