

**ANACORTES SCHOOL DISTRICT
Anacortes, Washington**

SMALL WORKS ROSTER NOTICE

RCW 39.04.155, commonly known as the Common Small Works Roster Procedure, and RCW 28A.335.190, commonly known as the Public School Bid Law, provide that school districts establish a Small Works Roster of qualified contractors who wish to receive bidding information and be considered for performing work on public works projects estimated to cost less than two hundred thousand dollars (\$200,000).

Applications are now being received by the Anacortes School District, 2200 M Avenue, Anacortes, Washington 98221, for contractors who wish to be placed on the District's Small Works Roster for 2009-2010. In order to qualify, applicants must demonstrate the following:

1. Registered contractor in the State of Washington.
2. Pay prevailing wage rates in accordance with RCW 39.12.
3. Provide Certificate of Insurance.
4. Comply with federal, state and local laws regarding non-discrimination and affirmative action.

Interested contractors may contact the District for an application form at any time or access online information at www.asd103.org.

Lisa Matthews
Finance Director

Anacortes School District No. 103

2200 M Avenue, Anacortes, Washington 98221

Phone: (360) 293-1200 Fax: (360) 293-1222

Contractor:

Enclosed is the application you requested in order that you may be added to our Small Works Roster. This roster is being established as a list of qualified contractors interested in submitting proposals on projects estimated to cost less than two hundred thousand dollars (\$200,000).

When it becomes necessary for the District to call for quotes on projects of this size, you may be contacted to submit a quote on those projects for which your company is qualified to perform.

This request will become effective upon receipt of the completed application and verification that you meet the qualifications outlined in the District's Small Works Roster Notice, at which time you will be given the opportunity to be retained on the Small Works Roster.

We are looking forward to receiving your application and possibly working with you during the coming year.

Sincerely,

Lisa Matthews
Finance Director

Encl.

Anacortes School District No. 103

2200 M Avenue, Anacortes, Washington 98221
Phone: (360) 293-1200 Fax: (360) 293-1222

REQUEST TO BE ADDED TO SMALL WORKS ROSTER

In compliance with RCW 39.04.155 and RCW 28A.335.190, the undersigned requests to be added to the Small Works Roster of the Anacortes School District No. 103, and wishes to have the opportunity to submit proposals for the type of work and size of projects as shown below.

(PLEASE PRINT)

NAME OF FIRM _____

ADDRESS _____

Street

City

State

Zip

BILLING ADDRESS (if different) _____

Person authorized to provide quotations and/or submit proposals:

Insurance Carrier:

Name
Title
Phone #
FAX #
Email

Name
Address
Policy #
Expiration Date

Washington State Contractors Number

Liability Limits
Personal
Property

For what type of work do you wish to submit proposals? (If more than one please indicate).

Type of Work:

General Contracting
Heating - General
Heating - Boilers
Cabinet Work
Building Moving
Landscaping

Paving
Fencing
Plumbing
Painting
Land Clearing/Excavation
Intercom Installation/Repair

Electrical
Roofing
Masonry
Carpeting

Other (Indicate type of work) _____

Areas of particular specialization - Comments or explanations:

REFERENCES - List the names and addresses of at least three (3) governmental agencies or other clients for whom you have performed work in the last two (2) years:

Firm Name		Contact Person	
Address		Phone No	

Firm Name		Contact Person	
Address		Phone No	

Firm Name		Contact Person	
Address		Phone No	

Date Firm Established: _____ Number of Employees Regularly Employed: _____

All work performed for the Anacortes School District must be executed in compliance with:

1. RCW 39.12 governing public works contracts
2. All federal, state and local laws regarding non-discrimination and affirmative action.

By signing this application, I certify compliance with the above requirements. Additionally, if awarded a small works job, I agree to provide a certificate of insurance and that the District has the right to retain up to 5% of the payment pending appropriate agency releases. I understand that I must prohibit any of my employees who has ever been convicted of or pled guilty to any of the child related felonies from working where he/she would have contact with public school children. Failure to comply with this requirement is grounds for immediate termination of the contract. Further, I understand that the District is under no obligation to actually award work based on this application, and that the District has the right to remove this application from the small works roster at any time.

Date		Firm Name	
Signature		Title	
Print Name			

Office Use Only: Category Date: