



Small Works Contractor Membership Information

What is MRSC Rosters? MRSC Rosters is an online shared small public works contractor roster and consultant roster for local Washington State governments - public agencies (counties, cities, fire districts, school districts and other special districts) to maintain contractor and consultant information, search for bidders by service category and solicit bids from contractors and consultants. www.mrscrosters.org

Who operates MRSC Rosters? MRSC Rosters is operated by the nonprofit *Municipal Research and Services Center of Washington* (MRSC) which serves Washington local governments. The MRSC Rosters service is funded by the public agency fees and those contractors and consultants choosing the Enhanced Membership Option.



Municipal Research and Services Center
of Washington
www.mrsc.org

Minimum Qualifications

- Email Address (correctly typed)
- WA Unified Business Identifier Number (UBI#)
- Federal Tax ID#
- Active Department of Revenue account
- Employment Security # (if have employees)
- Pay Prevailing Wages
- Liability Insurance
- Contractor License
- Bonding Company
- Additional Licenses (e.g. Electrical)

Can I search for jobs on MRSC Rosters?

Just like any roster, jobs are not posted. Agencies search by service category and directly contact consultants with requests for bids.

How often will agencies contact me?

Participating agencies use MRSC Rosters to find potential bidders when they have a small works job so it depends on each agency's procedure.

Why should a contractor join?

- To work with the participating public agencies a contractor must be listed on MRSC Rosters.
- Contractors have the cost-effective opportunity to be searchable by multiple public agencies in one application process.

What is a Small Works Contractor Roster?

A small works contractor roster is an alternative to advertising for each project under \$300,000, which saves public agencies money. Contracting services include construction, building, renovation, remodeling, alteration, repair or improvement of real property for projects. View full small works category list at http://www.mrscrosters.org/SmallWorks_Services.aspx.

THIS IS NOT A VENDOR ROSTER FOR PRODUCT SALES.

Join MRSC Rosters!

1. Go to www.mrscrosters.org
2. Click "Join MRSC Rosters"
3. Click "Contractor Registration"
4. Create Account (SPELLCHECK)
5. Click "Select Public Agency Roster(s)" and choose Basic or Enhanced Option (see backside of page for details)
6. MRSC Reviews and Activates Account
7. Contractor searchable by selected agencies

How does MRSC Rosters work?

Public Agencies join MRSC Rosters to share roster maintenance costs among all participating agencies instead of operating their own individual rosters. View all participating public agencies at www.mrscrosters.org/PartAgencies.aspx.

Contractors join FREE at anytime and are listed for a year. At the end of your membership year, you renew in order to remain on the roster, but do not need to reapply. **Enhanced Option (see chart below)*

Public Agencies search by service category and then directly contact contractors to request bids on specific projects using the Small Works Bidding Process

CONTRACTOR MEMBERSHIP OPTIONS

**Membership choice determined when selecting agencies and/or selecting services.*

Basic Option	Enhanced Option
<ul style="list-style-type: none">• <u>Free</u> Annual Renewable Membership• Sign up to be searchable by <u>one public agency</u> or select multiple agencies individually• <u>Repeat selection</u> process for each additional agency you select and each service	<ul style="list-style-type: none">• <u>\$50/annual</u> Renewable Membership• Sign up to be searchable throughout an <u>entire county</u> or <u>statewide</u>• Select multiple public agencies and services <u>without repeating</u> the process• With countywide or statewide selection you are <u>automatically included</u> with any public agencies joining within your membership year

Questions?

Contact MRSC Rosters Manager
Ellen J. Hutchinson
206.625.1300 or mrscrosters@mrsc.org