

City of Stevenson, Washington
Small Works Roster Policy & Procedures Manual
Adopted by Resolution No. 2025-458 / Effective Date: _____

1. Purpose

The purpose of this Policy is to implement the Small Works Roster Ordinance of the City of Stevenson and to comply with the requirements of RCW 39.04.151–155. The Small Works Roster provides an alternative method for procuring public works contracts estimated to cost \$350,000 or less (excluding sales tax) without the need for formal advertisement.

2. Authority

This Policy is adopted pursuant to:

- RCW 39.04.010 (Definitions – Public Works)
- RCW 39.04.151–155 (Small Works Roster Process)
- City of Stevenson Ordinance No. ____ (Small Works Roster Authorization)

3. Definitions

A. Small Works Roster: A list of responsible contractors who have requested to be listed and meet City qualifications for performing public works contracts under the applicable dollar thresholds.

B. Limited Public Works Process: A streamlined version of the Small Works Roster process for projects estimated to cost \$35,000 or less.

C. Responsible Contractor: Defined in RCW 39.04.350 and meeting licensing, bonding, and other requirements.

4. Roster Maintenance

4.1 Annual Solicitation

- The City Clerk (or designee) shall publish a notice at least once per year in a newspaper of general circulation and/or on the City's official website announcing the existence of the roster(s) and inviting contractors to apply.
- Contractors may be added to the roster at any time upon request and verification of qualifications.

4.2 Contractor Information Required

Contractors must submit:

- Business name, address, and contact information
- Contractor registration number and expiration date
- Federal Tax ID number

- Specialty or General Contractor designation
- Insurance and bonding documentation
- Proof of compliance with RCW 39.04.350 requirements

4.3 Rosters by Trade or Specialty

The City may maintain multiple rosters for different categories of work (e.g., electrical, plumbing, general construction, paving) as deemed necessary.

5. Procedures for Soliciting Bids

5.1 For Projects \$350,000 or Less

1. Determine estimated project cost.
2. Identify appropriate roster(s) based on the scope of work.
3. Solicit written or electronic quotations from at least **five (5)** contractors from the roster.
4. If fewer than five contractors are available in the category, solicit from all available contractors.
5. Record all invitations and responses.

5.2 Award of Contract

- Contracts shall be awarded to the lowest responsible bidder.
- Bid evaluation must be documented and kept in the project file.

5.3 Public Inspection

- The City shall keep a record of all contractors contacted and all bids received, available for public inspection upon request.

6. Limited Public Works Process (RCW 39.04.155(3))

6.1 Applicability

For projects estimated to cost \$35,000 or less, the City may:

- Solicit bids from a minimum of three (3) contractors from the appropriate roster.
- Waive payment and performance bonds (per RCW 39.08.010) with contractor's consent.
- Waive retainage requirements (per RCW 60.28.011(1)(b)).

6.2 Award and Documentation

- Award to the lowest responsible bidder.
- Keep a public record of the contractors contacted and bids received.

7. Emergency Work

Nothing in this policy limits the City's authority to respond to emergencies under RCW 39.04.280 without following the Small Works Roster process.

8. Contract Execution and Administration

- All small works contracts shall be executed in writing and signed by the Mayor or authorized designee.
- The contract shall include standard terms and conditions, insurance requirements, and any other provisions required by law.
- The project manager shall monitor contract performance and verify completion before payment.

9. Records Retention

- Maintain roster lists, solicitation records, bids, award documentation, and contract files for the period required by the Washington State Local Government Common Records Retention Schedule.

10. Compliance and Review

- The City Clerk shall review and update this Policy as necessary to ensure compliance with changes in state law.
- Any changes in dollar thresholds under RCW 39.04.151–155 shall be incorporated without the need for a separate Council action unless otherwise required by law.

Approved: _____
Scott Anderson, Mayor

Attest: _____
Wesley Wootten, City Clerk

Approved as to Form: _____
Robert C. Muth, City Attorney