



Official Gazette

City of Spokane, Washington

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

Volume 111

APRIL 14, 2021

Issue 15



MAYOR AND CITY COUNCIL

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, April 5, 2021**

The Monday, April 5, 2021 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

Hearing Notices

**NOTICE OF CITY COUNCIL PUBLIC HEARING
PROPOSED SHORELINE MASTER PROGRAM PERIODIC REVIEW**

Notice is hereby given that there will be a public hearing of the Spokane City Council on **Monday, April 19, 2021, at 6:00 p.m.** online via Webex Meetings. This public hearing is for proposed amendments to five sections of the Spokane Municipal Code.

The meeting will be streamed live online and airing on City Cable 5. The public is encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>. Any changes to the procedures that will be followed for this hearing will be posted on the City Council's website: <https://my.spokanecity.org/citycouncil/meetings/>.

Subject: The Spokane Shoreline Master Program (SMP) Periodic Review is state mandated and completed under the guidance of the Department of Ecology. This review is

meant to ensure compliance with changes to state legislation concerning shorelines. Authority for the periodic review is based on Washington's Shoreline Management Act (Ch. 90.58 RCW) and related rules. These amendments were developed by the City to comply with WAC 173-26-090, which requires all local governments to review their SMPs on an eight-year schedule set in state law and revise if necessary. The review updates the Spokane SMP to reflect changes in state laws, adjacent jurisdictions' plans and regulations, and other changed circumstances. The City elected to use the optional joint review process to combine the local and Ecology comment periods, as allowed under WAC 173-26-104. No additional comment period will occur during the state review process, however additional city review and comment will be taken prior to the City Council public hearing. Comments provided to the City of Spokane will be reviewed by both the City and Ecology. There is no need to send comments directly to Ecology. The proposed SMP amendments are categorically exempt from State Environmental Policy Act (SEPA) as stated in Washington Administrative Code (WAC) Procedural Actions 197-11-800(19)(a)(b).

City-initiated minor amendments to sections of the Spokane Municipal Code (SMC), specifically amending sections 04.13.015, 17C.110.100, 17C.124.110, 17C.220.060, 17E.050.080 Appendix B, 17F.010.050, 17F.040.140, 17G.040.040(B), 17G.060.020(A)(3), 17G.060.070(B)(5)(c), 17G.070.220(A), and 17G.080.070(C)(5). The proposed SMC amendments are categorically exempt from State Environmental Policy Act (SEPA) as stated in Washington Administrative Code (WAC) Procedural Actions 197-11-800(19)(a)(b).

Location: Citywide

Project Documents: Information relating to these amendments is available for viewing at: <https://my.spokanecity.org/projects/shoreline-master-program-periodic-update/>

Public Comment: Written comments and oral testimony at the public hearings for these proposed actions will be made part of the public record. **Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal a decision of the City Council.**

Any person may submit written comments on the proposed amendments to abeck@spokanecity.org or call for additional information at:

Planning & Development Department

Amanda Beck, Assistant Planner II
 808 West Spokane Falls Boulevard
 Spokane, WA 99201-3329
 Phone (509) 625-6414
abeck@spokanecity.org

Public Process: Two virtual Open House sessions were held via Webex on December 1, 2020. A briefing was provided to the Community Assembly on December 3, 2020. A notice of Joint Public Comment Period with Ecology and City of Spokane was published in the Spokesman-Review December 23, 2020 and January 5, 2021. The joint public comment period commenced January 5 - February 5, 2021 and all comments were recorded, responded to, and provided to Ecology. The Department of Ecology provided separate notification. The Spokane Plan Commission held a public hearing on the proposed Shoreline Master Program Periodic Review on February 24, 2021.

The 1st Reading of the ordinance related to the Shoreline Master Program Periodic Review is scheduled for Monday, April 12, 2021. Generally, no presentations are made at the 1st Reading. The 2nd Reading and Public Hearing for the proposed amendment is scheduled for Monday, April 19 starting at 6 p.m. A notice containing call-in information will be included with the posted April 19, 2021, City Council Agenda packet. Agenda packets are posted at the following link: <https://my.spokanecity.org/citycouncil/documents/>. The public may submit written comment to the City Council at abeck@spokanecity.org or by sending email to citycouncil@spokanecity.org. The City Council may continue this public hearing to a following meeting at their discretion.

General Notices

REGULAR MEETING NOTICE/AGENDA THE CIVIL SERVICE COMMISSION 9:30 a.m. – APRIL 20, 2021

Notice is hereby given that, pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted in Phase 3 regions consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the Civil Service Commission has decided to continue its meetings with remote access only and to not include an in-person attendance component.

The regularly scheduled Civil Service Commission Meeting, April 20, 2021 at 9:30 a.m. will be held virtually, some members of the Civil Service Commission staff will be attending virtually.

Temporarily and until further notice, the public's ability to attend Civil Service Commission meetings is by remote access only. In-person attendance is not permitted at this time. **The public is encouraged to tune in to the meeting by calling 1-408-418-9388 and entering the access code 187 675 8647 when prompted.**

The public will be able to address the Commission regarding the agenda during the meeting by submitting written public comment via email to civilservice@spokanecity.org.

AGENDA REGULAR MEETING OF THE CIVIL SERVICE COMMISSION 9:30 A.M. APRIL 20, 2021 CITY HALL – CITY COUNCIL BRIEFING CENTER 808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - a. March 16, 2021 Minutes
3. **CHIEF EXAMINER UPDATE**

4. NEW BUSINESS

- a. Assistant Planner II Eligibility List
Request to void current list

5. OTHER BUSINESS

- a. Chief Examiner Recruitment

6. EXECUTIVE SESSION**7. ADJOURN**

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

**CANCELLATION
SPOKANE CITY/COUNTY HISTORIC
LANDMARKS COMMISSION**

**MEETING OF
WEDNESDAY, April 21, 2021
*****CANCELLED*******

Please be advised that the meeting of the Spokane City/County Historic Landmarks Commission, previously scheduled for Wednesday, April 21, 2021, by Webex Teleconference, has been cancelled. The next tentatively scheduled meeting will be May 19, 2021.

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 FLEET ADMINISTRATOR SPN 032
OPEN ENTRY**

DATE OPEN: Monday, April 12, 2021

DATE CLOSED: Tuesday, April 27, 2021 at 4:00 p.m.

SALARY: \$56,856.24 annual salary, payable bi-weekly, to a maximum of \$80,534.16

DESCRIPTION:

Now is the perfect time to pursue a career in support of Law Enforcement. City of Spokane is looking for data-guided administrators that want to help us keep our Police Department's wheels in motion. We need a dedicated coordinator who is able to maintain and direct our vehicle fleet management and maintenance. If you are unafraid of taking on new challenges, consider a career with us.

- You have proven administrative and organizational skills and can efficiently prioritize changing workloads to negotiate critical deadlines.
- You have effective written and communication skills to prepare letters, memorandums, and e-mails, to all levels of staff and external clients.
- Excellent IT skills are required, with a sound knowledge of database management, Microsoft Office suites including Word, Excel, and Outlook.
- A business administration or related four-year degree and two years of professional experience in the field of vehicle and equipment fleet management is a must.

As a Police Fleet Administrator, you will provide excellent administration direction to the department. Attention to detail, flexibility and determination are required. You can expect to work within a culture of inclusivity and collaboration, within a highly motivated team. Our Police Fleet Administrators have professional development opportunities, annual pay step increases, a flexible schedule and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at governmentjobs.com/careers/spokanecity for the full job specification and compensation details.

DUTIES:

- Serves as the liaison between the Spokane Police Department and the Fleet Services Department, on all Fleet related issues, keeping involved parties fully informed.
- Assists in the planning, organization, development, and coordination of Police fleet activities, initiatives, and programs.
- Responsible for coordination with various Spokane Police Department units regarding vehicle needs. Assists in making Police vehicle assignment decisions and maintains records of assignments.
- Monitors status of all police fleet vehicles. Identifies vehicles due for service and coordinates the service schedule between individual or unit and Fleet Services. Works directly with the City Fleet Director and Assistant Director to ensure vehicles are serviced within recommended time frame.
- Reviews Police Fleet M5 system data for accuracy. Analyzes various Fleet M5 reports to monitor police vehicle maintenance needs.
- Coordinates repair of damaged vehicles and temporary reassignments.
- Coordinates with Fleet Services to forecast equipment life cycles and determine replacement schedules of vehicles.
- Assists with the development and management of the police fleet budget. Performs research and assists with requests for proposals/quotes, bid specifications, relevant grant proposals, and related reports as needed.
- Assists in purchasing new equipment by analyzing department needs and communicating those needs to City Fleet Director and Assistant Director. Works closely with vendors and department accounting staff to meet tight ordering deadlines.
- Responsible for process review, improvement, and innovation to meet functional requirements and the needs of the department and individuals.
- Establishes and maintains accurate records of all police fleet vehicles. Prepares documentation and reports as needed.
- Performs related work.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Graduation from an accredited four-year college or university with a degree in business administration or a closely related field, and two years of professional experience in the field of vehicle and equipment fleet management.
- *Licenses:* Applicants must possess a valid driver's license.
- *Substitution:* Additional professional experience in the field of vehicle and equipment fleet management or in commissioned law enforcement may substitute for the education requirement on a year for year basis.

EXAMINATION DETAILS:

Qualified applicants must meet the minimum qualifications and pass the examination for this classification to be eligible for employment by the City of Spokane. The examination will consist of a Training and Experience Evaluation (T&E) with scoring weight assigned as follows:

- T&E: 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS

You will receive a link to the Police Fleet Administrator T&E in a separate email, on the morning of Thursday, April 29, 2021. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in, until 4:00 PM Pacific time on Tuesday, May 4, 2021. Your responses to the questions should be consistent with the information given in your application details and are subject to verification.

- Responses to your T&E questions should be consistent with the information given in your application details, and 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.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above", etc. 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

- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

COVID 19 Safety in the Workplace:

The safety of our employees and community are our highest priority. All employees are educated and trained on how to use proper social distancing, enhanced hygiene techniques, and personal protective equipment (PPE). As a public agency we are following all state required procedures in regards to PPE and COVID 19.

Precautions include:

1. Remote work when available for certain positions
2. Daily cleaning and disinfecting of surfaces
3. Temperature checks
4. In office social distancing
5. Use of video conferencing
6. Personal protective equipment

Qualified applicants are encouraged to apply immediately. Applications must be completed and submitted before 4:00 p.m. on the closing date.

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 4:00 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

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of April 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

ENGINEERING TECHNICIAN II - FIELD SPN 202
OPEN ENTRY

DATE OPEN: Monday, April 12, 2021

DATE CLOSED: Tuesday, April 27, 2021 at 4:00 p.m.

SALARY: \$41,507.35 annual salary, payable bi-weekly, to a maximum of \$65,032.85

DESCRIPTION:

Performs technical engineering or planning work in the field (Survey), involving the application of acquired technical skills.

DUTIES:

- Assigned as a Surveyor's Assistant, Instruments, on a survey crew. Uses various surveying instruments to measure angles and curves. Sets lines, grades, and elevations; prepares field notes; computes grades, distances, and curves; reduces cross section notes; plots profiles and maps; and supervises a crew in the absence of the party chief.
- May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.
- Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Assists in driving hubs and stakes, utilizing sledgehammer, pick and shovel.
- Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting.
- *Experience:* At least one year of experience in running various survey instruments to measure angles and curves, set lines, grades, and elevations. Additional experience may substitute for the education requirements on a year-for-year basis.
- *Licenses:* All applicants must possess a valid driver's license.

Required Additional Documents:

A copy of unofficial college transcripts identifying completion of required coursework in a field noted above must be uploaded as an attachment to your application or emailed to civilservice@spokanecity.org, no later than the closing date.

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and a performance test, with scoring weight assigned as follows:

- Written test: 100%
- Performance test: Pass/Fail

WRITTEN TEST DETAILS

Written testing will be conducted during the week of May 3, 2021. The testing location and time is to be determined, due to events surrounding the COVID-19 pandemic. The approximate duration of the test is 2 1/2 hours. The written test may include such subjects as:

- Mathematics
- Plan Reading
- Surveying

PERFORMANCE TEST DETAILS

Performance testing will be conducted during the week of May 10, 2021. The testing location and time is to be determined, due to events surrounding the COVID-19 pandemic. The approximate duration of the test is 1 hour.

Qualified applicants are encouraged to apply immediately. Applications must be completed and submitted before 4:00 p.m. on the closing date.

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.

COVID 19 Safety in the Workplace:

The safety of our employees and community are our highest priority. All employees are educated and trained on how to use proper social distancing, enhanced hygiene techniques, and personal protective equipment (PPE). As a public agency we are following all state required procedures in regards to PPE and COVID 19.

Precautions include:

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3. Temperature checks
4. In office social distancing
5. Use of video conferencing
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TO APPLY:

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Chair

KELSEY PEARSON
Interim Chief Examiner

ENGINEERING TECHNICIAN II - OFFICE SPN 202
OPEN ENTRY

DATE OPEN: Monday, April 12, 2021

DATE CLOSED: Tuesday, April 27, 2021 at 4:00 p.m.

SALARY: \$41,507.35 annual salary, payable bi-weekly, to a maximum of \$65,032.85

DESCRIPTION:

Performs technical engineering or planning work in the office, involving the application of acquired technical skills (including AutoCAD).

DUTIES:

- Draws preliminary plans for street, alley, sewer, and water service improvements from field notes. Computes areas, grades, and quantities; and assists with field checks of platted information.
- Produces diagrams and structural plans. Prepares detail sheets and specifications. Prepares profiles, charts, graphs, and signs, and reproduces material on a plotter.
- Writes property and assessment district descriptions and grade ordinances. Calculates property easement areas according to established procedures. Records paving and assessment area information.
- Assists with the collection and calculation of land use or traffic control data. Drafts various street and zone maps used in urban and traffic studies. Checks zoning petitions and maintains reference files. May install, use, and maintain traffic counters and speed/classification recorders.
- May assist on a survey crew or perform other office work as required.
- Conducts field work to collect or verify data.
- Operates a computer, calculator, plotter, drafting equipment, computer aided drafting software, and may operate an automobile, various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting. Graduation from a four-year college or university with a degree in Civil Engineering may substitute for the education requirements.
- *Experience:* At least one year of experience in operating modern computer-aided-drafting/design equipment. Additional experience may substitute for the education requirements on a year-for-year basis.
- *Licenses:* All applicants must possess a valid driver's license.

Required Additional Documents:

A copy of unofficial college transcripts identifying completion of required coursework in a field noted above must be uploaded as an attachment to your application or emailed to civilservice@spokanecity.org, no later than the closing date.

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for hire. The examination will consist of a written test and an AutoCAD performance test, with scoring weight assigned as follows:

- Written test: 100%
- AutoCAD performance test: Pass/Fail

WRITTEN TEST DETAILS

Written testing will be conducted during the week of May 3, 2021. The testing location and time is to be determined, due to events surrounding the COVID-19 pandemic. The approximate duration of the test is 2 1/2 hours. The written test may include such subjects as:

- Computer Aided Design and Specifications
- Mathematics
- Plan Reading

PERFORMANCE TEST DETAILS

Performance testing will be conducted during the week of May 10, 2021. The testing location and time is to be determined, due to events surrounding the COVID-19 pandemic. The approximate duration of the test is 1 hour.

Qualified applicants are encouraged to apply immediately. Applications must be completed and submitted before 4:00 p.m. on the closing date.

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.

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Precautions include:

1. Remote work when available for certain positions
2. Daily cleaning and disinfecting of surfaces
3. Temperature checks
4. In office social distancing
5. Use of video conferencing
6. Personal protective equipment

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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

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Chair

KELSEY PEARSON
Interim Chief Examiner

**ENGINEERING TECHNICIAN II - FIELD SPN 202
PROMOTIONAL**

DATE OPEN: Monday, April 12, 2021

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SALARY: \$41,507.35 annual salary, payable bi-weekly, to a maximum of \$65,032.85

DESCRIPTION:

Performs technical engineering or planning work in the field (Survey), involving the application of acquired technical skills.

DUTIES:

- Assigned as a Surveyor's Assistant, Instruments, on a survey crew. Uses various surveying instruments to measure angles and curves. Sets lines, grades, and elevations; prepares field notes; computes grades,

distances, and curves; reduces cross section notes; plots profiles and maps; and supervises a crew in the absence of the party chief.

- May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.
- Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Assists in driving hubs and stakes, utilizing sledgehammer, pick and shovel.
- Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting
- *Experience:* At least one year of experience in running various survey instruments to measure angles and curves, set lines, grades, and elevations. Additional experience may substitute for the education requirements on a year-for-year basis.
- *Licenses:* All applicants must possess a valid driver's license.

Required Additional Documents:

A copy of unofficial college transcripts identifying completion of required coursework in a field noted above must be uploaded as an attachment to your application or emailed to civilservice@spokanecity.org, no later than the closing date.

Promotional Requirements:

- *Experience:* Completion of at least one year of experience with City of Spokane, in the classification of Engineering Technician I.
- *Licenses:* All applicants must possess a valid driver's license.

NOTE: Current non-probationary City employees within the line of progression who meet the Open Entry requirements may apply on a Promotional basis, pursuant to Civil Service Rule VI Section 5 (b).

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Please note in accordance with state mandate, all qualified candidates will be required to wear a mask and temperature screenings are necessary before being admitted to take the scheduled exam.

The examination will consist of a written test, a performance evaluation (PAR) and a performance test, with scoring weight assigned as follows:

- Written test: 80%
- Performance evaluation: 20%
- Performance test: Pass/Fail

WRITTEN TEST DETAILS

Written testing will be conducted during the week of May 3, 2021. The testing location and time is to be determined, due to events surrounding the COVID-19 pandemic. The approximate duration of the test is 2 1/2 hours. The written test may include such subjects as:

- Mathematics
- Plan Reading
- Surveying

PERFORMANCE TEST DETAILS

Performance testing will be conducted during the week of May 10, 2021. The testing location and time is to be determined, due to events surrounding the COVID-19 pandemic. The approximate duration of the test is 1 hour.

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] 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. Applications must be completed and submitted before 4:00 p.m. on the closing date.

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.

COVID 19 Safety in the Workplace:

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Precautions include:

1. Remote work when available for certain positions
2. Daily cleaning and disinfecting of surfaces
3. Temperature checks
4. In office social distancing
5. Use of video conferencing
6. Personal protective equipment

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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:

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Chair

KELSEY PEARSON
Interim Chief Examiner

ENGINEERING TECHNICIAN II - OFFICE SPN 202
PROMOTIONAL

DATE OPEN: Monday, April 12, 2021

DATE CLOSED: Tuesday, April 27, 2021 at 4:00 p.m.

SALARY: \$41,507.35 annual salary, payable bi-weekly, to a maximum of \$65,032.85

DESCRIPTION:

Performs technical engineering or planning work in the office (CAD), involving the application of acquired technical skills.

DUTIES:

- Draws preliminary plans for street, alley, sewer, and water service improvements from field notes. Computes areas, grades, and quantities; and assists with field checks of platted information.
- Produces diagrams and structural plans. Prepares detail sheets and specifications. Prepares profiles, charts, graphs, and signs, and reproduces material on a plotter.
- Writes property and assessment district descriptions and grade ordinances. Calculates property easement areas according to established procedures. Records paving and assessment area information.

- Assists with the collection and calculation of land use or traffic control data. Drafts various street and zone maps used in urban and traffic studies. Checks zoning petitions and maintains reference files. May install, use, and maintain traffic counters and speed/classification recorders.
- May assist on a survey crew or perform other office work as required.
- Conducts field work to collect or verify data.
- Operates a computer, calculator, plotter, drafting equipment, computer aided drafting software, and may operate an automobile, various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting. Graduation from a four-year college or university with a degree in Civil Engineering may substitute for the education requirements.
- *Experience:* At least one year of experience in operating modern computer-aided-drafting/design equipment. Additional experience may substitute for the education requirements on a year-for-year basis.
- *Licenses:* All applicants must possess a valid driver's license.

Required Additional Documents:

A copy of unofficial college transcripts identifying completion of required coursework in a field noted above must be uploaded as an attachment to your application or emailed to civilservice@spokanecity.org, no later than the closing date.

Promotional Requirements:

- *Experience:* Completion of at least one year of experience with City of Spokane, in the classification of Engineering Technician I.
- *Licenses:* All applicants must possess a valid driver's license.

NOTE: Current non-probationary City employees within the line of progression who meet the Open Entry requirements may apply on a Promotional basis, pursuant to Civil Service Rule VI Section 5 (b).

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Please note in accordance with state mandate, all qualified candidates will be required to wear a mask and temperature screenings are necessary before being admitted to take the scheduled exam.

The examination will consist of a written test, a performance evaluation (PAR) and an AutoCAD performance test, with scoring weight assigned as follows:

- Written test: 80%
- Performance evaluation: 20%
- AutoCAD Performance test: Pass/Fail

WRITTEN TEST DETAILS

Written testing will be conducted during the week of May 3, 2021. The testing location and time is to be determined, due to events surrounding the COVID-19 pandemic. The approximate duration of the test is 2 1/2 hours. The written test may include such subjects as:

- Computer Aided Design and Specifications
- Mathematics
- Plan Reading

PERFORMANCE TEST DETAILS

Performance testing will be conducted during the week of May 10, 2021. The testing location and time is to be determined, due to events surrounding the COVID-19 pandemic. The approximate duration of the test is 1 hour.

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] 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. Applications must be completed and submitted before 4:00 p.m. on the closing date.

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.

COVID 19 Safety in the Workplace:

The safety of our employees and community are our highest priority. All employees are educated and trained on how to use proper social distancing, enhanced hygiene techniques, and personal protective equipment (PPE). As a public agency we are following all state required procedures in regards to PPE and COVID 19.

Precautions include:

1. Remote work when available for certain positions
2. Daily cleaning and disinfecting of surfaces
3. Temperature checks
4. In office social distancing
5. Use of video conferencing
6. Personal protective equipment

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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 7th day of April 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

ASSOCIATE ENGINEER SPN 232
OPEN ENTRY

DATE OPEN: Monday, April 12, 2021

DATE CLOSED: Tuesday, May 25, 2021 at 4:00 p.m.

SALARY: \$65,897.28 annual salary, payable bi-weekly, to a maximum of \$93,605.04

DESCRIPTION:

Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria in the development, investigation, and construction of Public Works projects and systems.

DUTIES:

- May perform planning, design, construction management and/or operations functions of public works projects within their respective department.
- Performs work for various Public Works projects involving conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents.
- Prepares specifications and cost estimates for various Public Works and Utilities projects.

- Conducts professional engineering studies relating to present activities and future projects.
- Collects and analyzes data and confers with supervisors regarding the feasibility of design.
- Prepares reports and makes recommendations relating to the conduct of engineering activities or to the acceptance of contracts and bids received for proposed projects.
- May be required to work in the field on particularly complex construction projects or during emergencies.
- Operates an automobile, drafting equipment, personal computer, reprographic equipment, and calculator.
- Researches new methods, products and materials related to public works projects.
- Evaluates and reviews the appropriateness of implementing new methods, products, and materials in City projects. Makes recommendations to other departments.
- Performs related work as required.

HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)

- Performs analysis of combined and separated sewer systems, and water systems.
- Develop and calibrates the analysis procedures for both hydrologic/hydraulic investigation to determine sizing of conveyance pipes, tanks, and combined sewer overflow facilities.
- Develops and documents water and wastewater flow projections to assess future facility needs.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

(Open entry applicants must meet all requirements when they apply.)

- *Education:* Graduation from an accredited four-year college or university, with a degree in Civil Engineering or possession of a recognized Engineer in Training Certificate.
- *Experience:* Four years of Civil Engineering experience.
- *Substitutions:* A master's degree in Engineering may substitute, for one year of experience.
- *Certifications:* Possession of a valid driver's license or equivalent mobility.

Note: Open-Entry applicants will also qualify by providing proof of approval by the Washington Department of Licensing to take the Principles and Practice of Engineering (PE) exam in a Civil Engineering discipline.

Note: In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for employment by the City of Spokane.

The examination will consist of a Training and Experience examination (T&E) with scoring weight assigned as follows:

- T&E: 100%

T&E Evaluation Details

The Training and Experience examination with instructions will be emailed out via a link from FastTest (noreply@fasttestweb.com). You will be notified upon passing minimum qualifications when to expect the link for the exam.

- Responses to your 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 examination question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above", etc., are not qualifying responses and will not be considered.

COVID 19 Safety in the Workplace:

The safety of our employees and community are our highest priority. All employees are educated and trained on how to use proper social distancing, enhanced hygiene techniques, and personal protective equipment (PPE). As a public agency we are following all state required procedures in regards to PPE and COVID 19.

Precautions include:

1. Remote work when available for certain positions
2. Daily cleaning and disinfecting of surfaces
3. Temperature checks
4. In office social distancing
5. Use of video conferencing
6. Personal protective equipment

Qualified applicants are encouraged to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.

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 4:00 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

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of April 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

**CUSTODIAN II SPN 415
PROMOTIONAL**

DATE OPEN: Monday, April 12, 2021

DATE CLOSED: Tuesday, April 20, 2021 at 4:00 p.m.

SALARY: \$35,322.70 annual salary, payable bi-weekly, to a maximum of \$54,678.46

DESCRIPTION:

Performs minor supervisory and routine custodial and maintenance work in the cleaning and care of municipal buildings.

DUTIES:

- As shift lead worker, supervises and participates in cleaning floors, walls, woodwork, offices, restrooms; removes rubbish and wastepaper; assembles, sets-up, arranges, and moves furniture and equipment; sweeps walks, removes snow; polices assigned area.
- Supervises and participates in minor maintenance repair, such as painting small areas, repairing furniture, replacing windowpanes, light bulbs, and tubes.
- May monitor and perform minor service on climate control system in the absence of the Building Engineer.
- May initiate and supervise repair and maintenance projects. May serve as point of contact with vendors and contractors.
- Purchases necessary equipment and supplies.
- May be required to work the night shift.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Promotional Requirements:

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Completion of the probationary period with the City in the classification of Custodian I (SPN: 414).

Note: Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI, Section 5.

EXAMINATION DETAILS:

PROMOTIONAL

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Please note in accordance with state mandate, all qualified candidates will be required to wear a mask and temperature screenings are necessary before being admitted to take the scheduled exam.

The examination will consist of a written test, a performance test, and a performance evaluation, with scoring weight assigned as follows:

- Written examination: 80%
- Performance evaluation (PAR): 20%

WRITTEN TEST DETAILS

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) during the week of April 26, 2021. The approximate duration of the test is 1 hour 30 minutes. The written test may include such subjects as:

- Cleaning & Maintenance
- Interpersonal Relations
- Safety
- Supervisory Skills

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] 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.
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COVID 19 Safety in the Workplace:

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Precautions include:

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Qualified applicants are encouraged to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.

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By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 7th day of April 2021.

MARK LINDSEY
Chair

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Interim Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

**Cycle 8 (2019) School Safety
Engineering Services File No. 2019064, 065, 066**

This project consists of the construction of approximately 2,603 square yards of sidewalk, 54 linear feet of storm sewer, 6 drainage structures, 3,556 linear feet of curb or curb and gutter, 1,400 square yards of 2-inch thick HMA trail, 2,000 square yards of 3-inch thick pavement patching, 220 square yards of 5-inch thick pavement patching, 2 Pedestrian Hybrid Beacon System – RRFB's, 9 sets of "20 MPH when flashing" driver feedback signs, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 19, 2021 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered between noon and 1:00 p.m. to the first floor, City Hall, 808 W. Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. on the first floor of City Hall. In order to comply with "Stay Home, Stay Safe" order as much as possible, please utilize one of the following options to participate in the bid opening. To watch, log in to <https://spokanecity.webex.com/join>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (408) 418-9388 then enter the access code 965 272 875 followed by #. When prompted for an attendee ID number, enter #.

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: <https://my.spokanecity.org/business/bid-and-design/current-projects/>.

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 2021 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2021 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 B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: March 31, April 7 and 14, 2021

Notice for Bids

Supplies, Equipment, Maintenance, etc.

BUTTERFLY VALVES – ANNUAL VALUE BLANKET Water & Hydroelectric Services

ITB #5423-21

Description: The City of Spokane is seeking electronic bids for import and domestic butterfly valves to be used by the Water & Hydroelectric Services department. Business shall be awarded on an annual value blanket order with the option for annual renewals at mutual consent up to a total term of five (5) years.

Bid Opening: Sealed electronic bids will be accepted until **Monday, April 26, 2021 at 1:00pm**. Bids will be publicly opened at 1:15pm via WebEx meeting (meeting link: <https://spokanecity.webex.com/spokanecity/j.php?MTID=m058d8967449e56d8908731b4900246d3>. Access code: 965 272 875 Password: 7j8sPf7Mwbf). Please note City Hall is currently closed due to the Covid-19 outbreak. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation and submit a bid response, you must be a registered supplier on the City's bidding portal at <https://spokane.procurement.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation's distribution list for changes and/or modifications via email notification.

Interested parties are asked to post questions on our bidding portal under the 'Clarifications' tab under the applicable project number.

The right is reserved to reject any and all submissions 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 submissions completed and submitted electronically will be tabulated.**

Samantha Johnson
Purchasing Department

Publish: April 14 & 21, 2021