

HIGHLINE SCHOOL DISTRICT NO. 401

RESOLUTION NO. 03-25

MRSC Roster

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

WHEREAS, to be able to implement a small works roster and process, Highline School District No. 401 (the District) is required to adopt a resolution, establish procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS, to be able to use Direct Contracting on occasion, the District is required to develop a direct contracting plans

NOW, THEREFORE:

BE IT RESOLVED by the Board of Directors of Highline School District, King County, Washington, the following:

Section 1: MRSC Roster. the District 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 Roster. the District adopts the following to use in managing procurement and awards of public works contracts using the statewide small works roster.

- A. 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.
- B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the District under selected project types and (work) categories.
- C. The Small Works Roster process is an alternative to publicly advertising public work projects.
- D. 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.
- E. Small Works procurements will be facilitated by the District's procurement processes except as may be used in small works roster direct contracting process. (RCW 39.04.152(4))
- F. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
- G. **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.

- H. 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.
- I. Small Works bidding and award information will be entered into the statewide small works roster platform immediately upon conclusion of each small works roster award.
- J. Small Works bidding and award data will be part of the District's procurement files and records and all documents will be available for review with the District, and the corresponding department.
- K. **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the District, 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.
- L. 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.

Section 3: Direct Contracting

The District 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. For projects up to \$100,000 in accordance with the District's board policy/procedure 6220 the district may consider using the small works roster process under RCW 39.04.152; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive. When contracting for public works the district will review the scope and determine the best applicable method of contracting to ensure Direct Contracting is used with the spirit and intent of the statute.

Section 4: Delegated Authority


The District has delegated authority to oversee and manage the use and outcomes of the small works roster to the Procurement team. As the delegated authority, the Procurement team will 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.

Further, the Procurement team will be responsible for establishing and implementing the District's business utilization and will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works, and will ensure all information is provided to MRSC, the state, or the public as required or requested.

ADOPTED this 4th day of June, 2025.

HIGHLINE SCHOOL DISTRICT NO. 401


Joe Van (Jun 9, 2025 13:11 PDT)

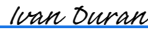

Stephanie Tidholm (Jun 5, 2025 23:32 PDT)

 Damaris Apeloza (Jun 9, 2025 14:34 PDT)

 Brian (Jun 7, 2025 08:08 PDT)

Board of Directors

I, Ivan Duran, Secretary to the Board of Directors of Highline School District No. 401, do hereby certify that the above is a true and accurate copy of Resolution No. 03-25 for the use and purpose intended.

 Ivan Duran
Ivan Duran (Jun 9, 2025 15:19 PDT)

Ivan Duran, Ed.D.
Secretary to the Board