

CITY OF SPOKANE



NOTICE

REGARDING CITY COUNCIL MEETINGS

Notice is hereby given that, pursuant to Governor Jay Inslee's **Fifteenth** Updated Proclamation **20-28.15**, dated **January 19, 2021**, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted in Phase 3 regions consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the City Council has decided to continue its meetings with remote access only and to not include an in-person attendance component.

Temporarily and until further notice, the public's ability to attend City Council meetings is by remote access only. In-person attendance is not permitted at this time. The public is encouraged to tune in to the meeting as noted below.

Public comment will be taken virtually on legislative items during the 6:00 p.m. Legislative Session on **June 21, 2021**.

The regularly scheduled Spokane City Council 3:30 p.m. Briefing Session and 6:00 p.m. Legislative Session will be held virtually and streamed live online and airing on City Cable 5. Some members of the City Council and City staff will be attending virtually. The public is encouraged to tune in to the meeting live on Channel 5, at **<https://my.spokanecity.org/citycable5/live>**, or by calling **1-408-418-9388** and entering the access code **146 396 3105** for the 3:30 p.m. Briefing Session or **187 286 9879** for the 6:00 p.m. Legislative Session when prompted; meeting password is **0320**.

**To participate in virtual public comment:**

Sign up to give testimony at **<https://forms.gle/RtciKb2tju6322BB7>**. You must sign up in order to be called on to testify. The form will be **open at 5:00 p.m. on Monday, June 21, 2021, and will close at 6:00 p.m.** At 6:00 p.m., you will call in to the meeting using the information above. When it is your turn to testify, Council President will call your name and direct you to hit \*3 on your phone to ask to be unmuted. The system will alert you when you have been unmuted and you can begin giving your testimony. When you are done, you will need to hit \*3 again.

**To participate in Open Forum:**

Open Forum will take place at the end of the City Council Legislative Session unless the meeting lasts past 9:30 p.m., which may be extended by motion. Each speaker is limited to no more than three minutes. In order to participate in Open Forum, you must sign up here: **<https://forms.gle/WtfGZ3HqQuXCipcX9>**. The form will **open at 5:00 p.m. on Monday, June 21, and will close at 6:00 p.m.** Instructions for participating are available on the form. The Open Forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City and items of interest not relating to the Current or Advance Agendas, pending hearing items, or initiatives or referenda in a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not use profanity, engage in obscene speech, or make personal comment or verbal insults about any individual.

**CITY COUNCIL MEETINGS  
RULES – PUBLIC DECORUM**

**Strict adherence to the following rules of decorum by the public will be observed and adhered to during City Council meetings, including open forum, public comment period on legislative items, and Council deliberations:**

- 1. No Clapping!**
- 2. No Cheering!**
- 3. No Booing!**
- 4. No public outbursts!**
- 5. Three-minute time limit for comments made during open forum and public testimony on legislative items!**

**In addition, please silence your cell phones when entering the Council Chambers!**

Further, keep the following City Council Rules in mind:

**Rule 2.2      OPEN FORUM**

- A. At each meeting, after the conclusion of the legislative agenda, the Council shall hold an open public comment period until 9:30 pm, which may be extended by motion.
- B. At the beginning of the open forum session, staff will collect the sign-up sheet(s) and deliver them to the Chair. The order of the speakers and the appropriate time limits for the speakers will be determined at the discretion of the Chair. Each speaker shall be limited to no more than three minutes.
- C. No action, other than a statement of Councilmembers' intent to address the matter in the future, points of order, or points of information will be taken by Council members during an open forum.
- D. The open forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City and items not currently included on that week's current agenda or the next week's advance Council agendas. No person shall be permitted to speak in open forum regarding items on the current or advance agendas, pending hearing items, or initiatives or referenda in a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not use profanity, engage in obscene speech, or make personal comment or verbal insults about any individual.

**Rule 2.7      SERVICE ANIMALS AT CITY COUNCIL MEETINGS**

- A. For purposes of these Rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these Rules. Service animals are permitted to accompany people with disabilities in City Council meetings, as well as all areas where members of the public are allowed to go.
- B. Service animals must, at all times while present in a City Council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.

**Rule 2.15      PARTICIPATION OF MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS**

- A. Members of the public may address the Council regarding the following items on the Council's legislative agenda: first and final readings of regular and special budget ordinances, emergency ordinances, special consideration items, hearing items, and other items before the City Council requiring Council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak during the open forum.
- B. No member of the public may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide their city of residence as a condition of recognition. Council members must be recognized by the Chair for the purpose of obtaining the floor.
- C. Each person speaking in a public Council meeting shall verbally identify themselves by name, city of residence, and, if appropriate, representative capacity.
- D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the Clerk.
- E. In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, including but not limited to demonstrations, banners, signs, applause, profanity, vulgar language, or personal insults will be permitted.
- F. A speaker asserting a statement of fact may be asked to document and identify the sources of the factual datum being asserted.



- G. When addressing the Council, members of the public shall direct all remarks to the Council President, shall refrain from remarks directed personally to any Council Member, and shall confine remarks to the matters that are specifically before the Council at that time.
- H. When any person, including members of the public, City staff, and others, are addressing the Council, Council members shall observe the same decorum and process, as the rules require among the members *inter se*. That is, a Council member shall not engage the person addressing the Council in colloquy but shall speak only when granted the floor by the Council President. All persons and/or Council members shall not interrupt one another. The duty of mutual respect set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order, newly revised*, shall extend to all speakers before the City Council. The City Council's Policy Director and/or City Attorney shall, with the assistance of Council staff, assist the Council President to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak.

**Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS – TIME LIMITS**

- A. The City Council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.16(A), with those exceptions stated in Rule 2.17(B). Public testimony shall be limited to the final Council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony shall be limited to three (3) minutes per speaker, unless, at their discretion, the Chair determines that, because of the number of speakers signed up to testify, less time will be needed for each speaker in order to accommodate all speakers. The Chair may allow additional time if the speaker is asked to respond to questions from the Council.
- B. No public testimony shall be taken on items on the Council's consent agenda, amendments to legislative agenda items, or solely procedural, parliamentary, or administrative matters of the Council, including amendments to these Rules.
- C. For legislative or hearing items that may affect an identifiable individual, association, or group, the following procedure may be implemented at the discretion of the Council President:
  - 1. Following an assessment by the Chair of factors such as complexity of the issue(s), the apparent number of people indicating a desire to testify, representation by designated spokespersons, etc., the Chair shall, in the absence of objection by the majority of the Council present, impose the following procedural time limitations for taking public testimony regarding legislative matters:
    - a. There shall be up to fifteen (15) minutes for staff, board, or commission presentation of background information, if any.
    - b. The designated representative of the proponents of the issue shall speak first and may include within their presentation the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. Up to thirty (30) minutes may be granted for the proponent's presentation. If there be more than one designated representative, they shall allocate the allotted time between or among themselves.
    - c. Following the presentation of the proponents of the issue, three (3) minutes shall be granted for any other person not associated with the designated representative of the proponents who wishes to speak on behalf of the proponent's position.
    - d. The designated representative, if any, of the opponents of the issue shall speak following the presentation of the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. The designated representative(s) of the opponents shall have the same amount of time which was allotted to the proponents.
    - e. Following the presentation by the opponents of the issue, three (3) minutes shall be granted for any other person not associated with the designated representative of the opponents who wishes to speak on behalf of the opponents' position.
    - f. Up to ten (10) minutes of rebuttal time may be granted to the designated representative for each side, the proponents speaking first, the opponents speaking second.
  - 2. In the event the party or parties representing one side of an issue has a designated representative and the other side does not, the Chair shall publicly ask the unrepresented side if they wish to designate one or more persons to utilize the time allotted for the designated representative. If no such designation is made, each person wishing to speak on behalf of the unrepresented side shall be granted three (3) minutes to present their position, and no additional compensating time shall be allowed due to the fact that the side has no designated representative.
  - 3. In the event there appears to be more than two groups wishing to advocate their distinct positions on a specific issue, the Chair may grant the same procedural and time allowances to each group or groups, as stated previously.
- D. The time taken for staff or Council member questions and responses thereto shall be in addition to the time allotted for any individual or designated representative's testimony.

# THE CITY OF SPOKANE



## ADVANCE COUNCIL AGENDA

MEETING OF MONDAY, JUNE 21, 2021

### **MISSION STATEMENT**

**TO DELIVER EFFICIENT AND EFFECTIVE SERVICES  
THAT FACILITATE ECONOMIC OPPORTUNITY  
AND ENHANCE QUALITY OF LIFE.**

**MAYOR NADINE WOODWARD**

**COUNCIL PRESIDENT BREEAN BEGGS**

**COUNCIL MEMBER KATE BURKE**

**COUNCIL MEMBER LORI KINNEAR**

**COUNCIL MEMBER KAREN STRATTON**

**COUNCIL MEMBER MICHAEL CATHCART**

**COUNCIL MEMBER CANDACE MUMM**

**COUNCIL MEMBER BETSY WILKERSON**

**CITY COUNCIL CHAMBERS  
CITY HALL**

**808 W. SPOKANE FALLS BLVD.  
SPOKANE, WA 99201**

## **LAND ACKNOWLEDGEMENT**

We acknowledge that we are on the unceded land of the Spokane people. And that these lands were once the major trading center for the Spokanes as they shared this place and welcomed other area tribes through their relations, history, trade, and ceremony. We also want to acknowledge that the land holds the spirit of the place, through its knowledge, culture, and all the original peoples Since Time Immemorial.

As we take a moment to consider the impacts of colonization may we also acknowledge the strengths and resiliency of the Spokanes and their relatives. As we work together making decisions that benefit all, may we do so as one heart, one mind, and one spirit.

We are grateful to be on the shared lands of the Spokane people and ask for the support of their ancestors and all relations. We ask that you recognize these injustices that forever changed the lives of the Spokane people and all their relatives.

We agree to work together to stop all acts of continued injustices towards Native Americans and all our relatives. It is time for reconciliation. We must act upon the truths and take actions that will create restorative justice for all people.

Adopted by Spokane City Council on the 22nd day of March, 2021  
*via Resolution 2021-0019*

## CITY COUNCIL BRIEFING SESSION

Council will adopt the Administrative Session Consent Agenda after they have had appropriate discussion. Items may be moved to the 6:00 p.m. Legislative Session for formal consideration by the Council at the request of any Council Member.

SPOKANE CITY COUNCIL BRIEFING SESSIONS (BEGINNING AT 3:30 P.M. EACH MONDAY) AND LEGISLATIVE SESSIONS (BEGINNING AT 6:00 P.M. EACH MONDAY) ARE BROADCAST LIVE ON CITY CABLE CHANNEL FIVE AND STREAMED LIVE ON THE CHANNEL FIVE WEBSITE. THE SESSIONS ARE REPLAYED ON CHANNEL FIVE ON THURSDAYS AT 6:00 P.M. AND FRIDAYS AT 10:00 A.M.

The Briefing Session is open to the public, but will be a workshop meeting. Discussion will be limited to Council Members and appropriate Staff and Counsel. There will be an opportunity for the expression of public views during the Open Forum at the beginning and the conclusion of the Legislative Agenda on any issue not relating to the Current or Advance Agendas, pending hearing items, or initiatives or referenda in a pending election.

### ADDRESSING THE COUNCIL

- No member of the public may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide their city of residence as a condition of recognition.
- Each person speaking at the public microphone shall verbally identify themselves by name, city of residency and, if appropriate, representative capacity.
- If you are submitting letters or documents to the Council Members, please provide a minimum of ten copies via the City Clerk. The City Clerk is responsible for officially filing and distributing your submittal.
- In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression including but not limited to demonstrations, banners, signs, applause, profanity, vulgar language or personal insults will be permitted.
- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.

**SPEAKING TIME LIMITS:** Unless deemed otherwise by the Chair, each person addressing the Council shall be limited to a three-minute speaking time.

**CITY COUNCIL AGENDA:** The City Council Advance and Current Agendas may be obtained prior to Council Meetings by accessing the City website at [www.spokanecity.org](http://www.spokanecity.org).

**BRIEFING SESSION**

(3:30 p.m.)

(Council Chambers Lower Level of City Hall)

(No Public Testimony Taken)

Roll Call of Council

Council Reports

Staff Reports

Committee Reports

Advance Agenda Review

Current Agenda Review

**ADMINISTRATIVE SESSION****CONSENT AGENDA****REPORTS, CONTRACTS AND CLAIMS****RECOMMENDATION**

- |    |   |                |                              |
|----|---|----------------|------------------------------|
| 1. | Contract Renewal with Itron, Inc. (Liberty Lake, WA) for meter reading support services—\$19,932.72 (incl. tax). (Council Sponsor: Council Member Kinnear)<br><b>Loren Searl</b>  | Approve        | OPR 2016-0750                |
| 2. | Low Bid of Corridor Contractors, LLC (Spokane) for the Maple-Wellesley Intersection—\$432,547. An administrative reserve of \$43,254.70, which is 10% of the contract price, will be set aside. (North Hill Neighborhood Council) (Council Sponsor: Council President Beggs)<br><b>Dan Buller</b> | Approve        | OPR 2021-0403<br>ENG 2019107 |
| 3. | Contract with Engineering / Remediation Resources Group for the repair and rebuild of sand berms located at the Police Firing Range—\$112,551.70. (Council Sponsor: Council Member Kinnear)<br><b>Jacqui MacConnell</b>   | Approve        | OPR 2021-0404                |
| 4. | Continuum of Care Grantee Agreement Amendments with Catholic Charities of Spokane for the redistribution of funds, as approved by the Spokane City/County Continuum of Care Board, for:   | Approve<br>All |                              |

- |   |   |
|---|---|
| <p>a. Permanent Supportive Housing II—Increase of \$90,700. Total Agreement amount not to exceed \$160,873.</p> <p>b. Permanent Supportive Housing Consolidation Program—decrease of \$90,700. Total Agreement amount not to exceed \$215,470.<br/>(Council Sponsor: Council Member Stratton)<br/><b>Debbie Cato</b></p>            | <p>OPR 2020-0897</p> <p>OPR 2020-0924</p>   |
| <p>5. Acceptance of funding from the Washington Association of Sheriffs and Police Chiefs for the Washington Auto Theft Prevention Authority program from July 1, 2021, through June 30, 2023—\$279,377. (This item relates to Special Budget Ordinance C36067) (Council Sponsor: Council Member Kinnear)<br/><b>Mike McNab</b></p> | <p>Approve OPR 2021-0405</p>  |
| <p>6. Contract with Mitchell Humphrey for annual maintenance and support of the City's Financial Management System from July 1, 2021, through June 30, 2022—\$102,743.40 (incl. tax). (Council Sponsor: Council Member Cathcart)<br/><b>Michael Sloon</b></p>   | <p>Approve OPR 2021-0406</p>  |
| <p>7. Contract with Accela, as sole source, for annual maintenance and support of the City's Permitting &amp; Licensing software from July 1, 2023, through June 30, 2021—\$395,231.51 (incl. tax). Contract amount for 2021: \$194,791.28 (incl. tax) (Council Sponsor: Council Member Cathcart)<br/><b>Michael Sloon</b></p>      | <p>Approve OPR 2021-0407</p>  |
| <p>8. Interlocal Agreement with Spokane County and Spokane County Prosecutor to fund and staff the Relicensing Program for 2020—\$8,922.90 revenue. (Council Sponsor: Council Member Kinnear)<br/><b>Mike Ormsby</b></p>  | <p>Approve OPR 2021-0408</p>  |
| <p>9. Three-year Contract Extension with Davies Claims Solutions (formerly ASC) to provide City Claims Management Services through October 31, 2024—\$1,005,000. (Council Sponsor: Council Member Wilkerson)<br/><b>Mike Ormsby</b></p>   | <p>Approve OPR 2013-0681</p>  |
| <p>10. Contract Renewals for Garment / Linen Rental and Laundry Services for multiple City Departments from July 1, 2021, through June 30, 2026, with:</p> <p>a. ALSCO, Inc.,</p> <p>b. Aramark Uniform Services,</p> <p>c. Cintas Corporation No. 3, and</p>   | <p>Approve All RFP 4229-16</p> <p>OPR 2016-0301</p> <p>OPR 2016-0302</p> <p>OPR 2016-0303</p> |



## d. UniFirst Corporation.

OPR 2016-0304

These are no dollar cap unit price contracts based on pricing schedule. (Council Sponsor: Council Member Kinnear)

**Sally Stopher**

- |                      |  |                                    |               |
|----------------------|--|------------------------------------|---------------|
| 11.                  | Set hearing before City Council for Monday, June 21, 2021, on Proposed Initiative No. 2021-2 petition signatures filed on behalf of Jennifer Thomas, petitioner, regarding Charter Amendment adopting the Spokane Cleaner Energy Protection Act.         | Set Hrg.<br>6/21/2021              | LGL 2021-0022 |
| <b>Terri Pfister</b> |  |                                    |               |
| 12.                  | Report of the Mayor of pending:  |                                    |               |
| a.                   | Claims and payments of previously approved obligations, including those of Parks and Library, through _____, 2021, total \$_____, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$_____. | Approve &<br>Authorize<br>Payments | CPR 2021-0002 |
| b.                   | Payroll claims of previously approved obligations through_____, 2021: \$_____.   |                                    | CPR 2021-0003 |
| 13.                  | City Council Meeting Minutes: _____, 2021.   | Approve<br>All                     | CPR 2021-0013 |

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## EXECUTIVE SESSION

(Closed Session of Council)

(Executive Session may be held or reconvened during the 6:00 p.m. Legislative Session)

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## CITY COUNCIL SESSION

(May be held or reconvened following the 3:30 p.m. Administrative Session)

(Council Briefing Center)

This session may be held for the purpose of City Council meeting with Mayoral nominees to Boards and/or Commissions. The session is open to the public.

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# **LEGISLATIVE SESSION**

(6:00 P.M.)

(Council Reconvenes in Council Chamber)

**ROLL CALL OF COUNCIL**

**ANNOUNCEMENTS**

(Announcements regarding Changes to the City Council Agenda)

**NO BOARDS AND COMMISSIONS APPOINTMENTS**

**ADMINISTRATIVE REPORT**

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## **COUNCIL COMMITTEE REPORTS**

(Committee Reports for Finance, Neighborhoods, Public Safety, Public Works, and Planning/Community and Economic Development Committees and other Boards and Commissions)

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# **LEGISLATIVE AGENDA**

## **SPECIAL BUDGET ORDINANCES**

(Require Five Affirmative, Recorded Roll Call Votes)

Ordinance C36067 amending Ordinance No. C35971 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Public Safety & Judicial Grant Fund

FROM: Other Agencies, \$77,713;

TO: Various accounts, same amount.

(This action budgets for the acceptance of Auto Theft grant funding.) (Relates to Consent Agenda Item No. 5) (Council Sponsor: Council Member Kinnear)

**Mike McNab**

## **NO EMERGENCY ORDINANCES**

## **RESOLUTIONS & FINAL READING ORDINANCES**

(Require Four Affirmative, Recorded Roll Call Votes)

**RES 2021-0052** (To be considered under Hearings Item H1.)

- ORD C36050 Vacating Scenic Boulevard between 27<sup>th</sup> Avenue and 29<sup>th</sup> Avenue (as more particularly described in the ordinance). (Council Sponsor: Council President Kinnear)  
**Eldon Brown**

## FIRST READING ORDINANCES

- ORD C36065 Modifying the functions and transportation improvements of the Transportation Benefit District and codifying the Citizens Transportation Advisory Board; adopting a new chapter 04.37; and amending sections 08.16.010, 08.16.040, 08.16.060 and 08.16.070 of the Spokane Municipal Code. (Council Sponsor: Council President Beggs)  
**Shauna Harshman**

FURTHER ACTION DEFERRED

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## NO SPECIAL CONSIDERATIONS

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## HEARINGS

(If there are items listed you wish to speak on, please sign your name on the sign-up sheets in the Chase Gallery.)

### RECOMMENDATION

- |     |  |                           |               |
|-----|--|---------------------------|---------------|
| H1. | Resolution 2021-0052 adopting the 2022-2027 Six-Year Comprehensive Street Program. (Various Neighborhoods). (Council Sponsor: Council President Beggs)<br><b>Kevin Picanco</b> | Adopt Upon Roll Call Vote | RES 2021-0052 |
|-----|--|---------------------------|---------------|

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**Motion to Approve Advance Agenda for June 21, 2021**  
(per Council Rule 2.1.2)

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## OPEN FORUM

At each meeting after the conclusion of the legislative agenda, the Council shall hold an open public comment period until 9:30 p.m., which may be extended by motion. Each speaker is limited to no more than three minutes. In order to participate in Open Forum, you must sign up here: <https://forms.gle/WtfGZ3HqQuXCipcX9>. The form will open at 5:00 p.m. on Monday, June 21, 2021, and will close at 6:00 p.m. Instructions for participating are available on the form. The Open Forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City and items of interest not relating to the Current or Advance Agendas, pending hearing items, or initiatives or referenda in a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not use profanity, engage in obscene speech, or make personal comment or verbal insults about any individual.

**ADJOURNMENT**

The June 21, 2021, Regular Legislative Session of the City Council is adjourned to June 28, 2021.

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**NOTES**



**Agenda Sheet for City Council Meeting of:**  
06/21/2021

<b>Date Rec'd</b>	6/9/2021
<b>Clerk's File #</b>	OPR 2016-0750
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	RE 19841

<b>Submitting Dept</b>	WATER & HYDROELECTRIC SERVICES
<b>Contact Name/Phone</b>	LOREN SEARL 625-7851
<b>Contact E-Mail</b>	LSEARL@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Contract Item
<b>Agenda Item Name</b>	4100 - METER READING SUPPORT SERVICES

**Agenda Wording**

Renewal of existing contract for meter reading support services with Itron, Inc. (Liberty Lake, WA) for \$19,932.72 including tax.

**Summary (Background)**

In 2016, the City initiated a minor contract for support services for the Water department's meter reading product which has since been renewed on an annual basis. This year's renewal brings the total multi-year value of the agreement to \$148,502.10, which is why Council approval is now required. Support for the department's main product - the FC300 - is ending December 31, 2021 and the charges on this renewal have been prorated accordingly.

Lease? NO Grant related? NO Public Works? NO

**Fiscal Impact**

Expense \$ 19,932.72

Select \$

Select \$

Select \$

**Budget Account**

# 4100-42435-34148-54201-99999

#

#

#

**Approvals**

<b><u>Dept Head</u></b>	SEARL, LOREN
<b><u>Division Director</u></b>	FEIST, MARLENE
<b><u>Finance</u></b>	ALBIN-MOORE, ANGELA
<b><u>Legal</u></b>	ODLE, MARI
<b><u>For the Mayor</u></b>	ORMSBY, MICHAEL

**Council Notifications**

<b><u>Study Session\Other</u></b>	PSCH 6/7/2021
<b><u>Council Sponsor</u></b>	LORI KINNEAR

**Distribution List**

SHARI MURPHY - shari.murphy@itron.com  
sjohnson@spokanecity.org  
wateraccounting@spokanecity.org

**Additional Approvals**

**Purchasing** PRINCE, THEA


## Briefing Paper

### Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Public Works, 4100 Water & Hydroelectric Services
<b>Subject:</b>	Meter Reading Support Services Contract Renewal
<b>Date:</b>	7 June 2021
<b>Author (email &amp; phone):</b>	Loren Searl, <a href="mailto:lsearl@spokanecity.org">lsearl@spokanecity.org</a> , 625-7851
<b>City Council Sponsor:</b>	Councilmember Kinnear
<b>Executive Sponsor:</b>	Marlene Feist, Public Works Director
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Funding for these services is available in the Water & Hydroelectric Services' department budget.
<b>Strategic Initiative:</b>	Innovative Infrastructure, Sustainable Resources
<b>Deadline:</b>	The existing contract for these services expires at the end of June 2021.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	This contract renewal will support the Water department's use of existing meter reading product through June 2022.
<p><b>Background/History:</b> <i>In 2016, the City's Accounting department initiated a minor contract for support services needed for the Water department's meter reading product. That contract has since been renewed on an annual basis. This year's renewal brings the total multi-year value of the agreement over \$130,000, which is why Council approval of the renewal is now required. Support for the department's main product – the FC300 – is ending December 31, 2021 and the charges on this renewal have been prorated accordingly. The department will correspondingly reassess its need for support services in 2022.</i></p>	
<p><b>Executive Summary:</b></p> <ul style="list-style-type: none"> <li>Annual contract renewal with Itron, Inc. (Liberty Lake, WA) for \$19,932.72 including tax</li> <li>Multi-year contract value with this renewal: \$148,502.10</li> <li>Original contract OPR 2016-0750</li> </ul>	
<p><b>Budget Impact:</b></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source: N/A</p> <p>Other budget impacts: None</p>	
<p><b>Operations Impact:</b></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specify changes required: None</p> <p>Known challenges/barriers: None</p>	





**City of Spokane**

**CONTRACT RENEWAL**

**Title: Annual Renewal System  
Support for Itron Software**

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **ITRON, INC.** whose address is 2111 North Molter Road, Liberty Lake, Washington 99019 as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Company agreed to provide for the City system support services for the software used for meter reading for the Water & Hydroelectric Services; and*

*WHEREAS, the original Contract allowed for annual renewals upon mutual acceptance of the parties, therefore, this needs to be formally renewed by this written Contract Renewal document; and*

*WHEREAS, a revision of the service pricing has taken place which shall be incorporated into this renewal as Exhibit B referred to as Amendment 5 and Maintenance Renewal Quote to the Master Sale Agreement between the City of Spokane and Itron, Inc.; and*

*-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Contract, dated July 1, 2016, any previous amendments, renewals and / or extensions / thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Contract Renewal shall become effective on July 1, 2021 and shall end June 30, 2022.

**3. COMPENSATION.**

The City shall pay an estimated maximum annual cost not to exceed **NINETEEN THOUSAND NINE HUNDRED THIRTY-TWO AND 72/100 (\$19,932.72)** including tax, for everything furnished and done under this Contract Renewal. This is the maximum amount to be paid under this Renewal and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this Renewal document.

**4. DEBARMENT AND SUSPENSION.**

The Contractor 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.

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 Contract Renewal by having legally binding representatives affix their signatures below.

**ITRON, INC.**

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
City Clerk

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney

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

Exhibit A – Certificate of Debarment

Exhibit B – Amendment 5 and Maintenance Renewal Quote to the Master Sale Agreement, along with the service pricing dated March 3, 2021

U2021-052

## ATTACHMENT 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.

_____ Name of Subrecipient / Contractor / Consultant (Type or Print)	_____ Program Title (Type or Print)
_____ Name of Certifying Official (Type or Print)	_____ Signature
_____ Title of Certifying Official (Type or Print)	_____ Date (Type or Print)

**Amendment 5 to the  
Master Sales Agreement  
Between the  
City of Spokane and Itron, Inc.**

This Amendment 5 (this “Amendment”) is effective as of latest date signed herein.

**RECITALS**

WHEREAS, Itron, Inc. (“Itron”) and the City of Spokane (“Customer”) entered into that certain Master Sales Agreement dated July 1, 2016 (the “Agreement”);

WHEREAS, the parties wish to amend the Agreement for the purpose of updating the Service Pricing to the Maintenance & Support Services Addendum; and

NOW, THEREFORE, in consideration of the mutual promises and obligations below, Itron and Customer agree as follows:

1. Except as otherwise defined in this Amendment, capitalized terms herein shall have the meanings set forth in the Agreement.
2. Delete the attachment “Service Pricing, Contract Number SC00006657, contract duration 01-JUL-2020 to 30-JUN-2021” and replace with the attachment “Service Pricing, Contract Number SC00006657, contract duration 01-JUL-2021 to 30-JUN-2022”.
3. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

**INTENDING TO BE LEGALLY BOUND**, each party represents and warrants that it has all necessary power and authority to enter into this Amendment to the Agreement.

<b>City of Spokane</b>	<b>Itron, Inc.</b>
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:



## US\_001\_OU

Date Printed : 03-MAR-2021

Maintenance Renewal Quote

Page: 1 of 2

**Customer Name:** City of Spokane, Washington  
**Customer Number:** 1225  
**Bill To Contact:** Angela Cline  
**Customer Address:** 914 E North Foothills Dr  
Spokane,WA 99207-2735

**Contract Number:** SC00006657  
**Description:** City of Spokane, Washington - FCS

**Contract Duration:** 01-JUL-2021 - 30-JUN-2022

<u>Description</u>	<u>Serial Number</u>	<u>Start Date</u>	<u>End Date</u>	<u>Quantity</u>	<u>Total Amount</u>
<b>HARDWARE</b>					
FC300, SREAD RADIO, WLAN, GPS	FC300160725370	01-JUL-2021	31-DEC-2021	1	269.74
FC300, SREAD RADIO, WLAN, GPS	FC300160725369	01-JUL-2021	31-DEC-2021	1	269.74
FC300, SREAD RADIO, WLAN, GPS	FC300152714780	01-JUL-2021	31-DEC-2021	1	269.74
FC300, SREAD RADIO, WLAN, GPS	FC300152714777	01-JUL-2021	31-DEC-2021	1	269.74
FC300, SREAD RADIO, WLAN, GPS	FC300152714776	01-JUL-2021	31-DEC-2021	1	269.74
			<b>Subtotal :</b>	<b>5</b>	<b>1,348.70</b>
MC3 RF	74007187	01-JUL-2021	30-JUN-2022	1	3,125.21
			<b>Subtotal :</b>	<b>1</b>	<b>3,125.21</b>
FC300, MULTI DOCK	FC03010044	01-JUL-2021	31-DEC-2021	1	144.85
FC300, MULTI DOCK	FC20210037	01-JUL-2021	31-DEC-2021	1	133.92
FC300, MULTI DOCK	FC32510180	01-JUL-2021	31-DEC-2021	1	119.06
FC300, MULTI DOCK	FC32510043	01-JUL-2021	31-DEC-2021	1	119.06
FC300, MULTI DOCK	FC20210079	01-JUL-2021	31-DEC-2021	1	133.92
			<b>Subtotal :</b>	<b>5</b>	<b>650.81</b>
FC300, SREAD RADIO, IMAGER, GPS	FC300160725705	01-JUL-2021	31-DEC-2021	1	286.48
FC300, SREAD RADIO, IMAGER, GPS	FC300160725706	01-JUL-2021	31-DEC-2021	1	286.48
FC300, SREAD RADIO, IMAGER, GPS	FC300162532136	01-JUL-2021	31-DEC-2021	1	275.46
			<b>Subtotal :</b>	<b>3</b>	<b>848.42</b>
FC300, DESK DOCK	FC300210290646	01-JUL-2021	31-DEC-2021	1	28.52
FC300, DESK DOCK	FC300212451717	01-JUL-2021	31-DEC-2021	1	26.37
FC300, DESK DOCK	FC300210192125	01-JUL-2021	31-DEC-2021	1	28.52
FC300, DESK DOCK	FC300212452521	01-JUL-2021	31-DEC-2021	1	26.37
FC300, DESK DOCK	FC300213385284	01-JUL-2021	31-DEC-2021	1	25.35
FC300, DESK DOCK	FC300211381007	01-JUL-2021	31-DEC-2021	1	27.42
			<b>Subtotal :</b>	<b>6</b>	<b>162.55</b>
MOBILE COLLECTOR LITE	72503068	01-JUL-2021	31-DEC-2021	1	434.55
			<b>Subtotal :</b>	<b>1</b>	<b>434.55</b>
FC300, SREAD RADIO	FC300152714779	01-JUL-2021	31-DEC-2021	1	269.74
FC300, SREAD RADIO	FC300134161323	01-JUL-2021	31-DEC-2021	1	280.48
FC300, SREAD RADIO	FC300144497037	01-JUL-2021	31-DEC-2021	1	280.53
FC300, SREAD RADIO	FC300123811469	01-JUL-2021	31-DEC-2021	1	303.41

**NOTE: This is not an invoice**



## US\_001\_OU

Date Printed : 03-MAR-2021

Maintenance Renewal Quote

Page: 2 of 2

**Customer Name:** City of Spokane, Washington  
**Customer Number:** 1225  
**Bill To Contact:** Angela Cline  
**Customer Address:** 914 E North Foothills Dr  
Spokane,WA 99207-2735

**Contract Number:** SC00006657  
**Description:** City of Spokane, Washington - FCS

**Contract Duration:** 01-JUL-2021 - 30-JUN-2022

Description	Serial Number	Start Date	End Date	Quantity	Total Amount
FC300, SREAD RADIO	FC30011381304	01-JUL-2021	31-DEC-2021	1	315.55
FC300, SREAD RADIO	FC30012219473	01-JUL-2021	31-DEC-2021	1	303.42
FC300, SREAD RADIO	FC30012219471	01-JUL-2021	31-DEC-2021	1	303.42
FC300, SREAD RADIO	FC30010335466	01-JUL-2021	31-DEC-2021	1	328.17
FC300, SREAD RADIO	FC30010335465	01-JUL-2021	31-DEC-2021	1	328.17
FC300, SREAD RADIO	FC30010335464	01-JUL-2021	31-DEC-2021	1	328.17
FC300, SREAD RADIO	FC30010335463	01-JUL-2021	31-DEC-2021	1	328.17
FC300, SREAD RADIO	FC300160725368	01-JUL-2021	31-DEC-2021	1	269.74
FC300, SREAD RADIO	FC30010335462	01-JUL-2021	31-DEC-2021	1	328.17
FC300, SREAD RADIO	FC30010335461	01-JUL-2021	31-DEC-2021	1	328.17
FC300, SREAD RADIO	FC30010290473	01-JUL-2021	31-DEC-2021	1	328.17
FC300, SREAD RADIO	FC300125231828	01-JUL-2021	31-DEC-2021	1	303.42
FC300, SREAD RADIO	FC300125131609	01-JUL-2021	31-DEC-2021	1	303.42
FC300, SREAD RADIO	FC30012219477	01-JUL-2021	31-DEC-2021	1	303.42
FC300, SREAD RADIO	FC30012219476	01-JUL-2021	31-DEC-2021	1	303.42
FC300, SREAD RADIO	FC30012219475	01-JUL-2021	31-DEC-2021	1	303.42
FC300, SREAD RADIO	FC30012219474	01-JUL-2021	31-DEC-2021	1	303.42
			<b>Subtotal :</b>	<b>21</b>	<b>6,444.00</b>
SIDELOOKER ANTENNA		01-JUL-2021	30-JUN-2022	1	114.48
			<b>Subtotal :</b>	<b>1</b>	<b>114.48</b>
	<b>HARDWARE</b>		<b>Subtotal :</b>	<b>43</b>	<b>13,128.72</b>
<b>SOFTWARE</b>					
FCS SFTW, 75001-100000 ENDPOINTS, ELECTRONIC DELIVERY		01-JUL-2021	30-JUN-2022	1	5,174.97
			<b>Subtotal :</b>	<b>1</b>	<b>5,174.97</b>
	<b>SOFTWARE</b>		<b>Subtotal :</b>	<b>1</b>	<b>5,174.97</b>
<b>Contract Grand Total :</b>				<b>44</b>	<b>18,303.69</b>

**NOTE: This is not an invoice**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/03/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh USA, Inc. 1301 5th Avenue, Suite 1900 Seattle, WA 98101 Attn: Seattle.CertRequest@marsh.com / FAX 212-948-4326	<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>
<b>INSURED</b> Itron, Inc. Attn: Yvonne Tanak 2111 N. Molter Road Liberty Lake, WA 99019-9469	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Travelers Property Casualty Company Of America <b>INSURER B:</b> The Travelers Indemnity Company <b>INSURER C:</b> N/A <b>INSURER D:</b> N/A <b>INSURER E:</b> National Union Fire Insurance Company of Pittsburgh, <b>INSURER F:</b> N/A
CN102835048-stn4-GAWUE-20-21	<b>NAIC #</b> 25674 25658 N/A N/A N/A N/A

**COVERAGES** **CERTIFICATE NUMBER:** SEA-003661143-06 **REVISION NUMBER:** 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			HC2J-GLSA-9F337679-20	08/31/2020	08/31/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 DEDUCTIBLE \$ 250,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAP-1J668762-20	08/31/2020	08/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll Deductible \$ 1,500
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	UB-8N023175 (AOS) UB-8N033212 (WI, MA, NE)	10/01/2020 10/01/2020	10/01/2021 10/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Errors & Omissions			01-615-91-96	08/31/2020	08/31/2021	Limit: 2,000,000 SIR: \$1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

City of Spokane is included as additional insured (except workers compensation and errors & omissions) where required by written contract. General liability insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract. Waiver of subrogation is applicable where required by written contract. Cyber Liability is included in Errors & Omissions.

## CERTIFICATE HOLDER

City of Spokane  
914 E North Foothills Dr  
Spokane, WA 99207

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
of Marsh USA Inc.

Peggy Boren

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# ADDITIONAL REMARKS SCHEDULE

<b>AGENCY</b> Marsh USA, Inc.		<b>NAMED INSURED</b> Iltron, Inc. Attn: Yvonne Tanak 2111 N. Molter Road Liberty Lake, WA 99019-9469	
<b>POLICY NUMBER</b>		<b>EFFECTIVE DATE:</b>	
<b>CARRIER</b>	<b>NAIC CODE</b>		

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

INSURERS AFFORDING COVERAGE/NAIC #

INSURER G: N/A (N/A)



< Business Lookup

License Information:

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

Entity name:	ITRON, INC.
Business name:	ITRON, INC.
Entity type:	<a href="#">Profit Corporation</a>
UBI #:	600-337-134
Business ID:	001
Location ID:	0001
Location:	Active
Location address:	2111 N MOLTER RD LIBERTY LAKE WA 99019-9469
Mailing address:	2111 N MOLTER RD LIBERTY LAKE WA 99019-9469

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
Kirkland General Business - Non-Resident				Active	Dec-31-2021	Jan-08-2021
Liberty Lake General Business				Active	Sep-30-2021	Dec-03-2020
Olympia General Business - Non-Resident	25610			Active	Dec-31-2021	Apr-30-2013
Richland General Business - Non-Resident				Active	Sep-30-2021	Oct-07-2020
Spokane General Business - Non-Resident	T12027883BL			Active	Dec-31-2021	Oct-15-2012

## Governing People

*May include governing people not registered with Secretary of State*

Governing people	Title
DEITRICH, THOMAS	
HLAVINKA, SARAH	



[View Additional Locations](#)

The Business Lookup information is updated nightly. Search date and time:  
5/18/2021 8:51:54 AM

**Contact us**

How are we doing?

**Take our survey!**

Don't see what you expected?

**Check if your browser is supported**



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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

OPR 2021-0403

**Renews #****Submitting Dept**

ENGINEERING SERVICES

**Cross Ref #****Contact Name/Phone**

DAN BULLER 625-6391

**Project #**

2019107

**Contact E-Mail**

DBULLER@SPOKANECITY.ORG

**Bid #****Agenda Item Type**

Contract Item

**Requisition #**

CR22673

**Agenda Item Name**

0370 – LOW BID AWARD – CORRIDOR CONTRACTORS LLC

**Agenda Wording**

Low Bid of Corridor Contractors LLC of Spokane, WA for the Maple-Wellesley Intersection in the amount of \$432,547.00. An administrative reserve of \$43,254.70, which is 10% of the contract price, will be set aside. (North Hill Neighborhood Council

**Summary (Background)**

On June 7, 2021 bids were opened for the above project. The low bid was from Corridor Contractors LLC in the amount of \$432,547.00, which is \$34,119.64 or 7.31% under the Engineer's Estimate; One other bid were received as follows: Bacon Concrete Inc., - \$461,463.50.

Lease? NO

Grant related? NO

Public Works? YES

**Fiscal Impact****Budget Account**

Expense \$ 432,547.00

# 3200 95157 95300 56501 99999

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

TWOHIG, KYLE

**Study Session\Other**

PIES 5-24-21

**Division Director**

FEIST, MARLENE

**Council Sponsor**

Beggs

**Finance**

ALBIN-MOORE, ANGELA

**Distribution List****Legal**

ODLE, MARI

eraea@spokanecity.org

**For the Mayor**

ORMSBY, MICHAEL

publicworksaccounting@spokanecity.org

**Additional Approvals**

kgoodman@spokanecity.org

**Purchasing**

WAHL, CONNIE

dbuller@spokanecity.org

aduffey@spokanecity.org



## Briefing Paper

### PIES

<b>Division &amp; Department:</b>	Public Works, Engineering
<b>Subject:</b>	Wellesley Maple Intersection Upgrade
<b>Date:</b>	5-24-21
<b>Contact (email &amp; phone):</b>	Dan Buller dbuller@spokanecity.org, 625-6391
<b>City Council Sponsor:</b>	Breean Beggs
<b>Executive Sponsor:</b>	Marlene Feist
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This project is in the 6 year street plan.
<b>Strategic Initiative:</b>	Innovative Infrastructure
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of construction contracts
<b>Background/History:</b> <ul style="list-style-type: none"> <li>• This project is intended to improve the westbound traffic flow through the Wellesley/Maple intersection.</li> </ul>	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>• The proposed project doubles the length of the westbound left turn lane. This is accomplished by removing/reshaping the existing island between Maple &amp; Cedar as shown in the attached exhibit.</li> <li>• It also revises the signal on the northwest corner of Maple &amp; Wellesley to account for the expanded left turn lane.</li> <li>• Also included in the project is an upgraded STA bus stop on the south leg of this intersection.</li> <li>• This project is funded partially with federal funds and impact fees.</li> </ul>	
<b>Operations Impact:</b> <p>Consistent with current operations/policy?      <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy?      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No      <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	



**City Of Spokane**  
**Engineering Services Department**  
**\*\*\*Bid Tabulation\*\*\***

**Project Number**      **2019107**

**Project Description**      Maple-Wellesley Intersection

**Original Date**

6/7/2021 12:00:00 PM

**Funding Source**

**Update Date**

**Preparer**

**Addendum**

<b>Project Number: 2019107</b>			<b>Engineer's Estimate</b>		CORRIDOR CONTRACTORS		BACON CONCRETE INC	
<b>Item No</b>	<b>Bid Item Description</b>	<b>Est Qty</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Unit Price</b>	<b>Amount</b>

**Tax Classification**

Sales tax shall be included in unit prices

1	ADA FEATURES SURVEYING	1 LS	1,000.00	1,000.00	1,200.00	\$1,200.00	500.00	\$500.00
2	REIMBURSEMENT OF THIRD PARTY DAMAGE	1 EST	1.00	1.00	1.00	\$1.00	1.00	\$1.00
3	SPCC PLAN	1 LS	1,000.00	1,000.00	750.00	\$750.00	1,200.00	\$1,200.00
4	POTHOLING	4 EA	400.00	1,600.00	250.00	\$1,000.00	450.00	\$1,800.00
5	PUBLIC LIAISON REPRESENTATIVE	1 LS	5,000.00	5,000.00	8,000.00	\$8,000.00	25,000.00	\$25,000.00
6	MOBILIZATION	1 LS	52,559.64	52,559.64	33,250.00	\$33,250.00	46,000.00	\$46,000.00
7	PROJECT TEMPORARY TRAFFIC CONTROL	1 LS	50,000.00	50,000.00	80,000.00	\$80,000.00	38,000.00	\$38,000.00
8	SPECIAL SIGNS	145 SF	20.00	2,900.00	30.00	\$4,350.00	18.00	\$2,610.00
9	SEQUENTIAL ARROW SIGNS	2900 HR	10.00	29,000.00	6.00	\$17,400.00	4.20	\$12,180.00
10	PORTABLE CHANGEABLE MESSAGE SIGN	4000 HR	14.00	56,000.00	9.00	\$36,000.00	4.55	\$18,200.00
11	TYPE III BARRICADE	6 EA	75.00	450.00	150.00	\$900.00	100.00	\$600.00
12	TREE ROOT TREATMENT	1 EA	750.00	750.00	750.00	\$750.00	1,200.00	\$1,200.00
13	TREE PROTECTION ZONE	1 EA	350.00	350.00	750.00	\$750.00	600.00	\$600.00
14	TREE PRUNING	1 EA	800.00	800.00	750.00	\$750.00	600.00	\$600.00
15	REMOVE EXISTING CURB	62 LF	12.00	744.00	25.00	\$1,550.00	20.00	\$1,240.00
16	REMOVE CEMENT CONCRETE SIDEWALK AND DRIVEWAY	50 SY	15.00	750.00	40.00	\$2,000.00	25.00	\$1,250.00
17	SAWCUTTING CURB	4 EA	30.00	120.00	75.00	\$300.00	80.00	\$320.00
18	SAWCUTTING RIGID PAVEMENT	300 LFI	2.00	600.00	1.50	\$450.00	5.00	\$1,500.00
19	SAWCUTTING FLEXIBLE PAVEMENT	2245 LFI	1.00	2,245.00	1.00	\$2,245.00	1.50	\$3,367.50
20	ROADWAY EXCAVATION INCL. HAUL	406 CY	40.00	16,240.00	50.00	\$20,300.00	58.00	\$23,548.00

**City Of Spokane**  
**Engineering Services Department**  
**\*\*\*Bid Tabulation\*\*\***

21	CRUSHED SURFACING TOP COURSE	28 CY	120.00	3,360.00	75.00	\$2,100.00	110.00	\$3,080.00
22	CSTC FOR SIDEWALK AND DRIVEWAYS	15 CY	120.00	1,800.00	120.00	\$1,800.00	110.00	\$1,650.00
23	SEALING EXISTING LONGITUDINAL AND TRANSVERSE JOINTS	322 LF	40.00	12,880.00	8.00	\$2,576.00	5.00	\$1,610.00
24	HMA CL. 1/2 IN. HEAVY TRAFFIC, 2 INCH THICK	1500 SY	15.00	22,500.00	13.50	\$20,250.00	20.45	\$30,675.00
25	COMMERCIAL HMA FOR PRELEVELING CL. 3/8 IN.	20 TON	120.00	2,400.00	160.00	\$3,200.00	300.00	\$6,000.00
26	HMA FOR PAVEMENT REPAIR CL. 1/2 IN. HEAVY TRAFFIC, 7 INCH THICK	249 SY	130.00	32,370.00	53.00	\$13,197.00	98.00	\$24,402.00
27	PAVEMENT REPAIR EXCAVATION INCL. HAUL	249 SY	50.00	12,450.00	40.00	\$9,960.00	74.00	\$18,426.00
28	PLANING BITUMINOUS PAVEMENT	1500 SY	5.50	8,250.00	8.00	\$12,000.00	12.00	\$18,000.00
29	JOB MIX COMPLIANCE PRICE ADJUSTMENT	1 EST	(1.00)	(1.00)	(1.00)	(\$1.00)	(1.00)	(\$1.00)
30	COMPACTION PRICE ADJUSTMENT	1619 EST	1.00	1,619.00	1.00	\$1,619.00	1.00	\$1,619.00
31	FURNISHING CONCRETE FOR CEMENT CONCRETE PAVEMENT	69 CY	250.00	17,250.00	210.00	\$14,490.00	265.00	\$18,285.00
32	CEMENT CONCRETE PAVEMENT, 10 IN. THICK	249 SY	80.00	19,920.00	110.00	\$27,390.00	156.00	\$38,844.00
33	EPOXY-COATED DOWEL BAR WITH DRILL HOLE	139 EA	40.00	5,560.00	30.00	\$4,170.00	24.00	\$3,336.00
34	EPOXY-COATED TIE BAR WITH DRILL HOLE	118 EA	30.00	3,540.00	25.00	\$2,950.00	24.00	\$2,832.00
35	PORTLAND CEMENT CONCRETE COMPLIANCE ADJUSTMENT	1 EST	(1.00)	(1.00)	(1.00)	(\$1.00)	(1.00)	(\$1.00)
36	ADJUST EXISTING MH, CB, DW, OR INLET IN CONCRETE	1 EA	450.00	450.00	700.00	\$700.00	1,500.00	\$1,500.00
37	MH OR DW FRAME AND COVER (LOCKABLE)	1 EA	500.00	500.00	700.00	\$700.00	1,600.00	\$1,600.00
38	CLEANING EXISTING DRAINAGE STRUCTURE	2 EA	400.00	800.00	350.00	\$700.00	650.00	\$1,300.00
39	ESC LEAD	1 LS	1,500.00	1,500.00	750.00	\$750.00	600.00	\$600.00
40	INLET PROTECTION	6 EA	100.00	600.00	100.00	\$600.00	125.00	\$750.00
41	CEMENT CONCRETE CURB	17 LF	50.00	850.00	75.00	\$1,275.00	40.00	\$680.00
42	CHANNELIZING DEVICES - TYPE 4	1 EA	350.00	350.00	400.00	\$400.00	295.00	\$295.00
43	CEMENT CONCRETE SIDEWALK	60 SY	75.00	4,500.00	90.00	\$5,400.00	90.00	\$5,400.00

**City Of Spokane**  
**Engineering Services Department**  
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44	RAMP DETECTABLE WARNING	8 SF	25.00	200.00	25.00	\$200.00	30.00	\$240.00
45	TRAFFIC SIGNAL SYSTEM RETROFIT	1 LS	40,000.00	40,000.00	42,350.00	\$42,350.00	43,000.00	\$43,000.00
46	TEMPORARY TRAFFIC SIGNAL SYSTEM	1 LS	5,000.00	5,000.00	4,180.00	\$4,180.00	4,300.00	\$4,300.00
47	TEMPORARY INTERSECTION LIGHTING SYSTEM	1 LS	5,000.00	5,000.00	7,150.00	\$7,150.00	7,500.00	\$7,500.00
48	SIGNING, PERMANENT - CONTRACTOR MANUFACTURED SIGNS	1 LS	3,000.00	3,000.00	3,500.00	\$3,500.00	4,900.00	\$4,900.00
49	REMOVAL OF EXISTING PAVEMENT MARKINGS	10 SF	4.50	45.00	125.00	\$1,250.00	95.00	\$950.00
50	PAVEMENT MARKING - DURABLE HEAT APPLIED	315 SF	10.00	3,150.00	10.00	\$3,150.00	10.40	\$3,276.00
51	WORD AND SYMBOL MARKINGS – DURABLE HEAT APPLIED	2 EA	200.00	400.00	150.00	\$300.00	165.00	\$330.00
52	TEMPORARY PAVEMENT MARKING	1 LS	400.00	400.00	1,000.00	\$1,000.00	2,100.00	\$2,100.00
53	REINFORCED DOWELED CURB	599 LF	30.00	17,970.00	24.00	\$14,376.00	21.00	\$12,579.00
54	TRAFFIC ISLAND CONCRETE	186 SY	70.00	13,020.00	75.00	\$13,950.00	90.00	\$16,740.00
55	CEMENT CONCRETE INTEGRAL CURB AND SIDEWALK 5.5 FT. WIDE	45 LF	65.00	2,925.00	66.00	\$2,970.00	110.00	\$4,950.00
<b>Bid Total</b>			<b>\$466,666.64</b>		<b>\$432,547.00</b>		<b>\$461,463.50</b>	

**SCHEDULE SUMMARY**

	<i>Sched 1</i>	<i>Sched 2</i>	<i>Sched 3</i>	<i>Sched 4</i>	<i>Sched 5</i>	<i>Sched 6</i>	<i>Sched 7</i>	<i>Sched 8</i>	<i>Total</i>
<b>Engineer's Est</b>	466,666.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	466,666.64
BACON CONCRETE INC	461,463.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	461,463.50
CORRIDOR CONTRACTORS	432,547.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	432,547.00

**Low Bid Contractor:** CORRIDOR CONTRACTORS

	<i>Contractor's Bid</i>	<i>Engineer's Estimate</i>	<i>% Variance</i>
<b>Schedule 01</b>	432,547.00	466,666.64	7.31 % Under Estimate
<b>Schedule 03</b>	0.00	0.00	% Under Estimate
<b>Bid Totals</b>	432,547.00	466,666.64	7.31 % Under Estimate

***City Of Spokane***  
***Engineering Services Department***  
***\*\*\*Bid Tabulation\*\*\****



# Agenda Sheet for City Council Meeting of:

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

OPR 2021-0404

**Renews #**

**Submitting Dept**

POLICE

**Cross Ref #**

**Contact Name/Phone**

JACQUI 625-4109

**Project #**

**Contact E-Mail**

JMACCONNELL@SPOKANEPOLICE.O

**Bid #**

**Agenda Item Type**

Contract Item

**Requisition #**

SBO

**Agenda Item Name**

0680 - POLICE FIRING RANGE REPAIRS

## Agenda Wording

Contract with Engineering/Remediation Resources Group for the repair and rebuild of sand berms located at the Police Firing Range.

## Summary (Background)

The Spokane Police Academy firing range requires periodic maintenance and refurbishment. This includes mining a sand berm to remove lead and reconstruction of a support wall for the sand berm. The last lead removal project was approximately four years ago. Low bid award under RFB 20-110 totaling \$112,551.70 to be awarded to Engineering Remediation Resources Group to replace retaining wall and rebuild sand berms.

Lease? NO

Grant related? NO

Public Works? YES

## Fiscal Impact

## Budget Account

Expense \$ 112,551.70

# 0680-11480-94000-56301-99999

Select \$

#

Select \$

#

Select \$

#

## Approvals

## Council Notifications

**Dept Head**

MACCONNELL, JACQUI

**Study Session\Other**

PSCHC Meeting

**Division Director**

MEIDL, CRAIG

**Council Sponsor**

Councilmember Kinnear

**Finance**

SCHMITT, KEVIN

## Distribution List

**Legal**

ODLE, MARI

SPDFINANCE@SPOKANECITY.ORG

**For the Mayor**

ORMSBY, MICHAEL

jmacconnell@spokanepolice.org

## Additional Approvals

laga@spokanecity.org

**Purchasing**

apotter@spokanepolice.org

sjwohl@spokanepolice.org

spencer.slominski@errg.com



## Briefing Paper

### Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	Contract for repair of Police Firing Range
<b>Date:</b>	06/07/2021
<b>Contact (email &amp; phone):</b>	Jacqui MacConnell <a href="mailto:jmacconnell@spokanepolice.org">jmacconnell@spokanepolice.org</a> 625-4109
<b>City Council Sponsor:</b>	Councilmember Kinnear
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Safety Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Contract with Engineering/Remediation Resources Group for the repair and rebuild of sand berms located at the Police Firing Range
<b>Background/History:</b> The Spokane Police Academy firing range requires periodic maintenance and refurbishment. This includes mining a sand berm to remove lead and reconstruction of a support wall for the sand berm. The last lead removal project was approximately four years ago.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Total contract cost of \$112,448 funded from General Fund Reserves via SBO</li> <li>Scope of work includes mining of the sand berm to remove lead           <ul style="list-style-type: none"> <li>Replacing retaining wall</li> <li>Rebuilding sand berm</li> </ul> </li> <li>Safety issue as a build up of lead can cause ricocheting during use</li> <li>The current retaining wall is falling apart and leaning towards the target turning system which could cause damage to the Range. The wall needs immediate attention to rectify the problem.</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Fleet Replacement Funds Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	





**City of Spokane**

**PUBLIC WORKS CONTRACT**

Title: **POLICE ACADEMY FIRING RANGE**

This Contract is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **ENGINEERING/REMEDIATION RESOURCES GROUP, INC.**, whose address is 15333 NE 90<sup>th</sup> Street, Building S, Suite 100, Redmond, Washington 98052 as ("Contractor"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE/SCOPE OF WORK.**

The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, organization and other items of work and costs necessary for the proper execution and completion of the work described in the specifications entitled Police Academy Firing Range, selected via RFB 20-110.

2. **CONTRACT DOCUMENTS.**

The Contract Documents are this Contract, the Contractor's completed bid proposal form, the contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, change orders and subsurface boring logs (if any), including Contractor's Scope of Work (Exhibit B). These contract documents are on file in the Facilities Management Department and are incorporated into this Contract by reference as if they were set forth at length. In the event of a conflict, or to resolve an ambiguity or dispute, federal and state requirements supersede this Contract, and this Contract supersedes the other contract documents.

3. **TERM.**

The term of this Contract begins on July 1, 2021 and ends on December 31, 2021 unless amended by written agreement or terminated earlier under the provisions.

4. **TERMINATION.**

Either party may terminate this Contract by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and performed prior to the termination date.

5. **COMPENSATION/PAYMENT.**

A. **COMPENSATION.** Total compensation for Contractor's services under this Contract shall be a maximum amount not to exceed **ONE HUNDRED TWELVE THOUSAND FIVE HUNDRED FIFTY-ONE AND 70/100 DOLLARS (\$112,551.70)**, including sales tax if applicable, unless modified by a written amendment to this Contract. This is the maximum amount to be paid under this Contract for the work described in Section 1 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Contract.

B. PAYMENT. The Contractor will send its applications for payment to the Facilities Management Department, 808 West Spokane Falls Boulevard, 2<sup>nd</sup> Floor, Spokane, Washington 99201. All invoices should include the Department Contract No. "OPR XXXX-XXXX" and an approved L & I Intent to Pay Prevailing Wage number. The final invoice should include an approved Affidavit of Wages Paid number. Payment will not be made without this documentation included on the invoice. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law.

6. WAGES. The Contractor and all subcontractors will submit a "Statement of Intent to Pay Prevailing Wages" certified by the industrial statistician of the Department of Labor and Industries, prior to any payments. The "Statement of Intent to Pay Prevailing Wages" shall include: (1) the Contractor's registration number; and (2) the prevailing wages under RCW 39.12.020 and the number of workers in each classification. Each voucher claim submitted by the Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the "Statement(s) of Intent to Pay Prevailing Wages" on file with the City. Prior to the payment of funds held under RCW 60.28, the Contractor and subcontractors must submit an "Affidavit of Wages Paid" certified by the industrial statistician.

7. STATEMENT OF INTENT TO PAY PREVAILING WAGES TO BE POSTED. The Contractor and each subcontractor required to pay the prevailing rate of wages shall post in a location readily visible at the job site: (1) a copy of a "Statement of Intent to Pay Prevailing Wages" approved by the industrial statistician of the State Department of Labor and Industries; and (2) the address and telephone number of the industrial statistician of the Department of Labor and Industries where a complaint or inquiry concerning prevailing wages may be made.

8. RETAINAGE IN LIEU OF BOND. The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. In lieu of a one hundred percent (100%) payment/performance bond, in accord with RCW 39.08.010, the City shall retain ten percent (10%) of the contract sum for thirty (30) days after date of final acceptance or until receipt of required releases and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

9. PUBLIC WORKS REQUIREMENTS. The Contractor and each subcontractor are required to fulfill the Department of Labor and Industries Public Works and Prevailing Wage Training Requirement under RCW 39.04.350. The contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify the responsibility criteria listed in RCW 39.04.350(1) for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria. This verification requirement, as well as responsibility criteria, must be included in every public works contract and subcontract of every tier.

10. INSURANCE. During the period of the Contract, the Contractor 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 Contract. It shall provide that the City, its officers and employees are additional insureds but only with respect to the

Contractor's services to be provided under this Contract;

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 Contract; 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; and

D. Property Insurance if materials and supplies are furnished by the Contractor. The amount of the insurance coverage shall be the value of the materials and supplies of the completed value of improvement. Hazard or XCU (explosion, collapse, underground) insurance should be provided if any hazard exists.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant 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 Contractor'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. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. INDEMNIFICATION. The Contractor 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 the Contractor's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Contractor 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 the Contractor's 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 the Contractor, its agents or employees. The Contractor specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Contractor's own employees against the City and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Contractor 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.

12. CONTRACTOR'S WARRANTY. The Contractor's warranty for all work, labor and materials shall be in accordance with the contract documents.

13. SUBCONTRACTOR RESPONSIBILITY.

A. The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of the City, the Contractor shall promptly provide documentation to the City demonstrating that the subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors

regardless of tier.

B. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable, have:
  - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
  - b. A Washington Employment Security Department number, as required in Title 50 RCW;
  - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
  - d. An electrical contractor license, if required by Chapter 19.28 RCW;
  - e. An elevator contractor license, if required by Chapter 70.87 RCW.
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).

C. All Contractors and subcontractors are required to comply with the Spokane Municipal Code (SMC). In accordance with Article X, 7.06 SMC, Public Works Apprentice Program, for public works construction projects as defined in RCW 39.04.010 with an estimated cost of six hundred thousand dollars (\$600,000.00) or more, at least fifteen (15%) percent of the total contract labor project (all contractor and subcontractor hours) shall be performed by apprentices enrolled in a state-approved apprenticeship program.

1. The utilization percentage requirement of apprenticeship labor for public works construction contracts shall also apply to all subcontracts which value exceeds one hundred thousand dollars (\$100,000), provided there is a state-approved apprenticeship program for the trade for which a subcontract is issued (see, SMC 7.06.510).
2. Each subcontractor which this chapter applies is required to execute a form, provided by the city, acknowledging that the requirements of Article X 07.06 SMC are applicable to the labor hours for the project.
3. Each subcontractor is required to submit by the 15th of each month, a City of Spokane Statement of Apprentice/Journeyman Participation form for worked performed the previous month.

14. **NONDISCRIMINATION.** 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 Contract 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. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.

15. EXECUTIVE ORDER 11246.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- C. The Contractor will send each labor union, or representative of workers with which it has a collective bargaining contract or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- E. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- F. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part, and the Contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. The Contractor will include the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: PROVIDED, HOWEVER, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as the result of such direction, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

16. DEBARMENT AND SUSPENSION. The Contractor 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.

17. LIQUIDATED DAMAGES. Liquidated damages shall be in accordance with the contract documents.

18. ASSIGNMENTS. The Contractor may not assign, transfer or sublet any part of the work under this Contract, or assign any monies due, without the written approval of the City, except as may be required by law. In the event of assignment of accounts or monies due under this Contract, the Contractor specifically agrees to give immediate written notice to the City Administrator, no later than five (5) business days after the assignment.

19. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, 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 the Contract.

20. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations that are incorporated herein by reference.

21. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

22. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

23. AUDIT / RECORDS. The Contractor and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Contractor and its subcontractors 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 Contract, the federal law shall prevail.

24. BUSINESS REGISTRATION REQUIREMENT. 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. The Contractor 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 the Contractor 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.

25. CONSTRUAL. The Contractor acknowledges receipt of a copy of the contract documents and agrees to comply with them. The silence or omission in the contract documents concerning any detail required for the proper execution and completion of the work means that only the best general practice is to prevail and that only material and workmanship of the best quality are to be used. This Contract shall be construed neither in favor of nor against either party.

26. MODIFICATIONS. The City may modify this Contract and order changes in the work whenever necessary or advisable. The Contractor will accept modifications when ordered in writing by the Director of Engineering Services, and the Contract time and compensation will be adjusted accordingly.

27. INTEGRATION. This Contract, including any and all exhibits and schedules referred to herein or therein set forth the entire Agreement and understanding between the parties pertaining

to the subject matter and merges all prior agreements, negotiations and discussions between them on the same subject matter.

28. FORCE MAJEURE. Neither party shall be liable to the other for any failure or delay in performing its obligations hereunder, or for any loss or damage resulting therefrom, due to: (1) acts of God or public enemy, acts of government, riots, terrorism, fires, floods, strikes, lock outs, epidemics, act or failure to act by the other party, or unusually severe weather affecting City, Contractor or its subcontractors, or (2) causes beyond their reasonable control and which are not foreseeable (each a "Force Majeure Event"). In the event of any such Force Majeure Event, the date of delivery or performance shall be extended for a period equal to the time lost by reason of the delay.

29. KEY PERSONS. The Contractor shall not transfer or reassign any individual designated in this Contract as essential to the Work, nor shall those key persons, or employees of Contractor identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Contractor's employment, the Contractor shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Contractor from its obligations under this Contract.

**ENGINEERING/REMEDIATION  
RESOURCES GROUP, INC.**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

**Attachments that are part of this Contract:**  
Exhibit A - Certification Regarding Debarment  
Exhibit B – Scope of Work

## 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.

<hr/> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr/> Program Title (Type or Print)
<hr/> Name of Certifying Official (Type or Print)	<hr/> Signature
<hr/> Title of Certifying Official (Type or Print)	<hr/> Date (Type or Print)



## EXHIBIT B



# City of Spokane Invitation To Bid

## BID

TO: CITY OF SPOKANE, WASHINGTON  
PROJECT NAME: Police Academy Firing Range RFB 20-110

**BIDDER'S DECLARATION.** The undersigned bidder certifies that it has examined the site, read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

**BID OFFER.** The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, equipment and supervision required to complete the proposed project in strict accordance with the contract documents. The bidder proposes to do the project at the following price:

BASE BID:	\$ 103,258.45	SPD recycles metal	
SALES TAX (8.9 %)	\$ 9,190.00	(Include Retail Sales Tax)	\$0.00* N/A per addenda 1
TOTAL BASE BID PRICE:	\$ 112,448.45	Contractor recycles metal	
TRENCH SAFETY SYSTEM, if excavation greater than four feet (4') deep:	\$ 0.00	(Include Retail Sales Tax)	\$0.00* N/A per addenda 1
		Alt 3 Description or Delete	
		(Include Retail Sales Tax)	\$0.00* N/A per addenda 1

## CONTRACTOR RESPONSIBILITY.

Washington State Contractor's Registration No.	ENGINRR943CB
U.B.I. Number	602-556-027
Washington Employment Security Department Number	000-313482-00-5
Washington Excise Tax Registration Number	313482005
City of Spokane Business Registration Number	602556027-001-0003

As of July 1, 2019, Contractor has fulfilled training requirement or is exempt from  
L & I's Public Works Training Requirement under RCW 39.04.350 and RCW 39.06.020. ( ☒ YES ) ( ☐ NO )

**ADDENDA.** The undersigned acknowledges receipt of addenda number(s) <sup>1</sup> and agrees that their requirements have been included in this bid proposal.

The firm agrees that its Bid will NOT be withdrawn for a minimum of forty five (45) calendar days after the stated submittal date.

For contracts up to \$150,000.00 including tax, the Contractor may request for ten percent (10%) retainage in lieu of bond.  
( ☒ YES ) ( ☐ NO )

The undersigned Bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date for this Project, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

FIRM NAME: Engineering/Remediation Resources Group, Inc. (ERRG)

SIGNATURE: *R. Randall*  
Digitally signed by Randy Randall  
DN: cn=Randy Randall, o=Engineering/Remediation Resources Group,  
inc., ou, email=randy.randall@errg.com, c=US  
Date: 2020.10.29 13:45:03 -0700

TITLE: Vice President PHONE: 425-658-5361

ADDRESS: 15333 NE 90th St, Bldg S, Suite 100, Redmond, WA 98052



CITY OF SPOKANE – PURCHASING  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201-3316  
509-625-6251

NADINE WOODWARD  
MAYOR

Oct 15, 2020

## **ADDENDUM NO.1**

### **RFB #20-110 Police Academy Firing Range**

**This Addendum is being issued to distribute information and questions/answers presented at the pre-bid meeting. Further questions must be submitted by 5pm on October 23, 2020.**

**NOTE: The new Bid Due Date is 1:00 pm, October 30, 2020.**

Following conversation during the two pre-bid meetings, the City has adjusted the Scope of this project.

#### **REVISED SCOPE**

Replace the existing railroad tie retaining wall with Ecology Block – may use 1 or 2 rows, as long as it does not exceed the height of the metal barrier. The length of the wall is 260 feet.

Recycle the railroad ties as barrier in front of the Ecology block. Add new ties as needed to accommodate the entire run.

Target apparatus components must not be damaged in any way. Contractor responsible for any repair costs associated with damage to the target apparatus.

Mine the sand berms to a depth of 5 feet in handgun range and between 4-5 feet in the rifle range.

Clean lead removed by use of shaker equipment or other comparable method. To be placed in containers provided by the City. The City will take for recycling.

Rebuild sand berms to original levels and add where needed, using mortar sand. Leave room at the bottom, approximately 18 inches for sand to slough down. (40 yds of new sand was just added, 30 yds was added last year)

All hazardous materials procedures must be followed during the execution of this work.

Contractor responsible for securing all permits, materials and equipment (other than containers provided by City)

Work to be performed during regular business hours, unless approved and arranged by Rangemaster.

Follow all mandated COVID-19 PPE and Distancing Requirements.

**Rifle Range Area:**

Q. How deep do you want the sand mined? When was the last lead removal?

A. Please mine the hill to a depth of 4 to 5 feet, top to bottom. The last removal was approximately 4 years ago.

Q. What type of ammunition is used?

A. Mainly 223, 556, 308

Q. What is behind/above the rifle range area?

A. Empty area – no road access.

Q. How much lead was mined last time?

A. We do not have a record of that information.

Q. Is there a need for retaining wall?

A. No, rifle range area doesn't need wall.

**Pistol Range Area:**

Q. What type of firearms/ammunition are used?

A. All types of firearms, 9mm, 45, 223

Q. How can we access for mining?

A. The eyebrows at the top are removable, there is a road behind the eyebrow.

Q. How deep do you want the sand mined?

A. To a depth of 5 feet across entire berm.

Q. Is there power underground?

A. No, as far as we know.

Q. Does the range close in winter? What are the hours of access?

A. The range is open year-round. Normal hours are M-F, 7am to 5pm. Access on weekends could be provided.

Q. Can the divider walls be removed for access?

A. Yes, but access is fairly generous.

The questions below were submitted by email:

1. Is there a criteria on the amount of lead removal from the backstops? For example, will the Contractor need to verify they removed 85%-90% of lead fragments by weight of soil?  
The request is to remove lead to a depth of 5 feet across the entire backstop.
2. If the City is going to share in the lead proceeds from the recycling effort, will the City cite how clean the lead will be prior to recycling. For example, will the lead for recycling be allowed to contain no more than 10% of other material?  
The City will require the lead removed be 'cleaned' by use of shaker or other method to remove a majority of the sand.
3. Who provides additional sand where needed?  
The Contractor will be responsible for providing the extra or replacement sand.
4. Will the City issue specific concrete requirements for the new concrete retaining wall? Will specific dimension be provided on height and width of concrete retaining wall?  
This is specified in the revised scope, within this Addendum.
- How many pounds of lead were recycled in the last maintenance 4 years ago?  
Unknown, the amount was not recorded.
- What was the contract value issued in the last maintenance 4 years ago?  
As the scope of the previous contract was substantially different than this project, that will not be answered in this addendum. You may submit a Public Records Request from the City Clerk's office if you wish to view a contract.
- Who was the contractor that completed the last maintenance?  
See above response.

Laura Aga

Contracts/Purchasing

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**PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR PROPOSAL, OR THE PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.**

**The undersigned acknowledges receipt of this Addendum.**

**Engineering/Remediation Resources Group, Inc.**

**Company**



**Authorized Signature**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/8/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Andreini & Company-San Mateo 220 West 20th Ave San Mateo CA 94403	<b>CONTACT NAME:</b> Linda Reynolds <b>PHONE (A/C, No, Ext):</b> 650-378-4258 <b>E-MAIL ADDRESS:</b> lreynolds@andreini.com <b>FAX (A/C, No):</b> 650-378-4361
<b>INSURED</b> Engineering / Remediation Resources Group Inc. 4585 Pacheco Blvd., Suite 200 Martinez CA 94553	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nautilus Insurance Company <b>INSURER B:</b> Great Divide Insurance Co. <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 1927759323**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		ECP201518015	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Per Proj. Agg. \$ 10,000,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAP202502013	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			FFX201518115	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Poll & Prof \$ Included
B A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	WCA202501613 WCA202501513	1/1/2021 1/1/2021	1/1/2022 1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER All States/AZ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A A	Pollution Professional			ECP201518015 ECP201518015	1/1/2021 1/1/2021	1/1/2022 1/1/2022	Each Occurrence 1,000,000 Each Claim 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Spokane Proposal no. 40200205 - Police Academy Firing Range RFB 20-110

The City of Spokane, its officers and employees are included as an Additional Insured to the General Liability policy per attached endorsements when required by written contract

**CERTIFICATE HOLDER****CANCELLATION**City of Spokane  
808 W Spokane Falls Blvd.  
Spokane WA 99201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Linda Reynolds*

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS  
AUTOMATIC STATUS – ONGOING OPERATIONS – COVERAGE A, B, D.1 & D.4**

Policy Number	Policy Effective Date	Policy Expiration Date	Endorsement Effective Date
ECP2015180-15	1/1/2021	1/1/2022	1/1/2021

This endorsement modifies insurance provided under the following:

**ENVIRONMENTAL COMBINED POLICY**

**I. SECTION III – WHO IS AN INSURED** is amended to include as an additional **insured**:

- Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement, in effect during this **policy period**, that such person or organization be added as an additional **insured** on this policy; and
- Any other person or organization you are explicitly required to add as an additional **insured** under the contract or agreement described in Paragraph 1. above.

Such contract or agreement must be executed and in effect prior to the performance of **your work** which is the subject of such contract or agreement.

Such person(s) or organization(s) is an additional **insured** only with respect to liability for **bodily injury** or **property damage** under **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Coverage D.1 – Contractors Pollution Legal Liability** and **Coverage D.4 – Microbial Substance Contractors Pollution Liability**, or personal injury or advertising injury under **SECTION I - COVERAGE B – PERSONAL AND ADVERTISING INJURY LIABILITY** directly caused by:

- Your acts or omissions; or
- The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional **insured** described in Paragraph 1. or 2. above.

However, the insurance afforded to such additional **insured** described above:

- Only applies to the extent permitted by law; and
- Will not be broader than that which you are required by the contract or agreement to provide for such additional **insured**, and
- Will not extend beyond that which is provided to you in this policy.

A person's or organization's status as an additional **insured** under this endorsement ends when your operations for the person or organization described in Paragraph 1. above are completed.

**II. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:**

This insurance does not apply to:

- Bodily injury, property damage** or **personal and advertising injury** arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
  - The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  - Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the **claims** against any **insured** allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that **insured**, if the **occurrence** which caused the **bodily injury** or **property damage**, or the offense which caused the **personal and advertising injury**, involved the rendering of, or the failure to render any professional architectural, engineering or surveying services.

- Bodily injury** or **property damage** occurring after:

- All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional **insured(s)** at the location of the **covered operations** has been completed; or

- (2) That portion of **your work** out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**III. With respect to the insurance afforded to these additional insureds, the following is added to SECTION V – LIMITS OF INSURANCE:**

The most we will pay on behalf of the additional **insured** is the amount of insurance:

1. Required by the contract or agreement described in Paragraph I.1.; or
  2. Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.

**IV. With respect to the insurance afforded to these additional insureds, the following is added to SECTION VI – REPORTING, DEFENSE, SETTLEMENT & COOPERATION:**

**1. Duties -- Additional Insured**

An additional **insured** must see to it that:

- a. We are notified in writing as soon as practicable of an **occurrence** or offense which may result in a **claim** or **suit**;
- b. We receive written notice of a **claim** or **suit** as soon as practicable; and
- c. A request for defense and indemnity of the **claim** or **suit** will promptly be brought against any policy issued by another insurer under which the additional **insured** may be an insured in any capacity. This provision does not apply to insurance on which the additional **insured** is a **Named Insured**, if the contract or agreement requires that this coverage be primary and noncontributory.

**V. SECTION VII – CONDITION 10. – Other Insurance** is amended by the addition of the following which supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to a person(s) or organization(s) included as an additional **insured** under this endorsement provided that:

1. The additional **insured** person(s) or organization(s) is a **Named Insured** under such other insurance; and
2. You have agreed in writing in a contract or agreement, in effect during this **policy period**, that this insurance would be primary and would not seek contribution from any other insurance available to the additional **insured** person(s) or organization(s). Such contract or agreement must be executed and in effect prior to the performance of **your work** which is the subject of such contract or agreement.

However, this provision does not apply if the other insurance available to the person(s) or organization(s) included as an additional **insured** is Owners and Contractors Protective Liability, Railroad Protective Liability, or similar project-specific, primary insurance.

**VI. This endorsement does not apply to an additional insured which has been added to this policy by an endorsement showing the additional insured in a SCHEDULE of additional insureds, and which endorsement applies to that designated additional insured.**

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY SHALL APPLY AND REMAIN UNCHANGED.**



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED -- OWNERS, LESSEES OR CONTRACTORS  
AUTOMATIC STATUS – COMPLETED OPERATIONS – COVERAGE A, D.1 & D.4**

Policy Number	Policy Effective Date	Policy Expiration Date	Endorsement Effective Date
ECP2015180-15	1/1/2021	1/1/2022	1/1/2021

This endorsement modifies insurance provided under the following:

**ENVIRONMENTAL COMBINED POLICY**

**I. SECTION III – WHO IS AN INSURED** is amended to include as an additional **insured**:

- Any person or organization for whom you have performed operations when you and such person or organization have agreed in writing in a contract or agreement, in effect during this **policy period**, that such person or organization be added as an additional **insured** on this policy; and
- Any other person or organization you are explicitly required to add as an additional **insured** under the contract or agreement described in Paragraph 1. above.

Such contract or agreement must be executed and in effect prior to the performance of **your work** included in the **products-completed operations hazard** which is the subject of such contract or agreement.

Such person(s) or organization(s) is an additional **insured** only with respect to liability for **bodily injury** or **property damage** under **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Coverage D.1 – Contractors Pollution Legal Liability** and **Coverage D.4 – Microbial Substance Contractors Pollution Liability**, directly caused by **your work** performed for the additional **insured** described in Paragraph 1. or 2. above, and included in the **products-completed operations hazard**.

However, the insurance afforded to such additional **insured** described above:

- Only applies to the extent permitted by law; and
- Will not be broader than that which you are required by the contract or agreement to provide for such additional **insured**; and
- Will not extend beyond that which is provided to you in this policy.

**II. With respect to the insurance afforded to these additional insureds**, the following additional exclusions apply:

This insurance does not apply to:

- Bodily injury** or **property damage** arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
  - The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  - Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the **claims** against any **insured** allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that **insured**, if the **occurrence** which caused the **bodily injury** or **property damage** involved the rendering of, or the failure to render any professional architectural, engineering or surveying services.

**III. With respect to the insurance afforded to these additional insureds**, the following is added to **SECTION V – LIMITS OF INSURANCE**:

The most we will pay on behalf of the additional **insured** is the amount of insurance:

- Required by the contract or agreement described in Paragraph 1.1.; or
  - Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.

**IV. With respect to the insurance afforded to these additional insureds**, the following is added to **SECTION VI –**

## REPORTING, DEFENSE, SETTLEMENT & COOPERATION:

### 1. Duties -- Additional Insured

An additional **insured** must see to it that:

- a. We are notified in writing as soon as practicable of an **occurrence** which may result in a **claim** or **suit**;
- b. We receive written notice of a **claim** or **suit** as soon as practicable; and
- c. A request for defense and indemnity of the **claim** or **suit** will promptly be brought against any policy issued by another insurer under which the additional **insured** may be an insured in any capacity. This provision does not apply to insurance on which the additional **insured** is a **Named Insured**, if the contract or agreement requires that this coverage be primary and noncontributory.

### V. SECTION VII – CONDITION 10. – Other Insurance is amended by the addition of the following which supersedes any provision to the contrary:

#### Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to a person(s) or organization(s) included as an additional **insured** under this endorsement provided that:

1. The additional **insured** person(s) or organization(s) is a **Named Insured** under such other insurance; and
2. You have agreed in writing in a contract or agreement, in effect during this **policy period**, that this insurance would be primary and would not seek contribution from any other insurance available to the additional **insured** person(s) or organization(s). Such contract or agreement must be executed and in effect prior to the performance of **your work** included in the **products-completed operations hazard** which is the subject of such contract or agreement.

However, this provision does not apply if the other insurance available to the person(s) or organization(s) included as an additional **insured** is Owners and Contractors Protective Liability, Railroad Protective Liability, or similar project-specific, primary insurance.

### VI. This endorsement does not apply to an additional **insured** which has been added to this policy by an endorsement showing the additional **insured** in a **SCHEDULE** of additional **insureds**, and which endorsement applies to that designated additional **insured**.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY SHALL APPLY AND REMAIN UNCHANGED.**

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

06/21/2021

<b><u>Date Rec'd</u></b>	6/9/2021
<b><u>Clerk's File #</u></b>	OPR 2020-0897
<b><u>Renews #</u></b>	
<b><u>Cross Ref #</u></b>	OPR 2020-0729
<b><u>Project #</u></b>	
<b><u>Bid #</u></b>	
<b><u>Requisition #</u></b>	CR 22675
<b><u>Agenda Item Name</u></b>	1680 - PY 2019 COC GRANTEE AGREEMENT AMENDMENT WA0418U0T021901

**Agenda Wording**

CHHS is requesting approval of the attached amendment increasing project funds by \$90,700 (new total \$160,873). These funds were transferred from another CoC project to achieve spend-down. This change was approved by the Continuum of Care Board.

**Summary (Background)**

The City of Spokane, as the Collaborative Applicant for the Spokane City/County Continuum of Care Board, and as a designated Unified Funding Agency (UFA), has the authority to redistribute CoC grant funds. We have prepared amendments for the reallocation of funds between CoC projects to ensure that all monies are spent and remain in our community prior to the end of the UFA year of 7/31/21. See briefing paper for further detail.

Lease? NO Grant related? YES Public Works? NO

**Fiscal Impact**

Neutral \$ 90,700.00

Select \$

Select \$

Select \$

**Budget Account**

# 1541-95575-65410-54201-99999

#

#

#

**Approvals**

**Dept Head** LEWIS, DAVID G.

**Division Director** ALEXANDER, CUPID

**Finance** HUGHES, MICHELLE

**Legal** PICCOLO, MIKE

**For the Mayor** ORMSBY, MICHAEL

**Council Notifications**

**Study Session\Other** Urban Exp. 5/10/21

**Council Sponsor** CM Stratton

**Distribution List**

dcato@spokanecity.org

bschreiber@spokanecity.org

dglewis@spokanecity.org

calexandar@spokanecity.org

chhsgrants@spokanecity.org

chhsaccounting@spokanecity.org

hmis@spokanecity.org

**Additional Approvals**

**Purchasing** WAHL, CONNIE

**GRANTS, CONTRACTS & PURCHASING** BROWN, SKYLER

## Briefing Paper

### Urban Experience Committee

<b>Division &amp; Department:</b>	Neighborhood, Housing, and Human Services Division – Community, Housing, and Human Services Department
<b>Subject:</b>	Program Year 2019 Continuum of Care Grantee Agreement Amendments
<b>Date:</b>	4/28/2021
<b>Author (email &amp; phone):</b>	Debbie Cato ( <a href="mailto:dcato@spokanecity.org">dcato@spokanecity.org</a> / 509-625- 6707)
<b>City Council Sponsor:</b>	Council Member Stratton
<b>Executive Sponsor:</b>	Cupid Alexander
<b>Committee(s) Impacted:</b>	Public Safety & Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Strategic Plan to End Homelessness
<b>Strategic Initiative:</b>	Safe & Healthy
<b>Deadline:</b>	May 24, 2021
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	CHHS is requesting permission to amend current Continuum of Care Program (“CoC”) subrecipient agreements as outlined below.
<b>Background/History:</b> The City of Spokane, as the Collaborative Applicant for the Spokane City/County Continuum of Care, accepted the CoC Program Award of \$3,436,627 from the U.S. Department Housing and Urban Development and entered into contracts with the awarded projects in November – December 2020 for the first year as a Unified Funding Agency (UFA). Designation as a UFA provides for greater flexibilities and abilities for the redistribution of funds between projects based on the spenddown ability and performance of projects than the CoC had prior to being awarded the UFA designation. We have prepared and are providing the following contracts for the reallocation of funds between CoC projects to ensure that all the monies are spent and remain in our community prior to the end of the UFA year of 7/31/2021. These reallocations have been approved by the CoC Board at the April 28, 2021 meeting and HUD has been informed, as required by UFA regulation.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>City staff worked with provider staff to determine their ability to spenddown each project fund by 7/31/2021.</li> <li>Catholic Charities noted that one of their Permanent Supportive Housing projects was under spending their Supportive Service budget and the other Permanent Supportive Housing project was overspending. The CoC approved an internal transfer of \$90,700 in supportive services between the two PSH projects. There are two (2) amended contracts that need to be approved by the City Council.</li> <li>City staff worked with Spokane Neighborhood Action Partners (SNAP) staff to look at their two (2) Rapid Rehousing projects and the underspending of the two grant funds. SNAP rapid rehousing staff are spending time trying to house chronic single individuals but the lack of housing in Spokane is causing an inability to find housing, resulting in a significant underspending of rental assistance. We worked with SNAP to reallocate \$60,000 of rental assistance in those two projects into supportive services and administrative expenses where the monies will be spent by the end of the grant period 7/31/2021. The total contract</li> </ul>	

amounts did not change; just the budget line items, and the performance measures changed. These two (2) amended contracts do not need to be approved by the City Council.

- In addition to grants to subrecipients that require contracts between the City and subrecipients, the CoC Program Award includes four (4) grants that are maintained by the City to administer and manage the funds and meet all the regulatory and reporting requirements of HUD under the CoC program. Each of these four (4) grants cover specific activities the City normally participates in to support the CoC program. Due to extenuating circumstances this year related to COVID, not all the activities happened and so with the flexibility our UFA status affords us, we are moving money from two (2) grants with less activity to two (2) grants with more activity so that the City will be able to spend down our grant. There are no contracts that need to be approved by the City Council.
- City staff prepared a spreadsheet of the reallocation of funds which was shared with the CoC Board on April 28, 2021. The CoC Board voted to approve the reallocation of funds as required by UFA regulations.
- City staff notified HUD of the reallocation of funds on April 28, 2021 after the CoC Board voted to approve the reallocation of funds as required by UFA regulations.
- CHHS is requesting approval of the attached Amended Contracts ending 7/31/2021.

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No  
 Annual/Reoccurring expenditure? ☒ Yes ☐ No  
 If new, specify funding source: N/A  
 Other budget impacts: None.

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No  
 Requires change in current operations/policy? ☐ Yes ☒ No  
 Specify changes required: None.  
 Known challenges/barriers: None.

<u>OPR #</u>	<u>Project</u>	<u>Project #</u>	<u>Change \$</u>	<u>New Total</u>
2020-0903	SNAP – Small Cities Rapid Rehousing	WA0119U0T021912	\$0	\$ 91,707
2020-0895	SNAP – Rapid Rehousing without Children	WA0331U0T021904	\$0	\$ 140,193
2020-0924	Catholic Charities WA0285 CCEW PSH Consolidation CoC19	WA0374U0T021903	-\$ 90,700	\$ 215,470
2020-0897	Catholic Charities PSH II	WA0418U0T021903	\$ 90,700	\$ 160,873



**City of Spokane**  
**AGREEMENT AMENDMENT A**

Title: Permanent Supportive Housing II  
(WA0418U0T021901)

This Agreement Amendment is made and entered into by and between the **City of Spokane** as (“City”), a Washington municipal corporation, and **Catholic Charities of Spokane**, whose address is 12 East Fifth Avenue, Spokane, Washington 99202 as (“GRANTEE”).

*WHEREAS, the parties entered into an Agreement wherein the GRANTEE agreed to administer for the City the Permanent Supportive Housing II Program; and*

*WHEREAS, the City, as the Collaborative Applicant with Unified Funding Agency status, shall redistribute project funds in order to spend down the City’s entire Continuum of Care award, with approval from the Spokane City/County Continuum of Care Board;*

*WHEREAS, additional funding has been made available under the Program Year 2019 Continuum of Care Grant, Grantor Award # WA0001U0T021901, Total Federal Award \$3,436,627.00, and issued on October 22, 2020; and*

*WHEREAS, the parties desire to increase funding and modify the corresponding Project budget and to supplant the original Agreement billing form Attachment referenced as part of the original Agreement documents; and*

*-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Agreement, dated December 15, 2020, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Agreement Amendment shall become effective on April 1, 2021.

**3. AMENDMENT.**

FACE SHEET – CITY PROGRAM REPRESENTATIVE & CITY CONTRACT REPRESENTATIVE. The information in boxes 6 and 8 is replaced as follows:

<b>6. City’s Program Representative</b> Brenda Schreiber, Homeless Programs Manager 808 W. Spokane Falls Blvd, 6 <sup>th</sup> Floor Spokane, WA 99201 509-220-5616 <a href="mailto:bschreiber@spokanecity.org">bschreiber@spokanecity.org</a>	<b>8. City’s Contract Representative</b> Debbie Cato, Homeless Programs Specialist 808 W. Spokane Falls Blvd, 6 <sup>th</sup> Floor Spokane, WA 99201 509-625-6707 <a href="mailto:dcato@spokanecity.org">dcato@spokanecity.org</a>
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#### 4. AMENDMENT.

SECTION NO. 3 – BUDGET. The total amount City shall pay GRANTEE is increased by **NINETY THOUSAND SEVEN HUNDRED AND NO/100 DOLLARS (\$90,700.00)** for everything furnished and done under this Amendment which equates to a new total Agreement amount not to exceed **ONE HUNDRED SIXTY THOUSAND EIGHT HUNDRED SEVENTY THREE AND NO/100 DOLLARS (\$160,873.00)** for everything furnished and done under the original Agreement and this Amendment. This is the maximum amount to be paid under this Amendment and original Agreement, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Agreement and this Amendment document. The original Agreement BUDGET chart is modified as follows (this budget chart entirely replaces the budget chart portrayed in SECTION NO. 3 {page 4} of the original Agreement):

<u>Category</u>	<u>Amount</u>
Supportive Services	\$157,533
Administration	\$3,340
TOTAL	\$160,873

#### 5. AMENDMENT.

SECTION NO. 4 – MATCHING CONTRIBUTIONS. The original Agreement is amended as follows:

The GRANTEE is required to make matching contributions to supplement the CoC Program in accordance with 24 CFR 578.73. The GRANTEE must match all grant funds expended, except for leasing funds, with no less than twenty-five (25) percent of funds or in-kind contributions from other sources. It is the responsibility of the GRANTEE to ensure that match activities are eligible and properly documented.

The GRANTEE shall provide matching funds for this project in the amounts and forms as identified below:

Cash Match	\$41,054
In-Kind Match	\$0
Total Match Commitment	\$41,054

Match must be used for the costs of activities that are eligible under this grant as defined in Subpart D of 24 CFR, Part 578. Cash match must be expended within the term of this Agreement and in-kind contributions must be made within the term of this Agreement.

Funds from any source, including other Federal sources (excluding Continuum of Care program funds), as well as state, local and private sources may be used as the source of cash match, provided that funds from the source are not statutorily prohibited to be used as a match and are not being used as match against any other funding source. GRANTEE's program income may be used to as match, provided the costs are eligible CoC costs that supplement the CoC Program.

The GRANTEE may use the value of any real property, equipment, goods or services contributed to the project as in-kind match, provided that if the GRANTEE had to pay for them with grant funds, the costs would have been eligible under Subpart D of 24 CFR Part 578.

If in-kind services are used to fulfill part of the match, the GRANTEE must submit a copy of the Memorandum of Understanding (MOU) executed between the GRANTEE and the third party that will provide services to the CITY's Contract Representative when first reporting the match using the CITY's invoice packet.

The GRANTEE shall maintain documentation of the actual in-kind services provided to program participants and in-kind contributions to the project throughout the grant period. The records must evidence how the value placed on third-party in-kind contributions was derived. In-kind match represented by volunteer services must be documented using the same methods used by the GRANTEE to support the allocation of regular personnel costs. Services provided by the individuals must be valued at rates consistent with those ordinarily paid for similar work in the GRANTEE's organization. If employees of the GRANTEE do not perform similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the labor market.

The GRANTEE shall report match information to the CITY on the match report form included in the Grantee Billing Form packet in accordance with the Match Reporting procedures outlined in Section No. 9 below.

## 6. AMENDMENT.

SECTION NO. 9.C.3 – PAYMENT PROCEDURES. The original Agreement is amended as follows:

The CITY shall reimburse the GRANTEE only for actual incurred costs upon presentation of accurate and complete reimbursement forms as provided by the CITY in ~~Attachment B~~ Attachment 2 and approved by the CITY. Only those allowable costs directly related to this Agreement shall be paid. The amount of each request must be limited to the amount needed for payment of eligible costs.

Requests for reimbursement by GRANTEE shall be submitted no more than once per month on or before the 15<sup>th</sup> of each month for the previous month's expenditures as directed below, using the forms provided by the CITY in ~~Attachment B~~ Attachment 2. For expenses incurred during the month of December, the reimbursement request shall be submitted on or before the 10<sup>th</sup> of January, and for expenses incurred during the month of June, the reimbursement request shall be submitted on or before the 10<sup>th</sup> of July. In conjunction with each reimbursement request, GRANTEE shall certify that services to be performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other founding source. **GRANTEE shall submit reimbursement requests to the CITY's Contract Representative designated on the FACE SHEET of this Agreement either by mail to the address listed above or by e-mail to [chhsreports@spokanecity.org](mailto:chhsreports@spokanecity.org).**

a. Reimbursement Requests:

The GRANTEE shall submit comprehensive invoice packets for the first and last months of the period of performance as identified on the FACE SHEET of this Agreement. Comprehensive invoices must include the billing form, sub-reports, general ledger, and complete supporting documentation. The CITY may request a comprehensive invoice in lieu of a monthly invoice for monitoring purposes throughout the period of performance of this Agreement.

With the exception of the invoices for the first and last months of the project, the GRANTEE shall submit monthly invoices that include the billing form, appropriate sub-reports (e.g. payee expense detail, staff expense detail, housing assistance detail report), and the general ledger report for the applicable month. The GRANTEE shall maintain appropriate supporting documentation, including copies of receipts, time and effort tracking, and proof of payment.

b. Payment:

Payment will be made via direct deposit/ACH within thirty (30) days after receipt of the GRANTEE's application except as provided by state law. If the CITY objects to all or any portion of the invoice, it shall notify the GRANTEE 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.

In the event that the CITY or HUD determines that any funds were expended by the GRANTEE for unauthorized or ineligible purposes or the expenditures constitute disallowed costs in any other way, the CITY or HUD may order repayment of the same. The GRANTEE shall remit the disallowed amount to the CITY within thirty (30) days of written notice of the disallowance.

- i. The GRANTEE agrees that funds determined by the CITY to be surplus upon completion of the Agreement will be subject to cancellation by the CITY.
- ii. The CITY shall be relieved of any obligation for payments if funds allocated to the CITY cease to be available for any cause other than misfeasance of the CITY itself.
- iii. The CITY reserves the right to withhold payments pending timely delivery of program reports or documents as may be required under 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 Amendment by having legally-binding representatives affix their signatures below.



**CATHOLIC CHARITIES OF SPOKANE**

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
City Clerk

**Attachments that are part of this Agreement:**  
Attachment 1 – Suspension & Debarment and FFATA Certification  
Attachment 2 – REVISED Grantee Billing Form

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney

ATTACHMENT 1 - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
AND FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) CERTIFICATION

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180.

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgement 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 for or otherwise criminally or civilly charged by a governmental 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 Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) The undersigned agrees by signing this Agreement 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 Agreement that it will include the following required certification, 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.
- (4) The undersigned shall notify the City immediately that if it or a lower tier contractor become debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency during the period of performance of this Agreement.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this exhibit, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. The undersigned may contact the City for assistance in obtaining a copy of these regulations.
- (6) I understand that a false statement of this certification may be grounds for termination of the Agreement.
- By signing this Attachment, the Grantee indicates acceptance of and compliance with all requirements described above.**

**ATTACHMENT 1 - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
AND FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) CERTIFICATION**

**Federal Funding Accountability and Transparency Act (FFATA) Certification**

**The Federal Funding Accountability and Transparency Act (FFATA) seeks to provide the public with greater access to Federal spending information. Due to FFATA requirements, you are required to provide the following information which will be used by the City to comply with federal reporting requirements.**

If certain conditions are met, Grantee must provide names and total compensation of the top five highly compensated Executives. Please answer question 1, and follow the instructions. If directed to question 2, please answer and follow instructions.

1. In Grantee's previous fiscal year, did Grantee receive (a) 80% or more of Grantee's annual gross revenues in U.S. Federal contracts and subcontracts and other Federal financial assistance subject to the Transparency Act, as defined in 2 CFR 170.320; AND (b) \$25,000,000 or more in annual gross revenues from contracts and subcontracts and other Federal financial assistance subject to the Transparency Act, as defined in 2 CFR 170.320?

Yes ☐ If yes, answer question 2 below.

No ☐ If no, stop, you are not required to report names and compensation. Please sign and submit form with the Agreement.

2. Does the public have access to information about the compensation of Grantee's Executives through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (15 U.S.C. 78(m)(a), 78o(d)), or section 6104 of the Internal Revenue Code of 1986?

Yes ☐ If yes, stop, you are not required to report names and compensation. Please sign and submit form with the Agreement.

No ☐ If no, you are required to report names and compensation. Please fill out the remainder of this form.

Please provide the names and Total Compensation of the top five most highly compensated Executives in the space below.

Name:	Total Compensation:
Name:	Total Compensation:
Name:	Total Compensation:
Name:	Total Compensation:
Name:	Total Compensation:

**The Grantee certifies that the information contained on this form is true and accurate.**

**By:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## Information & Instructions for Completing Grantee Billing Form & Itemized Expense Reports

A reimbursement request, otherwise known as a bill or invoice, consists of a Grantee Billing Form, Payee Expense Report, Staff Expense Report and detailed documentation of the expenses. The billing form includes the approved budget categories and amounts during the active performance period of the Agreement. The Payee Expense Report and Staff Expense Report should be completed to detail each itemized expense being requested on the billing form in the Current Expense Request in Column B in aggregate value for each Approved Budget Category for the current expense period.

You should bill monthly for expenditures. If there have been no expenditures paid for the previous month, an invoice is not required. Please submit a final reimbursement request with all required documentation by the identified date in your Agreement. A final program report will be required to be submitted as well. You will not be paid until all documentation and final reports are received. HMIS Data **MUST** be electronically posted in the HMIS database before invoices will be paid.

Complete the Staff Expense Report for each employee you are requesting reimbursement of salary and fringe benefits based on the allowed activity and amount of actual time spent performing that activity. Record the employee Name, allowed Activity being funded, the Expense Category of the approved budget applicable to the activity, Total Hours Worked, Hours Worked on Listed Activity, and Total Salary & Fringe paid during the Expense Period. If you are claiming indirect costs, indicate whether or not each expense is included in your indirect cost base. Total Salary and Fringe should be reflected as the monthly amount. If your grant supports more than one project, complete the Project Name column to clearly associate each expense with a single project.

Complete the Payee Expense Report for the project expenses that are not staff salary/benefits or housing assistance. Record the Payee (who you paid), Expense Category (Rapid Re-Housing, Emergency Shelter or Administration), Expenditure Type (Rent, Housing Stabilization, Program Operations, etc.), Total Bill (total amount of expense). If you are claiming indirect costs, indicate whether or not each expense is included in your indirect cost base. If your grant supports more than one project, complete the Project Name column to clearly associate each expense with a single project.

Complete the Housing Assistance Detail Report for each housing assistance expense (rental application fees, rental assistance, security deposits, etc.) you are claiming reimbursement for. Record the HMIS client ID number, housing assistance expense type (application fee, security deposit, rent assistance, etc.) unit/FMR info if known, client lease information if known, and reimbursement information. If your grant is providing housing assistance through two or more projects, complete a Housing Assistance Detail Report for each one. If needed, complete the Housing Assistance Adjustment Report to explain changes to previously reported housing assistance expenses charged to the grant including Adjustment Reason.

Complete the Match Report for any project requiring a match contribution in accordance with the Agreement. Record the expense, match type, and cost information and submit it in conjunction with the reimbursement request on the schedule as listed in the Agreement. Do not submit the Match Report if you are not claiming match.

Complete the Program Income Report for any program income earned by the project. Record the expense information, amount, and any notes in the report and submit it in conjunction with the reimbursement request. Do not submit the Program Income Report if the project did not earn program income.

**The billing form and itemized expense reports MUST be signed in ink. The formulas should not be changed or adjusted in the form(s).**

### Completing the Grantee Billing Form:

☐ Name and address of your organization requesting reimbursement.

☐ Expense Period (should bill as monthly expenses, January, February, etc.)

☐ Enter total amount of Monthly Actual in Column B to represent the amount requested for reimbursement for the current period in the line item category of the approved budget (i.e. - Rapid Re-Housing, Emergency Shelter and Administration) and should reflect the total of itemized expenses on the Payee Expense and Staff Expense Reports. The Payee Expense and Staff Expense Reports must be completed and submitted with the billing form. You may not transfer funds between approved categories without written preapproval from the City.

☐ Enter Total Previously Requested in Column C, as applicable to each line item in the approved category of the budget. The amount entered should reflect all previously requested amounts except the current monthly amount. This must be completed and updated each time you prepare the form to request reimbursement of expenses. (The documents' formulas will calculate totals and update remaining Budget Balance in Column D to ensure reconciliation and budget tracking for both the agency and the City).

☐ Ensure all back up documentation is included for payment processing if you are using any type of the allocation for direct or indirect expenses please send the allocation plan to the City for review and approval if it has not already been provided.

☐ Sign in ink, provide title, date, email address and telephone number before sending for approval and payment processing to City of Spokane Community, Housing, and Human Services Department.

## Documentation Required for Billing Forms:

All requests for reimbursement must be supported by documentation necessary to show that the costs charged to the grant funds were incurred during the active performance period of the Agreement, were actually paid out, were allowable items and have been approved by the responsible official within the organization. For example:

**Salary and Fringe** – receipts, payroll reports, timesheets signed by the employee and the immediate supervisor, letters of employment that include rate of pay, benefits and employee withholdings. For staff directly charged to a grant funded program or project time and attendance records should be included as well. Other sources of documentation might include, canceled checks from employees, insurance provider, etc. or evidence of direct deposits which document outlay of expenses. **100% of the time daily must be recorded for all hours worked by activity performed. This is required for all federally funded grant positions.**

**Rent/Utilities** – proof of payment to vendor, rental or lease agreement, utility bills. If the cost of the space or utilities is split between grant funded and other sources, there must be a reasonable method in place to allocate the charges fairly among the sources and the method provided.


**Supplies and Materials (all Goods)** – proof of payment to vendor, purchase orders, requisition forms, receipts, and invoices from vendors. It's also helpful to keep information regarding where the supplies are stored and for what program or project are they being used in the organizations' internal file.

**Equipment** – proof of payment to vendor, purchase orders, requisition forms, receipts, and invoices from vendors. Packing slips are only proof of delivery and do not act as an invoice from the vendor. If the item received is an inventorial piece of equipment, the serial number, model, and inventory tag should be noted on the purchase order or invoice from the vendor.

**Other** – proof of payment, receipts, invoices from vendor. Please contact the City for specific questions on required documentation.

**Admin/Indirect Costs** – methodology of application applied in accordance with Federal Guidance on allocation of direct costs for non-profits using the base most appropriate (for federally funded agreements) or applied in accordance with a methodology that the City has approved the use of (for agreements funded with non-federal sources).

If you are allocating either direct expenses or indirect expenses using a rate other than a federally negotiated rate or the de minimis rate (10% MTDC) the use of your allocation plan must be approved by the City prior to you charging the grant program. The allocation should consist of your pooled costs or cost basis and the narrative for the methodology applied to determining the calculated rate or percentage. Direct expenses allocated usually include utilities, rent, agency liability insurance, and may include staff paid time allocated as well.

 <b>City of Spokane</b> <b>Grantee Billing Form</b> <b>Program Year 2019 Continuum of Care</b>	City Clerk # <b>OPR 2020-0897</b>			
	Vendor ID # <b>012876</b>			
	FMS Acct # <b>1541-95575-65410-54201-99999</b>			
<b>SUBMIT BILLING TO:</b>	<b>GRANTEE INFORMATION:</b>	<b>PROJECT INFORMATION:</b>		
City of Spokane - CHHS Dept. 808 W. Spokane Falls Blvd, 6th Floor Spokane, WA 99201 chhsreports@spokancity.org	Catholic Charities 12 E. 5th Ave Spokane, WA 99201	Title: PSH II Award #: WA0418U0T021901 Term: 01/01/2021 - 7/31/2021 ICR: 10% MTDC		
<b>GRANTEE CERTIFICATION</b>				
<p>Submit this form to claim payment for materials, merchandise, and/or services. Show complete detail for each item. <u>Vendor/Claimant Certificate:</u> I hereby certify under perjury that the items and totals listed herein are proper charges for materials, merchandise and/or services furnished, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veteran status. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Services performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other funding source.</p>				
<b>Signed By:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____ <b>Printed Name:</b> _____ <b>Telephone:</b> _____ <b>Email:</b> _____				
<b>EXPENSES</b>				
	Expense Period:			
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Categories:</b>	<b>Grant Budget</b>	<b>Current Expense Request</b>	<b>Total Previously Requested</b>	<b>Grant Balance (A-B-C)</b>
<b>SUPPORTIVE SERVICES</b>				
Case Management	\$ 121,332.00	\$ -	\$ 44,332.00	\$ 77,000.00
Mental Health Services	\$ 6,001.00	\$ -	\$ 1,615.65	\$ 4,385.35
Education Services	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Employment Assistance	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Food	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00
Outpatient Health Services	\$ 4,950.00	\$ -	\$ -	\$ 4,950.00
Outreach Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Substance Abuse Treatment Services	\$ 2,750.00	\$ -	\$ -	\$ 2,750.00
Transportation	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
<b>ADMINISTRATION</b>				
Administration	\$ 3,340.00	\$ -	\$ 3,340.00	\$ -
<b>Total Program Income Unspent</b> (reduction to total reimbursement request)		\$ -	\$ -	
<b>GRAND TOTAL</b>	<b>\$ 160,873.00</b>	<b>\$ -</b>	<b>\$ 49,287.65</b>	<b>\$ 111,585.35</b>
Contract Amount (auto populated)		\$ 160,873.00	% Expended:	30.64%
Total Expended to Date (auto populated)		\$ 49,287.65		
Contract Remaining Balance		\$ 111,585.35	% Remaining:	69.36%
← Check box if final request.			CHHS Approval:	

## Payee Expense Report

Organization:	Catholic Charities
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Grant #:	WA0418U0T021903
----------	-----------------

City Clerk #:	OPR 2020-0897
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Prepared By:

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Title:

Date:

Please complete the table for ALL (non-Staff) expenses for the reported period. Copies of receipts and invoices MUST be attached.

[illegible]

**Staff Expense Report**

Organization:	Catholic Charities	Grant #:	WA0418U0T021903	City Clerk #:	OPR 2020-0897			
Prepared By:		Title:		Date:				
Please complete the table for all STAFF expenses for the reported period. Signed timesheets MUST be attached.								
Name	Activity Funded	Total Hours Worked (100% of time on ALL activities)	Hours Worked on Listed Activity	Total Salary and Fringe paid to Employee	Direct Amount Billed to Grant	Indirect Amount Billed to Grant	Total Billed to this Grant	Match Contribution this Period
Example: Doe, John	Case Management	80.00	60.00	\$ 1,200.00	\$ 818.00	\$ 82.00	\$ 900.00	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
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				\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Staff Expenses Requested this Period</b>					\$ -	\$ -	\$ -	\$ -



Housing Assistance Detail Report														
Organization:		Catholic Charities				Grant #:		WA0418U0T021903			City Clerk #:		OPR 2020-0897	
Prepared By:						Title:					Date:			
HMIS Client ID	Assistance Type (Rent Assistance, Application Fee, Security Deposit, etc.)	Unit and FMR Information				Client Lease Information				Reimbursement Information				
		Property Address	Unit Number	Unit Size	FMR or reasonable rent	Contract Rent	Utility Allow.	Rental Deposit	Gross Rent	Total Tenant Payment	Due from City	Due from Tenant		
Total Billed to City											\$	-		

## Housing Assistance Adjustment Report

[illegible]

**Match Report**

Organization:	Catholic Charities	Grant #:	WA0418U0T021903	City Clerk #:	OPR 2020-0897
Prepared By:		Title:		Date:	
Project Match Requirement:	\$ 41,054.00	Match Type:	Cash		
Please complete the table and provide required supporting documentation to demonstrate that the project match requirement has been met.					
Expense Category	Expense Subcategory	Match Type (cash or in-kind)	Reporting Period Actual	Previously Reported	Total to Date
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>Total Project Match Reported</b>			\$ -	\$ -	\$ -

## Program Income Report

Organization:	Catholic Charities	Grant #:	WA0418U0T021903	City Clerk #:	OPR 2020-0897	Total Program Income Earned:
Prepared By:		Title:		Date:		\$ -

Please complete the table for ALL expenses paid with Program Income prior to the request for reimbursement of grant funds for the reported period.

Date Expended	Expense Category (Support Services, Operating Expenses, etc.)	Expense Type (Rent, Maintenance, Furnishings, Case Management etc.)	Amount	Notes
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
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			\$ -	
			\$ -	
<b>Total Program Income Expended</b>			\$ -	
<b>Total Program Income Unspent (reduction to total reimbursement request)</b>			\$ -	

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

06/21/2021

<b><u>Date Rec'd</u></b>	6/9/2021
<b><u>Clerk's File #</u></b>	OPR 2020-0924
<b><u>Renews #</u></b>	
<b><u>Cross Ref #</u></b>	OPR 2020-0729
<b><u>Project #</u></b>	
<b><u>Bid #</u></b>	
<b><u>Requisition #</u></b>	N/A
<b><u>Agenda Item Name</u></b>	1680 - PY 2019 COC GRANTEE AGREEMENT AMENDMENT WA0374U0T021903

**Submitting Dept** HOUSING & HUMAN SERVICES**Contact Name/Phone** DEBBIE CATO 625-6707**Contact E-Mail** DCATO@SPOKANECITY.ORG**Agenda Item Type** Contract Item**Agenda Wording**

CHHS is requesting approval of the attached amendment decreasing project funds by \$90,700 (new total \$215,740). These funds will be added to another CoC project to achieve spend-down. This change was approved by the Continuum of Care Board.

**Summary (Background)**

The City of Spokane, as the Collaborative Applicant for the Spokane City/County Continuum of Care Board, and as a designated Unified Funding Agency (UFA), has the authority to redistribute CoC grant funds. We have prepared amendments for the reallocation of funds between CoC projects to ensure that all monies are spent and remain in our community prior to the end of the UFA year of 7/31/21. See briefing paper for further detail.

Lease? NO Grant related? YES Public Works? NO

**Fiscal Impact**

Neutral \$ 90,700.00

Select \$

Select \$

Select \$

**Budget Account**

# 1541-95575-65410-54201-99999

#

#

#

**Approvals****Dept Head** LEWIS, DAVID G.**Division Director** ALEXANDER, CUPID**Finance** HUGHES, MICHELLE**Legal** PICCOLO, MIKE**For the Mayor** ORMSBY, MICHAEL**Council Notifications****Study Session\Other** Urban Exp. 5/10/21**Council Sponsor** CM Stratton**Distribution List**

dcato@spokanecity.org

bschreiber@spokanecity.org

dglewis@spokanecity.org

calexander@spokanecity.org

chhsgrants@spokanecity.org

chhsaccounting@spokanecity.org

hmis@spokanecity.org

**Additional Approvals****Purchasing****GRANTS, CONTRACTS & PURCHASING** BROWN, SKYLER

## Briefing Paper

### Urban Experience Committee

<b>Division &amp; Department:</b>	Neighborhood, Housing, and Human Services Division – Community, Housing, and Human Services Department
<b>Subject:</b>	Program Year 2019 Continuum of Care Grantee Agreement Amendments
<b>Date:</b>	4/28/2021
<b>Author (email &amp; phone):</b>	Debbie Cato ( <a href="mailto:dcato@spokanecity.org">dcato@spokanecity.org</a> / 509-625- 6707)
<b>City Council Sponsor:</b>	Council Member Stratton
<b>Executive Sponsor:</b>	Cupid Alexander
<b>Committee(s) Impacted:</b>	Public Safety & Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Strategic Plan to End Homelessness
<b>Strategic Initiative:</b>	Safe & Healthy
<b>Deadline:</b>	May 24, 2021
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	CHHS is requesting permission to amend current Continuum of Care Program (“CoC”) subrecipient agreements as outlined below.
<p><u><b>Background/History:</b></u></p> <p>The City of Spokane, as the Collaborative Applicant for the Spokane City/County Continuum of Care, accepted the CoC Program Award of \$3,436,627 from the U.S. Department Housing and Urban Development and entered into contracts with the awarded projects in November – December 2020 for the first year as a Unified Funding Agency (UFA). Designation as a UFA provides for greater flexibilities and abilities for the redistribution of funds between projects based on the spenddown ability and performance of projects than the CoC had prior to being awarded the UFA designation. We have prepared and are providing the following contracts for the reallocation of funds between CoC projects to ensure that all the monies are spent and remain in our community prior to the end of the UFA year of 7/31/2021. These reallocations have been approved by the CoC Board at the April 28, 2021 meeting and HUD has been informed, as required by UFA regulation.</p>	
<p><u><b>Executive Summary:</b></u></p> <ul style="list-style-type: none"> <li>• City staff worked with provider staff to determine their ability to spenddown each project fund by 7/31/2021.</li> <li>• Catholic Charities noted that one of their Permanent Supportive Housing projects was under spending their Supportive Service budget and the other Permanent Supportive Housing project was overspending. The CoC approved an internal transfer of \$90,700 in supportive services between the two PSH projects. There are two (2) amended contracts that need to be approved by the City Council.</li> <li>• City staff worked with Spokane Neighborhood Action Partners (SNAP) staff to look at their two (2) Rapid Rehousing projects and the underspending of the two grant funds. SNAP rapid rehousing staff are spending time trying to house chronic single individuals but the lack of housing in Spokane is causing an inability to find housing, resulting in a significant underspending of rental assistance. We worked with SNAP to reallocate \$60,000 of rental assistance in those two projects into supportive services and administrative expenses where the monies will be spent by the end of the grant period 7/31/2021. The total contract</li> </ul>	

amounts did not change; just the budget line items, and the performance measures changed. These two (2) amended contracts do not need to be approved by the City Council.

- In addition to grants to subrecipients that require contracts between the City and subrecipients, the CoC Program Award includes four (4) grants that are maintained by the City to administer and manage the funds and meet all the regulatory and reporting requirements of HUD under the CoC program. Each of these four (4) grants cover specific activities the City normally participates in to support the CoC program. Due to extenuating circumstances this year related to COVID, not all the activities happened and so with the flexibility our UFA status affords us, we are moving money from two (2) grants with less activity to two (2) grants with more activity so that the City will be able to spend down our grant. There are no contracts that need to be approved by the City Council.
- City staff prepared a spreadsheet of the reallocation of funds which was shared with the CoC Board on April 28, 2021. The CoC Board voted to approve the reallocation of funds as required by UFA regulations.
- City staff notified HUD of the reallocation of funds on April 28, 2021 after the CoC Board voted to approve the reallocation of funds as required by UFA regulations.
- CHHS is requesting approval of the attached Amended Contracts ending 7/31/2021.

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No  
 Annual/Reoccurring expenditure? ☒ Yes ☐ No  
 If new, specify funding source: N/A  
 Other budget impacts: None.

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No  
 Requires change in current operations/policy? ☐ Yes ☒ No  
 Specify changes required: None.  
 Known challenges/barriers: None.

<u>OPR #</u>	<u>Project</u>	<u>Project #</u>	<u>Change \$</u>	<u>New Total</u>
2020-0903	SNAP – Small Cities Rapid Rehousing	WA0119U0T021912	\$0	\$ 91,707
2020-0895	SNAP – Rapid Rehousing without Children	WA0331U0T021904	\$0	\$ 140,193
2020-0924	Catholic Charities WA0285 CCEW PSH Consolidation CoC19	WA0374U0T021903	-\$ 90,700	\$ 215,470
2020-0897	Catholic Charities PSH II	WA0418U0T021903	\$ 90,700	\$ 160,873



**City of Spokane**  
**AGREEMENT AMENDMENT A**

Title: Permanent Supportive Housing  
Consolidation Program  
(WA0374U0T021903)

This Agreement Amendment is made and entered into by and between the **City of Spokane** as (“City”), a Washington municipal corporation, and **Catholic Charities of Spokane**, whose address is 12 East Fifth Avenue, Spokane, Washington 99202 as (“GRANTEE”).

*WHEREAS, the parties entered into an Agreement wherein the GRANTEE agreed to administer for the City the Permanent Supportive Housing Consolidation Program; and*

*WHEREAS, the City, as the Collaborative Applicant with Unified Funding Agency status, shall redistribute project funds with approval from the Spokane City/County Continuum of Care Board;*

*WHEREAS, unspent project funds under the Program Year 2019 Continuum of Care Grant, Grantor Award # WA0001U0T021901, Total Federal Award \$3,436,627.00, and issued on October 22, 2020 have been redistributed;*

*WHEREAS, the parties desire to decrease funding and modify the corresponding Project budget and to supplant the original Agreement billing form Attachment referenced as part of the original Agreement documents; and*

*-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Agreement, dated December 15, 2020, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Agreement Amendment shall become effective on April 1, 2021.

**3. AMENDMENT.**

FACE SHEET – CITY PROGRAM REPRESENTATIVE & CITY CONTRACT REPRESENTATIVE. The information in boxes 6 and 8 is replaced as follows:

<b>6. City’s Program Representative</b> Brenda Schreiber, Homeless Programs Manager 808 W. Spokane Falls Blvd, 6 <sup>th</sup> Floor Spokane, WA 99201 509-220-5616 <a href="mailto:bschreiber@spokanecity.org">bschreiber@spokanecity.org</a>	<b>8. City’s Contract Representative</b> Debbie Cato, Homeless Programs Specialist 808 W. Spokane Falls Blvd, 6 <sup>th</sup> Floor Spokane, WA 99201 509-625-6707 <a href="mailto:dcato@spokanecity.org">dcato@spokanecity.org</a>
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**4. AMENDMENT.**

SECTION NO. 3 – BUDGET. The total amount City shall pay GRANTEE is decreased by **NINETY THOUSAND SEVEN HUNDRED AND NO/100 DOLLARS (\$90,700.00)** for everything furnished and done under this Amendment which equates to a new total Agreement amount not to exceed **TWO HUNDRED FIFTEEN**



**THOUSAND FOUR HUNDRED SEVENTY AND NO/100 DOLLARS (\$215,470.00)** for everything furnished and done under the original Agreement and this Amendment. This is the maximum amount to be paid under this Amendment and original Agreement, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Agreement and this Amendment document. The original Agreement BUDGET chart is modified as follows (this budget chart entirely replaces the budget chart portrayed in SECTION NO. 3 {page 4} of the original Agreement):

<u>Category</u>	<u>Amount</u>
Supportive Services	\$203,386
Administration	\$12,084
<b>TOTAL</b>	<b>\$215,470</b>

## **5. AMENDMENT.**

**SECTION NO. 4** – MATCHING CONTRIBUTIONS. The original Agreement is amended as follows:

The GRANTEE is required to make matching contributions to supplement the CoC Program in accordance with 24 CFR 578.73. The GRANTEE must match all grant funds expended, except for leasing funds, with no less than twenty-five (25) percent of funds or in-kind contributions from other sources. It is the responsibility of the GRANTEE to ensure that match activities are eligible and properly documented.

The GRANTEE shall provide matching funds for this project in the amounts and forms as identified below:

Cash Match	\$56,889
In-Kind Match	\$0
Total Match Commitment	\$56,889

Match must be used for the costs of activities that are eligible under this grant as defined in Subpart D of 24 CFR, Part 578. Cash match must be expended within the term of this Agreement and in-kind contributions must be made within the term of this Agreement.

Funds from any source, including other Federal sources (excluding Continuum of Care program funds), as well as state, local and private sources may be used as the source of cash match, provided that funds from the source are not statutorily prohibited to be used as a match and are not being used as match against any other funding source. GRANTEE's program income may be used to as match, provided the costs are eligible CoC costs that supplement the CoC Program.

The GRANTEE may use the value of any real property, equipment, goods or services contributed to the project as in-kind match, provided that if the GRANTEE had to pay for them with grant funds, the costs would have been eligible under Subpart D of 24 CFR Part 578.

If in-kind services are used to fulfill part of the match, the GRANTEE must submit a copy of the Memorandum of Understanding (MOU) executed between the GRANTEE and the third party that will provide services to the CITY's Contract Representative when first reporting the match using the CITY's invoice packet.

The GRANTEE shall maintain documentation of the actual in-kind services provided to program participants and in-kind contributions to the project throughout the grant period. The records must evidence how the value placed on third-party in-kind contributions was derived. In-kind match represented by volunteer services must be documented using the same methods used by the GRANTEE to support the allocation of regular personnel costs. Services provided by the individuals must be valued at rates consistent with those ordinarily paid for similar work in the GRANTEE's organization. If employees of the GRANTEE do not perform similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the labor market.

The GRANTEE shall report match information to the CITY on the match report form included in the Grantee Billing Form packet in accordance with the Match Reporting procedures outlined in Section No. 9 below.

## **6. AMENDMENT.**

**SECTION NO. 9.C.3** – PAYMENT PROCEDURES. The original Agreement is amended as follows:

The CITY shall reimburse the GRANTEE only for actual incurred costs upon presentation of accurate and complete reimbursement forms as provided by the CITY in ~~Attachment B~~ Attachment 2 and approved by the CITY. Only those

allowable costs directly related to this Agreement shall be paid. The amount of each request must be limited to the amount needed for payment of eligible costs.

Requests for reimbursement by GRANTEE shall be submitted no more than once per month on or before the 15<sup>th</sup> of each month for the previous month's expenditures as directed below, using the forms provided by the CITY in ~~Attachment B~~ **Attachment 2**. For expenses incurred during the month of December, the reimbursement request shall be submitted on or before the 10<sup>th</sup> of January, and for expenses incurred during the month of June, the reimbursement request shall be submitted on or before the 10<sup>th</sup> of July. In conjunction with each reimbursement request, GRANTEE shall certify that services to be performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other founding source. **GRANTEE shall submit reimbursement requests to the CITY's Contract Representative designated on the FACE SHEET of this Agreement either by mail to the address listed above or by e-mail to [chhsreports@spokanecity.org](mailto:chhsreports@spokanecity.org).**

a. Reimbursement Requests:

The GRANTEE shall submit comprehensive invoice packets for the first and last months of the period of performance as identified on the FACE SHEET of this Agreement. Comprehensive invoices must include the billing form, sub-reports, general ledger, and complete supporting documentation. The CITY may request a comprehensive invoice in lieu of a monthly invoice for monitoring purposes throughout the period of performance of this Agreement.

With the exception of the invoices for the first and last months of the project, the GRANTEE shall submit monthly invoices that include the billing form, appropriate sub-reports (e.g. payee expense detail, staff expense detail, housing assistance detail report), and the general ledger report for the applicable month. The GRANTEE shall maintain appropriate supporting documentation, including copies of receipts, time and effort tracking, and proof of payment.

b. Payment:

Payment will be made via direct deposit/ACH within thirty (30) days after receipt of the GRANTEE's application except as provided by state law. If the CITY objects to all or any portion of the invoice, it shall notify the GRANTEE 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.

In the event that the CITY or HUD determines that any funds were expended by the GRANTEE for unauthorized or ineligible purposes or the expenditures constitute disallowed costs in any other way, the CITY or HUD may order repayment of the same. The GRANTEE shall remit the disallowed amount to the CITY within thirty (30) days of written notice of the disallowance.

- i. The GRANTEE agrees that funds determined by the CITY to be surplus upon completion of the Agreement will be subject to cancellation by the CITY.
- ii. The CITY shall be relieved of any obligation for payments if funds allocated to the CITY cease to be available for any cause other than misfeasance of the CITY itself.
- iii. The CITY reserves the right to withhold payments pending timely delivery of program reports or documents as may be required under 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 Amendment by having legally-binding representatives affix their signatures below.

**CATHOLIC CHARITIES OF SPOKANE**

By \_\_\_\_\_  
Signature Date

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
City Clerk

**Attachments that are part of this Agreement:**  
Attachment 1 – Debarment Certification  
Attachment 2 – REVISED Grantee Billing Form

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney

**ATTACHMENT 1**

**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.

<u>Catholic Charities</u> Name of Subrecipient / Contractor / Consultant (Type or Print)	<u>Permanent Supportive Housing Consolidation Program</u> Program Title (Type or Print)
   Name of Certifying Official (Type or Print)	   Signature
   Title of Certifying Official (Type or Print)	   Date (Type or Print)

## Information & Instructions for Completing Grantee Billing Form & Itemized Expense Reports

A reimbursement request, otherwise known as a bill or invoice, consists of a Grantee Billing Form, Payee Expense Report, Staff Expense Report and detailed documentation of the expenses. The billing form includes the approved budget categories and amounts during the active performance period of the Agreement. The Payee Expense Report and Staff Expense Report should be completed to detail each itemized expense being requested on the billing form in the Current Expense Request in Column B in aggregate value for each Approved Budget Category for the current expense period.

You should bill monthly for expenditures. If there have been no expenditures paid for the previous month, an invoice is not required. Please submit a final reimbursement request with all required documentation by the identified date in your Agreement. A final program report will be required to be submitted as well. You will not be paid until all documentation and final reports are received. HMIS Data **MUST** be electronically posted in the HMIS database before invoices will be paid.

Complete the Staff Expense Report for each employee you are requesting reimbursement of salary and fringe benefits based on the allowed activity and amount of actual time spent performing that activity. Record the employee Name, allowed Activity being funded, the Expense Category of the approved budget applicable to the activity, Total Hours Worked, Hours Worked on Listed Activity, and Total Salary & Fringe paid during the Expense Period. If you are claiming indirect costs, indicate whether or not each expense is included in your indirect cost base. Total Salary and Fringe should be reflected as the monthly amount. If your grant supports more than one project, complete the Project Name column to clearly associate each expense with a single project.

Complete the Payee Expense Report for the project expenses that are not staff salary/benefits or housing assistance. Record the Payee (who you paid), Expense Category (Rapid Re-Housing, Emergency Shelter or Administration), Expenditure Type (Rent, Housing Stabilization, Program Operations, etc.), Total Bill (total amount of expense). If you are claiming indirect costs, indicate whether or not each expense is included in your indirect cost base. If your grant supports more than one project, complete the Project Name column to clearly associate each expense with a single project.

Complete the Housing Assistance Detail Report for each housing assistance expense (rental application fees, rental assistance, security deposits, etc.) you are claiming reimbursement for. Record the HMIS client ID number, housing assistance expense type (application fee, security deposit, rent assistance, etc.) unit/FMR info if known, client lease information if known, and reimbursement information. If your grant is providing housing assistance through two or more projects, complete a Housing Assistance Detail Report for each one. If needed, complete the Housing Assistance Adjustment Report to explain changes to previously reported housing assistance expenses charged to the grant including Adjustment Reason.

Complete the Match Report for any project requiring a match contribution in accordance with the Agreement. Record the expense, match type, and cost information and submit it in conjunction with the reimbursement request on the schedule as listed in the Agreement. Do not submit the Match Report if you are not claiming match.

Complete the Program Income Report for any program income earned by the project. Record the expense information, amount, and any notes in the report and submit it in conjunction with the reimbursement request. Do not submit the Program Income Report if the project did not earn program income.

**The billing form and itemized expense reports MUST be signed in ink. The formulas should not be changed or adjusted in the form(s).**

### Completing the Grantee Billing Form:

☐ Name and address of your organization requesting reimbursement.

☐ Expense Period (should bill as monthly expenses, January, February, etc.)

☐ Enter total amount of Monthly Actual in Column B to represent the amount requested for reimbursement for the current period in the line item category of the approved budget (i.e. - Rapid Re-Housing, Emergency Shelter and Administration) and should reflect the total of itemized expenses on the Payee Expense and Staff Expense Reports. The Payee Expense and Staff Expense Reports must be completed and submitted with the billing form. You may not transfer funds between approved categories without written preapproval from the City.

☐ Enter Total Previously Requested in Column C, as applicable to each line item in the approved category of the budget. The amount entered should reflect all previously requested amounts except the current monthly amount. This must be completed and updated each time you prepare the form to request reimbursement of expenses. (The documents' formulas will calculate totals and update remaining Budget Balance in Column D to ensure reconciliation and budget tracking for both the agency and the City).

☐ Ensure all back up documentation is included for payment processing if you are using any type of the allocation for direct or indirect expenses please send the allocation plan to the City for review and approval if it has not already been provided.

☐ Sign in ink, provide title, date, email address and telephone number before sending for approval and payment processing to City of Spokane Community, Housing, and Human Services Department.

## Documentation Required for Billing Forms:

All requests for reimbursement must be supported by documentation necessary to show that the costs charged to the grant funds were incurred during the active performance period of the Agreement, were actually paid out, were allowable items and have been approved by the responsible official within the organization. For example:

**Salary and Fringe** – receipts, payroll reports, timesheets signed by the employee and the immediate supervisor, letters of employment that include rate of pay, benefits and employee withholdings. For staff directly charged to a grant funded program or project time and attendance records should be included as well. Other sources of documentation might include, canceled checks from employees, insurance provider, etc. or evidence of direct deposits which document outlay of expenses. **100% of the time daily must be recorded for all hours worked by activity performed. This is required for all federally funded grant positions.**

**Rent/Utilities** – proof of payment to vendor, rental or lease agreement, utility bills. If the cost of the space or utilities is split between grant funded and other sources, there must be a reasonable method in place to allocate the charges fairly among the sources and the method provided.


**Supplies and Materials (all Goods)** – proof of payment to vendor, purchase orders, requisition forms, receipts, and invoices from vendors. It's also helpful to keep information regarding where the supplies are stored and for what program or project are they being used in the organizations' internal file.

**Equipment** – proof of payment to vendor, purchase orders, requisition forms, receipts, and invoices from vendors. Packing slips are only proof of delivery and do not act as an invoice from the vendor. If the item received is an inventorial piece of equipment, the serial number, model, and inventory tag should be noted on the purchase order or invoice from the vendor.

**Other** – proof of payment, receipts, invoices from vendor. Please contact the City for specific questions on required documentation.

**Admin/Indirect Costs** – methodology of application applied in accordance with Federal Guidance on allocation of direct costs for non-profits using the base most appropriate (for federally funded agreements) or applied in accordance with a methodology that the City has approved the use of (for agreements funded with non-federal sources).

If you are allocating either direct expenses or indirect expenses using a rate other than a federally negotiated rate or the de minimis rate (10% MTDC) the use of your allocation plan must be approved by the City prior to you charging the grant program. The allocation should consist of your pooled costs or cost basis and the narrative for the methodology applied to determining the calculated rate or percentage. Direct expenses allocated usually include utilities, rent, agency liability insurance, and may include staff paid time allocated as well.

 <b>City of Spokane</b> <b>Grantee Billing Form</b> <b>Program Year 2019 Continuum of Care</b>	City Clerk # <b>OPR 2020-0924</b>			
	Vendor ID # <b>012876</b>			
	FMS Acct # <b>1541-95575-65410-54201-99999</b>			
<b>SUBMIT BILLING TO:</b>	<b>GRANTEE INFORMATION:</b>	<b>PROJECT INFORMATION:</b>		
City of Spokane - CHHS Dept. 808 W. Spokane Falls Blvd, 6th Floor Spokane, WA 99201 chhsreports@spokancity.org	Catholic Charities 12 E. 5th Ave Spokane, WA 99201	Title: PSH Consolidation Award #: WA0374U0T021903 Term: 1/1/21 - 7/31/21 ICR: 10% MTDC		
<b>GRANTEE CERTIFICATION</b>				
<p>Submit this form to claim payment for materials, merchandise, and/or services. Show complete detail for each item. <u>Vendor/Claimant Certificate:</u> I hereby certify under perjury that the items and totals listed herein are proper charges for materials, merchandise and/or services furnished, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veteran status. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Services performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other funding source.</p>				
<b>Signed By:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____ <b>Printed Name:</b> _____ <b>Telephone:</b> _____ <b>Email:</b> _____				
<b>EXPENSES</b>				
	Expense Period:			
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Categories:</b>	<b>Grant Budget</b>	<b>Current Expense Request</b>	<b>Total Previously Requested</b>	<b>Grant Balance (A-B-C)</b>
<b>SUPPORTIVE SERVICES</b>				
Case Management	\$ 168,302.00	\$ -	\$ 69,645.26	\$ 98,656.74
Education Services	\$ 692.00	\$ -	\$ 55.00	\$ 637.00
Employment Assistance	\$ 692.00	\$ -	\$ -	\$ 692.00
Food	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00
Mental Health Services	\$ 8,500.00	\$ -	\$ 2,318.81	\$ 6,181.19
Outpatient Health Services	\$ 4,950.00	\$ -	\$ -	\$ 4,950.00
Outreach Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Substance Abuse Treatment Services	\$ 2,750.00	\$ -	\$ -	\$ 2,750.00
Transportation	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
<b>ADMINISTRATION</b>				
Administration	\$ 12,084.00	\$ -	\$ 7,767.10	\$ 4,316.90
<b>Total Program Income Unspent</b> (reduction to total reimbursement request)		\$ -	\$ -	
<b>GRAND TOTAL</b>	<b>\$ 215,470.00</b>	<b>\$ -</b>	<b>\$ 79,786.17</b>	<b>\$ 135,683.83</b>
Contract Amount (auto populated)		\$ 215,470.00	% Expended:	37.03%
Total Expended to Date (auto populated)		\$ 79,786.17		
Contract Remaining Balance		\$ 135,683.83	% Remaining:	62.97%
← Check box if final request.			CHHS Approval:	

## Payee Expense Report

Organization:	Catholic Charities
---------------	--------------------

Grant #:	WA0374U0T021903
----------	-----------------

City Clerk #:	OPR 2020-0924
---------------	---------------

Prepared By:

---

Title:

Date:

Please complete the table for ALL (non-Staff) expenses for the reported period. Copies of receipts and invoices MUST be attached.

[illegible]



**Staff Expense Report**

Organization:	Catholic Charities	Grant #:	WA0374U0T021903	City Clerk #:	OPR 2020-0924			
Prepared By:		Title:		Date:				
Please complete the table for all STAFF expenses for the reported period. Signed timesheets MUST be attached.								
Name	Activity Funded	Total Hours Worked (100% of time on ALL activities)	Hours Worked on Listed Activity	Total Salary and Fringe paid to Employee	Direct Amount Billed to Grant	Indirect Amount Billed to Grant	Total Billed to this Grant	Match Contribution this Period
Example: Doe, John	Case Management	80.00	60.00	\$ 1,200.00	\$ 818.00	\$ 82.00	\$ 900.00	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
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<b>Total Staff Expenses Requested this Period</b>					\$ -	\$ -	\$ -	\$ -

Housing Assistance Detail Report														
Organization:		Catholic Charities				Grant #:		WA0374U0T021903			City Clerk #:		OPR 2020-0924	
Prepared By:						Title:					Date:			
HMIS Client ID	Assistance Type (Rent Assistance, Application Fee, Security Deposit, etc.)	Unit and FMR Information				Client Lease Information				Reimbursement Information				
		Property Address	Unit Number	Unit Size	FMR or reasonable rent	Contract Rent	Utility Allow.	Rental Deposit	Gross Rent	Total Tenant Payment	Due from City	Due from Tenant		
Total Billed to City											\$	-		

## Housing Assistance Adjustment Report

Organization:	Catholic Charities		Grant #:	WA0374U0T021903			City Clerk #	OPR 2020-0924	
Prepared By:			Title:				Date:		
Client ID	Unit Address and Number	Reason for Adjustment	Original Billing Period	Original Amount Charged to Grant	Revised Amount Charged to Grant	Difference (Due To)/From Grant	Original Amount Charged to Tenant	Revised Amount Charged to Tenant	Difference (Due To)/From Tenant
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Total Billed to City						\$ -			

**Match Report**

Organization:	Catholic Charities	Grant #:	WA0374U0T021903	City Clerk #:	OPR 2020-0924
Prepared By:		Title:		Date:	
Project Match Requirement:	\$ 56,889.00	Match Type:	CASH		
Please complete the table and provide required supporting documentation to demonstrate that the project match requirement has been met.					
Expense Category	Expense Subcategory	Match Type (cash or in-kind)	Reporting Period Actual	Previously Reported	Total to Date
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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<b>Total Project Match Reported</b>			\$ -	\$ -	\$ -

## Program Income Report

Organization:	Catholic Charities	Grant #:	WA0374U0T021903	City Clerk #:	OPR 2020-0924	Total Program Income Earned:
Prepared By:		Title:		Date:		\$ -

Please complete the table for ALL expenses paid with Program Income prior to the request for reimbursement of grant funds for the reported period.

Date Expended	Expense Category (Support Services, Operating Expenses, etc.)	Expense Type (Rent, Maintenance, Furnishings, Case Management etc.)	Amount	Notes
			\$ -	
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<b>Total Program Income Expended</b>			\$ -	
<b>Total Program Income Unspent (reduction to total reimbursement request)</b>			\$ -	

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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

OPR 2021-0405

**Renews #****Submitting Dept**

POLICE

**Cross Ref #**

ORD C36067

**Contact Name/Phone**

MIKE MCNAB 835-4514

**Project #****Contact E-Mail**

MMCNAB@SPOKANEPOLICE.ORG

**Bid #****Agenda Item Type**

Contract Item

**Requisition #****Agenda Item Name**

1620 - WATPA GRANT FY2021-23

**Agenda Wording**

Accept funding from the Washington Association of Sheriffs and Police Chiefs (WASPC) for the Washington Auto Theft Prevention Authority(WATPA) program. Award amount is \$279,377 during the program period of July 1, 2021 to June 30, 2023.

**Summary (Background)**

Spokane Police in collaboration with Washington State Patrol applied for funding from WATPA in May, 2021. The agencies work closely together in their efforts to reduce auto theft and related crimes. Funding will be used to cover one full-time SPD Detective salary & benefits, public awareness and training.

Lease? NO

Grant related? YES

Public Works? NO

**Fiscal Impact****Budget Account**

Revenue \$ 279,377

# 1620-91788-99999-33469

Expense \$ 279,377

# 1620-91788-VARIOUS

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

LUNDGREN, JUSTIN

**Study Session\Other**PSCHC Meeting  
03/29/2021**Division Director**

MEIDL, CRAIG

**Council Sponsor**

Councilmember Kinnear

**Finance**

SCHMITT, KEVIN

**Distribution List****Legal**

PICCOLO, MIKE

SPDFINANCE@SPOKANECITY.ORG

**For the Mayor**

ORMSBY, MICHAEL

MMCNAB@SPOKANEPOLICE.ORG

**Additional Approvals****Purchasing****GRANTS,  
CONTRACTS &  
PURCHASING**

STOPHER, SALLY

# Briefing Paper

## Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	WA Auto Theft Prevention Program FY2021-2023
<b>Date:</b>	03/29/2021
<b>Contact (email &amp; phone):</b>	Mike McNab– <a href="mailto:mmcnab@spokanepolice.org">mmcnab@spokanepolice.org</a> 509-835-4514
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Safety Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Application for the Washington Auto Theft Prevention (WATPA) FY2021-2023 Grant. Expected grant funds of up to \$530,000.00.
<b>Background/History:</b> Spokane Police Department (SPD) in collaboration with the Spokane County Sheriff's office (SCSO) and Washington State Patrol (WSP) receives funding from WATPA (Washington Auto Theft Prevention) administered by the Washington State Association of Sheriffs and Police Chiefs. Funding is awarded to grantees on a biennial period. SPD has continued to apply for the grant together with SCSO as a sub recipient.	
<b>Executive Summary:</b>  SPD uses the funding from WATPA to pay for a detective's position and for public awareness. The detective position has a direct impact on auto theft in our community and region. Currently this detective works closely with his counterparts in both the Sheriff's Office and the Washington State Patrol.  The detective works closely with other SPD investigative members while extending SPD's capability to impact vehicle theft and related crimes in the region. Intelligence, training, support and alignment with other SPD efforts have led to a reduction in auto theft and related crimes and resulted in identification, arrest and conviction of auto theft suspects.	
<b>Budget Impact:</b> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Federal Funding – Department of Justice Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

# WASHINGTON AUTO THEFT PREVENTION AUTHORITY

WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS  
3060 Willamette Drive NE, Suite 101 ~ Lacey, WA 98516 ~ Phone: (360) 292-7900 ~ Fax: (360) 292-7269  
Website: [www.WaAutoTheftPreventionAuthority.org](http://www.WaAutoTheftPreventionAuthority.org)  
*"preventing and reducing motor vehicle thefts in the State of Washington."*



May 25, 2021

Chief Craig Meidl  
Spokane Police Department  
1100 W Mallon  
Spokane, WA 99260

Dear Chief Meidl:

I am pleased to inform you that Washington Auto Theft Prevention Authority (WATPA) Board of Directors has approved the **Spokane Police Department** grant application for funding the **WATPA Grant** for the **21-23** biennium. The award is in the amount of **\$279,377.00** for the biennium.

The grant award is effective **July 1, 2021 and expires on June 30, 2023**. Enclosed is an award agreement. This agreement is to be signed and returned to WATPA. No funds will be reimbursed until the signed agreement is received. Expenditures prior to the award effective date or after the grant expiration date are not authorized and will not be reimbursed. All grant awards are subject to Grant Policies and Procedures of the Washington Auto Theft Prevention Authority.

Costs will be paid on a reimbursement basis. Your agency will be reimbursed for actual expenses only up to the limit of the award categories. Additionally, please note that reimbursement requests by grant recipients will only be processed upon receipt of current semi-annual reports by the WATPA office. The semi-annual report form is available on the WATPA website, [www.WaAutoTheftPreventionAuthority.org](http://www.WaAutoTheftPreventionAuthority.org)

If you have any questions, please contact me at 360-292-7959 or via e-mail at [mpainter@waspc.org](mailto:mpainter@waspc.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Painter".

Michael Painter, Executive Director  
Washington Auto Theft Prevention Authority

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*Washington Auto Theft Prevention Authority*

JOHN BATISTE  
Chief - WA State Patrol

JAMES SKOGMAN  
Insurance Industry

GARY SIMPSON  
Sheriff - Kitsap County

KEN HOHENBERG  
Chief - Kennewick

RICK SCOTT  
Sheriff - Grays Harbor County

JOHN MARTIN  
General Public

STEVE STRACHAN  
Executive Director - WASPC

VACANT  
Prosecuting Attorney

VACANT  
Chief

VACANT  
Automobile Industry

MICHAEL PAINTER  
Executive Director - WATPA



**AGREEMENT BETWEEN SPOKANE POLICE DEPARTMENT  
AND  
THE WASHINGTON AUTO THEFT PREVENTION AUTHORITY**

*AUTO THEFT PREVENTION GRANT PROGRAM AWARD SHEET*

- |  |   |
|--|---|
| <p>1. Award Recipient Name and Address:<br/><b>Chief Meidl<br/>1100 W Mallon<br/>Spokane, WA 99260</b></p> <p>3. Project Title<br/><b>WATPA Grant</b></p> <p>5. Grant No:<br/><b>21-23 WATPA GG-Spokane</b></p> <p>7. Amt. Approved<br/><b>\$ 279,377.00</b></p> | <p>2. Contact: <b>Craig Meidl</b><br/>Title: <b>Chief</b><br/>Telephone: <b>509.625.4215</b></p> <p>4. Award Period:<br/><b>07/01/21– 06/30/23</b></p> <p>6. Funding Authority:<br/><b>WASHINGTON AUTO THEFT<br/>PREVENTION AUTHORITY</b></p> <p>8. Service Area:<br/><b>Spokane County</b></p> |
|--|---|

---

IN WITNESS WHEREOF, the WATPA and RECIPIENT acknowledge and accept the terms of this AGREEMENT and attachments hereto, and in witness whereof have executed this AGREEMENT as of the date and year last written below. The rights and obligations of both parties to this AGREEMENT are governed by the information on this Award Sheet and other documents incorporated herein by reference: Agreement Specific Terms and Conditions, and Agreement General Terms and Conditions.

**WATPA**

**RECIPIENT**

---

Name/ Michael Painter  
Title WATPA, Executive Director

Date:

---

---

Name/  
Title

Date:

---

Requests for reimbursement under this agreement are subject to the following Budget:

Description		WATPA Approved
<b>A. Personnel</b>		
	Detective (SPD)	<b>208,737.00</b>
<b>B. Employee Benefits</b>		
	Detective (SPD)	<b>60,140.00</b>
<b>C. OT to not exceed 2% of grant request</b>		
	Investigations	<b>5,000.00</b>
<b>D. Travel/Training</b>		
	TF Training	<b>3,000.00</b>
<b>G. Public Awareness/Education</b>		
	Auto Theft Reduction Strategy	<b>2,500.00</b>
	<b>Total Award:</b>	<b>279,377.00</b>

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

06/21/2021

<b>Date Rec'd</b>	6/9/2021
<b>Clerk's File #</b>	OPR 2021-0406
<b>Renews #</b>	
<b>Cross Ref #</b>	RES 2018-0040
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	CR22624

<b>Submitting Dept</b>	INNOVATION & TECHNOLOGY SERVICES
<b>Contact Name/Phone</b>	MICHAEL SLOON 625-6468
<b>Contact E-Mail</b>	MSLOON@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Contract Item
<b>Agenda Item Name</b>	5300 MITCHELL HUMPHREY ANNUAL MAINTENANCE & SUPPORT

**Agenda Wording**

Contract with Mitchell Humphrey for annual maintenance and support of the City's Financial Management System(FMS)and authorizing staff to execute contract July 1, 2021 - June 30, 2022. Contract amount is \$102,743.40 w/ tax.

**Summary (Background)**

This contract is necessary in order to obtain software upgrades for all modules and receive Mitchell Humphrey Help Desk support. Mitchell Humphrey is the only authorized firm to provide maintenance services on this software system. Included in this support are: General Ledger and related modules, Budget Ledger, Fixed Assets, Accounts Payable, Accounts Receivable - Invoice, Purchasing and related modules, FMS-EXEC, Test Account, FMS Productivity Suite and AP ACH Wire Transfer.

Lease? NO Grant related? NO Public Works? NO

**Fiscal Impact**

Expense \$ \$102,743.40

Select \$

Select \$

Select \$

**Budget Account**

# 5300-73300-18850-54820-99999

#

#

#

**Approvals**

**Dept Head** SLOON, MICHAEL

**Division Director** FINCH, ERIC

**Finance** BUSTOS, KIM

**Legal** ODLE, MARI

**For the Mayor** ORMSBY, MICHAEL

**Additional Approvals**

**Purchasing** WAHL, CONNIE

**Council Notifications**

**Study Session\Other** 6/7/21 Public Safety Committee

**Council Sponsor** CM Michael Cathcart

**Distribution List**

Accounting - ywang@spokanecity.org

Contract Accounting - aduffey@spokanecity.org

Legal - modle@spokanecity.org

Purchasing - cwahl@spokanecity.org

IT - itadmin@spokanecity.org

Tax & Licenses

Kim Schaefer - KSchaefer@mitchellhumphrey.com

# Briefing Paper

## Public Safety and Community Committee

<b>Division &amp; Department:</b>	Innovation and Technology Services Division
<b>Subject:</b>	Mitchell Humphrey & Co. Annual Support and Upgrades
<b>Date:</b>	June 7, 2021
<b>Author (email &amp; phone):</b>	Michael Sloon, <a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a> , 625-6468
<b>City Council Sponsor:</b>	CM Michael Cathcart
<b>Executive Sponsor:</b>	Eric Finch and Michael Sloon
<b>Committee(s) Impacted:</b>	Sustainable Resources Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Mitchell Humphrey Financial Management System (FMS) Annual Software Maintenance and Support  Utilizing Budget Account #5300 73300 18850 54820
<b>Strategic Initiative:</b>	Sustainable Resources
<b>Deadline:</b>	June 30, 2021
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Ongoing support and upgrades
<u>Background/History:</u>	
Mitchell Humphrey supports the City's Financial Management System (FMS), which is utilized by the accounting Department. Mitchell Humphrey is the only supplier of FMS licensing. 2020 contracted amount was \$99,659.84.	
<u>Executive Summary:</u>	
<ul style="list-style-type: none"> <li>Contract with Mitchell Humphrey for Annual Software Maintenance and Support of the City's Financial Management System.</li> <li>Requesting \$102,649.14 including tax for the renewal of this contract.</li> <li>Term is July 1, 2021 – June 30, 2022</li> </ul>	
<u>Budget Impact:</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<u>Operations Impact:</u>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	



**City of Spokane**

**CONTRACT**

Title: **ANNUAL MAINTENANCE AND SUPPORT  
OF FINANCIAL MANAGEMENT SYSTEM**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **MITCHELL HUMPHREY & COMPANY**, whose address is 1285 Fern Ridge Parkway, Suite 140, St. Louis, Missouri 63141-4022, as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE.** The Company will provide Annual Maintenance and Support of the City of Spokane's Financial Management System (FMS), in accordance with Company's April 15, 2021 Price Breakdown Letter, attached as Exhibit B. In the event of a discrepancy between the documents this City Contract controls.
2. **CONTRACT TERMS.** The Contract shall begin July 1, 2021, and run through June 30, 2022, unless amended by written agreement or terminated earlier under the provisions. This Contract may be renewed on an annual basis by written agreement of the parties not to exceed four additional one year renewals.
3. **COMPENSATION.** The City shall pay the Company a maximum amount not to exceed **ONE HUNDRED TWO THOUSAND, SEVEN HUNDRED FORTY-THREE AND 40/100 DOLLARS (\$102,743.40)**, including tax, for everything furnished and done under this Contract.
4. **PAYMENT.** The Company shall send its application for payment to Innovation and Technology Services Division, Administration Office, Seventh Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Contractor's application except as provided by state law.
5. **COMPLIANCE WITH LAWS.** Each party shall comply with all applicable federal, state, and local laws and regulations.
6. **ASSIGNMENTS.** This Contract is binding on the parties and their heirs, successors, and assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent.
7. **AMENDMENTS.** This Contract may be amended at any time by mutual written agreement.

8. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, 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 Contract.

9. TERMINATION. Either party may terminate this Contract by thirty (30) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

10. INSURANCE. During the term of the Agreement, the Company shall maintain in force at its own expense, the following insurance coverages:

- 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
- 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 contract. It shall provide that the City, its officers and employees are additional insureds, but only with respect to the Contractor's services to be provided under this contract;
  - i. Acceptable supplementary Umbrella insurance coverage, combined with the Company's General Liability insurance policy must be a *minimum* of \$1,000,000, in order to meet the insurance coverages required under this Contract;
- 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 the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company 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 sixty (60) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. INDEMNIFICATION. The Company 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 the Company's 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 the Company's 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 the Company, its agents or employees. The Company specifically assumes liability

and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company 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.

12. DEBARMENT AND SUSPENSION. The Contractor 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.

13. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

14. STANDARD OF PERFORMANCE. The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.

15. NONDISCRIMINATION. 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 Contract 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. The Company agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Company.

16. BUSINESS REGISTRATION REQUIREMENT. 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. The Company 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 the Company 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.

17. AUDIT / RECORDS. The Company and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Company and its subcontractors 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 Contract, the federal law shall prevail.

18. CONFIDENTIALITY/PUBLIC RECORDS. Notwithstanding anything to the contrary, City will maintain the confidentiality of Company's materials and information only to the extent that is legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records

which are freely available upon request by anyone. In the event that City gets a valid public records request for Company's materials or information and the City determines there are exemptions only the Company can assert, City will endeavor to give Company notice. Company, at its own expense, will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Company does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

19. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

**MITCHELL HUMPHREY & COMPANY**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

Attachments that are part of this Agreement:

Exhibit A – Certificate Regarding Debarment

Exhibit B – Company's April 15, 2021 Price Breakdown Letter

21-078



**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.

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Subrecipient / Contractor / Consultant (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Program Title (Type or Print)
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Title of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Date (Type or Print)

**EXHIBIT B**



1285 Fern Ridge Parkway  
St. Louis, Missouri 63141-4402

800 237-0028 • 314 991-2440  
[www.mitchellhumphrey.com](http://www.mitchellhumphrey.com)

April 15, 2021

Ms. Becka Hunt  
City of Spokane  
West 808 Spokane Falls Boulevard  
Spokane, Washington 99201-3344

Dear Becka:

Below is the breakdown for your annual maintenance and support fee for the period July 1, 2021 through June 30, 2022.

General Ledger and related modules	\$22,105.00
Budget Ledger	9,860.00
Accounts Payable	9,400.00
Accounts Receivable-Invoicing	12,135.00
Purchasing and related modules	21,895.00
FMS-EXEC	2,800.00
Test Account	9,265.00
FMS Productivity Suite	4,255.00
AP ACH Wire Transfer	835.00
Credit Card Processing	<u>1,710.00</u>
Total Maintenance	\$94,260.00

The invoice is included with this letter.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Cindy Bari'.

Cindy Bari  
Secretary-Treasurer

Enclosure

**License Information:**[New search](#) [Back to results](#)

**Entity name:** MITCHELL HUMPHREY & CO.

**Business name:** MITCHELL HUMPHREY & CO

**Entity type:** [Profit Corporation](#)

**UBI #:** 603-237-502

**Business ID:** 001

**Location ID:** 0001

**Location:** Active

**Location address:** 1285 FERN RIDGE PKWY STE 140  
SAINT LOUIS MO 63141-4409

**Mailing address:** 1285 FERN RIDGE PKWY STE 140  
SAINT LOUIS MO 63141-4409

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State status:** [Click here](#)

**Endorsements**

Endorsements held at this l	License #	Count	Details	Status	Expiration da	First issuance
<a href="#">Spokane General Business - Non-Resident</a>	T12010792BUS			<a href="#">Active</a>	Nov-30-2021	Oct-15-2012



Governing people	Title
HUMPHREY, KATHLEEN A.	
SCHAEFER, KIM A.	
WOLPERT, THOMAS M.	
The Business Lookup information is updated nightly. Search date and time: 4/16/2021 2:34:42 PM	

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**Check if your browser is supported**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/26/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AssuredPartners Cornerstone LLC 721 Emerson Road Suite 500 St Louis MO 63141		<b>CONTACT NAME:</b> Johanna Winfield <b>PHONE (A/C, No, Ext):</b> (314) 373-2900 <b>FAX (A/C, No):</b> (314) 373-2901 <b>E-MAIL ADDRESS:</b> johannaw@cornerstoneinsurancegroup.com	
<b>INSURED</b> Mitchell Humphrey & Co. 1285 Fern Ridge Parkway Suite 140 St. Louis MO 63141		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Sentinel Insurance Company, LTD <b>INSURER B:</b> Hartford Underwriters Insurance Co. <b>INSURER C:</b> Axis Surplus Ins Co <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 11000 30104	

**COVERAGES** **CERTIFICATE NUMBER:** CL20122616828 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			84SBAPC2547	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			84SBAPC2547	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired/Non-owned \$ 1,000,000
	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			84SBAPC2547	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	84WECBH0776	01/01/2021	01/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Tech E&O and Cyber Liability/Data Breach			P0010000238230203	07/01/2020	07/01/2021	Aggregate 2,000,000 Per Claim 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

City of Spokane MIS Department  
808 W. Spokane Falls Blvd.  
7th Floor  
Spokane

WA 99201-3344

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

J. Cody Wilson

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## ADDITIONAL COVERAGES

Ref #	Description BLANKET 30 Day Notice for Als	Coverage Code	Form No.	Edition Date
Limit 1 Included	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description Employment Practices Liability	Coverage Code	Form No.	Edition Date
Limit 1 10,000	Limit 2 1,000	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description Hired/borrowed	Coverage Code HRDBD	Form No.	Edition Date
Limit 1 1,000,000	Limit 2	Limit 3	Deductible Amount 1,000	Deductible Type Flat
Premium				

Ref #	Description Experience Mod Factor 1	Coverage Code EXP01	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				

Ref #	Description	Coverage Code	Form No.	Edition Date
Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type
Premium				



# Agenda Sheet for City Council Meeting of:

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

OPR 2021-0407

**Renews #**

**Submitting Dept**

INNOVATION & TECHNOLOGY

**Cross Ref #**

RES 2018-0043,

**Contact Name/Phone**

MICHAEL 625-6468

**Project #**

**Contact E-Mail**

MSLOON@SPOKANECITY.ORG

**Bid #**

**Agenda Item Type**

Contract Item

**Requisition #**

CR22623

**Agenda Item Name**

5300 ACCELA ANNUAL MAINTENANCE & SUPPORT

## **Agenda Wording**

A contract with Accela as sole source for annual maintenance and support of City's Permitting & Licensing software and authorizing staff to execute a two year contract; July 1, 2021 - June 30, 2023. Contract amount for 2021 is \$194,791.28 with tax.

## **Summary (Background)**

This contract is necessary in order to obtain software upgrades and Accela Help Desk support. The Accela system is utilized by several City departments and processes one-time and renewable permits and licenses. Accela is the only authorized firm to provide maintenance services on this software system.

Lease? NO

Grant related? NO

Public Works? NO

## **Fiscal Impact**

## **Budget Account**

Expense \$ 194,791.28

# 5300-73300-18850-54820 (2021)

Expense \$ 200,440.23

# 5300-73300-18850-54820 (2022)

Select \$

#

Select \$

#

## **Approvals**

## **Council Notifications**

**Dept Head**

SLOON, MICHAEL

**Study Session\Other**

6/7/21 Public Safety

**Division Director**

FINCH, ERIC

**Council Sponsor**

CM Michael Cathcart

**Finance**

BUSTOS, KIM

## **Distribution List**

**Legal**

ODLE, MARI

Accounting - ywang@spokanecity.org

**For the Mayor**

ORMSBY, MICHAEL

Contract Accounting - aduffey@spokanecity.org

## **Additional Approvals**

Legal - modle@spokanecity.org

**Purchasing**

WAHL, CONNIE

Purchasing - cwahl@spokanecity.org

IT - itadmin@spokanecity.org

Tax & Licenses

contractsadmin@accela.com; CC:





**Continuation of Wording, Summary, Budget, and Distribution**

**Agenda Wording**

Contract amount for 2022 is \$200,440.23 including tax. The total contact amount is \$395,231.51 including tax.

**Summary (Background)**

**Fiscal Impact**

Select      \$

Select      \$

**Budget Account**

#

#

**Distribution List**


# Briefing Paper

## Public Safety and Community Committee

<b>Division &amp; Department:</b>	Innovation and Technology Services Division
<b>Subject:</b>	Accela Annual Support and Upgrades
<b>Date:</b>	June 7, 2021
<b>Author (email &amp; phone):</b>	Michael Sloon, <a href="mailto:msloon@spokanecity.org">msloon@spokanecity.org</a> , 625-6468
<b>City Council Sponsor:</b>	CM Michael Cathcart
<b>Executive Sponsor:</b>	Eric Finch and Michael Sloon
<b>Committee(s) Impacted:</b>	Sustainable Resources Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Accela Annual Software Maintenance and Support  Utilizing Budget Account #5300 73300 18850 54820
<b>Strategic Initiative:</b>	Sustainable Resources
<b>Deadline:</b>	June 30, 2021
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Ongoing support and upgrades

Background/History:

Accela supports the City's Permitting and Licensing software, which is utilized by several departments. Accela is the only supplier of this licensing. 2020 contracted amount was \$189,127.87. The price difference for 2021 is the annual contract increase not to exceed 2.99%.

Executive Summary:

- Contract with Accela for Annual Software Maintenance and Support of the City's Permitting & Licensing System.
- Requesting \$194,612.58 including tax for the renewal of this contract for year 2021
- Requesting \$200,256.34 including tax for the renewal of this contract for year 2022.
- Total two year contract request is \$394,868.92
- Term is July 1, 2021 – June 30, 2023

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☒ Yes ☐ No

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required:

Known challenges/barriers:



**City of Spokane**

**CONTRACT**

Title: **ANNUAL MAINTENANCE AND SUPPORT  
OF PERMITTING AND LICENSING SOFTWARE**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **ACCELA, INC.**, whose address is 2633 Camino Ramon, Suite 500, San Ramon, California 94583, as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. **PERFORMANCE.** The Company will provide Annual Maintenance and Support of the City of Spokane's Permitting and Licensing Software, in accordance with Company's Renewal Order Form, Quote No. Q-22773, attached as Exhibit B, and as governed by the Company's Software License Agreement, attached as Exhibit C, each of which are incorporated herein. Company has been deemed a Sole Source Provider in accordance with RES 2018-0043. In the event of a discrepancy between the documents this City Contract controls.
2. **CONTRACT TERMS.** The Contract shall begin July 1, 2021, and run through June 30, 2023, unless amended by written agreement or terminated earlier under the provisions. This Contract may be renewed on an annual basis by written agreement of the parties not to exceed three additional one year renewals.
3. **COMPENSATION.** The City shall pay the Company **ONE HUNDRED NINETY FOUR THOUSAND, SEVEN HUNDRED NINETY-ONE AND 28/100 DOLLARS (\$194,791.28)**, including tax, for 2021; and **TWO HUNDRED THOUSAND, FOUR HUNDRED FORTY AND 23/100 DOLLARS (\$200,440.23)**, including tax, for 2022, for a total contract amount of **THREE HUNDRED NINETY FIVE THOUSAND, TWO HUNDRED THIRTY-ONE AND 51/100 DOLLARS (\$395,231.51)**, including tax for everything furnished and done under this Contract.
4. **PAYMENT.** The Company shall send its application for payment to Innovation and Technology Services Division, Administration Office, Seventh Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Contractor's application except as provided by state law.
5. **COMPLIANCE WITH LAWS.** Each party shall comply with all applicable federal, state, and local laws and regulations.
6. **ASSIGNMENTS.** This Contract is binding on the parties and their heirs, successors, and

assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent.

7. AMENDMENTS. This Contract may be amended at any time by mutual written agreement.

8. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, 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 Contract.

9. TERMINATION. Reserved.

10. INSURANCE. During the term of the Agreement, the Company shall maintain in force at its own expense, the following insurance coverages:

- 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
- 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 contract. It shall provide that the City, its officers and employees are additional insureds, but only with respect to the Contractor's services to be provided under this contract;
  - i. Acceptable supplementary Umbrella insurance coverage, combined with the Company's General Liability insurance policy must be a *minimum* of \$1,000,000, in order to meet the insurance coverages required under this Contract;
- 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 the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company 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 sixty (60) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. INDEMNIFICATION. Subject to the Limitation of Liability set forth in Exhibit C, Company 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 the Company's gross negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs attributable to such claims; provided that City provides (a) Company notice of such claim as soon practical and in no event

later than would reasonably permit Company to respond to such claim, (b) reasonable cooperation to Company, at City's expense, in the defense and/or settlement of such claim and (c) the sole and exclusive control of the defense, litigation and settlement of such claim. 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 the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the gross negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company 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 for a period of one (1) year.

12. DEBARMENT AND SUSPENSION. The Contractor 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.

13. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

14. STANDARD OF PERFORMANCE. The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.

15. NONDISCRIMINATION. 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 Contract 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. The Company agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Company.

16. BUSINESS REGISTRATION REQUIREMENT. 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. The Company 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 the Company 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.

17. AUDIT / RECORDS. The Company and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract.

The Company and its subcontractors 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 Contract, the federal law shall prevail.

18. CONFIDENTIALITY/PUBLIC RECORDS. Notwithstanding anything to the contrary, City will maintain the confidentiality of Company's materials and information only to the extent that is legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Company's materials or information and the City determines there are exemptions only the Company can assert, City will endeavor to give Company notice. Company, at its own expense, will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Company does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

19. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

**ACCELA, INC.**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

Attachments that are part of this Agreement:

Exhibit A – Certificate Regarding Debarment

Exhibit B – Company's Renewal Order From, Quote No. Q-22773

Exhibit C – Company's Software Licensing Agreement

21-084

**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.

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name of Subrecipient / Contractor / Consultant (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Program Title (Type or Print)
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Title of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date (Type or Print)



2633 Camino Ramon, Suite 500  
San Ramon, CA, 94583

Proposed by: Becky O'Brien  
Contact Phone: (925) 359-3334  
Contact Email: robrien@accela.com  
Quote ID: Q-22773  
Valid Through: 6/30/2021  
Currency: USD

## Renewal Order Form

### Address Information

#### Bill To:

City of Spokane  
808 West Spokane Falls Blvd  
Spokane, Washington 99201  
United States

#### Ship To:

City of Spokane  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201  
United States

Billing Name: IT Admin  
Billing Email: ITAdmin@spokanecity.org

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Citizen Access Maintenance and Support	Year 1	7/1/2021	6/30/2022	12	\$0.06	197,400	\$12,289.05
Accela GIS Maintenance and Support	Year 1	7/1/2021	6/30/2022	12	\$173.93	200	\$34,786.27
Accela Wireless Maintenance and Support	Year 1	7/1/2021	6/30/2022	12	\$685.57	50	\$34,278.73
Accela Land Management Site License Maintenance and Support	Year 1	7/1/2021	6/30/2022	12	\$48,676.80	1	\$48,676.80
Accela Licensing and Case Management Site License Maintenance and Support	Year 1	7/1/2021	6/30/2022	12	\$48,676.75	1	\$48,676.75
<b>TOTAL:</b>							<b>\$178,707.60</b>

Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Citizen Access Maintenance and Support	Year 2	7/1/2022	6/30/2023	12	\$0.06	197,400	\$12,645.43
Accela GIS Maintenance and Support	Year 2	7/1/2022	6/30/2023	12	\$178.98	200	\$35,795.07
Accela Wireless Maintenance and Support	Year 2	7/1/2022	6/30/2023	12	\$705.46	50	\$35,272.81
Accela Land Management Site License Maintenance and Support	Year 2	7/1/2022	6/30/2023	12	\$50,088.43	1	\$50,088.43



Services	Year	Start Date	End Date	Term (Months)	Price	Qty	Net Total
Accela Licensing and Case Management Site License Maintenance and Support	Year 2	7/1/2022	6/30/2023	12	\$50,088.38	1	\$50,088.38
<b>TOTAL:</b>							<b>\$183,890.12</b>

**Pricing Summary**

Period	Net Total
Year 1	\$ 178,707.60
Year 2	\$ 183,890.12
<b>Total</b>	<b>\$ 362,597.72</b>

**Renewal Terms/Information:**

General Information							
Governing Agreement(s)	This Order Form will be governed by the applicable terms and conditions. If those terms and conditions are non-existent, have expired or have otherwise been terminated, the following terms at <a href="https://www.accela.com/terms/">https://www.accela.com/terms/</a> will govern as applicable, based on the Customer's purchase.						
Order Terms							
Order Start Date	<p>Unless otherwise specified in the Special Order Terms:</p> <ul style="list-style-type: none"> <li>• Software Licenses &amp; Subscriptions start on the date of delivery by Accela;</li> <li>• Hosting and Support start on Accela's delivery of the software hosted and/or supported;.</li> </ul>						
Order Duration	<p>Unless otherwise specified in the Special Order Terms:</p> <ul style="list-style-type: none"> <li>• Subscriptions continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). Thereafter Subscriptions automatically renew annually as calculated from Order Start Date of Customer's first Subscription purchase.</li> <li>• Any Software Licenses or Hardware are one-time, non-refundable purchases.</li> <li>• Hosting and Support continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months).</li> <li>• Professional Services continue for the duration as outlined in the applicable Statement of Work, Exhibit or the Governing Agreement, as applicable.</li> </ul>						
Special Order Terms	<p>This Order Form replaces all previous order forms for the terms listed above and will govern the Software, Maintenance, and/or Services items listed on this Order Form.</p> <ul style="list-style-type: none"> <li>• In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.</li> <li>• For Software Licenses, Accela may terminate this Order Form in the event the Software is phased out across Accela's customer base. In such event, Accela will provide Customer sufficient advance notice and the parties will mutually agree to a migration plan for converting Customer to another Accela generally-available offering with comparable functionality.</li> <li>• During the term of these Maintenance and Support Services, the City of Spokane will have the option to transition to a SaaS environment with Accela. As part of that transition, and upon execution of an Agreement and initial delivery of the SaaS environment, Accela will credit any prepaid maintenance and support fees remaining in the relevant annual term towards the new SaaS term. Accela will provide an additional credit of maintenance and support fees in accordance with the following calculation:</li> </ul> <table> <tr> <th><u>Year in Which Agreement is Executed</u></th><th><u>Additional Credit Provided by Accela</u></th></tr> <tr> <td>1</td><td>15% credit of Year One annual maintenance and support fees already paid</td></tr> <tr> <td>2</td><td>10% credit of Year Two annual maintenance and support fees already paid</td></tr> </table>	<u>Year in Which Agreement is Executed</u>	<u>Additional Credit Provided by Accela</u>	1	15% credit of Year One annual maintenance and support fees already paid	2	10% credit of Year Two annual maintenance and support fees already paid
<u>Year in Which Agreement is Executed</u>	<u>Additional Credit Provided by Accela</u>						
1	15% credit of Year One annual maintenance and support fees already paid						
2	10% credit of Year Two annual maintenance and support fees already paid						

Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoice for the Grand Total \$ above will be issued on the Order Start Date.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable <b>net 30 days</b> .
Special Payment Terms	None unless otherwise specified in this location.

Purchase Order	If Customer requires PO number on invoices, it <b>must</b> be provided below and Customer <b>must</b> provide a copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.
	PO#

Signatures	
Accela, Inc.	Customer
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date:



## EXHIBIT C

### ACCELA SOFTWARE LICENSE AGREEMENT

This Accela Software License Agreement (the "**Agreement**") is entered into as of the date of the applicable Order, as defined below, that incorporates these terms (the "**Effective Date**") by and between Accela, Inc. and the entity identified in such Order ("**Customer**").

#### 1. DEFINITIONS.

1.1 "**Authorized User**" means one named employee (identified by a unique email address), contractor or agent of Customer for whom Customer has purchased a license to the Software and who is authorized by Customer to access and use the Software under the rights granted to Customer pursuant to this Agreement.

1.2 "**Consulting Services**" means packaged or time and materials consulting, review, training or other services (but excluding Software and Support Services) delivered by Accela to Customer pursuant an Order. The current description of the Consulting Services Policy is available at [www.accela.com/terms/](http://www.accela.com/terms/).

1.3 "**Customer Data**" means the content, materials, and data that Customer, Authorized Users, and External Users enter in conjunction of their use of the Software. Customer Data does not include any component of the Software or material provided by or on behalf of Accela.

1.4 "**Documentation**" means the then-current technical and functional user documentation in any form made generally available by Accela for Software.

1.5 "**External Users**" means third party users of the Software that access the public -facing interfaces of the Software to submit queries and requests to facilitate communications between such third party and Customer.

1.6 "**Intellectual Property Rights**" means any patent rights (including, without limitation, patent applications and disclosures), copyrights, trade secrets, know-how, and any other intellectual property rights, in all cases whether or not registered or registrable and recognized in any country or jurisdiction in the world.

1.7 "**License Period**" means the duration of Customer's authorized use of the Software as designated in the Order, unless terminated earlier as set forth in this Agreement.

1.8 "**Order**" means an Accela order form or other mutually acceptable document fully executed between Customer and Accela that incorporates this Agreement.

1.9 "**Software**" means any licensed software and Documentation that Accela uses or makes available as pursuant to an Order.

1.10 "**Support Services**" means those technical and help services provided by Accela in accordance with the respective Software Support Services Policy (On-Prem) located at [www.accela.com/terms/](http://www.accela.com/terms/).

1.11 "**Support Period**" means the period for which Customer has purchased Support Services, as set forth in the applicable Order Form.

1.12 "**Third Party Software**" means any software supplied to Accela by any party other than Accela included in the Software and may be available without charge for use, modification or distribution.

#### 2. SOFTWARE LICENSE AND PROPRIETARY RIGHTS.



2.1 License Grant. Subject to Customer's compliance with the terms and conditions of this Agreement, Accela grants to Customer a limited, nonexclusive, nontransferable, non-sublicensable, revocable right and license to use the Software for internal business purposes only during the License Period and for the quantity of units as designated in the Order to permit: (i) Authorized Users to access and use the internal and administrative interfaces of the Software in accordance with the Documentation to support Customer's internal business purposes and (ii) its External Users the ability to access and use the publicly available interfaces to submit requests and information to Customer.

2.2 Support Services. During the Support Period, Accela shall provide to Customer the Support Services specified in the Order and shall make all commercially reasonable efforts to attain the service levels as specified in the Support Services. Customer grants Accela a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use or incorporate into its software or services any suggestions or other feedback provided by Customer or Authorized Users.

2.3 Purchasing Consulting Services. Customer may purchase Consulting Services from Accela by executing an Order for such services. All prices are exclusive of travel and expenses, which will be invoiced at actual cost, without markup, and will comply with the Consulting Services Policy or as otherwise agreed in the applicable Order. If applicable, one Consulting Services day shall be equal to eight (8) hours.

2.4 Restrictions on Use. Except as otherwise expressly provided in this Agreement, Customer shall not and shall not permit others to: (i) use or access the Software in any manner except as expressly permitted by the Agreement, including but not limited to, in a manner that circumvents contractual usage restrictions set forth in this Agreement; (ii) license, sub-license, sell re-sell, rent, lease, transfer, distribute or time share or otherwise make any portion of the Software available for access by third parties except as otherwise expressly provided herein; (iii) use the Software in a way that: (a) violates or infringes upon the rights of a third party; or (b) store or transmit of libelous, tortious, or otherwise unlawful material or malicious code or viruses; (iv) create derivative works, reverse engineer, decompile, disassemble, copy, or otherwise attempt to derive source code or other trade secrets from or about any of the Software (except to and only to the extent such rights are proscribed by law); (v) interfere with or disrupt the security, integrity, operation, or performance of the Software; (vi) access, use or provide access or use to the Software for the purposes of competitive analysis, the development, provision, or use of a competing software, SaaS or product or any other purpose that is to Accela's detriment or commercial disadvantage, (vii) provide access to the Software to competitors of Accela, (viii) access or use components of the Software not licensed by Customer; (ix) use or allow the use of, the Software by anyone located in, under the control of, or that is a national or resident of a U.S. embargoed country or territory or by a prohibited end user under Export Control Laws (as defined in Section 12.3, Compliance with Laws); (x) remove, delete, alter, or obscure any trademarks, Documentation, warranties, or disclaimers, or any copyright, trademark, patent, or other intellectual property or proprietary rights notices from any Software; or (xi) access or use the Software in, or in association with, the design, construction, maintenance, or operation of any hazardous environments, systems, or applications, any safety response systems or other safety-critical applications, or any other use or application in which the use or failure of the Software could lead to personal injury or severe physical or property damage.

2.5 Ownership and Proprietary Rights. Accela retains all Intellectual Property Rights, including all rights, title and license to the Software, Support Services, and Consulting Services, any related work product of the foregoing and all derivative works thereof by whomever produced. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the Software, Support Services or Consulting Services.

2.6 Customer's Responsibilities. Customer will be solely responsible for: (i) minimum systems requirements as set forth in the Documentation; (ii) for meeting, at a minimum, all industry standard and legal security requirements to prevent unauthorized access to the Software and Customer Data; (iii) Authorized Users' compliance with this Agreement and for any other activity (whether or not authorized by Customer); (iv) the accuracy, quality, integrity



and legality of Customer Data and External Users use of the Software interface; and (v) use of the Software, Support Services and Consulting Services only in accordance with the applicable Documentation, laws and government regulations.

### 3. PAYMENT TERMS.

3.1 Purchases Directly from Accela. Customer will be invoiced for those amounts and at prices set forth in an Order (an "**Invoice**"). All invoices are due and payable net thirty (30) days from the date of the applicable invoice. All amounts payable to Accela under this Agreement shall be paid by Customer in full, without any setoff, deduction, debit, or withholding for any reason. Any late payments shall be subject to an additional charge of the lesser of 1.5% per month or the maximum permitted by law. All fees are exclusive of any taxes, levies, duties, withholding or similar governmental assessments of any nature (collectively, "**Taxes**"). If any such Taxes are owed or payable for such transactions, they shall be paid separately by Customer without set-off to the fees due Accela.

3.2 Purchases from Authorized Resellers. Where Customer has purchased any products or services through a reseller, subject to these terms, any separate payment arrangements and terms shall be exclusively through such reseller and Accela is not a party to such transactions. Accela's sole obligations are set forth herein and Customer acknowledges that its rights hereunder may be terminated for non-payment to such third party.

4. **CONFIDENTIALITY.** As used herein, "**Confidential Information**" means all confidential information disclosed by a one party to this Agreement to the other party of this Agreement whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. However, Confidential Information will not include any information that: (i) is or becomes generally known to the public without breach of any obligation owed to the disclosing party; (ii) was known to the receiving party prior to its disclosure without breach of any obligation owed to the disclosing party; (iii) is received without restriction from a third party without breach of any obligation owed to the disclosing party; or (iv) was independently developed by the receiving party. Each party will use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) not to disclose or use any Confidential Information except as permitted herein and will limit access to Confidential Information to those of its employees, contractors and agents who need such access for purposes consistent with this Agreement and who are bound to protect such Confidential Information consistent with this Agreement. The receiving party may disclose Confidential Information if it is compelled by law to do so, provided the receiving party gives the disclosing party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the disclosing party's request and cost, to contest, limit, or protect the disclosure.

### 5. WARRANTIES AND DISCLAIMERS.

5.1 Software Warranty. Accela warrants that during the first ninety (90) days following the delivery of the Software, the Software shall materially perform in accordance with the applicable Documentation. Customer's sole and exclusive remedy and Accela's entire liability for any breach of the foregoing warranty, Accela will use commercially reasonable efforts to: (a) repair the Software in question; (b) replace the Software in question with that of substantially similar functionality; or, after making all commercially reasonable attempts to do the foregoing (c) terminate the applicable Software license and refund the fees paid for such Software subject to Customer's ceasing all use of and, if requested by Accela, returning to Accela all copies of the Software. If Accela repairs or replaces the Software, the warranty will continue to run from the original delivery date and not from Customer's receipt of the repair or replacement. The remedies set forth in this Section 5.1 are Customer's sole remedies and Accela's sole liability under the limited warranty set forth in this Section 5. The foregoing does not apply and becomes null and void if Customer breaches any material provision of this Agreement, or if Customer, any Authorized User, or any other person provided access to the Software by Customer or any Authorized User, whether or not in violation of this Agreement: (i) installs or uses the Software on or in connection with any hardware or software not specified in the Documentation; (ii) modifies or damages the Software; or (iii) misuses



the Software, including any use of the Software other than as specified in the Documentation or expressly authorized by Accela in writing.

**5.2 Consulting Services Warranty.** For ninety (90) days from the applicable delivery, Accela warrants that Consulting Services shall be performed in a professional and workmanlike manner. As Customer's sole and exclusive remedy and Accela's entire liability for any breach of the foregoing warranty, Accela will use commercially reasonable efforts to (a) re-perform the Consulting Services in a compliant manner; or, after making all commercially reasonable attempts to do the foregoing (b) refund the fees paid for the non-compliant Consulting Services.

**5.3 Disclaimers.** EXCEPT AS EXPRESSLY PROVIDED HEREIN, ACCELA MAKES NO WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, SECURITY, FITNESS FOR A PARTICULAR PURPOSE OR NON- INFRINGEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

**5.4 Cannabis-Related Activities.** If Customer purchases any Software for use with any cannabis related activities, the following additional disclaimers shall apply: Accela is considered a software service provider to its customers and not a cannabis-related business or agent thereof. In addition to the foregoing, Accela only retains Software fees of this Agreement from its Customer for general software services, a state or local government agency, and does not retain these fees from any type of External Users. It is the sole responsibility of the Customer to offer state law compliant services, which may be coordinated and facilitated through the use of the Software. Accela makes no representations, promises, or warranties with respect to the legality, suitability, or otherwise regarding any third party provider, including partners, and have no responsibility or liability with respect to services provided to Customer by such third parties.

**6. INDEMNIFICATION.** Accela will defend (or at Accela's option, settle) any third party claim, suit or action brought against Customer to the extent that it is based upon a claim that the Software, as furnished by Accela hereunder, infringes or misappropriates the Intellectual Property Rights of any third party, and will pay any costs, damages and reasonable attorneys' fees attributable to such claim that are finally awarded against Customer, provided that Customer provides (a) Accela notice of such claim as soon practical and in no event later than would reasonably permit Accela to respond to such claim, (b) reasonable cooperation to Customer, at Accela's expense, in the defense and/or settlement of such claim and (c) the sole and exclusive control of the defense, litigation and settlement of such claim. In the event that Accela reasonably believes, in its sole discretion, that such claim may prevail or that the usage of the Accela Software and Services may be joined, Accela may seek to (a) modify the Accela Software and Services such that it will be non-infringing (provided such modification does not materially reduce the functionality or performance of Customer's installed instance), (b) replace the applicable Software and Support Services so that it is non-fringing that provides substantially similar functionality and performance, or, if the first two options are not commercially practicable, (c) terminate the remainder of the License Period for the Software, and refund any pre-paid, unused fees. Accela will have no liability under this Section 6 to the extent for any claims arising from: (i) any combination of the Accela Software and Services with products, services, methods of a third party; (ii) a modification of the Accela Software and Services that were either implemented by anyone other than Accela or implemented by Accela in accordance with Customer specifications (iii) any use of the Accela Software and Services in a manner that violates this Agreement or the instructions given to Customer by Accela; (iv) a version of the Accela Software and Services other than the current, fully patched version, provided such updated version would have avoided the infringement; or (v) Customer's breach of this Agreement. THIS SECTION 6 STATES THE ENTIRE OBLIGATION OF ACCELA AND ITS LICENSORS WITH RESPECT TO ANY ALLEGED OR ACTUAL INFRINGEMENT OR MISAPPROPRIATION OF INTELLECTUAL PROPERTY RIGHTS RELATED TO THIS AGREEMENT.

**7. LIMITATION OF LIABILITY.** EXCEPT AS PROHIBITED BY LAW, ANY LIABILITY ARISING OUT OF EITHER PARTY'S LIABILITY FOR DEATH OR PERSONAL INJURY OR CUSTOMER'S BREACH OF SECTION 2, NEITHER PARTY'S AGGREGATE LIABILITY FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SERVICE, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF





LIABILITY, SHALL EXCEED THE TOTAL AMOUNT PAID BY CUSTOMER HEREUNDER IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE INCIDENT. EXCEPT AS PROHIBITED BY LAW, ANY LIABILITY ARISING OUT OF CUSTOMER'S BREACH OF SECTION 2 OR EITHER PARTY'S LIABILITY FOR DEATH OR PERSONAL INJURY, IN NO EVENT SHALL EITHER PARTY OR ANY OTHER PERSON OR ENTITY INVOLVED IN CREATING, PRODUCING, OR DELIVERING THE SERVICE BE LIABLE FOR ANY INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, LOSS OF DATA OR LOSS OF GOODWILL, SERVICE INTERRUPTION, COMPUTER DAMAGE OR SYSTEM FAILURE OR THE COST OF SUBSTITUTE PRODUCTS OR SERVICES, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR FROM THE USE OF OR INABILITY TO USE THE SOFTWARE OR SERVICES, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR ANY OTHER LEGAL THEORY. THE FOREGOING EXCLUSIONS APPLY WHETHER OR NOT A PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGE, AND EVEN IF A LIMITED REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.

## **8. THIRD PARTY SERVICES.**

8.1 Third Party Services. Customer may choose to obtain a product or service from a third party that is not directly provided by Accela as a component of the Software ("Third Party Services") and this may include third party products resold by Accela. Accela assumes no responsibility for, and specifically disclaims any liability, warranty or obligation with respect to, any Third Party Service or the performance of the Software (including Accela's service level commitment) when the Software is used in combination with or integrated with Third Party Services.

8.2 Embedded Third Party Software. Third Party Software may be embedded in the Accela proprietary Software that is branded as Accela and sublicensed directly to Customer under this Agreement. Other Third Party Software is provided to Customer subject to a Third Party Software license, which is available from Accela at Customer's request. Customer will have no recourse against Accela with respect to the Third Party Software unless Accela is the stated licensor and then only to the extent expressly provided for in this Agreement. Customer is solely responsible to do whatever is necessary or required by the third party licensor for the licenses and related terms to take effect (e.g. online registration).

## **9. TERM AND TERMINATION.**

9.1 Agreement Term. The term of this Agreement begins on the Effective Date and will remain in effect until all License Periods expire or until this Agreement is otherwise terminated in accordance with the terms hereof, whichever occurs first (the "**Term**"). This Agreement may be renewed at any time by execution of an Order Form referencing this Agreement, and any such renewal will be deemed part of the "**Term**" hereunder.

9.2 Termination or Suspension for Cause. A party may terminate this Agreement for cause upon thirty (30) days' written notice to the other party of a material breach if such breach remains uncured at the expiration of such thirty (30) day period. Either party may terminate immediately if the other party files for bankruptcy or becomes insolvent. Should Customer terminate this Agreement for cause, Accela will refund a pro-rata portion of unused, pre-paid fees.

9.3 Effect of Termination. Upon expiration or termination of this Agreement for any reason, (i) all rights granted to Customer under this Agreement shall terminate, (ii) Customer will immediately stop use of the Software and destroy all copies of the Software within Customer's possession and control; and (iii) each receiving party will return or destroy, at the disclosing party's option, the disclosing party's Confidential Information in the receiving party's possession or control.

9.4 Surviving Provisions. Sections 1 (Definitions), 2.5 (Ownership and Proprietary Rights), 4 (Confidentiality), 5.3 (Disclaimer), 7 (Limitation of Liability), 9.3 (Effect of Termination), 9.4(Surviving Provisions), and 10 (General Provisions) will survive any termination or expiration of this Agreement.

## **10. GENERAL.**



10.1 Notice. Except as otherwise specified in this Agreement, all notices, permissions and approvals hereunder will be in writing and will be deemed to have been given upon: (i) personal delivery, (ii) three (3) days after sending registered, return receipt requested, post or (iii) one day after sending by commercial overnight carrier. Notices will be sent to the address specified by the recipient in writing when entering into this Agreement.

10.2 Governing Law and Jurisdiction. This Agreement and any action related thereto will be governed by the laws of the State of California without regard to its conflict of laws provisions. The exclusive jurisdiction and venue of any action related to the subject matter of this Agreement will be the state and federal courts located in the Northern District of California and each of the parties hereto waives any objection to jurisdiction and venue in such courts.

10.3 Compliance with Laws. Each party will comply with all applicable laws and regulations with respect to its activities under this Agreement including, but not limited to, export laws and regulations of the United States and other applicable jurisdictions. Further, in connection with the services performed under this Agreement and Customer's use of the Software, the parties agree to comply with all applicable anti-corruption and anti-bribery laws, statutes, and regulations.

10.4 Assignment. Customer may not assign or transfer this Agreement, whether by operation of law or otherwise, without the prior written consent of Accela, which shall not be unreasonably withheld. Any attempted assignment or transfer, without such consent, will be null and void. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

10.5 Publicity. Notwithstanding anything to the contrary, each party will have the right to publicly announce the existence of the business relationship between parties without disclosing the specific terms of the Agreement.

10.6 Miscellaneous. No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in effect. Accela will not be liable for any delay or failure to perform under this Agreement to the extent such delay or failure results from circumstances or causes beyond the reasonable control of Accela. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or similar relationship between the parties. This Agreement, including any attachments hereto as mutually agreed upon by the parties, constitute the entire agreement between the parties concerning its subject matter and it supersedes all prior communications, agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by a duly authorized representative of each party against whom the modification, amendment or waiver is to be asserted. Notwithstanding any language to the contrary, no additional or conflicting terms or conditions stated in any of Customer's purchase order documentation or otherwise will be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void.

**License Information:**[New search](#) [Back to results](#)**Entity name:** ACCELA, INC.**Business name:** ACCELA, INC.**Entity type:** [Profit Corporation](#)**UBI #:** 601-082-422**Business ID:** 001**Location ID:** 0003**Location:** Active**Location address:** 2633 CAMINO RAMON STE 500  
SAN RAMON CA 94583-9149**Mailing address:** 2633 CAMINO RAMON STE 500  
SAN RAMON CA 94583-9149**Excise tax and reseller permit status:** [Click here](#)**Secretary of State status:** [Click here](#)**Endorsements**

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance
<a href="#">Spokane General Business - Non-Resident</a>	T12048499BUS			<a href="#">Active</a>	Jan-31-2022	Oct-15-2012



**Governing people****Title**

HAGGARTY, AARON

KOVACS, GARY

WILSON, ROBERT (BOBBY)

**Registered Trade Names****Registered trade names****Status****First issued**

SIERRA COMPUTER SYSTEMS, INC.

Active

Nov-15-2007

The Business Lookup information is updated nightly. Search date and time: 4/15/2021 9:39:40 AM

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**Check if your browser is supported**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/6/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABD Insurance & Financial Services 777 Mariners Island Blvd Suite 250 San Mateo, CA 94404  www.theabdteam.com	<b>CONTACT NAME:</b> Cert Request <b>PHONE (A/C, No, Ext):</b> 650-488-8565 <b>E-MAIL ADDRESS:</b> TechCertRequest@theabdteam.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Accela, Inc. 2633 Camino Ramon Suite 500 San Ramon CA 94583	<b>INSURER A:</b> Federal Insurance Company	<b>NAIC #</b> 20281
	<b>INSURER B:</b> Chubb Indemnity Insurance Company	<b>NAIC #</b> 12777
	<b>INSURER C:</b> AIG Specialty Insurance Company	<b>NAIC #</b> 26883
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

## COVERAGES

**CERTIFICATE NUMBER:** 61572147

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		3604-91-08	9/1/2020	9/1/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7359-95-44	9/1/2020	9/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	7175-62-53	9/1/2020	9/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Errors & Omissions w/ Cyber Retro Date: 1/7/2005			01-812-53-18	9/18/2020	9/1/2021	Limit : \$2,000,000 per claim/aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: All Operations of the Named Insured.  
City of Spokane, its Officers, Employees and Agents are additional insureds to General Liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

City of Spokane  
Attn: Wendy Corbin  
808 West Spokane Falls Boulevard  
Spokane, WA 99201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rod Sockolov

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ACORD 25 (2016/03)

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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

OPR 2021-0408

**Renews #****Submitting Dept**

CITY ATTORNEY

**Cross Ref #****Contact Name/Phone**

MIKE ORMSBY 6287

**Project #****Contact E-Mail**

MORMSBY@SPOKANECITY.ORG

**Bid #****Agenda Item Type**

Contract Item

**Requisition #****Agenda Item Name**

0500 2020 RELICENSING PROGRAM INTERLOCAL AGREEMENT

**Agenda Wording**

Interlocal Agreement with Spokane County and Spokane County Prosecutor to fund and staff the Relicensing Program for 2020.

**Summary (Background)**

This regional program was re-established in 2008 for the purpose of enhancing collection of traffic fine revenue by assisting suspended drivers to regain their license and insurance and pay outstanding fines. Spokane County has traditionally been a year behind in finalizing and approving ILA's. In this instance the program was discontinued at the end of calendar year 2020. In order for the City to bill and be paid the final \$8,922.90 owed to the City, we need to have this ILA in place.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Revenue \$ 8,922.90

# 0500-11220-99999-34133

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

ORMSBY, MICHAEL

**Study Session\Other**

6/7/21 Public Safety

**Division Director****Council Sponsor**

Council Member Kinnear

**Finance**

BUSTOS, KIM

**Distribution List****Legal**

PICCOLO, MIKE

jbingham@spokanecity.org

**For the Mayor**

ORMSBY, MICHAEL

dwhaley@spokanecity.org

**Additional Approvals**

gvasquez@spokanecounty.org

**Purchasing**

lhaskell@spokanecounty.org

ywang@spokanecity.org

NO. 21-0301

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF EXECUTING A  
RELICENSING PROJECT INTERLOCAL  
AGREEMENT AMONG THE COUNTY OF  
SPOKANE, CITY OF SPOKANE, AND SPOKANE  
COUNTY PROSECUTING ATTORNEY FOR  
CALENDAR YEAR 2020

**RESOLUTION**

**WHEREAS**, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County (hereinafter sometimes referred to as the "Board") has the care of County property and management of County funds and business; and

**WHEREAS**, pursuant to the provisions of RCW 36.27.020, the Spokane County Prosecuting Attorney shall prosecute all criminal and civil actions in which the state or the county may be a party; and

**WHEREAS**, pursuant to the provisions of chapter 39.34 RCW, two or more public entities may jointly cooperate between each other to perform functions which each may individually perform; and

**WHEREAS**, pursuant to the above referenced statutory provisions, Spokane County, City of Spokane, and Spokane County Prosecuting Attorney were desirous of entering into an agreement wherein they cooperatively participated in the Relicensing Project for the time frame from January 1, 2020 through December 31, 2020. The purpose of the Relicensing Project was to enhance the collection of traffic fine revenues and reduce the impact of the charge of Driving While License Suspended in the 3<sup>rd</sup> Degree on the criminal justice system; and

**WHEREAS**, Spokane County and as Prosecuting Attorney, Lawrence H. Haskell, timely terminated the agreement on or about September 29, 2020, to end this agreement effective December 31, 2020, and such has occurred and the parties desire entry of this Resolution and Agreement for auditing purposes and contemplate the City of Spokane will act similarly.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Spokane County, pursuant to the provisions of RCW 36.32.120(6), that either the Chairman of the Board or a majority of the Board be and is authorized to execute that agreement termed "RELICENSING PROJECT INTERLOCAL AGREEMENT (January 1, 2020 – December 31, 2020)" wherein Spokane County, City of Spokane, and Spokane County Prosecuting Attorney were cooperatively participating in the Relicensing Project for the time frame January 1, 2020 through December 31, 2020, which project enhanced the collection of traffic fine revenues and reduced the impact of the charge of Driving While License Suspended in the 3<sup>rd</sup> Degree in the criminal justice system.

PASSED AND ADOPTED this 27<sup>th</sup> day of April, 2021.



BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE COUNTY, WASHINGTON

  
JOSH KERNS, CHAIR

  
MARY L. KUNEY, VICE-CHAIR

  
AL FRENCH, COMMISSIONER

ATTEST:

  
Ginna Vasquez, Clerk of the Board

City Clerk's No.

Resolution No.: 21-0301



**Spokane County**  
WASHINGTON

**City of Spokane & Spokane County**

**RELICENSING PROJECT  
INTERLOCAL AGREEMENT**

DATE: *January 1, 2020 - December 31, 2020*

**THIS AGREEMENT** entered into among the CITY OF SPOKANE, a Washington State municipal corporation, having offices for the transaction of business at 808 West Spokane Falls Boulevard, Spokane, Washington 99201, herein after referred to as "CITY", SPOKANE COUNTY, a Washington State political subdivision, having offices for the transaction of business at 1116 West Broadway Avenue, Spokane, Washington 99260, herein after referred to as "COUNTY", and the SPOKANE COUNTY PROSECUTING ATTORNEY, having offices for the transaction of business at 1100 West Mallon, Avenue, Spokane Washington, 99260, hereinafter referred to as "PROSECUTOR", hereinafter individually referred to as a "PARTY" and collectively referred to as the "PARTIES."

**WITNESSETH:**

**WHEREAS**, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners has the care of COUNTY property and management of COUNTY funds and business; and



WHEREAS, pursuant to RCW 36.27.020, the PROSECUTOR shall prosecute all criminal and civil actions in which the state or the county may be a party; and

WHEREAS, pursuant to the provisions of chapter 39.34 RCW, two or more public entities may jointly cooperate between each other to perform functions which each may individually perform.

NOW THEREFORE, the PARTIES hereto agree as follows:

**SECTION NO. 1: PURPOSE.**

The purpose of this Interlocal Agreement is to set forth the terms under which the PARTIES have cooperatively participated in the Relicensing Project ("RP").

**SECTION NO. 2: TERM.**

This Agreement shall begin on January 1, 2020 and continue until December 31, 2020. Any PARTY may terminate this Agreement at any time upon thirty (30) days written notice to each of the other PARTIES. Spokane County and Prosecutor has terminated such agreement on September 29, 2020, and the current Agreement runs through December 31, 2020.

**SECTION NO. 3: SCOPE OF PARTICIPATION / FUNDING.**

Each PARTY shall, either as a direct or in-kind contribution, provide resources to the RP as summarized below and detailed on the attached Schedule "A."

A. General:

1. Although it has anticipated the RP will generate sufficient revenue through the collection of an administrative fee to offset the majority of the expenses associated with its operation, the PARTIES acknowledge that funds and other resources will have to be advanced by the PARTIES to provide for the expenses associated with operation of the RP.
2. Each PARTY shall in 2020 advance and has advanced certain resources to the RP as are summarized below and detailed on the attached Schedule "A."
3. All contributions by the PARTIES to the RP, whether direct or in-kind and whether provided in accordance with or in addition to this Agreement, shall be deemed to constitute an advance to the RP against anticipated revenue generated by the RP administrative fee. All such

contributions shall be recoverable by the advancing PARTY in accordance with Section 4-B of this Agreement.

B. Employees/Salary.

1. The CITY shall contribute and directly pay one hundred percent (100%) of the salary for the Assistant City Prosecutor assigned the RP. The term "salary" shall include all benefits such as medical, dental, life insurance, and disability.
2. The COUNTY shall contribute and directly pay one hundred percent (100%) of the salaries for the PROSECUTOR'S Legal Office Assistant 2 through June 30, 2020 and the PROSECUTOR'S Paralegal II through November 25, 2020. After that the COUNTY shall pay for another position, an Accounting Tech 2 and a Legal Office Assistant 2 part-time, to the remainder of 2020. See included agreed upon schedule:
  - January 2020 - LOA2 (100%) & Paralegal II (100%)
  - February 2020 - LOA2 (100%) & Paralegal II (100%)
  - March 2020 - LOA2 (100%) & Paralegal II (100%)
  - April 2020 - LOA2 (100%) & Paralegal II (100%)
  - May 2020 - LOA2 (100%) & Paralegal II (100%)
  - June 2020 - LOA2 (100%) & Paralegal II (100%)
  - July 2020 - LOA2 (50%); AT2 (50%) & Paralegal II (100%)
  - August 2020 - Paralegal (100%)
  - September 2020 - LOA2 (50%) & Paralegal II (100%)
  - October 2020 - LOA2 (50%) & Paralegal II (100%)
  - November 2020 - LOA2 (50%) & Paralegal II (100% 11/1-11/25/2020)
  - December 2020 - LOA2 (100%)

The term "salaries" shall include all benefits such as medical, dental, life insurance, and disability.

C. Office Space.

1. The RP will be and has been located at the offices of the Spokane City Prosecutor at 909 West Mallon Avenue, Spokane, Washington. The CITY shall contribute the office space for the RP.

D. Office Furniture, Supplies and Equipment.

1. The CITY shall contribute office furniture, computer and telecommunication equipment for all CITY and PROSECUTOR staff provided to the RP, as identified herein. The CITY will contribute individual productivity equipment for the desks of CITY staff assigned to RP, including stapler, 2-hole punch, tape dispenser, scissors, as well as other such items as the CITY may deem appropriate. The PROSECUTOR will contribute individual productivity equipment for the desks of PROSECUTOR staff assigned to RP, including stapler, 2-hole punch, tape dispenser, scissors, as well as other such items as the PROSECUTOR may deem appropriate.
2. The CITY will contribute supplies for RP, which will be directly purchased by the CITY.
3. The CITY will contribute the use of photo-duplication and facsimile transmission equipment.
4. The PROSECUTOR will contribute the use of an additional photo copier.

E. Operational Expenses.

1. The CITY shall contribute the expenses associated with photo-duplication and facsimile transmissions.
2. The PROSECUTOR shall contribute the costs associated with the additional photo copier.
3. The CITY shall contribute the expenses associated with telecommunication line and long-distance charges.
4. The CITY shall contribute the expenses associated with postage.
5. The CITY shall contribute fifty percent (50%) of the expenses associated with the educational component of RP.
6. The PROSECUTOR shall contribute fifty percent (50%) of the expenses associated with the educational component of RP.
7. The CITY will contribute computer network access for CITY and PROSECUTOR employees.
8. The COUNTY will contribute the costs associated with revenue collection.

9. The CITY and COUNTY will contribute the costs associated with clerical support from their respective court clerk's offices.
10. These CITY, COUNTY and PROSECUTOR contributions shall only be through December 31, 2020.

#### **SECTION NO. 4: FINANCING**

##### **A. Budgeting:**

The PARTIES acknowledge that the COUNTY and PROSECUTOR have agreed only to participate and have participated as required in the Agreement through December 31, 2020. The COUNTY and the PROSECUTOR have given timely and appropriate notice to the CITY and has ended this Agreement as of December 31, 2020. Again, the Parties recognize that the PROSECUTOR and the COUNTY have timely notified CITY that they will no longer be a part of this joint program as of December 31, 2020. The Parties acknowledge this document is being approved in 2021 simply to memorialize what has occurred in 2020.

##### **B. Revenue:**

1. The RP will require the payment of a one hundred dollar (\$100.00) administrative fee by each participant in the program.
2. Within thirty (30) days of the end of the first three (3) calendar quarters (March 31, June 30, and September 30) of 2020, the funds collected via the RP administrative shall be dispersed, with fifty percent (50%) of the funds being dispersed to the CITY and fifty percent (50%) of the funds being dispersed to the COUNTY. These percentage splits between the PARTIES are based upon a proposed budget for 2020 showing that the CITY advances approximately forty-five percent (45%) of budgeted costs of RP and the COUNTY advances fifty-five percent (55%) of the budgeted costs of RP. The PARTIES recognize that these percentages will be adjusted consistent with paragraphs 4 and 5 herein. The PARTIES acknowledge attached Schedule "A" is the project expense for the year 2020
3. In January 2020, the CITY and COUNTY/PROSECUTOR shall agree upon the amount each PARTY'S actual contribution to RP from January 1, 2020 through December 31, 2020 and from there determine and agree upon each PARTY'S percent of contribution to the total budget of RP for this time frame as projected and summarized in Schedule "A." The PARTIES

understand that Schedule "A" will be revised to show actual expenditures and when revised will be used as the basis for determining each PARTY'S January 1, 2020 through December 31, 2020 contribution. The PARTIES acknowledge this has taken place.

4. Using the same percent of contribution determined in paragraph 3, the PARTIES shall compute the actual amount of revenue that should be dispersed to each PARTY for the time frame from January 1, 2020 through December 31, 2020. The proceeds from the administrative fee collected during October, November and December of 2020 shall be allocated and disbursed so as to reconcile the actual amount of distributions for the time frame from January 1, 2020 through December 31, 2020 to those determined under the terms of paragraph 3.
5. Payments from participants related to fines, costs, penalties and assessments previously imposed by the Spokane County District Court and the Spokane Municipal Court shall not be considered revenue for the purposes of this Agreement. Such funds will be collected and disbursed by the entity that imposed such fines, costs, penalties, and assessments in accordance with such entity's internal policies.

#### **SECTION NO. 5: EMPLOYMENT**

- A. The CITY shall be responsible for all employment matters regarding the Assistant City Prosecutor.
- B. The PROSECUTOR shall be responsible for all employment matters regarding the legal and clerical support staff positions. The RP Project Coordinator shall advise PROSECUTOR on matters concerning the work performance of PROSECUTOR employees.

#### **SECTION NO. 6: LIABILITY**

- A. The COUNTY shall defend, indemnify, and hold harmless the CITY, its officers, employees and agents, from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the COUNTY/PROSECUTOR, their officers, employees and agents in connection with the Agreement, except to the extent of the negligence of the CITY, its officers, employees, and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the CITY solely on behalf of the COUNTY/PROSECUTOR in connection with this Agreement, the COUNTY shall defend, indemnify, and hold harmless the CITY from any

expenses connected with the defense, settlement, or monetary judgment ensuing from the actions, claims, or proceedings.

- B. Except as provided above, the CITY shall defend, indemnify and hold harmless the COUNTY/PROSECUTOR, their officers, employees and agents, from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the CITY, its officers, employees, and agents in connection with the Agreement, except to the extent of the negligence of the COUNTY/PROSECUTOR. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the COUNTY/PROSECUTOR solely on behalf of the CITY, its officers, employees and agents under the terms of this Agreement, the CITY shall defend, indemnify and hold harmless the COUNTY/PROSECUTOR from any expenses connected with the defense, settlement, or monetary judgment ensuing from the actions, claims, or proceedings.
- C. For the purposes of this section, the RP Project Coordinator shall be deemed to be an agent of both the CITY and the COUNTY/PROSECUTOR.
- D. All PARTIES waive immunity under Title 51 RCW. Industrial Insurance and only as necessary to make this indemnity provision enforceable with respect to claims relating to the death or injury of CITY and/or COUNTY employees acting within the scope of this Agreement. All PARTIES have specifically negotiated this provision.

  
County initials

\_\_\_\_\_  
City initials

#### **SECTION NO. 7: NOTICES**

All notices shall be in writing and served on any of the PARTIES either personally or by certified mail, return receipt requested, at their respective addresses. Notices sent by certified mail shall be deemed served when deposited in the United States mail, postage prepaid.

**CITY:** Mayor or designee  
City of Spokane  
Seventh Floor, City Hall  
808 West Spokane Falls Boulevard  
Spokane, Washington 99201

Copy: City Prosecutor  
909 West Mallon Avenue  
Spokane, Washington 99201

**COUNTY:** County Chief Executive Officer or designee  
Spokane County Courthouse  
1116 West Broadway Avenue  
Spokane, Washington 99260

**PROSECUTOR:** Spokane County Prosecutor  
1100 West Mallon Avenue  
Spokane, Washington 99260

#### **SECTION NO. 8: PROPERTY UPON TERMINATION**

Title to all property acquired by any PARTY in the performance of this Agreement shall remain with the acquiring PARTY upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each PARTY contributing to its acquisition.

#### **SECTION NO. 9: ADMINISTRATION**

No new or separate legal or administrative entity is created to administer the provisions of this Agreement.

#### **SECTION NO. 10: ANTI-KICKBACK**

No officer or employee of the CITY or COUNTY or PROSECUTOR, 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 the Agreement.

#### **SECTION NO. 11: RCW 39.34 REQUIRED CLAUSES**

- A. Purposes: See Section No. 1 above.
- B. Duration: See Section No. 3 above.
- C. Organization of Separate Entity and Its Powers. No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. Responsibilities of the Parties: See provisions above.
- E. Agreement to be Filed: The CITY shall file this Agreement with its City Clerk. The COUNTY shall file this Agreement with its County Auditor or place it on its website or other electronically retrievable public source.

- F. Financing: Each PARTY shall be responsible for the financing of its contractual obligations under its normal budgetary process.
- G. Termination: See Section No. 2 above.
- H. Property Upon Termination. See Section No. 8 above.

## **SECTION NO. 12: MISCELLANEOUS**

- A. Non-Waiver. No waiver by any PARTY of any of the terms of this Agreement shall be construed as a waiver of the same or other rights of that PARTY in the future.
- B. Headings. Headings are inserted for convenience of reference only and are not to be deemed part of or to be used in construing this Agreement.
- C. Entire Agreement. This Agreement contains the entire understanding of the PARTIES. No representations, promises, or agreements not expressed herein have been made to induce any PARTY to sign this Agreement.
- D. Modification. No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.
- E. Assignment. No PARTY may assign its interest in this Agreement without the express written consent of the other PARTIES.
- F. Severability. If any parts, terms or provisions of this Agreement are held by the courts to be illegal, the validity of the remaining portions or provisions shall not be affected and the rights and obligations of the PARTIES shall not be affected in regard to the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement is in conflict with any statutory provision of the State of Washington, then the part, term or provision thereof that may be in conflict shall be deemed inoperative and null and void insofar as it may be in conflict therewith and this Agreement shall be deemed to modify to conform to such statutory provision.
- G. Compliance with Laws. The PARTIES shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this Agreement.
- H. 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, 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.

- I. Venue. This Agreement shall be construed under the laws of Washington State. Any action at law, suit in equity or judicial proceeding regarding this Agreement or any provision hereto shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.
- J. Counterparts. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.
- K. Relationship of the Parties. The PARTIES intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant or representative of any of the PARTIES shall be deemed to be an employee, agent, servant or representative of the other PARTIES for any purpose, and none of them shall be entitled to any benefits to which the other PARTIES' employees are entitled including but not limited to, overtime, retirement benefits, worker's compensation benefits, injury leave or other leave benefits.
- L. No Third-Party Beneficiaries. Nothing in this Agreement is intended to give, or shall give, whether directly or indirectly, any benefit or right, greater than that enjoyed by the general public, to third persons.
- M. Completion: The PARTIES acknowledge the PARTIES completed this Agreement on December 31, 2020.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed on date and year opposite their respective signatures.

ADOPTED by the Board of County Commissioners of Spokane County, Washington this 27th day of April, 2021.



ATTEST:

Ginna Vasquez  
Ginna Vasquez, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS  
OF SPOKANE COUNTY, WASHINGTON

Josh Kerns  
JOSH KERNS, Chair

Mary L. Kuney  
MARY L. KUNEY, Vice-Chair

Al French  
AL FRENCH, Commissioner

PROSECUTOR:

L. H. Haskell  
Lawrence H. Haskell, County Prosecutor

Dated: 4/21/21

Dated: \_\_\_\_\_

CITY OF SPOKANE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

## SCHEDULE "A"

## 2020 Community Relicensing Project Expense

	Expense	Actual City Contribution	Actual County Contribution
<b>City Prosecuting Attorney</b>			
Personnel Expenses			
Asst Prosecutor - Salary	77,603.58	77,603.58	
Asst Prosecutor - Benefits	31,773.88	31,773.88	
City Non-personnel Expenses			
Registration and Travel	217.81	1,306.88	
Equipment			
Publications and Supplies	2,541.57	2,541.57	
Office Space	5,567.30	5,567.30	
<b>Total City Prosecutor Expenses</b>	<b>118,793.21</b>	<b>118,793.21</b>	
<b>County Prosecutor</b>			
Personnel Expenses			
AT2	1,319.69		1,319.69
LOA2 - Salary	28,901.16		28,901.16
Paralegal - Salary	48,317.86		48,317.86
Payroll - Benefits	40,967.16		40,967.16
County Copier			
Lease	810.22		810.22
Copy use	26.27		26.27
<b>Total County Prosecutor Expenses</b>	<b>119,022.67</b>		<b>119,022.67</b>
<b>Total Funding</b>	<b>237,815.88</b>	<b>118,793.21</b>	<b>119,022.67</b>
%	100.00%	49.95%	50.05%

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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

OPR 2013-0681

**Renews #****Submitting Dept**

RISK MANAGEMENT

**Cross Ref #****Contact Name/Phone**

MICHAEL ORMSBY 6287

**Project #****Contact E-Mail**

MORMSBY@SPOKANECITY.ORG

**Bid #****Agenda Item Type**

Contract Item

**Requisition #**

CR22678

**Agenda Item Name**

0410 CONTRACT EXTENSION WITH DAVIES CLAIMS SOLUTIONS

**Agenda Wording**

3 year contract extension with Davies Claims Solutions, formerly ASC, to provide City Claims Management Services.

**Summary (Background)**

The original contract dated October 8, 2013 for Alternative Services Concepts to provide City Claims Management Services was extended until October 31, 2021. The parties wish to enter into another three year extension.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Expense \$ 330,576 - 2021/2022

# 5800-78100-19000-54620

Expense \$ 333,876 - 2022/2023

# 5800-78100-19000-54620

Expense \$ 340,548 - 2023/2024

# 5800-78100-19000-54620

Select \$

#

**Approvals****Council Notifications****Dept Head**

ORMSBY, MICHAEL

**Study Session\Other**

6/7/21 Public Safety

**Division Director**

ORMSBY, MICHAEL

**Council Sponsor**Council Member  
Wilkerson**Finance**

BUSTOS, KIM

**Distribution List****Legal**

ODLE, MARI

Pam.Finch@davies-group.com

**For the Mayor**

ORMSBY, MICHAEL

rkokot@spokanecity.org

**Additional Approvals**

James.Scott@davies-group.com

**Purchasing**

mormsby@spokanecity.org



**City of Spokane**

**CONTRACT EXTENSION**

Title: **CLAIMS MANAGEMENT SERVICES**

This Contract Extension including additional compensation is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **DAVIES CLAIMS SOLUTIONS** formerly **ALTERNATIVE SERVICES CONCEPTS, LLC**, whose address is 1320 Greenway Drive Suite 830 Irving, Texas 75038 as ("**DAVIES**"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein DAVIES agreed to provide for the City CLAIMS MANAGEMENT SERVICES; and*

*WHEREAS, the parties have agreed to extend this Contract for another three (3) year term, thus the Contract time for performance needs to be formally extended by this written document; and*

*NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Contract, dated October 8, 2013 and October 21, 2013, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Contract Extension shall become effective on November 1, 2021.

**3. EXTENSION.**

The Contract is hereby extended and shall run through October 31, 2024.

**4. COMPENSATION.**

The City shall pay ASC a maximum amount not to exceed **THREE HUNDRED THIRTY THOUSAND FIVE HUNDRED SEVENTY ONE AND NO/100 DOLLARS (\$330,571.00)** for the first year of the contract, **THREE HUNDRED THIRTY-THREE THOUSAND EIGHT HUNDRED SEVENTY-SEVEN AND NO/100 DOLLARS (\$333,877.00)** for the second year of the contract,

and **THREE HUNDRED FORTY THOUSAND FIVE HUNDRED FIFTY-FOUR AND NO/100 DOLLARS (\$340,554.00)** for the third year.

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 Contract Extension by having legally-binding representatives affix their signatures below.

**DAVIES CLAIMS SOLUTIONS**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

21-107

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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

OPR 2016-0301

**Renews #****Submitting Dept**GRANTS, CONTRACTS &  
PURCHASING**Cross Ref #****Contact Name/Phone**

SALLY STOPHER 625-6032

**Project #****Contact E-Mail**

SSTOPHER@SPOKANECITY.ORG

**Bid #**

RFP 4229-16

**Agenda Item Type**

Contract Item

**Requisition #**MASTER  
CONTRACT**Agenda Item Name**

5500 GARMENT/LINEN RENTAL AND LAUNDRY SERVICES - ALSCO

**Agenda Wording**

Contract Renewal for Garment/Linen Rental and Laundry Services with ALSCO, Inc. for multiple City Departments. This is a no dollar cap unit price contract based on pricing schedule. Term is 5 years from 7/1/2021 - 6/30/2026.

**Summary (Background)**

Multiple City Departments use these services to support ongoing operations. A Request for Proposals was issued in 2016 for Garment/Linen Rental and Laundry services. Optional use Contracts were awarded to 4 Firms. Department representatives met in early 2021 with consensus to renew all 4 contracts. Renewal is at same pricing, terms, and conditions as original contract. Renewal of Citywide optional use contract is recommended to offer departments a choice due to varying requirements and needs.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Expense \$ no cap unit price contract

# various

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

STOPHER, SALLY

**Study Session\Other**Public Safety Committee  
6 / 7 / 2021**Division Director**

WALLACE, TONYA

**Council Sponsor**

CM Kinnear

**Finance**

BUSTOS, KIM

**Distribution List****Legal**

ODLE, MARI

Contract Accounting - aduffey@spokanecity.org

**For the Mayor**

ORMSBY, MICHAEL

Legal - modle@spokanecity.org

**Additional Approvals**

Purchasing - cwahl@spokanecity.org

**Purchasing**

WAHL, CONNIE

Taxes &amp; Licenses

jkink@alsco.com



## Briefing Paper

### Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Finance Division/Grants, Contracts, and Purchasing Department
<b>Subject:</b>	Garment/Linen Rental and Laundry Contract Renewal
<b>Date:</b>	6/7/2021
<b>Contact (email &amp; phone):</b>	Sally Stopher– sstopher@spokanecity.org - 625-6032
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	Sally Stopher
<b>Committee(s) Impacted:</b>	Multiple Committees
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee meeting.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of 4 Contract renewals to provide ongoing Garment/Linen Rental and Laundry services for multiple Departments.
<p><u>Background/History:</u> In 2016 a Request for Proposals was issued to provide Garment/Linen Rental and Laundry services for multiple Departments. Contracts were awarded to 4 Firms. A committee of Department representatives met in early 2021 to evaluate the current contracts based on price, customer service, etc. Consensus was to renew all 4 contracts. Contract renewals were negotiated and will be at the same pricing, terms, and conditions as the original contracts.</p> <p>Contract renewal with 4 Firms for Garment/Linen Rental and Laundry services for multiple Departments. Firms are Cintas Corporation, Aramark Uniform Services, ALSCO, Inc., and Unifirst Corporation. Contract renewal term is 5 years from 7/1/2021 through 6/30/26. This is a no dollar cap unit price contract based on pricing schedules.</p>	
<p>Executive Summary:</p> <p><i>Impact</i></p> <p>Multiple City Departments use Garment/Linen Rental and Laundry services to support their ongoing operations. Products include coveralls, shirts, pants, high visibility garments, mats, rags, etc. Services include sizing, tracking, cleaning, pick-up, and delivery.</p> <p><i>Action</i></p> <p>Due to varying needs and requirements of Departments, the option of awarding multiple contract renewals allowing departments a choice is recommended.</p>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: Departments budget for this ongoing service</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers: None known.</p>	



**City of Spokane**

**MASTER CONTRACT RENEWAL**

**Title: GARMENT/LINEN RENTAL  
AND LAUNDRY SERVICES**

This Master Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **ALSCO, INC.**, whose address is 1923 North Waterworks, Spokane, Washington 99212 as ("Contractor"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Contractor agreed to provide NON-EXCLUSIVE GARMENT/LINEN RENTAL AND LAUNDRY SERVICES FOR VARIOUS CITY DEPARTMENTS; and*

*WHEREAS, the original Contract needs to be formally renewed by this written Contract Renewal document; and*

*NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Contract, dated July 14, 2016 and July 15, 2016, any previous amendments, renewals and / or extensions / thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE TERM.**

This Contract Renewal shall become effective on June 1, 2021 and shall run through May 31, 2026.

**3. COMPENSATION.**

The City shall compensate the Contractor in accordance with Request for Proposal, Proposal Response, and Attachment A - Technical Specifications and Pricing Schedule. Attachment A included herein by reference. Payment will only be made for products or services requested, received, and accepted. This is a unit-price contract with no guarantee of payment amount.

**4. DEBARMENT AND SUSPENSION.**

The Contractor 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.

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 Contract Renewal by having legally-binding representatives affix their signatures below.

**ALSCO, INC.**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

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

Attachment A – Technical Specifications and Pricing Schedule  
Attachment B - Certificate of Debarment

21-076

## ATTACHMENT A

### TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

#### ORIGINAL PRODUCT/EQUIPMENT MANUFACTURER

State name(s) and address(es) of Original Equipment Manufacturer (OEM) and distributors (if applicable) to be used in the production and delivery of your product.

NAME	ADDRESS	ZIP
<b>Mountville Mills 1729 S. Davis Road, Lagrange, GA 30241</b>		
<b>Red Kap 545 Marriott Drive, Nashville, TN 37214</b>		

**Firm must acknowledge each individual specification shown below as follows:**

**A. "To Be Supplied" Column**

Firm will initial when the product offered is equal to or better than the individual specification. State your exact capabilities if different from specification stated or a tolerance is given.

**B. "Exceptions" Column**

Explain all exceptions to specification as stated.

**NOTE: All equivalents (substitutes) require explanation. (Use additional paper with reference to item number and respective question number). The City will determine if an item is acceptable as an equivalent after evaluation.**

ITEM	TO BE SUPPLIED	EXCEPTIONS
<b>1. INDUSTRIAL BUTTON COVERALL</b> 100% cotton, metal buttons on fly front, pointed notched lapel collar, bi-swing back, two breast pockets, two hip pockets, two tool pockets, two set in swing pockets for total of seven pockets, snap cuff, six (6) inch side vent openings to accommodate rolling up of sleeves, bar tacks at stress points, 8.5 oz., postman blue color. Light orange color upon request.	CT  CC16PB	Orange available in snap front
<b>2. INDUSTRIAL ZIP COVERALL</b> 65% polyester/35% combed cotton, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top of neck and bottom of fly, 7.5 oz. twill. –snap cuff	CT10	7.25 OZ
<b>3. INDUSTRIAL INSULATED ZIP COVERALL</b> 65% polyester/35% combed cotton permanent press twill, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top and bottom, leg seam zippers, warm quilted lining, 7.75 oz., –snap cuff, navy	CT30	No rule pocket Gripper lapel No leg seam zippers 7.25 OZ
<b>4. INDUSTRIAL ZIP COVERALL – ENHANCED VISIBILITY</b> 65% polyester/35% combed cotton, bi-swing action back, set-in front "swing	CT10EN	Rule pocket on left leg

pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top of neck and bottom of fly, 7.75 oz. twill. –snap cuff, Scotchlite 3M reflective striping is used to achieve reflectivity, 2-1/2" around chest and back, two rows around thighs.		Gripper top of zipper and lapel 7.25 OZ
<b>5. JUMPSUIT (SPEEDSUIT)</b> Permanent press, 6 oz., 65% polyester/35% combed cotton poplin, long sleeve, elastic waist in back with two pleats, two breast pockets, two lower front pockets and two back pockets, solid brass full front, two-way brass zipper with gripper at the collar, royal blue or similar in color.	CP30	5OZ No back pockets
<b>6. COUNTER COAT (LAB COAT)</b> Full Length (approximately 41 inches), 80% polyester/20% cotton poplin, 5 ¼ oz. with lapels, left breast pocket with additional stitched section to accommodate pen or tweezers, two lower pockets, side vent, five-button front, long sleeve, men's style, white	KP14	
<b>7. SMOCK</b> 80% polyester/20% cotton poplin, extra-long with ¾ sleeves and patch pockets, button up, light blue.	TP31	
<b>8. SHOP COAT</b> 65% polyester/35% combed cotton, 7 ½ oz., twill durable press, two breast pockets, two lower pockets, side vents, five gripper front closure, length 44 ½ inches, postman blue and navy blue color.	KT30	7.25OZ 43 ½ inches
<b>9. INDUSTRIAL WORK SHIRT</b> 65% polyester/35% combed cotton, durable press with soil release finish, two pockets, bar tacked top corners, gripper at neck and six buttons, vertical buttons, 4.5 oz. Leno weave, light blue in color.	SP24 SP14	4.25 OZ
<b>10. INDUSTRIAL WORK SHIRT W/ENHANCED VISIBILITY</b> Red Kap Industries product #SP24WM (brand provided for basic specifications) or City approved equal. 65% Polyester/35% cotton 4.25 oz., two button through front pockets, 2-1/2" hi-visibility yellow stripe with 1/2" 3m scotchlite industrial silver striping sewn down the center, 245 square inches of striping, yellow stripe preferred but will consider orange – note if bidding orange. **See "REFLECTIVE STRIPING"	CT	
<b>11. FLAME RESISTANT WORK SHIRT</b> Nomex IIIA, 93% nomex/5% Kevlar/2% other fabric, 4.5 oz. button down flap chest pockets, long sleeve, light blue	CT SND2	
<b>12. INDUSTRIAL WORK PANT</b> 65% polyester/35% combed cotton, 7.5 oz. special twill, heavy-duty brass zipper, crease resistant finish, front slash pockets, button close back pockets, Men or Woman cut, grey or blue	CT PT20	
<b>13. INDUSTRIAL WORK PANT CARGO</b> 65% polyester/35% combed cotton, 7.5 oz. special twill, heavy-duty brass zipper, crease resistant finish, relaxed cut, two large snap-closure cargo pockets on side, slash front pockets, two back pockets. Men's cut, grey or blue	CT PT88	
<b>14. FLAME RESISTANT INDUSTRIAL WORK PANT</b> Nomex IIIA, meets NFPA standard, 93% Nomex/5% Kevlar/2% other fabric,, 7.5 oz., light blue	PNP8	Navy

<b>15. INDUSTRIAL TECHNICIAN JACKET</b> Red Kap #JT22-NV (brand provided for basic specifications) or similar approved by City. 7.25 oz. twill 65% polyester/35% combed cotton, lining 100% polyester, waist length, two piece collar with sewn-in stays and top stitched, durable press, solid brass zipper, two lower slash pockets and utility pocket on left sleeve, permanent lining, waist adjustment for flexibility, navy blue	CT	
<b>16. INDUSTRIAL PERMA-LINED SERVICE JACKET</b> Red Kap #JT50 (brand provided for basic specifications) or similar approved by City. 7.25 oz. twill, shell 65% polyester/35% combed cotton, lining 100% polyester, hip length, two piece collar with sewn-in stays and top stitched, durable press, solid brass zipper, 2 lower on-seam pockets and utility pocket on left sleeve, navy blue	CT	
<b>17. SERVICE JACKET W/ENHANCED VISIBILITY</b> Red Kap Industries product #JT30WM (brand provided for basic specifications) or similar City approved equal. Shell 65% polyester/35% combed cotton, 7.25 oz. twill, lining 100% nylon taffeta face, non-woven back 1/8" foam insulation, 245 square inches of striping, 2-1/2" hi-visibility yellow or orange stripe 1/2" 3M scotchlite industrial silver striping sewn down center, striping across chest and back and down arms, two piece unlined collar, pencil pocket on left sleeve, heavy duty brass zipper, two-button adjustable cuff, two slash pockets, quilted lining, zip in/zip out liner. Yellow striping preferred but will consider orange, note if bidding orange. <b>** See "REFLECTIVE STRIPING" below.</b>	CT	
<b>18. NAME TAGS</b> Embroidered border, sewn lettering or heat transfer lettering, above right pocket on coveralls, coats, smocks, jumpsuits, and other appropriate garments as required.	CT	
<b>19. CITY OF SPOKANE LOGO</b> 2" x 4" embroidered border, sewn lettering or heat transfer lettering, above right pocket on jumpsuits, and other appropriate garments as required.	CT	
<b>** REFLECTIVE STRIPING</b> Scotchlite 9910 reflective striping is used to achieve reflectivity on the Red Kap enhanced visibility garments specified above. The reflectivity of the Scotchlite product may degrade rapidly through multiple industrial cleanings. <b>Therefore, prices are to include the cost of the replacement of the reflective striping at 20 to 25 cleanings.</b> Proposers must also be able to demonstrate a garment tracking and reporting system which will assure the City that the reflective striping will be replaced as required.  If for safety considerations, the City determines that the replacement schedule for the reflective striping should be accelerated, the Firm may negotiate for an immediate price adjustment on the affected items.	CT	
<b>20. BIB APRONS</b> 65% polyester/35% cotton, navy color, with two lower pockets and one upper pencil pocket.		100% Spun Poly
<b>21. ROLL TOWELS</b> 45 yards in length, white or blue	CT	
<b>22. LINT FREE TOWEL</b>		16x28

100% cotton, 17" x 26"		
<b>23. BATH TOWEL</b> 100% cotton, 20" x 40"	CT	
<b>24. SHOP TOWEL</b> 100% cotton terry, 12" x 12" industrial towel	CT	18x18
<b>25. BAR TOWEL/DISH TOWEL</b> 100% cotton terry, 17" x 26", food service quality	CT	
<b>26. DUST MOPS, QUICK CHANGE HEADS, AND FRAMES</b> All mops treated and packaged, quick change head and frame, 5" wide ridged frame, clip on handle, full sleeve head with slotted top, snap flap, slot with snap. Must be color coded by size. Sizes listed in Attachment 3, Group 3.	CT	
<b>27. ENTRY MATS</b> Polyester on rubber/gripper back. Sizes listed in Attachment 3, Group 3.	CT	
Please list standard mat colors available. Black. Brown, Charcoal, Navy, Red, Green	CT	
Please list non-standard colors available at additional cost.		

## PRICING TABLE B

SEE PART 4 "PROPOSAL CONTENT", PARAGRAPH 4.7 "ATTACHMENT 4 PRICING TABLE" FOR INSTRUCTIONS.

GROUP 1: GARMENTS DESCRIPTION		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IF LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
INDUSTRIAL COVERALLS	<b>52</b>		24	<b>0</b>	20.00		.28	100%	257.04
COTTON, BUTTON FRONT		<b>918</b>							
POLY/COTTON, ZIP FRONT	<b>52</b>	As option for above	30	<b>0</b>	18.00		.23	100%	211.14
POLY/COTTON, ENHANCED VISIBILITY, ZIP FRONT	<b>52</b>	As option for above	30	<b>0</b>	40.00		.60	100%	550.80
COTTON, LIGHT ORANGE "LOANER/SEASONAL" (APRIL TO SEPT.)	<b>52</b>	<b>44</b>	24	<b>0</b>	20.00		.28	100%	12.32
INSULATED COVERALL, POLY/COTTON	<b>2XL</b>	<b>95</b>	24	<b>0</b>	45.00		.65	100%	61.75
JUMPSUITS, (SPEEDSUIT), SHORT SLEEVE	<b>2XL</b>	<b>8</b>	30	<b>0</b>	15.00		.25	100%	2.00



<b>GROUP 1: GARMENTS</b>		<b>PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0</b>							
<b>DESCRIPTION</b>									
<b>DESCRIPTION</b>	<b>A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES</b>	<b>B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)</b>	<b>C ITEM STANDARD LIFE (NUMBER OF MONTHS)</b>	<b>C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES</b>	<b>E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)</b>	<b>F PER UNIT PRICE FOR RENTAL ONLY</b>	<b>G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED</b>	<b>H INVEN- TORY % TO BE USED FOR BILLING</b>	<b>I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H )</b>
COUNTER COAT (LAB COAT) -Identify with x: PRESSED [ ] or: - STEAM TUNNEL [ ]	<b>2XL</b>	<b>34</b>	<b>30</b>	<b>0</b>	<b>10.00</b>		<b>.20</b>	<b>100%</b>	<b>6.80</b>
SMOCK -Identify with x: PRESSED [ ] or: - STEAM TUNNEL [ ]	<b>2XL</b>	<b>25</b>	<b>30</b>	<b>0</b>	<b>10.00</b>		<b>.20</b>	<b>100%</b>	<b>5.00</b>
SHOP COAT	<b>52</b>	<b>20</b>	<b>30</b>	<b>0</b>	<b>15.00</b>		<b>.20</b>	<b>100%</b>	<b>4.00</b>
INDUSTRIAL WORK SHIRT , SHORT SLEEVE -Identify with x: PRESSED [ ] or: -STEAM TUNNEL [ ]	<b>2XL</b>	<b>116</b>	<b>30</b>	<b>0</b>	<b>9.00</b>		<b>.20</b>	<b>100%</b>	<b>23.20</b>
INDUSTRIAL WORK SHIRT , LONG SLEEVE Identify with x: - PRESSED [ ] or: -STEAM TUNNEL [ ]	<b>2XL</b>	<b>35</b>	<b>30</b>	<b>0</b>	<b>9.00</b>		<b>.20</b>	<b>100%</b>	<b>7.00</b>
INDUSTRIAL WORK PANTS	<b>44</b>	<b>1351</b>	<b>30</b>	<b>0</b>	<b>10.00</b>		<b>.22</b>	<b>100%</b>	<b>297.22</b>
INDUSTRIAL WORK PANTS, CARGO	<b>44</b>	<b>61</b>	<b>30</b>	<b>0</b>	<b>15.00</b>		<b>.25</b>	<b>100%</b>	<b>15.25</b>
INDUSTRIAL TECHNICIAN JACKET	<b>2XL</b>	<b>51</b>	<b>30</b>	<b>0</b>	<b>16.00</b>		<b>.35</b>	<b>100%</b>	<b>17.85</b>
INDUSTRIAL PERMA-LINED SERVICE JACKET	<b>2XL</b>	<b>166</b>	<b>30</b>	<b>0</b>	<b>17.00</b>		<b>.40</b>	<b>100%</b>	<b>66.40</b>

GROUP 1: GARMENTS		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT							
DESCRIPTION		QUANTITTIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
INDUSTRIAL WORK SHIRT, FLAME RESISTANT, NOMEX, LONG SLEEVE	2XL	409	24	0	60.00		1.25	100%	511.25
INDUSTRIAL WORK PANT, FLAME RESISTANT, NOMEX	44	403	24	0	60.00		1.25	100%	503.75
INDUSTRIAL WORK SHIRT WITH ENHANCED VISIBILITY, REFLECTIVE 3M SCOTCHLITE MATERIAL, 2-1/2 YELLOW STRIPING DOWN ARMS AND AROUND CHEST AND BACK, LONG SLEEVE, GREY	2XL	1214	30	0	19.00		.45	100%	546.30
INDUSTRIAL JACKET WITH ENHANCED VISIBILITY (REFLECTIVE STRIPING)	2XL	228	30	0	17.00		.37	100%	84.36
HIGH VISIBILITY T-SHIRT – LIME COLOR, SHORT SLEEVE (CURRENTLY PURCHASE ONLY)	2XL	303	30	0	15.00		.35	100%	106.05
HIGH VISIBILITY WINTER COAT (LIME COLOR), ZIIPPER, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)	52	105	30	0	57.00		1.20	100%	126.00
HIGH VISIBILITY WINTER COAT LIME COLOR, HOOD, WATERPROOF, ZIIPPER, ZIP IN/OUT LINER ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)	2XL	as option for above	30	0	205.00		3.50	100%	367.50

GROUP 1: GARMENTS		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION									
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)		105							
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)		as option for above							
ALTERATIONS OF INDUSTRIAL COVERALLS (SEE TECHNICAL SPECIFICATIONS, SECTION III)		Unknown			No Charge				
CITY LOGO 2" X 4" APPLIED ON ALL APPLICABLE GARMENTS		Unknown			.50 after Install				
EMBOSSED NAME TAGS APPLIED ON ALL APPLICABLE GARMENTS		Unknown			.50 After Install				
IDENTIFICATION TAGS APPLIED ON INSIDE OF ALL GARMENTS		Unknown			No Charge				
<b>GROUP 1: TOTAL GARMENT COST</b>					Not including currently purchased items			(TOTAL)	3183.43

**\*OTHER CLOTHING/ITEMS APPLICABLE TO GROUP 1 – PURCHASE % 10 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)**

GROUP 2: TOWELS AND LINEN		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT						
DESCRIPTION		QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL RENTAL AND CLEAN COST PER WEEK ( A x F x G)
ROLL TOWELS	40	N/A		10.00		1.50	50%	30.00
COTTON LINT-FREE 17 X 26	unknown	N/A		.50		.08	50%	
BATH TOWEL 22 X 44	150	N/A		1.00		.25	50%	18.75
SHOP TOWEL, COTTON TERRY 12 X 12	2000	N/A		.20		.04	50%	40.00
BAR TOWEL/DISH TOWEL	720	N/A		.25		.08	50%	28.80
POLISH TOWEL 20 X 40, MICROFIBER	150	N/A		.35		.06	50%	4.50
GLASS TOWEL	1200	N/A		.50		.08	50%	48.00
PRINTER TOWEL, BLUE, 18 X 18	100	N/A		.30		.07	50%	3.50
SHEETS 81 X 102	40	N/A		7.00		.30	50%	6.00
PILLOW CASES 42 X 36	10	N/A		1.50		.18	50%	.90
THERMAL BLANKETS, TWIN SIZE	5	N/A		10.00		.25	50%	.50
SEAT COVERS	unknown	N/A						
GROUP 2: TOTAL TOWEL & LINEN COST							(TOTAL)	180.95

\*OTHER ITEMS APPLICABLE TO GROUP 2 – PURCHASE % 10 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

GROUP 3: MISCELLANEOUS DESCRIPTION		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL COST PER WEEK (A x F x G)
ENTRY MATS: STANDARD COLORS:								
2' X 3'	0			20.00		.75		
2' X 4'	0							
3' X 5'	186			25.00		1.25	50%	297.20
3' X 5' SCRAPER	26			25.00		1.25	50%	16.25
3' X 5' SOAKER PADS	10			30.00		1.25	50%	6.25
3' X 10'	75			40.00		2.00	50%	74.00
4' X 6'	200			35.00		1.75	50%	175.00
4' X 8'	0			40.00		1.75	50%	
BIB APRONS	0			4.00		.18	50%	
DUST MOP HEADS: 18"	0			2.00		.43	50%	
24"	30			2.25		.45	50%	6.75
36"	20			2.50		.49	50%	4.90
48"	2			2.75		.55	50%	.55
60"	0			3.50		.80	50%	
WET MOP	25			4.00		1.00	50%	13.00
WET MOP ANIT-MICROBIAL STRING LOOP ENDS	0							
LAUNDRY BAG	60			1.50		0		0

GROUP 3: MISCELLANEOUS		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT						
DESCRIPTION		QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL COST PER WEEK (A x F x G)
LAUNDRY BAG STAND	20			2.50		0		0
WET MOP HANDLE	5			7.00		0		0
DUST MOP FRAMES & HANDLES: 24"	6			5.00		0		0
36"	0			5.25		0		0
42"	0			5.50		0		0
60"	0			6.00		0		0
ROLL TOWEL CABINET – EQUIPPED WITH TOWEL RESTRAINTS	2			20.00		0		0
NITRILE GLOVES	25							
GROUP 3: TOTAL GARMENT COST							(TOTAL)	749.90

\*OTHER ITEMS APPLICABLE TO GROUP 3 – PURCHASE % 10 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

\*MISCELLANEOUS JANITORIAL SERVICES SUCH AS PROVIDING TOILET PAPER, HAND SOAP, URINAL SCREENS, ETC. CAN BE INCLUDED IF REQUESTED BY DEPARTMENT. PROVIDE DISCOUNT PERCENTAGE OFF LIST PRICE TO BE USED FOR ADDING THESE SERVICES:

PURCHASE % 10 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

**ATTACHMENT B**  
**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.

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Subrecipient / Contractor / Consultant (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Program Title (Type or Print)
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Title of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Date (Type or Print)



ALSCINC-01

JANDRUS

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/7/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HUB International Insurance Services Inc. 75 West Towne Ridge Parkway Tower 2, Suite 400 Sandy, UT 84070	<b>CONTACT NAME:</b> Jake Andrus	
	<b>PHONE (A/C, No, Ext):</b> (801) 947-4104	<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> Jake.Andrus@hubinternational.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> ACE American Insurance Company	
	<b>INSURER B:</b> Indemnity Insurance Company of NA	
<b>INSURED</b>  AlSCO Inc. 1923 N. Waterworks Road Spokane, WA 99212	<b>NAIC #</b>	
	22667	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			HDOG2763042A	11/1/2020	11/1/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ISAH08873501	11/1/2020	11/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WLRC6892988A	11/1/2020	11/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The City of Spokane is listed as Additional Insured if required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

City of Spokane  
808 W. Spokane Falls Blvd. 5th Floor  
Spokane, WA 99201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





## License Information:

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

Entity name:	ALSCO INC.
Business name:	AMERICAN LINEN/ALSCO INC
Entity type:	Profit Corporation
UBI #:	278-037-345
Business ID:	001
Location ID:	0007
Location:	Active
Location address:	1923 N WATERWORKS ST SPOKANE WA 99212-1360
Mailing address:	STEINER CORPORATION 1923 N WATERWORKS ST SPOKANE WA 99212
Excise tax and reseller permit status:	<a href="#">Click here</a>
Secretary of State status:	<a href="#">Click here</a>

## Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
------------------------------------	-----------	-------	---------	--------	-----------------	---------------------



Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Chelan General Business Non-Resident	957			Active	Jun-30-2021	Jul-27-2020
Spokane General Business	T12007017BUS			Active	Jun-30-2021	Oct-15-2012

Governing People

May include governing people not registered with Secretary of State

Filter

Governing people	Title
ASHER, ELIZABETH	
BROUGH, RANDALL	
BRYANT, HENRY	
EDGLEY, ROGER	
GINNETTI, JAMES	
HYLAND, JAMES	
KEARNS, JAMES	
LARSON, STEPHEN	
LINDBERG, LISA	
LUND, VICTOR	
MAPLE, SHANDA	
PALUCK, JACKSON	



**Governing people**

**Title**

PASSEY, STEVEN

ROGERS, PIPER

ROGERS, RICHARD

[View Additional Locations](#)

The Business Lookup information is updated nightly. Search date and time: 4/27/2021 12:15:40 PM

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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

OPR 2016-0302

**Renews #****Submitting Dept**GRANTS, CONTRACTS &  
PURCHASING**Cross Ref #****Contact Name/Phone**

SALLY STOPHER 625-6032

**Project #****Contact E-Mail**

SSTOPHER@SPOKANECITY.ORG

**Bid #**

RFP 4229-16

**Agenda Item Type**

Contract Item

**Requisition #**MASTER  
CONTRACT**Agenda Item Name**

5500 GARMENT / LINEN RENTAL AND LAUNDRY SERVICES - ARAMARK

**Agenda Wording**

Contract Renewal for Garment/Linen Rental and Laundry Services with Aramark Uniform Services for multiple City Departments. This is a no dollar cap unit price contract based on pricing schedule. Term is 5 years from 7/1/2021 to 6/30/2026.

**Summary (Background)**

Multiple City Departments use these services to support ongoing operations. A Request for Proposals was issued in 2016 for Garment/Linen Rental and Laundry services. Optional use Contracts were awarded to 4 Firms. Department representatives met in early 2021 with consensus to renew all 4 contracts. Renewal is at same pricing, terms, and conditions as original contract. Renewal of Citywide optional use contract is recommended to offer departments a choice due to varying requirements and needs.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Expense \$ no cap unit price contract

# various

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

STOPHER, SALLY

**Study Session\Other**Public Safety Committee  
6 / 7 / 2021**Division Director**

WALLACE, TONYA

**Council Sponsor**

CM Kinnear

**Finance**

BUSTOS, KIM

**Distribution List****Legal**

ODLE, MARI

Contract Accounting - aduffey@spokanecity.org

**For the Mayor**

ORMSBY, MICHAEL

Legal - modle@spokanecity.org

**Additional Approvals**

Purchasing - cwahl@spokanecity.org

**Purchasing**

WAHL, CONNIE

Taxes &amp; Licenses

sayler-jon@aramark.com

## Briefing Paper

### Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Finance Division/Grants, Contracts, and Purchasing Department
<b>Subject:</b>	Garment/Linen Rental and Laundry Contract Renewal
<b>Date:</b>	6/7/2021
<b>Contact (email &amp; phone):</b>	Sally Stopher– <a href="mailto:sstopher@spokanecity.org">sstopher@spokanecity.org</a> - 625-6032
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	Sally Stopher
<b>Committee(s) Impacted:</b>	Multiple Committees
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee meeting.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of 4 Contract renewals to provide ongoing Garment/Linen Rental and Laundry services for multiple Departments.
<p><u>Background/History:</u> In 2016 a Request for Proposals was issued to provide Garment/Linen Rental and Laundry services for multiple Departments. Contracts were awarded to 4 Firms. A committee of Department representatives met in early 2021 to evaluate the current contracts based on price, customer service, etc. Consensus was to renew all 4 contracts. Contract renewals were negotiated and will be at the same pricing, terms, and conditions as the original contracts.</p> <p>Contract renewal with 4 Firms for Garment/Linen Rental and Laundry services for multiple Departments. Firms are Cintas Corporation, Aramark Uniform Services, ALSCO, Inc., and Unifirst Corporation. Contract renewal term is 5 years from 7/1/2021 through 6/30/26. This is a no dollar cap unit price contract based on pricing schedules.</p>	
<p>Executive Summary:</p> <p><i>Impact</i></p> <p>Multiple City Departments use Garment/Linen Rental and Laundry services to support their ongoing operations. Products include coveralls, shirts, pants, high visibility garments, mats, rags, etc. Services include sizing, tracking, cleaning, pick-up, and delivery.</p> <p><i>Action</i></p> <p>Due to varying needs and requirements of Departments, the option of awarding multiple contract renewals allowing departments a choice is recommended.</p>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: Departments budget for this ongoing service</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers: None known.</p>	



**City of Spokane**

**MASTER CONTRACT RENEWAL**

**Title: GARMENT/LINEN RENTAL  
AND LAUNDRY SERVICES**

This Master Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **ARAMARK UNIFORM SERVICES** whose address is 11511 East Indiana Road, Spokane Valley, Washington 99206 as ("Contractor"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Contractor agreed to provide NON-EXCLUSIVE GARMENT/LINEN RENTAL AND LAUNDRY SERVICES FOR VARIOUS CITY DEPARTMENTS; and*

*WHEREAS, the original Contract needs to be formally renewed by this written Contract Renewal document; and*

*NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Contract, dated April 28, 2016, any previous amendments, renewals and / or extensions / thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE TERM.**

This Contract Renewal shall become effective on June 1, 2021 and shall run through May 31, 2026.

**3. COMPENSATION.**

The City shall compensate the Contractor in accordance with Request for Proposal, Proposal Response, and Attachment A - Technical Specifications and Pricing Schedule. Attachment A included herein by reference. Payment will only be made for products or services requested, received, and accepted. This is a unit-price contract with no guarantee of payment amount.

**4. DEBARMENT AND SUSPENSION.**

The Contractor 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.

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 Contract Renewal by having legally-binding representatives affix their signatures below.

**ARAMARK UNIFORM SERVICES**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

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

Attachment A – Technical Specifications and Pricing Schedule  
Attachment B - Certificate of Debarment

21-073

## ATTACHMENT A

### TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

#### ORIGINAL PRODUCT/EQUIPMENT MANUFACTURER

State name(s) and address(es) of Original Equipment Manufacturer (OEM) and distributors (if applicable) to be used in the production and delivery of your product.

NAME	ADDRESS	ZIP
<u>AUCA (Aramark Uniform Career Apparel</u>	<u>115 N First ST Burbank, CA</u>	<u>91502</u>
<u>VF Imagewear</u>	<u>545 Marriott Dr. Nashville, TN</u>	<u>37214</u>
<u>Universal Overall</u>	<u>1060 W Van Buren Chicago, IL</u>	<u>60607</u>

Firm must acknowledge each individual specification shown below as follows:

#### A. "To Be Supplied" Column

Firm will initial when the product offered is equal to or better than the individual specification. State your exact capabilities if different from specification stated or a tolerance is given.

#### B. "Exceptions" Column

Explain all exceptions to specification as stated.

**NOTE: All equivalents (substitutes) require explanation. (Use additional paper with reference to item number and respective question number). The City will determine if an item is acceptable as an equivalent after evaluation.**

ITEM	TO BE SUPPLIED	EXCEPTIONS
<b>1. INDUSTRIAL BUTTON COVERALL</b> 100% cotton, metal buttons on fly front, pointed notched lapel collar, bi-swing back, two breast pockets, two hip pockets, two tool pockets, two set in swing pockets for total of seven pockets, snap cuff, six (6) inch side vent openings to accommodate rolling up of sleeves, bar tacks at stress points, 8.5 oz., postman blue color. Light orange color upon request.	YES	
<b>2. INDUSTRIAL ZIP COVERALL</b> 65% polyester/35% combed cotton, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top of neck and bottom of fly, 7.5 oz. twill. -snap cuff	YES	
<b>3. INDUSTRIAL INSULATED ZIP COVERALL</b> 65% polyester/35% combed cotton permanent press twill, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top and bottom, leg seam zippers, warm quilted lining, 7.75 oz., -snap cuff, navy	YES	
<b>4. INDUSTRIAL ZIP COVERALL – ENHANCED VISIBILITY</b> 65% polyester/35% combed cotton, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top of neck	YES	



and bottom of fly, 7.75 oz. twill. –snap cuff, Scotchlite 3M reflective striping is used to achieve reflectivity, 2-1/2" around chest and back, two rows around thighs.		
<b>5. JUMPSUIT (SPEEDSUIT)</b> Permanent press, 6 oz., 65% polyester/35% combed cotton poplin, long sleeve, elastic waist in back with two pleats, two breast pockets, two lower front pockets and two back pockets, solid brass full front, two-way brass zipper with gripper at the collar, royal blue or similar in color.	YES	
<b>6. COUNTER COAT (LAB COAT)</b> Full Length (approximately 41 inches), 80% polyester/20% cotton poplin, 5 ¼ oz. with lapels, left breast pocket with additional stitched section to accommodate pen or tweezers, two lower pockets, side vent, five-button front, long sleeve, men's style, white	YES	
<b>7. SMOCK</b> 80% polyester/20% cotton poplin, extra-long with ¾ sleeves and patch pockets, button up, light blue.	YES	
<b>8. SHOP COAT</b> 65% polyester/35% combed cotton, 7 ½ oz., twill durable press, two breast pockets, two lower pockets, side vents, five gripper front closure, length 44 ½ inches, postman blue and navy blue color.	YES	
<b>9. INDUSTRIAL WORK SHIRT</b> 65% polyester/35% combed cotton, durable press with soil release finish, two pockets, bar tacked top corners, gripper at neck and six buttons, vertical buttons, 4.5 oz. Leno weave, light blue in color.	YES	
<b>10. INDUSTRIAL WORK SHIRT W/ENHANCED VISIBILITY</b> Red Kap Industries product #SP24WM (brand provided for basic specifications) or City approved equal. 65% Polyester/35% cotton 4.25 oz., two button through front pockets, 2-1/2" hi-visibility yellow stripe with 1/2" 3m scotchlite industrial silver striping sewn down the center, 245 square inches of striping, yellow stripe preferred but will consider orange – note if bidding orange. **See "REFLECTIVE STRIPING"	YES	
<b>11. FLAME RESISTANT WORK SHIRT</b> Nomex IIIA, 93% nomex/5% Kevlar/2% other fabric, 4.5 oz. button down flap chest pockets, long sleeve, light blue	YES	
<b>12. INDUSTRIAL WORK PANT</b> 65% polyester/35% combed cotton, 7.5 oz. special twill, heavy-duty brass zipper, crease resistant finish, front slash pockets, button close back pockets, Men or Woman cut, grey or blue	YES	
<b>13. INDUSTRIAL WORK PANT CARGO</b> 65% polyester/35% combed cotton, 7.5 oz. special twill, heavy-duty brass zipper, crease resistant finish, relaxed cut, two large snap-closure cargo pockets on side, slash front pockets, two back pockets. Men's cut, grey or blue	YES	
<b>14. FLAME RESISTANT INDUSTRIAL WORK PANT</b> Nomex IIIA, meets NFPA standard, 93% Nomex/5% Kevlar/2% other fabric,, 7.5 oz., light blue	YES	

<b>15. INDUSTRIAL TECHNICIAN JACKET</b> Red Kap #JT22-NV (brand provided for basic specifications) or similar approved by City. 7.25 oz. twill 65% polyester/35% combed cotton, lining 100% polyester, waist length, two piece collar with sewn-in stays and top stitched, durable press, solid brass zipper, two lower slash pockets and utility pocket on left sleeve, permanent lining, waist adjustment for flexibility, navy blue	YES	
<b>16. INDUSTRIAL PERMA-LINED SERVICE JACKET</b> Red Kap #JT50 (brand provided for basic specifications) or similar approved by City. 7.25 oz. twill, shell 65% polyester/35% combed cotton, lining 100% polyester, hip length, two piece collar with sewn-in stays and top stitched, durable press, solid brass zipper, 2 lower on-seam pockets and utility pocket on left sleeve, navy blue	YES	
<b>17. SERVICE JACKET W/ENHANCED VISIBILITY</b> Red Kap Industries product #JT30WM (brand provided for basic specifications) or similar City approved equal. Shell 65% polyester/35% combed cotton, 7.25 oz. twill, lining 100% nylon taffeta face, non-woven back 1/8" foam insulation, 245 square inches of striping, 2-1/2" hi-visibility yellow or orange stripe 1/2" 3M scotchlite industrial silver striping sewn down center, striping across chest and back and down arms, two piece unlined collar, pencil pocket on left sleeve, heavy duty brass zipper, two-button adjustable cuff, two slash pockets, quilted lining, zip in/zip out liner. Yellow striping preferred but will consider orange, note if bidding orange. <b>** See "REFLECTIVE STRIPING" below.</b>	YES	
<b>18. NAME TAGS</b> Embroidered border, sewn lettering or heat transfer lettering, above right pocket on coveralls, coats, smocks, jumpsuits, and other appropriate garments as required.	YES	
<b>19. CITY OF SPOKANE LOGO</b> 2" x 4" embroidered border, sewn lettering or heat transfer lettering, above right pocket on jumpsuits, and other appropriate garments as required.	YES	
<b>** REFLECTIVE STRIPING</b> Scotchlite 9910 reflective striping is used to achieve reflectivity on the Red Kap enhanced visibility garments specified above. The reflectivity of the Scotchlite product may degrade rapidly through multiple industrial cleanings. <b>Therefore, prices are to include the cost of the replacement of the reflective striping at 20 to 25 cleanings.</b> Proposers must also be able to demonstrate a garment tracking and reporting system which will assure the City that the reflective striping will be replaced as required.  If for safety considerations, the City determines that the replacement schedule for the reflective striping should be accelerated, the Firm may negotiate for an immediate price adjustment on the affected items.	YES	
<b>20. BIB APRONS</b> 65% polyester/35% cotton, navy color, with two lower pockets and one upper pencil pocket.	YES	
<b>21. ROLL TOWELS</b> 45 yards in length, white or blue	YES	
<b>22. LINT FREE TOWEL</b> 100% cotton, 17" x 26"	YES	

<b>23. BATH TOWEL</b> 100% cotton, 20" x 40"	YES	
<b>24. SHOP TOWEL</b> 100% cotton terry, 12" x 12" industrial towel	YES	
<b>25. BAR TOWEL/DISH TOWEL</b> 100% cotton terry, 17" x 26", food service quality	YES	
<b>26. DUST MOPS, QUICK CHANGE HEADS, AND FRAMES</b> All mops treated and packaged, quick change head and frame, 5" wide ridged frame, clip on handle, full sleeve head with slotted top, snap flap, slot with snap. Must be color coded by size. Sizes listed in Attachment 3, Group 3.	YES	
<b>27. ENTRY MATS</b> Polyester on rubber/gripper back. Sizes listed in Attachment 3, Group 3.	YES	
Please list standard mat colors available. <b>Black, Blue, Red, Brown, Dark Grey</b>		
Please list non-standard colors available at additional cost. <b>A full line of custom colors are available including logo mats.</b>		

## PRICING TABLE B

**SEE PART 4 "PROPOSAL CONTENT", PARAGRAPH 4.7 "ATTACHMENT 4 PRICING TABLE" FOR INSTRUCTIONS.**

GROUP 1: GARMENTS DESCRIPTION		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
INDUSTRIAL COVERALLS									
COTTON, BUTTON FRONT		<b>918</b>	36		25.00		.35	100	321.30
POLY/COTTON, ZIP FRONT		As option for above			25.00		.35	100	
POLY/COTTON, ENHANCED VISIBILITY, ZIP FRONT		As option for above			25.00		.35	100	
COTTON, LIGHT ORANGE "LOANER/SEASONAL" (APRIL TO SEPT.)		<b>44</b>	36		30.00		.35	100	30.80
INSULATED COVERALL, POLY/COTTON		<b>95</b>	36		35.00		.40	100	76.00
JUMPSUITS, (SPEEDSUIT), SHORT SLEEVE		<b>8</b>	36		35.00		.40	100	6.40

GROUP 1: GARMENTS		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION									
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
COUNTER COAT (LAB COAT) -Identify with x: PRESSED [ ] or: - STEAM TUNNEL [ ]		34	60		12.00		.25	100	17.00
SMOCK -Identify with x: PRESSED [ ] or: - STEAM TUNNEL [ ]		25	60		12.00		.25	100	12.50
SHOP COAT		20	60		12.00		.25	100	10.00
INDUSTRIAL WORK SHIRT , SHORT SLEEVE -Identify with x: PRESSED [ ] or: -STEAM TUNNEL [ ]		116	60		8.50		.25	100	58.00
INDUSTRIAL WORK SHIRT , LONG SLEEVE Identify with x: - PRESSED [ ] or: -STEAM TUNNEL [ ]		35	60		8.50		.25	100	17.50
INDUSTRIAL WORK PANTS		1351	60		10.00		.25	100	337.75
INDUSTRIAL WORK PANTS, CARGO		61	60		10.00		.25	100	30.50
INDUSTRIAL TECHNICIAN JACKET		51	60		25.00		.35	100	35.70
INDUSTRIAL PERMA-LINED SERVICE JACKET		166	60		25.00		.35	100	58.10



GROUP 1: GARMENTS		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION									
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
INDUSTRIAL WORK SHIRT, FLAME RESISTANT, NOMEX, LONG SLEEVE		409	60		55.00		.45	100	184.05
INDUSTRIAL WORK PANT, FLAME RESISTANT, NOMEX		403	60		55.00		.45	100	181.35
INDUSTRIAL WORK SHIRT WITH ENHANCED VISIBILITY, REFLECTIVE 3M SCOTCHLITE MATERIAL, 2-1/2 YELLOW STRIPING DOWN ARMS AND AROUND CHEST AND BACK, LONG SLEEVE, GREY		1214	60		30.00		.35	100	424.90
INDUSTRIAL JACKET WITH ENHANCED VISIBILITY (REFLECTIVE STRIPING)		228	60		35.00		.35	100	79.80
HIGH VISIBILITY T-SHIRT – LIME COLOR, SHORT SLEEVE (CURRENTLY PURCHASE ONLY)		303			30.00				
HIGH VISIBILITY WINTER COAT (LIME COLOR), ZIPPER, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)		105			65.00				
HIGH VISIBILITY WINTER COAT LIME COLOR, HOOD, WATERPROOF, ZIPPER, ZIP IN/OUT LINER ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)		as option for above							

<b>GROUP 1: GARMENTS</b>		<b>PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT</b>							
<b>DESCRIPTION</b>		<b>QUANTITTIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0</b>							
<b>DESCRIPTION</b>	<b>A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES</b>	<b>B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)</b>	<b>C ITEM STANDARD LIFE (NUMBER OF MONTHS)</b>	<b>C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES</b>	<b>E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)</b>	<b>F PER UNIT PRICE FOR RENTAL ONLY</b>	<b>G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED</b>	<b>H INVEN- TORY % TO BE USED FOR BILLING</b>	<b>I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)</b>
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)		105			75.00				
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)		as option for above			100.00				
ALTERATIONS OF INDUSTRIAL COVERALLS (SEE TECHNICAL SPECIFICATIONS, SECTION III)		Unknown			N/C				
CITY LOGO 2" X 4" APPLIED ON ALL APPLICABLE GARMENTS		Unknown			N/C				
EMBOSSSED NAME TAGS APPLIED ON ALL APPLICABLE GARMENTS		Unknown			N/C				
INDENTIFICATION TAGS APPLIED ON INSIDE OF ALL GARMENTS		Unknown			N/C				
<b>GROUP 1: TOTAL GARMENT COST</b>								<b>(TOTAL)</b>	<b>1881.05</b>

**\*OTHER CLOTHING/ITEMS APPLICABLE TO GROUP 1 – PURCHASE % 25 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)**

GROUP 2: TOWELS AND LINEN DESCRIPTION		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITTIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL RENTAL AND CLEAN COST PER WEEK ( A x F x G)
ROLL TOWELS	40	N/A		12.00		.45	100	36.00
COTTON LINT-FREE 17 X 26	unknown	N/A		.25		.05	100	
BATH TOWEL 22 X 44	150	N/A		.25		.09	100	27.00
SHOP TOWEL, COTTON TERRY 12 X 12	2000	N/A		.25		.04	100	160.00
BAR TOWEL/DISH TOWEL	720	N/A		.25		.04	100	57.50
POLISH TOWEL 20 X 40, MICROFIBER	150	N/A		.25		.10	100	30.00
GLASS TOWEL	1200	N/A		.25		.10	100	120.00
PRINTER TOWEL, BLUE, 18 X 18	100	N/A		.25		.15	100	12.00
SHEETS 81 X 102	40	N/A		4.50		.15	100	12.00
PILLOW CASES 42 X 36	10	N/A		1.50		.08	100	1.60
THERMAL BLANKETS, TWIN SIZE	5	N/A		15.00		.50	100	5.00
SEAT COVERS	unknown			5.50		.15	100	
GROUP 2: TOTAL TOWEL & LINEN COST							(TOTAL)	461.10

\*OTHER ITEMS APPLICABLE TO GROUP 2 – PURCHASE % 25 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)



GROUP 3: MISCELLANEOUS DESCRIPTION		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL COST PER WEEK (A x F x G)
ENTRY MATS: STANDARD COLORS:								
2' X 3'	0			25.00			50	
2' X 4'	0			25.00			50	
3' X 5'	186	N/A		35.00		.90	50	83.70
3' X 5' SCRAPER	26	N/A		35.00		.90	100	32.50
3' X 5' SOAKER PADS	10	N/A		35.00		1.25	50	6.25
3' X 10'	75	N/A		35.00		1.25	50	67.50
4' X 6'	200	N/A		45.00		1.40	50	140.00
4' X 8'	0	N/A						
BIB APRONS	0	N/A						
DUST MOP HEADS: 18"	0	N/A						
24"	30	N/A		5.00		.40	50	6.00
36"	20	N/A		5.00		.40	50	4.00
48"	2	N/A		5.00		.50	50	.50
60"	0	N/A						
WET MOP	25	N/A		12.00		.80	50	10.00
WET MOP ANIT-MICROBIAL STRING LOOP ENDS	0							
LAUNDRY BAG	60	N/A						

GROUP 3: MISCELLANEOUS DESCRIPTION		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL COST PER WEEK (A x F x G)
LAUNDRY BAG STAND	20				N/C			
WET MOP HANDLE	5				N/C			
DUST MOP FRAMES & HANDLES: 24"	6				N/C			
36"	0				N/C			
42"	0				N/C			
60"	0				N/C			
ROLL TOWEL CABINET – EQUIPPED WITH TOWEL RESTRAINTS	2			95.00	N/C			
NITRILE GLOVES	25			85.00				
GROUP 3: TOTAL GARMENT COST							(TOTAL)	

\*OTHER ITEMS APPLICABLE TO GROUP 3 – PURCHASE % 25 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

\*MISCELLANEOUS JANITORIAL SERVICES SUCH AS PROVIDING TOILET PAPER, HAND SOAP, URINAL SCREENS, ETC. CAN BE INCLUDED IF REQUESTED BY DEPARTMENT. PROVIDE DISCOUNT PERCENTAGE OFF LIST PRICE TO BE USED FOR ADDING THESE SERVICES:

PURCHASE % 25 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

**ATTACHMENT B**  
**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.

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Subrecipient / Contractor / Consultant (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Program Title (Type or Print)
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Title of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Date (Type or Print)



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)  
05/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37205191 USA	<b>CONTACT NAME:</b> Willis Towers Watson Certificate Center <b>PHONE (A/C No. Ext):</b> 1-877-945-7378 <b>FAX (A/C No):</b> 1-888-467-2378 <b>E-MAIL ADDRESS:</b> certificates@willis.com														
<b>INSURED</b> Aramark Uniform & Career Apparel, LLC Including WearGuard and Crest Divisions 115 N. First Street Burbank, CA 91502	<table border="1"> <thead> <tr> <th data-bbox="815 426 1430 447">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1430 426 1563 447">NAIC #</th> </tr> </thead> <tbody> <tr> <td data-bbox="815 447 1430 478"><b>INSURER A:</b> ACE American Insurance Company</td> <td data-bbox="1430 447 1563 478">22667</td> </tr> <tr> <td data-bbox="815 478 1430 510"><b>INSURER B:</b> Indemnity Insurance Company of North Ameri</td> <td data-bbox="1430 478 1563 510">43575</td> </tr> <tr> <td data-bbox="815 510 1430 541"><b>INSURER C:</b></td> <td data-bbox="1430 510 1563 541"></td> </tr> <tr> <td data-bbox="815 541 1430 573"><b>INSURER D:</b></td> <td data-bbox="1430 541 1563 573"></td> </tr> <tr> <td data-bbox="815 573 1430 604"><b>INSURER E:</b></td> <td data-bbox="1430 573 1563 604"></td> </tr> <tr> <td data-bbox="815 604 1430 632"><b>INSURER F:</b></td> <td data-bbox="1430 604 1563 632"></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> ACE American Insurance Company	22667	<b>INSURER B:</b> Indemnity Insurance Company of North Ameri	43575	<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
INSURER(S) AFFORDING COVERAGE	NAIC #														
<b>INSURER A:</b> ACE American Insurance Company	22667														
<b>INSURER B:</b> Indemnity Insurance Company of North Ameri	43575														
<b>INSURER C:</b>															
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

## COVERAGES

CERTIFICATE NUMBER: W20901435

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	Y		HDO G71447753	10/01/2020	10/01/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included
	<input checked="" type="checkbox"/> <b>Liquor Liability</b>						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> <b>Vendors Liability</b>						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMP/OP AGG \$ Unlimited
A	<b>AUTOMOBILE LIABILITY</b>	Y		ISA H25305954	10/01/2020	10/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> AUTOS ONLY						\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N	N/A	WLR C67459568	10/01/2020	10/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

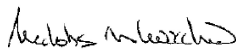
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability and Auto Liability policies are non-cancellable. Workers' Compensation notices of cancellation are in accordance with each state law. Products/Completed Operations and Contractual Liability are included under General Liability. Self-Insured for Auto Physical Damage.

The City of Spokane is included as Additional Insured per policy terms & conditions.

## CERTIFICATE HOLDER

## CANCELLATION

The City of Spokane 808 W. Spokane Falls Blvd Spokane, WA 99201	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 
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ACORD 25 (2016/03)

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SR ID: 21077189

BATCH: 2087146



## License Information:

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**Entity name:** ARAMARK UNIFORM & CAREER APPAREL, LLC

**Business name:** ARAMARK

**Entity type:** Limited Liability Company

**UBI #:** 600-631-323

**Business ID:** 001

**Location ID:** 0011

**Location:** Active

**Location address:** 115 N 1ST ST  
BURBANK CA 91502-1866

**Mailing address:** 5880 NOLENSVILLE PIKE  
NASHVILLE TN 37211-6502

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State status:** [Click here](#)

## Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
------------------------------------	-----------	-------	---------	--------	-----------------	---------------------



Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Cheney General Business - Non-Resident	BUS2010-167			Active	May-31-2022	Jan-15-2019
Ferndale General Business - Non-Resident	333			Active	May-31-2022	Jun-24-2020
Goldendale General Business - Non-Resident	000028.0			Active	May-31-2022	Feb-08-1999
Kalama General Business - Non-Resident				Active	May-31-2022	Apr-15-2020
Montesano General Business - Non-Resident	2457			Active	Dec-31-2021	May-12-2021
Raymond General Business - Non-Resident	85			Active	May-31-2022	Jun-03-2020

Governing People

May include governing people not registered with Secretary of State

Governing people	Title
ARAMARK UNIFORM AND CAREER APP,	

Registered Trade Names

Registered trade names	Status	First issued
ARAMARK UNIFORM & CAREER APPAREL, LLC	Active	Dec-15-2017

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## License Information:

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

**Entity name:** ARAMARK UNIFORM & CAREER APPAREL, LLC

**Business name:** ARAMARK UNIFORM SERVICES

**Entity type:** Limited Liability Company

**UBI #:** 600-631-323

**Business ID:** 001

**Location ID:** 0008

**Location:** Active

**Location address:** 11511 E INDIANA RD  
SPOKANE VALLEY WA 99206-6623

**Mailing address:** 115 N FIRST ST  
BURBANK CA 91502-1856

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State status:** [Click here](#)

## Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
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Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Colville General Business - Non-Resident	001900.0			Active	May-31-2022	Jun-01-2009
Kirkland General Business - Non-Resident				Active	May-31-2022	Feb-25-2020
Spokane General Business - Non-Resident				Active	May-31-2022	Oct-18-2018
Spokane Valley General Business				Active	May-31-2022	Oct-23-2018

Governing People

May include governing people not registered with Secretary of State

Governing people	Title
ARAMARK UNIFORM AND CAREER APP,	

Registered Trade Names

Registered trade names	Status	First issued
ARAMARK UNIFORM & CAREER APPAREL, LLC	Active	Dec-15-2017

[View Additional Locations](#)

The Business Lookup information is updated nightly. Search date and time: 6/9/2021 11:41:47 AM



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

06/21/2021

**Date Rec'd**

6/10/2021

**Clerk's File #**

OPR 2016-0303

**Renews #****Submitting Dept**GRANTS, CONTRACTS &  
PURCHASING**Cross Ref #****Contact Name/Phone**

SALLY STOPHER 625-6032

**Project #****Contact E-Mail**

SSTOPHER@SPOKANECITY.ORG

**Bid #**

RFP 4229-16

**Agenda Item Type**

Contract Item

**Requisition #**MASTER  
CONTRACT**Agenda Item Name**

GARMENT / LINEN RENTAL AND LAUNDRY SERVICES - CINTAS

**Agenda Wording**

Contract Renewal for Garment/Linen Rental and Laundry Services with Cintas Corporation No. 3 for multiple City Departments. This is a no dollar cap unit price contract based on pricing schedule. Term is 5 years from 7/1/2021 - 6/30/2026.

**Summary (Background)**

Multiple City Departments use these services to support ongoing operations. A Request for Proposals was issued in 2016 for Garment/Linen Rental and Laundry services. Optional use Contracts were awarded to 4 Firms. Department representatives met in early 2021 with consensus to renew all 4 contracts. Renewal is at same pricing, terms, and conditions as original contract. Renewal of Citywide optional use contract is recommended to offer departments a choice due to varying requirements and needs.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Expense \$ no cap unit price contract

# various

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

STOPHER, SALLY

**Study Session\Other**Public Safety Committee  
6 / 7 / 2021**Division Director**

WALLACE, TONYA

**Council Sponsor**

CM Kinnear

**Finance**

BUSTOS, KIM

**Distribution List****Legal**

ODLE, MARI

Contract Accounting - aduffey@spokanecity.org

**For the Mayor**

ORMSBY, MICHAEL

Legal - modle@spokanecity.org

**Additional Approvals**

Purchasing - cwahl@spokanecity.org

**Purchasing**

WAHL, CONNIE

Taxes &amp; Licenses

averya2@cintas.com

# Briefing Paper

## Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Finance Division/Grants, Contracts, and Purchasing Department
<b>Subject:</b>	Garment/Linen Rental and Laundry Contract Renewal
<b>Date:</b>	6/7/2021
<b>Contact (email &amp; phone):</b>	Sally Stopher– <a href="mailto:sstopher@spokanecity.org">sstopher@spokanecity.org</a> - 625-6032
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	Sally Stopher
<b>Committee(s) Impacted:</b>	Multiple Committees
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee meeting.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of 4 Contract renewals to provide ongoing Garment/Linen Rental and Laundry services for multiple Departments.
<p><u>Background/History:</u> In 2016 a Request for Proposals was issued to provide Garment/Linen Rental and Laundry services for multiple Departments. Contracts were awarded to 4 Firms. A committee of Department representatives met in early 2021 to evaluate the current contracts based on price, customer service, etc. Consensus was to renew all 4 contracts. Contract renewals were negotiated and will be at the same pricing, terms, and conditions as the original contracts.</p> <p>Contract renewal with 4 Firms for Garment/Linen Rental and Laundry services for multiple Departments. Firms are Cintas Corporation, Aramark Uniform Services, ALSCO, Inc., and Unifirst Corporation. Contract renewal term is 5 years from 7/1/2021 through 6/30/26. This is a no dollar cap unit price contract based on pricing schedules.</p>	
<p>Executive Summary:</p> <p><i>Impact</i></p> <p>Multiple City Departments use Garment/Linen Rental and Laundry services to support their ongoing operations. Products include coveralls, shirts, pants, high visibility garments, mats, rags, etc. Services include sizing, tracking, cleaning, pick-up, and delivery.</p> <p><i>Action</i></p> <p>Due to varying needs and requirements of Departments, the option of awarding multiple contract renewals allowing departments a choice is recommended.</p>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: Departments budget for this ongoing service</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers: None known.</p>	



**City of Spokane**

**MASTER CONTRACT RENEWAL**

**Title: GARMENT/LINEN RENTAL  
AND LAUNDRY SERVICES**

This Master Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **CINTAS CORPORATION NO. 3**, whose address is 3808 North Sullivan Road, Building #N1, Spokane Valley, Washington 99216 as ("Contractor"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Contractor agreed to provide NON-EXCLUSIVE GARMENT/LINEN RENTAL AND LAUNDRY SERVICES FOR VARIOUS CITY DEPARTMENTS; and*

*WHEREAS, the original Contract needs to be formally renewed by this written Contract Renewal document; and*

*NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Contract, dated July 22, 2016 and July 25, 2016, any previous amendments, renewals and / or extensions / thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE TERM.**

This Contract Renewal shall become effective on June 1, 2021 and shall run through May 31, 2026.

**3. COMPENSATION.**

The City shall compensate the Contractor in accordance with Request for Proposal, Proposal Response, and Attachment A - Technical Specifications and Pricing Schedule. Attachment A included herein by reference. Payment will only be made for products or services requested, received, and accepted. This is a unit-price contract with no guarantee of payment amount.

**4. DEBARMENT AND SUSPENSION.**

The Contractor 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.

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 Contract Renewal by having legally-binding representatives affix their signatures below.

**CINTAS CORPORATION NO. 3**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

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

Attachment A – Technical Specifications and Pricing Schedule  
Attachment B - Certificate of Debarment

21-074

## ATTACHMENT A

### TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

**ORIGINAL PRODUCT/EQUIPMENT MANUFACTURER** State name(s) and address(es) of Original Equipment Manufacturer (OEM) and distributors (if applicable) to be used in the production and delivery of your product.

NAME ADDRESS ZIP

**Cintas Corporation 6800 Cintas Eoulevard, PO Eox 625737 Cincinnati, Ohio 45262**  
**Production and Distribution is done out of Cintas secure facilities throughout the United State and 13 other countries. All production is headquartered out of Cintas Corporate Office listed above.**

**Firm must acknowledge each individual specification shown below as follows**

**A. "To Be Supplied" Column**

Firm will initial when the product offered is equal to or better than the individual specification. State your exact capabilities if different from specification stated or a tolerance is given.

**B. "Exceptions" Column**

Explain all exceptions to specification as stated.

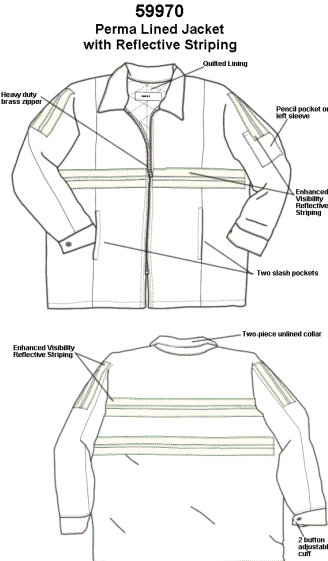
**NOTE: All equivalents (substitutes) require explanation. (Use additional paper with reference to item number and respective question number). The City will determine if an item is acceptable as an equivalent after evaluation.**

- Cintas Manufacture's our own garments and facility products (Towels, Mats, etc..) . All are available for the cities inspection and all will be at or above the quality of currently supplied items with some small design or color differences. All our garments including Hi Visibility are designed to last longer due to Cintas integration and testing abilities on our own product lines.
- Some items specifications have been included below as examples and more and variations are available upon request or during transition.

ITEM	TO BE SUPPLIED	EXCEPTIONS
<b>1. INDUSTRIAL BUTTON COVERALL</b> 100% cotton, metal buttons on fly front, pointed notched lapel collar, bi-swing back, two breast pockets, two hip pockets, two tool pockets, two set in swing pockets for total of seven pockets, snap cuff, six (6) inch side vent openings to accommodate rolling up of sleeves, bar tacks at stress points, 8.5 oz., postman blue color. Light orange color upon request.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>2. INDUSTRIAL ZIP COVERALL</b> 65% polyester/35% combed cotton, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top of neck and bottom of fly, 7.5 oz. twill.–snap cuff	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>3. INDUSTRIAL INSULATED ZIP COVERALL</b> 65% polyester/35% combed cotton permanent press twill, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top and bottom, leg seam zippers, warm quilted lining, 7.75 oz., –snap cuff, navy	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.

<b>4. INDUSTRIAL ZIP COVERALL – ENHANCED VISIBILITY</b> 65% polyester/35% combed cotton, bi-swing action back, set-in front “swing pockets” with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top of neck and bottom of fly, 7.75 oz. twill.–snap cuff, Scotchlite3M reflective striping is used to achieve reflectivity, 2-1/2” around chest and back, two rows around thighs.	Cintas or Partner Manufactured version P.D	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>5. JUMPSUIT (SPEEDSUIT)</b> Permanent press, 6 oz., 65% polyester/35% combed cotton poplin, long sleeve, elastic waist in back with two pleats, two breast pockets, two lower front pockets and two back pockets, solid brass full front, two-way brass zipper with gripper at the collar, royal blue or similar in color.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>6. COUNTER COAT (LAB COAT)</b> Full Length (approximately 41 inches), 80% polyester/20% cotton poplin, 5 ¼ oz. with lapels, left breast pocket with additional stitched section to accommodate pen or tweezers, two lower pockets, side vent, five-button front, long sleeve, men’s style, white	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>7. SMOCK</b> 80% polyester/20% cotton poplin, extra-long with ¾ sleeves and patch pockets, button up, light blue.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>8. SHOP COAT</b> 65% polyester/35% combed cotton, 7 ½ oz., twill durable press, two breast pockets, two lower pockets, side vents, five gripper front closure, length 44 ½ inches, postman blue and navy blue color.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>9. INDUSTRIAL WORK SHIRT</b> 65% polyester/35% combed cotton, durable press with soil release finish, two pockets, bartacked top corners, gripper at neck and six buttons, vertical buttons, 4.5 oz. Leno weave, light blue in color.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>10. INDUSTRIAL WORK SHIRT W/ENHANCED VISIBILITY</b> RedKap Industries product #SP24WM (brand provided for basic specifications) or City approved equal. 65% Polyester/35% cotton 4.25 oz., two button through front pockets, 2-1/2” hi-visibility yellow stripe with 1/2” 3m scotchlite industrial silver striping sewn down the center, 245 square inches of striping,yellow stripe preferred but will consider orange – note if bidding orange. <b>**See “REFLECTIVE STRIPING”</b>	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>11. FLAME RESISTANT WORK SHIRT</b> Nomex IIIA, 93% nomex/5% Kevlar/2% other fabric, 4.5 oz. button down flap chest pockets, long sleeve, light blue	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>12. INDUSTRIAL WORK PANT</b> 65% polyester/35% combed cotton, 7.5 oz. special twill, heavy-duty brass zipper, crease resistant finish, front slash pockets, button close back pockets, Men or Woman cut, grey or blue	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>13. INDUSTRIAL WORK PANT CARGO</b> 65% polyester/35% combed cotton, 7.5 oz. special twill, heavy-duty brass	Cintas or Partner Manufactured version	N/A – all Items will meet or exceed all quality



zipper, crease resistant finish, relaxed cut, two large snap-closure cargo pockets on side, slash front pockets, two back pockets. Men's cut, grey or blue	P.D.	specs with little to no material exceptions.
<b>14. FLAME RESISTANT INDUSTRIAL WORK PANT</b> Nomex IIIA, meets NFPA standard, 93% Nomex/5% Kevlar/2% other fabric,, 7.5 oz., light blue	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>15. INDUSTRIAL TECHNICIAN JACKET</b> Red Kap #JT22-NV (brand provided for basic specifications) or similar approved by City. 7.25 oz. twill 65% polyester/35% combed cotton, lining 100% polyester, waist length, two piece collar with sewn-in stays and top stitched, durable press, solid brass zipper, two lower slash pockets and utility pocket on left sleeve, permanent lining, waist adjustment for flexibility, navy blue	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>16. INDUSTRIAL PERMA-LINED SERVICE JACKET</b> Red Kap #JT50 (brand provided for basic specifications) or similar approved by City. 7.25 oz. twill, shell 65% polyester/35% combed cotton, lining 100% polyester, hip length, two piece collar with sewn-in stays and top stitched,durable press, solid brass zipper, 2 lower on-seam pockets and utility pocket on left sleeve, navy blue	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>17. SERVICE JACKET W/ENHANCED VISIBILITY</b> Red Kap Industries product #JT30WM (brand provided for basic specifications) or similar City approved equal. Shell 65% polyester/35% combed cotton, 7.25 oz. twill, lining 100% nylon taffeta face, non-woven back 1/8" foam insulation, 245 square inches of striping, 2-1/2" hi-visibility yellow or orange stripe 1/2" 3M scotchlite industrial silver striping sewn down center, striping across chest and back and down arms, two piece unlined collar, pencil pocket on left sleeve, heavy duty brass zipper, two-button adjustable cuff, two slash pockets, quilted lining, zip in/zip out liner. Yellow striping preferred but will consider orange, note if bidding orange. <b>** See "REFLECTIVE STRIPING" below.</b>		N/A – all Items will meet or exceed all quality specs with little to no material exceptions.

<b>18. NAME TAGS</b> Embroidered border, sewn lettering or heat transfer lettering, above right pocket on coveralls, coats, smocks, jumpsuits, and other appropriate garments as required.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>19. CITY OF SPOKANE LOGO</b> 2" x 4" embroidered border, sewn lettering or heat transfer lettering, above right pocket on jumpsuits, and other appropriate garments as required.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>** REFLECTIVE STRIPING</b> Scotchlite 9910 reflective striping is used to achieve reflectivity on the Red Kap enhanced visibility garments specified above. The reflectivity of the Scotchlite product may degrade rapidly through multiple industrial cleanings. <b>Therefore, prices are to include the cost of the replacement of the reflective striping at 20 to 25 cleanings.</b> Proposers must also be able to demonstrate a garment tracking and reporting system which will assure the City that the reflective striping will be replaced as required.  If for safety considerations, the City determines that the replacement schedule for the reflective striping should be accelerated, the Firm may negotiate for an immediate price adjustment on the affected items.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.  Cintas will utilize our Standard Hi Visibility garments utilizing Scotchlite 2 1/2" Hi-Visibility Yellow stripe with 1/2" of 3M™ Scotchlite™  (9920*) Industrial Laundry silver striping sewn down the center
<b>20. BIB APRONS</b> 65% polyester/35% cotton, navy color, with two lower pockets and one upper pencil pocket.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>21. ROLL TOWELS</b> 45 yards in length, white or blue	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>22. LINT FREE TOWEL</b> 100% cotton, 17" x 26"	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>23. BATH TOWEL</b> 100% cotton, 20" x 40"	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.

<b>24. SHOP TOWEL</b> 100% cotton terry, 12" x 12" industrial towel	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>25. BAR TOWEL/DISH TOWEL</b> 100% cotton terry, 17" x 26", food service quality	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>26. DUST MOPS, QUICK CHANGE HEADS, AND FRAMES</b> All mops treated and packaged, quick change head and frame, 5" wide ridged frame, clip on handle, full sleeve head with slotted top, snap flap, slot with snap. Must be color coded by size. Sizes listed in Attachment 3, Group 3.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
<b>27. ENTRY MATS</b> Polyester on rubber/gripper back. Sizes listed in Attachment 3, Group 3.	Cintas or Partner Manufactured version P.D.	N/A – all Items will meet or exceed all quality specs with little to no material exceptions.
Please list standard mat colors available.	Black, Red, Blue, Gray, Brown	Black, Red, Blue, Gray, Brown
Please list non-standard colors available at additional cost.	Logo, or any specialty color	Logo, or any specialty color

**PRICING TABLE B**

**SEE PART 4 "PROPOSAL CONTENT", PARAGRAPH 4.7 "ATTACHMENT 4 PRICING TABLE" FOR INSTRUCTIONS**

GROUP 1: GARMENTS		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT							
DESCRIPTION		QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A	B	C	C	E	F	G	H	I
	NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	ITEM STANDARD LIFE	EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES	UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	PER UNIT PRICE FOR RENTAL ONLY	UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	INVEN- TORY %	TOTAL RENTAL AND CLEAN COST PER WEEK
	3XL + Only		(NUMBER OF MONTHS)				All Rates Rounded to nearest decimal	TO BE USED FOR BILLING	( B x G x H )
INDUSTRIAL COVERALLS									
COTTON, BUTTON FRONT	3XL	918	24	\$0.10	\$41.27	\$0.31	\$0.42	100%	\$383.72
POLY/COTTON, ZIP FRONT	3XL	As option for above	24	\$0.10	\$30.06	\$0.23	\$0.31	100%	TBD
POLY/COTTON, ENHANCED VISIBILITY, ZIP FRONT	3XL	As option for above	24	\$0.10	\$67.18	\$1.25	\$1.46	100%	TBD
COTTON, LIGHT ORANGE "LOANER/SEASONAL" (APRIL TO SEPT.)	3XL	44	24	\$0.10	\$55.95	\$0.75	\$0.95	100%	\$41.80
INSULATED COVERALL , POLY/COTTON	3XL	95	24	\$0.10	\$74.37	\$0.57	\$0.76	100%	\$72.58
JUMPSUITS, (SPEEDSUIT), SHORT SLEEVE	3XL	8	24	\$0.10	\$33.00	\$0.53	\$0.53	100%	\$4.24
COUNTER COAT (LAB COAT) - PRESSED [.50 each item as needed ] - STEAM TUNNEL [X ]	3XL	34	24	\$0.10	\$30.06	\$0.18	\$0.25	100%	\$8.33
SMOCK - PRESSED [.50 each item as needed ] - STEAM TUNNEL [X ]	3XL	25	24	\$0.10	\$30.06	\$0.19	\$0.25	100%	\$6.25
SHOP COAT	3XL	20	24	\$0.10	\$25.00	\$0.32	\$0.36	100%	\$7.20
INDUSTRIAL WORK SHIRT , SHORT SLEEVE - PRESSED [.50 each item as needed ] - STEAM TUNNEL [X ]	3XL	116	18	\$0.10	\$15.29	\$0.14	\$0.18	100%	\$21.23
INDUSTRIAL WORK SHIRT , LONG SLEEVE - PRESSED [.50 each item as needed ] - STEAM TUNNEL [X ]	3XL	35	18	\$0.10	\$15.29	\$0.14	\$0.18	100%	\$6.41
INDUSTRIAL WORK PANTS	3XL	1351	18	\$0.10	\$18.09	\$0.16	\$0.21	100%	\$282.36
INDUSTRIAL WORK PANTS, CARGO	3XL	61	18	\$0.10	\$27.04	\$0.25	\$0.33	100%	\$19.89
INDUSTRIAL TECHNICIAN JACKET 970	3XL	51	24	\$0.10	\$30.06	\$0.31	\$0.42	100%	\$21.32
INDUSTRIAL PERMA-LINED SERVICE JACKET 677	3XL	166	24	\$0.10	\$31.59	\$0.33	\$0.44	100%	\$72.38
INDUSTRIAL WORK SHIRT, FLAME RESISTANT, NOMEX, LONG SLEEVE	3XL	409	29	\$0.10	\$69.00	\$0.48	\$0.48	100%	\$196.32
INDUSTRIAL WORK PANT, FLAME RESISTANT, NOMEX	3XL	403	29	\$0.10	\$79.00	\$0.64	\$0.64	100%	\$257.92
INDUSTRIAL WORK SHIRT WITH ENHANCED VISIBILITY, REFLECTIVE 3M SCOTCHLITE MATERIAL, 2-1/2 YELLOW STRIPING DOWN ARMS AND AROUND CHEST AND BACK, LONG SLEEVE, GREY	3XL	1214	18	\$0.10	\$33.46	\$0.40	\$0.45	100%	\$546.30
INDUSTRIAL JACKET WITH ENHANCED VISIBILITY (REFLECTIVE STRIPING)	3XL	228	24	\$0.10	\$50.72	\$0.95	\$1.00	100%	\$228.00
HIGH VISIBILITY T-SHIRT – LIME COLOR, SHORT SLEEVE (CURRENTLY PURCHASE ONLY) 60859	3XL	303	12	\$5-8.00	\$17.99	N/A	N/A	100%	N/A
HIGH VISIBILITY WINTER COAT (LIME COLOR), ZIPPER, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)	3XL	105	24	\$5-8.00	\$45.99	N/A	N/A	100%	N/A
HIGH VISIBILITY WINTER COAT LIME COLOR, HOOD, WATERPROOF, ZIPPER, ZIP IN/OUT LINER ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)	3XL	as option for above	24	\$5-8.00	\$85.99	N/A	N/A	100%	N/A
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)	3XL	105	12	\$5-8.00	\$35.99	N/A	N/A	100%	N/A
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)		as option for above	12	\$5-8.00	\$59.99	N/A	N/A	100%	N/A
ALTERATIONS OF INDUSTRIAL COVERALLS (SEE TECHNICAL SPECIFICATIONS, SECTION III)		Unknown		N/A	\$5.00	\$5.00	\$5.00	100%	N/A
CITY LOGO 2" X 4" APPLIED ON ALL APPLICABLE GARMENTS		Unknown		N/A	\$2.50	\$2.50	\$2.50	100%	N/A
EMBOSSED NAME TAGS APPLIED ON ALL APPLICABLE GARMENTS		Unknown		N/A	\$1.53	\$1.53	\$1.53	100%	N/A
IDENTIFICATION TAGS APPLIED ON INSIDE OF ALL GARMENTS		Unknown		N/A	\$1.53	\$1.53	\$1.53	100%	N/A
GROUP 1: TOTAL GARMENT COST								(TOTAL)	\$2,176.24

PURCHASE ITEMS HAVE MANY VARIATIONS. PRICING MAY BE REDUCED BAED ON FINAL PRODUCT SELECTED.  
ALL APPLICABLE TAXES AND SHIPPING CHARGES WILL BE QUOTED AT THE TIME OF ORDER

\*OTHER CLOTHING/ITEMS APPLICABLE TO GROUP 1 - PURCHASE % \_\_10\_\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

## PRICING TABLE B

**SEE PART 4 “PROPOSAL CONTENT”, PARAGRAPH 4.7 “ATTACHMENT 4 PRICING TABLE” FOR INSTRUCTIONS**

GROUP 2: TOWELS AND LINEN DESCRIPTION		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						H  TOTAL RENTAL AND CLEAN COST PER WEEK  ( A x F x G )
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE  (NUMBER OF MONTHS)	C ITEM STANDARD LIFE  (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY  Items in category are only for rental with wash or purchase	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN-  TORY %  TO BE USED FOR BILLING	
ROLL TOWELS	40	N/A	N/A	\$3.50	N/A	\$3.50	50%	\$70.00
COTTON LINT-FREE 17 X 26	unknown	15	15	\$1.33	N/A	\$0.17	50%	N/A
BATH TOWEL 22 X 44	150	15	15	\$3.99	N/A	\$0.25	50%	\$18.75
SHOP TOWEL, COTTON TERRY 12 X 12	2000	15	15	\$0.46	N/A	\$0.13	50%	\$132.00
BAR TOWEL/DISH TOWEL	720	15	15	\$1.33	N/A	\$0.13	50%	\$46.08
POLISH TOWEL 20 X 40, MICROFIBER	150	15	15	\$2.45	N/A	\$0.17	50%	\$12.38
GLASS TOWEL	1200	15	15	\$1.33	N/A	\$0.17	50%	\$104.40
PRINTER TOWEL, BLUE, 18 X 18	100	15	15	\$0.46	N/A	\$0.14	50%	\$7.00
SHEETS 81 X 102	40	15	15	\$12.00	N/A	\$0.70	50%	\$14.00
PILLOW CASES 42 X 36	10	15	15	\$7.00	N/A	\$0.25	50%	\$1.25
THERMAL BLANKETS, TWIN SIZE	5	15	15	\$18.99	N/A	\$0.98	50%	\$2.45
SEAT COVERS	unknown	N/A	N/A	\$3.49	Disposable	N/A	100%	N/A
GROUP 2: TOTAL TOWEL & LINEN COST							(TOTAL)	\$408.31

PURCHASE ITEMS HAVE MANY VARIATIONS. PRICING MAY BE REDUCED BAED ON FINAL PRODUCT SELECTED.  
ALL APPLICABLE TAXES AND SHIPPING CHARGES WILL BE QUOTED AT THE TIME OF ORDER

\*OTHER ITEMS APPLICABLE TO GROUP 2 – PURCHASE % 10 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

**PRICING TABLE B**

**SEE PART 4 "PROPOSAL CONTENT", PARAGRAPH 4.7 "ATTACHMENT 4 PRICING TABLE" FOR**

GROUP 3: MISCELLANEOUS		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT						
DESCRIPTION		QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A	B	C	D	E	F	G	H
	ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	ITEM STANDARD LIFE  (NUMBER OF MONTHS)	ITEM STANDARD LIFE  (NUMBER OF MONTHS)	UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	PER UNIT PRICE FOR RENTAL ONLY  Items in category are only for rental with wash or purchase	UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	INVEN-  TORY %  TO BE USED FOR BILLING	TOTAL COST PER WEEK  ( A x F x G )
ENTRY MATS: STANDARD COLORS:								
2' X 3'	0	36	36	\$39.99	N/A	N/A	N/A	N/A
2' X 4'	0	36	36	N/A	N/A	N/A	NA	N/A
3' X 5'	186	36	36	\$45.85	N/A	\$2.04	50%	\$189.53
3' X 5' SCRAPER	26	36	36	\$45.85	N/A	\$2.18	50%	\$28.34
3' X 5' SOAKER PADS (disposable) & other options too	10	36	36	\$8.00	N/A	\$8.00	50%	\$40.00
3' X 10'	75	36	36	\$91.71	N/A	\$3.00	50%	\$112.35
4' X 6'	200	36	36	\$71.33	N/A	\$2.52	50%	\$251.70
4' X 8'	0	36	36	N/A	N/A	N/A	N/A	N/A
BIB APRONS	0	18	18	\$13.24	N/A	\$0.15	50%	\$0.00
DUST MOP HEADS: 18" (24 will be supplied)	0	24	24	\$9.37	N/A	\$0.82	50%	\$0.00
24"	30	24	24	\$9.37	N/A	\$0.82	50%	\$12.30
36"	20	24	24	\$10.19	N/A	\$0.97	50%	\$9.68
48"	2	24	24	\$10.19	N/A	\$1.27	50%	\$1.27
60"	0	24	24	\$10.19	N/A	\$1.48	50%	\$0.00
WET MOP	25	24	24	\$10.19	N/A	\$1.41	50%	\$17.58
WET MOP ANIT-MICROBIAL STRING LOOP ENDS	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LAUNDRY BAG	60	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
LAUNDRY BAG STAND	20	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
WET MOP HANDLE	5	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
DUST MOP FRAMES & HANDLES:	6	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
24"		indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
36"	0	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
42"	0	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
60"	0	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
ROLL TOWEL CABINET – EQUIPPED WITH TOWEL RESTRAINTS	2	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
NITRILE GLOVES	25	disposable	disposable	\$8.99	N/A	N/A	N/A	N/A
GROUP 3: TOTAL GARMENT COST							(TOTAL)	\$662.75

PURCHASE ITEMS HAVE MANY VARIATIONS. PRICING MAY BE REDUCED BAED ON FINAL PRODUCT SELECTED.  
ALL APPLICABLE TAXES AND SHIPPING CHARGES WILL BE QUOTED AT THE TIME OF ORDER

\*OTHER ITEMS APPLICABLE TO GROUP 3 – PURCHASE % \_\_10\_\_\_\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

\*MISCELLANEOUS JANITORIAL SERVICES SUCH AS PROVIDING TOILET PAPER, HAND SOAP, URINAL SCREENS, ETC. CAN BE INCLUDED IF REQUESTED BY DEPARTMENT. PROVIDE DISCOUNT PERCENTAGE OFF LIST PRICE TO BE USED FOR ADDING THESE SERVICES:  
PURCHASE % \_\_20\_\_\_\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

**PRICING TABLE B**

**SEE PART 4 "PROPOSAL CONTENT", PARAGRAPH 4.7 "ATTACHMENT 4 PRICING TABLE" FOR INSTRUCTIONS.**

GROUP 1: GARMENTS									
DESCRIPTION		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY - PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A  NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES  3XL + Only	B  ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C  ITEM STANDARD LIFE  (NUMBER OF MONTHS)	C  EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES	E  UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F  PER UNIT PRICE FOR RENTAL ONLY	G  UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED  All Rates Rounded to nearest decimal	H  INVEN-  TORY %  TO BE USED FOR BILLING	I  TOTAL RENTAL AND CLEAN COST PER WEEK  ( B x G x H )
INDUSTRIAL COVERALLS									
COTTON, BUTTON FRONT	3XL	918	24	\$0.10	\$41.27	\$0.31	\$0.42	100%	\$383.72
POLY/COTTON, ZIP FRONT	3XL	As option for above	24	\$0.10	\$30.06	\$0.23	\$0.31	100%	TBD
POLY/COTTON, ENHANCED VISIBILITY, ZIP FRONT	3XL	As option for above	24	\$0.10	\$67.18	\$1.25	\$1.46	100%	TBD
COTTON, LIGHT ORANGE "LOANER/SEASONAL" (APRIL TO SEPT.)	3XL	44	24	\$0.10	\$55.95	\$0.75	\$0.95	100%	\$41.80
INSULATED COVERALL, POLY/COTTON	3XL	95	24	\$0.10	\$74.37	\$0.57	\$0.76	100%	\$72.58
JUMPSUITS, (SPEEDSUIT), SHORT SLEEVE	3XL	8	24	\$0.10	\$33.00	\$0.53	\$0.53	100%	\$4.24
COUNTER COAT (LAB COAT) - PRESSED [.50 each item as needed ] - STEAM TUNNEL [X ]	3XL	34	24	\$0.10	\$30.06	\$0.18	\$0.25	100%	\$8.33
SMOCK - PRESSED [.50 each item as needed ] - STEAM TUNNEL [X ]	3XL	25	24	\$0.10	\$30.06	\$0.19	\$0.25	100%	\$6.25
SHOP COAT	3XL	20	24	\$0.10	\$25.00	\$0.32	\$0.36	100%	\$7.20
INDUSTRIAL WORK SHIRT, SHORT SLEEVE - PRESSED [.50 each item as needed ] - STEAM TUNNEL [X ]	3XL	116	18	\$0.10	\$15.29	\$0.14	\$0.18	100%	\$21.23
INDUSTRIAL WORK SHIRT, LONG SLEEVE - PRESSED [.50 each item as needed ] - STEAM TUNNEL [X ]	3XL	35	18	\$0.10	\$15.29	\$0.14	\$0.18	100%	\$6.41
INDUSTRIAL WORK PANTS	3XL	1351	18	\$0.10	\$18.09	\$0.16	\$0.21	100%	\$282.36
INDUSTRIAL WORK PANTS, CARGO	3XL	61	18	\$0.10	\$27.04	\$0.25	\$0.33	100%	\$19.89
INDUSTRIAL TECHNICIAN JACKET 970	3XL	51	24	\$0.10	\$30.06	\$0.31	\$0.42	100%	\$21.32
INDUSTRIAL PERMA-LINED SERVICE JACKET 677	3XL	166	24	\$0.10	\$31.59	\$0.33	\$0.44	100%	\$72.38
INDUSTRIAL WORK SHIRT, FLAME RESISTANT, NOMEX, LONG SLEEVE	3XL	409	29	\$0.10	\$69.00	\$0.48	\$0.48	100%	\$196.32
INDUSTRIAL WORK PANT, FLAME RESISTANT, NOMEX	3XL	403	29	\$0.10	\$79.00	\$0.64	\$0.64	100%	\$257.92
INDUSTRIAL WORK SHIRT WITH ENHANCED VISIBILITY, REFLECTIVE 3M SCOTCHLITE MATERIAL, 2-1/2 YELLOW STRIPING DOWN ARMS AND AROUND CHEST AND BACK, LONG SLEEVE, GREY	3XL	1214	18	\$0.10	\$33.46	\$0.40	\$0.45	100%	\$546.30
INDUSTRIAL JACKET WITH ENHANCED VISIBILITY (REFLECTIVE STRIPING)	3XL	228	24	\$0.10	\$50.72	\$0.95	\$1.00	100%	\$228.00
HIGH VISIBILITY T-SHIRT - LIME COLOR, SHORT SLEEVE (CURRENTLY PURCHASE ONLY) 60859	3XL	303	12	\$5-8.00	\$17.99	N/A	N/A	100%	N/A
HIGH VISIBILITY WINTER COAT (LIME COLOR), ZIPPER, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)	3XL	105	24	\$5-8.00	\$45.99	N/A	N/A	100%	N/A
HIGH VISIBILITY WINTER COAT LIME COLOR, HOOD, WATERPROOF, ZIPPER, ZIP IN/OUT LINER ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)	3XL	as option for above	24	\$5-8.00	\$85.99	N/A	N/A	100%	N/A
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)	3XL	105	12	\$5-8.00	\$35.99	N/A	N/A	100%	N/A
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)		as option for above	12	\$5-8.00	\$59.99	N/A	N/A	100%	N/A
ALTERATIONS OF INDUSTRIAL COVERALLS (SEE TECHNICAL SPECIFICATIONS, SECTION III)		Unknown		N/A	\$5.00	\$5.00	\$5.00	100%	N/A
CITY LOGO 2" X 4" APPLIED ON ALL APPLICABLE GARMENTS		Unknown		N/A	\$2.50	\$2.50	\$2.50	100%	N/A
EMBOSSED NAME TAGS APPLIED ON ALL APPLICABLE GARMENTS		Unknown		N/A	\$1.53	\$1.53	\$1.53	100%	N/A
IDENTIFICATION TAGS APPLIED ON INSIDE OF ALL GARMENTS		Unknown		N/A	\$1.53	\$1.53	\$1.53	100%	N/A
GROUP 1: TOTAL GARMENT COST								(TOTAL)	\$2,176.24

PURCHASE ITEMS HAVE MANY VARIATIONS. PRICING MAY BE REDUCED BAED ON FINAL PRODUCT SELECTED.  
ALL APPLICABLE TAXES AND SHIPPING CHARGES WILL BE QUOTED AT THE TIME OF ORDER

\*OTHER CLOTHING/ITEMS APPLICABLE TO GROUP 1 - PURCHASE % \_\_10\_\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

## PRICING TABLE B

**SEE PART 4 “PROPOSAL CONTENT”, PARAGRAPH 4.7 “ATTACHMENT 4 PRICING TABLE” FOR INSTRUCTIONS.**

GROUP 2: TOWELS AND LINEN		PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT							H  TOTAL RENTAL AND CLEAN COST PER WEEK  ( A x F x G )
DESCRIPTION		QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A  ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B  ITEM STANDARD LIFE  (NUMBER OF MONTHS)	C  ITEM STANDARD LIFE  (NUMBER OF MONTHS)	D  UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E  PER UNIT PRICE FOR RENTAL ONLY  Items in category are only for rental with wash or purchase	F  UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G  INVEN-  TORY %  TO BE USED FOR BILLING		
ROLL TOWELS	40	N/A	N/A	\$3.50	N/A	\$3.50	50%	\$70.00	
COTTON LINT-FREE 17 X 26	unknown	15	15	\$1.33	N/A	\$0.17	50%	N/A	
BATH TOWEL 22 X 44	150	15	15	\$3.99	N/A	\$0.25	50%	\$18.75	
SHOP TOWEL, COTTON TERRY 12 X 12	2000	15	15	\$0.46	N/A	\$0.13	50%	\$132.00	
BAR TOWEL/DISH TOWEL	720	15	15	\$1.33	N/A	\$0.13	50%	\$46.08	
POLISH TOWEL 20 X 40, MICROFIBER	150	15	15	\$2.45	N/A	\$0.17	50%	\$12.38	
GLASS TOWEL	1200	15	15	\$1.33	N/A	\$0.17	50%	\$104.40	
PRINTER TOWEL, BLUE, 18 X 18	100	15	15	\$0.46	N/A	\$0.14	50%	\$7.00	
SHEETS 81 X 102	40	15	15	\$12.00	N/A	\$0.70	50%	\$14.00	
PILLOW CASES 42 X 36	10	15	15	\$7.00	N/A	\$0.25	50%	\$1.25	
THERMAL BLANKETS, TWIN SIZE	5	15	15	\$18.99	N/A	\$0.98	50%	\$2.45	
SEAT COVERS	unknown	N/A	N/A	\$3.49	Disposable	N/A	100%	N/A	
GROUP 2: TOTAL TOWEL & LINEN COST							(TOTAL)	\$408.31	

PURCHASE ITEMS HAVE MANY VARIATIONS. PRICING MAY BE REDUCED BAED ON FINAL PRODUCT SELECTED.  
ALL APPLICABLE TAXES AND SHIPPING CHARGES WILL BE QUOTED AT THE TIME OF ORDER

\*OTHER ITEMS APPLICABLE TO GROUP 2 – PURCHASE % 10 OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)



**PRICING TABLE B**

**SEE PART 4 "PROPOSAL CONTENT", PARAGRAPH 4.7 "ATTACHMENT 4 PRICING TABLE" FOR INSTRUCTIONS.**

<b>GROUP 3: MISCELLANEOUS</b>		<b>PRICING BASED ON AWARD DETERMINED BY EACH DEPARTMENT</b>						
<b>DESCRIPTION</b>		<b>QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0</b>						
<b>DESCRIPTION</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
							<b>INVEN-</b>	<b>TOTAL COST PER WEEK</b>
	<b>ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)</b>	<b>ITEM STANDARD LIFE  (NUMBER OF MONTHS)</b>	<b>ITEM STANDARD LIFE  (NUMBER OF MONTHS)</b>	<b>UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)</b>	<b>PER UNIT PRICE FOR RENTAL ONLY</b>	<b>UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED</b>	<b>TORY %  TO BE USED FOR BILLING</b>	<b>( A x F x G )</b>
ENTRY MATS: STANDARD COLORS:								
2' X 3'	0	36	36	\$39.99	N/A	N/A	N/A	N/A
2' X 4'	0	36	36	N/A	N/A	N/A	N/A	N/A
3' X 5'	186	36	36	\$45.85	N/A	\$2.04	50%	\$189.53
3' X 5' SCRAPER	26	36	36	\$45.85	N/A	\$2.18	50%	\$28.34
3' X 5' SOAKER PADS (disposable) & other options too	10	36	36	\$8.00	N/A	\$8.00	50%	\$40.00
3' X 10'	75	36	36	\$91.71	N/A	\$3.00	50%	\$112.35
4' X 6'	200	36	36	\$71.33	N/A	\$2.52	50%	\$251.70
4' X 8'	0	36	36	N/A	N/A	N/A	N/A	N/A
BIB APRONS	0	18	18	\$13.24	N/A	\$0.15	50%	\$0.00
DUST MOP HEADS: 18" (24 will be supplied)	0	24	24	\$9.37	N/A	\$0.82	50%	\$0.00
24"	30	24	24	\$9.37	N/A	\$0.82	50%	\$12.30
36"	20	24	24	\$10.19	N/A	\$0.97	50%	\$9.68
48"	2	24	24	\$10.19	N/A	\$1.27	50%	\$1.27
60"	0	24	24	\$10.19	N/A	\$1.48	50%	\$0.00
WET MOP	25	24	24	\$10.19	N/A	\$1.41	50%	\$17.58
WET MOP ANIT-MICROBIAL STRING LOOP ENDS	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LAUNDRY BAG	60	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
LAUNDRY BAG STAND	20	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
WET MOP HANDLE	5	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
DUST MOP FRAMES & HANDLES:	6	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
24"		indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
36"	0	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
42"	0	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
60"	0	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
ROLL TOWEL CABINET – EQUIPPED WITH TOWEL RESTRAINTS	2	indefinite	indefinite	N/A	N/A	N/A	N/A	N/A
NITRILE GLOVES	25	disposable	disposable	\$8.99	N/A	N/A	N/A	N/A
<b>GROUP 3: TOTAL GARMENT COST</b>							<b>(TOTAL)</b>	<b>\$662.75</b>

PURCHASE ITEMS HAVE MANY VARIATIONS. PRICING MAY BE REDUCED BAED ON FINAL PRODUCT SELECTED.  
ALL APPLICABLE TAXES AND SHIPPING CHARGES WILL BE QUOTED AT THE TIME OF ORDER

\*OTHER ITEMS APPLICABLE TO GROUP 3 – PURCHASE % \_\_10\_\_\_\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

\*MISCELLANEOUS JANITORIAL SERVICES SUCH AS PROVIDING TOILET PAPER, HAND SOAP, URINAL SCREENS, ETC. CAN BE INCLUDED IF REQUESTED BY DEPARTMENT. PROVIDE DISCOUNT PERCENTAGE OFF LIST PRICE TO BE USED FOR ADDING THESE SERVICES:  
PURCHASE % \_\_20\_\_\_\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

**ATTACHMENT B**  
**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.

<hr/> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr/> Program Title (Type or Print)
<hr/> Name of Certifying Official (Type or Print)	<hr/> Signature
<hr/> Title of Certifying Official (Type or Print)	<hr/> Date (Type or Print)



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
05/04/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. c/o Aon Client Services 4 Overlook Point Lincolnshire IL 60069 USA	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C. No. Ext):</b> (866) 283-7122	<b>FAX (A/C. No.):</b> (800) 363-0105
<b>INSURED</b> Cintas Corporation and its Subsidiaries 6800 Cintas Blvd PO Box 625737 Cincinnati OH 45262 USA	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC #</b>	
	<b>INSURER A:</b> The Travelers Indemnity Co of CT	25682
	<b>INSURER B:</b> Westchester Fire Insurance Company	10030
	<b>INSURER C:</b> Travelers Property Cas Co of America	25674
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 570087211145 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS.

INSR LTR		TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	Limits shown as requested	
A	X	COMMERCIAL GENERAL LIABILITY				HC2EGLSA472M4731TCT20	07/01/2020	07/01/2021	LIMITS	
		<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE	\$2,000,000
	X	Contractual Liability							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
									MED EXP (Any one person)	\$5,000
									PERSONAL & ADV INJURY	\$1,000,000
A		GEN'L AGGREGATE LIMIT APPLIES PER:				HC2E-CAP-472M4651-TCT-20 AOS	07/01/2020	07/01/2021		
		<input type="checkbox"/> POLICY	<input type="checkbox"/> PROJECT	<input checked="" type="checkbox"/> LOC					GENERAL AGGREGATE	\$2,000,000
		OTHER:							PRODUCTS - COMP/OP AGG	\$1,000,000
A		AUTOMOBILE LIABILITY				HC2E-CAP-472M4651-TCT-20 AOS	07/01/2020	07/01/2021		
	X	ANY AUTO							COMBINED SINGLE LIMIT (Ea accident)	\$5,000,000
		<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person)	
		<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	
	X	Comp/Coil \$0 ded.							PROPERTY DAMAGE (Per accident)	
B	X	UMBRELLA LIAB				G22035277015	07/01/2020	07/01/2021		
		EXCESS LIAB							EACH OCCURRENCE	\$5,000,000
		<input type="checkbox"/> DED	<input checked="" type="checkbox"/> RETENTION \$10,000						AGGREGATE	\$5,000,000
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				UB6P78446220NCT WC-AOS UB6P72966920NCR WC - MA, WI	07/01/2020	07/01/2021		
		ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH)		<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N	N/A				<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTHER
		If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT	\$2,000,000
									E.L. DISEASE-EA EMPLOYEE	\$2,000,000
									E.L. DISEASE-POLICY LIMIT	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Spokane is included as Additional Insured on the General Liability policy, but only with respect to work performed under contract between the Certificate Holder and the Insured.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
City of Spokane 915 N. Nelson Street Spokane WA 99202 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Aon Risk Services Northeast, Inc.</i>





## License Information:

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

**Entity name:** CINTAS CORPORATION NO. 3

**Business name:** CINTAS LOC 606

**Entity type:** Profit Corporation

**UBI #:** 602-040-160

**Business ID:** 001

**Location ID:** 0005

**Location:** Active

**Location address:** 3808 N SULLIVAN RD BLDG N1  
SPOKANE VALLEY WA 99216-1619

**Mailing address:** 6800 CINTAS BLVD  
MASON OH 45040-9151

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State status:** [Click here](#)

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
------------------------------------	-----------	-------	---------	--------	-----------------	---------------------



Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Spokane General Business - Non-Resident	T12021133BUS			Active	Jun-30-2022	Oct-15-2012

## Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Governing people			Title			
ADLER, PAUL						
FARMER, SCOTT						

FROOMAN. THOMAS E

## Governing People

*May include governing people not registered with Secretary of State*

Governing people	Title
SCHNEIDER, TODD	
WARD, RODNEY	

## Registered Trade Names

Registered trade names	Status	First issued
CINTAS CORPORATION	Active	May-09-2001

[View Additional Locations](#)

The Business Lookup information is updated nightly. Search date and time: 6/9/2021 10:55:14 AM



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

06/21/2021

**Date Rec'd**

6/10/2021

**Clerk's File #**

OPR 2016-0304

**Renews #****Cross Ref #****Submitting Dept**GRANTS, CONTRACTS &  
PURCHASING**Contact Name/Phone**

SALLY STOPHER 625-6032

**Project #****Contact E-Mail**

SSTOPHER@SPOKANECITY.ORG

**Bid #**

RFP 4229-16

**Agenda Item Type**

Contract Item

**Requisition #**MASTER  
CONTRACT**Agenda Item Name**

5500 GARMENT / LINEN RENTAL AND LAUNDRY SERVICES - UNIFIRST

**Agenda Wording**

Contract Renewal for Garment/Linen Rental and Laundry Services with UniFirst Corporation for multiple City Departments. This is a no dollar cap unit price contract based on pricing schedule. Term is 5 years from 7/1/2021 - 6/30/2026.

**Summary (Background)**

Multiple City Departments use these services to support ongoing operations. A Request for Proposals was issued in 2016 for Garment/Linen Rental and Laundry services. Optional use Contracts were awarded to 4 Firms. Department representatives met in early 2021 with consensus to renew all 4 contracts. Renewal is at same pricing, terms, and conditions as original contract. Renewal of Citywide optional use contract is recommended to offer departments a choice due to varying requirements and needs.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Expense \$ no cap unit price contract

# various

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

STOPHER, SALLY

**Study Session\Other**Public Safety Committee  
6 / 7 / 2021**Division Director**

WALLACE, TONYA

**Council Sponsor**

CM Kinnear

**Finance**

BUSTOS, KIM

**Distribution List****Legal**

ODLE, MARI

Contract Accounting - aduffey@spokanecity.org

**For the Mayor**

ORMSBY, MICHAEL

Legal - modle@spokanecity.org

**Additional Approvals**

Purchasing - cwahl@spokanecity.org

**Purchasing**

WAHL, CONNIE

Taxes &amp; Licenses

Rick\_Ault@Unifirst.com

## Briefing Paper

### Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Finance Division/Grants, Contracts, and Purchasing Department
<b>Subject:</b>	Garment/Linen Rental and Laundry Contract Renewal
<b>Date:</b>	6/7/2021
<b>Contact (email &amp; phone):</b>	Sally Stopher– <a href="mailto:sstopher@spokanecity.org">sstopher@spokanecity.org</a> - 625-6032
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	Sally Stopher
<b>Committee(s) Impacted:</b>	Multiple Committees
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee meeting.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of 4 Contract renewals to provide ongoing Garment/Linen Rental and Laundry services for multiple Departments.
<p><u>Background/History:</u> In 2016 a Request for Proposals was issued to provide Garment/Linen Rental and Laundry services for multiple Departments. Contracts were awarded to 4 Firms. A committee of Department representatives met in early 2021 to evaluate the current contracts based on price, customer service, etc. Consensus was to renew all 4 contracts. Contract renewals were negotiated and will be at the same pricing, terms, and conditions as the original contracts.</p> <p>Contract renewal with 4 Firms for Garment/Linen Rental and Laundry services for multiple Departments. Firms are Cintas Corporation, Aramark Uniform Services, ALSCO, Inc., and Unifirst Corporation. Contract renewal term is 5 years from 7/1/2021 through 6/30/26. This is a no dollar cap unit price contract based on pricing schedules.</p>	
<p>Executive Summary:</p> <p><i>Impact</i></p> <p>Multiple City Departments use Garment/Linen Rental and Laundry services to support their ongoing operations. Products include coveralls, shirts, pants, high visibility garments, mats, rags, etc. Services include sizing, tracking, cleaning, pick-up, and delivery.</p> <p><i>Action</i></p> <p>Due to varying needs and requirements of Departments, the option of awarding multiple contract renewals allowing departments a choice is recommended.</p>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: Departments budget for this ongoing service</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers: None known.</p>	





**City of Spokane**

**MASTER CONTRACT RENEWAL**

**Title: GARMENT/LINEN RENTAL  
AND LAUNDRY SERVICES**

This Master Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **UNIFIRST CORPORATION**, whose address is 3200 East Trent Avenue, Building 5, Suite C, Spokane Valley, Washington 99202 as ("Contractor"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Contractor agreed to provide NON-EXCLUSIVE GARMENT/LINEN RENTAL AND LAUNDRY SERVICES FOR VARIOUS CITY DEPARTMENTS; and*

*WHEREAS, the original Contract needs to be formally renewed by this written Contract Renewal document; and*

*NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Contract, dated April 28, 2016, any previous amendments, renewals and / or extensions / thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE TERM.**

This Contract Renewal shall become effective on June 1, 2021 and shall run through May 31, 2026.

**3. COMPENSATION.**

The City shall compensate the Contractor in accordance with Request for Proposal, Proposal Response, and Attachment A - Technical Specifications and Pricing Schedule. Attachment A included herein by reference. Payment will only be made for products or services requested, received, and accepted. This is a unit-price contract with no guarantee of payment amount.

**4. DEBARMENT AND SUSPENSION.**

The Contractor 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.

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 Contract Renewal by having legally-binding representatives affix their signatures below.

**UNIFIRST CORPORATION**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

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

Attachment A – Technical Specifications and Pricing Schedule

Attachment B - Certificate of Debarment

21-075

## ATTACHMENT A

### TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

#### ORIGINAL PRODUCT/EQUIPMENT MANUFACTURER

State name(s) and address(es) of Original Equipment Manufacturer (OEM) and distributors (if applicable) to be used in the production and delivery of your product.

NAME	ADDRESS	ZIP
UNIFIRST CORPORATION	608 JONSPIN RD.	WILMINGTON, MA 01887
RED KAP	545 MARRIOTT DRIVE STE. 200	NASHVILLE, TN 37214

Firm must acknowledge each individual specification shown below as follows:




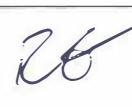
**A. "To Be Supplied" Column**











Firm will initial when the product offered is equal to or better than the individual specification. State your exact capabilities if different from specification stated or a tolerance is given.










**B. "Exceptions" Column**

Explain all exceptions to specification as stated.

**NOTE: All equivalents (substitutes) require explanation. (Use additional paper with reference to item number and respective question number). The City will determine if an item is acceptable as an equivalent after evaluation.**

ITEM	TO BE SUPPLIED	EXCEPTIONS
<b>1. INDUSTRIAL BUTTON COVERALL</b> 100% cotton, metal buttons on fly front, pointed notched lapel collar, bi-swing back, two breast pockets, two hip pockets, two tool pockets, two set in swing pockets for total of seven pockets, snap cuff, six (6) inch side vent openings to accommodate rolling up of sleeves, bar tacks at stress points, 8.5 oz., postman blue color. Light orange color upon request.		
<b>2. INDUSTRIAL ZIP COVERALL</b> 65% polyester/35% combed cotton, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top of neck and bottom of fly, 7.5 oz. twill. -snap cuff		
<b>3. INDUSTRIAL INSULATED ZIP COVERALL</b> 65% polyester/35% combed cotton permanent press twill, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top and bottom, leg seam zippers, warm quilted lining, 7.75 oz., -snap cuff, navy		
<b>4. INDUSTRIAL ZIP COVERALL - ENHANCED VISIBILITY</b> 65% polyester/35% combed cotton, bi-swing action back, set-in front "swing pockets" with side openings, two breast pockets, two hip pockets, rule pocket on right leg, hemmed sleeves, two-way front zipper with gripper at top of neck		

and bottom of fly, 7.75 oz. twill. –snap cuff, Scotchlite 3M reflective striping is used to achieve reflectivity, 2-1/2" around chest and back, two rows around thighs.		
<b>5. JUMPSUIT (SPEEDSUIT)</b> Permanent press, 6 oz., 65% polyester/35% combed cotton poplin, long sleeve, elastic waist in back with two pleats, two breast pockets, two lower front pockets and two back pockets, solid brass full front, two-way brass zipper with gripper at the collar, royal blue or similar in color.		
<b>6. COUNTER COAT (LAB COAT)</b> Full Length (approximately 41 inches), 80% polyester/20% cotton poplin, 5 1/4 oz. with lapels, left breast pocket with additional stitched section to accommodate pen or tweezers, two lower pockets, side vent, five-button front, long sleeve, men's style, white		
<b>7. SMOCK</b> 80% polyester/20% cotton poplin, extra-long with 3/4 sleeves and patch pockets, button up, light blue.		
<b>8. SHOP COAT</b> 65% polyester/35% combed cotton, 7 1/2 oz., twill durable press, two breast pockets, two lower pockets, side vents, five gripper front closure, length 44 1/2 inches, postman blue and navy blue color.		
<b>9. INDUSTRIAL WORK SHIRT</b> 65% polyester/35% combed cotton, durable press with soil release finish, two pockets, bar tacked top corners, gripper at neck and six buttons, vertical buttons, 4.5 oz. Leno weave, light blue in color.		
<b>10. INDUSTRIAL WORK SHIRT W/ENHANCED VISIBILITY</b> Red Kap Industries product #SP24WM (brand provided for basic specifications) or City approved equal. 65% Polyester/35% cotton 4.25 oz., two button through front pockets, 2-1/2" hi-visibility yellow stripe with 1/2" 3m scotchlite industrial silver striping sewn down the center, 245 square inches of striping, yellow stripe preferred but will consider orange – note if bidding orange. **See "REFLECTIVE STRIPING"		
<b>11. FLAME RESISTANT WORK SHIRT</b> Nomex IIIA, 93% nomex/5% Kevlar/2% other fabric, 4.5 oz. button down flap chest pockets, long sleeve, light blue		
<b>12. INDUSTRIAL WORK PANT</b> 65% polyester/35% combed cotton, 7.5 oz. special twill, heavy-duty brass zipper, crease resistant finish, front slash pockets, button close back pockets, Men or Woman cut, grey or blue		
<b>13. INDUSTRIAL WORK PANT CARGO</b> 65% polyester/35% combed cotton, 7.5 oz. special twill, heavy-duty brass zipper, crease resistant finish, relaxed cut, two large snap-closure cargo pockets on side, slash front pockets, two back pockets. Men's cut, grey or blue		
<b>14. FLAME RESISTANT INDUSTRIAL WORK PANT</b> Nomex IIIA, meets NFPA standard, 93% Nomex/5% Kevlar/2% other fabric,, 7.5 oz., light blue		

<b>15. INDUSTRIAL TECHNICIAN JACKET</b> Red Kap #JT22-NV (brand provided for basic specifications) or similar approved by City. 7.25 oz. twill 65% polyester/35% combed cotton, lining 100% polyester, waist length, two piece collar with sewn-in stays and top stitched, durable press, solid brass zipper, two lower slash pockets and utility pocket on left sleeve, permanent lining, waist adjustment for flexibility, navy blue		
<b>16. INDUSTRIAL PERMA-LINED SERVICE JACKET</b> Red Kap #JT50 (brand provided for basic specifications) or similar approved by City. 7.25 oz. twill, shell 65% polyester/35% combed cotton, lining 100% polyester, hip length, two piece collar with sewn-in stays and top stitched, durable press, solid brass zipper, 2 lower on-seam pockets and utility pocket on left sleeve, navy blue		
<b>17. SERVICE JACKET W/ENHANCED VISIBILITY</b> Red Kap Industries product #JT30WM (brand provided for basic specifications) or similar City approved equal. Shell 65% polyester/35% combed cotton, 7.25 oz. twill, lining 100% nylon taffeta face, non-woven back 1/8" foam insulation, 245 square inches of striping, 2-1/2" hi-visibility yellow or orange stripe 1/2" 3M scotchlite industrial silver striping sewn down center, striping across chest and back and down arms, two piece unlined collar, pencil pocket on left sleeve, heavy duty brass zipper, two-button adjustable cuff, two slash pockets, quilted lining, zip in/zip out liner. Yellow striping preferred but will consider orange, note if bidding orange. <b>** See "REFLECTIVE STRIPING" below.</b>		
<b>18. NAME TAGS</b> Embroidered border, sewn lettering or heat transfer lettering, above right pocket on coveralls, coats, smocks, jumpsuits, and other appropriate garments as required.		
<b>19. CITY OF SPOKANE LOGO</b> 2" x 4" embroidered border, sewn lettering or heat transfer lettering, above right pocket on jumpsuits, and other appropriate garments as required.		
<b>** REFLECTIVE STRIPING</b> Scotchlite 9910 reflective striping is used to achieve reflectivity on the Red Kap enhanced visibility garments specified above. The reflectivity of the Scotchlite product may degrade rapidly through multiple industrial cleanings. <b>Therefore, prices are to include the cost of the replacement of the reflective striping at 20 to 25 cleanings.</b> Proposers must also be able to demonstrate a garment tracking and reporting system which will assure the City that the reflective striping will be replaced as required.  If for safety considerations, the City determines that the replacement schedule for the reflective striping should be accelerated, the Firm may negotiate for an immediate price adjustment on the affected items.		
<b>20. BIB APRONS</b> 65% polyester/35% cotton, navy color, with two lower pockets and one upper pencil pocket.		
<b>21. ROLL TOWELS</b> 45 yards in length, white or blue		
<b>22. LINT FREE TOWEL</b> 100% cotton, 17" x 26"		

<b>23. BATH TOWEL</b> 100% cotton, 20" x 40"		<i>RB</i>	
<b>24. SHOP TOWEL</b> 100% cotton terry, 12" x 12" industrial towel		<i>RB</i>	
<b>25. BAR TOWEL/DISH TOWEL</b> 100% cotton terry, 17" x 26", food service quality		<i>RB</i>	
<b>26. DUST MOPS, QUICK CHANGE HEADS, AND FRAMES</b> All mops treated and packaged, quick change head and frame, 5" wide ridged frame, clip on handle, full sleeve head with slotted top, snap flap, slot with snap. Must be color coded by size. Sizes listed in Attachment 3, Group 3.		<i>RB</i>	
<b>27. ENTRY MATS</b> Polyester on rubber/gripper back. Sizes listed in Attachment 3, Group 3.		<i>RB</i>	
Please list standard mat colors available.  <i>ATTACHED</i>			
Please list non-standard colors available at additional cost.  <i>ALL COLORS PROVIDED ON CUSTOM MATS</i>			



## PRICING TABLE B

SEE PART 4 "PROPOSAL CONTENT", PARAGRAPH 4.7 "ATTACHMENT 4 PRICING TABLE" FOR INSTRUCTIONS.

GROUP 1: GARMENTS DESCRIPTION		PRICING BASED ON AWARD BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES *One time charge for each specialty size	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
INDUSTRIAL COVERALLS									
COTTON, BUTTON FRONT	52-58 60-64 66 up	<b>918</b>	18	\$3.65 \$6.15 \$8.35	\$26.59	\$0.449	\$0.449	100	\$412.182
POLY/COTTON, ZIP FRONT	52-58 60-64 66 up	As option for above	18	\$3.65 \$6.15 \$8.35	\$21.72	\$0.293	\$0.293	100	
POLY/COTTON, ENHANCED VISIBILITY, ZIP FRONT	52-58 60-64 66 up	As option for above	18	\$3.65 \$6.15 \$8.35	\$46.96	\$0.655	\$0.655	100	
COTTON, LIGHT ORANGE "LOANER/SEASONAL" (APRIL TO SEPT.)	52-58 60-64 66 up	<b>44</b>	18	\$3.65 \$6.15 \$8.35	\$26.59	\$0.449	\$0.449	100	\$19.756

GROUP 1: GARMENTS DESCRIPTION		PRICING BASED ON AWARD BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES *One time charge for each specialty size	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
INSULATED COVERALL , POLY/COTTON	52-58 60-64 66 up	95	18	\$3.65 \$6.15 \$8.35	\$54.68	\$0.735	\$0.735	100	\$69.825
JUMPSUITS, (SPEEDSUIT), SHORT SLEEVE	52-58 60-64 66 up	8	18	\$3.65 \$6.15 \$8.35	\$23.28	\$0.346	\$0.346	100	\$2.768
COUNTER COAT (LAB COAT) -Identify with x: PRESSED [ ] or: - STEAM TUNNEL [ x ]	50-56 58 up	34	18	\$2.65 \$3.20	\$12.58	\$0.164	\$0.164	100	\$5.576
SMOCK -Identify with x: PRESSED [ ] or: - STEAM TUNNEL [ x ]	50-56 58 up	25	18	\$2.65 \$3.20	\$9.75	\$0.127	\$0.127	100	\$3.175
SHOP COAT	50-56 58 up	20	18	\$2.65 \$3.20	\$20.33	\$0.278	\$0.278	100	\$5.56
INDUSTRIAL WORK SHIRT , SHORT SLEEVE -Identify with x: PRESSED [ x ] or: -STEAM TUNNEL [ ]	2XL-6XL 7XL up	116	18	\$2.40 \$4.00	\$8.54	\$0.118	\$0.118	100	\$13.688
INDUSTRIAL WORK SHIRT , LONG SLEEVE Identify with x: - PRESSED [ x ] or: -STEAM TUNNEL [ ]	2XL-6XL 7XL up	35	18	\$2.40 \$4.00	\$10.24	\$0.140	\$0.140	100	\$4.90



GROUP 1: GARMENTS		PRICING BASED ON AWARD BY EACH DEPARTMENT QUANTITTIES ARE ESTIMATES ONLY –PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES *One time charge for each specialty size	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
INDUSTRIAL WORK PANTS	44-48 50-56 58 up	1351	18	\$2.95 \$3.45 \$4.00	\$13.72	\$0.192	\$0.192	100	\$259.392
INDUSTRIAL WORK PANTS, CARGO	44-48 50-56 58 up	61	18	\$2.95 \$3.45 \$4.00	\$17.60	\$0.240	\$0.240	100	\$14.64
INDUSTRIAL TECHNICIAN JACKET	2XL-5XL 6XL 7XL up	51	18	\$3.65 \$6.15 \$8.35	\$22.63	\$0.342	\$0.342	100	\$17.442
INDUSTRIAL PERMA-LINED SERVICE JACKET	2XL-5XL 6XL 7XL up	166	18	\$3.65 \$6.15 \$8.35	\$26.36	\$0.379	\$0.379	100	\$62.914
INDUSTRIAL WORK SHIRT, FLAME RESISTANT, NOMEX, LONG SLEEVE	2XL-6XL 7XL up	409	30	\$2.40 \$4.00	\$64.82	\$0.417	\$0.417	100	\$170.553
INDUSTRIAL WORK PANT, FLAME RESISTANT, NOMEX	44-48 50-56 58 up	403	30	\$2.95 \$3.45 \$4.00	\$69.11	\$0.434	\$0.434	100	\$174.902

GROUP 1: GARMENTS		PRICING BASED ON AWARD BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IS QUANTITY IF LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION									
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES *One time charge for each specialty size	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
INDUSTRIAL WORK SHIRT WITH ENHANCED VISIBILITY, REFLECTIVE 3M SCOTCHLITE MATERIAL, 2-1/2 YELLOW STRIPING DOWN ARMS AND AROUND CHEST AND BACK, LONG SLEEVE, GREY	2XL-6XL 7XL up	1214	18	\$2.40 \$4.00	\$21.41	\$0.323	\$0.323	100	\$392.122
INDUSTRIAL JACKET WITH ENHANCED VISIBILITY (REFLECTIVE STRIPING)	2XL-5XL 6XL 7XL up	228	18	\$3.65 \$6.15 \$8.35	\$41.53	\$0.701	\$0.701	100	\$159.828
HIGH VISIBILITY T-SHIRT – LIME COLOR, SHORT SLEEVE (CURRENTLY PURCHASE ONLY)	2XL-3XL 4XL-6XL	303		\$1.00 \$2.00	\$7.99				
HIGH VISIBILITY WINTER COAT (LIME COLOR), ZIIPPER, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)	2XL-5XL 6XL 7XL up	105		\$3.65 \$6.15 \$8.35	\$72.99				
HIGH VISIBILITY WINTER COAT LIME COLOR, HOOD, WATERPROOF, ZIIPPER, ZIP IN/OUT LINER ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)	2XL-5XL 6XL 7XL up	as option for above		\$3.65 \$6.15 \$8.35	\$95.99				
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 2 (CURRENTLY PURCHASE ONLY)		105		See Class 3 option					

GROUP 1: GARMENTS		PRICING BASED ON AWARD BY EACH DEPARTMENT							
DESCRIPTION		QUANTITIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0							
DESCRIPTION	A NOTE EXTRA CHARGE SIZE START POINT FOR SPECIAL- TY LARGE SIZES	B ESTIMATED QUANTITY REQUIRED (inventory units currently in service as rental and clean if in bold)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	C EXTRA CHARGE AMOUNT FOR SPECIALTY LARGE SIZES *One time charge for each specialty size	E UNIT PURCHASE ONLY PRICE (ALSO FOR REPLACE- MENT COST)	F PER UNIT PRICE FOR RENTAL ONLY	G UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	H INVEN- TORY % TO BE USED FOR BILLING	I TOTAL RENTAL AND CLEAN COST PER WEEK ( B x G x H)
ZIP-UP WINTER HOODIE, HIGH VISIBILITY LIME COLOR, ANSI CLASS 3 (CURRENTLY PURCHASE ONLY)	2XL-5XL 6XL 7XL up	as option for above		\$3.65 \$6.15 \$8.35	\$54.71				
ALTERATIONS OF INDUSTRIAL COVERALLS (SEE TECHNICAL SPECIFICATIONS, SECTION III)	N/A	Unknown		No Charge, Garment may become Non- Standard and therefore subject to Buy-Back					
CITY LOGO 2" X 4" APPLIED ON ALL APPLICABLE GARMENTS		Unknown			\$1.25	\$1.25	\$1.25		
EMBOSSSED NAME TAGS APPLIED ON ALL APPLICABLE GARMENTS		Unknown			\$0.35	\$0.35	\$0.35		
IDENTIFICATION TAGS APPLIED ON INSIDE OF ALL GARMENTS		Unknown			\$0.50	\$0.50	\$0.50		
GROUP 1: TOTAL GARMENT COST								(TOTAL)	1789.223

\*OTHER CLOTHING/ITEMS APPLICABLE TO GROUP 1 – PURCHASE % \_Already applied\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

GROUP 2: TOWELS AND LINEN DESCRIPTION		PRICING BASED ON AWARD BY EACH DEPARTMENT QUANTITTIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL RENTAL AND CLEAN COST PER WEEK ( A x F x G)
ROLL TOWELS	40			\$21.24	\$2.04	\$2.04	50	\$40.80
COTTON LINT-FREE 17 X 26	unknown			\$0.51	\$0.19	\$0.19	50	
BATH TOWEL 22 X 44	150			\$2.22	\$0.34	\$0.34	50	\$26.52
SHOP TOWEL, COTTON TERRY 12 X 12	2000			\$0.25	\$0.05	\$0.05	50	\$60.00
BAR TOWEL/DISH TOWEL	720			\$0.50	\$0.07	\$0.07	50	\$32.20
POLISH TOWEL 20 X 40, MICROFIBER	150			\$1.96	\$0.16	\$0.16	50	\$17.88
GLASS TOWEL	1200			\$1.31	\$0.09	\$0.09	50	\$101.16
PRINTER TOWEL, BLUE, 18 X 18	100			\$0.17	\$0.17	\$0.17	50	\$8.84
SHEETS 81 X 102	40			\$11.35	\$1.50	\$1.50	50	\$71.35
PILLOW CASES 42 X 36	10			\$1.75	\$0.95	\$0.95	50	\$4.75
THERMAL BLANKETS, TWIN SIZE	5			\$35.98	\$1.60	\$1.60	50	\$3.20
SEAT COVERS	unknown			\$5.92	\$0.82	\$0.82	50	
GROUP 2: TOTAL TOWEL & LINEN COST							(TOTAL)	\$312.70

**\*OTHER ITEMS APPLICABLE TO GROUP 2 – PURCHASE % \_Already applied\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)**

GROUP 3: MISCELLANEOUS DESCRIPTION		PRICING BASED ON AWARD BY EACH DEPARTMENT QUANTITTIES ARE ESTIMATES ONLY – PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL COST PER WEEK ( A x F x G)
ENTRY MATS: STANDARD COLORS:								
2' X 3'	0			\$11.90	\$0.49	\$0.49	50	
2' X 4'	0			\$23.92	\$0.98	\$0.98	50	
3' X 5'	186			\$33.46	\$1.22	\$1.22	50	\$113.46
3' X 5' SCRAPER	26			\$46.63	\$1.22	\$1.22	50	\$15.86
3' X 5' SOAKER PADS	10			\$33.46	\$1.22	\$1.22	50	\$6.10
3' X 10'	75			\$68.42	\$2.45	\$2.45	50	\$90.65
4' X 6'	200			\$51.23	\$1.96	\$1.96	50	\$196.00
4' X 8'	0			\$70.08	\$2.61	\$2.61	50	
BIB APRONS	0			\$2.09	\$0.15	\$0.15	50	
DUST MOP HEADS: 18"	0			\$6.58	\$0.28	\$0.28	50	
24"	30			\$7.36	\$0.37	\$0.37	50	\$5.55
36"	20			\$9.44	\$0.55	\$0.55	50	\$5.50
48"	2			\$11.32	\$0.73	\$0.73	50	\$1.46
60"	0			\$13.14	\$0.92	\$0.92	50	
WET MOP	25			\$6.28	\$0.49	\$0.49	50	\$5.88
WET MOP ANIT-MICROBIAL STRING LOOP ENDS	0			\$7.94	\$0.20	\$0.20	50	



GROUP 3: MISCELLANEOUS DESCRIPTION		PRICING BASED ON AWARD BY EACH DEPARTMENT QUANTITIES ARE ESTIMATES ONLY –PROVIDE PRICING EVEN IF QUANTITY IS LISTED AS UNKNOWN, ALTERNATE OPTION, OR 0						
DESCRIPTION	A ESTIMATED QUANTITY REQUIRED (inventory units currently in service for rental and clean if in bold)	B ITEM STANDARD LIFE (NUMBER OF MONTHS)	C ITEM STANDARD LIFE (NUMBER OF MONTHS)	D UNIT PURCHASE PRICE ONLY (ASLO FOR REPLACE- MENT COST)	E PER UNIT PRICE FOR RENTAL ONLY	F UNIT PRICE FOR RENTAL AND ALL CLEANING INCLUDED	G INVEN- TORY % TO BE USED FOR BILLING	H TOTAL COST PER WEEK ( A x F x G)
LAUNDRY BAG	60			\$5.20	0	0	0	0
LAUNDRY BAG STAND	20			\$8.00	0	0	0	0
WET MOP HANDLE	5			\$7.35	0	0	0	0
DUST MOP FRAMES & HANDLES: 24"	6			\$6.25	0	0	0	0
36"	0			\$8.07	0	0	0	0
42"	0			\$9.13	0	0	0	0
60"	0			\$12.20	0	0	0	0
ROLL TOWEL CABINET – EQUIPPED WITH TOWEL RESTRAINTS	2			\$119.08	0	0	0	0
NITRILE GLOVES	25			\$7.36	\$7.36	\$7.36	100	\$184.00
GROUP 3: TOTAL GARMENT COST							(TOTAL)	\$624.46

\*OTHER ITEMS APPLICABLE TO GROUP 3 –PURCHASE % \_\_Already applied\_\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

\*MISCELLANEOUS JANITORIAL SERVICES SUCH AS PROVIDING TOILET PAPER, HAND SOAP, URINAL SCREENS, ETC. CAN BE INCLUDED IF REQUESTED BY DEPARTMENT. PROVIDE DISCOUNT PERCENTAGE OFF LIST PRICE TO BE USED FOR ADDING THESE SERVICES:

PURCHASE % \_\_Already applied\_\_ OFF LIST PRICE. (PROVIDE DISCOUNT PERCENTAGE)

**ATTACHMENT B**  
**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.

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Subrecipient / Contractor / Consultant (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Program Title (Type or Print)
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Name of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Signature
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Title of Certifying Official (Type or Print)	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> Date (Type or Print)



STATE OF  
WASHINGTON

# BUSINESS LICENSE

Profit Corporation

UNIFIRST CORPORATION  
13059 41ST AVE NE  
MARYSVILLE, WA 98271-8588

UNEMPLOYMENT INSURANCE - ACTIVE  
TAX REGISTRATION - ACTIVE

Issue Date: May 28, 2021  
Unified Business ID #: 601463486  
Business ID #: 001  
Location: 0001  
Expires: May 31, 2022

INDUSTRIAL INSURANCE - ACTIVE

## CITY ENDORSEMENTS:

MARYSVILLE GENERAL BUSINESS #8888SVC703 - ACTIVE  
FIFE GENERAL BUSINESS - NON-RESIDENT - ACTIVE  
MUKILTEO GENERAL BUSINESS - NON-RESIDENT - ACTIVE  
CHEHALIS GENERAL BUSINESS - NON-RESIDENT #15-5658 - ACTIVE  
SHELTON GENERAL BUSINESS - NON-RESIDENT #0013250 - ACTIVE  
COVINGTON GENERAL BUSINESS - NON-RESIDENT - ACTIVE  
ISSAQUAH GENERAL BUSINESS - NON-RESIDENT - ACTIVE  
LONGVIEW GENERAL BUSINESS - NON-RESIDENT #816446 - ACTIVE  
MILTON GENERAL BUSINESS - NON-RESIDENT #5581 - ACTIVE  
OLYMPIA GENERAL BUSINESS - NON-RESIDENT #13056 - ACTIVE  
PORT ORCHARD GENERAL BUSINESS - NON-RESIDENT - ACTIVE  
RUSTON GENERAL BUSINESS - NON-RESIDENT #09-144 - ACTIVE  
SAMMAMISH GENERAL BUSINESS - NON-RESIDENT - ACTIVE  
SUMNER GENERAL BUSINESS - NON-RESIDENT - ACTIVE  
TUMWATER GENERAL BUSINESS - NON-RESIDENT #R-005882 - ACTIVE  
VANCOUVER GENERAL BUSINESS - NON-RESIDENT - ACTIVE

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Director, Department of Revenue

UBI: 601463486 001 0001

UNIFIRST CORPORATION  
13059 41ST AVE NE  
MARYSVILLE, WA 98271-8588

STATE OF WASHINGTON

FOLD HERE

UNEMPLOYMENT INSURANCE -  
ACTIVE  
INDUSTRIAL INSURANCE - ACTIVE  
TAX REGISTRATION - ACTIVE  
MARYSVILLE GENERAL BUSINESS  
#8888SVC703 - ACTIVE  
FIFE GENERAL BUSINESS -  
NON-RESIDENT - ACTIVE  
MUKILTEO GENERAL BUSINESS -  
NON-RESIDENT - ACTIVE  
CHEHALIS GENERAL BUSINESS -  
NON-RESIDENT #15-5658 - ACTIVE  
SHELTON GENERAL BUSINESS -  
NON-RESIDENT #0013250 - ACTIVE  
COVINGTON GENERAL BUSINESS -

FOLD HERE

Expires: May 31, 2022

Director, Department of Revenue





STATE OF  
WASHINGTON

# BUSINESS LICENSE

Profit Corporation

UNIFIRST CORPORATION  
13059 41ST AVE NE  
MARYSVILLE, WA 98271-8588  
CITY ENDORSEMENTS:

SPOKANE GENERAL BUSINESS - NON-RESIDENT #T12087800BUS - ACTIVE  
SNOHOMISH GENERAL BUSINESS - NON-RESIDENT #839 - ACTIVE  
LYNNWOOD GENERAL BUSINESS - NON-RESIDENT #004458-01-2002 - ACTIVE  
RAYMOND GENERAL BUSINESS - NON-RESIDENT #449.1 - ACTIVE  
WESTPORT GENERAL BUSINESS - NON-RESIDENT #21870 (EXPIRES 12/31/2021) - ACTIVE  
ABERDEEN GENERAL BUSINESS - NON-RESIDENT #3351 - ACTIVE

## LICENSING RESTRICTIONS:

Aberdeen city license valid until canceled by either party.

Not licensed to hire minors without a Minor Work Permit.

Issue Date: May 28, 2021

Unified Business ID #: 601463486

Business ID #: 001

Location: 0001

Expires: May 31, 2022

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Director, Department of Revenue

UBI: 601463486 001 0001

UNIFIRST CORPORATION  
13059 41ST AVE NE  
MARYSVILLE, WA 98271-8588

STATE OF WASHINGTON

FOLD HERE

UNEMPLOYMENT INSURANCE -  
ACTIVE  
INDUSTRIAL INSURANCE - ACTIVE  
TAX REGISTRATION - ACTIVE  
MARYSVILLE GENERAL BUSINESS  
#8888SVC703 - ACTIVE  
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NON-RESIDENT - ACTIVE  
CHEHALIS GENERAL BUSINESS -  
NON-RESIDENT #15-5658 - ACTIVE  
SHELTON GENERAL BUSINESS -  
NON-RESIDENT #0013250 - ACTIVE  
COVINGTON GENERAL BUSINESS -

FOLD HERE

Expires: May 31, 2022

Director, Department of Revenue

## IMPORTANT!

### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE POSTING THIS LICENSE

#### General Information

Post this Business License in a visible location at your place of business.

If you were issued a Business License previously, **destroy the old one and post this one in its place.**

Login to My DOR at [dor.wa.gov](http://dor.wa.gov) if you need to make changes to your business name, location, mailing address, telephone number, or business ownership.

Telephone: 360-705-6741

#### Endorsements

All endorsements should be renewed by the expiration date that appears on the front of this license to avoid any late fees.

If there is no expiration date, the endorsements remain active as long as you continue required reporting. Tax Registration, Unemployment Insurance, and Industrial Insurance endorsements require you to submit periodic reports. Each agency will send you the necessary reporting forms and instructions.

For assistance or to request this document in an alternate format, visit <http://business.wa.gov/BLS> or call (360) 705-6741. Teletype (TTY) users may use the Washington Relay Service by calling 711.

BLS-700-107 (07/27/20)

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

06/21/2021

**Date Rec'd**

6/10/2021

**Clerk's File #**

LGL 2021-0022

**Renews #****Submitting Dept**

CITY CLERK

**Cross Ref #**

INIT 2021-2

**Contact Name/Phone**

TERRI PFISTER 6354

**Project #****Contact E-Mail**

TPFISTER@SPOKANECITY.ORG

**Bid #****Agenda Item Type**

Report Item

**Requisition #****Agenda Item Name**

0260 - INITIATIVE 2021-2 PETITION SIGNATURES

**Agenda Wording**

Set hearing before City Council for Monday, June 21, 2021, on Proposed Initiative No. 2021-2 petition signatures filed on behalf of Jennifer Thomas, petitioner, regarding Charter Amendment adopting the Spokane Cleaner Energy Protection Act.

**Summary (Background)**

On June 7, 2021, a representative of the petitioner of Initiative No. 2021-2 filed with the City Clerk's Office petitions bearing approximately 5,681 signatures. This constitutes 8.17 percent of the votes cast (69,529) at the last general municipal election (held November 5, 2019). Five percent, or 3,477 validated signatures are required for placement on the next general municipal election ballot (November 2, 2021). The signatures have not been validated.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Select \$

#

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications**Dept Head

PFISTER, TERRI

Study Session\OtherDivision DirectorCouncil SponsorFinance

HUGHES, MICHELLE

**Distribution List**Legal

PICCOLO, MIKE

mpiccolo@spokanecity.org

For the Mayor

ORMSBY, MICHAEL

**Additional Approvals**Purchasing



**Continuation of Wording, Summary, Budget, and Distribution**

**Agenda Wording**

**Summary (Background)**

Pursuant to SMC 2.02.080 and Sections 84 and 125 of the City Charter, at the hearing on the petition, the City Council determines whether to: 1. accept petition and place the measure on the ballot; 2. accept petition and direct the city clerk to validate the signatures; or 3. propose an alternative measure.

<b>Fiscal Impact</b>		<b>Budget Account</b>
Select	\$	#
Select	\$	#

**Distribution List**


WARNING

Every person who signs this petition with any other than his or her true name, knowingly signs more than one of these petitions, signs this petition when he or she is not a legal voter, or makes any false statement on this petition may be punished by fine or imprisonment.

RECEIVED

JUN 07 2021

000001

INITIATIVE PETITION TO THE CITIZENS OF THE CITY OF SPOKANE

INITIATIVE NO. 2021 - 2

CITY CLERK'S OFFICE

We, the undersigned citizens and legal voters of the City of Spokane, Washington, respectfully direct that this proposed City Charter amendment, known as Initiative No. 2021- 2, a full, true and correct copy of which is printed herein, be submitted to the electors of the City of Spokane for their approval or rejection at the next available special or general municipal election. The proposed City Charter amendment shall appear as the following proposition:

BALLOT TITLE

CHARTER AMENDMENT ADOPTING THE SPOKANE CLEANER ENERGY PROTECTION ACT

Shall the Spokane City Charter be amended to adopt the Spokane Cleaner Energy Protection Act – preventing the City from adopting any code, ordinance, or regulation that would prohibit the use of hydroelectric power or natural gas?

☐ YES  
☐ NO

Each of us for himself or herself says: I have personally signed this petition; I am a legal voter of the City of Spokane; my residence address is correctly stated; and I have knowingly signed this petition only once.

(The full text of the proposed City Charter amendment is printed on the reverse side of this page)

	PETITIONER'S SIGNATURE (in dark ink and as shown on the signer's voter registration)	PRINTED NAME (legibly in dark ink)	ADDRESS WHERE REGISTERED TO VOTE			
			Street Address	City	State	Zip
1.		James V Grisham	809 W Nora Ave	Spokane	WA	99205
2.		Leah C Volesky	3812 E Cleveland Ave	Spokane	WA	99217
3.		Edward P Libbards	1614 S. Tupper St	Spokane	WA	99203
4.		GAIL Partridge	1504 W. Shannon	Spokane	WA	99205
5.		Rosemary Hard	204 W Euclid	Spokane	WA	99205
6.		Clarence Onel	3927 W. Prairie Dr	Spokane	WA	99217
7.		Susan Beal	423 W. Gordon	Spokane	WA	99205
8.		Charles Maguire	410 E N. Stevens	Spokane	WA	99205
9.		Patricia Allen	527 W Euclid	Spokane	WA	99205
10.		Lonnie Lunsford	704 E Nora	Spokane	WA	99207
11.		Rachel Pettell	228 W. Canton	Spokane	WA	99205
12.		Charles Loyd	3324 N. Lacey St	Spokane	WA	99217
13.		ERIC GINN	511 E. Mission	Spokane	WA	99202
14.		Erica Jensen	4003 N Magnolia	Spokane	WA	99207
15.		Michelle Cortez	519 E Fairview	Spokane	WA	99207
16.		Polly Liebe	553 E Fairview	Spokane	WA	99207
17.		Cindy S Blot	1815 E. Rowan	Spokane	WA	99207
18.		Linda Green	707 E. Rich	Spokane	WA	99207
19.		Carrie Carson	1223 W. Frederick	Spokane	WA	99203
20.		K. Lowman	6126 N. Calispel	Spokane	WA	99205

Petitioner: Jennifer Thomas, 1633 E. Rockwell Ave., Spokane, WA 99207 (509)808-8879

Signature-gathering firm: Grassfire, 2660 NE Hwy 20, Suite 610 #315 Bend, OR 97701 (503) 433-1504 [flair@staff.grassfire.us](mailto:flair@staff.grassfire.us)

City Business Registration No. 604745473-001-0001

SUMMARY OF THE MEASURE

THE LAW AS IT CURRENTLY EXISTS:

The City Charter currently does not address use of hydroelectric power or natural gas.

THE EFFECT OF THE PROPOSAL, IF APPROVED:

This measure creates a new Article III, Section 21.7, and will amend the City Charter to adopt the same - the Spokane Cleaner Energy Protection Act. This Charter change prevents the City from adopting any code, ordinance, or regulation that would prohibit or have the effect of prohibiting the use of hydroelectric power or natural gas by the City or its residents and businesses.

I, Will Wright, swear or affirm under penalty of law that I circulated this sheet of the foregoing petition, and that, to the best of my knowledge, every person who signed this sheet of the foregoing petition knowingly and without any compensation or promise of compensation willingly signed his or her true name and that the information provided therewith is true and correct. I further acknowledge that under chapter 29A.84 RCW, forgery of signatures on this petition constitutes a class C felony, and that offering any consideration or gratuity to any person to induce them to sign a petition is a gross misdemeanor, such violations being punishable by fine or imprisonment or both. (Signature) Will Wright

Date) 05/29/21

## CHARTER AMENDMENT ADOPTING THE SPOKANE CLEANER ENERGY PROTECTION ACT

WHEREAS, the citizens of the City of Spokane recognize the need for clean energy and dependable sources of power for its citizens and businesses; and

WHEREAS, the citizens of Spokane expect the City to permit abundant hydroelectric power and natural gas to be purchased and used by the citizens and businesses of Spokane; and

WHEREAS, the carbon emissions from both hydroelectric power and natural gas are substantially less than coal fired power plants; and

WHEREAS, the citizens of the City of Spokane want to encourage cleaner sources of energy; and

WHEREAS, the citizens desire dependable power that can provide for the needs of all citizens and businesses as our country transitions away from carbon-based energy.

### NOW, THEREFORE, THE PEOPLE OF THE CITY OF SPOKANE HEREBY ORDAIN:

Section 1. Article III of the City Charter of the City of Spokane shall be amended to adding a new section 21.7 to read as follows:

#### Section 21.7 – Spokane Cleaner Energy Protection Act

- A. The City of Spokane may not enact any code, ordinance, or regulation that would prohibit or have the effect of prohibiting, or to otherwise regulate in a manner that would prohibit or have the effect of prohibiting:
1. a hydroelectric utility or company, an electrical company, or a natural gas company or a utility, or a public or municipal utility from furnishing utility service to a utility customer; or
  2. a customer of an energy company, a public or municipal utility, or a department of public or municipal utilities from:
    - a. purchasing;
    - b. using; or
    - c. connecting or reconnecting to; a utility service; based on the energy source of the utility service being hydroelectric power or natural gas.
- B. The City of Spokane shall not prohibit the sale, installation, or use of any of the following:
1. Natural gas-powered home heating equipment.
  2. Natural gas-powered home appliances.
  3. Grills, stoves, and other food preparation appliances designed to be used outdoors.
  4. Natural gas powered:
    - a. heating appliances and furnaces to heat swimming pools; and
    - b. torches, lamps, and other decorative features; designed to be used outdoors.

Section 2. Severability. If any provision of this charter amendment or its application to any person or circumstance is held invalid, the remainder of the amendment or the application of the provision to other persons or circumstances is not affected.

Section 3. Submission to the Voters. This City Charter amendment ordinance shall be submitted to the voters of the City of Spokane for their approval or rejection at the next applicable election under Section 82 of the Spokane City Charter.

Section 4. Effective Date. This Charter amendment, if approved by the voters, shall take effect and be in full force upon the issuance of the certificate of election by the Spokane County Auditor's Office.

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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

ORD C36067

**Renews #****Cross Ref #**

OPR 2021-0405

**Submitting Dept**

POLICE

**Contact Name/Phone**

MIKE MCNAB 835-4514

**Project #****Contact E-Mail**

MMCNAB@SPOKANEPOLICE.ORG

**Bid #****Agenda Item Type**

Special Budget Ordinance

**Requisition #****Agenda Item Name**

1620 - WATPA GRANT SBO

**Agenda Wording**

Special Budget Ordinance to provide budget authority funded using recently awarded Washington Auto Theft Prevention (WATPA) FY2021-2023 Grant funds. SBO will be only for 2021 portion of grant award and will be factored into 2022 budget.

**Summary (Background)**

Spokane Police Department (SPD) in collaboration with Washington State Patrol (WSP) received funding from WATPA (Washington Auto Theft Prevention Authority) administered by the Washington State Association of Sheriffs and Police Chiefs. Funding is awarded to grantees on a biennial period. SPD was recently awarded \$279,377 for the two year grant period July 1, 2021 through June 30, 2023 and will be used to fund one SPD Detective position, along with public outreach and training.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Revenue \$ 77,713

# 1620-91788-99999-33469

Expense \$ 77,713

# 1620-91788-VARIOUS

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

MEIDL, CRAIG

**Study Session\Other**PSCHC Meeting  
06/07/2021**Division Director**

MEIDL, CRAIG

**Council Sponsor**

Councilmember Kinnear

**Finance**

SCHMITT, KEVIN

**Distribution List****Legal**

PICCOLO, MIKE

SPDFINANCE@SPOKANECITY.ORG

**For the Mayor**

ORMSBY, MICHAEL

MMCNAB@SPOKANEPOLICE.ORG

**Additional Approvals****Purchasing****MANAGEMENT &  
BUDGET**

INGIOSI, PAUL

# Briefing Paper

## Public Safety & Community Health Committee

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	SBO for WA Auto Theft Prevention grant award FY2021-2023
<b>Date:</b>	06/07/2021
<b>Contact (email &amp; phone):</b>	Mike McNab– mmcnab@spokanepolice.org 509-835-4514
<b>City Council Sponsor:</b>	Councilmember Kinnear
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Safety Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	SBO to provide budget authority funded using recently awarded Washington Auto Theft Prevention (WATPA) FY2021-2023 Grant funds. SBO will be only for 2021 portion of grant award.
<b>Background/History:</b> Spokane Police Department (SPD) in collaboration with Washington State Patrol (WSP) receives funding from WATPA (Washington Auto Theft Prevention) administered by the Washington State Association of Sheriffs and Police Chiefs. Funding is awarded to grantees on a biennial period. SPD was recently awarded \$279,377 for the two year grant period.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Grant application briefing paper previously submitted to Public Safety Committee on 03/29/2021</li> <li>Grant period July 1, 2021 through June 30, 2023</li> <li>Total awarded amount of \$279,377</li> <li>2021 SBO total of \$77,713</li> <li>Continuation of previously awarded grant with the similar statement of work</li> <li>Award will be used to fund 1 detective position along with benefits.           <ul style="list-style-type: none"> <li>Additional funds awarded for overtime, travel &amp; training, and public service announcements</li> </ul> </li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: State funding – WA Auto Theft Prevention Authority Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	



ORDINANCE NO. C36067

An ordinance amending Ordinance No. C-35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C-35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the Public Safety & Judicial Grant Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Public Safety & Judicial Grant Fund, and the budget annexed thereto with reference to the Public Safety & Judicial Grant Fund, the following changes be made:

FROM:	1620-91788	PS Grant Fund-Auto Theft FY2021-23	
	99999-33469	Other State Agencies	<u>\$ 77,713</u>
TO:	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-09050	Detective	52,346
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-52110	FICA	759
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-52230	Retirement	2,790
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-51640	Deferred Comp	61
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-52310	Medical	10,285
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-52330	Life	15
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-52320	Dental	774
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-52340	Long-term Disability	183
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-51215	Uniform Overtime	5,000
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21400-54401	Airfare	3,000
	1620-91788	PS Grant Fund – Auto Theft FY2021-23	
	21250-54201	Contractual Services	2,500
			<u>\$ 77,713</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the acceptance of Auto Theft grant funding and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to form: \_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

ORD C36065

**Renews #****Submitting Dept**

CITY COUNCIL

**Cross Ref #****Contact Name/Phone**SHAUNA 828-0185  
HARSHMAN**Project #****Contact E-Mail**

SHARSHMAN@SPOKANECITY.ORG

**Bid #****Agenda Item Type**

First Reading Ordinance

**Requisition #****Agenda Item Name**

0320 - RELATED TO THE FUNCTIONS OF THE TBD AND CTAB

**Agenda Wording**

Modifying the functions and transportation improvements of the Transportation Benefit District and codifying the Citizens Transportation Advisory Board.

**Summary (Background)**

Summary: • Formalizes the CTAB in SMC to remedy conflicting resolutions governing CTAB membership. • Expands the number of CTAB members to provide a greater diversity of perspectives on the board. • Clarifies term limits for board members. • Shifts from time period to system outcome to determine when the TBD has accomplished its objective of residential street maintenance - the TBD would be dissolved when the City can sustain an average pavement index rating of 80, with no street lower than 25.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Select \$

#

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

ALLERS, HANNAHLEE

**Study Session\Other**

5/24/21 PIES

**Division Director****Council Sponsor**

CP Beggs

**Finance**

HUGHES, MICHELLE

**Distribution List****Legal**

PICCOLO, MIKE

**For the Mayor**

ORMSBY, MICHAEL

**Additional Approvals****Purchasing**

## Briefing Paper

### PIES Committee

<b>Division &amp; Department:</b>	City Council
<b>Subject:</b>	Ordinance modifying the functions and transportation improvements of the Transportation Benefit District
<b>Date:</b>	May 7, 2021
<b>Author (email &amp; phone):</b>	Shauna Harshman ( <a href="mailto:sharshman@spokanecity.org">sharshman@spokanecity.org</a> ) 828-0185
<b>City Council Sponsor:</b>	CP Beggs
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	The Transportation Benefit District (TBD), created by Ordinance C34648, codified in Chapter 8.16 of the Spokane Municipal Code.
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Citizens Transportation Advisory Board will be formalized in SMC. The modifications to the functions and transportation improvements will eliminate the need for continual update of the Spokane Municipal Code as each six-year plan is updated.
<b>Background/History:</b> <p>The Transportation Benefit District (TBD), created in 2010, established a \$20 annual vehicle fee to help pay for the preservation and maintenance of the City's existing transportation improvements, facilities, and programs set forth in the Six-Year Pavement Maintenance Program of the City's Comprehensive Street Program. Spokane's TBD also allocates a small portion of revenue generated, a minimum of ten percent, to implement the pedestrian program of the City's comprehensive Street Program, the Pedestrian Master Plan.</p> <p>The Citizen's Transportation Advisory Board (CTAB) was created in 2010 by Ordinance C-34648 to review and make recommendations for projects under consideration for TBD funding. The CTAB has not been formalized in SMC, but has been governed by conflicting resolutions, which has caused confusion for CTAB members and Council Staff. This ordinance would create a new section of the SMC related to CTAB and help clarify membership, terms and duties and functions of the board.</p>	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Formalizing the CTAB in SMC will remedy conflicting resolutions governing CTAB membership.</li> <li>In addition, expanding the number of CTAB members will provide a greater diversity of perspectives on the board.</li> <li>Term limits for board members ensures a greater number of community voices are heard.</li> <li>Modifications to the transportation improvements to align SMC with updates to the Revised Code of Washington 36.73.</li> <li>Removing plan dates from the SMC is not only best practice but eliminates the need for annual updates to the SMC.</li> <li>Recommending a shift from time period to system outcome to determine when the TBD has accomplished its objective of residential street maintenance. Rather than referencing a specific six-year time horizon, the TBD would be dissolved when the City obtains and can</li> </ul>	

sustain an average system wide pavement index rating of 80, with no street receiving a rating of less than 25, within the City's residential street system.

- *Also included in the packet are the resolution setting a hearing and hearing notice.*

**Budget Impact:**

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☒ Yes ☐ No

If new, specify funding source: There is no expense associated with the ordinance

**Operations Impact:**

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required: This ordinance will not require changes to current operations or policies.

Known challenges/barriers: None identified.

## ORDINANCE NO. C-\_\_\_\_\_

An ordinance modifying the functions and transportation improvements of the Transportation Benefit District and codifying the Citizens Transportation Advisory Board; adopting a new chapter 04.37; and amending sections 08.16.010, 08.16.040, 08.16.060 and 08.16.070 of the Spokane Municipal Code.

**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That section 08.16.010 of the Spokane Municipal Code is amended to read as follows:

### **Section 08.16.010 Purpose**

The purpose of this chapter is to establish a transportation benefit district pursuant to and consistent with RCW 35.21.225 and chapter 36.73 RCW, as the city council finds it is in the public interest to provide adequate levels of funding for the purposes of implementing and funding the transportation programs and improvements set forth in this chapter. The transportation programs and improvements shall include ongoing transportation improvements of the City as set forth in the most recently adopted versions of the following City of Spokane transportation plans: ((six-year pavement maintenance program of)) the(( 2018-2023)) Six-Year Comprehensive Street Program, the Six-Year Pavement Maintenance Program, the Bicycle Master Plan, and the Pedestrian Master Plan; including the allocation of a minimum of ten percent of revenue generated pursuant to [chapter 08.16 SMC](#) to implement the pedestrian program of the City's ~~((2018-2023))~~ six-year comprehensive street program. The transportation programs and improvements set forth in this chapter shall continue ~~((for a six year period (2018 through 2023))~~ as reflected in the annual adoption by the City Council of the City's six-year comprehensive street program, and six-year pavement maintenance program until such time as the City obtains an average system wide pavement condition index rating of 80, with no street rating below 25, within the City's residential street system.

~~((The transportation programs and improvements established in the 2012-2017 six-year comprehensive street program as set forth in ordinances nos. C-34648, C-34783 and C-34690 and approved for implementation by the TBD Governing Board during 2017 shall continue to be implemented through December 31, 2017)).~~

**Section 2.** That section 08.16.040 of the Spokane Municipal Code is amended to read as follows:

### **Section 08.16.040 Transportation Benefit District Governance**

- A. Pursuant to Chapter 36.74 RCW, the City of Spokane assumes the rights, powers, functions and obligations of the City of Spokane Transportation Benefit District (TBD). The City shall have the authority to exercise the statutory powers set forth in chapter 36.73 RCW. The City Council shall assume the rights, powers, functions and obligations of the TBD previously held by the TBD Governing Board.
- B. The City Council adopts by reference the following resolutions established by the TBD Governing Board
  - 1. TBD-RES ((2011-02)) 2011-0002 (adopted March 21, 2011) ((regarding)) adopting a material change policy pursuant to RCW 36.73.020(3) to address major plan changes that affect project delivery or the ability to finance the plan; and
  - 2. ((TBD-RES 2013-0001 regarding the establishment of the Citizens Transportation Advisory Board; and))
  - 3. TBD-RES 2011-0001 (adopted Feb. 14, 2011) ((regarding the establishment of)) establishing a twenty-dollar annual vehicle fee pursuant to RCW 36.73.065 and RCW 82.80.140.
- C. Consistent with RCW 36.73.020(4), the city treasurer shall be the *ex officio* treasurer of the TBD.

**Section 3.** That section 08.16.060 of the Spokane Municipal Code is amended to read as follows:

**Section 08.16.060 Transportation Improvements Funded**

- A. The funds generated by the TBD may be used for any purpose allowed by law including to operate the TBD and to make transportation improvements that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to chapter 36.73 RCW. The funds shall be used ((specifically)) for improvements to ((for the)) operation, preservation, and maintenance of the City's ((existing transportation improvements,)) facilities, functions, activities, and programs set forth in the most recently adopted versions of the following City of Spokane transportation plans: Six-Year Comprehensive Street Program, Six-Year Pavement Maintenance Program ((element of the City's 2018-2023)) ((a copy of which is attached and)), Bicycle Master Plan, and the Pedestrian Master Plan; including ((to include)) the allocation of at least ten percent of revenue generated pursuant to chapter 08.16 SMC to implement the pedestrian program of the City's ((2018-2023)) six-year comprehensive street program.
- B. The transportation improvements funded by the TBD shall be made ((in)) with consideration of the most recent guidance for selecting transportation improvements in RCW 36.73.020, including an effort to reduce risk of transportation facility failure and improve safety, ((decrease)) improve travel time, improve air quality, increase daily and peak period trip capacity, improve modal connectivity, improve freight mobility, improve accessibility for, or other benefits to, persons with special transportation needs as defined in RCW 47.06B.012, and

preserve and maintain optimal performance of the infrastructure over time to avoid expensive infrastructure replacement in the future.

- C. The transportation improvements funded by the district shall be made on an annual basis ~~((not to exceed the six-year time period of the 2018-2023 six-year comprehensive street program. Transportation improvement projects shall be completed on an annual basis))~~ as funding is made available.
- D. The district shall not be obligated to continue the operation and existence of the district ~~((for the full six years))~~ if the City Council elects to dissolve the district pursuant to chapter 36.73 RCW.
- E. The TBD projects may be amended in accordance with the material change policy described in 1 and in accordance with the notice, hearing and other procedures described in chapter 36.73 RCW, including RCW 36.73.050(2)(b), as the same may be amended from time to time.

**Section 4.** That section 08.16.070 of the Spokane Municipal Code is amended to read as follows:

#### **Section 08.16.070 Dissolution of District**

- A. The TBD shall be dissolved when ~~((all transportation improvements associated with the operation, preservation, and maintenance of the City's existing transportation improvements, facilities, functions, activities, and programs set forth in the six-year pavement maintenance program and the pedestrian program of the City's 2018-2023 Six-Year Comprehensive Street Program have been completed;))~~ the City obtains an average system wide pavement condition index rating of 80, with no street receiving a rating of less than 25, within the City's residential street system; all indebtedness of the district created to accomplish the improvements has been retired and when all of the TBD's anticipated responsibilities have been satisfied.
- B. In addition to the automatic dissolution of the district as set forth above in subsection A, the City Council reserves the right, as set forth in chapter 36.73 RCW, to cause the dissolution of the district for any legal reason. ~~((, including if a regional transportation district with a funding mechanism is formed pursuant to an interlocal agreement as permitted in RCW 36.73.020)).~~

**Section 5.** That there is enacted a new chapter 04.37 of the Spokane Municipal Code to read as follows:

### **Chapter 04.37      Citizens Transportation Advisory Board**

#### **Section 04.37.005 Definitions**

#### **Section 04.37.010 Membership and Terms**



A. Voting Members

1. The Citizens Transportation Advisory Board (CTAB) shall consist of eleven members, who are City residents, appointed by the City Council. Membership shall consist of:

- i. One member selected by each city council member from among the residents of the selecting city council member's district;
- ii. One member from the Plan Commission's Transportation Sub-Committee (PCTS), as recommended by the Plan Commission;
- iii. One member from the Pedestrian, Traffic & Transportation Committee (PeTT) of the Community Assembly, as recommended by the Community Assembly;
- iv. One member from the Bicycle Advisory Board (BAB), as recommended by the BAB;
- v. One member from the Spokane Human Rights Commission, as recommended by the Human Rights Commission.
- vi. One member selected by the City Council President.

B. Liaison Members:

1. The CTAB shall include up to five (5) liaison members representing organizations including, without limitation:
  - i. Spokane Regional Health District;
  - ii. Spokane Public Schools; and
  - iii. Disability Community
2. The liaison members shall be non-voting members of the CTAB.
3. Liaison members shall be appointed by the city council after written notice provided by the respective organizations.

C. Chair

The CTAB Chair shall be selected annually by the members of the CTAB during their first meeting of each year, or at the first meeting after a vacancy occurs. No member shall serve more than three consecutive years as Chair.

D. Terms

1. The terms of all current CTAB members on the effective date of this ordinance shall be transferred to current CTAB memberships.
2. The term of each voting member shall be three years from the date of appointment. Members may be appointed to an initial term of less than three years in order to stagger membership terms. A term of less than half of the full three-year term shall not constitute a full term.
3. No voting member shall be appointed for more than two three-year terms in total as a voting member, or six years total, regardless of what position they fill.
4. Terms for members appointed from the PCTS, PeTT, BAB and the Human Rights Commission shall not extend beyond the expiration of their membership on their respective boards.

E. No elected official or city employee shall be appointed as a voting member of the CTAB.

F. CTAB members may be removed from office by the city council before the expiration of their terms due to a disqualifying change of residence or for cause

based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty (including three or more consecutive unexcused absences), or malfeasance.

- G. No CTAB member shall be affiliated with any contractor performing work or seeking the award of work for projects financed, in whole or in part, by a Spokane TBD project in any way. CTAB members shall be required to comply with the City of Spokane Code of Ethics (Chapter 04.32, SMC) during their CTAB service, including avoiding conflicts of interest, such as having a direct pecuniary or financial gain.

#### **Section 04.37.020 Duties and Functions**

- A. The CTAB makes annual recommendations to City Council regarding the allocation of TBD program funds, including the funds allocated by the Street Department for residential street maintenance. Recommendations may include but are not limited to:
1. Pavement maintenance and reconstruction;
  2. Paving unpaved streets;
  3. Sidewalk infill and maintenance;
  4. ADA accessibility improvements;
  5. Multimodal connectivity; and
  6. Other transportation projects allowed pursuant to chapter 36.73 RCW.
- City Council maintains final approval over project funding.
- B. The CTAB shall annually provide a transportation improvement report on progress made in carrying out its responsibilities. This report should be provided in writing and by appearance and presentation before the City Council by the Chair or their designee. Additional reports may be submitted when deemed appropriate by the CTAB or when requested by the city council. Pursuant to RCW 36.73.160(2), the report must be distributed to the public and newspapers of record in the district. The report should include, at a minimum:
1. A summary of the work done by the CTAB and projects that were completed within the previous calendar year or since the last report, whichever is longer including the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules.
  2. The CTAB's expected work plan for the coming year.

**PASSED** by the City Council on \_\_\_\_\_.

\_\_\_\_\_  
Council President

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

## TRANSMITTAL OF FIRST READING ORDINANCE

DATE: June 1, 2021

TO: Erik Johnson  
Engineering Services

FROM: Terri Pfister, City Clerk

RE: Vacation of Scenic Boulevard between 27th Avenue and 29th Avenue

RECEIVED

JUN 07 2021

CITY CLERK'S OFFICE


Clerk's File No.  
ORD C36050

---

Attached is a copy of Ordinance C36050 for the vacation of:

**Scenic Boulevard between 27th Avenue and 29th Avenue**

This ordinance was read for the first time on May 17, 2021, and will be read for the final time when the necessary conditions have been met and this transmittal, signed and dated by the Engineering Services Director, is returned to the City Clerk's Office.

  
\_\_\_\_\_  
City Clerk

6/1/2021  
\_\_\_\_\_  
Date

---

Precedent conditions have been met and Ordinance C36050 is hereby returned for Final Reading.

  
\_\_\_\_\_  
Principal Engineer – Developer Services

Dated: 6/7/21  
\_\_\_\_\_



OFFICE OF THE CITY CLERK  
808 W. SPOKANE FALLS BLVD.  
SPOKANE, WASHINGTON 99201-3342  
509.625.6350

May 17, 2021

City Clerk File No.:  
ORD C36050

COUNCIL ACTION MEMORANDUM


RE: HEARING ON THE VACATION OF SCENIC BOULEVARD BETWEEN 27<sup>TH</sup> AVENUE AND 29<sup>TH</sup> AVENUE, AS REQUESTED BY DAVE DUPREE

During its 6:00 p.m. Legislative Session held virtually Monday, May 17, 2021, the Spokane City Council held a hearing on the above-described vacation. Subsequent to a presentation by Eldon Brown of Developer Services and the opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **approved, subject to conditions** (in the Street Vacation Report dated March 17, 2021), the vacation of Scenic Boulevard between 27<sup>th</sup> Avenue and 29<sup>th</sup> Avenue, as requested by Dave Dupree.

<b>Ayes:</b>	Beggs, Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson
<b>Nays:</b>	None
<b>Abstain:</b>	None
<b>Absent:</b>	None

In conjunction with the hearing, Ordinance C36050—vacating Scenic Boulevard between 27<sup>th</sup> Avenue and 29<sup>th</sup> Avenue—was read for the first time, with further action deferred.

  
\_\_\_\_\_  
Terri Pfister, MMC  
Spokane City Clerk

City of Spokane  
Development Services Center  
808 West Spokane Falls Blvd.  
Spokane, WA 99201-3343  
(509) 625-6300

## ORDINANCE NO. C36050

An ordinance vacating Scenic Boulevard between 27<sup>th</sup> Avenue and 29<sup>th</sup> Avenue and more particularly described below,

WHEREAS, a petition for the vacation of Scenic Boulevard between 27<sup>th</sup> Avenue and 29<sup>th</sup> Avenue and more particularly described below has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That Scenic Boulevard between 27<sup>th</sup> Avenue and 29<sup>th</sup> Avenue and more particularly described below is hereby vacated. Parcel number not assigned.

Streets and Public Alleys to be vacated in the Plat of East Stirling Heights, as recorded in Volume "M" of Plats, Page 9, and the Plat of Resurvey of Block 21 of East Stirling Heights, as recorded in Volume "N" of Plats, Page 9, records of Spokane County, lying within the Southwest Quarter of the Southeast Quarter of Section 26, Township 25 North, Range 42 East, W.M., being more particularly described as follows:

All of 29th Avenue lying Easterly of the Easterly right of way line of H Street and Westerly of Scenic Boulevard;

Also, Scenic Boulevard lying Northerly of the South line of the Southeast Quarter of said Section 26, and Southerly of a line between the Northeast corner of Lot 9, Block 11 of said East Stirling Heights, and the most Northerly corner of Lot 14, Block 21 of said East Stirling Heights.

Also, that 10.00 foot wide public alley lying between Lots 23 and 24 of Block 21 of said Resurvey of Block 21 of East Stirling Heights;

Also, that 10.00 foot wide public alley lying between Lot 19, Block 21 of said East Stirling Heights, and Lot 20, Block 21 of said Resurvey of Block 21 of East Stirling Heights.

Passed the City Council \_\_\_\_\_

\_\_\_\_\_  
Council President

Attest: \_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
Assistant City Attorney

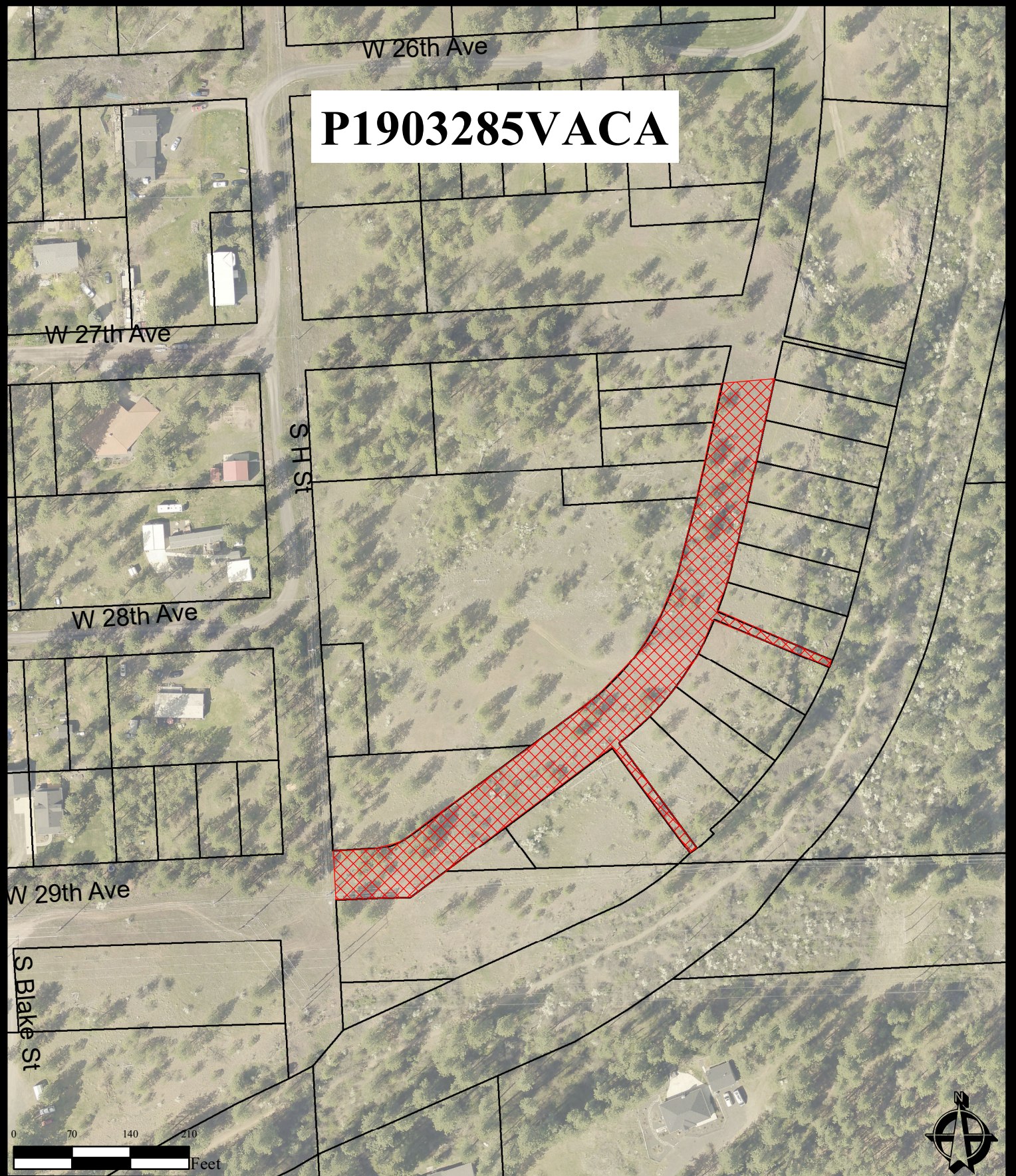
\_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_



**P1903285VACA**



**Right-of-way Description:**  
Scenic Blvd south of a line drawn between the SW corner of Lot 8, Block 11 and the SW corner of Lot 13, Block 21 of the Plat of Stirling Heights, to the east line of H St. together with the 10' strips of RW between Scenic Blvd RW and the W.W.P. COS-Medical Lake RW (Now abandoned) that are directly adjacent to Lots 19, 20, 23, and 24 of Block 21.

**Legend**

 Proposed Vacation

THIS IS NOT A LEGAL DOCUMENT.  
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.





## CITY OF SPOKANE DEVELOPMENT SERVICES

808 West Spokane Falls Blvd, Spokane WA 99201-3343  
(509) 625-6300 FAX (509) 625-6822

### STREET VACATION REPORT March 17, 2021

**LOCATION:** Scenic Blvd between 27<sup>th</sup> and 29<sup>th</sup>.

**PROPONENT:** Dave Dupree

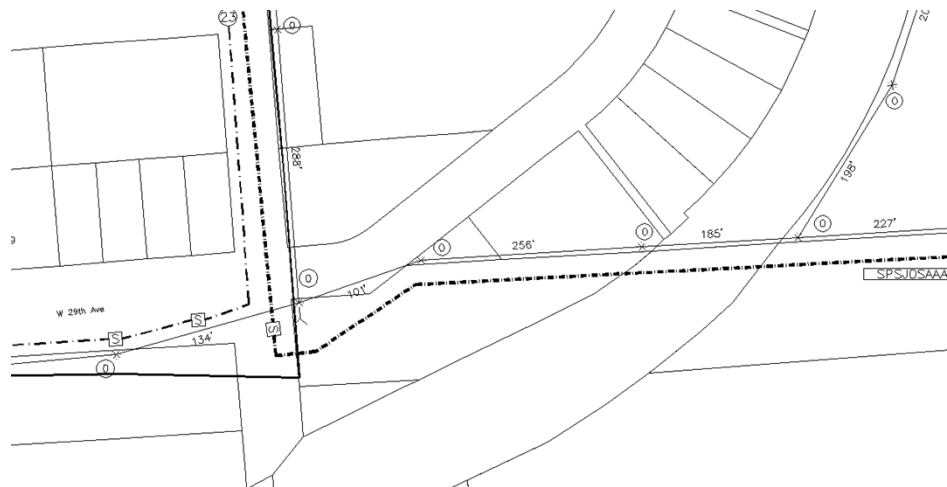
**PURPOSE:** Consolidate property to build a home

**HEARING:** May 17, 2021

**REPORTS:**

**AVISTA UTILITIES** – No concerns

**COMCAST** – Comcast has reviewed the vacation request. Enclosed is a map showing our Cable in this area. We would need to keep this easement for our plant, unless they pay us to relocate.



**LIGHT SPEED NETWORKS** – LS Networks does not have any facilities in the area.

**CENTURYLINK** – CenturyLink doesn't have any objections to the proposed vacation of Scenic Blvd.

**ZAYO COMMUNICATIONS** – Zayo has no comments and or objection to the requested ROW vacation.

**VERIZON** – Verizon/XO Communications do not have facilities in this area.

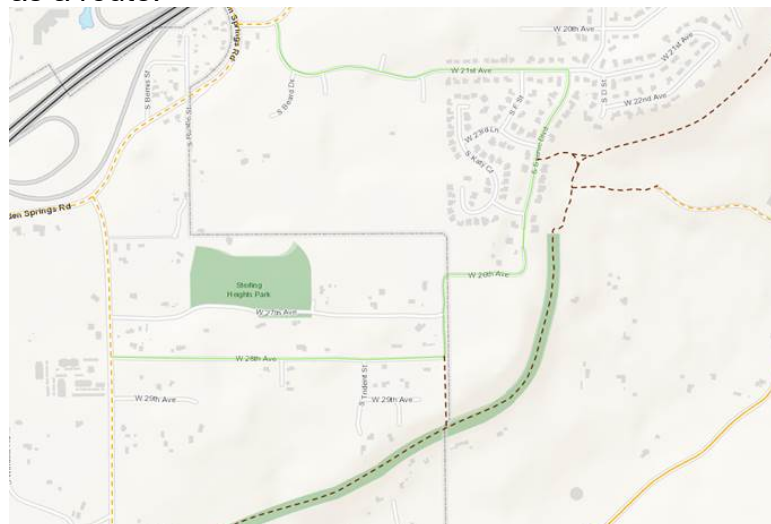
**CAPITAL PROGRAMS** – The vacation of this section of Scenic Boulevard will result in land-locked parcels. These should be combined with other parcels prior to finalizing the vacation.

The vacation will eliminate legal public access to the Trolley Trail (two 10' sections of ROW), but these are narrow and a low cliff impedes access to the trail. City engineering and parks staff should work to establish a better access point to the trail between 27<sup>th</sup> and 25<sup>th</sup> Avenues if the cliff-front parcels are subdivided.

The area is already platted with small lots that would allow development at densities similar to the subdivisions to the north. The current layout of ROWs for 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, H Street and Scenic Blvd is consistent with city engineering standards for connectivity.

The Grandview-Thorpe Neighborhood currently has only one entrance/exit to this area via 17<sup>th</sup> Avenue for over 250 homes. For public safety purposes it is very important to extend Scenic Blvd south from its current dead-end and provide a route back to Assembly Road via 27<sup>th</sup> and 28<sup>th</sup> Avenue. This route can be established without the section of Scenic Blvd that is requested for vacation. But it is critical to maintain the other rights-of-way in the area to provide both transportation and utility connections to undeveloped parcels.

The Bicycle Master Plan does not identify this section of Scenic Blvd as a route.



**FIRE DEPARTMENT** - No comments

**NEIGHBORHOOD SERVICES** - No comments

**PARKS DEPARTMENT** - No comments

**DEVELOPER SERVICES – PLANNING** – All parcels will be required to be aggregated through a Boundary Line Adjustment if the vacation is approved. Parcels cannot be landlocked.

**POLICE DEPARTMENT** – No issues from our end

**SOLID WASTE MANAGEMENT** – No concerns from Solid Waste

**STREET DEPARTMENT** – The documents have been reviewed and the Street Department has no comments.

**WASTEWATER MANAGEMENT** – WWM has no assets in the proposed vacation area. Therefore we have no objection to the vacation provided onsite runoff is maintained and treated on site.

**WATER DEPARTMENT** – No comments

**BICYCLE ADVISORY BOARD** – No comments

**RECOMMENDATION:** That the petition be granted and a vacating ordinance be prepared subject to the following conditions:

1. All parcels will be required to be aggregated through a Boundary Line Adjustment and no parcels can be land-locked.
2. The proponent shall pay to the City of Spokane the assessed valuation for the vacated land as defined by the latest information from the County Assessor's Office. This is calculated to be \$14,009.39 and is to be deposited to Budget Account #3200 49199 99999 39510.
3. That the final reading of the vacation be held in abeyance until all of the above conditions are met and that the above conditions are met by December 31, 2022.

Eldon Brown, P.E.  
Principal Engineer – Planning & Development



RES-2021-0031  
Scenic Boulevard between  
27th AVE & 29th AVENUE. May 10-2021

# God Bless America

Terri Pfister, City Clerk.

I received in the mail  
a notice of proposed street  
vacation. I haven't the slightest  
notion what you are proposing  
for my vacant land. I just paid  
the property taxes on that land.

PARCEL # 25263.0703 TAX CODE 2040.

I have thousands of dollars invested  
in that property and I have no idea  
what a street vacation is. The letter  
sent to me is not too clear on  
what this is all about. I am not  
a fan of Governor Inslee and I  
don't know what his plan is, but I  
would like to be informed by  
mail or phone what this is all about  
and how it affects my land.

My phone # is  
509-326-1268

Sincerely  
Shirley Johnson.

I am housebound  
and can not attend  
any meetings of any  
kind.

and please  
inform me in a  
letter or call that

I can understand - at 85 years old make  
it all clear to me - I need to under-  
stand.



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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

ORD C36065

**Renews #****Cross Ref #****Submitting Dept**

CITY COUNCIL

**Contact Name/Phone**SHAUNA 828-0185  
HARSHMAN**Project #****Contact E-Mail**

SHARSHMAN@SPOKANECITY.ORG

**Bid #****Agenda Item Type**

First Reading Ordinance

**Requisition #****Agenda Item Name**

0320 - RELATED TO THE FUNCTIONS OF THE TBD AND CTAB

**Agenda Wording**

Modifying the functions and transportation improvements of the Transportation Benefit District and codifying the Citizens Transportation Advisory Board.

**Summary (Background)**

Summary: • Formalizes the CTAB in SMC to remedy conflicting resolutions governing CTAB membership. • Expands the number of CTAB members to provide a greater diversity of perspectives on the board. • Clarifies term limits for board members. • Shifts from time period to system outcome to determine when the TBD has accomplished its objective of residential street maintenance - the TBD would be dissolved when the City can sustain an average pavement index rating of 80, with no street lower than 25.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Select \$

#

Select \$

#

Select \$

#

Select \$

#

**Approvals****Council Notifications****Dept Head**

ALLERS, HANNAHLEE

**Study Session\Other**

5/24/21 PIES

**Division Director****Council Sponsor**

CP Beggs

**Finance**

HUGHES, MICHELLE

**Distribution List****Legal**

PICCOLO, MIKE

**For the Mayor**

ORMSBY, MICHAEL

**Additional Approvals****Purchasing**

## Briefing Paper

### PIES Committee

<b>Division &amp; Department:</b>	City Council
<b>Subject:</b>	Ordinance modifying the functions and transportation improvements of the Transportation Benefit District
<b>Date:</b>	May 7, 2021
<b>Author (email &amp; phone):</b>	Shauna Harshman ( <a href="mailto:sharshman@spokanecity.org">sharshman@spokanecity.org</a> ) 828-0185
<b>City Council Sponsor:</b>	CP Beggs
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	The Transportation Benefit District (TBD), created by Ordinance C34648, codified in Chapter 8.16 of the Spokane Municipal Code.
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Citizens Transportation Advisory Board will be formalized in SMC. The modifications to the functions and transportation improvements will eliminate the need for continual update of the Spokane Municipal Code as each six-year plan is updated.
<b>Background/History:</b> <p>The Transportation Benefit District (TBD), created in 2010, established a \$20 annual vehicle fee to help pay for the preservation and maintenance of the City's existing transportation improvements, facilities, and programs set forth in the Six-Year Pavement Maintenance Program of the City's Comprehensive Street Program. Spokane's TBD also allocates a small portion of revenue generated, a minimum of ten percent, to implement the pedestrian program of the City's comprehensive Street Program, the Pedestrian Master Plan.</p> <p>The Citizen's Transportation Advisory Board (CTAB) was created in 2010 by Ordinance C-34648 to review and make recommendations for projects under consideration for TBD funding. The CTAB has not been formalized in SMC, but has been governed by conflicting resolutions, which has caused confusion for CTAB members and Council Staff. This ordinance would create a new section of the SMC related to CTAB and help clarify membership, terms and duties and functions of the board.</p>	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Formalizing the CTAB in SMC will remedy conflicting resolutions governing CTAB membership.</li> <li>In addition, expanding the number of CTAB members will provide a greater diversity of perspectives on the board.</li> <li>Term limits for board members ensures a greater number of community voices are heard.</li> <li>Modifications to the transportation improvements to align SMC with updates to the Revised Code of Washington 36.73.</li> <li>Removing plan dates from the SMC is not only best practice but eliminates the need for annual updates to the SMC.</li> <li>Recommending a shift from time period to system outcome to determine when the TBD has accomplished its objective of residential street maintenance. Rather than referencing a specific six-year time horizon, the TBD would be dissolved when the City obtains and can</li> </ul>	

sustain an average system wide pavement index rating of 80, with no street receiving a rating of less than 25, within the City's residential street system.

- *Also included in the packet are the resolution setting a hearing and hearing notice.*

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☒ Yes ☐ No

If new, specify funding source: There is no expense associated with the ordinance

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required: This ordinance will not require changes to current operations or policies.

Known challenges/barriers: None identified.

## ORDINANCE NO. C36065

An ordinance modifying the functions and transportation improvements of the Transportation Benefit District and codifying the Citizens Transportation Advisory Board; adopting a new chapter 04.37; and amending sections 08.16.010, 08.16.040, 08.16.060 and 08.16.070 of the Spokane Municipal Code.

**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That section 08.16.010 of the Spokane Municipal Code is amended to read as follows:

### **Section 08.16.010 Purpose**

The purpose of this chapter is to establish a transportation benefit district pursuant to and consistent with RCW 35.21.225 and chapter 36.73 RCW, as the city council finds it is in the public interest to provide adequate levels of funding for the purposes of implementing and funding the transportation programs and improvements set forth in this chapter. The transportation programs and improvements shall include ongoing transportation improvements of the City as set forth in the most recently adopted versions of the following City of Spokane transportation plans: ((six-year pavement maintenance program of)) the(( 2018-2023)) Six-Year Comprehensive Street Program, the Six-Year Pavement Maintenance Program, the Bicycle Master Plan, and the Pedestrian Master Plan; including the allocation of a minimum of ten percent of revenue generated pursuant to [chapter 08.16 SMC](#) to implement the pedestrian program of the City's ((2018-2023)) six-year comprehensive street program. The transportation programs and improvements set forth in this chapter shall continue ((for a six-year period (2018 through 2023)) as reflected in the annual adoption by the City Council of the City's six-year comprehensive street program, and six-year pavement maintenance program until such time as the City obtains an average system wide pavement condition index rating of 80, with no street rating below 25, within the City's residential street system.

~~((The transportation programs and improvements established in the 2012-2017 six-year comprehensive street program as set forth in ordinances nos. C-34648, C-34783 and C-34690 and approved for implementation by the TBD Governing Board during 2017 shall continue to be implemented through December 31, 2017)).~~

**Section 2.** That section 08.16.040 of the Spokane Municipal Code is amended to read as follows:

### **Section 08.16.040 Transportation Benefit District Governance**



- A. Pursuant to Chapter 36.74 RCW, the City of Spokane assumes the rights, powers, functions and obligations of the City of Spokane Transportation Benefit District (TBD). The City shall have the authority to exercise the statutory powers set forth in chapter 36.73 RCW. The City Council shall assume the rights, powers, functions and obligations of the TBD previously held by the TBD Governing Board.
- B. The City Council adopts by reference the following resolutions established by the TBD Governing Board
  - 1. TBD-RES ((2011-02)) 2011-0002 (adopted March 21, 2011) ((regarding)) adopting a material change policy pursuant to RCW 36.73.020(3) to address major plan changes that affect project delivery or the ability to finance the plan; and
  - 2. ((TBD-RES 2013-0001 regarding the establishment of the Citizens Transportation Advisory Board; and))
  - 3. TBD-RES 2011-0001 (adopted Feb. 14, 2011) ((regarding the establishment of)) establishing a twenty-dollar annual vehicle fee pursuant to RCW 36.73.065 and RCW 82.80.140.
- C. Consistent with RCW 36.73.020(4), the city treasurer shall be the *ex officio* treasurer of the TBD.

**Section 3.** That section 08.16.060 of the Spokane Municipal Code is amended to read as follows:

**Section 08.16.060 Transportation Improvements Funded**

- A. The funds generated by the TBD may be used for any purpose allowed by law including to operate the TBD and to make transportation improvements that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to chapter 36.73 RCW. The funds shall be used ((specifically)) for improvements to ((for the)) operation, preservation, and maintenance of the City's ((existing transportation improvements,)) facilities, functions, activities, and programs set forth in the most recently adopted versions of the following City of Spokane transportation plans: Six-Year Comprehensive Street Program, Six-Year Pavement Maintenance Program ((element of the City's 2018-2023)) ((a copy of which is attached and)), Bicycle Master Plan, and the Pedestrian Master Plan; including ((to include)) the allocation of at least ten percent of revenue generated pursuant to chapter 08.16 SMC to implement the pedestrian program of the City's ((2018-2023)) six-year comprehensive street program.
- B. The transportation improvements funded by the TBD shall be made ((in)) with consideration of the most recent guidance for selecting transportation improvements in RCW 36.73.020, including an effort to reduce risk of transportation facility failure and improve safety, ((decrease)) improve travel time, improve air quality, increase daily and peak period trip capacity, improve modal connectivity, improve freight mobility, improve accessibility for, or other benefits to, persons with special transportation needs as defined in RCW 47.06B.012, and

preserve and maintain optimal performance of the infrastructure over time to avoid expensive infrastructure replacement in the future.

- C. The transportation improvements funded by the district shall be made on an annual basis ~~((not to exceed the six year time period of the 2018-2023 six year comprehensive street program. Transportation improvement projects shall be completed on an annual basis))~~ as funding is made available.
- D. The district shall not be obligated to continue the operation and existence of the district ~~((for the full six years))~~ if the City Council elects to dissolve the district pursuant to chapter 36.73 RCW.
- E. The TBD projects may be amended in accordance with the material change policy described in 1 and in accordance with the notice, hearing and other procedures described in chapter 36.73 RCW, including RCW 36.73.050(2)(b), as the same may be amended from time to time.

**Section 4.** That section 08.16.070 of the Spokane Municipal Code is amended to read as follows:

#### **Section 08.16.070 Dissolution of District**

- A. The TBD shall be dissolved when ~~((all transportation improvements associated with the operation, preservation, and maintenance of the City's existing transportation improvements, facilities, functions, activities, and programs set forth in the six year pavement maintenance program and the pedestrian program of the City's 2018-2023 Six-Year Comprehensive Street Program have been completed;))~~ the City obtains an average system wide pavement condition index rating of 80, with no street receiving a rating of less than 25, within the City's residential street system; all indebtedness of the district created to accomplish the improvements has been retired and when all of the TBD's anticipated responsibilities have been satisfied.
- B. In addition to the automatic dissolution of the district as set forth above in subsection A, the City Council reserves the right, as set forth in chapter 36.73 RCW, to cause the dissolution of the district for any legal reason. ~~((, including if a regional transportation district with a funding mechanism is formed pursuant to an interlocal agreement as permitted in RCW 36.73.020)).~~

**Section 5.** That there is enacted a new chapter 04.37 of the Spokane Municipal Code to read as follows:

### **Chapter 04.37      Citizens Transportation Advisory Board**

#### **Section 04.37.005 Definitions**

#### **Section 04.37.010 Membership and Terms**

A. Voting Members

1. The Citizens Transportation Advisory Board (CTAB) shall consist of eleven members, who are City residents, appointed by the City Council. Membership shall consist of:

- i. One member selected by each city council member from among the residents of the selecting city council member's district;
- ii. One member from the Plan Commission's Transportation Sub-Committee (PCTS), as recommended by the Plan Commission;
- iii. One member from the Pedestrian, Traffic & Transportation Committee (PeTT) of the Community Assembly, as recommended by the Community Assembly;
- iv. One member from the Bicycle Advisory Board (BAB), as recommended by the BAB;
- v. One member from the Spokane Human Rights Commission, as recommended by the Human Rights Commission.
- vi. One member selected by the City Council President.

B. Liaison Members:

1. The CTAB shall include up to five (5) liaison members representing organizations including, without limitation:
  - i. Spokane Regional Health District;
  - ii. Spokane Public Schools; and
  - iii. Disability Community
2. The liaison members shall be non-voting members of the CTAB.
3. Liaison members shall be appointed by the city council after written notice provided by the respective organizations.

C. Chair

The CTAB Chair shall be selected annually by the members of the CTAB during their first meeting of each year, or at the first meeting after a vacancy occurs. No member shall serve more than three consecutive years as Chair.

D. Terms

1. The terms of all current CTAB members on the effective date of this ordinance shall be transferred to current CTAB memberships.
2. The term of each voting member shall be three years from the date of appointment. Members may be appointed to an initial term of less than three years in order to stagger membership terms. A term of less than half of the full three-year term shall not constitute a full term.
3. No voting member shall be appointed for more than two three-year terms in total as a voting member, or six years total, regardless of what position they fill.
4. Terms for members appointed from the PCTS, PeTT, BAB and the Human Rights Commission shall not extend beyond the expiration of their membership on their respective boards.

E. No elected official or city employee shall be appointed as a voting member of the CTAB.

F. CTAB members may be removed from office by the city council before the expiration of their terms due to a disqualifying change of residence or for cause

based upon a determination of incapacity, incompetence, the presence of irreconcilable conflicts of interest, neglect of duty (including three or more consecutive unexcused absences), or malfeasance.

- G. No CTAB member shall be affiliated with any contractor performing work or seeking the award of work for projects financed, in whole or in part, by a Spokane TBD project in any way. CTAB members shall be required to comply with the City of Spokane Code of Ethics (Chapter 04.32, SMC) during their CTAB service, including avoiding conflicts of interest, such as having a direct pecuniary or financial gain.

#### **Section 04.37.020 Duties and Functions**

- A. The CTAB makes annual recommendations to City Council regarding the allocation of TBD program funds, including the funds allocated by the Street Department for residential street maintenance. Recommendations may include but are not limited to:
1. Pavement maintenance and reconstruction;
  2. Paving unpaved streets;
  3. Sidewalk infill and maintenance;
  4. ADA accessibility improvements;
  5. Multimodal connectivity; and
  6. Other transportation projects allowed pursuant to chapter 36.73 RCW.
- City Council maintains final approval over project funding.
- B. The CTAB shall annually provide a transportation improvement report on progress made in carrying out its responsibilities. This report should be provided in writing and by appearance and presentation before the City Council by the Chair or their designee. Additional reports may be submitted when deemed appropriate by the CTAB or when requested by the city council. Pursuant to RCW 36.73.160(2), the report must be distributed to the public and newspapers of record in the district. The report should include, at a minimum:
1. A summary of the work done by the CTAB and projects that were completed within the previous calendar year or since the last report, whichever is longer including the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules.
  2. The CTAB's expected work plan for the coming year.

**PASSED** by the City Council on \_\_\_\_\_.

\_\_\_\_\_  
Council President

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date

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

06/21/2021

**Date Rec'd**

6/9/2021

**Clerk's File #**

RES 2021-0052

**Renews #****Submitting Dept**INTEGRATED CAPITAL  
MANAGEMENT**Cross Ref #****Contact Name/Phone**

KEVIN PICANCO 625-6088

**Project #**

2021015

**Contact E-Mail**

KPICANCO@SPOKANECITY.ORG

**Bid #****Agenda Item Type**

Hearings

**Requisition #****Agenda Item Name**

4250 – RESOLUTION 2022-2027 SIX-YEAR COMPREHENSIVE STREET PROGRAM

**Agenda Wording**

Hearing for the 2022-2027 Six-Year Comprehensive Street Program(Various Neighborhood Council)

**Summary (Background)**

RCW 35.77 provides that pursuant to a public hearing process, each City shall update its Six-Year Transportation Improvement Program annually prior to July 1st and file a copy of the adopted program with the Secretary of Transportation no later than July 31st of that same year. The Plan Commission held a public hearing on May 12, 2021. A hearing will be held on June 21, 2021 which will provide a recommendation of approval.

Lease? NO

Grant related? NO

Public Works? NO

**Fiscal Impact****Budget Account**

Select \$

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Select \$

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**Study Session\Other**

PIES

**Division Director**

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## **RESOLUTION 2022-2027**

**WHEREAS, pursuant to the requirements of RCW 35.77.010, Laws of the State of Washington, the City of Spokane has prepared a revised and extended Six-Year Comprehensive Street Program for the ensuing six years, 2022 through 2027; and**

**WHEREAS, the Spokane City Plan Commission, on May 12, 2021, following a public hearing, found the 2022-2027 Six-Year Comprehensive Street Program to be in full conformance with the City's Comprehensive Plan; and**

**WHEREAS, the City of Spokane utilizes state and federal grants and low-interest loans as appropriate to supplement its financial resources and such anticipated funding is incorporated in the 2022-2027 Six-Year Comprehensive Street Program;**

**WHEREAS, pursuant to the above law, the City Council of the City of Spokane, being the legislative body of the City held a public hearing on the 2022-2027 Six Year Comprehensive Street Program at 6:00 pm., at City Hall in Spokane, Washington on the 21st day of June, 2021.**

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Spokane that the revised and extended 2022-2027 Six Year Comprehensive Street Program is hereby adopted; and,**

**BE IT FURTHER RESOLVED, that a copy of the revised and extended 2022-2027 Six Year Comprehensive Street Program, together with a copy of this resolution, be filed with the Secretary, Washington State Department of Transportation.**

**BE IT FURTHER RESOLVED, that City staff be authorized to apply for state and federal grants and low-interest loans in support of projects as identified in the 2022-2027 Six Year Comprehensive Street Program;**

**Adopted this 21st day of June, 2021**

\_\_\_\_\_  
**Terri Pfister, City Clerk**

**Approved as to Form:**

\_\_\_\_\_  
**Assistant City Attorney**



# City of Spokane

**2022 – 2027**

**Six Year Comprehensive  
Street Program**





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## **City of Spokane Mayor and City Council Members**

Nadine Woodward - **Mayor**  
Breean Beggs - **Council President At Large**  
Kate Burke - Council Member District 1  
Michael Cathcart - Council Member District 1  
Betsy Wilkerson - Council Member District 2  
Lori Kinnear - Council Member District 2  
Candace Mumm - Council Member District 3  
Karen Stratton - Council Member District 3

## **City of Spokane Plan Commission Members**

**Todd Beyreuther - President**  
**Greg Francis - Vice President**  
Clifford Winger - Member  
Tom Sanderson - Member  
Sylvia St. Clair - Member  
Michael Baker - Member  
Jo Anne Wright - Member  
Lori Kinnear - **City Council Liaison**

## **Integrated Capital Management**

Katherine E. Miller, P.E. – Director  
Marcia Davis, P.E. – Principal Engineer  
Kevin Picanco, P.E. – Senior Engineer

Date Printed: 6-8-2021

# **INTRODUCTION**

**The City of Spokane Comprehensive Plan.** The City’s first planning activities in the early 1900s were centered on parks and transportation. From these beginnings, planning in Spokane has continued to grow in significance and usefulness. In 1968, the City adopted its first land use plan as one element of the Comprehensive Plan. The 1968 Land Use Plan was updated in 1983. Over the years, topics in the Comprehensive Plan have expanded to include parks and open spaces, bikeways, water and wastewater facilities, shorelines, and individual neighborhoods.

In 1990, the State of Washington enacted the Growth Management Act (GMA) that established rules for communities (such as the City of Spokane) to accomplish community planning. The City conducted a thorough planning effort to create the 2000 Comprehensive Plan, (adopted in 2001) which complies with the GMA rules and consists of goals, policies, maps, illustrations, and implementation strategies that guide how the City should grow physically, socially, and economically. The 2000 Comprehensive Plan consists of over 30 official documents that encompass all aspects of city activities. A major update, completed and adopted in 2017, included a full revision of the transportation chapter.

Importantly, the GMA includes two provisions to ensure that the City follows Comprehensive Plan directives:

- The City must regulate land use and development consistent with the plan; the zoning code, subdivision code, environmental ordinances, and the building code must follow the plan’s intent.
- The City must make capital budget decisions and capital project investments in conformance with the plan.

These two GMA rules give the new Comprehensive Plan a much-higher level of importance in managing and guiding the city’s growth and development than previous editions of the plan.

**Capital facilities planning.** As defined in the Comprehensive Plan, Capital facilities and utilities are services and facilities that support the physical development and growth of the city. Section 1.1 of the Comprehensive Plan states that the “...city must make capital budget decisions and capital project investments in conformance with the plan.” Further, it states, “In addition to ongoing needs for repair and maintenance, these lists of capital facilities include the immediate improvements necessary to support growth, in conformance with the Comprehensive Plan.” The Comprehensive Plan, then, strives to contain and manage sprawl, and it encourages investment in infrastructure in support of managed growth areas including focusing high-intensity growth in specified Centers and Corridors and infill development in other areas of the City.

Section 5.3 of the Comprehensive Plan lists certain themes – “Visions and Values” – that Spokane citizen volunteers identified as being important in relation to Spokane’s current and future growth. The capital facilities and utilities (CFU) “Vision” states:

- Public facilities and utilities will be provided concurrently with a growing population to meet the safety, utility, transportation, educational, and cultural needs of residents.

The “Values” related to sewer, water and transportation include:

- Ensuring good parks, schools, libraries, and streets in the neighborhoods.
- Providing services and facilities as growth occurs.

**Goals and policies.** Section 5.4 of the Comprehensive Plan addresses certain goals and policies for indicating desired directions, accomplishments, or aims in relation to the growth and development of Spokane. An important, but subtle, provision is included in CFU 1.2, Operational Efficiency. This powerful provision requires “...the development of capital improvement projects that either improve the city’s operational efficiency or reduce costs by increasing the capacity, use, and/or life expectancy of existing facilities.”

The concept of increasing the use of existing facilities implies – requires – a more dense development pattern, and not the physical extension of services to more consumers. Simply stated, maximizing the utilization of existing facilities reduces future capital costs by eliminating or delaying the need to expand the system in response to internal perimeter growth or external sprawl, and lowers the unit cost of service delivery by distributing capital and certain operational costs over a larger customer base.

Full realization of the CFU 1.2 goal, however, is akin to considering the “chicken or the egg” paradox. Obviously, the cost “savings” cannot be realized unless a more dense development pattern occurs. However, the mere existence of the infrastructure cannot of itself assure denser development without additional incentives: (1) proper or encouraging zoning/land use designation, (2) the shaping of corporate perception, (3) other stimuli. For this reason, the sewer and water utilities have included a provision in their budgets to eliminate the general facilities charge (GFC) for all areas within the state-designated Community Empowerment Zone. This provides a financial stimulus for developing/redeveloping within currently underutilized areas within the city.

In order to fully comply with the Comprehensive Plan, capital sewer, water, and street facilities planning must acknowledge and address at least four simultaneous goals:

1. Adequate infrastructure for infill development must be provided.
2. Facilities must be constructed within the Urban Growth Area (UGA), and also not to the detriment or in lieu of other development that is supportive of and necessary for designated Centers and Corridors.
3. Existing facilities and infrastructure must be maintained and upgraded as needed.
4. Facilities must be consistent with strategic system planning (50 to 100 years).

Occasionally for certain projects, the goals appear to be inconsistent or conflicting, particularly goals #2 and #4 – those dealing with the UGA and strategic planning. For example, assume a water tank project is proposed to be constructed in the next 6 years in a location not only outside the city limits, but also outside the Comprehensive Plan’s UGA. On the surface, the proposal to construct this water tank, together with its requisite transmission main system connection, appears to promote development outside the UGA, which would be a clear contravention of the Comprehensive Plan. This project though is necessary to provide hydraulic consistency (relatively uniform water pressure) throughout the designated hydraulic zone, and the selected tank site meets the necessary engineering criteria under Section 5.13 of the Comprehensive Plan.

Consistency of the water tank project is assured by the policies of CFU 3.6, which direct the City to apply strict limitations for allowing service connections outside the UGA. Specifically, “Any mains that are subsequently extended outside the city’s UGA for the overall operational benefit of the City of Spokane’s utility system shall be for transmission purposes only, with no connections allowed within that portion of the city’s utility service area that is outside the UGA.”

**The Six-year Comprehensive Sewer, Water and Street Programs.** The City of Spokane prepares and publishes a Six-Year Capital Improvement Program (CIPs) annually for all of its capital investments,

including sections for street, water and sewer projects as part of its annual budget process. Additionally, the City adopts its 6-year Street Program separately in July of each year to meet state deadlines. . These capital plans provide a blueprint for improving the City's sewer, water and transportation infrastructure in a rational, coordinated, cost-effective manner. These plans are prepared in support of the City's overall planning efforts:

- The City Sewer and Water (Utility) departments plan over a 20-year financial period, and 6-year capital plans for the utility services are designed to be consistent with each department's twenty-year financial plan.
- The City Comprehensive Plan uses a mandated 20-year planning period for growth, development and expansion, and the Six-Year Comprehensive Sewer, Water and Street Plans are reviewed annually for compliance with the City's overall Comprehensive Plan.
- In addition to the City Comprehensive Plan's 20-year planning horizon, each utility designates a strategic planning period of 50-100 years for major infrastructure elements, and the capital planning supports this strategic planning. In fact, some of the city's existing utility infrastructure is more than 100 years old. As materials improve, even longer useful life spans may be expected.

**The purpose of the Six-year Capital Plans.** The Six-Year Capital Plans for the utilities are used for five distinct purposes:

1. The City Utilities are "enterprise" activities that are managed similarly to many successful businesses. A utility builds, operates and maintains infrastructure (pipes, buildings, pumps, etc.) to provide a service to customers, and the fees charged to customers fund the utility activities, so that no City taxes are used to pay for utility operations. In order to operate a utility efficiently, the infrastructure must be constructed and maintained in an orderly, rational manner, and the Six-Year CIPs provide the planning structure that supports efficient system improvements.
2. The 20-year utility financial planning periods and the six-year capital plans are directly related and attempt to promote a predictable and even cash flow for the Utilities. By matching improvement projects with cash flow and revenues, peak capital spending can be minimized; projects can be spread out to minimize costly short-term borrowing; and large fee increases can be avoided.
3. Grants and low interest loans are available from federal and state agencies for utility infrastructure improvements. These agencies require that projects proposed for funding are part of an approved capital improvement program..
4. All infrastructure capital plans are closely coordinated with each other. This coordination allows efficient installation of utility improvements in conjunction with street projects and prevents costly multiple construction projects in the same area. In addition, the plans are shared with Spokane County and state agencies to ensure that other public projects are consistent with City projects.
5. The capital plans are used by the public. These programs contain information that supports redevelopment, private construction projects, and other City economic activities.

**New projects.** New projects are added annually to the Six-Year Sewer, Water and Street Programs, and completed (or cancelled) projects are removed from the programs. Proposed new projects must be "needs-driven" to be considered for inclusion in the programs. For street projects, considerations include the following goals from chapter 4 of the Comprehensive Plan:

- **Promote a Sense of Place** - Promote a sense of community and identity through the provision of context-sensitive transportation choices and transportation design features, recognizing that both profoundly affect the way people interact and experience the city.

- **Provide Transportation Choices** - Meet mobility needs by providing facilities for transportation options – including walking, bicycling, public transportation, private vehicles, and other choices
- **Accommodate Access to Daily Needs and Priority Destinations** - Promote land use patterns that include transportation facilities and other urban features that advance Spokane’s quality of life.
- **Promote Economic Opportunity** - Implement projects that support and facilitate economic vitality and opportunity in support of the City’s land use plan objectives
- **Respect Natural & Community Assets** - Protect natural, community, and neighborhood assets to create and connect places where people live their daily lives in a safe and healthy environment
- **Enhance Public Health & Safety** - Promote healthy communities by providing and maintaining a safe transportation system with viable active mode options that provides for the needs of all travelers particularly the most vulnerable users.

A citizen oversight committee was formed in 2015 to drive the selection of new street projects based on a 20-year Street Levy, which was approved by City voters in November 2014. A Transportation Subcommittee of the City’s Plan Commission (PCTS) was created and worked through a process of project selection in which the above criteria, as well as existing physical conditions of arterial streets, were weighed against land-use designations that suggest economic potential and against opportunities for cost savings through integrating with utility needs and potential grants. A resulting project scoring matrix became a “first-cut” tool for prioritization of capital street projects. Through this tool, street projects are selected from the highest priority rankings.

The matrix was never expected to be a perfect tool for determining the priorities. Because of this, an additional method for justifying moving a low-scoring project into the program was developed. Such projects would be determined to be “Roadways of Significance”. The method is used in rare circumstances to elevate the prioritization of an arterial roadway based on heightened economic activity or economic potential that aligns with City Council-adopted Target Investment Areas or similar designations. Roadways of Significance must still be presented and accepted through the PCTS and City Council as part of the proposed annual update to the Six-Year Comprehensive Street Program.

**The six-year capital program annual process.** Updating the City’s Six-Year Capital Improvement Program is an annual activity that begins immediately after the most recent plan is adopted. A summary of the processes is provided below:

**Streets Program.** The six-year capital street program is required by State law to be completed by June 30 of each year:

**July-December:** Capital Programs solicits input from various City and agency sources.

**January - February:** A rough draft of the Program is prepared and then reviewed with City staff.

**February-April:** A working draft is prepared; the environmental process is started (SEPA checklist); and the draft is coordinated with the proposed utility budget.

**April-May:** The working draft is presented to the Public Infrastructure, Environment & Sustainability (PIES) Committee. The draft is then presented to the Plan Commission where the new program elements are critically reviewed for consistency with the city’s overall Comprehensive Plan. Lastly, the final draft is then prepared and presented at a Plan Commission public hearing.

**June:** The pre-publication draft along with the Plan Commission’s recommendation is presented to the City Council for acceptance.

*Page Reserved for  
Council  
Resolution*



*Pages Reserved for  
Plan Commission  
Findings of Fact,  
Conclusions and  
Recommendations*





## **ACRONYMS**

<b>ALEA</b>	Aquatic Lands Enhancement Account
<b>BOND</b>	2004 Street Bond
<b>BNSF</b>	Burlington Northern Santa Fe Railroad
<b>CDBG</b>	Community Development Block Grant
<b>CIP</b>	Capital Improvement Program
<b>CMAQ</b>	Congestion Mitigation and Air Quality Improvement Program
<b>DSP</b>	Downtown Spokane Partnership
<b>Fed Disc</b>	Federal Appropriation funds
<b>FMSIB</b>	Freight Mobility Strategic Investment Board
<b>FTA</b>	Federal Transportation Administration
<b>HIP</b>	Highway Infrastructure Program
<b>HPP</b>	High Priority Projects
<b>HSIP</b>	Highway Safety Improvement Programs
<b>Impact Fee</b>	Funding source developed according to RCW 82.02.050
<b>Integrated</b>	Integrated Utility Fund
<b>LEAP WA</b>	Legislative Evaluation and Accountability Program for Washington State
<b>LEVY</b>	Street and utility levy program fund
<b>Levy Match</b>	Place-holder for grants anticipated to fulfill the street and utility levy program
<b>MVA</b>	Motor Vehicle Administration
<b>Other</b>	Place-holder for grants anticipated for partially funded projects
<b>Paths/Trails</b>	Paths and Trails Reserve
<b>PDA</b>	Public Development Authority
<b>Ped/Bike</b>	Washington State Pedestrian and Bicycle Safety Program
<b>PEIP</b>	Parking Environment Improvement Program
<b>ProgMatch</b>	Programmatic Match (Additional STP funds)
<b>PWTF</b>	Public Works Trust Fund
<b>RCO</b>	Recreation and Conservation Office
<b>RedLight</b>	Funds collected through red light camera program
<b>REET</b>	Second 1/4% Real Estate Excise Tax
<b>RET</b>	First 1/4% Real Estate Tax (Helps fund street maintenance work)
<b>SAS</b>	State Arterial Street Fund (City share of the State Motor Fuel Tax)
<b>SEC 112</b>	Federal Discretionary Funds
<b>SRHD</b>	Spokane Regional Health District
<b>SRTC</b>	Spokane Regional Transportation Council
<b>SRTS</b>	Safe Routes to Schools

### **ACRONYMS (Continued)**

<b>SMFT</b>	State Motor fuel Tax
<b>STA</b>	Spokane Transit Authority (Cooperative project funds)
<b>STP</b>	Surface Transportation Program (federal)
<b>STBG</b>	Surface Transportation Block Grant program (federal replacement of STP)
<b>TAP</b>	Transportation Alternatives Program (federal)
<b>TBD</b>	Transportation Benefit District (sidewalk portion)
<b>TBD Street</b>	Transportation Benefit District (street maintenance portion)
<b>TCSP</b>	Transportation, Community, and System Preservation program
<b>TIB</b>	Transportation Improvement Board
<b>UDRA</b>	University District Revitalization Area
<b>Utility</b>	Utility Revenue
<b>WQTIF</b>	West Quadrant Tax Increment Finance
<b>WSDOT</b>	Washington State Department of Transportation
<b>WWRP</b>	Washington Wildlife and Recreation Program

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# Financial Information

## Funding Sources

Several funding sources are available for financing the projects identified in this Six-Year Program. The “Funding Name” column, in the project description, lists the funding sources anticipated for each project. Potential local, State, and Federal funding sources are summarized below.

---

### Local

#### **Traffic Calming, School Safety and Transportation Benefit District Programs:**

Local project funds are derived from a number of sources. Three sources of funding include Redlight Camera revenue which is dedicated to traffic calming related projects, School Speed Zone Cameras revenue which is dedicated school area safety and Transportation Benefit District (TBD) revenue which is used mostly to provide pavement maintenance on residential streets. Ten to Fifteen percent of the TBD revenue is also dedicated to sidewalk infill projects, as listed in this program.

#### **Street Levy Program:**

In November of 2014 voters passed a Street Levy in replacement of the 2004 Street Bond. The Street Levy draws revenue through additional property tax within the City of Spokane. Funds from the Street Levy are used in combination with real estate excise tax and state motor fuel tax revenues to implement capital improvements to city streets. Part of the street levy also goes to street maintenance to supplement efforts to keep the existing street network in good serviceable condition.

#### **State Arterial Street Fund:**

This funding is received by the City through its share of the state motor fuel tax. Of the total received, a portion supports the maintenance of city streets. This portion of the fuel tax is called the Street Maintenance Fund. Street maintenance includes street cleaning, leaf pickup, snow plowing and street repair (potholes, cracks, patching, overlays, seals, etc.). For 2020 the projected revenue to be received from the State Arterial Street Fund is \$4,400,000 for the purpose of Street Maintenance.

### State

#### **Urban Arterial Program (UAP)**

This source of funding is supported by the sale of state bonds. The purpose of this statewide program is to address congestion problems within urban areas. To provide funds for debt service on the bonds, 7.12 percent of the state collected fuel tax revenue is reserved.

The Urban Arterial Program is administered by the State Transportation Improvement Board (TIB), which distributes funds to five regions - based on population, vehicle travel, and needs. To utilize this program the City must provide minimum matching funds, which are currently set at 20 percent. Funding availability is dependent on a statewide/regional competitive application process reviewed and approved by the TIB.

## **Sidewalk Program (SP)**

This source of funding is supported by 5% of the U.A.P. funds. The purpose of this program is to enhance and promote pedestrian mobility and safety as a viable transportation choice by providing funding for pedestrian projects that provide access and address system continuity and connectivity of pedestrian facilities. City matching funds of 20 percent are needed. Funding availability is dependent on a regional competitive application process reviewed and approved by the TIB.

## **Federal**

On December 4<sup>th</sup>, 2015 the President signed into law the **Fixing America's Surface Transportation Act** (FAST ACT). With guaranteed funding for highways, highway safety, and public transportation totaling \$305 billion to be spent over the next 5 years. Four transportation bills preceded FAST to bring surface transportation into the 21<sup>st</sup> century—the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA); the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21); the Safe, Accountable, Flexible, Efficient Transportation Equity Act: a legacy for users (SAFETEA-LU); and Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) all—shaped this Nation's changing transportation needs.

Map-21 creates a streamlined, performance-based and multimodal program to address the many challenges facing the U.S. transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delay in project delivery. Additional information can be found on the Internet at <http://www.fhwa.dot.gov/map21/summaryinfo.cfm>.

## **Public Works Trust Fund**

The Public Works Trust Fund is a program featuring low-interest state loans to eligible local governments. It was established by the legislature in 1985 to provide a dependable, long-term source of funds for the repair and reconstruction of local public works systems. The fund is designed around a number of new concepts, which distinguish it from existing grant programs. These include an emphasis on local effort as well as project need in the loan application process, the provision of loans rather than grants, and a solid commitment to increasing local capital planning capacity.

The Public Works Trust Fund will make low-interest loans for the repair, replacement, rehabilitation, reconstruction, or improvement of eligible public works systems to meet current standards and to adequately serve the needs of existing population. It is not designed to finance growth-related public works project expenditures. Eligible project categories include street and road, bridge, domestic water, storm sewer, and sanitary sewer system projects located in the public right-of-way. Approved Public Works Trust Fund-assisted projects must be completed within 24 months of the date of approval. The interest rate will be a function of the percent of local funds (State Arterial Street Funds) committed to a project for which Trust Fund financing assistance is being sought. The current relationship of loan interest rate to the level of local participation in a project is as follows:

<b>Interest Rate</b>	2%	1%	0.5%
<b>Participation</b>	5%	10%	15%



The loan term for all projects will be equal to the expected useful life of the improvements up to a maximum of 20 years. Loans for engineering studies may not exceed five years. A Public Works Trust Fund loan currently cannot exceed \$10,000,000 per biennium for jurisdictions with populations over 100,000.

The Public Works Board rates all project applications and prepares a prioritized list of qualifying projects to become part of an appropriation bill to be reviewed by the Legislature. The Legislature then has the authority to remove projects from the list, but cannot add projects. Once the Legislature has approved the appropriation measure the bill is forwarded to the Governor for signature.

(Costs in \$1,000s)

<b>PATHS AND TRAILS RESERVE*</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Net Funds Available during the year:</b>						
Estimated balance of funds as of Jan 1	10,000	10,000	10,000	10,000	10,000	10,000
Paths/Trails allocation during the year:	12,000	12,000	12,000	12,000	12,000	12,000
<b>Total:</b>	22,000	22,000	22,000	22,000	22,000	22,000
<b>Estimated expenditures during the year:</b>	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
<b>Balance of Paths/Trail Funds as of Dec 31:</b>	10,000	10,000	10,000	10,000	10,000	10,000
* Amounts may not add as shown due to rounding						



# Bridge Rehabilitation Program

# Street, Bridge Rehabilitation Funding Summary

(in thousands of dollars)

Fund Source	2022	2023	2024	2025	2026	2027
BRIDGE	\$5,629	\$600	\$0	\$0	\$0	\$0
Levy	\$0	\$0	\$0	\$0	\$0	\$0
REET	\$361	\$0	\$0	\$0	\$0	\$0
Sec 129	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$5,990	\$600	\$0	\$0	\$0	\$0

Street/Bridge Rehabilitation

Hatch Rd Bridge Deck Replacement

STR-2018-4

Executive Summary

Reconstruction of the Hatch Bridge deck to perpetuate the existing functionality.

Project Justification

Existing bridge deck requires costly regular maintenance. The new deck will extend the life and lower maintenance costs.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal C. Accommodate Access to Daily Needs and Priority Destinations by maintaining a vital infrastructure link.

Location

Other Location

Hatch Rd Bridge over Hangman Creek adjacent to Highway 195

Project Status

Active

Project number: 2018085

Construction in 2022.

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Bridge Rehabilitation

Hatch Rd Bridge Deck Replacement

STR-2018-4

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$2,390,000	\$0	\$0	\$0	\$0	\$0	\$2,390,000	\$2,390,000
Design	\$153,755	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$273,755
Total	\$153,755	\$120,000	\$2,390,000	\$0	\$0	\$0	\$0	\$0	\$2,390,000	\$2,663,755

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
BRIDGE	Federal	Funded	\$104,021	\$100,000	\$2,028,729	\$0	\$0	\$0	\$0	\$0	\$2,028,729	\$2,232,750
REET	Local	Funded	\$49,734	\$20,000	\$361,271	\$0	\$0	\$0	\$0	\$0	\$361,271	\$431,005
Total			\$153,755	\$120,000	\$2,390,000	\$0	\$0	\$0	\$0	\$0	\$2,390,000	\$2,663,755

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Reconstruct the bridge, including foundation, superstructure, and full deck. New bridge will continue to support utility mains including sewer trunk-line and water transmission main, as well as conduit and cable for electrical, lighting and communication needs.

Project Justification

The current structure is deteriorating and needs to be replaced. A Type, Size, and Location (TS&L) study was conducted to address all modes of travel.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal E. Respect natural & Community Assets by recreating a bridge that serves the community as an asset to the local network, the parks, the Centennial trail, etc. The level of integration and focus on effective delivery also meets TR Goal G. Maximize Public Benefits.

Location

Other Location

Post St. Crossing at Spokane River.

Project Status

Active

Project Number: 2017105(2001041)

TS&L Study and Design complete. Construction began in 2020, to continue through 2022.

External Factors

Coordination of timing with surrounding road closures will dictate actual construction start. CSO 26 and Riverfront Park projects will each impact this schedule.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Bridge Rehabilitation

Post Street Replacement Bridge

STR-2012-26

Spending


Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$3,556,223	\$4,199,452	\$3,600,000	\$600,000	\$0	\$0	\$0	\$0	\$4,200,000	\$11,955,675
Design	\$2,114,307	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,114,307
Total	\$5,670,530	\$4,199,452	\$3,600,000	\$600,000	\$0	\$0	\$0	\$0	\$4,200,000	\$14,069,982

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
BRIDGE	Federal	Funded	\$3,556,223	\$4,199,452	\$3,600,000	\$600,000	\$0	\$0	\$0	\$0	\$4,200,000	\$11,955,675
Levy	Local	Funded	\$745,307	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ /45,307
Sec 129	Federal	Funded	\$1,369,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,369,000
Total			\$5,670,530	\$4,199,452	\$3,600,000	\$600,000	\$0	\$0	\$0	\$0	\$4,200,000	\$14,069,982

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



A photograph of a street intersection with a crosswalk, framed by a geometric pattern of blue and purple triangles. The pattern consists of a grid of triangles, some of which are filled with blue or purple, creating a mosaic effect around the central image. The central image shows a street with a crosswalk, a yellow fire hydrant, and a white signpost. The background shows a residential street with houses and trees.

# Capital Improvement Program

# Street, Street Capital Funding Summary

(in thousands of dollars)

Fund Source	2022	2023	2024	2025	2026	2027
CMAQ	\$33	\$0	\$0	\$0	\$0	\$0
FMSIB	\$0	\$0	\$200	\$320	\$4,330	\$0
Grant	\$0	\$0	\$815	\$8,628	\$10,950	\$1,405
HIP	\$0	\$1,470	\$0	\$0	\$0	\$0
Impact Fee	\$190	\$45	\$0	\$0	\$0	\$0
Levy	\$15,250	\$4,890	\$3,605	\$6,317	\$7,905	\$7,150
NHS	\$0	\$0	\$0	\$0	\$0	\$0
PDA	\$140	\$95	\$900	\$0	\$0	\$0
Private	\$0	\$0	\$50	\$500	\$0	\$0
Redlight	\$475	\$50	\$0	\$0	\$0	\$0
REET	\$754	\$665	\$785	\$864	\$2,944	\$759
SEIP	\$0	\$0	\$0	\$0	\$0	\$0
STA	\$1,655	\$50	\$0	\$0	\$0	\$0
STBG	\$5,675	\$251	\$340	\$385	\$140	\$1,700
Street Maintenance	\$530	\$0	\$0	\$0	\$0	\$0
TIB	\$825	\$100	\$190	\$1,960	\$1,475	\$5,350
UDRA	\$150	\$0	\$0	\$0	\$0	\$0
WSDOT	\$4,240	\$575	\$0	\$0	\$0	\$0
Total	\$29,917	\$8,191	\$6,885	\$18,974	\$27,744	\$16,364

Street/Street Capital

12th Ave. - Deer Heights Rd. to Flint Rd.

STR-2020-22

Executive Summary

Construct new arterial roadway from Deer Heights Road to Flint Road, connecting to existing 12th Avenue within Airway Heights at Deer Heights Road.

Project Justification

Improve and increase east-west traffic capacity. Provide an alternative route to Highway 2.

*This project meets the following comprehensive plan goals and/or policies:*

TR Goal B: Provide Transportation Choices; TR Goal D: Promote Economic Opportunity

Location

Other Location

12th Ave. from Deer Heights Rd. to Flint Rd.

Project Status

Active

Project planning underway by West Plains PDA.

External Factors

Securing additional funding for construction.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

12th Ave. - Deer Heights Rd. to Flint Rd.

STR-2020-22

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$3,700,000	\$0	\$0	\$3,700,000	\$3,700,000
Design	\$0	\$0	\$0	\$50,000	\$250,000	\$0	\$0	\$0	\$300,000	\$300,000
Total	\$0	\$0	\$0	\$50,000	\$250,000	\$3,700,000	\$0	\$0	\$4,000,000	\$4,000,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$200,000	\$3,200,000	\$0	\$0	\$3,400,000	\$3,400,000
PDA	Local	Funded	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Private	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$50,000	\$500,000	\$0	\$0	\$550,000	\$550,000
Total			\$0	\$0	\$0	\$50,000	\$250,000	\$3,700,000	\$0	\$0	\$4,000,000	\$4,000,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

## STR-2016-25

Construct full depth roadway, repair sidewalk, provide for bike facilities, and upgrade signals & lighting. Integrate with utilities to include replacement of water main from Madison to Howard Streets. Also coordinate to complement Spokane Transit's Central City Line. Implement APS updates.

This section of roadway and utility infrastructure is in need of rehabilitation. Vaulted sidewalks are in need of attention to reduce risk of failure.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal D. Promote Economic Opportunity in supporting functionality of the CCL. Accommodates access to daily needs through a variety of transportation choices; meeting TR Goals B. Provide Transportation Choices and C. Accommodate Access to Daily Needs and Priority Destinations.

Other Location

First Avenue between Maple Street and Monroe Street.

Active

Project 2016091

Scoping to begin in 2026; Design in 2028

Grant funds will be required to move into the construction phase.

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

### Maintenance Comments

Street/Street Capital

1st Avenue, Maple St to Monroe St

STR-2016-25

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000
Total			\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

## STR-2017-6

Street/Street Capital

1st Avenue, Monroe St to Wall St

STR-2017-6

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000
Total			\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

Construct full depth roadway, repair sidewalk, provide for bike facilities, and upgrade signals & lighting. Integrate with utilities to include replacement of water main from Madison to Howard Streets. Also coordinate to complement Spokane Transit's Central City Line. Implement APS updates.

Project Justification

This section of roadway and utility infrastructure is deteriorating and is in need of rehabilitation. Vaulted sidewalks are in need of attention to reduce risk of failure.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal D. Promote Economic Opportunity in supporting functionality of the CCL. Accommodates access to daily needs through a variety of transportation choices; meeting TR Goals B. Provide Transportation Choices and C. Accommodate Access to Daily Needs and Priority Destinations.

Location

Other Location  
First Avenue between Wall Street and Bernard Street.

Project Status

Active  
Project number: 2017079  
Scoping to begin in 2026; Design in 2028

External Factors

Grant funds will be required to move into the construction phase.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

1st Avenue, Wall St to Bernard St

STR-2017-87

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000
Total			\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Street Capital

27th Avenue – SE Blvd to Ray

STR-2018-7

Executive Summary

Construct full depth roadway, repair sidewalk, and utility updates. Potential communication conduit and cable improvements.

Project Justification

Roadway and utility deterioration require attention.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and D. Promote Economic Opportunity by incorporating better transportation choices to all users while supporting the surrounding development potential.

Location

Other Location

27th Avenue between Southeast Boulevard and Ray Street

Project Status

Active

Project number: 2018087

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

27th Avenue – SE Blvd to Ray

STR-2018-7

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$3,450,000	\$0	\$3,450,000	\$3,450,000
Design	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000	\$250,000
Total	\$0	\$0	\$0	\$0	\$0	\$250,000	\$3,450,000	\$0	\$3,700,000	\$3,700,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$165,000	\$2,300,000	\$0	\$2,465,000	\$2,465,000
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$85,000	\$1,150,000	\$0	\$1,235,000	\$1,235,000
Total			\$0	\$0	\$0	\$0	\$0	\$250,000	\$3,450,000	\$0	\$3,700,000	\$3,700,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Strip pave unpaved section of planned Arterial roadway.

Project Justification

Pave an existing unpaved, planned arterial route. Improve arterial connectivity and provide alternative routes.

*This project meets the following comprehensive plan goals and/or policies:*

TR B - Provide Transportation Choices, meets mobility needs for pedestrians, bikes and vehicles. TR F - Enhance Public Health and Safety, provides viable active mode options.

Location

Other Location  
44th Avenue - Crestline to Altamont

Project Status

Active  
Project Number: 2021068 Scoping and Design in 2021; Construction in 2022

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

44th Avenue - Crestline to Altamont

STR-2021-1

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$800,000
Design	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Total	\$0	\$100,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$900,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Impact Fee	Local	Funded	\$0	\$20,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$180,000	\$200,000
REET	Local	Funded	\$0	\$10,000	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000	\$100,000
Street Maintenance	Local	Funded	\$0	\$70,000	\$530,000	\$0	\$0	\$0	\$0	\$0	\$530,000	\$600,000
Total			\$0	\$100,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000	\$900,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construct full depth roadway, repair sidewalk. This project will also replace a segment of the water distribution main, provide for stormwater separation, replace electrical, lighting and upgrade signals at Maple to include APS as needed.

Project Justification

This section of roadway and infrastructure is deteriorating and is need of rehabilitation.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals C. Accommodate Access to Daily Needs and Priority Destinations and E. Respect natural & Community Assets by accommodating access to daily needs. Also, as an integrated project, this investment maximizes public benefit; TR Goal G. Maximize Public Benefits and Fiscal Responsibility.

Location

Other Location  
4th Avenue between Sunset Hwy and Maple Street

Project Status

Active  
Project number: 2016095  
Design: 2024; Construction: 2025

External Factors

Grant funds will be required to move into the construction phase.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

4th Avenue, Sunset Hwy to Maple St

STR-2016-30

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$2,800,000	\$0	\$0	\$2,800,000	\$2,800,000
Design	\$0	\$0	\$0	\$0	\$280,000	\$0	\$0	\$0	\$280,000	\$280,000
Total	\$0	\$0	\$0	\$0	\$280,000	\$2,800,000	\$0	\$0	\$3,080,000	\$3,080,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$90,000	\$840,000	\$0	\$0	\$930,000	\$930,000
TIB	Identified	Unfunded	\$0	\$0	\$0	\$0	\$190,000	\$1,960,000	\$0	\$0	\$2,150,000	\$2,150,000
Total			\$0	\$0	\$0	\$0	\$280,000	\$2,800,000	\$0	\$0	\$3,080,000	\$3,080,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Street/Street Capital

Aubrey L. White Parkway, Downriver to Treatment Plant

STR-2018-17

Executive Summary

Roadway reconstruction to include updates to retaining walls and stormwater management, as necessary.

Project Justification

Roadway and drainage conditions have deteriorated and need to be addressed.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals C. Accommodate Access to Daily Needs and Priority Destinations and G. Maximize Public Benefits and Fiscal Responsibility With Integration by accommodating roadway access and taking care of the assets of our community while updating an access point to wastewater facilities.

Location

Other Location

Aubrey L White Parkway between Downriver Drive and the Wastewater Treatment Plant

Project Status

Active

Project number: 2018096

Design: 2021/22; Construction 2022

Integrated Project - Wastewater, Stormwater

External Factors

Work funded partly through wastewater treatment plant operations.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Aubrey L. White Parkway, Downriver to Treatment Plant

STR-2018-17

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$900,000	\$100,000	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000
Design	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	\$50,000
Total	\$0	\$25,000	\$925,000	\$100,000	\$0	\$0	\$0	\$0	\$1,025,000	\$1,050,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$25,000	\$925,000	\$100,000	\$0	\$0	\$0	\$0	\$1,025,000	\$1,050,000
Total			\$0	\$25,000	\$925,000	\$100,000	\$0	\$0	\$0	\$0	\$1,025,000	\$1,050,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construct full depth roadway, repair sidewalk, communication conduit and cable, signal and utility updates. Implement APS updates as appropriate.

Project Justification

Roadway and utility deterioration require attention.  
This project meets the following comprehensive plan goals and/or policies:

Meets TR Goals B. Provide Transportation Choices and D. Promote Economic Opportunity by incorporating better transportation choices to all users while supporting the surrounding development potential.

Location

Other Location  
Broadway Avenue between Cedar Street and Post Street (initial phase). Future phases to cover Summit Blvd to Cedar St.

Project Status

Active  
Project number: 2018090

External Factors

Timing around local development projects.

Maintenance

Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Street Capital**  
**Broadway Avenue – Cedar to Post**  
 STR-2018-10

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$7,100,000	\$0	\$0	\$7,100,000	\$7,100,000
Design	\$0	\$0	\$0	\$0	\$650,000	\$0	\$0	\$0	\$650,000	\$650,000
Planning	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000	\$25,000
Total	\$0	\$0	\$0	\$25,000	\$650,000	\$7,100,000	\$0	\$0	\$7,775,000	\$7,775,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$455,000	\$4,970,000	\$0	\$0	\$5,425,000	\$5,425,000
Levy	Local	Funded	\$0	\$0	\$0	\$25,000	\$195,000	\$2,130,000	\$0	\$0	\$2,350,000	\$2,350,000
Total			\$0	\$0	\$0	\$25,000	\$650,000	\$7,100,000	\$0	\$0	\$7,775,000	\$7,775,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

This program allows local capital street dollars that are scheduled for a given year to be re-assigned to maintenance activities when an anticipated grant is not awarded. The original capital projects that fall into this situation will be postponed for future grant opportunities.

Project Justification

The investment premise for the 2014 Street Levy was to improve our arterial street network condition through capital and maintenance activities. This program holds an emphasis on the importance of preserving our streets as possible through timely investments.

*This project meets the following comprehensive plan goals and/or policies:*

Meets Transportation goals C. Accommodate Access to Daily Needs and Priority Destinations, and E. Respect natural & Community Assets by maintaining the roadway system in serviceable condition.

Location

Other Location  
Various arterial streets.

Project Status

Active  
Project selections will occur late in a year; given that anticipated grant dollars end up not being awarded.

External Factors

This funding will be programmed as it comes available. The programming will lean on the prioritization processes that select maintenance projects, and will thus accelerate the overall maintenance program.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Flexible Arterial Maintenance Program

STR-2019-88

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$1,500,000	\$4,000,000	\$4,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$20,000,000	\$21,500,000
Total	\$0	\$1,500,000	\$4,000,000	\$4,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$20,000,000	\$21,500,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$1,500,000	\$4,000,000	\$4,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$20,000,000	\$21,500,000
Total			\$0	\$1,500,000	\$4,000,000	\$4,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$20,000,000	\$21,500,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construct full depth roadway with drainage to bio-infiltration facilities aside the roadway. Roadway width is minimal, although intersections to be built for industrial freight movement. This implementation is a target investment strategy. Project split at Wellesley for delivery in two phases.

Project Justification

This project will prepare Freya Street to function in the capacity of the surrounding Industrial usage. Zoning and environmental improvements on adjacent properties are preparing this area for future development. These street improvements will facilitate such opportunities.

*This project meets the following comprehensive plan goals and/or policies:*  
Meets TR Goals C. Accommodate Access to Daily Needs and Priority Destinations and D. Promote Economic Opportunity by accommodating access to daily needs through reconstruction that will support the freight network for this industrial area.

Location

Other Location  
Freya Street between Garland Avenue and Francis Avenue Phase break at Wellesley with first phase to the north.

Project Status

Active  
Project Number: 2017081  
Begin design in 2024

External Factors

The area planning and environmental improvements continue to evolve and generate interest for prospective developments. The readiness of a large-scale development in the project vicinity could influence accelerated project delivery.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Street Capital**  
**Freya Street, Garland Avenue to Francis Avenue**  
 STR-2017-8

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500,000	\$0	\$6,500,000	\$6,500,000
Design	\$0	\$0	\$0	\$0	\$300,000	\$380,000	\$0	\$0	\$680,000	\$680,000
Land purchase	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000	\$100,000
Total	\$0	\$0	\$0	\$0	\$300,000	\$480,000	\$6,500,000	\$0	\$7,280,000	\$7,280,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
FMSIB	Identified	Unfunded	\$0	\$0	\$0	\$0	\$200,000	\$320,000	\$4,330,000	\$0	\$4,850,000	\$4,850,000
REET	Local	Funded	\$0	\$0	\$0	\$0	\$100,000	\$160,000	\$2,170,000	\$0	\$2,430,000	\$2,430,000
Total			\$0	\$0	\$0	\$0	\$300,000	\$480,000	\$6,500,000	\$0	\$7,280,000	\$7,280,000

\*Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

Expenditures for scoping, design, right-of-way acquisition and construction management costs that are not covered by grants.

Project Justification

This project is intended to fill the gaps for Design, right-of-way, and construction management costs that are not covered by grants.

*This project meets the following comprehensive plan goals and/or policies:*

This facilitates development of project concepts and integration for effective project deliveries; TR Goal G. Maximize Public Benefits and Fiscal Responsibility With Integration.

Location

Other Location  
Citywide

Project Status

Active  
Project number: n/a

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Planning	\$0	\$590,000	\$607,000	\$625,000	\$645,000	\$664,000	\$684,000	\$704,000	\$3,929,000	\$4,519,000
Total	\$0	\$590,000	\$607,000	\$625,000	\$645,000	\$664,000	\$684,000	\$704,000	\$3,929,000	\$4,519,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
REET	Local	Funded	\$0	\$590,000	\$607,000	\$625,000	\$645,000	\$664,000	\$684,000	\$704,000	\$3,929,000	\$4,519,000
Total			\$0	\$590,000	\$607,000	\$625,000	\$645,000	\$664,000	\$684,000	\$704,000	\$3,929,000	\$4,519,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construct full depth roadway, repair sidewalk, communication conduit and cable, signal and utility updates. Include APS as appropriate at signals. Integrated with utility improvements.

Project Justification

Roadway and utility deterioration require attention.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and D. Promote Economic Opportunity by incorporating better transportation choices to all users while supporting the surrounding development potential.

Location

Other Location  
Havana Street between Broadway Avenue and Sprague Avenue

Project Status

Active  
Project number: 2018092

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Havana Street – Sprague to Broadway

STR-2018-12

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$390,000	\$690,000	\$690,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$390,000	\$690,000	\$690,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$260,000	\$460,000	\$460,000
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$130,000	\$230,000	\$230,000
Total			\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$390,000	\$690,000	\$690,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Street Capital

Holland Avenue, Normandy St to Colton St

STR-2018-66

Executive Summary

Roadway resurfacing in coordination with sewer work associated with the Marion Hay Intertie project.

Project Justification

Utility work drives the need to resurface the roadway.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal G. Maximize Public Benefits and Fiscal Responsibility With Integration by integrating street work with a major utility project investment.

Location

Other Location

Holland Avenue between Normandy Street to Colton Street

Project Status

Active

Project Number: 2017170

Construction in 2022

Integrated project - Wastewater

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Holland Avenue, Normandy St to Colton St

STR-2018-66

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,500,000	\$1,500,000
Design	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$100,000
Total	\$0	\$50,000	\$1,550,000	\$0	\$0	\$0	\$0	\$0	\$1,550,000	\$1,600,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$50,000	\$1,550,000	\$0	\$0	\$0	\$0	\$0	\$1,550,000	\$1,600,000
Total			\$0	\$50,000	\$1,550,000	\$0	\$0	\$0	\$0	\$0	\$1,550,000	\$1,600,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Street Capital

Howard St, Sprague Ave to Riverside Ave

STR-2017-7

Executive Summary

Pavement re-surfacing, sidewalk repair/updating, curb bump-outs, securing vaulted sidewalks, and upgrading lighting.

Project Justification

Pavement and utility infrastructure are aging and will need rehabilitation. Vaulted sidewalks need attention to reduce risk of failure.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal D. Promote Economic Opportunity in supporting functionality of the CCL. Accommodates access to daily needs through a variety of transportation choices; meeting TR Goals B. Provide Transportation Choices and C. Accommodate Access to Daily Needs and Priority Destinations.

Location

Other Location

Howard Street between Sprague Avenue and Riverside Avenue.

Project Status

Active

Project number: 2017082

Street re-surfacing to accommodate transit traffic and facilitate better active transportation as part of the City Line alignment.

External Factors

Spokane Transit Authority will fund this project as part of the Central City Line delivery.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Howard St, Sprague Ave to Riverside Ave

STR-2017-7

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000	\$600,000
Design	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
Total	\$0	\$70,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000	\$670,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
STA	Local	Funded	\$0	\$70,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000	\$670,000
Total			\$0	\$70,000	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000	\$670,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

Pavement resurfacing, sidewalk repair/updates, curb bump-outs, storm drainage, securing vaulted sidewalks, and upgrading signals and lighting. Water lines need updates. Project will complement the Spokane Transit City Line. Include APS as appropriate. Candidate for Alternative Delivery.

Project Justification

Pavement and utility infrastructure are aging and will need rehabilitation. Vaulted sidewalks need attention to reduce risk of failure.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal D. Promote Economic Opportunity in supporting functionality of the CCL. Accommodates access to daily needs through a variety of transportation choices; meeting TR Goals B. Provide Transportation Choices and C. Accommodate Access to Daily Needs and Priority Destinations.

Location

Other Location  
Main Avenue between Monroe Street and Browne Street

Project Status

Active  
Project number: 2017083  
Integrated Project - Water, Stormwater

External Factors

Grant funds will be required to move into the construction phase.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Main Ave, Monroe St to Browne St

STR-2017-13

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000	\$5,000,000
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$250,000	\$250,000
Land purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000	\$50,000
Planning	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$75,000	\$75,000
Total	\$0	\$0	\$0	\$0	\$75,000	\$0	\$300,000	\$5,000,000	\$5,375,000	\$5,375,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$75,000	\$0	\$100,000	\$1,600,000	\$1,775,000	\$1,775,000
STBG	Federal	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$1,700,000	\$1,800,000	\$1,800,000
TIB	State	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$1,700,000	\$1,800,000	\$1,800,000
Total			\$0	\$0	\$0	\$0	\$75,000	\$0	\$300,000	\$5,000,000	\$5,375,000	\$5,375,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construct full depth roadway, repair sidewalk, communication conduit and cable, signal and utility updates. Include APS as appropriate at signals.

Project Justification

Roadway and utility deterioration require attention.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and D. Promote Economic Opportunity by incorporating better transportation choices to all users while supporting the surrounding development potential.

Location

Other Location  
Mallon Avenue between Monroe Street and Howard Street

Project Status

Active  
Project number: 2018088  
Integrated Project - Water, Wastewater, Stormwater

External Factors

Time around local development projects.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Mallon Avenue – Monroe to Howard

STR-2018-8

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500,000	\$5,500,000	\$5,500,000
Design	\$0	\$0	\$0	\$0	\$0	\$50,000	\$500,000	\$0	\$550,000	\$550,000
Land purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$0	\$75,000	\$75,000
Planning	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$25,000	\$25,000
Total	\$0	\$0	\$0	\$0	\$25,000	\$50,000	\$575,000	\$5,500,000	\$6,150,000	\$6,150,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$25,000	\$50,000	\$200,000	\$1,850,000	\$2,125,000	\$2,125,000
TIB	State	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$375,000	\$3,650,000	\$4,025,000	\$4,025,000
Total			\$0	\$0	\$0	\$0	\$25,000	\$50,000	\$575,000	\$5,500,000	\$6,150,000	\$6,150,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Widen the intersection to incorporate an independent right-turn lane and improve traffic flow. More storage for west-bound Thru. Include APS as appropriate. Design scheduled for 2020 with construction scheduled for 2022.

Project Justification

This will improve safety for travel and reduce bottleneck congestion.

*This project meets the following comprehensive plan goals and/or policies:*

Meets Transportation Goal F. Enhance Public Health & Safety by improving conditions for vehicle travel on Maple Street.

Location

Other Location  
Maple Street at Wellesley Avenue

Project Status

Active  
Project number: 2019107  
Design in 2020 for Construction in 2021.

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Maple-Wellesley Intersection

STR-2019-22

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$625,700	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$675,700
Design	\$46,231	\$56,769	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$103,000
Land purchase	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Total	\$46,231	\$692,469	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$788,700

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
CMAQ	Federal	Funded	\$23,795	\$457,469	\$33,000	\$0	\$0	\$0	\$0	\$0	\$33,000	\$514,264
REET	Local	Funded	\$22,436	\$235,000	\$17,000	\$0	\$0	\$0	\$0	\$0	\$17,000	\$274,436
Total			\$46,231	\$692,469	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	\$788,700

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Expenditure for construction to assist in unforeseen, minor funding gaps on City related transportation projects.

Project Justification

This project is intended to assist with unforeseen minor funding gaps in city related transportation projects.

*This project meets the following comprehensive plan goals and/or policies:*

Location

Other Location

Citywide

Project Status

Active

Ongoing during every construction season

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Minor Construction Assistance

STR-2012-100

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$280,000
Total	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$280,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
REET	Local	Funded	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$280,000
Total			\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$240,000	\$280,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

Construct full depth roadway, and repair sidewalks. This project will also replace water distribution main, provide for stormwater separation, and incorporate necessary signal, lighting and conduit updates.

Project Justification

This section of roadway and infrastructure is deteriorating and is need of rehabilitation.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals C. Accommodate Access to Daily Needs and Priority Destinations and G. Maximize Public Benefits and Fiscal Responsibility With Integration by accommodating better access to daily needs while integrating utility updates into the project to maximize the public benefit.

Location

Other Location  
Napa Street between Sprague Avenue and 2nd Avenue

Project Status

Active  
Project number: 2016093  
  
Design: 2025; Construction: 2026 Integrated Project - Water

External Factors

Grant funds will be required to move into the construction phase.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$1,800	\$0	\$0	\$0	\$0	\$0	\$3,600

Maintenance Comments

Street/Street Capital

Napa Street, Sprague Ave to 2nd Ave

STR-2016-28

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400,000	\$0	\$1,400,000	\$1,400,000
Design	\$0	\$0	\$0	\$0	\$0	\$140,000	\$0	\$0	\$140,000	\$140,000
Total	\$0	\$0	\$0	\$0	\$0	\$140,000	\$1,400,000	\$0	\$1,540,000	\$1,540,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$93,000	\$930,000	\$0	\$1,023,000	\$1,023,000
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$47,000	\$470,000	\$0	\$517,000	\$517,000
Total			\$0	\$0	\$0	\$0	\$0	\$140,000	\$1,400,000	\$0	\$1,540,000	\$1,540,000

\*Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Relocate fiber along the realigned 2nd Avenue and 3rd Avenue from Thor Street to Freya Avenue including cabinets and structures as needed to support the North Spokane Corridor 2nd and 3rd Ave. realignment project.

Project Justification

This project is needed to maintain system operation during and after the realignment of 2nd and 3rd Ave. for the North Spokane Corridor.

*This project meets the following comprehensive plan goals and/or policies:*

TR 2 Transportation Supporting Land Use Maintain an interconnected system of facilities that allows travel on multiple routes by multiple modes, balancing access, mobility and place-making functions with consideration and alignment with the existing and planned land use context of each corridor and

Location

Other Location

2nd and 3rd Ave from Thor to Freya

Project Status

Active

This project is currently in the planning stages.

External Factors

Design and construction schedule of the North Spokane Corridor I-90 to Sprague project.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

NSC - 2nd & 3rd Fiber Reroute

STR-2020-21

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$575,000	\$0	\$0	\$0	\$0	\$575,000	\$575,000
Design	\$0	\$0	\$55,000	\$0	\$0	\$0	\$0	\$0	\$55,000	\$55,000
Total	\$0	\$0	\$55,000	\$575,000	\$0	\$0	\$0	\$0	\$630,000	\$630,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
WSDOT	State	Funded	\$0	\$0	\$55,000	\$575,000	\$0	\$0	\$0	\$0	\$630,000	\$630,000
Total			\$0	\$0	\$55,000	\$575,000	\$0	\$0	\$0	\$0	\$630,000	\$630,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Relocate the traffic signal pole located on the SE corner of Ermina and Greene. The current signal pole stands 30-33’ tall while the future NSC structure clearance at this location is 23’. The scope of this project is to design new intersection signalization while meeting the clearance requirements.

Project Justification

Current signal pole is in conflict with future NSC structure.

*This project meets the following comprehensive plan goals and/or policies:*

TR3- Transportation Level of Service. Set and maintain transportation level of service standards that align desired growth patterns with optimal choices of transportation modes.

Location

Other Location

Intersection of Ermina Avenue and Greene Street

Project Status

Active

Project Number: 2020059

Design in 2020/21, construction in 2021/22

External Factors

WSDOT NSC River Crossing construction anticipated to start March 31, 2021

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$70,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$90,000
Design	\$21,500	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,500
Total	\$21,500	\$90,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$131,500

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
WSDOT	State	Funded	\$21,500	\$90,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$131,500
Total			\$21,500	\$90,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$131,500

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Provide design to Washington State Department of Transportation for rebuild of Ralph Street including traffic calming treatments and roadside swales from Carlisle Avenue to Euclid Avenue and along Carlisle Avenue from Greene Street to Ralph Street.

Project Justification

Ralph Street will be rebuilt as a result of North Spokane Corridor construction. This project allows the City to provide direction to the state prior to reconstruction.

*This project meets the following comprehensive plan goals and/or policies:*

TR 14 Traffic Calming, Use context-sensitive traffic calming measures in neighborhoods to maintain acceptable speeds, manage cut-through traffic, and improve neighborhood safety to reduce traffic impacts and improve quality of life.

Location

Other Location

Ralph Street, Upriver Drive to Euclid Avenue

Project Status

Active

Project Number: 2020060

Project in planning phase; agreement in process with WSDOT.

External Factors

Final design to be completed by WSDOT NSC office as part of the NSC River Crossing project.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$475,000	\$50,000	\$0	\$0	\$0	\$0	\$525,000	\$525,000
Design	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000
Planning	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Total	\$5,000	\$70,000	\$475,000	\$50,000	\$0	\$0	\$0	\$0	\$525,000	\$600,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Redlight	Local	Funded	\$5,000	\$70,000	\$475,000	\$50,000	\$0	\$0	\$0	\$0	\$525,000	\$600,000
Total			\$5,000	\$70,000	\$475,000	\$50,000	\$0	\$0	\$0	\$0	\$525,000	\$600,000

\*Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

Widen, realign, and re-grade Wellesley Avenue to tie into the new grades and alignment of the street as affected by the WSDOT North Spokane Corridor (NSC) project. Project includes utility adjustments and traffic signal reconstruction. Include APS as appropriate. Concrete paving as appropriate.

Project Justification

The roadway widening will facilitate the enhanced use levels with the North Spokane Corridor interchange. The elevations of the roadway will match, as necessary the adjustments taking place just east of this project for the NSC work. Design 2020 for Construction 2021

*This project meets the following comprehensive plan goals and/or policies:*

Meets Transportation goal G. Maximize Public Benefits and Fiscal Responsibility With Integration by integrating street work with major utility updates and by coordinating with the North Spokane Corridor project under WSDOT's purview.

Location

Other Location  
Wellesley Avenue from Haven Street to Market Street.

Project Status

Active  
Project Number: 2019108  
Design is underway. Project construction in 2022 and will be coordinated with WSDOT NSC work.

External Factors

NSC delivery schedule requires this work to occur within an appropriate timeframe. The expectation is to construct this project while Wellesley Ave. east of Market St. is closed for NSC construction.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

NSC - Wellesley Avenue PH 2, Haven to Market

STR-2019-6

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$4,145,000	\$0	\$0	\$0	\$0	\$0	\$4,145,000	\$4,145,000
Design	\$70,000	\$160,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$250,000
Land purchase	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Total	\$70,000	\$185,000	\$4,165,000	\$0	\$0	\$0	\$0	\$0	\$4,165,000	\$4,420,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
WSDOT	State	Funded	\$70,000	\$160,000	\$4,165,000	\$0	\$0	\$0	\$0	\$0	\$4,165,000	\$4,395,000
Total			\$70,000	\$185,000	\$4,165,000	\$0	\$0	\$0	\$0	\$0	\$4,165,000	\$4,420,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Pavement reconstruction of the arterial alignment of Ray St and Thor St between 17th and Hartson. Water main updates (17th to 11th), upgrades to ADA ramps and minor curb and sidewalk repairs are anticipated.

Project Justification

The purpose of this project is to reconstruct deteriorated roadway and utilities.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals C. Accommodate Access to Daily Needs and Priority Destinations and G. Maximize Public Benefits and Fiscal Responsibility With Integration by accommodating better access to daily needs while integrating utility updates into the project to maximize the public benefit.

Location

Other Location  
Ray St from 17th Ave to Hartson Ave

Project Status

Active  
Project number: 2014151  
  
Design: 2021/22; Construction in 2022 or 2023  
Integrated Project - Water

External Factors

Integrated with water utility work, and will be conducted on an appropriate schedule for the utility work.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Ray-Thor St, 17th Ave to Hartson Ave

STR-2015-17

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$2,350,000	\$300,000	\$0	\$0	\$0	\$0	\$2,650,000	\$2,650,000
Design	\$0	\$125,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$275,000
Land purchase	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Total	\$0	\$175,000	\$2,500,000	\$300,000	\$0	\$0	\$0	\$0	\$2,800,000	\$2,975,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$175,000	\$2,500,000	\$300,000	\$0	\$0	\$0	\$0	\$2,800,000	\$2,975,000
Total			\$0	\$175,000	\$2,500,000	\$300,000	\$0	\$0	\$0	\$0	\$2,800,000	\$2,975,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Grind and overlay (Wall to Division), restripe (Monroe to Divisi), pav. repair, ADA ramps, secure vaulted sidewalks at ADA ramps, bicycle markings, replace 2 to 3 signals (w/APS), limited utility replacement. Project to complement Spokane Transit's City Line and implement the Spokane Cultural Trail.

Project Justification

This section of roadway and utility infrastructure is deteriorating and is in need of rehabilitation. Vaulted sidewalks at ADA ramps are in need of attention to reduce risk of failure.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal D. Promote Economic Opportunity in supporting functionality of the CCL. Accommodates access to daily needs through a variety of transportation choices; meeting TR Goals B. Provide Transportation Choices and C. Accommodate Access to Daily Needs and Priority Destinations.

Location

Other Location  
Riverside Avenue between Monroe Street and Division Street

Project Status

Active  
Project number: 2016120  
Design 2020-2021; Construction 2022  
Integrated Project - Water, Stormwater

External Factors

This project aligns with the STA Central City Line, and will be prioritized to align with schedule for that program.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Riverside Ave, Monroe St to Division St

STR-2020-29

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$5,200,000	\$340,000	\$0	\$0	\$0	\$0	\$5,540,000	\$5,540,000
Design	\$51,490	\$400,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000	\$521,490
Land purchase	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
Planning	\$92,429	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,429
Total	\$143,919	\$425,000	\$5,270,000	\$340,000	\$0	\$0	\$0	\$0	\$5,610,000	\$6,178,919

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$143,919	\$335,000	\$4,215,000	\$290,000	\$0	\$0	\$0	\$0	\$4,505,000	\$4,983,919
STA	Local	Funded	\$0	\$90,000	\$1,055,000	\$50,000	\$0	\$0	\$0	\$0	\$1,105,000	\$1,195,000
Total			\$143,919	\$425,000	\$5,270,000	\$340,000	\$0	\$0	\$0	\$0	\$5,610,000	\$6,178,919

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construction complete street improvements, paving, curb, sidewalk and drainage.

Project Justification

Complete the road network in the U District Bridge, south landing area.

*This project meets the following comprehensive plan goals and/or policies:*

TR C - Access to Daily Needs and Priority Destinations, provides improved access to U District via U District and transit at Sherman Plaza. TR D - Promote Economic Opportunity, promotes and supports economic viability and redevelopment of adjacent properties.

Location

Other Location

Riverside Ave. from Grant St. to Sherman St.

Project Status

Active

Project Number: 2021073      Design in 2021, construction in 2021 or 2022

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Riverside Ave., Grant to Sherman

STR-2021-6

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$240,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$410,000
Design	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
Total	\$0	\$285,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$455,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$60,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	\$90,000
PDA	Local	Funded	\$0	\$225,000	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000	\$365,000
Total			\$0	\$285,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$170,000	\$455,000

\*Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

Construct full depth roadway, repair sidewalk, and upgrade signals (incl. APS as appropriate), conduit and lighting. Includes replacement of water line and storm system updates. Also incorporates the 'Spokane Cultural Trail'

Project Justification

This section of roadway and infrastructure is deteriorating and is need of rehabilitation.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal D. Promote Economic Opportunity in supporting functionality of the CCL. Accommodates access to daily needs through a variety of transportation choices; meeting TR Goals B. Provide Transportation Choices and C. Accommodate Access to Daily Needs and Priority Destinations.

Location

Other Location  
Riverside Avenue between Monroe Street and Wall Street

Project Status

Active  
Project number: 2017087  
  
Integrated project - Water, Wastewater

External Factors

Grant funds will be required to move into the construction phase.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Street Capital**  
**Riverside Avenue, Monroe St to Wall St**  
STR-2016-79

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500,000	\$1,000,000	\$7,500,000	\$7,500,000
Design	\$0	\$0	\$0	\$50,000	\$300,000	\$350,000	\$0	\$0	\$700,000	\$700,000
Land purchase	\$0	\$0	\$0	\$50,000	\$100,000	\$100,000	\$0	\$0	\$250,000	\$250,000
Planning	\$17,271	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,271
Total	\$17,271	\$0	\$0	\$100,000	\$400,000	\$450,000	\$6,500,000	\$1,000,000	\$8,450,000	\$8,467,271

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$4,260,000	\$650,000	\$4,910,000	\$4,910,000
Levy	Local	Funded	\$17,271	\$0	\$0	\$15,000	\$60,000	\$65,000	\$2,200,000	\$350,000	\$2,690,000	\$2,707,271
STBG	Federal	Funded	\$0	\$0	\$0	\$85,000	\$340,000	\$385,000	\$40,000	\$0	\$850,000	\$850,000
Total			\$17,271	\$0	\$0	\$100,000	\$400,000	\$450,000	\$6,500,000	\$1,000,000	\$8,450,000	\$8,467,271

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Install a new traffic signal. Install new ADA ramps to current standards.

Project Justification

Improve intersection capacity and mobility along the 5th Avenue and Sherman Street corridors.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals F. Enhance Public Health & Safety by addressing intersection capacity issues.

Location

Other Location  
Sherman St. at 5th Ave.

Project Status

Active  
Initiate planning in 2022, design in 2023

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Sherman / 5th Ave. Traffic Signal

STR-2020-24

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$900,000	\$0	\$0	\$0	\$900,000	\$900,000
Design	\$0	\$0	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000	\$90,000
Planning	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Total	\$0	\$0	\$10,000	\$90,000	\$900,000	\$0	\$0	\$0	\$1,000,000	\$1,000,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Impact Fee	Local	Funded	\$0	\$0	\$10,000	\$45,000	\$0	\$0	\$0	\$0	\$55,000	\$55,000
PDA	Unidentified	Unfunded	\$0	\$0	\$0	\$45,000	\$900,000	\$0	\$0	\$0	\$945,000	\$945,000
Total			\$0	\$0	\$10,000	\$90,000	\$900,000	\$0	\$0	\$0	\$1,000,000	\$1,000,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construct full depth roadway, repair sidewalk, lighting, communication conduit and cable, signal and utility updates. APS signal updates as appropriate.

Project Justification

Roadway and utility deterioration require attention.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and D. Promote Economic Opportunity by incorporating better transportation choices to all users while supporting the surrounding development potential.

Location

Other Location  
Spokane Falls Boulevard between Post Street and Division Street

Project Status

Active  
Project number: 2018086  
  
Integrated project - Water, Wastewater, Stormwater

External Factors

After Riverfront Park improvements are complete.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$500,000	\$700,000	\$700,000
Planning	\$0	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000	\$70,000
Total	\$0	\$0	\$0	\$0	\$70,000	\$0	\$200,000	\$500,000	\$770,000	\$770,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$130,000	\$325,000	\$455,000	\$455,000
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$70,000	\$0	\$70,000	\$175,000	\$315,000	\$315,000
Total			\$0	\$0	\$0	\$0	\$70,000	\$0	\$200,000	\$500,000	\$770,000	\$770,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Pavement reconstruction and maintenance. Options for extending 3-lane section to the west. Placement of streetscape, updated lighting and signals, and integrate stormwater disposal. Lane reconfiguration may facilitate sidewalk and parking improvements.

Project Justification

The purpose of this project is to improve transportation for all modes and thus promote a vibrant livable community.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals C. Accommodate Access to Daily Needs and Priority Destinations and D. Promote Economic Opportunity by accommodating access to daily destinations while enacting the vision of the Target Investment Strategy. The Project will also integrate utility updates; TR Goal G. Maximize Public.

Location

Other Location  
Sprague Avenue - Bernard Street to Scott Street

Project Status

Active  
Project number: 2014155

Two phases of construction: Phase 2a constructed in 2019 including the section between Scott and Grant. Phase 2b reaching to Division to be completed in 2021. UDRA funding for phase 2b.  
Integrated project - Water, Wastewater

External Factors

Possible funding through University District Revitalization Area (UDRA) revenue is under development.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2021	2022	2023	2024	2025	2026	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Street Capital**

**Sprague Avenue Investment Phase II - Bernard St to Scott St**

STR-2016-69

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$2,478,871	\$3,000,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$5,628,871
Design	\$1,145,265	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,170,265
Total	\$3,624,136	\$3,025,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$6,799,136

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$3,184,636	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,184,636
STBG	Federal	Funded	\$439,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$439,500
UDRA	Local	Funded	\$0	\$3,025,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$3,175,000
Total			\$3,624,136	\$3,025,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$6,799,136

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Street/Street Capital

Strong Road - Five Mile to Austin

STR-2021-2

Executive Summary

Reconstruct roadway section, construct curb, sidewalk, drainage and bike facilities.

Project Justification

Provide complete streets improvements and reconstructed pavement section to serve recent and continued development on Five Mile Prairie. Reconstruct rural roadway originally built as a County road.

*This project meets the following comprehensive plan goals and/or policies:*

TR B- Provide Transportation Choices, project will build complete streets improves addressing needs of bicyclists and pedestrians.

Location

Other Location

Strong Road - Five Mile Rd. to Austin Rd.

Project Status

Active

Begin planning and design in 2026

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$50,000	\$50,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$150,000	\$150,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,000	\$85,000	\$85,000
REET	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$15,000	\$65,000	\$65,000
Total			\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$100,000	\$150,000	\$150,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Pavement reconstruction with concrete paving, of the couplet Thor St, and Freya St between Hartson and Sprague Avenues. Water main updates, upgrades to ADA ramps and minor curb and sidewalk repairs are anticipated. Lighting and traffic signal updates to include APS as appropriate. Phased project.

Project Justification

The purpose of this project is to reconstruct deteriorated roadway and utilities.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals C. Accommodate Access to Daily Needs and Priority Destinations and G. Maximize Public Benefits and Fiscal Responsibility With Integration by accommodating better access to daily needs while integrating utility updates into the project to maximize the public benefit.

Location

Other Location  
Thor and Freya Streets (couplet) from Hartson Ave to Sprague Ave

Project Status

Active  
Project number: 2019135

Construction in 2022 and 2023. Project likely to be phased.  
Integrated Project - Water and Wastewater

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Street Capital**  
**Thor and Freya St, Hartson to Sprague Ave, Et. Al.**  
 STR-2018-101

**Spending**

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$6,500,000	\$1,735,605	\$0	\$0	\$0	\$0	\$8,235,605	\$8,235,605
Design	\$295,409	\$520,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$815,409
Land purchase	\$17,700	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$57,700
Total	\$313,109	\$560,000	\$6,500,000	\$1,735,605	\$0	\$0	\$0	\$0	\$8,235,605	\$9,108,714

**Funding**

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
HIP	Federal	Funded	\$0	\$0	\$0	\$1,469,556	\$0	\$0	\$0	\$0	\$1,469,556	\$1,469,556
Levy	Local	Funded	\$177,535	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$267,535
STBG	Federal	Funded	\$135,574	\$470,000	\$5,675,000	\$166,049	\$0	\$0	\$0	\$0	\$5,841,049	\$6,446,623
TIB	State	Funded	\$0	\$0	\$825,000	\$100,000	\$0	\$0	\$0	\$0	\$925,000	\$925,000
Total			\$313,109	\$560,000	\$6,500,000	\$1,735,605	\$0	\$0	\$0	\$0	\$8,235,605	\$9,108,714

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Complete a full depth roadway replacement from TJ Meenach Bridge to Northwest Blvd, including TJ Meenach Bridge on/off ramps. Improvements to sewer, water, lighting, and communication conduit included. A shared use path will be added and work will include minor ADA Ramp replacement.

Project Justification

This section of road is deteriorating and needs repair. Sewer pipe routing will be updated and improved. River access will also be improved.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choice and G. Maximize Public Benefits and Fiscal Responsibility With Integration by maximizing the opportunity of integrating utility and transportation work in a project that delivers better transportation choices at this important link between communities.

Location

Other Location

TJ Meenach Dr, TJ Meenach Bridge to Northwest Blvd , to include on and off ramps on/off TJ Meenach.

Project Status

Active

Project number: 2014153

Integrated project - Water , Wastewater

External Factors

Grant funds will be required to move into the construction phase. Delivery schedule will depend on construction sequencing for stormwater work.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000

Maintenance Comments

Street/Street Capital

TJ Meenach Dr, TJ Meenach Bridge to Northwest Blvd

STR-2015-10

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$2,000,000	\$140,000	\$0	\$0	\$0	\$0	\$2,140,000	\$2,140,000
Design	\$200,000	\$130,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	\$360,000
Total	\$200,000	\$130,000	\$2,030,000	\$140,000	\$0	\$0	\$0	\$0	\$2,170,000	\$2,500,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$200,000	\$130,000	\$2,030,000	\$140,000	\$0	\$0	\$0	\$0	\$2,170,000	\$2,500,000
Total			\$200,000	\$130,000	\$2,030,000	\$140,000	\$0	\$0	\$0	\$0	\$2,170,000	\$2,500,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construction of full depth pavement, sidewalk, and bicycle infrastructure to align with present plans and future development expectations. Updates to water and stormwater utilities will take place as necessary.

Project Justification

Industrial freight connection from 'The Yard' to the adjacent T-1 and Interstate truck routes.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and D. Promote Economic Opportunity by incorporating better transportation choices to all users while supporting the surrounding industrial development. Also promotes active transport; TR goal F. Enhance Public Health & Safety.

Location

Other Location  
Wellesley Avenue between Freya Street and Havana Street

Project Status

Active  
Project number: 2018076  
  
Integrated project - Water

External Factors

NSC timing will have Wellesley Avenue closed for a 3-year period between Freya and Market.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Street Capital

Wellesley Ave, Freya St to Havana St

STR-2018-3

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$130,000	\$230,000	\$230,000
Land purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000	\$100,000
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$130,000	\$330,000	\$330,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$130,000	\$85,000	\$215,000	\$215,000
Levy	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000	\$45,000	\$115,000	\$115,000
Total			\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$130,000	\$330,000	\$330,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

Construct full depth roadway and repair sidewalk. Project will replace the water main, separate stormwater , upgrade lighting and communication. Incorporate area plan: lane reconfiguration, signals, enhance transit, bicycle, and pedestrian routing as appropriate. Include APS as appropriate at signals

Project Justification

This section of roadway and infrastructure is deteriorating and is need of rehabilitation.  
*This project meets the following comprehensive plan goals and/or policies:*  
Meets TR Goals B. Provide Transportation Choices and C. Accommodate Access to Daily Needs and Priority Destinations by improving upon all modes of transportation while accommodating access to priority destinations.

Location

Other Location  
Fort George Wright between Government Way and the Spokane River

Project Status

Active  
Project number: 2016096  
  
Scoping in 2023; Design in 2024; Construction 2026  
Integrated project - Water, Wastewater, Stormwater

External Factors

A planning effort around Land Use is progressing. This includes consideration for safety, STA routing, and future development potential. Initial results point to a very different cross section than what exists today. Traffic signals are also under consideration to accommodate future system requirements. Incorporate these planning efforts as project is chartered for design. Grant funds will be required to move into the construction phase.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$10,000	\$0	\$0	\$0	\$0	\$0	\$30,000

Maintenance Comments

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500,000	\$0	\$4,500,000	\$4,500,000
Design	\$0	\$0	\$0	\$0	\$250,000	\$300,000	\$0	\$0	\$550,000	\$550,000
Planning	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000	\$20,000
Total	\$0	\$0	\$0	\$20,000	\$250,000	\$300,000	\$4,500,000	\$0	\$5,070,000	\$5,070,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$160,000	\$200,000	\$3,000,000	\$0	\$3,360,000	\$3,360,000
Levy	Local	Funded	\$0	\$0	\$0	\$20,000	\$90,000	\$100,000	\$500,000	\$0	\$710,000	\$710,000
TIB	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000
Total			\$0	\$0	\$0	\$20,000	\$250,000	\$300,000	\$4,500,000	\$0	\$5,070,000	\$5,070,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

A photograph of two cyclists riding on a paved road, framed by a decorative border of blue and purple triangles. The cyclist in the foreground is wearing a red shirt and black shorts, while the cyclist behind them is wearing a white and blue patterned shirt and black shorts. They are riding on a road with a white line and a sidewalk to the right. The background shows trees and a clear sky.

# **Pedestrian & Bikeways Program**

# Street, Pedestrian and Bikeways Funding Summary

(in thousands of dollars)

Fund Source	2022	2023	2024	2025	2026	2027
CMAQ	\$225	\$485	\$0	\$0	\$0	\$0
Grant	\$0	\$0	\$210	\$2,590	\$210	\$0
HSIP	\$184	\$1,478	\$0	\$0	\$0	\$0
Levy	\$287	\$150	\$90	\$1,160	\$90	\$0
Parks Grant	\$0	\$0	\$175	\$125	\$2,700	\$0
Ped-Bike	\$0	\$0	\$0	\$0	\$0	\$0
PEIP	\$125	\$125	\$125	\$125	\$125	\$125
RCO	\$325	\$900	\$175	\$125	\$2,700	\$0
Redlight	\$0	\$0	\$0	\$300	\$610	\$0
REET	\$10	\$10	\$10	\$10	\$10	\$10
SIUE-RIVER	\$650	\$0	\$0	\$0	\$0	\$0
STBG-SA	\$65	\$620	\$0	\$0	\$0	\$0
TAP	\$0	\$0	\$0	\$0	\$0	\$0
TBD	\$75	\$545	\$0	\$0	\$0	\$0
TIB	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$1,946	\$4,313	\$785	\$4,435	\$6,445	\$135

Executive Summary

Striping and conversion of signs to MUTCD standards

Project Justification

Bicycle lane signing and striping standards have changed. This project is intended to bring our bicycle lanes up to MUTCD standards throughout the city.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal B. Provide Transportation Choices by improving the bicycle network.

Location

Other Location

Citywide

Project Status

Active

This is an ongoing project that is accomplished during every construction season as need arises.

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Pedestrian and Bikeways

**Bike Route Signing and Striping**

STR-2012-63

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	\$70,000
Total	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	\$70,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
REET	Local	Funded	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	\$70,000
Total			\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000	\$70,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Pedestrian and Bikeways

Boone Ave. Protected Bike Lanes - Howard to Ruby

STR-2021-3

Executive Summary

Study to consider alternatives for implementing protected bike lanes.

Project Justification

Provide a lower stress bike route.

*This project meets the following comprehensive plan goals and/or policies:*

TR B- Provide Transportation Choices, encourages biking by improving bike facilities. TR F- Enhance Public Health and Safety, project improves bike safety.

Location

Other Location

Boone Ave., Howard St. to Atlantic St.; Atlantic St., Boone to Sharp; Sharp Ave., Atlantic to Ruby.

Project Status

Active

Project Number: 2021069 Begin planning in 2022. Design and construction pending outcome of planning work and securing funding.

External Factors

Securing funding.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Pedestrian and Bikeways

Boone Ave. Protected Bike Lanes - Howard to Ruby

STR-2021-3

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planning	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
Total	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Levy	Local	Funded	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
Total			\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

This project will make a safety improvement where the Centennial Trail crosses Mission Avenue by providing grade separation. This project will implement the recommendations of the feasibility study to bridge over Mission Avenue and tunnel under the railroad tracks to the south of Mission Ave.

Project Justification

This existing at-grade crossing is presently complex and risky with the volume of vehicles, bicyclists, and pedestrians and the non-intuitive nature of the crossing. The actual crossing location is often confused with the railroad tracks. Separation of pedestrian facilities from the traveled way is important to comfort and safety.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals E. Respect natural & Community Assets and F. Enhance Public Health & Safety by improving upon the existing trail and providing safety enhancements that apply to all transportation modes.

Location

Other Location

Centennial Trail at Mission Ave, through Mission Park next to BNSF R/R tracks across Mission and East toward Upriver Drive

Project Status

Active

Project number: 2016141

Grant opportunities being sought.

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Pedestrian and Bikeways

Centennial Trail, Mission Ave Gap Phase 2

STR-2016-77

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Design	\$0	\$0	\$0	\$0	\$0	\$300,000	\$320,000	\$0	\$620,000	\$620,000
Land purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$290,000	\$0	\$290,000	\$290,000
Total	\$0	\$0	\$0	\$0	\$0	\$300,000	\$610,000	\$0	\$910,000	\$910,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Redlight	Local	Funded	\$0	\$0	\$0	\$0	\$0	\$300,000	\$610,000	\$0	\$910,000	\$910,000
Total			\$0	\$0	\$0	\$0	\$0	\$300,000	\$610,000	\$0	\$910,000	\$910,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Pedestrian and Bikeways

Centennial Trail-Summit Blvd Gap, Boone Ave to Pettet Drive

STR-2017-17

Executive Summary

Multi-use trail to be built along the ridge adjacent to Summit Blvd and West Point Drive between Boone Ave and Pettet Drive. This is a continuation of the Centennial Trail, and should be built to that standard.

Project Justification

The Centennial Trail through Spokane is the backbone of the active transportation system. There are several gaps in the trail, of which this is one. This new trail would serve to separate vehicles from active transportation modes.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and E. Respect natural & Community Assets by enhancing the active modes of transportation in this corridor and further investing in the Centennial Trail, a community asset.

Location

Other Location

West Central Spokane along Summit Boulevard

Project Status

Active

Project Number: 2017080

Construction in 2021.

Integrated Project - Water

External Factors

Depending on the ultimate alignment and scope, there may be right-of-way elements that will affect the delivery timeframe.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Pedestrian and Bikeways**

**Centennial Trail-Summit Blvd Gap, Boone Ave to Pettet Drive**

STR-2017-17

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$2,350,000	\$122,000	\$0	\$0	\$0	\$0	\$0	\$122,000	\$2,472,000
Design	\$563,201	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$563,201
Land purchase	\$24,994	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,994
Total	\$588,195	\$2,350,000	\$122,000	\$0	\$0	\$0	\$0	\$0	\$122,000	\$3,060,195

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
CMAQ	Federal	Funded	\$206,169	\$2,032,750	\$105,000	\$0	\$0	\$0	\$0	\$0	\$105,000	\$2,343,919
Levy	Federal	Funded	\$382,026	\$317,250	\$17,000	\$0	\$0	\$0	\$0	\$0	\$17,000	\$716,276
Total			\$588,195	\$2,350,000	\$122,000	\$0	\$0	\$0	\$0	\$0	\$122,000	\$3,060,195

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Pedestrian and Bikeways

Division Street Pedestrian Hybrid Beacons

STR-2021-4

Executive Summary

Construct pedestrian hybrid beacons (PHB) to improve safety of pedestrian and bicycle crossings of Division St.

Project Justification

Improve safety of existing pedestrian crossings.

*This project meets the following comprehensive plan goals and/or policies:*

TR B- Provide Transportation Choices and TR F- Enhance Public Health and Safety, the project improves bicycle and pedestrian safety and mobility.

Location

Other Location

Division St. at intersections of: 1) Lacrosse; 2) Everett; and, 3) Rhoades-Weile.

Project Status

Active

Grant award late 2020. Begin planning in 2021, design in 2022. Construction 2023.

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Pedestrian and Bikeways

Division

Street Pedestrian Hybrid Beacons

STR-2021-4

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$1,478,200	\$0	\$0	\$0	\$0	\$1,478,200	\$1,478,200
Design	\$0	\$30,900	\$160,000	\$0	\$0	\$0	\$0	\$0	\$160,000	\$190,900
Land purchase	\$0	\$0	\$43,600	\$0	\$0	\$0	\$0	\$0	\$43,600	\$43,600
Total	\$0	\$30,900	\$203,600	\$1,478,200	\$0	\$0	\$0	\$0	\$1,681,800	\$1,712,700

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
HSIP	Federal	Funded	\$0	\$25,300	\$183,600	\$1,478,200	\$0	\$0	\$0	\$0	\$1,661,800	\$1,687,100
Levy	Local	Funded	\$0	\$5,600	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$25,600
Total			\$0	\$30,900	\$203,600	\$1,478,200	\$0	\$0	\$0	\$0	\$1,681,800	\$1,712,700

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Construction of infill sidewalk and ADA curb ramps.

Project Justification

A high pedestrian activity corridor that is lacking sidewalk for most of the project limits

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal B. Provide Transportation Choices and TR Goal F- Enhance Public Health and Safety by connecting sidewalks in priority pedestrian areas, opening up better opportunities for pedestrian and ADA-compliant travel.

Location

Other Location

Driscoll Blvd. from Alberta to Garland. Alberta and Cochrane from Northwest Blvd. to Driscoll.

Project Status

Active

Project Number: 2021070      Design to begin in 2021. Construction in 2022 or 2023.

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Pedestrian and Bikeways**  
**Driscoll - Alberta - Cochrane Sidewalk**  
 STR-2021-5

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$1,475,000	\$0	\$0	\$0	\$0	\$1,475,000	\$1,475,000
Design	\$0	\$50,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$200,000
Land purchase	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
Total	\$0	\$50,000	\$175,000	\$1,475,000	\$0	\$0	\$0	\$0	\$1,650,000	\$1,700,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
CMAQ	Federal	Funded	\$0	\$10,000	\$35,000	\$310,252	\$0	\$0	\$0	\$0	\$345,252	\$355,252
STBG-SA	Federal	Funded	\$0	\$20,000	\$65,000	\$620,200	\$0	\$0	\$0	\$0	\$685,200	\$705,200
TBD	Local	Funded	\$0	\$20,000	\$75,000	\$544,548	\$0	\$0	\$0	\$0	\$619,548	\$639,548
Total			\$0	\$50,000	\$175,000	\$1,475,000	\$0	\$0	\$0	\$0	\$1,650,000	\$1,700,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Street/Pedestrian and Bikeways

Fish Lake Trail - Phase 3b

STR-2012-68

Executive Summary

Includes the remaining paving to reach Fish Lake as well as bridge construction over the railroads.

Project Justification

This trail will complete the gap that will provide 11 miles of trail connecting the City of Spokane and the City of Cheney. This system is identified in the Comprehensive plan as a corridor to preserve and improve.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and E. Respect natural & Community Assets by improving upon the trail length under ownership by the City, and opening that trail to public use, providing a transportation and recreation choice.

Location

Other Location

Fish Lake Trail, Queen Lucas Lake to Fish Lake

Project Status

Active

Project number: 2010048

Applications for Grant funding for construction.

External Factors

Funding for phase 3b is not yet secure. Negotiations with BNSF for aerial rights for bridges will take some time.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Pedestrian and Bikeways

Fish Lake Trail - Phase 3b

STR-2012-68

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400,000	\$0	\$5,400,000	\$5,400,000
Design	\$0	\$0	\$0	\$0	\$350,000	\$0	\$0	\$0	\$350,000	\$350,000
Land purchase	\$0	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$250,000	\$250,000
Total	\$0	\$0	\$0	\$0	\$350,000	\$250,000	\$5,400,000	\$0	\$6,000,000	\$6,000,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Parks Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$175,000	\$125,000	\$2,700,000	\$0	\$3,000,000	\$3,000,000
RCO	Identified	Unfunded	\$0	\$0	\$0	\$0	\$175,000	\$125,000	\$2,700,000	\$0	\$3,000,000	\$3,000,000
Total			\$0	\$0	\$0	\$0	\$350,000	\$250,000	\$5,400,000	\$0	\$6,000,000	\$6,000,000

\*Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Design study to determine best route option for the Fish Lake trail extension to connect to the Centennial Trail at the existing Sandifur Bridge trailhead at Peoples' Park.

Project Justification

Study to review various trail routes and determine best option for project design and construction. This route will complete the connection between the existing Fish Lake Trail terminus and the Centennial Trail.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and E. Respect natural & Community Assets by connecting regional shared-use trails to extend these backbone active transport providers and maximize the utility of these existing community assets.

Location

Other Location

Fish Lake Trailhead at Milton/Lindeke to Centennial Trail via Sandifur Bridge.

Project Status

Active

Project number: 2016089

Study scheduled for 2020; preliminary design in 2021.

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Pedestrian and Bikeways

Fish Lake Trail to Centennial Trail Connection

STR-2016-22

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Design	\$0	\$90,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000	\$240,000
Planning	\$205,325	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,325
Total	\$205,325	\$135,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000	\$490,325

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$0	\$110,000	\$0	\$0	\$110,000	\$110,000
Levy	Local	Funded	\$55,796	\$118,279	\$0	\$0	\$0	\$40,000	\$0	\$0	\$40,000	\$214,075
TAP	Federal	Funded	\$149,529	\$16,721	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$166,250
Total			\$205,325	\$135,000	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000	\$490,325

\*Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Study to select routing and begin design of a multi-use Path from Spokane Community College to Felts Field along the Spokane River. The trail will also coordinate with the future Children of the Sun connections to the Centennial Trail and Tuffy's Trail

Project Justification

The city is committed to connecting the trail system and provide multimodal transportation throughout the region.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals A. Promote a Sense of Place and E. Respect natural & Community Assets by developing a trail connection between neighborhoods that this area can take pride in and adopt more fully into their transportation network.

Location

Other Location

From Spokane Community College to Felts Field.

Project Status

Active

Project number: 2014059

Project is in Planning phase. Applying for grant funding for construction. Project must advance to the next phase (ROW) with Local Agency Agreement by September 30, 2025.

External Factors

Study will determine feasibility option for routing the trail through Spokane Community College Campus.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Pedestrian and Bikeways

Millwood Trail, from SCC to Felts Field

STR-2014-29

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Design	\$0	\$0	\$0	\$0	\$100,000	\$250,000	\$150,000	\$0	\$500,000	\$500,000
Land purchase	\$0	\$0	\$0	\$0	\$0	\$150,000	\$150,000	\$0	\$300,000	\$300,000
Planning	\$144,340	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$144,340
Total	\$144,340	\$0	\$0	\$0	\$100,000	\$400,000	\$300,000	\$0	\$800,000	\$944,340

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
CMAQ	Federal	Funded	\$117,058	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$117,058
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$70,000	\$280,000	\$210,000	\$0	\$560,000	\$560,000
Levy	Local	Funded	\$27,282	\$0	\$0	\$0	\$30,000	\$120,000	\$90,000	\$0	\$240,000	\$267,282
Total			\$144,340	\$0	\$0	\$0	\$100,000	\$400,000	\$300,000	\$0	\$800,000	\$944,340

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Pedestrian and Bikeways

North River Dr. Sidewalk - East of Washington St.

STR-2020-26

Executive Summary

Sidewalk infill from Washington Street to 900' east of Washington Street. Pavement repair and overlay and stormwater improvements within project limits.

Project Justification

A high pedestrian activity corridor that is lacking sidewalk for most of the project limits.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal B. Provide Transportation Choices by connecting sidewalks in priority pedestrian areas, opening up better opportunities for pedestrian and ADA-compliant travel.

Location

Other Location

North River Drive and Washington Street to 900' east of Washington Street

Project Status

Active

Project Number: 2019179

Design 2020; Construction 2021

Integrated Project - Stormwater

External Factors

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Pedestrian and Bikeways**  
**North River Dr. Sidewalk - East of Washington St.**  
 STR-2020-26

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$820,935	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000	\$880,935
Design	\$108,338	\$92,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,338
Land purchase	\$0	\$37,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,200
Total	\$108,338	\$950,135	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000	\$1,118,473

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$9,726	\$283,747	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000	\$353,473
TBD	Local	Funded	\$72,076	\$292,924	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$365,000
TIB	State	Funded	\$26,536	\$373,464	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
Total			\$108,338	\$950,135	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000	\$1,118,473

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Executive Summary

Improve the parking environment in the downtown core by installing street furniture, way-finding, trees, lighting and electrical, tree grates, and by placing new sidewalk or replacing poor sidewalk. This funding program will also update downtown gateways and incorporate the 'Spokane Cultural Trail'.

Project Justification

Parking revenue will improve the atmosphere of downtown. Thus inviting more use and improving the downtown core of Spokane.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal E. Respect natural & Community Assets by developing the parking and pedestrian connection to businesses downtown.

Location

Other Location

Downtown Core

Project Status

Active

This program conducts downtown beautification, participates in downtown core projects to extend goals of the Parking Advisory Committee (PAC),and directly funds special projects approved by the PAC. The first project, the Maple/Ash Gateway will be constructed with a SIP loan which PEIP funds will pay back until 2023 at a rate of \$125,000 per year.

External Factors

Guidance through the Parking Advisory Committee.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Pedestrian and Bikeways

Parking Environment Improvement Program

STR-2016-71

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Planning	\$0	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$750,000	\$875,000
Total	\$0	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$750,000	\$875,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
PEIP	Local	Funded	\$0	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$750,000	\$875,000
Total			\$0	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$750,000	\$875,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Pedestrian and Bikeways

South Gorge Trail Connection - Main Ave to CSO 26

STR-2018-20

Executive Summary

Trail connection along the rim of the south bank of the Spokane River that continues the South Gorge Trail under the Monroe Street Bridge to connect up to the plaza atop CSO 26.

Project Justification

This will fill one of the final gaps for the Spokane River Gorge loop trail.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals A. Promote a Sense of Place, B. Provide Transportation Choices and E. Respect natural & Community Assets by connecting regional shared-use trails to expand the trail network and maximize the utility of these existing community assets.

Location

Other Location

North side of the Spokane Club between Main Avenue and the CSO 26 Plaza.

Project Status

Active

Project number: 2018097

Design in 2021/22, Construction in 2022 or 2023

External Factors

An easement will be required to cross the Spokane Club property along the river bank.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Pedestrian and Bikeways**  
**South Gorge Trail Connection - Main Ave to CSO 26**  
 STR-2018-20

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Design	\$0	\$150,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000	\$225,000
Total	\$0	\$150,000	\$1,075,000	\$1,000,000	\$0	\$0	\$0	\$0	\$2,075,000	\$2,225,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Levy	Local	Funded	\$0	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$200,000	\$200,000
RCO	Unidentified	Unfunded	\$0	\$0	\$325,000	\$900,000	\$0	\$0	\$0	\$0	\$1,225,000	\$1,225,000
SIUE-RIVER	Local	Funded	\$0	\$150,000	\$650,000	\$0	\$0	\$0	\$0	\$0	\$650,000	\$800,000
Total			\$0	\$150,000	\$1,075,000	\$1,000,000	\$0	\$0	\$0	\$0	\$2,075,000	\$2,225,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Pedestrian and Bikeways

Sunset Highway Bike Path - Royal to Deer Heights - Design

STR-2016-13

Executive Summary

Construct 3.2-mile ped/bike path along Sunset Hwy. Connect to a bicycle facility project at Royal St. and continue west as a shared-use path. Strategic sidewalk segments will facilitate transit stops and pedestrian street crossings. Install conduit for future use and include stormwater mitigation.

Project Justification

This project will provide a direct bicycle connection to businesses along US 2. Generators on the corridor include restaurants, hotels, a casino, a nearby university, airport and recreational activities. The project will also create a complete bike connection to downtown Spokane and the regional bike network.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices and F. Enhance Public Health & Safety by creating a safe opportunity to use this highway corridor by foot or bike.

Location

Other Location

Sunset Highway between Royal Street and Deer Heights

Project Status

Active

Project number: 2016087

Start design in 2021

External Factors

Planned construction of Capital Project on Sunset Highway within this project's limits.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Pedestrian and Bikeways**  
**Sunset Highway Bike Path - Royal to Deer Heights - Design**  
 STR-2016-13

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$3,200,000	\$0	\$0	\$3,200,000	\$3,200,000
Design	\$999	\$49,001	\$100,000	\$225,000	\$0	\$0	\$0	\$0	\$325,000	\$375,000
Land purchase	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$200,000	\$200,000
Total	\$999	\$49,001	\$100,000	\$225,000	\$200,000	\$3,200,000	\$0	\$0	\$3,725,000	\$3,775,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
CMAQ	Federal	Funded	\$799	\$39,201	\$85,000	\$175,000	\$0	\$0	\$0	\$0	\$260,000	\$300,000
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$140,000	\$2,200,000	\$0	\$0	\$2,340,000	\$2,340,000
Levy	Local	Funded	\$200	\$9,800	\$15,000	\$50,000	\$60,000	\$1,000,000	\$0	\$0	\$1,125,000	\$1,135,000
Total			\$999	\$49,001	\$100,000	\$225,000	\$200,000	\$3,200,000	\$0	\$0	\$3,725,000	\$3,775,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



# Neighborhood Program

# Street, Neighborhood Funding Summary

(in thousands of dollars)

Fund Source	2022	2023	2024	2025	2026	2027
Redlight	\$450	\$450	\$450	\$450	\$450	\$450
Speed Zone	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
Street Maintenance	\$400	\$700	\$700	\$700	\$700	\$700
TBD	\$50	\$400	\$400	\$400	\$400	\$400
Total	\$2,500	\$3,150	\$3,150	\$3,150	\$3,150	\$3,150



Executive Summary

School safety infrastructure including crossings, signals, sidewalks, and other equipment or safety programs. Project construction will be conducted annually.

Project Justification

The City holds a responsibility to provide and promote safe and effective access to schools.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices, C. Accommodate Access to Daily Needs and Priority Destinations, and F. Enhance Public Health & Safety by providing better infrastructure for accessing schools.

Location

Other Location  
Varies, generally located near schools.

Project Status

Active  
This program is a new program that will design and install school safety infrastructure and implement safety programs on an annual basis.

External Factors

The program is driven by applications for projects throughout the year. The implementation of projects will come in groupings, generally bid as projects in the springtime.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$1,000,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$9,000,000	\$10,000,000
Design	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$700,000
Total	\$0	\$1,100,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$9,600,000	\$10,700,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Speed Zone	Local	Funded	\$0	\$1,100,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$9,600,000	\$10,700,000
Total			\$0	\$1,100,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$1,600,000	\$9,600,000	\$10,700,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Program installs traffic calming measures in response to neighborhood applications for calming needs.

Project Justification

This program fulfills the red light traffic calming ordinance.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals A. Promote a Sense of Place and F. Enhance Public Health & Safety by allowing neighborhoods to participate in the street development process by prioritizing and addressing community safety concerns.

Location

Other Location  
Citywide

Project Status

Active  
This annual program is run in coordination between Office of Neighborhood Services, Integrated Capital Management, and Streets.

External Factors

Applications for use come through Neighborhood Councils and are approved by the Traffic Calming Committee.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Neighborhood

Traffic Calming Program

STR-2014-23

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,400,000	\$2,800,000
Design	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$350,000
Total	\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$2,700,000	\$3,150,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Redlight	Local	Funded	\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$2,700,000	\$3,150,000
Total			\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$2,700,000	\$3,150,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Executive Summary

Sidewalk improvements (generally infill) at locations noted.

Project Justification

To fulfill the requirements of the TBD sidewalk program, which conducts sidewalk infill and ADA compliance.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goal B. Provide Transportation Choices by connecting sidewalks in priority pedestrian areas, opening up better opportunities for pedestrian and ADA-compliant travel.

Location

Other Location

Locations: Arthur St - 38th to 43rd; 11th Ave - Arthur to Perry; E. Hilliard - Central Ave to Francis Ave. Driscoll/Alberta/Cochrane and N. River Dr. also use TBD funds as shown in the Bike/Ped section.

Project Status

Active

Project numbers: Various

External Factors

Costs shown below are for TBD projects that have not yet received matching grant dollars. When grants are received, individual project pages will be created in the Pedestrian and Bikeways section of this program. Presently, this includes the Cincinnati Greenway and Regal/Bemiss/Shaw Pedestrian Safety projects.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Neighborhood

Transportation Benefit District (TBD) Sidewalk Program

STR-2016-33

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000	\$1,750,000
Design	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$300,000
Total	\$0	\$0	\$50,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,050,000	\$2,050,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
TBD	Local	Funded	\$0	\$0	\$50,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,050,000	\$2,050,000
Total			\$0	\$0	\$50,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,050,000	\$2,050,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Neighborhood

Unpaved Roadway Paving Program

STR-2019-86

Executive Summary

New paving of streets that are yet unpaved. The intent is to pave the roadway as cost-efficiently as possible. First year programming will begin design in the fall of 2019 for construction in 2020.

Project Justification

Unpaved streets require annual maintenance to remain drivable. Pavement will significantly reduce the maintenance load, and will facilitate reliable travel for citizens.

*This project meets the following comprehensive plan goals and/or policies:*

Meets TR Goals B. Provide Transportation Choices; C. Accommodate Access to Daily Needs and Priority Destinations; and F. Enhance Public Health & Safety by providing infrastructure that is reliable and functional.

Location

Other Location

Locations will vary as streets are selected in each district each year.

Project Status

Active

2021 locations: District 1-Lacey St., Desmet to Sharp; District 2- See 44th Ave. project in Streets Capital section.; District 3- Lindeke St., College to Bridge and Sinto Ave., Elm to Oak.

External Factors

City Council will provide initial prioritization of unpaved segments within each district. The Citizens Transportation Advisory Board (CTAB) may be tasked with prioritization. Work will be completed as budget allows.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2021	2022	2023	2024	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Neighborhood

Unpaved Roadway Paving Program

STR-2019-86

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$325,000	\$350,000	\$350,000	\$650,000	\$650,000	\$650,000	\$650,000	\$650,000	\$3,600,000	\$4,275,000
Design	\$40,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000	\$390,000
Total	\$365,000	\$400,000	\$400,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,900,000	\$4,665,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Street Maintenance	Local	Funded	\$365,000	\$400,000	\$400,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,900,000	\$4,665,000
Total			\$365,000	\$400,000	\$400,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$3,900,000	\$4,665,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project





# Impact Fee Program

# Street, Impact Fee Projects Funding Summary

(in thousands of dollars)

Fund Source	2022	2023	2024	2025	2026	2027
CMAQ	\$0	\$0	\$0	\$0	\$0	\$0
Grant	\$85	\$1,190	\$115	\$675	\$675	\$0
Impact Fee	\$50	\$330	\$115	\$675	\$675	\$0
Private	\$50	\$165	\$1,875	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$185	\$1,685	\$2,105	\$1,350	\$1,350	\$0

Street/Impact Fee Projects

Freya Ave. / Palouse Highway Roundabout

STR-2020-20

Executive Summary

Reconstruct the intersection as a roundabout.

Project Justification

Improve intersection capacity to accommodate continued traffic growth related to development.

*This project meets the following comprehensive plan goals and/or policies:*

This project will improve intersection capacity. Meets Transportation Goal F. Enhance Public Health & Safety by improving intersection capacity.

Location

Other Location

Intersection of Freya Avenue and Palouse Highway

Project Status

Active

Initiate planning in 2022.

External Factors

Need to secure additional funding for construction. Potential right-of-way acquisition.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Impact Fee Projects

Freya Ave. / Palouse Highway Roundabout

STR-2020-20

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$1,300,000	\$0	\$0	\$1,300,000	\$1,300,000
Design	\$0	\$0	\$0	\$100,000	\$30,000	\$0	\$0	\$0	\$130,000	\$130,000
Land purchase	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000
Planning	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
Total	\$0	\$0	\$25,000	\$100,000	\$80,000	\$1,300,000	\$0	\$0	\$1,505,000	\$1,505,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$50,000	\$40,000	\$650,000	\$0	\$0	\$740,000	\$740,000
Impact Fee	Local	Funded	\$0	\$0	\$25,000	\$50,000	\$40,000	\$650,000	\$0	\$0	\$765,000	\$765,000
Total			\$0	\$0	\$25,000	\$100,000	\$80,000	\$1,300,000	\$0	\$0	\$1,505,000	\$1,505,000

- \* Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Impact Fee Projects

Garland Pathway

STR-2020-19

Executive Summary

Construct a shared-use path on the north side of Garland Avenue from approximately Cook Street and Shaw Middle School to Market Street.

Project Justification

Improve the bicycle and pedestrian route and infrastructure for the heavily traveled pathway.

*This project meets the following comprehensive plan goals and/or policies:*

Pedestrian priority near Shaw Middle School. Meets TR Goal B. Provide Transportation Choices by improving the pedestrian and bicycle infrastructure.

Location

Other Location

Garland Ave. - Cook St. to Market St.

Project Status

Active

Planning with the Spokane School District in process.  
Grant submitted, funding award pending.

External Factors

Securing additional funding for construction.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Impact Fee Projects

Garland Pathway

STR-2020-19

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
---	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0	\$0	\$1,400,000	\$1,400,000
Design	\$0	\$10,000	\$110,000	\$20,000	\$0	\$0	\$0	\$0	\$130,000	\$140,000
Total	\$0	\$10,000	\$110,000	\$1,420,000	\$0	\$0	\$0	\$0	\$1,530,000	\$1,540,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$5,000	\$85,000	\$1,140,000	\$0	\$0	\$0	\$0	\$1,225,000	\$1,230,000
Impact Fee	Local	Funded	\$0	\$5,000	\$25,000	\$280,000	\$0	\$0	\$0	\$0	\$305,000	\$310,000
Total			\$0	\$10,000	\$110,000	\$1,420,000	\$0	\$0	\$0	\$0	\$1,530,000	\$1,540,000

\* Status definitions

- Unidentified: Funding source has not yet been determined
- Identified: Funding source has been found, but not yet requested
- Applied: Grant or loan application has been submitted, or budget has been requested
- Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
- Encumbered: Project contract has been signed and funds have been allocated to spend on the project

Street/Impact Fee Projects

Meadow Lane Rd. / US 195 Intersection

STR-2020-18

Executive Summary

Intersection improvements to address safety and capacity.

Project Justification

Intersection improvements are needed to address continued traffic growth along the US 195 corridor and anticipated growth in traffic from continued development in the Eagle Ridge area.

*This project meets the following comprehensive plan goals and/or policies:*

This is an transportation impact fee project intended for congestion mitigation. Meets TR Goals F. Enhance Public Health & Safety by addressing intersection capacity and safety issues.

Location

Other Location

US 195 at Meadow Lane Road

Project Status

Active

US 195 corridor study in process. Initial planning/design for this intersection planned for 2021-2022.

External Factors

Washington State Department of Transportation coordination and concurrence required.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

Street/Impact Fee Projects

Meadow Lane Rd. / US 195 Intersection

STR-2020-18

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$1,875,000	\$0	\$0	\$0	\$1,875,000	\$1,875,000
Design	\$0	\$0	\$50,000	\$165,000	\$0	\$0	\$0	\$0	\$215,000	\$215,000
Planning	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Total	\$0	\$10,000	\$50,000	\$165,000	\$1,875,000	\$0	\$0	\$0	\$2,090,000	\$2,100,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Private	Unidentified	Unfunded	\$0	\$10,000	\$50,000	\$165,000	\$1,875,000	\$0	\$0	\$0	\$2,090,000	\$2,100,000
Total			\$0	\$10,000	\$50,000	\$165,000	\$1,875,000	\$0	\$0	\$0	\$2,090,000	\$2,100,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project



Street/Impact Fee Projects

Nevada St. / Lincoln Rd. Intersection/Signal Improvements

STR-2020-25

Executive Summary

Modify the eastbound and westbound approaches to provide dedicated left turn lanes. Modify and replace the traffic signal system.

Project Justification

Modify the intersection to increase capacity and accommodate continued traffic growth and demand in the areas.

*This project meets the following comprehensive plan goals and/or policies:*

This is an impact fee project intended for congestion mitigation. Meets TR F. Enhance Public Health and Safety by enhancing intersection capacity and improving safety and efficiency for all travelers.

Location

Other Location

Lincoln Road at Nevada Street

Project Status

Active

Initiate design 2024.

External Factors

Ability to secure grants or outside funding will impact the timing and schedule of construction.

Maintenance

*Maintenance of capital facilities, buildings and infrastructure has an impact on a Department's operating budget, and thus routine maintenance costs for new and ongoing projects are identified in the table below.*

	2022	2023	2024	2025	2026	2027	Total
Expected Annual Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance Comments

**Street/Impact Fee Projects**  
**Nevada St. / Lincoln Rd. Intersection/Signal Improvements**  
 STR-2020-25

Spending

Project Phase	Prior Spending	2021	Estimated Spending							Total
			2022	2023	2024	2025	2026	2027	6 Year Total	
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$1,350,000	\$0	\$1,350,000	\$1,350,000
Design	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000	\$150,000
Land purchase	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$50,000	\$50,000
Total	\$0	\$0	\$0	\$0	\$150,000	\$50,000	\$1,350,000	\$0	\$1,550,000	\$1,550,000

Funding

Funding Name	Source	Status*	Prior Funding	2021	Estimated Funding							Total
					2022	2023	2024	2025	2026	2027	6 Year Total	
Grant	Unidentified	Unfunded	\$0	\$0	\$0	\$0	\$75,000	\$25,000	\$675,000	\$0	\$775,000	\$775,000
Impact Fee	Local	Funded	\$0	\$0	\$0	\$0	\$75,000	\$25,000	\$675,000	\$0	\$775,000	\$775,000
Total			\$0	\$0	\$0	\$0	\$150,000	\$50,000	\$1,350,000	\$0	\$1,550,000	\$1,550,000

- \*Status definitions
- Unidentified: Funding source has not yet been determined
  - Identified: Funding source has been found, but not yet requested
  - Applied: Grant or loan application has been submitted, or budget has been requested
  - Awarded: Grant or loan has been offered but the contract has not yet been signed or budget has not yet been approved by Council
  - Encumbered: Project contract has been signed and funds have been allocated to spend on the project

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