

LEWIS COUNTY FIRE DISTRICT 3

Resolution # 24-09

Using MRSC Rosters

A Resolution establishing a small works roster and authority to use the small works roster process to award public works contracts.

WHEREAS, 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 fire district 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 fire district is required to develop a Utilization Plan.

NOW, THEREFORE, Lewis County Fire District #3 Board, hereby resolves as follows:

Section 1: MRSC Rosters. Lewis County Fire District #3 Board 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.

Section 2: Small Works Roster. Lewis County Fire District #3 Board has established the following procedures to use in managing procurement and awards of public works contracts using the statewide small works roster.

- A. Small Works, as defined by [RCW 39.04.152](#) are public works construction *projects estimated to cost \$350,000 or less*, excluding WSST.
- B. Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the fire district under selected project types and (work) categories.
- C. Small Works process is an alternative to publicly advertising public work projects; **ADDITIONALLY**, 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 or procedures.
- D. Small Works procurements will be facilitated by the Lewis County Fire District #3 procurement processes using the MRSC portal.
- E. MRSC Rosters will publish annual notification of the fire district desire to use the Small Works Roster and process and invite more businesses to apply. Interested businesses are encouraged to apply to the roster at any time.
- F. Small Works bidding and award information will be entered into the statewide small works roster platform immediately upon conclusion of each small works roster awards.

Small Works bidding and award data will be part of the fire districts procurement files and records and all documents will be available for review with the fire district's administrative assistant.

Section 3: Direct Contracting

The fire district intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost **\$150,000 or less**, excluding WSST. The fire district has developed additional policies and procedures to ensure the fire district uses Direct Contracting with the spirit and intent of the statute; and are incorporated herein as follows:

- A. Small Works Roster [Manual]
- B. Direct Contracting Rotation Policy
- C. Direct Contracting Negotiation Policy
- D. Business Utilization Plan

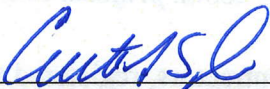
Section 4: Delegated Authority

Lewis County Fire District #3 has delegated authority to oversee and manage the Small Works Roster "program" to the Fire Chief. As the delegated authority, the Small Works Roster Program 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 Small Works Roster Program Manager will be responsible for establishing and implementing the fire district'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 Small Works Roster Program 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.

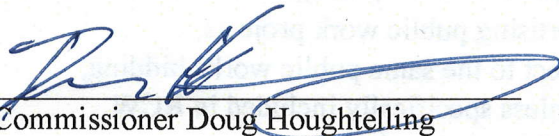
ADOPTED by the Lewis County Fire District #3 Board of Commissioners at an open public meeting held on the 24th day of July, 2024.



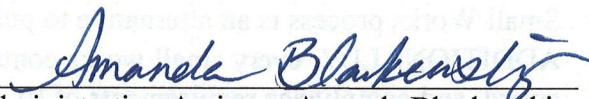
Chair Commissioner Curt Spahn



Commissioner Scott Spade



Commissioner Doug Houghtelling



Administrative Assistant Amanda Blankenship