

MRSC ROSTERS RESOLUTION

Resolution No. 2025-05

A RESOLUTION OF THE **TOWN OF GARFIELD**, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES.

WHEREAS, RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS to be able to implement a small works roster and process, the **TOWN OF GARFIELD** is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS, chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded using a vendor list.

NOW, THEREFORE, THE **TOWN OF GARFIELD**, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. MRSC Rosters. The **TOWN OF GARFIELD** hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington (MRSC).

Section 2. Small Works Rosters. The **TOWN OF GARFIELD** adopts the following to use in the management and awards of small public works projects as allowed under RCW 39.04.152.

Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost **\$350,000 or less**, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.

- A. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the **TOWN OF GARFIELD** under selected project types and (work) categories.

- B. The Small Works Roster process is an alternative to publicly advertising public work projects.
- C. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.
- D. **Invitations for bid** or direct contracting negotiations shall include 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.
- E. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid, unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.
- F. Small Works bidding and award information will be entered by the **TOWN OF GARFIELD** into the statewide small works roster platform immediately upon conclusion of each small works roster award if the MRSC roster is used.
- G. Small Works bidding and award data will be part of the **TOWN OF GARFIELD** procurement files and records, and all documents will be available for review with the **TOWN OF GARFIELD'S CLERK-TREASURER**.
- H. **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the **TOWN OF GARFIELD** publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.
- I. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.
- J. **Direct Contracting.**

The TOWN OF GARFIELD intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding sales tax.

The **TOWN OF GARFIELD** delegates authority to oversee and manage the use and outcomes of the small works roster to the **MAYOR**. As the delegated authority, the **MAYOR**

will have the office of the **CLERK-TREASURER** be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

Section 3. Consultant Services Roster. The **TOWN OF GARFIELD** adopts the use of the MRSC Rosters Consultant Roster to be used for the procurement and award of consultant services.

- A. **Consultant Services.** Consultant services can be “personal services” such as technical expertise, studies, project management, planning, or similar, or “architecture and engineering services” or “professional services” services as defined by chapter 39.80 RCW. For all services, the **TOWN OF GARFIELD** reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.
- B. **Soliciting to join the Consultant Roster.** MRSC Rosters, provided as part of their membership service, will publish twice a year, in a newspaper of general circulation within **WHITMAN COUNTY**, a notice of the existence of the Consultant Roster and solicit consultants to join on our behalf. (RCW 39.04.190(2))
- C. **Procuring Consultants.** The **TOWN OF GARFIELD** adopts the following policies, procedures, or similar when contracting for consultant services:
 1. **Personal Services.**
 - a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured using a Request for Proposal (RFP). Selection should be based on the best value provided to the **TOWN OF GARFIELD** and include scoring on experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses’ staff, time, and cost to complete the work.
 2. **Professional Services.**
 - a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP) with Qualifications. Price and/or the cost of the professional services will be 10% or less of the overall score. Selection criteria should clearly define the scope of services and the details on how the **TOWN OF GARFIELD** will determine the most qualified professional (or firm), which will be different depending on the **TOWN OF GARFIELD’s** need. Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.

3. Award of Consultant Contracts.

There may be two methods for awarding consultant services contracts.

- a. The **TOWN OF GARFIELD TOWN COUNCIL** reviews and scores all proposal(s) or statements of qualifications received, negotiates or similar and then awards the contract; or
- b. If the **TOWN OF GARFIELD TOWN COUNCIL** delegates the authority to award contracts to the **MAYOR** for consulting services, then the **MAYOR** shall have the authority to award contracts for consulting services without **TOWN OF GARFIELD TOWN COUNCIL's** approval, provided that the **TOWN OF GARFIELD TOWN COUNCIL** shall ratify the **MAYOR's** signature and delegation of authority through the **TOWN OF GARFIELD** standard process for such matters.

Section 5. Vendor Roster. The **TOWN OF GARFIELD** adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment or similar. The following vendor list roster procedures are established for use by the **TOWN OF GARFIELD** pursuant to RCW 39.04.190:

- A. **Purchase of materials, supplies, or equipment not connected to a public works project.** The **TOWN OF GARFIELD** is **NOT REQUIRED** to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of the **TOWN OF GARFIELD** as provided in **RCW 39.04.190**. The **TOWN OF GARFIELD** will attempt to obtain the lowest practical price for such goods and services.
- B. **Publication.** At least twice per year, MRSC shall, on behalf of the **TOWN OF GARFIELD**, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add vendors licensed to do business in the State of Washington to the Vendor Roster at any time when a vendor completes the online application and meets and minimum requirements.
- C. **Electronic Quotations.** The **TOWN OF GARFIELD** shall use the following process to obtain written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 1. A written Invitation (to Bid or Quote) with description shall be drafted for the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, together with any evaluation criteria and any relevant information of the purchase. The contract intended to be signed by the successful vendor is also to be included in with the invitation.

2. The **CLERK-TREASURER** or **TOWN STAFF** shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain written quotations from the vendors for the required materials, supplies, or equipment.
 3. The **CLERK-TREASURER** or **TOWN STAFF** shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment.
 4. A written record shall be made by the **CLERK-TREASURER** or **TOWN STAFF**, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor.
- D. **Determining the Lowest Responsible Bidder.** The **TOWN OF GARFIELD** shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the **TOWN OF GARFIELD** may call for new bids.
- E. **Award.** All of the bids or quotations shall be collected by the **CLERK-TREASURER** or **TOWN STAFF**. The **CLERK-TREASURER** or **TOWN STAFF** shall create a written record of all bids or quotations received, which shall be made available by request after the award of the contract.
1. The **CLERK-TREASURER** or **TOWN STAFF** shall then present all bids or quotations and their recommendation for award of the contract to the **TOWN OF GARFIELD TOWN COUNCIL**. The **TOWN OF GARFIELD TOWN COUNCIL** shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 2. If the **TOWN OF GARFIELD TOWN COUNCIL** delegates the authority to award bids to the **MAYOR** of the **TOWN OF GARFIELD** for materials, supplies, or equipment costing less than or equal to the statutory threshold of the agency as provided in **RCW 39.04.190**, the **MAYOR** shall have the authority to award public works contracts without **TOWN OF GARFIELD TOWN COUNCIL** approval, provided that the **TOWN OF GARFIELD TOWN COUNCIL** shall ratify the **MAYOR'S** approval at the next scheduled **TOWN OF GARFIELD TOWN COUNCIL** meeting. For materials, supplies or equipment costing more than the statutory threshold of the **TOWN OF GARFIELD** as provided in **RCW 39.04.190**, the **TOWN OF GARFIELD TOWN COUNCIL** shall award all vendor contracts.
- F. **Posting of Awards.** In accordance with RCW 39.04.200, all vendor contract awards will be posted to the **TOWN OF GARFIELD** at least every other month. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

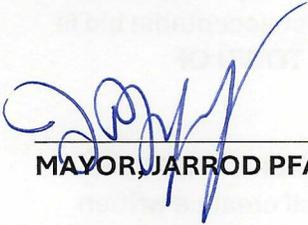
PASSED this 17 day of September, 2025, at the regular scheduled TOWN OF GARFIELD TOWN COUNCIL MEETING.

TOWN COUNCIL MEMBERS:









MAYOR, JARROD PFAFF

ATTEST:



CLERK-TREASURER, DONNELL ELLSWORTH