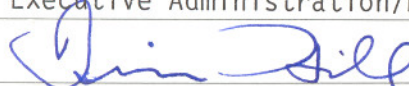




Title		Document Code No.
Small Works Roster for Public Work Projects		CON 7-7 (AP)
Department/Issuing Agency		Effective Date
Executive Administration/Purchasing Agency		December 24, 1993
Approved		
 12/14/93		

- 1.0 SUBJECT TITLE: Small Works Roster for Public Works Projects
 - 1.1 EFFECTIVE DATE: December 24, 1993
 - 1.2 TYPE OF ACTION: New
 - 1.3 KEY WORDS: Invitation to Bid; Solicitation; Procurement; Contracts; Public Works Projects; Competitive Bid; Contractors
- 2.0 PURPOSE: Formalize County administrative procedure for the inclusion of Small Works Roster solicitation into the procurement process for public work projects.
- 3.0 ORGANIZATIONS AFFECTED: All King County agencies, offices, divisions, and departments.
- 4.0 REFERENCES:
 - 4.1 Revised Code of Washington 36.32.250 and 39.04.155 and King County Code 4.16
- 5.0 DEFINITIONS:
 - 5.1 "Small Works Roster" - means a listing of all public works projects related contractors who requested to be included and, who are qualified to perform work in the specific category(ies) identified, and who are eligible to bid for small public works projects of less than \$100,000 each.
 - 5.2 "Qualified" - means properly licensed, registered or certified, where required by law, to perform the specific category of work identified.
 - 5.3 "Public Work" - means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the County, or which is by law a lien or charge on any property therein.

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6.0 POLICIES:

- 6.1 Purchasing may use the small works roster method to award public works contracts for any project with an estimated cost of one hundred thousand dollars or less.
- 6.2 The small works roster shall be comprised of contractors requesting to be on the roster who are, where required by law, properly licensed or registered to perform work in the state of Washington.
- 6.3 Purchasing shall actively solicit participation by certified women and minority contractors whenever possible.
- 6.4 Purchasing shall award the contract to the contractor submitting the lowest responsible bid.
- 6.5 Once a contractor in a small works roster category has been offered an opportunity to submit a bid, that contractor shall not be eligible for another opportunity to bid within that category until all other appropriate contractors on that category list, including women and minority contractors, have been offered an opportunity to submit a bid on a contract.
- 6.6 KCC 4.18 and MWBE participation requirement shall apply to contracts awarded from the small works roster unless waived by the K.C. Office of Civil Rights & Compliance.

7.0 PROCEDURES:

Action By: Action:

- | | | |
|-----------------------------|-----|---|
| Purchasing | 7.1 | Advertise annually in the County's legal paper of record and other media, including minority and woman owned, as appropriate, to solicit applications for the small public works roster(s) from qualified contractors for specific categories of public work. This roster will be used for the next calendar year to contract for services for projects, whose total cost will not exceed one hundred thousand dollars. |
| User Agencies
Purchasing | 7.2 | Evaluate applications and certify qualified contractors to the respective small works roster(s) for the work categories identified. |
| User Agencies | 7.3 | Submit request to Purchasing to conduct small works roster solicitation, including work scope to be performed as well as the materials and equipment to be used. |

7.0 PROCEDURES:

- | | | |
|------------|-----|--|
| Purchasing | 7.4 | Prepare and distribute Invitations-to-Bid to not less than five, whenever possible, separate appropriate contractors, including women and minorities, who shall be requested to submit bids on an individual project by a specific deadline. |
| Purchasing | 7.5 | Open and read aloud in public all bid responses received. |
| Purchasing | 7.6 | Award contracts for small public works to the contractor submitting the lowest responsible bid. |

8.0 RESPONSIBILITIES:

- 8.1 Purchasing is responsible for establishing and maintaining the small works roster with input from user agencies.
- 8.2 Purchasing is responsible for small works roster solicitations.
- 8.3 User agencies are responsible for ensuring the projects will not exceed \$100,000 before initiating a request to Purchasing for a small public works solicitation.
- 8.4 User agencies are responsible for determining whether a project costing less than \$100,000 will be bid using the small public works roster or the advertised process for public works contracts and develop specifications accordingly. Notification to Purchasing should allow sufficient time to allow for the processing of these bids and contracts.
- 8.5 User agencies are responsible for developing project work scope specifications and bid packages.
- 8.6 User agencies are responsible for planning far enough in advance to permit adequate time to process bids and contracts.
- 8.7 User agencies are responsible for compliance with KCC 4.18 MWBE Participation requirements for contracts awarded from the small works roster, unless waived by the K.C. Office of Civil Rights & Compliance.



King County
Records and Elections Division
Archives and Records Management
Department of
Executive Administration
King County Administration Building
500 Fourth Avenue Room 553
Seattle, WA 98104
(206) 296-1572

January 4, 1994

TO: DEPARTMENT POLICY/PROCEDURE MANUAL STATIONS

FM: Archives and Records Management Section

RE: Distribution of Administrative Policy CON 7-7 (AP)

This memo transmits Administrative Policy CON 7-7 (AP), "Small Works Roster for Public Works Projects." Please place this policy in your AP Policy/Procedure Binder behind the CON index tab.

If you have any questions, please call Linda Grob at 296-1572.