

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 24-06**

A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON ESTABLISHING A SMALL WORKS ROSTER AND AUTHORITY TO USE THE SMALL WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS

WHEREAS, the City of Gold Bar utilizes a Small Works Roster, Consultant Services Roster, and a Vendor Roster through Municipal Research Services Center (MRSC); and

WHEREAS, MRSC has recently updated rosters; and

WHEREAS, MRSC is now the centralized system for statewide small works rosters; and

WHEREAS, Revised Code of Washington (RCW) 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded using a small works roster process; and

WHEREAS, to be able to implement a small works roster and process, the City of Gold Bar is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS, to be able to use Direct Contracting on occasion, the City of Gold Bar is required to develop a Small Business Utilization Plan;

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Gold Bar that a Small Works Roster Process be adopted as follows.

Section I	Repeal and Replace
Section II	Municipal Research Services Center (MRSC) Rosters
Section III	Small Works Roster
Section IV	Direct Contracting
Section V	Delegated Authority
Section VI	Severability
Section VII	Effective Date

Section I, Repeal and Replace

This resolution repeals, replaces, and supersedes any and all past resolutions establishing small works rosters.

Section II, Municipal Research Services Center (MRSC) Rosters

The City of Gold Bar hereby elects to use the statewide small works roster established under the Revised Code of Washington (RCW) 39.04.151(2) and administered by the Municipal Research Services Center of Washington.

Section III, Small Works Roster

The City of Gold Bar adopts the following to use in managing procurement and awards of public works contracts using the statewide small works roster. The following shall replace the City of Gold Bar's Purchase and Procurement Policy. Where conflicts may exist, the Purchase and Procurement Policy shall prevail.

A. Small Works, as defined by RCW 39.04.152, are public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.

B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the City of Gold Bar under selected project types and work categories.

C. The Small Works Roster process is an alternative option to publicly advertising public works projects.

D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of RCW 39.04 unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated policies and procedures.

E. Small Works procurements will be facilitated by the City of Gold Bar's Purchase and Procurement Policy.

F. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.

G. Invitations for bid shall 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 need not be included in the invitation.

H. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid.

I. Small Works bidding and award information will be entered into the statewide small works roster platform immediately upon conclusion of each small works roster award.

J. Small Works bidding and award data will be part of the City of Gold Bar's procurement files and records and all documents will be available for review with the City of Gold Bar's Public Works Director and/or Clerk/Treasurer.

K. Annual Notification and Invitation. At least once a year, MRSC shall, on behalf of the City of Gold Bar, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(C), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.

L. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.

Section IV, Direct Contracting

The City of Gold Bar does not intend to use the direct contracting option (RCW 39.04.152(4)) for Small Works projects estimated to cost \$150,000 or less, excluding sales tax. The City of Gold Bar has developed a Purchase and Procurement Policy that utilizes a bid process for projects between \$15,000 and \$150,000 in place any direct contraction options.

Section V, Delegated Authority

The City of Gold Bar has delegated authority to oversee and manage the use and outcomes of the small works roster to the City's Public Works Director. As the delegated authority, the Public Works Director, acting as the small works program manager, will be responsible for ensuring all necessary policies, procedures, templates, contracts, or similar processes are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

The Public Works Director or designated city staff, will also be responsible for data collection, reporting, documentation, and record retention on all activities, uses, and awards for small works, and will ensure all information is provided to MRSC, the state, or the public as required or requested.

Section VI, Severability

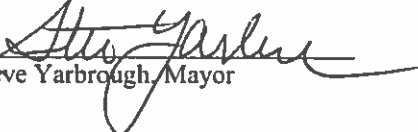
This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section VII, Effective Date

This Resolution shall take effect from, and after, its passage and approval, as provided by law.

Resolved this 20th day of August, 2024.

APPROVED:



Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:



Lisa Slowe, Clerk/Treasurer