

# Central Kitsap School District #401

## Facilities Department

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## Small Works Roster

### What is a Small Works Roster?

In accordance with RCW 39.04.155, our Small Works Roster is a listing of Washington State licensed contractors who applied to be placed on the roster and who met certain basic requirements (current Washington State Business license, specified insurance coverage, etc). The Small Works Roster helps reduce District costs when small projects are anticipated and makes it easier for contractors to compete for public works projects.



### How does it work?

First, contractors fill out the district's "Small Works Roster Application" and return it along with all required documents. If the contractor has met all the requirements, they will then be placed on the district's roster.

Next, when Central Kitsap School District has a public works project that requires a bid or quote, a number of contractors from the specified work category of the Small Works Roster will be selected to submit a bid or quote. The selection of contractors rotates within each category for each project, as to allow maximum competition. The selected contractors will receive notification from the District regarding the project, the scope of work and the timeline within which the project is to be completed.

Finally, those contractors submit a bid or quote in accordance with the "Instructions to Bidders" accompanying each package. The lowest responsive, responsible bidder is awarded the contract, provided the contractor meets all other requirements.

Our Small Works Roster will cover all public works projects up to formal bid level (currently \$200,000).



## What is “Public Works”?

Public Works is all construction, building, renovation, remodeling, alteration, repair or improvement (other than ordinary maintenance) executed at the cost of the state or any municipality, or which is by law a lien or charge on any property therein.

## Basic Public Works Requirements for School Districts:

**Prevailing Wages** – [RCW 39.12.010](#) requires contractors to pay Prevailing Wages on ALL public works projects, regardless of project cost. An *Intent to Pay Prevailing Wages* and *Affidavit of Wages Paid* must be submitted by the contractor to the Department of Labor & Industries on each project. Central Kitsap School District's smaller contracts (under \$2,500) offer a simplified procedure utilizing a *Combined Intent/Affidavit* form which is submitted directly to the District at no-cost. For more information on Prevailing Wages or to file an Intent or Affidavit on-line, visit the Department of Labor & Industries website at <http://www.lni.wa.gov/tradeslicensing/prevwage/>

**Industrial Insurance** – All contractors are required to pay Industrial Insurance Premiums. The District will not award a contract to a contractor who has unpaid Industrial Insurance Premiums.

**Insurance Coverage** – Contractors are required to provide the District with a Certificate of insurance, with an umbrella minimum of \$1,000,000 and naming Central Kitsap School District as additional insured (with the additional insured endorsement).

**Retainage** – The District will hold retainage (5% of contract value) on larger projects, for 45 days after project completion to ensure that prevailing wages have been paid and that the Department of Revenue and Department of Employment Security have no liens on the project.

## How do I apply?

The Central Kitsap School District's Small Works Roster is administered by the Facilities Department. If you would like to be placed on the roster, please download the Application and provide the requested information, ensuring you attach all required documents. Follow the mailing instructions on the application.

If you have further questions regarding the Small Works Roster process, please contact the Facilities Department at (360) 662-8271.