

Dear Contractor:

Ridgefield School District is pleased to learn of your interest in placement on our Small Works Roster for public works projects.

Please complete a Vendor Information Form and return it to the Ridgefield School District Office at 2724 South Hillhurst Road, Ridgefield, WA 98642, along with a Certificate of General Liability Insurance and a W-9 form. (Forms are accessible from our website [www.ridgefieldsd.org](http://www.ridgefieldsd.org)) Upon receipt of properly completed forms, we will place your firms name on the Small Works Roster under the category you state that you are prepared, equipped and qualified to perform. It is the responsibility of the contractor to provide current liability insurance information as well as any changes that occur after the submitting the application. Ridgefield School District will not engage the work of vendors who are suspended or debarred.

Whenever we deem it necessary to purchase building improvements, repairs or other public works type projects, we will make a reasonable attempt to request bid quotations from contractors on the Roster who have indicated a capability of performing the kind of work needed. In emergencies, or when purchases are clearly limited to single source of supply, bid procedures may be waived. We have the right to reject any and/or all bids and make further calls for bids in the same manner as the original call. We also reserve the right to purchase through an inter-local cooperative agreement with another governmental agency, provided such agency has complied with the applicable bidding requirements. Upcoming projects will be on our website.

We look forward to doing business with you. If you have any questions regarding the Vendor Information Form or this process, please do not hesitate to call.

Sincerely,

Danielle Taylor, Secretary  
Maintenance, Operations, & Facilities