

## Small Works Roster Procedures

Contractors are able to submit applications for the Small Works Roster at any time. Once received make sure they have a completed application and a copy of their master business license. Date stamp and input data from new applications as soon as you can. Data is input on the Small Works Roster master list and online.

Once every quarter, delete records for applications received over 2 years ago and check business license status. If business license is expired or business is closed remove from Small Works Roster books, delete from computer master list and online.

RCW 39.04.155 prevails on all usage of a Small Works Contract.

### **To Choose a Contractor from the Roster for a contract expected to be \$40,000 but less than \$300,000:**

First choose the category you need from the roster. There may be times when two categories fit your needs (in this case choose contractors from both categories). At all times you need to get a competitive bid so if the contract is expected to be above \$40,000 but less than \$150,000, it is required to pick at least 5 contractors from the category (if able choose 10, it gives a more competitive bid). You can use any fair process to choose the names: starting at A and working to Z (or reverse), drawing names from the "hat" or other methods, as long as it is a fair process to all contractors. Once a contractor is working on a project, they are not able to bid a second project until the first project is closed.

If a project is expected to have a bid higher than \$150,000 but not more than \$300,000 all contractors from the category chosen must be notified about the call for bids.

When asking for bids, each contractor must be given the same information. If you send information to all chosen contractors and one calls in with a question, you must either call or fax all other bidders in order to give them the same information. Document all processes used in order to contact contractors.

All Small Works projects are prevailing wage jobs. Make sure each contractor you contact is aware of this. Owner operators need to submit a letter for your file that states they are an owner operator which will preclude them from paying prevailing wage to themselves. They will however, pay prevailing wages to all other employees.

Small Works projects do not have a time frame before bids are due. In your bid packet you need to include the date and time bids are due. You should give at least one week in order for contractors to put together their bid. A bid bond of at

least 5% must accompany each bid. The bid must be opened publically on the day assigned. The apparent responsive low is notified immediately and given 5-10 days in order to get their contract, performance bond and insurance papers together. If the apparent responsive low is not able to execute the contract documents, they forfeit their bid bond and you move to execute a contract with the second low. Document all information given to contractors. Documentation of non-responsive bids must also be kept so you can justify why they were non-responsive.

**To Choose a Contractor from the Roster for a contract expected to be under \$40,000:**

All processes are the same as the \$40,000 or more process if the bid is expected to be under \$40,000 except for the following:

You are only required to choose 3 contractors and they can be contacted by telephone or fax. Bids can also be accepted by telephone or fax.

A contractor also has the option of a 50% retainage in lieu of a performance bond.

Once a contract has been executed with a contractor all bid bonds must be returned to the respective bidders. Usage of the small works roster must be reported to the designated person in Lewis County Public Works. Documentation of all steps should be kept within a file so auditors have no problem seeing any process used.

It cannot be stressed enough that documentation be kept throughout the process of all steps of a small works bid.

Once a contract has been completed remember that retainage cannot be released until all paperwork is received and Department of Revenue and Employment Security has released the contract with a Notice of Completion. If the contract is under \$40,000 a Notice of Completion is not required from the Department of Revenue or Employment Security.

All usage of the small works roster should be reported to the Lewis County Public Works Department Administrative Assistant, because there are reporting requirements as the "keeper" of the roster.