

## KALAMA SCHOOL DISTRICT #402

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### Kalama School District #402 Small Works Roster Application

Kalama School District #402 is pleased to announce the 2014 opening of the Small Works Roster. The roster is used by Kalama School District #402 for some construction projects under \$200,000 in estimated total value. Small Works Roster protocol requires contractors to register for specific specialties. Contractors may register for multiple specialties. Contractors solicited for bids through the process will be rotated in compliance with RCW 39.04. The lowest responsive and responsible bidder is selected.

Projects may require Performance and Payment Bonds or Retainage in the amount of 5% of the pre-tax amount. These requirements may be waived for projects under \$35,000 at the option of the agency. The lowest responsive and responsible bidder is selected. Please complete and submit this online application. All Small Works Roster applications expire annually. Contractors may reapply by completing a new application. Periodic review of specialties and renewal of the Small Works Roster registration is the responsibility of the contractor.

Kalama School District #402 seeks only those firms that meet the qualifications below:

- Must be able to obtain specified insurance (below)
- Must hold a State of Washington Contractor License at the time of application and throughout enlistment on the roster
- Must be registered at time of registration with Washington State Department of Revenue, Labor and Industries and Employment Securities
- Must not be disqualified from bidding on the list maintained by the Department of Labor and Industries

Prevailing wages are required on every public work project. Costs to file prevailing wage statements with the State of Washington Labor and Industries department are borne by the Contractor. Prevailing wage forms for the prime contractor and all sub-contractors must be received by the agency before invoice payment can be made.

Kalama School District #402 requires proof of insurance to be submitted within 5 business days of bid award as follows:

- General liability insurance of at least \$1,000,000 per occurrence
- \$1,000,000 aggregate, Combined Single Limit (CSL)
- Automobile liability of at least \$1,000,000 per accident CSL
- The Public Agency must be named as an Additional Named Insured

[Click on the link below to complete the small works form.](#)