



Official Gazette

City of Spokane, Washington

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

Volume 113

AUGUST 16, 2023

Issue 33



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT LORI KINNEAR

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

VACANT (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

INSIDE THIS ISSUE

MINUTES	814
JOB OPPORTUNITIES	819
NOTICES FOR BIDS	828

The Official Gazette

USPS 403-480

0% Advertising

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

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made
payable to:**

City Treasurer

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

Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, August 7, 2023**

The Monday, August 7, 2023, regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, July 31, 2023**

The minutes for the Monday, July 31, 2023, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, August 23, 2023, issue of the *Official Gazette*.

MINUTES OF SPOKANE CITY COUNCIL**Monday, July 24, 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 Kinnear and Council Members Bingle (appearing virtually), Cathcart, and Stratton were present. Council Member Wilkerson arrived at 3:32 p.m. Council Member Zappone was absent.

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

Advance Agenda Review

The City Council received an overview from staff on the July 31, 2023, Advance Agenda items.

Resolution 2023-0063 (Council Sponsors: Council President Kinnear and Council Members Cathcart and Zappone)

Motion by Council Member Cathcart, seconded by Council Member Wilkerson, **to substitute** Resolution 2023-0063—regarding the approval of year 2024 traffic calming applications and projects to be paid through the Traffic Calming Measures Fund—with an updated version distributed by Chris Wright at 11:42 a.m.; **carried 5-0**.

Final Reading Ordinance C36417 (Council Sponsors: Council Members Bingle and Cathcart)

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to substitute** Final Reading Ordinance C36417—relating to Regulations of Residential Rental Housing—with version submitted at 1:02 p.m.; **carried 5-0**.

Action to Approve July 31, 2023, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the July 31, 2023, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Cathcart, seconded by Council Member Wilkerson, the City Council **approved** the July 31, 2023, Advance Agenda, as amended; **carried 5-0**.

Current Agenda Review

The City Council reviewed the July 24, 2023, Current Agenda.

Suspension of Council Rules

Motion by Council Member Cathcart, seconded by Council Member Stratton, **to suspend** Council Rules for the purpose of adding four items to the agenda; **carried 4-1**.

Consent Agenda Item No. 8 Setting Hearing for July 31, 2023, regarding Proposed Initiative 2023-4 (LGL 2023-0027)

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to add** Item No. 8—setting hearing before City Council for July 31, 2023, on Proposed Initiative 2023-4 validated petition signatures filed on behalf of Brian Hansen, petitioner, regarding prohibiting encampments near schools, parks, playgrounds, and child care facilities—to tonight's Legislative Agenda; **carried 4-1**.

Resolution 2023-0065 (Council Sponsors: Council President Kinnear and Council Member Bingle)

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to substitute** Resolution 2023-0065 (with updated members on the for committee)—regarding the appointment of for and against committee members relating to a measure on the November 7, 2023 general election ballot regarding a proposition to amend the Spokane City Charter regarding amendments to the Spokane City Charter adding a new section 62 and repealing sections 59 and 60, all relating to the City Council redistricting process—**carried 4-1**. (Note: Resolution 2023-0065 was substituted again during the 6:00 p.m. Legislative Session, which includes the change in the election date from November 7, 2023, to February 13, 2024.)

Resolution 2023-0066 (Council Sponsors: Council President Kinnear and Council Member Bingle)

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to add** Resolution 2023-0066—regarding the appointment of for and against committee members relating to a measure on the November 7, 2023, general election ballot regarding a proposition to amend the Spokane Municipal Code relating to the prohibition of encampments within one thousand feet of a public or private school, public park, playground or licensed child care facility—to tonight's Legislative Agenda; **carried 4-1**.

Resolution 2023-0069 (Council Sponsors: Council President Kinnear and Council Member Bingle)

Motion by Council Member Stratton, seconded by Council Member Cathcart, **to add** Resolution 2023-0069—appointment Lynden Smithson as the City Attorney—to tonight's Legislative Agenda; **carried 4-1**.

Final Reading Ordinance C36389 (Council Sponsors: Council Members Cathcart and Bingle)

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to substitute** Final Reading Ordinance C36389—submitting a ballot proposition to the voters of the City of Spokane amending the city council redistricting process by adding a new section 62 to Article VII and repealing sections 59 and 60 of the Spokane City Charter—with an updated version circulated around the noon hour today, with friendly amendment by Council Member Stratton, seconded by Council Member Wilkerson, and accepted by Council Members Cathcart and Bingle, to move the date for a vote to February (13,) 2024 (special) election; **carried 5-0**.

Resolution 2023-0043 (Council Sponsors: Council Members Cathcart and Bingle)

Motion by Council Member Cathcart, seconded by Council Member Wilkerson, **to substitute** Resolution 2023-0043, including changing the date of the election to February (13,) 2024; **carried 5-0**.

Council Recess/Executive Session

The City Council adjourned at 4:50 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 Kinnear.

Roll Call

On roll call, Council President Kinnear and Council Members Bingle (appearing virtually), Cathcart, Stratton, and Wilkerson were present. Council Member Zappone was absent.

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

Poetry at the Podium

Teresa Vanairsdale read "Walking in the Perry District."

There were no **Council Committee Reports**.

COUNCIL SALUTATION

Saluting Community Service of Ivan Bush

Council Member Wilkerson read a Council Salutation saluting the outstanding community service of Ivan Bush who recently passed away. Ivan's wife and daughters accepted the proclamation.

There were no **Mayoral Proclamations**.

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

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

There were no **Administrative Reports**.

(For Open Forum, see section of minutes following "Special Budget Ordinance.")

LEGISLATIVE AGENDA

(Note: Agenda items were taken out of order, and items are reflected in the order taken.)

UPDATES TO THE AGENDA

Suspension of Council Rules

Motion by Council Member Cathcart, seconded by Council Member Stratton, **to suspend** the Council Rules (in order to make substitutions); **carried 5-0**.

Final Reading Ordinance C36389 Submitting Proposition to the Voters—Redistricting Process (Council Sponsors: Council Members Cathcart and Bingle)

Motion by Council Member Cathcart, seconded by Council member Stratton, **to substitute** Final Reading Ordinance C36389 with updated version (which reflects updated dates); **carried 5-0**.

Resolution 2023-0065 Regarding the Appointment of For and Against Committee Members—Redistricting Process

Motion by Council Member Cathcart, seconded by Council Member Stratton, **to substitute** Resolution 2023-0065 with updated version (which reflects updated dates); **carried 5-0**.

RESOLUTIONS

For action on Resolution 2023-0065, see section of minutes under Special Considerations.

For action on Resolution 2023-0066, see section of minutes under Special Considerations.

Resolution 2023-0069 (Council Sponsors: Council President Kinnear and Council Member Bingle)

After a full reading of Resolution 2023-0069 by the City Clerk, public testimony, and Council commentary, the following action was taken:

Upon 4-1 Roll Call Vote, the City Council **adopted Resolution 2023-0069** approving the appointment of Lynden Smithson as the City Attorney for the City of Spokane.

Ayes: Bingle, Cathcart, Kinnear and Stratton

Nos: Wilkerson

Abstain: None

Absent: Zappone

SPECIAL BUDGET ORDINANCE

Special Budget Ordinance C36412 (Council Sponsors: Council President Beggs and Council Members Cathcart and Wilkerson)

After receiving public testimony from one individual, and an opportunity for Council commentary, with none provided, the following action was taken:

Upon 5-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36412** amending Ordinance No. C36345 passed by the City Council December 12, 2022, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Criminal Justice Assistance Fund

1) Decrease appropriation by \$30,000.

A) Of the decreased appropriation, \$20,000 is removed solely from base wages in the Municipal Court program.

B) Of the decreased appropriation, \$10,000 is removed solely from various employee benefit types in the Municipal Court program.

and

2) Increase appropriation by \$30,000.

A) Of the increased appropriation, \$30,000 is provided solely for interpreter costs in the Municipal Court program.

B) There is no increase in the appropriation of the Criminal Justice Assistance Fund.

(This action arises from the need to increase the interpreter costs budget.)

Ayes: Bingle, Cathcart, Kinnear, Stratton, and Wilkerson

Nos: None

Abstain: None

Absent: Zappone

OPEN FORUM

The following individual(s) spoke during the Open Forum:

- Terry Hill
- Mary Nguyen
- Tim Usher
- Ivan Urnovitz
- Kristine Schuler
- Wendy Powell
- Sunshine Wigen
- Megra Flatman
- Breia Gorder
- Justice Forall
- William Hulings
- Zach McGuckin
- Gina McKenzie

SPECIAL CONSIDERATIONS

Final Reading Ordinance C36389 and Resolution 2023-0043 (Both deferred from July 10, 2023, Agenda) (Council Sponsors: Council Members Cathcart and Bingle)

After public testimony and Council commentary, the following action was taken:

Upon 5-0 Roll Call Vote, the City Council **passed** the following items:

- **Final Reading Ordinance C36389** (as substituted) submitting a ballot proposition to the voters of the City of Spokane amending the city council redistricting process by adding a new section 62 to Article VII and repealing sections 59 and 60 of the Spokane City Charter.
- **Resolution 2023-0043** (as substituted) requesting the Spokane County Auditor to hold a special election in conjunction with the scheduled special election on February 13, 2024, to submit to the electors of the City of Spokane a proposition regarding amendments to the Spokane City Charter adding a new section 62 and repealing sections 59 and 60, all relating to the City Council redistricting process.

Ayes: Bingle, Cathcart, Kinnear, Stratton, and Wilkerson
Nos: None
Abstain: None
Absent: Zappone

Resolution 2023-0065 (Council Sponsors: Council President Kinnear and Council Member Bingle)

After public testimony and Council commentary, the following action was taken:

Upon 5-0 Roll Call Vote, the City Council **adopted Resolution 2023-0065** (as substituted) regarding the appointment of for and against committee members relating to a measure on the February 14, 2024, general election ballot regarding a proposition to amend the Spokane City Charter regarding amendments to the Spokane City Charter adding a new section 62 and repealing sections 59 and 60, all relating to the City Council redistricting process.

Ayes: Bingle, Cathcart, Kinnear, Stratton, and Wilkerson
Nos: None
Abstain: None
Absent: Zappone

Resolution 2023-0066 (Council Sponsors: Council President Kinnear and Council Member Bingle)

After public testimony and an opportunity for Council commentary, the following action was taken:

Upon 5-0 Roll Call Vote, the City Council **adopted Resolution 2023-0066** regarding the appointment of for and against committee members relating to a measure on the November 7, 2023, general election ballot regarding a proposition to amend the Spokane Municipal Code relating to the prohibition of encampments within one thousand feet of a public or private school, public park, playground or licensed child care facility.

Ayes: Bingle, Cathcart, Kinnear, Stratton, and Wilkerson
Nos: None
Abstain: None
Absent: Zappone

For Final Reading Ordinance C36389, see section of minutes above under “Special Considerations.”

CONSENT AGENDA

After public testimony and Council commentary, the following action was taken:

Upon 5-0 Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:

Purchase from Tiny Idahomes, LLC, (Emmett, ID) of a new children’s fire safety house for the Fire Department—\$87,360 (plus tax). (OPR 2023-0697 / RFQ 5890-23) (Council Sponsors: Council Members Cathcart and Wilkerson)

Multiple Family Housing Property Tax Exemption Conditional Agreement with LTR Real Estate Investments, LLC, for the future construction of approximately 4 units, at Parcel Number 35084.2411, commonly known as 907 East Indiana Avenue. The Conditional Agreement will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office post construction. (OPR 2023-0698) (Council Sponsors: Council Members Bingle and Cathcart)

Contract Amendment with outside counsel, Summit Law Group, who represents the City in the action Michael Bacon, et. al. v. City of Spokane, et. al. to prevent the enforcement of the vaccine mandate—increase of \$50,000. Total contract amount: \$205,000. (OPR 2021-0722) (Council Sponsor: Council Member Stratton)

Memorandums of Understanding between the City of Spokane, Spokane County, and the City of Spokane Valley regarding the Bioretention Soil Media TAPE Project and Effectiveness Study from January 1, 2023, to January 1, 2027 for:

- a. Cost sharing of the grant award match component—\$33,678. (OPR 2023-0699)
- b. Direct costs to perform the study—\$33,333. (OPR 2023-0700)
(Council Sponsor: Council Member Kinnear)

Interagency Agreement to accept funding from the Washington State Department of Commerce through the Housing Division Homelessness Assistance Unit for a System Demonstration Grant—\$15,820,937. (OPR 2023-0701) (Council Sponsor: Council Member Stratton)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through July 14, 2023, total \$9,527,744.57 (Check Nos.: 595665-595831; ACH Nos.: 118486-118680), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,096,214.86. (CPR 2023-0002)

City Council Meeting Minutes: July 13, 2023. (CPR 2023-0013)

Set hearing before City Council for July 31, 2023, on Proposed Initiative 2023-4 validated petition signatures filed on behalf of Brian Hansen, petitioner, regarding prohibiting encampments near schools, parks, playgrounds, and child care facilities. (LGL 2023-0027)

FIRST READING ORDINANCES

The following Ordinances were read for the first time, with further action deferred. Public testimony was received on the First Reading Ordinances.

- ORD C36414** Relating to Proposal File Z23-112comp, amending Chapter 3, Land Use, and the glossary of the Comprehensive Plan with the goal of incorporating and accommodating middle housing types in all residential areas of the City and improving the overall implementation and effectiveness of vision, values, and policies of the chapter. (Council Sponsors: Council Members Wilkerson and Cathcart)
- ORD C36415** Relating to revenue from cannabis sales, creating a special revenue fund in Article II of Chapter 07.08 of the Spokane Municipal Code, and enacting new section 07.08.159 of the Spokane Municipal Code. (Council Sponsors: Council Members Stratton and Wilkerson)
- ORD C36416** Renaming a portion of West Dean Avenue from Howard Street to Washington Street to “Joe Albi Way.” (Council Sponsors: Council Members Bingle and Zappone)
- ORD C36417** Relating to Regulations of Residential Rental Housing; adopting a new section 10.57.115 to chapter 10.57 SMC; and repealing SMC 18.08.010, 18.08.020, 18.08.030, 18.08.040, 18.08.050, 18.08.060, 18.08.070, 18.08.080, 18.08.090, 18.08.100, 18.08.110, 18.08.120, 18.08.130, 18.08.140, 18.08.150, and 18.08.160 to chapter 18 of the Spokane Municipal Code; and setting an effective date. (As substituted during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Bingle and Cathcart)

There were no **Hearings**.

ADJOURNMENT

There being no further business to come before the City Council, the meeting adjourned at 7:54 p.m.

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.

AMENDMENT

AMENDMENT

AMENDMENT

POLICE RECORDS SPECIALIST

SPN 016

(Announcement of 02/27/2023)

The above titled announcement is hereby amended to read:

Closing Date: August 21, 2023, at 4:00PM PST.

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.

The examination will consist of a multiple-choice test, with weights assigned as follows:

- Multiple-choice Test: 100%

MULTIPLE-CHOICE TEST DETAILS:

This is an online examination and will require a computer that has the ability to play sound. If you do not have access to a computer, please notify Civil Service so that one may be provided.

You will receive a link to the Police Records Specialist examination via email, prior to 4:00 p.m. on the dates listed below. Please note that this email will be sent from FastTest (noreply@fasttestweb.com).

- Applicants who apply and meet the minimum qualifications between Tuesday July 18, 2023, and Monday August 7, 2023, will test Thursday, August 10, 2023, through Tuesday, August 15, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday August 8, 2023, and Monday August 21, 2023, will test Thursday, August 24, 2023, through Tuesday, August 29, 2023.

The approximate duration of the test will be 2 hours and online connectivity is required, throughout.

The test may include the following subjects:

- Accuracy & Error Detection
- Basic Computer Literacy
- Grammar Fundamentals
- Interpersonal Relations
- Proofreading
- Records Management
- Vocabulary & Spelling

All examination results will be merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

AMENDMENT

AMENDMENT

AMENDMENT

COMMUNITY JUSTICE SPECIALIST

SPN 029

(Announcement of 7/24/2023)

The above titled announcement is hereby amended to read:

All 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.

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

- T&E 100%

Examination Details:

You will receive a link to the Community Justice Specialist T&E via email, prior to 12:00 a.m. Pacific Time on the start dates and will expire at 11:59 p.m. on the due dates as listed below. Please note that this email will be sent from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, July 31, 2023 and Monday, August 14, 2023 will test Thursday, August 17, 2023 through Tuesday, August 22, 2023

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.

TAXES AND LICENSES SPECIALIST SPN 122 PROMOTIONAL

DATE OPEN: Monday, August 14, 2023

DATE CLOSED: Monday, August 28, 2023

SALARY: \$54,580.32 annual salary, payable bi-weekly, to a maximum of \$76,713.12

DESCRIPTION:

Performs a variety of office and field work in the collection of delinquent taxes.

DUTIES:

- Responsible for coordinating collection of complex gambling taxes. Performs preliminary work on gambling tax and business license field audits as directed. Conducts field visitations, physically audits amusement games, gambling records, and activities on business premises. Inspects for current business, cabaret, and amusement game licenses. Compares payroll records with number of employees listed on business licenses. Collects necessary records for audit.
- Initiates contact with new businesses to license with City. Initiates collection proceedings and performs preliminary collection processes for delinquent business, gambling, cabaret, and amusement device licenses, as well as NSF Checks.
- Initiates frequent contact with delinquent businesses to resolve problems. Provides information about procedures and fees necessary to acquire licenses. Explains licenses, billings, rules, taxes and ordinances. Refers recalcitrant businesses to collection agency. Interacts with collection agency personnel to maintain collection files and to solve conflicts with customers whose accounts have been referred for collection.
- Prepares affidavits to file judgments, working closely with the City Legal Department. Testifies, as needed, in court proceedings to obtain judgments for non-payment of licenses and taxes.
- Maintains business contacts with personnel from other City and State agencies.
- Reviews accounts of businesses applying for Liquor Licenses to determine whether required licenses and tax payments are current and makes recommendation for approval or denial.
- Accounts for, and deposits, Gambling and Utility Tax Payments.
- Ensures the utility tax database is accurate and current. Performs research to determine potential businesses that are not paying utility taxes. Contacts businesses to ensure appropriate taxes are paid. Prepares, sends and tracks delinquent notices for late payments.
- Operates calculator, computer, and other office machines.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements:

- *Experience and Education:* Completion of two years of experience with the City Taxes and Licenses section in a lower classification; AND, meet the open entry requirements.

NOTE: SHORTAGE RECRUITMENT: Completion of two years of experience with the City as a Clerk II or higher clerical classification.

NOTE: Current, non-probationary City employees within the line of progression may apply for this promotional recruitment if you meet either the Open or Promotional requirements, pursuant to Rule VI Section 5 of the Civil Service Rules.

Open Entry Requirements:

- *Education:* Two years of education at an accredited business school, junior college, or university, in accounting, business, or related field; AND,
- *Experience:* Two years of experience in a field affording familiarity with auditing and collection techniques and procedures.
- *Substitution:* Additional experience in auditing and collection may be substituted, on a year for year basis, for the education requirement.

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.

The examination will consist of a multiple-choice test, with weights assigned as follows:

- Multiple-choice Test 100%

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.

The examination will consist of a multiple-choice test and performance appraisal review, with weights assigned as follows:

- Multiple-choice Test 80%
- PAR 20%

MULTIPLE CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, August 31, 2023
- Test Time: 10:00 a.m.
- Test Location: Civil Service Test Room, 4th Floor, City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201.
- Approximate Duration of Exam: 2 Hours

The examination may include such subjects as:

- Mathematical Reasoning
- Interpersonal Relations
- Computer Skills
- Attention to Detail
- Organizational Awareness
- Oral/Written Communication

PROMOTIONAL EVALUATION DETAILS

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

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 8th day of August 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

INFORMATION SYSTEMS ANALYST SPN 164
OPEN ENTRY

DATE OPEN: Monday, August 14, 2023

DATE CLOSED: Monday, August 28, 2023

SALARY: \$61,303.68 annual salary, payable bi-weekly, to a maximum of \$86,714.64

DESCRIPTION:

Under general supervision, performs professional information technology work pertaining to the development, design, programming, testing, implementation, modification and maintenance of computer programs and applications across multiple platforms and technologies; provides professional support and administration for assigned programs and applications; troubleshoots, researches and resolves application problems; and provides professional technical support for users, including help documentation and instructions.

DUTIES:

- Designs, writes, tests, and maintains application software using a variety of operating systems and modern programming languages in order to improve City business systems.
- Designs and creates programming work plans; tests programs; analyzes, troubleshoots and resolves performance, integrity, security, access and other issues/problems.
- Customizes and modifies existing software applications.
- Analyzes and corrects operational problems to ensure the smooth operation of specific application systems.
- Interviews users to analyze client needs; gathers user information in order to define business requirements; creates and presents alternatives and solutions using diagrams and documentation.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.
- Selects and integrates software packages into existing City applications using current technology to improve the business model.
- Creates and demonstrates application prototypes for discussion with users; solicits and documents feedback; makes design corrections; ensures proper interfaces with other systems, including electronic interfaces where applicable.
- Programs and designs the City's Internet/Intranet websites.
- Responds to Webmaster contacts and mail; trains departmental clients to do web postings and content updates.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; organizes and coordinates meetings to inform and instruct groups and/or individuals regarding custom software.
- Plans, implements and monitors software-based database security.
- Provides professional technical support for users regarding application issues; resolves technical problems; communicates with department managers and staff regarding issues.
- Develops recommendations for selection, acquisition, deployment and upgrading of applications and programming tools as assigned.
- Participates on less complex applications development, enhancement and integration projects; develops software configurations and specifications.
- Communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment and methodologies to expedite and/or enhance existing processes.
- Communicates assigned information technology activities with other departments and divisions as needed.

- Develops and maintains software documentation and user instructions.
- Attends and participates in meetings; serves on committees and task forces.
- Continuously communicates with supervisor regarding the status of assignments and projects.
- May perform systems and network analysis as an ancillary duty.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Education:* A Bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems, or a related field.
- *Substitution:* An equivalent combination of education, training and experience may also be qualifying.

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.

The examination will consist of an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

EXAMINATION DETAILS:

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

A link to the Information Systems Analyst I examination, with instructions, will be emailed prior to 12:00 a.m. Pacific time on Thursday, August 31, 2023. Please note that this email will be sent from City of Spokane (info@governmentjobs.com). The test will be available for log-in from 12:00 a.m. Pacific time on Thursday, August 31, 2023, until 11:59 p.m. Pacific time the following Tuesday, September 5, 2023.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- SQL Server Programming
- Other Programming Languages
- Data Processing / Data Structures
- Design Patterns
- Logic and Reasoning

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 8th day of August 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**INFORMATION SYSTEMS ANALYST SPN 164
PROMOTIONAL**

DATE OPEN: Monday, August 14, 2023**DATE CLOSED: Monday, August 28, 2023****SALARY: \$61,303.68 annual salary, payable bi-weekly, to a maximum of \$86,714.64****DESCRIPTION:**

Under general supervision, performs professional information technology work pertaining to the development, design, programming, testing, implementation, modification and maintenance of computer programs and applications across multiple platforms and technologies; provides professional support and administration for assigned programs and applications; troubleshoots, researches and resolves application problems; and provides professional technical support for users, including help documentation and instructions.

DUTIES:

- Designs, writes, tests, and maintains application software using a variety of operating systems and modern programming languages in order to improve City business systems.
- Designs and creates programming work plans; tests programs; analyzes, troubleshoots and resolves performance, integrity, security, access and other issues/problems.
- Customizes and modifies existing software applications.
- Analyzes and corrects operational problems to ensure the smooth operation of specific application systems.
- Interviews users to analyze client needs; gathers user information in order to define business requirements; creates and presents alternatives and solutions using diagrams and documentation.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.
- Selects and integrates software packages into existing City applications using current technology to improve the business model.
- Creates and demonstrates application prototypes for discussion with users; solicits and documents feedback; makes design corrections; ensures proper interfaces with other systems, including electronic interfaces where applicable.
- Programs and designs the City's Internet/Intranet websites.
- Responds to Webmaster contacts and mail; trains departmental clients to do web postings and content updates.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; organizes and coordinates meetings to inform and instruct groups and/or individuals regarding custom software.
- Plans, implements and monitors software-based database security.
- Provides professional technical support for users regarding application issues; resolves technical problems; communicates with department managers and staff regarding issues.
- Develops recommendations for selection, acquisition, deployment and upgrading of applications and programming tools as assigned.
- Participates on less complex applications development, enhancement and integration projects; develops software configurations and specifications.
- Communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment and methodologies to expedite and/or enhance existing processes.
- Communicates assigned information technology activities with other departments and divisions as needed.
- Develops and maintains software documentation and user instructions.
- Attends and participates in meetings; serves on committees and task forces.
- Continuously communicates with supervisor regarding the status of assignments and projects.
- May perform systems and network analysis as an ancillary duty.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

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

- *Experience:* Two years of experience in the classification of Information Systems Specialist II (SPN 135).

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

Open Entry Requirements:

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

- *Education:* A Bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems, or a related field.
- *Substitution:* An equivalent combination of education, training and experience may also be qualifying.

EXAMINATION DETAILS:

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

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

- Multiple-Choice Test 80%
- PAR 20%

EXAMINATION DETAILS:

- **Testing Date: Thursday, August 31, 2023**
- **Testing Time: 2:00 p.m.**
- **Location: City Hall, Civil Service - 4th Floor Test Room, 808 W Spokane Falls Blvd.**
- **The approximate duration of the multiple-choice test is 2 hours.**

The test may include the following subjects.

- SQL Server Programming
- Other Programming Languages
- Data Processing / Data Structures
- Design Patterns
- Logic & Reasoning

PROMOTIONAL EVALUATION DETAILS

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

- The employee's most recent PAR is the promotional evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 8th day of August 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**PLANNING SPECIALIST SPN 225
OPEN ENTRY**

DATE OPEN: Monday, August 14, 2023

DATE CLOSED: Monday, September 4, 2023

SALARY: \$52,909.92 annual salary, payable bi-weekly, to a maximum of \$84,689.28

DESCRIPTION:

Provides technical planning support and complex assistance to the public that requires considerable knowledge of departmental policies and procedures.

DUTIES:

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

- Assists professional staff in studies and analyses relating to the comprehensive plan, proposed construction, redevelopment, land use or zoning projects, and population studies.
- Answers inquiries from the public pertaining to permitting, development codes, land use, and zoning.
- Evaluates development, historic preservation, and design review applications to check for completeness and to verify compliance with City code requirements for land use actions.
- Reviews site plans for permit applications; enters and manages approval status in the computerized permit managements system.
- Prepares maps and other material and exhibits for the Development Services Center, Planning Department, Historic Preservation Office, and boards and commissions.
- Gathers, compiles, and evaluates land use or permit data, or prepares statistical charts for evaluations used in various studies.
- Provides administrative support to boards and commissions related to planning and historic preservation.
- Operates a calculator, computer, photography equipment, and automobile.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

(Open-entry applicants must meet all requirements when they apply. Combinations of education and experience that are equivalent to the following minimum qualifications may be acceptable.)

- *Education:* Completion of two years of study (60 semester or 90 quarter credit hours) at an accredited college or university that included at least 12 semester or 18 quarter credit hours in courses related to planning, engineering, landscape architecture, or closely related field. **AND**
- *Experience:* Three years of experience researching or writing legal descriptions, interpreting land use regulations, or the issuance and administration of permits for projects associated with a municipal or urban planning agency.
- *Substitution:* For positions in the Office of Historic Preservation only, college level coursework in history, historic preservation, or a related field may meet the education requirement.

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%

EXAMINATION DETAILS:

You will receive a link to the Planning Specialist T&E via email, prior to 12:00 a.m. Pacific Time on the start dates and will expire at 11:59 p.m. on the due dates as listed below. Please note that this email will be sent from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, August 14 2023 and Monday, September 4, 2023 will test Thursday, September 7, 2023 through Tuesday, September 12, 2023.

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 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.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 8th day of August 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

**REQUEST FOR QUALIFICATIONS
CITY OF SPOKANE
RFQ – PACIFIC GREENWAY REQUEST FOR QUALIFICATIONS
Engineering Services**

City of Spokane Engineering Services is requesting Statement of Qualifications for pre-design and design for the proposed Pacific Avenue Greenway.

The Request for Qualifications document is available at the following web page: www.cityofspokaneplans.com

Questions must be directed to Mark Serbousek at mmserbousek@spokanecity.org.

SOQs conforming to the RFQ requirements must be electronically submitted to Mark Serbousek no later than 1:00 p.m. on September 1, 2023.

Proposals shall be submitted via email to mmserbousek@spokanecity.org. The email shall include subject line "SOQ – Pacific Avenue Greenway".

Proposals shall be submitted in pdf format. The entire submittal shall consist of not more than three pdf files (and, ideally, a single pdf file). Note that the City email server will not accept files larger than 10 MB, so files should be configured accordingly. If your submittal is such that you need an FTP link, please email mmserbousek@spokanecity.org, and an FTP link will be provided.

City of Spokane reserves the right to reject any and all SOQs. SOQs failing to comply with the requirements of this Request for Qualifications may be considered non-responsive. SOQs received late will be considered rejected. All statement of qualifications shall remain the property of City of Spokane and shall not be returned.

Publish: August 9 & 16, 2023

**REQUEST FOR QUALIFICATIONS
CITY OF SPOKANE
RFQ – CHESTNUT STREET BRIDGE SCOUR MITIGATION REQUEST FOR QUALIFICATIONS
Engineering Services**

City of Spokane Engineering Services is requesting Statement of Qualifications for Chestnut Street Bridge Scour Mitigation.

The Request for Qualifications document is available at the following web page: www.cityofspokaneplans.com

Questions must be directed to Mark Serbousek at mmserbousek@spokanecity.org.

SOQs conforming to the RFQ requirements must be electronically submitted to Mark Serbousek no later than 1:00 p.m. on September 1, 2023.

Proposals shall be submitted via email to mmserbousek@spokanecity.org. The email shall include subject line "SOQ – Chestnut Bridge Scour Mitigation".

Proposals shall be submitted in pdf format. The entire submittal shall consist of not more than three pdf files (and, ideally, a single pdf file). Note that the City email server will not accept files larger than 10 MB, so files should be configured accordingly. If your submittal is such that you need an FTP link, please email mmserbousek@spokanecity.org, and an FTP link will be provided.

City of Spokane reserves the right to reject any and all SOQs. SOQs failing to comply with the requirements of this Request for Qualifications may be considered non-responsive. SOQs received late will be considered rejected. All statement of qualifications shall remain the property of City of Spokane and shall not be returned.

Publish: August 9 & 16, 2023

**2023 Residential Chip Seal
Engineering Services File No. 2023043**

This project consists of the construction of approximately 83,000 square yards of chip seal, including associated crack sealing, pavement repair, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. August 21, 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: August 2, 9 & 16, 2023

HVAC CONTROL SYSTEM INSTALL/REPLACE AND MAINTENANCE – As Needed - Public Works

Facility Facilities Management Department,

PW ITB 5954-23

Description: The City of Spokane, through its Facility Facilities Management Department, is soliciting electronic bids for a Contractor certified by equipment manufacturers as authorized and trained personnel for the design, supply, installation, commissioning, maintenance, troubleshooting, support, and training of spec'd HVAC controllers, actuators, sensor, communication equipment, and building automation system control software. HVAC Systems, Hardware, and Software are not part of Bid PW ITB 5954-23. City-provided HVAC systems, Hardware, and Software will be provided to the awarded Contractor of PW ITB 5954-23. A separate bid (ITB 5956-23) will be issued that will result in Master Value Blanket Order Contract for the as-needed, purchase of HVAC items that City will procure against, to enable the City to provide HVAC Systems, Hardware, and Software to the awarded Contractor of PW ITB 5954-23.

MULTIPLE AWARDS: Two (2) four-year contract awards will result from this bid. A Public Works Contract for HVAC Install/Replace, and a Public Works Maintenance Contract for HVAC On-Call As-Needed.

Awarded Contractor for the Public Works Contract for HVAC Install/Replace shall furnish, at its sole expense, a performance bond equal to one hundred percent (100%) of the estimated annual contract price of \$1,200,000 contract price.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on MONDAY, AUGUST 28, 2023, for HVAC Control System Install/Replace and Maintenance – As Needed – Public Works. 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.procurement.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this 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, AUGUST 28, 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: August 9 & 16, 2023

HVAC Item – As-Needed Brand: Alerton —No Or-Equals— Value Blanket

Facility Facilities Management Department,

ITB 5956-23

Description: The City of Spokane, through its Facility Facilities Management Department, is soliciting electronic bids for suppliers who have a proven ability to provide spec'd HVAC items - As Needed.

Resulting Contract will result in a four-year Value Blanket Order, with no renewal options, for various City Departments to procure spec'd HVAC Systems, Hardware, and Software – As Needed. The City will provide procured items to a City awarded Contractor, who is certified by equipment manufacturers as authorized and trained personnel for installation spec's items, therefore, the awarded vendor, will need to confirm warranty will not be impacted. Payment will be made only for quantities actually ordered, delivered, and accepted. Annual Spend is estimated at \$300,000 more or less, for an estimated total amount of \$1,200,000.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on MONDAY, AUGUST 28, 2023, for HVAC Control System Install/Replace and Maintenance – As Needed – Public Works. 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, AUGUST 28, 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: August 9 & 16, 2023
