



Official Gazette

City of Spokane, Washington

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

Volume 114

JANUARY 24, 2024

Issue 4



MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY

WILKERSON

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

LILIANA NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

The Official Gazette

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INSIDE THIS ISSUE

MINUTES	66
HEARING NOTICES	71
JOB OPPORTUNITIES	72
NOTICES FOR BIDS	81

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Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, January 8, 2024

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 Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, and Zappone were present. Note: There is a vacancy in Council District 2, Position 2.

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.

Current Agenda Review

The City Council reviewed the January 8, 2024, Current Agenda.

Contract with SHI International, Inc. (OPR 2024-0015)

Motion by Council Member Cathcart, seconded by Council Member Zappone, **to substitute** the Contract with SHI International, Inc. with updated revised version; **carried 6-0.**

Emergency Ordinance C36482

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to defer** Ordinance C36482—relating to Short-Term Rental Occupancy Fee—to January 29; **carried 6-0.**

Resolution 2024-0002 and Resolution 2024-0003

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to defer** Resolution 2024-0002 (appointing Council Members to boards and commissions for 2024) and Resolution 2024-0003 (adopting various amendments to the City Council's Rules of Procedure) to January 22, 2024, Agenda; **carried 6-0.**

Resolution 2024-0006

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to suspend** Council Rules for the purpose of adding this one item (RES 2024-0006); **carried 6-0.**

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to add** Resolution 2024-0006 (approving the appointment of Dawn Kinder as the Director of Neighborhood, Housing, and Human Services) to the agenda; **carried 6-0.**

Action to Approve January 8, 2024, Current Agenda

Following staff reports and Council inquiry and discussion regarding the January 8, 2024, Current Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Wilkerson, seconded by Council Member Cathcart, **to approve** the January 8, 2024, Current Agenda; **carried 6-0.**

Advance Agenda Review

There was no Advance Agenda review, as the January 15, 2024, City Council Meeting was canceled.

Council Recess/Executive Session

The City Council recessed at 4:00 p.m. and immediately reconvened into an Executive Session under RCW 42.30.110 to discuss pending litigation for 15 minutes. The Executive Session ended at 4:15 p.m., at which time the 3:30 p.m. Briefing

Session also ended. City Attorney Mike Piccolo and Assistant City Attorneys Lynden Smithson and Nate Odle were present for the Executive Session. The City Council reconvened at 6:01 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

(Council Member Cathcart arrived at 6:02 p.m. following the Pledge of Allegiance.)

Roll Call

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, 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**.

PROCLAMATIONS

January 15, 2024 *Martin Luther King, Jr. Observance Day*

Mayor Lisa Brown read the proclamation. Freda Gandy, Executive Director, Martin Luther King, Jr. Community Center, and Reverend Raymond Atkinson, President of the Black Ministry Alliance, accepted the proclamation and remarked on upcoming events.

December 20, 2023 *Jack Geraghty Day*

Mayor Lisa Brown read the proclamation recognizing former Mayor Jack Geraghty who recently passed away. He served as the Mayor of Spokane from 1994 to 1997.

The Mayoral Proclamations are attached to the 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 Wilkerson provided an overview of the rules of decorum. The following individual(s) spoke during the Open Forum:

- Justice Forral
- Dave M
- Debbie Novak
- Erik Lowe
- Tevita Fakasiieiki
- Will Hulings
- Zach McGuckin
- War Bear (Buen Cu-Na)
- Mike Gleason
- Karl Boettner
- Melissa Bedford
- Dan Deboise
- Mitzi Guerin
- Elizabeth Flett
- Sarah Dixit

CONSENT AGENDA

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

Upon 6-0 Voice Vote, the City Council **approved** Staff Recommendations for the following items:

Pre-approval to Purchase several pieces of bicycle lane maintenance equipment for the Streets Department—\$550,000. (Council Sponsor: Council Member Zappone) (OPR 2024-0003)

Pre-approval to Purchase three used undercover vehicles for the Spokane Police Department's TACOPS Team—\$90,000. (Council Sponsor: Council Member Zappone) (OPR 2024-0004)

Purchase from the Douglas County, Washington, Sheriff's Office of a used 2018 Dodge Charger police vehicle for the Spokane Police Department—\$8,736 (incl. tax). (Council Sponsor: Council Member Zappone) (OPR 2024-0005)

Grant Agreement with the Washington Military Department and the U.S. Department of Homeland Security accepting the State and Local Cyber Security Grant Program Award for installation of network firewalls through the Inter-Agency Firewall Initiative—\$77,000. (Council Sponsor: Council Member Bingle) (OPR 2024-0006)

Contract with Structured Communication Systems, Inc. (Clackamas, OR) for the purchase of Cohesity Nodes with support, 2 years of Cohesity Dataprotect and Professional Services from December 11, 2023, through December 11, 2026—\$259,434.26 (plus tax). (Council Sponsor: Council Member Bingle) (OPR 2024-0007)

Grant Agreement with Habitat for Humanity (Spokane) to fund homebuyer acquisition costs through the existing Shared Equity Program administered under City Contract No. OPR 2021-0094—\$2,000,000. (Council Sponsor: Council President Wilkerson) (OPR 2024-0008)

Low Bid of Inland Asphalt Company (Spokane Valley, WA) for the 29th/Washington/Monroe/Lincoln Grind and Overlays project—\$4,970,970. An administrative reserve of \$497,097, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (Council Sponsor: Council Member Bingle) (OPR 2024-0009 / ENG 2022065)

Low Bid of Shamrock Paving, Inc., (Spokane) for the Haven Street Grind and Overlay project—\$1,695,000. An administrative reserve of \$169,500, which is 10% of the contract price, will be set aside. (Hillyard Neighborhood) (Council Sponsor: Council Member Bingle) (OPR 2024-0010 / ENG 2021094)

Low Bid of Northwest Grading, Inc. (Spokane) for the Marshall Road Transmission Main Phase 2 project—\$2,517,831.90. An administrative reserve of \$251,783.19, which is 10% of the contract price, will be set aside. (Grandview/Thorpe Neighborhood) (Council Sponsor: Council Member Bingle) (OPR 2024-0011 / ENG 2022082)

Low Bid of DW Excavating, Inc. (Davenport, WA) for the Marshall Road Transmission Main Phase 3 project—\$3,446,314 (plus tax). An administrative reserve of \$344,631.40 (plus tax), which is 10% of the contract price, will be set aside. (Latah/Hangman Neighborhood) (Council Sponsor: Council Member Bingle) (OPR 2024-0012 / ENG 2022083)

Memorandum Of Understanding with the Spokane County Public Defender's Office to exchange conflict of interest cases, including felony conflict cases sent to the City from January 1, 2023, through December 31, 2024—\$50,000 Revenue. (Council Sponsor: Council Member Cathcart) (OPR 2024-0013)

Contract with SHI International, Inc. (Somerset, NJ) for Microsoft Enterprise Agreement software and support selected through Sourcewell Contract No. 081419-SHI from January 1, 2024, through December 31, 2026—\$1,045,885.05 annually. (Council Sponsor: Council Member Zappone) (OPR 2024-0015)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through December 8, 2023, total \$11,004,861.79 (Check Nos: 599606 - 599740 ACH payment numbers: 123794 – 124040), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$10,641,343.37. (CPR 2023-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through December 15, 2023, total \$9,129,799.51 (Check Nos.: 599741-599895; ACH Payment Nos.: 124041-124227), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$8,970,986.07. (CPR 2023-0002)
- c. Claims and payments of previously approved obligations, including those of Parks and Library, through December 22, 2023, total \$7,262,777.41 (Check Nos.: 599896-600009; ACH Payment Nos.: 124228-124503), with

Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,885,433.67. (CPR 2023-0002)

- d. Claims and payments of previously approved obligations, including those of Parks and Library, through December 29, 2023, total \$16,616,262.73 (Check Nos.: 600010 – 600188; ACH payment numbers: 124504 – 124844), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$16,020,057.10. (CPR 2023-0002)
- e. Payroll claims of previously approved obligations through December 9, 2023: \$8,955,881.22 (Payroll Check Nos.: 570977-571084). (CPR 2023-0003)
- f. Payroll claims of previously approved obligations through December 23, 2023: \$9,038,600.62 (Payroll Check Nos.: 571085-571190). (CPR 2023-0003)

City Council Meeting Minutes: November 20, November 27, November 30 (Study Session), November 30 (Special Meeting), December 4, December 14 (Study Session), and December 14 (Special Meeting), 2023. (CPR 2023-0013)

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

EMERGENCY ORDINANCES

For Council action on Emergency Ordinance C36482, see section of minutes under 3:30 p.m. Briefing Session. Public testimony was received on the ordinance - see section of minutes following “First Reading Ordinances.”

RESOLUTIONS

Resolution 2024-0001 (Council Sponsors: Council Members Zappone and Cathcart)

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

Upon 6-0 Roll Call Vote, the City Council **adopted Resolution 2024-0001**—Resolution and companion Budget Funding Agreement for use of funds from Traffic Calming Measures Fund for labor and acquisition of equipment dedicated to cleaning and plowing of bike lanes—\$950,000.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

For Council action on Resolution 2024-0002 and Resolution 2024-0003, see section of minutes under 3:30 p.m. Briefing Session.

Resolution 2024-0004, Resolution 2024-0005, Resolution 2024-0006 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

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

Upon 6-0 Roll Call Vote, the City Council **adopted** the following resolutions:

RES 2024-0004 Approving the appointment of Erin Hut as the Director of Communications and Marketing for the City of Spokane.

RES 2024-0005 Approving the appointment of Michael Piccolo as the City Attorney for the City of Spokane.

RES 2024-0006 Approving the appointment of Dawn Kinder as the Director of Neighborhood, Housing, and Human Services.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

FINAL READING ORDINANCES**Final Reading Ordinance C36421 (Council Sponsor: Council President Wilkerson)**

Following an overview by Eldon Brown of Development Services and an opportunity for public testimony and Council commentary, the following actions was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36421** vacating Conklin Street south of the south line of 8th Avenue and more particularly described in the ordinance. (First Reading held July 31, 2023)

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

Final Reading Ordinance C36477 (Council Sponsors: Council President Wilkerson and Council Member Stratton)

Following a brief overview by Council President Wilkerson and an opportunity for public testimony and Council commentary, with no individuals requesting to speak, the following action was taken:

Upon 6-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36477** relating to the grant acceptance process and amending SMC 07.19.010 of Title 07.19 of the Spokane Municipal Code.

Ayes: Bingle, Cathcart, Dillon, Klitzke, Wilkerson, and Zappone
Nos: None
Abstain: None
Absent: None

FIRST READING ORDINANCES

The following Ordinance was read for the first time, with further action deferred. Eldon Brown of Development Services provided an overview of the ordinance. Public testimony was received from on individual, followed by response by Mr Brown.

ORD C36422 Vacating the alley between 4th Avenue and 5th Avenue, from the east line of Washington Street to the west line of Bernard Street. (As amended - Original First Reading held July 31, 2023) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

PUBLIC TESTIMONY ON EMERGENCY ORDINANCE C36482

Emergency Ordinance C36482 was deferred to January 29 – see section of minutes under 3:30 p.m. Briefing Session. The following actions were taken:

Motion by Council Member Bingle, seconded by Council Member Dillon, **to suspend** Council Rules for purposes of allowing comment on the short-term rental ordinance (Ordinance C36482); **carried 6-0.**

Motion by Council Member Bingle, seconded by Council Member Dillon, **to allow** testimony on the short-term rental ordinance even though it is on a future agenda; **carried 6-0.**

Public testimony was then received on Emergency Ordinance C36482.

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 7:35 p.m. The January 15, 2024, City Council meeting is canceled as this day is the designated Dr. Martin Luther King, Jr. Day holiday. The next regularly scheduled meeting of City Council will be held January 22, 2024.

MEETING MINUTES
City of Spokane
City Council Study Session
January 11, 2024

Call to Order: 11:03 a.m.

Attendance:

Committee Members Present: Council President Wilkerson, Council Members Cathcart, Bingle, Zappone, Klitzke and Dillon.

Agenda Items:

1. Joint Conversation with Mayor Brown on City of Spokane Emergency Weather Response

- Presenter:
Mayor Brown, City of Spokane
- Action taken:
No action taken. Presentation and discussion only.

This conversation ended at 11:55 a.m.

2. Press availability in the Chase Gallery

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

Executive Session:

None

Adjournment:

The meeting adjourned at 12:23 p.m.

Hearing Notices

BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 1225 E NEWARK AVENUE, SPOKANE, WASHINGTON, 99202, PARCEL NUMBER 35204.0204, LEGAL DESCRIPTION LIBERTY PK ADD L11 & E15FT L12 B4, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on February 13, 2024 at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said show cause hearing will proceed. For more information on this hearing, including information regarding remote participation in the hearing, please contact:

Jason Ruffing
 Code Enforcement, City of Spokane
 808 West Spokane Falls Blvd.
 Spokane, WA 99201-3333
 509-625-6300
jruffing@spokanecity.org

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 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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.

PROGRAM MANAGER SPN 071 OPEN ENTRY

DATE OPEN: Monday, January 22, 2024

DATE CLOSED: Monday, February 5, 2024

SALARY: \$76,546.08 annual salary, payable bi-weekly, to a maximum of \$108,513.36

DESCRIPTION:

Performs a variety of professional responsibilities related to a variety of community development, human services, and other social programs including identifying needs, developing both short and long term program strategies, acting as the principal technical program expert, and providing consultation to client or partner participants of programs.

DUTIES:

- Provides leadership for a variety of service programs; designs long-term strategic planning efforts to achieve best outcomes. Initiates community needs assessment activities; designs and implements community outreach efforts including oversight of staffing of task forces, advisory groups, and commissions; sets the frequency and nature of trainings, monitoring, and planning committee sessions.
- Analyzes new and revised legislation which govern program area in order to determine impact upon operations. Evaluates existing operations and procedures within an assigned program area. Drafts and monitors program goals, and ensures proper allocation of resources. Oversees and/or conducts studies to collect data, evaluate, and make recommendations for procedural or organizational changes, modifications, and improvements; plan and implements program changes with required resources.
- Develops and reviews departmental policies and procedures to ensure compliance with state and federal legislation, regulations, and directives. Composes, organizes and revises program reports, policies, and procedure manuals; plans and coordinates the development of new and revised programs, contracts, and interagency agreements with department staff, other City departments, and community agencies.
- Identifies issues requiring strategic or context-sensitive intervention, and recommends response to problems.
- Develops annual department budget for program area. Ensures compliance with funding requirements, including local, state, and federal grant award terms and conditions. Recommends and ensures that appropriate policies and procedures for pass-through grants are established and followed. Audits funded partners' client files for compliance. Monitors the program budget and work plans, including reviewing project budgets, reviewing billing statements, and authorizing payments. Evaluates progress and achievement of objectives, while protecting the City from financial losses.
- Researches, applies for, and manages grants and grant funding sources; prepares and manages program related contracts and MOUs. Administers grant evaluation and closeout process.
- Manages project funding competition process, including solicitation of funds, Requests for Proposals (RFP) process (including review of proposals, developing funding recommendations, and awarding funds), negotiates contracts, approves disbursements, provides technical assistance to nonprofit grantees, monitors performance, and enforces contract requirements, ensuring compliance with Federal, State and local funding requirements.
- Ensures cross-functional communication, coordination, and effective relationships within the various functions of the department, as well as other City departments, City Administration, City Council, leadership of other local jurisdictions, and elected officials. Sets agendas, directs work, and ensures staff support coverage for citizen committees and advisory boards.
- Acts as technical expert and resource person to staff regarding program policies and procedures; facilitates group process, mediation, and negotiation functions. Advocates persuasively for solutions, informed by issues affecting the unique needs of the Spokane County residents.
- Performs extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research and analysis, and prepares recommendations regarding special projects.

- Represents the City in various capacities both internally and externally. Acts as department liaison with various agencies and departments on issues concerning the program(s); may serve as departmental representative on various committees and at meetings.
- Attends meetings with various community and volunteer groups; coordinate and schedule presentations; advertises program services.
- Participates in staff and professional meetings to discuss progress and conduct program planning.
- Prepares and submits various mandated financial, operational, and statistical reports.
- Distributes work and delegates assignments as appropriate. Monitors and evaluates work of subordinates or helpers.
- Performs related work as required.

Incumbents may be assigned to one or more major specialties, such as the following briefly summarized program areas:

Housing Programs:

- Plans program commitments to address housing needs and defines program objectives in coordination with partners and stakeholders. Directs housing acquisitions and dispositions of real estate, coordinating with departments to identify derelict properties for affordable housing redevelopment. Oversees management of revolving loan and grant funds; recommends, executes, and modifies grants and loans. Underwrites funding applications including assessment of applicant capacity and project viability.

Community Development:

- Provides leadership and technical direction for the development and administration of the City's community development plans and activities. Ensures program alignment with multiple City department planning documents. Lead workshops and public hearings to establish community needs, goals, and priorities. Presents plans in public meetings, develops policy and procedures, and executes program elements.

Homelessness and at-risk populations:

- Leads the development, implementation and management of a regional system of programs to respond to homelessness and to support vulnerable and at-risk populations. Provides strategic vision and coordination across various funding streams and interventions while bringing together partners from across the County to ensure effectiveness in cross-sector and multi-jurisdictional strategies.

MINIMUM QUALIFICATIONS:

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

Open Entry Requirements:

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

- *Education:* Bachelor's degree from an accredited four-year college or university in Public Administration, Social Work, or a closely related field. **AND**
- *Experience:* Five years of professional level governmental or nonprofit work experience in community, housing, or human services programs, including at least one year in a responsible program management or supervisory capacity.
- *Licenses:* Valid driver's license or evidence of equivalent mobility.

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

EXAMINATION DETAILS:

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

EXAMINATION DETAILS:

You will receive a link to the Program Manager (CHHS) 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, January 22, 2024 and Monday, February 5, 2024 will test Thursday, February 8, 2024 through Tuesday, February 13, 2024.

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 17th day of January 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**PROGRAM MANAGER SPN 071
PROMOTIONAL**

DATE OPEN: Monday, January 22, 2024

DATE CLOSED: Monday, February 5, 2024

SALARY: \$76,546.08 annual salary, payable bi-weekly, to a maximum of \$108,513.36

DESCRIPTION:

Performs a variety of professional responsibilities related to a variety of community development, human services, and other social programs including identifying needs, developing both short and long term program strategies, acting as the principal technical program expert, and providing consultation to client or partner participants of programs.

DUTIES:

- Provides leadership for a variety of service programs; designs long-term strategic planning efforts to achieve best outcomes. Initiates community needs assessment activities; designs and implements community outreach efforts including oversight of staffing of task forces, advisory groups, and commissions; sets the frequency and nature of trainings, monitoring, and planning committee sessions.
- Analyzes new and revised legislation which govern program area in order to determine impact upon operations. Evaluates existing operations and procedures within an assigned program area. Drafts and monitors program goals, and ensures proper allocation of resources. Oversees and/or conducts studies to collect data, evaluate, and make recommendations for procedural or organizational changes, modifications, and improvements; plan and implements program changes with required resources.
- Develops and reviews departmental policies and procedures to ensure compliance with state and federal legislation, regulations, and directives. Composes, organizes and revises program reports, policies, and procedure manuals; plans and coordinates the development of new and revised programs, contracts, and interagency agreements with department staff, other City departments, and community agencies.
- Identifies issues requiring strategic or context-sensitive intervention, and recommends response to problems.
- Develops annual department budget for program area. Ensures compliance with funding requirements, including local, state, and federal grant award terms and conditions. Recommends and ensures that appropriate policies

and procedures for pass-through grants are established and followed. Audits funded partners' client files for compliance. Monitors the program budget and work plans, including reviewing project budgets, reviewing billing statements, and authorizing payments. Evaluates progress and achievement of objectives, while protecting the City from financial losses.

- Researches, applies for, and manages grants and grant funding sources; prepares and manages program related contracts and MOUs. Administers grant evaluation and closeout process.
- Manages project funding competition process, including solicitation of funds, Requests for Proposals (RFP) process (including review of proposals, developing funding recommendations, and awarding funds), negotiates contracts, approves disbursements, provides technical assistance to nonprofit grantees, monitors performance, and enforces contract requirements, ensuring compliance with Federal, State and local funding requirements.
- Ensures cross-functional communication, coordination, and effective relationships within the various functions of the department, as well as other City departments, City Administration, City Council, leadership of other local jurisdictions, and elected officials. Sets agendas, directs work, and ensures staff support coverage for citizen committees and advisory boards.
- Acts as technical expert and resource person to staff regarding program policies and procedures; facilitates group process, mediation, and negotiation functions. Advocates persuasively for solutions, informed by issues affecting the unique needs of the Spokane County residents.
- Performs extensive, in-depth, and specialized administrative, budgetary, financial, and compliance research and analysis, and prepares recommendations regarding special projects.
- Represents the City in various capacities both internally and externally. Acts as department liaison with various agencies and departments on issues concerning the program(s); may serve as departmental representative on various committees and at meetings.
- Attends meetings with various community and volunteer groups; coordinate and schedule presentations; advertises program services.
- Participates in staff and professional meetings to discuss progress and conduct program planning.
- Prepares and submits various mandated financial, operational, and statistical reports.
- Distributes work and delegates assignments as appropriate. Monitors and evaluates work of subordinates or helpers.
- Performs related work as required.

Incumbents may be assigned to one or more major specialties, such as the following briefly summarized program areas:

Housing Programs:

- Plans program commitments to address housing needs and defines program objectives in coordination with partners and stakeholders. Directs housing acquisitions and dispositions of real estate, coordinating with departments to identify derelict properties for affordable housing redevelopment. Oversees management of revolving loan and grant funds; recommends, executes, and modifies grants and loans. Underwrites funding applications including assessment of applicant capacity and project viability.

Community Development:

- Provides leadership and technical direction for the development and administration of the City's community development plans and activities. Ensures program alignment with multiple City department planning documents. Lead workshops and public hearings to establish community needs, goals, and priorities. Presents plans in public meetings, develops policy and procedures, and executes program elements.

Homelessness and at-risk populations:

- Leads the development, implementation and management of a regional system of programs to respond to homelessness and to support vulnerable and at-risk populations. Provides strategic vision and coordination across various funding streams and interventions while bringing together partners from across the County to ensure effectiveness in cross-sector and multi-jurisdictional strategies.

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:* Three years of service with City of Spokane as a Program Professional (SPN 039), or three years in another lower level professional classification in CHHS.
- *Licenses:* Valid driver's license or evidence of equivalent mobility.

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:* Bachelor's degree from an accredited four-year college or university in Public Administration, Social Work, or a closely related field.
- *Experience:* Five years of professional level governmental or nonprofit work experience in community, housing, or human services programs, including at least one year in a responsible program management or supervisory capacity.
- *Licenses:* Valid driver's license or evidence of equivalent mobility.

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

EXAMINATION DETAILS:

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

EXAMINATION DETAILS:

You will receive a link to the Program Manager (CHHS) 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, January 22, 2024 and Monday, February 5, 2024 will test Thursday, February 8, 2024 through Tuesday, February 13, 2024.

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 17th day of January 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

INVENTORY CONTROL SPECIALIST SPN 171
PROMOTIONAL

DATE OPEN: Monday, January 22, 2024

DATE CLOSED: Monday, February 5, 2024

SALARY: \$45,539.28 annual salary, payable bi-weekly, to a maximum of \$71,534.88

DESCRIPTION:

Performs specialized, independent work controlling warehouse inventories to include purchasing, receiving, storing, and issuing operational supplies.

DUTIES:

- Maintains detailed records of perpetual supply and equipment inventories in department stores, warehouses and/or vehicles using complex inventory management software. Enters material requests into financial management software.
- Records transfer of supplies to and from storage areas, including buildings and vehicles. May process work and repair orders for internal services.
- Adds and modifies items in inventory database as part numbers, specifications, or available stocks change. Prepares and audits counts of inventory and identifies and reports discrepancies for resolution.
- Maintains the storeroom(s) in an orderly manner; organizes storage areas, stocks shelves, etc.
- Purchases regular supplies and services, following City purchasing standards and policies. Monitors cost information and provides reports to supervisors.
- Surveys vendors to determine best source for cost, quality, and availability of items not covered by a purchasing contract. May exercise independent judgment to initiate the purchase of required items. Escalates unusual cases to supervisor.
- Examines inventory purchase receipts and compares with invoices and work orders to verify accuracy. Approves invoice payment and processing from accounting.
- Operates standard office equipment, including a personal computer with modern database, word processing, and e-mail applications.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

- *Experience:* One year of service with the City as a Clerk III (SPN 003) or higher clerical or accounting classification, or one year of service with the City in another classification which included regular assigned duties in store, warehousing, and use of inventory control software.

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 PAR with weights assigned as follows:

- Multiple-choice Test 80%
- PAR 20%

MULTIPLE-CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, February 8, 2024
- Test Time: 2:00 p.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
- Test Subjects:
 - o Purchasing and Record Keeping
 - o Mathematical Reasoning
 - o Attention to Detail
 - o Inventory Management
 - o Storekeeping
 - o Safety
 - o Administration

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 17th day of January 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

RADIO OPERATOR I SPN 280
OPEN ENTRY

DATE OPEN: Monday, January 22, 2024

DATE CLOSED: Monday, February 5, 2024

SALARY: \$43,409.52 annual salary, payable bi-weekly, to a maximum of \$67,755.60

DESCRIPTION:

Performs responsible communications work in receiving and transmitting radio, intercom, communications console, telephone messages, and general information.

DUTIES:

- Receives incoming calls and messages by radio, telephone and/or communications terminal; provides requested information; transmits messages or information to mobile units; dispatches additional units on trouble calls as directed; and relays messages between mobile units, portable units, and other City departments.

- May operate electronic message recorder.
- Maintains an operational log.
- May monitor other City departments' radio frequencies.
- Prepares necessary reports, records, and files.
- Operates a computer terminal.
- Assists in maintaining appropriate radio files.
- Maintains radio telephone and communications terminal contact with other agencies and/or public safety support organizations.
- Dispatches mobile units in accordance with department policies and directives.
- Dispatches emergency personnel in accordance with department policy, or as directed.
- Assists in the preparation of monthly reports on material, operations, labor, and safety.
- Assists in the preparation and maintenance of records, reports, and accident report files as directed.
- Receives an average of 25 operational radio calls per day or at least 50 percent of their time is involved in actual radio operation, or provides radio operation for a shift which may have fewer calls, but whose primary function is to monitor the radio for emergency situations.
- Performs related work as directed.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

(Applicants who are not current employees of the City of Spokane may meet these requirements. Open-entry applicants must meet all requirements when they apply.)

- *Education:* Applicants must have had basic course work in English at the high school level or equivalent.

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:

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.**

Multiple-choice examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, January 22, 2024, and Monday, February 5, 2024, will test Thursday, February 8, 2024, through Tuesday, February 13, 2024.

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

The examination may include such subjects as:

- Spatial Orientation/Geography
- Communication Skills
- Interpersonal Skills
- Reading
- Computer Skills
- Clerical

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 15th day of November 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**POLICE CAPTAIN SPN 917
PROMOTIONAL**

DATE OPEN: Monday, January 22, 2024

DATE CLOSED: Monday, February 5, 2024

SALARY: \$193,620.24 annual salary, payable bi-weekly, to a maximum of \$211,848.48

DESCRIPTION:

Performs responsible command-level work in directing the activities of a major division of the Police Department.

DUTIES:

- Exercises powers of arrest and control; defends self and uses force and deadly force; enforces motor vehicle laws; operates vehicle under emergency conditions and provides emergency assistance; responds to crime scenes and performs criminal investigations; and participates in special operations.
- Directs programs for their respective division which may include patrol, traffic, K-9, critical incident management and other specialty units. Is responsible for the coordination and development of patrol tactics/ strategies to deal with crime problems and related issues. Assigns uniformed police officers to patrol and other specialty units; directs traffic safety and accident investigation programs; conducts studies of traffic and crime records; develops corrective measures; makes recommendations for revision of ordinances and policies; and does liaison work with various law enforcement agencies and organizations.
- Commands the Investigative Division. Coordinates and directs activities of the various investigative units in the division; provides technical advice; designs special details and task forces; and does liaison work with the prosecutor's office, the public defender's office, the various courts and other state and federal agencies.
- Directs the activities of the Training, and Community Services Sections. Does liaison work with various law enforcement agencies and organizations; and provides administrative support as needed to the Police Chief's office.
- Prepares working schedules; maintains and enforces discipline; reviews records and reports of subordinates; develops new procedures; and submits reports and recommendations to the Police Chief. Responsible for the managerial development of command level subordinates.
- May assume direct command of police activities during a major emergency, a major crime or other significant police-involved event.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

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

- *Experience:* Two years of service with the City in the classification of Police Lieutenant.
- *Certifications:* Must obtain the Washington State Criminal Justice Training Commission Mid-Management Career Level Certification within the probationary period.
- *Licenses:* Applicants must possess a valid driver's license.
- *Physical:* Certified by the Police Physician as physically fit to perform such duty.

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 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.

EXAMINATION DETAILS:

You will receive a link to the Police Captain 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 City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, January 22, 2024 and Monday, February 5, 2024 will test Thursday, February 15, 2024 through Tuesday, February 20, 2024.

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 11th day of January 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

WASHINGTON/STEVENS BRIDGE DECK REHABILITATION
Engineering Services File No. 2021088

This project consists of the construction of approximately 4,183 square yards of 2-inch thick HMA pavement, modified concrete overlay, expansion joint modification, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 5, 2024, 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.

Publish: January 17, 24, & 31, 2024

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR QUALIFICATIONS #6053-24 Meadowglen Park Design and Documentation Services City of Spokane Parks and Recreation Department

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

Pre-proposal Conference:

A Pre-Proposal Conference is scheduled to be held on **THURSDAY, FEBRUARY 25, 2024 at 1:00 p.m.**, local time, at CITY OF SPOKANE CITY HALL, 808 W. Spokane Falls Boulevard, **CONFERENCE ROOM LOBBY - LILAC -OR- by Microsoft Teams by joining on your computer, mobile app or room device:**

Click here to join the meeting OR:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmY5MGRkMzktNjl2Zi00MG15LWJkNTQtZjg1ZDEwNjM0Y2Qy%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22a0eee0c5-e65c-4cea-b72c-92437f9a72e3%22%7d

Alternatively, you may join the meeting by the methods below:

Meeting ID: 217 113 436 598
Passcode: KMWZjJ

Download Teams | Join on the web

Join with a video conferencing device

cityofspokane@m.webex.com

Video Conference ID: 117 588 165 4

Alternate VTC instructions

Or call in (audio only)

+1 323-618-1887,,612287311# United States, Los Angeles

Phone Conference ID: 612 287 311#

All prospective Proposers should attend; however, attendance is not mandatory. Questions and answers will be issued by Addenda through the City of Spokane's online procurement system portal <https://spokane.procureware.com>. The City of Spokane shall be bound only to written answers to questions. Any oral responses given at the Pre-Proposal Conference shall be considered unofficial.

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, FEBRUARY 12, 2024**. 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, FEBRUARY 12, 2024**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. 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 #.

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. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

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

Publish : January 17 & 24, 2024

SNOW AND ICE CONTROL PRODUCTS
Street Department

ITB #6057-24

Description: The City of Spokane is seeking electronic bids for Snow and Ice Control Products to be used by the Street Department.

Bid Opening: Sealed electronic bids will be accepted until **Monday, February 12, 2024, at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

Please submit any questions on our bidding portal to the 'Clarifications' tab under the applicable project number.

The City reserves the right to reject any and all submissions and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm submissions completed and submitted electronically will be tabulated.**

Thea Prince, Sr. Procurement Specialist
Purchasing Department

Publish: January 24 & 31, 2024
