



Official Gazette

City of Spokane, Washington

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

Volume 108

MARCH 7, 2018

Issue 10



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:

<https://my.spokanecity.org/gazettes/>

To receive the Official Gazette by e-mail, send your request to:

clerks@spokanecity.org

INSIDE THIS ISSUE

MINUTES	434
HEARING NOTICES	435
GENERAL NOTICES	437
ORDINANCES	437
POLICIES & PROCEDURES	439
JOB OPPORTUNITIES	444
NOTICES FOR BIDS	450

The Official Gazette

USPS 403-480

0% Advertising

Periodical postage paid at
Spokane, WA**POSTMASTER:****Send address changes to:**Official Gazette
Office of the Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342**Subscription Rates:**

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made
payable to:**

City Treasurer

Address Change:Official Gazette
Office of Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342

Minutes

NOTICE**Monday, February 26, 2018**

The minutes for the Monday, February 26, 2018, Spokane City Council Meeting were not available for publication in this issue of the Official Gazette. The minutes will be published in the Wednesday, March 14, 2018 issue of the Official Gazette.

**STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
01/29/2018 - FINAL**

Attendance

Council Member Candace Mumm, Council Member Karen Stratton, Council Member Lori Kinnear, Council Member Kate Burke, Council Member Mike Fagan, Council Member Breean Beggs, Council President Ben Stuckart, Tim Dunivant, Gavin Cooley, Debra Robole, Eric Finch, Anna Everano, Brian McClatchey, Adam McDaniel, Skyler Oberst, Kandace Watkins, Sally Stopher, Scott Simmons, Eldon Brown, Cindy Kinzer, Rae-Lynn Barden, Jonathan Adams, Dave Steele, Michelle Hughes, Mike Ormsby, Ed Lukas, Crystal Marchand, Laura Williams

Approval of Minutes:

Meeting Minutes for December 2017 were approved.

Agenda Items:**1. Procurement Update Ordinance – Council President Stuckart**

Council President Stuckart briefed the Committee regarding this item. Please see the attached ordinance. There were questions regarding all Legal contracts going to City Council for approval. This is a topic for discussion. The practice has been that every time there was a contract over \$50,000 it was brought before City Council for approval. Mike Ormsby, City Attorney, tries to brief Council on all legal contracts. Discussion ensued.

2. Audit Cause Analysis – Council President Stuckart

Council President Stuckart briefed the Committee regarding this item. Tim Dunivant, Director of Finance & Administration presented the Root Cause & Correction Action Analysis. Please see attached. These will be posted to the City's website.

3. Reinstatement of the Economic Development Director Position – Lori Kinnear

Council Member Lori Kinnear briefed the Committee regarding this item. This position was removed from the 2018 budget but since that time there has been a lot of activity and would like to see this position added back into the budget. Discussion ensued.

4. Internet Sales Tax Revenue Update – Mumm/Cooley

Council Member Mumm briefed the Committee regarding this item. Please see attached spreadsheet.

5. Monroe Street Engineering Project – Jonathan Adams

Jonathan Adams, Engineering Services, briefed the Committee regarding this item. Please see attached briefing paper. The project was broken into 2 phases. Bids for these projects will be opened February 12th and 19th. There will be no evening construction.

6. 2018 master Paving Maintenance Contract – Dave Steele

Dave Steele, Asset Management, briefed the Committee regarding this item. Please see attached briefing paper.

7. Southside Senior Activity Center Re-Finance – Gavin Cooley

Gavin Cooley, Chief Financial Officer briefed the committee regarding this item. Please see attached briefing paper.

8. Financial Update – Gavin Cooley/Tim Dunivant

Gavin Cooley, Chief Financial Officer and the Tim Dunivant, Director of Finance and Administration, briefed the Committee regarding this item. Please see the attached presentation.

9. IT Update – Eric Finch

Eric Finch, CITO, briefed the Committee regarding this item.

Consent Items:

- Partial Vacation of Erie Street South of Front Street – Eldon Brown
- Veritas Support and Netback Annual Maintenance – Eric Finch
- Hardware and Software Support for the Hitachi SAN System – Eric Finch
- OnBase annual Software Support – Eric Finch
- Business Registration Annual Fee Adjustment – Crystal Marchand
- Annual Encumbrance Carryover – Crystal Marchand

These items will be brought before the City Council for approval. Please see attached briefing papers.

Strategic Plan Session

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:06 p.m.

Hearing Notices

**NOTICE OF PUBLIC HEARING
University District Bridge Naming**

Notice is hereby given that there will be a public hearing before the City of Spokane Plan Commission on **Wednesday, March 14, 2018 at 4 pm** in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington (this hearing may be continued to a later date) to take public testimony on the name or names that are being considered for the new bicycle and pedestrian bridge currently under construction in the University District following the rules and procedures set forth for naming public places in the Plan Commission Resolution of Rules and Procedure adopted July 9, 2014. The bridge spans the BNSF rail lines and MLK Jr. Way connecting the WSU Spokane Health Sciences Campus to the South University District.

Section 128 of the City Charter provides the Plan Commission with the authority to make recommendations regarding the naming of streets, squares and public places. The Plan Commission Resolution of Rules and Procedure adopted July 9, 2014 provides criteria and process to be followed in the naming of such places. At their December 13, 2017 meeting, the Plan Commission was briefed on the naming process and formed an ad-hoc sub-committee to review names nominated by the public during the month of January 2018.

The sub-committee met on February 13 and 15, 2018 to review the submissions and formulate a recommendation. The five names recommended for consideration are:

- “University District Gateway Bridge”
- “spqńı? Way” or “spqńı? řuřwłł (translation Spokane Way)”
- “The U Crossing”
- “The U District Nexus”
- “People’s Unity Bridge”

Anyone may submit written comments on the proposed names or call for additional information at:

Information:

Planning and Development

Attn: Andrew Worlock, Associate Planner

808 West Spokane Falls Boulevard, 3rd Floor

Spokane, WA 99201-3333

Phone (509) 625-6300

aworlock@spokanecity.org

Written Comments and Public Testimony: Written comments may be submitted on this matter by 4pm, **March 14, 2018** and will be forwarded to the Plan Commission. Written comments should be sent to the Planning & Development Services address or email listed above. **At the Plan Commission Public Hearing, any person may testify on this matter.**

Public Hearing Process: This Notice of Public Hearing will be posted at the main City Library and published in the newspaper. Written comments and oral testimony at the public hearing for this proposed action will be made part of the public record and considered by the Plan Commission in formulating their recommendation regarding the bridge naming to City Council. After the Plan Commission hearing, the matter will be forwarded to the City Council for consideration.

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. 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: February 28 & March 7, 2018

General Notices

**Help make a difference
in your community.**



You're invited to attend the next
Police Advisory Committee (PAC) Quarterly Public Meeting:

Thursday, March 15, 2018 at 5:30 pm
West Central Community Center - 1603 N. Belt St.

Police Chief Craig Meidl and/or other members of the Spokane Police Department will be present to deliver updates and to answer community questions.

PAC Serves as a Bridge from the Chief to the Community...

PAC is a collection of community group representatives who serve as an advisory group to the Office of the Chief of Police regarding community needs and concerns, as well as community responses to proposed police programs and priorities. PAC is looking for additional community group leaders to join this committee. If you are interested, please send a request for an application to anapolitano@spokanepolice.org or call (509) 625-4063.

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 C35589

An ordinance amending Ordinance No. C-35565, passed by the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Purchasing Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk’s Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Purchasing Fund, and the budget annexed thereto with reference to the Purchasing Fund, the following changes be made:

FROM:	5500-76500	Purchasing	
	18480-54901	Misc Service Charges	3,000
	18480-54902	Registration/Schooling	6,041
			<u>\$ 9,041</u>
TO:	5500-76500	Purchasing	
	18480-01770	Senior Procurement Specialist (from Grade 39 to 41 M&P-B)	7,750
	18480-52110	FICA	593
	18480-52210	Retirement	698
			<u>\$ 9,041</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to implement classification and pay adjustments in accordance with approved union agreements and City policies, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage..

**Passed by City Council February 26, 2018.
Delivered to Mayor March 2, 2018**

ORDINANCE NO C35590

An ordinance amending Ordinance No. C-35565, passed by the City Council December 11, 2017, and entitled, “An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage”, and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Library Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk’s Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Library Fund, and the budget annexed thereto with reference to the Library Fund, the following changes be made:

FROM:	1300-99999- 99999-36711	Private Gift/Pledge/Grants/Requests	\$152,000
TO:	1300-56100- 94000-56401	Machinery/Equipment	\$152,000

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to provide funding for a 24/7 Library location not anticipated in the 2018 budget process and because of such need, an urgency and emergency exists for the

passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage..

**Passed by City Council February 26, 2018.
Delivered to Mayor March 2, 2018**

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0620-18-35/ LGL 2005-0063

EFFECTIVE DATE: June 1, 1988

REVISION EFFECTIVE DATE: February 27, 2018

TITLE: SEXUAL HARASSMENT

1.0 GENERAL

1.1 Sexual harassment is a form of sex discrimination and is prohibited by Title VII of the Civil Rights Act of 1964, Washington State's Law Against Discrimination, and the Spokane Municipal Code Chapter 1.06.

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 CONFLICT WITH OTHER POLICIES
- 9.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments except for employees represented by the Spokane Police Guild and the Lieutenants and Captains Association.

3.0 REFERENCES

42 USC 2000e et. seq.
RCW chapter 49.60
SMC chapter 1.06

4.0 DEFINITIONS

4.1 "Sexual Harassment" is any verbal, non-verbal, or physical behavior of a sexual nature which is unwelcome, uninvited, and offensive to a reasonable person in the recipient's position and alters the condition of the recipient's employment. Sexual harassment is a form of employee misconduct which is demeaning to another person and undermines the integrity of the employment relationship. Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors.

4.2 Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is either an explicit or implicit term or condition of employment; or,
- b. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the recipient; or,

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an objectively hostile or offensive work environment.

4.3 Examples of this type of behavior include but are not limited to the following:

- a. Verbal: sexual comments, innuendoes, suggestions, jokes, or pressure for sexual favors.
- b. Non-Verbal: suggestive looks, gestures, pictures, cartoons, drawings, posters.
- c. Physical: pats or squeezes, deliberate touching, cornering, pinching, attempts to kiss or fondle.

4.4. More specific examples of behavior include, but are not limited to the following:

- a. Pranks, or repeated teasing, jokes, or innuendo, in person or via e- mail of a sexual nature;
- b. Verbal abuse of a sexual nature;
- c. Touching or grabbing of a sexual nature;
- d. Repeatedly standing too close to or brushing up against a person;
- e. Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- f. Giving gifts or leaving objects that are sexually suggestive;
- g. Repeatedly making sexually suggestive gestures;
- h. Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- i. Off-duty, unwelcome conduct of a sexual nature that affects the work environment.
- j. A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

4.5 A "Complaint" of sexual harassment is an allegation of unwelcome behavior that is sexual in nature.

4.6 A "Preliminary Inquiry" is a preliminary evaluation of the circumstances of a complaint to determine if an investigation is necessary.

4.7 "Investigation" is a complaint inquiry process initiated in response to an allegation of sexual harassment. When it is determined from a preliminary inquiry that there are allegations that, if found true, would constitute sexual harassment, further appropriate investigation is required. No inference of wrongdoing should be made because a preliminary inquiry or investigation process has been initiated.

5.0 POLICY

5.1 It is the City of Spokane's policy that there shall be no discrimination or harassment of any employee based on sex. The City of Spokane has zero tolerance regarding sexual harassment and does not condone and will not permit sexual harassment of any employee. Same-sex sexual harassment is also prohibited. All employees are expected to abide by this policy. Anyone who violates this policy will be subject to disciplinary action up to and including discharge.

5.2 Potential Liability Of The City And Individual Employee

5.2.1 The City and individual employees can be held liable for sexual harassment.

5.2.2 The City may be liable for sexual harassment by supervisors regardless of whether or not the City is aware of the behavior.

- 5.2.3 The City may be liable for sexual harassment by co-workers if the City knew, or should have known, of the conduct.

6.0 PROCEDURE

6.1 Complaint Procedure

- 6.1.1 A complainant is encouraged to use the City's complaint procedures to resolve sexual harassment complaints. Complaints may also be filed, within certain time frames, with appropriate state and federal agencies, such as:

State of Washington

Washington State Human Rights Commission, Rockpointe Plaza 3, 1330 North Washington Street, Suite 2460, Spokane, WA 99201, (509) 568-3196, TDD (800) 300-7575, Voice (800) 233-3247

Federal Government

U.S. Equal Employment Opportunity Commission, 909 First Avenue, Suite 400, Seattle, WA 98104-1061, (206) 220-6883, TDD (206) 220-6882, FAX (206) 220-6911, Voice (800) 669-4000

Office of Federal Contract Compliance Programs

U.S Department of Labor- OFCCP

Seattle District Office

300 5th Ave. Suite 1100

Seattle, WA 98104

Phone: (206) 398-8005

- 6.1.2 The sexual harassment complaint procedure does not limit any procedures available under any existing federal or state law.
- 6.1.3 An employee who experiences unwelcome sexual behavior may assertively tell the offending person that the conduct is unwelcome and must cease immediately. It is not required that an employee tell the offending person that the conduct is unwelcome.
- 6.1.4 Internal Complaint Procedure: If the employee chooses not to address the offending person, and the employee desires an internal resolution of the complaint, the process outlined below shall be followed:
- a. Accepting Complaints: A complaint may be submitted to a supervisor, manager, director or the Human Resources Department by telephone, email, in writing, or by any other means of communication. A complaint may also be submitted anonymously using the City's complaint hotline.
 - b. No employee shall attempt to discourage, interfere, or delay an individual from making a complaint.
 - c. Documentation and Notice to Management: As soon as possible after the supervisor, manager, director, or the Human Resources Department receives a complaint pursuant to this policy, the complaint must be documented in writing on a Discrimination/Harassment Complaint Form. The individual completing the form should specify the date of receipt of the complaint, summarize the nature of the complaint, and provide any supporting data that accompanies the complaint or other pertinent information regarding the complaint.
 - i. The individual who documents the complaint must inform the Human Resources Department and the department/division director of the complaining party of the complaint as soon as possible, but no later than five business days after receipt of the complaint.
 - d. Confidentiality: To the extent that it does not hinder the investigation or the resolution of the complaint and is permitted under local, state and federal laws, management representatives and any investigator shall maintain the confidentiality of a harassment complaint.
 - e. Preliminary Inquiry: The Human Resources Department, in consultation with the department/division director of the complaining party, will conduct a preliminary inquiry

to determine if the complaint will activate the investigation process under this policy. This determination will be made as soon as possible after receipt of the complaint, making every effort to make the determination within five business days.

- f. Investigation: The Human Resources Department shall ensure that any complaint determined to be subject to investigation is assigned to an investigator who shall complete the investigation process as soon as possible, making every attempt to complete the process within one calendar month after determination that investigation is required. The investigator may be a Human Resources Department employee or external investigator, at the discretion of the Human Resources Department Director. If the investigation is not completed within one calendar month, the investigator may be asked to provide the Human Resources Department and the department/division director with a status report.
 - i. Union Representation: The investigator shall assure compliance with any employee's right to union representation, including the right of the alleged harasser, who may reasonably believe that disciplinary action may be taken based upon his or her statements to the investigator or on the outcome of the investigation.
 - ii. Investigation File: If a matter is referred for investigation, the Human Resources Department will maintain an investigation file. The scope of the investigation will be documented in the investigation file to provide the investigator and parties clear notice of the issues that will be addressed in the investigation. All investigation interviews will be documented in the investigation file in writing.
- b. Response to Complaints: (appeal process)
 - i. The department/division director will inform the complainant if the investigation process is activated by the complaint. If the investigation process is not activated, the department/division director will discuss with the complainant options for resolving the issue raised.
 - ii. The department/division director will review and discuss the completed investigation report with the investigator, and the Human Resources Department Director or his/her designee. The department/division director, in consultation with the Human Resources Department Director or his/her designee, shall determine if corrective action is appropriate.
 - iii. If it is determined that corrective action is necessary, the department/division director will take appropriate remedial and/or disciplinary action in accordance with the City's Disciplinary Action policy.

- 6.1.5 Retaliation: No individual will be retaliated against or otherwise adversely affected in employment as a result of making a sexual harassment complaint, or participating in an investigation of sexual harassment, or as a result of being erroneously accused of sexual harassment.

The Department will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential sexual harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible sexual harassment

An employee may not be discharged (or discriminated against) in retaliation for opposing discrimination made unlawful by Washington's Law Against Discrimination (WLAD). Nor may an employee be discharged (or discriminated against) in retaliation for filing a charge, testifying, or assisting in a proceeding under WLAD. WLAD prohibits, among other things, discrimination in employment on the basis of age, sex, marital status, sexual orientation, race, creed, color, national origin, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person. Wash. Rev. Code § 49.60.210(1).

It is a violation of RCW 49.60 and Federal anti-discrimination laws to retaliate against someone who opposed a discriminatory action in employment.

- 6.2.1 Employee rights are also protected through remedies available under the Washington State Law against Discrimination, (RCW 49.60), the U.S. Civil Rights Acts of 1964 and 1991, and Spokane Municipal Code Chapter 1.06.

6.3 Complainant's Responsibilities

- 6.3.1 Occasionally the offender may not be aware that a behavior is offensive. If at all possible, advise the offending individual that the conduct in question is offensive, and request that it be discontinued immediately.
- 6.3.2 If the complainant is not comfortable talking to the offending person and/or the offending conduct continues or reoccurs, the matter should be immediately reported to the complainant's immediate supervisor, department head or the Human Resources Director.
- 6.3.3 Employees who witness sexual harassment, hear of it, or know of its occurrence should immediately report it to an appropriate party with whom the employee is comfortable, whether male or female, such as a supervisor, the Department Head, or the Human Resources Director, the bargaining unit, Ombudsman, or Hearing Examiner.
- 6.3.4 Employees are required to cooperate fully in processing of the complaint. Employees may be allowed to be accompanied by a union representative or a person of comfort. If the employee chooses to be accompanied by an attorney, the cost of the attorney will be the sole responsibility of the employee.
- 6.3.5 An employee who files a false or malicious complaint of sexual harassment may also be disciplined. Discipline may include dismissal.

6.4 Administration

- 6.4.1 If a violation continues, the Human Resources Department shall be consulted immediately. The Human Resources Department is to be notified of all sexual harassment complaints so that a record may be maintained as required by the Equal Employment Opportunity Commission.

7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 CONFLICT WITH OTHER POLICIES

In the event of any conflict between this policy (or any portion thereof) and any other City of Spokane department policy now existing or hereafter adopted, the terms of this policy shall prevail.

9.0 APPENDICES

Sexual Harassment Complaint Form
Anonymous Complaint Information

APPROVED BY:

Chris Cavanaugh
Human Resources Director

January 31, 2018

Michael C. Ormsby
City Attorney

January 31, 2018

Theresa Sanders
City Administrator

January 31, 2018

Attachments are available for review in the office of the City Clerk

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

ATTORNEY ASSISTANT SPN 027 OPEN ENTRY

DATE OPEN: Monday, March 5, 2018 **DATE CLOSED:** Sunday, March 18, 2018 at 11:59 p.m.
SALARY: \$40,862.16 annual salary, payable bi-weekly, to a maximum of \$63,663.12

DESCRIPTION:

The Attorney Assistant performs paraprofessional legal and secretarial work in the Office of the City Attorney, Office of the Hearing Examiner, or other department that employs attorneys.

DUTIES:

- Prepares, organizes, reviews and files a variety of legal pleadings such as trial briefs, motions, orders, judgments, notices of appearance, answers to complaints, depositions, affidavits, interrogatories, summons and subpoenas.
- Prepares ordinances and resolutions using proper forms of execution and acknowledgment. Prepares contracts for attorney approval.
- Selects, prepares, and completes legal documents incidental to the closing of real estate transactions, such as deeds, promissory notes, deeds of trust, reconveyances, closing statements, UCC documents and excise tax affidavits, under a limited practice certification from the Washington State Supreme Court pursuant to APR 12. Effectuates closing between the parties.
- Locates debtors, arranges accounts receivable payments, maintains payment records and data bases, drafts legal documents to press claims on behalf of the City, presents City's case in Small Claims Court, works with collection agencies and performs related collection duties.
- Maintains case docket and diary; collects, assembles and organizes documents into working files. Files, retrieves and disposes of documents.
- Creates and maintains files by extracting information from local and state databases; enters case and client information into applicable computer databases and manages documents within. Responsible for closing, storage and/or destruction of files according to policies and procedures.
- Selects and/or makes recommendations for purchase of supplies and equipment; assists in the preparation of the office's budget and maintains budget and expense account records, financial records, and payroll records.
- Acts as receptionist as required. Sorts, reads, and annotates incoming mail and legal documents; attaches appropriate files to facilitate the necessary action; maintains follow up.
- Maintains the office's library.
- Makes arrangements for and coordinates appointments, meetings, conferences and depositions.
- Independently meets the public and other City employees; answers inquiries requiring knowledge of City policies, procedures and activities, or directs persons to proper offices.
- Operates various office equipment.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

High school diploma or equivalent; and two years of experience as a legal secretary under the direction of an attorney in a predominantly civil or appellate practice.

Substitution: Satisfactory completion of a legal secretary or similar training program OR a Limited Practice Officer (LPO) certification may substitute for one year of experience.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

You are required to meet the minimum qualifications above and to pass the examination for this position, in order to be eligible for hire.

Your Civil Service examination is a Training and Experience (T&E) Evaluation in the form of a Supplemental Questionnaire. You will receive your Civil Service Eligibility List ranking after the position is closed for applications and scoring of T&E's is completed.

T&E Details:

The T&E Evaluation is used to examine the relevance, level, progression, and quality of the applicant's education and training, and to elicit sufficient job-related information to evaluate the amount and quality of the applicant's previous experience, as well as any other information deemed important to performing the duties of the position.

Important: You will complete the T&E Supplemental Questionnaire online as a part of the application process. You may preview the instructions and questions online in the tab marked "QUESTIONS" near the top of the job announcement.

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:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 28th day of February 2018.

CRAIG HULT
Chair

JERRI BJORK
Acting Chief Examiner

**ASSISTANT PARKS AND RECREATION DEPARTMENT MANAGER (ADMINISTRATION) SPN 066
PROMOTIONAL**

DATE OPEN: Monday, March 5, 2018 DATE CLOSED: Sunday, March 18, 2018 at 11:59 p.m.
SALARY: \$67,546.80 annual salary, payable bi-weekly, to a maximum of \$88,050.96

DESCRIPTION:

Performs responsible administrative work by assisting in directing or administering a department of the Parks and Recreation Division

DUTIES:

- Performs many of the functions of a department director, except the actual directing of a total department of the Parks and Recreation Division.
- Acts as department liaison in working with citizen groups, other governmental units, architects and contractors.
- Requisitions, inventories and manages equipment purchased for various activities, responsible for the proper utilization of funds allocated to the department.
- Researches grant funding sources, supervises preparation of grant applications and adherence to grant goals and objectives.
- Coordinates programs with other departments of the Parks and Recreation Division, school activities and community programs.
- Selects, assigns and trains seasonal, professional and technical personnel for a wide variety of activities.
- Interprets programs and needs of the division to the public through various news media; promotes programs before civic and community groups; prepares and presents reports related to the division to the Park Board, as well as other boards and committees.
- Assists in establishing financial control by budgeting for seasonal employees, and compiling and studying statistics on labor reports compared to labor expenses, and revenues compared to expenses.
- Assists the department director in formulating policies and procedures of the department.
- Assists in implementation of policies and establishing procedures.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:** (Must be met by date of examination.)**NOTE:** This recruitment is to generate an eligible list to fill vacancies occurring in the Administration Department of the Parks and Recreation Division.**Education:** Graduation from a four-year college or university with a degree in a field related to park and/or recreation programs, or administration.**Experience:** Two years of experience in the classification of Horticulture/Urban Forestry Supervisor or Landscape Architect, and currently employed in the Parks and Recreation Division.**REQUIRED ADDITIONAL DOCUMENTS:** Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination consists of a Training and Experience (T&E) Evaluation and a promotional evaluation (PAR), with scoring weights as follows:

T&E 80%

PAR 20%

All applicants are required to complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.**T&E EVALUATION DETAILS**

The T&E Evaluation is the Civil Service examination for this position. It is presented as a Supplemental Questionnaire, which must be completed online at the time of application. The questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.

Responses to the T&E questions should be consistent with the information given in your application details. Answers are subject to verification.

Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question. "See Resume" or "See Application" are not qualifying responses and will not be considered.

Changes or corrections to your responses cannot be made once your application packet has been submitted.

Your typing should be automatically saved periodically, but a system time out may occur after 30 minutes of idleness. It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire as you complete your application for submission.

PROMOTIONAL EVALUATION DETAILS

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review (PAR)] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

The employee's most recent PAR is the Promotional Evaluation for this position.

If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.

If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

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:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 28th day of February 2018.

CRAIG HULT
Chair

JERRI BJORK
Acting Chief Examiner

**WATER MAINTENANCE SUPERVISOR SPN 532
PROMOTIONAL**

DATE OPEN: Monday, March 5, 2018 **DATE CLOSED:** Sunday, March 11, 2018 at 11:59 p.m.
SALARY: \$79,886.88 annual salary, payable bi-weekly, to a maximum of \$104,525.28

DESCRIPTION:

Under general supervision, performs responsible field and administrative supervisory work assisting in the direction of several skilled construction and maintenance crews. This is a supervisory classification in the Water Service/Maintenance series with responsibility for managing a variety of operational units within the Water Department.

DUTIES:

- Plans and schedules the work, in consultation with the supervisor, of several crews engaged in the construction, maintenance, and repair of the municipal water transmission and distribution system, installation and repair of hydrants, valves, remote meter reading devices, meters, tapping operations, leak survey, service branch repair, night emergencies, welding, blacksmith, warehouse operations and radio room.
- Coordinates the use of crews, equipment and operators for scheduled and emergency jobs; assigns and supervises inspectors for new installation, cross connection, water quality and private system extensions.
- Ensures crews under his/her supervision comply with proper safety standards as required by law.
- Inspects jobs in progress; conveys information from and to the supervisor.
- Consults with the foreperson and assists in resolving routine technical problems; consults with supervisor on unusual matters and conveys decision to foreperson.
- Maintains records and prepares reports as required.
- Surveys terrain and soil for proposed construction jobs; reports findings to supervisor for cost estimating purposes.
- Maintains liaison and coordinates work with private utilities companies, contractors, other departments; coordinates inspection activities of outside contracting work.
- Participates in pre-construction conferences and assists in obtaining agreements as to work to be performed.
- Responds to emergency line breaks and multiple alarm fires as required.
- Assists in the coordination of the utilities snow removal programs as required.
- Performs duties of supervisor during his/her absence.
- Oversees computer software such as maintenance management and meter reading.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Must be met by date of examination.)

Two years of experience in the classification of Water Service Foreperson (SPN 523).

Licenses and Certifications:

- A valid driver's license or evidence of equivalent mobility.
- The following Washington State Certifications are required within one year of initial or promotional appointment:
 - ◊ Water Distribution Manager III
 - ◊ Cross Connection Control Specialist I

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

EXAMINATION DETAILS:**GENERAL EXAMINATION INFORMATION:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation and promotional evaluation, with weights assigned as follows:

T&E Evaluation: 80%

Promotional Evaluation: 20%

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.

T&E EVALUATION DETAILS:

Your completed T&E must be uploaded at the time of application.

The T&E Evaluation has been designed to:

Evaluate the relevance, level, recency, progression, and quality of the applicant's education, training and experience. Elicit sufficient job-related information that will be used to evaluate the amount and quality of the applicant's previous job-related experience, as well as any other information deemed important to performing the duties of the position. TIP: The T&E Evaluation is an 80% portion of the Civil Service examination for this position; therefore, it is advantageous for you to provide a full and complete response to each question, even if the information is duplicated elsewhere. Responses should be consistent with the information on your application and are subject to verification. Changes or corrections to your responses cannot be made once your application packet has been submitted. Failure to complete all of the questions or incomplete responses will result in a lower score. Resumés will not be accepted in lieu of completing each question. "See Resumé " or "See Application" are not qualifying responses and will not be considered in the rating process.

PROMOTIONAL EVALUATION DETAILS

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review (PAR)] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

The employee's most recent PAR is the Promotional Evaluation for this position.

If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.

If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 1st day of March 2018.

CRAIG HULT
Chair

JERRI BJORK
Acting Chief Examiner

WATER MAINTENANCE SUPERVISOR SPN 532 OPEN ENTRY

DATE OPEN: Monday, March 5, 2018 **DATE CLOSED:** Sunday, March 18, 2018 at 11:59 p.m.
SALARY: \$79,886.88 annual salary, payable bi-weekly, to a maximum of \$104,525.28

DESCRIPTION:

Under general supervision, performs responsible field and administrative supervisory work assisting in the direction of several skilled construction and maintenance crews. This is a supervisory classification in the Water Service/Maintenance series with responsibility for managing a variety of operational units within the Water Department.

DUTIES:

- Plans and schedules the work, in consultation with the supervisor, of several crews engaged in the construction, maintenance, and repair of the municipal water transmission and distribution system, installation and repair of hydrants, valves, remote meter reading devices, meters, tapping operations, leak survey, service branch repair, night emergencies, welding, blacksmith, warehouse operations and radio room.
- Coordinates the use of crews, equipment and operators for scheduled and emergency jobs; assigns and supervises inspectors for new installation, cross connection, water quality and private system extensions.
- Ensures crews under his/her supervision comply with proper safety standards as required by law.
- Inspects jobs in progress; conveys information from and to the supervisor.
- Consults with the foreperson and assists in resolving routine technical problems; consults with supervisor on unusual matters and conveys decision to foreperson.
- Maintains records and prepares reports as required.
- Surveys terrain and soil for proposed construction jobs; reports findings to supervisor for cost estimating purposes.
- Maintains liaison and coordinates work with private utilities companies, contractors, other departments; coordinates inspection activities of outside contracting work.
- Participates in pre-construction conferences and assists in obtaining agreements as to work to be performed.

- Responds to emergency line breaks and multiple alarm fires as required.
- Assists in the coordination of the utilities snow removal programs as required.
- Performs duties of supervisor during his/her absence.
- Oversees computer software such as maintenance management and meter reading.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Open Entry Requirements: All requirements must be met at the time of application.**

Education and Experience: A Bachelor's degree from an accredited four-year college or university with major coursework in engineering, public administration or a related field; AND four years of management/supervisory experience in the public utility industry. An equivalent combination of education, training and experience may also be qualifying.

Licenses and Certifications:

- A valid driver's license or evidence of equivalent mobility.
- The following Washington State Certifications are required within one year of initial or promotional appointment:
 - ◇ Water Distribution Manager III
 - ◇ Cross Connection Control Specialist I

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:**GENERAL EXAMINATION INFORMATION:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist entirely of a training and experience evaluation, with weights assigned as follows:

- T&E Evaluation: 100%

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.

T&E EVALUATION DETAILS:

- Your completed T&E must be uploaded at the time of application.

The T&E Evaluation has been designed to:

1. Evaluate the relevance, level, recency, progression, and quality of the applicant's education, training and experience.
2. Elicit sufficient job-related information that will be used to evaluate the amount and quality of the applicant's previous job-related experience, as well as any other information deemed important to performing the duties of the position.

TIP: The T&E Evaluation is 100% of the Civil Service examination for this position; therefore, it is advantageous for you to provide a full and complete response to each question, even if the information is duplicated elsewhere.

Responses should be consistent with the information on your application and are subject to verification. Changes or corrections to your responses cannot be made once your application packet has been submitted.

Failure to complete all of the questions or incomplete responses will result in a lower score.

Resumés will not be accepted in lieu of completing each question. "See Resumé " or "See Application" are not qualifying responses and will not be considered in the rating process.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 1st day of March 2018.

CRAIG HULT
Chair

JERRI BJORK
Acting Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS Riverside Drive Phase 2B Engineering Services File No. 2015078

This project consists of the construction of approximately 240 cubic yards of excavation and embankment, 1,530 linear feet of water main (varying sizes), 40,320 s.y. of 2-inch thick HMA, 12,310 s.y. of 3 inch thick HMA, and 4,300 s.y. of 3.5-inch thick HMA, construction of a roundabout with concrete and colored concrete islands and center, storm sewer, storm drainage and treatment areas, landscaping, utility conduit construction, pedestrian hybrid bacon system, installation of a traffic signal system lighting and electrical work, sundry utility adjustments, contaminated soil remediation, 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., March 19, 2018 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. 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.

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 all Bids.

Note regarding new specifications: The City of Spokane is using WSDOT's 2016 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2016 Standard Specifications prior to bidding the project.

A non-mandatory pre-bid conference will be held at Spokane City hall in the Council Briefing Center (basement) at 808 W. Spokane Falls Blvd. at 9:00 a.m. on Wednesday, March 7, 2018.

Publish: February 28 and March 7 and 14, 2018

CALL FOR BIDS
Residential Chip Seal Program 2018
Engineering Services File No. 2018043

This project consists of the construction of approximately **99,900** square yards of chip seal, **140,000** linear feet of crack sealing, **2,000** square yards of 4-inch pavement repair, 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., March 26, 2018 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. 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.

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.

Publish: March 7, 14 and 21, 2018

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS
FEDERAL LOBBYING SERVICES

Office of the Mayor

RFP #4434-18

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, MARCH 19, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FEDERAL LOBBYING SERVICES** for the Office of the Mayor.

Detailed specifications and proposal forms are available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, March 19, 2018**. 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 electronic copy (CD or thumb drive) of the Proposal 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 Proposals 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:

“RFP #4434-18, FEDERAL LOBBYING SERVICES, due: Monday, March 19, 2018 – 1:00 p.m.”

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

Publish: March 7 & 14, 2018

FABRICATION AND DELIVERY OF LIME SLURRY TANK

Solid Waste Disposal Department, Waste to Energy Facility

BID #4447-18

Sealed bids will be opened at 1:15 p.m., **MONDAY, MARCH 12, 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FABRICATION AND DELIVERY OF LIME SLURRY TANK** for the Solid Waste Disposal Department – Waste to Energy Facility.

Detailed specifications and proposal forms are posted on the City of Spokane Webpage at: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 PM 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 copy of response to:

**Division of Purchasing
City of Spokane
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:

“FABRICATION AND DELIVERY OF LIME SLURRY TANK, BID #4447-18, DUE 3/12/18”.

Thea Prince
Purchasing Department

Publish: February 28 & March 7, 2018

LIME SLURRY TANK REMOVAL AND INSTALLATION**Solid Waste Disposal Department, Waste to Energy Facility****BID #4448-18**

Sealed bids will be opened at 1:15 p.m., **MONDAY, MARCH 26 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LIME SLURRY TANK REMOVAL AND INSTALLATION** for the Solid Waste Disposal Department – Waste to Energy Facility.

PRE-BID CONFERENCE. A **mandatory** pre-bid conference will be held on Thursday, March 15, 2018 at 9:00 a.m. The location will be at the Waste to Energy Facility (WTEF) Admin Offices, 2900 S. Geiger Blvd, Spokane WA 99224.

Detailed specifications and proposal forms are posted on the City of Spokane Webpage at:
<https://my.spokanecity.org/administrative/purchasing/current-projects/>

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 PM 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 copy of response to:

**Division of Purchasing
City of Spokane
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:

“LIME SLURRY TANK REMOVAL AND INSTALLATION, BID #4448-18, DUE 3/26/18”.

Thea Prince
Purchasing Department

Publish: March 7 & 14, 2018
