

# SMALL PUBLIC WORKS ROSTER REGISTRATION & INFORMATION

*MRSC Rosters Small Public Works Roster is an online system used by multiple Washington State counties, cities and special districts to connect with businesses who would like to provide construction, repair, or maintenance services for small public works projects under \$300,000.00. Per State Statute, RCW 39.04.155, public agencies may choose to use a roster as an alternative to advertising per project.*

### Minimum Business Requirements:

- Email Address
- Washington Unified Business Identifier (UBI#)
- Federal Tax ID Number
- Washington Department of Revenue Account
- If applicable: Contractor's License, Industrial Insurance, Employment Security Number

Register at [www.mrscrosters.org](http://www.mrscrosters.org)

1. Click



2. Click "Contractor Registration" then "Create Account"

**SMALL WORKS CONTRACTORS**

Small Works Contractors include businesses licensed to work in Washington State and able to provide small public works services. Services include construction, building, renovation, remodeling, alteration, repair or improvement of real property for projects \$300,000 or under.  
*\*Please note that this is not a vendor roster for product sales.*

**Contractor Registration**

*Businesses are contacted about roster project opportunities based on public agency needs and their internal procedures for upholding equitability standards. MRSC is not involved in the business selection process. If you have a question about a specific project, please contact the public agency.*

3. Click "Select Public Agency Roster(s)" and Choose Membership

Small Works Contractor View

Ellen's Construction [Update](#)

<p><b>Login Information:</b> User Name: theeller Password: ellenthe</p> <p><b>Account Status:</b> Business is searchal Public Agencies who</p> <p><b>History</b> Date Account Creat Email Used: ejh@m UBI#: 121212121</p> <p><b>Membership Inform</b> Membership Option:</p> <p>Small Works Co1</p>	<table border="1"> <thead> <tr> <th>Basic Membership</th> <th>Enhanced Membership</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Individual selection of public agency rosters and services</li> <li>• Free annual membership</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Convenient group selection of public agency rosters by countywide or statewide</li> <li>• New public agencies within those counties will be automatically added to your account</li> <li>• Convenient group selection of service categories</li> <li>• \$50.00 annual membership</li> </ul> </td> </tr> </tbody> </table>	Basic Membership	Enhanced Membership	<ul style="list-style-type: none"> <li>• Individual selection of public agency rosters and services</li> <li>• Free annual membership</li> </ul>	<ul style="list-style-type: none"> <li>• Convenient group selection of public agency rosters by countywide or statewide</li> <li>• New public agencies within those counties will be automatically added to your account</li> <li>• Convenient group selection of service categories</li> <li>• \$50.00 annual membership</li> </ul>
Basic Membership	Enhanced Membership				
<ul style="list-style-type: none"> <li>• Individual selection of public agency rosters and services</li> <li>• Free annual membership</li> </ul>	<ul style="list-style-type: none"> <li>• Convenient group selection of public agency rosters by countywide or statewide</li> <li>• New public agencies within those counties will be automatically added to your account</li> <li>• Convenient group selection of service categories</li> <li>• \$50.00 annual membership</li> </ul>				

**Select Public Agency Roster(s)**  NO

**Contact Information**  NO

**Business Description/Services**  NO

**Classification & Licenses**  NO

**Insurance & Bonding**  NO

**References** OPTIONAL

**Additional Office Locations** OPTIONAL

**Detail View - What Public Agencies See**

4. Complete the Application

Select the public agency roster(s) you would like to be listed on and enter your business information. Public agencies search by service category, so make sure to select all of the small works services you provide.

5. Verification

Within 2 - 3 business days of account completion, MRSC checks that your business is not debarred from working on public works, has a valid WA UBI# and a valid WA Department of Revenue account. You will receive an email confirmation when your business is listed. To remain listed, renew annually.

