


**Agenda Sheet for City Council Meeting of:**

03/21/2022

		<b>Date Rec'd</b>	3/9/2022
		<b>Clerk's File #</b>	RES 2022-0029
		<b>Renews #</b>	
<b>Submitting Dept</b>	FIRE	<b>Cross Ref #</b>	OPR 2022-0202
<b>Contact Name/Phone</b>	MIKE LOPEZ X7092	<b>Project #</b>	
<b>Contact E-Mail</b>	MLOPEZ@SPOKANECITY.ORG	<b>Bid #</b>	SOLE SOURCE
<b>Agenda Item Type</b>	Resolutions	<b>Requisition #</b>	CR23460
<b>Agenda Item Name</b>	1970 - STARS SOLE SOURCE RESOLUTION & CONTRACT		

**Agenda Wording**

Declare Spokane Treatment and Recovery Services (STARS) as a Sole Source Vendor and approve contract to provide emergency service van patrol. Resolution and contract will be for a five year term. Contract estimated to not exceed \$584,735.40.

**Summary (Background)**

Spokane Treatment and Recovery Services (STARS) will be providing transport services to transport publicly intoxicated individuals, with response time criteria, training standards, and future goals for continued integration into the emergency response system ,and they are the only local company able and willing to provide this service.

Lease? NO	Grant related? NO	Public Works? NO
<b>Fiscal Impact</b>		<b>Budget Account</b>
Expense	\$ 107,958.00 (2022)	# 0020-88100-66000-54201-99999
Revenue	\$ 1.00	# 0020-88100-99999-36200-99999
Select	\$	#
Select	\$	#
<b>Approvals</b>		<b>Council Notifications</b>
<b>Dept Head</b>	SCHAEFFER, BRIAN	<b>Study Session\Other</b> PSHC 03/07/2022
<b>Division Director</b>	SCHAEFFER, BRIAN	<b>Council Sponsor</b> CM's Kinnear & Cathcart
<b>Finance</b>	SCHMITT, KEVIN	<b>Distribution List</b>
<b>Legal</b>	PICCOLO, MIKE	fireaccounting@spokanecity.org
<b>For the Mayor</b>	ORMSBY, MICHAEL	mlopez@spokanecity.org
<b>Additional Approvals</b>		bredding@spokanerecovery.org
<b>Purchasing</b>	PRINCE, THEA	

**Adopted by Spokane City Council  
on: 03/21/2022**

DocuSigned by:  
  
CC56CBA4DCC84D6...  
City Clerk

## Committee Agenda Sheet

### Public Safety & Community Health

<b>Submitting Department</b>	Spokane Fire Department
<b>Contact Name &amp; Phone</b>	Michael Lopez
<b>Contact Email</b>	<a href="mailto:mlopez@spokanecity.org">mlopez@spokanecity.org</a>
<b>Council Sponsor(s)</b>	
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Renewal of Contract with Spokane Treatment and Recovery Services (STARS)
<b>Summary (Background)</b>	<p>The City of Spokane has had an ongoing service contract agreement with Spokane Treatment and Recovery Services or STARS (previously known as Spokane Detox). The current, five-year contract expires at the end of February. The Spokane Fire Department wishes to renew this five-year contract with STARS with a 2022 maximum annual amount of \$107,958. Increases to the annual amount will be allowable as to adjust for CPI.</p> <p>The partnership between the Fire, Police and STARS provides transportation of public inebriates from locations largely centered in the downtown area to sobering and detoxification facilities operated by STARS. The Fire Department provides a van that is operated by a driver who is an employee of STARS. The van has regularly scheduled hours during each day of the week that coincide with times of the day that historically coincide with higher concentrations of inebriated individuals. The van makes regularly scheduled sweeps through downtown Spokane and identifies individuals who are intoxicated and transports them to the STARS facility located at 105 W. 3<sup>rd</sup> Ave. Additionally, when Spokane Fire Department or Spokane Police Department personnel encounter an inebriated individual, they request the van to respond after having evaluated the individual to rule out any medical conditions that require transport to the hospital.</p> <p>The STARS facility is designed to provide support services to people with Alcohol Use Disorder who are experiencing withdrawal symptoms. STARS maintains a staff of Substance Use Disorder Treatment professionals who engage with the individual after arriving at the STARS facility.</p> <p>In 2021, this program resulted in 458 van responses, transporting intoxicated people to a facility where they could safely detoxify and, in a number of cases, start treatment for the addiction. And, by removing the individual from a public place, improved the overall experience in downtown Spokane. The STARS Van has also provided transportation support for the Spokane Fire Department's Behavioral Response Unit when an individual needed transportation to an appropriate behavioral health treatment setting.</p>

<b>Proposed Council Action &amp; Date:</b>	Approve
<b>Fiscal Impact:</b> Total Cost: <u>Not to exceed \$107,958 per year</u> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source: General fund  Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring  Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts</b> What impacts would the proposal have on historically excluded communities?  <p>In many communities, people suffering from Substance Use Disorder and congregate in public areas have little to no access to sobering, treatment, and support services. This program is a relatively unique partnership between a treatment organization and the Fire Departments. In many communities, chronic inebriates are largely left unsupported and untreated while remaining in public areas. This program not only identifies the chronic inebriate, it also provides transportation out of the downtown corridor and to appropriate detoxification and treatment facilities.</p> <p>STARS also has a contractual relationship with Providence that includes a STARS substance use treatment professional at the Emergency Department who facilitates moving the individual from the Emergency Department setting to the STARS facility for treatment. Together, these two programs improve access to Substance Use Disorder treatment.</p>	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?  <p>The Spokane Fire Department and STARS collaborate on data collection and analysis. STARS is one of only a few fully integrated treatment organizations in the State of Washington. One of the main tenets of Washington State's effort to transform the health care system is promoting and measuring the impact of fully integrated treatment of individuals experiencing Substance Use Disorder. Most, if</p>	

not all the clients served by the program are unhoused, below the poverty level for income and most suffer from co-occurring substance use disorder and behavioral issues.

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

The Fire Department tracks the number of requests for the STARS Van and reviews charts to assure that the correct use of the van occurs. The Fire Department then collaborates with STARS to measure the program's efficacy. Some metrics include number of people who enter substance use treatment, success of the treatment, re-direct of individuals to the emergency department. The Fire Department's Integrated Medical Services Manager is a member of the STARS Board of Directors which allows us to stay abreast of program performance.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

The problem of chronic inebriates in the downtown corridor is a major concern for City Leaders and Business Owners. Inebriated individuals lying on sidewalks, inside doorways to restaurants and congregating in locations in and around hotels, restaurants, parks, and other places of public gatherings represent a barrier to a quality downtown environment. The regular sweeps of the downtown area by the STARS Van in addition to the van responding to requests received from Fire and Law Enforcement addresses these barriers. We believe that this program has proven its contribution to managing chronic, public inebriates from the downtown corridor and represents an innovative approach to providing compassionate care to these individuals.

City Clerk's No. 2022-0202

## SOLE SOURCE RESOLUTION NO. 2022-0029

A Sole Source Resolution declaring SPOKANE TREATMENT AND RECOVERY SERVICES (STARS) as a sole source provider for transportation of intoxicated individuals in the downtown corridor to the STARS sobering facility and authorizing the City to enter into a five (5) year contract for an annual not to exceed cost of \$109,000, with an annual CPI increase between one percent and four percent, not including taxes, if applicable.

WHEREAS, the program allows Spokane Fire Department (SFD) and the Spokane Police Department (SPD) personnel to request the STARS transport van when First Response Personnel encounter an intoxicated individual in the downtown corridor. STARS then responds in a van and transports the individual to the STARS detoxification and sobering units that STARS operates at their facility at 105 W Third Avenue, Spokane, WA; and

WHEREAS, when not engaged and with SFD and/or SPD requests, the STARS driver makes regular sweeps through the downtown corridor in search of intoxicated individuals who can then also be transported to the STARS facility for sobering and possible treatment; and

WHEREAS, STARS is a licensed alcohol and chemical dependency recovery facility; and

WHEREAS, this is a unique program in that it is the only recovery program in the area that combines transportation and recovery services together; and

WHEREAS, ultimately, this program reduces the number of chronic inebriates in the downtown corridor, improving the overall downtown environment. No other chemical dependency organization operates with this model in the community.

WHEREAS, the 2022 public bid limit for these services is \$50,000.00;

-- Now, Therefore,

BE IT RESOLVED by the City Council for the City of Spokane that it hereby declares SPOKANE TREATMENT AND RECOVERY SERVICES (STARS) as a sole source provider for the transporting of intoxicated individuals in the downtown corridor to the STARS sobering facility and authorizes without further council action the City Fire

Department to enter into a five (5) year Personal Services contract at an annual not to exceed cost of \$109,000, not including taxes if applicable.

ADOPTED BY THE CITY COUNCIL ON March 21st, 2022

DocuSigned by:

*Jini K. K. K.*

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City Clerk

Approved as to form:

DocuSigned by:

*Michael J. Piccolo*

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Assistant City Attorney

DS



City Clerk's No. 2022-0202



**City of Spokane Fire Department**

Title: **EMERGENCY SERVICE VAN PATROL**

This Agreement is made and entered into by and between the **CITY OF SPOKANE FIRE DEPARTMENT** as ("City"), a Washington municipal corporation, and **SPOKANE TREATMENT AND RECOVERY SERVICES**, whose address is 105 West Third Avenue, Spokane, Washington 99201 as ("STARS") , individually hereafter referenced as a "party", and together as the "parties".

*NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and STARS mutually agree as follows:*

The parties agree as follows:

1. **PERFORMANCE**. STARS shall provide EMERGENCY SERVICE VAN PATROL TO TRANSPORT PUBLICLY INTOXICATED INDIVIDUAL(S), to include the following:

A. City. The City leases to STARS Services a van suitable for transport of intoxicated individuals. Front-line vehicles utilized by STARS in performance of the Agreement shall not be older than five (5) years, from date of manufacture or have more than one hundred seventy five thousand (175,000) miles, whichever comes first. City will provide preventative maintenance at City's schedule.

B. STARS Services.

- 1) STARS shall be responsible for staffing, fuel, and insurance of the van.
- 2) The van shall be available for response on the following days except for Thanksgiving and Christmas:

Sunday:	11 hours
Monday:	16 hours
Tuesday:	16 hours
Wednesday:	16 hours
Thursday:	16 hours
Friday:	19 hours
Saturday:	11 hours

A sobering slot will be made available for Fire Department use during the extended

hours of Friday, Saturday and Sunday.

- 3) The van will be available for first response in the downtown core seventy-five percent (75%) of the time.
- 4) The van will respond within two (2) minutes of notification to a Spokane City Fire/Police call if not committed to another dispatched incident.
- 5) The van will make sweeps through the downtown core (freeway to the river, Walnut Street to Division Street):
  - i) Five (5) sweeps during the nineteen (19) hour shift
  - ii) Four (4) sweeps during the sixteen (16) hour shifts
  - iii) Three (3) sweeps during the eleven (11) hour shifts.
- 6) STARS shall respond to administrative requests for information or documents for the City within three (3) business days.

2. **AGREEMENT TERM.** The Agreement shall be for five (5) years beginning March 1, 2022 and run through February 28, 2027, unless terminated earlier.

3. **COMPENSATION.**

- A. The City shall pay STARS **EIGHT THOUSAND NINE HUNDRED NINETY-SIX AND 50/100 DOLLARS (\$8,996.50)** per month for a maximum of **ONE HUNDRED SEVEN THOUSAND NINE HUNDRED FIFTY-EIGHT AND NO/100 DOLLARS (\$107,958.00)** annually, as full compensation for everything furnished and done under this Agreement. After successful completion of the initial year of this Agreement, \$8,996.50 annual Compensation amount shall be increased by an amalgamated amount of the combined Consumer Price Indices (CPI) - CPI-U and CPI-W. For the last number of years this amount has consistently been calculated at between one **percent (1%) and four percent (4%) increases.**
- B. STARS shall pay the City **ONE AND NO/100 DOLLAR (\$1.00)** for lease of the van during the Agreement term.

4. **PAYMENT.** STARS shall send its application for payment to the Spokane Fire Station No.1, Accounting Division, 44 West Riverside Avenue, Spokane, Washington 99201. Payment will be made within thirty (30) days after receipt of STARS' application. Payment will be made via direct deposit/ACH within thirty (30) days after receipt of STARS' application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify STARS and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

5. **TAXES, FEES AND LICENSES.**

- A. Company shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is STARS' sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

## 6. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. STARS shall be responsible for contacting the State of Washington Business License Services at [www.dor.wa.gov](http://www.dor.wa.gov) or 360-705-6741 to obtain a business registration. If STARS does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

## 7. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. STARS agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

## 8. INDEMNIFICATION.

STARS shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from STARS' negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of STARS' agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of STARS, its agents or employees. STARS specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by STARS' own employees against the City and, solely for the purpose of this indemnification and defense, STARS specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. STARS recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

## 9. INSURANCE.

During the period of the Agreement, STARS shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

- A. **Worker's Compensation Insurance** in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;
- B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional

insureds but only with respect to STARS' services to be provided under this Agreement;

i. Acceptable **supplementary Umbrella insurance** coverage combined with Company's General Liability insurance policy must be a minimum of \$1,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from STARS or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, STARS shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. STARS shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

#### **9. DEBARMENT AND SUSPENSION.**

STARS has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

#### **10. AUDIT.**

STARS and its sub-contractor shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. STARS and its sub-contractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

#### **11. ASSIGNMENT AND SUBCONTRACTING.**

STARS shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by STARS shall incorporate by reference this Agreement, except as otherwise provided. STARS shall ensure that all subcontractors comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release STARS from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

#### **12. TERMINATION.**

Either party may terminate this Agreement, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay STARS for all work previously authorized and performed prior to the termination date.

**13. STANDARD OF PERFORMANCE.**

The standard of performance applicable to Company's services will be the degree of skill and diligence normally employed by professional Company performing the same or similar services at the time the services under this Agreement are performed.

**14. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.**

Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to STARS shall be safeguarded by STARS. STARS shall make such data, documents and files available to the City upon the City's request. If the City's use of STARS' records or data is not related to this project, it shall be without liability or legal exposure to STARS.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are **public records** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

**15. ANTI KICK-BACK.**

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

**16. MISCELLANEOUS PROVISIONS.**

- A. **Amendments/Modifications:** This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.
- B. STARS, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, STARS shall comply with the requirements of this Section.
- C. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.
- D. **Captions:** The titles of sections or subsections are for convenience only and do not define or limit the contents.
- E. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- F. **Waiver:** No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by STARS after the time the same shall have become due nor payment to STARS for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

- G. **Entire Agreement:** This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and STARS. If conflict occurs between Agreement documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Agreement to afford the City the maximum benefits.
- H. **No personal liability:** No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

**SPOKANE TREATMENT AND  
RECOVERY SERVICES**

DocuSigned by:  
By Blake Redding 3/22/2022  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Blake Redding  
Type or Print Name

CEO  
Title

Attest:

DocuSigned by:  
Jim Hoffman  
City Clerk

**CITY OF SPOKANE FIRE DEPARTMENT**

DocuSigned by:  
By Brian Schaeffer 3/22/2022  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Brian Schaeffer  
Type or Print Name

Fire Chief  
Title

Approved as to form:

DocuSigned by:  
Michael J. Piccolo  
Assistant City Attorney

**Attachments that are part of this Agreement:**

Exhibit A Certificate Regarding Debarment

22-004



City of Spokane:

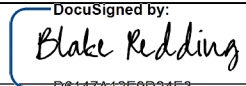
DocuSigned by:  
Nadine Woodward  
39651E7EC71D4A0...  
Nadine Woodward, MAYOR

**EXHIBIT A****CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

<b>Blake Redding</b> Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
<b>Blake Redding</b> Name of Certifying Official (Type or Print)  <b>CEO</b> Title of Certifying Official (Type or Print)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <small>DocuSigned by:</small>    <small>D6147A12E9D24E3...</small> </div> Signature <b>3/22/2022</b> Date (Type or Print)



< Business Lookup

[New search](#) [Back to results](#)

License Information:

Entity name: SPOKANE TREATMENT AND RECOVERY SERVICES

Business name: SPOKANE TREATMENT AND RECOVERY SERVICES

Entity type: [Nonprofit Corporation](#)

UBI #: 601-141-795

Business ID: 001

Location ID: 0004

Location: Active

Location address: 105 W 3RD AVE  
BLDG 1  
SPOKANE WA 99201-3609

Mailing address: PO BOX 2845  
SPOKANE WA 99220-2845



Excise tax and reseller permit status:

[Click here](#)

Secretary of State status:

[Click here](#)

## Endorsements

Endorsements held at this lo	License #	Count	Details	Status	Expiration da	First issuance
Spokane Nonprofit Business				Active	Jun-30-2022	Feb-07-2019

## Governing People

May include governing people not registered with Secretary of State

Governing people	Title
MELVILLE, DONNA	
REDDING, BLAKE	

## Registered Trade Names

Registered trade names	Status	First issued
CUBHOUSE	Active	Dec-09-2016
KAREN'S HOUSE	Active	Feb-03-2015



Registered trade names	Status	First issued
SPOKANE TREATMENT AND RECOVERY SERVICES	Active	Feb-07-2019
<div>View Additional Locations</div> <div>The Business Lookup information is updated nightly. Search date and time: 1/3/2022 9:26:44 AM</div>		

Contact us

How are we doing?  
Take our survey!

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Check if your browser is supported





## Coverage Confirmation

*The terms, conditions, and exclusions shown here are brief overviews included in, but not limited to, the coverages provided by the Non Profit Insurance Program. The terms and conditions offered may differ from your prior policy and from what you requested in your submission. This document is not intended to be used as a direct reflection of all coverages or to replace or alter the policies in any way. Information represented in this Coverage Confirmation is subject to the exclusions, terms, limitations, and conditions of the policy insuring the Non Profit Insurance Program. All specific coverage, exclusion, and limitation questions should be referred directly to the policies and all attached endorsements. In the event of differences, the policy will prevail. Participating companies are non-admitted, unless otherwise stated. Non-admitted companies are not regulated by the Washington State Insurance Commissioner and are not protected by the Washington State Guaranty Fund. Clear Risk Solutions will process all surplus lines filings on any excess and surplus lines policies, if applicable, on behalf of NPIP. The Policy is subject to audit. Defense costs are outside the limits for nonprofit members and inside the limits for independent schools. For claims made coverages, Extended Reporting Periods are available upon request (information regarding basic ERPs is available in the policy).*

***Please note the limits shown here represent the combined full limits provided by multiple policies from various carriers. It is the responsibility of the broker to review this document to confirm its accuracy.***

### **Notice of Cancellation for Non-Payment**

*We may cancel this policy within 10 days in the event of non-payment of premium. Notice of cancellation will be emailed to the Named Insured's last known email address and will indicate the date on which coverage is terminated. A copy will be emailed to the broker of record on file.*

Member/Insured:	Producer:
Spokane Treatment and Recovery Services PO Box 2845 312 West 8th Spokane, Washington 99220	HUB International NW - Spokane Stewart, Laurie PO Box 3144 Spokane, Washington 99201

Policy Term: 06/01/2021 to 06/01/2022

Issue Date: 5/28/2021

Coverage Confirmation Expiration Date: 08/30/2021, at 12:01 a.m.

Member Coverage Number: NPIP212233387

Member Since: 5/22/2005

Authorized Signature:

A handwritten signature in black ink that reads "Cheryl Smith". The signature is written in a cursive, flowing style.

## Coverage Confirmation

### PROPERTY COVERAGE PART

- |         |  |  |
|---------|--|--|
| Item 1. | <b>NPPIP Retained Limit:</b><br>Real and Personal Property Coverage Part | Each Occurrence \$150,000  |
| Item 2. | <b>Limit of Insurance:</b><br>Real and Personal Property Coverage Part   | Each Occurrence \$75,000,000 Per all Members of the Group Combined |
| Item 3. | <b>Sublimit of Insurance:</b>  |  |

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for the Real and Personal Property Coverage Part. These sublimits apply excess of the Real and Personal Property Coverage Part Retained Limit shown above. Sublimits applicable in excess of the American Alternative Insurance Corporation policy are per occurrence.

Accounts Receivable	\$100,000 Per Member
Additions, Alterations and Repairs	N/A
Business Income and Extra Expense	\$250,000 + scheduled per Member
Computer Systems	\$1,000,000 Each Occurrence, Per Member
Electronic Data and Media	\$250,000 Each Occurrence, Per Member
Computer Systems and Electronic Data and Media	\$10,000,000 Annual Group Aggregate
Contractors' Equipment	\$100,000 Per Member
Debris Removal	Lesser of 20% or \$500,000 Per Member
Fine Arts	\$100,000 Per Member
Newly Acquired or Constructed Property, Real and Personal Property	\$1,000,000 Per Member
Ordinance or Law	
Undamaged Portion of Building	100% of value of damaged building Per Property Schedule
Increased Costs of Construction	Lesser of 25% of value of damaged building or \$500,000 Per Member
Costs of Demolition	Lesser of 25% of value of damaged building or \$500,000 Per Member
Personal Property in Transit	\$100,000 Per Member
Pollutant Clean Up and Removal	\$100,000 Annual Group Aggregate
Property Off-Premises	\$250,000 Per Member
Valuable Papers and Records including cost of research	\$100,000 Per Member
Personal Property Owned by Employees – Per Employee	\$5,000
Personal Property Owned by Employees – Each Occurrence	\$50,000
Personal Property Owned by Employees – Annual Group Aggregate	\$250,000
Personal Property of Others – Per Person	\$5,000
Personal Property of Others – Each Occurrence	\$50,000
Personal Property of Others – Annual Group Aggregate	\$50,000
Fire Department Service Charge	\$25,000 Per Member
Business Income and Extra Expense for Utility Service Interruption	\$250,000 Per Member
Unnamed Locations	\$250,000 Per Member
Artificial/Paved Surfaces	\$200,000 Per Member
Sewer, Drain or Sump Back-up or Over Flow	\$25,000

**Item 4. Additional Coverages/Endorsements:**

Flood - Each Occurrence and Annual Aggregate Per Member

Excluded

Property located at the time of loss in any flood zone identified by FEMA as Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/A, VO, V1 through 30, VE and V; or hold a similar high risk FEMA rating are excluded.

Flood – Group Annual Aggregate

\$25,000,000

Earthquake – Each Occurrence and Annual Aggregate Per Member

Excluded

Earthquake – Group Annual Aggregate

\$25,000,000

Auto Physical Damage (except while in transit)

\$2,000,000

Auto Physical Damage (while in transit)

\$300,000

Margin Clause

The most we will pay for Ultimate Net Loss in any one occurrence at a premises described in the Property Schedule on file with the Insurer is **125%** of the values shown on such schedule on file with the Insurer for Real Property and Personal Property at such described premises. This margin clause does not apply to Increased Cost of Construction or Demolition Costs as provided under the Ordinance or Law Coverage Extension, Debris Removal Coverage Extension, Pollutant Clean Up and Removal and the Fire Department Service Charge Coverage Extension, all subject to the Real and Personal Property Coverage Part Limit of Insurance and other policy terms and conditions.

**Item 5. Deductibles:**

The NPIP Program Retention listed above is in addition to the deductibles listed below.

**Real and Personal Property**

(except Earthquake, Flood, and Auto Physical Damage for Scheduled Automobiles)

Real and Personal Property

Each Occurrence

See Schedule

Miscellaneous Equipment

Each Occurrence

\$500

1. Earthquake: Excluded
2. Flood: Excluded
3. Automobile Physical Damage for Scheduled Automobiles: See Schedule
4. Rental Vehicles: \$500 Per Occurrence.

Coverage #: NPIP212233387

Insured: Spokane Treatment and Recovery Services

## Coverage Confirmation

### EQUIPMENT BREAKDOWN COVERAGE

Item 1.	<b>NPIP Retained Limit:</b> Equipment Breakdown Coverage	One Accident	\$50,000
Item 2.	<b>Limit of Insurance:</b> Equipment Breakdown Coverage	One Accident	\$75,000,000
Item 3.	<b>Sublimits of Insurance:</b>		

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for Equipment Breakdown Coverage. These sublimits apply excess of the Equipment Breakdown Coverage Retained Limit shown above.

Expediting Expenses	Included
Hazardous Substances	\$1,000,000
Spoilage	\$500,000
Electronic Data Restoration	\$100,000
Service Interruption	\$100,000
Business Income	Included
Extra Expense	Combined with Business Income
Contingent Business Income	\$100,000
Property Off Premises	\$100,000
Extended Period of Restoration:	60 days
Newly Acquired Locations	Included; 365 days
Service Interruption Waiting Period:	24 hours

Item 4.	<b>Deductibles:</b> Equipment Breakdown Coverage Part	\$1,000 Each Accident
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Coverage #: NPIP212233387

Insured: Spokane Treatment and Recovery Services

**Coverage Confirmation****CRIME COVERAGE PART**

Item 1.	<b>NPIP Retained Limit:</b>		
	Crime Coverage Part	Each Occurrence	\$150,000
Item 2.	<b>Limit of Insurance:</b>		
	Crime Coverage Part	Each Occurrence/Member Agg	\$2,000,000
	Crime Coverage Part	Group Aggregate	\$5,000,000

Coverage for ERISA Plans is provided within the Crime Coverage Part. Please refer to the policy for all terms, conditions and exclusions related to ERISA coverage.

Item 3. **Sublimits of Insurance**

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for the Crime Coverage Part. These sublimits apply excess of the Crime Coverage Part Retained Limit shown above.

Employee Theft - Per Loss Coverage	\$2,000,000
Employee Theft - Per Employee Coverage	Not Applicable
Forgery or Alteration	\$1,000,000
Inside the Premises - Money and Securities	\$100,000
Inside the Premises – Robbery or Safe Burglary of Other Property	\$100,000
Outside the Premises - Money and Securities	\$100,000
Computer Fraud	\$100,000
Funds Transfer Fraud	\$100,000
Money Orders Counterfeit Paper Currency	\$100,000

Item 4. **Deductibles:**

The NPIP Program Retention listed above is in addition to the deductibles listed below.

Employee Theft - Per Loss Coverage	\$500 Each Occurrence
Forgery or Alteration	\$500 Each Occurrence
Inside the Premises - Money and Securities	\$500 Each Occurrence
Inside the Premises – Robbery or Safe Burglary of Other Property	\$500 Each Occurrence
Outside the Premises - Money and Securities	\$500 Each Occurrence
Computer Fraud	\$500 Each Occurrence
Funds Transfer Fraud	\$500 Each Occurrence
Money Orders Counterfeit Paper Currency	\$500 Each Occurrence

Insured: Spokane Treatment and Recovery Services

## Coverage Confirmation

### GENERAL LIABILITY AND AUTOMOBILE LIABILITY COVERAGE PARTS

Item 1.	<b>NPIP Retained Limit:</b>		
	General Liability Coverage Part	Each Occurrence	\$150,000
	Automobile Liability Coverage Part	Each Accident	\$150,000
Item 2.	<b>Limit of Insurance</b>		
	General Liability Coverage Part	Each Occurrence Per Member	\$5,000,000
	General Liability Coverage Part	Member Aggregate	\$10,000,000
		Group Aggregate	\$50,000,000
	Automobile Liability Coverage Part	Each Accident Per Member	\$5,000,000
	Automobile Liability Coverage Part	Group Aggregate	N/A

**Item 3. Sublimits of Insurance and Additional Coverages/Endorsements:**

The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for the General Liability and Automobile Liability Coverage Parts. These sublimits apply excess of the General Liability and Automobile Liability Coverage Part Retained Limits shown above.

**General Liability**

Fire Legal Liability	\$1,000,000 Each Occurrence Per Member
Damage to Leased or Rental Premises	\$250,000 Each Occurrence Per Member
Employee Benefits Liability (Claims-Made Form)	\$5,000,000 Each Claim Per Member
Employee Benefits Liability (Claims-Made Form)	\$5,000,000 Member Aggregate
Employer's Liability	\$1,000,000 Each Occurrence Per Member
Employer's Liability	\$10,000,000 Member Aggregate
	\$10,000,000 Group Aggregate
Sexual Abuse (Claims Made Form)	\$2,000,000 Each Claims Made Per Member
Sexual Abuse (Claims Made Form)	\$4,000,000 Member Aggregate
	\$20,000,000 Group Aggregate
Failure to Supply	\$250,000 Each Occurrence Per Member
Garage Liability	\$1,000,000 Each Accident Per Member
Medical Expenses – Each Person (Excludes Students)	\$5,000
Medical Expenses – Each Accident	\$25,000
Traumatic Event Response Coverage:	
Crisis Expense Sublimit	\$100,000
Crisis Property Improvements Sublimit	Included in Crisis Expense Sublimit
Traumatic Event Response Group Aggregate	\$250,000

**Automobile Liability**

Auto UM/UIM	\$1,000,000
Garagekeepers Liability	\$1,000,000 Each Accident Per Member
Hired Physical Damage	\$250,000 Each Accident Per Member
Automobile Medical Expenses – Each Person (Excludes Students)	\$5,000
Automobile Medical Expenses – Each Accident	\$25,000

Item 4.	<b>Retroactive Dates:</b>		
	Employee Benefits Liability – Primary	\$5,000,000	5/22/2005
	Sexual Abuse Liability – Primary	\$2,000,000	5/22/2005

Item 5.	<b>Deductibles:</b>		
	General Liability	\$2,500 Per Occurrence	
	Automobile Liability	See Schedule Each Accident	

Insured: Spokane Treatment and Recovery Services

**Coverage Confirmation****WRONGFUL ACTS LIABILITY COVERAGE PART**

Item 1.	<b>NPIP Retained Limit:</b>		
	Wrongful Act Liability Coverage Part	Each Wrongful Act	\$150,000
	Miscellaneous Professional Liability Coverage Part	Each Wrongful Act	\$150,000
Item 2.	<b>Limit of Insurance:</b>		
	<i>Claims-Made Form</i>		
	Wrongful Act Liability Coverage Part (Includes Directors & Officers)	Each Wrongful Act Per Member	\$5,000,000
	Wrongful Act Liability Coverage Part (Includes Directors & Officers)	Member Aggregate	\$5,000,000
		Group Aggregate	\$40,000,000
	Miscellaneous Professional Liability Coverage Part	Each Wrongful Act Per Member	\$5,000,000
	Miscellaneous Professional Liability Coverage Part	Member Aggregate	\$5,000,000
		Group Aggregate	\$40,000,000
Item 3.	<b>Sublimits of Insurance and Additional Coverages/Endorsements:</b>		
	The Sublimits of Insurance shown below are part of and not in addition to the Limit of Insurance shown above for the Wrongful Act Liability Coverage Part. These sublimits apply excess of the Wrongful Act Liability Coverage Part Retained Limits shown above.		
	Fiduciary Liability	\$5,000,000 Each Wrongful Act and Member Aggregate	
	Sexual Harassment	\$5,000,000 Each Wrongful Act and Member Aggregate	
Item 4.	<b>Retroactive Dates:</b>		
	Wrongful Acts Liability – Primary	\$5,000,000	6/1/1986
	Miscellaneous Professional Liability – Primary	\$5,000,000	5/22/2005
	Sexual Harassment – Primary	\$5,000,000	5/22/2005
	Fiduciary Liability – Primary	\$5,000,000	6/1/1986
Item 5.	<b>Deductibles:</b>		
	Wrongful Acts:	\$1,000 Each Wrongful Act	
	Miscellaneous Professional:	\$1,000 Each Wrongful Act	

## Coverage Confirmation

### PRIVACY, SECURITY AND TECHNOLOGY COVERAGE

**Item 1. NPIP Retained Limit:** \$100,000

**Item 2. Deductible:**

All Coverages	\$2,500 per Claim
Except Loss of Business Income	12 Hours waiting period

**Item 3. Limit of Insurance:**

Member Annual Policy Aggregate	\$1,000,000
Group Combined Policy Aggregate	\$10,000,000

**Item 4. Sublimits of Coverage:**

The Sublimits of Coverage shown below do not increase the overall Limits listed above.

a. Media Liability	Per Claim and Aggregate	\$1,000,000
b. Privacy and Cyber Liability	Per Claim and Aggregate	\$1,000,000
c. Privacy Regulatory Defense. Awards and Fines	Per Claim and Aggregate	\$1,000,000
d. Payment Card Industry Data Security Standard Fines and Costs	Per Claim and Aggregate	\$250,000
e. Business Interruption and Extra Expense	Each Occurrence and Aggregate	\$250,000
f. Business Interruption System Failure	Each Occurrence and Aggregate	\$250,000
g. Dependent Business Interruption	Each Occurrence and Aggregate	\$250,000
h. Dependent Business Interruption System Failure	Each Occurrence and Aggregate	\$250,000
i. Data Recovery	Each Occurrence and Aggregate	\$250,000
j. Cyber Extortion and Ransomware	Each Occurrence and Aggregate	\$250,000
k. Data Breach Response & Crisis Management	Each Occurrence and Aggregate	\$250,000
l. Cyber Crime	Each Occurrence and Group Aggregate	\$250,000
m. Utility Fraud	Each Occurrence and Group Aggregate	\$100,000
n. Voluntary Shutdown	Each Occurrence and Aggregate	\$250,000
o. Consequential Reputation Loss Endorsement	Each Occurrence and Aggregate	\$250,000

**Item 5. Retro Active Date:** (Coverages a., b., c., and d. above)

Full Prior Acts

## PARTICIPATING CARRIERS

### THE FOLLOWING CARRIERS PARTICIPATE IN THE DESIGNATED PORTIONS OF THE POLICY (SUBJECT TO CHANGE PRIOR TO JUNE 1, 2021):

#### PROPERTY COVERAGE:

**(Limits listed below reflect the carrier's respective participation in the Combined Group Limit, per Occurrence)**

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	Primary \$10M
Axis Surplus Insurance Company	A XV (Non-Admitted)	Part of \$65M excess \$10M
RSUI Indemnity Company	A+ XIV (Admitted)	Part of \$65M excess \$10M
Arch Specialty Insurance Company	A+ XV (Non-Admitted)	Part of \$65M excess \$10M
Independent Specialty Insurance Company	A X (Non-Admitted)	Part of \$65M excess \$10M
Interstate Fire & Casualty Company	A+ XV (Non-Admitted)	Part of \$65M excess \$10M
Certain UW Lloyds	A XV (Non-Admitted)	Part of \$65M excess \$10M
Certain UW Lloyds, London Syndicate 2357	A XV (Non-Admitted)	Part of \$65M excess \$10M

#### EARTHQUAKE COVERAGE:

**(Limits listed below reflect the carrier's respective participation in the Combined Group Aggregate Limit)**

##### Munich Earthquake Tower Option: \$25,000,000 Combined Group Aggregate

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	Primary \$10M
Axis Surplus Insurance Company	A XV (Non-Admitted)	Part of \$15M excess \$10M
RSUI Indemnity Company	A+ XIV (Admitted)	Part of \$15M excess \$10M
Arch Specialty Insurance Company	A+ XV (Non-Admitted)	Part of \$15M excess \$10M
Independent Specialty Insurance Company	A X (Non-Admitted)	Part of \$15M excess \$10M
Interstate Fire & Casualty Company	A+ XV (Non-Admitted)	Part of \$15M excess \$10M
Certain UW Lloyds	A XV (Non-Admitted)	Part of \$15M excess \$10M
Certain UW Lloyds, London Syndicate 2357	A XV (Non-Admitted)	Part of \$15M excess \$10M

##### Peachtree Earthquake Tower Option: \$25,000,000 Combined Group Aggregate

Landmark American Insurance Company	A+ XIV (Non-Admitted)	Part of \$25M
Arch Specialty Insurance Company	A+ XV (Non-Admitted)	Part of \$25M

#### EQUIPMENT BREAKDOWN COVERAGE:

**(Limits listed below reflect the carrier's respective participation in the Combined Group Limit, per Occurrence)**

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	Primary \$10M
Axis Surplus Insurance Company	A XV (Non-Admitted)	Part of \$65M excess \$10M
RSUI Indemnity Company	A+ XIV (Admitted)	Part of \$65M excess \$10M
Arch Specialty Insurance Company	A+ XV (Non-Admitted)	Part of \$65M excess \$10M
Independent Specialty Insurance Company	A X (Non-Admitted)	Part of \$65M excess \$10M
Interstate Fire & Casualty Company	A+ XV (Non-Admitted)	Part of \$65M excess \$10M
Certain UW Lloyds	A XV (Non-Admitted)	Part of \$65M excess \$10M
Certain UW Lloyds, London Syndicate 2357	A XV (Non-Admitted)	Part of \$65M excess \$10M

#### CRIME COVERAGE:

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	\$5M Combined Group Aggregate
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#### GENERAL LIABILITY COVERAGE:

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)	\$50M Combined Group Aggregate
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**AUTO LIABILITY COVERAGE:**

American Alternative Insurance Corporation, a member of Munich-American Holding Corporation	A+XV (Admitted)
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**WRONGFUL ACTS LIABILITY COVERAGE:**

Princeton Excess & Surplus Lines Ins Co, a member of Munich-American Holding Corporation	A+XV (Non-Admitted)	\$40M Combined Group Aggregate
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**MISCELLANEOUS PROFESSIONAL LIABILITY COVERAGE:**

Princeton Excess & Surplus Lines Ins Co, a member of Munich-American Holding Corporation	A+XV (Non-Admitted)	\$40M Combined Group Aggregate
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**THE CARRIERS BELOW PROVIDE COVERAGE FOR THE FOLLOWING LINES OF BUSINESS ON A SEPARATE MASTER POLICY:**

**PRIVACY, SECURITY AND TECHNOLOGY:**

**(Limits listed below reflect the carrier's respective participation in the Combined Group Aggregate Limit)**

Indian Harbor Insurance Company	A+ XV (Non-Admitted)	Primary \$5M
Crum & Forster Specialty Insurance Company	A XIV (Non-Admitted)	\$5M excess \$5M

**Certificate Of Completion**

Envelope Id: C720D45C1E6C434CAF3782F7AD4CEF25

Status: Completed

Subject: Please DocuSign: OPR 2022-0202 / STARS - Emergency Van Patrol / Contract

Source Envelope:

Document Pages: 12

Signatures: 7

Envelope Originator:

Certificate Pages: 6

Initials: 0

Jillann Hansen

AutoNav: Enabled

Stamps: 1

808 W. Spokane Falls Blvd.

Envelopeld Stamping: Enabled

Spokane, WA 99201

Time Zone: (UTC-08:00) Pacific Time (US &amp;

jehansen@spokanecity.org

Canada)

IP Address: 198.1.39.252

**Record Tracking**

Status: Original

Holder: Jillann Hansen

Location: DocuSign

3/22/2022 2:15:30 PM

jehansen@spokanecity.org

**Signer Events**

Terri L. Pfister

tpfister@spokanecity.org

City Clerk

City of Spokane

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:

  
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Signed: 3/22/2022 3:13:13 PM

Signature Adoption: Uploaded Signature Image

Using IP Address: 155.190.3.8

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Michael J. Piccolo

mpiccolo@spokanecity.org

Assistant City Attorney

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
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**Electronic Record and Signature Disclosure:**

Accepted: 3/22/2022 3:20:57 PM

ID: 75d1f253-4f4b-4a7d-a941-fb8456e2a710

Blake Redding

bredding@spokanerecovery.org

CEO

Blake Redding

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
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Sent: 3/22/2022 3:21:21 PM

Viewed: 3/22/2022 4:20:13 PM

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Signature Adoption: Pre-selected Style

Using IP Address: 67.161.97.62

**Electronic Record and Signature Disclosure:**

Accepted: 3/22/2022 4:20:13 PM

ID: b4777cef-6a94-4955-ad93-54486b9132e7

Brian Schaeffer

bschaeffer@spokanecity.org

Fire Chief

City of Spokane

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

  
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Sent: 3/22/2022 4:26:20 PM

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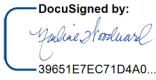
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Signed using mobile


**Electronic Record and Signature Disclosure:**

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ID: 97ec181c-f883-496c-81f3-7f73b2ac2ff8

Signer Events	Signature	Timestamp
Nadine Woodward nwoodward@spokanecity.org Mayor City of Spokane Security Level: Email, Account Authentication (None)	 39651E7EC71D4A0...  Signature Adoption: Uploaded Signature Image Using IP Address: 155.190.2.32	Sent: 3/22/2022 5:31:50 PM Viewed: 3/22/2022 6:08:23 PM Signed: 3/22/2022 6:08:41 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Terri L. Pfister tpfister@spokanecity.org City Clerk City of Spokane Security Level: Email, Account Authentication (None)	 CC56CBA4DCC84D6...    Signature Adoption: Uploaded Signature Image Using IP Address: 155.190.3.8	Sent: 3/22/2022 6:08:43 PM Viewed: 3/22/2022 7:17:54 PM Signed: 3/22/2022 7:18:02 PM
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**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Sarah Cannon scannon@spokanecity.org Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 3/22/2022 4:26:18 PM
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Jessica Kirk jkirk@spokanecity.org Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 3/22/2022 4:26:19 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	3/22/2022 7:18:02 PM
Completed	Security Checked	3/22/2022 7:18:02 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **CONSUMER DISCLOSURE**

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

**How to contact SHI International Corp OBO City of Spokane:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [klund@spokanecity.org](mailto:klund@spokanecity.org)

**To advise SHI International Corp OBO City of Spokane of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [klund@spokanecity.org](mailto:klund@spokanecity.org) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

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