

S Rosters: Services, Small Works & Supplier Rosters Application Process



Lakehaven Utility District

31627 1st Ave S

Federal Way Wa 98003

253-946-5429

dmanglallan@lakehaven.org

APPLICATION PROCESS

Lakehaven Utility District uses a roster application process to obtain quotes and bids for the purchase of materials, supplies, equipment, services and small public works projects. To be eligible for inclusion on the Lakehaven Utility District (LUD) Services, Small Works & Supplier Roster, you must complete and submit an application. Applications are good for 5 years, or until any information on page 3 of the application changes, whichever occurs first. Applications that have not been updated and repeated non-response to roster solicitations will be removed from the Roster.

Small Works

Lakehaven Utility District awards some smaller public works projects using the Small Works Roster (SW) process. Public works projects estimated to cost as much as **\$300,000** (including sales tax) may be awarded using the Small Works Roster process. These projects are not advertised in the newspaper. Instead, notification is sent to contractors who have a current contractor's license registered with the State of Washington and who have completed and submitted an application indicating which trade specialty they are able to bid on.

Bid bonds are not required and the bidding period is short; however, there are some public works laws that apply to these projects. A performance and payment bond is required for any project estimated to cost more than \$35,000 and an insurance certificate must be filed before any work can begin. All public works projects shall comply with the prevailing wage laws. For details and current rates, please visit the Washington State Department of Labor & Industries web site.

Supplier

Many purchases made for LUD are not connected to a public works project. Items in this category include supplies, materials and equipment that are for general purposes or will not be used to accomplish a specific public works project.

Services

Services are activities requiring labor, equipment, supplies and materials for which LUD contracts on a periodic routine basis. Examples may include:

- Engineering Consultant
- Bio-solids Hauling
- Safety Training
- Security System Installation

Contracts for architectural and engineering services require an advertising and negotiation process. Contracts estimated to be above the District's ceiling will be competitively bid to ensure an open, fair and best value for the rate payer.

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Applications may also be downloaded from the District's web page at the following address:

<http://www.lakehaven.org/projects>

Completed applications may be sent to either address below:

Email Address: dmanglallan@lakehaven.org

Or

Mailing Address: S Roster: Services, SW, or Supplier
Lakehaven Utility District
Attn: Purchasing Assistant
31627 1st Ave S
Federal Way, WA 98003

Thank you for your interest in working with Lakehaven Utility District. If you have questions about the Services, Small Works or Supplier Roster, please contact Debi Manglallan, Purchasing Assistant, at 253-946-5429.

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Please choose the appropriate box for your firm. If uncertain, refer to the "Application Process" on the previous page.

Services Small Works Supplier

Is this your first application? Yes No If no, year of previous application:

Firm Name:	
Contact Name:	<i>First Name</i> <input type="text"/> <i>Last Name</i> <input type="text"/>
Title:	Phone: <input type="text"/>
Email Address: <input type="text"/>	
Web Address: <input type="text"/>	
Delivery Address:	City: <input type="text"/>
State: <input type="text"/>	Zip: <input type="text"/> Fax No.: <input type="text"/> Cell No.: <input type="text"/>
Other Phone No's: <input type="text"/>	
Wa State Contractors License No.:	Expiration Date: <input type="text"/>
Specialty License Type: <input type="text"/>	Specialty No.: <input type="text"/>
Federal Tax ID: <input type="text"/>	Number of years in business: <input type="text"/>
UBI No.: <input type="text"/>	Workers Comp Acct No.: <input type="text"/>
Organization Type	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit <input type="checkbox"/> <input type="checkbox"/> Gov't Agency <input type="checkbox"/> Other <input type="checkbox"/>
Name of Owner:	<input type="text"/>
Name of Partner:	<input type="text"/>
Name of Officer:	<input type="text"/>
A performance and payment bond is required for projects over \$25,000. State the dollar range of the contractor's bonding capacity (up to \$20,000): <input type="text"/>	
LUD requires a selected contractor to obtain and maintain the following insurance limits:	
<input type="checkbox"/>	General liability insurance of at least \$1,000,000 per occurrence
<input type="checkbox"/>	\$1,000,000 aggregate, Combined Single Limit (CSL)
<input type="checkbox"/>	Automobile liability of at least \$1,000,000 per accident CSL
↑	Please check each box above that applies to your firm.

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The following pages contain three lists; Small Works Roster Trade Specialty (page 5), Supplier Roster Commodity List (pages 6, 7) and Services Roster Discipline List (pages 8, 9). Please identify which list applies to your company and select only those boxes that your firm can provide or perform. LUD may request additional information for the purpose of evaluating qualifications for a particular specialty or project. Contractors are requested to identify only those specialties they are interested in and available to perform, since contractors will be dropped from the roster for repeated nonresponsive to roster solicitation.

For those <u>contractors</u> wishing to be included in the Small Works Roster, applicants must pay prevailing wages for District Projects, in accordance with R.C.W. 39.12.020. Do you agree to pay prevailing wages, should your company be selected for a District project?	Yes
	No

I swear under penalty of perjury that the above and attached information is correct, and that there are no known personal and/or organizational conflicts of interest which are prohibited by law.

Send completed application and attachments to:

S Roster: Services, SW, Supplier
 Lakehaven Utility District
 Attn: Purchasing Assistant
 31627 1st Ave S
 Federal Way, WA 98003

Signature

Date

Print Name

Title

Supplier Roster Commodity List

Lakehaven Utility District
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EQUIPMENT:
Cleaning
Communications, Autodialers
Communications, Radio
Communications, Telephone
Computer, Hardware
Computer, Software
Construction, Backhoe
Construction, Excavator
Construction, Other
Electrical, Control Panels
Electrical, Hosuehold
Electrical, Motor
Electrical, Motor, Submersible
Electrical, Other
Environmental, Water Quality
Landscaping
Office, Duplicating
Office, Fax
Office, Other
Photography
Postage
Pumps, Submersible
Pumps, Wastewater
Pumps, Water
Safety, Fire Extinguishers
Safety, Miscellaneous
Surveillance
Systems, Alarm
Systems, Audio & Video
Tools, Hand
Tools, Miscellaneous
Tools, Power, Handheld
Tools, Power, Small

Trailers
Treatment, Other
Treatment, Wastewater
Treatment, Water
Vehicles, Cars
Vehicles, Trucks
FURNITURE
Computer
Office, Desk
Office, File Cabinets
Office, Miscellaneous
Office, Workstations
MATERIALS
Construction, Asphalt
Construction, Concrete
Construction, Crushed Rock
Construction, Gravel
Construction, Other
Construction, Sand
Coverings, Window
Flooring, Carpet
Flooring, Other
Flooring, Wood
Meters, Water
Signs, Banners, Outside
Signs, Other

Services Roster Discipline List

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INSTALLATION
Systems, Alarm
Systems, Audio & Video
Systems, Security
RENTAL
Equipment, Construction, Heavy
Furniture, Office
Uniforms, Clothing
Vehicles
REPAIR
Appliances
Audio & Video
Communications, Telephone
Computer, Hardware
Furniture, Office
Motor, Diesel
Motor, Electric
Motor, Gas
Photographic Equipment
Systems, Alarm
PROFESSIONAL
Consultant, Architecture
Consultant, Construction Management
Consultant, Engineering Services
Consultant, Environmental
Consultant, Geotechnical
Consultant, Hydrogeotechnical
Consultant, Land Survey

Consultant, Landscape Architecture
Consultant, Management
Financial, Accounting
Financial, Auditing
Financial, Finance
Insurance, Broker
Legal
NON-PROFESSIONAL
Access, Internet
Advertising, Journals
Appraisal, Real Property
Asbestos Abatement
Assistance, Employee
Collection
Computer, GIS Support
Computer, Network Support
Computer, Training Support
Hauling, Bio-solids
Hauling, Hazardous Waste
Hauling, Miscellaneous
Hauling, Recycling
Help, Temporary
Inspection, Painting
Janitorial
Laboratory, Wastewater
Laboratory, Water
Landscaping
Landscaping, Hydroseeding
Language, Sign, Interpreter
Mail, Bulk
Pest Control
Printing

