

ODESSA SCHOOL DISTRICT  
Odessa, Washington

SMALL WORKS ROSTER NOTICE

RCW 39.04.155, commonly known as the Common Small Works Roster Procedure and RCW 28A.335.190, commonly known as the Public School Bid Law, provide that school districts establish a Small Works Roster of qualified contractors who wish to receive bidding information and be considered for performing work on public works projects estimated to cost less than three hundred thousand dollars (\$300,000).

Applications are now being received by the Odessa School District, P.O. Box 248, Odessa, WA 99159, for contractors who wish to be placed on the District's Small Works Roster for 2021-2022 ending August 31, 2022. In order to qualify, applicants must demonstrate the following:

1. Registered contractor in the State of Washington
2. Pay prevailing wage rates in accordance with RCW 39.12
3. Provide Certificate of Insurance or Performance Bond
4. Comply with federal, state and local laws regarding non-discrimination and affirmative action.

Interested contractors may contact the District at (509) 982-2668 for an application form at any time or access information at [www.odessa.wednet.edu](http://www.odessa.wednet.edu)

# Odessa School District #105

PO Box 248 Odessa, WA 99159

---

*Superintendent*  
Dan Read  
(509)982-2668  
FAX (509)982-0163  
www.odessa.wednet.edu

*K-12 Principal*  
Jamie Nelson  
(509)982-2603 Elementary  
(509)982-2111 Secondary

*Board of Directors*  
Ed Deife  
Heather Valverde  
Carmen Weishaar  
Christine Crossley  
Janie Steward

## Contractor:

Enclosed is the application you requested so that you may be added to our Small Works Roster. This roster is being established as a list of qualified contractors interested in submitting proposals on projects estimated to cost less than three hundred thousand dollars (\$300,000).

When it becomes necessary for the District to call for quotes on projects of this size, you may be contacted to submit a quote on those projects for which your company is qualified to perform.

This request will become effective upon receipt of the completed application and verification that you meet the qualifications outlined in the District's Small Works Roster Notice, at which time you will be given the opportunity to be retained on the Small Works Roster.

We are looking forward to receiving your application and possibly working with you during the coming year.

Sincerely,

Dan Read  
Superintendent

ODESSA SCHOOL DISTRICT NO. 105-157-1661  
P.O. BOX 248, Odessa WA. 99159  
(509)982-2668 Fax (509)982-0163

REQUEST TO BE ADDED TO SMALL WORKS ROSTER

In compliance with RCW 39.04.155 and RCW 28A.3353190, the undersigned requests to be added to the Small Works Roster of the Odessa School District, and wishes to have the opportunity to submit proposals for the type of work and size of projects indicated below.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Billing Address if different: \_\_\_\_\_

Person authorized to provide quotations and/or Insurance Carrier:

Submit proposals:

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

FAX \_\_\_\_\_ Policy # \_\_\_\_\_

Email \_\_\_\_\_ Expiration \_\_\_\_\_

WA Contractors # \_\_\_\_\_ Liability Limits Personal: \_\_\_\_\_

Property: \_\_\_\_\_

For what type of work do you wish to submit proposals? (If more than one please indicate).

- General Contracting
- Heating/Ventilation/Cooling
- Plumbing
- Painting
- Electrical
- Excavation
- Masonry
- Carpeting
- Other \_\_\_\_\_

Areas of specialization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REFERENCES – List the names and addresses of at least three clients or government agencies for whom you have performed work in the last 2 years:

Firm Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

---

Firm Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

---

Firm Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

---

Date Firm Established \_\_\_\_\_ Number of Employees: \_\_\_\_\_

All work performed by the Odessa School District must be executed in compliance with:

RCW 39.12 governing public works contracts

All federal, state and local laws regarding non-discrimination and affirmative action.

By signing the application, I certify compliance with the above requirements. Additional, if awarded a small works job, I agree to provide a certificate of insurance and that the District has the right to retain up to 5% of the payment pending appropriate agency releases. I understand that I must prohibit any of my employees who has ever been convicted or plead guilty to any of the child related felonies from working where he/she would have contact with public school children. Failure to comply with this requirement is grounds for immediate termination of the contract. Further, I understand that the District is under no obligation to actually award work based on this application, and that the District has the right to remove this application from the small works roster at any time.

Date: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_