

# Small Works Roster Process



**RCW 39.04.155** authorizes cities to use a small works roster to award public works contracts of \$300,000 or less. Using a small works roster provides a streamlined method for soliciting competitive bids for public works projects costing less than \$300,000.

## **About the Roster**

A small works roster consists of all responsible contractors who have requested to be listed, and that (where required by law) are properly licensed or registered to perform such work in Washington. A contract awarded from a small works roster does not need to be advertised.

## **Invitations for Quotes**

Invitations for quotations should include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications do not need to be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

## **Registration**

To register your company for our small works roster, visit [MRSC Rosters](http://mrscresters.org/) at <http://mrscresters.org/>.

## **Non-Discrimination Policy**

The City of Bothell in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.