

1. Log-in to your MRSC Rosters account

To search for businesses in your small works, consultant, or vendor rosters, visit www.mrscrosters.org and log-in to your public agency MRSC Rosters account.

PUBLIC AGENCY BUSINESS ABOUT MRSC ROSTERS MRSC Rosters is a convenient service used by Washington local governments to contact businesses about small public works projects, consulting opportunities, and contracting of goods or services. MEMBER LOGIN USERNAME PASSWORD	MRSC	HOME CONTACTUS		
	PUBLIC AGENCY BUSINESS ABOUT MRSC ROSTERS MRSC Rosters is a convenient service used by Washington local governments to contact businesses about small public works projects, consulting opportunities, and contracting			
Learn how we connect Public Agencies & Businesses >> BROWSE PUBLIC AGENCIES MRSC Rosters is used by 377 Washington Public Agencies	Learn how we connect Public Agencies & Businesses >>	MRSC Rosters is used by 377		

2. Select roster to search

Once you log-in, you will enter the search page. Click on the roster you want to search. If you signed the Vendor Contract, you will additionally see the Vendor Roster button. Or you may click on "Export Business Contacts" to download a spreadsheet of business information or click "Find a Business" to open an individual business account.

Aberdeen School District #5	SEARCH ACC	OUNT SETTINGS FAQ SUPPORT LOG OUT	
MRSC ROSTERS	•		
Search a Roster Export Business Contacts Find a Business	Select a roster to search There are three Roster Types based on specific contracting kind of overall services you are looking for and then click or businesses who provide specific services.	procedures outlined in the roster statutes. Determine what the associated Roster Type to search for registered	
	Small Works Roster The Small Works Roster includes businesses who provide construction, building: renovation, remodeling, alteration, repair or improvement of real property as referenced in the RCW 39.04.155.	Consultant Roster The Consultant Roster includes businesses who provide architecture, engineering, and surveying services as referenced by Ch. 39.80 RCW, as well as some other professional services such as management, financial, legal communications, and environmental consulting	

3. Select Services

Select one or more service categories and then click the "Search for Businesses" button. Once you click the button, you may see a process bar and it may take up to 10 seconds for the business list to be generated. Please have patience as we transition to the new system. We are working on improving the speed performance.

Aberdeen School District #5	SEARCH ACCOU	INT SETTINGS FAQ SUPPORT LOG OUT	
MRSC			
Search a Roster	Search Small Works Service Categ	ories	
Export Business Contacts Find a Business	You can search for Small Works businesses in three ways, by individual service category, multiple individual service categories, or by main category grouping. Click on the service categories you would like to search and click Search for Businesses to generate you roster of service providers. In addition, you may filter to businesses who provide emergency work by clicking on the service categories and then clicking the Search only for businesses who perform emergency work.		
		arch only for Small Works Business who perform emergency work Search for Businesses	
	☑ Agricultural and Conservation Improvement, Repair, an	1 Maintenance	
	☑ Agricultural Irrigation Systems	☑ Stock Watering Pump Systems	
	Stream Pump Intake Screens	☑ Stream Restoration	
	Concrete & Masonry		
	Concrete - Barriers	☑ Concrete - Coring & Drilling	
	☑ Concrete - Curbs, Gutters, Sidewalks & Driveways	□ Concrete - Cutting & Sacking	
	Concrete - Decorative Pavement	Concrete - Extruded Curbing	

4. Print the generated business list

Once you click the "Search for Business" button, you will generate the list of businesses who have registered with your specific public agency and selected all of the service categories you searched. You are required to print this page for your records. Click the Print button to print. Then click the Continue button to determine which businesses you would like to solicit for the project.

Public Agency Name: Aberdeen School District #5
Roster Type: Small Works Roster
Date: 11/17/2014
Time: 9:34:46 AM
Main Category: Agricultural and Conservation Improvement, Repair, and Maintenance, Concrete & Masonry
Sub-Category: Concrete - Curbs, Gutters, Sidewalks & Driveways, Agricultural Inrigation Systems, Stock Watering Pump Systems, Stream Pump Intake Screens, Stream Restoration, Concrete - Coring & Drilling
Small Works Roster Businesses:
Pan-Arctic Contractors, Incorporated
Lakeridge Paving Co., LLC
Ballard Marine Construction, Inc.
Cascade Sawing & Drilling, Inc.
NCM Contracting Group, LP

5. Determine how many businesses to solicit.

It is recommend to solicit the whole list because it meets all equitability standards. Click "Whole List" to pull the contact information for all listed businesses. Or, if you would prefer to use internal contracting procedures for equitability, such as soliciting 3 -5 businesses, then click the "Narrow" button to select a few businesses to solicit.

Aberdeen School District #5	SEARCH ACCOUNT SETTINGS FAQ SUPPORT LOG OUT
MRSC	
Find a Duviness	Determine how many businesses to solicit ③ You may click on business names to view their full applications. Then click "Whole List" to most easily meet equitability requirements by contacting all businesses in the list or click "Narrow" to use your internal selection policies to contact some of the businesses.
	Whole List Narrow Public Agency Name: Aberdeen School District #5 Roster Type: Small Works Roster Date: 11/17/2014 Time: 934.46 AM Main Category: Agricultural and Conservation Improvement, Repair, and Maintenance, Concrete & Masonry Sub-Category: Concrete - Curbs, Gutters, Sidewalks & Driveways, Agricultural Irrigation Systems, Stock Watering Pump Systems, Stream Pump Intake Screens, Stream Restoration, Concrete - Coring & Drilling

If you choose to narrow your search, click on the business names to view their full application, determine who you would like to solicit, click the box next to the business name, and then click the "Continue" button to print the reduced business list for your records.

Aberdeen School District #5	SEARCH ACCOUNT SETTINGS FAQ SUPPORT LOG OUT
MRSC	
Search a Roster Export Business Contacts Find a Business	Select businesses to solicit Continue You may click on business names to view their full applications. Select the businesses you would like to solicit and then click the "Continue" button. Return to select all listed businesses
	Cascade Sawing & Drilling. Inc. MCM Contracting Group. LP Salinas Construction. Inc. Salinas Sawing & Saling. Inc.
	Paul LaDue General Contracting dba Paul LaDue Fencing Contech Services, Inc. ROGNLINS INC. Del-Mar Concrete Cutting Padific Tech Construction

6. Choose method of solicitation.

Once you have printed your business listed and clicked Continue, determine how you would like to solicit the businesses, either via mailing or email. Click the "Download" button to generate an Excel spreadsheet of all the contact information for your selected businesses and/or copy the email address and paste them into your email client, such as Outlook, to solicit via email outside of MRSC Rosters.

Aberdeen School District #5	SEARCH ACCOUNT SETTINGS FAQ SUPPORT LOG OUT
MRSC	
Search a Roster Export Business Contacts Find a Business	Choose method of solicitation Mailing Click "Download" to generate an Excel spreadsheet of the roster business contacts so that you can create labels for
	Download
	Email Highlight the below address of your roster business contacts, copy, and paste into your email client, such as Outlook. support-1028psc_at_gmail.com@upwardstech.com; support-amartin_at_rawhideexcavating.com@upwardstech.com; support-absplute[c_4_at_email.com@upwardstech.com; support-absplute[c4_at_email.com@upwardstech.com; Highlight Emails copy

Spreadsheet Example:

1	Public Agency Name:	Aberdeen School District #5	i		
2					
3	Date:	11/17/2014			
4	Time:	09:34 am			
5					
6		Agricultural and Conservation	on Improvement, Repair, and Maintenance - A	gricultural Irrigation Systen	ns, Stock Watering Pump Systems, Stream Pump Intake Scree
7		oncrete & Masonry - Concrete - Coring & Drilling, Concrete - Curbs, Gutters, Sidewalks & Driveways			'S
8					
9	Business Name	Primary Contact	Address	Phone	Emails
	Pan-Arctic Contractors, Incorporated	Edward Higgins	18905 Pioneer Way East PO Box 429	360 893-7234	support+ehiggins_at_pan-arctic.net@upwardstech.cor
10					
	Lakeridge Paving Co., LLC	Heidy Brothers	PO Box 8500Covington, WA 98042	253-631-8290	support+lakeridge_at_lakepav.com@upwardstech.com
11					
	Ballard Marine Construction, Inc.	Shilo Hutton	727 S 27th StWashougal, WA 98671	360.695.5163	support+Shilo.Hutton_at_BallardMC.com@upwardstee
12					
	Cascade Sawing & Drilling, Inc.	Karen E Aguiling	PO Box 3157Kent, WA 98089	253-872-7578	support+kaguiling_at_cascadeconcretesawing.com@u
13					
	NCM Contracting Group, LP	Trevor Braun	8160 304th Ave SEIssaquah, WA 980	425-881-0623	support+estimtingwa_at_ncmgroup.com@upwardstec
14					
	Salinas Construction, Inc.	JOEY SULLIVAN	7804 40th Ave WMukilteo, WA 9827	425-745-6048	support+JOEY_at_SALINASCONCRETE.COM@upwards1
15					
	Salinas Sawing & Sealing, Inc.	Tracy Campbell	7804 40th Ave. W.Mukilteo, WA 982	(425) 745-0706	support+tracy_at_salinassawcuttingcom@upwardste
16					
	Paul LaDue General Contracting dba	Paul LaDue	POB 1035McCleary, WA 98557	360 495-4144	support+paulladue_at_comcast.net@upwardstech.com
17					
	Contech Services, Inc.	Pete Barlow	P.O. Box 84886Seattle, WA 98124	206 763-9877	support+pete_at_contechserviceswa.com@upwardste
18					
	ROGNLINS INC.	Ann McKinney	321 W State St PO Box 307Aberdeen	360 532-5220	support+ann_at_rognlins.com@upwardstech.com; sup
19					