

**CLARK-COWLITZ FIRE RESCUE  
RESOLUTION NO. 230126-1**

**MRSC ROSTER SMALL PUBLIC WORKS, CONSULTANT, and VENDOR ROSTERS**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CLARK-COWLITZ FIRE RESCUE (CCFR), RIDGEFIELD, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

**WHEREAS**, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

**WHEREAS**, Ch. 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

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF CLARK-COWLITZ FIRE RESCUE, RIDGEFIELD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

**Section 1.** Resolutions 2008-06-11-1 and 2008-06-11-2 are hereby repealed.

**Section 2. MRSC Rosters.** CCFR wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes CCFR staff to sign that contract.

**Section 3. Small Public Works Roster.** A small works roster administrative procedure is authorized for use by CCFR pursuant to RCW 39.04.155:

1. **Bidding Parameters.** CCFR need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed the limit established for the small works roster process in RCW 39.04.155 or other authorizing agency statute, which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, CCFR may use the Small Public Works Roster procedures for public works projects as set forth in this resolution and the district's administrative purchasing procedures. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Publication.** At least once a year, MRSC shall, on behalf of CCFR, publish in a newspaper of general circulation within the municipality's

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jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. 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.

3. **Award.** For public works projects costing less than \$250,000, the District Secretary shall be delegated the authority to award public works contracts without Board of Fire Commissioners approval, provided that the Board shall ratify the District Secretary's approval at the next scheduled Board meeting by means of the consent agenda. For public works projects costing \$250,000 or more, the Board of Fire Commissioners shall award all public works contracts.

**Section 4. Consulting Services Roster.** The following consulting services roster procedures are established for use by the fire district pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of CCFR, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.
3. **Award.** For consulting services costing less than \$50,000, the District Secretary shall be delegated the authority to award contracts for consulting services without Board of Fire Commissioners approval, provided that the Board shall ratify the District Secretary's approval at the next scheduled Board meeting by means of the consent agenda. For consulting services costing \$50,000 or more, the Board of Fire Commissioners shall award all contracts for consulting services.

**Section 5. Vendor List Roster.** The following vendor list roster procedures are established for use by CCFR pursuant to RCW 39.04.190:

1. **Purchase of materials, supplies, or equipment not connected to a public works project.** CCFR 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

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statutory threshold of fire districts as provided in RCW 52. CCFR shall follow administrative purchasing procedures and attempt to obtain the lowest practical price for such goods and services.

2. **Publication.** At least twice per year, MRSC shall, on behalf of CCFR, 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 responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Determining the Lowest Responsible Bidder.** CCFR 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 CCFR may call for new bids.
4. **Award.** For materials, supplies, or equipment purchases costing less than \$75,000, the District Secretary shall be delegated the authority to award vendor contracts without Board of Fire Commissioners approval, provided that the Board shall ratify the District Secretary's approval at the next scheduled Board meeting by means of the consent agenda. For materials, supplies or equipment costing \$75,000 or more, the Board of Fire Commissioners shall award all vendor contracts.

ADOPTED by the Board of Fire Commissioners of Clark-Cowlitz Fire Rescue at an open public meeting of such Board on the 26<sup>th</sup> day of January, 2023, the following commissioners being present and voting:

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Commissioner Stanley Chunn – Chair

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Commissioner David Town – Vice Chair

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Commissioner Larry Bartel

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Commissioner Ken Ayers

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Commissioner Jade Bourke

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Attest: District Secretary