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HOUSE BILL 2403

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State of Washington

55th Legislature

1998 Regular Session

By Representatives D. Schmidt, Scott, Gardner, Linville, Huff,  
L. Thomas, D. Sommers, Thompson and Morris

Read first time 01/13/98. Referred to Committee on Government  
Administration.

1 AN ACT Relating to the small works roster contract awards process;  
2 and amending RCW 39.04.155.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 **Sec. 1.** RCW 39.04.155 and 1993 c 198 s 1 are each amended to read  
5 as follows:

6 (1) This section provides a uniform process to award contracts for  
7 public works projects by those municipalities that are authorized to  
8 use a small works roster in lieu of the requirements for formal sealed  
9 bidding. The state statutes governing a specific type of municipality  
10 shall establish the maximum dollar thresholds of the contracts that can  
11 be awarded under this process, and may include other matters concerning  
12 the small works roster process, for the municipality.

13 (2) Such municipalities may create a single general small works  
14 roster, or may create a small works roster for different categories of  
15 anticipated work. The small works roster or rosters shall consist of  
16 all responsible contractors who have requested to be on the list, and  
17 where required by law are properly licensed or registered to perform  
18 such work in this state. At least twice a year, the municipality shall  
19 publish in a newspaper of general circulation within the jurisdiction

1 a notice of the existence of the roster or rosters and solicit the  
2 names of contractors for such roster or rosters.

3 The governing body of the municipality shall establish a procedure  
4 for securing telephone or written quotations from the contractors on  
5 the general small works roster, or a specific small works roster for  
6 the appropriate category of work, to assure that a competitive price is  
7 established and to award contracts to the lowest responsible bidder, as  
8 defined in RCW 43.19.1911. Such invitations for quotations shall  
9 include an estimate of the scope and nature of the work to be performed  
10 as well as materials and equipment to be furnished. However, detailed  
11 plans and specifications do not need to be included. This section does  
12 not eliminate other requirements for architectural or engineering  
13 approvals as to quality and compliance with building codes. Whenever  
14 possible at least five contractors shall be invited to submit bids.  
15 Once a contractor has been afforded an opportunity to submit a  
16 proposal, that contractor shall not be offered another opportunity  
17 until all other appropriate contractors on the small works roster have  
18 been afforded an opportunity to submit a proposal on a contract.  
19 Proposals may be invited from all appropriate contractors on the small  
20 works roster.

21 A contract awarded from a small works roster under this section  
22 need not be advertised.

23 Immediately after an award is made, the bid quotations obtained  
24 shall be recorded, open to public inspection, and available by  
25 telephone inquiry.

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