

WAC 172-330-030 Roster requirements. EWU is encouraged to use the statewide roster to promote administrative efficiency. The statewide roster must meet all of the requirements set forth in WAC 200-330-035. If EWU chooses to create its own small works roster, the roster must meet the requirements of RCW 39.04.151, 39.04.152, and the following:

(1) Roster inclusion. All qualified responsible, licensed contractors must be included on the roster at their request. Potential contractors must complete an application with EWU to be placed on the roster. Applications may be submitted at any time.

(2) Contact information. Contractors on the roster must designate an official email to receive bid notifications from EWU.

(3) Contractor recordkeeping. Contractors included on EWU's roster must keep records of applicable licenses, certifications, registrations, bonding, and insurance as required by RCW 39.04.350. This information must be made immediately available to EWU upon request.

(4) Small and diverse business certification.

(a) At the time of a contractor's application to be included on the roster, the contractor must indicate its certification status with OMWBE and the department of veterans affairs.

(b) EWU must be able to download data from OMWBE and the department of veterans affairs to obtain current information on contractor certifications at the time of solicitation.

(5) Denial or removal of contractors from small works roster. A contractor may be denied placement on, or after such placement, may be removed from a small works roster for any of the following reasons:

(a) The contractor has failed to respond to five solicitations for bids on jobs offered through the small works roster;

(b) The contractor does not meet the responsible bidder provisions contained in RCW 39.04.350; or

(c) The contractor does not meet supplemental criteria identified by EWU for a specific project consistent with RCW 39.04.350.

[Statutory Authority: RCW 28B.35.120(12) and 39.04.151. WSR 25-01-082, s 172-330-030, filed 12/13/24, effective 1/13/25.]