



RESOLUTION NO. 2025-01

A RESOLUTION AUTHORIZING MANSON PARK & RECREATION DISTRICT (“THE DISTRICT”) TO UTILIZE ALL THREE ROSTERS HOSTED BY THE MUNICIPAL RESEARCH SERVICES CENTER OF WASHINGTON (“MRSC”) ROSTERS. THIS INCLUDES THE SMALL WORKS ROSTER, VENDOR ROSTER, AND CONSULTANT ROSTER.

WHEREAS, RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow for certain contracts to be awarded by a small works roster process; and

WHEREAS; to utilize such a process, Manson Park and Recreation District is required to adopt a resolution, establish reporting procedures, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS, to use occasional Direct Contracting, Manson Park and Recreation District is required to develop a Small Business Utilization Plan; and

WHEREAS, RCW 39.80 allows certain consulting service contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190 allows for the purchase of materials, supplies, or equipment not connected to a public works project, to be awarded using a vendor list; and

WHEREAS, the Chelan County Public Utility District, whose small works roster was adopted by Manson Park & Recreation District, has since deactivated their small works roster and vendor list.

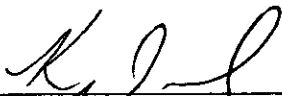
NOW, THEREFORE, the Board of Commissioners of the Manson Park & Recreation District, resolves as follows:

1. **MRSC ROSTERS:** The District shall utilize the statewide small works roster, established under RCW 39.04.151(2) and administered by MRSC.
2. **SMALL WORKS ROSTER:** The District shall implement and maintain separate procedures and contracting templates for small works roster contracts.
 - a. Small Works, as defined by RCW 39.04.152, are public works projects estimated to cost \$350,000 or less (excluding sales tax), for construction, renovation, remodeling, repair, or improvement of real property.
 - b. The Small Works Roster process is an alternative to publicly advertising public works projects.
 - c. Every small works contract is subject to the same public works bidding, award, and compliance requirement of RCW 39.04, unless otherwise specified.
 - d. Only contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
 - e. Invitations for bid, or direct contracting negotiations, shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

- f. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid, unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.
 - g. Small Works bidding and award information will be entered by The District into the statewide small works roster platform, immediately upon conclusion of each small works roster award.
 - h. At least once a year, MRSC shall, on behalf of The District, publish in a newspaper of general circulation within the municipality's jurisdiction, a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.
3. **DIRECT CONTRACTING:** Manson Park & Recreation District will utilize the direct contracting option per RCW 39.04.152(4) whenever practicable for Small Works projects estimated to cost \$150,000 or less (excluding sales tax). The District shall utilize Direct Contracting Procedures consistent with the spirit and intent of the statute, including rotation and negotiation options, and the Small Business Utilization Plan.
4. **CONSULTANT SERVICES ROSTER:** Manson Park & Recreation District adopts the use of the MRSC Rosters Consultant Roster ("vendor list") for procurement of consultant services.
- a. Consultant services include personal services, architecture and engineering services, and professional services, as defined in RCW 39.80. Manson Parks reserves the right to procure services using methods other than formal sealed bidding (low bid) as permitted under RCW 39.04.190.
 - b. At least twice a year, MRSC shall, on behalf of The District, publish in a newspaper of general circulation within the municipality's jurisdiction, a notice of the existence of the Consultant Roster per RCW 39.04.190(2).
 - c. The District adopts the following as policies, procedures, or similar when contracting for consultant services:
 - i. **PERSONAL SERVICES:** Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar, shall be procured using a Request for Proposal (RFP). Selection should be based on the best value provided to The District and include scoring on experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses staff, time, and cost to complete the work.
 - ii. **PROFESSIONAL SERVICES:** Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be through a Request for Qualification (RFQ) or Request for Proposals (RFP) with Qualifications. Price or the cost of the professional services will be 10% or less of the overall score. Selection criteria should clearly define the scope of services and how The District will determine the most qualified professional or firm. Furthermore, selection criteria shall include a statement, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms, to the maximum extent practicable.
 - iii. **ELECTRONIC SUBMISSIONS:** Manson Park and Recreation District will use email communications to request and receive submissions. An RFQ or RFP shall be developed which will include a description of the services needed, time of performance, scoring criteria (with descriptions and relative weighting), schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed.

- iv. INVITATION TO BID: A list of business will be pulled from the MRSC Rosters consultant roster under the category of need, and an email request will be sent only to the businesses on the roster list of businesses.
 - v. AWARD OF CONSULTANT CONTRACTS: The District's board of commissioners will review and score submissions and attest that they have no conflicts of interest in the matter, then award to the consultant scoring the highest.
 - vi. POSTING OF AWARD: In accordance with RCW 39.04.200, all consultant/services contract awards will be posted to The District's website.
5. VENDOR ROSTER: Manson Park & Recreation District adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment, or similar. The following vendor list roster procedures are established for use by The District pursuant to RCW 39.04.190:
- a. For purchases of materials, supplies, or equipment not connected to a public works project, The District is not required to use formal sealed bidding procedures where the cost will not exceed \$10,000 as specified in The District's Purchasing Policy. The District will attempt to obtain the lowest practical price for such goods and services.
 - b. At least twice a year, MRSC shall, on behalf of The District, publish in a newspaper of general circulation within the municipality's jurisdiction, a notice of the existence of the Consultant Roster per RCW 39.04.190(2).
 - c. ELECTRONIC QUOTES: The District shall use the following process to obtain written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - i. A written Invitation to Bid or Quote, with description, shall be drafted for the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, together with any evaluation criteria and any relevant information of the purchase. The contract intended to be signed by the successful vendor is also to be included in with the invitation.
 - ii. A good faith effort shall be made to contact at least three (3) of the vendors on the roster to obtain written quotations from the vendors for the required materials, supplies, or equipment.
 - iii. The District shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment.
 - d. AWARD: The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and The District may call for new bids.
 - i. In accordance with RCW 39.04.200, all vendor contract awards will be posted to The District's website at least every other month. The posting will include the vendor awarded, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

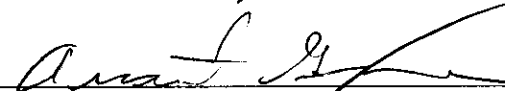
APPROVED ON THIS 11th DAY OF SEPTEMBER 2025, BY THE MANSON PARK & RECREATION DISTRICT BOARD OF COMMISSIONERS.



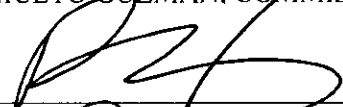
KURT SIXEL, CHAIRMAN, POSITION #3



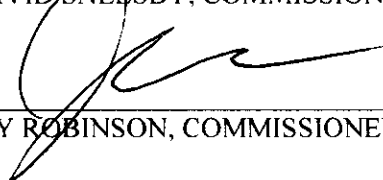
IVAN DE JESUS, VICE-CHAIRMAN, POSITION #2



ANICETO GUZMAN, COMMISSIONER POSITION #1



DAVID SNEESBY, COMMISSIONER POSITION #4



JAY ROBINSON, COMMISSIONER POSITION #5