



CASTLE ROCK SCHOOL DISTRICT #401

Susan Barker, Superintendent
600 Huntington Ave. S • Castle Rock, WA 98611 • T: 360.501.2940 • F: 360.501.3140
www.castlerock.wednet.edu

Dear Prospective Contractor:

Castle Rock School District is pleased to learn that you are interested in being placed on our small works roster for public works projects.

Please complete the attached vendor information form and return it to our office. Upon receipt of the properly completed form, we will place your firm on the small works roster under the category that you state that you are prepared, equipped and qualified to perform.

Whenever we deem it necessary to purchase building improvements, repairs or other public works type of projects, we will make every reasonable attempt to request bid quotations from all contractors on the roster who have indicated a capability of performing the kind of works being contracted. In emergency situations, or when purchases are clearly limited to a single source of supply, bid procedures shall be waived. We have the right to reject any and all bids and make further calls for bids in the same manner as the agreement with another governmental agency, provided such agency had complied with the applicable bidding requirements.

If you have any questions regarding the vendor information form or the small works application process, please call me at (360) 501-2940.

Your cooperation and early response is appreciated.

Sincerely,

Carla Whitmire
Executive Assistant
Castle Rock School District