 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>SELECTION OF CONTRACTORS FOR SMALL CONSTRUCTION PROJECTS PROCEDURE</p>	<p>H47.01 Adopted Nov 2004</p> <p>REVISED 6/7/06 Page 1 of 4</p>
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BOARD ADOPTED PROCEDURE

INTRODUCTION


This procedure establishes a process for entering into outside construction contracts for work that is estimated to total less than \$200,000, as an alternative to sealed bids where appropriate. Above this amount, the formal sealed bidding process will be used per RCW 28A.335.190 (3).

APPLICATION

The District shall maintain a general Small Works Roster pursuant to RCW 39.04.155 (2) (a) for construction contracts under \$200,000. Construction repair or alteration projects costing less than \$200,000 are exempt from the formal bid process as defined in RCW 28A.335.190.

The authority to use a Small Works Roster provides an option to the District when contracting for construction below \$200,000. Where the expected value of a contract is between \$40,000 and \$200,000, the Executive Director, Facilities, or his designee shall make a written determination whether sealed bids or use of the Small Works Roster is in the best interests of the District. The determination shall be kept in the contract file. The determination will consider the following factors: (a) time required to perform sealed bidding instead of quotes from the roster; (b) availability of firms on the roster to perform the work compared to open advertising; (c) ability to enhance the participation of historically underutilized businesses.

Pursuant to RCW 39.04.155, the breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding this maximum dollar amount. Unrelated or separate projects shall not be combined so as to create a contract which is over the maximum dollar amount for the purpose of avoiding the Small Works Roster process.

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Contracted work must be performed by contractors who have requested to be on the Small Works Roster, and where required by law, are properly licensed and registered to perform the work.

The Executive Director, Facilities shall adopt procedures to implement the intent and requirements of this Board policy and procedure.

PROCEDURES


1. Creation of Roster

The Small Works Roster will be advertised quarterly for the first year, bi-annually for the succeeding five years and annually thereafter in a newspaper of general circulation and at least two additional publications selected in the local community in order to enhance outreach to small and minority/disadvantaged construction firms. The Roster will also be referenced on the District website, with instructions on how to apply for listing on the Roster.

Contractors will contact the Small Works/HUBs Coordinator to request to be included on the Small Works Roster. Contractor names may be added to the Small Works Roster at any time throughout the year.

The Small Works/HUBs Coordinator will forward an application packet to the requesting party along with instructions for completing the process. Sample copies of all required forms (Performance/Payment Bond, Affidavit of Intent to Pay Prevailing Wage, Affidavit of Wages Paid, Indemnification Certificate, Insurance Requirements, Project Estimate Form, and Agreement between Owner and Contractor) will be included in the packet. Also, the Small Works/HUBs Coordinator will make application packet PDF Forms available on the District website.

When contractors submit completed forms, they will include their current Contractors License. All contractors will be contacted every two years to update the roster. The renewal date will be January 1, even numbered years.

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The Small Works/HUBs Coordinator will approve applications and add contractor names to the Roster of eligible firms.

2. Requests for Quotes


Contracts expected to be under \$15,000 will be performed by the SPS Maintenance Department unless Maintenance determines that it does not have the available staff to perform the work consistent with the schedule. Award of contracts under \$40,000 will be managed by the Small Works/HUBs Coordinator. Contracts expected to have a value of over \$20,000 will require solicitation of at least three quotes.

Award of contracts expected to cost above \$40,000 but less than \$200,000 shall be managed by Contracting Services. The Facilities Director or his designee will determine whether to conduct a sealed bid process or use the Small Works Roster process. If the Small Works Roster is used, at least five quotes will be solicited. If less than the entire roster for the particular trade or category is not solicited, firms to be solicited and shall be equitably selected from the Small Works Roster list of available contractors by using a rotation method. Award shall be made to the lowest, responsive and responsible quote, or all quotes may be rejected. Contracting Services will record the award within 24 hours. After the award, Contracting Services will record bid quotations and make award and bid quotations available by telephone and available for public inspection.

Where the expected amount of a contract is below \$15,000, the Small Works Roster process may be used for maintenance projects.

3. The Superintendent shall make an annual report to the Board on implementation of this Policy and Procedure.

4. Performance, Payment Bonds and Retainage

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In order to encourage participation by small and disadvantaged firms, the following guidelines shall be employed with respect to performance and payment bonds required by RCW 39.08.01

Projects under \$35,000 – Pursuant to RCW 39.04.155(3) the Board has determined that no performance or payment bond is required and retainage will be waived.

Projects \$35,000 - \$50,000 – A performance and payment bond shall be provided as follows:

- A surety bond may be provided
- A bond from an individual may be provided

Projects above \$50,000 – Surety Bonds are required.

5. Payment

Payments will be made as promptly as practicable, and not later than 20 days after receipt of a properly submitted invoice. Requirements for retainage shall be administered with paragraph 4 above.

6. Insurance

General Liability Insurance will be required with limits based on the size and complexity of the project.

7. Roster of Awarded Contracts

Awards for work done via the Small Works Roster will be updated every two months. The list will 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, whether the contract was awarded to an historically underutilized business and the date the contract was awarded. The list shall state the location where the quotations for these contracts are available for public inspection. The list will be kept and updated by the Small Works/HUBs Coordinator and be available for public inspection on the district website.