PORT OF ILLAHEE Resolution 2019-01

Small Works Roster Policy to Award Public Works Contracts

WHEREAS, RCW 39.04.155 requires that the Port of Illahee adopt a resolution establishing specific procedures for implementing its small works roster process; and

WHEREAS, the Port of Silverdale maintains a small works roster for the Port of Silverdale; and

WHEREAS, the Port of Silverdale's small works roster has been developed for use by other Kitsap County Ports, primarily for small port districts, such as the Port of Illahee; and

WHEREAS, the small works roster procedures established by the Port of Silverdale are available for use by the Port of Illahee and are pursuant to RCW 53.08.120, RCW 53.08.130, RCW 53.08.135 and Chapter 39.04 RCW.

NOW, THEREFORE, THE COMMISSION OF THE PORT OF ILLAHEE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

The Port of Illahee's small works roster shall be the small works roster maintained by the Port of Silverdale, dated April 16, 2019, and as amended (attached hereto and incorporated herein by reference).

ADOPTED by the Port of Illahee Commission <u>June</u> 12, 2019.

PORT OF ILLAHEE KITSAP COUNTY, WASHINGTON

By:

Commissioner no Commissioner

ommissioner

PORT OF SILVERDALE Resolution 2013-0/

Small Works Roster Policy to Award Public Works Contracts

WHEREAS, RCW 39.04.155 requires that the Port of Silverdale (Port) adopt a resolution establishing specific procedures for implementing its small works roster process;

NOW, THEREFORE, THE COMMISSION OF THE PORT OF SILVERDALE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

The following small works roster procedures are established for use by the Port pursuant to RCW 53.08.120, RCW 53.08.130, RCW 53.08.135 and Chapter 39.04 RCW.

- 1. **Cost**. The Port need not comply with formal sealed bidding requirements for the construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed three hundred thousand dollars (\$300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the Port of Silverdale may use its small works roster and procedures for public works projects as set forth herein. 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. Number of Rosters. The Port may create a single general small works roster or may create a small works roster for different specialties or categories of anticipated work. Said small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor.
- 3. **Contractors on Small Works Roster(s).** The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with the Port as a condition of being placed on a roster or rosters.
- 4. **Responsibility Defined.** The Chairman of the Port of Silverdale Commission or his designee may determine that a contractor is not eligible for placement on a small works roster if the contractor does not meet one or more of the following requirements. Responsible contractors must:
 - a. Have the ability, capacity and skill to perform work in the area covered by the roster or rosters;

- b. Have performed quality work on previous contracts or service agreements;
- c. Be able to demonstrate previous and existing compliance with laws relating to public works, or the type of work or service covered by the roster or rosters; and
- d. Have maintained a civil and professional work climate, free from harassment and intimidation, on job sites and with Port personnel.
- 5. Publication. At least once a year, the Port shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The Port may require master contracts to be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between the Port of Silverdale and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.
- 6. Telephone or Written Quotations. The Port shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.1911, as follows:
 - a. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements of architectural or engineering approvals as to quality and compliance with building codes.
 - b. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.
 - c. For purposes of this resolution, "equitably distribute" means that the Port may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. Until all bids are opened or published, and/or the bidding

process is closed, the Port's representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.

- d. A written record shall be made by the Port's representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry. A list of bid awards shall be posted and available to the public at least bimonthly.
- e. At least once every year a list of the contracts awarded under that process is to be furnished to the Port of Silverdale Commission and made available to the general public. The list shall contain the name of the contractor awarded the contract, the amount of the contract, a brief description of the type of work performed, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.
- 7. Determining Lowest Responsible Bidder. The Chairman of the Port of Silverdale Commission or his designee shall award the contract for the public work project to the lowest responsible responsive bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Port of Silverdale Commission may call for new bids. In addition to price, the Port of Silverdale Commission shall take into account the following (as provided by RCW 43.19.1911 adopted by reference in RCW 39.04.155):
 - Any preferences provided by law to Washington products and vendors [RCW 43.19.1911(7)];
 - b. The quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and the times of delivery;
 - c. The ability, capacity, and skill of the bidder to perform the contract [RCW 43.19.1911(9)];
 - d. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - e. Whether the bidder can perform the contract within the time specified by the Port;
 - f. The quality of the bidder's performance of previous contracts or services;
 - g. The previous and existing compliance by the bidder with laws relating to the contract or services;

- h. Such other information as may be secured having a bearing on the decision to award the contract.
- 8. Award. The Chairman of the Port of Silverdale Commission or his designee shall present all telephone quotations/bids and recommendation for award of the contract to the lowest responsible bidder to the Port of Silverdale Commission. However, for public works projects of \$25,000.00 or less, the Chairman shall have the authority to award public works contracts without the Port of Silverdale Commission's prior approval, provided that the Port of Silverdale Commission shall ratify the Chairman's approval at the next scheduled meeting of the Port of Silverdale Commission by means of the consent agenda. For public works project works projects over \$25,000.00, the Port of Silverdale Commission shall award all public works contracts by resolution.

ADOPTED by the Port of Silverdale Commission on March 2/, 2013.

PORT OF SILVERDALE KITSAP COUNTY, WASHINGTON

By:

Ed Scholfield, Chairman

Henry Aus, Commissioner

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Lawrence Greaves, Commissioner

PORT OF SILVERDALE - SMALL WORKS ROSTER BY CATEGORY - 4/16/2019

CATEGORY	COMPANY	PHONE	CONTACT	APP-DATE
Carpentry/F	raming			
LDR	Construction, Inc.	(360) 509-5321	David Raines	2/8/2016
	/ Home Repair		Mike Vasquez	2/24/2017
	mpson Pile Driving Co., Inc.	(360) 769-8428		3/30/2017
Concrete				
	arson Environmental Contracting, LLC	(200) 577 0104	Jennifer Rilatos	3/1/2017
	bined Construction, Inc.	(425) 610-4334		3/10/2017
	Construction, Inc.	(360) 509-5321		2/8/2016
		• •		2/28/2017
Sub	e Rite, Inc.	(300) 074-2072	Eben Erickson	
Electrical				
MD	Marine Electric	(253) 383-9983	John Vashchenko	9/12/2018
Perin	meter Security Group	(208) 772-1700	Brenda Blood	1/4/2018
Excavating/	Grading			
Ande	erson Environmental Contracting, LLC	(360) 577-9194	Jennifer Rilatos	3/1/2017
Case	eco Associates, Inc.	(360) 876-9213	Brad Paige	3/22/2017
Gran	ite Construction Company	(360) 570-5505	Jeremy Deemer	2/28/2017
LDR	Construction, Inc.	(360) 509-5321	David Raines	2/8/2016
North	hsound Utility and Construction, Inc.	(360) 629-9671	Harmony Jelinek	3/22/2017
Rain	s Contracting, Inc.	(509) 422-2326	Julie Judkins	3/19/2019
Sky	Corp Ltd	(360) 926-8989	Skyler Waldal	3/6/2019
Sky	Corp, LTD	(360) 926-8989	Skyler Waldel	3/30/2017
Sour	nd Excavation Inc.	(360) 373-1613	Howard Honsey, V	ic 3/1/2017
Fencing				
LDR	Construction, Inc.	(360) 509-5321	David Raines	2/8/2016
Perir	neter Security Group	(208) 772-1700		1/4/2018
Fire Protecti	ion Systems			
Fire	Solutions NW, LLC	(360) 373-8138	Cara Kurts	3/28/2017
General Con	itractor			
Ame	rican Construction Co., Inc.	(253) 254-0118	Dan Dickey	12/22/2016
	Marine Construction, Pile Driving, Dredgin	na. Heavy Lifting		
Ande	erson Environmental Contracting, LLC		Jennifer Rilatos	3/1/2017
Rallie	UST removal - remediation demolition ngham Marine Industries	(360) 380-2142	Pamela Anderson	3/2/2017
Looini	Manufacture and Install floating dock syst			stems
Case	co Associates, Inc.	(360) 876-9213		3/22/2017
	ings Unlimited, Inc.	(425) 251-3268		4/2/2018
	Industrial Painting	(110) 101 0200		

ALC: U.S.	GENERALY	PHONE	CONTROT	Asson 1
Seneral Con	itractor			
Com	bined Construction, Inc.	(425) 610-4334	Kyle Smith	3/10/2017
	Concrete repair, expansion joints, wate structure repair and building, bridge re-			
Fire	Solutions NW, LLC	(360) 373-8138	Cara Kurts	3/28/2017
	Fire alarm, fire sprinkler, backflow, alar	rm monitoring, extinguisher	8	
Gary	Harper Construction, Inc.	(360) 863-1955	Gary Harper	3/8/2016
	Underground utilities, water and sewer upgrades, repair/install above ground f construction, excavation, storm drain &	uel tank, generator install,		
Gran	ite Construction Company	(360) 570-5505	Jeremy Deemer	2/28/2017
	Asphalt paving, BST surfacing, excava riprap, underground utilities, storm sew		ction, hauling and truckin	ng,
LDR	Construction, Inc.	(360) 509-5321	David Raines	2/8/2016
	grading, pole barns, maintenance, con metal roofs, service work	crete, framming, dig 24" ho	les upto 8 feet deep, rep	bair
Mana	son Construction Co.	(206) 762-0850	Dave Bingham, Seni	3/1/2017
24.30	Heavy Civil Marine Construction; Dred			
Marin	ne Floats Corporation	(253) 383-2740	Logan Brown	12/13/2018
	Marine Construction - Build docks, pier			
Marin	ne Floats Corporation		Logan Brown, Gene	11/17/2017
	Marine Construction - dock repair, pile floats and ramps	driving, permitting, design	and repair of docks, mai	inas,
MTV	Home Repair	(360) 340-0174	Mike Vasquez	2/24/2017
	Carperntry/framing, supervise sub-spe	1/		
North	sound Utility and Construction, Inc.		Harmony Jelinek	3/22/2017
	Underground utilities, demolition, auge			
North	west Docks		James R. Guy	10/1/2018
	Marine Construction			
Olym	pic Peninsula Construction	(360) 626-1963	Dan or Tamara Fisc	7/13/2017
	Site concrete, casting place concrete, or hardware	carpentry, finish carpentry,	siding, metal roofing, do	ors and
Orion	Marine Contractors, Inc.	(253) 552-1163	Michael Shaw	10/17/2018
	Dredging and marine construction, con	npensatory habitat mitigation	n	
Penir	nsula Heating & Cooling, Inc.	(360) 613-5868	Michael Hayes	3/28/2017
	oll/fuel tank decommissioning			
	neter Security Group	(208) 772-1700		1/4/2018
	Orchard Plumbing & Heating, Inc.	1/	Mary Kanekkeberg	7/18/2016
	s Contracting, Inc.	(509) 422-2326		3/19/2019
Sabe	ihaus West, Inc.	(360) 662-9860	Melinda Kinsley	3/5/2019
	Painting & Coatings, Blasting, Pressure			
	o Asphalt Maintenance, Inc.		Jerry or Bobbi Loud	7/21/2016
Seale	evel Bulkhead Builders	· · · · ·	Jennifer Rotsten	2/28/2017
	Shoreline work, drainage and slope sta			01010010
Sky C	Corp Ltd	(360) 926-8989	Skyler Waldal	3/8/2019

CATEGORY	COMPANY	PHONE	CONTACT	APP-DATE	
General Co	ntractor				
Sky	Corp, LTD	(360) 926-8989	Skyler Waldel	3/30/2017	
Slab	Clearing, demo, grubbing, construction demo/re jack Geotechnical	(509) 888-4600	Jerald Sargent	2/18/2019	
	grouting, culvert and pipe leak sealing, crack an stabilzation/repair	id joint seal, seaw	all and bulknead		
Sou	nd Excavation Inc.	(360) 373-1613	Howard Honsey, Vic	3/1/2017	
	Earthwork, demolition, utilities, grading, paving,	retaining walls, co	oncrete flat work and truck	ing	
Τ&.	J Painting Inc.	(360) 689-6690	Jonathan Sierra	4/16/2018	
	Specialize in painting - minor drywall			3/30/2017	
Inor	mpson Pile Driving Co., Inc.	(360) 769-8428	Eric Breske	3/30/2017	
Tika	Pile Driving r Services, LLC	(360) 340-5642	Timothy H. Knapp	4/14/2016	
ind	Marina and upland facilities maintenarice and re	. ,	тарр		
Way	me's Roofing, Inc.		Rod Wetherbee	2/28/2017	
	Commercial roofing				
Gutters/Dov	vospouts				
	awn Maintenance	(260) 888-0560	Jose A Reyes Ortiz	2/9/2018	
	ne Floats Corporation	(253) 383-2740	•	12/13/2018	
		(200) 000-2740	Logan Diown		
HVAC					
	nomy Air Systems, Inc.	(360) 698-6626	Brian Davison	3/7/2016	
	nsula Heating & Cooling, Inc.	· · ·	Michael Hayes	3/28/2017	
Sulli	van Heating & Cooling, Inc.	(360) 405-0723	Daniel Sullivan	3/2/2017	
Landscapin	9				
All L	awn Maintenance	(360) 888-0560	Jose A Reyes Ortiz	2/9/2018	
	erson Environmental Contracting, LLC	(Jennifer Rilatos	3/1/2017	
	s Lawn and Landscape	()	Don Simmons	4/21/2018	
	iney's Landscaping		John Dreaney	3/1/2017	
H&L	Landscaping Services	(360) 710-4168	Humberto Larios	12/20/2016	
Minority Contractor					
Herit	age Mechanical, Inc.	(360) 697-2998	Douglas H. Hagen	3/12/2018	
	ne Surveys & Assessments	(360) 385-4073	•	5/30/2018	
	Home Repair		Mike Vasquez	2/24/2017	
Prec	ision Fiber	(503) 908-8148	Angela Church	1/2/2019	
Safe	Security	(360) 698-9800	Christine Scott	2/28/2017	
Т&.	Painting Inc.	(360) 689-6690	Jonathan Sierra	4/16/2018	
Painting/Wallcover					
Coat	ings Unlimited, Inc.	(425) 251-3268	Greg Snider	4/2/2018	
	elhaus West, Inc.		Melinda Kinsley	3/5/2019	
Т&.	Painting Inc.	(Jonathan Sierra	4/16/2018	

CATEGORY CO	MPANY	PHONE	CONTACT	APP-DATE
Paving/Striping				
Apply A Lin	e, Inc.	(253) 299-1200	Ron Reilly	3/17/2017
Caseco As	sociates, Inc.	(360) 876-9213	Brad Paige	3/22/2017
Granite Co	nstruction Company	(360) 570-5505	Jeremy Deemer	2/28/2017
	halt Maintenance, Inc.		Jerry or Bobbi Loud	7/21/2016
Stripe Rite,		(360) 674-2872	•	2/28/2017
Plumbing				
Heritage M	echanical, Inc.	(360) 697-2998	Douglas H. Hagen	3/12/2018
LDR Const		(360) 509-5321	•	2/8/2016
	rd Plumbing & Heating, Inc.		Mary Kanekkeberg	7/18/2016
Roofing				
Bates Roof	ing, LLC	(253) 473-0675	Tom Bate	3/5/2019
LDR Const	ruction, Inc.	(360) 509-5321	David Raines	2/8/2016
Wayne's R		()	Rod Wetherbee	2/28/2017
Sanitation System	\$			
Gary Harpe	r Construction, Inc.	(360) 863-1955	Gary Harper	3/8/2018
Rains Cont		(509) 422-2326		3/19/2019
Siding (non-wood)			
LDR Const	ruction, Inc.	(360) 509-5321	David Raines	2/8/2016
Signs (non-electri	:)			
Stripe Rite,	Inc.	(360) 674-2872	Eben Erickson	2/28/2017
Specialty - Other				
AES Consu	Itants, Inc.	(360) 692-6400	Steve Ottmar	3/1/2017
lan	d surveying - mapping			
	construction Co., Inc.	(253) 254-0118	Dan Dickey	12/22/2016
	Driving, Dredging, Heavy Lifting	(000) 577 0404	In a sife a Dilaton	3/1/2017
	nvironmental Contracting, LLC	(<i>)</i>	Jennifer Rilatos	5/1/2017
Seo Apply A Lin	e attachment to application	(253) 299-1200	Ron Reilly	3/17/2017
	cast, block, extruded curb	(200) 200-1200	Kon Keniy	
	Underwater Services	(425) 487-0329	Michael Eakin	3/6/2018
	ing Services	(120) 107 0020		
Banyan Tel	•	(360) 443-7338	Brian Moran	10/25/2016
-	ISP Services, Security Cameras			
Bates Roof		(253) 473-0675	Tom Bate	3/5/2019
she	et metal (roofing, siding, gutters	. ,		
	Marine Industries	(360) 380-2142	Pamela Anderson	3/2/2017
Ma	nufacture and Install floating dock sys	tems; Repair and/or main	tain floating dock syste	
Blackwater	Marine, LLC	(425) 828-6434	Juan Rodriguez	2/28/2017
Div	ing & Marine Construction/Demolition/	Salvage		

CATEGORY	COMPANY	PHONE	CONTACT	APP-DATE	
Specialty - Other					
Cased	co Associates, Inc.	(360) 876-9213	Brad Paige	3/22/2017	
Coast	demo, undergroung utilities al Geologic Services	(360) 647-1845	Rebecca Cayen	4/20/2017	
Comb	Engineering/land surveying corporation (license ined Construction, Inc.	#3533) specializi (425) 610-4334		3/10/2017	
	Concrete repair, expansion joints, waterproofing structure repair and building, bridge repair and const.				
eTrac	, Inc.	(866) 989-3363	John Auernhamer	2/28/2018	
	Hydrographic Surveyor - Dredging Technology		.	40/40/0040	
Fiberr	net Inc.	(360) 835-8035	Calvin Schimppf	10/18/2018	
Fire S	Fiber Optics Engineering, Splicing and testing olutions NW, LLC	(360) 373-8138	Cara Kurts	3/28/2017	
Gardr	Fire alarm, fire sprinkler, backflow, alarm monit her Enterprises, Inc.	• •	rs Randy Gardner & S	5/2/2018	
Gary I	utility, boat, equip. trailer repair maint and fabric Harper Construction, Inc.	ation (360) 863-1955	Gary Harper	3/8/2018	
Globa	underground utilities, pump stations, sewer lift s I Diving & Salvage, Inc.	tations (206) 623-0621	Lisa Huston	5/8/2018	
181.	Marine and Diving Services, Environmental Rer Tree Service	nediation (360) 830-0423	Joseph Emel	3/24/2017	
Kitsap	tree work Garage Door C.	(360) 692-0849	Chelsea Browning	2/1/2017	
Manso	overhead garage doors on Construction Co.	(206) 762-0850	Dave Bingham, Seni	3/1/2017	
Marine	Heavy Civil Marine Construction; Dredging e Floats Corporation	(253) 383-2740	Logan Brown, Gene	11/17/2017	
	Marine Construction - dock repair, pile driving, p floats and ramps	permitting, design	and repair of docks, marin	as,	
Marine	e Floats Corporation marine construction	(253) 383-2740	Logan Brown	12/13/2018	
Marine	e Surveys & Assessments	(360) 385-4073	Amy Leitman	5/30/2018	
	Environmental consultant: biological reports, sh scuba surveys		•	ence,	
MD M	arine Electric	(253) 383-9983	John Vashchenko	9/12/2018	
MTV H	UL Listed Panel SHop, Marine Electrical Home Repair	(360) 340-0174	Mike Vasquez	2/24/2017	
Norths	Carperntry/framing sound Utility and Construction, Inc.	· · ·	Harmony Jelinek	3/22/2017	
North	Underground utilities, demolition, auger boring (west Docks		ossings for utilities) James R. Guy	10/1/2018	
	docks, gangways, bridges		Mahaal Ohain	10/17/2018	
Orion	Marine Contractors, inc.	(253) 552-1163		10/1//2010	
	Dredging and marine construction, compensate	ry nabitat mitigatio	וזכ		

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CATHERIN	COMPANY	PHONE	CONTACT	APP-DATE
Specialty -	Other			
Per	ninsula Heating & Cooling, Inc.	(360) 613-5866	Michael Hayes	3/28/2017
	oil/fuel tank decommissioning			
Pre	cision Fiber	(503) 908-8148	Angela Church	1/2/2019
	Fiber optic splicing, terminating, testing and trou	bleshooting		
Rai	ns Contracting, Inc.	(509) 422-2326	Julie Judkins	3/19/2019
	Marine			
Saf	e Security	(360) 698-9800	Christine Scott	2/28/2017
	Security			
Sea	alco Asphalt Maintenance, Inc.	(360) 871-6607	Jerry or Bobbi Loud	7/21/2016
Sea	level Bulkhead Builders	(360) 297-2401	Jennifer Rotsten	2/28/2017
	Shoreline work, drainage and slope stability			
Sky	Corp Ltd	(360) 926-8989	Skyler Waldal	3/6/2019
	clearing, contaminated soil removal, construction concrete crushing, excavating, disposal	n & demo recyclin	g, soil remediation, aspl	nait
Sky	Corp, LTD	(360) 926-8989	Skyler Waldel	3/30/2017
	Clearing, demo, grubbing, construction demo/re	cycle, site clean u	p, tank removal, grinding	9
Sla	bjack Geotechnical	(509) 888-4600	Jeraid Sargent	2/18/2019
	concrete lifting, void filling, soil stabilization, pres sealing, crack and joint seal, seawall and bulkhe			eak
Sou	Ind Excavation Inc.	(360) 373-1613	Howard Honsey, Vic	3/1/2017
	Earthwork, demolition, utilities, grading, paving,	retaining walls, co	ncrete flat work and truc	king
Stri	pe Rite, Inc.	(360) 674-2872	Eben Erickson	2/28/2017
	Road striping, curbing, seal coating			a construction of
The	mpson Pile Driving Co., Inc.	(360) 769-8428	Eric Breske	3/30/2017
	Waterfront Construction			
Tika	ar Services, LLC	(360) 340-5642	Timothy H. Knapp	4/14/2016
	Facility and marine facility construction, repair an			
Tow	In & Country, A Division of Permabilt Industries, Inc. Pole Buildings	(800) 824-9552	Catherine Miller	3/1/2019
Wa		(253) 863-4455	Rod Wetherbee	2/28/2017
	Roofing repairs & replacements, waterproofing			