



## *COLLEGE PLACE PUBLIC SCHOOLS*

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### *Administration Office*

*1755 South College Avenue, College Place, WA 99324*

*(509) 525-4827 FAX (509) 525-3741*

*focusing on kids and their learning....*

January 12, 2010

Dear Contractor:

College Place School District No. 250 is currently accepting applications for our 2010 Small Works Roster. The Small Works Roster is a list of qualified contractors interested in submitting proposals on projects less than \$300,000 - which are not required to be advertised.

All work performed at a public entity requires that prevailing wage rates be paid, if employees are used on the project, and that appropriate Intent and Affidavit forms be filed with the Washington State Department of Labor and Industries.

Please complete the enclosed application at this time in order that you may be added to our 2010 Small Works Roster.

When it becomes necessary for the District to call for bids on projects of this size, you will be contacted to submit a quote on those projects for which your company is qualified to perform. For example, only electrical contractors will be contacted for electrical projects or masonry contractors will be contacted for masonry projects.

We look forward to receiving your application and working with you during the coming year.

Sincerely,

Shanda Zessin  
Business Manager

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Superintendent: Tim Payne

Board Members: Doug Case, Todd Stubblefield, Marci Knauft

*College Place Public Schools is an equal opportunity employer and complies with all requirements of the ADA*