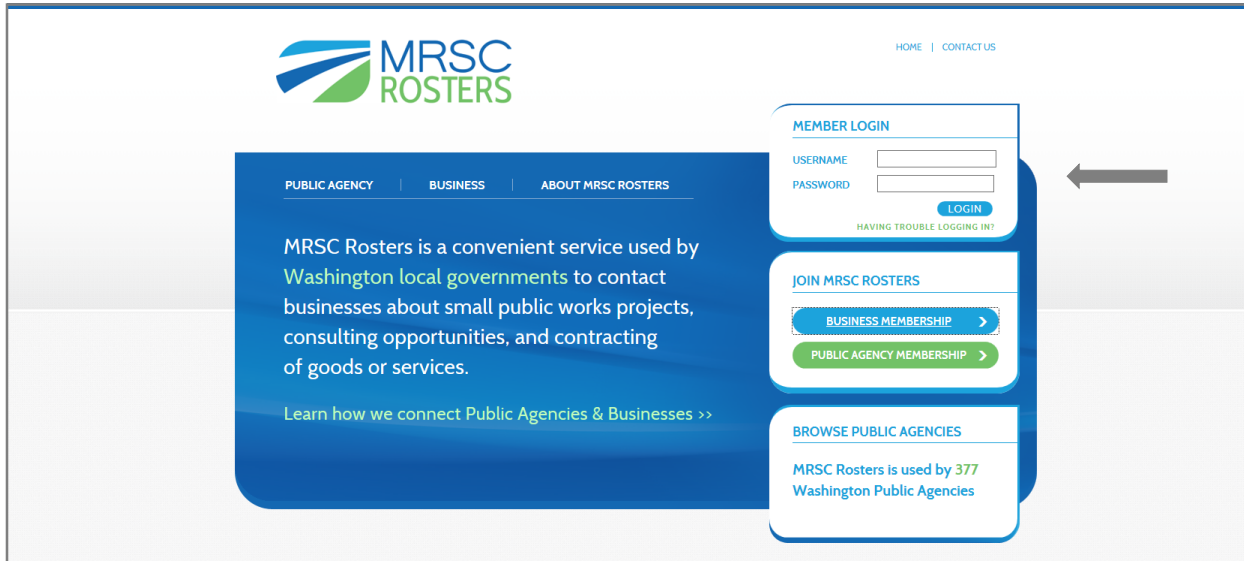




# Public Agency Search Instructions

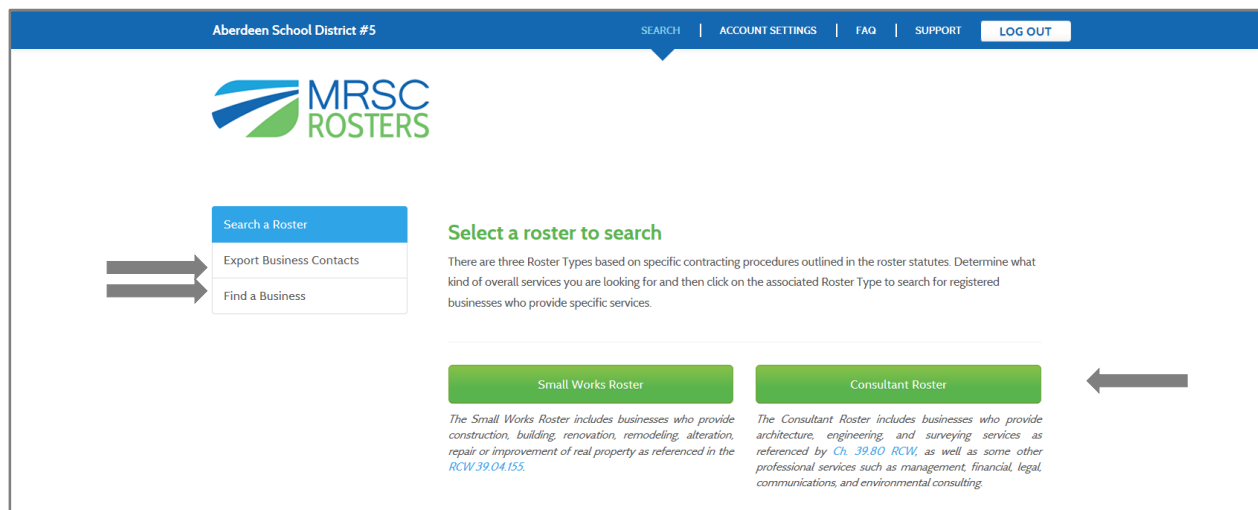
## 1. Log-in to your MRSC Rosters account

To search for businesses in your small works, consultant, or vendor rosters, visit [www.mrscrosters.org](http://www.mrscrosters.org) and log-in to your public agency MRSC Rosters account.



## 2. Select roster to search

Once you log-in, you will enter the search page. Click on the roster you want to search. If you signed the Vendor Contract, you will additionally see the Vendor Roster button. Or you may click on “Export Business Contacts” to download a spreadsheet of business information or click “Find a Business” to open an individual business account.



### 3. Select Services

Select one or more service categories and then click the “Search for Businesses” button. Once you click the button, you may see a process bar and it may take up to 10 seconds for the business list to be generated. Please have patience as we transition to the new system. We are working on improving the speed performance.

Aberdeen School District #5

SEARCH | ACCOUNT SETTINGS | FAQ | SUPPORT | LOG OUT

**MRSC ROSTERS**

Search a Roster  
Export Business Contacts  
Find a Business

### Search Small Works Service Categories

You can search for Small Works businesses in three ways, by individual service category, multiple individual service categories, or by main category grouping. Click on the service categories you would like to search and click Search for Businesses to generate your roster of service providers.

In addition, you may filter to businesses who provide emergency work by clicking on the service categories and then clicking the Search only for businesses who perform emergency work.

Search only for Small Works Business who perform emergency work

**Search for Businesses**

**Agricultural and Conservation Improvement, Repair, and Maintenance**

- Agricultural Irrigation Systems
- Stock Watering Pump Systems
- Stream Pump Intake Screens
- Stream Restoration

**Concrete & Masonry**

- Concrete - Barriers
- Concrete - Coring & Drilling
- Concrete - Curbs, Gutters, Sidewalks & Driveways
- Concrete - Cutting & Sacking
- Concrete - Decorative Pavement
- Concrete - Extruded Curbing

### 4. Print the generated business list

Once you click the “Search for Business” button, you will generate the list of businesses who have registered with your specific public agency and selected all of the service categories you searched. You are required to print this page for your records. Click the Print button to print. Then click the Continue button to determine which businesses you would like to solicit for the project.

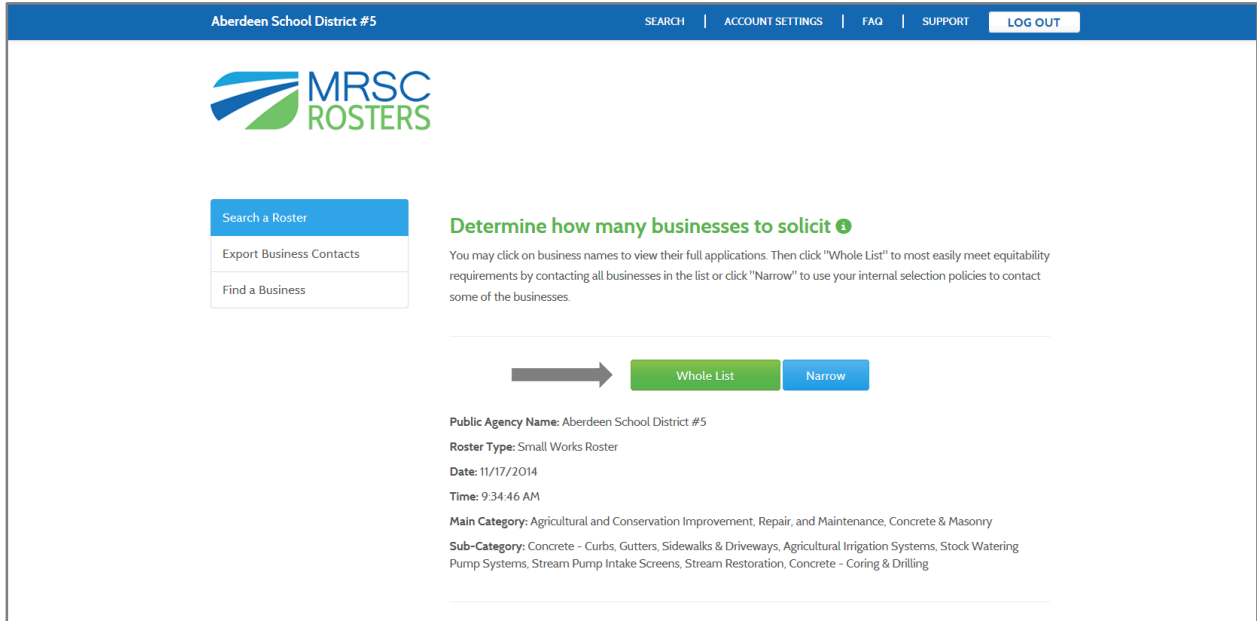
Public Agency Name: Aberdeen School District #5  
Roster Type: Small Works Roster  
Date: 11/17/2014  
Time: 9:34:46 AM  
Main Category: Agricultural and Conservation Improvement, Repair, and Maintenance, Concrete & Masonry  
Sub-Category: Concrete - Curbs, Gutters, Sidewalks & Driveways, Agricultural Irrigation Systems, Stock Watering Pump Systems, Stream Pump Intake Screens, Stream Restoration, Concrete - Coring & Drilling

**Small Works Roster Businesses:**

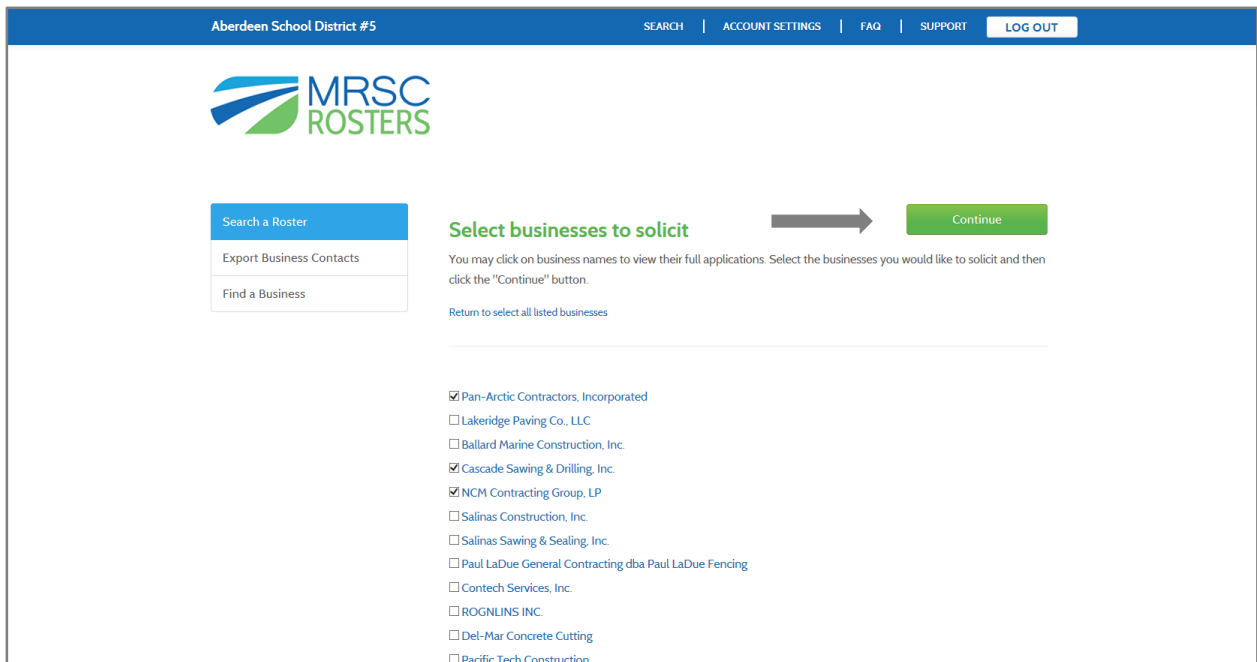
- Pan-Arctic Contractors, Incorporated
- Lakeridge Paving Co., LLC
- Ballard Marine Construction, Inc.
- Cascade Sawing & Drilling, Inc.
- NCM Contracting Group, LP

### 5. Determine how many businesses to solicit.

It is recommend to solicit the whole list because it meets all equitability standards. Click “Whole List” to pull the contact information for all listed businesses. Or, if you would prefer to use internal contracting procedures for equitability, such as soliciting 3 -5 businesses, then click the “Narrow” button to select a few businesses to solicit.



If you choose to narrow your search, click on the business names to view their full application, determine who you would like to solicit, click the box next to the business name, and then click the “Continue” button to print the reduced business list for your records.



## 6. Choose method of solicitation.

Once you have printed your business listed and clicked Continue, determine how you would like to solicit the businesses, either via mailing or email. Click the “Download” button to generate an Excel spreadsheet of all the contact information for your selected businesses and/or copy the email address and paste them into your email client, such as Outlook, to solicit via email outside of MRSC Rosters.

The screenshot shows the MRSC Rosters interface. At the top, there's a navigation bar with 'Aberdeen School District #5', 'SEARCH', 'ACCOUNT SETTINGS', 'FAQ', 'SUPPORT', and 'LOG OUT'. The main content area features the MRSC ROSTERS logo and a 'Search a Roster' button. Below this, there are two options: 'Export Business Contacts' and 'Find a Business'. The 'Choose method of solicitation' section is highlighted in green. Under 'Mailing', it says 'Click "Download" to generate an Excel spreadsheet of the roster business contacts so that you can create labels for project solicitations via mailing and track respondents.' A green 'Download' button is shown. Under 'Email', it says 'Highlight the below address of your roster business contacts, copy, and paste into your email client, such as Outlook.' A list of email addresses is shown in a scrollable box, and 'Highlight Emails' and 'copy' buttons are at the bottom.

## Spreadsheet Example:

1	<b>Public Agency Name:</b>	Aberdeen School District #5			
2					
3	<b>Date:</b>	11/17/2014			
4	<b>Time:</b>	09:34 am			
5					
6		Agricultural and Conservation Improvement, Repair, and Maintenance - Agricultural Irrigation Systems, Stock Watering Pump Systems, Stream Pump Intake Scree			
7		Concrete & Masonry - Concrete - Coring & Drilling, Concrete - Curbs, Gutters, Sidewalks & Driveways			
8					
9	<b>Business Name</b>	<b>Primary Contact</b>	<b>Address</b>	<b>Phone</b>	<b>Emails</b>
10	Pan-Arctic Contractors, Incorporated	Edward Higgins	18905 Pioneer Way East PO Box 429	360 893-7234	support+ehiggins_at_pan-arctic.net@upwardstech.com
11	Lakeridge Paving Co., LLC	Heidy Brothers	PO Box 8500Covington, WA 98042	253-631-8290	support+lakeridge_at_lakepav.com@upwardstech.com
12	Ballard Marine Construction, Inc.	Shilo Hutton	727 S 27th StWashougal, WA 98671	360.695.5163	support+Shilo.Hutton_at_BallardMC.com@upwardstec
13	Cascade Sawing & Drilling, Inc.	Karen E Aguilin	PO Box 3157Kent, WA 98089	253-872-7578	support+kaguiling_at_cascadeconcretesawing.com@u
14	NCM Contracting Group, LP	Trevor Braun	8160 304th Ave SEIssaquah, WA 980	425-881-0623	support+estimatingwa_at_ncmgroup.com@upwardstec
15	Salinas Construction, Inc.	JOEY SULLIVAN	7804 40th Ave WMukilteo, WA 9827	425-745-6048	support+JOEY_at_SALINASCONCRETE.COM@upwards
16	Salinas Sawing & Sealing, Inc.	Tracy Campbell	7804 40th Ave. W.Mukilteo, WA 982	(425) 745-0706	support+tracy_at_salinassawcutting..com@upwardste
17	Paul LaDue General Contracting dba	Paul LaDue	POB 1035McCleary, WA 98557	360 495-4144	support+paulladue_at_comcast.net@upwardstech.com
18	Contech Services, Inc.	Pete Barlow	P.O. Box 84886Seattle, WA 98124	206 763-9877	support+pete_at_contechserviceswa.com@upwardste
19	ROGNLINS INC.	Ann McKinney	321 W State St PO Box 307Aberdeen	360 532-5220	support+ann_at_rognlins.com@upwardstech.com; sup