Intermodal Police Precinct:

Answers to questions from Council Member Mike Fagan presented at the Public Safety Committee Meeting dated January 11, 2016

1. The Spokane Police Division had been actively looking for a building that met the needs for a standalone police facility. Intermodal was selected after looking at other locations citywide that had good access and were large enough to meet the policing needs. The Intermodal Center was selected as part of a desire for a standalone police facility with good proximity to downtown and central City location. Although a potential cost savings has been discussed as a part of this move to Intermodal, it was not the core reason for the decision. It was one reason amongst many that supported the long-term strategy of a standalone police facility and our asset management strategy to maximize the use of city-owned facilities.

The STA lease expired at the end of December 2015 and the Intermodal remodel also was completed. This left the City in the position that one of the facilities was going to remain vacant, Peyton or Intermodal. As the police division does not have the capacity to have an officer at both locations, priority was given to dedicating resources to patrol over assigning one officer to the Peyton location and another officer to Intermodal. The long-term community policing strategy, the asset management strategy of utilizing City-owned facilities, and the additional variable that SRTC, a tenant, intends to leave the building made Intermodal the logical choice for the downtown police precinct move.

The move does not preclude having an officer at the STA facility. The terms of the STA contracted officer allowed the officer to patrol from Division Street to approximately Madison. Intermodal remains squarely within this patrol location for an STA-supported officer. The police division will accommodate an officer for STA in whatever capacity is determined by STA. A loss of a contracted officer does not have to occur if they determine they would like to continue with a dedicated contract officer or an extra-duty officer. The boundary terms for this police officer could continue as was defined in the prior contract. It is our understanding that the 2016 STA budget contained funding for an officer.

One other item of note that has been suggested as a positive is the parking for patrol cars below the STA Plaza. The police division did not require underground parking and in fact prefers to park on the street to display a presence. The underground parking was only provided as street parking was not easily obtained.

In a February 17, 2015 Public Safety Committee meeting, then-Chief Straub did present that the police division would be keeping both the Downtown Precinct and the Intermodal facilities for police. Upon further review, it was determined that the police division could not support maintaining an officer in both facilities due to patrol coverage needs. That decision was communicated and briefed during an October 19, 2015 meeting of the Public Safety Committee.
Minutes from that meeting state that, “the intent is to vacate the Peyton and eventually move the downtown facility.”

2. Intermodal has long been a source of security concerns and vandalism in the Sprague/Browne neighborhood. As a transportation hub that is open 24 hours a day, it has been frequently used in criminal activity and receives a great deal of wear and tear. The City of Spokane through our professional property manager, Kiemle & Hagood, spent approximately $7,000 per month on security services during 2013 and 2014. Through 2013, 2014, and the first half of 2015, security patrolled the property from 5 pm to 5 am, 7 days per week, and we added a daytime shift during the weekdays from 11 am to 2 pm.

Despite these security efforts, vandalism and safety issues have remained a chronic problem. We received reports from the property manager and tenants about unsafe conditions in and around the property and in the elevator. To further exacerbate the security issues, Greyhound, one of our first-floor tenants that could help provide presence at the entrance to the facility, consolidated and relocated its office to the 2nd floor, which directly connects with their bus ramp operations, but leaves the front entrance unattended. This left the ground floor vulnerable during the daytime hours. Amtrak is on the ground floor, but their hours of operation are in the evening.

In June 2015, leading up to Hoopfest, the City added another security shift to address the safety concerns expressed by the tenants and the property manager. Since June 2015, the property has had 24-hour security service. The additional coverage increases security expense from $7,000 per month to $10,300 per month. The annualized cost of security is now $123,600. (In reference to the $99,000 security figure mentioned in the media, the $99,000 amount covered 11 months of 2015 and only had a partial year where coverage increased to 24 hours.)

One of the intents of locating a police precinct in the facility is to reduce the private security expense from $123,600 to approximately $62,000 or less annually. A savings of $61,000 in security expenses is possible by removing one of the private security shifts. The precinct will operate during the hours of 7 am to 5 pm during the weekdays and will serve as a base of operation for the police 24/7.

Speaking to the issue of vandalism, the property has had annual operating expenses of $537,815, $526,857, and $479,998 during 2015, 2014, and 2013, respectively. Stripping out utility costs, salaries, management fees, taxes, and security costs to get to a general maintenance cost of the facility, the general upkeep is $191,519, $217,708, and $184,970 for the same years. This is a range of $7.22 to $8.49 per square foot just for upkeep: a very high number, considering total operating expenses for general office buildings in Spokane are in the $6 -$8 range. The City is paying as much for upkeep as other properties in town spend on all operating costs. Most prominent amongst the general maintenance items are the elevator and escalator costs. Those two alone represent 20 to 30% of the maintenance costs.
3. As addressed in #2 above, the annualized cost of two security shifts providing 24-hour coverage at Intermodal is $123,600. While we don’t expect a full elimination of the security expenses, we are anticipating a reduction of one shift, which is project to save $61,000 annually.

4. The best answer to the data supporting the reduction of vandalism will be available after the precinct has been in operation through a yearly cycle. Vandalism, by its nature, is unpredictable in its frequency and severity, so to provide specific projections may be more illusory than beneficial. However, absence of police on the ground floor and continued $123,600 expense of private security is not an optimal solution.

The City has not required the property manager to track vandalism specifically in their financial accounting of the property. Repairs for vandalism roll up under categories such as general maintenance, flooring, plumbing, janitorial, etc. However, as a data point, the most recent bid on repairing the front escalators was $3,650. The escalators have been repaired multiple times.

In terms of a tenant mix, the precinct is a complementary use to the other transportation service companies in the building.
Yes, damage was done to the front escalator before 24-hour private security coverage was implemented in June 2015.

5. The total cost to build the tenant improvements (construction, IT and furniture costs) for the police precinct was $113,517.71. The construction contract approved by the City Council in March 2015 was $147,832. Approximately $74,000 of the construction contract was applicable to the precinct space; the remainder was for Greyhound tenant improvements. Actual construction costs for the precinct was $59,342. The construction costs came in under budget due to change orders, which simplified construction and reduced costs.

The cost breakdown:

<table>
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<tr>
<th>Name of Contractor</th>
<th>Description of work:</th>
<th>Costs for material/services:</th>
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<tr>
<td>Design Source</td>
<td>Space plan and preliminary design</td>
<td>$4,312.50</td>
</tr>
<tr>
<td>Bernardo Wills Architects</td>
<td>Final design and layout</td>
<td>$4,184.00</td>
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<tr>
<td>Camtek Inc</td>
<td>Assess system installation</td>
<td>$7,495.90</td>
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<tr>
<td>Cochran</td>
<td>Data and cabling installation</td>
<td>$26,476.67</td>
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<tr>
<td>Firepower</td>
<td>Camera Installation</td>
<td>$7,895.97</td>
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<td>Chipman Moving and Storage</td>
<td>Initial furniture installation</td>
<td>$1,320.00</td>
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<tr>
<td>Chipman Moving and Storage</td>
<td>Move from Peyton bld./take furniture from Intermodal and Peyton into</td>
<td>$2,490.00</td>
</tr>
<tr>
<td>DR Scott Construction LLC</td>
<td>All GC costs for the buildout of the facility, including material and labor</td>
<td>$59,342.67</td>
</tr>
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</table>

**TOTAL COST TO DATE:** $113,517.71

Floorplan, furniture layout, and invoices are included as attachments.

6. Former police Chief Frank Straub was the police contact at the inception of the project. Former Assistant Chief Selby Smith was the point of contact on the precinct development until he retired in December 2015.

7. This is a public records request. Emails will be compiled by the City Clerk through, reviewed for responsiveness and released through the standard public records request process.
Gamtek, Inc
PO Box 6520
Spokane WA 99217
(509) 443-2609
Fax: (509) 443-2722

Current Charges

<table>
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<th>Description</th>
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<td><strong>$6,895.95</strong></td>
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IMPORTANT MESSAGES

2.75% Conv Fee on Credit Card Trans over $1000
A/R & A/P - Ronda
(509) 443-2609
Service - Leslie
(509) 443-2609
Sales - Don, Lorie, Dustin
(509) 443-2609

Project Final Billing

RECEIVED
DEC 2 2015
IT DEPARTMENT
CITY OF SPOKANE

RECEIVED
DEC 03 2015
ACCOUNTING

Please detach and return this portion with your payment to ensure proper credit.

Camtek, Inc
PO Box 6520
Spokane WA 99217
(509) 443-2609
Fax: (509) 443-2722

Customer Information

Customer: City of Spokane
Invoice Number: 10375
Invoice Date: 9/24/2015
Terms: Due On Receipt
Invoice Balance Due: $7,495.90

TOTAL DUE: $7,495.90
Amount Enclosed:

City of Spokane
Attn: Accounts Payable
808 W Spokane Falls Blvd
Spokane, WA 99201

REMIT TO:
Camtek, Inc
PO Box 6520
Spokane WA 99217
Change Order Proposal 01

Changes as identified on the attached spreadsheets including elimination of all Ballistic Elements as well as some changes discussed.

COP 01A and 01B combined equal $-32,801.05

CONTRACT SUM:

- □ NO CHANGE
- □ INCREASE
- [x] DECREASE

deduct of Thirty-Two Thousand, Eight Hundred and one and 05/100's Dollars

(Washington State Sales tax not included)

$-32,801.05

CONTRACT TIME:

- [x] NO CHANGE
- □ INCREASE
- □ DECREASE

OF 0 CALENDAR DAYS

CONTRACT SUMMARY

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<td>PREVIOUS DEDUCTIONS</td>
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PREVIOUS TOTAL          |

CHANGE AMOUNT          |

NEW TOTAL              |

$0

$-32,801.05

$103,198.95

APPROVED BY:           |

DATE:                 |
FROM: D R SCOTT CONSTRUCTION, LLC  
our job # 1541  

TO: City of Spokane, Judy Knight  

RE: Intermodal Police Precinct Bldg. Remodel  
Contract #OPR-2015 0245  

DESCRIPTION:  

**COP 01A DEDUCTIVE CHANGE ORDER PROPOSAL** -(1) To omit all Ballistic Elements as indicated in Addendum 4 drawings A2.1 including: Keynote 1 new work: masonry pony wall and Level 3 Bullet resistant glass and frame surround; Keynote 2 Replace existing exterior aluminum windows with new level 3 Bullet resistant windows and frames; Door 1 omit Level 3 Bullet resistant door and frame; Door 3 omit new Level 3 Bullet resistant door, frame and sidelight.

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Requested Additional Time for Completion of This Work: 0 Calendar days  

This change order proposal only included the direct cost and time of performing the changed work. It excludes any cost or time for impacts, inefficiencies or delays and the rights to such are expressly reserved.
FROM: D R SCOTT CONSTRUCTION, LLC  
Date: 4/27/2015  
our job # 1541  

TO: City of Spokane, Judy Knight  

RE: Intermodal Police Precinct Bldg. Remodel  
Contract #OPR-2015 0245  

DESCRIPTION:  

COP 01B - ADDITIVE CHANGE ORDER PROPOSAL  
(1) Door 1 add new standard commercial grade door and frame and prepare for hardware per door schedule; 
Door 3 replace door only and prepare for hardware per door schedule; 
Add dead bolt to Door 6 and salvage door 1 on the 2nd floor (eliminate new door, frame and hardware. 
(2) Add framed wall support at Precinct Service counter and provide a 36" high work counter on the interior side of Service counter; 
Remove wall and door seperating rooms 103 and 104 and rebuild cieling; 
Add Riot resistant glass at north exterior windows.  

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<td>2</td>
<td>Add for 36” work counter at Precinct Service counter</td>
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<td>Remove wall and door seperating room 103 from 104; rebuild ceiling grid and tile</td>
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<td>720</td>
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<td>4</td>
<td>Replace glass at north exterior windows with Riot rated glass</td>
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Subtotal 720 430 2484 3634  

G.C. Overhead @ 16% of the first $50,000.00 of the cost on G.C. Work  
$184.00  
G.C. Overhead @ 4% of the remaining cost on G.C. Work  
$0.00  
G.C. Overhead @ 6% of the first $50,000.00 of the cost on G.C. Subcontractor Work  
$149.04  
G.C. Overhead @ 4% of the remaining cost on G.C. Subcontractor Work  
$0.00  
G.C. Profit @ 6% on G.C. Work  
$89.00  
G.C. Profit @ 4% on G.C. Subcontractor Work  
$99.36  
Supervision @ 15% of direct labor costs  
$108.00  
Small tools@ 3% of direct labor costs  
$21.60  
Subtotal 4,265.00  
Insurance & Bond @3%  
$127.95  
Total $4,392.95  

Requested Additional Time for Completion of This Work: 0 Calendar days  

This change order proposal only included the direct cost and time of performing the changed work. It excludes any cost or time for impacts, inefficiencies or delays and the rights to such are expressly reserved.
## Invoice

**Invoice Number:** 15-BC-217  
**Invoice Date:** Jul 15, 2015  
**Page:** 1

---

**Remit to:**  
Chipman Moving & Storage (Spokane), Inc  
2704 N. Moore Lane  
Spokane, WA 99216

**Voice:** (509) 535-8761  
**Fax:** (509) 535-8762

**Sold To:**  
City of Spokane  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201

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### Customer ID

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### Description/Shipper

- Intermodal Police Department  
- Installation labor – 27 hrs @ $40.00/hr  
- Truck – 12 hrs @ $20.00/hr

### Subtotal

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### Subtotal

1,320.00

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**Sales Tax**  
1,320.00

**Total Invoice Amount**  
1,320.00

**Payment Received**  
0.00

**TOTAL**  
1,320.00

---

**Good to Pay**  
Knight  
08/06/15

---

**Accounting**  
AUG 04 2015

---

**Received**  
AUG 04 2015

---

**(IT) - Intermodal - Per Ed Lukas**
Cindy, please bill to the Intermodal account... the 1570 fund.

Ed Lukas

This invoice needs to be paid, but I need to know which area (budget code) should be paying. Please let me know ASAP.

Thanks.
Remit to:
Chipman Moving & Storage (Spokane), Inc
2704 N. Moore Lane
Spokane, WA 99216

Voice:  (509) 535-8761  
Fax:  (509) 535-8762  

Sold To:  
City of Spokane  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201

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RECEIVED
JAN 05 2016
ACCOUNTING must auth.

Subtotal 2,490.00
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Total Invoice Amount 2,490.00
Payment Received 0.00
TOTAL 2,490.00
To: CITY OF SPOKANE (1167)
800 WEST SPOKANE FALLS BLVD
ATTN: SCOTT STIPE
SPOKANE, WA 99201

Contract: 506296 CITY OF SPOKANE INTERMODAL PRECINCT

CITY OF SPOKANE INTERMODAL PRECINCT
221 WEST 1ST AVE.
SPOKANE, WA 99201

SR98855
REQUESTED BY: JUDY KNIGHT

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Less Previous Applications: 0.00
Current Billing: 24,081.57
Plus Sales Tax: 2,095.10
Less Retainage: 0.00
Total Due This Invoice: 26,176.67

Date: 08/25/15
Invoice #: 50629601
Application #: 1
Invoice Due Date: 09/24/15
Net Amount Due: $ 26,176.67
Track #: 08/15 - 483

RM 2010-06710910

BILLING INQUIRIES:
NICOLLE SKWARSKI
206-368-3231
nskwarski@cochraninc.com

RECEIVED
OCT 07 2015
ACCOUNTING
To: CITY OF SPOKANE (1167)  
800 WEST SPOKANE FALLS BLVD  
ATTN: SCOTT STIPE  
SPOKANE, WA 99201

Contract: 506296 CITY OF SPOKANE INTERMODAL PRECINCT

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Total Due This Invoice: 24,081.57

BILLING INQUIRIES:  
NICOLLE SKWARSKI  
206-368-3231  
nskwarski@cochraninc.com

RECEIVED  
SEP 28 2015

Date: 08/25/15  
Invoice #: 50629601  
Application #: 1  
Invoice Due Date: 09/24/15  
Net Amount Due: $24,081.57  
Track #: 08/15-483

[Handwritten note: Rm 2010-0671090]
Hamilton, Joan

From: Nicolle Skwarski [NSkwarski@cochraninc.com]
Sent: Tuesday, August 25, 2015 11:43 AM
To: Hamilton, Joan
Cc: SCSM Keith Meehan; Allison Hopkins
Subject: 50629601 SR98855
Attachments: 50629601 INTERMODAL PRECINCT SR98855.pdf

Joan –

Please see attached invoice for the Intermodal Precinct Project SR98855.

Thank you,

Nicolle Skwarski
Project Assistant, Technologies
T (206) 368-3231

cochraninc.com
ELECTRICAL | COMMUNICATIONS | SPECIAL PROJECTS/SERVICE | AUDIO/VISUAL | WIRELESS | SECURITY | MARINE

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This email has been scanned by the Symantec Email Security.cloud service. For more information please visit http://www.symanteccloud.com
Hi Judy,

Could you please use 5901-79201-95300-56203-99999?

I'm not sure who else to include on this email or who even has the bills, but distribute as needed.

Thank you,
Jen

---

Hi there Jen — Just wondering if you could provide me with the account codes for the Intermodal Project? Thank you so much.

Judy.

---

Judy T. Knight | City of Spokane | Project Construction Manager
509.625.6296 | JKnight@spokanecity.org | spokanecity.org

---

Judy, can you find the proper accounts for these expenses? They are, in fact, part of the buildout costs for Intermodal.

Ed

---

From: Lynds, Sarah
Sent: Wednesday, September 30, 2015 9:23 AM
To: Lukas, Ed
Hi Ed –

I believe this should be part of the initial build of the intermodal. From what we were aware these types of bills would be paid by asset management under the project. Also attached is one for the intermodal security system that we got forwarded us to pay.

I talked to Theresa S. yesterday and she agrees that this should be part of the initial remodel costs.

Please call me so we can discuss.

Thanks,

Sarah Lynds | Deputy Director of Strategic Initiatives | Spokane Police Department
509.625.4056 (desk) | 509.919.2924 (cell) | slynds@spokanepolice.org

---

From: Chirowamangu, Angeline
Sent: Tuesday, September 29, 2015 3:32 PM
To: Lynds, Sarah
Cc: Wade, Erika
Subject: FW: Cochran invoice for Intermodal Precinct

Here is another Intermodal remodel invoice. Please let us know which budget code should be used for this.

Angie

---

From: Johnson, Sarah K.
Sent: Tuesday, September 29, 2015 3:27 PM
To: Claar, Kim; Chirowamangu, Angeline
Cc: Stipe, Scott; Hamilton, Joan
Subject: Cochran invoice for Intermodal Precinct

Hi Kim and Angie,
I was wondering if you had an account code for this invoice? It is work done for the intermodal precinct.

Thanks,
Sarah

Sarah Johnson | Accounting Clerk | 509.625.6564

Emails and attachments sent to or from the City, including personal information, are presumptively public records that are subject to disclosure. - Chapter 42.56 RCW
Sarah –

Attached are all of the revised invoices to include tax.

Thank you,

**Nicolle Skwarski**
_Project Assistant, Technologies_

T (206) 368-3231

cochraninc.com

ELECTRICAL | COMMUNICATIONS | SPECIAL PROJECTS/SERVICE | AUDIO/VISUAL | WIRELESS | SECURITY | MARINE

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From: Johnson, Sarah K. [mailto:skjohnson@spokanecity.org]
Sent: Tuesday, October 06, 2015 2:08 PM
To: Nicolle Skwarski
Subject: New Invoices with Sales Tax

Hi Nicolle,
Here is the list of invoices that need sales tax.

Inv 1930601
Inv 1958701
Inv 1926101
Inv 1986901
Inv 1943501
Inv 1925201
Inv 2156701
Inv 2021101
Inv 1958801
Inv 50629601
Inv 1936901

You can email me back the corrected invoices. Please let me know if you have any questions.
<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>CURRENT CONTRACT</th>
<th>PREVIOUS BILLED</th>
<th>PREV %</th>
<th>% COMPL</th>
<th>CURRENT BILLING</th>
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<tbody>
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<td>1 DVR &amp; 8 CAMERAS</td>
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<td></td>
<td>100.0</td>
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**SUBTOTAL:** 7,264.00  
**SALES TAX:** 631.97  
**NET DUE:** 7,895.97

Thank you for choosing Firepower!
## 1st Floor Police Precinct As Built SCHEDULE OF VALUES

**Contract for:** INTERMODAL POLICE PRECINCT REMODEL  
**Location:** 221 W 1ST AVE., SPOKANE, WA 99201  
**Contractor:** D.R. Scott Construction, LLC  
**Contract No.:** OPR 2015-0245

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<th>ITEM NO.</th>
<th>SCHEDULE OF VALUES</th>
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<tr>
<td>2</td>
<td>INSURANCE / BOND</td>
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<td>TEMPORARY FACILITIES</td>
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<td>SAFETY/BARRACADES</td>
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<td>7</td>
<td>SMALL TOOLS/CONSUMABLES</td>
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<td>CONTINUOUS CLEAN UP</td>
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<td>14</td>
<td>FRONT COUNTER 1ST FLR</td>
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<td>18</td>
<td>STD. DOORS/FRAMES/HARDWARE</td>
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<td>28</td>
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**SUBTOTAL** $54,593.07  
**TAX** 8.70%  
**SALES TAX** $4,749.60  
**TOTAL** $59,342.67  
**Less Retainage.. 5%** $0.00  
**NET** $0.00  
**Less Previous Payments.....** $0.00  
**Additional Tax 0.00%** $0.00  
**AMOUNT DUE THIS ESTIMATE** $0.00  

---  
D.R. Scott Construction, LLC  
(Contracting Firm)  

(Contract or Engineer)  

By ________________________________  
By ________________________________
<table>
<thead>
<tr>
<th>Act ID</th>
<th>Description</th>
<th>Orig Dur</th>
<th>Rem Dur</th>
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<th>Rem Dur</th>
<th>Early Start</th>
<th>Early Finish</th>
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Start date: 23MAR15  
Finish date: 03JUL15  
Data date: 23MAR15  
Run date: 18APR15  
Page number: 1A  

D.R. Scott Construction, LLC  
Spokane Intermodal Police Precinct
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<th>Early Finish</th>
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