

CITY OF NEWPORT SMALL WORKS ROSTER

GENERAL INFORMATION:

1. A Small Works Roster has been established for the purpose of notifying qualified Contractors of pending Public Works projects and may be utilized whenever the City of Newport seeks to construct any project when the estimated cost is less than \$350,000 for non-federally funded or \$250,000 for federally funded projects.
2. The Small Works Roster shall be comprised of Contractors that have completed a Small Works Roster Application/Questionnaire and have been determined to be eligible and included on the roster.
3. The Small Works Roster shall be updated annually, or other times as may be deemed necessary by the Administrator of the Roster. Contractors desiring to be added to the Roster shall submit an application at any time. Once on the roster list, Contractors need not resubmit an application unless their information on the applications changes.
5. The City of Newport Deputy Clerk is designated as the Administrator of the Small Works Roster.

FILING INSTRUCTIONS:

Complete the attached City of Newport Small Works Roster Application/Questionnaire and submit to the City of Newport, Deputy Clerk, 200 S. Washington Avenue, Newport, WA 99156. Email: CityofNewport@Newport-wa.org

A copy of Ordinance No. 957, Ordinance No. 1059 and Ordinance No. 2086 authorizing the establishment of and procedures for a Small Works Roster are available upon request.

**SMALL WORKS ROSTER APPLICATION
CITY OF NEWPORT
200 S. Washington Ave.
Newport, WA 99156**

Name of Company: _____

Business Address: _____
(Street, PO Box, City, State and Zip Code)

Phone: _____ Fax: _____

Sole Proprietorship _____ Incorporation _____ LLC _____ Partnership _____

Number of Employees _____

If incorporated, name of registered agent and address. If partnership or sole proprietorship, name of managing person and address:

Name: _____

Address: _____

Federal Tax Identification No. _____ DUNS# _____

State of Washington Contractor's Registration No. _____

Name of Contractor's Bonding Company: _____

Amount of Bond: _____ Bond Number: _____
Licensed as: _____ General Contractor _____ Specialty Contractor
Expiration Date: _____

Name and Address of Insurance Company: _____

Minority/Woman Owned Business Enterprise Certification No. _____

Do you possess an electrical or plumbing license for the State of Washington? _____
If yes, please provide your electrical and/or plumbing license number below:

Electrical	Expiration Date	Plumbing	Expiration Date
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List the name and address of three references which can vouch for your company's satisfactory record of performance, skills, and financial standing.

**CITY OF NEWPORT
SMALL WORKS ROSTER APPLICATION**

Please indicate or list the type of Public Works projects that you wish to be notified of. Include materials, equipment, and services that you sell, rent, or otherwise can provide to the City of Newport.

Please list five projects that best exemplify the abilities and products of your firm.

I certify that all information on this application is correct. I understand that any misrepresentation or false statements on this application may be cause to reject the application.

Signature: _____

Title: _____

Date: _____