

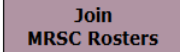
SMALL PUBLIC WORKS ROSTER REGISTRATION & INFORMATION

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

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

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

Small Works Contractor View

Ellen's Construction [Update](#)

Login Information: User Name: theellen Password: ellenthe	Basic Membership <ul style="list-style-type: none"> • Individual selection of public agency rosters and services • Free annual membership 	Enhanced Membership <ul style="list-style-type: none"> • Convenient group selection of public agency rosters by countywide or statewide • New public agencies within those counties will be automatically added to your account • Convenient group selection of service categories • \$50.00 annual membership
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Account Status:
 Business is searched Public Agencies who

History
 Date Account Create
 Email Used: ejh@mr
 UBI#: 121212121

Membership Inform
 Membership Option:

Small Works Cor

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.