



# Official Gazette

## City of Spokane, Washington

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

Volume 113

MAY 31, 2023

Issue 22



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

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

Official Gazette Archive:  
<https://my.spokanecity.org/gazettes/>

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

[clerks@spokanecity.org](mailto:clerks@spokanecity.org)

### INSIDE THIS ISSUE

MINUTES	506
HEARING NOTICES	514
GENERAL NOTICES	515
JOB OPPORTUNITIES	516
NOTICES FOR BIDS	526

**The Official Gazette**  
 USPS 403-480  
 0% Advertising  
 Periodical postage paid at  
 Spokane, WA

**POSTMASTER:**

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

**Subscription Rates:**

Within Spokane County:  
 \$4.75 per year  
 Outside Spokane County:  
 \$13.75 per year

**Subscription checks made payable to:**

City Treasurer

**Address Change:**

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

# Minutes

## MINUTES OF SPOKANE CITY COUNCIL

**Monday, May 22, 2023**

### BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

#### Roll Call

On roll call, Council President Beggs and Council Members Bingle (attending virtually), Cathcart, Kinnear, Stratton, Wilkerson, and Zappone were present.

City Administrator Johnnie Perkins; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

#### Current Agenda Review

The City Council reviewed the May 22, 2023, Current Agenda.

2023 Annual Action Plan Component of the 2020-2024 Consolidated Plan for Community Development Program (OPR 2023-0531) (Council Sponsor: Council Member Stratton)  
 CHHS Director Jennifer Cerecedes and Richard Culton from CHHS commented on the 2023 Annual Action Plan and responded to Council inquiries.

#### Revenue Contract with Fatbeam, LLC (OPR 2023-0552)

City Council considered a request by IT staff to suspend City Council Rules to add to today's Consent Agenda a Revenue Contract with Fatbeam LLC to permit Fatbeam to use inner-duct in the City's conduits for a 10-year term. After Council and staff discussion was held, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Kinnear, **to add** Revenue Contract with Fatbeam LLC to use inner-duct in the City's conduits to the June 5, 2023, Consent Agenda; **carried 7-0.**

#### Advance Agenda Review

There was no Advance Agenda review as the May 30, 2023, City Council Meeting was canceled.

#### Council Recess/Executive Session

The City Council Briefing Session ended at 4:07 p.m. No Executive Session was held. The City Council reconvened at 6:05 p.m. for the Legislative Session.

## LEGISLATIVE SESSION

#### Pledge of Allegiance

The Pledge of Allegiance was led by Council President Beggs.

#### Roll Call

On roll call, Council President Beggs and Council Members Bingle (attending virtually), Cathcart, Kinnear, Stratton, Wilkerson, and Zappone were present.

Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

There were no **Council Committee Reports**.

#### **MAYORAL PROCLAMATION**

May 2023 *Mental Health Awareness Month*

Council Member Kinnear read the proclamation. Dr. Valasquez, Director of Spokane Regional Health, accepted the proclamation and remarked on the event.

May 2023 *National Foster Care Month*

Council Member Zappone read the proclamation. Alene Alexander, Executive Director for Embrace Washington, accepted the proclamation and remarked on the event.

The proclamations are attached to these minutes for reference.

#### **COMMUNITY REPORT**

##### **Spokane-Jecheon Sister City**

Hyunki Ahn, President of the Spokane-Jecheon Sister City Association, and the Deputy Mayor of Jecheon, Korea provided a community update on the Jecheon Sister City.

There were no **Reports from Neighborhood Councils**.

There were no **Boards and Commissions Appointments**.

There were no **Administrative Reports**.

#### **OPEN FORUM**

Council President Beggs provided an overview of the rules for Open Forum. The following individual(s) spoke during the Open Forum:

- Elizabeth Gulick
- Elicia Spotts
- Candice Morgan
- Ryker Morgan
- Stewart Slinger
- Jenelle Simpson
- Eugene Knowles
- Debbie Novak
- Justin Haller
- Scott Ward
- Rick Bocook
- Zach McGuckin
- Dennis Flynn
- Cherrie Barnett
- Antone Vilone

#### **CONSENT AGENDA**

Council President Beggs requested a motion to substitute the 2023 Annual Action Plan with an updated version circulated prior to today's 3:30 p.m. Briefing Session. The following action was taken:

**Motion** by Council Member Wilkerson, seconded by Council Member Kinnear, **to substitute** 2023 Annual Action Plan (OPR 2023-0531) with an updated version circulated prior to today's 3:30 p.m. Briefing Session; **carried 7-0**.

Subsequent to the opportunity for public testimony and an opportunity for Council commentary, with no individuals requesting to speak, the following action was taken:

**Upon 7-0 Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:**

2023 Annual Action Plan component of the 2020-2024 Consolidated Plan for Community Development Program as required by the Department of Housing and Urban Development. (OPR 2023-0531) (Council Sponsor: Council Member Stratton)

Low Bid of Inland Asphalt Company (Spokane Valley, WA) for 2023 Residential Grind and Overlay project—\$1,152,521. An administrative reserve of \$115,252.10, which is 10% of the contract price, will be set aside. (OPR 2023-0532 / ENG 2023044) (Council Sponsors: Council Members Kinnear and Bingle)

Low Bid of Inland Asphalt Company (Spokane Valley, WA) for 2023 Paving Unpaved Streets project— \$676,980. An administrative reserve of \$67,698, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (OPR 2023-0533 / ENG 2023049) (Council Sponsors: Council Members Kinnear and Bingle)

Multiple Family Housing Property Tax Exemption Conditional Agreements with:

- a. Washington Estate Services LLC for the future construction of approximately 52 units, at Parcel Number 36283.0406, commonly known as 1911 E. Lyons Avenue. (OPR 2023-0534) (Council Sponsors: Council Members Cathcart and Bingle)
- b. Ryan Towner for the future construction of approximately 30 units, at Parcel Number 35194.2512 commonly known as 206 W. 8th Avenue. (OPR 2023-0535) (Council Sponsors: Council Members Kinnear and Wilkerson)

The Conditional Agreements will ultimately result in the issuance of final certificates of tax exemption to be filed with the Spokane County Assessor's Office post construction.

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through May 12, 2023, total \$3,854,345.24 (Check Nos.: 594252-594449; ACH Nos.: 116155-116326), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and library total \$3,316,560.28. (CPR 2023-0002)
- b. Payroll claims of previously approved obligations through May 13, 2023: \$8,864,748.52 (Check Nos.: 567880-568056). (CPR 2023-0003)

City Council Meeting Minutes: May 4, May 8, and May 18, 2023. (CPR 2023-0013)

**Purchase from Contract Design Associates of Furniture for the CHHS Department (OPR 2023-0530) (taken separately) (Council Sponsor: Council Member Kinnear)**

**Upon 6-1 Voice Vote**, the City Council **approved** purchase from Contract Design Associates (Spokane) of desks and cubicle walls for the Community, Housing, and Human Services Department utilizing the Omnia Partners Contract No. 2020000622—\$113,856.83.

## LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

## RESOLUTIONS

**Resolution 2023-0038 (Council Sponsors: Council President Beggs and Council Member Kinnear)**

Tonya Wallace introduced Jon Scott Jordan and Mr. Jordan provided remarks about his experience and background. There was an opportunity for public testimony, with no individuals requesting to speak. After Council commentary and staff discussion was held, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0038** appointing Jon Scott Jordan as Risk Manager for the City of Spokane.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**Resolution 2023-0039 (Cross Reference: OPR 2018-0811) (Council Sponsors: Council Members Bingle and Cathcart)**  
After an opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0039** approving a second amendment of a development agreement regarding the preliminary plat and planned unit development referred to as Beacon Hill.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

There were no **Final Reading Ordinances**.

#### **FIRST READING ORDINANCES**

The following Ordinance was read for the first time, with further action deferred. There was an opportunity for public testimony on the first reading ordinances, with two individuals requesting to speak.

**ORD C35387** Relating to minimum parking spaces required and bicycle parking amending Spokane Municipal Code (SMC) Sections 17C.230.110 and 17C.230.200. (Council Sponsors: Council President Beggs and Council Member Zappone)

There were no **Special Considerations**.

There were no **Hearings**.

#### **ADJOURNMENT**

There being no further business to come before the City Council, the meeting adjourned at 7:11 p.m.

Referenced attachments on file in the Office of the City Clerk.

---

### **MINUTES OF SPOKANE CITY COUNCIL**

**Monday, May 15, 2023**

#### **BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:35 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

#### **Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone were present.

City Administrator Johnnie Perkins; Hannahlee Allers, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

#### **Current Agenda Review**

The City Council reviewed the May 15, 2023, Current Agenda.

Low Bid Regarding Garland Avenue Pathway, Shaw Middle School Project (OPR 2023-0467) (Hillyard Neighborhood) (Council Sponsor: Council Member Kinnear)

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to defer** the Low Bid for Garland Avenue Pathway, Shaw Middle School project to May 22, 2023, Agenda; **carried 7-0**.

(Clerical Note: See further actions on this matter under "Advance Agenda Review.")

Letter to Megan Reardon (CPR 2023-0016) and City Clerk Report on Initiative 2023-4 (LGL 2023-0027)

**Motion** by Council Member Bingle, seconded by Council Member Stratton, **to add** (1) City Council letter to Megan Reardon at the Washington State Department of Transportation in support of a zero-emission carshare service for members of the Spokane community and (2) City Clerk Report on Initiative 2023-4 prohibiting encampments near schools, parks, playgrounds, and child care facilities to tonight's agenda under "Special Considerations," **carried 7-0**.

### **Advance Agenda Review**

The City Council received an overview from staff on the May 22, 2023, Advance Agenda items.

Low Bid Regarding Garland Avenue Pathway, Shaw Middle School Project (OPR 2023-0467) (Hillyard Neighborhood) (Council Sponsor: Council Member Kinnear)

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to defer** the Low Bid for Garland Avenue Pathway, Shaw Middle School project to next week, May 22, 2023, Agenda; **carried 7-0**.

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to defer** the Low Bid for Garland Avenue Pathway, Shaw Middle School project to June 5, 2023, Agenda; **carried 7-0**.

### **Action to Approve May 22, 2023, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the May 22, 2023, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Bingle, seconded by Council Member Wilkerson, **to approve** the May 22, 2023, Advance Agenda, as amended; **carried 7-0**.

### **Council Recess/Executive Session**

The City Council Briefing Session ended at 3:54 p.m. No Executive Session was held. The City Council reconvened at 6:03 p.m. for the Legislative Session.

## **LEGISLATIVE SESSION**

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Beggs.

### **Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone were present.

Hannahlee Allers, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

There were no **Council Committee Reports**.

### **MAYORAL PROCLAMATION**

May 14-21, 2023 *National Salvation Army Week*

Council Member Kinnear read the proclamation. Major Perine, accompanied by his wife, accepted the proclamation and remarked on the event.

May 14-20, 2023 *Lilac Festival Week*

Council Member Stratton read the proclamation. Sam Snow, accompanied by the Royal Court, accepted the proclamation and remarked on the event.

May 18, 2023 *College Signing Day*

Council Member Cathcart read the proclamation. Representatives of the College Success Foundation accepted the proclamation and remarked on the event.

The proclamations are attached to these minutes for reference.

There were no **Reports from Neighborhood Councils**.

There were no **Boards and Commissions Appointments**.

There were no **Administrative Reports**.

### OPEN FORUM

Council President Beggs provided an overview of the Open Forum Rules. The following individual(s) spoke during the Open Forum:

- Kevin Vanhook
- Bryanna Franzen
- Peggy Fietsam
- Maranda Vouge
- Russell Neff
- Elizabeth McKenzie
- Dennis Flynn
- Dave Bilisland
- Mary Giannini
- Chris Savage
- Rick Bocook
- Tanya Comstock
- Justice Foral
- Will Hulings
- Cherrie Barnett

### CONSENT AGENDA

Subsequent to the opportunity for public testimony and an opportunity for Council commentary, with no individuals requesting to speak, the following action was taken:

**Upon 7-0 Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:**

Purchase from Thomas Conveyor Company (Burlington, TX) of belt conveyors for use at the Waste to Energy Facility—\$148,471.25 (incl. tax). A 10% administrative reserve will be set aside. (OPR 2023-0484 / RFQ 5861-23) (Council Sponsors: Council Members Kinnear and Bingle)

Value Blanket amendment with cost with Micronics Engineered Filtration Group (Chattanooga, TN) (formerly known as National Filter Media) for the purchase of fabric filter bags for the Waste to Energy Facility—additional \$60,000 (incl. tax) needed due to rising costs. (OPR 2020-0786 / RFQ 5426-20) (Council Sponsors: Council Members Kinnear and Bingle)

Sole Source Contract Renewal 3 of 4 with Dresser Rand Company (Houston, TX) for turbine generator services at the Waste to Energy Facility from May 1, 2023, through April 30, 2024—estimated cost not to exceed \$350,000 (incl. tax). (OPR 2020-0417) (Council Sponsors: Council Members Kinnear and Bingle)

Purchase from Pape Machinery, Inc. (Spokane) of John Deere 544P wheel loader for the Wastewater Department utilizing Sourcewell Contract No. 032119-JDC to replace a unit that has reached the end of its economic life—\$234,734.24. (OPR 2023-0485) (Council Sponsor: Council Member Stratton)

Integrated Supply Agreement with Genuine Parts Company, a Georgia Corporation, dba NAPA Auto Parts, utilizing Sourcewell Contract 110520-GPC for parts sourcing, parts issuance, and inventory management within the Fleet Services Parts Department—\$3,500,000. (OPR 2023-0487) (Council Sponsors: Council President Beggs and Council Member Kinnear)

Interlocal Agreement Amendment No. 1 and Extension with Fairchild Air Force Base for disposal of solid waste at the Waste to Energy Facility through June 30, 2028—anticipated revenue approximately \$850,000 over five years. (OPR 2018-0413) (Council Sponsors: Council Members Kinnear and Bingle)

Five-year Master Interagency Agreement with the Department of Natural Resources to provide supervised DNR correctional camp crew labor to perform services on COS sites located in Eastern Washington—\$300,000. (OPR 2023-0488) (Council Sponsor: Council President Beggs)

Contract Amendment with Budinger & Associates, Inc. (Spokane) for 2021-2022 geotechnical engineering on-call services—additional \$400,000. Total contract amount: \$1,200,000. (OPR 2020-0839 / ENG 2021061) (Council Sponsor: Council Member Kinnear)

Supplemental Agreement No. 2 with Parametrix, Inc. (Spokane) for additional design support in relation to the Garland Avenue Pathway project—additional \$15,000. Total contract amount: \$154,050. (OPR 2022-0557 / ENG 2021084) (Council Sponsor: Council Member Kinnear)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through May 5, 2023, total \$12,893,303.59 (Check Nos.: 594041-594251; ACH Nos.: 115784-116154), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$12,611,891.42. (CPR 2023-0002)

City Council Meeting Minutes: May 1, 2023. (CPR 2023-0013)

**Purchase from Gee Mercedes Benz of a Diesel Sprinter Van (OPR 2023-0486) (taken separately) (Council Sponsor: Council Member Bingle)**

**Upon 6-0 Voice Vote (Council Member Cathcart abstaining)**, the City Council **approved** purchase from Gee Mercedes Benz (Liberty Lake, WA) of a diesel sprinter van for Police Property utilizing Washington State DES Contract to replace a unit that has reached the end of its economic life—estimated total cost \$69,000 (incl. tax).

One individual provided public testimony on the above referenced matter.

## LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

## RESOLUTIONS

**Resolution 2023-0037 (Council Sponsors: Council Members Kinnear and Cathcart)**

After receiving public testimony from one individual and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0037** declaring Safe Restraints, Inc. (Diablo, CA) a sole-source provider and authorizing the City to enter into a purchase agreement for The WRAP safety restraint system, protective helmet, and ankle straps, without public bidding.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

## FINAL READING ORDINANCES

**Final Reading Ordinance C36383 (Council Sponsors: Council President Beggs and Council Members Kinnear and Bingle)**

After an opportunity for public testimony, with no individuals requesting to speak, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36383** relating to Water; amending SMC section 13.04.2025 of chapter 13.04 of the Spokane Municipal Code; and setting an effective date.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

There were no **First Reading Ordinances**.



**SPECIAL CONSIDERATIONS****Council Letter to Megan Reardon at the Washington State Department of Transportation (CPR 2023-0016) (as added during the 3:30 p.m. Briefing Session) (Council Sponsor: Council Member Stratton)**

After receiving an overview of the letter by Legislative Assistant Kelly Thomas and Council commentary, the following action was taken:

**Upon 7-0 Voice Vote**, the City Council **approved** the City Council letter to Megan Reardon at the Washington State Department of Transportation in support of a zero-emission carshare service for members of the Spokane community.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**City Clerk Report on Initiative 2023-4 (LGL 2023-0027) (as added during the 3:30 p.m. Briefing Session)**

The City Clerk provided a report on Initiative No. 2023-4 filed by Brian Hansen prohibiting encampments near schools, parks, playgrounds, and child care facilities. No public testimony was allowed/taken on this matter. Council commentary was held. As no action was taken, the City Clerk will transmit the proposed initiative measure to the Hearing Examiner for a formal written opinion.

There were **no Hearings**.

**ADJOURNMENT**

There being no further business to come before the City Council, the meeting adjourned at 7:17 p.m.

Referenced attachments on file in the Office of the City Clerk.

---

**MEETING MINUTES**  
**City of Spokane**  
**City Council Study Session**  
**May 25, 2023**

**Call to Order:** 11:09 a.m.

Recording of the meeting may be viewed here at <https://vimeo.com/spokanecitycouncil>.

Direct link: <https://vimeo.com/83034006>

**Attendance:**

Committee Members Present: Council President Breean Beggs, Council Members Kinnear, Stratton, Cathcart, Wilkerson, Bingle, and Zappone

Committee Members Absent: none

**Agenda Items:**

1. Access to Justice Presentation
  - Presenter:  
Jim Bamberger, Director of the Washington State Office of Civil Legal Aid
  - Action taken:  
No action taken. Presentation and discussion only.
2. DSP Strategic Plan & BID Evaluation Update
  - Presenter:  
Brad Segal, Progressive Urban Management Associates
  - Action taken:  
No action taken. Presentation and discussion only.
3. 2023 Budget Projection Detail and Homeless Funding Challenges
  - Presenter:  
Matt Boston, City Council Budget Director

- Action taken:  
No action taken. Presentation and discussion only.

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 1:01 p.m.

# Hearing Notices

**NOTICE OF CITY COUNCIL PUBLIC HEARING  
PROPOSED ORDINANCE  
(Proposed Ordinance C36388)**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **Monday, June 12, at 6:00 p.m.** in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. This hearing may be continued to a later date. This public hearing is for an ordinance extending the Building Opportunity and Choices for All interim zoning ordinance (C36232), allowing construction of up to four residential units on residential properties in the City of Spokane and making minor adjustments to development standards for residential development. The proposed amendment would extend the interim ordinance through December 18, 2023 to allow sufficient time for the development of a permanent replacement to the ordinance.

Written comments and oral testimony at the public hearings for these proposed actions will be made part of the public record. **Only 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 action to [kfreibott@spokanecity.org](mailto:kfreibott@spokanecity.org) or call for additional information at:

*Planning & Development Department  
Attn: Kevin Freibott, Senior Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3329  
Phone (509) 625-6184  
[kfreibott@spokanecity.org](mailto:kfreibott@spokanecity.org)*

**More information on the process:** The City Council will be briefed on the proposed ordinance on Monday, June 5 at 3:30 PM. There is no public testimony at the briefing. A 1<sup>st</sup> reading of the ordinance will occur on Monday, June 5, 2023. A final reading and hearing for the ordinance will occur on the evening of Monday, June 12, 2023 at 6:00 PM. Public testimony will be taken at both the first reading and hearing. The public may also submit written comment to the City Council at [citycouncil@spokanecity.org](mailto:citycouncil@spokanecity.org). The City Council may continue this public hearing to a following meeting at their discretion.

---

**Notice of City Council Public Hearing  
City of Spokane  
(Proposed Ordinance C36390)**

The Spokane City Council will hold a public hearing on Wednesday, **6/12/2023 at 6:00 PM**, online via the WebEx Meetings software and over the phone, and in-person in the City Council Chambers, to hear public testimony related to the proposal amending SMC 17G.010.030 Expiration of Building Permits. This hearing or portions thereof may be continued to a later date.

Any person may submit written comments on the proposed actions, appear at the public hearing, or call for additional information:

Dean Giles  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
Phone 509.625.6300  
Email [dgiles@spokanecity.org](mailto:dgiles@spokanecity.org)

General Description: This proposal amends SMC 17G.010.030 extending the validity of building permits from three hundred sixty-five days to two calendar years from the date of issuance.

Location: **Citywide**

Description of Proposal: This proposal amends SMC 17G.010.030 extending the validity of building permits from three hundred sixty-five days to two calendar years from the date of issuance. The proposed changes simplify the process and are expected to greatly reduce the number of permit extension requests. The result will be less time spent by the Permit Team on the verification of dates and fewer extension requests which need to be processed.

SEPA: This non-project action is exempt from SEPA under WAC 197-11-800(19)

Written comments and oral testimony at the public hearing will be made part of the public record. **Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

How to Attend the Meeting: The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Webex or call in by phone to hear and testify. Access the **meeting link** and **call-in information** at the agenda posted in advance on the City Council's website: <https://my.spokanecity.org/citycouncil/documents/>.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [dmoos@spokanecity.org](mailto:dmoos@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date

# General Notices

## NOTICE SEIZED AND ABANDONED PERSONAL PROPERTY ONLINE AUCTION June 2, 2023 THROUGH June 7, 2023

This is to provide notification that there will be an online auction of Spokane Police Department and Spokane County Sheriff's Office seized and abandoned personal property. The online auction will be held June 2-7, 2023, and available items will be sold through Reinland Equipment Auction, at the following link: <https://reinlandauctions.net>. To view a complete list of auction items, visit the Spokane Police Department Property Evidence Facility's website at the following link: <https://my.spokanecity.org/police/information/evidence-facility/>.

---

# 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.

## CLERK III SPN 003 PROMOTIONAL

**DATE OPEN:** Monday, May 29, 2023

**DATE CLOSED:** Monday, June 12, 2023

**SALARY:** \$40,340.16 annual salary, payable bi-weekly, to a maximum of \$63,078.48

### DESCRIPTION:

Performs a variety of complex clerical and office support activities requiring knowledge of City policies and procedures.

### DUTIES:

- Maintains or checks complex records not requiring technical training or specialized techniques.
- Reviews or audits less complex records prepared by other employees (such as personnel and payroll records) and prepares related reports.
- Explains departmental policies and regulations to other employees and the public.
- Answers complaints, and independently composes correspondence.
- Maintains office files and supervises filing procedures as necessary.
- May order and maintain office supplies.
- Types forms, statements, letters, receipts, reports, and other material from rough drafts or general instructions, which frequently require independent action and discretion on the difficulties encountered; composes routine letters.
- Operates a personal computer or visual display terminal.
- May perform secretarial work in a small office where stenographic ability is not required.
- Accepts payment of utility and other City fund accounts, reconciles cash, and makes deposits.
- Instructs new employees in their duties and supervises subordinate employees as directed.
- Operates standard office machines incidental to assignment.
- Performs related work as required.

### 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:* One year of experience in the classification of Clerk II (SPN 002).

**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 Requirements:

- *Education:* High School diploma or equivalent; **AND**
- *Experience:* Two years of clerical, office support, or data entry experience
- *Substitution:* One year of undergraduate education (30 semester or 45 quarter credit hours) may substitute for one year of experience

**SHORTAGE RECRUITMENT:** Current employees with at least six months of experience in the classification of Clerk II (SPN 002) or equivalent or higher-level clerical classification may apply on a promotional basis.

### EXAMINATION DETAILS:

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

This exam will consist of a multiple choice examination and performance evaluation (PAR), with scoring weights assigned as follows:

Multiple-Choice Examination: 80%  
PAR: 20%.

**MULTIPLE CHOICE EXAMINATION DETAILS:**

Test Date: Wednesday, June 14th  
Test Time: 9:00 am or 2:00 pm  
Test Location: Civil Service Test Room, 4th Floor, City Hall  
Approximate Duration of Exam: 2 hours

The written test may include such subjects as:

- Clerical
- Interpersonal Relations
- Mathematics
- Computers
- Oral & Written Communication
- Problem Solving
- Reading

**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.

**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 25<sup>th</sup> day of May 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

---

**SENIOR HUMAN RESOURCES ANALYST SPN 042**  
OPEN ENTRY

**DATE OPEN: Monday, May 29, 2023**

**DATE CLOSED: Monday, June 12, 2023**

**SALARY: \$83,394.72 annual salary, payable bi-weekly, to a maximum of \$118,514.88**

**DESCRIPTION:**

Performs complex professional and administrative work related to labor relations and other human resources management programs, and supervises human resources analysts.

**DUTIES:**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Investigates, analyzes and develops recommendations on a wide range of employee and labor relations; serves as a resource to City supervisors and managers; monitors and analyzes laws, pending legislation, and court decisions which impact City operations.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Serves as primary human resources analyst for the Spokane Police Department or Spokane Fire Department. Assists in contract negotiations, including development of memoranda of understanding and supplemental agreements.
- Coordinates and administers a variety of City-wide special projects and programs. Responsible for the ongoing maintenance and administration of the equal employment opportunity and Americans with Disabilities Act (ADA) provisions for City employment. Ensures compliance with applicable laws, regulations and ordinances.
- Prepares notices and participates in pre-disciplinary hearings; advises department heads as to the appropriateness and level of disciplinary action; drafts disciplinary letters, work improvement plans and last chance agreements. Ensures consistency of disciplinary action among departments.
- Conducts investigations on matters relating to equal employment opportunity (EEO), discrimination and harassment complaints. Gathers and analyzes information, prepares reports, recommendations, and correspondence on findings.
- Participates in employee and labor relations activities, with an emphasis on the most complex personnel issues.
- Provides guidance to employees and department representatives in administering the Family Medical Leave Act (FMLA), and evaluates reasonable accommodation requests in accordance with the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination.
- Develops policies and procedures for review. Provides information and interpretations of policy and labor law to various City departments, employees, job applicants and the general public.
- Evaluates, develops, and administers employee training and development programs, such as new employee orientations, supervisory leadership and harassment training.
- Responsible for wage and salary administration. Develops salary data, analyzes and prepares such data in connection with annual salary studies for the maintenance of the compensation plan.
- Assists in the preparation and presentation of human resources related matters before the Civil Service Commission.
- Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

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

- *Education:* Graduation from an accredited four-year college or university with a degree in Human Resources, Public Administration, Business Administration, Industrial Relations, or a related field of study.
- *Experience:* Five years of increasingly responsible experience in various phases of human resources administration.
- *License:* Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.
- *Substitution:* A master's degree in Human Resources, Public Administration, Business Administration, Industrial Relations, or a related field of study may substitute for two years of required experience.

**NOTE:** Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

#### **EXAMINATION DETAILS:**

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

**Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off 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.

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**

- **Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.**
- **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 supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.
- 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.

#### **EXAMINATION DETAILS:**

You will receive a link to the Senior Human Resources Analyst T&E via email, prior to 4:00 p.m. Pacific Time on the start dates, and will expire at 4:00 p.m. on the due dates as listed below. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, May 29, 2023 and Monday, June 12, 2023 will test Thursday, June 15, 2023 through Tuesday, June 20, 2023

#### **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 25th day of May 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

---

### **HUMAN RESOURCES ANALYST I SPN 048 OPEN ENTRY**

**DATE OPEN:** Monday, May 29, 2023

**DATE CLOSED:** Monday, June 12, 2023

**SALARY:** \$67,567.68 annual salary, payable bi-weekly, to a maximum of \$95,693.04

#### **DESCRIPTION:**

Performs routine professional and analytical work related to the administration of human resources management programs.

#### **DUTIES:**

*This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serves as the primary point of contact for employee programs, including but not limited to equal employment opportunity (EEO), Family Medical Leave Act (FMLA), and the Americans with Disabilities Act (ADA).
- Collaborates with union representatives in resolving issues. Provides support with employee and labor relations activities, including research and documentation for negotiations.
- Assists in the coordination of employee recruitment, selection and placement program of non-classified positions exempt from Civil Service as defined by City Charter; prepares job announcements, advertises job opportunities, reviews applications, and determines, recommends and coordinates interview strategies with department heads and hiring managers.
- Assists with the preparation of notices and participates in pre-disciplinary hearings; advises department heads as to the appropriateness and level of disciplinary action; drafts disciplinary letters, work improvement plans and last chance agreements.
- Assists in conducting investigations on matters relating to equal employment opportunity (EEO), discrimination and harassment complaints. Gathers and analyzes information, prepares reports, recommendations, and correspondence on findings.
- Assists in the administration of employee programs relating to employee development and training, FMLA, ADA and EEO compliance.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

***Combinations of education and experience that are equivalent to the following minimum qualifications may be 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 Personnel/Human Resources, Public Administration, Industrial Relations, or a related field of study, **AND**
- *Experience:* Two years of experience in various phases of human resources administration.
- *License:* A valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

**EXAMINATION DETAILS:**

**The examination will consist of a T&E and an online, multiple-choice test, with weights assigned as follows:**

- Multiple-Choice Test 60%
- T&E Examination 40%

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked **"QUESTIONS" on the job announcement page. The T&E must be submitted online, at the time of application.**

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- 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 supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

**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.

**ONLINE EXAMINATION DETAILS:**

The online examination will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific time on the start dates and will expire at 4:00 p.m. on the due dates as listed below. Keep in mind that the test link will be emailed from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, May 29, 2023, and Monday, June 12 2023, will test Thursday, June 15, 2023, through Tuesday, June 20, 2023.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1 hour and 15 minutes to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Employee Relations
- Labor Law



- Labor Relations
- Merit-Based Employment
- Personnel and Human Resources
- Selection Processes

**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 25th day of May, 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

---

**PROCUREMENT SPECIALIST SPN 176**  
OPEN ENTRY

**DATE OPEN: Monday, May 29, 2023**

**DATE CLOSED: Monday, June 26, 2023**

**SALARY: \$58,422.24 annual salary, payable bi-weekly, to a maximum of \$82,580.40**

**DESCRIPTION:**

Procures materials, supplies, commodities, equipment, and services, and/or administers contracts for City of Spokane departments.

**DUTIES:**

This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Maintains records, logs and files; verifies accuracy of information; processes various routine requirements, which may include credit card purchases, invoices, claim vouchers, requisitions, and purchase orders.
- Orders, receives, maintains inventory of, and issues parts, supplies, and equipment.
- Consults with departments on purchasing needs and specification requirements.
- Instructs and advises department personnel on methods and procedures for procurement.
- Processes contracts; monitors for completeness, accuracy and appropriateness of payments.
- Manages the competitive procurement process from specification development through award.
- Coordinates public records requests and responses.
- Researches vendors, contractors, and markets to determine alternative sources, types of materials, supplies, methods, and availability, quality, and price of products or services. Develops and maintains lists of vendors that meet the standards of the City.
- Conducts internal and external customer satisfaction surveys and reports results.
- Prepares and submits periodic and special reports as required.
- Coordinates and expedites production schedules and delivery arrangements between suppliers and City departments.
- Facilitates training of project managers and other departmental staff in implementation and ongoing use of purchasing and contracting procedures.
- Disposes of surplus, obsolete and damaged stock by selling, exchanging or by other means as appropriate.
- Performs other related work as required.

**MINIMUM QUALIFICATIONS:****Open-Entry Requirements:**

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable. Applicants must meet all requirements in one of the following paths at the time of application.

**Bachelor's Degree Path**

- *Education:* Graduation from an accredited four-year college or university in Business Administration, Finance, Accounting, Public Administration, or related field.

- *Experience:* One year of work experience in purchasing to include vendor contact experience, or a closely related position.

#### **Associate Degree Path**

- *Education:* Graduation from an accredited college or university with coursework in Business Administration, Finance, Accounting, Public Administration, or related field.
- *Experience:* Three years of work experience in purchasing to include vendor contact experience, or a closely related position.

#### **High school diploma Path**

- *Education:* High school diploma or equivalent.
- *Experience:* Five years of work experience in purchasing to include vendor contact experience, or a closely related position.

#### **EXAMINATION DETAILS:**

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

**Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off 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.

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**

- **Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.**
- **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 supplemental question.**
- **Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.**
- **"See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.**
- **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.**

#### **EXAMINATION DETAILS:**

**You will receive a link to the Procurement Specialist T&E via email, prior to 4:00 p.m. Pacific Time on the start dates and will expire at 4:00 p.m. on the due dates as listed below.** Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, May 29, 2023 and Monday, June 26, 2023 will test Thursday, July 6, 2023 through Tuesday, July 11, 2023

#### **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 25th day of May 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

---

**PROCUREMENT SPECIALIST SPN 176  
PROMOTIONAL**

**DATE OPEN: Monday, May 29, 2023**

**DATE CLOSED: Monday, June 26, 2023**

**SALARY: \$58,422.24 annual salary, payable bi-weekly, to a maximum of \$82,580.40**

**DESCRIPTION:**

Procures materials, supplies, commodities, equipment, and services, and/or administers contracts for City of Spokane departments.

**DUTIES:**

This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Maintains records, logs and files; verifies accuracy of information; processes various routine requirements, which may include credit card purchases, invoices, claim vouchers, requisitions, and purchase orders.
- Orders, receives, maintains inventory of, and issues parts, supplies, and equipment.
- Consults with departments on purchasing needs and specification requirements.
- Instructs and advises department personnel on methods and procedures for procurement.
- Processes contracts; monitors for completeness, accuracy and appropriateness of payments.
- Manages the competitive procurement process from specification development through award.
- Coordinates public records requests and responses.
- Researches vendors, contractors, and markets to determine alternative sources, types of materials, supplies, methods, and availability, quality, and price of products or services. Develops and maintains lists of vendors that meet the standards of the City.
- Conducts internal and external customer satisfaction surveys and reports results.
- Prepares and submits periodic and special reports as required.
- Coordinates and expedites production schedules and delivery arrangements between suppliers and City departments.
- Facilitates training of project managers and other departmental staff in implementation and ongoing use of purchasing and contracting procedures.
- Disposes of surplus, obsolete and damaged stock by selling, exchanging or by other means as appropriate.
- Performs other related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

*Experience:* Two years of experience as an Assistant Procurement Specialist (SPN: 174).

**EXAMINATION DETAILS:**

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

**Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off 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. The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

**TRAINING AND EXPERIENCE EVALUATION DETAILS**

- **Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.**

- 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 supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.
- 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.

#### **EXAMINATION DETAILS:**

You will receive a link to the Procurement Specialist T&E via email, prior to 4:00 p.m. Pacific Time on the start dates, and will expire at 4:00 p.m. on the due dates as listed below. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, May 29, 2023 and Monday, June 26, 2023 will test Thursday, July 6, 2023 through Tuesday, July 11, 2023.

#### **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.

#### **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 25th day of May 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

---

### **LABORER II SPN 502 PROMOTIONAL**

**DATE OPEN: Monday, May 29, 2023**

**DATE CLOSED: Monday, June 12, 2023**

**SALARY: \$41,342.40 annual salary, payable bi-weekly, to a maximum of 64,519.20**

#### **DESCRIPTION:**

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job.

#### **DUTIES:**

- Work performed varies with department to which assigned.
- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.

- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.
- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines, and fabricates traffic signs using silk screens.
- Performs related work as required.

**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: Six months of work experience with the City in a lower laboring type classification. Specialized experience within a department may be required for assignment to certain positions.
- License: Possession of a valid driver's license. Must obtain a Class B Commercial Driver's License (CDL) with air brake endorsement, within six months of appointment.

**EXAMINATION DETAILS:**

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

This exam will consist of a multiple-choice examination and performance evaluation (PAR), with scoring weights assigned as follows:

- Multiple-Choice Examination: 80%
- PAR: 20%.

**MULTIPLE CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, June 15, 2023
- Test Time: 2:00 p.m.
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Organizational Awareness
- Safety & Occupational Hazards
- Teamwork
- Technical Competence
- Vehicle Operations.

**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.

**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 25th day of May 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### Driscoll – Alberta – Cochran Sidewalk Project Engineering Services File No. 2021070

This project consists of the construction of approximately **4,300** square yards of sidewalk, **90** square yards of traffic island concrete, **4,200** linear feet of curb, **1** rectangular rapid flashing beacon system, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 5, 2023, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

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 2023 Standard Specifications.

Publish: May 17, 24, & 31, 2023

---

**Division Pedestrian Hybrid Beacons  
Engineering Services File No. 2021071**

This project consists of the construction of 3 pedestrian hybrid beacon systems including poles and signal conduits and equipment, 450 square yards of sidewalk and island concrete, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 20, 2023, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

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 2023 Standard Specifications.

Publish: May 31, June 7 & 14, 2023

---

**2022 Business Area Grind and Overlay  
Engineering Services File No. 2021099**

This project consists of the construction of approximately 45,650 square yards of 2-inch thick HMA pavement, 2700 square yards of pavement repair, 23,300 square yards of grinding, 895 square yards of sidewalk, 7 new drainage structures and 32 retrofits, 70 feet of 6 inch water main, 160 feet of 12 inch water main, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 5, 2023, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

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 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 2023 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

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.

**\*\*\*\*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: May 10, 17, 24 & 31, 2023

---

**Strong Road – Five Mile to Cannon  
Engineering Services File No. 2022095  
TWO WEEK BID PERIOD**

This project consists of the construction of approximately 2,400 cubic yards of excavation and embankment, 7,900 square yards of cement treated base, 7,900 square yards of 5-inch thick HMA pavement, 1,300 square yards of 3-inch thick HMA pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 12, 2023, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

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 2023 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

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: May 31 & June 7, 2023

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### Inland Empire Way Study and Preliminary Engineering City of Spokane Integrated Capital Management department

#### RFQu #5886-23

The City of Spokane is soliciting electronic Proposals for the above titled Request for Qualifications.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 12, 2023**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, JUNE 12, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City's Purchasing website at:

<https://my.spokanecity.org/administrative/purchasing/>.

Connie Wahl, C.P.M., CPPB  
Senior Procurement Specialist,  
City of Spokane Purchasing & Contracts

Publish: May 17, 24, & 31, 2023

**REQUEST FOR QUALIFICATIONS #5896-23****PACIFIC AVENUE NEIGHBORHOOD GREENWAY PROJECT**

City of Spokane Planning and Economic Development Department

The City of Spokane is soliciting electronic Proposals for the above titled Request for Qualifications.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 5, 2023**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, JUNE 5, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City's Purchasing website at

<https://my.spokanecity.org/administrative/purchasing/>.

Connie Wahl, C.P.M., CPPB  
Senior Procurement Specialist,  
City of Spokane Purchasing & Contracts

Publish: May 17, 24 & 31, 2023

---

**Design and Engineering Services for Upriver Dam Building Interior Remodel****City of Spokane Facilities Department****RFQu #5898-23**

The City of Spokane is soliciting electronic Proposals for the above titled Request for Qualifications.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 12, 2023**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, JUNE 12, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City's Purchasing website at

<https://my.spokanecity.org/administrative/purchasing/>.

Connie Wahl, C.P.M., CPPB  
Senior Procurement Specialist,  
City of Spokane Purchasing & Contracts

Publish: May 17, 24, & 31, 2023

---

**Purchase of New and Recycled Aggregate Materials, to include the Recycling of – to be used by various City of Spokane Departments – Value Blanket**

Purchasing Department – For Various City of Spokane Departments

**ITB 5901-23**

Description: The City of Spokane, through its Purchasing Department is soliciting electronic bids for Purchase of New and Recycled Aggregate Materials, to include the Recycling of – to be used by various City of Spokane Departments – Value Blanket.

It is anticipated that multiple blanket orders will be issued to vendors based on: - Products, New and Recycled Aggregate Materials, to include the Recycling of, that vendors are capable of providing, and – Vendor Pick-up locations, within the City, to enable City Departments to place orders from the closest location to the job sites. It is believed 99% of orders will be picked-up by the City of Spokane in City of Spokane vehicles.

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on MONDAY, JUNE 12, 2023, for Purchase of New and Recycled Aggregate Materials, to include the Recycling of – to be used by various City of Spokane Departments – Master Value Blanket. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the “join meeting” link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Invitation to Bid document is available for download through the City of Spokane’s online procurement system <https://spokane.procureware.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 Invitation for Bids.

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

All Bid documents shall be submitted electronically through the City of Spokane’s online procurement system no later than 1:00 p.m. on MONDAY, JUNE 12, 2023. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle  
City of Spokane Purchasing

Publish: May 24 & 31, 2023

---

**REQUEST FOR PROPOSALS #5904-23**

**Court System Navigation Services for Community Members**

City of Spokane Community Justice Services Department

The City of Spokane is soliciting electronic Proposals for the above titled Request for Proposals.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane’s online procurement system portal until **1:00 p.m. on TUESDAY, JUNE 20, 2023**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City’s online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation’s notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the “Clarifications” tab of the applicable solicitation number.

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **TUESDAY, JUNE 20, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City's Purchasing website at

<https://my.spokanecity.org/administrative/purchasing/>.

Connie Wahl, C.P.M., CPPB  
Senior Procurement Specialist,  
City of Spokane Purchasing & Contracts

Publish: May 31, June 7 & 14, 2023

---

### REQUEST FOR QUALIFICATIONS # RFQu 5906-23

**RFQu to perform and manage a grant funded Technology Assessment Protocol – Ecology (TAPE) TAPE Project and permit required Effectiveness Study to determine treatment efficacies of non-vegetated stormwater bioretention facilities**

City of Spokane Waste Water Maintenance

The City of Spokane is soliciting electronic Proposals for the above titled Request for Qualifications.

**Pre-proposal Conference:** N/A

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on June 5th, 2023**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY June 5th, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City's Purchasing website at

<https://my.spokanecity.org/administrative/purchasing/>.

Jason Nechanicky,  
Director,  
City of Spokane Purchasing & Contracts

Publish: May 17, 24 & 31, 2023

---

### REQUEST FOR PROPOSALS #5917-23

**Property Leasing Services for the Intermodal Facility**

City of Spokane Facilities Department

The City of Spokane is soliciting electronic Proposals for the above titled Request for Proposals.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 12, 2023**. Hard copies, emails, and late submittals will not be accepted.

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

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, JUNE 12, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City's Purchasing website at:

<https://my.spokanecity.org/administrative/purchasing/>.

Connie Wahl, C.P.M., CPPB  
Senior Procurement Specialist  
City of Spokane Purchasing & Contracts

Publish: May 31 & June 7, 2023

---

**Sulzer Boiler Feed Water Pumps On-site and Off-site "as needed" Maintenance and Repair Services – Public Works Maintenance – On Call**

Spokane Solid Waste Disposal, Waste To Energy Facility

**PW ITB 5918-23**

Description: The City of Spokane, through its Solid Waste Disposal, Waste To Energy Facility is soliciting electronic bids for Sulzer Boiler Feed Water Pumps On-site and Off-site "as needed" Maintenance and Repair Services – Public Works Maintenance – On Call

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on MONDAY, JUNE 12, 2023, 2023, for Sulzer Boiler Feed Water Pumps On-site and Off-site "as needed" Maintenance and Repair Services – Public Works Maintenance – On Call. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the "join meeting" link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.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 Invitation for Bids.

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

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system no later than 1:00 p.m. on MONDAY, JUNE 12, 2023. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle  
City of Spokane Purchasing

Publish: May 31 & June 7, 2023

---

**Compressor Maintenance and Repair Services –  
Public Works Maintenance – On Call**

Spokane Solid Waste Disposal, Waste To Energy Facility

**PW ITB 5919-23**

Description: The City of Spokane, through its Solid Waste Disposal, Waste To Energy Facility is soliciting electronic bids for Compressor Maintenance and Repair Services – Public Works Maintenance – On Call

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on MONDAY, JUNE 12, 2023, 2023, for Compressor Maintenance and Repair Services – Public Works Maintenance – On Call. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the “join meeting” link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.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 Invitation for Bids.

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

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system no later than 1:00 p.m. on MONDAY, JUNE 12, 2023. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle  
City of Spokane Purchasing

Publish: May 31 & June 7, 2023

---



