



RESOLUTION R – 2012-013

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS, MAPLE VALLEY FIRE AND LIFE SAFETY, (KING COUNTY FIRE PROTECTION DISTRICT NO. 43), REPEALING RESOLUTION R-01-05 AND ESTABLISHING NEW PROCEDURES TO ADOPT SMALL WORK ROSTERS.

WHEREAS, RCW.14.110(3) authorizes fire protection districts to use the small works roster procedures established by RCW 39.04.155 to contract for public works projects where the estimated cost is between \$3,000 and \$200,000.

WHEREAS, the Board of Commissioners has decided that is in the best interest of the district to use the authorized procedure

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of Maple Valley Fire and Life Safety (King County Fire Protection District No. 43), authorizes the administration of the District to use the small works roster procedure established by RCW 39.04.155 under the following procedures:

1. The administration is authorized to establish either a single general small works roster or multiple rosters for different categories of work at its discretion.
2. The administration may require contractors to keep a current record on file with the District showing the contractor's current status relating to licenses, registrations, bonding, insurance and other appropriate matters.
3. The District shall annually publish in the newspaper used by the District for legal notices, a notice of the existence of the roster or rosters and invite contractors to submit their names for inclusion on the roster.
4. All responsible contractors who submit their names shall be placed on the roster or rosters provided that the contractor is in compliance with all statutory licensing and registration requirements.
5. At such time as the administration determines to contract for a public works project within the authorized price limitations, the administration shall contact not less than five contractors on the applicable roster, provided the roster contains the names of five or more contractors, and obtain written or telephone quotations for the construction required. The request for the quotations shall designate the estimated scope and nature of the work to be performed and the materials and equipment to be furnished. If the estimated cost of the project exceeds \$100,000 and the administration solicits quotations from less than all the appropriate contractors on the roster, the administration shall provide notice to the remaining contractors by publication, mailing the notice or sending it by fax or other electronic means.
6. The District shall maintain a record of the quotations received for a period of three years. The record shall be open to public inspection and available by telephone inquiry.

7. The administration shall award construction contracts to the lowest responsible bidder as defined in RCW 43.19.1911 after consideration of the following factors:
 - 7.1 The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - 7.2 The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - 7.3 Whether the bidder can perform the contract within the time specified;
 - 7.4 The quality of performance of previous contracts or services;
 - 7.5 The previous and existing compliance by the bidder with laws relating to the contract or services;
 - 7.6 Such other information as may be secured having a bearing on the decision to award the contract.

8. The administration shall post a list of the contracts awarded at least once every two months. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed together with the date the contract was awarded. The list shall state that the bid quotations are available for public inspection at the headquarters station.

PASSED at a Regular Meeting of the Board of Fire Commissioners of Maple Valley Fire and Life Safety (King County Fire Protection District 43) held on this 16th day of August, 2012.

APPROVED:

ATTEST:

William VanRuff, Chairperson

Michele de Leon, District Secretary

Gabriel DeBay, Commissioner

Mike Scott, Fire Commissioner

Brian McGee, Commissioner

Camille Walls, Commissioner