



Memo

To: Board of Commissioners
From: Carrie Monforte
Date: 6/17/2023
Re: Concession Stand Roofing

Tom has been soliciting estimates for replacing the roof over the concession stand. The 2023 capital budget included \$30,000 for this roofing project.

Tom is looking at composite vs. metal roofing. He hopes to have estimates available for you for the meeting, or, if the work is within the Written Quote range of our purchasing policy (below), may provide a quote with recommendation for board approval.

Our policy regarding purchasing for public works projects:

5.08.1.2 Public Works Projects

Public works projects (“...all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency...”) including maintenance when performed by contract, are governed by chapter 39.12 RCW Prevailing Wages on Public Works requirements, regardless of contract amount. It is the responsibility of the contracting employee to notify the vendor of prevailing wage requirements and obtain compliance documentation prior to awarding any public works contract. Public works contracts will only be awarded to contractors who document compliance with the Washington State Prevailing Wage Law. The department head or designee managing the project is responsible for collecting compliance documents. Failure to follow prevailing wage laws will result in delayed or denied payment to the vendor. The District CANNOT pay for public works projects that are in violation of prevailing wage laws.

All services, materials and supplies necessary for the completion of a Public Works project will fall into this category. All District purchases for Public Works Projects are subject to authorization & quote/bid requirements as follows:

<5,000 : 3 Verbal Quotes, Director approval

\$5,001 - \$20,000 : 3 Written Quotes, Director recommendation to Board/Board Awards

>\$20,000 : Competitive Sealed Bid or Small Works Roster Required, Director Recommendation to Board/Board Awards