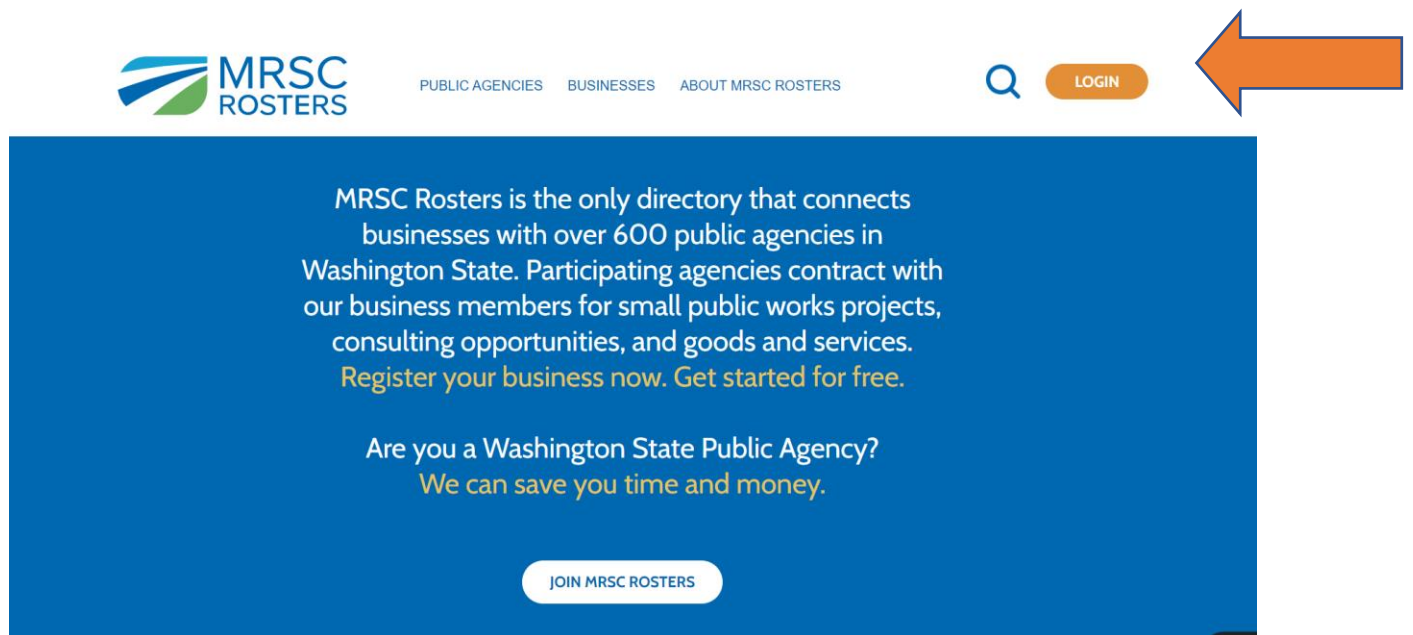




Public Agency Search Instructions

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.



1. Select the Roster You Want to Search

Once you log in, you will enter your agency's MRSC Rosters homepage. From here, click on the roster you want to search under **Generate a Roster**. If you did not sign the Vendor contract, you will not see this option.

Maggie Public Agency Rosters

Welcome. Get connected with businesses in MRSC Rosters:

▶ [Generate a Roster](#) ▶ [Download Rosters](#) ▶ [Search for a Business](#)

Generate a Roster

There are three Roster Types based on specific contracting procedures outlined in the roster statutes. Determine what kind of overall services you are looking for and then click on the associated Roster Type to search for registered businesses who provide specific services.



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.

VENDOR ROSTER

The Vendor Roster includes businesses who provide product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in RCW 39.04.190.

From this main page you can also choose **Download Business Contacts** to download a spreadsheet of business information and/or use the **Search for a Business** option to locate a specific business and open its full application for more information on them.

Download Business Contacts

Need to send out an announcement, or track your registered businesses? Download an Excel spreadsheet with business contact information by clicking on a roster type below, or export all of your registered businesses contact information by clicking "Download All Rosters."



+download small works roster

Construction, building, renovation, remodeling, alteration, repair or improvement of real property as referenced in the [RCW 39.04.155](#).

+download consultant roster

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.

+download vendor roster

Product sales, equipment repair, vehicle maintenance, garbage collection, and other purchased services as referenced in [RCW 39.04.190](#).



DOWNLOAD ALL ROSTERS

Search for a Business

If you are already working with a business and need to find their application, type in their business name and click the search icon.

Business Name	▼	Search for a business you are currently working with	🔍
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2. Select Services

After you choose the type of roster to search, decide how you want to search for businesses.

You can search using the default setting which will generate a list of businesses that match **any** of the service categories you select, **OR** you can check the box that allows you to generate a list of businesses that match **all** of the service categories you select. (This will provide you with a narrowed list.)

Next, select one or more service categories and click the **Search Businesses** button. Once you click the button, you may see a blue process bar and it may take up to 10 seconds for the business list to be generated.

Search Small Works Service Categories

Select the service categories you would like to search and click "Search Businesses" to generate your roster of service providers.

SEARCH BUSINESSES

Small Works Roster Services

The default search will generate a list of businesses that meet **any** of the service requirements you choose. If you'd like a more precise list, select the option below to show only the businesses that provide **ALL** of the services selected.

You may also limit your search results to businesses who provide emergency work.

Search **only** for small works businesses that match **all selections**
Search **only** for small works businesses who perform **emergency work**

Agricultural and Conservation Improvement, Repair, and Maintenance Select All

- Agricultural Irrigation Systems
- Stock Watering Pump Systems
- Stream Pump Intake Screens
- Stream Restoration

Concrete and Masonry Select All

- Concrete Barriers
- Concrete Coring and Drilling
- Concrete Cutting and Sacking
- Concrete Flatwork
- Concrete Pavement
- Concrete Polishing and Staining

3. Print or Save the Generated Roster

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 some or all of the service categories you searched (depending on what search option you chose to use). **You are required to either print or save this list as a PDF for your records.** Click the Print button to print or the Save as PDF button to save the list.

Small Works Roster

Save a PDF or print to retain the roster business list for your records, and then click "Continue" to determine which businesses to solicit for your project.

CONTINUE



Small Works Roster

Public Agency Name:	Maggie Public Agency
Roster Type:	Small Works Roster
Date:	09/09/2021
Time:	11:15 am
Main Category:	Concrete and Masonry
Sub-Category:	Concrete Flatwork

SMALL WORKS ROSTER BUSINESSES:

save as pdf print

Absher Construction
Adopt A Stream Foundation
Arrow Concrete & Asphalt Specialties, Inc.
Bayshore Construction Company

Note that on this page, **you can also click the business names to view individual business application information.**

After you've saved this list, click the **Continue** button to determine which businesses you would like to solicit for the project.

4. Determine How Many Businesses to Solicit

It is recommended to solicit the whole roster to meet equitability standards. Simply click **Solicit Businesses** to pull the contact information for **all** listed businesses.

If you would prefer to use internal contracting procedures for equitability, such as soliciting 3 -5 businesses, then click the check box next to **Narrow my roster results*** to select a few businesses to solicit.

Determine how many businesses to solicit



Click on the business names below to view complete business applications. You may choose to narrow your list according to your own internal policies, or to most easily meet equitability requirements, solicit all businesses by clicking "Solicit Businesses"

SOLICIT BUSINESSES



Determine how many businesses to solicit

Public Agency Name:	Maggie Public Agency
Roster Type:	Small Works Roster
Date:	09/09/2021
Time:	11:15 am
Main Category:	Concrete and Masonry
Sub-Category:	Concrete Flatwork

SMALL WORKS ROSTER BUSINESSES:

Narrow my roster results

[Absher Construction](#)

[Adopt A Stream Foundation](#)

[Arrow Concrete & Asphalt Specialties, Inc.](#)

[Bayshore Construction Company](#)



*If you choose **Narrow my roster results** to narrow your search, **click on the business names to view their full applications** (which include certifications, licenses, Statement of Qualifications, and all other application information) to determine who you would like to solicit.

Check the boxes next to the businesses you would like to solicit.
Click **Print** or **Save** to print or save the reduced business list for your records.
Then click **Solicit Businesses** to continue.

Determine how many businesses to solicit



Click on the business names below to view complete business applications. You may choose to narrow your list according to your own internal policies, or to most easily meet equitability requirements, solicit all businesses by clicking "Solicit Businesses"

SOLICIT BUSINESSES



Determine how many businesses to solicit

Public Agency Name:	Maggie Public Agency
Roster Type:	Small Works Roster
Date:	09/09/2021
Time:	11:15 am
Main Category:	Concrete and Masonry
Sub-Category:	Concrete Flatwork

SMALL WORKS ROSTER BUSINESSES:



Narrow my roster results

If you choose to utilize internal policies and narrow your solicitation, make sure to document how you are meeting equitability requirements and communicate to the rest of your staff the businesses you select in order for your agency to appropriately rotate through businesses.

You must save a PDF or print to retain the roster business list for your records before proceeding.



save as pdf  print 



Absher Construction

Adopt A Stream Foundation

Arrow Concrete & Asphalt Specialties, Inc.

Bayshore Construction Company

5. Choose Your Method of Solicitation

Once you have printed your business list and clicked Solicit Businesses, determine how you would like to solicit the businesses, either via mailing or email.

1. You have three solicitation options:

Click **download to generate an Excel spreadsheet** of all the contact and certification information for your selected businesses.

2. Click **email all** to send an email to all contacts via your default email client.

3. You can also **copy the email address and paste them into your email client**, such as Outlook.

Choose method of solicitation

The screenshot shows a web interface for choosing a solicitation method. At the top is a blue navigation bar with icons for tools, a list, a search, and an email. Below this is a green button labeled "RETURN TO ROSTER HOME" with an orange arrow pointing to it from the right. The main content area has a blue icon of an envelope and a phone. The title "Choose method of solicitation" is followed by a horizontal line. Below the line are three options: "DOWNLOAD CONTACTS SPREADSHEET" with a green "download" button and a green download icon (with an orange arrow pointing to it from the right), "EMAIL CONTACTS" with a green "copy to clipboard" button (with an orange arrow pointing to it from the left), and "email all" with a green envelope icon (with an orange arrow pointing to it from the right). Below the "copy to clipboard" button is a white box with a black border containing the text "Contact emails for businesses will appear here." and a green circular icon with a white 'C' in the bottom right corner.

Once you have completed the above step and made sure you have saved business lists for record retention purposes, etc., you may return to your homepage by clicking **Return to Roster Home**.

Note: If you want to re-visit a business' application, you can do so at any time by using the search function at the top of each page. You can search by business name or UBI number and then clicking the business name to review the full application.



Business Name ▾ Search for a business you ar

