



San Juan County, the Port of Friday Harbor, the Port of Orcas and other County agencies are combining their Small Works Rosters for Public Works contracts up to \$200,000 in value in accordance with Chapter 39.04 RCW and RCW 36.32.250. This policy may be used as an alternative to formal advertisement and bidding of Public Works projects such as construction, building, renovation, remodeling, alteration, repair or improvements of real property. Projects above \$35,000 require Performance and Payment Bonds or Retainage. The lowest responsible bidder is selected. A valid Certificate of Liability Insurance and Prevailing wages are required on every project. Costs to file prevailing wage statements with the State of Washington are borne by the Contractor. All prevailing wage forms must be received by the County before invoice payments can be made.

Qualifications: San Juan County, the Port of Friday Harbor, the Port of Orcas and other County agencies seek only those firms that meet the qualifications below:

- Hold a valid Washington State Contractors License at the time of application and throughout enlistment on the roster;
- Hold specified insurance at the time of application and throughout enlistment on the roster;
- Companies that have been in business three consecutive years prior to application;
- Companies that have a responsible claims history, strong safety record and strong financial history.

Even if companies have previously submitted applications and have been listed on the Small Works Roster, we would like them to obtain and submit a new application to update the information in our records every two years.

If you would like to be included on our Small Works Roster, please complete and return the enclosed application form to:

San Juan County Public Works Department
PO Box 729
915 Spring St
Friday Harbor WA 98250.
Attn: Sue Nielsen
360/370-0500
360/378-6405 FAX
suen@sjcpublicworks.org

Insurance Requirements

Applicant must have the following minimum insurance coverage in place at the time of application:

- General liability insurance of at least \$1,000,000 per occurrence; \$1,000,000 aggregate
- Combined Single Limit (CSL) Automobile liability of at least \$1,000,000 per accident CSL
- Ability to name the Public Agency as an Additional Named Insured
- Worker's Comp as required by Washington law

Do you currently maintain the minimum required insurance coverage?

Yes: __ No: __

If no, describe any differences to the specified coverage amounts: _____

Are there any current claims that are pending against this insurance policy?

Yes: __ No: __

Certificates demonstrating insurance coverage shall be furnished to the County within 15 days of the execution of any Agreement. Maintenance of such insurance is a condition precedent to the compensation of the Contractor. The Contractor shall also maintain statutory workers' compensation insurance and employer's liability insurance to cover employees and volunteers as required by state and federal law.

**SMALL WORKS ROSTER - JOINT APPLICATION
SAN JUAN COUNTY
PORT OF FRIDAY HARBOR
PORT OF ORCAS**

Date: _____

Contact Name: _____ Title _____

Company Name: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____ FAX Number: _____

Email: _____ Website: _____

WA State Contractor License #: _____

Wash State Tax ID (UBI) ____-____-____ Fed Tax ID or SS# _____

L&I License and Expiration date _____ Employment Security # _____

Type of Business: Corporation/ Sole Proprietorship/ Partnership/ LLC

Is your company bonded: Yes: ___ No: ___ N/A: ___ Name of Bonding Company: _____

Liability Insurance Company and Coverage: _____

Indicate the Company's main type of work: _____

If you have a brochure, please submit with application.

For which of the following areas are you most interested in submitting:

- | | |
|---|---|
| <input type="checkbox"/> CARPENTRY/FRAMING | <input type="checkbox"/> GLAZING/GLASS |
| <input type="checkbox"/> CARPET LAYING | <input type="checkbox"/> GRADING/EXCAVATING/EARTHWORK |
| <input type="checkbox"/> CONCRETE | <input type="checkbox"/> LANDSCAPING |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> MASONRY |
| <input type="checkbox"/> DIVING/MARINE/SALVAGE | <input type="checkbox"/> MECHANICAL/HVAC |
| <input type="checkbox"/> DOCKS/PIERS/FLOATS | <input type="checkbox"/> PAINTING |
| <input type="checkbox"/> DRILLING | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> ROOFING |
| <input type="checkbox"/> FENCING | <input type="checkbox"/> STRIPING & MARKING |
| <input type="checkbox"/> FIRE PROTECTION SYSTEMS | <input type="checkbox"/> WATER/SEWER/DRAINAGE SYSTEM |
| <input type="checkbox"/> GENERAL CONTRACTOR/BLDG CONSTR | |