

Public Works, Small Works & MRSC Rosters

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 MRSC ROSTERS

Presenter Information



Jon Rose

Municipal Research and
Services Center

Finance and
Administration Director

jrose@mrsc.org

Agenda



- Public Works requirements
- Using the Small Works process
- MRSC Rosters
- Upcoming Legislation
- Question and Answer

Public Works Requirements

The background of the slide is a blue-tinted image of a filing cabinet. The cabinet has multiple drawers, some of which are slightly open, revealing folders. The overall aesthetic is clean and professional.

Public Works Requirements



RCW 39.04.010

Work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of your agency.

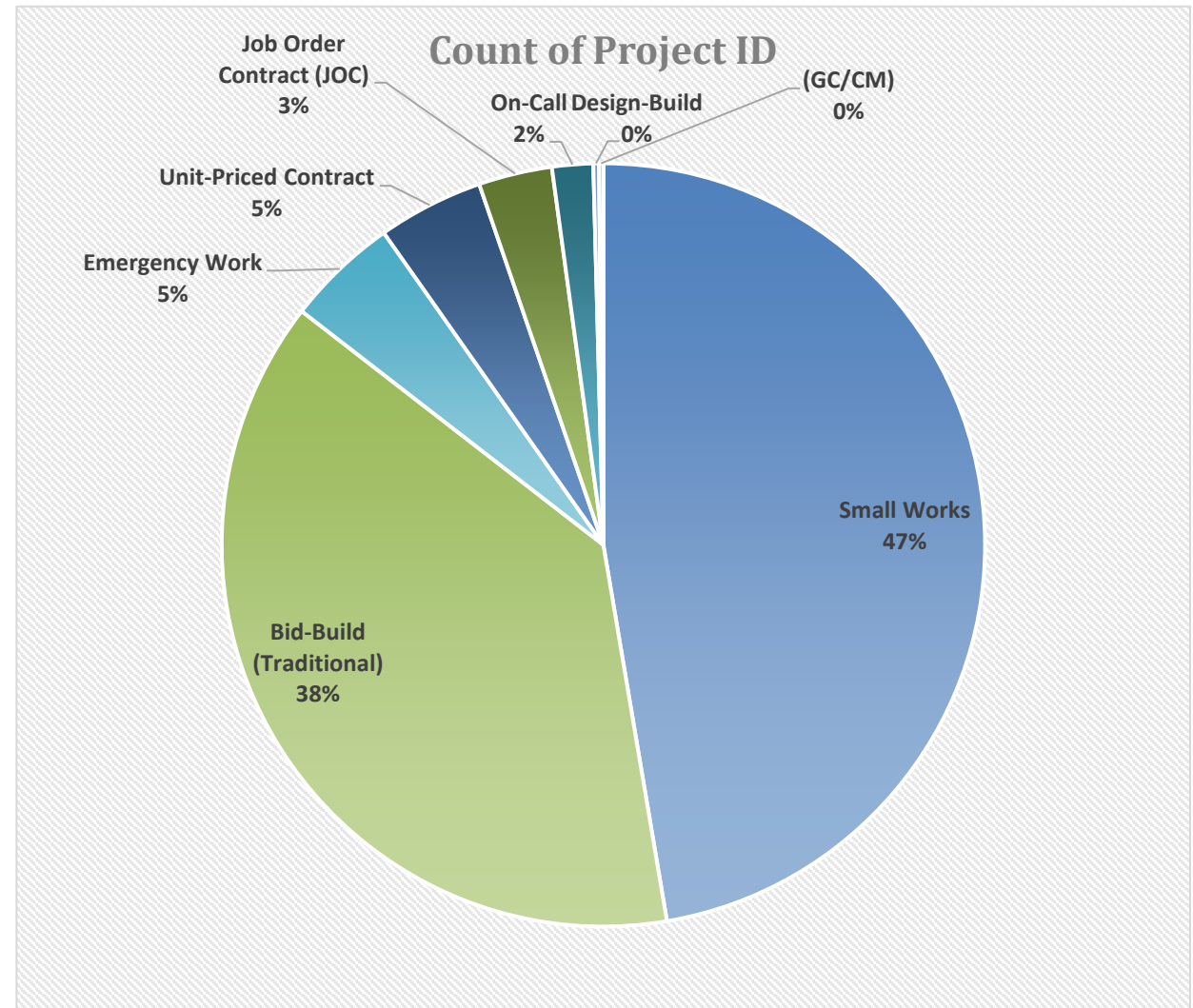
Public Works: Available Processes

Process	Project Cost Limit	Selection Criteria
Minimal Competition (Small Contracts and Purchases)	Under \$100,000 (Including Sales Tax)	Lowest Quote
Direct Contracting	Under \$150k (Optional)	Rotation/Negotiation
Small Works Roster	Under \$350k	Lowest Responsive Bid
Formal Competitive Bid	Any (Required >\$350k)	Lowest Responsive Bid
Design-Build / GC/CM	Typically, >\$2M	Qualifications + Price



Public Works in Washington State

- **Labor and Industry Data**
- **Over \$9B in Public Works spend in 2025**
- **47% of Public Works projects conducted through Small Works**



Public Works Requirements

Requirement	Threshold
Prevailing Wage	All Public Works Projects
Retainage (Up to 5%)	All Public Works Projects
Notice of Completion (Release)	Over \$35,000
Small Works Roster Use	Up to \$350,000
Apprentice Utilization (15%)	Over \$2M (Until June 30) / Over \$1.5M (Starting July 1)

Statutory Bidder Responsibility (RCW 39.04.350)

Before you can award a contract, a bidder *must* meet these "Baseline" criteria. If they fail even one, their bid is legally "non-responsible."

Licensing: Must have a current Washington Unified Business Identifier (UBI) and appropriate contractor registration/license.

Insurance & Taxes: Must have Industrial Insurance (Workers' Comp) coverage, an Employment Security Department number, and a State Excise Tax registration.

Statutory Bidder Responsibility (RCW 39.04.350) Cont.

The "Clean Record" Requirement: Must not be disqualified or debarred from bidding by L&I or the Dept. of Enterprise Services.

Mandatory Training: As of 2024, bidders must have received training from L&I on public works and prevailing wage requirements.

Apprentice Utilization Plan: For projects over \$2M (dropping to \$1.5M on July 1, 2026), bidders must submit a plan showing how they will meet the 15% apprentice labor hour requirement.

Public Works Prevailing Wage Requirements

RCW 39.12.020

Prevailing wages are required for work upon all public works and for public building service maintenance contracts.

“The hourly wages to be paid to laborers, workers, or mechanics, upon all public works and under all public building service maintenance contracts of the state or any county, municipality or political subdivision created by its laws, shall be not less than the prevailing rate of wage for an hour's work in the same trade or occupation in the locality within the state where such labor is performed”

2026 Update: New laws (HB 2136) now impose harsher penalties on "substantially identical" companies that try to dodge wage violations by re-forming under a new name.

Financial Protections (Bonds & Retainage)

To protect the public from a contractor walking off the job or failing to pay subcontractors:

Performance & Payment Bonds: Required for the full contract amount. This ensures the project gets finished and the bills get paid.

Retainage: The agency must withhold **5%** of every payment made to the contractor. This "Retainage Fund" is held until the end of the project to cover any unpaid wages or taxes.

Small Works Option: For projects under \$150,000, the contractor can ask the agency to hold **10% retainage** instead of providing a performance bond.

Documentation & Closeout

A public work is not "done" when the hammer stops swinging. It is done when the paperwork is cleared:

- Certified Payroll:** Contractors must submit weekly payroll records to the L&I portal.

- Three-Agency Release:** For projects over \$35,000, the agency cannot release the 5% retainage until they receive a "Certificate of Release" from:

- 1.The Department of Revenue (DOR)
- 2.The Department of Labor & Industries (L&I)
- 3.The Employment Security Department (ESD)



Small Works Roster Project Lifecycle





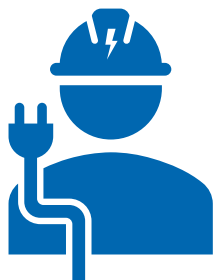
What is a Small Works Project?

Q

- **Small Works Roster is an “invite only” process, used in lieu of publicly advertised processes**
- **Small works are public works projects with an estimated cost less than \$350,000 not including taxes**
- **Small works projects are projects for:**
 - Construction
 - Renovation
 - Repair
- **“Project” = one-time**
- **NOT: recurring, on-going, as needed, or on-call**



Pre-established list based on:



**Specialties – e.g.
mechanical, electrical**



**Categories - e.g.
buildings, roads**



**Geographic – e.g.
cities, counties**



MRSC Roster Types

Statewide Small Works (Under \$350,000)

Public works
Construction projects
(one-time jobs)
[RCW 39.04.152\(1\)](#)

Consultant

Professional Services
- licensed architects &
engineers
Consultants -
technical studies and
planning

Vendor (Goods & Services)

Products
Equipment
Materials
Maintenance Services

Small Works Roster vs. Formal Bid Process



Process	Formal Bidding	Small Works Roster
Threshold	Any (Required >\$350,000)	Under \$350,000
Advertising	Publicly Advertised (minimum of two weeks)	Legal Newspaper (2x per year)
Selection	Based on bids Received	MRSC or Agency list
Bid Security	Always required	Usually required (can be waived <\$150k)

Small Works Project Definition & Strategy



- **Before opening the roster, the agency must establish the ground rules:**
- **Scope & Estimate: Define the "Work Category"** (e.g., Electrical, Roofing, HVAC). The cost estimate must be under the \$350,000 limit to use the SWR.
- **Determine Solicitation Method:**
 - **Direct Contracting (Under \$150k):** The agency may use "Direct Contracting" if they have a board-approved policy and business utilization plan.
 - **Competitive Process (Up to \$350K):** The agency must invite **all** contractors in the relevant category.

The Solicitation Phase

This is where the MRSC Roster is most active.

The Pull: The agency pulls a project specific list of pre-verified contractors from the roster.

Invitation to Bid (ITB): Agencies send the project specs to the selected contractors.

Documentation: Agencies must make all bids received publicly available and available by request. When direct contracting, you must make note of every business contacted. (This can be done directly in the MRSC Roster Platform)

Small Works Award & Contract Execution

Bid Opening: Unlike formal bids, these don't always require a public opening, but the results must be recorded and made available.

Responsibility Check: The agency verifies the low bidder is "responsible" (check UBI, L&I Debarment, and Workers' Comp status).

Contract Signing: The agency and contractor sign the agreement.

Note: Even for small works, performance and payment bonds are required unless the agency elects to hold 10% retainage (for projects under \$150k).

Performance & Wage Compliance



The "middle" of the lifecycle is focused on oversight.

Notice to Proceed: The contractor starts work.

Prevailing Wage Filings: The contractor must file a Statement of Intent to Pay Prevailing Wages with L&I. The agency cannot pay the first invoice until this is approved.

Monitoring: The agency inspects the work to ensure it meets the defined scope.



Project Closeout & Retention

- **The most critical phase for legal compliance.**
- **Affidavit of Wages Paid:** Once work is done, the contractor files this with L&I.
- **Notice of Completion:** For projects over \$35,000, the agency notifies the Department of Revenue, L&I, and Employment Security.
- **Release of Funds:** Only after receiving "releases" from all three state agencies and the approved Affidavit can the agency release the 5% (or 10%) retainage.

Direct Contracting



An optional process for small work projects estimated to cost \$150,000, or less

- Intended to focus awards to OMWBE state certified small businesses first (rule of 6)
- Requires rotation amongst businesses
- Requires a developed small business utilization plan



Public Works Small Business Enterprise (PWSBE)



Direct Contracting Under \$150,000



Three common scenarios agencies encounter when choosing a business for direct negotiation

6 or more Certified Small Businesses
Start with these businesses first & rotate



5 or fewer Certified Small Businesses
Choose any business & rotate



No Certified Small Businesses
Choose any business & rotate



Certified Small Business



Non-Certified

Why MRSC Rosters?



Statewide administrator of Municipal and State Small Works Rosters



Free for OMWBE Certified Businesses: Businesses holding a PWSBE Certification may be admitted to their applicable roster(s) at no cost.



Cost-Effective for Agencies: Agencies pay a fee based on their capital expenditures, making the platform accessible for various sizes.



Efficient: MRSC Rosters minimizes the administrative burden to both agencies and businesses.

MRSC Roster Features



Automated Application process



Contractor verification (L&I)



Small business identification (OMWBE)



Accessible reporting and data collection



Annual notifications

Contractor Verification



MRSC Verifies (at time of registration or renewal):

Active general contractors license (including specialty licenses)

Current UBI Number

Workers Comp Account status (active)

Not debarred



Agencies responsibilities



Adopt and maintain resolutions, policies and processes



Develop & maintain and bidding/ solicitation documents



Engage or prepare your bid pool



Award to the lowest responsive and responsible contractor



Add the bidding and award data into the statewide platform



Select Your **Small Works** Categories *

Select a Project Type(s) to see work categories *

ROADS **PARKS** **FACILITIES** **CIVIL**

Curbs, Gutters, Sidewalks, Driveways

<input type="checkbox"/> Curb Ramps	<input type="checkbox"/> Curbs and Gutters
<input type="checkbox"/> Driveways	<input type="checkbox"/> General
<input checked="" type="checkbox"/> Sidewalks	

BACK **SEARCH BUSINESSES**

- **Roads, Parks, Buildings/Facilities and Civil works** projects over the last several years (based on L&I data)














SMALL WORKS ROSTERS DASHBOARD





Department of Enterprise Services's Projects


Click on "Project ID #" to document business contacted and outcomes

[Show hidden](#)

	STATUS	SOLICITATION METHOD	ROSTER ID	PROJECT NAME	LAST EDIT DATE	CREATED BY	
	 <input type="checkbox"/>	Open	Not Selected Yet	DS-24-0032	24-986 TCC 19th and 12th St. Reader Boards and Signs	08/27/2024	Jeremy, Orenstein
	 <input type="checkbox"/>	Open	Not Selected Yet	DS-24-0031	SPS EV	08/23/2024	Essa, Oro
	 <input type="checkbox"/>	Open	Not Selected Yet	DS-24-0030	Van Tassel Windows	08/23/2024	Eric, Lester
	 <input type="checkbox"/>	Open	Not Selected Yet	DS-24-0029	safety railing	08/23/2024	Majid, Jamali
	 <input type="checkbox"/>	Evaluate	Competitive Bid	DS-24-0028	Echo Glen HVAC AC Upgrades	08/20/2024	Jeremy, Orenstein
	 <input type="checkbox"/>	Evaluate	Direct Contracting	DS-24-0027	Concrete Repair	08/19/2024	William Vestal, Yarbrough
	 <input type="checkbox"/>	Open	Not Selected Yet	DS-24-0026	DOB Check	08/16/2024	David, Opp-Beckman
	 <input type="checkbox"/>	Evaluate	Direct Contracting	DS-24-0025	25-093 - NRB HVAC System Revision	08/15/2024	siamak, koloushani


Delete (Prior to Solicitation)


Edit Content


Show hidden

Direct Contracting (rule of six)



SMALL WORKS ROSTERS



List of Businesses

Below is the Roster Business List for your records.
Click "Solicit Businesses" to solicit businesses for your project.

SOLICIT BUSINESSES

Which Small Works Roster Process do you intend to use? * ?

Competitive Bid Direct Contracting

Open Project ID# PL-24-0001 : Levana Test 718

Public Agency Name: Public Agency Levana
Roster Type: Small Works
Search Date and Time: July 18, 2024 14:36:54
Main Category: Fencing
Sub-Category: General

Download Solicitation List

If Direct Contracting: An agency must have a Business Utilization Plan. When six or more certified businesses appear on the list an agency/local government must rotate and direct contract with one of those businesses.

Sort By: Last Contract Date

CERTIFIED BUSINESS NAME	LAST CONTRACT DATE	MORE
Accurate Impressions Landscaping LLC		+
Adekoya Business Consulting LLC		+
Woodland Industries		+
Belarde Company		+
Black Hills Excavating Inc.		+
Custom & Mobile Welding LLC dba JB Welding		+
Esquadra NW INC		+
Express Iron Works, Inc		+
LKE CORPORATION		+
M2 Industrial, Inc.		+
MBI Construction Services, Inc		+
M City Street Sweepers		+
Perimeter Security Group		+
Reign City Services LLC		+
RJS Construction, Inc.		+
roots landscaping and reastoration llc		+

* = Certified Businesses

DOCUMENTATION CHANGE TO COMPETITIVE BID

Soliciting



Email Contacts

EMAIL ALL 

To send a solicitation email using your default email client, such as Outlook, click “Email All.” Otherwise, you can manually paste all email addresses of the roster business contacts below by clicking “Copy to Clipboard.” then pasting into your preferred email client.

Note that some email clients, such as Outlook, limit you to 100 recipients per email. If you are reaching out to more than 100 contacts the "Email All" function may not work. In this case, please download contacts above, and send your email in batches.

copy to clipboard

```
aactiongroup@yahoo.com; aactiongroup@yahoo.com; aacton@westcoast-mech.com; aamexinc@gmail.com;
abby@CrescentMechinc.com; able_air@msn.com; abrunson@hvacmorgan.com;
ac_electric_service@yahoo.com; ac_electric_service@yahoo.com; adam@bratoniamech.com;
Adam@capitolductcleaning.com; admin@sabrcollc.com; admindcnxwest@ainsworth.com;
```

Documentation



Project Canceled
 Project Awarded
 Sort By: Last Contract Date

BUSINESS NAME	RESPONSE	BID AMOUNT	SELECTED	MORE
Sound Cleaning Resources Inc.	Not contacted		<input type="radio"/>	+
Stetner Construction Group	No response		<input type="radio"/>	+
Stewart Mechanical, Inc.	Not responsive		<input type="radio"/>	+
STREIMER SHEET METAL WORKS, INC.	Not contacted		<input type="radio"/>	+
Sunset Air Inc	Not contacted		<input type="radio"/>	+
SW Morgan LLC	Declined to bid		<input type="radio"/>	+
Terracon Consultants, Inc.	Not contacted		<input type="radio"/>	+
The Salcido Connection, Inc.	Not contacted		<input type="radio"/>	+

Project ID# DS-24-0013 : DCYF Parke Creek Roof Replacement

Public Agency Name: Department of Enterprise Services

Roster Type: Small Works

Search Date and Time: July 29, 2024 08:31:08

Main Category:

Sub-Category:

This form autosaves

MRSC Rosters does not notify bidders nor have oversight into your agency-specific policies and procedures for bidding or awarding public works projects.

Project Canceled
 Project Awarded
 Sort By: Last Contract Date

BUSINESS NAME	RESPONSE	BID AMOUNT	SELECTED	MORE
Weatherguard Inc.	No response		<input type="radio"/>	+
Western Specialty Contractors	No response		<input type="radio"/>	+
Western States Construction, Inc.	No response		<input type="radio"/>	+



Small Works AWARD Data

Filter:

Awarding Agency

- Aberdeen School District #5
- Adams County Fire District 5 Othello Fire
- Bainbridge Island Metropolitan Park & Recreation District
- Benton County
- Benton County Mosquito Control District #1
- Bethel School District

Show More

Small Works Roster Process

- Competitive Bid
- Direct Contracting

Award Date ▼	ROSTER ID #...	Project Name ↓↑	Process ↓↑	Awarding Agency...	Business Name	Bid Response	Award Amount	More
2026-12-30	OKK-25-0048	Whatcom Co Sou...	Competitive...	Whatcom County	Asphalt North...	Selected	\$170,757.22	+
2026-03-18	BSX-26-0050	STS06-025-17t...	Competitive...	City of Puyallup	Tree Surgeon	Selected	\$44,889.97	+
2026-03-18	PPB-26-0055	Mercer Island 2026 Complicated Tree Removals	Competitive Bid	City of Mercer Island	ALEX TREE SERVICE LLC	Selected	\$41,362.50	-
					Hanson Tree Service LLC	Bid received	\$90,231.76	
					Seattle Tree Care	Bid received	\$132,791.00	
2026-03-16	NQL-26-0009	Mesa Cabinet Ele...	Competitive...	Public Utility Dist...	S & S, Inc.	Selected	\$7,930.00	+
2026-03-16	PRV-26-0306	TEL-261097 S0001621 Hunt 17920 Seabeck Holly Rd	Competitive Bid	Kitsap PUD (Public Utility District No. 1 of Kitsap County)	Tercom Construction Inc	Selected	\$3,673.49	-
					MLS Enterprise, Inc.	Bid received	\$4,950.04	
2026-03-16	PRV-26-0308	TEL-261106 FIFA ...	Competitive...	Kitsap PUD (Publ...	MLS Enterpris...	Selected	\$2,478.84	+



HB 2420: Increasing Small Works Roster Contract Limits



RCW 39.04.152 amended *effective January 1, 2027*:

- ❑ Increase of \$350,000 to \$530,000
- ❑ Incorporate an annual escalation increase of \$30,000 threshold, calculated from July 1, 2027, through
 - ❑ July 1, 2027: \$560,000
 - ❑ July 1, 2028: \$590,000
 - ❑ July 1, 2029: \$620,000
 - ❑ July 1, 2030: \$650,000





After Today's Training



MRSC Website Tools

[mrsc.org](https://www.mrsc.org)

[Research Tools > Find Your Contracting Requirements](#)

[Explore Topics > Procurement & Public Works](#)

[Statewide Small Works Roster Guide \(MRSC Rosters "How-To" guide\)](#)



Agency Trainings from MRSC

Procurement Fundamentals 2026 (East)

Thursday, April 16, 2026, 8 AM - 4 PM

Location: Center Place Regional Event Center, Spokane Valley, WA

Cost: \$200 (sales tax not included in fee)

Credits: 7.0 Contact Hours or 7.0 APWA-CAEC

Roster Refresh

Tuesday, March 31, 2026, 11 AM – 12 PM

Location: Virtual Zoom

<https://us06web.zoom.us/meeting/register/JKyvE74tSMScJZPOWusYEG>

Cost: Free

Business Trainings from MRSC



Local Government Purchasing and MRSC Rosters

Thursday, April 1, 2026, 11 AM - 12 PM

Location: Virtual Zoom

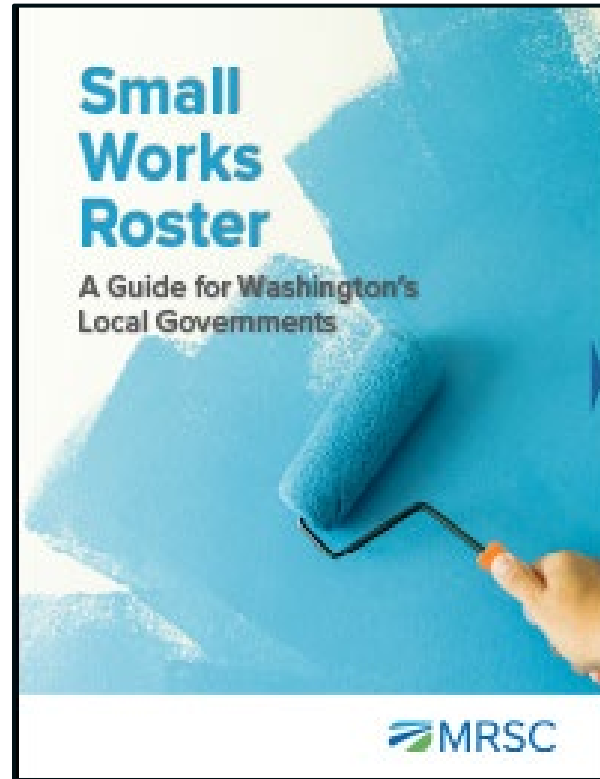
<https://washingtonapex.ecenterdirect.com/events/855276?embedded=0>

Cost: Free

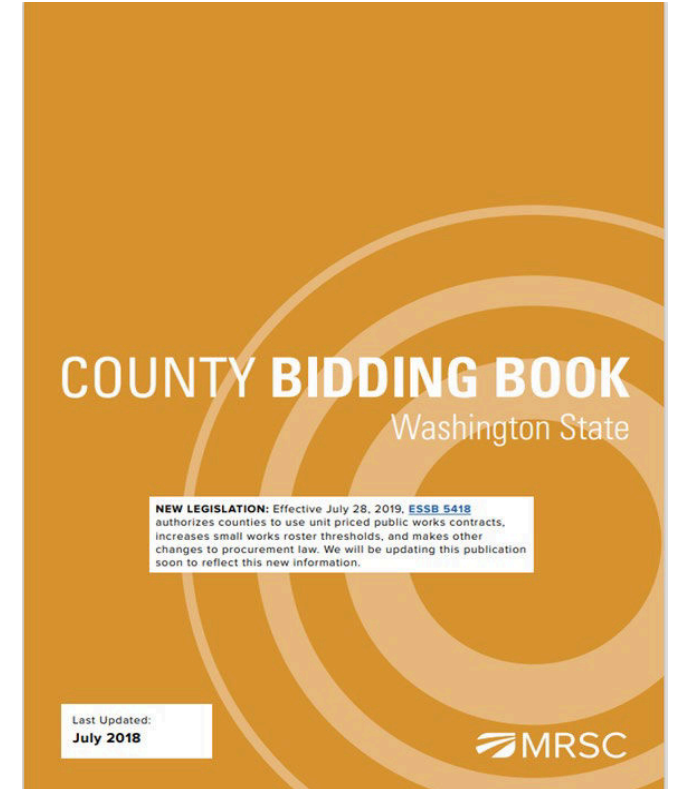
MRSC Publications



[Public Works Best Practices Manual](#)



[Small Works Roster Guide](#)



[City/County Bidding Book](#)



On Demand Webinars

Procurement and Public Works

Purchased Services (Procurement Series – Part 1)

Good Faith Efforts and Penalties in Apprentice Utilization

Small Works Direct Contracting

Streamlining Procurement with Electronic Bidding

Using L&I's Prevailing Wage Intents and Affidavits Portal

Using the Statewide Small Works Roster Platform

Apprentice Utilization Requirements & Prevailing Wage Reporting (AUR Series – Part 1)

Implementing Apprentice Utilization Requirements (AUR Series – Part 2)

Engaging the Bidding Community with APEX Accelerator

Stay up-to-date with the latest news and analysis from MRSC!

- New legislation and court decisions
- Emerging issues
- Policy and financial guidance
- Management tips

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Thank You!

 MRSC ROSTERS