



Official Gazette

City of Spokane, Washington

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

Volume 108

AUGUST 22, 2018

Issue 34



MAYOR AND CITY COUNCIL

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BEN STUCKART

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The Official Gazette

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The Official Gazette

USPS 403-480

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Minutes

NOTICE**Monday, August 13, 2018**

The minutes for the Monday, August 13, 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, August 29, 2018, issue of the *Official Gazette*.

General Notices

**NOTICE OF CITY OF SPOKANE
PROPOSED FRANCHISE
ORDINANCE C34917/C35662 – SUMMARY**

Amended Solid Waste Collection Franchise to Torre Refuse & Recycling, LLC d/b/a Sunshine Disposal & Recycling for the area generally known as the West Plains Annexation, as more specifically described in Ordinance C34917. The Amended Franchise is for a total term of ten (10) years; an extension of 2 years.

The full content of Ordinance C35662 which amends C34917 may be viewed in the Office of the City Clerk, 5th Floor – City Hall, 808 W. Spokane Falls Boulevard, or by requesting an emailed copy from clerks@spokanecity.org. (The Final Reading of Ordinance C35662 is anticipated to be held before the Spokane City Council on August 27, 2018, at 6:00 p.m. in the City Council Chambers, Lower Level-City Hall,

808 W. Spokane Falls Boulevard.)

Publish: August 1, 8, 15 and 22, 2018

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. C35439

An ordinance vacating Oak Street from the south line of 4th Avenue to the north line of 5th Avenue

WHEREAS, a petition for the vacation of Oak Street from the south line of 4th Avenue to the north line of 5th Avenue has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That Oak Street from the south line of 4th Avenue to the north line of 5th Avenue in the NE ¼ of Section 24, Township 25, Range 42E W.M is hereby vacated. Parcel number not assigned.

Passed by City Council August 13, 2018

Delivered to Mayor August 15, 2018

ORDINANCE NO. C35539

An ordinance vacating Elm Street from the North line of 5th Avenue to the South line of the railroad right-of-way

WHEREAS, a petition for the vacation of Elm Street from the North line of 5th Avenue to the South line of the railroad right-of-way has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That Elm Street from the North line of 5th Avenue to the South line of the railroad right-of-way is hereby vacated. Parcel number not assigned.

Passed by City Council August 13, 2018

Delivered to Mayor August 15, 2018

ORDINANCE NO. C35665

An ordinance relating to the composition of the Community Housing and Human Services board; repealing chapter 04.34; and enacting a new chapter 04.34A of the Spokane Municipal Code.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That chapter 04.34 of the Spokane Municipal Code is repealed in its entirety.

Section 2. That there is enacted a new chapter 04.34A of the Spokane Municipal Code is amended to read as follows:

Chapter 04.34A Community Housing and Human Services Board

Section 04.34A.010 Purpose

The Community, Housing and Human Services Board advises the City administration, the Mayor, and the City Council regarding community development, housing, and human services programs.

Section 04.34A.020 Functions

The Community Housing and Human Services Board shall:

- A. Advise the City on preparing the Annual Action Plan, the CAPER, the Citizen Participation Plan, the Consolidated Plan, and other required plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable;
- B. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council;
- C. Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources;
- D. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council;
- E. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council;

- F. Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation;
- G. Participate with the Spokane Continuum of Care in developing the goals and priorities for regional homeless plans; and
- H. Represent the diverse constituencies that make up Spokane's low and moderate income populations, to help guide Spokane's community, housing, and human services into the future.

Section 04.34A.030 Membership

- A. Appointees to the Board shall serve three (3) year terms and may be eligible for one (1) reappointment for a three (3) year term reappointment.
- B. City residence is not a requirement for board membership due to the regional nature of some of the duties and responsibilities of the Board.
- C. The Board will consist of twelve (12) members, nominated by the Mayor and appointed by the City Council. At least one (1) member of the Board shall be a member of a veteran service organization, employed by the Department of Veteran Affairs or an active duty military member based at Fairchild Air Force.
- D. In addition to the twelve (12) positions, the board will include:
 - 1. two (2) voting representatives from the City Council selected by the City Council, appointed or reappointed for one (1) year terms;
 - 2. one (1) voting elected official or policy-level decision maker to represent Spokane County who shall be selected by the Spokane County commissioners then nominated by the Mayor and appointed by City Council, appointed or reappointed for one (1) year terms; and
 - 3. one (1) liaison from the Community Assembly nominated by the Community Assembly to the Mayor according to the process determined by the Community Assembly, then nominated by the Mayor and appointed by the City Council. The liaison will have full rights and responsibilities of a Board member.
- E. Members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.
- F. Board members shall serve without compensation.
- G. Board members will meet conflict of interest requirements. Committee members may be required to meet conflict of interest requirements.
- H. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. Youth may also serve as members.

Section 04.34A.040 Board Structure

- A. The Board will utilize a committee structure to assist with its functions. Committees will be comprised of Board members and other citizens with experience and expertise in the subject matter of the committee. The Board Chair shall appoint committee members.
- B. The Board will include an Executive Committee consisting of the Chair, Vice-chairs, and committee chairs.

Passed by City Council August 13, 2018
Delivered to Mayor August 15, 2018

ORDINANCE NO C35666

An ordinance amending Ordinance No. C-35565, passed 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 Fire/EMS 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 Fire/EMS Fund, and the budget annexed thereto with reference to the Fire/EMS Fund, the following changes be made:

REVENUE:

FUND :	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
1970	Fire/EMS Fund	1970-93511-99999-33431	Dept of Ecology	94,000
			Total	94,000

EXPENSE:

FUND :	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
1970	Fire/EMS Fund	1970-93511-94220-56401	Machinery/Equip	94,000
			Total	94,000

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 acceptance of a new state grant from the Department of Ecology to purchase an AR-AFFF (Alcohol Resistant Aqueous Film Forming Foam) trailer, 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 August 13, 2018
Delivered to Mayor August 15, 2018

ORDINANCE NO C35667

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 Asset Management Capital 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 Asset Management Capital Fund, and the budget annexed thereto with reference to the Asset Management Capital Fund, the following changes be made:

FROM: 5901-99999 Asset Management Capital Fund
99999 Unappropriated Reserves \$ 478,188

TO: 5901-79160 Asset Management Capital Fund
94000-56203 Building Improvement \$ 478,188

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 budget the proceeds from the sale of S. Regal property to fund the exterior remodel of City Hall 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 August 13, 2018

Delivered to Mayor August 15, 2018

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.

POLICE RECORDS SHIFT SUPERVISOR SPN 017 PROMOTIONAL

DATE OPEN: Monday, August 20, 2018 **DATE CLOSED:** Sunday, September 2, 2018 at 11:59 p.m.
SALARY: \$39,901.68 annual salary, payable bi-weekly, to a maximum of \$62,410.32

DESCRIPTION:

Performs difficult and independent supervisory work in the Records Division of the Police Department.

DUTIES:

- Schedules work, evaluates workload priorities, writes performance appraisals, and conducts first line supervisory counseling.
- Analyzes complex law enforcement record keeping situations interpreting the proper course of action for subordinate employees. Assists in research and development of new procedures as required.
- Responsible for having monthly State ACCESS validations completed and assists/complies with internal affairs audits.
- Researches, arranges and monitors security clearances, staff certification requirements, and outside agency access.
- Provides training for and trains subordinates. Participates in the development, implementation, and evaluation of staff training procedures.
- Handles public complaints, and answers questions at the counter and on the telephone.
- Supervises and participates in the retention and destruction of police records.
- Operates computer network systems, teletype, calculator, and micrographic equipment.
- Assists officers and outside law enforcement agencies as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Two years of experience with the City in the classification of Police Records Specialist (SPN 016).

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination to be eligible for promotion.

The Police Records Shift Supervisor examination will consist of a multiple-choice test, writing sample test, a structured interview process, and a promotional evaluation, with weights assigned as follows:

- Multiple-choice test 30%
- Writing Sample 20%
- Structured interview 30%
- PAR 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.

MULTIPLE-CHOICE TEST DETAILS:

The multiple-choice test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Wednesday, Sept. 26, 2018, at 9:00 a.m.** The approximate duration of the test is 1 hour, 30 minutes.

The test may include the following subjects: ACCESS Terminal Operations; Records Retention and Public Records Disclosure; Supervisory Techniques; Policies, Bargaining Unit Contracts and Civil Service Rules; and Interpersonal Relations.

WRITING SAMPLE TEST DETAILS:

The written sample test will take place in the City Hall computer training room immediately following the multiple-choice test on **Sept. 26, 2018**. The approximate duration of the test is 1 hour, 30 minutes.

STRUCTURED INTERVIEW TEST DETAILS:

The structured interview process is tentatively scheduled for **Thursday, Sept. 27, 2018**, at City Hall. Candidates will be notified of the date and time to appear for their interviews after the close of the recruitment.

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.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

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 16th day of August 2018.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

AMENDMENT**AMENDMENT
BUDGET ANALYST****AMENDMENT**

SPN 128

(Announcement of 2/26/2018)

The above titled announcement is hereby amended to read:

EXAMINATION DETAILS:

DATE CLOSED: Sunday, August 26, 2018 at 11:59 p.m.

**ENVIRONMENTAL ANALYST - STORMWATER SPN 657
OPEN ENTRY**

DATE OPEN: Monday, August 20, 2018 **DATE CLOSED:** Sunday, September 2, 2018 at 11:59 p.m.

SALARY: \$59,779.44 annual salary, payable bi-weekly, to a maximum of \$77,924.16

DESCRIPTION:

Performs responsible professional administrative work in carrying out the City's environmental programs, policies, goals and objectives.

DUTIES:

- Conducts studies to develop methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines.
- Determines data collection methods to be employed in projects and surveys. Identifies and analyzes sources of pollution to determine their effects.
- Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples.
- Prepares graphs, charts, and statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and develop approaches for control of pollution.
- May conduct environmental studies and prepare environmental impact reports.

- Discusses and recommends environmental policy to the department heads.
- Publishes and advises other city departments regarding such policy as established.
- Answers correspondence concerning established environmental program policies, procedures and activities.
- Prepares and maintains statistics and reports on the City's environmental program.
- Conducts field inspections of various City activities to insure compliance with the City's environmental program.

MINIMUM QUALIFICATIONS:

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

- **Education:** Graduation from an accredited four-year college or university with a degree in civil engineering, chemistry, bacteriology, environmental science, or closely related laboratory science
- **Experience:** Two years' experience as a chemist, bacteriologist, or biologist in an environmental laboratory, or two years' experience as an environmental engineer.
- **License:** Must possess a valid driver's license or evidence of equivalent mobility.

REQUIRED ADDITIONAL DOCUMENTS:

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

Additional Documentation: Unofficial college transcripts are required and should be attached to your application prior to submitting.

EXAMINATION DETAILS:**EXAMINATION PROCESS**

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 100% of the final score. You will need to meet the minimum qualifications and pass the examination for this position to be eligible for hire.

T&E EVALUATION DETAILS

We have designed the T&E to evaluate the relevance, level, recentness, 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 meaningful to performing the duties of the position.

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 we intend to measure those skills.

IMPORTANT: The T&E is the Civil Service examination for this position. We present it as a Supplemental Questionnaire, which needs to be completed online and submitted as part of the application. You may preview the questions online in the tab marked "QUESTIONS" on the job announcement.

NOTE:

- Responses should be consistent with the information on your application and are subject to verification. "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. Duplicate applications will be disqualified.
- 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.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- 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.

We encourage you to apply immediately. Online applications must be completed and submitted by 11:59 p.m. on the filing cut-off date.

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 15th day of August 2018.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

2013 Downtown Pedestrian Improvements

Engineering Services File No. 2013156

This project consists of filling sidewalk vaults at five locations in downtown Spokane and associated sidewalk removal replacement and other related miscellaneous items.

The City of Spokane Purchasing Department, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids at the first floor security desk until 1:00 p.m., **Tuesday**, September 4, 2018 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

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

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

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

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.

Note regarding new specifications: The City of Spokane is using WSDOT's 2018 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2018 Standard Specifications prior to bidding the project.

A prebid project basement level walk through will be held beginning at the office of the Engineering Services Department, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316 at 1 p.m. on Monday Aug. 27, 2018. This walk through will allow bidders to see the work areas in each of the building basements, and ask any questions they may have.

Publish August 15, 22 and 29, 2018

CALL FOR BIDS**Cycle 6 (2016) Traffic Calming****Engineering Services File No. 2016068, 069, 070**

This project consists of the construction of approximately 725 square yards of sidewalk, 170 linear feet of storm sewer, 8 drainage structures, 2,050 linear feet of curb, 570 square yards of 3-inch thick pavement patching, 215 square yards of 6-inch thick pavement patching sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Security Guards, First floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., September 10, 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 2018 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2018 Standard Specifications prior to bidding the project.

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.

*******Time is of the essence due to the length of the construction window and/or the time of year in which the project is being constructed. Please note that various award phase steps have shorter than normal time frames as detailed in section 1-03.3, 1-08.4, and 1-08.5.***

Publish August 22, 29 and September 5, 2018

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS

LOAN SERVICING SYSTEM

Community, Housing and Human Services Department

RFP #4474-18

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, SEPTEMBER 10, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LOAN SERVICING SYSTEM** for the City of Spokane Community, Housing and Human Services Department.

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

It is the responsibility of Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Proposal documents should be submitted **no later than 1:00 p.m. on Monday, September 10, 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:

DELIVERY BY MAIL:

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

HAND DELIVERY:

City of Spokane – “My Spokane” Service Desk
1st 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 #4474-18, LOAN SERVICING SYSTEM, DUE: 9/10/2018”

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

Publish: August 22 & 29, 2018
