



# Official Gazette

## City of Spokane, Washington

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

Volume 111

SEPTEMBER 15, 2021

Issue 37



### MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BREEAN BEGGS

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### The Official Gazette

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**The Official Gazette**

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# Minutes

**NOTICE****NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Tuesday, September 7, 2021**

The Tuesday, September 7, 2021 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, September 6, 2021 due to the observance of the Labor Day holiday.)

# General Notices

**REGULAR MEETING NOTICE/AGENDA****THE CIVIL SERVICE COMMISSION****9:30 a.m. – SEPTEMBER 21, 2021**

Notice is hereby given that, pursuant to Governor Jay Inslee's **Revised** Proclamation **20-25.15**, 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in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first.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waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.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.

Temporarily and until further notice, the public's ability to attend City Council 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 as noted below.

The regularly scheduled Spokane City Civil Service Commission Meeting at 9:30 a.m. on Tuesday, September 21, 2021 will be held virtually. Some members of the Civil Service Commission and staff will be attending virtually. **The public is encouraged to tune in to the meeting by calling 1-408-418-9388 and entering the access code 2495 759 8418 when prompted.**

**AGENDA****REGULAR MEETING OF THE CIVIL SERVICE COMMISSION**

9:30 A.M. September 21, 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. August 17, 2021 Minutes

**3. CHIEF EXAMINER UPDATE****4. NEW BUSINESS**

- a. Resolution 2021-04: Classification Actions
- b. Cancellation of the December 21, 2021 Commission Meeting

**5. OTHER BUSINESS****6. ADJOURN**

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

## Help make a difference in your community.



**You're invited to attend the next  
Police Advisory Committee (PAC) Quarterly Public Meeting:  
Thursday, September 16, 2021 5:30 pm**

**Virtual Meeting: To "attend", please register via this link:**

[https://us06web.zoom.us/webinar/register/WN\\_eWgaTpqvRSObLdQmXwxtnA](https://us06web.zoom.us/webinar/register/WN_eWgaTpqvRSObLdQmXwxtnA)

**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@spokane police.org](mailto:anapolitano@spokane police.org) or call (509) 625-4063.

# 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.**

## **CASH ACCOUNTING CLERK I SPN 101 OPEN ENTRY**

**DATE OPEN:** Monday, September 13, 2021      **DATE CLOSED:** Tuesday, September 28, 2021 at 4:00 p.m.  
**SALARY:** \$34,723.44 annual salary, payable bi-weekly, to a maximum of \$53,703.36

### **DESCRIPTION:**

Do you have a high school diploma and at least one year of experience with handling cash as a teller, cashier or similar experience? Do you enjoy working with others and members of the community? If so, apply to become a Cash Accounting Clerk I at the City of Spokane! This position is used at the Waste to Energy facility and the Parks department.

Selected applicants must understand cash and billing procedures, record keeping, and be able to take on various tasks at the same time. An ideal candidate is reliable, follows direction, has attention to detail, works well independently, and is a team player. Please visit [governmentjobs.co](http://governmentjobs.co), for the full job specification, compensation details, detailed information on the role, responsibilities and minimum qualifications that are required for this position.

This recruitment will establish a Civil Service list that may also be used to fill vacancies over the next two years. Employees receive generous health, dental and retirement benefits – do not miss this great opportunity, apply today!

### **DUTIES:**

- Receives money from the public in payment of services, taxes and licenses, calculates change, issues receipts and provides general and technical information.
- Balances cash drawer and prepares summary reports.
- Replenishes, reconciles and balances a cash drawer.
- Sorts and organizes utility payments and charge tickets to facilitate the processing of daily receipts.
- Runs check and batch totals; prepares machine tapes for payments which require special handling.
- Prepares bank deposit slips; bags currency and checks; secures deposits.
- Operates a computer, adding machine, OCR machine, encoder, and other office machines.
- Operates computerized weight scales and printers.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Open Entry Requirements:**

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

- *Education:* High school diploma or equivalent.
- *Experience:* One year of experience as a teller, cashier or similar position where substantial responsibility for cash handling is a significant portion of the work.

### **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 multiple-choice test, with scoring weight assigned as follows:

- Multiple-choice test: 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.

**WRITTEN TEST DETAILS**

You will receive a link to the Cash Accounting Clerk I examination in a separate email, on the morning of Thursday, October 7, 2021. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available until 4:00 PM Pacific time on Tuesday, October 12, 2021.

*If you do not have access to a personal computer, you may schedule to test in the Civil Service Test Room, on a provided computer, on Thursday, October 7, 2021 at 9:00 a.m. or 1:00 p.m.*

The approximate duration of the test is 1 1/2 hours. The written test may include such subjects as:

- Attention to Detail
- Cashiering
- Customer Service
- Interpersonal Relations
- Mathematic Reasoning

**We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.**

**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](mailto:civilservice@spokanecity.org) with **Job Title – Applicant Name** in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 9th day of September 2021.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**WATER MAINTENANCE SUPERVISOR SPN 532**  
**PROMOTIONAL**

**DATE OPEN: Monday, September 13, 2021      DATE CLOSED: Tuesday, September 28, 2021 at 4:00 p.m.**  
**SALARY: \$79,886.88 annual salary, payable bi-weekly, to a maximum of \$113,670.72**

**DESCRIPTION:**

Under general supervision, performs responsible field and administrative supervisory work assisting in the direction of several skilled construction and maintenance crews.

**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:**

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

**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.

##### **Open Entry Requirements:**

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

- *Education:* A Bachelor's degree from an accredited four-year college or university with major coursework in engineering, public administration or a related field. **AND**
- *Experience:* Four years of management/supervisory experience in the public utility industry.
- *Substitution:* 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:
  - o Water Distribution Manager III
  - o Cross Connection Control Specialist I

#### **EXAMINATION DETAILS:**

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 (T&E) and promotional evaluation (PAR), with weights assigned as follows:

- T&E Evaluation: 80%
- PAR: 20%

##### **TRAINING AND EXPERIENCE EVALUATION DETAILS:**

The T&E examination with instructions will be emailed out via a link from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)) on the morning of Thursday, 9/30/21. The due date for submission of the online exam is Tuesday, 10/5/21 at 4:00 pm.

- 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 exam 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.

##### **PROMOTIONAL EVALUATION DETAILS:**

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.

**We encourage you 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.

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

**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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 9th day of September 2021.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**FIREFIGHTER SPN 931**  
**OPEN ENTRY**

**DATE OPEN: Monday, September 13, 2021 DATE CLOSED: Applications will be accepted until further notice**

**SALARY: \$40,444.46 annual salary, payable bi-weekly, to a maximum of \$80,894.22**

**DESCRIPTION:**

Performs general duty firefighting work in the preventing, combating, and extinguishing of fires and emergency medical functions.

**DUTIES:**

- Responds to fire incidents with a company; lays hose; holds and directs nozzle and water streams; raises and climbs ladders; uses standard firefighting equipment; removes persons from danger; administers emergency medical treatment; performs salvage and overhaul operations.
- Performs fire prevention functions such as inspection of business establishments, apartment complexes and schools in assigned district. Assists residents in eliminating hazards and fire dangers.
- Performs general housekeeping and maintenance work in the upkeep of the assigned station and equipment. Participates in the recovery, cleaning and inspection of equipment after incidents.
- Drives and operates various automotive, mechanical, and auxiliary fire apparatus.
- May be assigned specialized duties in addition to regular duties.
- Responds to medical emergencies and operates emergency medical equipment and exercises clinical judgment within the licensed scope of practice.
- May be assigned as a member of any apparatus staffed or operated by the Fire Department.
- Periodically inspects assigned "first-due" area and become familiar with buildings, locations and condition of fire hydrants, streets potential fire hazards and dangers and to compile comprehensive pre-incident plans.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Open Entry**

(Open entry applicants must meet all requirements at the time of application.)

- *Education:* High school diploma or equivalent.
- *Experience:* No previous experience necessary.
- *Certifications:* Possession of a valid driver's license. Applicants must have successfully completed Emergency Medical Technician (EMT) training and be eligible for Washington State EMT certification, at the time of application.

**Paramedic Applicants:** In addition to the above requirements, paramedic applicants must currently possess the National Registry Paramedic credential or Washington State Paramedic license at the time of application.

**Procedural Requirements:** Applicants will specify the certifications for which they are qualified. The Fire Department will specify on their requisitions the certifications required to fill a vacant position and only those on the eligible list meeting such specification shall be certified.

**NOTE:** Minimum medical and health standards for this classification are established by state laws. All successful candidates who have been offered a position will be required to pass the necessary examinations prior to appointment.

### **PHYSICAL REQUIREMENTS**

- Ability to see, with or without corrective lenses, well enough to read fine print, such as maps, identify shapes at night such as house numbers and to distinguish shapes through smoky conditions.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on a radio or telephone and give or receive orders in muffled conditions.
- Ability to climb a variety of ladders.
- Enough body mobility to maintain balance in precarious positions and to crawl in confined spaces.
- Enough manual dexterity to maintain and operate necessary equipment and tools.
- Enough strength to rescue heavy people while in protective clothing and carry equipment up a ladder.
- Tolerance and stamina to work under adverse, hazardous conditions, such as smoke, gas, heat, cold and confined spaces, for extended periods of time.

### **EXAMINATION DETAILS:**

Firefighter applicants must pass the Public Safety Testing, Inc., examination to be eligible for hire by the City of Spokane. After you have completed the PST exam, you must apply through the City website for review and placement on the eligible list. PST scores must be less than one year old.

**City of Spokane offers one free test per year for those who apply only to City of Spokane and take the test on the designated "free testing" date at the Spokane, Washington, location.**

**City of Spokane is offering FREE Public Safety Testing, Saturday, October 2, 2021 ONLY, at the Fire training Center (1618 N Rebecca St, Spokane, WA 99217)**

**Sign up through the Public Safety Testing, Inc. website, here: [www.publicsafetytesting.co](http://www.publicsafetytesting.co).**

### **Other Upcoming Spokane CPAT (ONLY) Testing Dates:**

- Saturday, September 18, 2021
- Sunday, September 19, 2021
- Saturday, November 6, 2021
- Sunday, November 7, 2021

**NOTE:** The standard PST written test cost is \$50, which allows applicants to choose up to two (2) agencies to receive their results. Applicants may select more agencies, for additional fees. Applicants who apply to agencies other than City of Spokane, or who take the test at a date or location other than the designated free test date in Spokane, are responsible for all costs incurred.

Additional examinations shall be administered as applications are received with results merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 9th day of September 2021.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### Hatch Bridge Deck Replacement Engineering Services File No. 2018085

This project consists of the construction of precast bridge deck with modified concrete overlay, approximately 330 cubic yards of excavation and embankment, 1,000 square yards of 6-inch thick HMA pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. October 4, 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](http://www.cityofspokaneplans.com).** The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: <https://my.spokanecity.org/business/bid-and-design/current-projects/>.

The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin 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.

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.

**\*\* Note this project has an extended bid period due to the nature of the project and the time of year it is bidding. Additionally The City of Spokane recognizes there are long material procurement items included in this project and therefore expects the project work to begin in the Spring of 2022.**

Publish: September 1, 8 and 15, 2021  
Spokesman Review – August 31, 2021

**Thor-Freya Reconstruction  
Hartson to Sprague  
Engineering Services File No. 2019135**

This project consists of the construction of approximately 30,500 square yards of cement concrete paving, 6,000 square yards of asphalt paving, 13,000 cubic yards of roadway excavation including haul, 4,800 linear feet of cement concrete curb, 2,500 square yards of concrete sidewalk, 1,400 linear feet of storm sewer, 3,700 linear feet of water main, three traffic system signal retrofits, communication conduit, traffic control, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. October 18, 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](http://www.cityofspokaneplans.com).** The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: <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.

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.

Timing Note: This project has an extended bid period due to the nature of the project and the time of year it is bidding. The City therefore expects the project work to begin in the spring of 2022.

Publish: September 1, 8 and 15, 2021

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### Outside Legal Counsel for the OPO Commission

City of Spokane Office of the Police Ombudsman

**RFP # N/A**

**Description:** The City of Spokane is soliciting electronic Proposals for Outside Legal Counsel for the Office of the Police Ombudsman Commission

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than 1:00 p.m. on October 1, 2021. Hard copy and/or late submittals will not be accepted. 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 submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening via WebEx meeting on October 1, 2021, for **Outside Legal Counsel for the OPOC** for the City of Spokane Office of the Police Ombudsman.

#### The WebEx Meeting link is:

<https://spokanecity.webex.com/spokanecity/j.php?MTID=m058d8967449e56d8908731b4900246d3>.

The access code is: **965 272 875** and the password is: **7j8sPf7Mwbf**. Join by phone at 1-408-418-9388.

The Request for Proposals document is available for download through the City of Spokane's online procurement system <https://spokane.procurement.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on October 1, 2021**. Hard copy and/or late submittals will not be accepted. 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 submitted late.

The right is reserved to reject any and all Proposals and to waive any informalities.

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

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