

RESOLUTION NO. 259

A RESOLUTION OF KING COUNTY WATER DISTRICT NO. 83
ESTABLISHING A SMALL WORKS ROSTER PROCESS

WHEREAS, RCW 57.08.050 states that all contract projects, the estimated cost of which is less than fifty thousand dollars (\$50,000) may be awarded to a contractor using the Small Works roster process provided in RCW 39.04.155; and

WHEREAS, King County Water District No. 83 frequently has contract projects which need to be done, the estimated cost of which is less than fifty thousand dollars (\$50,000), and the establishment of a Small Works roster process would facilitate the District's commencement and completion of such projects; and

WHEREAS, RCW 57.08.050 provides that the Board of Commissioners may set up uniform procedures to prequalify contractors for inclusion on Small Works rosters; and

WHEREAS, RCW 39.04.155 sets forth certain provisions which should be included in any Small Works roster process;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF KING COUNTY WATER DISTRICT NO. 83, KING COUNTY, WASHINGTON, DOES HEREBY RESOLVE THAT A SMALL WORKS ROSTER PROCESS BE ESTABLISHED AS FOLLOWS:

SECTION 1. The District Manager is hereby authorized to create Small Works rosters for different categories of anticipated work, or, in the alternative create a single general Small Works roster.

SECTION 2. At least twice a year, the District Manager shall cause to be published in a newspaper of general circulation within the District's jurisdiction a notice of existence of the roster(s) and solicit the names of contractors for such roster(s).

SECTION 3. The Small Works roster(s) so created 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.

SECTION 4. The District Manager is hereby authorized to create a Statement of Qualifications for completion by contractors who have requested to be on the Small Works roster(s).

SECTION 5. "Responsible contractors" means those contractors who have properly completed and returned a Statement of Qualifications, and where required by law are properly licensed or registered to perform such work in this state, and who have been determined by the District Manager to be qualified to perform such work in this state.

SECTION 6. Should the District Manager determine that a contractor has not complied with the District's Small Works roster process, or otherwise determined that the contractor does not appear to be qualified to perform the category of work for which a Small Works roster is being established, the District Manager shall so notify such contractor in writing, and that contractor shall have ten (10) days from the District Manager's written determination to appeal in writing the determination to the Board of Commissioners by filing such appeal with the District Clerk. The Board of Commissioners shall hear such appeals properly filed at a date and time to be set by the Board. The Board shall notify such contractors of its determination of the contractor's appeal in writing.

SECTION 7. The District Manager is authorized to develop procedures for using the Small Works roster(s) to secure quotations for all contract projects, the estimated cost of which is less than fifty thousand dollars (\$50,000), provided such procedures include the following elements:

- a. Wherever possible at least five (5) contractors on the roster(s) shall be invited to submit written bids to assure that a competitive price is established.
- b. The District Manager shall cause to be developed for each such project an invitation to bid package to be sent to each such contractor invited to submit a bid. The bid package shall include, but is not limited to, a description of the scope and nature of the work to be performed, as well as materials and equipment needed to be furnished, bidding information and forms, bid bond information, and adequate plans and specifications to construct the project, where appropriate.
- c. Contracts shall be awarded to the lowest responsible bidder, as defined in RCW 43.19.1911. However, the District reserves its right under applicable law to reject any or all bids, and/or to waive procedural irregularities.
- d. Once a contractor has been afforded an opportunity to submit a proposal, that contractor shall not be offered another opportunity until all other appropriate contractors on the Small Works roster have been afforded an opportunity to submit a proposal on a contract.

- e. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection and available by telephone inquiry.

SECTION 8. Any previous resolutions adopted by the District concerning the District's Small Works process or procedures are hereby rescinded.

SECTION 9. This resolution shall take effect from and after its passage.

PASSED BY A MAJORITY VOTE of the Board of Commissioners this 23rd day of June, 1997.

APPROVED:

William E. Currie
President
King County Water District No. 83

ATTESTED:

CLERK