

RESOLUTION NO. 101-94

AUTHORIZING A SMALL WORKS ROSTER CONTRACT AWARDS PROCESS  
FOR PUBLIC WORKS PROJECTS VALUED BETWEEN TEN THOUSAND  
DOLLARS AND ONE HUNDRED THOUSAND DOLLARS

AND

EXEMPTING PUBLIC WORKS PROJECTS VALUED LESS THAN TEN THOUSAND  
DOLLARS FROM ADVERTISING AND THE COMPETITIVE BID AWARD PROCESS

WHEREAS, RCW 39.04.155 states ".....(2) Counties may create a single general small works roster for public works projects....The small works roster.....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. At least twice a year, a county shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster.....and shall solicit the names of contractors for such roster....."

WHEREAS, RCW 39.04.155 further states "....The governing body of the county shall establish a procedure for securing telephone or written quotations from the contractors on the general small works roster.....to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.1911."

WHEREAS, the Board of Mason County Commissioners believe that a small works roster for public works projects valued between ten thousand dollars and one hundred thousand dollars would decrease the cost and reduce the complexity of the competitive bid process for the smaller contracts.

WHEREAS, the Board of Mason County Commissioners agree that public works projects valued less than ten thousand dollars shall be exempt from advertisement and the competitive bid award process. Immediately after awards for such public works projects are made, the amounts of such awards shall be recorded and open to public inspection and shall be available by telephone inquiry.

**MASON COUNTY  
PUBLIC WORKS  
SMALL WORKS ROSTER CONTRACT AWARDS PROCESS  
POLICY AND PROCEDURES**

The Board of County Commissioners hereby authorizes the establishment of a single Small Works Roster for Mason County Public Works Projects with an estimated value of ten thousand dollars up to one hundred thousand dollars. (Public works projects with an estimated value of less than ten thousand dollars are exempt from the competitive bid process.) Public work projects include all work, construction, alteration, repair, or improvement other than ordinary maintenance. All public works, including maintenance when performed by contract shall comply with the provisions of RCW 39.12.020, Prevailing Wages on Public Works.

This roster 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.

At least twice a year, Mason County shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster and solicit the names of contractors for such roster.

Mason County Departments shall secure telephone or written quotations from the contractors on the general small works roster for the appropriate category of work to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.1911. Such 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. Whenever possible at least five contractors shall be invited to submit bids. Once a contractor has been afforded an opportunity to submit a proposal, that contractor shall not be afforded another opportunity until all other appropriate contractors on the small works roster have been afforded an opportunity to submit a proposal on a contract. Proposals may be invited from all appropriate contractors on the small works roster.

A contract awarded from the small works roster need not be advertised.

Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by telephone inquiry. The bid quotations (and the bid award) shall be announced at a regularly scheduled meeting of the Board of County Commissioners.

MASON COUNTY PUBLIC WORKS  
SMALL WORKS ROSTER CONTRACT AWARDS PROCESS  
POLICY AND PROCEDURES  
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A list of the contracts awarded shall be posted at least once every two months on the official Mason County bulletin board in Building 1. This list shall 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 shall also state the location where the bid quotations for these contracts are available for public inspection.

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THEREFORE, IT IS HEREBY RESOLVED, that the Mason County Board of County Commissioners authorize the establishment of a small works roster for public works projects as outlined in the Mason County Public Works General Small Works Roster Policy and Procedures (Attachment A which is hereby incorporated as part of this resolution).

SIGNED THIS 4<sup>th</sup> DAY OF OCTOBER, 1994.

BOARD OF MASON COUNTY COMMISSIONERS

M. L. Faughender

MARV. L. FAUGHENDER, CHAIRPERSON

William O. Hunter

WILLIAM O. HUNTER, COMMISSIONER

Laura E. Porter  
LAURA E. PORTER, COMMISSIONER

ATTEST:

Rebecca S. Rogers

REBECCA S. ROGERS, CLERK OF THE BOARD

APPROVED AS TO FORM:

Michael Clift

MICHAEL CLIFT, CHIEF D. PROSECUTOR

C: Public Works  
Facility Maintenance  
Community Development  
General Services