



Calendar Year 2010

To: Interested Contractors
Re: **Small Works Roster Expectations**

The Port of Shelton has established a Small Works Roster per RCW 39.04, forming a pool of contractors to expedite the solicitation and award of bids on small public works construction projects of up to \$200,000. Public Works include all work, construction, alteration, repair or improvement, other than ordinary maintenance, executed at the cost of the Port, or which is by law a lien or charge upon Port property.

Contractors will be expected to:

- Pay prevailing wages and document in compliance with RCW 39.12. It is the contractor's responsibility to notify all subcontractors of this requirement. Prevailing wages for Mason County are specified at: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>.
- Execute performance and payment bonds with proof of such provided to the Port before beginning work. For projects less than \$25,000, at the option of the contractor, the Port may instead retain 50% of the contract amount for 30 days following project acceptance or until all agency requirements have been met;
- The contractor must hold a valid Washington State Contractor's license;
- Certificates of Insurance for all insurance shall be filed with the Port of Shelton naming the Port of Shelton, its officers, employees, board, and volunteers as Additional Insured.

The Port will be expected to:

- Pay invoices for completed and documented work, subject to approval at the Commission meeting held on the third Tuesday of each month, provided bills are received by the 5th of each month;
- Obtain contractor approval for changes to the project;
- Inspect completed work for project acceptance;
- Release retainage promptly upon receipt of necessary agency releases.

Thank you for your interest in working for the Port of Shelton.



Port of Shelton, a Washington Municipal Corporation

21 W Sanderson Way
Shelton WA 98584

2010 General Small Works Contractor Roster

Applications must be complete and legible

We request to be added to the Port of Shelton "Small Works Roster" in accordance with RCW 39.04.155.

Company Name _____ Contact _____

Mailing Address _____

Phone _____ FAX _____ Email _____

State Contractor's License Number and Expiration Date _____

UBI Number _____ Employer Identification Number _____

Number of years in business _____

Certified Minority-owned Business Yes No Certified Woman-owned Business Yes No

Other disadvantaged qualifications _____

By signing below, I certify that I have read and understand the small works roster expectations sheet.

Signed

Date

Print Name

Title

Please select a maximum of four (4) categories

Asbestos (detection, removal)	Masonry
Asphalt Paving	Movers
Building Construction/Remodel	Painting (exterior, interior, industrial)
Carpentry	Pile Driving
Concrete (bulkheads, curbs, foundation, repair)	Plumbing
Demolition	Pressure Washing
Diving Services	Railroad Construction
Drywall	Road Construction
Electrical	Roofing
Environmental Services	Sandblasting
Fencing	Security Alarm Systems
Flooring	Sewer / Sanitary
General Contractor (excavation, grading, etc.)	Sheet Metal
Grounds Maintenance	Signage (design, installation)
Guardrail	Sprinklers, Fire
Gutters and Downspouts	Striping (traffic, parking, etc.)
HVAC, Mechanical	Stormwater
Hydroseeding	Structural Steel
Inspection, Construction	Testing Laboratory
Irrigation	Traffic Control (devices, services)
Janitorial Supplies	Trucking (materials, equipment)
Landscaping	Waterproofing (sealant, caulking)
Logging	Waterline Installation / Repair
Marina Construction / Repair	Welding
Other:	