

CITY OF SPOKANE



REGARDING CITY COUNCIL MEETINGS

City Council's standing committee meetings, Agenda Review Sessions, and Legislative Sessions are held in City Council Chambers – Lower Level of City Hall, 808 W. Spokane Falls Blvd.

City Council Members, City staff, presenters and members of the public have the option to participate virtually via WebEx during all meetings, with the exception of Executive Sessions which are closed to the public. Call in information for the May 4, 2026, meetings is below. All meetings will be streamed live on Channel 5 and online at <https://my.spokanecity.org/citycable5/live> and <https://www.facebook.com/spokanecitycouncil>.

WebEx call in information for the week of May 4, 2026:

3:30 p.m. Agenda Review Session: 1-408-418-9388; access code: 249 217 29618; password: 0320

6:00 p.m. Legislative Session: 1-408-418-9388; access code: 249 699 17004; password: 0320

To participate in public comment (including Open Forum):

Testimony sign-up is open beginning at 5:00 p.m. on Friday, May 1, 2026, and ending at 6:00 p.m. on Monday, May 4, 2026, via the online testimony sign-up form link which can be accessed by clicking <https://my.spokanecity.org/citycouncil/meetings/signup/> or in person outside council chambers beginning at 8:00 a.m. on May 4, 2026. You must sign up by 6:00 p.m. to be called on to testify. (If you are unable to access the form by clicking the hyperlink, please copy and paste the link address into your browser window.) Instructions for participation are provided on the form when you sign up.

The open forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City and not relate to the final, updated draft, or draft agendas, pending hearing items, or initiatives or referenda in a pending election. "Affairs of the city" shall include (i) matters within the legislative, fiscal or regulatory purview of the city, (ii) any ordinance, resolution or other official act adopted by the city council, (iii) any rule adopted by the city, (iv) the delivery of city services and operation of city departments, (v) any act of members of the city council, the mayor or members of the administration, or (vi) any other matter deemed by the council president to fall within the affairs of the city, which determination may be overridden by majority vote of the council members present. Individuals speaking during the open forum shall address their comments to the council president and shall maintain decorum as laid out in Rule 2.15 (Participation by Members of the Public in Council Meetings).

THE CITY OF SPOKANE



FINAL COUNCIL AGENDA

MEETING OF MONDAY, MAY 4, 2026

MISSION STATEMENT

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

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBER MICHAEL CATHCART

COUNCIL MEMBER PAUL DILLON

COUNCIL MEMBER SARAH DIXIT

COUNCIL MEMBER KITTY KLITZKE

COUNCIL MEMBER KATE TELIS

COUNCIL MEMBER ZACK ZAPPONE

**CITY COUNCIL CHAMBERS
CITY HALL**

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

City of Spokane Guest Wireless access for Council Chambers:

Username: **COS Guest**

Password: **K8vCr44y**

Please note the space in username.

Both username and password are case sensitive.

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

AGENDA REVIEW AND LEGISLATIVE SESSIONS

Council meetings consist of two parts: The Agenda Review Session (starting at 3:30 P.M.) and the Legislative Session (starting at 6:00 P.M.). The Agenda Review Session is open to the public, but participation is limited to Council Members and appropriate staff. The Legislative Session also is open to the public, and public comment is taken on legislative items (except those that are adjudicatory or solely administrative in nature). Following the conclusion of the Legislative portion of the meeting, an Open Forum is held unless a majority of Council Members vote otherwise. Please see additional Open Forum information that appears at the end of the City Council agenda.

SPOKANE CITY COUNCIL AGENDA REVIEW 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.

ADDRESSING THE COUNCIL

- Public participation in Council meetings is governed by Council Rules 2.15 and 2.16. A complete copy of the [council rules](https://my.spokanecity.org/citycouncil/documents/rules/) can be found on the Council's documents webpage. (<https://my.spokanecity.org/citycouncil/documents/rules/>)
- 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 name and city of residence as a condition of recognition.
- Persons speaking at the podium shall verbally identify themselves by name, city of residency and, if appropriate, representative capacity.
- Speakers may be provided additional written or verbal instructions to ensure that verbal remarks are electronically recorded. Documents submitted for the record are identified and marked by the Clerk. (If you are submitting paper copies of 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.)
- To ensure that evidence and expressions of opinion are included in the record, and to ensure that decorum befitting a deliberative process is maintained, no modes of expression including but not limited to demonstrations, banners, signs, applause, profanity, vulgar language, or personal insults are permitted. To prevent disruption of council meetings and visual obstruction of proceedings, members of the audience shall remain seated during council meetings.
- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.
- When addressing the Council, members of the public shall direct all remarks to the Council President, and shall confine their remarks to the matters that are specifically before the Council at that time or, if speaking during Open Forum, shall confine their remarks to affairs of the city.
- City staff may testify at Council meetings, including open forum, providing the testimony is in compliance with the City of Spokane Code of Ethics and the staff follow the steps outlined in the City Council Rules of Procedure.

SPEAKING TIME LIMITS: Each person addressing the Council is limited to two minutes of speaking time, except during hearings and items under final consideration by the Council, for which three minutes will be allowed. The chair may allow additional time if the speaker is asked to respond to questions from the Council. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the Council. Note: No public testimony shall be taken on amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the Council.

CITY COUNCIL AGENDA: The City Council agendas may be obtained prior to Council Meetings by accessing the [City's website](https://my.spokanecity.org/citycouncil/documents/). (<https://my.spokanecity.org/citycouncil/documents/>)

AGENDA REVIEW SESSION

(3:30 p.m.)

(Council Chambers Lower Level of City Hall)

(No Public Testimony Taken)

ROLL CALL OF COUNCIL

INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS

COUNCIL OR STAFF REPORTS OF MATTERS OF INTEREST

DRAFT AGENDAS REVIEW (Staff or Council Member briefings and discussion)

APPROVAL BY MOTION OF THE DRAFT AGENDA

CONSIDERATION OF ANY REQUESTS FOR DEFERRAL OF ITEMS ON THE FINAL AGENDA

EXECUTIVE SESSION

(Closed Session of Council)

(Executive Session may be held or reconvened during the 3:30 p.m. Agenda Review Session or the 6:00 p.m. Legislative Session)

LEGISLATIVE SESSION

(Council Reconvenes in Council Chamber)

LAND ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

POETRY AT THE PODIUM, WORDS OF INSPIRATION, AND SPECIAL INTRODUCTIONS

ROLL CALL OF COUNCIL

PROCLAMATIONS AND SALUTATIONS

REPORTS FROM COMMUNITY ORGANIZATIONS

ANNOUNCEMENTS

(Announcements regarding Changes to the City Council Agenda)

NO BOARDS AND COMMISSIONS APPOINTMENTS

REPORTS, CONTRACTS, AND CLAIMS

The reports, contracts, and claims agenda consists of purchases and contracts for supplies and services provided to the city, as well as other agreements that arise (such as settlement or union agreements), and weekly claims and payments of previously approved obligations and biweekly payroll claims against the city. Any agreement over \$50,000 must be approved by the city council. Typically, the funding to pay for these agreements has already been approved by the city council through the annual budget ordinance, or through a separate special budget ordinance. If the contract requires a new allocation of funds, that fact usually will be indicated in the summary of the contract in the reports, contracts, and claims agenda.

Unless a council member requests that an item be considered separately, the council approves the reports, contracts, and claims agenda as a whole in a single vote. Note: The reports, contracts, and claims agenda is no longer read in full by the city clerk. The public is welcome to testify on matters listed in the reports, contracts, and claims agenda, but individual testimony is limited to three minutes for the entire reports, contracts, and claims agenda.

REPORTS, CONTRACTS AND CLAIMS

RECOMMENDATION

- | | | |
|--|---------|---------------------------------|
| 1. Purchase from Bud Clary Ford of Longview of one 2026 Ford F550 Chassis Cab for the Water Department—\$73,507 (incl. tax). (Council Sponsors: Council Members Klitzke and Zappone) | Approve | OPR 2026-0374 |
| 2. Purchase from Bud Clary Toyota of one 2026 Toyota BZ Battery Electric Vehicle for the Waste to Energy Facility—\$38,382.50 (incl. tax). (Council Sponsors: Council Members Klitzke and Zappone) | Approve | OPR 2026-0375 |
| 3. Three-year Value Blanket Order with Wastequip Manufacturing Company, LLC (Charlotte, NC) for supplying new metal refuse and recycling dumpsters for the Solid Waste Collection Department—estimated annual expenditure \$550,000 (incl. tax). (Council Sponsor: Council Member Klitzke) | Approve | OPR 2026-0376 |
| 4. Contract Amendment/Extension with Capital Industrial Inc. (Tumwater, WA) for a building addition, equipment installation and valve/piping installation at the Waste to Energy Facility through December 31, | Approve | OPR 2025-0328
PW ITB 6298-25 |

2026—additional \$186,109 (plus tax). Total contract amount: \$400,609 (plus tax). (Council Sponsor: Council Member Klitzke)

- 5. **Consultant Agreement with Propaganda Creative (Spokane) for Phase 1 of the Department of Ecology's Grant of Regional or Statewide Significance (GROSS) award for public education services from April 1, 2026, through June 30, 2027—\$144,730 (plus tax). (Council Sponsor: Council Member Klitzke)** Approve OPR 2026-0353
RFP 6478-26

- 6. **Report of the Mayor of pending:** Approve &
Authorize
Payments CPR 2026-0002
 - a. **Claims and payments of previously approved obligations, including those of Parks and Library, through April 24, 2026, total \$6,122,181.47, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,664,734.08.** CPR 2026-0003

 - b. **Payroll claims of previously approved obligations through April 25, 2026: \$10,140,701.87.** CPR 2026-0003

- 7. **Minutes:** Approve All
 - a. **City Council Meeting Minutes: April 20, 2026.** CPR 2026-0013

 - b. **City Council Special Meeting Minutes: April 2, April 16, and April 21, 2026.** CPR 2026-0013

 - c. **City Council Finance and Administration Standing Committee Meeting Minutes: April 27, 2026.** CPR 2026-0015

- 8. **Value Blanket Order with USA General Trading, LLC. (Seatac, WA) for the purchase of countertop water dispensers with PFAS filters for affected residents of the West Plains for one year—total cost not to exceed \$50,000 (incl. tax). (Council Sponsors: Council President Wilkerson and Council Member Klitzke)** Approve OPR 2026-0409
RFQ 6555-26

(As added during April 27, 2026, 3:30 p.m. Agenda Review Session)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

(Require Five Affirmative, Recorded Roll Call Votes)

- ORD C36866 Amending Ordinance No. C36794, entitled in part, “An ordinance adopting a Mid-biennial Modification Budget for the City of Spokane”, and amending it to add two Engineering positions in the General Fund, and declaring an emergency. (Council Sponsors: Council Members Klitzke and Zappone)

NO EMERGENCY ORDINANCES

NO RESOLUTIONS

FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

- ORD C36863 Related to the activation of public spaces through mobile food vending; repealing Sections 08.02.0234, 17C.390.020, and Chapter 10.51; amending Sections of Titles 08.01, 10.40, 12.05, and 17C; and adopting new Sections 12.15.070 and 12.15.080, all of the Spokane Municipal Code. (Council Sponsors: Council Members Dixit and Dillon)

(First Reading deferred to April 27, 2026, Agenda, from April 13, 2026, Agenda, during April 13, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to May 4, 2026, Agenda.) (As amended during April 20, 2026, 3:30 p.m. Agenda Review Session)

Council Member Dillon requests motion to suspend Council Rules and consider the following amendment. (NOTE: Absent suspension of Council Rules, adoption of the amendment will result in automatic deferral to May 11, 2026, Agenda.)

Dillon Proposed Amendment:

- Request motion to amend Final Reading Ordinance C36863 with an updated revised version filed May 1, 2026, and included in agenda packet under Final Reading Ordinance C36863.

NO FIRST READING ORDINANCES

NO SPECIAL CONSIDERATIONS

NO HEARINGS

OPEN FORUM

At the conclusion of legislative business, the Council may recess briefly and then convene an open public comment period for up to twenty (20) speakers, unless a majority of council members vote otherwise. If more than twenty (20) people sign up for open forum, the individuals assigned to the twenty (20) spaces available will be chosen at random, with preference given to individuals who have not spoken at open forum during the calendar month. Each speaker is limited to no more than two (2) minutes. In order to participate in Open Forum, you must sign up beginning at 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting via the virtual testimony form linked in the [meeting packet](#) (<https://my.spokanecity.org/citycouncil/documents/>) or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. The [virtual sign-up form](#) can also be found here <https://my.spokanecity.org/citycouncil/meetings/signup/>. (If you are unable to access the form by clicking the hyperlink, please copy and paste the link address into your browser window.) Speakers must sign themselves in using a name. Instructions for virtual participation are provided on the form when you sign up. The Open Forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City other than items appearing on the final or draft agendas, pending hearing items, and 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 May 4, 2026, Regular Legislative Session of the City Council is adjourned to May 11, 2026.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

NOTES

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 04/13/2026**Committee Agenda type:** Consent**Council Meeting Date:** 05/04/2026

		Date Rec'd	3/26/2026
		Clerk's File #	OPR 2026-0374
		Cross Ref #	
		Project #	
Submitting Dept	FLEET SERVICES	Bid #	DES 28423
Contact Name/Phone	RICK GIDDINGS 5096257706	Requisition #	RE 20936
Contact E-Mail	RGIDDINGS@SPOKANECITY.ORG		
Agenda Item Type	Purchase w/o Contract		
Council Sponsor(s)	KKLITZKE ZZAPPONE		
Sponsoring at Administrators Request	NO		
Lease? NO	Grant Related? NO	Public Works? NO	
Agenda Item Name	5100 - PURCHASE OF FORD F550 CHASSIS FOR WATER		

Agenda Wording

Fleet Services would like to purchase (1) 2026 Ford F550 Chassis Cab for the Water Department.

Summary (Background)

Water would like to purchase a new Ford F550 Chassis Cab to replace an older irrigation unit that has reached the end of its economic lifecycle. The existing service body will be retained and installed on the new chassis. Vehicle will be purchased from Bud Clary Ford of Longview using a Washington DES Contract #: 28423. Total cost including sales tax is \$73,507.00.

What impacts would the proposal have on historically excluded communities?

NA

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

NA

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

Data is collected by Fleet Services for future analysis.

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

Aligns with City Centralized Fleet Management Policy.

Council Subcommittee Review

No subcommittee for this topic.

Fiscal Impact	
Approved in Current Year Budget? YES	
Total Cost	\$ 73,507
Current Year Cost	\$ 73,507
Subsequent Year(s) Cost	\$ 0
<u>Narrative</u>	
To be purchased using a cooperative contract with Washington DES following all City competitive purchasing rules.	
Amount	
Budget Account	
Expense \$ 73,507	# 4100 42490 94340 56404 11004
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source One-Time	
Funding Source Type Reserves	
Is this funding source sustainable for future years, months, etc?	
Yes	
Expense Occurrence	One-Time
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Additional Approvals	
Dept Head	GIDDINGS, RICHARD
Division Director	BOSTON, MATTHEW
Accounting Manager	ALBIN-MOORE, ANGELA
Legal	HARRINGTON,
For the Mayor	PICCOLO, MIKE
Distribution List	
RGIDDINGS@SPOKANECITY.ORG	Tprince@spokanecity.org

From: NOREPLY@des.wa.gov
To: [Hopkins, Leon](#)
Cc: descarssystem@des.wa.gov
Subject: Vehicle Quote - 2026-2-278 - SPOKANE, CITY OF - 23210
Date: Monday, February 16, 2026 1:55:07 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Vehicle Quote Number: 2026-2-278 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423	Dealer: Bud Clary Ford (W403)	Dealer Contact: Kathleen Brennan	Dealer Phone: (360) 423-4321 Ext: 10943
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Organization Information

Organization: SPOKANE, CITY OF - 23210
Email: lhopkins@spokanecity.org
Quote Notes:
Vehicle Location: SPOKANE CITY

Color Options & Qty

Oxford White (Z1) - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-09005-0001	2026 Ford F-550 2WD Cab and Chassis	1	\$52,894.00	\$52,894.00
2026-09005-0015	Alternative Wheelbase: Extended Cab, 192WB, 84CA [Includes 6.7L V8 Diesel #99T with 4.10 RAR, Dual Batteries #86M, 190-Amp Alternator] (X5G/192WB)	1	\$10,875.00	\$10,875.00
2026-09005-0028	Engine Block Heater (41H)	1	\$187.00	\$187.00
2026-09005-0052	Limited Slip Rear Axle (4.88 RAR w/ gas, 4.10 RAR w/ diesel) (If ordering 19,000 or 19,500# GVWR, Limited Slip axle is already included) (X8L/X4N)	1	\$388.00	\$388.00
2026-09005-0062	Rearview Camera and Prep Kit (includes loose camera and wiring bundle) (Info: Upfitters offer rearview camera installation option with body orders) (872)	1	\$505.00	\$505.00
2026-09005-0071	Tires: 225/70Rx19.5G BSW Traction Tires (includes 4 traction tires on rear and (2) A/P tires on the front) (If optional spare tire is also ordered, it may not be same as road tires) (TGM)	1	\$187.00	\$187.00

2026-09005-0081	Platform Running Boards (Extended/Crew Cabs) (18B)	1	\$437.00	\$437.00
2026-09005-0082	Exterior backup alarm (76C)	1	\$226.00	\$226.00
2026-09005-0090	360-Degree Dual Beacon LED Warning Strobes (Amber) (roof-mounted in front of the CHMSL) (91S)	1	\$647.00	\$647.00
2026-09005-0208	Delivery to customer location in Eastern Washington. (DLR)	1	\$450.00	\$450.00
2026-09005-0210	Two (2) Extra RKE Fob w/ Flip Key, programmed (Will give you 4 Fob/Keys total) (DLR)	1	\$387.00	\$387.00
2026-09005-0231	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$52.00	\$52.00
2026-09005-0235	Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	1	\$152.00	\$152.00
2026-09005-9991	Catalytic Converter Heat Resistant Marker	1	\$299.00	\$299.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

	Total Vehicles:	1
	Sub Total:	\$67,686.00
	8.6 % Sales Tax:	\$5,821.00
	Quote Total:	\$73,507.00



Taxes & Licenses Department

808 W Spokane Falls Blvd
Spokane WA 99201-3336
509-625-6070
taxesandlicenses@spokanecity.org

Business License Exemption Request Form

SMC 8.01.070 states that no person may engage in business in the City or "with the City" without first having obtained a Washington State business license with City of Spokane endorsement.

Spokane Municipal Code allows for business license exemption for certain limited activities. If you think your business is exempt, please fill out this form, sign and submit it to the Taxes and License department. Submissions can be accepted via email or physical mail to the contact information identified above.

Select the exemption(s) that apply:

- Public Rule 0860-24-01 – rule 3 – insurers and insurance agents, excluding other title insurers.
- Public Rule 0860-24-01 – rule 10, & SMC 08.01.090 E – exemption for farmers & gardeners.
- SMC 08.01.090 – A – presenters at convention or trade show with limited entry.
- SMC 08.01.090 – C – persons or entities operating at locations managed by an airport board.
- SMC 08.01.090 – D – where preempted by Federal or state constitution or laws.
- SMC 08.01.090 – F – School groups conducting occasional sale from a temporary location.
- SMC 08.01.090 – G – The business does not have contracts with the City in any calendar year with an accumulated value exceeding \$12,000. Value of current contract is _____
- SMC 08.01.195 – D – seller outside of the City delivering goods by means of common carrier

CERTIFICATION OF BUSINESS ACTIVITIES

I, Kathleen Brennan hereby do certify to the City of Spokane that the business I represent, known as Clary Longview LLC does not conduct nor solicit business activities within the City of Spokane, except for the business activities under the above identified exemptions.

Kathleen Brennan

Signature

Government Contracts Manager

Title

kathleen.brennan@budclary.com

email

360-423-4321

phone

700 7th Avenue

Address

Longview, WA 98632

City, State, Zip

Date: 10/22/25

UBI#604671883

(Washington State, if available)

For Internal Use only: Approved:

Rejected:

If rejected provide reason:

Reviewed By:

Date: 10/27/25

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 04/13/2026**Committee Agenda type:** Consent**Date Rec'd**

3/30/2026

Clerk's File #

OPR 2026-0375

Cross Ref #**Project #****Council Meeting Date:** 05/04/2026**Submitting Dept**

FLEET SERVICES

Bid #**Contact Name/Phone**

RICK GIDDINGS 5096257706

Requisition #

RE 20939

Contact E-Mail

RGIDDINGS@SPOKANECITY.ORG

Agenda Item Type

Purchase w/o Contract

Council Sponsor(s)

KKLITZKE ZZAPPONE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

5100 - PURCHASE OF A TOYOTA BZ ELECTRIC VEHICLE FOR WASTE TO ENERGY

Agenda Wording

Fleet Services would like to purchase one 2026 Toyota BZ Battery Electric Vehicle for the Waste to Energy Facility.

Summary (Background)

Waste to Energy would like to purchase a small Battery Electric Vehicle to be used for a variety of on and off-site tasks. The unit will be powered using low-cost electricity generated at the facility. Vehicle will be purchased from Bud Clary Toyota of Yakima using a Washington DES Contract. Total cost including sales tax is \$38,382.50.

What impacts would the proposal have on historically excluded communities?

NA

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

NA

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

Data is collected by Fleet Services for future analysis.

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

Aligns with City Centralized Fleet Management Policy.

Council Subcommittee Review

No subcommittee for this topic.

Fiscal Impact	
Approved in Current Year Budget?	
Total Cost	\$ 38,382.50
Current Year Cost	\$ 38,382.50
Subsequent Year(s) Cost	\$ 0
<u>Narrative</u>	
Vehicle to be purchased using a WA DES contract following all City competitive purchasing rules.	
Amount	
Budget Account	
Expense	\$ 38,382.50
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
# 4490-44900-94370-56404-19032	
#	
#	
#	
#	
#	
Funding Source One-Time	
Funding Source Type Reserves	
Is this funding source sustainable for future years, months, etc?	
Yes	
Expense Occurrence One-Time	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Additional Approvals	
Dept Head	GIDDINGS, RICHARD
Division Director	STRATTON, JESSICA
Accounting Manager	ZOLLINGER, NICHOLAS
Legal	SZAMBELAN, TIMOTHY
For the Mayor	SCOTT, ALEXANDER
Distribution List	
RGIDDINGS@SPOKANECITY.ORG	Tprince@spokanecity.org
fleetservicesaccounting@spokanecity.org	jsalstrom@spokanecity.org

From: NOREPLY@des.wa.gov
To: [Giddings, Richard](#)
Cc: descarssystem@des.wa.gov
Subject: Vehicle Quote - 2026-3-591 - SPOKANE, CITY OF - 23210
Date: Monday, March 30, 2026 9:27:58 AM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Vehicle Quote Number: 2026-3-591 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423	Dealer Contact: Kathleen Brennan
Dealer: Bud Clary Toyota of Yakima (W6870) 2230 Longfibre Road Union Gap Wa 98903	Dealer Phone: (360) 423-4321 Dealer Email: toyota.orders@budclary.com

Organization Information

Organization: SPOKANE, CITY OF - 23210
Email: RGIDDINGS@SPOKANECITY.ORG
Quote Notes: WTE Toyota BZ
Vehicle Location: SPOKANE CITY

Color Options & Qty

EXTRA COST - Wind Chill Pearl - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-03091-0001	2026 Toyota BZ (BEV)	1	\$30,014.00	\$30,014.00
2026-03091-0002	INFORMATION ONLY: Vehicle Sales Tax is 8.6%	1	\$0.00	\$0.00
2026-03091-0003	INFORMATION ONLY: Bud Clary Toyota of Yakima (Clary Union Gap, LLC) - DES Vendor #W6870	1	\$0.00	\$0.00
2026-03091-0004	INFORMATION ONLY: NEW FOR CONTRACT #28423: Delivery location must be selected, see option #0200. Standard Equipment includes TWO keys. For additional keys, see option #0210.	1	\$0.00	\$0.00
2026-03091-0005	INFORMATION ONLY: Toyota is not able to guarantee that this vehicle will be produced during the current model year production cycle. Also, due to uncontrollable increasing costs of raw materials, Toyota might not be able to provide price protection for vehicles that will need to be re-ordered as a 2026 model year. If Toyota is unable to build this vehicle, we will contact you when we receive notification, offering the choice of order cancellation without penalty or acceptance of 26MY CARS contract pricing to re-order vehicle (and upfits if applicable) with factory expedited scheduling.	1	\$0.00	\$0.00

2026-03091-0006	INFORMATION ONLY: Bud Clary Toyota of Yakima CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. 2% cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. 10% cancellation fee if vehicle has been serialized and has specialized equipment ordered. Absolutely NO cancellation if customer has licensed/registered vehicle.	1	\$0.00	\$0.00
2026-03091-0010	2026 Toyota BZ, XLE Trim Level, Front-Wheel Drive (FWD), Battery Electric Vehicle (BEV), 5-passenger SUV. Lithium ion battery; 57.7 kWh, 288.6V; Single electric motor, Estimated Range: 236 miles. (2873) THIS IS THE BASE VEHICLE -- Please review Vehicle Standard Specs for complete description.	1	\$0.00	\$0.00
2026-03091-0012	XLE TRIM - All-Wheel Drive (AWD) [Includes Dual electric motors; 74.7kWh battery capacity, 391V; 388 (front 224/rear 118) hp, 198/125 (front/rear) lb-ft torque; X-MODE drive mode with Snow/Dirt, Deep Snow/Mud and Grip Control Modes; Downhill Assist Control (DAC); (1) 12V120W auxiliary power outlet in bottom storage tray; Dual-zone automatic climate control with rear seat vents; Estimated Range: 288 miles] (2872)	1	\$4,300.00	\$4,300.00
2026-03091-0027	All weather floor liners and cargo tray (2T)	1	\$333.00	\$333.00
2026-03091-0030	First Aid Kit (Includes sting pads, bandages, stretch bandage, steel scissors, all in a flame retardant zipper case) (3Z)	1	\$30.00	\$30.00
2026-03091-0050	EXTRA COST PAINT: Wind Chill Pearl	1	\$466.00	\$466.00
2026-03091-0202	Delivery to customer in Eastern Washington (DLR)	1	\$200.00	\$200.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	1
Sub Total:	\$35,343.00
8.6 % Sales Tax:	\$3,039.50
Quote Total:	\$38,382.50



Taxes & Licenses Department

808 W Spokane Falls Blvd
Spokane WA 99201-3336
509-625-6070
taxesandlicenses@spokanecity.org

Business License Exemption Request Form

SMC 8.01.070 states that no person may engage in business in the City or "with the City" without first having obtained a Washington State business license with City of Spokane endorsement.

Spokane Municipal Code allows for business license exemption for certain limited activities. If you think your business is exempt, please fill out this form, sign and submit it to the Taxes and License department. Submissions can be accepted via email or physical mail to the contact information identified above.

Select the exemption(s) that apply:

- Public Rule 0860-24-01 – rule 3 – insurers and insurance agents, excluding other title insurers.
- Public Rule 0860-24-01 – rule 10, & SMC 08.01.090 E – exemption for farmers & gardeners.
- SMC 08.01.090 – A – presenters at convention or trade show with limited entry.
- SMC 08.01.090 – C – persons or entities operating at locations managed by an airport board.
- SMC 08.01.090 – D – where preempted by Federal or state constitution or laws.
- SMC 08.01.090 – F – School groups conducting occasional sale from a temporary location.
- SMC 08.01.090 – G – The business does not have contracts with the City in any calendar year with an accumulated value exceeding \$12,000. Value of current contract is _____
- SMC 08.01.195 – D – seller outside of the City delivering goods by means of common carrier

CERTIFICATION OF BUSINESS ACTIVITIES

I, Kathleen Brennan hereby do certify to the City of Spokane that the business I represent, known as Clary Longview LLC does not conduct nor solicit business activities within the City of Spokane, except for the business activities under the above identified exemptions.

Kathleen Brennan

Signature

Government Contracts Manager

Title

kathleen.brennan@budclary.com

email

360-423-4321

phone

700 7th Avenue

Address

Longview, WA 98632

City, State, Zip

Date: 10/22/25

UBI#604671883

(Washington State, if available)

For Internal Use only: Approved:

Rejected:

If rejected provide reason:

Reviewed By:

Date: 10/27/25

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 04/13/2026**Committee Agenda type:** Consent**Date Rec'd**

3/27/2026

Clerk's File #

OPR 2026-0376

Cross Ref #**Project #****Council Meeting Date:** 05/04/2026**Submitting Dept**

SOLID WASTE COLLECTION

Bid #

CO-OP

Contact Name/Phone

TRACE 625-6524

Requisition #

VALUE BLANKET

Contact E-Mail

TBRADBURN@SPOKANECITY.ORG

Agenda Item Type

Purchase w/o Contract

Council Sponsor(s)

KKLITZKE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

VALUE BLANKET ORDER FOR METAL DUMPSTERS

Agenda Wording

Three-year value blanket order with Wastequip Manufacturing Company, LLC (Charlotte, NC) for supplying new metal refuse and recycling dumpsters -- estimated annual expenditure \$550,000 (including tax).

Summary (Background)

The Solid Waste Collection and Disposal Departments own, operate and maintain an inventory of metal refuse/recycling containers and roll off boxes (collectively referred to as "dumpsters"). New metal dumpsters are purchased to allow an adequate inventory for size changes, account growth and to replace dumpsters which are no longer repairable and have reached the end of their useful life. This value blanket order is based off of Sourcewell Cooperative Purchasing Contract #010825-WQI. The current contract term expires in three (3) years, on May 19, 2029, but can be extended for three (3) additional one-year periods. The Solid Waste Departments would like the expiration of this value blanket to align with those dates, including the three (3) one-year extensions if granted by Sourcewell, for a total of six (6) years. Wastequip's Sourcewell contract has favorable terms for the city and pricing that is considered stable in current market conditions.

What impacts would the proposal have on historically excluded communities?

No impacts are identified. Public Works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, to distribute public investment throughout the community and to respond to gaps in services as identified. We recognize the need to maintain affordability and predictability for all solid waste customers and are committed to being financially and environmentally responsible.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

This routine purchase is designed to manage costs and continue to provide solid waste services in support of all ratepayers. It will not impact race, gender identity, national origin, income level, disability, sexual orientation or other existing disparities.

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

Public Works follows the City's established procurement and bidding regulations and policies to bring items forward and then uses contract management best practices to ensure desired outcomes and regulatory compliance. Expenses are tracked through FMS and equipment monitored by department staff to ensure durability and longevity in the field.

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

This value blanket order is consistent with annual budget strategies to limit costs and aligns with the city's procurement and purchasing policies. This purchase aligns with SMC 13.02.0200 Universal Service by the City, SMC 1302.0202 Compulsory Service and SMC 13.02.0340 Customers Must Use Only Approved Containers. These ordinances require that occupied properties within the city limits accept and pay for solid waste removal provided universally by the city. The department provides its customers solid waste containers that are compatible with collection trucks.

Council Subcommittee Review

N/A

Fiscal Impact	
Approved in Current Year Budget? YES	
Total Cost	\$ 1,650,000
Current Year Cost	\$ 550,000
Subsequent Year(s) Cost	\$ 550,000
<u>Narrative</u>	
Dumpsters are purchased on an as-needed basis. This is a routine purchase that is planned for annually in both Solid Waste Departments' budgets.	
<u>Amount</u>	
<u>Budget Account</u>	
Expense	\$ 550,000 estimated annual expense
Select	# various
Select	#
Select	#
Select	#
Select	#
Select	#
<u>Funding Source</u> Recurring	
<u>Funding Source Type</u> Program Revenue	
Is this funding source sustainable for future years, months, etc?	
Yes, this funding source is sustainable through revenue obtained by providing solid waste collection and disposal services.	
<u>Expense Occurrence</u>	Recurring
Other budget impacts (revenue generating, match requirements, etc.)	
Dumpsters provide necessary equipment for refuse and recycling collection which generates revenue.	
<u>Approvals</u>	
<u>Dept Head</u>	BRADBURN, TRACE
<u>Division Director</u>	FEIST, MARLENE
<u>Accounting Manager</u>	ALBIN-MOORE, ANGELA
<u>Legal</u>	HARRINGTON,
<u>For the Mayor</u>	PICCOLO, MIKE
<u>Additional Approvals</u>	
<u>PURCHASING</u>	PRINCE, THEA
<u>Distribution List</u>	
tbradburn@spokanecity.org	rschoonover@spokanecity.org
mdorgan@spokanecity.org	jsalstrom@spokanecity.org
tprince@spokanecity.org	rrinderle@spokanecity.org
Tax & Licenses	vconnelly@wastequip.com
mlynn@wastequip.com	rdelander@wastequip.com

**MASTER AGREEMENT # 010825****CATEGORY: Bulk Solid Waste and Recycling Equipment****SUPPLIER: Wastequip Manufacturing Company LLC**

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Wastequip Manufacturing Company LLC, 6525 Carnegie Blvd., Suite 300, Charlotte, NC 28211 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

**Article 1:
General Terms**

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on May 19, 2029, unless it is cancelled or extended as defined in this Agreement.
- a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
- b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in (RFP #010825) to Participating Entities. In Scope solutions include:
- a. Commercial and institutional-sized refuse and recycling containers roll-off containers, collection bins, and dumpsters of metal construction;
 - b. Knuckleboom and grapple loaders;
 - c. Hook and hoist dumpster loaders;
 - d. Roll-off trucks; and
 - e. Refuse and recyclable material balers and compactors.

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary and directly related to the equipment, products, or services being proposed in 1. a. - e. above.

- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.

13) Supplier Representations:

- i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.
- ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.
- iii) **Supplier Warrants.** Supplier warrants only Included Solutions of its manufacture, sold by the Supplier, or by a Supplier authorized distributor, for normal and intended use and service and for specific periods against operational failure caused by proven defective material or workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.
- 14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the term of this Agreement.
- 15) **Debarment and Suspension.** Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Agreement. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time during the term of this Agreement.
- 16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.
- i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

ii) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must comply with all applicable Davis-Bacon Act provisions.

iii) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier

certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Agreement it will comply with applicable requirements as referenced above.

vi) **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

vii) **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

viii) **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

ix) **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

x) **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

- xi) **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.
- xii) **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- xiii) **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.
- xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Agreement or any purchase by an authorized user.
- xv) **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. § 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement or any purchase by a Participating Entity.
- xvi) **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.
- xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.
- xviii) **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

xix) **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Agreement it will comply with applicable requirements of 2 C.F.R. § 200.216.

xx) **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Agreement, Supplier will comply with applicable requirements of 2 C.F.R. § 200.322.

Article 2: Sourcewell and Supplier Obligations

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
 - Identify the applicable Sourcewell Agreement number;
 - Clearly specify the requested change;
 - Provide sufficient detail to justify the requested change;
 - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
 - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
 - Maintenance and management of this Agreement;
 - Timely response to all Sourcewell and Participating Entity inquiries; and
 - Participation in reviews with Sourcewell.

Sourcewell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms,

administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.

- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;

- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
- 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.
- 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or

remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.

- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit undisputed payment, delinquent undisputed payments, underpayments of undisputed amounts, or other material deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Assignment, Transfer, and Administrative Changes.** Neither the Supplier nor Sourcewell may assign or otherwise transfer any rights or obligations under this Agreement without the prior written consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Notwithstanding the foregoing, Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible party and named in the Agreement. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.
- 13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.
- 14) **Waiver.** Failure by Either Party to enforce any right under this Agreement will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.
- 15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.
- 16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.
- 17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any act or omission in the performance of this Agreement by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in design, condition, or performance of Included Solutions under this Agreement TO THE EXTENT THE INCLUDED SOLUTIONS HAVE BEEN USED ACCORDING TO THEIR SPECIFICATIONS. Sourcewell's responsibility will be governed by the State of

Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law. IN NO EVENT WILL SUPPLIER BE LIABLE FOR ANY LOSS OF USE, REVENUE, OR PROFIT, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR EXEMPLARY DAMAGES, WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS FORESEEABLE AND WHETHER OR NOT THE INDEMNITEE WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.

19) **Grant of License.**

a) **During the term of this Agreement:**

- i) **Supplier Promotion.** Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.
- ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.

b) **Limited Right of Sublicense.** The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.

c) **Use; Quality Control.**

- i) Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- ii) Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.

d) **Termination.** Upon the termination of this Agreement for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

- 20) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term within any transaction documents.
- 21) **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:
- a) **Commercial General Liability Insurance.** Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Agreement.
 - \$1,500,000 each occurrence Bodily Injury and Property Damage
 - \$1,500,000 Personal and Advertising Injury
 - \$2,000,000 aggregate for products liability-completed operations
 - \$2,000,000 general aggregate
 - b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.
 - c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.
 - d) **Waiver of Subrogation.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses

paid under the insurance policies required by this Agreement or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

- e) **Umbrella/Excess Liability/SELF-INSURED RETENTION.** The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

- 23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.
- 24) **Termination for Cause.** Either Party may terminate this Agreement upon providing written notice of material breach to the other party. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Recipient will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Breaching Party under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

Article 3: Supplier Obligations to Participating Entities

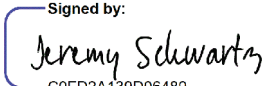
The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

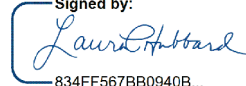
- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.
- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.

- 4) **Ordering Process and Payment.** Supplier’s ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.
- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier’s standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity’s unique Sourcewell account number.
- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as mutually determined by Participating Entity and the Supplier. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.
- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.
- 9) **Force Majeure.** Supplier shall not be held responsible for delay or default caused by acts of God or other conditions that are beyond Supplier’s reasonable control.

Sourcewell

Wastequip Manufacturing Company LLC

Signed by:

 C0FD2A139D06489...
 By: _____
 Jeremy Schwartz
 Title: Chief Procurement Officer
 Date: 5/29/2025 | 6:53 AM CDT

Signed by:

 834FF567BB0940B...
 By: _____
 Laura Hubbard
 Title: Director of Municipal Sales
 Date: 5/28/2025 | 5:46 PM EDT

RFP 010825 - Bulk Solid Waste and Recycling Equipment

Vendor Details

Company Name: Wastequip Manufacturing Company LLC
(Bid Location) 841 Meacham Road
Address: Statesville, NC 28677
Contact: VICKY CONNELLY-TURMAN
Email: bids@wastequip.com
Phone: 800-424-0422 09641
HST#: 22-3191624

Submission Details

Created On: Thursday November 14, 2024 09:04:29
Submitted On: Wednesday January 08, 2025 09:47:56
Submitted By: VICKY CONNELLY-TURMAN
Email: bids@wastequip.com
Transaction #: 47b1e5d2-7634-436b-8161-d5c3fac75387
Submitter's IP Address: 4.37.174.194

Specifications

Table 1: Proposer Identity & Authorized Representatives (Not Scored)

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond “N/A” if the question does not apply to you (preferably with an explanation).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer’s corporate organization affiliation.

Line Item	Question	Response *
1	Provide the legal name of the Proposer authorized to submit this Proposal.	Wastequip Manufacturing Company LLC
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Yes
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	Wastequip Manufacturing Company LLC's affiliates are its Wastequip sister companies, Confab, Galbreath (Pioneer), Amrep, ContainerPros, Wastequip WRX, Wastebuilt, and Mountain Tarp; however, Wastequip Manufacturing Company LLC is the Responsible Supplier to execute this master agreement with Sourcewell.
4	Provide your CAGE code or Unique Entity Identifier (SAM):	Unique Entity ID: C6CCF17GV7B7 CAGE Code: 1LRZ1
5	Provide your NAICS code applicable to Solutions proposed.	332420, 332439, 333131, 333310, 423830, 333923
6	Proposer Physical Address:	6525 Carnegie Blvd, Suite 300 Charlotte, NC 28211
7	Proposer website address (or addresses):	www.wastequip.com
8	Proposer’s Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the “Proposer’s Assurance of Compliance” on behalf of the Proposer):	Laura Hubbard Director of Municipal Sales 841 Meacham Road Statesville, NC 28677 lhubbard@wastequip.com 704-682-3398
9	Proposer’s primary contact for this proposal (name, title, address, email address & phone):	Vicky Connelly-Turman Bids/Contracts Supervisor - Steel 841 Meacham Road Statesville, NC 28677 vconnelly@wastequip.com 980-987-7602 ext. 9641
10	Proposer’s other contacts for this proposal, if any (name, title, address, email address & phone):	Kellie Clark Senior Manager, Bids and Contracts, Wastequip, LLC & Toter, LLC 841 Meacham Road Statesville, NC 28677 kclark@wastequip.com 980-987-7602 ext. 9584

Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)

Line Item	Question	Response *
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11	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	<p>Privately held, Wastequip is the leading North American manufacturer of waste handling equipment. Headquartered in Charlotte, North Carolina, with over forty (40) manufacturing and service facilities throughout North America. Wastequip employs more than 2000 dedicated employees.</p> <p>We serve our customer base on a local level while delivering cost advantages that smaller manufacturers cannot achieve. This gives Wastequip a clear edge over our competitors.</p> <p>Wastequip was created to consolidate the highly fragmented and regionalized waste equipment manufacturing sector. Our vision is to provide the large and growing base of national haulers with a single source for their waste hauling needs, including standardized equipment, highly durable products, inventory availability, faster delivery, and outstanding customer service.</p> <p>Wastequip systematically acquired the leading businesses and brands over the course of three decades, combining them under the Wastequip name. These trademarks included everything from standard and specialized steel containers for every waste handling need, to garbage trucks to hoists, carts, and tarping systems, as well as container and compactor maintenance, repair, and service. For all of your waste handling needs, Wastequip is your "All In One" company.</p>	*
12	What are your company's expectations in the event of an award?	<p>Wastequip anticipates the following as a potential incumbent awardee:</p> <ul style="list-style-type: none"> • Continue to raise market awareness of our Sourcwell contract, our goods, and services by partnering with other Awarded Sourcwell Vendors and providing comprehensive product purchase solutions through our Sourcwell contract. • Continue to promote Sourcwell among our current clientele and extend this service to Wastequip's recently acquired businesses. • Maintain and enhance our dealer networks' comprehension of Sourcwell and how to use our Sourcwell contract to obtain a competitive edge. • Continue to increase market share in order to sustain revenue growth. • Together, Wastequip and Sourcwell can provide Public Agencies with quality solutions within one "All In One" company. 	*
13	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.	<p>The attached Organizational Chart shows Wastequip Manufacturing Company LLC's relationship to Wastequip, LLC and ultimately to Patriot Container Corp. Patriot Container Corp. is the level of ownership where we produce our financial statements and report earnings; therefore, we have attached a copy of our most recent unaudited financials. As a privately held company, our financial statements are proprietary trade secrets and we take great lengths to protect the confidentiality of this information by restricting disclosure of this information to those that have a need to know for a specific purpose (typically through non-disclosure agreements).</p> <p>Wastequip Manufacturing Company LLC is providing these financial statements as required by the RFP terms and trusts that Sourcwell will not post this information for public viewing and provide Wastequip Manufacturing Company with notice if a FOIA request is made for information that would include these financial statements.</p> <p>*You can find these attachments along with a referral letter from our bank uploaded in the Financial Strength and Stability Documents labeled, "RFP #010825 WQ Financial Strength and Stability"</p>	*
14	What is your US market share for the Solutions that you are proposing?	<p>While Wastequip's exact market share information is company confidential and critical to our strategy for success, we can share more about our market position upon request. Based on our internal estimates, we determined that most of Wastequip's business units are a number one or number two position in the marketplace, including our Steel Group and Galbreath Mobile Group.</p>	*
15	What is your Canadian market share for the Solutions that you are proposing?	<p>Most of our divisions do a small amount of business in Canada; therefore, we do not track our Canadian market share. However, we will seek further business in Canada, utilizing Canoe, and increasing Revenue.</p>	*
16	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcwell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	None	*

17	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b).</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>Wastequip Manufacturing Company LLC is a manufacturer and service provider, with a network of distributors and dealers and best fall within item "b". The majority of Wastequip Manufacturing Company LLC sales are made directly in North America by our Sales footprint of twenty-six (26) Regional Sales Managers (RSMs) currently, plus four (4) Division Sales Directors, one (1) Municipal Sales Director, and one (1) Vice President of Sales.</p> <p>Additionally, we depend on reputable dealers that aid us in building new business and offer support services in the US and Canada. Our RSMs and dealer network are fully supported by a team of Customer Service Representatives (CSRs), Inside Sales/ Call Specialists at the Wastequip Call Center, as well as a dedicated Bids/Contracts staff and Quality/Warranty Team. All dealers and service providers are independent third-party contractors and employ their own teams consisting of sales, service, and warranty staff.</p>	*
18	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>Wastequip Manufacturing Company LLC has applicable licenses to operate in the State of North Carolina, the state of our headquarters. We obtain licenses in municipalities and localities in which we are required by contracts to register and obtain licenses. We operate facilities that are OSHA compliant. Our steel waste containers, compactors, parts, and hoist systems meet or exceed the American National Standards Institute (ANSI) standards to ensure consistent quality and safety:</p> <ul style="list-style-type: none"> • ANSI Z245.30 - 2008 Equipment Technology and Operations for Wastes and Recyclable Materials - Waste Containers - Safety Requirements. • ANSI Z245.60-2008 Equipment Technology and Operations for Wastes and Recyclable Materials - Waste Containers - Compatibility Dimensions. • ANSI Z245.2-2013 Stationary Compactors - Safety Requirements for Installation, Maintenance, and Operation. • ANSI Z245.5-2013 Baling Equipment - Safety Requirements for Installation, Maintenance, and Operation. • ANSI Z245.1-2017 Mobile Wastes and Recyclable Materials Collection, Transportation, and Compaction Equipment. <p>Employees from several Wastequip divisions have been on or are currently serving on committees or subcommittees of the National Waste and Recycling Association.</p>	*
19	<p>Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcwell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.</p>	<p>None</p>	*
20	<p>Describe any relevant industry awards or recognition that your company has received in the past five years.</p>	<p>Wastequip, LLC, the parent company of Wastequip Manufacturing Company LLC, has received several recognitions:</p> <ul style="list-style-type: none"> • August 2023, our sister division, Wastebuilt, received an international GOLD dotCOMM award for its transformative digital presence in partnership with Americaneagle.com and OroCommerce. This award honors excellence in web creativity and digital communication and also recognizes the time and effort Wastebuilt invested to build a scalable, dynamic, and integrated solution to fix problems for our customers, for Wastebuilt, and all concerned in Wastequip's eCommerce/dotCOMM endeavors. Wastebuilt is the waste industry's online source for waste equipment supplies and replacement parts for refuse trucks, roll-off hoists, compactors, containers, and more. • March 2022, Wastequip was a nominee for Sustain Charlotte's 10th Annual Charlotte Sustainability Awards in the Large Business category. This award honors businesses for advancing smart growth and sustainability in Charlotte, NC. • October 2021, our sister division, Toter, was nominated for the "Coolest Thing Made in NC" by the NC Chamber. This competition celebrates North Carolina's manufacturers and shines a light on manufacturing careers and allows the public to nominate and vote for favorite products manufactured in North Carolina. <p>Executive Team Awards:</p> <ul style="list-style-type: none"> • Waste 360 awarded Wastequip's Brittany Taylor, Regional Sales Manager, to the 2023 class of "40 under 40" awards. Chance Hennig, Regional Sales Manager was also named to the 2021 Class. The program recognizes inspiring and innovative professionals under the age of 40 whose work in waste, recycling, and organics has made a significant contribution to the waste and recycling industry. 	*
21	<p>What percentage of your sales are to the governmental sector in the past three years?</p>	<p>For the product line being offered in this RFP, over the past three years, approximately 6% of our total sales were in the government sector.</p>	*
22	<p>What percentage of your sales are to the education sector in the past three years?</p>	<p>For the product line being offered in this RFP, over the past three years, approximately 1% of our total sales were in the education sector.</p>	*

23	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?	<p>***CONFIDENTIAL INFORMATION***</p> <p>Sourcewell:</p> <ul style="list-style-type: none"> • 2021 = \$12.7M • 2022 = \$10.3M • 2023 = \$12.9M <p>Houston Galveston Area Council (HGAC):</p> <ul style="list-style-type: none"> • 2021 = \$252K • 2022 = \$550K • 2023 = \$144K <p>Texas BuyBoard:</p> <ul style="list-style-type: none"> • 2021 = \$878K • 2022 = \$1.5M • 2023 = \$1.0M <p>MassDEP:</p> <ul style="list-style-type: none"> • 2021 = \$361K • 2022 = \$930K • 2023 = \$464K
24	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	None are held at this time.

Table 2B: References/Testimonials

Line Item 25. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *
City of Temple, TX	Joseph Paine, Commercial Foreman	(254) 289-5725
City of Enumclaw Public Works, WA	Branden Herrell, Operations Manager	(360) 615-5659
Spartanburg County, SC	Steve Walker, Public Works Manager	(860) 706-3587

Table 3: Ability to Sell and Deliver Solutions (150 Points)

Describe your company’s capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
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<p>26</p>	<p>Sales force.</p>	<p>The majority of Wastequip sales are made directly by Wastequip employed Regional Sales Managers (RSMs). Our direct Wastequip employed sales network consist of the following:</p> <ul style="list-style-type: none"> • Wastequip Manufacturing Company LLC: Twenty-six (26) RSMs that cover the continental US, Hawaii, Alaska, and Canada and six (6) Customer Service Representatives (CSRs) • Confab Steel Group: Three (3) RSMs that cover the lower US West Coast and Hawaii and five (5) CSRs • Galbreath Mobile Group: Five (5) RSMs that cover the continental US and Canada and three (3) CSRs • Amrep Mobile Hoist Group: Five (5) RSMs that cover the continental US and Canada and eight (8) CSRs • ContainerPros: The strength of ContainerPros lies in its diverse and experienced workforce, including Directors, Project Managers, Project Coordinators, Data Coordinators, Project Supervisors, and Leads. Each professional brings a wealth of expertise and hands-on experience, ensuring that every project is executed with precision and care. This well-rounded team works seamlessly together, managing all aspects of service delivery from planning through completion. • Wastebuilt: Wastebuilt is Wastequip's Original Equipment Manufacturer (OEM) Parts Provider for Wastequip Products as well as Aftermarket Parts Provider for non-Wastequip Products. Wastebuilt is organized in four (4) US Regions: FLORIDA, EAST, CENTRAL and WEST. Each Region is Managed by a Regional Director and Outside Sales Team. Overall, there are seventeen (17) Outside Sales Representatives and an additional four (4) Field Merchandisers throughout the US. • Mountain Tarp: Mountain Tarp is the premier manufacturer of tarping systems for construction, agriculture and transportation applications. With six (6) manufacturing and installation sites, Mountain Tarp also works in conjunction with Wastequip WRX, multiplying Mountain Tarp locations across the country to handle customer repairs and new system installations. <p>All Wastequip groups are supported by our four (4) Regional Sales Directors, our Director of Municipal Sales and the Bids/Contracts Team.</p> <p>Wastequip also has an Inside Sales Team furthering the above sales and support footprint, to provide quoting and assistance as needed. There are seven (7) Inside Sales team members, led by one (1) manager position. This team extends all of Wastequip's Sales teams, centrally located, to provide support across North America and beyond.</p> <p>Wastequip also provides product group specific Warranty Teams.</p> <p>Together these team members perform all actions necessary to produce an exceptional level of sales, including, but not limited to making sales calls necessary to cover territories, assisting with test programs, and warranty administration. All dealers and service providers are independent third-party contractors and employ their own teams consisting of sales, service, and warranty staff.</p>
<p>27</p>	<p>Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.</p>	<p>All Wastequip Groups rely on a wide and geographically diverse independent third-party dealer network and service providers who aid in developing new business and provide additional support services to Participating Entities. We are intent on providing quality "All In One" solutions.</p> <ul style="list-style-type: none"> • Wastequip/Confab Steel Groups offer approximately fourteen (14) Preferred Dealers who employ personnel to handle sales, service, maintenance, and installation of Wastequip's products. • Galbreath Mobile Group has structured a robust dealer network for the cable hoist market consisting of approximately fifty (50) qualified Galbreath dealers located strategically across the US and Canada. • Amrep Mobile Hoist Group offers a geographically diverse independent third-party dealer network consisting of six (6) dealers with eleven (11) locations, who aid in developing new business and provide additional support services to Amrep. <p>Wastequip's Amrep division services our customers and dealer network from five (5) factory owned locations. Our dealer network and service providers are fully supported by the Wastequip sales, service, and warranty teams.</p> <ul style="list-style-type: none"> • Wastequip WRX offers ten (10) service locations across the US. If the customer cannot be serviced through one of our locations, we will provide services through our 3rd Party network. • Mountain Tarp has a well-established Dealer network to provide Tarp sales and service across the United States.

28	Service force.	<p>All Wastequip Groups depend on a vast and geographically varied network of independent third-party dealers and service providers who help Wastequip grow its business and offer extra support services. We also employ division specific engineering staff who are available for specific design projects or technical requirements. Wastequip provides "All In One" solutions.</p> <ul style="list-style-type: none"> • Wastequip/Confab Group offers a nationwide service provider network of approximately 526 independently owned service provider companies who provide warranty, preventative maintenance, service, and repair of equipment. • Galbreath Mobile Group dealer network also provides warranty, preventative maintenance, service, and repair of equipment assistance. • ContainerPros, a service division, is highly skilled and versatile to provide owners and operators with an array of specialized professional waste management services including container assembly, maintenance, service, consulting, sales and marketing, and customer management across the United States and Canada. • Wastequip WRX, another service division, provides repair services for all makes and models of commercial refuse trucks and trash compactors/balers. • Wastebuilt's thirteen (13) Parts Distribution Centers cover all major regions in the US with local Delivery and Will Call (paid-for parts delivered/held at agreed upon location). Most parts can be delivered by the means of our own delivery trucks or 3rd party logistics dealers within 1-3 days throughout the US for all items in stock. Our national phone system routes our customers based on area code to the closest brick and mortar site to service them with inventory on hand. • Mountain Tarp has six (6) production and installation facilities in the United States. In order to manage client maintenance and new system installations, Mountain Tarp also collaborates with Wastequip WRX locations nationwide. <p>Wastequip's dealer network and service providers are fully supported by the Wastequip sales, service, and warranty teams, extending our availability to customers.</p>
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	<p>Our general outline for order processing is:</p> <ol style="list-style-type: none"> 1. Wastequip prepares proposal documents based on product selection by Sourcewell Member. 2. Sourcewell Awarded Contract logo quote is provided to the Sourcewell Member or Dealer utilizing our Salesforce.com Customer Relationship Management (CRM) system. 3. Upon quote acceptance, the Sourcewell Member issues a Written Purchase Order to Wastequip, or Dealer, as appropriate. 4. Order is entered electronically into the Wastequip D365/CRM order entry system. 5. Order details are confirmed in writing by the customer with an Order Confirmation and Markings Approval Forms. 6. Once signed order acknowledgement is received, the order is released for production planning for a production timeframe. 7. Order is produced to required specifications. 8. Wastequip logistics team contacts Sourcewell Member to schedule delivery. 9. Order is delivered to Sourcewell Member. 10. Product and Warranty support available.
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	<p>Wastequip takes great satisfaction in providing exceptional customer service and has extensive experience working with municipal and private accounts of all sizes, as well as multi-location enterprises. Our large customer base requires rapid customer care and strict, just-in-time delivery performance. Regional Sales Managers (RSMs) and Customer Service Representatives (CSRs) at Wastequip attend to the needs of customers before, during, and after they place orders with our business. Within 48 hours after receiving the purchase order, we aim to have clients' orders submitted, entered, and confirmed with ship dates for regular product order entry. A similar procedure is followed for non-standard or special products, which comprises engineering, sales drawing submission for approval, and confirmation of the ship date after approval.</p> <p>At Wastequip we want all customers to have a great experience with our products - from our first contact with us, all the way through product delivery. As such, we have adopted the following Customer Service Credo Commitment:</p> <ul style="list-style-type: none"> • We will treat all customers with respect. • We will follow up with customers upon receipt of order to ensure satisfaction. • We will resolve any issues quickly. • We will provide a dedicated Customer Service Representative (CSR) for each participating member. • We will respond quickly on quotes (same-day response in most cases).

31	Describe your ability and willingness to provide your products and services to Sourcwell participating entities.	<p>Wastequip Manufacturing Company LLC has enjoyed the privilege of working with Sourcwell since 2012 with previous contracts and we are excited about the opportunity to continue our relationship with Sourcwell and their Participating Entities. We have extensive experience marketing cooperative purchasing agreements with a high degree of success that has resulted in successful sales to over 890 Sourcwell Participating Entities.</p> <p>Wastequip Manufacturing Company LLC's executive leadership and sales team are fully invested, and all resources are in place for a seamless transition. Our Bids/Contracts team and Regional Sales Managers are very familiar with and ready to promote a new contract to existing and new agencies. If awarded, we would notify existing customers immediately so they can seamlessly transition from purchasing off our current contract to our new contract.</p>	*
32	Describe your ability and willingness to provide your products and services to Sourcwell participating entities in Canada.	Wastequip Manufacturing Company LLC currently provides our complete line of products and services to Canadian entities. We have been fortunate to have our Sourcwell contract adopted by Canoe and have been very pleased with the increase in interest, and activity in Canada. We will seek to increase member participation in Canada with a new contract.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	All Wastequip Groups are able to fully serve all fifty (50) states, U.S. territories, and Canadian provinces.	*
34	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	<p>All Wastequip Groups are able to fully serve all fifty (50) states, U.S. territories, and Canadian provinces.</p> <p>The thirteen (13) production facilities owned by Wastequip Manufacturing Company LLC are positioned strategically across the US to provide complete service. Since 2018 Wastequip's Amrep Mobile Hoist Group has been widening its reach and presence in the Central and Eastern U.S. adding to its already strong presence in the Western region. Amrep intends to maintain the expansion by continually adding support dealers in areas where service facilities are limited. In May 2024, Amrep announced its expansion of their East Coast facility in Salisbury, NC.</p>	*
35	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	<p>No specific contract requirements or restrictions would apply.</p> <p>Wastequip is able to serve these areas with all of our offered products. We are adept at handling the difference in our service involving Ocean Freight, different sized sea containers (different container quantities than over-the-road semi-truck loads), and varying schedules for shipments. The shipments may vary due to restricted passage to these outlying states/territories whose path of shipment may involve extreme seasonal and other weather-related issues. We find that these customers are more than aware of the issues surrounding their shipments, and they are accepting of these freight differences.</p>	*
36	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	Yes	*

Table 4: Marketing Plan (100 Points)

Line Item	Question	Response *	
37	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Our marketing strategy utilizes both digital and print platforms, including paid and organic posting on social media. This will prioritize outreach through key industry publications like American City & County and Government Product News. We will foster our partnership with Sourcwell across select media channels by publishing press releases and targeted content designed to reach key market segments. This messaging will focus on targeting Public Works, Municipalities, and other sectors where our collaboration adds significant value.</p> <p>Wastequip will predominantly highlight our Sourcwell partnership at the trade shows we attend. To call attention to this relationship, we will display the Sourcwell logo on show materials like banner stands and literature at major regional and national events.</p> <p>The Wastequip Bids and Contracts Department is a key component in communicating our Sourcwell partnership by incorporating their logo and relevant details into quotes and outreach efforts. This approach will aid in growing Sourcwell's reach into underserved markets and raise awareness in new sectors.</p> <p>We will continue to emphasize the value brought to the entities we serve across our web properties. The plan to feature Sourcwell information will include a link back to Sourcwell's website to enhance visibility and simplify engagement in this valuable partnership.</p> <p>*Please find Wastequip's Marketing Materials uploaded to Marketing Plan/Samples labeled, "RFP #010825 Wastequip Marketing Samples"</p>	*

38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Wastequip's multifaceted marketing strategy leverages various channels to maximize visibility by boosting brand awareness and driving customer engagement. We conduct research to identify effective organic and paid search terms that resonate with our target audience and incorporate these insights into the content on our branded websites. We use this information to develop a comprehensive list of keywords for our paid search efforts that enhance our organic program.</p> <p>Through robust tracking methods, we gain a clear understanding of our customers' online behaviors, job titles, and locations. This data enables us to retarget visitors and create lookalike audience segments for expanded advertisement placements. Additionally, we use Urchin Tracking Module (UTM) parameters and custom redirects to capture personal interactions with our brands.</p> <p>All this data contributes to building detailed audience segments on social platforms. This allows us to accurately target key professionals on LinkedIn, Meta, and other channels for our paid social media.</p> <ul style="list-style-type: none"> • Facebook Metadata Audience Demographics: Age, location, interests, gender. Engagement Metrics: Likes, shares, comments, click-through rates, and post reach. Visitor Data: Repeat visitors vs. new visitors, time spent on the page, and bounce rate. • LinkedIn Metadata Audience Details: Job titles, industry, company size, and geographic data. Engagement Insights: Likes, shares, comments, and click-through rates. Campaign Metrics: Conversion rates, impressions, and click-through rates. • Wastequip Website Properties Metadata Visitor Data: Unique visitors, returning visitors, pages per session, session duration. Source/Medium: Identifies traffic sources (organic, paid, referral, campaign). Behavior Metrics: Pages viewed, exit pages, bounce rate, and form submissions. Conversion Data: Tracks product page views, download actions, and completed forms. • Banner Ads Metadata Campaign Data: Impressions, click-through rates, and conversion rates. Lead Source Information: Tracks lead origin through campaigns, banner ads, and keywords. Audience Targeting: Target demographics (age, location, interests). Sales Cycle Tracking: Lead progression in Salesforce from inquiry to sale. *Please find Wastequip's social media examples uploaded to Marketing Plan/Samples labeled, "RFP #010825 Wastequip Marketing Samples".
39	In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?	<p>In promoting agreements from this RFP, Sourcewell provides important foundational support by leveraging its established credibility and outreach capabilities. Sourcewell can amplify the agreement's visibility through its network and communication channels, thus ensuring potential customers are informed of the benefits and streamlined purchasing processes that are available to them.</p> <p>Wastequip will take a proactive approach and continue to integrate a Sourcewell-awarded agreement into our sales process, involving refresh sessions with our Regional Sales Managers, Dealers, and other internal staff on how to effectively communicate Sourcewell's added value to established and potential Members.</p> <p>Additionally, we will leverage the Wastequip Marketing team to support this effort through digital media campaigns, targeted email communications, product showcases, and promotional events. By creating specific audience segments in our CRM and using tailored messaging, we will engage relevant industries and specific job titles with personalized content.</p> <p>This integrated approach allows us to seamlessly promote the Sourcewell agreement, maximizing its impact and driving greater adoption among our customers. Through consistent tracking and feedback, we will be able to adjust our strategy to advantageously meet Sourcewell's objectives and our clients' needs.</p>
40	Are your Solutions available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Due to the specialized requirements and customizations of Wastequip products, we do not operate through an e-procurement ordering platform. However, we accept purchase orders by mail, fax, and email. We can work with members to use Ariba Supplier Solutions and provide invoicing for customers using Ariba.</p> <p>Additionally, we have the capability to enter order updates (such as delivery information) and invoices in select customers' e-procurement systems and inter-municipal platforms. This flexibility streamlines and matches processes for customers, so that we continuously meet their needs.</p>

Table 5A: Value-Added Attributes (100 Points, applies to Table 5A and 5B)

Line Item	Question	Response *
41	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>Wastequip Manufacturing Company LLC offers plant tours for our customers upon request, and our Regional Sales Managers are on hand for onsite training and troubleshooting issues in the field. We offer assembly instructions upon request, and at the end of each project for containers being serviced. Simple repairs can be explained in 1-to-2-page instruction sheets but can also be done in person.</p> <p>Wastequip Compaction Technical Training is a 2-day classroom and hands-on course for service and maintenance personnel of compaction and baler equipment. The course is \$350 per student and each attendee receives a service training manual, training competitions certificate and an electric voltmeter. The curriculum includes the following:</p> <ol style="list-style-type: none"> 1. Plant Tour 2. Hydraulics 3. Electrical Theory 4. Hands-on hydraulic and electrical demonstrations 5. Troubleshooting systems 6. Application of classroom knowledge to achieve solutions 7. Guardian Control System 8. ANSI (American National Standards Institute) 9. Lock out / tag out procedures 10. Review of new equipment features
42	Describe any technological advances that your proposed Solutions offer.	<p>Wastequip manufactures a full range of garbage collection, compaction, transportation, and disposal equipment for residential, commercial, and industrial applications.</p> <ol style="list-style-type: none"> 1. Wastequip has partnered SSAB, a global specialty steel supplier, to develop a high strength roll-off container for the construction and demolition industry. This container incorporates SSAB's Hardox 450 wear plate for better performance and sustainability to withstand the abuse of containers used in these dense waste applications. Wastequip's RockBox containers are twice as strong and last four times as long as standard containers used in these applications. The use of Hardox 450 wear plate and a unique floating body design allows this to be done without increasing the container tear weight. 2. Galbreath Mobile Group provides alternate fuel compatible roll-off hoists to meet the needs of customers' desire to operate compressed natural gas (CNG) powered vehicles as well as electric vehicles (EV's). 3. Wastebuilt's highly advanced national phone system has the ability to route customer calls, based on their area code, to the closest brick and mortar site to service them with inventory on hand. 4. See our CORE initiatives listed in question forty-three (43).
43	Describe any "green" initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.	<p>At Wastequip, we are focused on our commitment to improving the condition of the planet, the lives of our employees, and the quality of life in the communities we serve, all while maintaining a healthy and thriving company.</p> <p>Some of the ways we are working towards our "green" initiatives are:</p> <ul style="list-style-type: none"> • Incoming packaging efficiency: For incoming shipments, Wastequip has been standardizing our reusable pallets and containers and implementing circular take-back models with our pallet suppliers. • Material efficiency: We reprocess all scraps, cuts, and drops of remaining steel. We actively separate alternative materials (bronze, aluminum, carbon steel) for recycling to aid in processing and reducing costs. • Energy efficiency: Across our Steel and Galbreath facilities, we've currently replaced about 15-20% of our welding units with new units that use a quarter to a third less electricity, and about 60% of our steel plants with LED lighting. • Distribution efficiency: We are continuously innovating our products to enhance our "green" initiatives. We continue to employ nesting improvements in the distribution of our steel containers, allowing us to nest and ship more products on each truckload. • Renewable Energy: Following a successful launch at our facility in Tyler, Texas, our staff created "solar powered" signage for several of our Wastequip plant locations. Many Wastequip plants and offices have been upgraded with motion sensing lights and newer LED ballasts to reduce energy consumption and waste. • Climate Preservation: As we have acquired new steel facilities, we have also replaced welding gas tanks that could be prone to leakage, therefore preventing damage to the climate. <p>*Please find our Sustainability Report uploaded to Upload Additional Documents Zip file labeled, "RFP #010825 Upload Additional Documents".</p>
44	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	<p>To understand the complete environmental impact of our products, we continue to work with a consultant on cradle-to-grave Life-Cycle Assessments (LCAs), which scientifically measure the carbon footprint of our products. This includes the raw materials we source, inbound transportation to our facilities, manufacturing our products, distributing our products, the use of our products, and the end of life, and complies with ISO 14044 standards. From our new Steel LCA, the majority of emissions from our products come from the raw materials we source. We have applied what we've learned from collective data to create goods that use less raw materials during manufacturing, which lowers the carbon footprint of our containers.</p>

<p>45</p>	<p>What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?</p>	<p>Wastequip Manufacturing Company LLC is owned by our parent company, Wastequip, the waste industry's one stop shop with twelve (12) industry leading brands. We are the leading manufacturer of waste handling equipment in North America. Our company has a network of expertise and a reputation for service and innovation.</p> <p>1. The Wastequip portfolio includes quality brands from the production of containers and compactors to refuse trucks, parts, and service. With a "can do" approach, you can trust Wastequip to be your "All-in-One" equipment, service, and parts provider. Our product offering includes virtually every possible container and related lifting equipment need from the residence to the convention center to the city office building to the farmers' market. Wastequip offers Sourcewell Members an aggregate waste stream flow for waste material from waste generation to final waste disposition.</p> <p>2. Galbreath boasts many value-added items including a full staff of Engineers, including a design group which utilizes the latest 3D modeling software with Dynamic Finite Element Analysis and a full staffed Research and Development group which allow for superior validation processes and ensures the latest technological developments are being utilized in the design of our products. Galbreath Mobile Group has a robust dealer network for the cable hoist market, with more than fifty (50) certified dealers strategically located across the U.S. and Canada.</p> <p>3. ContainerPros offers Sourcewell participating entities with over twenty (20) years of experience, resulting in a unique blend of customized waste management solutions, and designed to maximize efficiency and revenue while minimizing costs. With a focus on personalized service, professional training, and proven results, we ensure that every job is done right the first time. Our commitment to quality and customer satisfaction makes Wastequip the ideal partner for Sourcewell members seeking to optimize their operations and provide positive solutions to their own end users.</p>
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Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment
46	Select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation and a listing of dealerships, HUB partners or resellers if available. Select all that apply.		<input type="radio"/> Yes <input checked="" type="radio"/> No	<p>Wastequip nor any of our subsidiaries are considered a Woman or Minority Business Entity (WMBE) or a Small Business Entity (SBE).</p> <p>However, Wastequip is committed to the utilization of disadvantaged entities whenever possible, and we set out to identify possible use of MWBEs and/or SBEs as subcontractors on a case-by-case basis in a concerted effort to meet the encouraged goals of our municipal/governmental customers.</p> <p>Wastequip buys our office supplies via a WMBE or SBE. Additionally, we collaborate on projects with numerous underprivileged companies and are always looking for new methods to cooperate with these certified businesses such as subcontracting work for compactor or equipment installation.</p> <p>*Please find Wastequip's Good Faith Effort Statement uploaded to WMBE/MBE/SBC or Related Certificates labeled, "RFP #010825 Wastequip Good Faith Effort".</p>
47		Minority Business Enterprise (MBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please see Wastequip Manufacturing Company's response in the above question #46 comment box.
48		Women Business Enterprise (WBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please see Wastequip Manufacturing Company's response in the above question #46 comment box.
49		Disabled-Owned Business Enterprise (DOBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please see Wastequip Manufacturing Company's response in the above question #46 comment box.
50		Veteran-Owned Business Enterprise (VBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please see Wastequip Manufacturing Company's response in the above question #46 comment box.
51		Service-Disabled Veteran-Owned Business (SDVOB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please see Wastequip Manufacturing Company's response in the above question #46 comment box.
52		Small Business Enterprise (SBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please see Wastequip Manufacturing Company's response in the above question #46 comment box.
53		Small Disadvantaged Business (SDB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please see Wastequip Manufacturing Company's response in the above question #46 comment box.
54		Women-Owned Small Business (WOSB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please see Wastequip Manufacturing Company's response in the above question #46 comment box.

Table 6A: Pricing (400 Points, applies to Table 6A and 6B)

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *
55	Describe your payment terms and accepted payment methods.	Payment shall be due as stated on the Wastequip Invoice for the Product. Payment Terms are set at Net 30 Days with Approved Credit. For method of payment, Wastequip accepts P-card, credit card (additional fees apply), wire, ACH, or check. Our preferred method of payment is wire, ACH or check.

56	Describe any leasing or financing options available for use by educational or governmental entities.	All Wastequip divisions have access to a bridge to solutions for educational or governmental entities to find leasing and financing options through Wastequip Finance, with our finance partner, NCL Government Capital (NCL), the only leasing and financing company in the nation with a leasing and financing contract with Sourcewell (Contract #011620-NCL). We are pleased to offer NCL's over 20 years of specializing in providing competitive equipment financing programs for entities across the nation, providing Sourcewell members access to financing that multiplies their purchasing power potentially six-fold. We understand that funds are not always available for new and adequate equipment, and the Tax-Exempt Municipal financing offered by Wastequip Finance/NCL allows agencies to obtain equipment without delay through manageable installment payments that come from their operating budget. We believe that Sourcewell, Wastequip Finance, and NCL have a common goal to provide solutions to Sourcewell members.	*
57	Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.	<p>Wastequip Manufacturing Company LLC aims to streamline procedures for Participating Entities while ensuring that they are set up for safe data use, high service levels, approvals of order details prior to manufacture, and other forms and processes. The purpose of these transaction documents is to benefit our business and our clients. Attached are samples of several of these forms for Sourcewell's review.</p> <p>We have included the following Standard Transaction Documents in the file upload section:</p> <ol style="list-style-type: none"> 1. Customer Set-Up Form 2. Wastequip Credit Application Form 3. Credit Card Authorization Form 4. Wastequip Terms and Conditions of Sale 5. Wastequip Limited Warranty 6. Wastequip Equipment Finance Application <p>*Please find the above documents uploaded to Standard Transaction Document Samples labeled, "RFP #010825 Wastequip Standard Transaction Document Samples".</p>	*
58	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, Wastequip accepts P-card and credit card payments; additional fees apply. Our preferred method of payment is wire, ACH or check, at no additional cost to customers.	*
59	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	<ul style="list-style-type: none"> • Wastequip Steel Container products are offered on a line-item by manufacturing facility location basis. • Wastequip Compaction products are offered on a line-item by location basis. • Galbreath Mobile Products are offered on a product catalog basis. • Amrep Mobile Products are offered on a product line-item basis. • ContainerPros services are offered on a Price On Request basis; customized for the needs of the Sourcewell Member. • Wastequip WRX services are offered on a line-item by location basis. • Wastebuilt products are offered on a product line-item basis. • Mountain Tarp products are offered on a product line-item basis. <p>*Please find Wastequip's Pricing Zip File uploaded to Pricing labeled, "RFP #010825 Wastequip Pricing Guides"</p>	*
60	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	<p>Wastequip is offering the below product group specific pricing discount ranges to Sourcewell Members.</p> <ul style="list-style-type: none"> • Wastequip Steel Container Products: Special Market Pricing • Confab Steel Container Products: Special Market Pricing • Wastequip Compaction Products: Special Market Pricing • Galbreath Mobile Products: 5% to 20% off Catalog List Pricing • Amrep Mobile Products: Special Market Pricing • ContainerPros: Special Market Pricing • Wastequip WRX: Special Market Pricing • Wastebuilt: Special Market Pricing • Mountain Tarp: Special Market Pricing 	*

61	Describe any quantity or volume discounts or rebate programs that you offer.	Wastequip may offer discounts off the Sourcewell Member price for large projects when possible, giving the Member the benefit of making larger purchases and permitting Wastequip the opportunity to be flexible in competitive situations as required. We believe that it will be to both Wastequip's and the Member's advantage for this contract to allow flexibility with larger quantity discounts. As such, we do not feel it is in either of our best interests to set prices for large projects but rather offer discounted pricing based on the details of each such project and per current market conditions at time of request.	*
62	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Wastequip is offering the following sourced goods solutions: Nonstandard external options or open market items: Wastequip will offer these items to Sourcewell Members on a Supply Quote basis. Wastequip or a Wastequip Authorized Dealer/Supplier will provide the Sourcewell Member with a quote for all items not listed on the awarded Sourcewell contract. These items will be sourced at a Cost Plus average maximum of 20% to 30% basis. These options will be provided at a Price on Request (P.O.R.) basis and are listed in the price guides as "Specials".	*
63	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	1. Installation: Cost of installation, as required, shall be paid by the end user. Due to the customized nature of our business, each customer's project installation is unique, and therefore, quoted individually. Unique installations may include, and are not limited to requirements such as installation of equipment, assembly and distribution of containers to end users, additional labor for customer preferences, etc. 2. Taxes: Local, State and Federal Sales or Use Taxes or any applicable ferry costs, customs duties, levies and taxes are not included in our proposed pricing models. If required, these items will be added at the time of quote. Also, Canadian GST/PST/HST taxes are not included in our proposed pricing models and are not paid by Wastequip. If required to be paid by Wastequip, then the Member will be required to reimburse Wastequip for these taxes. 3. Surcharges: Steel costs continue to remain volatile, fluctuating each month. Wastequip has been working closely with our supply chain to help minimize these costs, but our suite of products continues to be impacted directly by the escalating commodity prices. Therefore, Wastequip is including a surcharge option in our RFP proposal. To maintain transparency with Sourcewell Members, this charge, if needed, will be shown as a separate line item at time of quote, this as a surcharge providing Wastequip the flexibility to adjust product pricing up or down quickly in response to cost increases such as steel and components without having to change customer discount levels established on the contract.	*
64	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Wastequip has over forty (40) manufacturing plant and distribution sites throughout the U.S., which allow us to serve our customer base on a local level while delivering economies of scale not possible with smaller manufacturers. With our size, Wastequip can stock and ship products from around the country to aid in reducing freight costs. Wastequip has extensive import/export experience and an expansive logistics group available to assist Sourcewell Members. Wastequip can ship via our own fleet as well as contracted and qualified outside carriers. In addition, Wastequip can quote subcontracting of off-loading, assembly, installation and distribution as required by the Sourcewell Member needs and demands. Wastequip will evaluate each order as a unique opportunity and consider the Sourcewell Member's order volume and location. Freight/delivery/shipping shall be paid for by the End User. Calculations of these charges will be based on prevailing best rates at the time of quote, included on the quote as a separate line item. Sourcewell Members are responsible for offloading equipment at time of delivery, unless otherwise noted at time of order. This cost will not include the 1.5% Administrative Fee.	*
65	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Wastequip is able to serve these areas with all of our offered products on any INCOTERM the End User decides. Wastequip arranges shipments to Canada and offshore locations daily and our experienced logistics team can assist with the transportation as well as any applicable customs documentation required.	*
66	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Wastequip has over forty (40) manufacturing sites and distribution plants across the U.S. ensuring Wastequip is able to provide the most economical freight rates to our customers. In addition, many of our products such as our steel slant and flat top containers are nestable, meaning one container nests inside another container, therefore saving members on freight charges.	*

67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing.	Wastequip Manufacturing Company LLC's sales team works closely with each customer to identify solutions and provide a quote that meets their requirements. All quotes using our current Sourcewell agreement include the Sourcewell logo and Contract number/information of reference, which clearly identifies to our internal team and customers that the Sourcewell contract is being used. Quotes go through an internal approval process where pricing is verified before being sent to the customer. Once the Member's Purchase Order is received, our customer service team codes the order as a "Sourcewell" sale into our order entry system. Using this code, we can easily generate reports from our order entry system. All reports are checked for accuracy by comparing to quotes from our Salesforce application to ensure the order was coded appropriately and included in the reporting.	*
68	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.	<p>Wastequip Manufacturing Company LLC develops monthly, quarterly, and annual targets to drive business to include municipal sales. This is tracked closely to make sure our sales team is proactively working to meet these goals.</p> <p>We review and track sales based on all directly bid contracts versus cooperative contracts to make sure our sales team continues to lead with cooperative agreements. Furthermore, we identify opportunities to discuss cooperative purchasing to those municipalities that continue to use the cumbersome bid process.</p> <p>We also review annual sales specific to sales off the contract to review and compare to prior sales history to determine Year-over-Year (YoY) trends. This has shown our greatest measure of success with continued YoY growth from sales off our current Sourcewell contract.</p>	*
69	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The propose an Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	Wastequip Manufacturing Company LLC is proposing a 1.5% administrative fee that is calculated and included in the contract dollar amount for products listed in our pricing section. Please note that freight costs will not be included in this fee.	*

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
70	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	<p>Wastequip Manufacturing Company LLC seeks to provide value and pricing as good as or better than pricing typically offered through our existing cooperative contracts. We have described our pricing structure within our answer for Line Item 60. Wastequip understands Sourcewell Participating Entities' budgets and responsibilities to funding constituents (citizens, staffing, etc...) as they seek to make sound choices for best and lasting products and services. We specialize in unique and challenging solutions to remedy with the best value, All-In-One shopping and support, and overall ease of purchase for Members. We also understand that repeat purchases often come out of successes from previous sales/solutions.</p>

Table 7A: Depth and Breadth of Offered Solutions (200 Points, applies to Table 7A and 7B)

Line Item	Question	Response *
71	Provide a detailed description of all the Solutions offered, including used, offered in the proposal.	<p>1. Wastequip Steel Container product offering consist of the following: Environmental Containers, Front Load Containers, Other Large Containers, Other Small Containers, Rear Load Containers, Side Load Containers, Receiver Containers, Roll Off Containers (Rectangle and Tub), Scrap Bins, Self Dumping Hoppers and Container Factory Options.</p> <p>2. Confab Steel Container product offering consist of the following: Front Load Containers, Other Large Containers, Other Small Containers, Rear Load Containers, Receiver Containers, Roll Off Containers (Rectangle and Tub), Self Dumping Hoppers, Side Load Containers and Container Factory Options.</p> <p>3. Wastequip Compaction product offering consist of the following: Stationary Compactors, Pre-Crusher Compactors, Self-Contained Compactors, Apartment Compactors, Pak-Man Compactors, Accu-Pak Compactors, Vertical Balers, Container Lifters and Compaction Factory Options.</p> <p>4. Galbreath Mobile product offering consists of the following: Cable Hoists, Hook Hoists, Container Delivery Units, Trail Hoist Trailers, Pup Trailers, Roll Off Trailers, Tarps and Mobile Factory Options.</p> <p>*Above Product Brochures are located in "Upload Additional Documents" Zip File labeled "RFP #010825 Upload Additional Documents"</p> <p>5. Amrep Mobile product offering consists of the following: Cable Hoists, Chain Hoists, Pup Trailers, Transfer/Pull Trailers, Tarps and Mobile Factory Options.</p> <p>6. ContainerPros offering consists of the following: Commercial Bin/Container Delivery, Old Commercial Bin/Container Retrieval, Commercial Bin/Container Exchanges, Route Audit Services, Stickers/Labeling Services, Commercial Container Maintenance Contracts.</p> <p>7. Wastequip WRX offering consists of the following: Repair Services of Commercial Refuse Trucks, Trash Compactors and Balers.</p> <p>8. Wastebuilt offering consists of the following: OEM Parts Provider as well as Aftermarket Parts provider for non-Wastequip Products.</p> <p>9. Mountain Tarp offering consists of the following: Tarping systems for construction, agriculture and transportation applications.</p> <p>All Wastequip Products are New and never Used. Additional product information can be found by visiting our website at www.wastequip.com *Please find Wastequip's Product Brochures Zip file uploaded in the Upload Additional Documents labeled, "RFP #010825 Upload Additional Documents".</p>
72	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>Wastequip believes that the following subcategory of solutions should be included:</p> <p>1. Factory Options: Wastequip has included in our price guides additional factory available add on features that are readily available to Sourcewell Members. These factory options are enhancers to our standard products.</p> <p>2. Custom Options: Any custom feature requested by the customer may be provided and will be made available as a "Special" and provided as a Price On Request item.</p> <p>3. Services: Wastequip can provide additional services to Sourcewell Members. These services may include unloading, assembly, equipment installation, and training. These services will be made available as a "Special" and provided as a Price On Request item.</p>

Table 78: Depth and Breadth of Offered Solutions

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
73	Commercial and institutional-sized refuse and recycling containers roll-off containers, collection bins, and dumpsters of metal construction	<input checked="" type="radio"/> Yes <input type="radio"/> No	Wastequip's Steel Group manufactures a wide range of front- load, roll-off, side-load, and rear-load containers, as well as self-dumping hoppers for all types of waste and recycling. The division also makes specialty containers for handling sludge, grease, and other tough waste, along with dewatering, vacuum, and intermodal containers. *
74	Knuckleboom and grapple loaders	<input type="radio"/> Yes <input checked="" type="radio"/> No	No Bid *
75	Hook and hoist dumpster loaders	<input checked="" type="radio"/> Yes <input type="radio"/> No	Wastequip's branded Galbreath Mobile Group products are engineered to withstand the punishment of hauling waste, recyclables, and scrap. The division includes branded products such as Galbreath hoists, container handlers, and trailers, Mountain Tarp and Pioneer tarping systems. For decades, Amrep has been meeting our customers' needs by designing durable, high-performing roll- off hoists that minimize weight and maximize payload. At Amrep, we understand that our customers' requirements vary based on application and budget, and we accommodate their needs by offering a variety of roll-off cable hoists. From refuse and construction hauling to product delivery and yard transport, Amrep can help you choose the right product. *
76	Roll-off trucks	<input checked="" type="radio"/> Yes <input type="radio"/> No	Wastequip's branded Galbreath Mobile Group products are engineered to withstand the punishment of hauling waste, recyclables, and scrap. The division includes branded products such as Galbreath hoists, container handlers, and trailers; Mountain Tarp and Pioneer tarping systems. *
77	Refuse and recyclable material balers and compactors	<input checked="" type="radio"/> Yes <input type="radio"/> No	Wastequip's Steel Group manufactures Wastequip-branded compactors and industrial balers. These powerful products withstand the demands of both commercial and industrial use. *

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
 - [Pricing](#) - RFP #010825 Wastequip Pricing Guides.zip - Tuesday January 07, 2025 20:16:52
 - [Financial Strength and Stability](#) - RFP #010825 WQ Financial Strength and Stability.pdf - Tuesday January 07, 2025 20:18:58
 - [Marketing Plan/Samples](#) - RFP #010825 Wastequip Marketing Samples.pdf - Tuesday January 07, 2025 20:19:27
 - [WMBE/MBE/SBE or Related Certificates](#) - RFP #010825 Wastequip Good Faith Effort.pdf - Tuesday January 07, 2025 20:19:51
 - [Standard Transaction Document Samples](#) - RFP #010825 Wastequip Standard Transaction Document Samples.pdf - Tuesday January 07, 2025 20:23:43
 - [Upload Additional Document](#) - RFP #010825 Upload Additional Documents.zip - Tuesday January 07, 2025 20:49:55
 - [Requested Exceptions](#) - RFP 010825 Wastequip Requested Exceptions.pdf - Tuesday January 07, 2025 20:40:52

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for award.

3. The Proposer certifies that:

(1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and

(3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.

5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.

6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.

7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

8. Proposer its employees, agents, and subcontractors are not:

1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;

2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or

3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Laura Hubbard, Director of Municipal Sales, Wastequip Manufacturing Company LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		

[Business Lookup](#)**License Information:**[New search](#) [Back to results](#)**Entity name:** WASTEQUIP MANUFACTURING COMPANY LLC**Business name:** WASTEQUIP OREGON**Entity type:** Limited Liability Company**UBI #:** 603-051-473**Business ID:** 001**Location ID:** 0001**Location:** Active**Location address:** 33710 OAKVILLE RD SW
ALBANY OR 97321-9479**Mailing address:** 6525 MORRISON BLVD
STE 300
CHARLOTTE NC 28211-0500**Excise tax and reseller permit status:** [Click here](#)**Secretary of State information:** [Click here](#)**Endorsements**

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Bellingham General Business	034153			Active		Sep-15-2006
Spokane General Business - Non-Resident	T12086030BUS			Active	Feb-28-2027	Oct-15-2012

Owners and officers on file with the Department of Revenue

Owners and officers	Title
HITCHER, DOUG	Manager
KWAIT, BRIAN	Manager
RODRIGUES, ROSS	Manager
SCOTT, JOHN	Manager
SVETIK, STEVE	Manager

Registered Trade Names

Registered trade names	Status	First issued
MOUNTAIN TARP, A WASTEQUIP COMPANY	Active	Sep-29-2010

The Business Lookup information is updated nightly. Search date and time: 3/27/2026 10:48:41 AM

Contact usHow are we doing?
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**Agenda Sheet for City Council:****Committee:** PIES **Date:** 04/13/2026**Committee Agenda type:** Consent**Date Rec'd**

4/7/2026

Clerk's File #

OPR 2025-0328

Cross Ref #**Project #****Council Meeting Date:** 05/04/2026**Submitting Dept**

SOLID WASTE DISPOSAL

Bid #

PW ITB 6298-25

Contact Name/Phone

TRACE 625-6524

Requisition #

CR 28546

Contact E-Mail

TBRADBURN@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

KKLITZKE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** YES**Agenda Item Name**

WASTE TO ENERGY BUILDING ADDITION AMENDMENT

Agenda Wording

Contract amendment with Capital Industrial Inc. (Tumwater, WA) for a building addition, equipment installation and valve/piping installation at the Waste to Energy Facility. An additional \$186,109.00, plus tax, is requested and an extension of the contract through Dec. 31, 2026. The total cost of the contract will be \$400,609.00 plus tax.

Summary (Background)

This is part of a five year project to upgrade the Waste to Energy Facility's compressed air systems. It entails extending the process building to allow space for a larger air dryer with receiving tank, as well as two new transformers required to service the new equipment. Capital Industrial, Inc. was awarded the contract for this work based on their response to PW ITB 6298-25. However, due to rapidly rising costs, the work was unable to be completed for the originally quoted amount of \$214,500.00 and the original contract term. Additional funds and time are requested.

What impacts would the proposal have on historically excluded communities?

Public works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, to distribute public investment throughout the community and to respond to gaps in services identified in various City plans.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

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

Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward, and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

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

This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

Council Subcommittee Review

N/A

Fiscal Impact	
Approved in Current Year Budget? YES	
Total Cost	\$ 186,109.00
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
This is a capital improvement project that was planned for in the Solid Waste Capital Improvement Plan. The additional funds needed for this contract will be offset by adjustments to other planned maintenance in 2026.	
Amount	
Budget Account	
Expense	\$ 186,109.00
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Funding Source	Recurring
Funding Source Type	Program Revenue
Is this funding source sustainable for future years, months, etc?	
Yes	
Expense Occurrence	One-Time
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Additional Approvals	
Dept Head	BRADBURN, TRACE
PURCHASING	NECHANICKY, JASON
Division Director	FEIST, MARLENE
Accounting Manager	ALBIN-MOORE, ANGELA
Legal	SCHOEDEL, ELIZABETH
For the Mayor	PICCOLO, MIKE
Distribution List	
Damon Burgess,	mdorgan@spokanecity.org
jsalstrom@spokanecity.org	tprince@spokanecity.org
rrinderle@spokanecity.org	



City of Spokane

CONTRACT AMENDMENT / EXTENSION

Title: **BUILDING ADDITION, EQUIPMENT AND VALVE-AND-PIPING INSTALLATION**

This Contract Amendment / Extension is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **CAPITAL INDUSTRIAL, INC.**, whose address is 2649 RW Johnson Boulevard, SW, Tumwater, Washington 98512, 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 perform the BUILDING ADDITION, EQUIPMENT INSTALLATION, AND VALVE-AND-PIPING INSTALLATION for the Solid Waste Department; and

WHEREAS, a change or revision of the Work has been requested, and the Contract time for performance needs to be extended, thus, the original Contract needs to be formally Amended and Extended by this written document; and

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

1. CONTRACT DOCUMENTS.

The Contract, dated May 20, 2025, 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 Amendment / Extension shall become effective on May 1, 2025 and shall run through December 31, 2026.

3. COMPENSATION/PAYMENT.

The City shall pay an additional amount not to exceed **ONE HUNDRED EIGHTY-SIX THOUSAND ONE HUNDRED NINE AND NO/100 DOLLARS (\$186,109.00)**, and applicable sales tax, and in accordance with the Progress Payment Schedule attached hereto, for everything furnished and done under this Contract Amendment / Extension. This is the maximum amount to be paid under this Amendment / Extension, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

The Contractor will send its applications for payment to the Spokane Solid Waste Disposal, MDorgan@spokanecity.org. All invoices should include the City Clerk's File No. "OPR 2025-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. Five percent (5%) of the Contract price may be retained by the City, in accord with RCW 60.28 for a minimum of forty five (45) days after final acceptance,

as a trust fund for the protection and payment of: the claims of any person arising under the Contract; and the State with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor.

4. BONDS. The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. This includes the execution of a performance bond and a payment bond on the forms attached, each equal to one hundred percent (100%) of the contract price, and written by a corporate surety company licensed to do business in Washington State.

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

CAPITAL INDUSTRIAL, 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:

- Payment Bond
- Performance Bond
- Progress Payment Schedule

PAYMENT BOND

We, **CAPITAL INDUSTRIAL, INC.**, as principal, and _____, as surety, are held and firmly bound to the City of Spokane, Washington, in the additional sum of **FOUR HUNDRED THOUSAND SIX HUNDRED NINE AND NO/100 DOLLARS (\$400,609.00)**, plus applicable taxes plus applicable taxes, the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a contract with the City of Spokane, Washington, to do all work and furnish all materials for the **BUILDING ADDITION, EQUIPMENT INSTALLATION, AND VALVE-AND-PIPING INSTALLATION**. If the principal shall:

- A. pay all laborers, mechanics, subcontractors, material suppliers and all person(s) who shall supply such person or subcontractors; and pay all taxes and contributions, increases and penalties as authorized by law; and
- B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation... Any judgment obtained against the City, which relates to or is covered by the contract or this bond, shall be conclusive against the principal and the surety, as to the amount of damages, and their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____.

CAPITAL INDUSTRIAL, INC.
AS PRINCIPAL

By: _____

Title: _____

_____,
AS SURETY

By: _____

Its Attorney in Fact

A valid POWER OF ATTORNEY
for the Surety's agent must
accompany this bond.

STATE OF WASHINGTON)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____
_____ signed this document; on oath stated that he/she was
authorized to sign the document and acknowledged it as the agent or representative of the
named surety company which is authorized to do business in the State of Washington, for
the uses and purposes therein mentioned.

DATED: _____

Signature of Notary Public

My appointment expires _____

Approved as to form:

Assistant City Attorney

PERFORMANCE BOND

We, **CAPITAL INDUSTRIAL, INC.**, as principal, and _____, as Surety, are held and firmly bound to the City of Spokane, Washington, in the additional sum of **FOUR HUNDRED THOUSAND SIX HUNDRED NINE AND NO/100 DOLLARS (\$400,609.00)**, plus applicable taxes, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all the work and furnish all materials for the **BUILDING ADDITION, EQUIPMENT INSTALLATION, AND VALVE-AND-PIPING INSTALLATION**. If the principal shall:

- A. promptly and faithfully perform the Contract, and any contractual guaranty and indemnify and hold harmless the City from all loss, damage or claim which may result from any act or omission of the principal, its agents, employees, or subcontractors; and
- B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the Contract or this bond, shall be conclusive against the principal and the Surety, not only as to the amount of damages, but also as to their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____

CAPITAL INDUSTRIAL, INC.
AS PRINCIPAL

By: _____
Title: _____

AS SURETY

A valid POWER OF ATTORNEY
for the Surety's agent must
accompany this bond.

By: _____
Its Attorney in Fact

STATE OF WASHINGTON)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____
_____ signed this document; on oath stated that
he/she was authorized to sign the document and acknowledged it as the agent or representative of
the named Surety Company which is authorized to do business in the State of Washington, for the
uses and purposes mentioned in this document.

DATED on _____.

Signature of Notary

My appointment expires _____

Approved as to form:

Assistant City Attorney

PROGRESS PAYMENT SCHEDULE

3	Mezzanine and Structure of Extension - Fabricate Steel	\$ 46,714.00
4	Mezzanine and Structure of Extension - Install Steel	\$ 65,325.00
5	Mezzanine Deck Floor Pouring	\$ 13,570.00
5	Including Pouring All Required Equipment Bases	
6	Fabrication of Pipe	\$ 40,000.00
7	Equipment Installation	\$ 25,000.00
7	Including Routing all Lines and Valve Installation	
8	Siding, Roofing, and Insulation Installation	\$ 115,000.00
9	Demobilization	\$ 20,000.00
	Total Outstanding Costs Remaining	\$ 325,609.00

Original Contract Amount	\$ 214,500.00
Payment 1	\$ (65,000.00)
Payment 2	\$ (10,000.00)
Contract balance	\$ 139,500.00
Additional funds needed	\$ 186,109.00
P&P Bonds for total contract amount	\$ 400,609.00

**None of these amounts include sales tax

APPLICATION AND CERTIFICATE FOR PAYMENT ON CONTRACT

CERTIFICATE FOR PAYMENT.

For period from: _____ to _____

Contract for: **Building Addition, Equipment Installation and valve-piping-Installation**

Date: **3/27/2026**

Location: **44 Grange RD NE Brewster WA 98812**

Certificate No.: _____

Contractor: **Capital Industrial**

Inent # 1547148

Clerk # OPR 2025-XXXX

Contract No.: **25-27285**

Original Contract Amount: **\$325,609.00**

Net change in Contract Amount to Date: **\$0.00**

Adjusted Contract amount **\$325,609.00**

ITEM NO.	SCHEDULE OF VALUES DETAIL	ESTIMATED VALUE	AMOUNT EARNED	%	PREVIOUSLY CLAIMED	THIS INVOICE
1	Mezzanine Deck Floor Pouring & equipment Bases					
5		\$13,570.00	\$0.00	0%	\$0.00	\$0.00
6	Fabricate Steel	\$46,714.00	\$0.00	0%	\$0.00	\$0.00
7	Install Steel	\$65,325.00	\$0.00	0%	\$0.00	\$0.00
8	Install siding, Insulation And Roofing	\$115,000.00	\$0.00	0%	\$0.00	\$0.00
9	Set Equipment, Fabricate & install Piping	\$65,000.00	\$0.00	0%	\$0.00	\$0.00
15	De-mobilization	\$20,000.00	\$0.00	0%	\$0.00	\$0.00
16		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
17		\$0.00				
11		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
12		\$0.00				
13		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
14		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
15		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
16		\$0.00				
17		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
18		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
16		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
17		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	Insert more rows here as needed					
	Change Orders:					
C1	1.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
C2	2.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
C3	3.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
C4	4.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
C5	5.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
C6	6.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
C7	7.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
C8	8.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
C9	9.	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	SUBTOTAL	\$325,609.00	\$0.00	0%	\$0.00	\$0.00
TAX	9.10%	SALES TAX	\$29,630.42	\$0.00	\$0.00	\$0.00
		TOTAL	\$355,239.42	\$0.00	\$0.00	\$0.00
Less Retainage..	5%		\$0.00	\$0.00	\$0.00	\$0.00
		NET	\$0.00	\$0.00	\$0.00	\$0.00
	Less Previous Payments.....		\$0.00			
	Additional Tax	0.00%	\$0.00		\$0.00	
	AMOUNT DUE THIS ESTIMATE		\$0.00			\$0.00

check
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

This is to certify that the contractor, having complied with the terms and conditions of the above mentioned contract, is due and payable from the State of Washington, the amount set after "AMOUNT DUE THIS ESTIMATE."

Capital Industrial
(Contracting Firm)

(WTE Project Manager)
(Architect or Engineer)

By _____

By _____
_____ SIGN AND DATE



< Business Lookup

License Information:

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

Entity name: HUNTER INDUSTRIAL CORPORATION

Business name: CAPITAL INDUSTRIAL

Entity type: [Profit Corporation](#)

UBI #: 604-164-423

Business ID: 001

Location ID: 0001

Location: Active

Location address: 2649 R W JOHNSON BLVD SW
TUMWATER WA 98512-6110

Mailing address: 2649 R W JOHNSON BLVD SW
TUMWATER WA 98512-6110

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

Secretary of State information: [Click here](#)

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Minor Work Permit				Active	Aug-31-2026	Sep-25-2017
Miscellaneous Vehicle Dealer	10982		View Plates	Active	Aug-31-2026	Nov-14-2017
Olympia General Business - Non-Resident	57479			Active	Jul-31-2026	Jul-18-2025
Poulsbo General Business - Non-Resident				Active	Oct-31-2026	Oct-08-2025
Spokane General Business - Non-Resident				Active	Aug-31-2026	Mar-17-2025
Tumwater General Business	R-014971			Active	Aug-31-2026	Oct-04-2017
Vehicle Manufacturer	10981		View Plates	Active	Aug-31-2026	Nov-14-2017

Owners and officers on file with the Department of Revenue

Owners and officers	Title
KINNEY, GLEN A	
KINNEY, LISA	

< Page 1 of 2 >

Registered Trade Names

Registered trade names	Status	First issued
CAPITAL INDUSTRIAL	Active	Sep-25-2017
CAPITAL MACHINE	Active	Apr-06-2023
CAPITAL MACHINE SERVICE	Active	Apr-06-2023
CAPITAL MACHINE SERVICES	Active	Apr-06-2023



Registered trade names	Status	First issued
CAPITAL MACHINE WA	Active	Apr-06-2023
OLYMPIC BUILT	Active	Jul-06-2021
OLYMPIC CRANE	Active	Jul-06-2021
OLYMPIC EQUIPMENT	Active	Jul-06-2021
OLYMPIC INDUSTRIAL MANUFACTURING	Active	Jul-06-2021
OLYMPIC INDUSTRIAL MFG	Active	Jul-06-2021
OLYMPIC LOADER	Active	Jul-06-2021
OLYMPIC LOADER & CRANE	Active	Jul-06-2021
OLYMPIC LOADER MANUFACTURING	Active	Sep-25-2017
OLYMPIC MANUFACTURING	Active	Jul-06-2021
OLYMPIC NORTHWEST	Active	Jul-06-2021

The Business Lookup information is updated nightly. Search date and time: 3/31/2026 12:34:38 PM

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/02/2025

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).

PRODUCER Nicholson & Associates Ins LLC 1802 Black Lake Blvd SW #301 Olympia, WA 98512	CONTACT NAME: Mallori Romero PHONE (A/C, No, Ext): (360)352-8444 E-MAIL ADDRESS: mallori@nichinsure.com	FAX (A/C, No): (360)943-9712	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Hunter Industrial Corporation DBA: Capital Industrial 2649 R W Johnson Blvd SW Tumwater, WA 98512-6110	INSURER A: Western National Mutual		15377
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 00001598-0

REVISION NUMBER: 70

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.

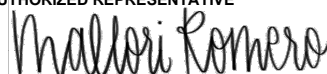
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CPP 1172829	10/01/2025	10/01/2026	EACH OCCURRENCE	\$ 1,000,000				
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000				
							MED EXP (Any one person)	\$ 5,000				
							PERSONAL & ADV INJURY	\$ 1,000,000				
							GENERAL AGGREGATE	\$ 2,000,000				
							PRODUCTS - COMP/OP AGG	\$ 2,000,000				
								\$				
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comp Ded - \$1,000 <input checked="" type="checkbox"/> Coll Ded - \$1,000	Y		CPP 1172732	10/01/2025	10/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000				
							BODILY INJURY (Per person)	\$				
							BODILY INJURY (Per accident)	\$				
							PROPERTY DAMAGE (Per accident)	\$				
								\$				
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB 1029259	10/01/2025	10/01/2026	EACH OCCURRENCE	\$ 5,000,000				
							AGGREGATE	\$ 5,000,000				
								\$				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <table style="float: right;"> <tr> <td>Y / N</td> <td></td> </tr> <tr> <td>N</td> <td>N / A</td> </tr> </table>	Y / N		N	N / A			CPP 1172829	10/01/2025	10/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	Stop Gap
Y / N												
N	N / A											
							E.L. EACH ACCIDENT	\$ 1,000,000				
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000				
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000				
A	Personal Property			CPP 1172829	10/01/2025	10/01/2026	Ded 1,000	1,500,000				
A	Garage Keepers			CPP 1172829	10/01/2025	10/01/2026	Ded 1000	200,000				

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

Project: PWITB-6298-25 Building addition, equipment Installation and Pipe-and Valve installation

Certificate Holder is included as Additional Insured as their interest may appear when required by written contract subject to policy terms, conditions and exclusions.

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  (NMP)

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BUSINESS AUTO ENHANCEMENT EDGE ENDORSEMENT

The Business Auto Enhancement Edge Endorsement is an optional endorsement that provides coverage enhancements. The following is a summary of broadened coverages provided by this endorsement. No coverage is provided by this summary, refer to the following endorsement for changes in your policy.

SUMMARY OF COVERAGES	PAGE
Accidental Airbag Deployment Coverage	5
Audio, Visual and Data Electronic Equipment – Limit Amended	5
Auto Loan/Lease Gap Coverage	5
Blanket Additional Insured	3
Blanket Waiver of Subrogation	5
Broadened Definition of Insured includes:	
• Newly Acquired Organizations for up to 180 Days	2
• Employees as Insureds	2
• Subsidiaries in Which You Own 50% or More	2
Deductible Waiver for Glass Repair	4
Employee Hired Auto	6
Fellow Employee Coverage	3
Hired Auto Physical Damage Coverage	3, 6
Knowledge of Accident, Claim, Suit or Loss	5
Loss Of Use Expenses - Amended	3
Personal Effects	3
Primary and Noncontributory If Required by a Written Contract or Written Agreement	6
Rental Reimbursement Coverage	4
Supplementary Payments - Amended:	
• Bail Bonds up to \$5,000	3
• Loss of Earnings up to \$500/Day	3
Temporary Substitute Vehicle Physical Damage	2
Towing	3
Transportation Expense Limits – Amended	3
Unintentional Failure to Disclose Hazards	6

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO ENHANCEMENT EDGE ENDORSEMENT

This endorsement modifies the insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to the coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement. The SECTIONS of the Business Auto Coverage Form identified in this endorsement will be amended as shown below.

SECTION I – COVERED AUTOS COVERAGE AMENDMENTS

A. Temporary Substitute Vehicle Physical Damage

SECTION I – COVERED AUTOS, C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos is amended by adding the following:

If a covered “auto” you own is out of service because of its:

- a. Breakdown;
- b. Repair;
- c. Servicing;
- d. “Loss”, or
- e. Destruction;

the Physical Damage Coverages provided by the Business Auto Coverage Form for that disabled covered “auto” are extended to any “auto” you do not own while used with the permission of its owner as a temporary substitute for the covered “auto” that is out of service.

SECTION II – COVERED AUTOS LIABILITY COVERAGE AMENDMENTS

A. Who Is An Insured

SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured is amended to add:

- d. Any legally incorporated subsidiary of yours in which you own more than 50% of the voting stock on the effective date of this coverage form.

However, “insured” does not include any subsidiary of yours that is an “insured” under any other automobile liability policy or would be an “insured” under such policy but for termination of such policy or the exhaustion on such policy’s limits of insurance.

- e. Any organization which is newly acquired or formed by you and over which you maintain majority ownership. However, coverage under this provision:

- (1) is afforded only for the first 180 days after you acquire or form the organization or until the end of the policy period, whichever comes first;
- (2) does not apply to “bodily injury” or “property damage” that results from an “accident” that occurred before you formed or acquired the organization;
- (3) does not apply to any newly acquired or formed organization that is a joint venture or partnership; and
- (4) does not apply to an “insured” under any other automobile liability policy or would be an “insured” under such a policy but for termination of such policy or the exhaustion of such policy’s limits of insurance.

- f. Any “employee” of yours is an “insured” while using a covered “auto” you don’t own, hire or borrow in your business or your personal affairs.

- g. Any “employee” of yours is an “insured” while operating a covered “auto” hired or rented under a contract or agreement in the “employee’s” name, with your permission, while performing duties related to the conduct of your business.

B. Blanket Additional Insured

SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured, paragraph c. is amended to add the following:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the “bodily injury” or “property damage” occurs and that is in effect during the policy period, to be named as an additional insured is an “insured” for Liability Coverage, but only for damages to which this insurance applies and only to the extent that persons or organization qualifies as an “insured” under the Who Is An Insured provision contained in Section II.

C. Liability Coverage Extensions – Supplementary Payments

SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. Coverage, 2. Coverage Extensions, a. Supplementary Payments is amended by replacing subparagraphs (2) and (4) with the following:

- (2) Up to \$5,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an “accident” we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the “insured” at our request, including actual loss of earnings up to \$500 a day because of time off from work.

D. Fellow Employee Coverage

SECTION II – COVERED AUTOS LIABILITY COVERAGE, B. Exclusions, 5. Fellow Employee, the following is added:

Co-Employee Reimbursement	Lawsuit	Defense	Cost
----------------------------------	----------------	----------------	-------------

If a suit seeking damages for “bodily injury” to any fellow “employee” of the “insured” arising out of and in the course of the fellow “employee’s” employment or while performing duties related to the conduct of your business, or a suit seeking damages brought by the spouse, child, parent, brother or sister of that fellow “employee”, is brought against you, we will reimburse reasonable costs that you incur in the defense of such matters. Any reimbursement made pursuant to this sub-section will be in addition to the limits of liability set forth in the Declarations.

SECTION III – PHYSICAL DAMAGE COVERAGE AMENDMENTS

A. Towing

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 2. Towing, is amended by adding the following:

2. Towing

We will pay up to \$250 for towing and labor costs incurred each time a covered “auto” is disabled. However, the labor must be performed at the place of disablement. This \$250 limit is reduced by any applicable towing limit shown in the declarations.

Regardless of the number of disablements, the maximum amount we will pay under this endorsement for all towing and labor costs combined during any one year is \$2,500.

B. Transportation Expense – Limits Amended

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions, a. Transportation Expenses is amended by replacing \$20 per day/\$600 maximum limit with \$50 per day/\$1,000 maximum.

C. Hired Auto Physical Damage – Loss Of Use Expenses – Limits Amended

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions, b. Loss of Use Expenses is amended by replacing the \$20 per day/\$600 maximum limit with \$50 per day/\$750 maximum limit.

D. Personal Effects Coverage

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions is amended by adding the following:

c. Personal Effects

We will pay up to \$500 for “loss” to personal effects, which are:

- (1) Owned by an “insured”; and
- (2) In or on your covered “auto.”

This coverage applies only in the event of the total theft of your covered “auto.” No deductible applies to this coverage

E. Glass Repair – Deductible Waiver

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 3. Glass Breakage – Hitting A Bird Or Animal – Falling Objects Or Missiles, is amended by adding the following:

No deductible will apply to glass breakage if such glass is repaired, in a manner acceptable to us, rather than replaced.

F. Hired Auto Physical Damage

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage is amended by adding the following:

5. Hired Auto Physical Damage

If hired “autos” are covered “autos” for Liability Coverage and if Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this coverage form for any “auto” you own, then the Physical Damage Coverages provided are extended to “autos” you hire of like kind and use, subject to the following:

- a. The most we will pay for any one “loss” is \$50,000 or the actual cash value or cost to repair or replace, whichever is less, minus a deductible;
- b. The deductible will be equal to the largest deductible applicable to any owned “auto” for that coverage. Any Comprehensive deductible does not apply to “loss” caused by fire or lightning;
- c. Hired Auto Physical Damage coverage is excess over any other collectible insurance; and
- d. Subject to the above limit, deductible and excess provisions we will provide coverage equal to the broadest coverage applicable to any covered “auto” you own.

If a limit for Hired Auto Physical Damage is indicated in the Declarations, then that limit replaces, and is not added to, the \$50,000 limit indicated above.

G. Rental Reimbursement

SECTION III – PHYSICAL DAMAGE COVERAGE A. Coverage, is amended by adding the following:

6. Rental Reimbursement

This coverage applies only to a covered “auto” of the private passenger or light truck type as follows:

- a. We will pay for rental reimbursement expenses incurred by you for the rental of a private passenger or light truck type “auto” because of “loss” to a covered private passenger or light truck type “auto”. Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered private passenger or light truck type “auto.” No deductibles apply to this coverage.
- b. We will pay only for those expenses incurred during the policy period beginning 24 hours after the “loss” and ending, regardless of the policy’s expiration, with the lesser of the following number of days:
 - (1) The number of days reasonably required to repair or replace the covered private passenger or light truck type “auto”. If “loss” is caused by theft, this number of days is added to the number of days it takes to locate the covered private passenger or light truck type “auto” and return it to you; or
 - (2) 30 days.
- c. Our payment is limited to the lesser of the following amounts:
 - (1) Necessary and actual expenses incurred, or
 - (2) \$50 per day, up to a maximum of \$1,000.

- d. This coverage does not apply while there are spare or reserve private passenger or light truck type "autos" available to you for your operations.
- e. If "loss" results from the total theft of a covered "auto" of the private passenger or light truck type, we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided for under **SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions.**

For the purposes of this Rental Reimbursement coverage, light truck is defined as a truck with a gross vehicle weight of 10,000 lbs. or less as defined by the manufacturer as the maximum loaded weight the auto is designed to carry.

H. Accidental Airbag Deployment Coverage

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage is amended by adding the following:

7. Accidental Airbag Deployment Coverage

We will pay to reset or replace factory installed airbag(s) in any covered "auto" for accidental discharge, other than discharge due to a collision loss.

This coverage is applicable only if comprehensive coverage applies to the covered "auto".

This coverage is excess over any other collectible insurance or reimbursement by manufacturer's warranty.

I. Auto Loan/Lease Gap Coverage

SECTION III PHYSICAL DAMAGE COVERAGE, Item A., Coverage, is amended by adding the following:

8. Auto Loan/Lease Gap Coverage

This coverage applies only to a covered "auto" described or designated in the Schedule or in the Declarations as including physical damage coverage.

In the event of a covered total "loss" to a covered "auto" described or designated in the Schedule or in the Declarations, we will pay any unpaid amount due on the lease or loan for a covered "auto" less:

- a. The amount paid under the Physical Damage Coverage Section on the policy; and
- b. Any:
 - (1) Overdue lease/loan payments at the time of the "loss";

- (2) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
- (3) Security deposits not returned by the lessor;
- (4) Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
- (5) Carry-over balances from previous loans or leases.

J. Audio, Visual and Data Electronic Equipment – Limit Amended

SECTION III - PHYSICAL DAMAGE COVERAGE, C. Limits of Insurance, 1.b. is amended by replacing the \$1,000 limit with a \$2,500 limit.

SECTION IV – BUSINESS AUTO CONDITIONS AMENDMENTS

A. Duties In The Event Of Accident, Claim, Suit Or Loss Amended

SECTION IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 2. Duties In The Event Of Accident, Claim, Suit Or Loss, a. is amended by adding the following:

This condition applies only when the "accident" or "loss" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) An executive officer or insurance manager, if you are a corporation; or
- (4) A member or manager, if you are a limited liability company.

But this section does not amend the provisions relating to notification of police, protection or examination of the property which was subject to the "loss".

B. Blanket Waiver of Subrogation

Section IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer of Rights of Recovery Against Others to Us, is amended by adding the following exception:

However, we waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

C. Unintentional Failure to Disclose Hazards

SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions, 2. Concealment, Misrepresentation Or Fraud, is amended by adding the following paragraph:

If you unintentionally fail to disclose any hazards existing at the inception date of the policy, or during the policy period in connection with any additional hazards, we will not deny coverage under this Coverage Part because of such failure.

D. Employee Hired Auto

SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance, paragraph **b.** is deleted and replaced by the following:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be a covered “auto” you own:

- (1)** Any covered “auto” you lease, hire, rent or borrow.
- (2)** Any covered “auto” hired or rented by your “employee” under a contract in that individual “employee’s” name, with your permission, while performing duties related to the conduct of your business.

However, any “auto” that is leased, hired, rented or borrowed with a driver is not a covered “auto”.

E. Primary and Noncontributory If Required By Written Contract or Written Agreement

SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance c., the following is added and supersedes any provision to the contrary:

This Coverage Form’s Covered Autos Liability Coverage is primary to and will not seek contribution from any other insurance available to an “insured” under your policy provided that:

- (1)** Such “insured” is a Named Insured under such other insurance; and
- (2)** You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such “insured”.

COMMERCIAL GENERAL LIABILITY ENHANCEMENT ENDORSEMENT

The Commercial General Liability Enhancement Endorsement is an optional endorsement that provides coverage enhancements. The following is a summary of broadened coverages provided by this endorsement. No coverage is provided by this summary, refer to following endorsement for changes in your policy.

SUMMARY OF COVERAGES	PAGE
Bodily Injury And Property Damage Liability	
• Non Owned Watercraft Up To 50 Feet.....	2
Property Damage Liability	
• Elevators.....	3
• Fire, Lightning, Explosion Or Sprinkler Leakage Exception	3
• Borrowed Equipment (\$25,000 Per Occurrence, \$50,000 Aggregate, \$2,500 Deductible Per Occurrence	3
Supplementary Payments – Amended	
• Bail Bonds Up To \$5,000.....	3
• Loss of Earnings Up To \$500/Day	3
Who Is An Insured Amendments	
• Employee Bodily Injury To A Co-Employee	4
• Newly Formed Or Acquired Organizations For Up To 180 Days	4
• Blanket Additional Insured – Vendors – As Required By Contract	4
• Blanket Additional Insured – Lessor Of Leased Equipment	6
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• Blanket Additional Insured – State Or Governmental Agency Or Subdivision Or Political Subdivision – Permits Or Authorizations	7
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Damage To Premises Rented To You – \$300,000.....	9
Medical Payments Increased Limit – \$10,000 Or Amount Shown on Declarations	9
Conditions	
• Knowledge of Occurrence, Offense, Claim Or Suit Amended	9
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

COMMERCIAL GENERAL LIABILITY ENHANCEMENT ENDORSEMENT

This endorsement modifies the insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

With respect to the coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement. The SECTIONS of the Commercial General Liability Coverage Form identified in this endorsement will be amended as shown below.

SECTION I – COVERAGES AMENDMENTS

COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY

A. Non Owned Aircraft Or Watercraft

Item 2. Exclusions, Paragraph g. is replaced by the following:

g. Aircraft, Auto Or Watercraft

“Bodily injury” or “property damage” arising out of the ownership, maintenance, use or entrustment to others of any aircraft, “auto” or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and “loading or unloading”.

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 in the ownership, maintenance, use or entrustment to others of any aircraft, “auto” or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

- (1) A watercraft while ashore on premises you own or rent;
- (2) A watercraft you do not own that is:
 - (a) Less than 50 feet long; and
 - (b) Not being used to carry persons or property for a charge;

This Subparagraph (2) applies to any person, who with your expressed or implied consent, either uses or is responsible for the use of the watercraft;

- (3) Parking an “auto” on, or on the ways next to, premises you own or rent, provided the “auto” is not owned by or rented or loaned to you or the insured;
- (4) Liability assumed under any “insured contract” for the ownership, maintenance or use of aircraft or watercraft; or
- (5) “Bodily injury” or “property damage” arising out of:
 - (a) The operation of machinery or equipment that is attached to, or part of, a land vehicle that would qualify under the definition of “mobile equipment” if it were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where it is licensed or principally garaged; or
 - (b) The operation of any of the machinery or equipment listed in Paragraph f. (2) or f. (3) of the definition of “mobile equipment”.

B. Damage To Property Coverage Extensions

Item 2. Exclusions, Paragraph j. is replaced by the following:

j. Damage To Property

“Property damage” to:

- (1) Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another’s property;
- (2) Premises you sell, give away or abandon, if the “property damage” arises out of any part of those premises;

- (3) Property loaned to you;
- (4) Personal property in the care, custody or control of the insured;
- (5) That particular part of real property on which you or any contractors or subcontractors working directly or indirectly on your behalf are performing operations, if the “property damage” arises out of those operations; or
- (6) That particular part of any property that must be restored, repaired or replaced because “your work” was incorrectly performed on it.

Paragraphs (1), (3) and (4) of this exclusion do not apply to “property damage” (other than damage by fire, lightning, explosion or sprinkler leakage) to premises, including the contents of such premises, rented to you for a period of seven or fewer consecutive days. A separate limit of insurance applies to Damage To Premises Rented To You as described in **SECTION III – LIMITS OF INSURANCE**. However, the provisions of this paragraph do not apply if coverage for Damage To Premises Rented To You is excluded by endorsement.

Paragraph (2) of this exclusion does not apply if the premises are “your work” and were never occupied, rented or held for rental by you.

Paragraphs (3) and (4) of this exclusion do not apply to the use of elevators.

Paragraphs (3), (4), (5) and (6) of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph (4) of this exclusion does not apply to “property damage” to borrowed equipment while not being used to perform operations at the jobsite. Subject to Paragraph 2. of **SECTION III – LIMITS OF INSURANCE**, the rules below fix the most we will pay for “property damage” under this provision:

- (1) \$25,000 any one “occurrence”, regardless of the number of persons or organizations who sustain damages because of that “occurrence”;
- (2) \$50,000 annual aggregate; and
- (3) We will pay only for damages in excess of \$2,500 as a result of any one “occurrence”, regardless of the number of persons or organizations who sustain damages because of that “occurrence”. We may, or if required by law, pay all or any part of any deductible amount, if applicable, to effect settlement of any claim or “suit”. Upon notice of our payment of a deductible amount, you shall promptly reimburse us for the part of the deductible amount we paid.

Paragraph (6) of this exclusion does not apply to “property damage” included in the “products-completed operations hazard”.

The insurance provided for “property damage” from the use of elevators and for “property damage” to borrowed equipment is excess over any other valid and collectible property insurance (including any deductible portion thereof) available to the insured whether primary, excess, contingent or on any other basis.

C. Damage To Premises Rented To You

Item 2. **Exclusions**, the last paragraph is replaced by the following:

Exclusions c. through n. do not apply to damage by fire, lightning, explosion or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in Paragraph 6. of **SECTION III – LIMITS OF INSURANCE**.

COVERAGE B – PERSONAL AND ADVERTISING INJURY LIABILITY

D. Personal And Advertising Injury

Item 2. **Exclusions** is amended by replacing Sub-paragraphs b. and c. with the following:

b. Material Published With Knowledge Of Falsity

“Personal and advertising injury” arising out of oral, written, televised, videotaped or electronic publication, in any manner, of material, if done by or at the direction of the insured with knowledge of its falsity.

c. Material Published Prior To Policy Period

“Personal and advertising injury” arising out of oral, written, televised, videotaped or electronic publication, in any manner, of material whose first publication took place before the beginning of the policy period.

SUPPLEMENTARY PAYMENTS – COVERAGES A AND B

E. Supplementary Payments – Coverages A and B

Item 1. is amended by replacing Subparagraphs b. and d. with the following:

b. Up to \$5,000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or “suit”, including actual loss of earnings up to \$500 a day because of time off from work.

SECTION II – WHO IS AN INSURED AMENDMENTS

A. Employee Bodily Injury To A Co-Employee

Paragraph 2. a. (1) is replaced by the following:

However, none of these “employees” or “volunteer workers” are insureds for “bodily injury” or “personal and advertising injury”:

- (a) To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), to a co-“employee” while in the course of his or her employment or performing duties related to the conduct of your business, or to your other “volunteer workers” while performing duties related to the conduct of your business;
- (b) To the spouse, child, parent, brother or sister of the co-“employee” or “volunteer worker” as a consequence of Paragraph (1)(a) above;
- (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph (1)(a) or (b) above; or
- (d) Arising out of his or her providing or failing to provide professional health care services.

However, if a suit seeking damages for “bodily injury” or “personal and advertising injury” to any co-“employee” or other “volunteer worker” arising out of and in the course of the co-“employee’s” or “volunteer worker’s” employment or while performing duties related to the conduct of your business, or a suit seeking damages brought by the spouse, child, parent, brother or sister of the co-“employee” or other “volunteer worker”, is brought against you or a co-“employee” or a “volunteer worker”, we will reimburse the reasonable costs that you incur in providing a defense to the co-“employee” or “volunteer worker” against such matters. Any reimbursement made pursuant to this sub-section will be in addition to the limits of liability set forth in the Declarations.

B. Newly Acquired Organizations

Paragraph 3. a. is replaced by the following:

- a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier;

The following are added:

C. Blanket Additional Insured – Vendors – As Required By Contract

1. **Section II – Who Is An Insured** is amended to include as an additional insured any person(s) or organization(s) (referred to throughout this endorsement as vendor) with whom you have agreed in a written contract, executed prior to loss, to name as an additional insured, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business.

However,

- a. The insurance afforded to such vendor only applies to the extent permitted by law; and
 - b. If coverage provided to the vendor is required by a contract or agreement, the insurance afforded to such vendor will not be broader than that which you are required by the contract or agreement to provide for such vendor.
2. With respect to the insurance afforded to these vendors, the following additional exclusions apply:
 - a. The insurance afforded the vendor does not apply to:
 - (1) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (2) Any express warranty unauthorized by you;
 - (3) Any physical or chemical change in the product made intentionally by the vendor;
 - (4) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

- (5) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - (6) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
 - (7) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
 - (8) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Subparagraphs (4) or (6); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
3. This Provision C. does not apply:
- a. To any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products;
 - b. To any vendor for which coverage as an additional insured specifically is scheduled by endorsement; or
 - c. When liability included within the "products-completed operations hazard" has been excluded for such product either by the provisions of the coverage part or by endorsement.
4. With respect to the insurance afforded to these vendors, the following is added to **Section III – Limits Of Insurance**:
- If coverage provided to the vendor is required by a contract or agreement, the most we will pay on behalf of the vendor is:
- a. The minimum amount required by the contract or agreement; or
 - b. The Limits of Insurance shown in the Declarations;
- whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.
5. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:
- This insurance does not apply to:
- a. "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:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (2) Supervisory, inspection, architectural or engineering activities.
- This exclusion applies even if the claims against an additional 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 failure to render any professional services by you with respect to your providing engineering, architectural or surveying services in your capacity as an engineer, architect or surveyor.

D. Blanket Additional Insured – Lessor Of Leased Equipment

1. **Section II – Who Is An Insured** is amended to include as an additional insured any person(s) or organization(s) from whom you lease equipment when you and such person(s) or organization(s) have agreed in writing in a contract or agreement, executed prior to loss, that such person(s) or organization(s) be added as an additional insured on your policy. Such person(s) or organization(s) is an insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

However, the insurance afforded to such additional insured:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

- 2. With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.
- 3. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance** :

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is:

- a. The minimum amount required by the contract or agreement; or
- b. The Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

- 4. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to:

- a. "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:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against an additional 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 failure to render any professional services by you with respect to your providing engineering, architectural or surveying services in your capacity as an engineer, architect or surveyor.

E. Blanket Additional Insured – Managers Or Lessors Of Premises

- 1. **Section II – Who Is An Insured** is amended to include as an additional insured any person(s) or organization(s) with whom you have agreed in a written contract, executed prior to loss, to name as an additional insured, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you, subject to the following additional exclusions:

This insurance does not apply to:

- a. Any "occurrence" which takes place after you cease to be a tenant in that premises.
- b. Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 - b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
2. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance** :

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is:

- a. The minimum amount required by the contract or agreement; or
- b. The Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

3. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to:

- a. "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:

- (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

- (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against an additional 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 failure to render any professional services by you with respect to your providing engineering, architectural or surveying services in your capacity as an engineer, architect or surveyor.

F. Blanket Additional Insured – State Or Governmental Agency Or Subdivision Or Political Subdivision – Permits Or Authorizations

Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision with whom you have agreed in a written contract, executed prior to loss, to name as an additional insured, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

3. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance** :

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is:

- a. The minimum amount required by the contract or agreement; or
- b. The Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

4. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to:

- a. "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:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against an additional 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 failure to render any professional services by you with respect to your providing engineering, architectural or surveying services in your capacity as an engineer, architect or surveyor.

G. Blanket Additional Insured – State Or Governmental Agency Or Subdivision Or Political Subdivision – Permits Or Authorizations Relating To Premises

Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision with whom you have agreed in a written contract, executed prior to loss, to name as an additional insured, subject to the following provision:

1. This insurance applies only with respect to the following hazards for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:
 - a. The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or

- b. The construction, erection or removal of elevators; or
- c. The ownership, maintenance or use of any elevators covered by this insurance.

However,

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance** :

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is:

- a. The minimum amount required by the contract or agreement; or
- b. The Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

3. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to:

- a. "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:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against an additional 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 failure to render any professional services by you with respect to your providing engineering, architectural or surveying services in your capacity as an engineer, architect or surveyor.

SECTION III – LIMITS OF INSURANCE AMENDMENTS

A. Damage To Premises Rented To You

Paragraph 6. is replaced by the following:

6. Subject to Paragraph 5. above, the most we will pay under Coverage A for damages because of “property damage” to any one premises, while rented to you, or in the case of damage by fire, lightning, explosion or sprinkler leakage, while rented to you or temporarily occupied by you with permission of the owner is the greater of:

- a. \$300,000; or
- b. The amount shown next to the Damage To Premises Rented To You Limit in the Declarations.

However, the provisions of this paragraph do not apply if Damage To Premises Rented To You Coverage is excluded by endorsement.

B. Medical Expense Limit

Paragraph 7. is replaced with the following:

7. Subject to Paragraph 5. above, the most we will pay under Coverage C for all medical expenses because of “bodily injury” sustained by any one person is the greater of:

- a. \$10,000; or
- b. The amount shown next to the Medical Expense Limit in the Declarations.

This insurance does not apply if coverage for Medical Expenses is excluded either by the provisions of the coverage part or by endorsement.

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS AMENDMENTS

A. Knowledge Of Occurrence

Item 2. **Duties In The Event Of Occurrence, Offense, Claim or Suit** is amended by adding the following:

e. You must give us or our authorized representative prompt notice of an “occurrence”, claim or loss only when the “occurrence”, claim or loss is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) An executive officer or insurance manager, if you are a corporation; or
- (4) A member or manager, if you are a limited liability company.

B. Other Insurance

Item 4. **Other Insurance, b. Excess Insurance (1) (a) (ii)** is replaced by the following:

(ii) That is fire, lightning, explosion or sprinkler leakage insurance for premises rented to you or temporarily occupied by you with permission of the owner;

C. Unintentional Failure To Disclose Hazards

Item 6. **Representations** is replaced by the following:

6. **Representations And Unintentional Failure To Disclose Hazards**

- a. By accepting this policy, you agree:
 - (1) The statements in the Declarations are accurate and complete;
 - (2) Those statements are based upon representations you made to us; and
 - (3) We have issued this policy in reliance upon your representations.
- b. If you unintentionally fail to disclose any hazards existing at the inception date of your policy, we will not deny coverage under this Coverage Part because of such failure. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

D. Waiver of Subrogation

Item **8. Transfer of Rights of Recovery Against Others to Us** is hereby amended by the addition of the following:

We waive any right of recovery we may have because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a written contract, executed prior to loss, requiring such waiver with that person or organization and included in the "products-completed operations hazard". However, our rights may only be waived prior to the "occurrence" giving rise to the injury or damage for which we make payment under this Coverage Part. The insured must do nothing after a loss to impair our rights. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce those rights.

SECTION V – DEFINITIONS AMENDMENTS

A. Insured Contract Amended

Paragraph **9. a.** is replaced by the following:

- a.** A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

B. Personal And Advertising Injury Redefined

Paragraph **14. d.** and **e.** are replaced by the following:

- d.** Oral, written, televised, videotaped or electronic publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or service;
- e.** Oral, written, televised, videotaped or electronic publication of material that violates a person's right of privacy;

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 04/13/2026**Committee Agenda type:** Consent**Date Rec'd**

4/8/2026

Clerk's File #

OPR 2026-0353

Cross Ref #

OPR 2025-0748

Project #**Council Meeting Date:** 05/04/2026**Submitting Dept**

WASTEWATER MANAGEMENT

Bid #

RFP 6478-26

Contact Name/Phone

KIRSTIN DAVIS 509-625-7773

Requisition #**Contact E-Mail**

KDAVIS@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

KKLITZKE ZZAPPONE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** YES**Public Works?** NO**Agenda Item Name**

CAMPAIGN DEVELOPMENT SERVICES FOR STORMWATER EDUCATION GRANT

Agenda Wording

Eastern Washington Stormwater Education Toolkit for Ecology GROSS Grant by Propaganda Creative.

Summary (Background)

The Wastewater Department is asking for contract approval for Phase 1 of the Department of Ecology's Grant of Regional or Statewide Significance (GROSS) award for public education services with Propaganda Creative, LLC. Stormwater occurrence, permitting, and subsequent management differ between Western Washington and Eastern Washington regions in many ways, however, there are commonalities as well. Both regions have communities who have a deep regard for the environment and the resources afforded from nature. Both regions have regulatory expectations that, in order to be achieved, require engagement and participation by the public. Eastern Washington continues to strengthen and advance its community stormwater investment and municipal collaboration. Challenges that are being addressed are distances between communities and gaps in the understanding of importance of stormwater management and public engagement. Eastern Washington has communities who desire to be stewards of the environment, who would benefit greatly if provided the information and tools that focus on the significant role stormwater plays. Grassroots community stormwater investment can be realized and sustained with a focused education and outreach campaign that aims to increase the understanding of stormwater within the general public, and foster networks that work to assist in the management of stormwater. Public education and outreach is essential for effective stormwater management in the Spokane region, and collaboration with the City of Spokane, City of Spokane Valley, and Spokane County will enhance the outcomes. While slightly improved, the lack of understanding continues with the impacts of stormwater runoff, a gap in awareness of the swale maintenance responsibilities, and misuse of stormwater infrastructure by some of the public occurs. Community understanding of the components and mechanisms of stormwater management, specifically source control, illicit discharge elimination, and applicable best practices maintenance is essential for effective water quality stewardship in the region. The

campaign will focus on the occurrence of stormwater pollutants, the mechanics of storage and treatment of stormwater, and the maintenance responsibilities of private property and business owners in order to develop a regional awareness of stormwater fundamentals that will foster a communal grassroots investment ensuring adequate stormwater treatment.

What impacts would the proposal have on historically excluded communities?

Eastern Washington communities are each diverse in culture, geography, climate, and behaviors. The toolkit will be able to be customized for each NPDES Permit II community.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The proposal includes education materials designed to reach and impact the diverse populations with multi-culturally sensitive information in participating communities. Online material will be WCAG ADA compliant.

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

Yes, part of the campaign development includes measurable metrics for education and outreach. Examples may include community participation levels, digital media analytics, public and commercial surveys.

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

This contract is to execute phase one of the GROSS grant and benefits all eastern Washington communities who are NPDES Permit II regulations. This is part of the Water Conservation Master Plan and supports Climate Policy

Council Subcommittee Review

There is not a Council Subcommittee review process for this grant, however, some deliverables will be presented to the Climate Resilience and Sustainability Board.

Fiscal Impact

Approved in Current Year Budget? YES

Total Cost \$ 144,730

Current Year Cost \$

Subsequent Year(s) Cost \$

Narrative

This is Department of Ecology grant funding with no match required.

Amount

Budget Account

Revenue \$ TBD

4330-98817-99999-33431-99999

Expense \$ TBD

4330-98817-35148-54201-99999

Select \$

#

Select \$

#

Select \$

#

Select \$

#

Funding Source N/A	
Funding Source Type Select	
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence N/A	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Dept Head	GENNETT, RAYLENE
Division Director	FEIST, MARLENE
Accounting Manager	ALBIN-MOORE, ANGELA
Legal	SZAMBELAN, TIMOTHY
For the Mayor	PICCOLO, MIKE
Additional Approvals	
ACCOUNTING -	BROWN, SKYLER
PURCHASING	
Distribution List	
rgennett@spokanecity.org	mfeist@spokanecity.org
kdavis@spokanecity.org	mmurray@spokanecity.org
Tax & Licenses	kkeck@spokanecity.org
mjacobsen@spokanecity.org	



City of Spokane
CONSULTANT AGREEMENT
**Title: ECOLOGY GROSS GRANT REGIONAL
STORMWATER EDUCATION CONSULTANT**

This Consultant Agreement is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **PROPAGANDA CREATIVE, LLC**, whose address is 123 south Wall Street, Spokane, Washington 99201, as ("Consultant"), individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the purpose of this Agreement is to provide Communications and Public Outreach Services for the Grants for Regional or Statewide Significance (GROSS) Eastern Region Stormwater Education Project; and

WHEREAS, the Consultant was selected from RFP 6478-26 issued by the City.

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

1. TERM OF AGREEMENT.

The term of this Agreement begins on April 1, 2026, and ends on June 30, 2027, unless amended by written agreement or terminated earlier under the provisions.

2. TIME OF BEGINNING AND COMPLETION.

The Consultant shall begin the work outlined in the "Scope of Work" ("Work") on the beginning date, above. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

3. SCOPE OF WORK.

The General Scope of Work for this Agreement is described in Consultant's Bid Response Summary and Proposal to Request For Proposal #6478-26 dated February 6, 2026, which is attached as Exhibit B; and the Washington State Department of Ecology Water Quality Combined Funding Insert, attached as Exhibit C, and made a part of this Agreement. In the event of a conflict or discrepancy in the contract documents, this City Agreement controls.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Consultant's progress.

4. COMPENSATION.

Total compensation for Consultant's services under this Agreement shall not exceed **ONE HUNDRED FORTY-FOUR THOUSAND SEVEN HUNDRED THIRTY AND NO/100 DOLLARS (\$144,730.00)**, plus tax if applicable and in accordance with the Cost Proposal in Exhibit B. This is the maximum amount to be paid under this Agreement for the work described in Section 3 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

5. PAYMENT.

The Consultant shall submit its applications for payment to City of Spokane Water Department, Administrative Office, 914 E. North Foothills Drive, Spokane, Washington 99207. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Consultant's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Consultant and pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

6. REIMBURSABLES

The reimbursables under this Agreement are to be included and considered part of the maximum amount not to exceed (above), and require the Consultant's submittal of appropriate documentation and actual itemized receipts, the following limitations apply.

- A. City will reimburse the Consultant at actual cost for expenditures that are pre-approved by the City in writing and are necessary and directly applicable to the work required by this Contract provided that similar direct project costs related to the contracts of other clients are consistently accounted for in a like manner. Such direct project costs may not be charged as part of overhead expenses or include a markup. Other direct charges may include, but are not limited to the following types of items: travel, printing, cell phone, supplies, materials, computer charges, and fees of subconsultants.
- B. Subconsultant invoices will be billed using verified hours from subconsultant invoices and the T&M rates from Exhibit B.
- C. The City will reimburse the actual cost for travel expenses incurred as evidenced by copies of receipts (excluding meals) supporting such travel expenses, and in accordance with the City of Spokane Travel Policy, details of which can be provided upon request.
- D. **Airfare:** Airfare will be reimbursed at the actual cost of the airline ticket. The City will reimburse for Economy or Coach Fare only. Receipts detailing each airfare are required.
- E. **Meals:** Meals will be reimbursed at the Federal Per Diem daily meal rate for the city in which the work is performed. *Receipts are not required as documentation.* The invoice shall state "the meals are being billed at the Federal Per Diem daily meal rate", and shall detail how many of each meal is being billed (e.g. the number of breakfasts, lunches, and dinners). The City will not reimburse for alcohol at any time.
- F. **Lodging:** Lodging will be reimbursed at actual cost incurred up to a maximum of the published General Services Administration (GSA) Index for the city in which the work is performed (*the current maximum allowed reimbursement amount can be provided upon request*). Receipts detailing each day / night lodging are required. The City will not reimburse for ancillary expenses charged to the room (e.g. movies, laundry, mini bar, refreshment center, fitness center, sundry items, etc.)
- G. **Vehicle mileage:** Vehicle mileage will be reimbursed at the Federal Internal Revenue Service Standard Business Mileage Rate in effect at the time the mileage expense is incurred. Please note: payment for mileage for long distances traveled will not be more than an equivalent trip round-trip airfare of a common carrier for a coach or economy class ticket.
- H. **Rental Car:** Rental car expenses will be reimbursed at the actual cost of the rental. Rental car receipts are required for all rental car expenses. The City will reimburse for a standard

car of a mid-size class or less. The City will not reimburse for ancillary expenses charged to the car rental (e.g. GPS unit).

- I. **Miscellaneous Travel** (e.g. parking, rental car gas, taxi, shuttle, toll fees, ferry fees, etc.): Miscellaneous travel expenses will be reimbursed at the actual cost incurred. Receipts are required for each expense of \$10.00 or more.
- J. **Miscellaneous other business expenses** (e.g. printing, photo development, binding): Other miscellaneous business expenses will be reimbursed at the actual cost incurred and may not include a markup. Receipts are required for all miscellaneous expenses that are billed.

Subconsultant: Subconsultant expenses will be reimbursed at the actual cost incurred and a four percent (4%) markup. Copies of all Subconsultant invoices that are rebilled to the City are required.

7. TAXES, FEES AND LICENSES.

- A. Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. Where required by state statute, ordinance or regulation, Consultant shall pay and maintain in current status all taxes necessary for performance. Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate.
- C. The Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.
- D. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

8. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at 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.

9. SOCIAL EQUITY REQUIREMENTS.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Consultant 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 Consultant. Consultant shall seek inclusion of woman and minority business for subcontracting. A woman or minority business is one that self-identifies to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington.

10. INDEMNIFICATION.

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

11. INSURANCE.

During the period of the Agreement, the Consultant 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 RCW Title 48;

A. Worker's Compensation Insurance in compliance with RCW 51, 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 on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this Agreement.

- i. Acceptable **supplementary Umbrella insurance** coverage combined with Consultant's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and

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

D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least two (2) years after the Agreement is completed.

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 Consultant’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.

12. DEBARMENT AND SUSPENSION.

The Consultant 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. AUDIT.

Upon request, the Consultant shall permit the City and any other governmental agency (“Agency”) involved in the funding of the Work to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available upon reasonable notice of a request by the City, including up to three (3) years after final payment or release of withheld amounts. Such inspection and audit shall occur in Spokane County, Washington, or other reasonable locations mutually agreed to by the parties. The Consultant shall permit the City to copy such books and records at its own expense. The Consultant shall ensure that inspection, audit and copying rights of the City is a condition of any subcontract, agreement or other arrangement under which any other persons or entity may perform Work under this Agreement.

14. INDEPENDENT CONSULTANT.

- A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.
- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant and not a City employee. The Consultant will notify the City Project Manager if s/he or any other Workers are within ninety (90) days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field. The City may negotiate a reduction in Consultant fees or charge a rental fee based on the actual costs to the City, for City premises or equipment.

15. KEY PERSONS.

The Consultant shall not transfer or reassign any individual designated in this Agreement as essential to the Work, nor shall those key persons, or employees of Consultant 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 Consultant's employment, the Consultant 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 Consultant from its obligations under this Agreement.

16. ASSIGNMENT AND SUBCONTRACTING.

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

17. CITY ETHICS CODE.

- A. Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, subconsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two (2) years.
- C. Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official that is intended, or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to a City employee if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the donation is disclosed as required by the election campaign disclosure laws of the City and of the State.

18. NO CONFLICT OF INTEREST.

Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any City officer or employee who was or will be involved in the consultant selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this Section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term "close family relationship" refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

19. ERRORS AND OMISSIONS, CORRECTIONS.

Consultant is responsible for professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement in the delivery of a final work product. The standard of care

applicable to Consultant's services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar services at the time said services are performed. The Final Work Product is defined as a stamped, signed work product. Consultant, without additional compensation, shall correct or revise errors or mistakes in designs, drawings, specifications, and/or other consultant services immediately upon notification by the City. The obligation provided for in this Section regarding acts or omissions resulting from this Agreement survives Agreement termination or expiration.

20. INTELLECTUAL PROPERTY RIGHTS.

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use copy and distribute every document and all the materials prepared by the Consultant for the City under this Agreement. If requested by the City, a copy of all drawings, prints, plans, field notes, reports, documents, files, input materials, output materials, the media upon which they are located (including cards, tapes, discs, and other storage facilities), software program or packages (including source code or codes, object codes, upgrades, revisions, modifications, and any related materials) and/or any other related documents or materials developed solely for and paid for by the City to perform the Work, shall be promptly delivered to the City.
- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed with the performance of the Agreement or any subcontract. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City), provided that the Consultant has identified in writing such material as pre-existing prior to commencement of the Work. If pre-existing materials are incorporated in the work, the Consultant grants the City an irrevocable, non-exclusive right and/or license to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work.
- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project, and the City releases the Consultant from liability for any unauthorized reuse of such documents.

21. CONFIDENTIALITY.

Notwithstanding anything to the contrary, City will maintain the confidentiality of Consultant'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 Consultant's materials or information and the City determines there are exemptions only the Consultant can assert, City will endeavor to give Consultant notice. Consultant will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Consultant 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.

22. DISPUTES.

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the

Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director and the Consultant's senior executive(s). If such officials do not agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to mediation, arbitration and/or alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the Agreement. Notwithstanding all of the above, if the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute, or if the Consultant provides no sufficient remedy, the City may retain the amount equal to the cost to the City for otherwise correcting or remedying the work not properly completed. Waiver of any of these rights is not deemed a future waiver of any such right or remedy available at law, contract or equity.

23. TERMINATION.

- A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.
- D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

24. EXPANSION FOR NEW WORK.

This Agreement scope may be expanded for new work. Any expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the New Work was not reasonably known either the City or

Consultant at time of contract or else was mentioned as a possibility in the solicitation (such as future phases of work, or a change in law); (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Agreement. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, Work Orders issued on an On-Call contract, and similar. New Work must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

25. MISCELLANEOUS PROVISIONS.

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- C. Americans with Disabilities Act (ADA): Specific attention by the designer is required in association with the Americans with Disabilities Act (ADA) 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611, its requirements, regulations, standards and guidelines, which were updated in 2010 and are effective and mandatory for all State and local government facilities and places of public accommodation for construction projects including alteration of existing facilities, as of March 15, 2012. The City advises that the requirements for accessibility under the ADA, may contain provisions that differ substantively from accessibility provisions in applicable State and City codes, and if the provisions of the ADA impose a greater or equal protection for the rights of individuals with disabilities or individuals associated with them than the adopted local codes, the ADA prevail unless approval for an exception is obtained by a formal documented process. Where local codes provide exceptions from accessibility requirements that differ from the ADA Standards; such exceptions may not be permitted for publicly owned facilities subject to Title II requirements unless the same exception exists in the Title II regulations. It is the responsibility of the designer to determine the code provisions.
- D. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- E. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of Spokane County.
- F. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- G. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.
- H. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- I. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall

have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

- J. Additional Provisions: This Agreement may be modified by additional terms and conditions (“Special Conditions”) which shall be attached to this Agreement as an Exhibit. The parties agree that the Special Conditions shall supplement the terms and conditions of the Agreement, and in the event of ambiguity or conflict with the terms and conditions of the Agreement, these Special Conditions shall govern.
- K. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. If conflict occurs between contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this contract to afford the City the maximum benefits.
- L. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party’s draftsmanship.
- M. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

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

PROPAGANDA CREATIVE, LLC

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 to this Contract:

Exhibit A – Certificate Regarding Debarment

Exhibit B – Consultant’s Proposal dated February 6, 2026

Exhibit C - Washington State Department of Ecology Water Quality Combined Funding Insert

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.

_____ 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)

EXHIBIT B



PROPOSAL FOR MULTI-MEDIA CAMPAIGN DEVELOPMENT

SUBMITTED TO:

City of Spokane

Attn: Tanya Lester

RFP Coordinator, City of Spokane Purchasing Department

Re: RFP #6478-26 – Ecology GROSS Grant Regional Stormwater Education Consultant

City of Spokane Purchasing Department

915 N. Nelson St.

Spokane, Washington 99202

Submitted by:

Propaganda Creative LLC

123 S. Wall St, Suite 300

Spokane, WA 99201

Jason Clerget

Owner, Founder

(509) 413-1719

Jason@propagandacreative.com

FEBRUARY 6, 2026

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SECTION 1 - INTRODUCTION

FEBRUARY 6, 2026

Ms. Lester and Members of the Selection Committee,

Propaganda Creative is pleased to submit this proposal to support the City of Spokane and the Eastern Region jurisdictions as the Ecology GROSS Grant Regional Stormwater Education Consultant. We understand the work is not simply to share information, it is to build a clear, consistent public education system that improves stormwater awareness, equips Phase II permittees with practical tools, and supports measurable adoption of best practices across the region.

Our team brings deep experience working across Eastern Washington, including Spokane and Spokane Valley, and communities throughout Benton, Asotin, Walla Walla, Franklin, Whitman, Grant, and Spokane Counties, as well as other participating jurisdictions in the Eastern Region. That regional familiarity matters. It allows us to develop messaging and visuals that feel local, practical, and credible, and to structure outreach that partners can implement consistently across jurisdictions while respecting local context.

We also bring extensive experience in public health and behavior change communications, translating complex topics into clear, practical guidance that people understand and act on. That perspective is directly aligned with the goals of this program, where education must be accessible, consistent, and built to drive real world adoption.

We will approach this engagement with a disciplined strategy, a toolkit first mindset, and a clear project management structure designed for Steering Committee coordination, Ecology compliance requirements, and grant timelines. We are prepared to deliver materials that support accessibility and language access, and to help ensure the program reaches communities equitably across the region.

Firm Information

Propaganda Creative

Principal Place of Business: 123 S Wall St, Spokane, WA

Phone: (509) 413-1719

Email: jason@propagandacreative.com

Legal Status

Limited Liability Company (LLC), operating from Spokane, Washington

Conflict of Interest Statement

We certify that no current or former employees of the participating agencies are employed by, or sit on the governing board of, Propaganda Creative as of the date of this proposal, or during the previous twelve (12) months.

Minimum Qualifications

We confirm that Propaganda Creative meets and exceeds the minimum qualifications identified in Paragraph 1.3. Our team has more than ten years of experience in branding, marketing strategy, digital media, and public engagement. We are licensed to do business in the State of Washington.

Terms and Conditions

Propaganda Creative acknowledges and agrees to comply with the terms and conditions set forth in the Request for Proposals.



Jason Clerget

Owner, Propaganda Creative

SECTION 2 — EXECUTIVE SUMMARY

CLEAR WATER. CLEAR STORY.

With the GROSS Grant supporting a unified approach across the Eastern Region, participating jurisdictions have an opportunity to raise the standard for stormwater education and stewardship. A shift like this takes more than a logo or a brochure. It takes a clear narrative, disciplined execution, and an education engine designed to move residents from awareness to action.

Propaganda Creative will partner with the City of Spokane and regional jurisdictions to build a coordinated communication system, not a set of disconnected tactics. We will establish a consistent voice and visual framework, develop a practical Resource and Information Toolkit that partner permittees can implement quickly, and activate targeted outreach across priority channels. Every deliverable will support the same outcomes, educate the public, equip permittees, and encourage everyday behaviors that protect water quality.

We bring more than capability. We bring regional proximity and practical experience translating complex topics into clear public guidance. As a Spokane based agency, we understand how Eastern Washington audiences engage, from urban centers to rural and agricultural communities. That familiarity supports faster collaboration, stronger local relevance, and messaging grounded in real regional context.

This engagement is built for momentum and accountability. We recommend starting with a focused Discovery Phase to align the Steering Committee, confirm audiences and success metrics, and audit existing materials and channels. From there, we will build the regional brand system and the Resource and Information Toolkit, then move into campaign activation, optimization, and reporting aligned with grant milestones through June 2027. Our workflow uses a simple shared project tracker so partner jurisdictions can stay informed and approve deliverables without added meetings or day to day administrative load.

Public education is built on trust. Residents do not need louder messages. They need clearer ones. Our role is to translate stormwater requirements into communication that is accessible, multilingual, and easy to act on, while giving partner jurisdictions the tools and structure to deliver it consistently across the region.

SECTION 3 — FIRM OVERVIEW, SIZE, AND CAPACITY

WHO WE ARE & COMPETITIVE ADVANTAGE

Propaganda Creative is a Spokane-based branding and communications firm with more than 15 years of experience delivering campaigns, toolkits, and public-facing materials for public, nonprofit, and community-serving organizations. Our work emphasizes clarity, accessibility, and practical implementation across complex, multi-stakeholder programs.

We bring together strategists, designers, content creators, and technical specialists built to support public education initiatives that require consistent messaging and organized, partner-ready deliverables.

Rather than coordinating multiple vendors for strategy and creative production, the City and Steering Committee will work with a single, integrated team. This reduces handoffs, keeps timelines tight, and supports consistent execution across deliverables.

WHAT SETS US APART

Local insight and on-site access

We are based in Spokane and work across Eastern Washington. We understand the region's mix of urban, rural, and agricultural communities and can collaborate in person when needed.

Technical accuracy, clear language

We respect the complexity of NPDES requirements and Ecology expectations, while translating them into resident-friendly communication that is direct, practical, and actionable.

Adaptable production capacity

Public education work evolves. We scale design and content resources by phase to meet deliverable volume and timelines, without slowing the program.

Operational discipline

We provide clear ownership, predictable review windows, and transparent status so the Steering Committee always knows what is in motion and what comes next.

Authentic regional storytelling

Eastern Washington audiences recognize what is real. We prioritize local landscapes, infrastructure, and community context over generic stock imagery.

SECTION 4 — TECHNICAL PROPOSAL

UNDERSTANDING OF PROJECT REQUIREMENTS AND PROPOSED APPROACH

Understanding of Project Requirements

The City's requirements for the Ecology GROSS Grant Regional Stormwater Education Consultant are clear. The program must deliver a coordinated, region-wide stormwater education effort that meets Washington Department of Ecology requirements, supports Phase II permittees, and encourages measurable improvements in resident understanding and behavior across participating jurisdictions.

This work must function within a multi jurisdictional governance structure, align with Steering Committee processes, incorporate language access and accessibility requirements, and remain responsive as priorities evolve over the grant period. We will incorporate environmental justice principles by designing outreach to reduce barriers and improve access for diverse communities across the region. In coordination with the Steering Committee, we will prioritize inclusive distribution, clear plain language, accessible formats, and language accessible materials, and we will adapt outreach based on geographic and demographic needs so stormwater education is reachable and usable for all residents. Success depends on consistency, practical implementation, and disciplined execution.

The proposed work fully addresses the Multi-Media Campaign Development, branding, accessibility, language access, and Resource Toolkit requirements outlined in the Scope of Services.

Proposed Approach

Our approach is to build and operate a shared education system that connects strategy, creative development, toolkit production, and campaign coordination. Public education, permittee support, and behavior change are treated as one integrated program so messaging, assets, and reporting stay aligned across jurisdictions and channels.

Key elements of the approach include:

- Assessment of digital needs and recommendations for the most practical digital presence for the region, whether a shared hub page, microsite, or partner hosted implementation, with a preference for the lowest maintenance approach for jurisdictions.
- A consistent regional narrative supported by defined voice, tone, and visual standards.
- Practical, permittee-ready toolkits that reduce implementation burden across jurisdictions
- Audience-centered messaging that translates technical stormwater concepts into clear, actionable guidance
- Accessibility and multilingual delivery incorporated into core materials
- Performance monitoring and reporting aligned with grant milestones and compliance needs

Methodology for Management and Successful Completion

Project management is structured to provide transparency, accountability, and predictable delivery.

Our management methodology includes:

- A single point of contact supported by a dedicated project manager
- Defined roles, responsibilities, and decision authority at kickoff
- Established review and approval workflows with agreed upon timelines
- Regular Steering Committee check-ins to confirm priorities, resolve issues, and document decisions
- Active tracking of tasks, dependencies, and deliverables using a shared project tracker available to the City and Steering Committee

SECTION 4 — TECHNICAL PROPOSAL, CONTINUED

UNDERSTANDING OF PROJECT REQUIREMENTS AND PROPOSED APPROACH

Proactive Issue, Risk, and Scope Management

We manage risk proactively to protect schedule, budget, and compliance.

- Confirming success metrics, approval paths, and decision owners at kickoff
- Maintaining a rolling 30 to 60 day production plan tied to grant milestones
- Using consolidated review windows to reduce delays and rework

Scope changes are avoided whenever possible and treated as a last resort unless requirements or deliverables materially change. Any scope adjustments are managed through a clear change control process designed to prevent surprises and are addressed in detail within the fee and contract terms.

Change control, transparency, no surprises:

- We do not introduce change orders as a default operating method
- A change request is initiated only when new requirements, new deliverables, or material direction would otherwise impact the approved scope
- Each change request includes the reason for change, options to swap or defer work, and the impact on cost, schedule, and deliverables
- Work proceeds only after written approval from the City

Escalation:

- If a decision, delay, or external dependency threatens a milestone, we escalate quickly with options for Steering Committee approval, including adjusting the sequence, approved substitutions, or streamlined alternatives, along with a recommended path forward.

Creative and Technical Considerations

Creative execution prioritizes clarity, accessibility, and regional relevance. Materials are designed to be easy to use, easy to share, and consistent across jurisdictions. Technical accuracy is maintained while ensuring communication remains resident-friendly and actionable.

SECTION 4 — TECHNICAL PROPOSAL, CONTINUED

DETAILED WORK PLAN AND DELIVERABLES

Work Plan Overview

The work plan is organized into four core phases to support planning, production, and execution, followed by a defined closeout and handoff period.

PHASE 1: DISCOVERY & ALIGNMENT

Tasks and activities:

- Project kickoff and communication protocols
- Review grant requirements, compliance needs, and existing materials
- Partner and channel review across participating jurisdictions
- Inventory partner digital channels and stormwater touchpoints, websites, social, email, and resources
- Identify priority audiences, topics, and success metrics
- Assess digital needs and recommend the best fit digital presence, hub page, microsite, or partner hosted, prioritizing low maintenance
- Confirm accessibility and language requirements

Key deliverables:

- Discovery summary and recommendations
- Partner and channel inventory
- Draft measurement and reporting framework

PHASE 2: STRATEGY DEFINITION & PLANNING

Tasks and activities:

- Develop regional messaging framework
- Define voice, tone, and visual direction
- Map resident education journey from awareness to action
- Finalize toolkit structure and content priorities
- Apply WCAG 2.1 AA considerations to core layouts, templates, and content frameworks, including graphics and infographics, as they are developed.

Key deliverables:

- Regional campaign plan
- Messaging and creative framework
- Toolkit structure and content outline

PHASE 3: CREATIVE AND TOOLKIT PRODUCTION

Tasks and activities:

- Creation of regional brand system and usage guidance
- Development of Resource and Information Toolkit templates and partner-ready assets
- Production of core educational content
- Translation and accessibility adaptation as required
- Translation for core materials, English, Spanish, Arabic, Russian, and Vietnamese, with additional languages added based on regional demographics and Steering Committee direction.
- Development of residential and commercial outreach materials

Key deliverables:

- Regional brand assets and guidelines
- Resource and Information Toolkit and templates
- Content library including multilingual and accessible formats

PHASE 4: LAUNCH SUPPORT, COORDINATION, AND REPORTING

Tasks and activities:

- Campaign launch support and content calendar coordination
- Partner coordination and deployment support
- Performance monitoring and reporting
- Ongoing reporting aligned with grant milestones and Steering Committee need

Key deliverables:

- Monthly performance reports and recommendations
- Program updates and adjustments (as approved)
- Final program summary and closeout documentation

SECTION 4 — TECHNICAL PROPOSAL CONTINUED

SAMPLE DELIVERABLES (TBT)

Sample Deliverables

To clarify what the work can look like in practice, the items below are representative examples of deliverables anticipated under the Regional Brand System and the Resource and Information Toolkit. Final quantities, formats, and priorities will be confirmed during Discovery based on Steering Committee direction, required languages, accessibility needs, and jurisdictional deployment requirements.

Regional Brand System

- Regional brand guidelines, PDF plus editable source files
- Logo package, primary, secondary, one color, and small format versions
- Color palette and typography standards
- Icon set and simple graphic elements designed for stormwater education topics
- Voice and tone guidance, messaging do's and don'ts, example headlines and calls to action

Resource and Information Toolkit

- Toolkit overview and partner usage guide, how to deploy, where to find files, how to request updates
- Messaging library, resident and commercial, core talking points, key terms, and simple action statements
- Social template set, editable Canva templates for common formats and platforms, with topic variations
- Fact sheet templates, residential and commercial formats with infographic elements and QR codes
- Quick action checklists, one page and two page versions for common behaviors and best practices
- Outreach handouts, flyers or door hanger templates designed for partner deployment
- Infographics, priority pollutant topics, simple before and after visuals, clear "what to do" prompts
- Partner co brand templates, options for jurisdictions to add local logos or contact information while maintaining regional consistency
- Short-form educational videos or animated explainers with captions, plus cutdowns for social
- Simple motion versions of key graphics for digital placements

Accessibility and language ready production

- WCAG 2.1 AA design checks applied throughout development of core templates and toolkit materials
- Accessibility-ready source files and formatting standards for consistent partner use
- All graphics, images, infographics, and digital materials will be produced to meet web accessibility standards, including WCAG 2.1 AA requirements
- Translation-ready source files and a version-control approach for multilingual updates
- Multilingual versions of core materials aligned to the approved language access plan

Reporting and measurement support

- UTM tracking guidance for consistent campaign tagging across partners
- Reporting template aligned to grant milestones, suitable for monthly or milestone-based summaries

These sample deliverables are provided for planning clarity and may be substituted or resequenced with Steering Committee approval to maintain schedule, budget, and compliance alignment.

SECTION 4 — TECHNICAL PROPOSAL, CONTINUED

DETAILED SCHEDULE

Project Schedule

A detailed project schedule with completion dates for each phase and deliverable will be provided following kickoff and refined during Discovery. Our work sessions with the Steering Committee will produce a shared, realistic timeline aligned with priorities, review cycles, seasonal considerations, and grant deadlines through June 2027. Target completion dates for all major outputs will be finalized during Discovery and managed through the project workflow.

SAMPLE TIMELINE (FOR PLANNING PURPOSES)

PHASE 1: DISCOVERY AND ALIGNMENT

Weeks 1 to 4

- Kickoff and work sessions to confirm goals, audiences, success metrics, and approval milestones
- Review existing materials and partner channels to identify gaps and opportunities
- Deliverable: Creative brief, measurement framework, and draft strategic timeline

PHASE 2: STRATEGY AND PLANNING

Month 2

- Define regional messaging, campaign pillars, and resident journey
- Confirm voice, tone, and visual direction
- Confirm toolkit structure and content priorities
- Deliverable: Regional campaign plan and messaging and creative framework

PHASE 3: CREATIVE AND TOOLKIT PRODUCTION

Months 3 to 5

- Produce the regional brand system and partner usage guidance
- Develop the Resource and Information Toolkit templates and core content
- Translate and adapt materials as required, ensuring accessibility standards are met
- Deliverable: Regional brand guidelines and the permittee-ready Resource and Information Toolkit

PHASE 4: LAUNCH SUPPORT AND REPORTING

Ongoing through June 2027

- Support campaign launches and coordinate the content calendar across partner channels
- Provide partner coordination, deployment support, and ongoing reporting aligned with grant milestones
- Deliverable: Monthly reporting, recommendations, and approved program updates

PHASE 5: CLOSEOUT AND HANDOFF

Final month

- Compile final reporting and documentation
- Provide a toolkit handoff and training session for long-term use Deliverable: Final summary report and handoff package

FIRM EXPECTATIONS AND CITY STAFF INVOLVEMENT

A clear, lightweight coordination structure.

City and Steering Committee involvement:

- Designate a primary City point of contact and confirm decision makers for approvals.
- Participate in scheduled check-ins and provide consolidated feedback during review windows.
- Provide access to existing materials, prior outreach efforts, partner contacts, and any required compliance guidance.

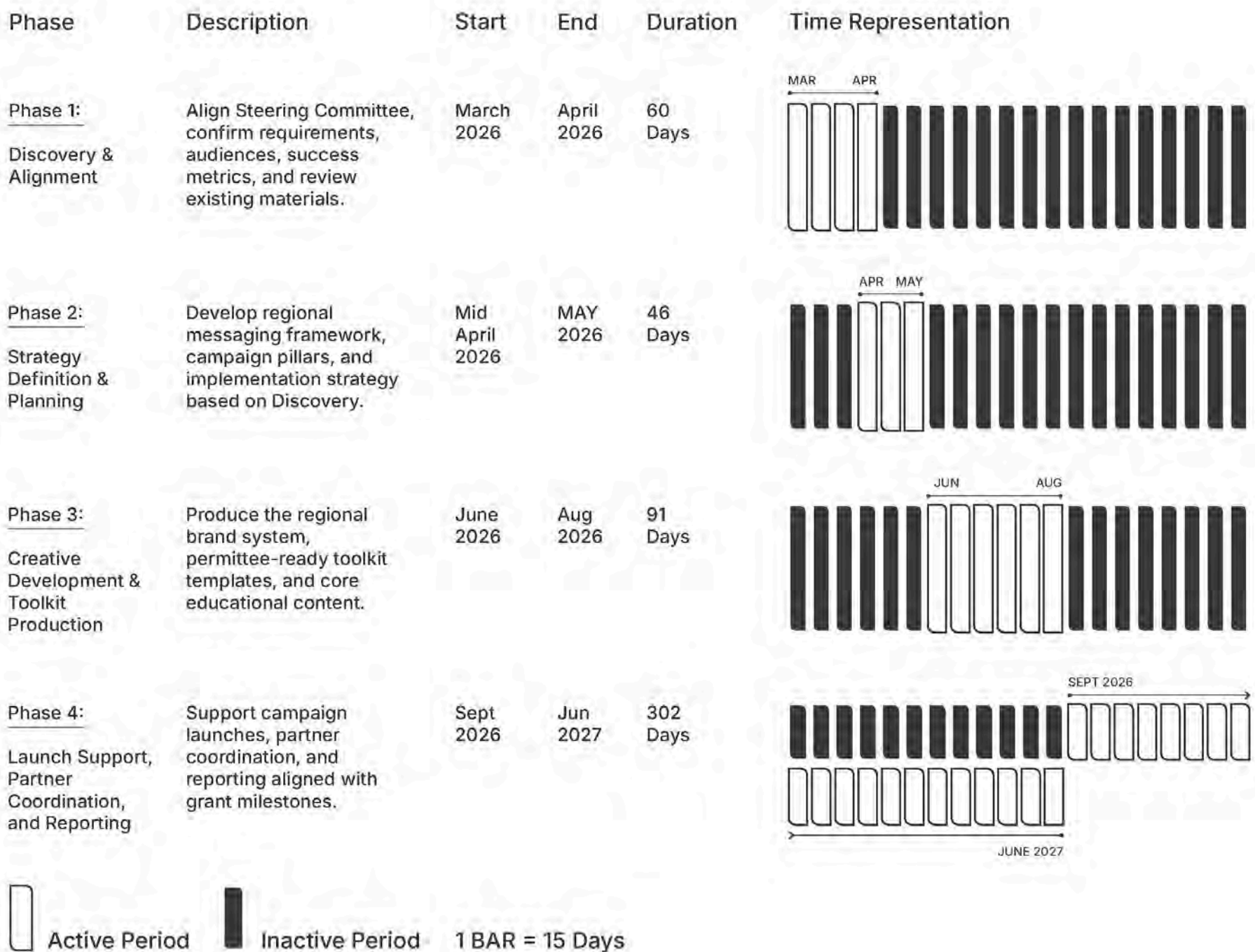
Our expectations are intended to keep the workflow efficient, and maintain on-time delivery of grant milestones.

SECTION 4 — TECHNICAL PROPOSAL CONTINUED

SAMPLE TIMELINE OVERVIEW

The sample timeline below illustrates how the proposed work plan aligns with the full grant period, from March 2026 through June 2027, and supports key Ecology and Steering Committee milestones. The schedule reflects a phased approach with intentional overlaps to maintain momentum, built-in review buffers to accommodate Steering Committee coordination, and flexibility to adjust sequencing following Discovery.

This visual is provided to demonstrate accountability, clarify how phases relate to one another over time, and show how the work remains aligned with grant timelines and Ecology compliance requirements.



Proposed timeline aligned with Ecology GROSS grant requirements full support through June 30, 2027 closeout

SECTION 5 — MANAGEMENT PROPOSAL

FIRM, STAFF, AND TEAM EXPERIENCE

Core Team

Propaganda Creative will assign a dedicated leadership team to ensure the success of this project. We selected this team based on their experience supporting state and public organizations, their related experience with the subject matter, and their tenure delivering the campaign planning, brand systems, toolkits, and public-facing materials required by this RFP. The individuals below will serve as the primary points of contact, providing the City of Spokane and the Steering Committee with direct access to agency leadership and creative oversight throughout the grant lifecycle.

Project Leadership, Lines of Authority, and Responsibilities

Prime responsibility and authority for the work will be held by Jason Clerget, Owner and Principal-in-Charge.



JASON CLERGET

Propaganda Creative, Owner & Strategic Direction

- Role: Owner, creative strategy, and primary point of contact
- Responsibilities: Executive oversight, strategy leadership, Steering Committee coordination, issue escalation and resolution, final review and approval of key deliverables
- Qualifications: Owner and Creative Director of Propaganda Creative with 15 years of experience leading branding, web, and campaign work across disciplines. Washington-based with early background in construction and wastewater-related environments, bringing practical technical fluency and a strong regional perspective.
- Availability: 25% allocation



CAITLIN PINTER

Propaganda Creative, Director of Sales & Marketing

- Role: Channel strategy, distribution planning, and performance support
- Responsibilities: Channel mix recommendations, digital outreach planning, partner channel coordination support, SEO guidance for digital presence recommendations, and measurement support aligned to reporting needs
- Qualifications: 12+ years of experience in sales, digital advertising, social media management, and strategic planning. Degree in business with a minor in marketing from Eastern Washington University. Strong local ties and experience translating strategy into practical execution.
- Availability: 20% allocation



DEVIN TAYLOR

Propaganda Creative, Creative Director

- Role: Brand oversight and visual strategy
- Responsibilities: Creative direction, visual system development, toolkit design oversight, design quality control, and accessibility-aligned design execution
- Qualifications: 10+ years of experience in visual identity and digital interface design, with a focus on user experience and clear, accessible communication.
- Availability: 20% allocation

SECTION 5 — MANAGEMENT PROPOSAL CONTINUED

TEAM OVERVIEW

Propaganda Creative is an in-house, Spokane-based agency with a multidisciplinary team that spans strategy, design, content, and technical execution. This structure allows us to support complex initiatives without relying on outsourced vendors, ensuring consistency, accountability, and close collaboration throughout the project lifecycle.



JASON CLERGET
Principal & Founder
Executive oversight and strategic guidance.



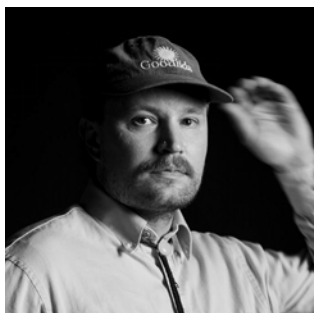
KYLE HURLEY
Principal, Managing Partner
Executive oversight and strategic guidance.



CAITLIN PINTER
Partner, Director of Sales
Project and workflow management.



DEVIN TAYLOR
Creative Director
Brand stewardship. Visual direction and creative quality.



JOEY B
Senior Graphic Designer



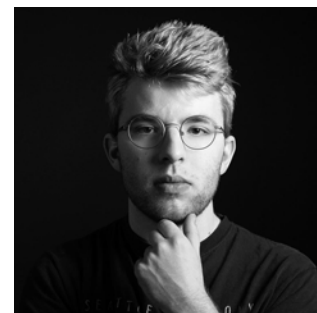
SHANE S
Art Director



CARSTEN B
Digital Marketing Director



ANNABELLE F
Digital Media Designer



PHILLIP C
Videographer & Photographer



EMILY C
Lead Web Developer



ERIN D
Full-Stack Developer



ALDEN W
Web Developer



AIDAN O
UI/UX Designer



RHONDA A
Copywriter

SECTION 5 — LEADERSHIP TEAM

TEAM ASSIGNMENTS AND RESOURCE ALLOCATION

The leadership team above provides continuity from Discovery through closeout. Additional design and content production support will be allocated by phase to meet deliverable volume and timelines. Resource levels will scale up during Discovery, planning, and toolkit production, then scale appropriately during ongoing coordination and reporting.

Deliverable Ownership and Quality Control

Each major deliverable listed in Section 4 will be assigned a single owner from the core team (Jason, Devin, or Caitlin) responsible for final sign off. All assets undergo two internal quality control rounds (creative and accessibility) prior to Steering Committee review. Scope changes and issue escalation will follow the change control process outlined in Section 4, with Jason Clerget serving as the escalation owner and final authority for change requests, which proceed only with written City approval. We use a shared Monday.com project board and a weekly 30 minute check in so the Steering Committee always knows what is in review, what is approved, and what is scheduled next.

PROJECT MANAGEMENT AND COORDINATION

To ensure clear communication, accountability, and minimal administrative burden on staff, the project will be managed through a shared Monday.com workspace. This platform provides a centralized view of priorities, timelines, deliverables, and approvals without requiring daily participation from leadership or partner agencies.

The system is designed for low friction use. Agency staff can engage at the level that fits their role, from high level visibility into progress and approvals to optional task level collaboration. Notifications are limited and purposeful, and critical milestones, review periods, and approvals are identified in advance.

This approach reduces email volume, prevents version confusion, and creates a clear record of decisions and progress. Most importantly, it keeps leadership informed and confident in execution without adding operational overhead or requiring more than a brief orientation.

ACCESSIBILITY VALIDATION

Accessibility validation is the final review step used to confirm materials meet WCAG 2.1 AA standards after production. Validation includes checks for:

- Color contrast ratios
- Font size, spacing, and readability
- Heading structure and document hierarchy
- Alternative text for images, icons, and infographics
- Screen reader compatibility and tagging for PDF
- Caption accuracy and readability for video assets

DELIVERABLE SCHEDULE MANAGEMENT

Assumes Notice to Proceed, March 2026, timeline will be confirmed in Discovery.

- Discovery summary and partner inventory – Week 4, March 2026
- Campaign plan and messaging framework – Month 2, April 2026
- Regional brand guidelines – Month 3, May 2026
- Toolkit v1 – Month 4, June 2026
- Multilingual toolkit set – Month 5, July 2026
- Launch readiness package – Month 6, August 2026
- Monthly reporting begins – Month 6, August 2026, ongoing through June 2027
- Final closeout package – June 2027

SECTION 6 — REFERENCES

Propaganda Creative has provided a list of 5 contracts from the last 3 years that demonstrate our ability to perform the services required under this RFP. Propaganda Creative grants permission to the City to contact the list provided.

HOOPFEST | 2020 - PRESENT

Ongoing support since 2020 including annual campaign creative, event communications, digital and on-site assets, and sponsor integration. Work includes developing consistent visual systems across channels, creating participant-facing information materials that are clear and easy to navigate, and supporting high-volume public communications tied to schedules, locations, and event updates. **Overview is available in Appendix A under “Hoopfest.”**

PRIMARY REFERENCE - Riley Stockton, Executive Director — Spokane Hoopfest

riley@spokanehoopfest.net
(509) 951-0605

WHITMAN COUNTY PUBLIC HEALTH | 2022-PRESENT

Ongoing partnership supporting brand and website improvements, plus public health campaigns where clarity, trust, and speed matter. Work has included strategy and rollout of public-facing communications on topics such as substance use prevention, STI awareness, respiratory illness, and measles outbreak messaging, using a mix of video, animation, illustration, copywriting, and digital content. **Overview is available in Appendix A under “Whitman County Public Health.”**

PRIMARY REFERENCE - Corrin McMichael, Deputy Director — Whitman County Public Health

corrin.mcmichael@whitmancounty.gov
(509) 553-1792

COLUMBIA COUNTY PUBLIC HEALTH 2024-PRESENT

Brand identity development and launch of the organization’s first standalone website, with expanded support including social media, major public-facing reports (CHNA and CHIP), and video production to support clear, accessible community messaging. Work also included air quality awareness communications that translated AQI guidance into resident-friendly, protective actions. **Overview is available in Appendix A under “Columbia County Public Health.”**

PRIMARY REFERENCE - Jan Strohbehn, Administrator— Columbia County Public Health

jan_strohbehn@co.columbia.wa.us
(509) 382-2181 ext 395

VISIT SPOKANE | 2023-PRESENT

Brand and identity support focused on maintaining a cohesive regional story across diverse neighborhoods, audiences, and seasonal priorities while preserving one consistent brand experience. Work included developing high-impact hero creative along with a practical content library designed for use by multiple stakeholders across campaigns, platforms, and timelines without losing continuity. **Overview is available in Appendix A under “Visit Spokane.”**

Jeff Hawley, President of Marketing — Visit Spokane

jhawley@visitspokane.com
(509) 742-9373

KNIFE RIVER | 2020-PRESENT

Brand and communications support including brand strategy, print and marketing collateral, photography, video, motion graphics, and website design and development. Work focused on building a clear, user-friendly digital presence that highlights a complex product offering, supports search visibility, and reinforces Knife River’s commitment to quality, safety, and sustainability. **Overview is available in Appendix A under “Knife River.”**

Blake Johnson, Commercial Director — Knife River Prestress

blake.johnson@kniferiver.com
(509) 934-0286

SECTION 7 — COST PROPOSAL

This cost proposal is structured to clearly separate professional services fees from third-party costs. Our fees cover planning, strategy, creative development, toolkit production, partner coordination, and reporting in the Technical Proposal (Section 4, pages 6–11) and the Management Proposal (Section 5, pages 12-14).

FEE STRUCTURE

Professional services are provided on a not-to-exceed basis, with billing tied to completed work and approved deliverables.

INCLUDED IN PROFESSIONAL FEES

Tasks and activities:

- Discovery and alignment work sessions, asset and channel review, and documentation
- Regional campaign planning, messaging framework, and creative direction
- Regional brand system and usage guidance
- Resource and Information Toolkit development, including templates and partner-ready assets
- Content development and production for required outreach materials
- Partner coordination support, review windows, and approvals facilitation
- Reporting aligned to grant milestones and compliance needs

PAID MEDIA BUY COSTS

Tasks and activities:

The RFP requires the campaign plan to identify delivery channels and estimated paid media buy costs aligned to grant milestones. Our professional fees include planning and estimating paid media buy costs within the campaign plan.

Paid media placement, ad spend management, and media buying services are excluded from this scope unless added by written amendment.

PASS-THROUGH AND THIRD-PARTY COSTS

If required for this project, third-party services will be treated as pass-through costs and proposed for City approval in advance. Examples may include:

- Professional translation and cultural review
- Accessibility validation or testing
- Printing and distribution
- Stock licensing when local assets are not feasible

All pass-through costs will be approved, documented and billed at cost unless otherwise agreed.

ASSUMPTIONS

- The City will designate a primary point of contact and provide consolidated feedback during review windows.
- The Steering Committee will participate in scheduled work sessions needed to confirm priorities and approvals.
- Existing materials, partner contacts, and compliance guidance will be provided as needed to support timely delivery.
- Accessibility requirements, including WCAG 2.1 considerations, are incorporated into design and production as work is developed, with checks performed throughout Phases 2 and 3 to prevent rework.

SECTION 7 - COST PROPOSAL, CONTINUED

The Cost Proposal identifies all costs necessary to complete the work and produce the required deliverables, as a fully detailed budget with a total not-to-exceed amount.

Our budget is structured to front-load discovery, strategy, and toolkit production early in the project to establish a consistent regional system partners can use, then maintain lighter, predictable support through June 2027 for coordination, reporting, and approved updates. This approach prioritizes durable deliverables, minimizes rework across jurisdictions, and keeps the program on schedule while remaining within the grant's budget realities.

Washington State sales tax, if applicable, will be collected and remitted by the Firm and is not included in the amounts shown below.

TOTAL NOT-TO-EXCEED COST (NTE): \$144,730

This total is structured to remain within the grant budget while preserving the staffing and production capacity required to deliver the Regional Campaign Plan and the Resource and Information Toolkit on schedule.

BUDGET SUMMARY

The budget is separated into internal professional services labor and defined third-party costs for translation and accessibility validation. Estimated hours reflect internal labor only.

Budget

Phase	Scope focus	Estimated hrs	Allocation
Phase 1, Discovery and Alignment	Kickoff, requirements review, partner channel inventory, measurement framework	170	\$28,900
Phase 2, Strategy Definition and Planning	Campaign plan, messaging framework, toolkit structure, accessibility checks (WCAG 2.1)	194	\$32,980
Phase 3, Creative Development and Toolkit Production	Brand system, toolkit templates, core content production, WCAG 2.1 accessibility-ready files	220	\$37,400
Phase 4, Launch Support, Coordination, and Reporting	Partner coordination support, reporting aligned to grant milestones, approved updates	145	\$24,650
Phase 5, Closeout and Handoff	Final documentation and toolkit handoff and training	40	\$6,800
Totals		769	\$130,730

Estimated level of effort is provided to support planning and transparency. Hours reflect anticipated internal professional services effort only.

SECTION 7 - COST PROPOSAL, CONTINUED

THIRD-PARTY COSTS INCLUDED WITHIN NOT TO EXCEED

The RFP requires language-accessible materials. The costs below are included within the total not-to-exceed amount and will be coordinated through the City’s review and approval process. This is an estimate based on the anticipated scope, the required languages, and final word counts. Actual costs may be lower, and will not exceed the amount shown without prior City approval.

Item	Allocation
Professional translation and cultural review (allowance, TBD during Discovery)	\$14,000

Budget Summary

Category	Allocation
Professional services, labor and project management (769 hours at \$170 per hour, including accessibility checks during Phases 2 and 3)	\$130,730
Translation and accessibility validation (included within NTE)	\$14,000
Total	\$144,730

FEE STRUCTURE

Hourly Rate \$170/hr

Professional services are provided on a not-to-exceed basis, with billing tied to completed work and approved deliverables. **Our standard professional services rate is \$200 per hour. For this engagement, and to support budget efficiency over the full grant period, we have reduced our billing rate to our established retainer rate of \$170 per hour.**

Billing and Invoicing

We recommend predictable monthly progress billing to support steady program delivery and straightforward budget tracking.

- Invoices are issued monthly and applied against the total not-to-exceed amount.
- Each invoice includes a summary of work completed, hours by role, deliverables produced, and the remaining not-to-exceed balance.
- Billing is aligned to the project phases, with higher effort during Discovery, planning, and toolkit production, and lighter coordination and reporting support through June 2027.

If the City prefers a different billing schedule, we are flexible and can align invoicing to the arrangement the City prefers while maintaining the same not-to-exceed total.

SECTION 8 - DISCLOSURES

To support efficient review, the certifications and disclosures below are provided in one place.

CONFLICT OF INTEREST

Propaganda Creative certifies that no current or former employees of the participating Agencies are employed by, or sit on the governing board of, Propaganda Creative as of the date of this proposal or during the previous twelve (12) months.

Propaganda Creative LLC and its personnel have no current or former employment relationships with the City of Spokane that would violate SMC Chapter 1.04A. We confirm no conflicts of interest exist.

STAFF COMMITMENT AND SUBSTITUTION

Propaganda Creative commits that the staff identified in this proposal will perform the assigned work. Any staff substitution will require prior approval of the City.

CONTRACT TERMINATION FOR DEFAULT

Propaganda Creative has not had any contracts terminated for default within the past five (5) years.

SUB-CONSULTANTS AND THIRD-PARTY SERVICES

At this time, no sub-consultants are anticipated. If specialized services such as professional translation are required as part of the approved deliverables, qualified providers will be proposed for City approval in advance, including name, address, and scope of services.

TERMS AND CONDITIONS

Propaganda Creative acknowledges and agrees to comply with the terms and conditions set forth in the Request for Proposals.

ECOLOGY GRANT CONTRACT INSERT COMPLIANCE

We will include Ecology funding recognition and logo on public facing materials, provide record access and retention, and acknowledge Ecology's document rights as required by the grant contract insert.

ACKNOWLEDGEMENT OF RFP ATTACHMENTS AND PROCUREWARE REQUIREMENTS

Propaganda Creative acknowledges receipt and review of all RFP documents and attachments associated with RFP #6487-26, including all materials provided through the City of Spokane ProcureWare system. This includes Attachment 1 (Proposal Document), Attachment 2 (Terms and Conditions), Attachment 3 (Contract Insert), and Attachment 4 (Certification Regarding Lobbying).

We confirm that our proposal has been developed in accordance with these requirements and that we will execute the work in compliance with the terms, conditions, certifications, and contractual provisions outlined in the referenced attachments.

APPENDIX A RELEVANT WORK

VISIT WEBSITE 

SCAN HERE TO
VISIT WEBSITE



RELEVANT WORK

The following examples illustrate Propaganda Creative's experience delivering public-facing campaigns, toolkits, and educational materials comparable in scope and complexity to this RFP. These examples are provided as supporting documentation and demonstrate our ability to translate complex information into clear, accessible, and partner ready deliverables.

This work is relevant to the Eastern Washington Stormwater Education scope because it combines multi stakeholder coordination, plain language education, multi format production, and durable systems that partners can deploy consistently over time.

HOW THIS EXPERIENCE ALIGNS WITH THE SCOPE OF SERVICES

Campaign strategy and messaging frameworks

We build clear messaging systems and campaign plans that translate technical topics into simple actions the public can understand and adopt.

Toolkit and template development

We create organized asset libraries, templates, and partner guidance so jurisdictions can deploy materials quickly without reinventing standards.

Digital education and web experience

We design and build digital resources that make complex information easy to find, easy to navigate, and practical to use.

Video and motion for comprehension

We use video and motion graphics to improve understanding, reduce confusion, and increase engagement when topics are complex or unfamiliar.

Print and community facing materials

We produce production ready collateral, signage, and handouts that support outreach in real world environments.

Accessibility and usability by design

We incorporate WCAG 2.1 considerations during development so materials are readable, scannable, and usable across audiences.

Multi language communication support

We plan for language access and translation needs so core materials can be deployed equitably across communities and jurisdictions.

Partner coordination and approvals

We work within committee review processes, manage feedback cycles, and keep work moving without surprises or rework.

For reference only. Use the link or scan the QR code in the top right corner of this page to view our portfolio and other work samples.

APPENDIX A RELEVANT WORK

[WATCH VIDEO](#) 

HOOPFEST

Beginning in 2020, Propaganda Creative has partnered with Hoopfest on a multi-year creative program that refreshes annually while maintaining a consistent core brand. Each season requires high-volume production across digital, print, and on-street event environments, tight timelines, and coordination across multiple stakeholders. Our role has been to steward the brand while building a repeatable system that delivers scale without sacrificing quality, clarity, or consistency.

This experience is directly relevant to the Eastern Washington Stormwater Education scope because the program requires a unified regional system that can scale across jurisdictions, support high-volume partner deployment, and adapt over time without losing clarity or consistency. Our Hoopfest work demonstrates how we build durable creative frameworks and organized asset libraries that multiple stakeholders can use reliably, while still allowing for annual or topic-based refreshes as priorities evolve.

Work Completed

- Brand identity stewardship and annual creative refresh
- Campaign direction, including thematic development and year-over-year positioning
- Marketing strategy support and channel coordination
- Digital experience design and web development for participant-facing platforms
- Collateral and signage systems, including production-ready environmental graphics
- Video and motion assets for social and digital distribution
- Custom iconography and 3D elements to maintain visual cohesion at scale



APPENDIX A RELEVANT WORK

WATCH VIDEO 

SCAN HERE TO
WATCH VIDEO



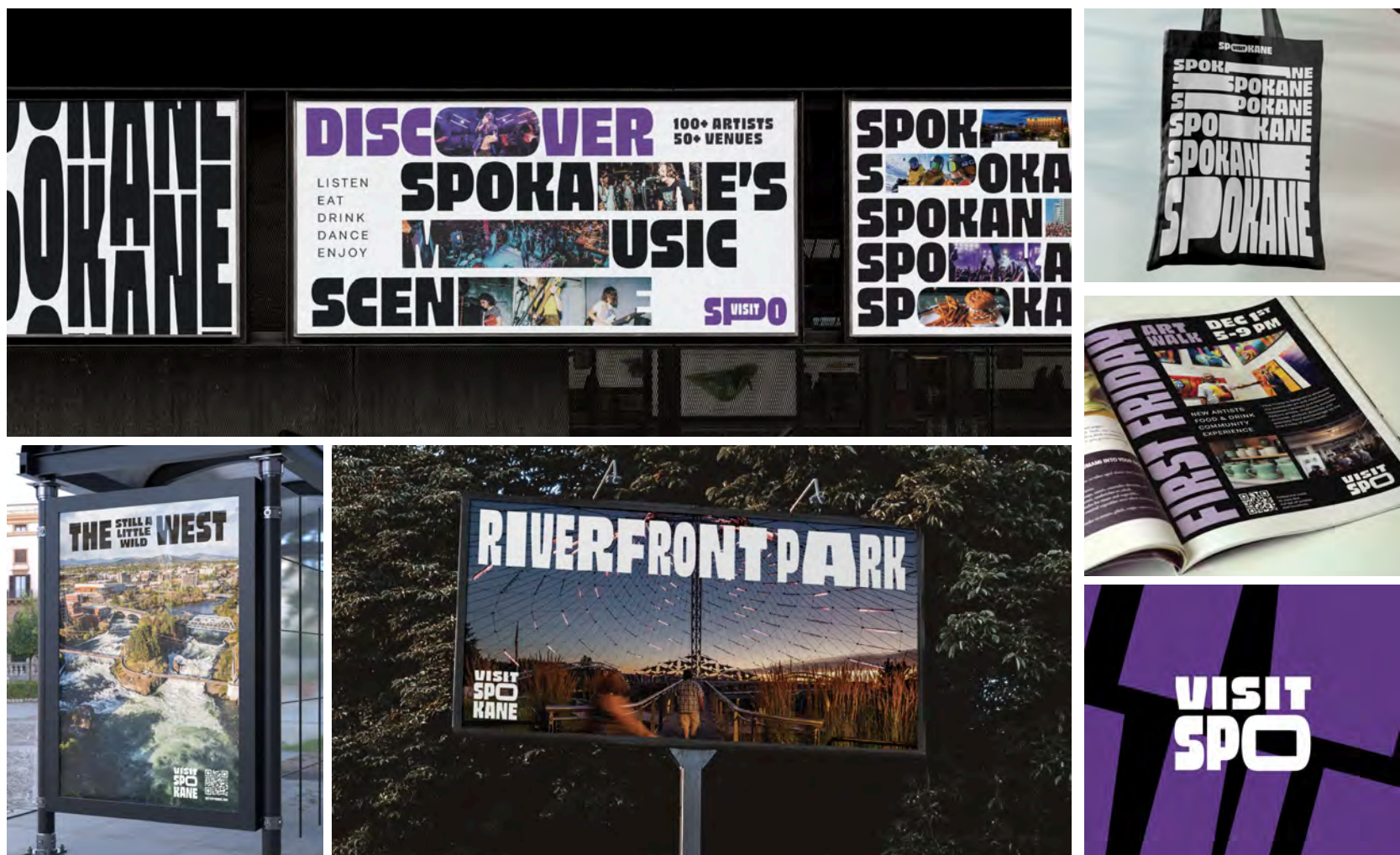
VISIT SPOKANE

Propaganda Creative supported Visit Spokane with regional brand and campaign work designed to tell one cohesive story across multiple neighborhoods, audiences, and seasonal priorities. The work balanced high-impact hero creative with a practical content library and templates that could be deployed by multiple stakeholders across platforms without losing quality, continuity, or brand consistency.

This experience is directly relevant to the Eastern Washington Stormwater Education scope because the program requires a unified regional system that can be used across jurisdictions, adapted over time, and deployed by multiple partners without creating fragmentation. Our Visit Spokane work demonstrates how we build a consistent regional framework, then equip stakeholders with organized, ready-to-use assets that maintain standards while supporting a wide range of topics, channels, and timelines

Work Completed

- Photography, place-based and lifestyle imagery capturing Spokane's districts and community energy
- Video, short-form content designed for digital promotion and social reach
- Branding and identity, refreshed look and feel with supporting identity elements for consistent regional voice
- Wayfinding and environmental design, visitor-oriented systems supporting physical navigation
- Digital and web, campaign creative and web assets optimized for ongoing stakeholder use
- Print and graphic design, visitor materials and collateral templates designed for repeatable deployment



APPENDIX A RELEVANT WORK

VISIT SITE 



COLUMBIA COUNTY PUBLIC HEALTH

Propaganda Creative partnered with Columbia County Public Health to develop a cohesive brand identity and launch their first standalone website. The work expanded into ongoing public education support, including major community health reports and multimedia content designed to make technical information clear, useful, and credible for residents.

Across complex topics including air quality, fentanyl addiction, youth cell phone addiction, and community health assessments, we helped translate data, guidance, and prevention messaging into community-ready communication that residents could understand and act on.

This experience is directly relevant to the Eastern Washington Stormwater Education scope because the program requires translating technical guidance into plain-language actions, producing accessible digital resources, and building a repeatable system that partners can use consistently over time. Our work with Columbia County Public Health demonstrates how we create practical educational tools and campaigns that help residents understand what to do next, and why it matters.

Work Completed:

- Air quality guide and documentation, translating AQI levels into clear, actionable protective steps
- Educational collateral and graphics, practical prevention focused materials designed for easy adoption
- Campaign identity and strategy, messaging frameworks and visual systems to guide public outreach
- Campaign creative, flyers, social posts, and supporting materials designed for clarity and engagement
- Bilingual messaging support, English and Spanish versions to improve accessibility and reach
- Web and digital, website development and digital resources including a fire and smoke information page
- Video and motion, story-driven video assets and social-ready cuts to support awareness and understanding



APPENDIX A RELEVANT WORK



APPENDIX A RELEVANT WORK

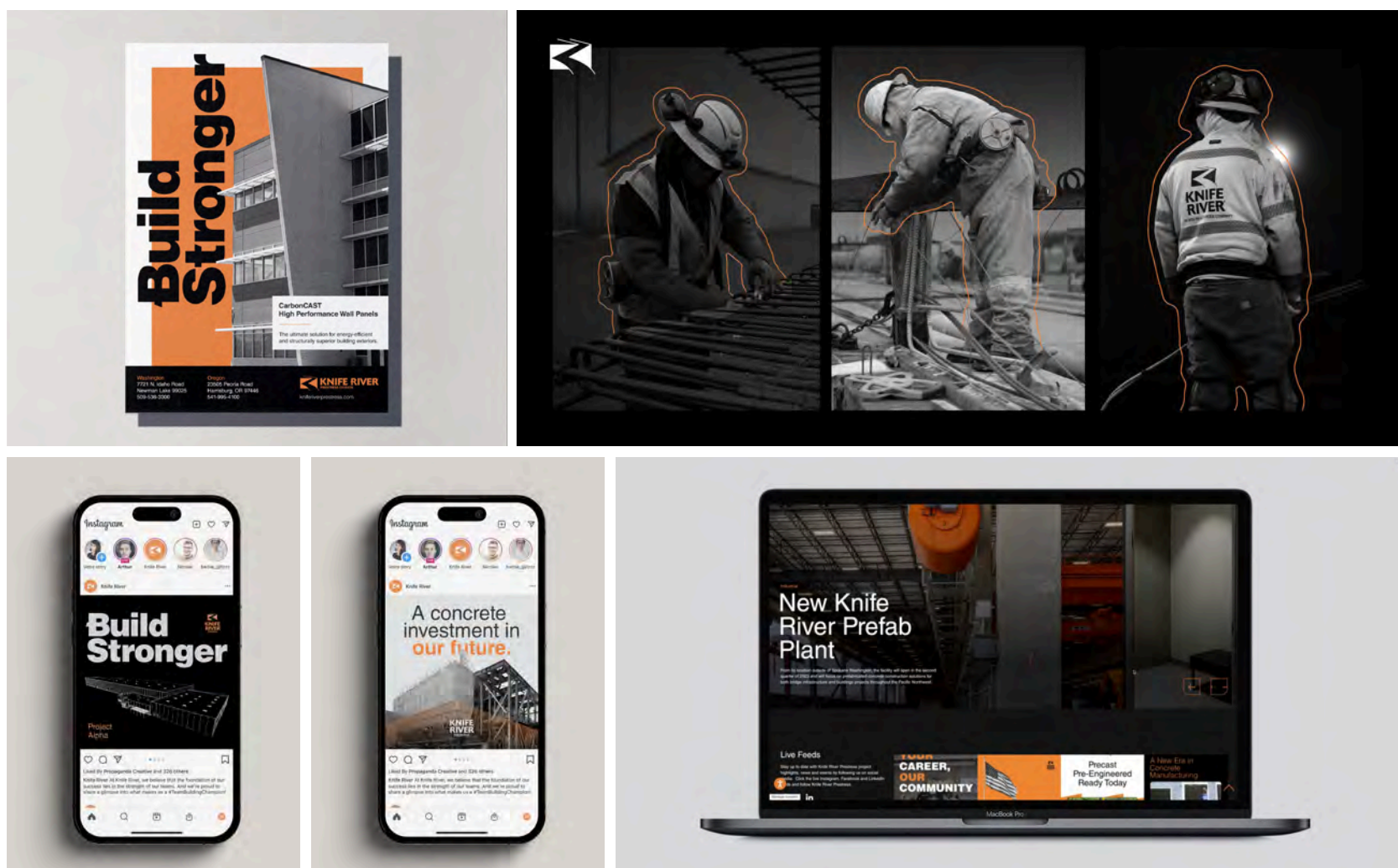
KNIFE RIVER

Propaganda Creative partnered with Knife River to strengthen their brand communications and build a modern digital presence that reflects the quality, reliability, and scale of their operations. The work focused on translating a complex product offering into a clear, professional experience, with a website built for usability, performance, and long-term content growth.

This experience is directly relevant to the Eastern Washington Stormwater Education scope because the program requires organizing technical information into clear, accessible communication that partners and the public can navigate easily. Our Knife River work demonstrates how we structure and present complex, compliance-adjacent content in a way that is easy to find, easy to understand, and built to scale over time, which is the same discipline required for a regional stormwater education toolkit and supporting digital resources.

WORK COMPLETED

- Brand strategy support to clarify positioning and communication priorities
- Web design and development, responsive and user-friendly for multiple audiences
- UI and UX design focused on clarity, navigation, and content organization
- SEO-informed structure and content guidance to support discoverability
- Print and marketing collateral designed for consistent brand presentation
- Photography and video assets to support credibility and product understanding
- Motion graphics for clear, modern communication across digital channels



APPENDIX A RELEVANT WORK

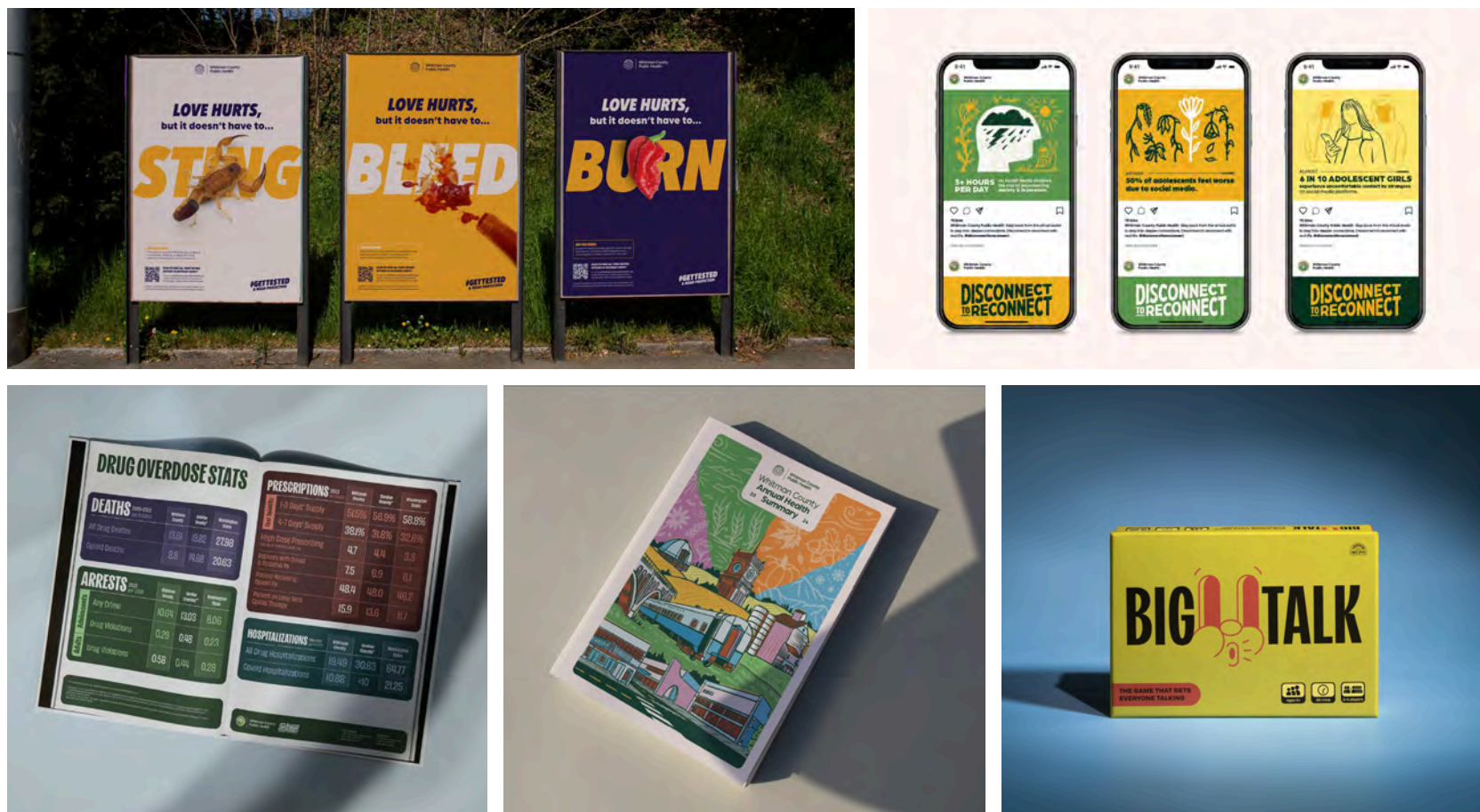
WHITMAN COUNTY PUBLIC HEALTH

Propaganda Creative has a long-standing relationship with Whitman County Public Health, supporting brand and digital improvements and delivering public health communication campaigns where clarity, trust, and speed matter. Our work spans foundational updates and time sensitive outreach, helping translate complex topics into community-appropriate messaging that is easy to understand and act on.

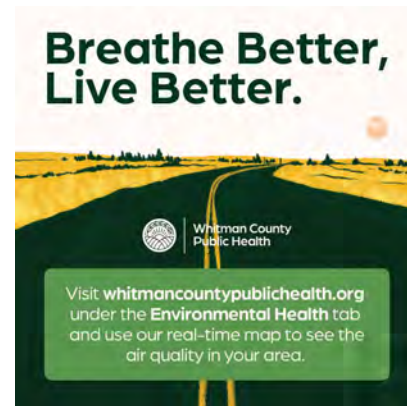
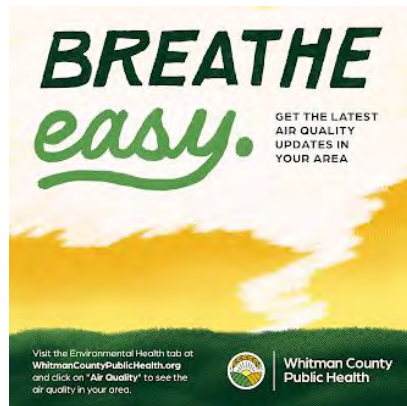
This experience is directly relevant to the Eastern Washington Stormwater Education scope because the program requires plain-language education, consistent messaging across partners, and materials that hold up under review while still reaching real residents. Our public health work shows how we build credible messaging frameworks and deploy multi-format outreach assets that support behavior change, respond to evolving priorities, and remain accessible to the communities they are meant to serve.

Work Completed:

- Campaign strategy and rollout, end-to-end development and deployment of public education campaigns across multiple topics and urgency levels
- Video and motion, video and animation assets designed to improve comprehension and engagement across digital channels
- Copywriting and messaging, clear community-appropriate content that supports credibility, understanding, and action
- Digital strategy, channel and content approach designed to connect with the public and support measurable outreach
- Website and digital experience, improvements designed around community needs and accessibility
- Brand and identity support, evolving the brand into a more approachable and community-centered presence



APPENDIX A RELEVANT WORK



WAYS TO PROTECT YOURSELF AND YOUR FAMILY FROM POOR AIR QUALITY & WILDFIRE SMOKE

Whitman County PUBLIC HEALTH

- Limit the duration and intensity of outdoor physical activity**
- Seek cleaner air elsewhere if necessary:**
If it is challenging to maintain clean air at home, consider going to a friend's place, a public space with better ventilation, or an area unaffected by pollution.
- When going outside, wear proper respiratory protection:**
Wear a well-fitted, NIOSH-approved particulate respirator, such as an N95 mask, when spending time outdoors during periods of poor air quality.
Ensure that the mask covers the nose and mouth adequately for maximum effectiveness.
- Ensure cleaner indoor air:**
Close windows and doors, especially when the outdoor air quality is compromised.
Avoid activities that contribute to indoor air pollution, such as smoking or burning candles.
Utilize air purifiers to filter indoor air. Consider using HEPA (High-Efficiency Particulate Air) filters in portable air cleaners or HVAC systems.
Optimize air conditioning settings to recirculate indoor air and prevent the intake of polluted outdoor air.

GROWING A HEALTHIER COMMUNITY. PULLMAN 1205 SE Pro Mall Blvd #203 Pullman, WA 99163 509.332.6752 COLFAX 310 N Main Street #108 Colfax, WA 99111 509.397.6280

AIR QUALITY GUIDE

Whitman County PUBLIC HEALTH

What does the Air Quality Index measure?
Various sources such as vehicle exhaust, woodstove emissions, industrial emissions, wildfire smoke, windblown dust, and others release fine particles (PM2.5) that pose health risks.

The AQI categorizes air quality into six levels, each indicating different levels of potential health impacts:

GOOD	0-50	Air quality is satisfactory
MODERATE	51-100	Air quality is acceptable
UNHEALTHY FOR SENSITIVE GROUPS	101-150	Members of sensitive groups use caution
UNHEALTHY	151-200	Some members of the general public may suffer negative health effects
VERY UNHEALTHY	201-300	Health alert: The risk of health effects is increased for everyone
HAZARDOUS	300+	Health warning: everyone is more likely to be affected

Know the symptoms

- Headaches
- Burning Eyes
- Irregular Heartbeat
- Fatigue
- Coughing
- Chest Pain
- Wheezing and shortness of breath
- Throat and Nose Irritation

If you have asthma or other lung diseases, follow your doctor's directions about taking your medication and following your asthma management plan.

GROWING A HEALTHIER COMMUNITY. PULLMAN 1205 SE Pro Mall Blvd #203 Pullman, WA 99163 509.332.6752 COLFAX 310 N Main Street #108 Colfax, WA 99111 509.397.6280

BREATHE EASY WITH AQI

The AQI groups air quality into six levels, each with different levels of potential health impacts.

0-50	51-100
→ GOOD	→ MODERATE

***SENSITIVE GROUPS**
Individuals with respiratory conditions, cardiac conditions or a history of stroke. Individuals who are children, elderly, pregnant, outdoor workers, or are homeless.

101-150	151-200
→ UNHEALTHY FOR SENSITIVE GROUPS*	→ UNHEALTHY

201-300	300+
→ VERY UNHEALTHY	→ HAZARDOUS

KNOW THE SYMPTOMS OF POOR AIR QUALITY

- Burning Eyes
- Headaches
- Coughing
- Fatigue
- Throat and Nose Irritation
- Wheezing
- Irregular Heartbeat
- Chest Pain

[WATCH VIDEO](#)

[WATCH VIDEO](#)

[WATCH VIDEO](#)

ANNUAL SUMMARY
SCAN HERE TO WATCH VIDEO

DRUG PREVENTION
SCAN HERE TO WATCH VIDEO

THRIVE LOCALLY
SCAN HERE TO WATCH VIDEO

Thank You.

propaganda.

EXHIBIT C



WASHINGTON STATE DEPARTMENT OF ECOLOGY

WATER QUALITY COMBINED FUNDING

INSERT FOR ALL SERVICES FOR

STATE-FUNDED PROJECTS

The following clauses are suggested to be incorporated into contracts for all services receiving state financial assistance from the Washington State Department of Ecology's Water Quality Combined Funding Program.

Compliance with State and Local Laws

The services provider (CONTRACTOR) shall assure compliance with all applicable federal, state, and local laws, requirements, and ordinances as they pertain to the project.

State Interest Exclusion

Partial funding of this project is being provided through the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to this contract or any subcontract.

Third Party Beneficiary

Partial funding of this project is being provided through the Washington State Department of Ecology. All parties agree that the State of Washington shall be, and is hereby, named as an express third-party beneficiary of this contract, with full rights as such.

Cost Basis of Contract

No contract may be written for "cost-plus-a-percentage-of-cost" or "percentage of construction cost." The cost basis for this contract must be cost-reimbursement, unit price, fixed-price, time and materials, or any combination of these four methods.

Funding Recognition

Documents produced under this agreement shall inform the public that the project received financial assistance from the Washington State Department of Ecology. The Washington State Department of Ecology's logo must be on all signs and documents. Logos will be provided as needed.

Accessibility

Public-facing documents produced under this agreement shall be accessible to the RECIPIENT's best ability. This recommendation applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

Access To the Work Site and To Records

The CONTRACTOR shall provide for access to their records by Washington State Department of Ecology personnel.

The CONTRACTOR shall maintain accurate records and accounts to facilitate the Owner's audit requirements and shall ensure that all subcontractors maintain auditable records. These records shall be separate and distinct from the CONTRACTOR's other records and accounts.

All such records shall be available to the Owner and to Washington State Department of Ecology for examination. All records pertinent to this project shall be retained by the CONTRACTOR for a period of three years after the final audit.

Funding Provision

Partial funding of this project is being provided through the Washington State Department of Ecology. In the event that Ecology's funding from state, federal, or other sources is withdrawn, reduced, or limited in any way, the contract may be amended.

Copyright to Documents

The Department of Ecology retains a copyright to any documents produced and data collected under this agreement. The Department retains a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the data or documents. The Department can authorize others to use the data or documents for federal, state, or local government purposes.



STATE OF
WASHINGTON

BUSINESS LICENSE

Limited Liability Company

PROPAGANDA CREATIVE L.L.C.
STE 300
123 S WALL ST
SPOKANE WA 99201-3820

TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:

SPOKANE GENERAL BUSINESS - ACTIVE

Issue Date: Mar 06, 2026

Unified Business ID #: 603101293

Business ID #: 001

Location: 0003

Expires: Apr 30, 2027

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: 603101293 001 0003

PROPAGANDA CREATIVE L.L.C.
STE 300
123 S WALL ST
SPOKANE WA 99201-3820

FOLD HERE

TAX REGISTRATION - ACTIVE
SPOKANE GENERAL BUSINESS -
ACTIVE

FOLD HERE

STATE OF WASHINGTON



Expires: Apr 30, 2027

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 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)



STATE OF WASHINGTON

Department of Labor & Industries

Certificate of Workers' Compensation Coverage

April 2, 2026

WA UBI No.	603 101 293
L&I Account ID	261,707-01
Legal Business Name	PROPAGANDA CREATIVE LLC
Doing Business As	PROPAGANDA CREATIVE LLC
Workers' Comp Premium Status:	Account is in good standing. Quarterly report received and is being processed.
Estimated Workers Reported (See Description Below)	Pending current quarter filing
Account Representative	Employer Services Help Line, (360) 902-4817
Licensed Contractor?	No

What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due.

Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation (See [RCW 51.12.050](#) and [51.16.190](#)).

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/06/2026

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).

Table with 2 main sections: PRODUCER (Wood Insurance Network Group, LLC) and INSURED (Propaganda Creative, LLC). Includes contact information for Chris Wood and a list of insurers: Nationwide Insurance, Hiscox Insurance Company, etc.

COVERAGES CERTIFICATE NUMBER: 00000066-0 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.

Main coverage table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, Professional, and Employer's Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate Holder is listed as an Additional Insured, per contract.

Table with 2 columns: CERTIFICATE HOLDER (City of Spokane) and 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. Includes signature of Chris Wood).



CITY OF SPOKANE – PURCHASING
 & CONTRACTS
 915 N. Nelson St.
 Spokane, Washington 99202
 (509) 625-6400

REQUEST FOR PROPOSALS

<p><u>RFP NUMBER:</u> 6478-26</p> <p><u>RFP TITLE:</u> Ecology GROSS Grant Regional Stormwater Education Consultant</p> <p><u>RFP COORDINATOR:</u> Tanya Lester, City of Spokane Purchasing Department</p> <p><u>QUESTION DEADLINE:</u> January 30th, 2026 TIME: 4:30 P.M.</p>	<p><u>PROPOSAL DUE DATE:</u> February 9th, 2026 <u>TIME:</u> 1:00 P.M.</p> <p><u>PROPOSAL SUBMITTAL:</u> All Proposals shall be submitted electronically through the ProcureWare online procurement system portal: https://spokane.procuware.com by the due date and time.</p>
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1. GENERAL INFORMATION

1.1 COMMUNICATION

All communication between the Proposer and the City shall be with the Request for Proposals Coordinator and submitted through the 'Clarifications' tab in the City of Spokane's online procurement system portal: <https://spokane.procurement.com>. Any communication directed to other parties is prohibited.

1.2 BACKGROUND AND PURPOSE

The City of Spokane, through its Wastewater & Public Works Departments (hereinafter "City") is initiating this Request for Communications and Public Outreach Services for the Grants for Regional or Statewide Significance (GROSS) Eastern Region Stormwater Education project. Proposals (hereinafter "RFP") to solicit Proposals from Firms interested in providing

It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to any contract or subcontract resulting from this solicitation for bids/proposals.

Budget/Grant funds allocated for this project: \$150,475.00

1.3 MINIMUM QUALIFICATIONS

The Proposer must have ten years of experience in branding, marketing strategy, digital media, and public engagement. Note: In order to enter into a contract, the Proposer must be licensed to do business in the State of Washington.

1.4 CONTRACT PERIOD

Any contract resulting from this RFP will be from 2/9/2026 and run through 6/30/2027

1.5 ADDENDA

It is the responsibility of Proposers to check the City of Spokane's online procurement system <https://spokane.procurement.com> for Addenda or other additional information that may be posted regarding this Request for Proposals.

1.6 TERMS AND CONDITIONS

Terms and Conditions applicable to this RFP are included herein by reference and attached to this RFP as Attachment 2 RFP 6487-26 Terms & Conditions.

1.7 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Deadline for Questions	January 30 th , 2026, at 4:30 P.M
Proposals Due	February 9 th , 2026, at 1:00 P.M.
Evaluation, Negotiation and Contract Award	Week of February 9 th 2026
Begin Contract Work	February 16, 2026

The City reserves the right to revise the above schedule.

1.8 DEFINITIONS

Definitions for the purposes of this RFP include:

City – The City of Spokane, a Washington State municipal corporation, the agency issuing this RFP.

Firm – Consultant, Individual or Company including Sub-consultants whose Proposal has been accepted by the City and is awarded a fully executed, written contract.

Proposal – A formal offer submitted in response to this solicitation.

Proposer - Firm submitting a Proposal in order to attain a contract with the City.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the City’s needs at a given price.

2. SCOPE OF SERVICES

Multi-Media Campaign Development

Work with steering committee of 3-5 people and subject matter experts to develop a Regional Stormwater Public Education and Outreach Campaign. At a minimum, the campaign plan will:

Establish campaign goals, messaging strategies, delivery channels, and paid media buy costs that meet the milestones and final deadline of the grant. Jurisdictional areas include, however are not limited to: City of Spokane, City of Spokane Valley, Spokane County, Benton County, Asotin County, Walla Walla County, Franklin County, Whitman County, Grant County.

Branding and design for Eastern Washington Stormwater Education Campaign Incorporate language access, accessibility, and environmental justice principles. With direction from the steering committee, develop a Regional Communications and Community Education campaign. At a minimum, the plan will:

- Assess digital needs and plan for digital presence. (website, etc.)
- Identify platforms and communication channels (e.g., digital, social media, community events, local media)
- Assess and inventory partner digital channels to maximize reach, amplify messaging, and minimize maintenance needs.
- Outline a process for partner coordination and material review/approval
- Develop a Resource and Information Toolkit for Eastern Washington NPDES Phase II permittees. At a minimum, the toolkit will include:
 - Develop a residential and commercial stormwater outreach digital guide
 - Develop graphics, images, infographics, and materials that meet web accessibility standards
 - Provide language-accessible materials in English, Spanish, Arabic, Russian, and Vietnamese, with additional languages based on regional community demographics. Ensure outreach materials are translated into appropriate languages based on geographic and demographic needs.

Expected Outcome:

The project will produce a regional stormwater outreach and community education campaign plan, and a long-term educational toolkit, with all materials made accessible in multiple languages to reach diverse communities across the region.

3. PROPOSAL CONTENTS

3.1 PREPARATION OF PROPOSAL

Proposals shall be clear, concise, in order and titled as: Letter of Submittal, Technical Proposal, Management Proposal and Cost Proposal.

3.2 LETTER OF SUBMITTAL

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Firm to a contractual relationship. Include the following information about the Firm and any proposed sub-consultants:

- A. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
- B. Legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Firm would operate.
- C. Identification of any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.
- D. Confirmation that Firm meets minimum qualifications as identified in Paragraph 1.3 "Minimum Qualifications".
- E. Acknowledgement that the Firm will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the Agencies.

3.3 TECHNICAL PROPOSAL

Proposal content for this section shall include an understanding of the City's requirements with a comprehensive proposed approach, methodology and work plan.

- A. Demonstrate a clear and concise understanding of the project requirements along with a proposed approach, methodology for management, and successful completion of the scope of services. Describe how Firm will respond proactively to issues and scope changes. The Firm may also present any creative approaches that may be appropriate and may provide any pertinent supporting documentation.
- B. Provide a detailed description of the work plan with all proposed tasks, services, activities, and other items necessary to accomplish the scope of the project as described in the Scope of Services section. Include a project schedule with completion dates for elements of work and deliverables. If applicable, provide name and address of any sub-consultant and what services they may provide. Include the Firm's expectations about any City staff involvement in the tasks, services, and activities necessary to execute the work plan.

3.4 MANAGEMENT PROPOSAL

Proposal content for this section shall include experience, capabilities, qualifications, and application of resources to convey the ability to perform the scope of services.

A. Indicate the experience the Firm, staff and any sub-consultants have relevant to the scope of services. Provide name, title, brief description of duties, responsibilities, qualifications, and years of pertinent experience. Provide details describing project team, team assignments, allocation of resources, lines of authority, and responsibility. Identify person within the Firm that will have prime responsibility and authority for the work. Indicate availability for each staff member assigned to the project and include percentage of time each will be assigned to the project. Describe how Firm will respond proactively to issues and project scope changes. Resumes may be included limited to 2 pages per person. The Firm shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the City.

B. Include a list of contracts the Firm has had during the last three (3) years up to a maximum of ten (10) contracts that relate to the Firm's ability to perform the services needed under this RFP. Provide contract period, contact names, phone numbers and e-mail addresses. Identify three (3) specific references from this list and briefly describe the work accomplished. Do not include City staff as references. The Firm grants permission to the City to contact the list provided.

C. If the Firm has had a contract terminated for default in the last five (5) years, describe the incident. Termination for default is defined as notice to stop performance due to the Firm's non-performance or poor performance and if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Provide other party's name, address, phone number and email address. If no such termination for default has been experienced by the Firm in the past five (5) years, so indicate.

3.5 COST PROPOSAL

The Cost Proposal shall identify all costs to be charged including any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Submit as a fully detailed budget with a total cost. Firms are required to collect and pay Washington state sales tax, if applicable. Do not include Washington state sales tax in Proposal.

4. PROPOSAL SUBMISSION AND EVALUATION

4.1 SUBMISSION OF PROPOSALS

Proposals shall be submitted with most favorable terms that can be proposed. There will be no best and final offer procedure. Proposals shall be submitted electronically through the City of Spokane's online procurement system portal: <https://spokane.procureware.com> before the due date and time. **Hard paper, e-mailed, or faxed copies will not be accepted. Late Proposals shall not be accepted.** Proposers must register if they have not done so previously and follow the steps below to enter and submit the electronic Proposal:

1. Click on "Bids" located on the left hand column.
2. Find the applicable project and click the "Project Number".
3. Click on the "Response" tab.
4. In the "Questions" tab, **answer questions and upload required documents** into the bid portal by clicking on "Browse" for each item. Note that only one document can be uploaded per question line item so combine if necessary.
5. Click on the "Pricing" tab and enter pricing as requested. A "Comment" field is available if needed. Skip "Pricing" Tab if it has no line items. Cost shall be included in Proposal document submitted.

6. Once the Questions have been entered, the yellow “Question Response” information message will change from incomplete to complete. Then the “Submit” button will become available.
7. Click the “Submit Bid” button and review the terms and conditions, pop-up window that appears. If you agree to the terms and conditions, click the “I Accept and Submit this Bid” button.
8. If you want to remove your Proposal, click the red “Withdraw Bid” button in the “Response” tab for the applicable Proposal.

4.2 EVALUATION PROCEDURE

Responsive Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. Point scoring is preliminary for evaluation discussion to determine ranking. The City, at its sole discretion, may elect to select the top-scoring Firms as finalists for an oral presentation and evaluation. The RFP Coordinator may contact the Firm for clarification of any portion of the Firm’s Proposal.

4.3 EVALUATION SCORING

The Proposal will be evaluated as follows:

TECHNICAL PROPOSAL – 35%		70 points
Project Approach/Methodology	35 Points (Maximum)	
Understanding Work Plan Schedule/Deliverables	35 Points (Maximum)	
MANAGEMENT PROPOSAL – 30%		60 points
Firm and Staff Experience/Capabilities/Qualifications	35 Points (Maximum)	
References	25 Points	
COST PROPOSAL – 35%	70 Points (Maximum)	70 points
GRAND TOTAL FOR WRITTEN PROPOSAL		200 POINTS

4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT

This RFP does not obligate the City to award a contract. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

The City of Spokane reserves the option of awarding this contract in any manner most advantageous for the City and without further discussion of submitted Proposal. Failure to comply with any part of the RFP may result in rejection of Proposal as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all Proposals received without penalty and to not issue a contract from this RFP. More than one contract may be awarded. Contract negotiations may incorporate some or all of the Proposal.

Award of contract, when and if made, will be to the Proposer whose Proposal is the most favorable to the City including, but not exclusively, consideration of the evaluation criteria. Interlocal agreements accessing other agency contracts where applicable may be considered as a Proposal. Contract is optional (non-exclusive) use.

5. GRANT REQUIREMENTS

Funding of this project is being provided by the Washington State Department of Ecology’s (Ecology) Stormwater Grant Program.

6. RFP ATTACHMENTS

Attached to this RFP and incorporated herein by reference are the following background documents:

Attachment 1 RFP #6487-26 Proposal Document

Attachment 2 RFP #6487-26 Terms & Conditions

Attachment 3 RFP# 6487-26 Washington State Department of Ecology Stormwater Facility Specifications Insert

ATTACHMENT 1
REQUEST FOR PROPOSAL - TERMS AND CONDITIONS

1. CONTRACTING WITH CURRENT OR FORMER CITY EMPLOYEES

Specific restrictions apply to contracting with current or former City officers and employees pursuant to the Code of Ethics in chapter 1.04A of the Spokane Municipal Code. Proposers shall familiarize themselves with the requirements prior to submitting a Proposal that includes current or former City officers or employees.

2. PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

All materials submitted to the City in responses to this Request for Proposals (hereinafter “RFP”) shall become the property of the City.

All materials received by the City are public records and are subject to being released pursuant to a valid public records request. Washington state law mandates that all documents used, received or produced by a governmental entity are presumptively public records, and there are few exemptions. Chapter 41.56 RCW.

When responding to this competitive procurement, please consider that what you submit will be a public record. If you believe that some part of your response constitutes legally protected proprietary information, you MUST submit those portions of your response as a separate part of your response, and you MUST label it as “PROPRIETARY INFORMATION.” If a valid public records request is then received by the City for this information, you will be given notice and a 10-day opportunity to go to court to obtain an injunction to prevent the City from releasing this part of your response. If no injunction is obtained, the City is legally required to release the records.

The City will neither look for nor honor any claims of “proprietary information” that are not within the separate part of your response.

3. OWNERSHIP OF DOCUMENTS

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other material created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the Firm or the Firm’s subcontractors or consultants for delivery to the City under this Agreement shall be the sole and absolute property of the City. Such property shall constitute “work made for hire” as defined by U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Firm uses to perform this Agreement, but is not created, prepared, constructed, assembled, made, performed or otherwise produced for, or paid for, by the City is owned by the Firm and is not “work made for hire” within the terms of this Agreement.

4. REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP or provide any other pertinent information, it shall be posted to the City of Spokane’s online procurement system <https://spokane.procureware.com>.

The City also reserves the right to cancel or reissue the RFP in whole or in part, prior to final award of a contract.

5. ACCEPTANCE PERIOD

Proposals shall remain in effect for ninety (90) days for acceptance by the City from the due date for receipt of Proposals.

6. COSTS TO PROPOSE

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

7. INTERLOCAL PURCHASE AGREEMENTS

The City of Spokane has entered into Interlocal Purchase Agreements with other public agencies pursuant to Chapter 39.34 RCW. In submitting a response, the Proposer agrees to provide its services to other public agencies at the same contracted price, terms and conditions it is providing to the City of Spokane, contingent upon the Firm's review and approval at the time of a requested contract. The Firm's right to refuse to enter into a contract with another public agency at the time of request shall be absolute.

8. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. Discussion will be limited to a critique of the requesting Firm's Proposal. Debriefing conferences may be conducted in person or on the telephone.

9. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by Firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Proposers may contact OMWBE at (360)753-9693 to obtain information on certified Firms.

10. 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 Firm 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 Firm.

11. 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 and currently being the holder of a valid annual business registration or temporary business registration as provided in this chapter. The Firm shall be responsible for contacting the State of Washington Business License Services at <http://dor.wa.gov> or 1-360-705-6741 to obtain a business registration. If the Firm 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.

12. COMPOST POLICY

All projects that include design services for a) landscaping, b) construction & postconstruction soil amendments, c) Applications to prevent erosion, filter stormwater runoff, promote vegetation growth, or

improve the stability and longevity of roadways; and d) Low-impact development and green infrastructure to filter pollutants or keep water on-site, or both, shall plan for the use of compost in these projects to the maximum extent economically feasible to meet the requirements established in RCW 43.19A.120.

13. PAYMENT

Payment will be made via direct deposit/ACH except as provided by state law. A completed ACH application is required before a City Order will be issued. If the City objects to all or any portion of the invoice, it shall notify the Company 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.

14. 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.

15. DISPUTES

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

16. TERMINATION

A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.

D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes, and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.

E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings, and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights

to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

17. LIABILITY

The Firm shall indemnify, defend, and hold harmless the City, its officers, and employees from all claims, demands, or suits in law or equity arising from the Firm's negligence or breach or its obligations under the contract. The Firm's duty to indemnify shall not apply to liability caused by the sole negligence of the City, its officers, and employees. The Firm's duty to indemnify for liability arising from the concurrent negligence of the City, its officers and employees and the Firm, its officers and employees shall apply only to the extent of the negligence of the Firm, its officers and employees. The Firm's duty to indemnify shall survive termination or expiration of the contract. The Firm waives, with respect to the City only, its immunity under RCW Title 51, Industrial Insurance.

18. INSURANCE COVERAGE

During the period of the Agreement, the Company 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, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.

B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.

- i. Acceptable **supplementary Umbrella insurance** coverage combined with Company's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and

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

D. **Professional Liability Insurance** with a combined single limit of not less than \$1,000,000 each claim, incident, or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

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 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) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

SPECIFIC GRANT RELATED LANGUAGE

19. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

A certification form will accompany the contract to be signed confirming that, to the best of its knowledge and belief, Firm, 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.
- 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.

20. CERTIFICATION REGARDING LOBBYING

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Firms who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying in non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

A Certification Form is attached and included in this Request for Proposal by reference as Attachment A “Certification Regarding Lobbying”. The Proposer is required to sign and submit this Form with Proposal. The Proposer certifies by signing and submitting this Proposal, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection

with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

C. The Proposer also agrees by submitting his or her Proposal, that he or she shall require that the language of this certification be included in all lower tier subcontracts. Which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

21. DOMESTIC PREFERENCE

200.322 (a) As appropriate and to the extent consistent with law, the non-Federal entity should to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

22. CLEAN AIR ACT

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended – Firms and subgrants of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.) Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

23. CONFORMANCE WITH FEDERAL, STATE, AND LOCAL LAWS

Federal, State and Local Laws: Services of a project as a result of the use of a Firm’s services including the letting of subcontracts in connection with any project work related to this RFQ may be required to conform to the applicable requirements of Federal, State and local laws and ordinances. The City stipulates that Federal funds may be involved.

24. MAINTENANCE OF RECORDS

Federal, State and Local Laws: Services of a project as a result of the use of a Firm’s services including the letting of subcontracts in connection with any project work related to this RFQ may be required to conform to the applicable requirements of Federal, State and local laws and ordinances.

25. CONFERENCE ROOMS

Conference Rooms: All space used for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds under this contract must comply with the protection and controlling guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended).

26. COVERED TECHNOLOGY

200.216 (a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to: (1) procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or

extend a renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

27. AMERICANS WITH DISABILITIES ACT INFORMATION (ADA)

Americans with Disabilities Act (42 U.S.C. 12101, et seq.). The Applicant shall comply with the provisions of the Americans with Disabilities Act, 42 U.S.C. 12101, et. seq. That Act provides a comprehensive national mandate to eliminate discrimination against individuals with disabilities. The Act may impose requirements on the Applicant in four principle ways: 1) with respect to employment; 2) with respect to the provision of public services; 3) with respect to transportation; 4) with respect to existing facilities and new construction.

The City in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) commits to nondiscrimination in all of its programs and activities. The Firm 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 Firm.

Law Against Discrimination, Chapter 49.60 RCW. The Applicant shall comply with the provisions of Chapter 49.60 RCW in all activities relating to this Grant Agreement.

This material can be made available in an alternate format by request through ProcureWare question tab or by calling (509) 625-6400.

28. TITLE VI STATEMENT

The City of Spokane in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit Proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Public Law 88 - 352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) (24 CFR Part 1). The Applicant must comply with the provisions of "Public Law 88 - 352," which refers to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The law provides that no person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Agenda Sheet for City Council:****Committee:** Date: N/A**Committee Agenda type:****Council Meeting Date:** 05/04/2026

Date Rec'd		4/27/2026
Clerk's File #		CPR 2026-0002
Cross Ref #		
Project #		
Submitting Dept	ACCOUNTING	Bid #
Contact Name/Phone	BRUCE 625-6005	Requisition #
Contact E-Mail	BGELTING@SPOKANECITY.ORG	
Agenda Item Type	Claim Item	
Council Sponsor(s)		
Sponsoring at Administrators Request		NO
Lease? NO	Grant Related? NO	Public Works? NO
Agenda Item Name	5600-CLAIMS THRU 4-24-2026	

Agenda Wording

Report of the Mayor of pending claims & payments of previously approved obligations through: 04/24/2026. Total \$6,122,181.47 with Parks & Library Claims being approved by their respective boards. Claims including Parks & Library Total \$6,664,734.08.

Summary (Background)

Pages 1-36 Check numbers: 618889 - 619022 Credit Card numbers: 003001 - 003021 ACH payment numbers: 151573 - 151784 On file for review in City Clerks Office: 36 Page listing of Claims

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

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

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

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	
Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
Amount	Budget Account
Expense \$ 6,122,181.47	# Various
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source	
Funding Source Type	Select
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	Additional Approvals
<u>Dept Head</u>	LIPPS, JOSH
<u>Division Director</u>	STRATTON, JESSICA
<u>Accounting Manager</u>	
<u>Legal</u>	
<u>For the Mayor</u>	
Distribution List	
ACCOUNTSPAYABLE@SPOKANECITY.ORG	

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APPROVAL FUND SUMMARY

DATE: 04/27/26
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FUND	FUND NAME	AMOUNT
0100	GENERAL FUND	459,992.65
1100	STREET FUND	61,994.83
1200	CODE ENFORCEMENT FUND	1,268.62
1300	LIBRARY FUND	20,964.96
1360	GENERAL FUND GRANTS	297.05
1380	SPOKANE SAFE STREETS FOR ALL	4,674.01
1400	PARKS AND RECREATION FUND	23,406.91
1425	AMERICAN RESCUE PLAN	13,135.16
1430	GRANTS OPERATIONS	1,356.11
1440	FIRE GRANTS MISCELLANEOUS	0.00
1460	PARKING METER REVENUE FUND	2,469.60
1560	FORFEITURES & CONTRIBUTION FND	4,644.01
1590	HOTEL/MOTEL TAX FUND	107,486.63
1620	PUBLIC SAFETY & JUDICIAL GRANT	158.75
1640	COMMUNICATIONS BLDG M&O FUND	1,287.94
1940	CHANNEL FIVE EQUIPMENT RESERVE	222.56
1970	SPOKANE FIRE DEPARTMENT	68,419.68
1990	TRANSPORTATION BENEFIT FUND	2,871.27
3200	ARTERIAL STREET FUND	29,875.23
3501	WEST QUADRANT TIF	498.75
4100	WATER & HYDROELECTRIC SERVICES	237,883.04
4250	INTEGRATED CAPITAL MANAGEMENT	121,171.63
4300	WASTEWATER MANAGEMENT FUND	632,373.98
4480	SOLID WASTE FUND	438,267.51
4600	GOLF FUND	9,490.01
4700	DEVELOPMENT SERVICES	2,358.41
5100	FLEET SERVICES FUND	110,263.15
5200	PUBLIC WORKS AND UTILITIES	2,730.13
5300	IT FUND	64,040.46
5310	IT CAPITAL REPLACEMENT FUND	74,837.85
5500	PURCHASING AND CONTRACTS	1,125.31
5600	ACCOUNTING SERVICES	40,479.57
5700	SPOKANE 311	45.34
5810	WORKERS' COMPENSATION FUND	15,714.93
5830	EMPLOYEES BENEFITS FUND	2,262,044.10
5900	FACILITIES MANAGEMENT FUND OPS	33,671.15
5902	PROPERTY ACQUISITION POLICE	2,607.49
6060	EMPLOYEES' RETIREMENT FUND	400.00
6070	FIREFIGHTERS' PENSION FUND	69,031.22
6080	POLICE PENSION FUND	50,467.57
6255	LAW ENFORCEMENT RECORDS MGMT	17,187.00
6730	PARKING & BUSINESS IMPROV DIST	169,880.97
	TOTAL:	5,161,095.54

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CITY OF SPOKANE
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CHECK #	VENDOR	CITY	LIBRARY	PARKS
	USE TAX AMOUNTS	9,366.20	46.08	301.53
00618889	JOHNATHAN GOLDSMITH	416.22		
00618890	PENSER NORTH AMERICA INC	12,175.00		
00618891	SPOKANE CITY TREASURER OR	691,002.43		
00618892	WA STATE DEPT OF REVENUE	15,251.07		
00618894	WA STATE DEPT OF REVENUE			114,334.70
00618895	JAMES F POWELL	55.00		
00618896	ST JOHNS LUTHERAN CHURCH	150.00		
00618897	DE LAGE LANDEN FINANCIAL SVC			766.02
00618898	MAD MERICA DESIGN LLC			2,400.00
00618899	WALTER E NELSON CO			1,207.59
00618900	FEAST COLLECTIVE	21,818.48		
00618901	ABADAN REPROGRAPHICS	2,926.54		
00618902	ADAMS TRACTOR CO INC	1,506.22		
00618903	FEHR & PEERS	680.00		
00618904	IDAHO WASHINGTON AQUIFER	1,000.00		
00618905	INLAND EMPIRE FIRE PROTECTIO	2,001.28		
00618906	MATTHEW D MOORE	196.50		
00618907	POINTE PEST CONTROL	1,467.40		
00618908	SPOKANE COUNTY SUPERIOR COUR	1,656.00		
00618909	TRAVIS PATTERN & FOUNDRY INC	3,815.58		
00618910	HIP OF SPOKANE COUNTY DBA	928.81		
00618911	LUMEN EARLY LEARNING CENTER	25,875.00		
00618950	AIRGAS SPECIALTY PRODUCTS IN	49,051.56		
00618951	AT&T MOBILITY	845.53		
00618952	WATERCO OF THE PACIFIC NORTH	57.01		
00618953	DGT ENTERPRISES LLC	18,460.00		
00618954	INDUSTRIAL WELDING CO INC	18,572.87		
00618955	INLAND EMPIRE FIRE PROTECTIO	260.00		
00618956	YARDI BILL PAY EXPRESS MULTI	38.00		
00618957	BONITA MCCARTHY	243.00		
00618958	BRIAN VINCE & LORRIE ANN BER	243.00		
00618959	CHRISTINA PATTERSON	290.00		
00618960	DARREL BAILEY	290.00		
00618961	DIANA KASSAP	290.00		
00618962	JENNIFER ONIU	360.64		
00618963	JOAN & JAMES DAVID BEGROVICH	290.00		
00618964	JOHN BALL CONSTRUCTION INC	243.00		
00618965	JOSHUA BOONE	290.00		
00618966	JUAN CARLOS CARRILLO	318.91		
00618967	KARL N FLEMING	57.05		
00618968	KELLY HAUENSTEIN	290.00		
00618969	LEE SANDQUIST	243.00		
00618970	LUCY JONES	290.00		
00618971	NOLAN & CARMEN GRUVER	98.72		
00618972	RONALD BANKA	290.00		
00618973	RUTHANNE JOHNSON	243.00		
00618974	SHERRY GOULD	290.00		
00618975	SUSAN CASEY	193.84		
00618976	SUSAN YOUNG	243.00		
00618977	THEODORE & JOAN REDMAN	134.11		
00618978	WESTERN INTEGREATED TECHNOLO	5,735.31		
00618979	ZACH JEFFERS	179.86		

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CITY OF SPOKANE
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CHECK #	VENDOR	CITY	LIBRARY	PARKS
00618980	LINDE GAS & EQUIPMENT INC	772.71		
00618981	PARAMOUNT SUPPLY CO	4,267.67		
00618982	PRORATE AND FUEL TAX	2,278.79		
00618983	PRORATE AND FUEL TAX	1,370.00		
00618984	WA STATE DEPT OF REVENUE	11,573.57		
00618985	WA STATE PATROL	17,187.00		
00618986	RYAN K WILLIAMS	180.00		
00618987	BLACKSTONE AUDIO INC		156.51	
00618988	CENTER POINT PUBLISHING INC		349.98	
00618989	COLUMBIA FIRE AND IRON		100.00	
00618990	BALL HORTICULTURAL CO			2,436.46
00618991	CENTER FOR NATIVE PLANTS			727.00
00618992	CENTURYLINK			109.73
00618993	COMCAST			188.40
00618994	COMCAST			188.40
00618995	COMCAST			198.03
00618996	COMCAST			790.50
00618997	WATERCO OF THE PACIFIC NORTH			105.85
00618998	FLIGHT 509 LLC			281.80
00618999	KATHRYN WAGNER			150.00
00619000	CHRISTOPHER BOVEY			3,630.00
00619001	K&M INTERNATIONAL INC			1,078.48
00619002	ABADAN REPROGRAPHICS	2,871.27		
00619003	AIRGAS SPECIALTY PRODUCTS IN	26,752.99		
00619004	STEPHANIE GRAHAM	433.64		
00619005	COMCAST	213.89		
00619006	COMCAST	213.89		
00619007	DON LEE COOK JR	766.20		
00619008	WATERCO OF THE PACIFIC NORTH	105.85		
00619009	NICHOLAS KNAPP	811.00		
00619010	TROY D KNUTSON	856.44		
00619011	KIRK MISENHEIMER	856.44		
00619012	WA STATE EMPLOYMENT SECURITY	5.50		
00619013	RYAN K WILLIAMS	365.01		
00619014	CHALRES PRODUCTS			689.75
00619015	CENTURYLINK COMMUNICATIONS I			526.93
00619016	GAMETIME/DIV OF PLAYCORE			895.11
00619017	HAJOCA CORPORATION			1,440.02
00619018	CSWW INC			235.28
00619019	NW SEED & PET INC			60.01
00619020	SPOKANE REGIONAL HEALTH DIST			940.00
00619021	ZIEGLER LUMBER COMPANY			370.62
00619022	CAREER PATH SERVICES	3,425.61		
70003001	BI INC	13,426.94		
70003002	SPOKANE TRANSIT AUTHORITY	4,989.60		
70003003	THOMSON WEST	5,840.13		
70003004	PLANET TURF			898.77
70003005	HOTSY OF SPOKANE LLC	6,496.36		
70003006	KERSHAW INC	916.44		
70003007	ROBERT HALF INC	37,500.00		
70003008	ALASKA RUBBER GROUP INC			93.64
70003009	BRANOM OPERATING COMPANY LLC	1,500.35		
70003010	CINTAS CORPORATION	7,057.17	39.43	83.21

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CITY OF SPOKANE
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CHECK #	VENDOR	CITY	LIBRARY	PARKS
70003011	ELJAY OIL CO INC	621.36		

70003012	GALLS LLC	89.94		
70003013	HORIZON DISTRIBUTORS			346.78
70003014	NATIONAL COLOR GRAPHICS INC		2,323.83	381.85
70003015	PLANET TURF			152.55
70003016	NORTHWEST INDUSTRIAL SERVICE	187.65		
70003017	CINTAS CORPORATION	2,016.24		83.21
70003018	ELJAY OIL CO INC	1,334.07		
70003019	HORIZON DISTRIBUTORS			229.37
70003020	NATIONAL COLOR GRAPHICS INC			212.75
70003021	WILDROSE LTD dba			283.50
80151573	ACCESS INFORMATION HOLDINGS	3,514.61		
80151574	DOWNTOWN SPOKANE PARTNERSHIP	175,651.96		
80151575	CATHOLIC CHARITIES	281,036.55		
80151576	DATA DIMENSIONS LLC	485.13		
80151577	EAST SPOKANE BUSINESS	19,229.01		
80151578	W W GRAINGER INC	81.56		
80151579	IMPRIVATA INC	44,403.63		
80151580	NICOLAS R CHAVEZ	6,350.00		
80151581	REHN & ASSOCIATES	600.00		
80151582	TRANSITIONS	44,220.00		
80151583	US BANK TRAVEL CARD	30,006.36		
80151584	US BANK P CARD PAYMENTS	177,671.42		
80151585	VERTIV CORPORATION	7,136.24		
80151586	NICHOLAS ANTHONY FEDERICI	3,500.00		
80151587	AED INSTITUTE OF AMERICA INC			1,587.97
80151588	ANATEK LABS INC	20.00		
80151589	BUREAU VERITAS TECHNICAL	714.02		
80151590	CATHOLIC CHARITIES	16,326.16		
80151591	JONAS TICKETING INC			2,091.00
80151592	COLEMAN OIL COMPANY LLC			6,930.93
80151593	COPIERS NORTHWEST INC			1,580.08
80151594	DESAUTEL HEGE COMMUNICATIONS			9,819.31
80151595	ENVIRONMENTAL RESOURCE	746.05		
80151596	FASTENAL CO			300.64
80151597	MARUBENI AMERICA CORPORATION			6,791.92
80151598	HISPANIC BUSINESS ASSOCIATIO	8,538.15		
80151599	MESA ASSOCIATES INC	1,837.00		
80151600	WAYNE BOYER	13,604.00		
80151601	NORTHWEST OPEN ACCESS NETWOR	2,250.00		
80151602	PARAMETRIX INC	23,588.69		
80151603	THE PART WORKS INC			1,331.09
80151604	PARTNERS WITH FAMILIES &	8,742.43		
80151605	PLACE LANDSCAPE ARCHITECTURE			14,580.00
80151606	PLANTS OF THE WILD			1,131.37
80151607	PROJECT HOPE SPOKANE	8,708.36		
80151608	SIMPLOT PARTNERS			1,898.34
80151609	SITEONE LANDSCAPE SUPPLY LLC			3,812.72
80151610	SPOKANE NEIGHBORHOOD ACTION	9,403.44		
80151611	STONEWAY ELECTRIC SUPPLY			2,870.21
80151612	TRANSITIONS	4,545.61		
80151613	VOLUNTEERS OF AMERICA OF	2,370.46		
80151614	WESTERN EQUIPMENT DISTRIBUTO			3,062.50

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CITY OF SPOKANE
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CHECK #	VENDOR	CITY	LIBRARY	PARKS
80151615	YWCA	4,067.02		
80151616	JAMES VEITENHEIMER	8,166.00		
80151617	ALLIANT INSURANCE SERVICES I	12,083.32		
80151618	ALSCO DIVISION OF ALSCO INC	18.82		
80151619	AASHTO 2	1,104.00		

80151620	BAKER TILLY ADVISORY GROUP L	20,911.75	
80151621	BERK CONSULTING INC	5,367.66	
80151623	COLEMAN OIL COMPANY LLC	5,308.42	
80151624	DEER OAKS EAP SERVICES LLC	4,972.00	
80151625	DELL MARKETING LP	5,686.02	
80151626	THE PAPE GROUP INC	2,736.78	
80151627	EAST SPOKANE BUSINESS	12,715.16	
80151628	ENVIRONMENTAL INCENTIVES INC	24,351.73	
80151629	EVERGREEN STATE TOWING LLC	4,186.17	
80151630	EVOQUA WATER TECHNOLOGIES LL	953.10	
80151631	FAMILY PROMISE OF SPOKANE	7,177.42	
80151632	FERGUSON ENTERPRISES INC	4,049.80	
80151633	GOODWILL INDUSTRIES OF THE	247,811.23	
80151634	W W GRAINGER INC	2,484.09	
80151636	HDR ENGINEERING INC	6,529.10	
80151637	JACOBS ENGINEERING GROUP INC	181,570.08	
80151638	JEFF L ROGERS	294.51	
80151639	K & L GATES LLP	5,112.00	
80151640	KITTELSON & ASSOCIATES INC	8,266.25	
80151641	LAWTON PRINTING INC	76.37	
80151642	NAPA AUTO PARTS	982.73	
80151643	NB ENGINEERING LLC	17,805.85	
80151644	NEPTUNE TECHNOLOGY GROUP INC	1,743.53	
80151645	NOVUS AUTO GLASS	2,631.70	
80151646	PREMERA BLUE CROSS OR	882,869.31	
80151647	REHN & ASSOCIATES	1,854.00	
80151648	REVIVE COUNSELING SPOKANE PL	56,352.47	
80151649	SATURDAY NIGHT INC	1,107.69	
80151650	SHI CORP	314.48	
80151651	SNAP FINANCIAL ACCESS	991.63	
80151652	SOLID WASTE SYSTEMS INC	4,940.10	
80151653	SPOKANE COUNTY TREASURER	133,469.32	
80151654	TRIVERUS LLC	2,943.00	
80151655	VICTOR J GIAMPIETRI II	3,054.80	
80151656	WA STATE PARKS & RECREATION	1,512.60	
80151657	WESTERN SYSTEMS INC	22,592.00	
80151658	BRANDI ECKHARDT	196.50	
80151659	ACTION MATERIALS	728.14	
80151660	AUBURN FILTER SENSE LLC	990.00	
80151661	AVISTA UTILITIES	22,263.05	
80151662	JOHN MENETTO		1,300.00
80151663	BAKER TILLY ADVISORY GROUP L	39,900.00	
80151664	BANNER FURNACE & FUEL	216.02	
80151665	BEARING DISTRIBUTORS INC	2,660.93	
80151666	BRODART CO		783.43
80151667	BROOKS APPLIED LABS LLC	1,120.00	
80151668	BUILTRITE LLC	36,439.40	
80151669	CENGAGE LEARNING INC		2,651.00

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CITY OF SPOKANE

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CHECK #	VENDOR	CITY	LIBRARY	PARKS
80151670	COLEMAN OIL COMPANY LLC	20,710.80		1,851.11
80151671	COLE-PARMER INSTRUMENT	275.79		
80151672	STEVE CONNER			13,442.27
80151673	COPIERS NORTHWEST INC	647.22		
80151674	COPPER STATE BOLT & NUT CO			58.23
80151675	CREEK AT QUALCHAN GOLF COURS			14,850.89
80151676	CUMMINS INC	6,357.86		
80151677	L N CURTIS & SONS	511.71		
80151678	DELL MARKETING LP	2,251.10		

80151679	EDGE CONSTRUCTION SUPPLY			327.50
80151680	EUNA SOLUTIONS INC	63,202.67		
80151681	EUROFINS ENVIRONMENT TESTING	99.00		
80151682	EXPRESS NAME TAGS & MORE, IN		53.18	
80151683	FASTENAL CO	1,582.81		207.21
80151684	FIRE CONTROL SPRINKLER SYSTE	411.00		
80151685	FRANCIS AVENUE HARDWARE			22.89
80151686	GLOVER MANSION EVENTS LLC			617.28
80151687	W W GRAINGER INC	4,289.77		
80151688	THE HIDE OUT/ROYCE SHIELDS	250.93		
80151689	HRA VEBA TRUST	20,600.00		
80151690	INGRAM LIBRARY SERVICES LLC		5,809.06	
80151691	INLAND ENVIRONMENTAL RESOURC	23,939.58		
80151692	INLAND POWER & LIGHT CO	328.11		
80151693	INTERMOUNTAIN SIGN & SAFETY	1,024.45		
80151694	JEFF L ROGERS	294.51		
80151695	KBG DEVELOPMENTS LLC	179.35		
80151696	KEY CODE MEDIA INC		2,633.60	
80151697	MEGA WASH LLC	4,311.51		
80151698	MIDWEST TAPE		1,275.45	
80151699	NALCO CO	6,285.17		
80151700	NORTH DIVISION MUFFLER CLINI	120.01		
80151701	OVERDRIVE INC		13,325.89	
80151702	OXARC LLC	5,099.22		
80151703	PAPE MACHINERY INC	229.66		
80151704	PETE LIEN & SONS INC	36,032.70		
80151705	PHENOVA INC	130.29		
80151706	PLANTS OF THE WILD			479.49
80151707	POMP'S TIRE SERVICE INC	6,447.26		
80151708	PROQUEST LLC		6,993.89	
80151709	QUALITY COUNTS LLC	3,360.00		
80151710	SANDBAGGERS CLUB LLC			13,882.80
80151711	SHI CORP	6,575.36		
80151712	MATT HOUSTON	570.00		
80151713	SPOKANE ARTS FUND	114,954.00		
80151714	SPOKANE COUNTY TREASURER	3,433.77		
80151715	SPOKANE FIRE FIGHTERS BENEFI	15,500.00		
80151716	SPOKANE INDEPENDENT METRO		100.00	
80151717	SPOKANE PUBLIC FACILITIES	107,486.63		
80151718	STONEWAY ELECTRIC SUPPLY			491.22
80151719	T & T GOLF MANAGEMENT INC			23,134.23
80151720	THE TORO COMPANY			306.11
80151721	TWO RIVERS TERMINAL LLC	9,295.32		
80151722	TY INC			668.25

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CHECK #	VENDOR	CITY	LIBRARY	PARKS
80151723	JOHNSON CONTROLS SECURITY	4,622.11		
80151724	US BANK P CARD PAYMENTS	49,830.75		
80151725	VERIZON WIRELESS	503.12	80.02	2,074.73
80151726	VESTIS GROUP INC	19.50		
80151727	VICTOR JOHN GIAMPIETRI	610.40		
80151728	WESTCOAST WINDOW CLEANING IN		2,094.00	
80151729	WESTERN STATES EQUIPMENT CO	44,284.94		
80151730	WESTERN STATES AUTOMATION LL	3,116.62		
80151731	KIRA BARKER		26.10	
80151732	GINA COOPER		51.51	
80151733	JESSE FORDERER	102.00		
80151734	DEVIKA GATES		200.00	
80151735	NEIL, MASON		95.83	

80151736	DENISE NEUJAH		61.80
80151737	KATHLEEN O'DONNELL	86.00	
80151738	ALBERT S PECK		200.00
80151739	ACTION MATERIALS	320.93	
80151740	ALL SERVICE WEST TOWING	203.20	
80151741	SPOKANE ENVELOPE LLC	69.41	
80151742	ALSCO DIVISION OF ALSCO INC	13.36	
80151743	ALWAYS TOWING & ROAD SERVICE	243.84	
80151744	THE AMERICAN FIREFIGHTER	21,820.00	
80151745	AVISTA CORPORATION	7,782.83	
80151746	AVISTA UTILITIES	29,862.23	71,911.52
80151747	THE FA BARTLETT TREE EXPERT		111,963.88
80151748	AARON BIBBY	120.00	
80151749	C & C YARD CARE		6,877.66
80151750	CAMTEK INC	389.49	
80151751	CATHOLIC CHARITIES	164,415.86	
80151752	CASCADE MINI EXCAVATING INC		39,230.66
80151753	COLEMAN OIL COMPANY LLC	9,635.24	
80151754	COPIERS NORTHWEST INC	888.20	
80151755	CORE & MAIN LP	23,027.25	
80151756	CUMMINS INC	11,581.85	
80151757	DELL MARKETING LP	4,880.24	
80151758	DELTA DENTAL OF WASHINGTON	51,934.12	
80151759	DIVINES TOWING/DIV OF	365.76	
80151760	EDGE CONSTRUCTION SUPPLY		40.74
80151761	EUROFINS ENVIRONMENT TESTING	706.50	
80151762	EVERGREEN STATE TOWING LLC	162.41	
80151763	FASTENAL CO	3,568.75	
80151764	FERGUSON ENTERPRISES INC	16,828.68	
80151765	GORLEY LOGISTICS LLC	357.86	
80151766	FISHER SCIENTIFIC	2,151.02	
80151767	W W GRAINGER INC	6,299.37	
80151768	HRA VEBA TRUST	109,592.27	
80151769	KAISER FOUNDATION HEALTH PLA	234,168.45	
80151770	KOMPAN INC		2,486.24
80151771	M & L SUPPLY CO INC		200.15
80151772	PAPE MACHINERY INC	11,837.35	
80151773	THE PART WORKS INC		273.91
80151774	REXEL INC		575.35
80151775	PREMERA BLUE CROSS	74,072.88	

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CHECK #	VENDOR	CITY	LIBRARY	PARKS
80151776	SENSKE PEST CONTROL	1,943.10		
80151777	PEROVICH PARTNERS INC			1,105.84
80151778	HESTON HARDWARE			65.50
80151779	SPOKANE COUNTY TREASURER	2,006.90		
80151780	SPOKANE FIRE FIGHTERS BENEFI	1,000,972.53		
80151781	RUSSELL ALDRICH	320.00		
80151782	ROBERT J CHURCHILL	60.00		
80151783	TYESON JAMES SCHULTZ	654.84		
80151784	KELLEY STRANGE			50.44
		-----	-----	-----
		6,122,181.47	40,750.59	501,802.02
				=====
		CITYWIDE TOTAL:		6,664,734.08

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

0020 - NONDEPARTMENTAL

BAKER TILLY ADVISORY GROUP LP	SURVEYS/STUDIES ACH PMT NO. - 80151620	20,911.75
DOWNTOWN SPOKANE PARTNERSHIP	PROFESSIONAL SERVICES ACH PMT NO. - 80151574	25,000.00
NICHOLAS ANTHONY FEDERICI	PROFESSIONAL SERVICES ACH PMT NO. - 80151586	3,500.00
SPOKANE ARTS FUND	CONTRACTUAL SERVICES ACH PMT NO. - 80151713	114,954.00
SPOKANE COUNTY TREASURER	CONTRACTUAL SERVICES ACH PMT NO. - 80151653	128,078.08
SPOKANE TRANSIT AUTHORITY	CONTRACTUAL SERVICES CREDIT CARD PMT NO. - 70003002	4,989.60
TOTAL FOR 0020 - NONDEPARTMENTAL		297,433.43

0030 - OFFICE OF POLICE OMBUDS

US BANK P CARD PAYMENTS	SOFTWARE (NONCAPITALIZED) ACH PMT NO. - 80151724	30.00
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING ACH PMT NO. - 80151583	25.00
TOTAL FOR 0030 - OFFICE OF POLICE OMBUDS		55.00

0100 - GENERAL FUND

NICOLAS R CHAVEZ DBA NORTHWEST BEHAVIORAL	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80151580	6,350.00
THE AMERICAN FIREFIGHTER COMPANY	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80151744	21,820.00
US BANK P CARD PAYMENTS	ACCOUNTS RECEIVABLE-MISC ACH PMT NO. - 80151724	93.89
US BANK P CARD PAYMENTS	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80151724	823.56
US BANK P CARD PAYMENTS	PCARD ADVANCE PYMT REC ACH PMT NO. - 80151724	27,676.54-
US BANK TRAVEL CARD	TRAVEL CARD ADVANCE PYMT ACH PMT NO. - 80151583	11,684.70-
WA STATE DEPT OF REVENUE MISCELLANEOUS TAX DIVISION	DEPOSIT-LEASE EXCISE TAX CHECK NO. - 00618984	11,573.57

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

WA STATE DEPT OF REVENUE OR CITY OF SPOKANE	DEPOSIT-SALES TAX CHECK NO. - 00618892	14,496.80
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	ACH PMT NO. - 80151724	5,222.40
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	18.32
WA STATE DEPT OF REVENUE	CONTRACTUAL SERVICES -	10.92
TOTAL FOR 0330 - COMMUNICATIONS & MARKETING		5,251.64

0370 - ENGINEERING SERVICES

AASHTO 2	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151619	1,104.00
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	696.28
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	655.96
US BANK P CARD PAYMENTS	PUBLICATIONS ACH PMT NO. - 80151724	98.70
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	95.00
VESTIS GROUP INC DBA VESTIS SERVICES INC	LAUNDRY/JANITORIAL SERVICES ACH PMT NO. - 80151726	19.50
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	58.84
WA STATE DEPT OF REVENUE	PUBLICATIONS -	8.98
TOTAL FOR 0370 - ENGINEERING SERVICES		2,737.26

0410 - FINANCE AND ADMINISTRATION

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	352.13
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	298.82
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	1,000.00

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 0410 - FINANCE AND ADMINISTRATION	1,650.95
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0500 - OFFICE OF THE CITY ATTORNEY

COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80151754	427.81
THOMSON WEST WEST PUBLISHING PAYMENT CTR	PUBLICATIONS CREDIT CARD PMT NO. - 70003003	5,840.13

US BANK P CARD PAYMENTS	CLE TRAVEL ACH PMT NO. - 80151724	268.84
US BANK P CARD PAYMENTS	JUDGEMENTS/DAMAGES ACH PMT NO. - 80151724	3.68
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	765.58-
US BANK P CARD PAYMENTS	OFFICE FURNITURE (NON CAPITAL) ACH PMT NO. - 80151724	265.10
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	420.28
WA STATE DEPT OF REVENUE	JUDGEMENTS/DAMAGES -	0.33
TOTAL FOR 0500 - OFFICE OF THE CITY ATTORNEY		6,460.59

0520 - OFFICE OF THE MAYOR

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	26.37
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	469.84
US BANK P CARD PAYMENTS	PROFESSIONAL SERVICES ACH PMT NO. - 80151724	1,700.00
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	170.00
US BANK TRAVEL CARD	AIRFARE ACH PMT NO. - 80151583	1,770.01
TOTAL FOR 0520 - OFFICE OF THE MAYOR		4,136.22

0550 - NEIGHBORHOOD SERVICES

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	16.35
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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 0550 - NEIGHBORHOOD SERVICES	16.35
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0560 - MUNICIPAL COURT

BRANDI ECKHARDT	PER DIEM ACH PMT NO. - 80151658	196.50
MATTHEW D MOORE	PER DIEM CHECK NO. - 00618906	196.50
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	162.07

US BANK P CARD PAYMENTS	MISC SERVICES/CHARGES ACH PMT NO. - 80151724	119.14
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	359.12
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	122.25
US BANK P CARD PAYMENTS	SOFTWARE (NONCAPITALIZED) ACH PMT NO. - 80151724	48.00
TOTAL FOR 0560 - MUNICIPAL COURT		1,203.58

0620 - HUMAN RESOURCES

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	202.51
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	21.82
TOTAL FOR 0620 - HUMAN RESOURCES		224.33

0650 - PLANNING SERVICES

ST JOHNS LUTHERAN CHURCH	PROFESSIONAL SERVICES CHECK NO. - 00618896	150.00
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	23.53
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	2,815.19
WA STATE DEPT OF REVENUE	OTH DUES/SUBSCRIPTNS/MEMBERSHP -	1.46
TOTAL FOR 0650 - PLANNING SERVICES		2,990.18

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

0680 - POLICE

ALL SERVICE WEST TOWING	TOWING EXPENSE ACH PMT NO. - 80151740	203.20
ALWAYS TOWING & ROAD SERVICE	TOWING EXPENSE ACH PMT NO. - 80151743	243.84
COMCAST	IT/DATA SERVICES CHECK NO. - 00619006	427.78
DELL MARKETING LP %DELL USA LP	COMPUTERS ACH PMT NO. - 80151625	2,390.01
DELL MARKETING LP %DELL USA LP	MINOR EQUIPMENT ACH PMT NO. - 80151625	584.29
DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	MEDICAL SERVICES CHECK NO. - 00618953	300.00

DIVINES TOWING/DIV OF DIVINE CORP	TOWING EXPENSE ACH PMT NO. - 80151759	365.76
EVERGREEN STATE TOWING LLC DBA SPOKANE VALLEY TOWING	TOWING EXPENSE ACH PMT NO. - 80151762	162.41
HRA VEBA TRUST HRA VEBA TRUST CONTRIBUTIONS	HRA-POST EMPLOYMENT ACH PMT NO. - 80151689	20,600.00
KERSHAW'S INC	OFFICE FURNITURE (NON CAPITAL) CREDIT CARD PMT NO. - 70003006	916.44
SHI CORP	SOFTWARE (NONCAPITALIZED) ACH PMT NO. - 80151711	105.89
SPOKANE COUNTY SUPERIOR COURT	PROFESSIONAL SERVICES CHECK NO. - 00618908	1,656.00
US BANK P CARD PAYMENTS	AMMUNITION ACH PMT NO. - 80151724	625.00
US BANK P CARD PAYMENTS	BACKGROUND CHECKS ACH PMT NO. - 80151724	698.40
US BANK P CARD PAYMENTS	CLOTHING ACH PMT NO. - 80151724	231.30
US BANK P CARD PAYMENTS	IT/DATA SERVICES ACH PMT NO. - 80151724	648.32
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	2,482.42
US BANK P CARD PAYMENTS	MISC SERVICES/CHARGES ACH PMT NO. - 80151724	3,694.67
US BANK P CARD PAYMENTS	NON-TRAVEL MEALS/LGHT RFRSHMT ACH PMT NO. - 80151724	754.66

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	523.18
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	5,105.22
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	2,736.50
US BANK P CARD PAYMENTS	POSTAGE ACH PMT NO. - 80151724	415.22
US BANK P CARD PAYMENTS	PROMOTIONAL SUPPLIES ACH PMT NO. - 80151724	21.82
US BANK P CARD PAYMENTS	PUBLICATIONS ACH PMT NO. - 80151724	53.91
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	2,654.00
US BANK P CARD PAYMENTS	SOFTWARE (NONCAPITALIZED) ACH PMT NO. - 80151724	21.82

US BANK TRAVEL CARD	AIRFARE ACH PMT NO. - 80151583	6,780.57
US BANK TRAVEL CARD	LODGING ACH PMT NO. - 80151583	3,440.04
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES ACH PMT NO. - 80151583	795.00
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING ACH PMT NO. - 80151583	11,646.96
WA STATE DEPT OF REVENUE	AMMUNITION -	56.88
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	12.74
WA STATE DEPT OF REVENUE	PROTECTIVE GEAR/CLOTHING -	1,237.96
WA STATE EMPLOYMENT SECURITY DEPARTMENT	MISC SERVICES/CHARGES CHECK NO. - 00619012	5.50
WAYNE BOYER DBA MOTOPOST USA	PROTECTIVE GEAR/CLOTHING ACH PMT NO. - 80151600	13,604.00
TOTAL FOR 0680 - POLICE		86,201.71

0690 - COMMUNITY JUSTICE SERVICES

BI INC	PROFESSIONAL SERVICES CREDIT CARD PMT NO. - 70003001	13,426.94
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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 0690 - COMMUNITY JUSTICE SERVICES	13,426.94
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0700 - PUBLIC DEFENDER

US BANK P CARD PAYMENTS	MISC SERVICES/CHARGES ACH PMT NO. - 80151724	35.14
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	831.36
TOTAL FOR 0700 - PUBLIC DEFENDER	866.50	

0750 - COMMUNITY/ECONOMIC DEV SVC

EAST SPOKANE BUSINESS ASSOCIATION	CONTRACTUAL SERVICES ACH PMT NO. - 80151627	12,715.16
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	54.52
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	172.03

US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	431.08
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES ACH PMT NO. - 80151583	75.84
US BANK TRAVEL CARD	PER DIEM ACH PMT NO. - 80151583	8.00
WA STATE DEPT OF REVENUE	OTH DUES/SUBSCRIPTNS/MEMBERSHP -	11.19
TOTAL FOR 0750 - COMMUNITY/ECONOMIC DEV SVC		----- 13,467.82

1100 - STREET FUND

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80151746	27,251.91
DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	MEDICAL SERVICES CHECK NO. - 00618953	1,175.00
MATT HOUSTON dba SKUNKWORKS	PROFESSIONAL SERVICES ACH PMT NO. - 80151712	570.00
TRAVIS PATTERN & FOUNDRY INC	REPAIR & MAINTENANCE SUPPLIES CHECK NO. - 00618909	3,815.58
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	6.54

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	1,578.25
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	77.35
US BANK P CARD PAYMENTS	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80151724	33.30
US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151724	4,128.94
US BANK P CARD PAYMENTS	SMALL TOOLS ACH PMT NO. - 80151724	314.16
US BANK TRAVEL CARD	AIRFARE ACH PMT NO. - 80151583	451.80
WESTERN SYSTEMS INC	SOFTWARE MAINTENANCE ACH PMT NO. - 80151657	22,592.00
TOTAL FOR 1100 - STREET FUND		----- 61,994.83

1200 - CODE ENFORCEMENT FUND

DELL MARKETING LP %DELL USA LP	COMPUTERS ACH PMT NO. - 80151757	434.65
NORTHWEST INDUSTRIAL SERVICES	OPERATING RENTALS/LEASES	

DBA AMERICAN ON SITE SERVICES	CREDIT CARD PMT NO. - 70003016	187.65
RUSSELL ALDRICH	REGISTRATION/SCHOOLING ACH PMT NO. - 80151781	320.00
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	23.53
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	302.79
TOTAL FOR 1200 - CODE ENFORCEMENT FUND		----- 1,268.62

1300 - LIBRARY FUND

US BANK P CARD PAYMENTS	ADVERTISING ACH PMT NO. - 80151724	1,547.25
US BANK P CARD PAYMENTS	CAMERAS AND PROJECTION EQUIPMT ACH PMT NO. - 80151724	449.97
US BANK P CARD PAYMENTS	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80151724	333.92
US BANK P CARD PAYMENTS	COMPUTERS ACH PMT NO. - 80151724	381.84

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	DUE FROM OTHER GOVT UNIT - SPS ACH PMT NO. - 80151724	240.42
US BANK P CARD PAYMENTS	IT/DATA SERVICES ACH PMT NO. - 80151724	1,124.84
US BANK P CARD PAYMENTS	LIBRARY BOOKS/OTHER MATERIALS ACH PMT NO. - 80151724	1,199.76
US BANK P CARD PAYMENTS	MISC REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	719.64
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	3,046.01
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	14.18
US BANK P CARD PAYMENTS	PROFESSIONAL SERVICES ACH PMT NO. - 80151724	5,839.91
US BANK P CARD PAYMENTS	RECREATIONAL SUPPLIES ACH PMT NO. - 80151724	1,689.25
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	64.50
US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151724	2,503.28
US BANK P CARD PAYMENTS	SAFETY SUPPLIES ACH PMT NO. - 80151724	1,254.39
WA STATE DEPT OF REVENUE	CAMERAS AND PROJECTION EQUIPMT -	40.95

WA STATE DEPT OF REVENUE	OPERATING SUPPLIES	8.66
	-	
WA STATE DEPT OF REVENUE	PROFESSIONAL SERVICES	506.19
	-	
TOTAL FOR 1300 - LIBRARY FUND		----- 20,964.96

1360 - GENERAL FUND GRANTS

NICOLAS R CHAVEZ DBA NORTHWEST BEHAVIORAL	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80151580	6,350.00-
NICOLAS R CHAVEZ DBA NORTHWEST BEHAVIORAL	PROFESSIONAL SERVICES ACH PMT NO. - 80151580	6,350.00
US BANK P CARD PAYMENTS	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80151724	823.56-
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	340.94

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	297.05
US BANK P CARD PAYMENTS	PROFESSIONAL SERVICES ACH PMT NO. - 80151724	482.62
TOTAL FOR 1360 - GENERAL FUND GRANTS		----- 297.05

1380 - SPOKANE SAFE STREETS FOR ALL

BONITA MCCARTHY 3314 E 29TH AVE	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618957	243.00
BRIAN VINCE & LORRIE ANN BERNA 5323 HARBOR LN	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618958	243.00
CHRISTINA PATTERSON 9414 W BALLESTREROS CT	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618959	290.00
DARREL BAILEY 5401 S HELENA LN	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618960	290.00
DIANA KASSAP 5718 S DORSET RD	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618961	290.00
JOAN & JAMES DAVID BEGROVICH 4005 E FUNK AVE	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618963	290.00
JOHN BALL CONSTRUCTION INC 1915 W 5TH AVE	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618964	243.00
JOSHUA BOONE 1425 KALMIA ST	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618965	290.00
KELLY HAUENSTEIN 3228 E 30TH AVE	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618968	290.00

LEE SANDQUIST 1915 S EASTERN LN	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618969	243.00
LUCY JONES 2727 E 53RD AVE APT C303	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618970	290.00
RONALD BANKA 703 N MCCABE RD	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618972	290.00
RUTHANNE JOHNSON 7028 S FOREST RIDGE DR	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618973	243.00
SHERRY GOULD 10419 NW 13TH PL	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618974	290.00
SUSAN YOUNG 4409 S GLENVIEW LN	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00618976	243.00
US BANK P CARD PAYMENTS	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80151724	606.01

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 1380 - SPOKANE SAFE STREETS FOR ALL	-----	4,674.01
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1400 - PARKS AND RECREATION FUND

DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	BACKGROUND CHECKS CHECK NO. - 00618953	7,845.00
US BANK P CARD PAYMENTS	ADVERTISING ACH PMT NO. - 80151724	1,653.25
US BANK P CARD PAYMENTS	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	173.73
US BANK P CARD PAYMENTS	CLOTHING ACH PMT NO. - 80151724	179.86
US BANK P CARD PAYMENTS	CONTRACTUAL SERVICES ACH PMT NO. - 80151724	555.41
US BANK P CARD PAYMENTS	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	790.52
US BANK P CARD PAYMENTS	GENERAL REPAIRS/MAINT ACH PMT NO. - 80151724	463.01
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	173.71
US BANK P CARD PAYMENTS	MISC SERVICES/CHARGES ACH PMT NO. - 80151724	25.00
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	1,045.89
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	5,132.82
US BANK P CARD PAYMENTS	PERMITS/OTHER FEES ACH PMT NO. - 80151724	35.50
US BANK P CARD PAYMENTS	PROFESSIONAL SERVICES	

	ACH PMT NO. - 80151724	52.36
US BANK P CARD PAYMENTS	RECREATIONAL SUPPLIES ACH PMT NO. - 80151724	1,320.50
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	361.00
US BANK P CARD PAYMENTS	REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	1,124.64
US BANK P CARD PAYMENTS	SMALL TOOLS ACH PMT NO. - 80151724	1,565.60
US BANK TRAVEL CARD	AIRFARE ACH PMT NO. - 80151583	206.97

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK TRAVEL CARD	RECREATIONAL SUPPLIES ACH PMT NO. - 80151583	515.16
WA STATE DEPT OF REVENUE	ADVERTISING -	61.82
WA STATE DEPT OF REVENUE	EQUIPMENT REPAIRS/MAINTENANCE -	59.95
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	65.21
TOTAL FOR 1400 - PARKS AND RECREATION FUND		23,406.91

1425 - AMERICAN RESCUE PLAN

BERK CONSULTING INC	CONTRACTUAL SERVICES ACH PMT NO. - 80151621	5,367.66
KITTELSON & ASSOCIATES INC	CONTRACTUAL SERVICES ACH PMT NO. - 80151640	7,767.50
TOTAL FOR 1425 - AMERICAN RESCUE PLAN		13,135.16

1430 - GRANTS OPERATIONS

US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	1,243.00
WA STATE DEPT OF REVENUE	REGISTRATION/SCHOOLING -	113.11
TOTAL FOR 1430 - GRANTS OPERATIONS		1,356.11

1440 - FIRE GRANTS MISCELLANEOUS

THE AMERICAN FIREFIGHTER COMPANY	CONTRACTUAL SERVICES ACH PMT NO. - 80151744	21,820.00
THE AMERICAN FIREFIGHTER COMPANY	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80151744	21,820.00-

TOTAL FOR 1440 - FIRE GRANTS MISCELLANEOUS 0.00

1460 - PARKING METER REVENUE FUND

DELL MARKETING LP MINOR EQUIPMENT
%DELL USA LP ACH PMT NO. - 80151625 124.16

DELL MARKETING LP REPAIR & MAINTENANCE SUPPLIES
%DELL USA LP ACH PMT NO. - 80151625 106.50

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

INTERMOUNTAIN SIGN & SAFETY OPERATING SUPPLIES
INC ACH PMT NO. - 80151693 1,024.45

US BANK P CARD PAYMENTS LEGAL SERVICES
ACH PMT NO. - 80151724 64.89

US BANK P CARD PAYMENTS OFFICE SUPPLIES
ACH PMT NO. - 80151724 921.89

US BANK P CARD PAYMENTS OPERATING SUPPLIES
ACH PMT NO. - 80151724 200.10

US BANK P CARD PAYMENTS OTHER MISC CHARGES
ACH PMT NO. - 80151724 27.61

TOTAL FOR 1460 - PARKING METER REVENUE FUND 2,469.60

1560 - FORFEITURES & CONTRIBUTION FND

US BANK P CARD PAYMENTS OPERATING SUPPLIES
ACH PMT NO. - 80151724 721.11

US BANK TRAVEL CARD AIRFARE
ACH PMT NO. - 80151583 2,274.20

US BANK TRAVEL CARD LODGING
ACH PMT NO. - 80151583 280.70

US BANK TRAVEL CARD OTHER TRANSPORTATION EXPENSES
ACH PMT NO. - 80151583 68.00

US BANK TRAVEL CARD REGISTRATION/SCHOOLING
ACH PMT NO. - 80151583 1,300.00

TOTAL FOR 1560 - FORFEITURES & CONTRIBUTION FND 4,644.01

1590 - HOTEL/MOTEL TAX FUND

SPOKANE PUBLIC FACILITIES SPOKANE PUBLIC FACILITY DIST
DISTRICT ACH PMT NO. - 80151717 107,486.63

TOTAL FOR 1590 - HOTEL/MOTEL TAX FUND 107,486.63

1620 - PUBLIC SAFETY & JUDICIAL GRANT

US BANK P CARD PAYMENTS	OPERATING SUPPLIES	
	ACH PMT NO. - 80151724	158.75

TOTAL FOR 1620 - PUBLIC SAFETY & JUDICIAL GRANT		158.75
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1640 - COMMUNICATIONS BLDG M&O FUND

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

SPOKANE COUNTY TREASURER	OPERATING ASSESSMENTS/TAXES	
	ACH PMT NO. - 80151714	15.00

US BANK P CARD PAYMENTS	MINOR EQUIPMENT	
	ACH PMT NO. - 80151724	158.99

US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80151724	998.95

US BANK P CARD PAYMENTS	UTIL GARBAGE/WASTE REMOVAL	
	ACH PMT NO. - 80151724	115.00

TOTAL FOR 1640 - COMMUNICATIONS BLDG M&O FUND		1,287.94
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1940 - CHANNEL FIVE EQUIPMENT RESERVE

US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	ACH PMT NO. - 80151724	216.02

US BANK P CARD PAYMENTS	SOFTWARE (NONCAPITALIZED)	
	ACH PMT NO. - 80151724	5.99

WA STATE DEPT OF REVENUE	SOFTWARE (NONCAPITALIZED)	
	-	0.55

TOTAL FOR 1940 - CHANNEL FIVE EQUIPMENT RESERVE		222.56
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1970 - SPOKANE FIRE DEPARTMENT

ALSCO DIVISION OF ALSCO INC	LAUNDRY/JANITORIAL SERVICES	
	ACH PMT NO. - 80151742	32.18

COLEMAN OIL COMPANY LLC	MOTOR FUEL-OUTSIDE VENDOR	
	ACH PMT NO. - 80151753	14,943.66

FASTENAL CO	OPERATING SUPPLIES	
	ACH PMT NO. - 80151763	955.76

FASTENAL CO	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80151763	11.71

GALLS LLC	CLOTHING ALTERATIONS & REPAIRS	
	CREDIT CARD PMT NO. - 70003012	89.94

KATHLEEN O'DONNELL	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	ACH PMT NO. - 80151737	86.00

KBG DEVELOPMENTS LLC	MOTOR FUEL-OUTSIDE VENDOR	
DBA TOWNS LIQUOR MART	ACH PMT NO. - 80151695	179.35

L N CURTIS & SONS	CLOTHING ALTERATIONS & REPAIRS	
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	ACH PMT NO. - 80151677	511.71
LAWTON PRINTING INC	PUBLICATIONS	
	ACH PMT NO. - 80151641	76.37

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

NAPA AUTO PARTS GENUINE PARTS CO	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151642	178.84
NAPA AUTO PARTS GENUINE PARTS CO	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80151642	803.89
SATURDAY NIGHT INC	CLOTHING ACH PMT NO. - 80151649	1,107.69
SHI CORP	SOFTWARE (NONCAPITALIZED) ACH PMT NO. - 80151650	105.89
SPOKANE COUNTY TREASURER	OPERATING ASSESSMENTS/TAXES ACH PMT NO. - 80151714	4,378.77
SPOKANE ENVELOPE LLC DBA ALLIED ENVELOPE	PRINTING/BINDING/REPRO ACH PMT NO. - 80151741	69.41
SPOKANE FIRE FIGHTERS BENEFIT TRUST	VEBA POST EMPLOYMENT ACH PMT NO. - 80151715	15,500.00
THE HIDE OUT/ROYCE SHIELDS	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80151688	250.93
US BANK P CARD PAYMENTS	BACKGROUND CHECKS ACH PMT NO. - 80151724	56.34
US BANK P CARD PAYMENTS	BANK FEES ACH PMT NO. - 80151724	50.20
US BANK P CARD PAYMENTS	CELL PHONE ACH PMT NO. - 80151724	554.35
US BANK P CARD PAYMENTS	CLOTHING ACH PMT NO. - 80151724	1,688.88
US BANK P CARD PAYMENTS	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	67.36
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	8,296.88
US BANK P CARD PAYMENTS	MOTOR FUEL-OUTSIDE VENDOR ACH PMT NO. - 80151724	65.38
US BANK P CARD PAYMENTS	NON-TRAVEL MEALS/LGHT RFRSHMT ACH PMT NO. - 80151724	283.67
US BANK P CARD PAYMENTS	OFFICE FURNITURE (NON CAPITAL) ACH PMT NO. - 80151724	610.83
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	207.26
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	6,120.00
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	1,486.89

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80151724	2,539.20
US BANK P CARD PAYMENTS	POSTAGE ACH PMT NO. - 80151724	15.25
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	32.00
US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151724	2,344.56
US BANK P CARD PAYMENTS	SAFETY SUPPLIES ACH PMT NO. - 80151724	303.51
US BANK P CARD PAYMENTS	SMALL TOOLS ACH PMT NO. - 80151724	508.91
US BANK P CARD PAYMENTS	SOFTWARE MAINTENANCE ACH PMT NO. - 80151724	10.63
US BANK P CARD PAYMENTS	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80151724	1,657.77
US BANK P CARD PAYMENTS	VEHICLES ACH PMT NO. - 80151724	144.20
US BANK TRAVEL CARD	LODGING ACH PMT NO. - 80151583	179.31
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES ACH PMT NO. - 80151583	80.04
W W GRAINGER INC DBA GRAINGER	MINOR EQUIPMENT ACH PMT NO. - 80151687	221.41
W W GRAINGER INC DBA GRAINGER	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151634	1,047.37
WA STATE DEPT OF REVENUE	MINOR EQUIPMENT -	330.86
WA STATE DEPT OF REVENUE	PERSONAL PROTECTIVE EQUIPMENT -	121.56
WA STATE DEPT OF REVENUE	REPAIR & MAINTENANCE SUPPLIES -	11.37
WA STATE DEPT OF REVENUE	SAFETY SUPPLIES -	27.62
WA STATE DEPT OF REVENUE	VEHICLE REPAIR & MAINT SUPPLY -	35.97
YARDI BILL PAY EXPRESS MULTICA MEDICAL P 500	PERMIT REFUNDS PAYABLE CHECK NO. - 00618956	38.00
TOTAL FOR 1970 - SPOKANE FIRE DEPARTMENT		68,419.68

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

1990 - TRANSPORTATION BENEFIT FUND

ABADAN REPROGRAPHICS	CONSTRUCTION OF FIXED ASSETS	
BUSINESS EQUIPMENT CENTER	CHECK NO. - 00619002	2,871.27
TOTAL FOR 1990 - TRANSPORTATION BENEFIT FUND		2,871.27

3200 - ARTERIAL STREET FUND

ABADAN REPROGRAPHICS	CONSTRUCTION OF FIXED ASSETS	
BUSINESS EQUIPMENT CENTER	CHECK NO. - 00618901	2,926.54
PARAMETRIX INC	CONSTRUCTION OF FIXED ASSETS	
	ACH PMT NO. - 80151602	23,588.69
QUALITY COUNTS LLC	CONSTRUCTION OF FIXED ASSETS	
	ACH PMT NO. - 80151709	3,360.00
TOTAL FOR 3200 - ARTERIAL STREET FUND		29,875.23

3501 - WEST QUADRANT TIF

KITTELSON & ASSOCIATES INC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80151640	498.75
TOTAL FOR 3501 - WEST QUADRANT TIF		498.75

4100 - WATER & HYDROELECTRIC SERVICES

ACTION MATERIALS	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80151739	243.24
ACTION MATERIALS	REPAIRS/MAINTENANCE	
	ACH PMT NO. - 80151739	77.69
ANATEK LABS INC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80151588	20.00
CAMTEK INC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80151750	389.49
CINTAS CORPORATION	LAUNDRY/JANITORIAL SERVICES	
	CREDIT CARD PMT NO. - 70003017	700.92
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80151754	233.45
CORE & MAIN LP	INVENTORY PURCHASES FOR WATER	
	ACH PMT NO. - 80151755	20,760.64
CORE & MAIN LP	MINOR EQUIPMENT	
	ACH PMT NO. - 80151755	2,266.61

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

DGT ENTERPRISES LLC MEDICAL SERVICES

DBA SPOKANE TESTING SOLUTIONS	CHECK NO. - 00618953	900.00
ENVIRONMENTAL RESOURCE ASSOCIATES dba ERA	CONTRACTUAL SERVICES ACH PMT NO. - 80151595	746.05
FASTENAL CO	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151763	1,828.38
FERGUSON ENTERPRISES INC	MACHINERY/EQUIPMENT ACH PMT NO. - 80151764	16,828.68
IDAHO WASHINGTON AQUIFER COLLABORATIVE INC	OTH DUES/SUBSCRIPTNS/MEMBERSHP CHECK NO. - 00618904	1,000.00
JENNIFER ONIU 420 VINE ST APT 309	REFUNDS CHECK NO. - 00618962	360.64
JUAN CARLOS CARRILLO 16315 E OLYMPIC CT	REFUNDS CHECK NO. - 00618966	318.91
KARL N FLEMING 816 W FRANCIS AVE PMB 454	REFUNDS CHECK NO. - 00618967	57.05
MESA ASSOCIATES INC	MACHINERY/EQUIPMENT ACH PMT NO. - 80151599	1,837.00
NEPTUNE TECHNOLOGY GROUP INC	MACHINERY/EQUIPMENT ACH PMT NO. - 80151644	1,743.53
NOLAN & CARMEN GRUVER 2214 BAYOU ST	REFUNDS CHECK NO. - 00618971	98.72
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	WA DEPT OF REVENUE CHECK NO. - 00618891	148,782.59
SPOKANE COUNTY TREASURER	OPERATING ASSESSMENTS/TAXES ACH PMT NO. - 80151779	2,006.90
SUSAN CASEY 22512 E PENROSE LN	REFUNDS CHECK NO. - 00618975	193.84
THEODORE & JOAN REDMAN 1617 E 32ND CT	REFUNDS CHECK NO. - 00618977	134.11
US BANK P CARD PAYMENTS	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	82.48
US BANK P CARD PAYMENTS	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80151724	1,264.37
US BANK P CARD PAYMENTS	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80151724	3,488.71
US BANK P CARD PAYMENTS	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	80.66
US BANK P CARD PAYMENTS	INVENTORY PURCHASES FOR WATER ACH PMT NO. - 80151724	1,213.92

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	2,792.59
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	1,722.96

US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	2,726.95
US BANK P CARD PAYMENTS	PERMITS/OTHER FEES ACH PMT NO. - 80151724	558.05
US BANK P CARD PAYMENTS	PRINTING/BINDING/REPRO ACH PMT NO. - 80151724	1,656.26
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	1,730.00
US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151724	12,067.53
US BANK P CARD PAYMENTS	SOFTWARE (NONCAPITALIZED) ACH PMT NO. - 80151724	68.56
US BANK TRAVEL CARD	AIRFARE ACH PMT NO. - 80151583	395.76
W W GRAINGER INC DBA GRAINGER	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80151767	4,418.59
W W GRAINGER INC DBA GRAINGER	OPERATING SUPPLIES ACH PMT NO. - 80151578	81.56
W W GRAINGER INC DBA GRAINGER	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151767	1,667.90
WA STATE DEPT OF REVENUE	PERMITS/OTHER FEES -	11.38
WA STATE DEPT OF REVENUE	REGISTRATION/SCHOOLING -	146.51
ZACH JEFFERS 1102 W NORTH DRAGON DR	REFUNDS CHECK NO. - 00618979	179.86
TOTAL FOR 4100 - WATER & HYDROELECTRIC SERVICES		237,883.04

4250 - INTEGRATED CAPITAL MANAGEMENT

FEHR & PEERS	PROFESSIONAL SERVICES CHECK NO. - 00618903	680.00
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	WA DEPT OF REVENUE CHECK NO. - 00618891	114,604.80
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	2.95

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK TRAVEL CARD	AIRFARE ACH PMT NO. - 80151583	4,130.35
US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES ACH PMT NO. - 80151583	825.00
US BANK TRAVEL CARD	REGISTRATION/SCHOOLING ACH PMT NO. - 80151583	928.53

TOTAL FOR 4250 - INTEGRATED CAPITAL MANAGEMENT

121,171.63

4310 - SEWER MAINTENANCE DIVISION

ACTION MATERIALS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151659	728.14
AT&T MOBILITY	CELL PHONE CHECK NO. - 00618951	845.53
COLEMAN OIL COMPANY LLC	MOTOR FUEL-OUTSIDE VENDOR ACH PMT NO. - 80151670	9,609.38
DELL MARKETING LP %DELL USA LP	MINOR EQUIPMENT ACH PMT NO. - 80151625	667.78
DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	MEDICAL SERVICES CHECK NO. - 00618953	570.00
JESSE FORDERER	REGISTRATION/SCHOOLING ACH PMT NO. - 80151733	102.00
JOHNSON CONTROLS SECURITY SOLUTIONS LLC	OTHER MISC CHARGES ACH PMT NO. - 80151723	4,622.11
PAPE MACHINERY INC	MACHINERY/EQUIPMENT ACH PMT NO. - 80151772	11,837.35
PRORATE AND FUEL TAX DEPT OF LICENSING	WA DEPT OF REVENUE CHECK NO. - 00618982	2,278.79
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	WA DEPT OF REVENUE CHECK NO. - 00618891	96,742.08
THE PAPE GROUP INC DBA PAPE DW INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151626	2,736.78
US BANK P CARD PAYMENTS	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	2,342.67
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	101.30
US BANK P CARD PAYMENTS	MISC REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	125.57
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	397.35

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	5,213.21
US BANK P CARD PAYMENTS	POSTAGE ACH PMT NO. - 80151724	31.44
US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151724	5,306.84
US BANK P CARD PAYMENTS	SAFETY SUPPLIES ACH PMT NO. - 80151724	2,520.22
US BANK P CARD PAYMENTS	SMALL TOOLS	

	ACH PMT NO. - 80151724	1,882.25
US BANK TRAVEL CARD	LODGING	
	ACH PMT NO. - 80151583	3,918.60
TOTAL FOR 4310 - SEWER MAINTENANCE DIVISION		----- 152,579.39

4320 - RIVERSIDE PARK RECLAMATION FAC

AVISTA UTILITIES	OPERATING RENTALS/LEASES ACH PMT NO. - 80151661	29.85
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80151661	2,063.62
AVISTA UTILITIES	UTILITY NATURAL GAS ACH PMT NO. - 80151746	15,672.66
BROOKS APPLIED LABS LLC	TESTING SERVICES ACH PMT NO. - 80151667	1,120.00
CINTAS CORPORATION	LAUNDRY/JANITORIAL SERVICES CREDIT CARD PMT NO. - 70003010	6,847.28
COLEMAN OIL COMPANY LLC	MOTOR FUEL-OUTSIDE VENDOR ACH PMT NO. - 80151670	11,101.42
COLE-PARMER INSTRUMENT COMPANY LLC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151671	275.79
DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	MEDICAL SERVICES CHECK NO. - 00618953	225.00
DON LEE COOK JR	LODGING CHECK NO. - 00619007	511.20
DON LEE COOK JR	PER DIEM CHECK NO. - 00619007	255.00
EUROFINS ENVIRONMENT TESTING NORTHWEST LLC	TESTING SERVICES ACH PMT NO. - 80151761	805.50
EVOQUA WATER TECHNOLOGIES LLC	OPERATING RENTALS/LEASES ACH PMT NO. - 80151630	953.10

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FISHER SCIENTIFIC	OPERATING SUPPLIES ACH PMT NO. - 80151766	2,151.02
HDR ENGINEERING INC	PROFESSIONAL SERVICES ACH PMT NO. - 80151636	6,529.10
INLAND ENVIRONMENTAL RESOURCES INC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80151691	23,939.58
INLAND POWER & LIGHT CO	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80151692	328.11
JACOBS ENGINEERING GROUP INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80151637	181,570.08
K & L GATES LLP	LEGAL SERVICES ACH PMT NO. - 80151639	5,112.00

KIRK MISENHEIMER	LODGING CHECK NO. - 00619011	601.44
KIRK MISENHEIMER	PER DIEM CHECK NO. - 00619011	255.00
NALCO CO	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80151699	6,285.17
NICHOLAS KNAPP	LODGING CHECK NO. - 00619009	399.84
NICHOLAS KNAPP	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00619009	156.16
NICHOLAS KNAPP	PER DIEM CHECK NO. - 00619009	255.00
PHENOVA INC	OPERATING SUPPLIES ACH PMT NO. - 80151705	130.29
POINTE PEST CONTROL	CONTRACTUAL SERVICES CHECK NO. - 00618907	1,467.40
PRORATE AND FUEL TAX DEPT OF LICENSING	MOTOR FUEL-OUTSIDE VENDOR CHECK NO. - 00618983	1,370.00
RYAN K WILLIAMS	LODGING CHECK NO. - 00619013	196.01
RYAN K WILLIAMS	MINOR SAFETY EQUIPMENT CHECK NO. - 00618986	180.00
RYAN K WILLIAMS	PER DIEM CHECK NO. - 00619013	169.00
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	WA DEPT OF REVENUE CHECK NO. - 00618891	106,345.90
STEPHANIE GRAHAM	LODGING CHECK NO. - 00619004	264.64

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STEPHANIE GRAHAM	PER DIEM CHECK NO. - 00619004	169.00
TROY D KNUTSON	LODGING CHECK NO. - 00619010	601.44
TROY D KNUTSON	PER DIEM CHECK NO. - 00619010	255.00
TWO RIVERS TERMINAL LLC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80151721	9,295.32
TYESON JAMES SCHULTZ	LODGING ACH PMT NO. - 80151783	399.84
TYESON JAMES SCHULTZ	PER DIEM ACH PMT NO. - 80151783	255.00
US BANK P CARD PAYMENTS	MINOR SAFETY EQUIPMENT ACH PMT NO. - 80151724	2,310.14

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	496.67
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	25,585.06
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	2,140.97
US BANK P CARD PAYMENTS	SMALL TOOLS ACH PMT NO. - 80151724	797.28
VICTOR JOHN GIAMPIETRI DBA WA STATE FIRST AID	OPERATING SUPPLIES ACH PMT NO. - 80151727	610.40
W W GRAINGER INC DBA GRAINGER	OPERATING SUPPLIES ACH PMT NO. - 80151687	421.70
W W GRAINGER INC DBA GRAINGER	SAFETY SUPPLIES ACH PMT NO. - 80151687	3,646.66
WA STATE DEPT OF REVENUE	OPERATING SUPPLIES -	309.78
WA STATE PARKS & RECREATION COMMISSION	MISC SERVICES/CHARGES ACH PMT NO. - 80151656	1,512.60
WESTERN STATES AUTOMATION LLC	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151730	3,116.62
TOTAL FOR 4320 - RIVERSIDE PARK RECLAMATION FAC		429,489.64

4330 - STORMWATER

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80151661	4,513.23
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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	MEDICAL SERVICES CHECK NO. - 00618953	150.00
ENVIRONMENTAL INCENTIVES INC	CONTRACTUAL SERVICES ACH PMT NO. - 80151628	24,351.73
NB ENGINEERING LLC DBA EVERGREEN STORMH2O	CONTRACTUAL SERVICES ACH PMT NO. - 80151643	17,805.85
TRIVERUS LLC	PAVING REPAIRS/MAINTENANCE ACH PMT NO. - 80151654	2,943.00
US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151724	541.14
TOTAL FOR 4330 - STORMWATER		50,304.95

4480 - SOLID WASTE FUND

SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	DEPOSIT-SALES TAX CHECK NO. - 00618891	2,942.11
WESTERN INTEGRATED TECHNOLOGI	REFUNDS	

7651 S 190TH ST CHECK NO. - 00618978 5,735.31

TOTAL FOR 4480 - SOLID WASTE FUND 8,677.42

4490 - SOLID WASTE DISPOSAL

AIRGAS SPECIALTY PRODUCTS INC	CHEMICAL/LAB SUPPLIES CHECK NO. - 00619003	75,804.55
AUBURN FILTER SENSE LLC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151660	990.00
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80151746	610.27
BANNER FURNACE & FUEL	OPERATING SUPPLIES ACH PMT NO. - 80151664	216.02
BEARING DISTRIBUTORS INC dba BROWN BEARING	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151665	2,660.93
BRANOM OPERATING COMPANY LLC BRANOM INSTRUMENT COMPANY	REPAIR & MAINTENANCE SUPPLIES CREDIT CARD PMT NO. - 70003009	1,500.35
BUILTRITE LLC DBA BUILTRITE MANUFACTURING	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151668	36,439.40
DELL MARKETING LP %DELL USA LP	COMPUTERS ACH PMT NO. - 80151757	375.13
DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	MEDICAL SERVICES CHECK NO. - 00618953	100.00

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ELJAY OIL CO INC	MOTOR FUEL-OUTSIDE VENDOR CREDIT CARD PMT NO. - 70003018	1,955.43
FASTENAL CO	OPERATING SUPPLIES ACH PMT NO. - 80151763	722.31
FASTENAL CO	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80151763	1,262.79
FASTENAL CO	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151763	333.03
FASTENAL CO	SAFETY SUPPLIES ACH PMT NO. - 80151763	37.58
LINDE GAS & EQUIPMENT INC DEPT 0812	REPAIR & MAINTENANCE SUPPLIES CHECK NO. - 00618980	772.71
OXARC LLC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80151702	5,099.22
PARAMOUNT SUPPLY CO	REPAIR & MAINTENANCE SUPPLIES CHECK NO. - 00618981	4,267.67
PETE LIEN & SONS INC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80151704	36,032.70
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	WA DEPT OF REVENUE CHECK NO. - 00618891	31,620.08

US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	3,463.47
US BANK P CARD PAYMENTS	OFFICE FURNITURE (NON CAPITAL) ACH PMT NO. - 80151724	202.89
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	336.86
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	3,711.89
US BANK P CARD PAYMENTS	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80151724	714.23
US BANK P CARD PAYMENTS	POSTAGE ACH PMT NO. - 80151724	137.93
US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151724	9,976.39
US BANK P CARD PAYMENTS	SAFETY SUPPLIES ACH PMT NO. - 80151724	151.63
US BANK P CARD PAYMENTS	SMALL TOOLS ACH PMT NO. - 80151724	713.51
W W GRAINGER INC DBA GRAINGER	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151767	1,010.10

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

W W GRAINGER INC DBA GRAINGER	SMALL TOOLS ACH PMT NO. - 80151634	639.50
TOTAL FOR 4490 - SOLID WASTE DISPOSAL		221,858.57

4500 - SOLID WASTE COLLECTION

DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	MEDICAL SERVICES CHECK NO. - 00618953	2,485.00
HOTSY OF SPOKANE LLC	OPERATING SUPPLIES CREDIT CARD PMT NO. - 70003005	6,496.36
SENSKE PEST CONTROL SENSKE LAWN & TREE CARE	LANDSCAPE/GROUNDS MAINT ACH PMT NO. - 80151776	1,943.10
SHI CORP	SOFTWARE MAINTENANCE ACH PMT NO. - 80151650	105.89
SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	WA DEPT OF REVENUE CHECK NO. - 00618891	188,276.38
US BANK P CARD PAYMENTS	CLOTHING ACH PMT NO. - 80151724	175.65
US BANK P CARD PAYMENTS	NON-TRAVEL MEALS/LGHT RFRSHMT ACH PMT NO. - 80151724	2,685.29
US BANK P CARD PAYMENTS	OFFICE FURNITURE (NON CAPITAL) ACH PMT NO. - 80151724	1,237.19

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	115.76
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	547.80
US BANK P CARD PAYMENTS	SAFETY SUPPLIES ACH PMT NO. - 80151724	762.26
US BANK P CARD PAYMENTS	SMALL TOOLS ACH PMT NO. - 80151724	412.22
TOTAL FOR 4500 - SOLID WASTE COLLECTION		205,242.90

4530 - SOLID WASTE LANDFILLS

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80151746	1,983.74
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	504.88
TOTAL FOR 4530 - SOLID WASTE LANDFILLS		2,488.62

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

4600 - GOLF FUND

DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	BACKGROUND CHECKS CHECK NO. - 00618953	4,000.00
US BANK P CARD PAYMENTS	ADVERTISING ACH PMT NO. - 80151724	500.00
US BANK P CARD PAYMENTS	CLOTHING ACH PMT NO. - 80151724	227.15
US BANK P CARD PAYMENTS	GENERAL REPAIRS/MAINT ACH PMT NO. - 80151724	2,203.63
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	1,074.85
US BANK P CARD PAYMENTS	REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	1,404.23
WA STATE DEPT OF REVENUE	REPAIRS/MAINTENANCE -	80.15
TOTAL FOR 4600 - GOLF FUND		9,490.01

4700 - DEVELOPMENT SERVICES

AARON BIBBY	ADVISORY TECHNICAL SERVICE ACH PMT NO. - 80151748	120.00
JOHNATHAN GOLDSMITH	OTHER TRANSPORTATION EXPENSES CHECK NO. - 00618889	212.22
JOHNATHAN GOLDSMITH	PER DIEM CHECK NO. - 00618889	204.00

ROBERT J CHURCHILL	ADVISORY TECHNICAL SERVICE ACH PMT NO. - 80151782	60.00
US BANK P CARD PAYMENTS	BANK FEES ACH PMT NO. - 80151724	165.05
US BANK P CARD PAYMENTS	NON-TRAVEL MEALS/LGHT RFRSHMT ACH PMT NO. - 80151724	105.63
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	297.78
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	255.29
US BANK P CARD PAYMENTS	PARKING/TOLLS (LOCAL) ACH PMT NO. - 80151724	300.44
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	638.00

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 4700 - DEVELOPMENT SERVICES	2,358.41
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5100 - FLEET SERVICES FUND

ADAMS TRACTOR CO INC	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00618902	1,506.22
CINTAS CORPORATION	LAUNDRY/JANITORIAL SERVICES CREDIT CARD PMT NO. - 70003017	1,525.21
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80151673	647.22
CUMMINS INC DBA CUMMINS SALES & SERVICE	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151756	17,939.71
DGT ENTERPRISES LLC DBA SPOKANE TESTING SOLUTIONS	MEDICAL SERVICES CHECK NO. - 00618953	710.00
EVERGREEN STATE TOWING LLC DBA SPOKANE VALLEY TOWING	TOWING EXPENSE ACH PMT NO. - 80151629	4,186.17
INDUSTRIAL WELDING CO INC	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00618954	18,572.87
JEFF L ROGERS DBA JEFFS CUSTOM AUTO DETAIL	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151694	589.02
MEGA WASH LLC	CONTRACTUAL SERVICES ACH PMT NO. - 80151697	4,311.51
NORTH DIVISION MUFFLER CLINIC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151700	120.01
NOVUS AUTO GLASS	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151645	2,631.70
PAPE MACHINERY INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151703	229.66

POMP'S TIRE SERVICE INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151707	6,447.26
SOLID WASTE SYSTEMS INC dba SWS EQUIPMENT INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151652	4,940.10
US BANK P CARD PAYMENTS	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151724	948.98
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	73.25
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	10.91
US BANK P CARD PAYMENTS	PERMITS/OTHER FEES ACH PMT NO. - 80151724	327.25

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK TRAVEL CARD	OTHER TRANSPORTATION EXPENSES ACH PMT NO. - 80151583	11.94
WA STATE DEPT OF REVENUE	EQUIPMENT REPAIRS/MAINTENANCE -	86.36
WATERCO OF THE PACIFIC NORTH WEST, INC	OPERATING SUPPLIES CHECK NO. - 00619008	162.86
WESTERN STATES EQUIPMENT CO	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80151729	44,284.94
TOTAL FOR 5100 - FLEET SERVICES FUND		110,263.15

5200 - PUBLIC WORKS AND UTILITIES

SPOKANE CITY TREASURER OR WASH STATE DEPT OF REVENUE	WA DEPT OF REVENUE CHECK NO. - 00618891	1,688.49
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	93.37
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	281.62
US BANK P CARD PAYMENTS	PERIPHERAL EQUIPMENT ACH PMT NO. - 80151724	64.85
US BANK TRAVEL CARD	AIRFARE ACH PMT NO. - 80151583	601.80
TOTAL FOR 5200 - PUBLIC WORKS AND UTILITIES		2,730.13

5300 - IT FUND

IMPRIVATA INC	SOFTWARE MAINTENANCE ACH PMT NO. - 80151579	44,403.63
NORTHWEST OPEN ACCESS NETWORK	TELEPHONE ACH PMT NO. - 80151601	2,250.00

SHI CORP	SOFTWARE MAINTENANCE ACH PMT NO. - 80151711	6,469.47
US BANK P CARD PAYMENTS	IT/DATA SERVICES ACH PMT NO. - 80151724	1,967.04
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	307.57
US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	339.22
US BANK P CARD PAYMENTS	SOFTWARE MAINTENANCE ACH PMT NO. - 80151724	259.87

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	SOFTWARE (NONCAPITALIZED) ACH PMT NO. - 80151724	1,224.79
US BANK P CARD PAYMENTS	SUBSCRIPTION BASED IT ARNGMTS ACH PMT NO. - 80151724	326.47-
VERTIV CORPORATION	HARDWARE MAINTENANCE ACH PMT NO. - 80151585	7,136.24
WA STATE DEPT OF REVENUE	SOFTWARE (NONCAPITALIZED) -	9.10
TOTAL FOR 5300 - IT FUND		64,040.46

5310 - IT CAPITAL REPLACEMENT FUND

DELL MARKETING LP %DELL USA LP	COMPUTERS ACH PMT NO. - 80151757	4,070.46
DELL MARKETING LP %DELL USA LP	MINOR EQUIPMENT ACH PMT NO. - 80151625	1,813.28
EUNA SOLUTIONS INC FILE 2321	SUBSCRIPTION BASED IT ARNGMTS ACH PMT NO. - 80151680	63,202.67
WA STATE DEPT OF REVENUE	SUBSCRIPTION BASED IT ARNGMTS -	5,751.44
TOTAL FOR 5310 - IT CAPITAL REPLACEMENT FUND		74,837.85

5500 - PURCHASING AND CONTRACTS

US BANK P CARD PAYMENTS	OPERATING SUPPLIES ACH PMT NO. - 80151724	12.31
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	1,113.00
TOTAL FOR 5500 - PURCHASING AND CONTRACTS		1,125.31

5600 - ACCOUNTING SERVICES

DELL MARKETING LP	MINOR EQUIPMENT
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%DELL USA LP	ACH PMT NO. - 80151678	2,251.10
ROBERT HALF INC	PROFESSIONAL SERVICES CREDIT CARD PMT NO. - 70003007	37,500.00
SHI CORP	SOFTWARE (NONCAPITALIZED) ACH PMT NO. - 80151650	102.70
US BANK P CARD PAYMENTS	MINOR EQUIPMENT ACH PMT NO. - 80151724	40.37

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	480.40
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING ACH PMT NO. - 80151724	105.00
TOTAL FOR 5600 - ACCOUNTING SERVICES		40,479.57

5700 - SPOKANE 311

US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	45.34
TOTAL FOR 5700 - SPOKANE 311		45.34

5810 - WORKERS' COMPENSATION FUND

DATA DIMENSIONS LLC	INSURANCE ADMINISTRATION ACH PMT NO. - 80151576	485.13
PENSER NORTH AMERICA INC	PROFESSIONAL SERVICES CHECK NO. - 00618890	12,175.00
VICTOR J GIAMPIETRI II DBA WA STATE FIRST AID	CONTRACTUAL SERVICES ACH PMT NO. - 80151655	3,054.80
TOTAL FOR 5810 - WORKERS' COMPENSATION FUND		15,714.93

5830 - EMPLOYEES BENEFITS FUND

ALLIANT INSURANCE SERVICES INC AIS TRUST ACCOUNT	CONTRACTUAL SERVICES ACH PMT NO. - 80151617	8,500.00
DEER OAKS EAP SERVICES LLC DBA ALLONE HEALTH	PROFESSIONAL SERVICES ACH PMT NO. - 80151624	4,972.00
DELTA DENTAL OF WASHINGTON	INSURANCE ADMINISTRATION ACH PMT NO. - 80151758	15,329.27
DELTA DENTAL OF WASHINGTON	INSURANCE CLAIMS ACH PMT NO. - 80151758	32,034.76
HRA VEBA TRUST HRA VEBA TRUST CONTRIBUTIONS	DEPOSIT-HEALTH CARE ACCOUNT ACH PMT NO. - 80151768	109,592.27
KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	INSURANCE ADMINISTRATION ACH PMT NO. - 80151769	79,929.83

KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	INSURANCE CLAIMS ACH PMT NO. - 80151769	118,345.40
KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	INSURANCE PREMIUMS ACH PMT NO. - 80151769	35,893.22

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PREMERA BLUE CROSS	INSURANCE ADMINISTRATION ACH PMT NO. - 80151775	62,711.46
PREMERA BLUE CROSS OR SPOKANE CITY TREASURER	INSURANCE CLAIMS ACH PMT NO. - 80151646	791,106.35
REHN & ASSOCIATES SPOKANE CITY TREASURER	CONTRACTUAL SERVICES ACH PMT NO. - 80151581	600.00
REHN & ASSOCIATES SPOKANE CITY TREASURER	INSURANCE ADMINISTRATION ACH PMT NO. - 80151647	1,854.00
SPOKANE FIRE FIGHTERS BENEFIT TRUST	DEPOSIT-HEALTH CARE ACCOUNT ACH PMT NO. - 80151780	60,358.53
SPOKANE FIRE FIGHTERS BENEFIT TRUST	INSURANCE PREMIUMS ACH PMT NO. - 80151780	940,614.00
US BANK P CARD PAYMENTS	OFFICE SUPPLIES ACH PMT NO. - 80151724	60.18
US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80151724	130.92
WA STATE DEPT OF REVENUE	OTH DUES/SUBSCRIPTNS/MEMBERSHP -	11.91
TOTAL FOR 5830 - EMPLOYEES BENEFITS FUND		2,262,044.10

5900 - FACILITIES MANAGEMENT FUND OPS

AVISTA CORPORATION	IMMATERIAL PRIOR PERIOD ADJ ACH PMT NO. - 80151745	3,348.15-
AVISTA CORPORATION	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80151745	8,433.14
AVISTA CORPORATION	UTILITY NATURAL GAS ACH PMT NO. - 80151745	2,697.84
BUREAU VERITAS TECHNICAL ASSESSMENTS LLC	CONTRACTUAL SERVICES ACH PMT NO. - 80151589	714.02
FERGUSON ENTERPRISES INC	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80151632	4,049.80
FIRE CONTROL SPRINKLER SYSTEMS COMPANY INC	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80151684	411.00
GORLEY LOGISTICS LLC dba FIKES NORTHWEST	OPERATING SUPPLIES ACH PMT NO. - 80151765	357.86
INLAND EMPIRE FIRE PROTECTION LLC	BUILDING REPAIRS/MAINTENANCE CHECK NO. - 00618955	2,261.28

US BANK P CARD PAYMENTS	MINOR EQUIPMENT	
	ACH PMT NO. - 80151724	1,181.49

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK P CARD PAYMENTS	MISC SERVICES/CHARGES	
	ACH PMT NO. - 80151724	38.15
US BANK P CARD PAYMENTS	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80151724	1,026.63
US BANK P CARD PAYMENTS	OPERATING SUPPLIES	
	ACH PMT NO. - 80151724	42.90
US BANK P CARD PAYMENTS	REGISTRATION/SCHOOLING	
	ACH PMT NO. - 80151724	219.00
US BANK P CARD PAYMENTS	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80151724	15,570.81
WA STATE DEPT OF REVENUE	REPAIR & MAINTENANCE SUPPLIES	
	-	15.38
TOTAL FOR 5900 - FACILITIES MANAGEMENT FUND OPS		33,671.15

5902 - PROPERTY ACQUISITION POLICE

US BANK P CARD PAYMENTS	IF CAPITAL COMMISSIONING	
	ACH PMT NO. - 80151724	2,446.42
WA STATE DEPT OF REVENUE	IF CAPITAL COMMISSIONING	
	-	161.07
TOTAL FOR 5902 - PROPERTY ACQUISITION POLICE		2,607.49

6100 - RETIREMENT

US BANK P CARD PAYMENTS	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	ACH PMT NO. - 80151724	400.00
TOTAL FOR 6100 - RETIREMENT		400.00

6200 - FIREFIGHTERS' PENSION FUND

ALLIANT INSURANCE SERVICES INC AIS TRUST ACCOUNT	INSURANCE ADMINISTRATION	
	ACH PMT NO. - 80151617	1,791.66
DELTA DENTAL OF WASHINGTON	INSURANCE ADMINISTRATION	
	ACH PMT NO. - 80151758	1,041.11
DELTA DENTAL OF WASHINGTON	SERVICE REIMBURSEMENT	
	ACH PMT NO. - 80151758	1,151.00
PREMERA BLUE CROSS	INSURANCE ADMINISTRATION	
	ACH PMT NO. - 80151775	6,396.39
PREMERA BLUE CROSS OR SPOKANE CITY TREASURER	SERVICE REIMBURSEMENT	
	ACH PMT NO. - 80151646	58,651.06

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 6200 - FIREFIGHTERS' PENSION FUND	69,031.22

6255 - LAW ENFORCEMENT RECORDS MGMT	

WA STATE PATROL DEPOSIT-SPD STATE REMITTANCE CHECK NO. - 00618985	17,187.00

TOTAL FOR 6255 - LAW ENFORCEMENT RECORDS MGMT	17,187.00

6300 - POLICE PENSION	

ALLIANT INSURANCE SERVICES INC INSURANCE ADMINISTRATION AIS TRUST ACCOUNT ACH PMT NO. - 80151617	1,791.66
DELTA DENTAL OF WASHINGTON INSURANCE ADMINISTRATION ACH PMT NO. - 80151758	838.88
DELTA DENTAL OF WASHINGTON SERVICE REIMBURSEMENT ACH PMT NO. - 80151758	1,539.10
JAMES F POWELL SERVICE REIMBURSEMENT CHECK NO. - 00618895	55.00
JAMES VEITENHEIMER SERVICE REIMBURSEMENT C/O SHARYN THORNE ACH PMT NO. - 80151616	8,166.00
PREMERA BLUE CROSS INSURANCE ADMINISTRATION ACH PMT NO. - 80151775	4,965.03
PREMERA BLUE CROSS OR SERVICE REIMBURSEMENT SPOKANE CITY TREASURER ACH PMT NO. - 80151646	33,111.90

TOTAL FOR 6300 - POLICE PENSION	50,467.57

6730 - PARKING & BUSINESS IMPROV DIST	

DOWNTOWN SPOKANE PARTNERSHIP DUE TO OTHER GOVERNMENTAL UNIT ACH PMT NO. - 80151574	150,651.96
EAST SPOKANE BUSINESS OTHER MISC CHARGES ASSOCIATION ACH PMT NO. - 80151577	19,229.01

TOTAL FOR 6730 - PARKING & BUSINESS IMPROV DIST	169,880.97

TOTAL CLAIMS	5,161,095.54

**Agenda Sheet for City Council:****Committee:** Date: N/A**Committee Agenda type:****Council Meeting Date:** 05/04/2026

		Date Rec'd	4/28/2026
		Clerk's File #	CPR 2026-0003
		Cross Ref #	
		Project #	
Submitting Dept	ACCOUNTING	Bid #	
Contact Name/Phone	MATT BOSTON 6028	Requisition #	
Contact E-Mail	MBOSTON@SPOKANECITY.ORG		
Agenda Item Type	Claim Item		
Council Sponsor(s)			
Sponsoring at Administrators Request		NO	
Lease? NO	Grant Related? NO	Public Works? NO	
Agenda Item Name	ACCOUNTING-PAYROLL THRU 4-25-2026		

Agenda Wording

Report of the Mayor of pending payroll claims of previously approved obligations through: April 25, 2026.
 Payroll check #580176 through check #580281 \$10,140,701.87

Summary (Background)

N/A

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

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

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

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	
Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
Amount	Budget Account
Expense \$ 10,140,701.87	# Various
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source	
Funding Source Type	Select
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Dept Head	LIPPS, JOSH
Division Director	STRATTON, JESSICA
Accounting Manager	
Legal	
For the Mayor	
Distribution List	

PAYROLL RECAP BY FUND
PAY PERIOD ENDING APRIL 25, 2026

FUND	FUND NAME	TOTAL
0100	GENERAL FUND	
0030	POLICE OMBUDSMAN	9,616.51
0230	CIVIL SERVICE	50,651.20
0260	CITY CLERK	28,044.71
0320	COUNCIL	63,591.20
0330	PUBLIC AFFAIRS / COMMUNICATIONS	40,349.04
0370	ENGINEERING SERVICES	196,043.82
0380	TRANSPORTATION & SUSTAINABILITY	6,631.20
0410	FINANCE	56,123.20
0450	CD/HS DIVISION	10,400.00
0470	HISTORIC PRESERVATION	8,593.60
0480	OFFICE OF CIVIL RIGHTS,EQUITY, & INCLUSION	5,587.20
0500	LEGAL	157,559.04
0520	MAYOR	45,839.06
0550	NEIGHBORHOOD SERVICES	16,244.00
05601	MUNICIPAL COURT	153,844.62
0570	OFFICE OF HEARING EXAMINER	6,916.80
0580	FAMILY & YOUTH SERVICES	4,081.60
0620	HUMAN RESOURCES	47,488.88
0650	PLANNING SERVICES	56,600.80
0680	POLICE	2,698,176.93
0690	PROBATION SERVICES	84,812.88
0700	PUBLIC DEFENDERS	103,784.72
0750	ECONOMIC DEVELOPMENT	16,495.20
0860	TREASURER	0.00
	TOTAL GENERAL FUND	3,867,476.21

FUND	FUND NAME	TOTAL
1100	STREET	276,733.48
1200	CODE ENFORCEMENT	84,044.44
1300	LIBRARY	282,294.69
1380	TRAFFIC CALMING MEASURES	3,947.20
1390	URBAN FORESTRY	3,353.60
1400	PARKS AND RECREATION	435,310.07
1430	GRANTS MANAGEMENT	30,459.41
1460	PARKING METER	38,583.78
1510	SPOKANE UNITED 911 NETWORK	7,218.40
1620	PUBLIC SAFETY & JUDICIAL GRANT	6,191.81
1680	CD/HS	57,430.41
1970	EMS FUND	1,946,260.79
4100	WATER	562,390.66
4250	INTEGRATED CAPITAL FUND	77,248.80
4300	SEWER	738,474.40
4480	REFUSE	684,196.99
4600	GOLF	81,753.89
4700	GENERAL SERVICES FUND	242,502.38
5100	FLEET SERVICE	130,144.96
5200	PUBLIC WORKS & UTILITY FUND	65,781.35
5300	MIS	202,954.18
5500	PURCHASING	34,067.20
5600	ACCOUNTING SERVICES	135,263.97
5700	MY SPOKANE	33,596.65
5750	PROJECT MANAGEMENT OFFICE	28,572.00
5800	RISK MANAGEMENT	3,144.80
5810	WORKER'S COMPENSATION	3,792.00
5830	SELF-FUNDED MEDICAL/DENTAL	10,651.79
5900	ASSET MANAGEMENT	52,475.96
6060	CITY RETIREMENT	14,385.60
	TOTAL	<u>10,140,701.87</u>

MINUTES OF SPOKANE CITY COUNCIL

Monday, April 20, 2026

AGENDA REVIEW SESSION

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:32 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

Roll Call

On roll call, Council President Wilkerson and Council Members Cathcart (appearing virtually), Dillon, Dixit, and Zappone were present. Council Member Telis arrived at 3:33 p.m. and Council Member Klitzke arrived at 3:42 p.m.

City Administrator Alex Scott; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

There were no **Interviews of Nominees to Boards and Commissions**.

BRIEFING ON AGENDA ITEMS

Final Agenda for April 20, 2026

The City Council received a briefing from staff on the following agenda item(s), and Council inquiry and comment was held, with response by staff:

- OPR 2026-0381 (Axon Enterprise / drone platforms) and OPR 2026-0382 (Meridian Rapid Defense Group / mitigation barriers etc.) – Matt Cowles

Updated Draft Agenda for April 27, 2026

The City Council received a briefing from staff on the following agenda item(s), and Council inquiry and comment was held, with response by staff:

- Ordinance C36863 (Mobile Food Vendors) and Dixit Amendment – Adam McDaniel

Draft Agenda for May 4, 2026

The City Council received a briefing from staff on the following agenda item(s), and Council inquiry and comment was held, with response by staff:

- Special Budget Ordinance C36866 (Engineering Positions) – Dan Buller

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS

April 20, 2026, Final Agenda

Purchases of Skydio X10 Drone Platforms (OPR 2026-0381) and Meridian Archer Trailer Kit 1000 (OPR 2026-0382) (Council Sponsors: Council Members Telis and Cathcart)

Motion by Council Member Zappone, seconded by Council Member Telis, **to suspend** Council Rules to add OPR 2026-0381 (purchase from Axon Enterprise of Skydio X10 drone platforms) and OPR 2026-0382 (purchase from Meridian Rapid Defense Group of mitigation barriers, trailer, and needed equipment) to tonight's Legislative Agenda; **carried 6-1.**

Motion by Council Member Zappone, seconded by Council Member Telis, **to add** OPR 2026-0381 (purchase from Axon Enterprise of Skydio X10 drone platforms) and OPR 2026-0382 (purchase from Meridian Rapid Defense Group of mitigation barriers, trailer, and needed equipment) to tonight's Legislative Agenda; **carried 6-1.**

April 27, 2026, Updated Draft Agenda

First Reading Ordinance C36863 (First Reading deferred to April 27, 2026, Agenda, from April 13, 2026, Agenda, during April 13, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to May 4, 2026, Agenda.) (Council Sponsors: Council Members Dixit and Dillon)

Motion by Council Member Dixit, seconded by Council Member Dillon, **to approve** the Dixit Proposed Amendment to First Reading Ordinance C36863 (relating to mobile food vending) filed April 15, 2026; **carried 6-1.**

May 4, 2026, Draft Agenda

There were no considerations of amendments or deferrals for the May 4, 2026, Draft Agenda.

Action to Approve Agendas

The City Council took the following action (pursuant to Council Rule 2.1.B):

Upon Unanimous Voice Vote, the City Council **approved** the April 27, 2026, Updated Draft Agenda, as amended, as next week's Final Agenda.

Council Recess/Executive Session

The City Council recessed at 3:50 p.m. and immediately reconvened into an Executive Session to discuss pending and potential litigation until 4:05 p.m. At 4:05 p.m. the meeting was extended five minutes until 4:10 p.m., at which time the 3:30 p.m. Agenda Review Session also ended. City Attorney Michael Piccolo was present for the Executive Session. The City Council reconvened at 6:02 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

Council President Wilkerson started the meeting off by reading the “Land Acknowledgement” (adopted by City Council on March 22, 2021, under Resolution 2021-0019) which appears on page 2 of the agenda.

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

On roll call, Council President Wilkerson and Council Members Cathcart (appearing virtually), Dillon, Dixit, Klitzke, Telis, and Zappone were present.

Jackson Deese, Legislative Assistant; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

There were no **Proclamations or Salutations**.

There were no **Reports from Community Organizations**.

There was no **Poetry at the Podium**.

BOARDS AND COMMISSIONS APPOINTMENTS

Plan Commission (CPR 1981-0295)

Following an opportunity for public testimony and Council commentary, with none provided, the City Council **approved** (and thereby confirmed) **upon 7-0 Voice Vote** the appointment of David Rasanen to the Plan Commission for a four-year term, from April 13, 2026, to April 12, 2030.

REPORTS, CONTRACTS, AND CLAIMS AGENDA

After an opportunity for public testimony, with none provided, and Council commentary, the following actions were taken:

Upon 6-1 Voice Vote the City Council **approved** the following item (taken separately):

Contract Amendment E with Consistent Care Support Services, LLC (Spokane) for Hot Spotters community care coordination relating to opioid use from January 1, 2026,

through December 31, 2026—\$250,000. (OPR 2025-0008) (Council Sponsor: Council Member Dixit)

Upon 6-1 Voice Vote the City Council **approved** the following item (taken separately):

Purchase from Axon Enterprise, Inc. (Scottsdale, AZ) of four Skydio X10 drone platforms for the Spokane Police Department to strengthen the region’s public safety infrastructure, ensuring readiness for both the World Cup 2026 and future large-scale events—\$126,924.32. (OPR 2026-0381) (Council Sponsors: Council Members Telis and Cathcart) (As added during 3:30 p.m. Agenda Review Session)

Upon 7-0 Voice Vote, the City Council **approved** Staff Recommendations for the following items:

Value Blanket with Galls, LLC (Lexington, KY) for the purchase of soft body armor and external carriers for the Spokane Police Department from January 2, 2026, through April 30, 2030—estimated total \$800,000 (\$200,000 annually). (OPR 2026-0325) (Council Sponsors: Council Members Telis and Cathcart)

Value Blanket with Avidex Industries, LLC (Spokane) for purchase of equipment to replace failed audio equipment at the Fire Training Center—\$100,000. (OPR 2026-0318) (Relates to Reports, Contracts, and Claims Agenda Item No. 3) (Council Sponsors: Council President Wilkerson and Council Member Telis)

Public Works Agreement with Avidex Industries, LLC (Spokane) for audio/visual system upgrades and technical services at the Fire Training Center from April 1, 2026, through August 31, 2026—\$64,328.10 (incl. tax). (OPR 2026-0323) (Relates to Reports, Contracts, and Claims Agenda Item No. 2) (Council Sponsors: Council President Wilkerson and Council Member Telis)

Contract with TRM Services, Inc. (Spokane Valley, WA) for the purchase and installation of replacement freezer components for the Police evidence freezer at the Police Property and Evidence facility located at 4010 E. Alki Avenue from May 1, 2026, through December 31, 2026—\$54,500 (plus tax). (OPR 2026-0324 / IPWQ 6526-26) (Council Sponsors: Council Members Telis and Cathcart)

Low Bid of Wm. Winkler Company (Newman Lake, WA) for Spokane School Walk Routes project—\$1,444,183. An administrative reserve of 10.5% of the contract will be set aside. 0.5% of that 10.5% will be used as a reward, where applicable and where payable, for contractors who meet Washington State apprenticeship requirements. (Various Neighborhoods) (OPR 2026-0326 / ENG 2024080) (Council Sponsor: Council Member Klitzke)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through April 10, 2026, total \$5,572,590.81 (Check Nos.: 618533-618714; Credit Card Nos.: 002947-002977; ACH Nos.: 151140-151320), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,364,844.38. (CPR 2026-0002)
- b. Payroll claims of previously approved obligations through April 11, 2026: \$10,377,309.09 (Check Nos.: 580064-580175). (CPR 2026-0003)

Minutes:

- a. City Council Special Meeting Minutes: March 12 and 26, 2026. (CPR 2026-0013)
- b. City Council Standing Committee Meeting Minutes: April 13, 2026. (CPR 2026-0019)

Purchase from Meridian Rapid Defense Group (Pasadena, CA) of the Meridian Archer Trailer Kit 1000 (mitigation barriers, trailer and needed equipment) for the Spokane Police Department for World Cup 2026 activities and to enhance the safety of multiple public events in the City of Spokane—\$99,786.21. (OPR 2026-0382) (Council Sponsors: Council Members Telis and Cathcart) (As added during 3:30 p.m. Agenda Review Session)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

Special Budget Ordinance C36864 (Council Sponsors: Council Members Telis and Cathcart)

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36864** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to renew the Spokane Police Department's digital forensics tool software (Cellebrite), and declaring an emergency.

Ayes:	Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone
Nos:	None
Abstain:	None
Absent:	None

There were no **Emergency Ordinances**.

There were no **Resolutions**.

FINAL READING ORDINANCE

Final Reading Ordinance C36669 (First Reading held May 5, 2025) (Council Sponsors: Council Members Zappone and Dixit)

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36669** amending Ordinance C34130 that vacated Syndicate Boulevard from Regal Street to Fiske Street.

Ayes: Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

Final Reading Ordinance C36855 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36855** revising the dollar thresholds for City imprest funds and amending Section 07.03.020 of the Spokane Municipal Code.

Ayes: Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

FIRST READING ORDINANCES

The following Ordinance was read for the first time, with further action deferred. Public testimony was allowed on the First Reading Ordinance; however, no individuals spoke on the ordinance.

ORD C36862 To extend the duration of interim official control Ordinance C36680 concerning off-premises alcohol outlets near public assets. (Council Sponsors: Council Members Klitzke and Telis) (First Reading deferred as amended to April 20, 2026, Agenda, from April 13, 2026, Agenda, during April 13, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to April 27, 2026, Agenda.)

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 6:27 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by the City Council Office for the minutes.]

OPEN FORUM

The following individual(s) spoke during the Open Forum:

- Dave Bilsland
- Melanie Perry

ADJOURNMENT

Motion by Council Member Dillon, seconded by Council Member Zappone, **to adjourn; carried 7-0.**

There being no further business to come before the City Council, the meeting adjourned at 7:15 p.m.

Minutes prepared by City Clerk Terri Pfister and submitted for publication in the April 29, 2026, issue of the *Official Gazette*.

Approved by Spokane City Council on May 4, 2026.

Betsy Wilkerson
City Council President

Attest:

Terri Pfister
City Clerk

SPECIAL MEETING MINUTES
City of Spokane
City Council Study Session, City Hall, Council Chambers
808 W Spokane Falls Blvd.
April 2, 2026

Call to Order: 11:06 a.m.

Meeting Recording: <https://vimeo.com/1179672330>

Attendance:

Present: Council President Betsy Wilkerson, Council Members Michael Cathcart, Kate Telis (arrived at 11:12 a.m.), and Zack Zappone (arrived at 11:23 a.m., left at 11:36 a.m., and returned at 11:55 a.m.).

Absent: Council Members Sarah Dixit, Paul Dillon, and Kitty Klitzke

Agenda Item:

- Municipal Accounting Basics and General Fund/Property Taxes Overview - Kate Fairborn

Executive Session:

None.

Adjournment:

The meeting adjourned at 12:03 p.m.

Minutes prepared and submitted for publication in the May 6, 2026, issue of the Official Gazette.

Giacobbe Byrd
Director, Council Office

Approved by City Council on May 4, 2026.

Besty Wilkerson
City Council President

Attest:

Terri L. Pfister
City Clerk

SPECIAL MEETING MINUTES
City of Spokane
City Council Study Session, City Hall, Council Briefing Center
808 W Spokane Falls Blvd.
April 16, 2026

Call to Order: 11:09 a.m.

Meeting Recording: <https://vimeo.com/1183869440>

Attendance:

Present: Council President Betsy Wilkerson (arrived at 11:25 a.m.), Council Members Kitty Klitzke, Michael Cathcart, Zack Zappone, Paul Dillon (arrived at 11:17 a.m.), Kate Telis, and Sarah Dixit.

Absent: none

Agenda Item:

- Joint Discussion between City Council and the Plan Commission regarding:
 - Plan Commission Work Plan
 - Comprehensive Plan Update
 - Other Planning Related Topics

Executive Session:

None.

Adjournment:

The meeting adjourned at 12:20 p.m.

Minutes prepared and submitted for publication in the May 6, 2026, issue of the Official Gazette.

Giacobbe Byrd
Director, Council Office

Approved by City Council on May 4, 2026.

Besty Wilkerson
City Council President

Attest:

Terri L. Pfister
City Clerk

BARRIERS TO BUILDING ROUNDTABLE MINUTES
City of Spokane
Barriers to Building Roundtable
Third Floor, nxwyxwyetk^w Hall – Central Library
Tuesday, April 21, 2026

Call to Order: 1:08 PM

Attendance

Staff and Council Members: Nicolette Ocheltree, CM Michael Cathcart, CM Zack Zappone, CM Kate Telis, CM Sarah Dixit (left at 2:46 PM), CM Kitty Klitzke (left at 1:46 PM), Jackson Deese, Andres Grageda, Sebastian Pedinielli, Shae Blackwell, Lisa Gardner, CP Betsy Wilkerson (Arrived 1:13 PM), Giacobbe Byrd, Ginny Ramos, Abbey Martin, Alex Giblisco

Agenda Items

- Welcome/Opening Remarks
- Norms + Rules
- Identifying
 - Exclusionary zoning
 - Mitigation strategy: more inclusive zoning
 - Permitting Delays
 - Mitigation strategy: expedited permit approval fees
 - Hookup Costs
 - Limited Land
 - Mitigation strategy: Density Bonuses, surplus properties
 - Height Restrictions
 - Mitigation strategy: removing downtown height restrictions
 - Building Materials Restrictions
 - Mitigation strategy: lobby the state to change regulations
 - Cross Border Competition
 - Mitigation strategy: fiscal notes on proposed legislation, outreach to developers who left, energy codes
 - Affordable Housing Apartments vs. Houses
 - Minimum Lot Size
 - Mitigation strategy: pre-approved permits
 - Outcome/Design Based Policy Making
 - Mitigation strategy: performance based, comprehensive plan
 - Change of Use
 - Mitigation strategy: pre-development meetings
 - Moratoriums

- Mitigation strategy: long-term planning
 - SEPA (Irrelevant Appeals)
 - Mitigation strategy: exceptions
 - City Design Standards
 - Lack of Communication Between Departments
 - Mitigation strategy: Cabinet Meetings
 - Lack of Competitive Mindset
 - Political Will
 - Mitigation strategy: Stakeholder engagement, elections
 - Access to Data
 - Mitigation strategy: Rental registry
 - Land Speculation
 - Mitigation strategy: Building opportunities for housing
 - Lack of Stakeholder Involvement
 - Mitigation strategy: Roundtable, personal meetings
 - Historical Disinvestment in Infrastructure
 - Mitigation strategy: Equitable investment
- Categorizing
 - Ran out of time, will be considered in part two
- Prioritizing
 - Ran out of time, will be considered in part two
- Closing
 - Notes that were on the big board will be sent out to all participants who signed in. Be on the lookout for part of the conversation where we discuss categorizing and prioritizing these barriers.

Adjournment

The meeting adjourned at 3:00 PM

Minutes prepared and submitted for publication in the May 6, 2026, issue of the Official Gazette.

Prepared by:

Sebastian Pardinielli – Legislative Assistant to Sarah Dixit

Approved by City Council on May 4, 2026.

Betsy Wilkerson
Spokane City Council President

Attest:

Terri L. Pfister
City Clerk

STANDING COMMITTEE MINUTES
City of Spokane
Finance and Administration Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, April 27, 2026

Call to Order: 12:02 PM

Recording of the meeting may be viewed here: [Spokane City Council](#)

Attendance

Committee Members Present:

Council President Betsy Wilkerson (Chair), Council Member Paul Dillon (Vice-Chair), Council Member Michael Cathcart, Council Member Zack Zappone, Council Member Kitty Klitzke, Council Member Kate Telis, Council Member Sarah Dixit

Discussion Items (No Action Taken)

1. QUARTERLY FINANCIAL REPORT – JASSICA STRATTON
2. ARPA NEIGHBORHOOD BUSINESS DISTRICTS UPDATE – CALEB STANTON
3. RESOLUTION ADOPTING A PREFERRED ALTERNATIVE GROWTH MAP FOR STAFF TO PREPARE A FUTURE LAND USE MAP TO WORK TOWARD COMPLETION OF THE PERIODIC UPDATE TO THE CITY’S COMP PLAN – TIRRELL BLACK
4. SPECIAL BUDGET ORDINANCE – WA COMMERCE COMPREHENSIVE PLAN GRANT – JAKE MILLER
5. SBO – HEARING EXAMINER – OFFICE ASSISTANCE – KARL GRANRATH
6. ANNUAL APPRENTICESHIP UTILIZATION REPORT – JASON SANDOBAL
7. SPECIAL BUDGET ORDINANCE – SRHD EMERGENCY STREETS – JON SNYDER
8. RESOLUTION DESIGNATING ELIGIBLE OPPORTUNITY ZONES TO COMMERCE – AMANDA BECK
9. VALUE BLANKET FOR THE PURCHASE OF COUNTERTOP WATER DISPENSERS WITH PFAS FILTERS – CHRIS AVERYT
10. ORDINANCE MAKING TECHNICAL CORRECTION TO EVICTION RESOURCES NOTICE REQUIREMENT – MICHAEL CATHCART
11. RESOLUTION SUPPORTING A SPOKANE TRANSIT AUTHORITY BALLOT INITIATIVE – ZACK ZAPPONE

12. INITIAL BUDGET PRIORITIES DISCUSSION PRIOR TO DRAFTING COUNCIL PRIORITIES RESOLUTION – KATE FAIRBORN
13. COUNCIL BOARD, COMMISSION, COMMITTEE & STAFF REPORTS – CITY COUNCIL
14. COUNCIL MEETING DATE OUTREACH PRESENTATION – LISA GARDNER

Consent Items (No Action Taken)

1. FACILITIES INTERMODAL FACILITY JANITORIAL SERVICES CONTRACT (FACILITIES MANAGEMENT)
2. SBO FOR STATE & LOCAL CYBER SECURITY GRANT PROGRAM (SLCGP) (INFORMATION TECHNOLOGY)
3. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
4. 5100 – PURCHASE OF FORD F350 FOR IT (FLEET SERVICES)
5. 5100 – PURCHASE OF DUMP TRUCK FOR THE STREET DEPARTMENT (FLEET SERVICES)
6. FACILITIES/WATER DEPARTMENT MAIN OFFICE REBUILD AMENDMENT EXTENSION – A&E CONSULTING – INTEGRUS ARCHITECTURE (FINANCE & ADMINISTRATION)
7. CONTRACT FOR STATE & LOCAL CYBER SECURITY GRANT PROGRAM (SLCGP) (INFORMATION TECHNOLOGY)
8. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
9. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
10. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
11. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
12. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)

Public Testimony

NO PUBLIC TESTIMONY

Executive Session

None

Adjournment

The meeting adjourned at 2:07 PM.

Minutes prepared and submitted for publication in the May 6, 2026, issue of the Official Gazette.

Prepared by:

Virginia Ramos

Approved by City Council on May 4, 2026.

Betsy Wilkerson
Spokane City Council President

Attest:

Terri L. Pfister
City Clerk

**Agenda Sheet for City Council:****Committee:** Finance & Administration **Date:** 04/27/2026**Committee Agenda type:** Consent**Council Meeting Date:** 05/04/2026

		Date Rec'd	4/20/2026
		Clerk's File #	OPR 2026-0409
		Cross Ref #	
		Project #	
Submitting Dept	PUBLIC WORKS	Bid #	RFQ 6555-26
Contact Name/Phone	CHRIS AVERYT 625-6540	Requisition #	VB
Contact E-Mail	CAVERYT@SPOKANECITY.ORG		
Agenda Item Type	Purchase w/o Contract		
Council Sponsor(s)	BWILKERSON KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	Grant Related? NO	Public Works? NO	
Agenda Item Name	VALUE BLANKET FOR THE PURCHASE OF COUNTERTOP WATER DISPENSERS		

Agenda Wording

Value blanket award to USA General Trading LLC (Seatac, WA) for the purchase of countertop water dispensers with PFAS filters for affected residents of the West Plains for one year and a total cost not to exceed \$50,000.00, including tax.

Summary (Background)

As part of the West Plains PFAS contamination issue and resulting Short Term Interim Action Work Plan approved by the Department of Ecology, the City will distribute countertop dispensers with PFAS filters to impacted residents. The program may require the purchase of up to 600 dispensers and replacement filters, the purchasing may be one time or staggered. Pitchers must remove a minimum of 98% Total PFAS and a minimum 22 cup capacity. The anticipated amount for this value blanket is \$50,000.

What impacts would the proposal have on historically excluded communities?

Public works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, to distribute public investment throughout the community and to respond to gaps in services identified in various City plans.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

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

Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward, and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

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

This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

Council Subcommittee Review

N/A

Fiscal Impact	
Approved in Current Year Budget? YES	
Total Cost	\$ 50,000.00
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
This is funded through an account set up with PFAS settlement funds awarded through litigation.	
Amount	
Budget Account	
Expense	\$ 50,000.00
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Funding Source	One-Time
Funding Source Type	Program Revenue
Is this funding source sustainable for future years, months, etc?	
No	
Expense Occurrence	One-Time
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Additional Approvals	
Dept Head	AVERYT, CHRIS
PURCHASING	WAHL, CONNIE
Division Director	FEIST, MARLENE
Accounting Manager	ALBIN-MOORE, ANGELA
Legal	SCHOEDEL, ELIZABETH
For the Mayor	PICCOLO, MIKE
Distribution List	
	mfeist@spokanecity.org
caveryt@spokanecity.org	rrinderle@spokanecity.org
aalbinmoore@spokanecity.org	

Bid Response Summary

Bid Number RFQ 6555-26
Bid Title Water Filtration Dispensers And Filters – As Needed. Must Remove A Minimum Of 98 Percent of Total PFAS, Minimum Pitcher Capacity 22-Cup Capacity or Larger
Bid Base Currency USD
Due Date Tuesday, April 28, 2026 9:00:00 AM [(UTC-08:00) Pacific Time (US & Canada)]
Bid Status Open for Bidding
Company USA GENERAL TRADING LLC
Submitted By Abas Mohammed - Monday, April 27, 2026 7:46:02 PM [(UTC-08:00) Pacific Time (US & Canada)]
 ammanasked@gmail.com 2067785529

Comments

Question Responses

Group	Reference Number	Question	Response
BACKGROUND			
	#1	The City of Spokane is initiating this Request For Quotes (RFQ) to solicit quotes from vendors who have a proven ability to provide as-needed Water Filtration Dispensers And Associated Filters– As Needed, that MUST remove a minimum of 98 Percent of Total PFAS, Minimum Dispenser Capacity 22-Cups. Any Items delivered that do not meet or exceed specifications will not be acceptable.	Understood and Agreed
	#2	Resulting Contract(s) will be for a one-year unit period for a combined estimated not-to-exceed amount of \$50,000. Orders will be placed as needed throughout Value Blanket Order term with a blanket order process. Payment will only be made only for actual quantities ordered, delivered and accepted, whether greater or less than the stated amounts.	Understood and Agreed
	#3	Quantities when stated are estimates only and are not to be construed as firm or guaranteed. Quantities, when used, are estimates only. Actual usage may be more or less. Quantities shall be bid on a more or less basis.	Understood and Agreed
	#4	Estimated quantities could be up to: six-hundred (600) "Water Filtration Dispensers inclusive of filter(s)", more or less, and six-hundred (600) replacement filters, more or less.	Understood and Agreed
	#5	Bidders are encouraged to quote tier pricing for water filtration dispensers inclusive of associated filter(s). Bidders are also encouraged to quote and multiple options of water filtration dispenses inclusive of associated filter(s) of 22-cup capacity or larger, such as 22-cup capacity, 23-cup capacity, 30-cup capacity, 32-cup capacity, and 52-cup capacity.	Understood and Agreed
	#5.1	The City may choose from more than one vendor. The City of Spokane reserves the option of awarding by type or grouping, or by any manner most advantageous for the City.	Understood and Agreed
SUBMISSION OF BIDS			
	#1	Bid Responses shall be submitted electronically through the City of Spokane's bidding portal: https://spokane.procurement.com on or before the Due Date and time mentioned above. Hard, e-mailed or faxed copies and/or late bids shall not be accepted.	I agree and I acknowledge
	#2	The City of Spokane is not responsible for bids electronically submitted late. It is the responsibility of the Bidder to be sure the bids are electronically submitted sufficiently ahead of time to be received no later than 9:00 a.m. Pacific Local Time, on the bid due date.	I agree and I acknowledge
	#3	All communication between the Bidder and the City upon receipt of this bid shall be via the "Clarification Tab" within ProcureWare. Any other communication will be considered unofficial and non-binding on the City of Spokane.	I agree and I acknowledge
INTERPRETATION			
	#1	If the Bidder discovers any errors, discrepancies or omissions in the Quote specifications, or has any questions about the specifications, the Bidder must notify Purchasing in writing via the clarification tab within the ProcureWare bid. Any addenda issued by the Purchaser will be incorporated into the any resulting Value Blanket Order.	Understood and Agreed
WITHDRAWAL OF QUOTES			
	#1	WITHDRAWAL OF QUOTES Bidders may withdraw Quote prior to the scheduled Quote due date and time. Unless otherwise specified, no Quotes may be withdrawn for a minimum of ninety (90) calendar days after the due date.	I agree and I acknowledge
EVALUATION OF QUOTES			

	#1	Evaluation of Quotes Shall be based upon the following criteria, where applicable: A. The price, including sales tax and the effect of discounts. Price may be determined by life cycle costing or total cost quoting, when advantageous to the Purchaser. B. The quality of the items quoted, their conformity to specifications and the purpose for which they are required. C. The Bidder's ability to provide prompt and efficient service and/or delivery. D. The character, integrity, reputation, judgment, experience and efficiency of the Bidder. E. The quality of performance of previous contracts or services. F. The previous and existing compliance by the Bidder with the laws relating to the contract or services. G. Uniformity or interchangeability. H. The energy efficiency of the product throughout its life. J. Any other information having a bearing on the decision to award the contract.	Understood and Agreed
QUOTING ERRORS			
	#1	Unit pricing will prevail in the circumstance of unit and extension pricing discrepancies. When, after the opening and tabulation of Bids, a Bidder claims error, and requests to be relieved of award, he will be required to promptly present certified work sheets. The Purchaser will review the work sheets and if the Purchaser is convinced, by clear and convincing evidence, that an honest, mathematically excusable error or critical omission of costs has been made, the Bidder may be relieved of his Bid.	Understood and Agreed
REJECTION OF QUOTES			
	#1	REJECTION OF QUOTES The Purchaser reserves the right to reject any or all Quotes; to waive minor deviations from the specifications, to waive any informality in Quotes received, whenever it is in the Purchaser's best interest, and to accept or reject all or part of this Quote at prices shown.	Understood and Agreed
AWARD OF VALUE BLANKET ORDER			
	#1	Award of contract when made will be by City Council, to the Bidder whose Quote is the most favorable to the Purchaser, taking into consideration price and the other evaluation factors. INTERLOCAL AND STATE CONTRACTS WHERE APPLICABLE WILL BE CONSIDERED AS A QUOTE. Unsuccessful Bidders will not automatically be notified of Bid results.	Understood and Agreed
PAYMENT TERMS			
	#1	Payment shall be made Net 30 via direct deposit/ACH (except as provided by state law) according to terms after receipt of the goods delivered and accepted. A completed ACH application is required before a City order will be issued. If the City objects to all or any portion of an invoice, it shall notify the supplier and reserve the right to pay only that portion of the invoice not in dispute. In that event, all parties shall immediately make every effort to settle the disputed amount.	I agree and I acknowledge
INVOICING			
	#1	Invoices must be submitted within 30 days after delivery of any order(s) placed. All Invoices shall reference the invoice number, value blanket number, quantity delivered, unit pricing per value blanket, and applicable tax.	Understood and Agreed
TERMS AND CONDITIONS			
	#1	Bidder acknowledges that they have read and understand the Terms and Conditions Document in the "Documents" tab. If answer is "I do not agree and I do not acknowledge", include requested exception on separate page and title as "Exception to Terms and Conditions", and upload in response #1.1 below. The City will consider and determine if exception will be accepted.	I agree and I acknowledge
	#1.1	EXCEPTIONS: If you took exception above, upload here.	
	#2	ELIGIBILITY FOR CITY CONTRACTS: Section 18.09.050 of the Spokane Municipal Code states that the recipient of a City contract, award or purchase order shall certify that it is not knowingly or intentionally a nuclear weapons producer. The Bidder certifies that his/her firm is not a nuclear weapons producer.	Certifies
BIDDER INFORMATION			
	#1	Please indicate the appropriate point of contact (including phone number and email) regarding this Bid and placement of orders if awarded. If these actions will not be managed by the same person, please explicitly specify all relevant contacts.	Abas Mohammed 2067785529 askedak@gmail.com ammanasked@gmail.com
ORGANIZATION			
	1	Bidder Should Enter If Quote is of an Individual, Partnership, Corporation, and Existing Under The Laws of What US State. Enter Information Here:	USA General Trading LLC

CITY OF SPOKANE BUSINESS REGISTRATION REQUIREMENT		
#1	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 Bidder shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 1-360-705-6741 to obtain a business license and City of Spokane endorsement. See Doing Business in Spokane - City of Spokane, Washington for additional resources (https://my.spokanecity.org/business/doing-business) . If the Bidder does not believe it is required to obtain a business registration, complete the Business License Exemption Request Form and submit to City Taxes & Licensing to request an exemption status determination. (https://static.spokanecity.org/documents/business/doingbusiness/business-license-exemption-request-form-2025-05-22.pdf)	Understood and Agreed
#2	City of Spokane Business Registration Number	603461222
PROPRIETARY INFORMATION/PUBLIC DISCLOSURE		
#1	All materials submitted to the City in responses to this competitive procurement shall become the property of the City. All materials received by the City are public records and are subject to being released pursuant to a valid public records request. Washington state law mandates that all documents used, received, or produced by a governmental entity are presumptively public records, and there are few exemptions. Chapter 41.56 RCW. When responding to this competitive procurement, please consider that what you submit will be a public record. If you believe that some part of your response constitutes legally protected proprietary information, you MUST submit those portions of your response as a separate part of your response, and you MUST label it as "PROPRIETARY INFORMATION." If a valid public records request is then received by the City for this information, you will be given notice and a 10-day opportunity to go to court to obtain an injunction to prevent the City from releasing this part of your response. If no injunction is obtained, the City is legally required to release the records. The City will neither look for nor honor any claims of "proprietary information" that are not within the separate part of your response.	Understood and Agreed
ADDITIONAL ITEMS		
#1	The City of Spokane reserves the right to purchase additional items at the quoted price. Supplier agrees to sell at the same price, terms and conditions.	Yes
INTERLOCAL PURCHASE AGREEMENTS		
#1	The City of Spokane has entered into Interlocal Purchase Agreements with other public Agencies pursuant to chapter 39.34 RCW. In submitting a response, the Proposer agrees to provide its services to other public Agencies at the same contracted price, terms and conditions it is providing to the City of Spokane, contingent upon the Firm's review and approval at the time of a requested contract. The Firm's right to refuse to enter into a contract with another public Agency at the time of request shall be absolute.	Yes
MINORITY BUSINESS ENTERPRISE		
#1	Vendor (is ____, is not ____) a Minority Business Enterprise. A Minority Business Enterprise is defined as a "business, privately or publicly owned, at least 51% of which is owned by minority group members." For purpose of this definition, minority group members are Blacks, Hispanics, Asian Americans, American Indian or Alaskan Natives, or Women.	Is
SMALL BUSINESS		
#1	Vendor (is ____, is not ____) a small business concern. (A small business concern for the purpose of government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operations in which it is bidding on government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria as prescribed by the Small Business Administration).	Is
NON-COLLUSION		
#1	The Bidder certifies that his/her firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered by this RFQ	I Certify No Agreement Was Entered
ACCEPTANCE PERIOD		

	#1	Bidders must provide a minimum of ninety (90) calendar days for acceptance by the City from the due date for receipt of Bids.	I agree and I acknowledge
TERM OF VALUE OF BLANKET ORDER			
	#1	Any Value Blanket Order resulting from this RFQ will be for a one-year base period, beginning approximately July 1, 2026 through June 30, 2027. Vendor's prices shall remain firm. Should Value Blanket be extended, Vendor could request a Pricing Adjustment with justification support.	I agree and I acknowledge
VALUE BLANKET EXTENSIONS			
	#1	Any extensions shall be initiated at the discretion of the City and subject to mutual agreement.	I agree and I acknowledge
PCB CERTIFICATION			
	#1	In accordance with SMC 7.06.172(A), the Bidder certifies that the products bid and to be supplied (to include product packaging) do not contain polychlorinated biphenyls (PCB's). Moreover and consistent with SMC 7.06.172(B), the City of Spokane, at its sole discretion, may require (at no cost to the City) the apparent successful bidder to provide testing data (prior to contract execution or issue of purchase order) from an accredited laboratory or testing facility documenting the proposed products and or product packaging polychlorinated biphenyl levels.	Don't Know
	#2	As far as you know has this type product been tested for PCBs by a WA State accredited lab using EPA Method 1668c (or equivalent as updated)?	Yes
	#3	If so were PCBs found at a measurable level?	Yes
	#4	As far as you know has this actual product been tested for PCBs by a WA State accredited lab using EPA Method 1668 (or equivalent as updated)?	Don't Know
	#5	If so attach the results or note from whom the results can be obtained.	State of California 2008
	#6	Do you have reason to believe the product contains measurable levels of PCBs?	Don't Know
	#7	Do you have reason to believe the product packaging contains measurable levels of PCBs?	Don't Know
GENERAL INSTRUCTIONS			
	#1	The items to be furnished by the Bidder on this Quote must be of the latest possible design and production	Understood and Agreed
	#2	Time is of the essence in the performance of this contract.	Understood and Agreed
	#3	Successful bidder will designate a representative who will be available during regular City business hours to serve as a primary contact for the City in the implementation of this supply agreement and if any issues arise regarding the product.	Understood and Agreed
	#4	The City of Spokane reserves the right to accept or reject any variance from the published specifications and to award the Quote in a manner that is most advantageous to the continued efficient operation of the City.	Understood and Agreed
	#5	The City reserves the right to accept or reject any part of or all Quotes and to accept the Quote deemed to be in the best interest of the City.	Understood and Agreed
	#6	The City may choose from more than one vendor. The City of Spokane reserves the option of awarding by type or grouping, or by any manner most advantageous for the City.	Understood and Agreed
	#7	Bidder should be aware that Quotes may be rejected if all questions are not completely and correctly answered.	Understood and Agreed
SPECIAL INSTRUCTIONS			
	#1	If the product differs from the provisions contained herein, these differences must be explained in detail.	Understood and Agreed
	#2	Vendors found to have "overstated" the true ability of their product shall reimburse the City for all costs incurred with replacement of units until all criteria has been satisfied. These costs shall also include legal, rentals, travel, etc.	Understood and Agreed
	#3	The omission of any standard feature described herein shall not void the bidder's responsibility to furnish items of the manufacturer's latest model and design. All items furnished shall be new and unused.	I agree and I acknowledge
	#4	Successful bidder shall furnish standard warranty. State Warranty here:	30 days filter manufacturing warranty and 90 days for water pitcher dispenser, Warranty is attached
	#5	Federal and State laws governing this product and its final certification must be satisfied.	Understood and Agreed
	#6	It shall be the Supplier's responsibility to conform to all Federal Standards for certification.	Understood and Agreed
	#7	Delivery time shall be a consideration of awarding this contract. Therefore the City requests a completed delivery date as soon as possible after receipt of the any order(s) placed.	Understood and Agreed
TECHNICAL SPECIFICATIONS			

#1	Any technical specifications and general provisions listed are the minimum acceptable requirements and failure to comply may be used as a basis for rejection of the Quote.	Understood and Agreed
#2	Awarded Vendor shall provide as-needed Water Filtration Dispensers and Associated Filters that MUST remove a minimum of 98 Percent of Total PFAS. Minimum Water Filtration Dispenser Capacity 22-Cups.	I agree and I acknowledge
#3	Any references herein to a particular make or model number are intended not to be restrictive, but to set forth an acceptable level of quality and design. Some brands could include Zerowater, Epicwater, and ClearlyFiltered, not being restrictive, as these brand offer picture-and-filter sets that remove a minimum of 98 Percent of Total PFAS.	Understood and Agreed
#3.1	ZeroWater Ready-22 Cup 5-Stage Water Filtration Dispenser, includes one(1) Filter; Model ZD-022-RR, or approved, or-equal	I agree and I acknowledge
#3.2	ZeroWater Ready-23 Cup 5-Stage Water Filtration Dispenser, includes one (1) Filter, Model: ZD-018, or approved, or-equal	I don't agree and I don't acknowledge
#3.3	ZeroWater Ready-30 Cup 5-Stage Water Filtration Dispenser, includes one (1) Filter, Model: ZD-030RP, or approved, or-equal	I don't agree and I don't acknowledge
#3.4	ZeroWater Ready-32 Cup 5-Stage Water Filtration Dispenser, includes 1 Filter, Model: ZD-032-RR, or approved, or-equal	I agree and I acknowledge
#3.5	ZeroWater Ready-52 Cup 5-Stage Water Filtration Dispenser, includes two (2) Filters, Model ZD-052-RR, or approved, or-equal	I don't agree and I don't acknowledge
#4	Bidders must upload water filtration dispenser specification sheets for each dispenser size being bid. Should Bidder not provide, bid would not be considered responsive. Upload Water Filtration Dispenser Specification Sheets Here:	USA_General_Trading_Culligan_Specs.pdf
#5	Bidders must upload Filter-specification-sheets for associated filter(s) required for each water filtration dispenser capacity size being bid. Filter Specification Sheets MUST document that Filters bid remove a minimum of 98 percent Total PFAS. Should Bidder not provide, bid would be considered responsive. Upload Filter Specification Sheets here:	USA_General_Trading_Filter_PFAS_Spec_Sheet.pdf
#6	Bidders must submit cover letters stating qualifications for supplying specified items to the City of Spokane. State name(s) and address(es) of Original Equipment Manufacturer (OEM) and distributors (if applicable) to be used in the production and delivery of valve. Upload Letter	cover letter USA_General_Trading_Qualifications_OEM_Letter.pdf
#7	VENDOR'S COOPERATION. The Vendor shall communicate with City of Spokane Purchasing and shall actively cooperate in all matters pertaining to this contract or purchase in any way Purchasing may direct to the end that the Purchaser shall receive efficient and satisfactory service.	Understood and Agreed
#8	As applicable, Material Safety Data Sheets must be included with Bid Proposal. Upload Here	USA_General_Trading_Filtration_Safety_Disclosure.pdf
#9	If you took exception to any of the above, #1 through #8, explain in detail.	
DELIVERY - F.O.B. Delivery Point		
#1	FOB Delivery Point(s): Spokane Solid Waste Disposal, WTEF, Attn: Shipping and Receiving, 2900 S. Geiger Blvd, Spokane WA, 99224-5400. The City of Spokane also reserves the right to add delivery locations, if needed, within the city limits.	I agree and I acknowledge
#2	We (I) will deliver complete _____ calendar days after receipt of order(s):	19
#3	All packing lists, packages, shipping notices, and other written documents affecting this order shall contain the applicable purchase order number. Packing lists shall be enclosed in every box or package shipped pursuant to this order, indicating the contents therein.	Understood and Agreed
#4	Risk of Loss. Regardless of F.O.B. point, Vendor agrees to bear all risks of loss, injury or destruction of items ordered herein which occur prior to delivery; such loss, injury or destruction shall not release Vendor from any obligation hereunder.	Understood and Agreed
#5	If you took exception to any of the above, explain in detail	
PRICING		
#1	Sales Tax: The City will apply applicable tax to Bidder's response when tabulating bids. Vendor acknowledges the City of Spokane is not a tax exempt entity and is therefore obligated to pay sales tax under Washington State law. Therefore, all submissions shall be tabulated with the applicable sales tax rate whether that tax shall be charged through the supplier or paid by the City as use tax.	Understood and Agreed
#1.1	Unit Pricing shall not include tax.	Understood and Agreed
#2	FREIGHT TRANSPORTATION CHARGES. Will be prepaid and add; and listed as a separate line item on invoices. The City reserves the right to request copies of all freight invoices incurred by vendor.	Understood and Agreed

BID: RFQ 6555-26

Water Pitchers And Filters – As Needed. Must Remove A Minimum Of 98 Percent of Total PFAS, Minimum Pitcher Capacity 22-Cup Capacity or Larger

QUANTITIES. Tier Order Quantities shown on “Pricing Page RFQ 6555-26” are not to be construed as firm or guaranteed. Quantities, when used, are estimates only. Quantities shall be bid on a more or less basis. Actual usage may be more or less. Estimated quantities could be up to: six-hundred (600) “Water Filtration Dispensers inclusive of filter(s)”, more or less, and six hundred (600) replacement filters.

SALES TAX. The City will apply applicable tax to Bidder’s response when tabulating bids. Bidders acknowledges the City of Spokane is not a tax-exempt entity and is therefore obligated to pay sales tax under Washington State law.

Resulting Contract(s) will be for a one-year period, approximately July 1, 2026 through June 30, 2027, for an estimated combined not-to-exceed amount of \$50,000. Orders will be placed as needed throughout Value Blanket Order term with a blanket order process. The City may choose from more than one vendor. The City of Spokane reserves the option of awarding by type or grouping, or by any manner most advantageous for the City.

UNIT PRICING Unit Price Should Not Include Tax. Bidder’s pricing shall remain firm.

PAYMENT(S) Payment would only be made only for actual orders placed, delivered and accepted.

Water Pitchers

Order Qty Range	Model 22 C (22 Cup)	Model 32 C(32 Cup)
1-100	\$66.00	\$78.00
101-200	\$63.00	\$76.00
201-300	\$60.00	\$74.00
301-400	\$57.00	\$72.00
401-500	\$54.00	\$70.00
501-600	\$51.00	\$68.00
> 600	\$48.00	\$65.00

RFQ 6555-26: REPLACEMENT FILTERS PRICING PROPOSAL

Vendor Name: USA GENERAL TRADIUNG LLC

Lead Time for Delivery (ARO): 19 DAYS

Model 22c (22 cup) and 32C (32 cup) Filter

Order Qty Range	1-Filter Pack	2-Filter Pack	3-Filter Pack	4-Filter Pack	6-Filter Pack	8-Filter Pack	12-Filter Pack
1-50							
51-100	22	43		85	128	169	255
101-150							
151-200	\$21	41		81	122	161	243
201-250							
251-300	20	39		77	116	153	231
301-350							
351-400	\$19	37		73	110	145	219
401-450							
451-500	\$18.00	35		69	104	143	207
501-600							
600+	\$17.00	\$33.00		65	98	129	195

ADDENDA. Bidder acknowledges receipt of _____ALL_____ addenda and agrees that their requirements have been included in this bid proposal.

Vendor's Name and the Individual's Name, Email, and Phone Number submitting this bid response:

USA GENERAL TRADING LLC
Abas Mohammed
askedak@gmail.com
ammanasked@gmail.com
2067785529

USA GENERAL TRADING LLC

15311 33rd Ave S, SeaTac, WA 98188 | (206) 778-5529 | askedak@gmail.com

April 23, 2026

City of Spokane Procurement Department
808 W. Spokane Falls Blvd.
Spokane, WA 99201

RE: Cover Letter of Qualifications & OEM Disclosure – Water Filtration Dispensers

To the Procurement Review Committee,

USA General Trading LLC is pleased to submit this statement of qualifications for the supply of high-performance water filtration systems to the City of Spokane. With over 30 years of experience in international trade, logistics, and municipal procurement, our firm is uniquely qualified to manage the consistent delivery and support of these vital health-safety items.

Firm Qualifications

As a seasoned General Contractor and Managing Member of USA General Trading LLC, I have successfully managed complex municipal contracts throughout Washington State. Our firm currently maintains an active Value Blanket Order (VB-301736) with the City of Spokane, demonstrating our proven track record of meeting technical specifications, adhering to delivery schedules, and providing transparent reporting.

Original Equipment Manufacturer (OEM) & Distribution

To ensure the highest standard of filtration and reliability, USA General Trading LLC has partnered with the following OEM and distribution network for this contract:

Original Equipment Manufacturer (OEM):

Zero Technologies, LLC (A Culligan Company)
7300 Intermodal Dr # 1
Louisville, KY 40258

Authorized Distributor & Logistics Partner:

USA General Trading LLC (Staging & Final Distribution)
15311 33rd Ave S
SeaTac, WA 98188

Supply Chain Integrity

We guarantee that all items supplied are genuine Culligan ZeroWater products, meeting the 99.7% PFAS removal threshold. By utilizing our staging facility in SeaTac, we provide a localized buffer for the City, ensuring that stock is always available for immediate transit to Spokane as needed.

Sincerely,

Abas Mohammed

Managing Member, USA General Trading LLC

USA General Trading LLC is an established Washington State Small Business Enterprise.

Technical Specification Sheet 1: 22-Cup

22-Cup Dispenser Size

- **Model:** Culligan Zero Water 22-Cup Ready-Read Dispenser (**22 C**)
 - **Total Capacity:** 22 Cups (176 oz / 5.2 Liters)
 - **Dimensions:** 11.35" L x 5.54" W x 10.41" H
 - **Filtration System:** Proprietary 5-Stage Ion-Exchange Technology
 - **Key Feature: Integrated Digital TDS Meter.** Provides instant water quality readings without removing the meter from the unit.
 - **Material:** BPA-Free, Food-Grade Plastic
 - **Spigot:** High-flow, one-hand push-button dispenser
 - **Certification:** IAPMO R&T Certified to reduce Lead, PFOA/PFOS (PFAS), and Chromium.
-

Technical Specification 2: 32-Cup

32-Cup Dispenser Size]

- **Model:** Culligan Zero Water 32-Cup Ready-Read Dispenser (**ZD-032-RR**)
 - **Total Capacity:** 32 Cups (256 oz / 7.5 Liters)
 - **Dimensions:** 14.75" L x 5.60" W x 10.50" H
 - **Filtration System:** Proprietary 5-Stage Ion-Exchange Technology
 - **Key Feature: Large-Format Integrated TDS Meter.** Real-time monitoring for high-usage environments (offices/large departments).
 - **Material:** BPA-Free, Food-Grade Plastic
 - **Spigot:** One-hand operation with high-volume flow rate.
 - **Certification:** IAPMO R&T Certified for 99% Lead and 99.7% PFAS reduction.
-

- **Filter Type:** ZeroWater 5-Stage Filter (ZR-001)
- **Lead Reduction:** 99.6%
- **PFAS (PFOA/PFOS) Reduction:** 99.7%
- **TDS Removal:** 99.9% (Removes virtually all dissolved solids)
- **Regulatory Compliance:** Meets NSF/ANSI Standards 42 and 53.

USA GENERAL TRADING LLC

15311 33rd Ave S, SeaTac, WA 98188 | (206) 778-5529 | askedak@gmail.com

SUBMITTAL: Filter Specification Sheet for PFAS Compliance

Requirement: Documentation of minimum 98% Total PFAS Removal.

Bidding Units: Culligan ZeroWater 22-Cup (ZD-022-RR) and 32-Cup (ZD-032-RR).

1. Filter Identification

IAPMO R&T
CERTIFIED
NSF/ANSI 53

Filter Model	Culligan ZeroWater 5-Stage Ion-Exchange Replacement Filter (ZR-001)
Technology	5-Stage Deionization & Ion-Exchange Resin
System Compatibility	Standard for all 22-Cup and 32-Cup Ready-Read Dispensers

2. PFAS Removal Performance Data

This filter has been independently tested and certified by **IAPMO Research and Testing** to meet the stringent health effects standards of **NSF/ANSI 53**. The performance results specifically regarding the removal of "Forever Chemicals" (PFAS) are documented below:

Contaminant Category	Standard	Avg. Reduction %	Bid Requirement
Total PFAS (PFOA, PFOS, PFHxS, PFNA, PFHpA, PFBS)	NSF/ANSI 53	99.7%	Minimum 98%
PFOA (Perfluorooctanoic acid)	NSF/ANSI 53	99.0%	Minimum 98%
PFOS (Perfluorooctanesulfonic acid)	NSF/ANSI 53	99.0%	

3. Additional Performance Certifications

- **Lead Removal:** Certified 99% reduction (Exceeds EPA standards).
- **Chromium 6:** Certified 99.7% reduction.
- **Total Dissolved Solids (TDS):** Removes 99.9% of all detectable dissolved solids.

4. Certification Statement

USA General Trading LLC certifies that the filters provided with the bid for the 22-Cup and 32-Cup dispensers are independently verified to remove **99.7% of Total PFAS**, exceeding the City's minimum threshold of 98%. All performance claims are supported by IAPMO R&T certification documentation provided in this submittal package.

USA GENERAL TRADING LLC

Material Safety & Product Disclosure Statement

To: City of Spokane Procurement Department

Subject: Material Safety Data Requirement – RFQ Response

Product: Culligan ZeroWater 5-Stage Filtration Systems

1. Product Identification

Product Name	Culligan ZeroWater 5-Stage Ion-Exchange Filter
Applicable Models	ZD-022-RR (22-Cup), ZD-032-RR (32-Cup)
Manufacturer	Zero Technologies, LLC (A Culligan Company)
Physical State	Solid Article (Water Filter Cartridge)

2. Material Composition

The internal filtration media is composed of non-hazardous, food-grade materials. In accordance with GHS and OSHA standards, this product is classified as an "article" and does not require a standard Safety Data Sheet (SDS). The following disclosure is provided for procurement safety compliance:

- **Activated Carbon:** Derived from organic coconut shells.
- **Ion-Exchange Resin:** Mixed-bed resins for inorganic contaminant removal.
- **KDF Media:** Copper-Zinc redox alloy for heavy metal reduction.
- **Housing:** BPA-Free, food-grade plastic.

3. Safety & First Aid Measures

- **Ingestion:** The media is non-toxic. If granules are swallowed, rinse mouth with water.
- **Fire:** Media is non-flammable. Standard extinguishing agents are suitable for the plastic housing.

Inhalation	Not an expected route of exposure.
Eye Contact	If granules contact eyes, flush with water for 15 minutes.

4. Environmental & Disposal

Spent filters are non-hazardous and safe for disposal in standard municipal waste. The filtration system is certified by IAPMO R&T for the reduction of PFOA/PFOS (PFAS), Lead, and Chromium to meet NSF/ANSI Standards 42 and 53.

This document has been prepared by USA General Trading LLC to satisfy the safety documentation requirements for the City of Spokane. Information is based on manufacturer specifications.

USA General Trading LLC

15311 33rd Ave S, SeaTac, WA 98188 | (206) 778-5529 | askedak@gmail.com

ZEROWATER.
THE SCIENCE OF THE PUREST TASTING WATER™

**QUICK
GUIDE**

**ENJOY
THE PUREST
TASTING WATER.
EVERY POUR.**

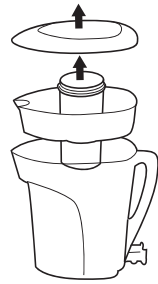
THANK YOU FOR PURCHASING
AN AUTHENTIC ZEROWATER® PRODUCT.

WE STRIVE FOR ZERO.

2-PMPHLTG4-01

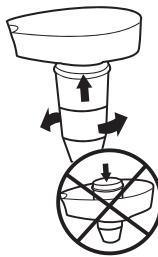
COVER + BACK

ASSEMBLE YOUR ZEROWATER QUICKLY AND EASILY



STEP 1

Remove the TDS meter from packaging and test your tap water. Compare to TDS chart on page 3 to help give a gauge of filter life.
*For Ready-Read products detach integrated meter from device.



STEP 2

Remove lid and reservoir from device. Unwrap filter and remove branded film or blue cap (where applicable).



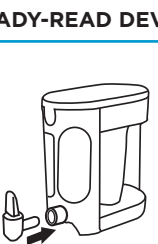
STEP 3

Clean your device in warm water using mild soap then rinse and dry thoroughly. Then rinse the exterior of your filter with warm water for 30 seconds.
*Reminder please rewash your device with each filter change.



STEP 4

Twist filter into the bottom of the reservoir. Do not drop the filter in from above. Tighten until there is a complete seal between the filter, blue O-ring and reservoir.



STEP 5

Fill reservoir with cold tap water (directly on to the filter) and place lid on top. Allow all the water to pass through the filter before filling again.

STEP 6

Fill your cup and enjoy.

STEP 7

Once your TDS meter reads 006 that means it is time to change your filter.

*For Ready-Read products simply turn on your meter (while it is docked within the spigot) during dispensing and get your instant read, every time.

READY-READ DEVICES ONLY:



Align spigot with hole. Push into place until locks engage.

Helpful Hint: Wet blue O-ring prior to assembly for easier fit.

1

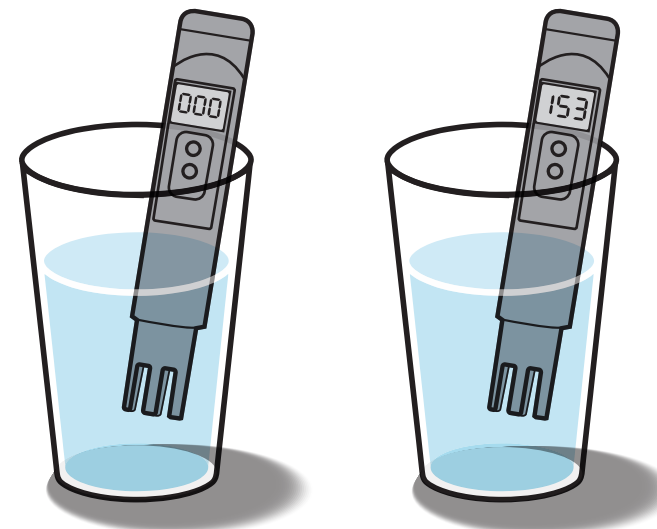
ZERO DISSOLVED SOLIDS GUARANTEED*

ALL THE COMPARISONS YOU CAN MAKE

USE THE TDS METER TO COMPARE ZEROWATER TO TAP WATER AND OTHER WATER FILTERS

Dissolved solids are salts and minerals that may affect water taste and appearance; they are not harmful to consume. Conventional 2-stage filters remove only about half of the dissolved solids typically present in tap water.

1. TEST YOUR TAP WATER
2. TEST YOUR ZEROWATER FILTERED WATER
3. TEST YOUR OLD PITCHER



Change your filter when the meter reads 006 for the product to continue to perform as represented.

*until filter exhausted 2

SPREAD 1

GET THE MOST OUT OF YOUR TDS METER

The included TDS meter measures the Total Dissolved Solids in PPM. We suggest you test your water regularly and change your filter when the meter reads 006 to always drink the purest tasting water.

FOR PRODUCTS WITH READY-READ TECHNOLOGY:

Simply turn on your meter (while it is docked within the spigot) during dispensing and get your instant read, every time.

FOR PRODUCTS WITHOUT READY-READ TECHNOLOGY:

Remove cap, turn on, submerge in water, change filter when it reads 006 or higher.

REPLACEMENT BATTERY INSTRUCTIONS:

Meter includes (2) alkaline batteries. Do not mix old and new batteries. Do not mix alkaline, standard or rechargeable batteries.

TDS meters included with select ZeroWater pitchers/dispensers.

TAP WATER TDS	DESCRIPTION	EXPECTED DURATION OF ZEROWATER FILTER
000-001	MEETS FDA STANDARDS FOR TDS LEVELS IN PURIFIED BOTTLED WATER. NO KNOWN MUNICIPALITIES.	N/A
002-050	NATURALLY OCCURRING IN ONLY A FEW CITIES. CAN STILL HAVE DANGEROUS IMPURITIES SUCH AS LEAD.	40 GALLONS OR MORE
051-200	TDS LEVELS WITHIN TYPICAL RANGE. MOST WATER IN THE USA FALLS INTO THIS GROUPING.	25 TO 40 GALLONS
201-300	HIGH TDS LEVEL. EXPECT SLIGHTLY LOWER CAPACITY.	15 TO 25 GALLONS
301-400	HIGH TDS LEVEL. EXPECT SLIGHTLY LOWER CAPACITY.	8 TO 15 GALLONS
401+	THE HIGHEST TDS WATER. EXPECT LOWER CAPACITY WHEN REDUCING YOUR WATER TO 000.	8 GALLONS OR LESS

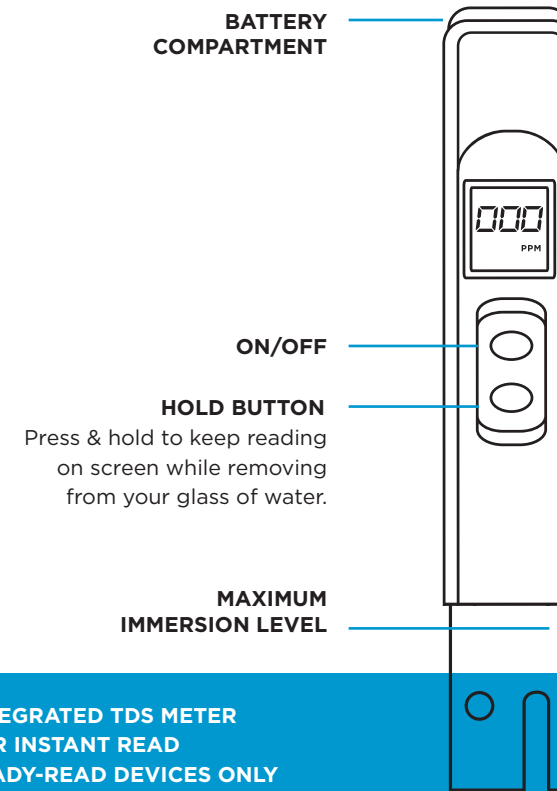
The higher the influent TDS, the shorter the lifespan of the filter as the filter is working harder to remove more impurities



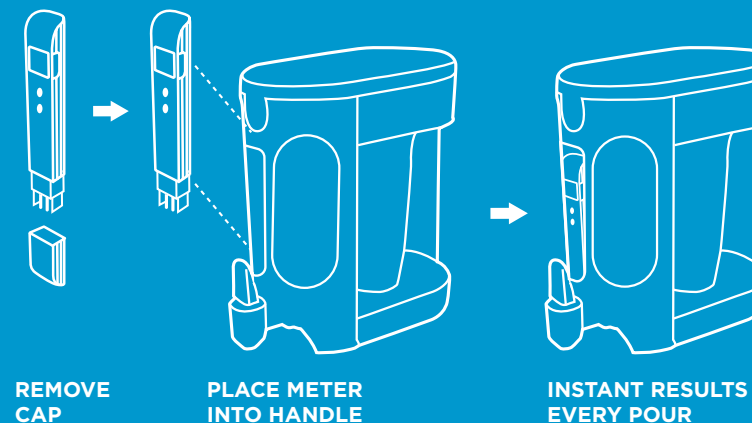
SCAN FOR ADDITIONAL PERFORMANCE RESULTS

LEARN HOW THE TDS METER WORKS

THE SCIENCE OF THE PUREST TASTING WATER



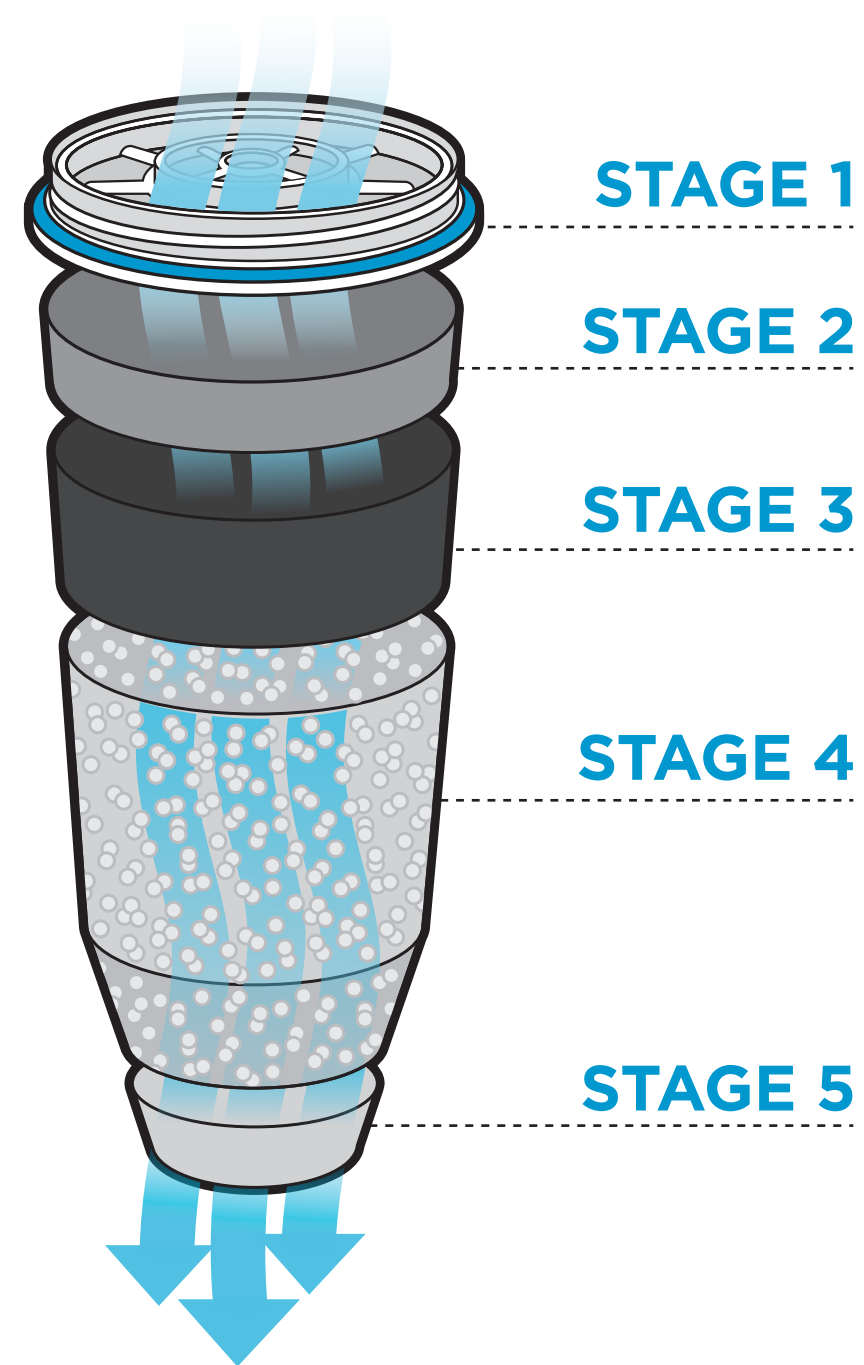
INTEGRATED TDS METER FOR INSTANT READ READY-READ DEVICES ONLY



PRODUCTS MAY DIFFER SLIGHTLY FROM WHAT IS PICTURED 4

LEARN HOW YOUR 5-STAGE FILTER WORKS

- 1** FILTERS FINE PARTICLES AND SEDIMENT
- 2** FILTERS SUSPENDED SOLIDS
- 3** FILTERS ORGANIC CONTAMINANTS & STOPS BACTERIA FROM FORMING
- 4** FILTERS INORGANIC COMPOUNDS, METALS AND NON-METALS
- 5** FILTERS ULTRA-FINE PARTICLES



5

6

DISCOVER ZEROWATER'S PERFORMANCE AND WHY IT IS BETTER THAN THE COMPETITION

Additional performance results of ZeroWater's 5-Stage Filter vs. conventional 2-Stage Filter for Inorganic Chemicals as listed under the EPA's National Primary Drinking Water Regulations and Contaminants listed under the EPA's Secondary Drinking Water Standards.¹

METALS				
	ZEROWATER		LEADING CONVENTIONAL	
	20 GALLONS FILTERED*	40 GALLONS FILTERED**	20 GALLONS FILTERED*	40 GALLONS FILTERED**
ANTIMONY	99%	96%	99%	80%
ARSENIC III	98%	85%	63%	55%
ARSENIC V	98%	93%	94%	87%
BARIUM	99.9%	99.9%	96%	91%
BERYLLIUM	97%	97%	94%	73%
CADMIUM	97%	97%	97%	97%
CHROMIUM 3	98%	94%	93%	78%
CHROMIUM 6	99%	99%	93%	67%
COPPER	99.9%	99.9%	93%	88%
IRON	99.9%	99.9%	99%	99%
LEAD	99%	99%	85%	63%
MANGANESE	99%	99%	49%	22%
MERCURY	92%	91%	92%	87%
SELENIUM	99%	88%	79%	54%
SILVER	99.9%	96%	37%	14%
THALLIUM	99%	98%	91%	88%
ZINC	99.9%	99.9%	95%	95%

INORGANIC NON-METALS				
	ZEROWATER		LEADING CONVENTIONAL	
	20 GALLONS FILTERED*	40 GALLONS FILTERED**	20 GALLONS FILTERED*	40 GALLONS FILTERED**
ASBESTOS	99%	98%	89%	58%
CHLORINE	99%	99%	95%	89%
CYANIDE	99.9%	99%	85%	77%
FLUORIDE	99%	91%	3%	2%
NITRATE	98%	78%	48%	47%
NITRITE	99%	88%	93%	92%

¹ Test results based on NSF/ANSI testing standards of pour through devices as performed by Quality Filter Testing Laboratory, LLC, located in Williamstown, New Jersey, an independent ISO 17025 laboratory recognized by IAPMO.

ZeroWater's 5-stage filter with a rated capacity of 20 Gallons and Brita's 2-Stage Standard Filter with a rated capacity of 40 Gallons were tested in accordance with the products' recommended daily usage of 2 gallons of filtration per day. Results shown are based on an averaged calculation of each filter's test results of drinking water at a pH level of 6.5 and pH level of 8.5.

*% reduction after 20 Gallons of Filtration

**% reduction after 40 Gallons of Filtration

Brita® is a registered trademark of Brita®, L.P, which is not affiliated with Zero Technologies, LLC.

PERFORMANCE DATA

ZeroWater® PERFORMANCE DATA SHEET.

FOR MODELS: ZD-018, ZP-006, ZP-010, ZD-010RP, ZD-023-1, ZD-012RP, ZP-007RP, ZBD-040, ZD-030RP, ZR-0810N, ZR-0810GN, ZD-20RPN, ZS-011RPN, ZBD-030, ZD-022-RR, ZP-012-RR //

IMPORTANT NOTICE:

Read this Performance Data Sheet and compare the capabilities of this unit with your actual water treatment needs. It is recommended that before purchasing a water treatment unit you have your water supply tested to determine your actual water treatment needs. All contaminants reduced by this water treatment device are not necessarily in your water supply. While testing was performed under standard laboratory conditions, actual performance may vary.

This system has been tested according to NSF/ANSI 42 and NSF/ANSI 53 for reduction of the substances listed below. The concentration of the indicated substances in water entering the system was reduced to a concentration less than or equal to the permissible limit for water leaving the system, as specified in the relevant standard.

Service flow rate is 2.0 gallons per day. Operating temperature is 40-90° F. This water treatment device is intended only for use with potable water. Do not use water that is microbiologically unsafe or of unknown quality without proper disinfection before or after the system.



This system has been tested and certified by NSF International under NSF/ANSI Standards 53 and 42 for the reduction of substances

SUBSTANCE	OVERALL PERCENT REDUCTION	INFLUENT CHALLENGE CONCENTRATION (mg/L)	MAXIMUM EFFLUENT CONCENTRATION (mg/L)	MAXIMUM PERMISSIBLE EFFLUENT CONCENTRATION (mg/L)
NSF/ANSI STANDARD 53 - HEALTH EFFECTS				
CHROMIUM HEXAVALENT, PH 6.5	99.6%	0.3 ± 10%	0.003	0.050
CHROMIUM HEXAVALENT, PH 8.5	99.6%	0.3 ± 10%	0.002	0.050
LEAD, PH 6.5	99.7%	0.15 ± 10%	0.0005	0.010
LEAD, PH 8.5	95.9%	0.15 ± 10%	0.0075	0.010
MERCURY, PH 6.5	96.7%	0.006 ± 10%	0.0002	0.002
MERCURY, PH 8.5	96.0%	0.006 ± 10%	0.0004	0.002
PFOA/PFOS	94.9%	0.0015 mg/L ± 10%	0.00007	0.00007
NSF/ANSI STANDARD 42 - AESTHETIC EFFECTS				
CHLORINE	97.5%	2.0 ± 10%	0.05	50% of influent

System Tested and Certified by NSF International against NSF/ANSI Standard 42 for reduction of chlorine taste and odor and against NSF/ANSI Standard 53 for reduction of lead, chromium (Hexavalent), PFOA, PFOS and mercury.

ZEROWATER.COM

WHAT MAKES ZEROWATER. DIFFERENT?

TECHNOLOGY THAT WORKS BETTER THAN THE COMPETITION.

MAKE THE MOST OUT OF YOUR ZEROWATER PRODUCT!



DRINKING WATER

Removes virtually all TDS for the purest-tasting water — and you'll drink more of it! Perfect for your household and guests.



ICE CUBES

Get crystal clear ice cubes that last longer and make your drinks taste better. No more cloudy ice due to TDS!



COOKING

Improve the consistency of your favorite dishes and recipes by reducing hard minerals and disinfectants.



PETS

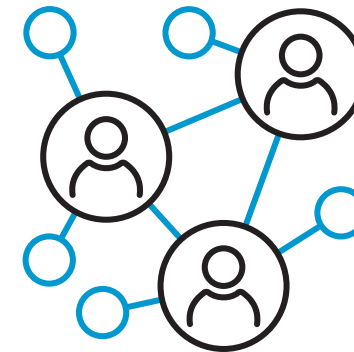
Filter your pets' water too! After all, they can be affected by some of the same contaminants that affect us.



BABY CARE

Protect infants and small children from harmful chemicals and pollutants that could affect growth and development.

CONNECT WITH US



TELL US

WRITE A REVIEW ON [ZEROWATER.COM](https://zerowater.com)

TELL THEM

USE YOUR WATER METER TO IMPRESS FRIENDS & FAMILY

JOIN OUR MAILING LIST

FOR TONS OF SAVINGS

FOLLOW US

 [@ZEROWATERFILTER](https://twitter.com/ZEROWATERFILTER)

 [@ZEROWATER](https://facebook.com/ZEROWATER)

 [@ZEROWATER000](https://instagram.com/ZEROWATER000)

 [@ZEROWATER000FILTERS](https://youtube.com/ZEROWATER000FILTERS)

If you experience any problems or have additional questions, please do not hesitate to contact our dedicated, live US-based technical support team at:



PRODUCT SUPPORT
1-800-503-2939



CUSTOMERSERVICE@ZEROWATER.COM
Mon-Fri: 8am-8pm CT



LIVE CHAT
ZEROWATER.COM

SEE FULL ASSORTMENT OF PRODUCTS AT [ZEROWATER.COM](https://zerowater.com)

QUICK TIPS



GETTING STARTED

- No need to pre-rinse our filter, we have already done it for you with purified water. This can cause condensation inside the bag or lid, which is harmless.
- This also means there is no shelf life to worry about as long as the bag is not opened, and it is stored in a cool dry place.

NOT GETTING A "000" READING?

- Ensure that the filter is threaded correctly. Watch for cross-threading and ensure that the rubber gasket is seated properly.
- Make sure you are pouring your filtered water into a clean glass.
- The TDS meter may pick up trace residue from previous use or soap if not cleaned properly.

For all other issues, please contact our customer service center at 1-800-503-2939 or email customerservice@zerowater.com.

READY.
SET.
ZERO.

LIMITED WARRANTY

VESSELS & TDS METER:

Zero Technologies, LLC warrants the ZeroWater vessels & TDS meter to be free from manufacturing defects for 90 days from the date of purchase, when used in compliance with the Owner's Manual. During this 90-day period if you discover a manufacturing defect in the vessel or TDS meter (excluding the filter), we will replace the parts free of charge.

FILTER CARTRIDGE:

Zero Technologies, LLC warrants its filters to be free from manufacturing defects for 30 days from the date of purchase, when used in compliance with the Owner's Manual. During this 30-day period, if you discover a manufacturing defect in your filter, we will provide instructions on how to return the filter for laboratory testing.

If the lab determines that the filter is defective, we will replace it free of charge (minus shipping costs). If no defect is found, your filter will be returned to you, and we will not replace it.

NOTE:

This warranty does not guarantee the life of the filter for any specific period of volume of use. For more information about expected filter life, see www.zerowater.com/filtration-filter-life.aspx

To file a warranty, claim call, 1-800-503-2939 to speak with a customer service representative. Dated proof of purchase is required for any warranty claim. Every implied warranty is limited to the duration of this written warranty. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

Sub-Zero Microbiological Water Filter

REPLACEMENT CARTRIDGE (7005017)

IMPORTANT NOTICE: Read this Performance Data Sheet carefully and compare the capabilities of this unit with your actual water treatment needs. It is recommended that, before purchasing a water treatment unit, you have your water supply tested to determine your actual water treatment needs.



Tested and certified by NSF International against NSF/ANSI Standard 42 for the reduction of Chlorine Taste & Odor, Nominal Particulate, Class I; and against NSF/ANSI Standard 53 for the reduction of Asbestos, Lead, Mercury, MTBE, Toxaphene, Turbidity and VOCs.

This system has been tested according to NSF/ANSI 42/53 for reduction of the substances listed below. The concentration of the indicated substances in water entering the system was reduced to a concentration less than or equal to the permissible limit for water leaving the system, as specified in NSF/ANSI 42/53.

Substance	NSF Standard	Influent Challenge Concentration	Average Influent Concentration	Product Water Concentration Average	Product Water Concentration Max. Effluent	% Reduction Average	% Reduction Minimum	Max. Permissible Product Water Concentration
Chlorine, Taste & Odor	42	2.0 mg/L ± 10%	2.03 mg/L	0.05 mg/L	0.05 mg/L	>97.5%	>97.5%	≥ 50%
Particulate, Class I (0.5 to <1 micron)	42	At least 10,000 particles/ml	20,000,000/ml	1,613/ml	2,900/ml	>99.9%	>99.9%	≥ 85%
Asbestos	53	10 ⁷ to 10 ⁸ fibers/L†	83 MF/L	<0.17 MF/L	<0.17 MF/L	>99%	>99%	99%
Lead at pH 6.5	53	0.15 mg/L ± 10%	0.148 mg/L	0.001 mg/L	0.001 mg/L	99.3%	99.3%	0.010 mg/L
Lead at pH 8.5	53	0.15 mg/L ± 10%	0.148 mg/L	0.001 mg/L	0.001 mg/L	99.3%	99.3%	0.010 mg/L
Mercury at pH 6.5	53	0.006 mg/L ± 10%	0.006 mg/L	<0.0002 mg/L	<0.0002 mg/L	96.6%	96.6%	0.002 mg/L
Mercury at pH 8.5	53	0.006 mg/L ± 10%	0.006 mg/L	<0.0002 mg/L	<0.0002 mg/L	96.5%	96.5%	0.002 mg/L
MTBE	53	0.015 mg/L ± 20%	0.014 mg/L	0.0013 mg/L	0.0029 mg/L	90.9%	78.9%	0.005 mg/L
Toxaphene	53	0.015 mg/L ± 10%	0.015 mg/L	<0.001 mg/L	<0.001 mg/L	93.1%	93.1%	0.003 mg/L
Turbidity	53	11 ± 1 NTU	11.8 NTU	0.14 NTU	0.20 NTU	98.8%	98.3%	0.5 NTU
VOC*	53	300 ± 30 µg/L	301 µg/L	1.2 µg/L	8.7 µg/L	99.6%	97.1%	≥ 95%

General test water parameters: pH = 7.5±0.5; Temp = 68±5 °F (20±3 °C); Pressure = 60 psi (4.1 bar) @ 0.5 gpm (1.9 Lpm)

*Refer to table on following page for organic chemicals included by VOC surrogate testing; † Fibers greater than 10 µm in length

OPERATING SPECIFICATIONS

Capacity: 235 gallons (890 L); up to twelve months
 Water Supply: Cold water only
 Pressure Requirement: 30 – 100 psi (2.1 – 6.9 bar)
 Temperature: 33 – 100°F (0.6 – 38°C)
 Flow Rate: 0.5 gpm (1.9 Lpm)

Cyst, virus and bacteria reduction tested by BioVir Labs and approved by the California Department of Public Health, per the certificate following this data sheet.

Substance	Log Reduction	% Reduction
Cyst	3.5	99.95%
Virus	4	99.99%
Bacteria	6	99.9999%

SYSTEM OPERATION AND REPLACEMENT FILTER INFORMATION

Use replacement water filter cartridge part number 7005017, which can be ordered by calling 800-222-7820 or online at subzerowolfstore.com or subzero.com. Replacement filter pricing information can be found at subzerowolfstore.com or subzero.com.

Replace water filter cartridge when the filter life indicator is displayed, or if the ice cubes become hollow or small, or when the water flow has slowed significantly.

Change filter cartridge at least every twelve months. High sediment areas may require more frequent filter cartridge replacement.

This filter system must be installed, operated, maintained and filters replaced as required in order for the product to perform as advertised. Complete installation and operation instructions, parts and service availability, and standard warranty are included with the product when shipped.

SPECIAL NOTES

Do not use for the treatment of water that is visually contaminated (cloudy) or has an obvious contamination source, such as contamination by raw sewage. State of Wisconsin Required Statement: Do not use in Wisconsin with water that is microbiologically unsafe, or of unknown quality, without adequate point-of-entry (i.e. whole house) disinfection before this device.

Note that while the testing was performed under standard laboratory conditions, actual performance of this water filter system may vary based on local water conditions. In addition, the contaminants or other substances removed or reduced by this water filter are not necessarily in all users' water.

This filter contains silver as a preservative.

This filter system is protected by U.S. Patent Nos. 6,630,016; 6,660,172; 6,770,204; 6,835,311; 6,866,704; applicable foreign patents; and patents pending.

U.S. EPA Est. No. 69625-CT-001

DISCLAIMER: The performance claims of this product are rated for service only up to the gallon capacity limit designated on the Manufacturer's Performance Data Sheet. No expectation for performance shall survive such limit, and use of this product should be discontinued after such limit is reached. Use of this product constitutes Buyer's understanding and acceptance of this Disclaimer.

Manufactured for: Sub-Zero, Inc. PO Box 44848 Madison, WI 53744-4130 800-222-7820

Sub-Zero Microbiological Water Filter

ORGANIC CHEMICALS INCLUDED BY VOC SURROGATE TESTING

Substance	Influent Challenge Concentration (mg/L)	Chemical Reduction Percent	Max. Permissible Product Water Concentration (mg/L)
alachlor	0.050	>98	0.001
atrazine	0.100	>97	0.003
benzene	0.081	>99	0.001
carbofuran	0.190	>99	0.001
carbon tetrachloride	0.078	98	0.0018
chlorobenzene	0.077	>99	0.001
chloropicrin	0.015	99	0.0002
2,4-D	0.110	98	0.0017
dibromochloropropane (DBCP)	0.052	>99	0.00002
o-dichlorobenzene	0.080	>99	0.001
p-dichlorobenzene	0.040	>98	0.001
1,2-dichloroethane	0.088	95	0.0048
1,1-dichloroethylene	0.083	>99	0.001
cis-1,2-dichloroethylene	0.170	>99	0.0005
trans-1,2-dichloroethylene	0.086	>99	0.001
1,2-dichloropropane	0.080	>99	0.001
cis-1,3-dichloropropylene	0.079	>99	0.001
dinoseb	0.170	99	0.0002
endrin	0.053	99	0.00059
ethylbenzene	0.088	>99	0.001
ethylene dibromide (EDB)	0.044	>99	0.00002
haloacetonitriles (HAN):			
bromochloroacetonitrile	0.022	98	0.0005
dibromoacetonitrile	0.024	98	0.0006
dichloroacetonitrile	0.0096	98	0.0002
trichloroacetonitrile	0.015	98	0.0003
haloketones (HK):			
1,1-dichloro-2-propanone	0.0072	99	0.0001
1,1,1-trichloro-2-propanone	0.0082	96	0.0003
heptachlor (H-34, Heptox)	0.080	>99	0.0004
heptachlor epoxide	0.0107	98	0.0002
hexachlorobutadiene	0.044	>98	0.001
hexachlorocyclopentadiene	0.060	>99	0.000002
lindane	0.055	>99	0.00001
methoxychlor	0.050	>99	0.0001
pentachlorophenol	0.096	>99	0.001
simazine	0.120	>97	0.004
styrene	0.150	>99	0.0005
1,1,2,2-tetrachloroethane	0.081	>99	0.001
tetrachloroethylene	0.081	>99	0.001
toluene	0.078	>99	0.001
2,4,5-TP (silvex)	0.270	99	0.0016
tribromoacetic acid	0.042	>98	0.001
1,2,4-trichlorobenzene	0.160	>99	0.0005
1,1,1-trichloroethane	0.084	95	0.0046
1,1,2-trichloroethane	0.150	>99	0.0005
trichloroethylene	0.180	>99	0.001
trihalomethanes (includes):			
chloroform (surrogate chemical)			
bromoform	0.300	95	0.015
bromodichloromethane			
chlorodibromomethane			
xylenes (total)	0.070	>99	0.001

State of California
Department of Public Health
Water Treatment Device
Certificate Number
08 - 1890

Date Issued: January 2, 2008

Trademark/Model Designation

Sub-Zero Microbiological Water Filter

Replacement Element(s)

7005017

Manufacturer: Sub-Zero Freezer Company Inc.

The water treatment device(s) listed on this certificate have met the testing requirements pursuant to Section 116830 of the Health and Safety Code for the following health related contaminants:

Microbiological Contaminants and Turbidity

Bacteria
Cysts
Turbidity
Virus

Inorganic/Radiological Contaminants

Asbestos
Lead
Mercury

Organic Contaminants

MTBE
Toxaphene
VOCs

Alachlor
Atrazine
Benzene
Carbofuran
Carbon Tetrachloride
Chlorobenzene
Chloropicrin
2,4-D
DBCP
o-Dichlorobenzene
p-Dichlorobenzene
1,2-Dichloroethane
1,1-Dichloroethylene
cis-1,2-Dichloroethylene
trans-1,2-Dichloroethylene
1,2-Dichloropropane
cis-1,3-Dichloropropylene
Dinoseb

Endrin
Ethylbenzene
EDB
Haloacetonitriles (HAN)
Bromochloroacetonitrile
Dibromoacetonitrile
Dichloroacetonitrile
Trichloroacetonitrile
Haloketones (HK)
1,1-Dichloro-2-Propanone
1,1,1-Trichloro-2-Propanone
Heptachlor
Heptachlor Epoxide
Hexachlorobutadiene
Hexachlorocyclopentadiene
Lindane
Methoxychlor
Pentachlorophenol

Simazine
Styrene
1,1,2,2-Tetrachloroethane
Tetrachloroethylene
Toluene
2,4,5-TP (Silvex)
Tribromoacetic Acid
1,2,4-Trichlorobenzene
1,1,1-Trichloroethane
1,1,2-Trichloroethane
Trichloroethylene
Trihalomethanes (THMs)
Bromodichloromethane
Bromoform
Chloroform
Chlorodibromomethane
Xylenes

Rated Service Capacity: 235 gals

Rated Service Flow: 0.5 gpm

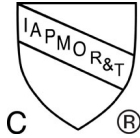
Do not use for the treatment of water that is visually contaminated (cloudy) or has an obvious contamination source, such as contamination by raw sewage.

IAPMO RESEARCH AND TESTING, INC.

4755 East Philadelphia Street, Ontario, CA 91761-2816 • (909) 472-4100 • Fax (909) 472-4244 • www.iapmort.org



IAPMO R&T Product Listing



IAPMO Research and Testing, Inc. is a product certification body in which its product certification system includes inspection and testing of samples taken from the supplier's stock or from the market or a combination of both to verify compliance to the requirements of applicable codes and standards. This activity is coupled with periodic surveillance of the supplier's factory and/or warehouses as well as the assessment of the supplier's Quality Assurance System. This listing is subject to the conditions set forth in the characteristics below and is not to be construed as any recommendation, assurance or guarantee by IAPMO Research and Testing, Inc. of the product acceptance by Authorities Having Jurisdiction.

This IAPMO R&T Listing is current as of 3/26/2025

Product: Drinking Water Treatment Systems File No. W-17175

Issued To: CULLIGAN INTERNATIONAL (ZEROWATER)
9399 W HIGGINS ROAD
DES PLAINES, IL 60018

Identification: The product shall be permanently marked with the manufacturer's name or trademark. The product shall also bear the model designation, claims verified and substantiated by test data, and the IAPMO R&T shield mark with a "c" identifier.

Characteristics: The point-of-use and point-of-entry systems addressed by this Standard are designed to be used for the reduction of specific substances that may be present in drinking water (public or private) which are considered health hazards.

Certification demonstrates that all materials safety and structural integrity (as applicable) requirements have been met.

To be used in accordance with the manufacturer's instructions. To be installed in the Canadian market only.

Products listed on this certificate have been tested by an IAPMO R&T recognized laboratory. This recognition has been granted based upon the laboratory's compliance to the applicable requirements of ISO/IEC 17025.

Products are certified to the following standard(s):

CSA B483.1-2021

Product Type	Pour through				
Brand Name	Model Number	Replacement Component	Use Pattern (GPD)	Capacity (Gallons)	Reduction Claims
Culligan	ZEROP07	ZEROFXX ¹	2	20	Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron, Meprobamate, Metolachlor, naproxen, Nonylphenol, F and Trimethoprim
Culligan	ZEROP08	ZEROFXX ¹	2	20	Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron, Meprobamate, Metolachlor, naproxen, Nonylphenol, F and Trimethoprim
Culligan	ZEROP10	ZEROFXX ¹	2	20	Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron, Meprobamate, Metolachlor, naproxen, Nonylphenol, F and Trimethoprim
Culligan	ZEROP12	ZEROFXX ¹	2	20	Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron, Meprobamate, Metolachlor, naproxen, Nonylphenol, F and Trimethoprim
Culligan	ZEROD22	ZEROFXX ¹	2	20	Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron, Meprobamate, Metolachlor, naproxen, Nonylphenol, F and Trimethoprim
Culligan	ZEROD23	ZEROFXX ¹	2	20	Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron, Meprobamate, Metolachlor, naproxen, Nonylphenol, F and Trimethoprim
Culligan	ZEROD32	ZEROFXX ¹	2	20	Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron, Meprobamate, Metolachlor, naproxen, Nonylphenol, F and Trimethoprim
Culligan	ZEROD33	ZEROFXX ¹	2	20	Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron, Meprobamate, Metolachlor, naproxen, Nonylphenol, F and Trimethoprim

Culligan

ZEROD40

ZEROFXX¹

2

20

Chlorine, Taste, Odor, Zinc, Cadmium, Copper, Fluoride
Mercury, Total PFAS, Hexavalent Chromium, Atenolol, I
A, Carbamazepine, DEET, Estrone, Ibuprofen, Linuron,
Meprobamate, Metolachlor, naproxen, Nonylphenol, F
and Trimethoprim

1. Where XX denotes the quantity of filters in the package - 01, 02, 03, 04, 06.

This IAPMO R&T Listing is current as of 3/26/2025

Performance Data

Culligan ZeroWater® performance data sheet
 For models: ZEROP07, ZEROP08, ZEROP10, ZEROP12,
 ZEROD22, ZEROD23, ZEROD32, ZEROD33, ZEROD40

Replacement Element: ZEROFXX
 XX-01,02,03,04,06 filter options are based on
 amount of filters in the pack

Important notice: Read this Performance Data Sheet and compare the capabilities of this unit with your actual water treatment needs. It is recommended that before purchasing a water treatment unit you have your water supply tested to determine your actual water treatment needs. All contaminants reduced by this water treatment device are not necessarily in your water supply. While testing was performed under standard laboratory conditions, actual performance may vary.

This system has been tested according to NSF/ANSI 42, NSF/ANSI 53, and NSF/ANSI 401 for reduction of the substances listed below. The concentration of the indicated substances in water entering the system was reduced to a concentration less than or equal to the permissible limit for water leaving the system, as specified in the relevant standard.

The compounds certified under NSF/ANSI 401 have been deemed as 'incidental contaminants / emerging compounds.' Incidental contaminants are those compounds that have been detected in drinking water supplies at trace levels. While occurring at only trace levels, these compounds can affect the public acceptance/perception of drinking water quality.

Service flow rate is 2.0 gallons per day. Filter capacity is 20 gallons (75.7 liters). It is recommended to change the filter with replacement element ZEROFXX at this point. Additional filters are available at shop.culligan.com.

Storage can be done inside or outside of the refrigerator with operating temperature at 40-90°F. This water treatment device is intended only for use with potable water. Do not use water that is microbiologically unsafe or of unknown quality without proper disinfection before or after the system. Spent absorption media will not be regenerated and used. Cold water use only. Make certain that use complies with state and local laws and regulations. If this device is not maintained and operated as specified in the owner's manual, there is a risk of exposure to contaminants. If the device has not been used in over 7 days, please dispense filtered water, hand wash the device, and flush 1 reservoir of water through the filter. Then go back to normal use if the TDS meter is still reading 0.

Substance	Influent Challenge Concentration	Maximum Permissible Effluent Concentration	Average Percent Reduction
NSF/ANSI 53 - Health Effects			
Total PFAS	0.00216 mg/L ± 20%	0.00002 mg/L	99.7%
Lead 6.5	0.15 mg/L ± 10%	0.005 mg/L	98.9%
Lead 8.5	0.15 mg/L ± 10%	0.005 mg/L	98.8%
Mercury 6.5	0.006 mg/L ± 10%	0.002 mg/L	96.6%
Mercury 8.5	0.006 mg/L ± 10%	0.002 mg/L	94.2%
Cadmium 6.5	0.03 mg/L ± 10%	0.005 mg/L	96.8%
Cadmium 8.5	0.03 mg/L ± 10%	0.005 mg/L	96.8%
Chromium Hexavalent 6.5	0.3 mg/L ± 10%	0.1 mg/L	99.4%
Chromium Hexavalent 8.5	0.3 mg/L ± 10%	0.1 mg/L	99.5%
Copper 6.5	3.0 mg/L ± 10%	1.3 mg/L	99.6%
Copper 8.5	3.0 mg/L ± 10%	1.3 mg/L	99.6%
Fluoride	8.0 mg/L ± 10%	1.0 mg/L	99.7%
NSF/ANSI 42- Aesthetic Effects			
Chlorine	2.0 mg/L ± 10%	50% of Influent	99.4%
Zinc	10 mg/L ± 10%	5 mg/L	99.9%
NSF/ANSI 401- Incidental Contaminants and Emerging Compounds			
Atenolol	200 ng/L ± 20%	30 ng/L	99.2%
Bisphenol A (BPA)	2,000 ng/L ± 20%	300 ng/L	99.2%
Carbamazepine	1,400 ng/L ± 20%	200 ng/L	96.9%
DEET	1,400 ng/L ± 20%	200 ng/L	97.2%
Estrone	140 ng/L ± 20%	20 ng/L	98.8%
Ibuprofen	400 ng/L ± 20%	60 ng/L	97.4%
Linuron	140 ng/L ± 20%	20 ng/L	99.3%
Meprobamate	400 ng/L ± 20%	60 ng/L	96.1%
Metolachlor	1,400 ng/L ± 20%	200 ng/L	96.6%
Naproxen	140 ng/L ± 20%	20 ng/L	99.2%
Nonylphenol	1,400 ng/L ± 20%	200 ng/L	99.2%
Phenytoin	200 ng/L ± 20%	30 ng/L	99.4%
Trimethoprim	140 ng/L ± 20%	20 ng/L	99.3%

Total PFAS includes contaminants PFOA, PFOS, PFHxS, PFNA, PFHpA, PFBS, and PFDA



< **Business Lookup**

License Information:

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

Entity name: USA GENERAL TRADING LLC

Business name: USA GENERAL TRADING LLC

Entity type: [Limited Liability Company](#)

UBI #: 603-461-222

Business ID: 001

Location ID: 0001

Location: Active

Location address: 15311 33RD AVE S
STE 141
SEATAC WA 98188

Mailing address: 15311 33RD AVE S
STE 141
SEATAC WA 98188



Excise tax and reseller permit status:[Click here](#)**Secretary of State information:**[Click here](#)

Endorsements

Endorsements held at this lo	License #	Count	Details	Status	Expiration da	First issuance
Asotin County General Business - Non-Resident				Active	Mar-31-2027	Mar-13-2026
Kennewick General Business - Non-Resident				Active	Mar-31-2027	Mar-18-2026
SeaTac General Business				Pending	Mar-31-2027	
Spokane General Business - Non-Resident				Active	Mar-31-2027	Mar-13-2026

Owners and officers on file with the Department of Revenue

Owners and officers	Title
MOHAMMED, ABAS	

Registered Trade Names



Registered trade names	Status	First issued
0	Active	Nov-30-2020
ABAS GENERAL CONTRACTOR	Active	Dec-02-2025
ABAS STORE AND ETHIOPIAN COFFEE ROASTER	Active	May-23-2025
ETHIO PRIME COFFEE	Active	Oct-29-2025
USA GENERAL CONSTRUCTION	Active	Dec-02-2025
USA GENERAL TRADING LLC	Active	Dec-21-2021

[View Additional Locations](#)

The Business Lookup information is updated nightly. Search date and time:
4/30/2026 7:36:39 AM



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**Agenda Sheet for City Council:****Committee:** PIES **Date:** 04/13/2026**Committee Agenda type:** Discussion**Date Rec'd**

4/7/2026

Clerk's File #

ORD C36866

Cross Ref #

ORD C36794

Project #**Council Meeting Date:** 05/04/2026**Submitting Dept**

ENGINEERING SERVICES

Bid #**Contact Name/Phone**

DAN BULLER 6391

Requisition #**Contact E-Mail**

DBULLER@SPOKANECITY.ORG

Agenda Item Type

Special Budget Ordinance

Council Sponsor(s)

KKLITZKE ZZAPPONE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** YES**Agenda Item Name**

SBO - ADD BACK TWO PUBLIC WORKS INSPECTOR POSITIONS IN ENGINEERING

Agenda Wording

Special Budget Ordinance amending ORD C36794 to add two Public Works Inspector positions that were removed as part of the 2025-2026 mid-biennium budget modification.

Summary (Background)

During the 2025-2026 mid-biennium modification, two public works inspectors were removed (position numbers 217027 and 216037); however, Local 270 has since filed a grievance that requires these to be added back in 2026. The positions were removed because the department was not able to fill the positions, so they'll be attempting to fill them again. This SBO requests the addition of the following: 1) Add (1) classified Public Works Lead Inspector (from 13 to 14) in the Engineering Services department. 2) Add (1) classified Public Works Journey Level Inspector (from 1 to 2) in the Engineering Services department.

What impacts would the proposal have on historically excluded communities?

Public works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, distribute public investment throughout the community, and respond to gaps in services identified in various City plans.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

n/a

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

Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

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

This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

Council Subcommittee Review

n/a

Fiscal Impact	
Approved in Current Year Budget?	NO
Total Cost	\$ 0
Current Year Cost	\$ 0
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
We are not appropriating additional dollars for these positions because the department is not likely to be able to fill the positions. If they are filled, Engineering Services has sufficient vacancy savings to cover the cost.	
Amount	Budget Account
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source Recurring	
Funding Source Type Program Revenue	
Is this funding source sustainable for future years, months, etc?	
Yes, other departments pay for the services provided by Engineering Services.	
Expense Occurrence	Recurring
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Dept Head	BULLER, DAN
Division Director	FEIST, MARLENE
Accounting Manager	ZOLLINGER, NICHOLAS
Legal	SCHOEDEL, ELIZABETH
For the Mayor	PICCOLO, MIKE
Additional Approvals	
MANAGEMENT &	MILLER, JACOB
Distribution List	
	publicworksaccounting@spokanecity.org
tax&licenses@spokanecity.org	eraea@spokanecity.org
mfeist@spokanecity.org	dbuller@spokanecity.org
mvallen@spokanecity.org	

ORDINANCE NO C36866

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ADD TWO ENGINEERING POSITIONS IN THE GENERAL FUND, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the General 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 Council of Spokane does ordain:

Section 1. That in the budget of the General Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Add (1) classified Public Works Lead Inspector (from 13 to 14) in the Engineering Services department.
- 2) Add (1) classified Public Works Journey Level Inspector (from 1 to 2) in the Engineering Services department.

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 need to add two Engineering positions back to the General Fund after being removed in the mid-biennium modification, 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 by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 03/16/2026**Committee Agenda type:** Discussion**Date Rec'd**

3/11/2026

Clerk's File #

ORD C36863

Cross Ref #**Project #****Council Meeting Date:** 04/13/2026**Submitting Dept**

MAYOR

Bid #**Contact Name/Phone**

SARAH 6779

Requisition #**Contact E-Mail**

AMCDANIEL@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

SDIXIT PDILLON

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

ORDINANCE RELATING TO MOBILE FOOD VENDING REGULATIONS

Agenda Wording

An ordinance related to the activation of public spaces through mobile food vending; repealing Sections 08.02.0234, 17C.390.020, and Chapter 10.51; amending Sections 08.01.070, 10.40.010, 12.05.010, 17C.120.110, 17C.122.070, 17C.124.110, 17C.130.110, and 17C.390.030; and adopting new Sections 12.15.070 and 12.15.080 of the Spokane Municipal Code.

Summary (Background)

Mobile food vending, such as mobile food trucks and carts, adds vitality to public spaces, encourages pedestrian activity, and promotes economic development. The City Council adopted regulations for mobile food vending in 2014 through Ordinance C35097 and has not updated them since. This ordinance intends to make it easier for mobile food vendors to thrive in Spokane by removing unnecessary regulatory barriers and barriers to entry while also protecting public health and safety. This ordinance eliminates the additional annual mobile food vending regulatory license requirement. This ordinance eliminates the requirement that a mobile food vendor obtain written permission from an adjacent property owner when operating in the public right-of-way in downtown. The ordinance intends to activate surface parking areas by providing that a mobile food vendor is not required to make site improvements when operating on a surface parking area. The ordinance updates the prohibition on the sale of alcohol by recognizing state law changes that now allow a mobile food vendor to also obtain a caterer's permit and liquor license from the Washington State Liquor and Cannabis Board to sell alcohol at certain events. The ordinance moves mobile food vending regulations to the Activation of Public Spaces code chapter.

What impacts would the proposal have on historically excluded communities?

Regulatory licensing increases barriers to entry for small businesses and increases compliance costs and risks. Mobile food vending can provide opportunities to chefs and entrepreneurs who may lack the initial capital to open a brick-and-mortar restaurant.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

This ordinance does not create additional data collection requirements.

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

This ordinance does not create additional data collection requirements.

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

Comprehensive Plan Policy DP 4.2 – Street Life Comprehensive Plan Policy N 1.1 – Downtown Development
Comprehensive Plan Policy ED 3.10 – Downtown Spokane Downtown Plan Priority Action 1.3 – Make
sidewalks active Downtown Plan Priority Action 3.1 – Use the edges of surface parking lots for active uses
Downtown Plan Priority Action PS 1.1 – Activate public spaces downtown Comprehensive Plan Policy ED 3.5 –
Locally-Owned Businesses Comprehensive Plan Policy ED 3.6 – Small Businesses

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	NO
Total Cost	\$ 500
Current Year Cost	\$ 500
Subsequent Year(s) Cost	\$ 0
<u>Narrative</u>	
The City generally receives less than \$500 in revenue from the mobile food vending regulatory license. The revenue generated through this license requirement is likely less than the administrative costs to maintain the license program.	
Amount	Budget Account
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source N/A	
Funding Source Type Select	
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence	N/A
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Dept Head	MCDANIEL, ADAM
Division Director	
Accounting Manager	BUSTOS, KIM
Legal	SCHOEDEL, ELIZABETH
For the Mayor	PICCOLO, MIKE
Distribution List	

ORDINANCE NO. C36863

An ordinance related to the activation of public spaces through mobile food vending; repealing Sections 08.02.0234, 17C.390.020, and Chapter 10.51; amending Sections 08.01.070, 10.40.010, 12.05.010, 17C.120.110, 17C.122.070, 17C.124.110, 17C.130.110, and 17C.390.030; and adopting new Sections 12.15.070 and 12.15.080 of the Spokane Municipal Code.

WHEREAS, Spokane Municipal Code 17C.390.010 reads: *“Mobile food vending such as mobile food trucks and carts can add vitality to the commercial districts and the street environment, encourage walking, and promote economic development”*; and



WHEREAS, Comprehensive Plan Policy DP 4.2 – Street Life calls for the City to *“Promote actions designed to increase pedestrian use of streets, especially downtown, thereby creating a healthy street life in commercial areas”*; and

WHEREAS, Comprehensive Plan Policy N 1.1 – Downtown Development calls for the City to *“Develop downtown Spokane as the primary economic and cultural center of the region...”*; and

WHEREAS, Comprehensive Plan Policy ED 3.10 – Downtown Spokane calls for the City to *“Promote downtown Spokane as the economic and cultural center of the region.”*; and

WHEREAS, Downtown Plan Priority Action 1.3 calls for the City to *“Make sidewalks active and vibrant places through continued efforts to streamline design requirements, and developing new pilot projects in partnership with local businesses downtown”*; and

WHEREAS, Downtown Plan Priority Action 3.1 calls for the City to *“Develop a program to use the edges of surface parking lots for active uses, programming, and events such as food trucks, vendors, and farmers markets.”*; and



An activated surface parking lot in Asheville, NC, parts of which are used for outdoor seating with railings, low cost overhead lighting, while also serving the parking and service needs for the surrounding businesses



A food plaza in Portland, OR, with vendors along the edge of the street in a surface parking lot.



Food trucks used to activate the street edge along a surface lot in Naples, FL

WHEREAS, Downtown Plan Priority Action PS1.1 calls for the City to “Strategically program and activate public spaces downtown.”; and

WHEREAS, Comprehensive Plan Policy ED 3.5 – Locally-Owned Businesses calls for the City to “Support opportunities to expand and increase the number of locally-owned businesses in Spokane.”; and

WHEREAS, Comprehensive Plan Policy ED 3.6 – Small Businesses calls for the City to “Recognize the significant contributions of small businesses to the city’s economy and seek to enhance small business opportunities.”.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 08.01.070 of the Spokane Municipal Code is amended to read as follows:

Section 08.01.070 Business Registration Required

- A. No person may engage in business in the city of Spokane or with the City without first having obtained and being the holder of a valid annual business registration or temporary business registration a Spokane city endorsement as provided in this chapter. Annual general business licenses with a Spokane city endorsement shall be issued and registered through the Washington State Department of Revenue’s Business Licensing Service (BLS). A general business license is good for twelve months and must be renewed before expiration for the next twelve months. Any temporary registrations, to include itinerant vendor registrations shall be issued

and registered by the City of Spokane Taxes and Licenses Office. In addition, persons whose activities fall within the definition of [SMC 10.40.010](#) must obtain an “itinerant vendor” permit as provided in [SMC 10.40.010](#), in addition to a business registration. A business license does not authorize illegal activities.

- B. If a business changes names or locations during a registration year, it must notify the Washington State Business Licensing Service to obtain a new registration document to display in the place of business that reflects the change of name or location. A change of location may require the filing of a new application through the Business Licensing Service, as described in this chapter.
- C. A person or business conducting the following activities shall register for an annual regulatory business license or obtain an annual permit in addition to obtaining a general business license and shall follow the requirements of the activity's respective chapter:

Annual Regulatory Licenses and Permits	Licensing Requirements
Amusement Facility License	SMC 10.23A
Commercial Tree License	SMC 10.25
Building Moving and Relocation Permit	SMC 10.26
Sidewalk Café, Streateries, and Parklets ((Permit)) License	((SMC 10.28)) SMC 12.15
Contractors and Workers Licensing: Blaster, Boiler Operator, Fire Equipment Servicer, Gas Hearing Mechanic	SMC 10.29
Fireworks Permit	SMC 10.33A
For-hire Vehicle Driver and For-hire Operator License	SMC 10.34A
Infectious Waste License	SMC 10.35
Itinerant Vendor License	SMC 10.40
Special Police Officer License	SMC 10.41A
Charitable Solicitation License	SMC 10.42
Telephone and Telegraph Construction Permit	SMC 10.43
Emergency Medical Transport Permit	SMC 10.47
((Mobile Food Vendor License))	((SMC 10.51))

Food Delivery License	SMC 10.515
Short Term Rental License	SMC 10.52
((Parklets and Streateries Licenses))	((SMC 10.55))
Residential Rental House License	SMC 10.57

Section 2. That Section 08.02.0234 (Mobile Food Vendor Permit) of the Spokane Municipal Code is hereby repealed.

Section 3. That Section 10.40.010 of the Spokane Municipal Code is amended to read as follows:

Section 10.40.010 Itinerant Vendor Designation & Permit - When Required

A regular or temporary business issued a registration under chapter [8.01 SMC](#) must obtain a separate “itinerant vendor” permit from the City of Spokane (~~Taxes and Licensing Officer~~) Office of Taxes and Licenses under any of the following circumstances:

- A. Where the person is engaged in the business of selling or delivering goods or services within the City from a fixed or temporary location as an itinerant vendor, except ~~((those))~~ mobile food vendors ~~((operating under the provisions of chapter 10.51 SMC Mobile Food Vending))~~ shall not be considered itinerant vendors.
 - 1. Examples are people selling prepackaged food that requires refrigeration or wares from roving vehicles in the streets, except mobile food vendors. (Cross Reference: [SMC 8.01.220](#) ~~((and chapter 10.51 SMC.))~~).
- B. Where the person travels from door to door as the ~~((principle))~~ principal means of conducting business, offering, exposing for sale, or selling within the City any goods, merchandise, service, or product.
- C. Where the person engages in any business in the City with no permanent location. (Cross Reference: [SMC 8.01.070](#)).
- D. A person who engages in constitutionally protected expressive activities in the public right-of-way shall not be required to obtain a business registration unless the person engages in business activities. Constitutionally protected expressive activities conducted in the public right-of-way shall include, but is not limited to, street performers. For the purposes of this section, a street performer means an individual, including street musicians, who performs any form of artistic expression. The voluntary contribution of money or other items of value by

members of the public to the individual in association with the expressive activity shall not result in the requirement of obtaining a business registration. A person who engages in constitutionally protected expressive activities in the public right-of-way must still comply with all other regulations regarding conduct in the public right-of-way.

Section 4. That Chapter 10.51 (Mobile Food Vendors) of the Spokane Municipal Code is hereby repealed.

Section 5. That Section 12.15.010 of the Spokane Municipal Code is amended to read as follows:

Section 12.15.010 Definitions

Term	Definition
Alcohol Service Area	“Alcohol service area” means an area in which alcohol may be sold, served, and consumed as authorized by the City of Spokane and the Washington State Liquor and Cannabis Board.
Applicant	“Applicant” means any person seeking a license on their own behalf or on behalf of a property owner. The applicant shall serve as the primary contact for the license.
<u>Mobile Food Vending Unit</u>	“ <u>Mobile Food Vending Unit</u> ” means a <u>movable food service establishment such as a pushcart, van, or trailer approved for mobile food vending by the Spokane Regional Health District. The Mobile Food Vending Unit provides space for limited storage, handling, and/or dispensing of foods. The entire operation must be contained within/on the mobile food vending unit, except that expansion of the operation may be allowed in conjunction with an approved temporary event as allowed under the rules of the Spokane Regional Health District.</u>
<u>Mobile Food Vendor</u>	“ <u>Mobile Food Vendor</u> ” means a <u>person or persons owning, operating, or working in a mobile food vending unit and is the permit holder and person in charge of a mobile food vending unit under the provisions of the Washington</u>

	<p><u>Administrative Code (WAC) 246-215 and the rules of Spokane Regional Health District. A mobile food vendor, as defined herein, is not an itinerant vendor as defined in Chapter 10.40 SMC, Itinerant Vendors.</u></p> <p><u>Mobile food vendors do not include lemonade stands described in WAC 246-215-01115 and mobile caterers who are engaged in the business of transporting, in vehicles, food and beverages to residential, business, and industrial establishments pursuant to prearranged schedules and dispensing from the vehicles the items to and for the convenience of the personnel or occupants of such establishments.</u></p>
Parklet	<p>“Parklet” means a small public gathering space, occupying up to two parking stalls or a loading zone, as applicable, on a public street, and treated in all respects as a public sidewalk, but the facilities of which are privately owned and maintained.</p>
<u>Restaurant</u>	<p><u>“Restaurant” means any establishment having special space and accommodation where food and beverages are regularly served to the public for immediate, on-site consumption. Restaurant includes, but is not limited to, diners, coffee shops, bars, delicatessens, and cafeterias.</u></p>
Sidewalk Café	<p>“Sidewalk café” means a portion of a public sidewalk on which tables and chairs are placed for the use of patrons while consuming food and/or beverages, including liquor as defined in RCW 66.04.010, served by a café, restaurant, or tavern located on abutting property.</p>
Streatery	<p>“Streatery” means up to two parking stalls or a loading zone, as applicable, used either as an extension of, or a stand-alone sidewalk café, connected visually to, and for use by patrons of, a nearby restaurant or bar and service at which is</p>

	subject to all the terms and conditions of the nearby restaurant or bar's food service permits and alcohol licenses.
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Section 6. That there is adopted a new Section 12.15.070 of the Spokane Municipal Code to read as follows:

Section 12.15.070 Mobile Food Vending Requirements

- A. The mobile food vendor must have a City general business license and necessary Washington State Labor and Industries, Spokane Regional Health District, and Spokane Fire Department permits and approvals to operate as a mobile food vendor within the city of Spokane.
- B. The mobile food vendor shall maintain a minimum five-foot clear pedestrian pathway along the public sidewalk at all times. Placement of the mobile food vending unit shall be consistent with any applicable standards established by the Americans with Disabilities Act.
- C. A mobile food vendor shall comply with all applicable parking regulations, except that a mobile food vendor operating is exempt from SMC Section [16A.05.280](#), and the parking time limits of SMC Section [16A.05.310](#).
- D. A mobile food vendor vending from any public property including public streets, sidewalks, plazas or parks shall maintain in full force public liability insurance in the amount specified by [SMC 12.02.0730\(B\)](#) to cover potential claims for bodily injury, death or disability and for property damage, which may arise from or be related to the use of the public property for mobile food vending purposes, naming the City as an additional insured.
- E. Mobile food vendors shall not sell or serve liquor, as defined in RCW 66.04.010, in the public right-of-way. Mobile food vendors shall not sell or serve liquor on private property without approval and licensure by the Washington State Liquor and Cannabis Board.
- F. A mobile vending unit may not be within fifty feet walking distance of the front entrance of an existing and open restaurant located on the same block face without the documented approval of the restaurant owner or authorized representative of the restaurant.
- G. Mobile food vending is prohibited in City parks or on a street adjoining a City park without documented approval of the Director of Parks and Recreation or their designee.

- H. A mobile food vending unit vending from private property shall have documented consent from the owner(s) of the private property or their designated property manager, as to the use and location of the mobile food vendor on their property.

- I. A mobile food vending unit vending from private property shall be subject to the same land use and development standards applicable to the property as if the unit were a permanent structure, except that a mobile food vendor shall not be required to make any additional site improvements when:
 - 1. The mobile food unit is located on a surface parking area that will provide circulation for any other existing uses on the property;
 - 2. The mobile food unit is a licensed, wheeled vehicle, and the wheels will not be removed;
 - 3. Any canopies, awnings, or any other attachments are supported entirely by the mobile food unit and do not touch the ground, provided temporary seating, sandwich board signs, refuse collection containers, and other temporary appurtenances may be allowed;
 - 4. The mobile food unit is self-contained, with no plumbing connections; and
 - 5. The mobile food unit will not be used for “drive-thru” vending.

- J. Mobile food vendors may vend from residential zones, under the following conditions
 - 1. The owner of the property where an event such as a community event, special event approved by the City, a neighborhood block party, wedding, or birthday party will occur has invited the mobile food vendor to participate, and mobile food vending is part of the event activities.
 - 2. The mobile food vending unit may not remain at the location for longer than the duration of the special event and must avoid creating conflicts with pedestrian or vehicle traffic or creating other public safety problems.

- K. The City may order a mobile food vendor to depart from a specific location when the mobile food vendor is creating an imminent public health or safety hazard.

Section 7. That there is adopted a Section 12.15.080 of the Spokane Municipal Code is amended to read as follows:

Section 12.15.080 Violations

A violation of this chapter is a civil infraction. Each day upon which a violation occurs or is knowingly continued constitutes a separate violation.

Section 8. That Section 17C.120.110 of the Spokane Municipal Code is amended to read as follows:

Section 17C.120.110 Limited Use Standards

The paragraphs listed below contain the limitations and correspond with the bracketed [] footnote numbers from [Table 17C.120-1](#).

1. Group Living.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [1].

a. General Standards.

All group living uses except for alternative or post-incarceration facilities are allowed by right.

b. Alternative or Post Incarceration Facilities.

Group living uses which consist of alternative or post incarceration facilities are conditional uses.

2. Adult Business.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [2]. Adult businesses are subject to the additional standards of chapter [17C.305 SMC](#).

3. Commercial Parking.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [3]. In the O and OR zones, a commercial parking use provided within a building or parking structure is a conditional use. Commercial parking on surface lots is not permitted in the O and OR zones.

4. Drive-through Facility.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [4]. In the O and OR zones, a drive-through facility is permitted only when associated with a drive-through bank. In addition, in the OR zone, for a florist use approved by a special permit, sales of non-alcoholic beverages, and sale of food items not prepared on site, including drive-through sales of such items are allowed as an accessory use at locations situated on principal arterials or a designated state route. Drive-through facilities are subject to the additional standards of [SMC 17C.120.290](#) and [SMC 17C.325](#).

5. Quick Vehicle Servicing.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [5]. Quick vehicle servicing uses are permitted only on sites that have frontage on a principal arterial street. Quick vehicle servicing uses are subject to the additional standards of [SMC 17C.120.290](#).

6. Retail Sales and Service Uses Size Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [6]. Retail sales and services are limited in size in order to reduce their potential impacts on residential uses and to promote a relatively local market area. Retail sales and services uses are limited to the following:

- a. When retail sales and services uses are located within an office building, the retail sales and services may be larger than three thousand square feet, but may not exceed ten percent of the total floor area of the building exclusive of parking areas located within the structure.
- b. Uses not within an office building which are listed as sales-oriented under [SMC 17C.190.270\(C\)](#), retail sales and service, are limited to three thousand square feet of total floor area per site exclusive of parking areas located within a structure.
- c. Uses other than a hotel, motel, private club or lodge which are listed as personal service-oriented, entertainment-oriented or repair-oriented under [SMC 17C.190.270\(C\)](#), retail sales and service, that are larger than three thousand square feet are a conditional use. A hotel, motel, private club or lodge may be larger than three thousand square feet.

7. Required Residential Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [7]. The limitations are stated in [SMC 17C.120.280](#).

8. Industrial Size Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [8]. These types of uses are limited in size to assure that they will not dominate the commercial area and to limit their potential impacts on residential and commercial uses. In addition, if the planning and economic development services director determines that the proposed use will not be able to comply with the off- site impact standards of [chapter 17C.220 SMC](#), the planning and economic development services director may require documentation that the development will be modified to conform with the standards.

- a. Individual uses in the NR and NMU zones are limited to five thousand square feet of floor area per site exclusive of parking area
- b. Individual uses in the CB zone that exceed twenty thousand square feet of floor area per site exclusive of parking area are a conditional use.

- c. Individual uses in the GC zone that exceed fifty thousand square feet of floor area per site exclusive of parking area are a conditional use.

9. Mini-storage Facilities Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have an [9]. The limitations are stated with the special standards for these uses in [chapter 17C.350 SMC](#), Mini-storage Facilities.

10. Outdoor Activity Limitation.

This regulation applies to all parts of [Table 17C.120-1](#) that have a [10]. Outdoor display, storage or use of industrial equipment, such as tools, equipment, vehicles, products, materials or other objects that are part of or used for the business operation is prohibited.

11. [Deleted]

12. [Deleted]

13. Mobile Food Vending.

This standard applies to all parts of [Table 17C.120-1](#) that have a [13]. All mobile food vendors shall ~~((have a valid mobile food vending license issued pursuant to SMC 10.51.010 Mobile Food Vendors))~~ comply with the requirements of SMC 12.15.

Section 9. That Section 17C.122.070 of the Spokane Municipal Code is amended to read as follows:

Section 17C.122.070 Center and Corridor Zone Allowed Uses

The uses allowed in the Center and Corridor zones are shown in Table 17C.122.070-1.

TABLE 17C.122.070-1 CENTER AND CORRIDOR ZONE ALLOWED USES			
Use is: P – Permitted N – Not Permitted L – Allowed, but special limitations CU – Conditional use review required	CC Zone Type		
	Core Zones		Transition Zone
	CC1	CC2	CC4
Residential	P	P	P
Hotels, including Bed and Breakfast Inns	P	P	N
Commercial, Financial, Retail, Personal Services	P[1]	P[1]	L[4]

Eating and Drinking Establishments	P[2]	P[2]	N
Restaurants without Cocktail Lounges	P	P	L[4]
Professional and Medical Offices	P	P	L[4]
Entertainment, Museum and Cultural	P	P	N
Government, Public Service or Utility Structures, Social Services and Education	P	P	P
Religious Institutions	P	P	P
Parks and Open Space	P	P	P
Surface Lot Commercial Parking	N	N	N
Structured Commercial Parking*	P	P	P
Public Parking Lot	P	P	N
Limited Industrial (if entirely within a building)	P[3]	P[3]	N
Heavy Industrial	N	N	N
Drive-through Businesses	N	P[5]	P[5]
Motor Vehicles Sales, Rental, Repair or Washing	N	P	N
Automotive Parts and Tires (with exterior storage or display)	N	P	N
Gasoline Sales (serving more than six vehicles)	N	P	N
Gasoline Sale (serving six vehicles or less)	P	P	P
Self-storage or Warehouse	N	P	N
Adult Business (subject to chapter 17C.305 SMC special provisions)	N	N	N
Winery and Microbreweries	P	P	N
Mobile Food Vending	P[6]	P[6]	P[6]

Notes:
[1] Retail uses having more than forty thousand gross floor area are not permitted in neighborhood centers designated by the comprehensive plan.
[2] Eating and drinking establishments larger than five thousand gross floor area are not

permitted in neighborhood centers designated by the comprehensive plan.
[3] Limited industrial uses having more than twenty thousand gross floor area are not permitted in neighborhood centers designated by the comprehensive plan.
[4] Residential uses are required to be mixed on the same parcel as proposed office and retail uses. Nonresidential uses are limited to three thousand square feet per parcel. In neighborhood centers, nonresidential uses are only allowed on parcels with frontage on an arterial street. Nonresidential uses in the CC4 zone are not allowed within sixty feet of a single-family and two-family residential zone or further than three hundred feet (neighborhood center only) from a CC core comprehensive plan designation.
[5] Drive-through businesses are not permitted along designated Pedestrian Streets
[6] All mobile food vendors shall ~~((have a valid mobile food vending license issued pursuant to SMC 10.51.010))~~ comply with the requirements of SMC 12.15.

Section 10. That Section 17C.124.110 of the Spokane Municipal Code is amended to read as follows:

Section 17C.124.110 Limited Use Standards

- A. The paragraphs listed below contain the limitations and correspond with the bracketed [] footnote numbers from [Table 17C.124.100-1](#).

1. Group Living.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [1].

a. General Standards.

All group living uses except for alternative or post-incarceration facilities are allowed by right.

b. Alternative or Post Incarceration Facilities.

Group living uses which consist of alternative or post incarceration facilities are conditional uses.

2. Adult Business.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [2]. Adult businesses are subject to the additional standards of [chapter 17C.305 SMC](#).

3. Commercial Parking.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [3]. See [SMC 17C.230.310](#) for the parking structure design guidelines. See [SMC 17C.124.340](#), Parking and Loading, for ground level parking structure use standards.

- a. New standalone surface commercial parking lots are not allowed as the primary use within the area shown on [Map 17C.124-M1](#), Surface Parking Limited Area. Within the area shown on [Map 17C.124-M1](#), standalone commercial parking as a primary use must be located entirely within a parking structure.

4. Drive-through Facility.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [4]. Drive-through facilities are subject to the additional standards of [SMC 17C.124.290](#).

5. Quick Vehicle Servicing.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [5]. Quick vehicle servicing uses are permitted only on sites that have frontage on a Type III or IV complete street. Quick vehicle servicing uses must be fully contained within a structure. Quick vehicle servicing uses are subject to the additional standards of [SMC 17C.124.290](#).

6. Retail Sales and Services Uses Motorized Vehicle Limitation.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [6]. Sale, rental, or leasing of motor vehicles, including passenger vehicles, light and medium trucks is not allowed. Sale, rental, and leasing of motorcycles and other recreational vehicles not able to be licensed for normal on street use is allowed. For sale or leasing of motorcycles and other recreational vehicles see [SMC 17C.124.270](#), Outdoor Activities.

7. Industrial Limitation.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [7]. These types of uses are limited to assure that they will not dominate the downtown area and to limit their potential impacts on residential and commercial uses. In addition, if the planning and economic development services director determines that the proposed use will not be able to comply with the off-site impact standards of [chapter 17C.220 SMC](#), the planning and economic development services director may require documentation that the development will be modified to conform with the standards.

- a. Limited industrial uses are allowed. Industrial uses more intensive than the limited industrial definition are not allowed.
- b. Industrial buildings and industrial sites are subject to the same design standards as commercial buildings and commercial sites.

8. Mini-storage, Storage, Warehousing, Industrial and Parking Structure Limitation.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have an [8]. See [SMC 17C.124.340](#).

9. Mini-storage Facilities Limitation.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have an [9]. Mini-storage facilities are subject to the additional standards of [chapter 17C.350 SMC](#), Mini-storage Facilities.

10. Outdoor Activity Limitation.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [10]. Outdoor display, storage, or use of industrial equipment or other industrial items such as tools, equipment, vehicles, products, materials, or other objects that are part of or used for the business operation is prohibited.

11. Community Services.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have a [11]. Most community service uses are allowed by right.

12. Wireless Communication Facilities.

See [chapter 17C.355A SMC](#).

13. Existing Light Industrial and Self-service Storage Uses.

This regulation applies to all parts of [Table 17C.124.100-1](#) that have an [13]. Light industrial and self-service storage uses in operation on the effective date of this ordinance, are considered to be a conforming use.

14. Mobile Food Vending.

This standard applies to all parts of [Table 17C.124.100-1](#) that have a [14]. All mobile food vendors shall ~~((have a valid mobile food vending license issued pursuant to SMC 40-51-040))~~ comply with the requirements of SMC 12.15.

Section 11. That Section 17C.130.110 of the Spokane Municipal Code is amended to read as follows:

Section 17C.130.110 Limited Use Standards

The paragraphs listed below contain the limitations and correspond with the bracketed [] footnote numbers from [Table 17C.130.100-1](#).

1. Group Living.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [1].

- a. Group living uses are allowed on sites within one-quarter mile of the Spokane River where residents can take advantage of the river amenity. The planning and economic development services director may authorize a group living use greater than one-quarter mile from the Spokane River if the applicant demonstrates that the site has a river viewpoint and a

pedestrian connection to the river. Group living uses shall provide buffering from adjacent industrial lands by use of berms, landscaping, fencing or a combination of these measures or other appropriate screening measures deemed appropriate by the planning and economic development services director. The proposal shall include a design, landscape and transportation plan which will limit conflicts between the residential, employment and industrial uses.

b. Alternative or Post Incarceration Facilities.

Group living uses which consist of alternative or post incarceration facilities are not permitted.

2. Residential Household Living.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [2].

- a. Residential household living uses are allowed on sites within one-quarter mile of the Spokane River where residents can take advantage of the river amenity. The planning and economic development services director may authorize a residential living use greater than one-quarter mile from the Spokane River if the applicant demonstrates that the site has a river viewpoint and a pedestrian connection to the river. Residential uses shall provide buffering from adjacent industrial lands by use of berms, landscaping, fencing or a combination of these measures or other appropriate screening measures deemed appropriate by the planning and economic development services director. The proposal shall include a design, landscape, and transportation plan, which will limit conflicts between the residential, employment and industrial uses.
- b. A single-family residence may be erected on a lot having a side property line which adjoins a lot in a residential zone, with or without an intervening alley, or on a lot which has less than one hundred feet of frontage and has residences existing on all lots adjoining its side property lines.
- c. Living quarters for one caretaker per site in the LI, HI and PI zones are permitted.

3. Group Living and Residential Household Living.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [3]. Group living and residential household living uses may be permitted in the PI zone as a part of a binding site plan under the provisions of the subdivision code or a planned unit development under the provisions of Division G – Administration and Procedures. A minimum of fifty percent of the site within the binding site plan or planned unit development shall be in manufacturing and production, industrial service or office uses. Group living and residential household living uses shall be buffered from industrial lands

by use of berms, landscaping, fencing or a combination of these measures or other appropriate screening measures deemed appropriate by the planning and economic development services director. The buffering improvements shall be developed on the residential portion of the binding site plan or planned unit development at the time the residential uses are constructed. The site development plan shall include a design, landscape, and transportation plan, which will limit conflicts between the residential and industrial uses.

4. Adult Business.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [4]. Adult businesses are subject to the following standards:

- a. [Chapter 17C.305 SMC](#), Adult Business.
- b. Adult businesses are subject to the size requirements specified in item [5] below applicable to retail sales and services uses in the light industrial (LI) zone.
- c. In addition to the standards in subsections (4)(a) and (b) of this section, adult businesses are permitted only in the light industrial zone adult business overlay zone as designated on the official zoning map.

5. Retail Sales and Service Uses Size Limitation.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [5]. Retail sales and service uses are allowed if the floor area plus outdoor sales and display and outdoor storage area is not more than sixty thousand square feet per site. Retail sales and service uses where the floor area plus the outdoor sales and display and outdoor storage area is more than sixty thousand square feet per site are a conditional use.

6. Retail Sales and Service Uses Size Limitation.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [6]. Retail sales and service uses are allowed if the floor area plus outdoor sales and display and outdoor storage area is not more than twenty thousand square feet per site. Retail sales and service uses where the floor area plus the outdoor sales and display and outdoor storage area is more than twenty thousand square feet per site are a conditional use.

7. Retail Sales and Service Uses Size Limitation.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [7]. Retail sales and service uses are allowed if the floor area plus the outdoor sales and display and outdoor storage area is not more than three thousand square feet per site. Retail sales and service uses where the floor area plus the outdoor sales and display and outdoor storage area is more than three thousand square feet per site may be permitted as a part of a binding site plan under the provisions of the subdivision code or a planned unit development under the provisions of the zoning code. A minimum of fifty percent of the

site area of the uses in the planned unit development or binding site plan shall be in manufacturing and production, industrial service or office uses.

8. Mini-storage Facilities.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [8]. The limitations are stated with the special standards for these uses in [chapter 17C.350 SMC](#), Mini-Storage Facilities.

9. High Impact Uses.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [9]. High impact uses shall be located a minimum of six hundred feet from the boundary of a residential or commercial zone.

10. Colleges, Medical Centers, Daycare and School Uses.

This standard applies to all parts of [Table 17C.130.100-1](#) that have an [10]. Colleges, medical centers, daycare and school uses may be permitted as a part of a binding site plan under the provisions of the subdivision code, or a planned unit development under the provisions of the zoning code. A minimum of fifty percent of the site within the planned unit development or binding site plan shall be in manufacturing and production, industrial service or office uses. Colleges, medical centers, daycare and school uses are allowed within the planned unit development or binding site plan provided that the site development includes a design, landscape and transportation plan which will limit conflicts between the college, medical center, daycare, school and industrial uses.

11. Wireless Communication Facilities.

See chapter 17C.355A SMC.

12. Mobile Food Vending.

This standard applies to all parts of [Table 17C.130.100-1](#) that have a [12]. All mobile food vendors shall ~~((have a valid mobile food vending license issued pursuant to SMC 40.51.010))~~ comply with the requirements of SMC 12.15.

Section 12. That Section 17C.390.020 of the Spokane Municipal Code is hereby repealed.

Section 13. That Section 17C.390.030 of the Spokane Municipal Code is amended to read as follows:

Section 17C.390.030 Conditions

A. Mobile food vending from or onto the public right of way.

1. Mobile food vending may be allowed on a public street right of way in any Neighborhood Retail (NR), Neighborhood Mixed Use (NMU), Community Business (CB), General Commercial (GC); Center and Corridor Types 1, 2 and 3; Downtown Core (DTC), Downtown General (DTG), Downtown University (DTU), Downtown South (DTS), Light Industrial (LI), Heavy Industrial (HI) and Planned Industrial (PI) zone, provided the vendor shall comply with the mobile food vending requirements outlined in SMC 12.15.

~~((2. The mobile food vendor must have a valid license issued pursuant to SMC 10.51.010 and must be in compliance with the terms and conditions thereof.))~~

B. Mobile food vending located entirely on private property.

- ~~4. Mobile food vending may be allowed on property in any Neighborhood Retail (NR), Neighborhood Mixed Use (NMU), Community Business (CB), General Commercial (GC); Center and Corridor Types 1, 2 and 3; Downtown Core (DTC), Downtown General (DTG), Downtown University (DTU), Downtown South (DTS), Light Industrial (LI), Heavy Industrial (HI) and Planned Industrial (PI) zone, provided the vendor shall comply with the mobile food vending requirements outlined in SMC 12.15. ~~((subject to the land use and development standards applicable to said property, except that a mobile food vendor shall not be required to make any additional site improvements when:~~~~

- ~~a. The mobile food unit will be located on an existing paved parking area that will continue to provide sufficient space for required off street parking and circulation for any other existing uses on the property;~~

- ~~b. The mobile food unit is a licensed, wheeled vehicle and the wheels will not be removed;~~

- ~~c. Any canopies, awnings or any other attachments are supported entirely by the mobile food unit and do not touch the ground;~~

- ~~d. The mobile food unit is self-contained, with no plumbing connections; and;~~

- ~~e. The mobile food unit will not be used for "drive thru" vending.~~

- ~~2. The mobile food vendor must have a valid license issued pursuant to [SMC 10.51.010](#) and must be in compliance with the terms and conditions thereof.~~

~~C. Mobile food vending on City Parks or on streets adjacent to a City Park.~~

- ~~1. Mobile food vending is prohibited in City Parks and on any street adjacent to or across the street from a City Park without the expressed written consent of the City Park Board or its designee.~~
- ~~2. The mobile food vendor must have a valid license issued pursuant to [SMC 10.51.010](#) and must be in compliance with the terms and conditions thereof.))~~

Section 14. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 15. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date



Memorandum

Office of the Mayor

DATE: March 16, 2026

FROM: Councilmember Sarah Dixit, Vice Chair of the Urban Experience Committee & Adam McDaniel, Policy Advisor – Office of the Mayor

TO: Urban Experience Committee

RE: Eliminating unnecessary barriers to mobile food vending

Background:

“Mobile food vending such as mobile food trucks and carts can add vitality to the commercial districts and the street environment, encourage walking, and promote economic development” – Spokane Municipal Code 17C.390.010.



The City Council adopted regulations for mobile food vending in 2014 through Ordinance C35097. Before the adoption of Ordinance C35097 in 2014, the City had vague regulations addressing mobile food vending. Most mobile food vending

regulations were considered under the Itinerant Vendors regulations in SMC 10.40. The regulations for mobile food vending have not been updated since their original adoption in 2014.

Regulatory License Requirement

Regulatory licensing increases barriers to entry for small businesses and increases compliance costs and risks. The City currently requires mobile food vendors who operate for more than 14 days in the city to buy an annual \$60 mobile food vendor license. This \$60 annual license is in addition to the City's annual business license, permits/inspection fees by the Spokane Regional Health District¹, permits/inspections by the Spokane Fire Department, and additional requirements of the Washington State Department of Labor and Industries (L&I)². The City receives less than \$500 annually in mobile food vendor license revenue.

Mobile food vending is allowed in most zones except residential. Mobile food vending is allowed in residential zones when connected to a special event, such as a block party or wedding, and with the property owner's permission.

Vending in the public right-of-way

Under current regulations, a mobile food vendor must be at least 50 feet from a restaurant's entrance, but the code does not define "restaurant".

Additionally, the current code requires mobile food vendors to obtain the permission of a property owner or their designated agent in the downtown business improvement district to vend in the public right-of-way adjacent to the property owner's building. This is a significant deterrent to mobile food vending in downtown Spokane. We are unaware of any other local regulation that requires a person to obtain permission from a private property owner to perform a legal and allowed use in the public right-of-way. What happens if property ownership changes? Does consent remain, or does the vendor need permission from the new property owner?

Mobile vending in or on a street adjacent to a Park must also have the permission of the Director of Parks and Recreation.

Vending on private property

The Downtown Plan supports using the edges of surface parking lots for active uses, such as food trucks.³

¹ <https://srhd.org/programs-and-services/foodsafety/temporary-food-establishment-permits>

² <https://www.lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/food-trucks-trailers/>

³ Downtown Plan Priority Action 3.1



An activated surface parking lot in Asheville, NC, parts of which are used for outdoor seating with railings, low cost overhead lighting, while also serving the parking and service needs for the surrounding businesses



A food plaza in Portland, OR, with vendors along the edge of the street in a surface parking lot.



Food trucks used to activate the street edge along a surface lot in Naples, FL

The current code provides that a mobile food vendor is not required to make permanent improvements to private property when the mobile food unit meets certain criteria, including that the vendor is located on an existing paved parking area. It is unclear if this provision would also apply to unpaved parking lots. Mobile food vending also provides an opportunity to activate vacant lots and parcels that may not necessarily be used for parking purposes.

Guiding Plans and Policies

Comprehensive Plan Policy DP 4.2 – Street Life

Comprehensive Plan Policy N 1.1 – Downtown Development

Comprehensive Plan Policy ED 3.10 – Downtown Spokane

Downtown Plan Priority Action 1.3 – Make sidewalks active

Downtown Plan Priority Action 3.1 – Use the edges of surface parking lots for active uses

Downtown Plan Priority Action PS 1.1 – Activate public spaces downtown

Comprehensive Plan Policy ED 3.5 – Locally-Owned Businesses

Comprehensive Plan Policy ED 3.6 – Small Businesses

II. Policy Recommendation:

Proposed Ordinance Table of Contents

- Section 1. Amends SMC Section 08.01.070 (Business Registration Required)
- Section 2. Repeals SMC Section 08.02.0234 (Mobile Food Vendor Permit)
- Section 3. Amends SMC Section 10.40.010 (Itinerant Vendor Designation & Permit – When Required)
- Section 4. Repeals SMC Chapter 10.51 (Mobile Food Vendors)
- Section 5. Amends SMC Section 12.15.010 (Definitions)
- Section 6. Adopts new SMC Section 12.15.070 (Mobile Food Vending Requirements)
- Section 7. Adopts new SMC Section 12.15.080 (Violations)
- Section 8. Amends SMC Section 17C.120.110 (Limited Use Standards)
- Section 9. Amends SMC Section 17C.122.070 (Center and Corridor Zone Allowed Uses)
- Section 10. Amends SMC Section 17C.124.110 (Limited Use Standards)
- Section 11. Amends SMC Section 17C.130.110 (Limited Use Standards)
- Section 12. Repeals SMC Section 17C.390.020 (Applicability)
- Section 13. Amends SMC Section 17C.390.030 (Conditions)
- Section 14. Severability
- Section 15. Clerical Errors

Section 1. Amends SMC Section 08.01.070 (Business Registration Required)

- Amends this code section to remove the business and occupation license requirement for mobile food vending

- Amends this section related to parklets and street cafes as a result of the anticipated adoption of Ordinance C36850 (Encouraging the Activation of Public Spaces)

Section 2. Repeals SMC Section 08.02.0234 (Mobile Food Vendor Permit)

- Repeals this section because of the elimination of the regulatory licensing requirement.

Section 3. Amends SMC Section 10.40.010 (Itinerant Vendor Designation & Permit – When Required)

- Removes reference to SMC Chapter 10.51, which is repealed in this ordinance.

- Makes small clerical updates.

Section 4. Repeals SMC Chapter 10.51 (Mobile Food Vendors)

- Repeals the chapter and moves mobile food regulations to SMC Chapter 12.15.



- The intent behind moving these regulations to a new chapter is to align these regulations with other regulations that support and encourage the activation of the public right-of-way, such as licensing for street cafes, parklets, and special event permitting.

Section 5. Amends SMC Section 12.15.010 (Definitions)

- Carries over the definition of Mobile Food Vending Unit from the existing definition in SMC 10.51.
- Carries over the definition of Mobile Food Vendor from the existing definition in SMC 10.51 and adds a clarification that lemonade stands, as described in Washington Administrative Code 2446-215-01115⁴ is not considered a mobile food vendor for purposes of these regulations.
- Adds a definition for “restaurant”. The term “restaurant” was not defined in SMC Chapter 10.51. A restaurant is defined as “any establishment having special space and accommodation where food and beverages are regularly sold to the public for immediate, on-site consumption. Restaurant includes, but is not limited to, diners, coffee shops, bars, delicatessens, and cafeterias”.

Section 6. Adopts new SMC Section 12.15.070 (Mobile Food Vending Requirements)

- This new section combines relevant mobile food vending regulations from SMC 10.51 and places them in one section.
- The most significant policy and regulatory changes proposed in this section are:

Current – SMC 10.51	Proposed – SMC 12.15.070	Intent
SMC 10.51.050(A)(7) requires that a mobile food vendor may not be within fifty feet walking distance of the front entrance of an existing restaurant located on the same block face without the written consent of the owner or authorized representative of the restaurant owner.	This proposal maintains this fifty-foot buffer for existing and open restaurants. This proposal also defines a restaurant because the current code did not define it.	This section intends to maintain the buffer for open and operating restaurants and other food establishments.

⁴ <https://app.leg.wa.gov/wac/default.aspx?cite=246-215-01115>

<p>SMC 10.51.050(A)(2) requires that a mobile food vendor operating in the downtown business improvement district have written permission from an adjoining property owner to the public right-of-way “accepts mobile food vending on the right of way adjoining their properties as an allowable activity.”</p>	<p>This proposal eliminates this requirement.</p>	<p>Permission from a private property owner should not be necessary for legal mobile food vendors operating in the public’s right-of-way. The proposal maintains the requirement that mobile food vending on private property have documented permission from the property owner.</p>
<p>SMC 10.51.060(A)(2) provides that a mobile food vendor is not required to make permanent improvements to private property when the mobile food unit is located on an existing paved parking area.</p>	<p>This proposal clarifies that a mobile food vendor is not required to make permanent site improvements to a private property when the mobile food vendor is operating on an unpaved parking surface.</p>	<p>This change intends to allow mobile food vending as a way of activating any parking area.</p>
<p>SMC 10.51.090 prohibits the sale of alcohol by mobile food vendors.</p>	<p>This proposal maintains the prohibition on selling alcohol when vending from the public right-of-way. The proposal provides that a mobile food vendor may sell alcohol on private property only when licensed and approved by the Washington State Liquor and Cannabis Board.</p>	<p>This change intends to recognize updated state law changes that allow some mobile food vendors to also obtain a caterer’s permit and liquor license from the Washington State Liquor and Cannabis Board to sell alcohol at certain events.</p>

- This proposal maintains existing parking and insurance requirements and the requirement that a mobile food vendor obtain permission from the Director of Parks and Recreation before vending in or adjacent to a park.

Section 7. Adopts new SMC Section 12.15.080 (Violations)

- This section establishes the penalty for violations of the chapter as a civil infraction.

Section 8. Amends SMC Section 17C.120.110 (Limited Use Standards)



- Updates reference of SMC 10.51 to the new mobile food vendor regulations in SMC 12.15.

Section 9. Amends SMC Section 17C.122.070 (Center and Corridor Zone Allowed Uses)

- Updates reference of SMC 10.51 to the new mobile food vendor regulations in SMC 12.15.

Section 10. Amends SMC Section 17C.124.110 (Limited Use Standards)

- Updates reference of SMC 10.51 to the new mobile food vendor regulations in SMC 12.15.

Section 11. Amends SMC Section 17C.130.110 (Limited Use Standards)

- Updates reference of SMC 10.51 to the new mobile food vendor regulations in SMC 12.15.

Section 12. Repeals SMC Section 17C.390.020 (Applicability)

- Repeals this section as it references mobile food licensing requirements.

Section 13. Amends SMC Section 17C.390.030 (Conditions)

- Removes reference to mobile food vending licensing requirements.
- Updates reference of SMC 10.51 to the new mobile food vendor regulations in SMC 12.15.

Section 14. Severability

- Standard severability clause

Section 15. Clerical Errors

- Standard clerical errors clause

PURPOSE OF AMENDMENT: If adopted, this amendment will add alternative text to the photographs to comply with ADA requirements, and (2) revise Section 6 of the ordinance to add an additional requirement that mobile food vendors on public property restore the site to its condition before use as a mobile food site.

1. For the photograph below the first recital, add the following alternate text:

“Blue food truck serving customers in Riverfront Park, Spokane, Washington”

2. For the three photographs below the sixth recital, add the following alternate text for the three photographs:

“Activated surface parking lot in Asheville, North Carolina with mobile food vendors.”

“Food trucks used to activate a street edge along a surface lot in Naples, Florida.”

“Food plaza in Portland, Oregon along surface parking lot.”

3. Strike Section 6 of the ordinance and substitute the following in its place:

Section 6. That there is adopted a new Section 12.15.070 of the Spokane Municipal Code to read as follows:

Section 12.15.070 Mobile Food Vending Requirements

- A. The mobile food vendor must have a City general business license and necessary Washington State Labor and Industries, Spokane Regional Health District, and Spokane Fire Department permits and approvals to operate as a mobile food vendor within the city of Spokane.
- B. The mobile food vendor shall maintain a minimum five-foot clear pedestrian pathway along the public sidewalk at all times. Placement of the mobile food vending unit shall be consistent with any applicable standards established by the Americans with Disabilities Act.
- C. A mobile food vendor shall comply with all applicable parking regulations, except that a mobile food vendor operating is exempt from SMC Section [16A.05.280](#), and the parking time limits of SMC Section [16A.05.310](#).
- D. A mobile food vendor vending from any public property including public streets, sidewalks, plazas or parks shall maintain in full force public liability insurance in

the amount specified by [SMC 12.02.0730\(B\)](#) to cover potential claims for bodily injury, death or disability and for property damage, which may arise from or be related to the use of the public property for mobile food vending purposes, naming the City as an additional insured.

- E. Mobile food vendors shall not sell or serve liquor, as defined in RCW 66.04.010, in the public right-of-way. Mobile food vendors shall not sell or serve liquor on private property without approval and licensure by the Washington State Liquor and Cannabis Board.
- F. A mobile vending unit may not be within fifty feet walking distance of the front entrance of an existing and open restaurant located on the same block face without the documented approval of the restaurant owner or authorized representative of the restaurant.
- G. Mobile food vending is prohibited in City parks or on a street adjoining a City park without documented approval of the Director of Parks and Recreation or their designee.
- H. A mobile food vending unit vending from private property shall have documented consent from the owner(s) of the private property or their designated property manager, as to the use and location of the mobile food vendor on their property.
- I. A mobile food vending unit vending from private property shall be subject to the same land use and development standards applicable to the property as if the unit were a permanent structure, except that a mobile food vendor shall not be required to make any additional site improvements when:
 - 1. The mobile food unit is located on a surface parking area that will provide circulation for any other existing uses on the property;
 - 2. The mobile food unit is a licensed, wheeled vehicle, and the wheels will not be removed;
 - 3. Any canopies, awnings, or any other attachments are supported entirely by the mobile food unit and do not touch the ground, provided temporary seating, sandwich board signs, refuse collection containers, and other temporary appurtenances may be allowed;
 - 4. The mobile food unit is self-contained, with no plumbing connections; and
 - 5. The mobile food unit will not be used for “drive-thru” vending.

J. Mobile food vendors may vend from residential zones, under the following conditions:

1. The owner of the property where an event such as a community event, special event approved by the City, a neighborhood block party, wedding, or birthday party will occur has invited the mobile food vendor to participate, and mobile food vending is part of the event activities.
2. The mobile food vending unit may not remain at the location for longer than the duration of the special event and must avoid creating conflicts with pedestrian or vehicle traffic or creating other public safety problems.

K. The City may order a mobile food vendor to depart from a specific location when the mobile food vendor is creating an imminent public health or safety hazard.

L. The mobile food vendor operating from any public property, including public streets, sidewalks, plazas or parks, shall restore the site location occupied by the mobile food vendor to the original or better condition upon removal of the mobile food vendor unit.

From: [Emilie Cameron](#)
To: [City Council Testimony](#); [City Council Members and Staff](#); [McDaniel, Adam](#)
Cc: [Dana Harbaugh](#); [Christopher G. Varallo \(chris.varallo@kutakrock.com\)](#)
Subject: ORD C36863 – Recommended amendments to mobile food vending ordinance
Date: Monday, April 27, 2026 12:18:59 PM
Attachments: [image001.png](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Updated Comments: ORD C36863 – Concerns related to mobile food vending updates & recommended amendments

Council President and Members of the Spokane City Council:

On behalf of the Downtown Spokane Partnership, I am writing to reiterate our concerns regarding the proposed updates to the City of Spokane’s mobile food vending ordinance (ORD C36863) and to respectfully request inclusion of several amendments necessary to support balanced activation, public safety, and responsible management of the public right of way downtown.

We appreciate the intent to support opportunities for small businesses and create vibrancy in public spaces. However, downtown Spokane is a dense mixed-use environment where residents, employees, visitors, restaurants, retailers, and event activity all rely on limited curb space and sidewalks every day—not only during special events. This requires thoughtful regulations that allow mobile vending while protecting access, cleanliness, safety, and compatibility with surrounding uses.

With this in mind, we encourage Council to adopt amendments that:

- Require vendors to maintain the area surrounding their operation and promptly remove trash, grease, food waste, and other debris generated by their business.
- Limit co-location of vendors in the public right of way to no more than three vendors per 1,000 feet to prevent excessive clustering, pedestrian congestion, and impacts on adjacent businesses.
- Expand the proposed fifty-foot separation from restaurant front entrances to require that a mobile vending unit may not operate within fifty feet walking distance of **any front entrance downtown** without documented approval from the property owner or authorized representative. This would better reflect the realities of mixed-use buildings with residential, office, hotel, and retail entrances downtown.
- Provide clear enforcement authority and coordination mechanisms for Spokane Police, the Fire Marshal, and Code Enforcement to address obstruction, sanitation, fire safety, and other operational issues.
- Increase ordinance violations to a misdemeanor level to provide meaningful accountability for repeated or serious noncompliance.

These amendments would help ensure mobile vending remains an asset rather than creating avoidable conflicts related to blocked sidewalks, late-night congestion, waste accumulation, impaired visibility for storefronts, and competition for already limited public space.

Downtown Spokane succeeds when all uses are thoughtfully balanced. We remain supportive of policies that encourage entrepreneurship, but those policies must also recognize the unique needs of the city's center and the businesses and residents who invest here year-round. We appreciate the outreach to hear our concerns and urge you adopt an ordinance that supports both new opportunity and responsible management.

Thank you for your consideration, -Emilie

Emilie Cameron, *President & CEO*
Downtown Spokane Partnership

From: Emilie Cameron

Sent: Monday, April 13, 2026 3:55 PM

To: testimony@spokanecity.org; City Council Members and Staff <citycouncil2@spokanecity.org>; McDaniel, Adam <amcdaniel@spokanecity.org>

Cc: Dana Harbaugh <dharbaugh@NACARCHITECTURE.com>; Christopher G. Varallo (chris.varallo@kutakrock.com) <chris.varallo@kutakrock.com>

Subject: ORD C36863 – Concerns related to mobile food vending ordinance

Importance: High

Comments: ORD C36863 – Concerns related to mobile food vending updates

Dear Council President and Members of the Spokane City Council,

On behalf of the Downtown Spokane Partnership (DSP), I am writing to express concerns regarding the proposed updates to the City of Spokane's mobile food vending ordinance (ORD C36863). While we appreciate the intent to support entrepreneurship and activate public spaces, we believe the current proposal raises significant challenges, particularly for the unique and complex environment of downtown. With no outreach to downtown businesses prior to or after introduction of the ordinance, we respectfully urge the Council to delay approval of ORD C36863 and engage in a collaborative process with downtown stakeholders, business owners, residents, and enforcement agencies.

Downtown Spokane is a highly concentrated, mixed-use district where residents, employees, visitors, and businesses all rely on limited and carefully managed public space. Unlike other areas of the city, downtown is not only active during events, but also a place where people live, work, and recreate every day. This density requires thoughtful coordination to ensure that all users can coexist safely and successfully.

The proposed removal of the permitting process is especially concerning. Without a system that provides visibility and oversight, mobile vendors may operate without notifying adjacent property owners or businesses. This lack of coordination can create avoidable conflicts, including:

- Obstructed pedestrian access and ADA pathways

- Reduced visibility and access to storefront businesses
- Increased congestion from customer lines, particularly during peak hours or late at night
- Safety concerns near busy intersections or establishments serving alcohol
- Insufficient waste management, resulting in cleanliness and sanitation issues

Additionally, without requirements to coordinate with adjacent property, the City will have limited authority to address ongoing issues such as illegal parking, improper waste disposal, or problematic co-location of vendors. These are not hypothetical concerns: they reflect real issues raised consistently by downtown stakeholders that remain unaddressed in this proposal. This balance is critical downtown, where unmanaged activity can quickly impact safety, accessibility, and the viability of existing businesses. We are concerned that the ordinance, as written, prioritizes businesses that may not directly contribute to the long-term economic health of downtown in the same way as brick-and-mortar establishments that generate consistent tax revenue, provide stable local jobs, and invest in the district year-round.

Downtown Spokane thrives when all uses are carefully balanced. We welcome the opportunity to partner with you to ensure this ordinance reflects that reality and sets both new and existing businesses up for success. With thoughtful input, we are confident an ordinance can be developed that both supports entrepreneurial activity and includes appropriate safeguards to mitigate impacts.

Thank you for your consideration. -Emilie

