

PORT OF MANCHESTER

Resolution No. 2026-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF MANCHESTER (PORT), ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES.

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

WHEREAS, to be able to implement a small works roster and process, the PORT 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 PORT is required to develop a [Small] Business Utilization Plan; and

WHEREAS, chapters 39.80 RCW and 53.19 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded using a vendor list.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE PORT OF MANCHESTER, HEREBY RESOLVES AS FOLLOWS:

Section 1. Previous Resolution or Agreements are hereby repealed and replaced with Resolution 2026-05.

Section 2. MRSC Rosters. PORT hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington (MRSC).

Section 3. Small Works Roster. The PORT adopts the following to use in the management and award of small public works projects as allowed under RCW 39.04.152. The PORT will maintain separate procedures and contracting templates for small works roster contracts.

- 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 PORT under selected project types and (work) categories.
- C. The Small Works Roster process is an alternative to publicly advertising public work projects.
- D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.
- E. Small Work Roster contract procurements will be bid electronically through the PORT's procurement processes using electronic bidding, except as may be used in small works roster direct contracting process. (RCW 39.04.152(4))
- F. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
- G. **Invitations for bid** or direct contracting negotiations 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, unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.
- I. Small Works bidding and award information will be entered by the PORT 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 PORT's procurement files and records and all documents will be available for review with the Manchester Water District's General Manager or Administrative Staff.
- K. **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the PORT, 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.

M. **Direct Contracting.**

The PORT intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$40,000 or less, excluding sales tax. The PORT has developed additional policies and procedures to ensure the PORT uses Direct Contracting with the spirit and intent of the statute; and are incorporated herein as follows:

1. **Direct Contracting Procedures** (including rotation and negotiation options) – Exhibit A
2. **Rotation Documentation Form** – Exhibit B
3. **Business Utilization Plan** – Exhibit C

The PORT delegates authority to oversee and manage the use and outcomes of the small works roster to the Manchester Water District's General Manager. As the delegated authority, the General Manager will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

Further, the General Manager will be responsible for establishing and implementing the PORT's Business Utilization Plan and reporting annually on the utilization and improvements needed to the policy or contracting processes to meet or exceed the established goals for small business utilization through the Direct Contracting opportunities.

The General Manager will also be responsible for data collection, reporting, and similar 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 4. Consultant Services Roster. PORT adopts the use of the MRSC Rosters Consultant Roster (vendor list) to be used for the procurement and award of consultant services.

- A. **Consultant Services.** Consultant services can be "personal services" such as technical expertise, studies, project management, planning, or similar, or "architecture and engineering services" or "professional services" services as defined by chapter 39.80 RCW. For all services, PORT reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190 and RCW 53.19.020.
- B. **Soliciting to join the Consultant Roster.** MRSC Rosters, as provided as part of their membership service, will publish twice a year, in a newspaper of general

circulation within the PORT's county, a notice of the existence of the Consultant Roster and solicit consultants to join on our behalf. (RCW 39.04.190(2))

C. **Procuring Consultants.** The PORT adopts the following as policies, procedures or similar when contracting for consultant services:

1. **Personal Services.**

- a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured under the requirements of RCW 53.19.020 and RCW 39.80. Selection should be based on the best value provided to the PORT and include scoring on experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses staff, time, and cost to complete the work.

2. **Professional Services.**

- a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be through a Statement of Qualifications (SOQ) via MRSC, Request for Qualification (RFQ) and/or Request for Proposals (RFP) with Qualifications. Price and/or the cost of the professional services will be 10% or less of the overall score. Selection criteria should clearly define the scope of services and the details on how the PORT will determine the most qualified professional (or firm), which will be different depending on the PORT need. Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.

3. **Electronic Submissions.** As required by RCW 39.04.190(2), the PORT established the following procedure for securing written proposals or submittals for consultant services.

- a. Unless otherwise adopted, the PORT will use email communications to request and receive submissions.
- b. An RFQ or RFP shall be developed that will include at a minimum a description of the services needed, the time of performance, the scoring criteria with descriptions and relative weighting, the schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed.
- c. A selection committee will be formed with at least 3 Manchester Water District staff members or 3 members of the Board of Commissioners or a combination thereof, to review and score the submissions. The selection committee will sign statements

attesting they have no conflicts of interest in the matter and all proceedings will be confidential until Award.

- d. A list of business will be pulled from the MRSC Rosters consultant roster under the category of need, and an email request will be sent only to the businesses on the roster list of businesses.
- e. Once submittals are received, the selection committee will review, score, and recommend award to the consultant scored the highest.
- f. **Records.** The original request, responses, scoring, and award documentation will be kept in the PORT's records and will be available upon request.

4. **Award of Consultant Contracts.**

There may be two methods for awarding consultant services contracts.

- a. The Board of Commissioners (BOARD) reviews and scores all proposal(s) or statements of qualifications received, negotiates or similar and then awards the contract; or
- b. If the BOARD delegates the authority to award contracts to General Manager for consulting services costing less than or equal to \$20,000, the General Manager shall have the authority to award contracts for consulting services without Board approval, provided that the BOARD shall ratify the General Manager's signature and delegation of authority through the PORT's standard process for such matters. For consulting services anticipated with an anticipated value more than \$20,000, the BOARD shall review, score, and award all contracts for consulting services.

- D. **Posting of Awards.** In accordance with RCW 39.04.200, all consultant/services contract awards will be posted to the PORT's Administrative Office and/or on the PORT'S website at least once every two months.

Section 5. Vendor Roster. PORT adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment or similar. The following vendor list roster procedures are established for use by the PORT pursuant to RCW 39.04.190.

- A. **Purchase of materials, supplies, or equipment not connected to a public works project.** The PORT is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of the PORT. The PORT will attempt to obtain the lowest practical price for such goods and services.

- B. **Publication.** At least twice per year, MRSC shall, on behalf of the PORT, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add vendors licensed to do business in the State of Washington to the Vendor Roster at any time when a vendor completes the online application and meets and minimum requirements.
- C. **Written or Electronic Quotations.** The PORT shall use the following process to obtain written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
1. A written Invitation (to Bid or Quote) with description shall be drafted for the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, together with any evaluation criteria and any relevant information of the purchase. The contract intended to be signed by the successful vendor is also to be included in with the invitation.
 2. The General Manager, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain written quotations from the vendors for the required materials, supplies, or equipment;
 3. The General Manager, or their designee, shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 4. A written record shall be made by the General Manager, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
- D. **Determining the Lowest Responsible Bidder.** The PORT shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the PORT may call for new bids.
- E. **Award.** All of the bids or quotations shall be collected by the General Manager or their designee. The General Manager, or their designee, shall create a written record of all bids or quotations received, which shall be made available by request after the award of the contract.
1. The General Manager, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the BOARD. The BOARD shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 2. If the BOARD delegates the authority to award bids to the General Manager of the Manchester Water District for materials, supplies, or equipment costing less than or equal to \$20,000 dollars, the General Manager shall have the

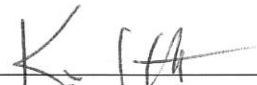
authority to award public works contracts without BOARD approval, provided that the BOARD shall ratify the General Manager's approval at the next scheduled BOARD meeting by means of the consent agenda. For materials, supplies or equipment costing more than \$20,000 dollars, the BOARD shall award all vendor contracts.

- F. **Posting of Awards.** In accordance with RCW 39.04.200, all vendor contract awards will be posted to the Manchester Water District's Administrative Office and/or the PORT's website at least once every two months. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

This Resolution was duly considered and approved by the Port of Manchester Board of Commissioners in a regularly scheduled meeting on July 13, 2026.

1. **Ratification.** Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.
2. **Severability.** Ther provisions of this Resolution are dedicated separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this resolution or the invalidity of the application thereof to any person or circumstances, shall not affect the validity of the remainder of the resolution, or the validity of its application to other persons or circumstances.
3. **Effective Date.** This resolution shall become effective immediately upon adoption and signature as provided by law.

ADOPTED by the Port of Manchester Board of Commissioners on July 13, 2026.



Kevin Holst
President



Alexis Pappas
Vice- President



Scott Williams
Secretary

ATTEST:



Tony Lang, General Manager, Manchester Water District

Port of Manchester

Small Works Roster

Direct Contracting Procedures

1.0 Purpose

- 1.1 This document provides the procedures to be followed under direct contracting using the small works roster allowed under RCW 39.04.152 for contracts estimated to cost less than \$40,000.

2.0 Policy

- 2.1 It is Port of Manchester's (PORT) policy **not to favor contractors** by repeatedly awarding contracts to the same contractor without documented attempts to rotate.
- 2.2 It is the PORT's policy **to equitably distribute contracting opportunities** to small businesses that are registered on the small works roster, and as feasible, not award to the same contractor twice in a row.
- 2.3 When project(s) are estimated to cost less than \$40,000 excluding sales tax, management/procurement staff will endeavor to exercise the option to direct contract with small, women, minority, and veteran-owned firms registered *on the small works roster* as allowed under RCW 39.04.152(4)(b).

3.0 Procedures

3.1 Planning to Direct Contract

3.1.1 Project Estimate

When a project intended to be procured using the small works roster process and is estimated to cost less than **\$40,000** the agency will attempt to direct contract.

The project's estimated cost is assumed to **include** change orders but **exclude** sales tax. To account for inclusions and exclusions, the maximum project cost estimate to use the direct contracting process is **\$35,000**.

3.1.2 Business Utilization Plan

When planning to direct contract agency staff must review the current Business Utilization Plan to understand if the project type and/or (work) category has been identified as a small business opportunity.

3.1.3 Prepare Direct Contracting Bidding Documents

Using the agency's ***small works direct contracting templates***, prepare the following project-specific documents:

- A. Invitation to Direct Contract/Negotiate
- B. Direct Contracting/Negotiation Bid Form

Exhibit A

- C. Contract (general conditions, etc.)
- D. Other project-specific documents as may be necessary.

3.2 Generating a “project specific roster”

- 3.2.1 After the “direct contracting bidding documents” are prepared, log into MRSC Rosters using your specific credentials and select “generate a small works roster.”
- 3.2.2 Enter the agency project name and contract number then select “under \$150,000.”
- 3.2.3 Select the primary project type and (work) category. The project type and work category should reflect the majority project need, it is best not to select smaller work scopes or anticipated subcontracting scopes.
- 3.2.4 Generate the roster, assess distribution of certified/small contractors verses non-certified contractors.
- 3.2.5 Apply *rotation*.

3.3 Rotating

When using the direct contracting small works process the PORT will rotate or attempt to rotate in all cases. If the agency’s rotation policy does not apply to your specific project, you will document the process and rotation applied to assure that a different contractor than the last contracted is provided the opportunity to direct contract.

3.3.1 Six or more Small Businesses

If the project specific roster contains **6 or more** Small Businesses, *rotation* must be applied to those Small Businesses.

A. **Rotation Process:** Rotation is applied by reviewing the date of the last contract with businesses on the project specific roster in the order they appear. If the last contracted date is within a 12-month period, the next business on the project specific roster is reviewed. This review approach is to continue until a business that has not been contracted within the last 12-month period is identified.

B. Once the next available/rotated contractor is identified, they are sent a procurement package in accordance with the **Small Works Direct Contracting Negotiation** procedure.

3.3.2 Five or fewer Small Businesses

If the project specific roster contains **5 or fewer** Small Businesses, rotation must be applied to **all businesses** within the project specific roster.

Exhibit A

A. **Rotation Process** is applied. Once the rotated contractor is identified, they are sent a procurement package in accordance with the **Small Works Direct Contracting Negotiation** policy/procedure.

3.3.3 No Small Businesses

If there are no Small Businesses listed on the **project specific roster**, rotation is applied to all businesses.

Rotation Process is applied. Once the rotated contractor is identified, they are sent a procurement package in accordance with the **Small Works Direct Contracting Negotiation** policy/procedure.

3.3.4 One Business

If there is only one business on the **project specific roster**, rotation is not practicable. Documentation will include the project specific roster to demonstrate the single contractor.

Once the contractor is identified, they are sent a procurement package in accordance with the **Small Works Direct Contracting Negotiation** policy/procedure.

3.3.5 Rotation Documentation

Procurement staff shall document the process and approach used to rotate through responsible contractors on a project specific roster. Documentation could include, but is not limited to, printing the project specific roster, and noting each contractor considered through review of their "last contracted" date and reference to the Small Business Utilization Plan. Staff are encouraged to use the "Rotation Documentation Form."

3.3.6 Multiple Procurements in the same Project Type and Category Procurement staff are encouraged to use **the same project specific roster** and rotate starting at the bottom of the list when procurements for the same Project Type and Category are anticipated. This approach provides the maximum practicable opportunities to rotate through the same list of contractors and equitably distribute work among all Small Businesses registered in a project type and category. (e.g., 3 roof replacements in a 12-month period, goes to 3 different roofers).

3.3.7 Rotated Businesses Declines to Negotiate

If rotated business declines to negotiate, procurement staff will first attempt to negotiate with the next rotated business. If all rotated businesses decline to negotiate, procurement staff can elect to revert the solicitation to the competitive process and invite all businesses on a project specific roster, cancel the solicitation all together, or publicly bid. Procurement staff are encouraged to ask contractors that decline the reason.

Exhibit A

3.4 Determining interest and inviting “rotated” contractor.

Direct contracting will be conducted using agency ***email only***. ***Only one contractor will be invited to direct contract at a time.***

3.4.1 Using the agency email template for “direct contracting interest request,” notify **the contractor** that they are the next rotated business and give them five business days to agree or decline the opportunity. Be sure to include the project type, (work) category, estimate, and general description along with the anticipated timeframe for construction.

A. Should the contractor decline, or not respond within the time given, document the outcome, and move to the next rotated contractor.

3.4.2 Send Invitation and Bidding Documents *only to the next rotated contractor on the project-specific roster*. Include a time frame to receive the bid. Bid due date and time can be project specific and depends on the level of effort involved in preparing a bid, generally 10 business days (not including Holidays).

3.4.3 Should the contractor request a site-walk or need to ask questions, the request is to be accommodated similar to the “standard” public works process.

3.5 Direct contracting without negotiation

A bid submitted within the stated contract/project estimate should be accepted without negotiation. Only if a bid amount is not acceptable or if the contractor requests negotiations should negotiation be used.

3.6 Negotiating to determine the award amount.

“Negotiation” is the term used to indicate a process to be followed when an award amount needs to be established that is different from a bid amount or a potential bid amount. ***Negotiation process and documentation requirements are to be included in the Instructions to Bidders.***

3.6.1 Intent

The direct contracting “negotiation” process is intended to build capacity of small contractors by affording the contractor one-on-one conversation with the PORT to prepare a bid without the pressure of competition. It is not intended to be a process to “haggle” or “lower” a bid price. The intent is to build a “pathway to being a prime.”

3.6.2 Negotiation option 1 – Q&A, Addenda

One option for documenting negotiations is to set up a specific “question and answer” process. In this option, *the bidder requests “negotiations”* by

submitting questions/clarifications in the *form and format provided in the bidding documents*. Staff will then respond as appropriate and then *issue an addendum* that memorializes the new agreed terms, schedule, price, etc. The bidder proceeds to submit a bid on the template bid form.

3.6.3 Negotiation option 2 – Bid Form

Another option for documenting negotiations is to use the ***Small Works Direct Contracting Bid Form*** that includes a section for “negotiation.” In this option, *staff requests “negotiations” by “countering”* the bid submitted with questions, clarifications, or similar, to establish an award amount.

3.6.4 Bid Breakdown

It is the policy of the PORT to review all bids received through direct contracting at the “bid item” or “schedule of values” level to help the small business carefully and accurately build a bid. As such, all direct contracting processes will include a review of the bid item breakdown and/or schedule of values with the award request.

3.6.5 Failure to reach an agreed award amount.

Although rare, there may be an occasion where an award amount cannot be agreed upon. If such occurs, staff will need to send notice to the contractor that the “negotiation process” is terminated and provide 2 business days (protest period) before contacting the next rotated contractor from the project-specific roster. Should a negotiation process be terminated staff will need to document the rationale in place in the project file.

Allowable rationale for terminating direct contract negotiations is:

- A. Scope. The scope of work cannot be agreed.
- B. Schedule. The schedule cannot be agreed.
- C. Budget.* After confirmation of scope, schedule, and some cost verification, the budget is determined not sufficient.

*If budget/cost is confirmed to be outside of the project estimate, the solicitation is to be cancelled and reassessed. Staff is not allowed to rotate to the next available contractor to try to renegotiate with the next contractor. This will be considered “haggling” and is not compliant with this procedure or our direct contracting policy.

3.7 Awarding

Awarding a small works direct contract is the same as awarding a small works competitive contract and will follow standard public works award processes. The successful contractor will be sent a notice of award and requests for bonding and insurance per the contract documents.

Exhibit A

3.8 Notification

At the conclusion of negotiations with the directly selected, rotated contractor, procurement staff must send notification to all the *small businesses* on **the project specific roster** of the selection which includes the basis of rotation as documented.

3.9 Posting data

At the conclusion of the Award process, after notification to small businesses on the project specific roster has been issued, direct contracting and award data must be manually entered into the *small works roster data collection portal*. This includes all contractors on the project specific roster and the rotation order.

4.0 Definitions

4.1 Small Works Roster has the same meaning as RCW 39.04.151-154.

4.2 Direct Contracting means the ability to select one contractor and negotiate a price for a public works project that is estimated to cost \$150,000 or less in accordance with RCW 39.04.152(4)(b) applicable policies.

4.3 Negotiation means the process in direct contracting used to establish the award amount with a single contractor.

4.4 Small Business means the same as RCW 39.04.010(7).

4.5 Small Business Utilization Plan means the same as described in RCW 39.04.152(4)(b)(iv).

4.6 Project Specific Roster means the same as “appropriate roster” or “applicable roster” and is the specific list of businesses generated for an individual solicitation.

4.7 Rotation means identifying a contractor not previously awarded in the same project type and (work) category.

4.8 Rotation Documentation means the documented process procurement staff used to ensure compliance with rotation policy and/or procedures.

5.0 Related Documents

Resolution 2026-05

Rotation Documentation Form

Business Utilization Plan

Port of Manchester
Small Works Roster
Rotation Documentation Form

Project Name		Contract Number	
Category		Project Type	
Utilization Plan	☐ yes ☐ no	Estimate	
List of Businesses – Project Specific Roster	Rotation Effort		

Completed By: _____ Date: _____
Name (Print): _____
Title: _____

Exhibit C

Port of Manchester

Small Works Roster Direct Contracting Business Utilization Plan

Agency	Port of Manchester		
Effective Date		End Date	
Plan Administrator	Manchester Water District General Manager		

Purpose

Port of Manchester (PORT) is reserving the option to use Direct Contracting as practicable in the Small Works Roster process. As required under RCW 39.04.152(4)(b)(iv), the PORT is preparing the following *small, minority, women, and veteran-owned business utilization plan*.

Intent and Policy

It is the agency's policy to not favor contractors by repeatedly awarding contracts without documented attempts to negotiate with others.

This plan is intended to help increase the likelihood of small works roster awards going to a broad range of small businesses.

This plan is to be referred to with each procurement for small works that cost less than \$40,000 and will be referred to by PORT staff as they solicit and negotiate using Direct Contracting.

Transparency

This plan will be assessed and posted annually by the Manchester Water District General Manager. The achieved utilization will be publicly reported on the Port's website at the conclusion of the corresponding year.

Goal

The agency's goal is to award small and diverse businesses half (100%) of all the small works projects awarded the *Utilization Plan's Effective Period* in the following way.

Projects Anticipated	Target Small Business Awards
1	1

Project Type	Categories	Small Business Id
Civil	Piers, Dock, and Overwater Structures	Yes

Exhibit C

Utilization Achieved

The PORT achieved XX% utilization of small business as follows:

Project Name	Project Type	Category	Small Business

For details on each award, please see our small works award data publicly available at the Manchester Water District Administration Office and/or the Port website.

Plan Evaluation and Improvements ["+" = positive/useful, "-" = needs improvement]

€ Projects Identification/Planning:

- Rating:
- Discussion:

€ Businesses Identification:

- Rating:
- Discussion:

€ Business Engagement:

- Rating:
- Discussion:

€ Process Review:

- Rating:
- Discussion:

Overall Evaluation Comments:

Exhibit C

Related Policies

1. Resolution 2026-05
2. Direct Contracting Procedures

Reviewed By:

€ General Manager: _____[initials]

Date: _____