



January 8, 2009

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.
- Before commencing work, the Contractor and each subcontractor shall furnish the PCHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

(1) Workers' Compensation, in accordance with state or Territorial Workers' Compensation laws.

(2) Commercial General Liability with a combined single limit for bodily injury and property damage of not less than **\$1,000,000.00** per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

(3) Automobile Liability on owned, and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than **\$500,000.00** per occurrence.

- a) All insurance shall be carried with companies, which are financially responsible and admitted to do business in the State in which the project is located. If any such insurance is due to expire during the service period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Contracting Officer.

- 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