

**CENTRAL WHIDBEY ISLAND FIRE & RESCUE**

**IN THE MATTER OF ADOPTING OF )  
PROCEDURES FOR UTILIZING A )  
SMALL WORKS ROSTER )**

**Resolution # 00-03**

**BE IT RESOLVED BY THE COMMISSIONERS OF CENTRAL WHIDBEY ISLAND FIRE AND RESCUE AS FOLLOWS:**

There shall be established for Central Whidbey Island Fire & Rescue a Small Works Roster for contracts as authorized by RCW 52.14.110 for the small works projects whenever the estimated cost is from \$2,500 up to \$200,000.

At least once a year, the District shall publish in a newspaper of general circulation in the area a notice of the existence of a Small Works Roster and solicit the names of contractors for the list.

A procedure is established which may be used for securing telephone or written quotations, or both, from at least five different contractors whenever possible to assure that a competitive price is established and for awarding the contracts to the lowest responsible bidder as defined in RCW 43.19.1911.

The Small Works Roster process shall be as authorized in RCW 39.04.155. The District shall award the contract to the lowest responsible bidder; except, however, that the Fire District reserves the right to reject any or all bids for cause and to waive any informalities.

Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry. A contract awarded pursuant to RCW 39.04.155 need not be advertised.

A list of the contracts awarded under RCW 39.04.155 shall be posted at the District Business Office at least once every two months. The list shall contain the name of the contractor awarded the contract, the amount of the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contractors are available for public inspection.

The contract must be awarded to the lowest responsible bidder based on the quotations. The invitation for quotations must include an estimate of the scope and nature of the work and the materials and equipment to be furnished but need not include detailed plans and specifications. Quotations must be invited from at least five contractors on the roster. If the

estimated cost of the project exceeds \$100,000 and the District solicits quotations from less than all the appropriate contractors on the roster, the District must provide notice to the remaining contractors by publication, mailing the notice or sending it by fax or other electronic means. The method is up to the District.

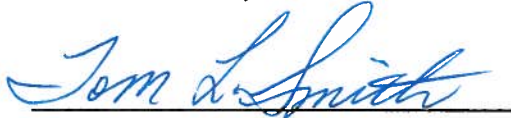
ADOPTED this 25<sup>th</sup> day of October, 2000.



Paul E. Messner, Commissioner

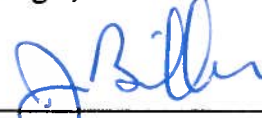


Cheryl J. Engle, Commissioner



Tom L. Smith, Commissioner

Attest:



Joe Biller, District Secretary