
KENNEWICK IRRIGATION DISTRICT

PROCEDURE #7 SMALL WORKS ROSTER

1. **Board Secures Quotations From Contractors on Small Works Roster**

Board requests quotations from all responsible Contractors on the small works roster who have indicated an interest in the applicable type of work for projects with an estimated cost less than \$100,000. Quotes may be secured via telephone and/or in writing. Procedures established shall meet the requirements of RCW 87.03.436, Small Works Roster.

2. **District Notifies Contractors**

The District will in January of each year place legal advertisements in the local newspaper requesting that Contractors interested in being placed on the District's Small Works Roster submit a letter of interest. Two legal advertisements will be placed one (1) week apart.

The Small Works Roster shall remain in effect until two weeks following the second advertisement of the next year. Contractors must resubmit a letter each year to remain on the Small Works Roster. Contractors may be added to the list at any time.

The District will notify by direct mail those Contractors who are known by the District to perform the types of work required. This will include the previous year's Small Works Roster Contractors.

The District shall send notification to the Tri-City Construction Council.

3. **Letters Submitted to District Engineer**

Letters shall be submitted to the District Engineer. Responsible Contractors who submit letters will be placed on the Small Works Roster and categorized as to the type and size of projects they expressed interest in and capability to perform. Letters must include the following information:

- * Business Name
- * Business Address
- * Telephone Number(s)
- * Fax Number(s)
- * Contact Person(s)
- * Type and Size of Projects Interested In
- * License #
- * Minority Owned Business?

4. **District Engineer Solicits Quotes**

The District Engineer shall make a good faith effort to solicit quotes from each Contractor in the appropriate category of the Small Work Roster. Based on the size and scope of the work for which quotes are being requested, the Engineer will establish a time limit for responses.

Quotations for work with an estimated cost below \$10,000 may be solicited and received by telephone. Quotations for work with an estimated cost in excess of \$10,000 may be solicited by telephone but will require written quotes from the Contractors.

5. **Work Awarded**

The work shall be awarded to the lowest responsible bidder.

6. **Quotations Tabulated**

Following award of the project, the Engineer shall record the bids in tabular form. Tabulation shall be open to public inspection and available by telephone inquiry.



PROCEDURE #7 REV. # 1
BOARD APPROVED DATE

BOARD PRESIDENT-SIGNATURE
REVISION DATE November 6, 2001