

P.O. Box 1995
Vancouver, WA 98668-1995



www.ci.vancouver.wa.us

To: All Interested Parties

RE: Small Works Roster

Dear Contractor,

Thank you for your interest in the City of Vancouver's Shared Small Works Roster. Together with the City of Vancouver, the Roster is used by the Cities of Battle Ground, La Center, Ridgefield and Washougal, the Town of Yacolt, Clark County and C-Tran to invite contractors to bid on public works projects valued at less than \$200,000.

Please complete and sign the Small Works Application and acknowledgement of the Small Works Contract and return to Procurement Services. *Fax copies of the application and acknowledgement will not be accepted, originals must be mailed.* Applications are kept on file for two years and must be resubmitted to remain on the roster. A reminder notification will be mailed to the contractors 30-days prior to the expiration of the application.

In order to be placed on the Small Works Roster contractors must meet & maintain the minimum qualifications listed below:

- Contractor must hold a valid Washington State Contractor's License, at the time of application and throughout enlistment on the roster.
- Contractor must hold a valid Unified Business Identifier (UBI) number, at the time of application and throughout enlistment on the roster.
- Contractor must hold the specified insurance requirements as stated in the Small Works Contract at the time of application and throughout enlistment on the roster. Required insurance coverage is as follows:
 - Commercial General Liability Insurance
 - \$1 Million Per Occurrence Limit
 - \$1 Million Auto Liability Coverage
 - \$2 Million General Aggregate Limit
 - \$1 Million Products – Completed Operations Aggregate Limit
 - Washington Stop Gap. This must be indicated on the certificate.
 - City Named as an Additional Insured. This must be indicated on the certificate.
- Contractor must hold a valid Employment Security Department number, at the time of application and throughout enlistment on the roster. *A copy of the Employment Security quarterly tax statement and/or a letter from Employment Security stating your account number and status must be included with the submission of this application.*

- Contractor must hold a valid Washington State Department of Revenue excise tax registration number, at the time of application and throughout enlistment on the roster.
- Contractor must provide a list of current public works references and qualifications.
- Contractor must have a responsible claims history and strong safety record, at the time of application and throughout enlistment on the roster.
- Contractor must pay prevailing wages on all projects and provide proper documentation.
- Contractor must hold a valid City of Vancouver Business License prior to starting a project.

In addition, **prior to release of payment**, we must receive the following:

- A current **Approved** Statement of Intent to Pay Prevailing Wage filed per project (RCW 39.04,39.12,43.19,49.28). The applicable wage rates for any classifications that may be used on this project can be found at:
<http://www.lni.wa.gov/TradesLicensing/PrevailingWage/RateDatabase/default.asp>.
You may also file your Statement of Intent to Pay Prevailing Wage form online at:
<http://www.lni.wa.gov/TradesLicensing/PrevailingWage/IntentsAffidavits/default.asp>.

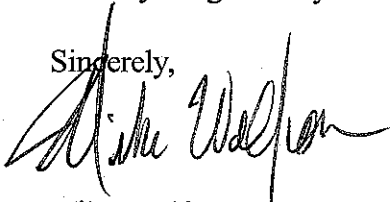
An **Approved** Affidavit of Wages Paid must be submitted at the end of every project. Forms may be obtained from Labor & Industries at (360) 902-5334 or can be filed online at
<http://www.lni.wa.gov/TradesLicensing/PrevailingWage/IntentsAffidavits/default.asp>.

There may be additional requirements/paperwork required for projects over \$35,000. Those requirements will be outlined in the Request for Quotation document at the time of bidding.

If you have any questions, or if I can be of assistance regarding these procedures, please call me at (360) 619-1028.

Thank you again for your interest in participating in the Small Works Roster.

Sincerely,



Mike Wolfson
Procurement Specialist

encl.