



OPAL Community Land Trust
Small Works Roster Policy
August 2011

1. Cost: OPAL need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed \$300,000.00, which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, OPAL may use the following small works roster process for projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process

2. Number of Rosters: OPAL may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work as follows:

- Building Construction, Repair & Maintenance
- Concrete & Masonry
- Demolition
- Earthwork
- Electrical
- General Contracting
- Plumbing & Mechanical
- Roadway Construction, Repair & Maintenance
- Site Improvement & Repair
- Vegetation & Wetlands Work

3. Contractors on Small Works Roster(s): The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform such work in Washington State. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with OPAL as a condition of being placed on a roster or rosters.

4. Publication: At least once a year, OPAL shall publish in a newspaper, both print and on-line of general circulation within San Juan County, a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records.

5. Electronic or Written Quotations: To assure that a competitive price is established and to award contracts to the lowest responsible bidder, OPAL shall obtain written or

electronic quotations for small works contracts from contractors on the appropriate small works roster as follows:

a) requests for bids on contracts awarded from a small works roster need not be advertised;

b) requests for bids shall include insurance and bond requirements, an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes;

c) bids may be invited from all contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least three contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster;

d) at the time bids are solicited, OPAL shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;

e) a written record shall be made by OPAL of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be open to public inspection and available by telephone inquiry;

f) at least once every year a list of the contracts awarded will be made available to the general public. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded.

6. Determining Lowest Responsible Bidder: OPAL shall award Small Works Roster contracts to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and OPAL may call for new bids. In addition to price, OPAL shall take into account the following:

a) the ability, capacity, and skill of the bidder to perform the contract or provide the service required;

(b) the character, integrity, reputation, judgment, experience, and efficiency of the bidder;

(c) whether the bidder can perform the contract within the time specified;

(d) the quality of the bidder's performance of previous contracts or services;

the previous and existing compliance by the bidder with laws relating to the contract or services;

(e) familiarity with local conditions and subcontractors, and willingness to use local subcontractors;

(f) a responsible claims history, strong safety record and strong financial history;

(g) such other information as may be secured having a bearing on the decision to award the contract

7. Award: All electronic and written bids or quotations shall be collected and presented at the same time to the OPAL Building Committee for consideration, determination of the lowest responsible bidder, and award of the contract. Notice of Award of Contract shall be made in written form by OPAL to the contractor.