

MRSC Rosters Instructions

STEP ONE: Login to MRSC Rosters Public Agency Account

- Go to www.mrscrosters.org
- Click Account Login
- Enter User Name and Password

MRSC Rosters is a shared Small Public Works Contractor Roster and Consultant Services Roster for **Public Agencies** (including cities, counties, districts) in Washington State to find project bidders by searching applications created by **Contractors** and **Consultants**.

Operated by the nonprofit organization [Municipal Research and Services Center of Washington \(MRSC\)](#), MRSC Rosters is funded by participating **Public Agencies** and those **Contractors** and **Consultants** who choose Enhanced Membership.

[Join MRSC Rosters](#)

Already a member?
[Account Login](#)

Questions? Contact MRSC Rosters at 206 625-1300 or mrscrosters@mrsc.org.

MRSC Rosters Members

Click on County for Participating Public Agencies

Counties with Participating Agencies

STEP TWO: Consider posting project documents online through Builders Exchange

- See Builders Exchange at www.bxwa.com
- In account click on Request for Proposal Process

Request for Proposal Process

1. Create a free [Builders Exchange](#) account if you would like to post project bid documents online. *If you do not want to create an account, proceed to step three.*
2. [Email or Mail](#) project bid documents to Builders Exchange.
3. Search Contractors or Search Consultants on MRSC Rosters.
4. Email selected Contractors or Consultants with Request for Proposal, including link to Builders Exchange account or information on where to locate project details.

[Logout](#)

[Search for Contractors & Consultants](#)

[Request for Proposal Process](#)

[Small Works Roster Bidding Information](#)

[Consultant Roster Bidding Information](#)

[My Account Summary](#)

Contact MRSC
mrscrosters@mrsc.org
Phone: 206.625-1300

STEP THREE: Search for Contractors and Consultants (Default Page once logged in)

Search for Contractors & Consultants

Searches will generate a list of contractors/consultants who have indicated that they are willing to work with your agency.

Searches generate a list of all contractors/consultants who indicated that they are willing to work for your specific agency, with any agency in the county where you are located or with any participating agency throughout Washington counties.

STEP FOUR: Choose Service Category to Search

Search Contractors by Service Category

Default search looks for businesses that have selected they want to work for your agency.

Click on the "Search" button next to the main category to search the entire category. Click on the main category name to search based on a more specific sub category.

- [Concrete & Masonry](#)
- [Demolition](#)
- [Earthwork](#)
- [Electrical & Communication Construction & Repair](#)
- [Facility Construction, Repair & Maintenance](#)
- [Fuel Maintenance](#)

Click Search to generate a list, for instance, of all contractors who indicated that they provide services under the main category "Concrete & Masonry" for your agency location. Usually it makes more sense to search by the subcategory (see below).

Or Choose Sub-Category to Search

Search Contractors by Service Sub-Category

Default search looks for businesses that have selected they want to work for your agency.

- [Concrete & Masonry](#)
 - Concrete - Barriers
 - Concrete - Coring & Drilling
 - Concrete - Curbs, Gutters, Sidewalks & Driveways
 - Concrete - Cutting & Sacking
 - Concrete - Decorative Pavement
 - Concrete - Extruded Curbing
 - Concrete - Flatwork

Click on the highlighted blue main categories to find a list of subcategories to search within. Click Search to generate a list, for instance, of all contractors who indicated that they provide "Concrete-Barriers" for your agency location.

STEP FIVE: Generate a List of Potential Bidders and Review Accounts

- Note: The simplest way to meet the statute for equitability is to solicit bids from every eligible contractor which appears on the generated list. The alternative is to rotate through the contractors.

Search Contractors by Service Sub Category

Service Category: Concrete & Masonry
Sub Category: Concrete - Barriers
Results returned from: King county.

Generate Email List: Selected Businesses Below | All Businesses Listed Below

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> A-1 Landscaping and Construction, Inc. 20607 State Route 9 SE Snohomish, WA 98296 More Info... | Bidding via Email: Yes - a1land@a1land.com Bidding via Fax: Yes - 425 489-0222 Contact: Naeem Iqbal - 425 402-9900 |
| <input type="checkbox"/> AAA Home Improvement 30834 3rd PLS Federal Way, WA 98003 More Info... | Bidding via Email: Yes - brewer1963@msn.com Bidding via Fax: No Contact: Russ Brewer - 253-569-5535 |
| <input type="checkbox"/> Advanced Construction Inc 4640 Campus Place, Suite 150 Mukilteo, WA 98275 More Info... | Bidding via Email: Yes - susan@advancedconstructioninc.net Email: jonell@advancedconstructioninc.net ; gina@advancedconstructioninc.net Bidding via Fax: Yes - 425-493-1827 Contact: Susan Moses - 425-493-1826 |

Click on **More Info...** to view each contractor individual account for more details on their company. Then return to this page and indicate in the left boxes which contractors you would like to bid on your project. ***MAKE SURE TO PRINT THIS LIST FOR YOUR RECORDS AS THE SEARCH RESULTS CHANGE WEEKLY**

STEP SIX: Generate an Email List of Selected Businesses

- Click appropriate button next to Generate Email List
- Copy/Paste email list into your Outlook or other email client
- Send Request for Proposal including details of project to contractors

[Back to Search Results](#)

Generated Email List

Here is your generated email list: [Open mail client to email contractors.](#)

If you have web based email and/or the link above doesn't work for you, copy and paste the email addresses from the textbox below:

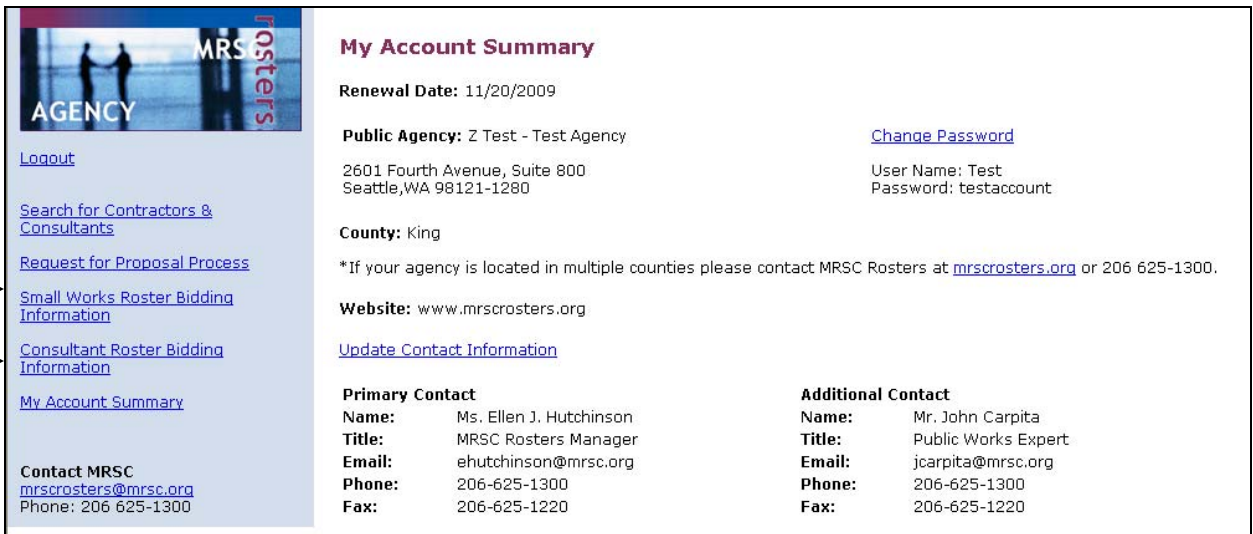
```
a1land@a1land.com;brewer1963@msn.com;susan@advancedconstructioninc.net;
jonell@advancedconstructioninc.net;gina@advancedconstructioninc.net;nbetts@allied-
security.com;rfoor@arribaconst.com;tesscronauer@yahoo.com;tawnya@earthworksnorthwest.
com;
```

Highlight All Emails

Use **Ctrl+C** to copy code to clipboard, then paste it into the to: line in your email client.

OTHER INFORMATION:

- Small Works Bidding Information and Consultant Bidding Information offer answers to common questions regarding the use of shared rosters
- My Account Summary page is for MRSC contact information



AGENCY **MRSC Rosters**

[Logout](#)

[Search for Contractors & Consultants](#)

[Request for Proposal Process](#)

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[Consultant Roster Bidding Information](#)

[My Account Summary](#)

Contact MRSC
mrscresters@mrsc.org
Phone: 206 625-1300

My Account Summary

Renewal Date: 11/20/2009

Public Agency: Z Test - Test Agency
2601 Fourth Avenue, Suite 800
Seattle, WA 98121-1280

[Change Password](#)

User Name: Test
Password: testaccount

County: King

*If your agency is located in multiple counties please contact MRSC Rosters at mrscresters.org or 206 625-1300.

Website: www.mrscresters.org

[Update Contact Information](#)

| | | | |
|------------------------|----------------------------------------------------------------|---------------------------|----------------------------------------------------------|
| Primary Contact | | Additional Contact | |
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| Title: | MRSC Rosters Manager | Title: | Public Works Expert |
| Email: | ehutchinson@mrsc.org | Email: | jcarpita@mrsc.org |
| Phone: | 206-625-1300 | Phone: | 206-625-1300 |
| Fax: | 206-625-1220 | Fax: | 206-625-1220 |