



SMALL PUBLIC WORK PROJECTS Information Sheet

The Small Works Roster is used by the City of Auburn for public works projects estimated to cost less than \$200,000. Only Contractors on the Municipal Research Services Center (MRSC) Small Works Roster will be invited to submit a quote or bid on Small Works projects. MRSC currently advertises in The News Tribune, The Seattle Times, Seattle Post-Intelligencer, Daily Journal of Commerce and the Herald. The website for the MRSC Small Works Roster can be found at www.mrscrosters.org. The MRSC contact is John Carpita, PE, and can be reached at 206-625-1300 or jcarpita@mrsc.org.

For projects estimated to cost less than \$35,000, the City may use the Limited Public Works Process, which allows the City to solicit quotes from a minimum of three contractors from the roster who perform the required category of work. The City may choose to waive bond and/or retainage requirements if, after evaluation of the project and determination of risk, it is deemed in the best interest of the City to do so.

For Small Works Projects estimated to cost over \$35,000, or smaller projects where the City chooses not to use the Limited Public Works Process, bids/quotes will be solicited from all contractors who perform the type(s) of work required to complete the project, as indicated by the Contractor on the Small Works Roster Application form. This is done by faxing an "Invitation to Express Interest" to those contractors who perform the type(s) of required work. If the Contractor is interested in submitting a bid/quote for the project, the Contractor simply checks the "Yes" box on the form and faxes it back to the City by the specified deadline. Within a few days following the deadline, quote/bid submittal packets will be mailed to those contractors who expressed interest in the project. Contractors not interested in the project will not receive the packet, but will remain on the Small Works Roster and be eligible for future small works projects. If only a few contractors perform the type of work required, the City may elect to send quote/bid submittal packets directly to all of the contractors who perform the required type(s) of work, rather than faxing an "Invitation to Express Interest."

Small Works projects do not require a formal bid opening; however, the City may elect to hold one depending on the size or complexity of the project. Your signature on the Bid/Quote Proposal Form shall indicate that you acknowledge and agree to the conditions set forth in the Invitation to Submit Bid/Quote. Depending on the size of the project, the City may require execution of contract documents as set forth in the Invitation to Submit Bid/Quote and/or the bid/quote submittal packet.

Following are the minimum requirements that must be adhered to or met by a contractor that is awarded a project from the Small Works Roster. Specific contract language supercedes the information provided in this document.

BID BONDS

Bid bonds in the amount of 5% of your total bid/quote may be required on small works projects. If a bid bond is required, it will be stated in the Invitation to Submit Bid/Quote.

PREVAILING WAGES

- Contractors must comply with the requirements of RCW 39.12 regarding the payment of prevailing wages.
- A Statement of Intent to Pay Prevailing Wages form, for the Contractor and each and every Subcontractor, must be approved by the State and received by the City prior to any payment being made to the Contractor.
- An Affidavit of Wages Paid form, for the Contractor and each and every Subcontractor, must be approved by the State and received by the City prior to release of retainage.

INSURANCE REQUIREMENTS

The insurance provided must be with an insurance company with a rating of A-:VII or higher in the A.M. Best's Key Rating Guide, and that is licensed to do business in the State of Washington (or issued as a surplus line by a Washington Surplus lines broker).

The Contractor is required to include subcontractors as insureds under its policies or to furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the same insurance requirements as stated in the quote/bid documents for the Contractor.

Listed below are minimum insurance requirements for Small Works projects. Complex projects and/or projects over \$25,000 may require additional insurance coverage and limits as indicated in the quote/bid documents.

- **Contract Amount Less Than \$5,000**
Certificate of Insurance, naming the City as additional insured, in the amount of \$1 million general liability.
- **Contract Amount Over \$5,000**
Automobile Liability - \$1 million combined single limit per accident for bodily injury and property damage
Commercial General Liability (CGL) - Written with limits no less than \$1 million each occurrence, \$2 million general aggregate, and a \$2 million products-completed operations aggregate limit. Coverage shall be endorsed to name the City as an additional insured.
- **If any Structures are Involved** - Property insurance under an "All Risk Builder's Risk" form in an amount equal to the completed value of the structure. The structure shall have All Risk Builders Risk Insurance inclusive of earthquake and flood subject to a deductible of \$5,000 for each occurrence, which shall be the responsibility of the Contractor.
- **Workers' Compensation** - Regardless of the amount of the contract, all contractors must have Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

RETAINAGE (minimum requirements)

- **Contract Amount Less Than \$5,000** – Upon completion of the project and receipt of an approved Intent to Pay Prevailing Wages, 50% of the total contract price shall be made to the Contractor. The remaining 50% shall be held by the City for 45 days following the City's acceptance of the project, or until the City's receipt of an approved Affidavit of Wages Paid form for the Contractor and each and every Subcontractor, and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.
- **Contract Amount Between \$5,000 and \$25,000** – Contractor may elect to (1) furnish a performance bond, in which case the City shall hold back retainage in the amount of five percent (5%) of any and all payments made to the Contractor, or (2) have the City retain, in lieu of the performance bond, fifty percent (50%) of the total Contract amount, pursuant to RCW 39.08.010. In either case, the Contractor can choose to have the retainage held by the City in a non-interest bearing account, have it placed in an Escrow (interest bearing) Account, or submit a bond in lieu of retainage. Retainage shall be held by the City for 45 days following the City's acceptance of the project, or until receipt of all necessary releases from the State, receipt of an approved Affidavit of Wages Paid form for the Contractor and each and every Subcontractor, and until settlement of any liens filed under Chapter 60.28 RCW, whichever is later.
- **Contract Amount Over \$25,000** – City shall hold retainage in the amount of 5% of any and all payments made to the Contractor. The Contractor can choose to have the retainage held by the City in a non-interest bearing account, have it placed in an Escrow (interest bearing) Account, or submit a bond in lieu of retainage. Retainage shall be held by the City for 60 days following the City's acceptance of the project, or until receipt of all necessary releases from the State, receipt of an approved Affidavit of Wages Paid form for the Contractor and each and every Subcontractor, and until settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

SUBLETTING

If the Contractor intends to use a subcontractor(s), the City must approve the subcontractor through the City's normal procedures after award of the project, but prior to the subcontractor's start of work.

WARRANTY

All defects in workmanship and materials that occur within one year from the date of the City's acceptance of the Contract work shall be corrected by the Contractor. When defects are corrected, the warranty for that portion of the work shall extend for one year from the date such correction is completed and accepted by the City. The Contractor shall begin to correct any defects within seven (7) calendar days of its receipt of notice from the City of the defect. If the Contractor does not accomplish the corrections within a reasonable time, the City may complete the corrections and the Contractor shall pay all costs incurred by the City in order to accomplish the correction.

For more information on the City's Small Public Works contract procedures, please contact:

Leanne Norseth, Contract Administrator

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