



## Lewis County Department of Public Works

Timothy R. Elsea, PE, Director / County Engineer

Rodney Lakey, PE, Assistant County Engineer

January 26, 2015

**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, fax or email ([Kim.Amrine@lewiscountywa.gov](mailto:Kim.Amrine@lewiscountywa.gov)) 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, fax or email 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.

### Road Maintenance & Traffic

476 West Main St.  
Chehalis, WA 98532  
o 360.740.3380  
F 360.740.2741

Erik Martin, PE, Manager

### Administration, Engineering, Utilities & Real Estate Services

2025 NE Kresky Ave.  
Chehalis, WA 98532  
o 360.740.1123  
F 360.740.1479

### Solid Waste Services

Post Office Box 180  
Centralia, WA 98531  
o 360.740.1451  
F 360.330.7805

Steve Skinner, Manager

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](mailto:Kim.Amrine@lewiscountywa.gov)

---

***Road Maintenance & Traffic***

476 West Main St.  
Chehalis, WA 98532  
o 360.740.3380  
F 360.740.2741

**Erik Martin**, PE, Manager

***Administration, Engineering,  
Utilities & Real Estate Services***

2025 NE Kresky Ave.  
Chehalis, WA 98532  
o 360.740.1123  
F 360.740.1479

***Solid Waste Services***

Post Office Box 180  
Centralia, WA 98531  
o 360.740.1451  
F 360.330.7805

**Steve Skinner**, Manager