



Official Gazette

City of Spokane, Washington

Statement of City Business, including a Summary of the Proceedings of the City Council

Volume 103

JULY 10, 2013

Issue 28



MAYOR AND CITY COUNCIL

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INSIDE THIS ISSUE

| | |
|-------------------------|-----|
| MINUTES | 778 |
| HEARING NOTICES | 778 |
| POLICIES AND PROCEDURES | 779 |
| JOB OPPORTUNITIES | 791 |
| NOTICES FOR BIDS | 793 |

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, July 1, 2013**

The Monday, July 1, 2013, regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

Hearing Notices

**SPOKANE CITY COUNCIL PUBLIC HEARING
PROPOSAL TO EXCHANGE SURPLUS REAL PROPERTY**

The Spokane City Council will hold a Public Hearing on Monday, July 22, 2013, in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd., during the City Council Legislative Session, starting at 6:00 p.m., regarding a proposal to surplus approximately twenty acres of real property immediately south of and adjacent to Joe Albi Stadium and to exchange this property for certain property owned by Spokane Public Schools.

The purpose of the property surplus is to exchange approximately twenty contiguous acres of City of Spokane owned real property immediately south of and adjacent to Albi Stadium in Spokane, Washington ("City Property") for a 1.9-acre parcel of land at the intersection of Palouse Highway and Regal Street in Spokane, Washington ("Spokane Schools Property"). The surplus proposal and maps of these proposed properties to be exchanged may be obtained by contacting the City Clerk's Office at clerks@spokanecity.org or (509) 625-6350.

The City proposes to use the Spokane Schools Property for a strategic collaboration project between the City and developers. This project plan includes providing an improved storm water run-off solution for this area, a traffic signal at the intersection of the Palouse Highway and Regal Street, public walking paths, possibly a covered gazebo and the potential for commercial development opportunities that are currently being vetted by the City.

Spokane Public Schools plans to use the City Property for eventual construction of a new educational facility.

Public testimony will be taken at the hearing. The public comment period for written comments will be held open until the end of the public hearing.

The City Council reserves the right to continue this public hearing.

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 also 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 Gita George-Hatcher at (509) 625-7083, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ggeorge-hatcher@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. George-Hatcher at (509) 625-7083 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0330-13-01 / LGL 2010-0014

EFFECTIVE DATE: April 30, 2010
REVISION EFFECTIVE DATE: July 3, 2013

TITLE: SOCIAL MEDIA

1.0 GENERAL

1.1 The purpose of this policy is to define the individual and departmental responsibilities for the acquisition and use of the City's social media.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions.

3.0 REFERENCES

Email: City Policy ADMIN 0620-05-55
Internet Access: City Policy ADMIN 0620-05-56

4.0 DEFINITIONS

4.1 "Social media" includes blogs and new shared information sites such as Twitter, Facebook, Pinterest, YouTube, Tumblr, Google Plus, Instagram, LinkedIn, etc. Such sites allow departments to distribute information through an additional public Internet presence. They are hosted outside of the City's network.

5.0 POLICY

5.1 Statement of Policy

- 5.1.1 Social Media is an evolving part of public communications efforts, and the City of Spokane is using blogs, Twitter, Facebook accounts, etc. to further enhance the City's outreach and provide an additional avenue to disseminate public information to constituents. Social Media's immediate reach creates a demand for thoughtful use and dissemination of information.

- 5.1.2 Division directors must approve the creation of social media accounts within their divisions and designate specific staff members to maintain the sites. The division directors also are responsible for monitoring appropriate use of the sites by their employees.
 - 5.1.3 No social media account shall be approved for departments or programs that do not generate enough news-worthy content to routinely post two (2) to three (3) times per work day.
 - 5.1.4 Staff members designated to write, post, and respond to items on social media sites act as additional public spokespersons for their department, division, and the City of Spokane. The City expects those staff members to adhere to best practices and to use common sense when using online outreach and community building. Staff must always remember that professional and personal lines can easily blur online, and at all times, they are representing their employer in their online interactions.
 - 5.1.5 All approved uses of social media must be reported to the City's Communications Director, who will maintain an overall inventory of such sites.
 - 5.1.6 Departments or programs without social media accounts are encouraged to send items to the Communications Department for posting on general City social media pages.
- 5.2 Employees are expressly forbidden to misuse any Social Media access privileges in any way that may include, but are not limited to:
- a. Using Social Media accounts for unlawful activities, including violations of copyright law, or for activities that are malicious or have a harassing effect on other users.
 - b. Violating the acceptable use policies of any network to which they connect to the account.
 - c. Misrepresenting the City's brand, programs or policies in their communications.

6.0 PROCEDURE

- 6.1 Employees must get approval from their division director prior to creating a Social Media account for work-related purposes.
- 6.2 General Provisions
- 6.2.1 Some comments to City posts will need an answer. The answer needs to be timely and accurate.
 - 6.2.2 Respect the account's audience and the City's workplace rules. Anything that is not acceptable in the workplace is not acceptable online—personal insults and obscenities, ethnic slurs, etc. Do not engage in topics that may be considered objectionable, inflammatory or derogatory.
 - 6.2.3 Social media is subject to record retention requirements as set by state law.
 - 6.2.4 All social media accounts must be connected to the City's social media archiving service for public records purposes.

7.0 RESPONSIBILITIES

The Communications Department, in cooperation with the Human Resources Department, along with the City's division directors, is responsible for administering this policy.

8.0 APPENDICES

City of Spokane Social Media Tips

APPROVED BY:

| | |
|---|---------------|
| Barbara Burns Assistant City Attorney | May 22, 2013 |
| Brian Coddington Director – Communications | May 29, 2013 |
| Heather Lowe Director – Human Resources | June 12, 2013 |
| Theresa Sanders City Administrator | June 18, 2013 |

APPENDIX
City of Spokane Social Media Tips

Social Media is an emerging part of the City of Spokane's communications efforts. The Public Information and Communications staff are the primary leads on the use of social media. The use of blogs, Twitter, Facebook accounts, etc., are intended to further enhance the City's outreach, not replace other, more traditional, forms of outreach. The City expects staff entrusted with maintaining social media accounts to use best practices and common sense when engaging in on-line outreach and community building.

Be aware that professional and personal lines can easily blur on-line. If employees represent the City publicly, they should be prepared for people to find their names in social media circles, too.

- 1) Be honest and open.
- 2) Employees should identify themselves by name and role at the City.
- 3) Try to add value. The City's brand is best represented by its employees. What departments publish will reflect upon the City's reputation regarding the quality of work and services that are provided to the community.
- 4) Follow copyright and fair use laws.
- 5) Remember social media is subject to record retention, as set by state law.
- 6) If the employee publishes content to a site outside of the City of Spokane, make it clear that the employee is representing the City.
- 7) Do not pick fights; consider the tone of the response being given.
- 8) A Facebook or Twitter account needs frequent posts. One (1) to three (3) posts per day per account. Employees should think about material that they can post about in their work day – weekly if possible – as a supplement to opportunistic content.
- 9) Social media and blog posts should be more casual than a new release. Both short and long-term entries work for the blog. Twitter is one hundred forty (140) characters, one hundred twenty (120) is ideal so it can be "re-tweeted."
- 10) Images drive (solicit or attract versus drives) views of social media posts and should be used frequently and include persons whenever possible.
- 11) Potential posts:

- a. Highlight a news release or other happening that would be of interest to people. e.g., community garden, Parks new pool and splash pads.
 - b. Interesting information about a department that is not worthy of full news release.
 - c. Interesting facts about the City and its programs during a particular time of year. e.g., summer street construction, Spokane river clean-up.
- 12) Follow key blogs and Twitter feeds related to the programs and services of the City. Know what individuals are saying about the City. Talk to the appropriate department head or Communications team if issues arise that need attention.
- 13) Employees should respect their audience and the City's workplace rules. Anything that is not acceptable in the workplace is not acceptable online—personal insults and obscenities, ethnic slurs, etc. Do not engage in topics that may be considered objectionable or inflammatory.

**CITY OF SPOKANE
ADMINISTRATIVE POLICY AND PROCEDURE**

ADMIN 0620-13-64 / LGL 2013-0014

**EFFECTIVE DATE: April 1, 1985
REVISION EFFECTIVE DATE: July 3, 2013**

**TITLE: AMERICANS WITH DISABILITY ACT / SECTION 504
OF THE REHABILITATION ACT OF 1973**

1.0 GENERAL

- 1.1 The purpose of this policy is to reaffirm the City of Spokane's policy and practice that physical facilities, programs, services and activities of the City of Spokane government are accessible to members of the public, including qualified individuals with disabilities.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 American With Disabilities Act (ADA) - All City divisions and departments.
- 2.2 Section 504 of the Rehabilitation Act of 1973 – City departments receiving funding for specified programs, services and activities.
- 2.3 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

Americans with Disabilities Act of 1990 as amended (ADA)

Section 504 of the Rehabilitation Act of 1973, as amended,

Chapters 2.42, 49.60 and 70.84 of the Revised Code of Washington (RCW)

Washington State Building Code: International Building Code as adopted by the City of Spokane

Regulations promulgated under Section 504 include those by the U.S. Departments of Agriculture (7 CFR 15.3), Education (34 CFR 104), Health and Human Services (45 CFR 84), Justice (28 CFR 41 and 42), Interior (43 CFR 17), Housing and Urban Development (24 CFR 8), Labor 29 CFR 32), and Transportation (49 CFR 27) implementing the ADA and Section 504 Requirements

Regulations promulgated by Washington State agencies implementing state disability non-discrimination laws

4.0 DEFINITIONS

4.1 "Barrier-free design" means design that gives users the opportunity for movement without restriction. By using principles of barrier-free design, people with disabilities will be able to participate fully and avail themselves equally of the opportunities to benefit from City programs and services.

4.2 "City" means the City of Spokane, Washington.

4.3 "Disability Transition Plan for Physical Facilities" means a written plan which outlines identified physical barriers and a schedule of activities to remove those barriers and improve program accessibility. By definition, a transition plan must:

4.3.1 Identify physical barriers that limit accessibility to City programs, activities or services;

4.3.2 Outline of the methods which will be used to remove the barriers and make the facility more accessible;

4.3.3 Contain the schedule for the necessary steps to achieve improved compliance; and

4.3.4 Include the name of the management staff responsible for the plan's implementation.

4.4 "Overall Program Accessibility" means that programs as a whole be accessible to people with disabilities, and requires the City to account how the program's elements work together as a whole and how services are delivered.

4.5 "Qualified individual with a disability": means an individual with a disability who meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided to the public by the City, with or without reasonable modifications to rules, policies, or practices, the removal of architectural or communication barriers, or the provision of auxiliary aids and services (Section 504 of the Rehabilitation Act of 1973, as amended, 42 U.S.C. Section 12131 et seq., 28 CFR part 35, the Americans with Disabilities Act of 1990, and RCW 49.60).

4.6 "Reasonable accommodation" means an adaptation or modification to a policy, program, service, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, or perform a job. Reasonable accommodations may include, but are not limited to, adjustments or modifications to buildings, facilities, dwellings, and may also include provision of auxiliary aids, such as readers, interpreters, and materials in accessible formats.

4.7 "Self-evaluation" means the evaluation of policies, practices, and physical facilities to identify potential barriers to accessibility and corrective actions to reduce or eliminate those barriers.

4.8 "Service Animal" means an animal that is individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks.

- 4.9 "Usability" means that within facilities constructed prior to the passage of the ADA, some architectural elements may not meet current codes and requirements for accessibility. If a barrier to access by people with disabilities does not result, the facility is usable and complies with this policy. In other cases, though requirements of the applicable laws, codes, and regulations have been met, a barrier may exist to a qualified individual with a disability. In such cases, it may be necessary to modify the element in the facility to make the facility usable by qualified individuals with disabilities providing that such change and/or alteration does not result in an undue financial burden.

5.0 POLICY

- 5.1 In accordance with Title II of the ADA and its implementing regulations, Section 504, WAC 51-50 and RCW 49.60 (collectively called the "disability non-discrimination laws"), no qualified individual with a disability shall, on the basis of such a disability, be subjected to discrimination or be excluded from participation in, or denied the benefits of the services, programs, activities or physical facilities which the City of Spokane provides to the public.
- 5.2 City departments shall comply with the provisions of the disability nondiscrimination laws regarding access to applicable programs, activities, services, and physical facilities.
- 5.3 To the extent possible, City departments will ensure that physical facilities are usable by qualified individuals with disabilities. Where physical facilities cannot be made usable, overall program accessibility must be ensured.
- 5.4 Physical facilities owned by the City shall comply with the applicable regulations on barrier-free design and physical accessibility.
- 5.5 The construction and renovation of City facilities shall comply with applicable regulations on barrier-free design and physical accessibility.
- 5.6 Public meetings will be held at accessible locations and in such a manner that qualified people with disabilities are able to participate fully.
- 5.7 Qualified people with disabilities shall not be discriminated against in participation on boards, commissions, or on advisory and planning committees.
- 5.8 All City offices and programs shall be accessible to users of TTYs (teletypewriters), either by having a TTY to provide direct TTY access or by using the Washington Relay Service.
- 5.9 Individuals with disabilities accompanied by service animals will be afforded access to all City facilities, programs, services, and activities as are open to other members of the public, unless the service animal's presence or behavior creates a fundamental alteration to the program or service being provided or presents a direct threat to safety. In addition, as a matter of policy, not compliance, the City will afford access to individuals, with or without a disability, accompanied by service animals-in-training. Individuals and their accompanying service animals-in-training will be subject to the conditions and limitations established by law and applicable to individuals with disabilities and their service animals.
- 5.10 Upon advance request, reasonable steps will be taken to furnish appropriate auxiliary aids and services (e.g., assistive listening devices, sign language interpreters, Braille) to afford a qualified individual with a disability an equal opportunity to participate in and enjoy the benefits of the services, programs, activities, and physical facilities provided to the public by the City. Primary consideration will be given to the requests of the qualified individual with a disability unless another equally effective accommodation is available, or the use of the means requested would result in a fundamental alteration of the service, program, and activity or in undue financial or administrative burden.
- 5.11 All City contractors, except contractors providing tangible goods, shall comply with Section 504/ADA Disability Assurance of Compliance, unless an accessibility waiver is obtained.
- 5.12 All City departments administering Section 504 contracts whereupon the contractor, other than another government entity, provides programs, services, or activities to the public, shall require the contractor to comply with the Section 504/ADA requirements applicable to governments. The contracting City department shall monitor respective contracts for compliance with Section 504/ADA.

- 5.13 The City will adopt and follow a procedure for prompt and equitable resolution of complaints alleging discrimination on the basis of disability in the City's provision of programs, services, and activities, and access to physical facilities.
- 5.14 The City recognizes that the laws covering the City's provision of programs, services and activities are subject to frequent revision and interpretation through legislation or judicial decisions. Should an interpretation or revision render any part of this policy invalid, the remainder of the policy will remain in full effect pending revision to address those areas invalidated.

6.0 PROCEDURE

6.1 Responsibilities - ADA.

6.1.1 The Office of the Mayor for the City of Spokane is responsible for ensuring the City's compliance with disability non-discrimination laws regarding access. Under the law, the City of Spokane is required to have at least one designated ADA coordinator. The Mayor has designated the Human Resources Director or designee as the ADA Coordinator(s) to facilitate the City's efforts to comply with disability non-discrimination laws regarding access.

6.1.2 Department heads and officials shall cooperate with the City of Spokane ADA Coordinator to ensure compliance with the requirements of disability nondiscrimination laws regarding access, and with this policy and related procedures. Compliance-related activities include documenting:

- a. Disability accessibility accommodations made within their departments;
- b. Participation in the evaluation of programs, services, activities, and physical facilities to identify potential barriers to accessibility;
- c. The preparation of necessary Disability Corrective Action Plans and/or Disability Transition Plans; and
- d. The coordination of budget approval to implement such plans.

6.1.3 ADA Coordinator

- a. will provide technical assistance to City of Spokane personnel on disability access issues.
- b. shall establish and implement internal complaint procedures to receive and resolve complaints from the public alleging non-compliance with disability non-discrimination laws regarding access. The Mayor or designee will serve as the point of appeal regarding ADA complaints.
- c. develop policies and procedures as necessary to improve accessibility of programs, services, activities, and physical facilities of City of Spokane government.

6.2 ADA / Section 504 Complaints – Complaint Procedure

6.2.1 City of Spokane Complaint Procedure – Purpose.

The complaint procedure shall address concerns regarding Title II of the ADA and Section 504 of the Rehabilitation Act of 1973, as it applies to City of Spokane department programs, services and activities. The complaint procedure may be used to file a complaint alleging:

- a. Violation of City of Spokane policies relating to the provision of services, activities, programs, or benefits.
- b. Discrimination under Section 504 of the Rehabilitation Act of 1973.
- c. Structural and parking accessibility issues on City owned or controlled property.
- d. Note: Employment complaints shall be directed to the City of Spokane Human Resource Department and investigated pursuant to Human Resource policies and applicable labor contracts.

6.2.2 Complaint Procedure and Format.

The complaint should be in writing and contain information regarding the alleged discrimination to include the name, address, and phone number of the complainant and the location, date and description of the alleged problem. Alternative means of filing complaints such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request. When possible, the complaint form should be used.

6.2.3 Complaint Filing.

The complainant and/or his/her designee should submit the complaint as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

Attn: Gita George-Hatcher
City of Spokane
Human Resources Department
808 West Spokane Falls Boulevard
Spokane, WA. 99201
TEL: 509-625-7083
FAX: 509-625-6379
Washington Relay Service at 7-1-1

6.2.4 Complaint Review.

- a. Within fifteen (15) calendar days after receipt of the complaint, the ADA or Section 504 Coordinator or the Human Resources Department representative will meet with or contact the complainant to review and clarify the issues of the complaint.
- b. Within thirty (30) calendar days of the initial meeting, a response will be provided to the complainant in writing and, where appropriate, in a format accessible to the complainant. The response will explain the position of the City of Spokane and offer options for substantive resolution of the complaint if appropriate. The Human Resources Director or designee may, when appropriate, utilize mediation to resolve complaints.

6.2.5 Complaint Appeal Process.

- a. If the initial response to the complaint does not satisfactorily resolve the issue, the complainant and/or designee may appeal the decision within fifteen (15) calendar days after the receipt of the City's response, to the Mayor or designee at:

Office of the Mayor
City of Spokane
808 West Spokane Falls Boulevard
Spokane, WA. 99201

- b. Within fifteen (15) calendar days after receipt of the appeal, the Mayor or designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Mayor or the Mayor's designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint, with a final resolution of the complaint. The Mayor or designee may, when appropriate, utilize mediation to resolve complaints.

6.2.6 Complaint Retention.

All written complaints received by the ADA or Section 504 Coordinator, appeals to the City Administrator, and responses from these two offices will be retained by the City of Spokane for at least three (3) years.

6.2.7 State / Federal Complaint:

The complainant is not precluded from filing formal complaints at any time during or after the complaint process with the following state or federal agencies:

Washington State Human Rights Commission
Spokane District Office
1300 North Washington Street, Suite 2460
Spokane, WA. 99201-1099
TEL/TTY: (509) 568-3196 or 1-800-233-3247
FAX: (509) 568-3197
hum.wa.gov

Office of Justice Programs
Office for Civil Rights
810 7th Street, NW.
Washington D.C. 20531
TEL: (202) 307-0690
FAX: (202) 354-4380
askOCR@ojp.usdoj.gov
justice.gov

Housing complaints may be filed with:

U.S. Department of Housing and Urban Development
Spokane Field Office
920 West Riverside, Suite 588
Spokane, WA. 99201-1010
TEL: (509) 368-3200
FAX: (509) 368-3209
hud.gov

Employment complaints may be filed with:

Equal Employment Opportunity Commission
Seattle Field Office
909 First Avenue, Suite 400
Seattle, WA. 98104
TEL: (800) 669-4000
TTY: (800) 669-6820
FAX: (206) 220-6911
eeoc.gov

6.3 Section 504 – Compliance (Federal Grants)

- 6.3.1 The objective of Section 504 of the Rehabilitation Act of 1973 is to ensure that entities receiving federal funding or grants do not discriminate against persons with disabilities. Some City departments receive federal funding in support of specific programs, services and activities administered by those departments.
- 6.3.2 24 CFR Part 8 – Section 504
“No otherwise qualified individual with a disability in the United States... shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.”
- 6.3.3 Section 504 – Recipient Defined.
Regulations define “recipient” as any State or its political subdivision, any instrumentality of a State or its political subdivision, any public or private agency, institution, organization, or other entity, or any person to which Federal financial assistance is extended for any program or activity directly or through another recipient, including any successor, assignee, or transferee of a recipient, but excluding the ultimate beneficiary of the assistance. An entity or person receiving housing assistance payments from a recipient on behalf of eligible families under a housing assistance payments program or a voucher program is not a recipient or sub-recipient merely by virtue of receipt of such payments [24 CFR 8.3].

6.3.4 Section 504 – Coverage.

Section 504 covers all programs, services and activities of recipients of federal financial assistance, including, for example:

- a. Outreach and public contact, including contact with program applicants and participants
- b. Eligibility criteria
- c. Application process
- d. Admission to the program
- e. Tenancy, including eviction
- f. Service delivery
- g. Employment policies and practices

6.4 Section 504 – Prohibitions Against Discrimination.

| Guarantee | Prohibition |
|--|---|
| Opportunity to participate | Denying a qualified individual with disabilities the opportunity to participate in, or benefit from, the housing, aid, benefit, or service |
| Equality of benefits | Failing to afford a qualified individual with disabilities the opportunity for equal participation and benefit |
| Equality of opportunity | Failing to provide a qualified individual with disabilities a program or service that affords the same opportunity to benefit as that afforded others |
| No unnecessary difference or separateness | Providing different or separate housing, aid, benefits or services on the basis of disability unless providing such is necessary to provide housing or benefits that are as effective as that provided to persons without disabilities |
| No assistance to entities that discriminate | Providing significant assistance to an agency, organization or person that discriminates on the basis of disability in any aspect of a federally assisted activity |
| Opportunity to serve on boards | Denying a qualified individual with disabilities the opportunity to participate as a member of planning or advisory boards |
| No denial of right to a dwelling | Denying a dwelling to an otherwise qualified buyer or renter because of a disability of that buyer or renter or another prospective tenant |
| No discriminatory limitation of benefits | Limiting in any other manner a qualified individual with disabilities in the enjoyment of any right, privilege, advantage, or opportunity afforded to others |
| Most integrated setting | Providing programs or services to qualified individuals with disabilities in settings that are unnecessarily separate, segregated or restricted |

6.5 Section 504 – Responsibilities.

6.5.1 The City of Spokane will comply with Section 504 on federally funded projects administered by the City of Spokane. City departments receiving federal funding shall:

- a. Appoint a Section 504 coordinator.
- b. Take steps to ensure the tenets of the implementing regulations of Section 504 are met, including those regulations that cover:
 - i. Effective communication with applicants, beneficiaries, and members of the public.
 - ii. Employment activities, including job announcements, recruitment, interviews, hiring, work assignments, promotions and dismissals, do not discriminate on the basis of disability.

- iii. Non-housing and ensure that new construction and alterations of non-housing facilities are made accessible in accordance with applicable standards.
 - iv. Operation of existing housing programs, and steps to ensure that existing housing programs are readily accessible to and usable by persons with disabilities.
 - v. Providing reasonable accommodations which may be necessary for a person with a disability to use or participate in the program, service or activity; unless the recipient can demonstrate that the accommodation will result in an undue financial and administrative burden or a fundamental alteration in the nature of the program, service or activity.
 - vi. Paying for a reasonable accommodation needed by the individual (e.g., a ramp to a unit) unless providing that accommodation would be an undue financial and administrative burden or a fundamental alteration of the program.
 - vii. New construction of housing facilities .
 - viii. Alterations to existing facilities.
 - ix.. Needs assessment requirements
 - x. Required self-evaluations of programs, services, and activities to determine if they are programmatically and physically accessible to persons with disabilities.
- c. The City will designate an employee to ensure the recipients' programs, services and activities meet the requirements of Section 504; adopt a complaint procedure to effect due process standards and prompt and equitable resolutions of complaints.
 - d. The City will notify participants, beneficiaries, applicants and employees of their nondiscriminatory provisions.
 - e. The City will maintain records and reports of efforts to meet the requirements of Section 504, and keep these records on file so that they are available if a complaint is filed, or if a Federal compliance office conducts a compliance review.

6.5.2 Department Section 504 Representatives will:

- a. Assure that respective departments comply with all grant requirements through developing, implementing and monitoring processes.
- b. Create and assure that appropriate communication of complaint procedures for the public, employees and service recipients are posted or made known.
- c. Create and implement effective communication mechanisms to acquaint participants, beneficiaries, applicants and employees of rights under all grants.
- d. Assure that sub-recipients comply with all grant requirements and that sub-recipients have complaint and compliance procedures in place.
- e. Investigate complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program, service or activity administered by the City, as well as to sub-recipients, consultants and contractors and forward results to the City's Section 504/ADA Coordinator.
- f. Serve as the department liaison with grantor agencies on compliance issues including on-site compliance monitoring activities.
- g. Work with the City's Section 504/ADA Coordinator as needed when a grant requires ADA compliance.
- h. Maintain all related files and reports.

- 6.5.3 The City Section 504 Coordinator will assist department Section 504 Representatives with ADA compliance issues pursuant to Federal grant compliance requirements. Responsibilities include but may not be limited to:
- a. Directing complaints and inquiries regarding grants to the appropriate City departments.
 - b. Assisting City Department 504 Representatives with complaints and investigations regarding alleged non-compliance of grant mandates.
 - c. Preparing ADA accessible surveys for inspections.
 - d. Assisting with ADA inspections when requested.
 - e. Serving as a resource on ADA issues.
- 6.5.4 Notice To Participants and Applicants of Programs.
Where possible, Section 504 Coordinators will distribute and post (or have posted) a notice to applicants and participants, that the program, service or activity is federally funded and must meet the mandates of Section 504 of the Rehabilitation Act of 1973 and the ADA. The Notice to Participants and Applicants of Program Form can be obtained by contacting the City of Spokane Human Resources Department.
- 6.5.5 Contractor Assurance of Compliance.
Contractors, sub-contractors and entities participating in Section 504 programs will be required to show compliance with the ADA and Section 504 regulations. The City of Spokane has established a recording procedure for all Section 504 contractor participants. Assurance of compliance documentation will be required. Documentation includes:
- a. Section 504 of the Rehabilitation Act of 1973 & ADA – General information.
 - b. ADA Self-Evaluation Questionnaire.
 - c. Checklist for Readily Achievable Barrier Removal.
 - d. Assurance of Compliance Form.
 - e. Corrective Action Plan.
 - f. Notice to Program Applicants.

6.6 Forms and Documents.

The listed forms and documents are available through the City of Spokane Human Resources Department:

- Notice Under the Americans with Disabilities Act
- City of Spokane Complaint Procedure Under Section 504 and the Americans with Disabilities Act
- Request for Reasonable Accommodation Form
- Citizen Complaint Form – Programs, Services, Facilities and Activities
- Section 504 – General Information
- Section 504 – Notice: Section 504 of the Rehabilitation Act of 1973
- City of Spokane Reasonable Accommodation Policy
- Section 504 – Self-Evaluation Review Form
- Section 504 – Assurance of Compliance
- Section 504 – Checklist for Existing Facilities

7.0 RESPONSIBILITIES

The Human Resources Department is responsible for administration of this policy and procedure.

8.0 APPENDICES

None

APPROVED BY:

Barbara Burns June 4, 2013
Assistant City Attorney

Heather Lowe June 12, 2013
Director – Human Resources

Theresa Sanders June 18, 2013
City Administrator

Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

ENGINEERING TECHNICIAN III (FIELD) SPN 203 OPEN & PROMOTIONAL EXAMINATION

DATE OPEN: Monday, July 8, 2013
DATE CLOSED: Friday, July 26, 2013
SALARY: \$42,114 annual salary, payable bi-weekly, to a maximum of \$60,823
OFFICE HOURS: 8:00 a.m. to 5:00 p.m. – Monday through Friday, except holidays

APPLICATION PACKETS: Submit the following documents to Civil Service when applying:

- ✓ Completed Civil Service Application
- ✓ Copy of DD 214 for Veterans Preference (Member 4)
- ✓ Copy of required college transcripts
- ✓ Copy of valid driver's license

DUTIES:

Performs supervisory or responsible, sub-professional engineering work in the field involving the application of technical skills. Assigned as party chief of a survey crew. Supervises all phases of survey work; runs profiles and cross-sections; takes topographic data; procures necessary field data for engineering projects; establishes lines and grades; establishes and sets base survey and triangulation points; computes and reduces notes; checks and runs lines of property and subdivision plats for accuracy; reads and interprets plans and specifications; operates a total station, level, calculator/computer, survey/map grade GPS equipment, and automobile.

OPEN REQUIREMENTS: (All requirements must be met at the time of application.)

Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering-related field to include algebra, trigonometry, surveying and drafting; AND at least three years of experience in operating a total station, level, data collector and survey GPS. Additional experience may substitute for the education requirements on a year for year basis. Applicants must possess a valid driver's license.

PROMOTIONAL REQUIREMENTS: (All requirements must be met by date of examination.)

Completion of two years of experience in the classification of Engineering Technician II (SPN: 202), Public Works Journey Level Inspector (SPN: 216), or a combination thereof. Applicants must possess a valid driver's license.

EXAMINATION:

The examination will be conducted on the 4th floor of City Hall in the Civil Service Test Room on Tuesday, August 6, 2013, at 9:00 a.m. Please allow up to four hours to complete the exam. The examination will consist of a written test, performance test and, for promotional applicants, a promotional evaluation. Weights are assigned as follows: for open applicants, written test 100%; for promotional applicants, written test 80% and promotional evaluation 20%. Applicants who pass the written exam will be notified when and where to appear for the pass/fail performance exam.

NOTE: Electronic calculators are recommended for the examination and will be furnished by the City. Candidates are encouraged to familiarize themselves with the calculators prior to the examination.

The written test may include such subjects as: Plan Reading, Mathematics, Standards and Specifications.

NOTE: Applicants who wish to take both the Field and Office tests must submit separate applications showing they meet the relevant experience requirements.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

TO APPLY:

To apply online or download and print an application, go to www.spokanecity.org. To request an application packet be mailed to you, call the Civil Service office at (509) 625-6160. If mailing your application, submit to Civil Service Commission, 808 W. Spokane Falls Blvd., Spokane, WA 99201-3315, post marked no later than the closing date stated above.

Current City employees who apply promotionally may send an e-mail to: civilservice@spokanecity.org, no later than 5:00 p.m. on the closing date, requesting your name be added to the Promotional Examination list. **Please include:** 1) your full name, 2) present classification, 3) department and phone number, 4) driver's license number and expiration date, if required; OR go to the Civil Service office on the 4th floor of City Hall during office hours to sign up on the Promotional Examination list.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of July 2013.

MARY DORAN
Chair

GLENN KIBBEY
Chief Examiner

**ENGINEERING TECHNICIAN III (OFFICE) SPN 203
OPEN & PROMOTIONAL EXAMINATION**

DATE OPEN: Monday, July 8, 2013
DATE CLOSED: Friday, July 26, 2013
SALARY: \$42,114 annual salary, payable bi-weekly, to a maximum of \$60,823
OFFICE HOURS: 8:00 a.m. to 5:00 p.m. – Monday through Friday, except holidays

APPLICATION PACKETS: Submit the following documents to Civil Service when applying:

- ✓ Completed Civil Service Application
- ✓ Copy of DD 214 for Veterans Preference (Member 4)
- ✓ Copy of required college transcripts
- ✓ Copy of valid driver's license

DUTIES:

Performs supervisory or responsible, sub-professional engineering work in the office involving the application of technical skills. Organizes and draws plans, profiles, and specifications for public works projects. Prepares or assists in preparing labor and material estimates. Computes quantities, and prepares property and assessment district descriptions. Locates utilities, and assists in field checking plans. Performs difficult drafting work, and conducts studies and surveys relating to land use planning, zoning, or traffic control.

OPEN REQUIREMENTS: (All requirements must be met at the time of application.)

Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering-related field to include algebra, trigonometry, surveying and drafting; AND at least three years of experience in operating modern computer-aided drafting/design programs. Additional experience may substitute for the education requirements on a year-for-year basis. Graduation from a four-year college or university with a degree in Civil Engineering may substitute for the above requirements. Applicants must possess a valid driver's license.

PROMOTIONAL REQUIREMENTS: (All requirements must be met by date of examination.)

Completion of two years of experience in the classification of Engineering Technician II (SPN: 202), Public Works Journey Level Inspector (SPN: 216), or a combination thereof. Applicants must possess a valid driver's license.

EXAMINATION:

The examination will be conducted on the 4th floor of City Hall in the Civil Service Test Room on Tuesday, August 6, 2013, at 9:00 a.m. Please allow up to four hours to complete the exam. The examination will consist of a written test, performance test and, for promotional applicants, a promotional evaluation. Weights are assigned as follows: for open applicants, written test 100%; for promotional applicants, written test 80% and promotional evaluation 20%. Applicants who pass the written exam will be notified when and where to appear for the pass/fail performance exam.

The written test may include such subjects as: Plan Reading, Mathematics, Standards and Specifications.

NOTE: Electronic calculators are recommended for the examination and will be furnished by the City. Candidates are encouraged to familiarize themselves with the calculators prior to the examination.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

NOTE: Applicants who wish to take both the Office and Field tests must submit separate applications showing they meet the relevant experience requirements.

TO APPLY:

To apply online or download and print an application, go to www.spokanecity.org. To request an application packet be mailed to you, call the Civil Service office at (509) 625-6160. If mailing your application, submit to Civil Service Commission, 808 W. Spokane Falls Blvd., Spokane, WA 99201-3315, post marked no later than the closing date stated above.

Current City employees who apply promotionally may send an e-mail to: civilservice@spokanecity.org, no later than 5:00 p.m. on the closing date, requesting your name be added to the Promotional Examination list. **Please include:** 1) your full name, 2) present classification, 3) department and phone number, 4) driver's license number and expiration date, if required; OR go to the Civil Service office on the 4th floor of City Hall during office hours to sign up on the Promotional Examination list.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of July 2013.

MARY DORAN
Chair

GLENN KIBBEY
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS REBID

**LIBERTY AVENUE FROM OAK STREET TO ASH PLACE AND
ASH PLACE FROM DALTON AVENUE TO LIBERTY AVENUE**

Engineering Services File No. 2012066

NOTE: THIS PROJECT HAS A TWO WEEK BID PERIOD

This project consists of the construction of approximately 790-cubic yards of excavation and embankment, 55-linear feet of stormwater infiltration trench, 2-drainage structures, 195-linear feet of 8-inch sanitary sewer, 240-linear feet of sanitary side sewers, 292-linear feet of trench excavation for 6-inch water main (materials and installation by City Forces), 233- linear feet of trench excavation for water taps (materials and installation by City Forces), 590-square yards of 4-inch thick concrete sidewalk, 152-square yards of 6-inch thick concrete driveways, 1,270-linear feet of concrete curb and gutter, 2,475-square yards of 3-inch thick hot-mix asphalt (HMA) pavement, sundry utility adjustments, and other related miscellaneous items.

Existing plans signed by the Engineer on June 10, 2013 will still be in effect, but storm and water revisions to these design plans will be included in Appendix 'A'. Appendix 'A' revisions will govern for the rebid of this project.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids **until 1:00 p.m., July 22, 2013** for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, 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 bidders 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 bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY-FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

Publish: July 10 and 17, 2013

CALL FOR BIDS

FISKE STREET FROM 19TH AVENUE TO 17TH AVENUE

Engineering Services File No. 2012079

This project consists of the construction of approximately 870 cubic yards of excavation and embankment, 108 linear feet of storm sewer, 8 drainage structures, 366 square yards of sidewalk, 2002 square yards of 3-inch thick HMA pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids **until 1:00 p.m., July 29, 2013** for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, 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 bidders 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 bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

Publish: July 10, 17 and 24, 2013

CALL FOR BIDS

GREENE STREET BRIDGE LOAD RATING REPAIR

Engineering Services File No. 2012112

This project consists of the installation of fiber reinforced polymer to the deck and floor beams of the bridge to improve the bridge's load rating. Additionally approximately 435 linear feet of dual utility conduit will be hung from the bridge's bottom along with other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids **until 1:00 p.m., July 29, 2013** for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, 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 bidders 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 bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

A prebid conference will be held at the office of the Engineering Services Department, 808 W. Spokane Falls Boulevard at 1:30 p.m. on July 18, 2013.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

Publish: July 10, 17 and 24, 2013

CALL FOR BIDS

2012 TRAFFIC CALMING PROJECTS

Engineering Services File No. 2013043/2013044/2013045

This project consists of the construction of approximately 1500 square yards of concrete sidewalk, curb ramps, bike lane and crosswalk striping, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids **until 1:00 p.m., July 22, 2013** for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, 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 bidders 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 bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: July 3, 10 and 17, 2013

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR BIDS

PLASTIC COMMERCIAL REFUSE CONTAINERS

Solid Waste Management Department

BID #3929-13

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JULY 15, 2013**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **PLASTIC COMMERCIAL REFUSE CONTAINERS** for the City of Spokane Solid Waste Management Department.

The Request for Bids document is available by contacting Connie Wahl, City of Spokane Purchasing, 4th Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201 at purchasinghelp@spokanecity.org.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, July 15, 2013**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be tabulated.**

Submit one (1) paper original, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) to:

City of Spokane - Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

The right is reserved to reject any and all bids and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with: **“BID #3929-13, PLASTIC COMMERCIAL REFUSE CONTAINERS, DUE 7/15/2013”**

Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Publish: July 3 and 10, 2013

REQUEST FOR BIDS**STORAGE AREA NETWORK (SAN) HARDWARE UPGRADE COMPONENTS**

Information Technology Department

BID #3953-13

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JULY 15, 2013**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **STORAGE AREA NETWORK (SAN) HARDWARE UPGRADE COMPONENTS** for the City of Spokane Information Technology Department.

The Request for Bids document is available by contacting Connie Wahl, City of Spokane Purchasing, 4th Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201 at purchasinghelp@spokanecity.org.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, July 15, 2013**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be tabulated.**

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City of Spokane - Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

The right is reserved to reject any and all bids and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with: **“BID #3953-13, STORAGE AREA NETWORK (SAN) HARDWARE UPGRADE COMPONENTS, DUE 7/15/2013”**

Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Publish: July 3 and 10, 2013

REQUEST FOR BIDS**SODIUM HYPOCHLORITE SOLUTION**

City of Spokane Riverside Park Water Reclamation Facility

BID #3956-13

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JULY 15, 2013**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SODIUM HYPOCHLORITE SOLUTION** for the City of Spokane Riverside Park Water Reclamation Facility.

The Request for Bids document is available by contacting Connie Wahl, City of Spokane Purchasing, 4th Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201 at purchasinghelp@spokanecity.org.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, July 15, 2013**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. Only firm Proposals with signatures will be tabulated.

Submit one (1) paper original, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) to:

City of Spokane - Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

The right is reserved to reject any and all bids and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with: **“BID #3956-13, SODIUM HYPOCHLORITE SOLUTION, DUE 7/15/2013”**

Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Publish: July 3 and 10, 2013

SAND & GRAVEL (RE-BID)

Multiple Departments

BID #3959-13

Sealed bids will be opened at 1:15 p.m., **MONDAY, JULY 15, 2013** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SAND & GRAVEL** for the City of Spokane.

Detailed specifications and proposal forms are available from the City of Spokane Purchasing, by contacting Thea Prince at purchasinghelp@spokanecity.org.

Bid proposal forms may be submitted to City Purchasing **until 1:00 p.m. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

Submit one (1) original to:

Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked: **“SAND & GRAVEL (Re-Bid), BID #3959-13 DUE 7/15/13”**.

Thea Prince
Purchasing Division

Publish: July 3 and 10, 2013
