



Pierce County Housing Authority

October 28, 2008

Interested Contractors:

The Pierce County Housing Authority (PCHA) has established a Small Works Roster to expedite the solicitation and award of bids up to \$100,000.00 on construction and repair projects on our federally funded public housing units and up to \$200,000.00 on our public works projects. Public works include all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the PCHA, or which is by law a lien or charge upon PCHA property. The purpose of the Small Works Roster is to form a pool of contractors for various small construction projects. The projects will require in general that:

- Prevailing wages be paid and documented in compliance with RCW 39.12.
- A Performance Bond be executed in compliance with RCW 39.08 before beginning work.
- The contractor holds a Washington State Contractor's License.
- Contractor must deliver an acceptable certificate of insurance naming the PCHA as an additional insured before beginning work.
- Contractor must have or be able to obtain a city Business License before beginning work in jurisdictions that require them. (Lakewood, Fife, Puyallup)

When the need to have a small public work performed is identified, qualified bidders recorded on the Small Works Roster in the appropriate category or categories shall be invited to bid. Any bidder who does not respond to a small works roster invitation to bid may be removed from that category or categories of the Small Works Roster. A written response of "No Bid" shall be sufficient response to retain a vendor on the Small Works Roster.

Minority, woman owned and other disadvantaged firms are encouraged to apply for placement on this roster.

The small works roster application packets are available on our web page at www.pchawa.org by picking them up at 603 S. Polk St Tacoma WA 98444 building C, or by requesting one be mailed to you by calling (253) 620-5450.

Return the completed packets to Project Administrator, Pierce County Housing Authority, P.O. Box 45410 Tacoma WA 98448.

Rodd Kowalski
Project Administrator