



TO: Hyun Kim, City Manager
FROM: Andy Cherullo, Finance Director
COPY: Government Performance and Finance Committee; Patsy Best, Finance, Procurement and Payables Division Manager
PRESENTER: Tad Carlson, Finance, Purchasing Manager
SUBJECT: Small Works Roster Code Revisions (SWR)
DATE: May 19, 2026

PRESENTATION TYPE:

Request for Ordinance

SUMMARY:

The Procurement and Payables Division of the Finance Department is recommending an ordinance to repeal 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 (SWR) to procure small public works. 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 SWR as described in RCW 39.04.151 in alignment with the requirements for its use as specified in RCW 39.04.152.

BACKGROUND:

This change is being recommended to efficiently meet the City’s need for the performance of public works projects (construction, alteration, repair or improvement of public facilities) that are smaller in project size and cost. The City previously established a small works roster (a pre-established list of qualified, licensed contractors) and process under Chapter 10.27 TMC. That process required suppliers to register separately for the City’s roster, which proved burdensome to suppliers and resulted in a limited pool of potential bidders for the City that didn’t cover the full scope of public works needed. As a result, the process was rarely used and ultimately abandoned.

In 2024, the Washington State Legislature adopted a small works roster process in RCW 39.04.151-152, which may be utilized by municipalities. The proposed ordinance repeals the City’s outdated small works roster and process contained in TMC 10.27 and replaces it with authorization in TMC 1.06.255 G (the Purchasing Code) in for the City to utilize the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-wide agencies, including City projects. The statewide roster includes a provision which allows for direct contracting with firms on the roster for projects under \$150,000. 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. 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, without imposing multiple registrations on those suppliers, and will allow qualifying public works projects to be awarded more efficiently, without assembling, advertising, and awarding a full bid.



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.

ISSUE:

SWR is an important component of the City's overall public works procurement strategy. The former SWR was inefficient and ineffective and thus rarely used. The state has made available a SWR that can be leveraged by any city in the state but only subsequent to an ordinance adopting the applicable RCW.

ALTERNATIVES:

If the recommendation is not approved, the City would continue procuring public works through traditional methods, foregoing staff time savings and reduced barriers for historically underutilized contractors.

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). .