Port of Centralia
Direct Contracting
Business Utilization Plan

Effective January 1, 2026-December 31, 2026
Plan Administrator: Erin Maloney

Purpose:

The Port of Centralia is reserving the option to use Direct Contracting as practicable in the Small Works Roster process. As required under RCW 39.04.152(4)(b)(iv), the Port of Centralia is preparing the following small-, minority-, women-, and veteran-owned business utilization plan.

Further, pursuant to RCW 39.80.040 relating to procurement of architectural and engineering services, the Port of Centralia is providing a plan to ensure that small-, minority-, women-, and veteran-owned businesses are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

Intent and Policy:

It is the Port of Centralia's policy to not favor contractors by repeatedly awarding contracts without documented attempts to negotiate with others.

This plan is intended to help increase the likelihood of small works roster awards going to a broad range of small businesses.

This plan is further intended to ensure that small-, minority-, women-, and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural and engineering services.

This plan is to be referred to with each procurement for (i) small works with a $150,000 estimate or less, not including sales tax, or (ii) architectural and engineering services. For purposes of small works, the plan will be referred to by the Port of Centralia staff as they solicit and negotiate using Direct Contracting.

Transparency:

This plan will be assessed, updated as needed, and posted annually every January by the Plan Administrator. The current utilization plan will be made available on the Port of Centralia's website at www.portofcentralia.com and made available to review upon request in its Administrative Office. The achieved utilization will be publicly reported in subsequent years' plan updates as described below.

Goal:

The Port of Centralia's goals are to increase small and diverse businesses' Small Works Roster participation, and to award 30% of all small works projects to such businesses using Direct Contracting under this Business Utilization Plan.

Implementation:

The Port of Centralia will provide annual notification of its Small Works Roster to the Washington State Office of Minority and Women's Business Enterprises' Directory of Certified Firms to solicit contractors for inclusion on the Roster.

The application for the Small Works Roster will also include the ability for applying businesses to specify if they are a small-, minority-, women-, and veteran-owned business for the Port of Centralia to better track its contracting practices.

While direct contracting, the Port will also prioritize contractors within 50 miles of Centralia, Washington, where possible, during contractor rotations and negotiations.

History:

This is the third installment of the Business Utilization Plan and the second full-year installment, as the first installment was effective September 18, 2024, through December 31, 2024. In that time period, there were six projects awarded and no contractors hired were a small-, minority-, women-, and veteran-owned business. It is important to note that none of the contractors on the applicable roster were a small-, minority-, women-, and veteran-owned business, either. All of the hired contractors were located within 50 miles of Centralia, Washington.

Utilization Achieved:

During the January 1, 2025, through December 31, 2025, Business Utilization Plan installment period, 27 projects were awarded. Of those projects, 17 were awarded to a small-, minority-, women-, and veteran-owned businesses. This equates to an award rate of nearly 63%, far surpassing the target goal of 30%. All of the hired contractors were located within 50 miles of Centralia, Washington.

Roster	Number of Projects	Applicable Category
Electrical	4	Small Business
Fencing	2	Small Business/ Minority-Owned
General Contracting	1	Small Business
Grading	3	Small Business
HVAC	2	Small Business

Plumbing	3	Small Business
Power Washing	2	Small Business

2026 will be the second full calendar year with the Business Utilization Plan in effect. All contractors applying to the 2026 Small Works Roster will have the opportunity to select the applicable category designation. The Port of Centralia will be recording and evaluating its progress in achieving the goals outlined above and will report its findings in the next plan update.

Related Policies:

Resolution 2024-04 Repealing Resolution 2004-04 and Establishing Purchasing Policies and Procedures.

Reviewed By:

Executive Director — Date 1/21/26