



Policy Title:	Business Utilization Plan
Revision Number:	20.20 Rev.2025
Amendment/Addendum to:	Purchasing Policy
Effective Date:	
Prepared By:	Ethan Fogg
Reviewed By:	Abigail Wheeler

1 REVISION HISTORY

Revision Number	Board Resolution Number	Date of Board Approval
20.20 Rev.2025		

2 POINT OF CONTACT

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3 AUTHORIZATION

Authorized By:

Vickie L. Raines		10/09/2025
Board Chairperson	Signature	Date
Ken Mehin	 Ken Mehin (Sep 10, 2025 08:29:59 PDT)	10/09/2025
General Manager	Signature	Date

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5 PURPOSE

Grays Harbor Transit reserves the option to use Direct Contracting, when practicable, within the Small Works Roster process. In accordance with [RCW 39.04.152\(4\)\(b\)\(iv\)](#), the agency has prepared this Small, Minority-, Women-, and Veteran-Owned Business Utilization Plan to guide equitable contracting practices.

It is the policy of Grays Harbor Transit to avoid favoring any contractor through repeated awards without making documented efforts to negotiate with other qualified firms. This plan is designed to expand opportunities and improve the likelihood that Small Works Roster awards are distributed among a diverse range of small businesses.

6 APPLICABILITY

The Business Utilization Plan serves as a guide for the Direct Contracting Policy* for public works projects costing \$5,000 or less that involve the maintenance, repair, or improvement of Grays Harbor Transit facilities. This plan establishes a consistent process for selecting contractors, ensures compliance with applicable public procurement laws, and promotes transparency and fairness in all contracting decisions.

**This is an addendum to the GHT Purchasing Policy. The Direct Contracting Policy associated with this Plan supersedes the purchasing requirements found in the GHT Purchasing Policy for the purpose of small works under \$5,000.*

7 DEFINITIONS

- **Direct Contracting:** The acquisition of goods or services without a formal bid or quote process. It is used for low-cost, low-risk purchases that fall below the agency's small purchase threshold. GHT will be applying Direct Contracting to public works projects with a total cost, including tax, of \$5,000 or less.
- **GPP Office:** Grays Harbor Transit's Grants, Planning, and Procurement Office.
- **LNI:** The Washington State Department of Labor & Industries (LNI) is the state agency that oversees workplace safety, workers' compensation, prevailing wage enforcement, contractor registration, and labor standards compliance.
- **Prevailing Wage:** Refers to the hourly pay, along with standard benefits and overtime, that must be paid to most workers in a specific trade or occupation within a certain area. It represents the minimum acceptable compensation for public work projects and includes both the wage rate and fringe benefits.
- **Public Works:** [A]ll work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. ... "Public work" does not include work, construction, alteration, repair, or improvement performed under contracts entered into

under RCW 36.102.060(4) or under development agreements entered into under RCW 36.102.060(7) or leases entered into under RCW 36.102.060(8).

- **Rosters:** A list of eligible vendors who conduct work related to a specific project. These rosters streamline the bidding process for Small Works Projects.
- **Small Works:** This typically refers to projects with a total cost less than \$350,000 for Washington State or \$250,000 for Federal. For the purpose of this policy, GHT is applying small works to projects costing \$5,000 or less.

8 ROLES AND RESPONSIBILITIES

8.1 FACILITY MAINTENANCE SUPERVISOR

- **Procurement Authority** – Responsible for identifying and engaging qualified public works vendors through MRSC’s Small Works Roster in accordance with GHT’s procurement procedures.
- **Policy Compliance** – Ensures all procurement activities fully comply with the Facilities Direct Contracting Policy and applicable public procurement regulations.
- **Contract Awards** – Oversees the fair and consistent rotation of vendors when awarding projects under the Direct Contracting process, as outlined in the Facilities Direct Contracting Policy.

8.2 GRANTS, PLANNING, AND PROCUREMENT OFFICE

1. **Form Preparation and Compliance:** Prepare and submit the combined project form on the Washington State Department of Labor & Industries (L&I) website for all facility projects under \$5,000.
2. **Prevailing Wage Verification:** Review and confirm applicable prevailing wage rates for all covered projects to ensure compliance with state requirements.
3. **Support and Oversight:** Provide guidance to the Facility Maintenance Supervisor and other departments on prevailing wage rules, direct purchase documentation, and state reporting obligations.

9 REFERENCES

- Revised Code of Washington (RCW)
 - RCW 39.04.152 – Uniform small works roster provisions
 - RCW 39.04.200 – Small works roster or purchase contracts
- Grays Harbor Transit Electronic Bidding Policy
- Grays Harbor Transit Electronic Signature Policy
- Grays Harbor Transit Facilities Direct Contracting Policy
- Grays Harbor Transit Purchasing Policy

10 BIDDER RESPONSIBILITY CRITERIA

The bidder must meet the responsibility criteria outlined in RCW 39.04.350.

11 TRANSPARENCY

This plan will be assessed and posted annually [Q2] by the **Grants, Planning, and Procurement Office**. The achieved utilization will be publicly reported Grays Harbor Transit website (ghtransit.com).

12 GOAL

The agency's goal is to award small and diverse businesses zero percent (0%) of all the small works projects awarded during the *Utilization Plan's Effective Period* in the following way. Grays Harbor Transit is based in a rural location that does not have certified small businesses in any of the small or disadvantaged categories that can provide small works. Grays Harbor Transit will review the availability of small businesses annually and refresh the goal. Furthermore, Grays Harbor Transit will encourage small businesses to get certified with OMWBE and will not limit small businesses from participating in public works projects.

Projects Anticipated	Target Small Business Awards
50	0

Project types are limited to small renovations, additions, annual inspections that include small works, and repairs under \$5,000, including tax.

13 UTILIZATION ACHIEVED

Grays Harbor Transit achieved 0% utilization of small businesses as follows: (This is the first year of the Business Utilization Plan).

Project Name	Project Type	Category	Small Business

For details on each award, please see our small works award data publicly available [INSERT].










20.20 Rev. 2025 Business Utilization Plan

Final Audit Report

2025-09-10

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