

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**Resolution 2025-08**

**MRSC ROSTERS: SMALL PUBLIC WORKS, CONSULTANT AND VENDOR ROSTERS RESOLUTION**

A RESOLUTION OF THE BOARD OF TRUSTEES OF FORT VANCOUVER REGIONAL LIBRARY DISTRICT (FVRL) 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, FVRL is required to adopt a resolution, establish reporting procedures that are publicly available, 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, FORT VANCOUVER REGIONAL LIBRARY DISTRICT HEREBY RESOLVES AS FOLLOWS:

**Section 1.** Resolution 2024-06 is hereby repealed and replaced with this Resolution.

**Section 2.** **MRSC Rosters.** FVRL 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 3.** **Small Works Roster.** FVRL adopts the following to use in the management and awards of small public works projects as allowed under RCW 39.04.152. FVRL will maintain separate procedures and contracting templates for small works roster contracts.

- 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 FVRL 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. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
- F. **Invitations for bid** 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.
- G. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid.
- H. Small Works bidding and award information will be entered by FVRL into the statewide small works roster platform immediately upon conclusion of each small works roster award.
- I. Small Works bidding and award data will be part of FVRL's procurement files and records and all documents will be available for review with the FVRL'S public records officer.
- J. **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the FVRL, 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.
- K. 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 4. Consultant Services Roster.** FVRL adopts the use of the MRSC Rosters Consultant Roster (vendor list) 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, FVRL 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, as provided as part of their membership service, will publish twice a year, in a newspaper of general circulation within FVRL's counties, 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.** FVRL adopts the following as 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 FVRL 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 FVRL will determine the most qualified professional (or firm), which will be different depending on FVRL's needs.
  3. **Electronic Submissions.** As required by RCW 39.04.190(2), FVRL established the following procedure for securing written proposals or submittals for consultant services.
    - a. Unless otherwise adopted, through establishment of an e-procurement tool, FVRL will use email communications to request and receive submissions.
    - b. An RFQ or RFP shall be developed that will include at a minimum a description of the services needed, the time of performance, the scoring criteria with descriptions and relative weighting, the schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed, as applicable.
    - c. A selection committee will be formed with at least 3 staff members to review and score the submissions. The selection committee will sign statements attesting they have no conflicts of interest in the matter and all proceedings will be confidential until Award.
    - d. A list of business will be pulled from the MRSC Rosters consultant roster under the category of need, and an email request will be sent only to the

businesses on the roster list of businesses and / or FVRL will publicly solicit RFP's and RFQ's when required by FVRL policy thresholds.

- e. Once submittals are received, the selection committee will review, score, and recommend award to the consultant scored the highest.
- f. **Records.** The original request, responses, scoring, and award documentation will be kept in FVRL's records and will be available upon request.

4. **Award of Consultant Contracts.**

FVRL reviews and scores all proposal(s) or statements of qualifications received, negotiates or similar and then awards the contract.

- D. **Posting of Awards.** In accordance with RCW 39.04.200, all consultant/services contracts awarded through the MRSC Consultant Roster process will be posted to FVRL's website at least every other month.

**Section 5. Vendor Roster.** FVRL 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 FVRL pursuant to RCW 39.04.190.

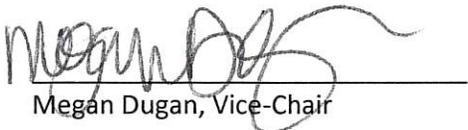
- A. **Purchase of materials, supplies, or equipment not connected to a public works project.** FVRL is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of FVRL. FVRL 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 FVRL, 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.
  - 1. The Executive Director or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster, based on purchases meeting policy threshold requirements to obtain written quotations from the vendors for the required materials, supplies, or equipment;
  - 2. The Executive Director or their designee, shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;

3. A written record shall be made by the Executive Director or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
- C. **Determining the Lowest Responsible Bidder.** FVRL 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 FVRL may call for new bids. Competitive pricing is not required for the acquisition of library materials and resources (books, magazines, media, electronic databases, etc.).
  - D. **Award.** All of the bids or quotations shall be collected by the Finance Director or their designee.
    1. The Board of Trustees delegates the authority to award bids to the Executive Director of FVRL for materials, supplies, or equipment costing less than or equal to the policy threshold of the agency, the Executive Director shall have the authority to award contracts without Board of Trustee approval, provided that the Board of Trustee shall ratify the Executive Director's approval at the next scheduled Board of Trustee meeting by means of the consent agenda. For materials, supplies or equipment costing more than the policy threshold of FVRL the Board of Trustees shall award all vendor contracts.
  - E. **Posting of Awards.** In accordance with RCW 39.04.200, all vendor contract awards will be posted to FVRL's website 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 18 day of August, 2025.



Kristy Morgan, Chair



Megan Dugan, Vice-Chair