SMALL WORKS ROSTER
APPLICATION INFORMATION SHEET

PURPOSE: Use of a small works roster for projects under $300,000.00, in lieu of formal sealed bidding, is authorized in RCW 54.04.070 and RCW 39.04.155. Based on applications received, the Public Utility District No. 1 of Clallam County (District) will establish a roster of pre-qualified, licensed contractors by type of work who may be solicited for proposals for small works. The roster will be updated annually and will be revised as required. Contractors may be removed from the roster at any time at the discretion of the District or at the written request of the contractor. Contractors must be registered in Washington to receive a project award.

FILING: The small works roster application shall be signed by an officer of the firm, sworn to before a Notary Public, and shall be submitted on the initial application form for the roster, or at such other times as the District shall require.

Along with each application the following information will be included: (1) Contractor Safety Plan Sheet; (2) Sample contract.

Any incomplete application or applications missing required attachments/enclosures will be returned to you for completion.

A signed small works contract will be required after application approval by the District. All small works contracts will be renewed after a period of three years. A performance/payment bond will not be required until you are awarded a project and prior to the work on the project starting.

The completed application should be returned to the Karen Abbott in the District's Engineering Department as shown below:

SUBMISSION: Mail: P.O. Box 1090
Port Angeles, WA. 98362
Deliver to: 2431 East Highway 101
Port Angeles, WA 98362

If you have any questions please contact Karen Abbott, Engineering Administrative Assistant, at (360) 565-3212, karena@clallampud.net or Dennis Shaw, General Superintendent, at (360) 565-3501, denniss@clallampud.net.