



Small Works

The Small Works procedure may be used for public works projects between \$20,000 and \$300,000. Legal authority for the Small Works procedure is RCW 52.14.110(3) and RCW 39.04.155.

Small Works

Applies to construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost will not exceed \$300,000. RCW 39.04.155.

There are two (2) classes of Small Works projects:

- (1) Limited Small Works: \$20,000 to \$35,000
- (2) General Small Works: \$35,000 to \$300,000

The special provisions for Limited Small Works are noted within the procedure set forth below.

A resolution (Resolution 09-9) establishing the creation and use of a Small Works Roster has been adopted by the Board of Commissioners of the District.

The following procedures govern Small Works public works projects:

- **Small Works Rosters**

The District will create, maintain and utilize Small Works Rosters pursuant to the provisions of RCW 39.04.155(2)(a). It will include all responsible contractors who have completed and returned a *Small Works Contractor Form* and, where required by law, are properly licensed or registered in Washington State.

- **Advertising for Contractors**

Once each year the District will publish in a newspaper of general circulation within the District a notice of the existence of the Small Works Rosters and solicit contractors for the lists.

The advertisement for contractors will be as follows:

Call for Contractors

Spokane County Fire District 9 hereby calls for contractors who wish to be placed on the Small Works Rosters for District public works contracts in amounts of \$20,000 to \$300,000 in accordance with the provisions of RCW 39.04.155. Contractors that wish to be listed must complete a *Contractor Form* provided by the District. For additional information and procedures contact Spokane County Fire District 9, 3801 East Farwell Road, Mead WA 99021; (509) 466-4602; admin@scfd9.org; www.scfd9.org.



Contractors may be directly solicited for inclusion on the District's Small Works Rosters but must provide all information necessary for the *Contractor Form*.

Contractors may be added to the lists at any time.

- **Small Works Contractor Form**

Contractors that wish to be included on the District's Small Works Rosters are required to fully complete a *Contractor Form* (see attached).

Contractor Forms will be cross-filed by (1) contractor name and (2) categories of work.

Contractor Forms will be dated and must be renewed or revised as necessary and confirmed at least every three (3) years.

- **Small Works Rosters**

The District will establish, maintain and utilize Small Works Rosters for different categories of work.

Contractors indicating multiple categories of work will be included on the roster for each category of work for which a Small Works Roster is created by the District.

- **Contracting Using the Small Works Rosters**

The Small Works Rosters may be used for public works projects that cost \$20,000 to \$300,000. A contract awarded pursuant to the Small Works procedure need not be advertised. The following steps will be used:

- (1) Plans and Specifications

Invitations for quotations will include an estimate of the scope and nature of the work to be performed and the materials and equipment to be furnished. Detailed plans and specifications need not be included in the invitation.

Detailed plans and specifications will be prepared and made available to all contractors expressing an interest in bidding. The project will be specified, drawn and detailed as necessary for required architectural and engineering approvals as to quality and compliance with applicable codes.

- (2) Securing Quotations

The Fire Chief shall authorize securing the quotations and may impose special requirements.

Invitations to bid will be sent to all contractors on the appropriate Small Works Roster.



Electronic, telephone or written quotations, or combinations thereof, will be secured from no less than five (5) different contractors whenever possible to assure that a competitive price is established and for awarding the contract to the lowest responsible bidder.

Exception: For Limited Small Works, electronic or written quotations shall be solicited from a minimum of three (3) contractors.

Telephone quotations will be recorded with the name of the person providing the quotation and the date and time. Electronic quotations will be printed out for retained records.

A summary will be made of the quotations received.

(3) Approval for Contract

The approval of the Fire Chief is required to award a Limited Small Works contract. The approval of the Board of Commissioners is required to award a General Small Works contract.

(4) Small Works Contract Requirements

All Small Works projects require full compliance with all mandates of law applicable to a public works project except:

For Limited Small Works projects, the 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, materialpersons, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor. Any such waiver of any or all of these requirements requires affirmative approval action by the Board of Commissioners of the District.

General Small Works projects require full compliance with all of the above statutory provisions as well as all other mandates of law applicable to a public works project.



(5) Record of Individual Small Works Contract

A complete record of each Small Works contract will be made and retained.

The record will include the following:

- Plans and specifications
- Invitation to bid
- Contractor quotations or records of telephone quotations
- Summary of quotations
- District Purchase Order approved by the Fire Chief
- Contract
- Bond and Insurance documents
- Records of prevailing wage compliance
- Change Orders
- Payment records, including retainage

After the award is made, bid quotations will be open to public inspection and will be available by telephone inquiry or electronic request. A computer record of the quotations for each project will be maintained to allow compliance with this provision.

- **Summary Record of Small Works Contracts**

A central list will be maintained of the contractors contacted for Small Works projects and the Small Works contracts awarded during the previous 24 months. The central list will include the name of the contractor, the amount of the contract, a brief description of the project and type of work performed and the date the contract was awarded.