



# Official Gazette

## City of Spokane, Washington

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

Volume 107

NOVEMBER 29, 2017

Issue 48



### MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

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**The Official Gazette**

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# Minutes

**NOTICE****Monday, November 20, 2017**

The minutes for the Monday, November 20, 2017, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, December 6, 2017, issue of the *Official Gazette*.

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**STUDY SESSION MEETING MINUTES  
SPOKANE CITY COUNCIL  
Thursday, November 16, 2017**

A Special Meeting of the Spokane City Council was held on the above date at 3:33 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Beggs, Fagan, Stratton and Waldref were present. Council Member Kinnear arrived at 3:43 p.m. Council Member Mumm was absent.

The following topic was discussed:

- 2018 Budget – Public Works Departments

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 5:10 p.m.

**Executive Session**

After the Special Meeting was adjourned the City Council immediately adjourned into an Executive Session to discuss pending litigation. City Attorney Mike Ormsby and Assistant City Attorney Nate Odle were present during the Executive Session. The Executive Session concluded at 5:19 p.m.

# Hearing Notices

**NOTICE OF HEARING  
RESOLUTION NO. 2017- 0094**

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE DOWNTOWN PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2018 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C- 32923, as codified and amended in Chapter 4.31 SMC, the City Council intends to hold a hearing on the assessments levied upon businesses and properties within the Downtown Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above- identified Ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for businesses and properties prepared under Ordinance C-32923, as codified and amended in Chapter 4.31 SMC, will be on file in the Office of the City Clerk on the 22nd day of November 2017, and are open for public inspection.

2. The City Council has fixed the 18th day of December of 2017 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd., Spokane, Washington, as the time and place for hearing upon said rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C-32923, as codified and amended in Chapter 4.31 SMC. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at or prior to the date fixed for hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to Chapter 4.31 SMC.

5. Business & Developer Services is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the business and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
6. The City clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being fifteen days before the date fixed for 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 Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@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.

Publish: November 22 & 29, 2017

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**NOTICE OF HEARING  
RESOLUTION NO. 2017- 0095**

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2018 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C- 35377, as codified and amended in Chapter 4.31C SMC, the City Council intends to hold a hearing on the assessments levied upon businesses and properties within the East Sprague Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above- identified Ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for businesses and properties prepared under Ordinance C-35377, as codified and amended in Chapter 4.31C SMC, will be on file in the Office of the City Clerk on the 22nd day of November 2017, and are open for public inspection.
2. The City Council has fixed the 18th day of December 2017 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd., Spokane, Washington, as the time and place for hearing upon said rolls.

3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C-35377, as codified and amended in Chapter 4.31C SMC. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at or prior to the date fixed for hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to City Ordinance C-35377, as codified and amended in Chapter 4.31C SMC.

5. Business & Developer Services is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the business and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
6. The City clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being fifteen days before the date fixed for public hearing.

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Publish: November 22 & 29, 2017

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**Notice of Public Hearing and Notice of SEPA Determination  
City of Spokane**

The Spokane City Plan Commission will hold a public hearing on Wednesday, December 13, 2017, beginning at 4:00 PM in the Council Chambers, Lower Level of City Hall, 808 W. Spokane Falls Blvd., to hear public testimony related to amendments to the Development Code, related to cottage housing, pocket residential development, and compact lot standards. The proposal would expand areas where these alternative residential development methods may be used at the levels permitted by the comprehensive plan, while enhancing design guidelines. Any person may submit written comments on the proposed actions, appear at the public hearing, or call for additional information:

Planning & Development Department  
Attn: Nathan Gwinn, Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
Phone (509) 625-6893  
[ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org)

Documents relating to this text amendment are available for viewing at:  
[my.spokanecity.org/projects/infill-housing-strategies-infill-development/](http://my.spokanecity.org/projects/infill-housing-strategies-infill-development/)

Location: Certain residential zones in the city of Spokane: specifically, the RA, RSF, RSF-C, and RTF zones. A zoning map is available for viewing at: [maps.spokanecity.org](http://maps.spokanecity.org)

Description of Proposal: Code amendments to Cottage Housing (SMC 17C.110.350) for larger unit floor area, subdivision of internal units, slight increases in height and density, attention to standards for development perimeters, and to allow in the RTF zone. Also, allow Pocket Residential (private access and new lots; SMC 17C.110.360), and some smaller lots (Table 17C.110-3), in the RSF zone, with no changes to aggregate site density for those development tools, using limited design standards.



**SEPA:** A Determination of Non Significance was issued on November 29, 2017 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than **12:00 PM December 13, 2017, if they are intended to alter the DNS.**

**Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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 Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@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.

Publish: November 29 & December 6, 2017

# Ordinances

**These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.**

## ORDINANCE NO. C35559

An ordinance relating to the Spokane Transportation Benefit District; amending sections 8.16.010, 8.16.040, 8.16.060 and 8.16.070 of the Spokane Municipal Code.

WHEREAS, the City Council created the Transportation Benefit District (TBD) on October 10, 2011 pursuant to RCW 35.21.225 and chapter 36.73 RCW; and

WHEREAS, the purpose of the TBD is to provide adequate levels of funding for the implementation and funding of transportation improvements set forth in the six-year pavement maintenance program of the City's 2012-2017 six-year comprehensive street program including implementation of the pedestrian program of the City's 2012-2017 six-year comprehensive street program; and

WHEREAS, RCW 36.73.050 allows the City Council to modify or expand the functions, activities and/or transportation improvements proposed to be provided or funded by the TBD; and

WHEREAS, Chapter 36.74 RCW authorizes the City of Spokane to assume the rights, powers, functions and obligations of the TBD and to dissolve the TBD Governing Board; and

WHEREAS, it is the desire of the City Council to modify the functions and transportation improvements of the TBD to include the implementation and funding of transportation programs and improvements set forth in the six-year pavement maintenance program of the City's 2018-2023 six-year comprehensive street program including implementation of the pedestrian program of the City's 2018-2023 six-year comprehensive street program; and

WHEREAS, it is further the desire and intent of the City Council for the City to assume the rights, powers, functions and obligations of the City of Spokane TBD Governing Board pursuant to Chapter 36.74 RCW; and

WHEREAS, the City Council finds that modifying the functions and transportation improvements of the TBD as set forth in this ordinance is in the public interest; and

WHEREAS, the City Council determines that the public interest or welfare will be satisfied by the City assuming the rights, powers, functions and obligations of the TBD and otherwise vested in the TBD Governing Board.

**NOW THEREFORE**, the City of Spokane does ordain:

Section 1. That section 8.16.010 of the Spokane Municipal Code is amended as follows:

### **Section 8.16.010 Purpose**

The purpose of this chapter is to establish a transportation benefit district pursuant to and consistent with RCW 35.21.225 and chapter 36.73 RCW, as the city council finds it is in the public interest to provide adequate levels of funding for the purposes of implementing and funding the transportation programs and improvements set forth in this chapter. The transportation programs and improvements shall include ~~((including))~~ ongoing transportation improvements of the City as set forth in the six-year pavement maintenance program of the City's ~~((2012-2017))~~ 2018-2023 six-year comprehensive street program ~~((and to include))~~ including the allocation of a minimum of ten percent of revenue generated pursuant to chapter 8.16 SMC to implement the pedestrian program of the City's ~~((2012-2017))~~ 2018-2023 six-year comprehensive street program. The transportation programs and improvements set forth in this chapter shall continue for a six year period (2018 through 2023) as reflected in the annual adoption by the City Council of the City's six-year comprehensive street program.

The transportation programs and improvements established in the 2012-2017 six-year comprehensive street program as set forth in ordinances nos. C-34648, C-34783 and C-34690 and approved for implementation by the TBD Governing Board during 2017 shall continue to be implemented through December 31, 2017.

Section 2. That section 8.16.040 of the Spokane Municipal Code is amended as follows:

### **Section 8.16.040 Transportation Benefit District Governance ~~((Governing Board))~~**

A. Pursuant to Chapter 36.74 RCW, the City of Spokane assumes the rights, powers, functions and obligations of the City of Spokane Transportation Benefit District (TBD). The City shall have the authority to exercise the statutory powers set forth in chapter 36.73 RCW. The City Council shall assume the rights, powers, functions and obligations of the TBD previously held by the TBD Governing Board

B. The City Council adopts by reference the following resolutions established by the TBD Governing Board

1. TBD-RES 2011-02 regarding a material change policy pursuant to RCW 36.73.020(3) to address major plan changes that affect project delivery or the ability to finance the plan;
2. TBD-RES 2013-0001 regarding the establishment of the Citizens Transportation Advisory Board; and
3. TBD-RES 2011-0001 regarding the establishment of a twenty-dollar annual vehicle fee pursuant to RCW 36.73.065 and RCW 82.80.140.

~~((Consistent with RCW 36.73.020(3), the governing board of the TBD shall be the City of Spokane city council acting in an ex officio and independent capacity, which shall have the authority to exercise the statutory powers set forth in chapter 36.73 RCW.~~

~~A. As required by RCW 36.73.160(1), the governing board shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan.~~

~~B. The governing board shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).~~

~~C. Meetings of the governing board shall be governed by the procedural rules applicable to the meetings of the city council. Governing board actions shall be taken in the same manner and follow the same procedure as for the adoption of resolutions by the city council. Meetings of the governing board shall, whenever possible, take place on the same dates scheduled for city council meetings.~~

~~D. The first action of the governing board shall be to nominate and elect a chair who shall preside over all meetings of the governing board.)~~

~~((E))~~ C. Consistent with RCW 36.73.020(4), the city treasurer shall be the ex officio treasurer of the TBD.

Section 3. That section 8.16.060 of the Spokane Municipal Code is amended to read as follows:

### **Section 8.16.060 Transportation Improvements Funded**

A. The funds generated by the TBD may be used for any purpose allowed by law including to operate the TBD and to make ~~((annual))~~ transportation improvements that are consistent with existing state, regional, ~~((or))~~ and local

transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to chapter 36.73 RCW. The funds shall be used specifically for ~~((annual))~~ improvements for the operation, preservation, and maintenance of the City's existing transportation improvements, facilities, functions, activities, and programs set forth in the six-year pavement maintenance program element of the City's ~~((2012-2017))~~ 2018-2023 six-year comprehensive street program, a copy of which is attached and to include the allocation of ten percent of revenue generated pursuant to chapter 8.16 SMC to implement the pedestrian program of the City's ~~((2012-2017))~~ 2018-2023 six-year comprehensive street program.

- B. The transportation improvements funded by the TBD shall be made in an effort to reduce risk of transportation facility failure and improve safety, decrease travel time, increase daily and peak period trip capacity, improve modal connectivity, and preserve and maintain optimal performance of the infrastructure over time to avoid expensive infrastructure replacement in the future.
- C. The transportation improvements funded by the district shall be made on an annual basis not to exceed the six-year time period of the 2012-2017 six-year comprehensive street program. Transportation improvement projects shall be completed on an annual basis as funding is made available. The district shall not be obligated to continue the operation and existence of the district for the full six years if the ~~((governing board))~~ City Council elects to dissolve the district pursuant to chapter 36.73 RCW.
- D. The TBD projects may be amended in accordance with the material change policy described in SMC 8.16.040 and in accordance with the notice, hearing and other procedures described in chapter 36.73 RCW, including RCW 36.73.050(2)(b), as the same may be amended from time to time.

Section 4. That section 08.16.070 of the Spokane Municipal Code is amended to read as follows:

#### **Section 8.16.070 Dissolution of District**

- A. The TBD shall be dissolved when all transportation improvements associated with the operation, preservation, and maintenance of the City's existing transportation improvements, facilities, functions, activities, and programs set forth in the six-year pavement maintenance program and the pedestrian program of the City's ~~((2012-2017))~~ 2018-2023 six-year comprehensive street program have been completed; all indebtedness of the district created to accomplish the improvements has been retired and when all of the TBD's anticipated responsibilities have been satisfied.
- ~~((B. The TBD shall be dissolved at the end of 2015 if the City has not adopted a Pedestrian Master Plan. The action dissolving the TBD shall include the TBD Governing Board instructing the Washington State Department of Licensing to discontinue collecting the annual twenty dollar per vehicle fee effective January 1, 2016. All remaining funds received during 2015 shall be expended on projects previously approved by the TBD Governing Board and the City Council.))~~
- ~~((C.))~~ B. In addition to the automatic dissolution of the district as set forth above in subsection A, the ~~((governing board))~~ City Council reserves the right, as set forth in chapter 36.73 RCW, to cause the dissolution of the district for any legal reason, including if a regional transportation district with a funding mechanism is formed pursuant to an interlocal agreement as permitted in RCW 36.73.020.

**Passed by City Council November 20, 2017**

**Delivered to Mayor November 27, 2017**

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#### **ORDINANCE NO. C35562**

An ordinance amending Ordinance C-13628 vacating the alley between Mallon Avenue and Broadway, in the City of Spokane, from the west line of Post Street to the east line of Lincoln Street.

The City of Spokane does ordain:

Section 1. That the alley between Mallon Avenue and Broadway, in the City of Spokane, from the west line of Post Street to the east line of Lincoln Street, be, and the same is hereby, vacated; ~~((subject to an easement for the maintenance of a telephone plant.))~~

Section 2. This ordinance shall take effect and be in force thirty days from and after its passage.

Passed by City Council, December 13<sup>th</sup>, 1954.

**Passed by City Council November 20, 2017**

**Delivered to Mayor November 27, 2017**

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# Policies and Procedures

## CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

**ADMIN 0260-17-05 / LGL 2017-0005**

**EFFECTIVE DATE: January 1, 2004**

**REVISION EFFECTIVE DATE: October 9, 2012; November 14, 2017**

### **TITLE: PUBLIC RECORDS MANAGEMENT PROGRAM (INCLUDING OFFSITE RECORDS STORAGE AND RETRIEVAL)**

#### 1.0 GENERAL

1.1 The records of the City of Spokane are a corporate and public asset, vital for both ongoing operations and providing evidence of the City's business decisions, activities, and transactions. The purpose of the public records management program is to establish a City-wide policy and standard procedures for managing records according to the provisions of the Public Records Act and all other state and federal statutes and regulations which govern governmental agency record keeping practices, including the systematic identification and disposal of obsolete records; transfer of historically valuable records to the State Archives system; removal of non-current or seldom-used public records from active office storage; offsite records storage and retrieval; protection and security backup of records essential to agency authority and operations; disaster preparedness; insurance of records systems integrity and accessibility; and effective compliance with public disclosure requirements.

#### 1.2 TABLE OF CONTENTS:

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- 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 divisions and departments, including boards, commissions, committees or similar entities of the City (hereinafter referred to as "department"). The Spokane Public Library has separate records management procedures.

#### 3.0 REFERENCES

Chapter 40.14 RCW – Preservation and Destruction of Public Records  
 Chapter 40.10 RCW – Protection of Essential Records  
 Chapter 434-615 WAC - Custody of Public Records  
 Chapter 434-662 WAC – Preservation of Electronic Records  
 Chapter 42.56 RCW – Public Records Act  
 Washington State Secretary of State – Local Government Records Retention Schedule  
 Administrative Policy and Procedure ADMIN 0260-14-06 – Imaging and Destruction of Paper Records – “Scanning and Tossing”  
 Administrative Policy and Procedure ADMIN 0260-17-03 – Public Record Requests  
 Administrative Policy and Procedure ADMIN 5600-17-06 – Wireless Communication Devices (WCD), Including Cell Phones and Desk Phones

#### 4.0 DEFINITIONS

4.1 City Records Officer means the City Clerk or designee.



- 4.2 Department Records Coordinator means the individual who has been appointed by his/her department director to be the contact person and coordinator for the department's records.
- 4.3 Offsite Storage Records Coordinator means the individual designated by the City Records Officer who will assist departments with offsite records storage retrieval and destruction.
- 4.4 Public Records, as defined by RCW 40.14.010, shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by the City of Spokane in connection with the transaction of public business.
- 4.5 Active records are those required for current use. Active records are typically housed within City departments and are referred to on a routine basis and are accessed more than once per month.
- 4.6 Non-current or seldom-used records are those records that have not reached the end of the retention period but are accessed infrequently. To save space, non-current or seldom-used records should be stored offsite at the City's contracted offsite records storage facility.
- 4.7 Primary record is the original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.
- 4.8 Archival (appraisal required) records are those public records which possess enduring legal and/or historic value and must not be destroyed.
- 4.9 Essential records are those the City must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary to resume core functions following a disaster. Security backup of these public records will be created to the extent possible.
- 4.10 Records Disposition means the action(s) taken with records when they are no longer required to be retained by the agency. Possible disposition actions include transfer to archives and destruction.
- 4.11 Records retention schedule is a table, setting out requirements, approved by the Washington State Local Records Committee (created pursuant to RCW 40.14.050), which specifies the length of time each record series will be retained by the agency, whether the record is designated essential, archival, or potentially archival, and final disposition of the record.
- 4.12 Records series is a group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.
- 4.13 Disposition Authority Numbers (DAN) are control numbers systematically assigned to records series or records retention schedules when they are approved by the Washington State Local Records Committee.
- 4.14 Retention period is the minimum time that records must be kept.
- 4.15 Electronic record includes those public records which are stored in machine readable file format. Examples of electronic records include, but are not limited to, emails, text messages, audio/visual records, database records, websites, social media, imaging/scanning.
- 4.16 Secondary records are copies or duplicates of the city's primary records used for administrative purposes. Secondary records exist for convenience of reference and may be discarded when no longer needed for agency business.
- 4.17 Transitory records are those records that only document information of temporary, short-term value, provided that the records are not needed as evidence of a business transaction and are not covered by a more specific records series on the retention schedule. Examples include secondary copies of memos, transmittal memos, informal notices of meetings, directions, scheduling information, working copies, notes, general office notices, invitations to retirement parties, drafts. (Note: "Drafts" does not include documentation of the analysis and development of ordinances and/or resolutions intended for submission to a City board or City Council, which documentation has a retention period associated with it under the records retention schedule.)

## 5.0 POLICY

- 5.1 City employees create and use public records as part of their regular job duties, are all stewards of the City's records, and are responsible for following this Administrative Policy and Procedure (ADMIN 0260-17-05), as well as associated State policies and procedures.
- 5.2 All departments will work with their appointed Department Records Coordinator to insure that:
  - 5.2.1 Only active records or records with a short-term retention value are stored on site.
  - 5.2.2 Non-current or seldom used records are transferred to the offsite records storage center on a regular basis.
  - 5.2.3 Archival records are preserved and reviewed by and/or transferred to the Washington State Division of Archives and Records Management.
  - 5.2.4 Records are destroyed at the end of the retention period specified on the records retention schedule.
  - 5.2.5 Records essential to the City's authority and operations are identified and adequately protected from damage or loss.
  - 5.2.6 All information systems preserve the integrity and accessibility of the public records they hold for the duration of their approved retention periods.
  - 5.2.7 Records are accessible for public inspection and their security is maintained according to the provisions of the Public Records Act (*chapter 42.56 RCW*).
- 5.3 All public records shall be and remain the property of the City. Outgoing officials and employees must pass such records on to their successors.
- 5.4 Public records shall be preserved, stored, transferred, destroyed and otherwise managed according to the provisions of chapter 40.14 RCW unless otherwise provided by law.
- 5.5 Original (primary) public records shall remain in the custody of the City. They shall not be placed in the custody of any other person or agency, public or private, or released to individuals except for disposition pursuant to law or as otherwise provided by law.
- 5.6 Public records shall be maintained until the end of their minimum retention periods.
- 5.7 Departments may destroy non-archival paper-based source records after they have been converted to a digital format by imaging (scanning) only after following Administrative Policy and Procedure ADMIN 0260-14-06 ("Scanning and Tossing").
- 5.8 Secondary copies are generally kept for administrative use and can be discarded when that purpose has been fulfilled, provided the primary copy of the record is retained in accordance with the minimum retention period. A records destruction notification and certification form is not necessary when disposing of secondary or convenience copies unless otherwise noted on the records retention schedule. (Reference sections 4.16 and 6.9 of this policy.)
- 5.9 Transitory records can be discarded when their purpose has been fulfilled. A records destruction notification and certification form is not necessary when disposing of transitory records. (Reference sections 4.17 and 6.9 of this policy.)
- 5.10 Records that have a retention period of one year or less may be disposed of without having to complete a records destruction notification and certification form. (Reference section 6.9 of this policy.)

## 6.0 PROCEDURE

- 6.1 Responsibilities of the City Records Officer:
  - 6.1.1 Ensure that records management procedures provide for the efficient, economical and effective control over the creation, distribution, organization, maintenance, use and disposition of City records.

- 6.1.2 Ensure the availability of records retrieval in cooperation with individual departments.
  - 6.1.3 Act as a resource for department records coordinators in the management, preservation, and destruction of public records.
  - 6.1.4 Approve Records Destruction Certification forms to ensure that records are not destroyed before their legal retention date and that records with archival value are maintained.
  - 6.1.5 Coordinate with departments and the Washington State Archivist the transfer of archival records to the State Archives.
- 6.2 Responsibilities of Departments:
- 6.2.1 Appoint a Records Coordinator for the department.
  - 6.2.2 Dispose of records according to their minimum retention periods on a recurring basis. Departments should review records annually, both paper and electronic, and dispose of records that have met designated retention periods according to the established Washington State records retention schedules.
  - 6.2.3 Have their records disposed of promptly, effectively and securely.
  - 6.2.4 Destroy or transfer their public records only in accord with the instructions and approval of the Washington State Local Records Committee guidelines as administered by the City Records Officer.
  - 6.2.5 Work with the appointed Department Records Coordinator to insure that only active records or records with a short-term retention value are stored in valuable office space; and that non-current records are shifted to offsite storage on a regular basis.
  - 6.2.6 Work with the appointed Department Records Coordinator to define and identify essential records.
  - 6.2.7 Do not destroy public records before their retention period that are being converted to electronic format without approval of the City Records Officer.
- 6.3 Responsibilities of the Department Records Coordinator:
- 6.3.1 Serve as a liaison to the City Records Officer and Offsite Storage Records Coordinator.
  - 6.3.2 Disseminate information received from the City Records Officer to the various sections within the department, including the department head.
  - 6.3.3 Correctly box records for storage at the City's offsite storage facility and prepare the inventory form (See Attachment A) and the Records Management Request Form. (See Attachment B).
  - 6.3.4 Identify records that have reached their legal retention and prepare them for destruction.
  - 6.3.5 Work with City staff within their departments to define and identify essential records.
- 6.4 Records Retention Schedules – Records Retention, Disposition, and Destruction.
- 6.4.1 The City's records retention schedules shall consist of the Washington State records retention schedules, as established by the State's Local Records Committee. (See Section 4.11 of Policy.) The retention schedules list records by series, provide retention periods, and describe final disposition needed. RCW 40.14 allows the City to legally destroy records only after the minimum retention period listed on the schedule has been met.
  - 6.4.2 The Washington State general records retention schedules can be found at:  
<https://www.sos.wa.gov/archives/RecordsManagement/Managing-City-Records.aspx>.
- In addition to the minimum retention requirements specified in the Washington State general records retention schedules, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

- 6.4.3 Records not located on the State records retention schedules will require a specific request to the State for establishment of a retention period.
- 6.4.4 Records Coordinators should contact the Offsite Storage Records Coordinator or City Records Officer for guidance on disposition of records with archival value (paper or electronic), as noted on the records retention schedules.

#### 6.5 Legal Holds and Public Records Requests

Records involved in litigation or reasonably anticipated or foreseeable litigation will be placed on legal hold and must be preserved until the legal hold is released by the City Attorney's Office. If a record(s) covered by a public records request is scheduled for destruction, the record(s) must be retained until the request is filled. (Reference the Public Records Request Policy and Procedure – ADMIN 0260-17-03)

#### 6.6 Storage Supply Boxes

- 6.6.1 All records for offsite storage must be placed in special storage 12" x 10" x 15" boxes. Only pre-approved boxes will be allowed. Exceptions for oversized materials will be granted only by the City Records Officer.
- 6.6.2 Record storage boxes should be purchased from the offsite vendor, Northwest Vital Records, Inc., by calling 299-5143, and supplying the following information:
- requestor's name
  - department name
  - department location
  - requestor's phone number
  - quantity of boxes desired
  - City VISA purchasing card number and expiration date

#### 6.7 Preparing Records For Offsite Storage

- 6.7.1 Remove contents from three-ring binders and Pendaflex folders and place into file folders. Also, remove any unnecessary bindings, i.e. paper clips, binder clips, sheet protectors, rubber bands.
- 6.7.2 Each box should contain records that have the same retention and/or destruction date.
- 6.7.3 Do not over-pack boxes. Boxes should have at least one (1) or two (2) inches of free space in order to allow easy access for retrieving and refileing of records and in order to allow the lifting of the box by its handles. Boxes packed improperly will be returned for repacking.
- 6.7.4 Write the box number [at least one (1)-inch tall in size] on each end of the box using a black permanent marker or printed labels. The box number consists of the following format: The first two digits represent the year; the center three digits represent the department number, with the last digit, 0, omitted; and the last three digits represent the individual box number. Boxes for the year are numbered consecutively. Example: 17-026-001, 17-026-002, 17-026-003.
- 6.7.5 Complete a Records Management Offsite Request Form, available on the intranet at the City's SharePoint site ("City Clerks" – "Records Management"). (See Attachment B) Be sure the Disposition Authority Number (DAN), which is obtained from the records retention schedule, is listed on the form. Clearly identify the contents of each box.
- 6.7.6 Make three (3) copies of the Records Inventory Form; one (1) copy for placement in the box, one (1) copy for the department's records, and one (1) copy for the Offsite Storage Records Coordinator.
- 6.7.7 Contact the Offsite Storage Records Coordinator for coordinating the transmittal of the boxed records to Offsite storage.

#### 6.8 Retrieving Offsite Records

- 6.8.1 Complete a Records Management Offsite Request Form (see Attachment B) available on the intranet at the City's SharePoint site ("City Clerks" – "Records Management"). Send the form to the Offsite Storage Records Coordinator by email (clerks@spokanecity.org).

- 6.8.2 Requests placed by the Offsite Storage Records Coordinator prior to 9:00 a.m. are delivered the same day as ordered. Orders placed after 9:00 a.m. are delivered the following workday. Same day delivery after 9:00 a.m. is considered an emergency order and will be delivered that same day at an additional charge.
- 6.8.3 Requested records are normally delivered directly to the requesting department. Authorized department employees verify correct delivery and sign and date both copies of the delivery slip form. As soon as possible, the authorized employee emails the signed delivery slip (“customer copy”) to the Offsite Storage Records Coordinator at [clerks@spokanecity.org](mailto:clerks@spokanecity.org).
- 6.9 Records Destruction
- 6.9.1 There are two (2) types of destruction services:
- a. the destruction of records located in the department which have already reached their legal retention, and
  - b. the destruction of inactive records stored at the City’s offsite storage facility.
- Records intended for destruction need to be documented on a Records Destruction Request Form (see Attachment C) which is available on the City's SharePoint site (“City Clerks” – “Records Management”).
- 6.9.2 Send the completed Records Destruction Notification and Certification Form (see Attachment C) to the Offsite Storage Records Coordinator in the City Clerk’s Office who, in coordination with the City Records Officer, will review it for compliance. The Offsite Storage Records Coordinator, after coordination with the City Records Officer, will arrange for destruction of the records. For more details on this process, see Attachment D to this policy.
- 6.9.3 Public records containing personal, financial and health information and personal identification numbers MUST be destroyed by shredding, redacting, or otherwise modifying the personal information to make the personal information unreadable or undecipherable through any reasonable means. Confidential or sensitive public records MUST be reduced to illegible condition when destroyed. Contact the City Records Officer or Offsite Storage Records Coordinator for assistance.
- 6.10 Electronic Records
- 6.10.1 Electronic records must be retained in electronic format and remain useable and searchable for the applicable retention period. Printing and retaining a hard copy is not a substitute for the electronic version.
- 6.10.2 Electronic records must be retained and disposed of based on content rather than format. The same records retention schedule applies to electronic records as it does to paper records.
- 6.10.3 In making decisions about how long to retain electronic records, employees should first check with their Department Records Coordinator, designated department attorney, and/or the City Records Officer to ensure compliance and verify that the records are not subject to a legal hold or active public records request. Many electronic records can be disposed of at the discretion of the employee under the following guidance:
- a. If the electronic record is the primary or only copy of an official document, it must be retained for the time period specified by the records retention schedule. Once the required retention has been met, the records should be documented on a Records Destruction Request Form (see Attachment C) and follow the same process as described under Section 6.9 of this Policy.
  - b. If the electronic record is transitory in nature with no administrative, legal, fiscal, or archival value, then the records can be deleted at the discretion of the user.
  - c. Records created related to City business – including text messages, voicemail messages, and other electronic communications – are City records. These records therefore (1) should be managed according to the applicable records retention schedule, and (2) may be subject to disclosure under the Public Records Act.



(Reference the Public Records Request Policy and Procedure – ADMIN 0260-17-3 and the Wireless Communication Devices Policy and Procedure – ADMIN 5600-17-06)

## 7.0 RESPONSIBILITIES

The City Clerk, with the cooperation of the City Attorney's Office and the Innovation and Technology Services Department (I&TS Department), along with each City department, shall be responsible for administering this policy.

## 8.0 APPENDICES

Attachment A – Inventory Form

Attachment B – Records Management Offsite Request Form

Attachment C – Records Destruction Notification and Certification Form

Attachment D – Records Management Instructions for Departments

### APPROVED BY:

Theresa Sanders  
City Administrator

October 30, 2017

Terri Pfister  
City Clerk

October 24, 2017

Eric Finch  
I&TS Department Director

October 25, 2017

Mike Ormsby  
City Attorney

October 24, 2017

**Attachments are on file for review in the Office of the City Clerk.**

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### CALL FOR BIDS

#### **CSO Basin 25 Improvements – Phase 2 Engineering Services File No. 2015178**

This project consists of the construction of approximately 2,800 cubic yards of excavation and embankment, 3,800 linear feet of storm and sanitary sewer, 26 drainage structures, 2,100 linear feet of sidewalk, 7800 square yards of 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., December 11, 2017 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. 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](http://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](http://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.

Cash, cashier's check, 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.

**Bidder's Note:**

***This is one of two projects being advertised, bid, and will be awarded and constructed in tandem: CSO Basin 25 Improvements – Phase 1 (2017177) and CSO Basin 25 Improvements – Phase 2 (2015178). Refer to Section 1-02.6 of the specifications for more information.***

Publish: November 22, 29 and December 6, 2017

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**CALL FOR BIDS**  
**Central Ave. Well #2 Rehabilitation**  
**Engineering Services File No. 2016133**

This project consists of the construction of a concrete masonry unit building measuring approximately 16' x 30', installation of City supplied deep well vertical line shaft turbine pump, drive and motor control centers, 8" to 24" diameter building piping, 4" to 24" diameter site piping, concrete vault, sidewalk removal and replacement, pavement removal and replacement, sundry utility adjustments, installation of drywells and landscaping, and other work 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., December 4, 2017 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. 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](http://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](http://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. Small, Minority – and Women-owned firms are encouraged to submit bids. All work performed on this project will be subject to the higher of the prevailing state or federal wage rates.

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.

Cash, cashier's check, 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 FIVE (5) 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 any and all Bids.

A prebid conference will be held at the site (5903 N Normandie St) at 11:00 a.m. on November 27, 2017. Contact Information, questions concerning these Contract Provisions shall be referred as follows:

For procedural questions, contact Dan Buller at City of Spokane, Department of Engineering Services (509) 625-6700. For technical questions, contact Joe Foote at Murraysmith, Inc., (509) 321-0340.

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. Bidders shall be licensed or have applied for a license to do business in the State of Washington prior to submittal of this bid proposal.

This project is funded through the Washington State Drinking Water State Revolving Fund program with federal funds from the Environmental Protection Agency. DWSRF requirements and provisions must be met by general contractors and all subcontractors.

The City of Spokane is an Equal Opportunity and Affirmative Action Employer.

Publish: November 15, 22 and 29, 2017

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## CALL FOR BIDS

### **CSO Basin 25 Improvements – Phase 1 Engineering Services File No. 2017177**

This project consists of the construction of approximately 5,400 cubic yards of excavation and embankment, 2,300 linear feet of storm and sanitary sewer, 23 drainage structures, 880 linear feet of sidewalk, 5,700 square yards of 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., December 11, 2017 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. 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](http://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](http://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.

Cash, cashier's check, 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.

*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 any subcontract resulting from this solicitation for bids.*

**Bidder's Note:**

***This is one of two projects being advertised, bid, and will be awarded and constructed in tandem: CSO Basin 25 Improvements – Phase 1 (2017177) and CSO Basin 25 Improvements – Phase 2 (2015178). Refer to Section 1-02.6 of the specifications for more information.***

Publish: November 22, 29 and December 6, 2017

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**REQUEST FOR QUALIFICATIONS  
SPOKANE BIKE SHARE DESIGN  
City of Spokane Integrated Capital Management Department  
RFQ #4408-17**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, DECEMBER 11, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SPOKANE BIKE SHARE DESIGN** for the City of Spokane Integrated Capital Management Department.

The Request for Qualifications document is available by contacting Connie Wahl, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane, WA 99201 at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, December 11, 2017**. 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 evaluated.**

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

**City of Spokane - Purchasing  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 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/Proposal when considering this contract.

All response packages are to be clearly marked with:  
**“RFQ #4408-17, SPOKANE BIKE SHARE DESIGN, DUE 12/11/2017”**

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

Publish: November 29 & December 6, 2017

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**REQUEST FOR PROPOSALS  
TRANSPORTING, PROCESSING, AND COMPOSTING OF RESIDENTIAL AND COMMERCIAL ORGANICS  
City of Spokane Solid Waste Collection and Disposal Departments  
RFP #4420-17**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, DECEMBER 11, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **TRANSPORTING, PROCESSING, AND COMPOSTING OF RESIDENTIAL AND COMMERCIAL ORGANICS** for the City of Spokane Solid Waste Collection and Disposal Departments.

The Request for Proposals document is available by contacting Connie Wahl, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane, WA 99201 at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, December 11, 2017**. 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 evaluated.**

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

**City of Spokane - Purchasing  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 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/Proposal when considering this contract.

All response packages are to be clearly marked with:

**“RFP #4420-17, TRANSPORTING, PROCESSING, AND COMPOSTING OF RESIDENTIAL AND COMMERCIAL ORGANICS, DUE 12/11/2017”**

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

Publish: November 29 & December 6, 2017

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**TRAILER MOUNTED MEDIUM VOLTAGE STANDBY GENERATORS (RE-BID)  
Water Department  
BID #4425-17**

Sealed bids will be opened at 1:15 p.m., **MONDAY, December 4, 2017** in the City Council Chambers – Lower Level City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **TRAILER MOUNTED MEDIUM VOLTAGE STANDBY GENERATORS** for the City of Spokane Water Department.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org)

**Submittal Instructions:**

Bid proposal forms may be submitted to the Purchasing Department **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 two (2) copies, one (1) Original Paper copy and one (1) reproducible digital copy (CD or Thumb Drive) to:**

**Division of Purchasing  
City of Spokane  
4<sup>th</sup> 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:

**TRAILER MOUNTED MEDIUM VOLTAGE STANDBY GENERATORS, BID #4425-17, DUE 12/4/17".**

Thea Prince  
Purchasing Department

Publish: November 22 & 29, 2017

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**ANNUAL HVAC SERVICES - WTEF**  
**City of Spokane Solid Waste Disposal Department – Waste to Energy Facility**  
**BID #4427-17**

Sealed bids will be opened at 1:15 p.m., **MONDAY, DECEMBER 4, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **Annual HVAC Services - WTEF** for the City of Spokane Solid Waste Disposal Department – Waste to Energy Facility.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org)

**Submittal Instructions:**

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. Bids 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) paper original of the bid response to:**

**Division of Purchasing**  
**City of Spokane**  
**4<sup>th</sup> 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 bids are to be marked: **"ANNUAL HVAC SERVICES - WTEF, BID #4427-17, DUE 12/4/17".**

Thea Prince  
Purchasing Department

Publish: November 22 & 29, 2017

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**REQUEST FOR QUALIFICATIONS**  
**EMERGENCY SITE SECURITY SERVICES AT FIRE DISASTER SCENES (RE-BID)**  
**City of Spokane Fire Department**  
**RFQ #4428-17**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, DECEMBER 4, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **EMERGENCY SITE SECURITY SERVICES AT FIRE DISASTER SCENES** for the City of Spokane Fire Department.

The Request for Qualifications document is available by contacting Thea Prince, City of Spokane Purchasing at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Proposal documents should be submitted to City of Spokane Purchasing no later than 1:00 p.m. on the due date. 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 evaluated.

**Submit one (1) original and one (1) reproducible digital copy (thumb drive or CD) of the Proposal to:**

**City of Spokane - Purchasing  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 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.

The City of Spokane City Hall Building is a secure building so allow enough time to get through security if the proposer is hand delivering the proposal.

All response packages are to be clearly marked with:

**“RFQ #4428-17, EMERGENCY SITE SECURITY SERVICES AT FIRE DISASTER SCENES (RE-BID), DUE 12/4/17”.**

Thea Prince  
City of Spokane Purchasing

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