



TO: Hyun Kim, City Manager
FROM: Tad Carlson, Purchasing Manager, Finance Department
Andy Cherullo, Director of Finance
COPY: City Council and City Clerk
SUBJECT: Ordinance Authorizing the City to Leverage the Statewide Small Works Roster – July 21, 2026
DATE: June 26, 2026

SUMMARY AND PURPOSE:

The Procurement and Payables Division of the Finance Department recommends an ordinance repealing Chapter 10.27 of the Municipal Code (TMC), *Small Public Works Contracts*, and amending the Purchasing Code at TMC 1.06.255 G, *Competitive Solicitation Requirements for Supplies and Public Works*, to authorize the City of Tacoma to utilize the statewide small works roster to procure small public works. Approval of the proposed changes would allow City of Tacoma staff to immediately start soliciting contractors for public works projects under an established threshold (currently \$350,000) from the small works roster as described in RCW 39.04.151 in alignment with the requirements for its use as specified in RCW 39.04.152.

BACKGROUND

A small works roster is a pre-established list of qualified, licensed contractors who perform smaller scope public work projects such as roof repairs, HVAC repairs, parking lot resurfacing, sidewalk repairs, fencing, etc. The goal of a small works roster program is to provide a quicker way to procure a contractor for a smaller public works project.

The City established a small works roster program under Chapter 10.27 TMC. The process required contractors to register separately for the City's roster, which proved burdensome to contractors and resulted in a limited pool of potential bidders for the City that didn't cover the full scope of public work needs. As a result, the process was rarely used and ultimately abandoned.

Subsequently, the Washington State Legislature adopted a small works roster program in RCW 39.04.151-152. The State's small works roster program is administered by the Municipal Research & Services Center (MRSC). The proposed ordinance repeals the City's outdated small works roster and process contained in TMC 10.27 and replaces it with authorization in the Purchasing Code at TMC 1.06.255 G for the City to utilize the statewide roster and process.

Contractors register once for the statewide roster, providing them access to projects for multiple state agencies and local jurisdictions, including City projects. The statewide roster includes a provision which allows for direct contracting with firms on the roster for projects under \$150,000. Projects exceeding \$150,000 and executed using the small works roster would be competitively solicited but advertised only to suppliers on the associated roster. The City's use of the statewide process will allow City access to many suppliers and allow qualifying public works projects to be awarded more efficiently, without assembling, advertising, and awarding a full specification and without multiple registration requirements imposed on suppliers.

Approval of the proposed ordinance would also adopt changes to either of the dollar value thresholds given above (or as amended in RCW) and improve small or underutilized suppliers' access to City contracting opportunities.



This recommendation was presented before the Government Performance and Finance Committee on May 19, 2026 at which time it was approved to be forwarded to the full City Council for consideration.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

This change was a recommendation from the City’s Disparity Study conducted in 2024. Using the State’s small work roster program will help reduce roadblocks for smaller local contractors that have historically struggled to access City contracts. With utilization of the state roster, any supplier that is already on that roster would be eligible for contract consideration by the City. Additionally, the state’s roster procedures include specific considerations to encourage contracting with historically marginalized contractors. The RCW required process restricts direct contracting to only those contractors with the Washington State Office of Minority and Women’s Business Enterprise (OMWBE) certification so long as there is satisfactory representation given the scope of work and location for the project. Reliance on OMWBE certifications aligns with the City’s requirements per the Equity in Contracting (EIC) program and can offer opportunities to these contractors that frequently don’t have the resources to respond to full city specifications.

Projects that exceed \$150,000 will need to be competitively solicited and EIC requirements will be placed on the specifications in the same fashion as they are for standard City of Tacoma bids. This will obligate low bidders who are not themselves certified to subcontract portions of the work and further ensure access of smaller local firms to city contracts.

ALTERNATIVES:

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. Status Quo	Continuing as is requires no changes to existing operations or changes to TMC.	Project delivery timelines remain longer due to full specification and advertising requirements.
2. Leverage Citywide Contracts	Avoids preparing solicitations and contracts are with suppliers previously vetted to meet city requirements.	Contracts with an appropriate scope of work are not always available and execution of new citywide contracts are time consuming.
3. Leverage other public entity contracts	When employed, this method similarly avoids preparing a specification.	Contracts with an appropriate scope of work are not always available and the compliance of those solicitation with law and policy is out of the city’s control.



EVALUATION AND FOLLOW UP:

RCW 39.04.152 requires that, upon adoption of the program, City of Tacoma must document at least “good faith efforts” to keep track of all bid quotations received for each project over \$350,000 as well as a list of all directly contracted projects along with all suppliers contacted for projects under \$150,000. These records will be maintained in the city’s contracting software, Ariba, and will be available upon request by either internal staff or the public. This will provide visibility to the total of contracts awarded through the program by bid, by direct contract, and by OMWBE certified firms. EIC staff will assist procurement in tracking progress toward fulfillment of the small, minority, women, and veteran-owned business utilization plan.

STAFF/SPONSOR RECOMMENDATION:

The recommendation is to repeal TMC 10.27 and amend TMC 1.06.255 G to allow the City of Tacoma to leverage the statewide small works roster to solicit public works contractors for projects with value established by RCW (currently not to exceed \$350,000). Approval of the proposed changes provides an expedient way for project managers to enter into contracts for small public works, and provides small, local contractors that are historically underutilized another path to contract with the City of Tacoma.

FISCAL IMPACT:

N/A

What Funding is being used to support the expense? N/A

Are the expenditures and revenues planned and budgeted in this biennium’s current budget? N/A

Are there financial costs or other impacts of not implementing the legislation?

No

Will the legislation have an ongoing/recurring fiscal impact?

No

Will the legislation change the City’s FTE/personnel counts?

No

ATTACHMENTS:

- Tacoma Municipal Code Chapter 10.27
- Revised Tacoma Municipal Code Chapter 1.06 (the only revision is to Section 1.06.255 G)