



Peninsula Metropolitan Park District

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"Today We Touch Tomorrow"

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SMALL WORKS ROSTER PROCEDURES

The following small works roster procedures are established for use by the PENINSULA METROPOLITAN PARK DISTRICT relating to public works projects pursuant to RCW 35.61.135 and Chapter 39.04 RCW.

1. **Cost.** The PENINSULA METROPOLITAN PARK DISTRICT need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the PENINSULA METROPOLITAN PARK DISTRICT may use the small works roster procedures for public works projects as set forth herein. 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.

2. **Number of Rosters.** The PENINSULA METROPOLITAN PARK DISTRICT may create a single general small works roster, and/or may create a small works roster for different specialties or categories of anticipated work.

3. **Contractors on Small Works Roster(s).** The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the PENINSULA METROPOLITAN PARK DISTRICT as a condition of being placed on a roster or rosters.

4. **Publication.** At least once a year, the PENINSULA METROPOLITAN PARK DISTRICT 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. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The PENINSULA METROPOLITAN PARK DISTRICT will require master contracts to be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between the PENINSULA METROPOLITAN PARK DISTRICT and other 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 small works roster provisions.

5. **Electronic Rosters.** In addition to paper, internet and/or electronic rosters kept on file in the appropriate department, the PENINSULA METROPOLITAN PARK DISTRICT may also use that state wide electronic database developed and maintained jointly by the Daily Journal of Commerce and the Municipal Research and Services Center of Washington.

6. **Telephone or Written Quotations.** The PENINSULA METROPOLITAN PARK DISTRICT shall obtain telephone, written or electronic quotations for public works contracts 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 43.19.1911(9), as follows:

- a) A contract awarded from a small works roster need not be advertised. 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. Detailed plans and specifications

should be prepared as necessary for the work to be performed; however, these detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

b) 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 (5) 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.

If the estimated cost of the work is from One Hundred Thousand Dollars (\$100,000.00) to Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable, the PENINSULA METROPOLITAN PARK DISTRICT may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The PENINSULA METROPOLITAN PARK DISTRICT 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.

c) For purposes of this resolution, "equitably distribute" means that the PENINSULA METROPOLITAN PARK DISTRICT may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the PENINSULA METROPOLITAN PARK DISTRICT representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;

d) A written record shall be made by the PENINSULA METROPOLITAN PARK DISTRICT representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

7. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable, the PENINSULA METROPOLITAN PARK DISTRICT may award such a contract using the limited public works process provided under RCW 39.04.155, subsection (3). For limited public works project, the PENINSULA METROPOLITAN PARK DISTRICT will 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 43.19.1911(9). After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the PENINSULA METROPOLITAN PARK DISTRICT 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, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the PENINSULA METROPOLITAN PARK DISTRICT shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The PENINSULA METROPOLITAN PARK DISTRICT shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four (24) 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.

8. Determining Lowest Responsible Bidder. The PENINSULA METROPOLITAN PARK DISTRICT shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the PENINSULA METROPOLITAN PARK DISTRICT may call for new bids. RCW 43.19.1911(9) states:

"In determining "lowest responsible bidder", in addition to price, the following elements shall be given consideration:

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- (b) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- (c) Whether the bidder can perform the contract within the time specified;
- (d) The quality of performance of previous contracts or services;
- (e) The previous and existing compliance by the bidder with laws relating to the contract or services;
- (f) Such other information as may be secured having a bearing on the decision to award the contract.

9. Award. The Executive Director or his designee shall present all telephone quotations/bids and recommendation for award of the contract to the lowest responsible bidder to the Board of Park Commissioners. However, for public works projects under One Hundred Thousand Dollars (\$100,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable, the Executive Director shall have the authority to award public works contracts without the Board of Park Commissioners approval. For public works projects over Ninety-nine Thousand Dollars and 99/100 (\$99,999.99), the Board of Park Commissioners shall award all public works contracts by resolution.

10. Exceptions.

(1) Ordinary Maintenance. Ordinary maintenance is not considered a "public work" as provided in RCW 39.04.010. Therefore, the small works roster does not apply to ordinary maintenance. "Ordinary Maintenance" may be defined as work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. See WAC 296-127-010(7)(b)(iii).

(2) Competitive bidding requirements may be waived by resolution of the Board of Park Commissioners pursuant to RCW 39.04.280 for:

- (a) Purchases that are clearly and legitimately limited to a single source of supply;

- (b) Purchases involving special facilities or market conditions;
- (c) Purchases in the event of an emergency;
- (d) Purchases of insurance or bonds; and
- (e) Public works in the event of an emergency.

(i) If an emergency exists, the Executive Director may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the PENINSULA METROPOLITAN PARK DISTRICT to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by resolution of the Board of Park Commissioners no later than two weeks following the award of the contract.

(ii) For purposes of this section "emergency" means unforeseen circumstances beyond the control of the PENINSULA METROPOLITAN PARK DISTRICT that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

(3) This small works roster process does not apply to contracts for professional architectural and engineering services which are regulated by Chapter 39.80 RCW.