

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2025-1230**

**AN ORDINANCE OF THE CITY OF STEVENSON, WASHINGTON, REAFFIRMING AND CONTINUING THE CITY'S USE OF A SMALL WORKS ROSTER PROCESS FOR PUBLIC WORKS CONTRACTS PURSUANT TO RCW 39.04.151–155; ESTABLISHING PROCEDURES FOR SOLICITING BIDS AND AWARDING CONTRACTS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**I. WHEREAS**

1. RCW 39.04.151 through 39.04.155 authorize municipalities to use a Small Works Roster process for awarding public works contracts in lieu of the traditional competitive bidding process for projects not exceeding the statutory dollar threshold; and
2. As of July 1, 2024, the statutory limit for the Small Works Roster process under RCW 39.04.151–155 is three hundred fifty thousand dollars (\$350,000), excluding Washington State sales tax; and
3. The City of Stevenson has previously maintained a Small Works Roster to expedite the procurement of qualified contractors for small public works projects while preserving fairness, competition, and cost-effectiveness; and
4. The City desires to reaffirm and continue the use of the Small Works Roster process in compliance with applicable state laws.

**II. NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1. Authority to Maintain Small Works Roster**

The City of Stevenson shall maintain one or more Small Works Rosters, as authorized by RCW 39.04.151–155, for use in awarding public works contracts estimated to cost \$350,000 or less, excluding Washington State sales tax.

**Section 2. Roster Maintenance**

- A. The City Clerk or designee shall be responsible for establishing and maintaining the Small Works Roster(s).
- B. At least once per year, the City shall publish a notice of the existence of the roster(s) and solicit the names of contractors interested in being placed on such roster(s), as required by RCW 39.04.155(2).
- C. The roster(s) shall consist of all responsible contractors who have requested to be included and who meet the minimum qualifications as set forth by applicable law and City policy.

### **Section 3. Use of the Roster**

- A. For projects estimated to cost \$350,000 or less, the City may invite proposals from contractors listed on the Small Works Roster without publishing a formal advertisement for bids.
- B. The City shall invite at least five (5) contractors from the appropriate roster to submit bids, unless fewer than five (5) contractors are on the roster.
- C. The City shall award the contract to the lowest responsible bidder as defined in RCW 39.04.010.

### **Section 4. Limited Public Works Process**

For projects estimated to cost \$35,000 or less, the City may use the Limited Public Works process authorized by RCW 39.04.155(3), whereby quotations may be solicited from a minimum of three (3) contractors from the appropriate roster, and the City may waive payment and performance bonds and retainage requirements in accordance with RCW 39.04.155(3).

### **Section 5. Records and Public Inspection**

The City shall keep a record of all contractors contacted and all bids received for each small works project, and such records shall be open to public inspection in accordance with RCW 39.04.155(2)(c).

### **Section 6. Severability**

If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

### **Section 7. Effective Date**

This Ordinance shall take effect five (5) days after publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, at a regular meeting thereof this \_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF STEVENSON

By: \_\_\_\_\_

Scott Anderson, Mayor

ATTEST:

\_\_\_\_\_, City Clerk

APPROVED AS TO FORM:

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Robert C. Muth  
City Attorney