

Limited Small Works Documentation Form

For projects less than \$50,000 (RCW 39.04.155(3))

Project/Service Description: Click or tap here to enter text.

NOTE: At least 3 estimates are required. An effort should be made to equitably distribute bidding opportunities.

Estimate/Bids Received (paperwork included):

1. Company: Click or tap here to enter text.

Amount: Click or tap here to enter text.

MRSC Roster: Yes No

Comments: Click or tap here to enter text.

2. Company: Click or tap here to enter text.

Amount: Click or tap here to enter text.

MRSC Roster: Yes No

Comments: Click or tap here to enter text.

3. Company: Click or tap here to enter text.

Amount: Click or tap here to enter text.

MRSC Roster: Yes No

Comments: Click or tap here to enter text.

Preferred Provider: Click or tap here to enter text.

Reason: Low Bid Sole Source Other Click or tap here to enter text.

Bonds and Retainage:

Recommend waiver of performance & payment bonds? Yes No

Recommend waiver of retainage? Yes No

Funding:

Using federal or other grant funds? Yes No

Timing:

Estimated start date: Click or tap here to enter text.

Estimated end date (contract expiration): Click or tap here to enter text.

NOTE: Projects involving only one trade require Council approval if \$20,000 or more.
Send completed Documentation Form and copy of estimate or scope of work to Amber.

