

# Bid on Projects

If you are interested in participating in the bidding process for projects at the Port of Camas-Washougal please read this section carefully. Thank you for taking the time to visit our website and learn how we can work together.

The Port maintains a Small Works Roster of licensed and bonded contractors from which it solicits bids for projects up to \$300,000.

A contractor who wishes to be placed on the Small Works Roster must complete and submit an Application, together with the following information:

- Federal Tax ID Number
- UBI Number
- Current Washington State Business License
- Contractor's License; and
- Certificate of Insurance
- Contractor's Bond Information
- Category List\*

\*The completed Category List [contractor's area(s) of expertise] should be included with the Application.

*Compliance with all State of Washington rules and regulations pertaining to public works projects, and the Small Works process, is necessary.  
Prevailing wages must be paid.*

Once on the Roster, a timely response to the Port's annual Renewal/Update Request sent annually to the listed contractors is all that is needed to maintain current standing.

For questions regarding the Public Works Process, contact [debra@portcw.com](mailto:debra@portcw.com) or call 360-835-2196 ext. 104.

## PUBLIC WORKS CONTRACT POLICY

### I. DEFINITION:

Public work shall include all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. (RCW 39.04)

### II. PURPOSE:

The Port shall ensure that its contracts for construction of public works comply with applicable laws and regulations.

- RCW 39.04
- RCW 39.12
- RCW 53.08
- RCW 60.28

### III. GENERAL REQUIREMENTS

- Only contractors licensed in the state of Washington may bid or contract to perform public works.
- All contracts must be competitively bid, except for emergencies.
- Performance and payment bonds are required except for contracts under \$35,000.
- Prevailing wage rate must be paid regardless of contract amount (RCW 39.12).
- Contracts are subject to Washington State Sales Tax except public road improvements or certain environmental cleanups.
- A 5% retainage to ensure payment of contract must be administered by the Port, except for contracts under \$35,000.
- All contracts shall specify a time for completion or an expiration date.