

Small Works Documentation Form

For projects \$350,000 or less (RCW 39.04.155 & PTMC 3.46.050C)

Project/Service Description: Click or tap here to enter text.

NOTE: Estimates must be solicited from *all* contractors on applicable roster OR at least five on applicable roster, but contractors may not be solicited again until all contractors in the applicable category have been invited to bid.

Estimate/Bids Received (paperwork included):

1. Company: Click or tap here to enter text.
Amount: Click or tap here to enter text.
MRSC Roster: Yes No
Comments: Click or tap here to enter text.
2. Company: Click or tap here to enter text.
Amount: Click or tap here to enter text.
MRSC Roster: Yes No
Comments: Click or tap here to enter text.
3. Company: Click or tap here to enter text.
Amount: Click or tap here to enter text.
MRSC Roster: Yes No
Comments: Click or tap here to enter text.
4. Company: Click or tap here to enter text.
Amount: Click or tap here to enter text.
MRSC Roster: Yes No
Comments: Click or tap here to enter text.
5. Company: Click or tap here to enter text.
Amount: Click or tap here to enter text.
MRSC Roster: Yes No
Comments: Click or tap here to enter text.

Preferred Provider: Click or tap here to enter text.

Reason: Low Bid Sole Source Other Click or tap here to enter text.



Funding:

Using federal or other grant funds? Yes No

Retainage:

Recommend waiver of retainage? Yes No

Timing:

Estimated start date: [Click or tap here to enter text.](#)

Estimated end date (contract expiration): [Click or tap here to enter text.](#)

NOTE:

If project costs from \$250,000 to \$350,000, *all* contractors on appropriate roster must be notified that quotations are being sought *even if* not solicited to bid.

Council approval is required for all public works contracts for \$20,000 or more (single trade) or \$35,000 or more (multiple trades).

Send completed Documentation Form and estimate or scope of work to Amber.

