

CHANGES TO SMALL WORKS ROSTER CONTRACTING

October 10, 2024





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MRSC ROSTER REPRESENTATIVES

AGENDA

1. Rosters (Pre-established List of Bidders)
2. Small Works Defined
3. Statewide Small Works Roster Changes
4. Impacts
5. Support
6. Resources
7. Trainings

QUESTION

How many of you use MRSC Rosters?

1. Yes, my agency loves MRSC Rosters
2. Thinking about it
3. No, we use our own
4. What are Rosters?

The background of the slide is a bokeh effect featuring out-of-focus light circles in shades of blue and yellow. A thin white vertical line is positioned to the right of the main text.

ROSTERS AND SMALL WORKS DEFINED

MRSC ROSTERS

Pre-established List of Bidders

Statewide Small Works

- Public works
- Construction projects
- (one-time jobs)

Consultant

- Professional Services - licensed architects & engineers
- Consultants - technical studies and planning

Vendor (and Services)

- Goods
- Products
- Equipment
- Materials
- Maintenance

ORGANIZATION OF THE STATEWIDE SMALL WORKS ROSTER

Pre-established list of contractors based on:



```
graph TD; A[Pre-established list of contractors based on:] --> B[Project Type – (NEW)]; B --> C[Categories]; C --> D[Sub-Category];
```

Project Type – (NEW)

Categories

Sub-Category

SMALL WORKS DEFINED

- Small Works Roster is an “**invite only**” solicitation process, used in lieu of publicly advertised processes
 - Small works are public works projects with estimated costs less than \$350,000
 - Small works projects are projects for:
 - Construction
 - Renovation
 - Repair
- [RCW 39.04.152\(1\)](#)
- “Project” = one-time
 - **NOT**
 - recurring
 - on-going
 - as needed
 - on-call
 - maintenance services !!!!!!!!!!!

AGENCY REQUIREMENTS TO USE A SMALL WORKS ROSTER

- Adopt resolutions and ordinances
[\(RCW 39.04.151\(4\)\)](#)
- Must establish procedures
[\(RCW 39.04.152\(1\)\)](#)
- Must have “invitation, bidding and contracting documents
[\(RCW 39.04.152\(3-4\)\)](#)
- With a competitive award it goes to the lowest responsive & responsible contractor
[\(RCW 39.04.152\(4\)\(a\)\(i\)\)](#)
- Must post award and bidding data publicly
[\(RCW 39.04.152\(6\)\)](#)

SMALL WORKS ROSTER ELIGIBILITY

MRSC verifies at the time of registration or renewal:



```
graph TD; A[MRSC verifies at the time of registration or renewal:] --> B[Active contractor license - including specialty licenses]; B --> C[Current UBI Number]; C --> D[Workers Compensation (Account is current)]; D --> E[Not debarred];
```

Active contractor license - including specialty licenses

Current UBI Number

Workers Compensation (Account is current)

Not debarred

MRSC SMALL WORKS ROSTER BENEFITS



Application process



Contractor verification




Certified Small Business verification



Reporting and data collection



Annual notifications

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“STATEWIDE” SMALL WORKS ROSTER CHANGES

STATEWIDE SMALL WORKS ROSTER PLATFORM



Agency Dashboard



Project Types, Category & Sub-Categories



Functionality for Direct Contracting



Documentation of award and bids



Publicly available document of award data

WHAT WAS REMOVED?

***“Limited” Public Works
or under \$50,000 options***

- invite “3 bid” option

***Between \$50,000 and
\$250,000***

- invite 5 bids option

WHAT WAS ADDED?

Must **invite all bidders** on roster list if ***competitively bidding***

Process Thresholds

Over \$150,000

Under \$150,000

Small Business Certification PWSBE (race & gender neutral)

Direct Contracting (OPTION) (under \$150,000)

Project Types with small works specific definitions

Award and bidding documentation publicly available

MASTER CATEGORIES LISTING

ROSTERS NAME

PROJECT TYPE

CATEGORY

SUB-CATEGORY



Rosters Name	Project Type	Category	Sub-Category
Small Works	Civil	Demolition and Deconstruction	Building and Structures Demolition/Removal
Small Works	Civil	Demolition and Deconstruction	General
Small Works	Civil	Drilling	Drilled Shafts
Small Works	Civil	Drilling	General
Small Works	Civil	Earthwork	Excavation
Small Works	Civil	Earthwork	Excavation below 4ft
Small Works	Civil	Earthwork	General
Small Works	Civil	Earthwork	Grading
Small Works	Civil	Earthwork	Slope stabilization
Small Works	Civil	Electrical	Systems and equipment
Small Works	Civil	Foundations	General
Small Works	Civil	Infrastructure	Power Production
Small Works	Civil	Infrastructure	SCADA
Small Works	Civil	Irrigation, non park	General
Small Works	Civil	Marine Construction	Dredging
Small Works	Civil	Marine Construction	General
Small Works	Civil	Marine Construction	Piers, Docks, and Overwater Structures.
Small Works	Civil	Marine Construction	Pile Driving
Small Works	Civil	Marine Construction	Seawall, break wall, etc.
Small Works	Civil	Pipes and Underground Utility Infrastructure	Cured-in-place pipe

PROJECT TYPES

- Roads, Parks, Facilities/Buildings and Civil work covers 95% of roster projects over the last several years (based on L&I data)

Select Your **Small Works** Categories *

Select a Project Type(s) to see work categories *

ROADS

PARKS

FACILITIES

CIVIL

Curbs, Gutters, Sidewalks, Driveways

☐ Curb Ramps

☐ Driveways

☒ Sidewalks

☐ Curbs and Gutters

☐ General

BACK

SEARCH BUSINESSES

STATEWIDE SMALL WORKS ROSTER

Generate a Roster

Download Business Contacts

Search for a Business

Enroll in Electronic Bidding Program

With Electronic Bidding, you can manage your bidding process completely online

SUBSCRIBE NOW

Welcome. Get connected with businesses in MRSC Rosters:

► [Generate a Roster](#) ► [Download Contacts](#) ► [Search for a Business](#)

Generate a Roster

MRSC maintains 3 Roster types 1) vendors for goods and services, 2) consultants for personal services, architectural, and engineering services and 3) small works for small public works projects.

Procurements completed using an established roster must compete the work among the businesses in the relevant category and must follow contracting requirements outlined in RCW 39.04.

Your selected roster should be based on the procurement need. Local governments must follow their own policies and procedures and any relevant statutes that may pertain to the type of procurement you are doing.

Any facilitation or support offered by MRSC is for administration of the applicable business list and is not procurement related.


SMALL WORKS ROSTERS



Create a project-specific roster

The following steps will lead to the creation of a list of businesses that will be the project-specific (applicable) roster. Agencies/local governments will then use the list to Invite contractors to bid using their own policies and procedures.

Project Name * 

Estimated dollar amount for your Small Works project * 
☐

Under \$150,000

☐

Over \$150,000

[CANCEL](#)
[SAVE & CONTINUE](#)

Creating a Project-Specific Roster

Project Name

Thresholds

Under \$150,000

Over \$150,000

ANALYZING A PROJECT SPECIFIC ROSTER

Before your project-specific roster gets locked in.

List of Businesses

Below is the Roster Business List for your records.
Click "Solicit Businesses" to solicit businesses for your project.

SOLICIT BUSINESSES

Using the Competitive Bid process, as required for Small Works projects over \$150,000.

Open Project ID# DS-24-0008 : Webinar 2 - Sidewalk Repairs

Public Agency Name: Department of Enterprise Services

Roster Type: Small Works

Search Date and Time: July 25, 2024 07:54:04

Main Category: Curbs, Gutters, Sidewalks, Driveways

Sub-Category: Curbs, Gutters, Sidewalks, and Driveways

Download
Solicitation List



If Direct Contracting: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

Sort By: Last Contract Date		
CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
JAMESCO PRO INC.		+
JM Pacific Construction Inc		+
Mountain View Concrete LLC		+
Northwest Striping & Sealing LLC		+
Salinas Construction, Inc.		+
Smugglers Cove Flagging LLC		+
W. Business Solutions LLC, dba Transblue		+
Wheeler Excavation LLC.		+
Woodland Industries		+
1794 Excavating LLC		+
Cates & Erb, Inc.		+
chettos concrete LLC		+
East Slope Earthworks		+

• Certified Businesses

UNCERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
H&H Construction Solutions LLC		+
Halme Builders Inc.		+
Hanson Excavation		+

GENERATING A PROJECT SPECIFIC ROSTER

- Selecting “**solicit businesses**” is the point where you “**lock in**” your project-specific roster.
- This is the point where no additional contractors can be added.
- *If you need to recruit or find more bidders, don’t “solicit”*

By selecting “solicit businesses” the project specific roster will change status to “active solicitation” indicating bidding and award is being conducted outside MRSC Rosters.

Agencies/local governments must only invite the businesses on the project specific roster and follow your local procedures for bidding and awarding public works project.

Keep this project specific roster in your procurement file.

CANCEL

CONFIRM

GENERATING A PROJECT SPECIFIC ROSTER

Solicit Businesses

- *Where are you going to send your list?*

“Solicitation” (list) Options

- Go to Bonfire
- Download an “.xls” file
- **Copy addresses to outlook** (email)



Choose the roster format

Select the form in which you would like the project specific roster to be generated in.

Evaluate

Competitive Bid

Project ID# PL-24-0002 : Main Street Sidewalk Repair 2024

Start Electronic Bidding

If you are subscribed to our Electronic Bidding platform, you can use the "Go to Bonfire" button below to login and create a solicitation for electronic bidding.


GO TO BONFIRE

Download list

DOWNLOAD 

Click "download" to generate an Excel spreadsheet of the roster business contacts. You can use this spreadsheet to review business certifications (e.g. WA Minority Business Enterprise, etc.) and to create mailing labels for projects solicitations. This spreadsheet is also useful for tracking respondents.

Email Contacts

EMAIL ALL 

To send a solicitation email using your default email client, such as Outlook, click "Email All." Otherwise, you can

DIRECT CONTRACTING UNDER \$150,000

A process for small work projects estimated to cost under \$150,000

Intended to focus awards to OMWBE state certified small businesses first (rule of 6)

Requires a Rotation Policy - public agencies are responsible for writing their own

Requires a Business Utilization Plan

STATE CERTIFIED SMALL BUSINESSES



PWSBE - Public Works Small Business Enterprise - race and gender-neutral certification for small businesses owned by economically disadvantaged individuals

MBE - Minority Business Enterprise - owned by minorities

MWBE - Minority Women's Business Enterprise - owned by minority women

WBE - Women's Business Enterprise - owned by women

CBE - Combination Business Enterprise - owned by women and minorities

SEDBE - Socially and Economically Disadvantaged Business Enterprise - owned by non-minority men who are found to be socially and economically disadvantaged on a case-by-case basis

To learn more visit: [Certification | Office of Minority and Women's Business Enterprises \(wa.gov\)](https://www.wa.gov/certification)

DIRECT CONTRACTING OPTION

The screenshot displays the MRSC ROSTERS website interface. At the top, the MRSC ROSTERS logo is on the left, and a settings gear icon with 'MT' is on the right. A navigation bar contains links for 'MRSC UX/UI Test', 'ROSTERS', 'ACCOUNT SETTINGS', 'FAQ', 'SUPPORT', and a 'LOG OUT' button. Below the navigation bar, a status bar shows 'Account Created: 09/19/2023 | Account Status: Inactive | Your Total: \$0' and a green 'START RENEWAL' button.

The main content area begins with a welcome message: 'Welcome. Get connected with businesses in MRSC Rosters:'. Below this are three links: 'Generate a Roster', 'Download Rosters', and 'Search for a Business'.

The 'Generate a Roster' section is highlighted. It includes a sub-header 'Generate a Roster' and a paragraph explaining that there are three Roster Types based on specific contracting procedures outlined in the roster statutes. It instructs users to determine the kind of overall services they are looking for and then click on the associated Roster Type to search for registered businesses who provide specific services.

Two options are presented: 'Small Works Roster' (circled in blue) and 'Consolidated Roster'. The 'Small Works Roster' option is selected, leading to a modal window titled 'SMALL WORKS ROSTERS'.

The modal window features a progress bar with five steps: 'Create Solicitation' (active), 'Select Categories', 'List of Businesses', 'Solicit Businesses', and 'Document Responses'.

Below the progress bar, the section 'Create a project-specific roster' is shown. It includes a paragraph explaining that the following steps will lead to the creation of a list of businesses that will be the project-specific (applicable) roster. Agencies/local governments will then use the list to invite contractors to bid using their own policies and procedures.

The form contains two fields: 'Project Name' (with a question mark icon) and 'Estimated dollar amount for your Small Works project' (with a question mark icon). The 'Project Name' field is circled in blue. The 'Estimated dollar amount' field has two radio button options: 'Under \$150,000' (selected and circled in blue) and 'Over \$150,000'.

At the bottom of the modal, there are two buttons: 'CANCEL' and 'SAVE & CONTINUE'.

DIRECT CONTRACTING - UNDER \$150,000

→	• LKE CORPORATION	+
→	• M2 Industrial, Inc.	+
→	• MBI Construction Services, Inc	+
→	• M City Street Sweepers	+
→	• Perimeter Security Group	+
→	• Reign City Services LLC	+
→	• RJS Construction, Inc.	+
→	• roots landscaping and reastoration llc	✖

CONTACT: John Doe

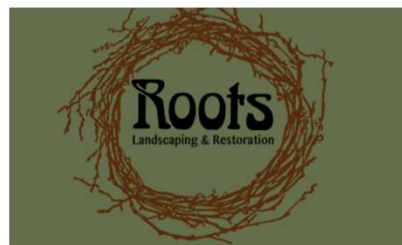
PHONE:

LAST CONTRACT DATE:

EMAIL: john@test.com

UBI #: 604059418

CERTIFICATION: ROOTSLL791PH



• = Certified Businesses

Steps for Direct Contracting

1. Interest email is sent to the next **rotated business** on the project-specific roster, asking if they you interested in bidding? No other bidders will be contacted unless the contractor declines, or an agreement is not reached on the price.
2. Email will contain the solicitation/bidding package: Invitation, Scope, Bid/Negotiation Form, etc.
3. Reach agreement
4. Award

DIRECT CONTRACTING SCENARIOS

6 or more Certified Small Businesses

Start with these businesses first & **rotate**



5 or fewer Certified Small Businesses

Choose any business & **rotate**



No Certified Small Businesses

Choose any business & **rotate**



Certified Small Business



Non-Certified

DIRECT CONTRACTING (RULE OF SIX)

SMALL WORKS ROSTERS



List of Businesses

Below is the Roster Business List for your records.
Click "Solicit Businesses" to solicit businesses for your project.

Which Small Works Roster Process do you intend to use? * ?

☐ Competitive Bid ☒ Direct Contracting

[Open](#) Project ID# PL-24-0001: Levana Test 718

Public Agency Name: Public Agency Levana
Roster Type: Small Works
Search Date and Time: July 18, 2024 14:36:54
Main Category: Fencing
Sub-Category: General

[Download Solicitation List](#)

[SOLICIT BUSINESSES](#)

If Direct Contracting: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

Sort By: Last Contract Date		
CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
● Accurate Impressions Landscaping LLC		+
● Adekoya Business Consulting LLC		+
● Woodland Industries		+
● Belarde Company		+
● Black Hills Excavating Inc.		+
● Custom & Mobile Welding LLC dba JB Welding		+
● Esquadra NW INC		+
● Express Iron Works, Inc		+
● LKE CORPORATION		+
● M2 Industrial, Inc.		+
● MBI Construction Services, Inc		+
● M City Street Sweepers		+
● Perimeter Security Group		+
● Reign City Services LLC		+
● RJS Construction, Inc.		+
● roots landscaping and reastoration llc		+

● = Certified Businesses

[DOCUMENTATION](#)

[CHANGE TO COMPETITIVE BID](#)

DIRECT CONTRACTING (FIVE OR FEWER)

[Open](#) Project ID# MA-24-0010 : Webinar 3 - Main park play equipment

Public Agency Name: MRSC Test Account

Roster Type: Small Works

Search Date and Time: July 25, 2024 08:41:23

Main Category: Playground and Site Furnishing Renovation

Sub-Category: Playground Equipment

[Download Solicitation List](#) 

If Direct Contracting: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

An agency can direct contract with any business on the list when 5 or fewer

Sort By: Last Contract Date

CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
-------------------------	--------------------	------

 JAMESCO PRO INC.		
 MATY GLOBAL SERVICES LLC		
 Orca Pacific, Inc.		
 Powers Power		

 = Certified Businesses

UNCERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
---------------------------	--------------------	------

Allplay Systems		
American Ramp Company		
Beisley Enterprises LLC		

DIRECT CONTRACTING

KEY TAKEAWAYS

Must have a Business Utilization Plan prior to soliciting

Must have a rotation policy

Must have an approach to invite and accept a bid from a single contractor

Only engage one contractor at a time

If a bid is not accepted/acceptable, have strong rationale and documentation as to why

☐ Project Canceled
 ☒ Project Awarded

Sort By: Last Contract Date

BUSINESS NAME	RESPONSE	BID AMOUNT	SELECTED	MORE
Sound Cleaning Resources Inc.	Not contacted		<input type="radio"/>	+
Stetner Construction Group			<input type="radio"/>	+
Stewart Mechanical, Inc.			<input type="radio"/>	+
STREIMER SHEET METAL WORKS, INC.			<input type="radio"/>	+
Sunset Air Inc	Not contacted		<input type="radio"/>	+
SW Morgan LLC	Declined to bid		<input type="radio"/>	+
Terracon Consultants, Inc.	Not contacted		<input type="radio"/>	+
The Salcido Connection, Inc.	Not contacted		<input type="radio"/>	+

Evaluate

Competitive Bid

Project ID# DS-24-0013 : DCYF Parke Creek Roof Replacement

Public Agency Name: Department of Enterprise Services
 Roster Type: Small Works
 Search Date and Time: July 29, 2024 08:31:08
 Main Category:
 Sub-Category:

This form autosaves

MRSC Rosters does not notify bidders nor have oversight into your agency-specific policies and procedures for bidding or awarding public works projects.

☐ Project Canceled
 ☒ Project Awarded

Sort By: Last Contract Date

BUSINESS NAME	RESPONSE	BID AMOUNT	SELECTED	MORE
Weatherguard Inc.	No response		<input type="radio"/>	+
Western Specialty Contractors			<input type="radio"/>	+
Western States Construction, Inc.	No response		<input type="radio"/>	+

DOCUMENTATION

SMALL WORKS AWARD DATA



[PUBLIC AGENCIES](#) [BUSINESSES](#) [ABOUT](#) [ROSTER DATA](#)



LOGIN

MRSC SMALL WORKS DATA

The following lists the awarded small works roster projects as documented in MRSC Rosters. MRSC only records those projects and rosters generated using MRSC Rosters. Agencies/local governments may use their own roster and post their own data separately. As required by RCW 39.04.152(6) after an award is made the information shall be recorded and publicly available. MRSC does not keep any physical bidding or award documentation. To request copies of documents please contact the Awarding Agency directly.

Last updated: August 12, 2024 11:43 AM | Data provided by: MRSC

EXPORT DATASET

Search Dataset



Filter:

Awarding Agency

- ☐ Port of Bellingham
- ☐ PUD No. 1 of Clallam County
- ☐ Public Utility District No. 1 of Lewis County
- ☐ City of Camas
- ☐ MRSC Test Account
- ☐ Kitsap PUD (Public Utility District No. 1 of Kitsap County)

Show More

Small Works Roster Process

- ☐ Competitive Bid
- ☐ Direct Contracting

Solicitation date	Project ID #	Project Name	Process	Awarding Agency	Business Name	Award Amount	More
2024-07-01	CC-24-0001	Influent Pump S...	Direct Contract...	City of Centralia	WCCL SYSTEM...	\$118,791	
2024-07-01	CL-24-0001	188th St SW As...	Competitive Bid	City of Lynnwood	Olympic Paving...	\$16,000	
2024-07-01	KC-24-0004	TEL-260665 De...	Competitive Bid	Kitsap PUD (Pu...	Tercom Constru...	\$4,696	
2024-07-02	CC-24-0002	Summa Street ...	Competitive Bid	City of Centralia	Puget Paving & ...	\$9,177	
2024-07-05	CS-24-0001	Sedro-Woolley Facilities Painting Project 2024	Competitive Bid	City of Sedro-Woolley	5 Star Services Inc	\$19,982	
					Long Painting Company	\$41,764	
					Pacific Facility Solutions, Inc	\$22,827	
					Sultini LLC	\$22,824	
					Super bros painting llc	Not responsive	
					Surface by design	Not responsive	

The background of the slide is a bokeh effect featuring out-of-focus light circles in shades of blue and yellow. A thin white vertical line is positioned to the right of the main text.

IMPACTS

(EFFECTIVE JULY 1, 2024)

IMPACTS

Increase

- Administration efficiency through the direct contracting option

Improve

- Transparency through “centralized” data collection requirements which are publicly available

Spread

- The wealth, using more small businesses, avoid favoritism

Increase

- The number small projects being awarded to small contractors

Move

- Toward a “one-stop-shop” for small businesses and public agencies to connect

TIPS - MAXIMIZING RESULTS

Engage your Roster (Bid Pool)

- Notify about upcoming projects – be specific
Project Type, Category and Sub-category
- Outreach via email or via electronic bidding
- Encourage your target businesses to update their roster
application (more than once a year)
- Go to networking events
(Meet the Agencies, Industry Associations - (AGC or ABC)
- Post on your website
- Promote with support organizations
(APEX, OMWBE, Tabor 100, AWMB)

QUESTIONS?

MRSC ROSTERS SUPPORT

TIP

The more information you provide in the “Questions or Comments” section the better we can prepare properly to assist.

Email

support@mrscrosters.zendesk.com or
pwtraining@mrsc.org

Phone

MRSC Rosters 206-625-1300 ext.14

RESOURCES & TRAINING

Small Works Roster Manual 2024

This e-publication provides a comprehensive overview of small public works rosters for local and state government agencies in Washington State, with an emphasis on the statewide public works roster administered by MRSC Rosters (mrscrosters.org).

Please note that the Small Works Roster Manual is formatted as a series of webpages (links below), *not* a PDF document. We no longer offer a PDF copy of the manual.

This information reflects the new small works roster processes that are effective July 1, 2024. It is intended to satisfy the requirements of [RCW 39.04.151\(3\)](#) requiring MRSC to provide guidance on how to use the statewide small works roster and process.

It is part of MRSC's series on [Purchasing and Contracting](#).

- **Roster Manual**

- “Preparing for the Future” Materials

- Slide Deck
- Handout
- Q&A

- Email **mrscrosters@mrsc.org**

Slide 38

JRO

I think it would make more sense to link to the manual and SWR materials directly on this page. I have done so accordingly.

Jacob Rice, 2024-07-30T05:02:17.045

ELECTRONIC BIDDING WITH BONFIRE

MRSC Electronic Bidding is a unique and exclusive program for agencies looking to move their contracting online

Licenses cost \$2,500 annually and do not charge bidders to access

Online submissions are sealed without the need for paper or email

Agencies can invite MRSC-rostered vendors with ease on a wide array of project types



WEBINARS

- Electronic Bidding – October 2024
- Direct Contracting – November 2024
- Alternative Public Works - Owner Readiness – December 2024
- Good Faith Efforts – January 2025

Get Registered:

<https://mrsc.org/training/upcoming-trainings>

PUBLIC WORKS FUNDAMENTALS (IN-PERSON)

- Bellingham – November 14
- Vancouver – March 27
- Puget Sound – April 17
- Tri-Cities – May 22
- Sequim – May 29

Get Registered:

<https://mrsc.org/training/digging-into-public-works>

THANK YOU
