



Official Gazette

City of Spokane, Washington

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

Volume 114

MARCH 20, 2024

Issue 12



MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BETSY

WILKERSON

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MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

LILI NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

The Official Gazette

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Minutes

NOTICE

**MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, March 11, 2024**

The minutes for the Monday, March 11, 2024, Spokane City Council Meeting were not available for publication in this issue of the Official Gazette. The minutes will be published in the Wednesday, March 20, 2024, issue of the Official Gazette.

MEETING MINUTES

**City of Spokane
City Council-Mayor Joint Special Meeting to Discuss Budget
(held in a study session format)
Central Library, Events Room A
March 14, 2024**

Meeting Recording: <https://vimeo.com/92352977>

Call to Order: 11:02 a.m.

Attendance:

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

Council Members Absent: None

Agenda Items:1. Current Structural Gap

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

2. Current Budgetary Pain Points

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

3. Long-Term Capital Needs

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

Executive Session:

None

Adjournment:

The meeting adjourned at 11:53 a.m.

General Notices

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **Waste Management Graham Rd Landfill** to provide the following:

Special Waste Grit Disposal
For
The City of Spokane Riverside Park Water Reclamation Facility

Companies who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to Tanya Lester, Procurement Specialist at: tlester@spokanecity.org by **Wednesday, March 27th, 2024, at 5:00 pm**. The City of Spokane does not guarantee that companies responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Companies who have not already done so should register at www.mrscrosters.com.

Dated the 4th day of March 2024

Tanya Lester
Procurement Specialist

Publish: March 13th & 20th, 2024

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **Field Instruments and Controls Inc.** to provide the following:

Endress Hauser Instrumentation. (Controllers, Probes, Parts and Supplies)
For
The City of Spokane Riverside Park Water Reclamation Facility

Companies who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to: Tanya Lester, Procurement Specialist, at: tlester@spokanecity.org by Wednesday April 3rd, 2024 at 5:00 PM.

The City of Spokane does not guarantee that companies responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Companies who have not already done so should register at www.mrscrosters.com.

Dated the 13th day of March, 2024

Tanya Lester
Procurement Specialist

Publish: March 20th & 27th, 2024

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **KGS NORTHWEST** to provide the following:

Milliken Valve and Henry Pratt products
For
The City of Spokane Riverside Park Water Reclamation Facility

Companies who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to: Tanya Lester, Procurement Specialist, at: tlester@spokanecity.org by Wednesday April 3rd, 2024 at 5:00 PM.

The City of Spokane does not guarantee that companies responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement but reserves the right to solicit proposals.

Companies who have not already done so should register at www.mrscoesters.com.

Dated the 13th day of March, 2024

Tanya Lester
Procurement Specialist

Publish: March 20th & 27th, 2024



**CITY OF SPOKANE
NOTICE OF
PROPOSED FRANCHISE ORDINANCE C36500 - SUMMARY**

Franchise to Ziplly Fiber Pacific LLC which is a Washington State Limited Liability Corporation company and has its home office in Kirkland, WA. Ziplly Fiber Pacific LLC is registered as a limited liability company with the Washington State Secretary of State and the WUTC to operate as a competitive telecommunications company in in the State of Washington. Ziplly Fiber Pacific LLC. is seeking a franchise agreement to operate telecommunications operations in City's right of way. The franchise agreement is for a ten (10) year term. For more information call: (509) 431-0458; email: legal@ziplly.com. (The final reading of proposed Ordinance C36500 is anticipated to be held before Spokane City Council on April 15, 2024.)



Help make a difference in your community.



**You're invited to attend the next
Police Advisory Committee (PAC) Quarterly Public Meeting:
Thursday, March 21, 2024 at 5:30 pm**

West Central Community Center - 1603 N Belt St.

Interim Police Chief Justin Lundgren and/or other members of the Spokane Police Department will be present to deliver updates and to answer community questions.

PAC Serves as a Bridge from the Chief to the Community...

PAC is a collection of community group representatives who serve as an advisory group to the Office of the Chief of Police regarding community needs and concerns, as well as community responses to proposed police programs and priorities. PAC is looking for additional community group leaders to join this committee. If you are interested, please send a request for an application to anapolitano@spokanepolice.org or call (509) 625-4063.

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 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.

Ordinances

These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.

ORDINANCE NO. C36499

An ordinance amending Ordinance No. C36467, passed by the City Council November 27, 2023, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2024 budget Ordinance No. C36467, as above entitled, and which passed the City Council November 27, 2023, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the General Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Decrease appropriation by \$80,000.
 - A) Of the decreased appropriation, \$80,000 is removed solely from contractual services in the Mayor's Office for the emergency preparedness interlocal agreement with Spokane County.
- 2) Increase appropriation by \$80,000.
 - A) Of the increased appropriation, \$80,000 is provided solely for wages and benefits in the Legal Department due to the tentative agreement between the City of Spokane and the Local 270 Prosecuting Attorneys bargaining unit.
 - B) There is no change to the overall appropriation level in the General Fund.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to change the wages of personnel impacted by the 270 Prosecutors' collective bargaining agreement, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council March 11, 2024
Delivered to Mayor March 15, 2024**

Policies & Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	DEPT 4100-24-01 LGL 2024-0029
TITLE: CITY OF SPOKANE WATER & HYDROELECTRIC SERVICES DEPARTMENT – WATER MAIN UPSIZE POLICY	
EFFECTIVE DATE: March 13, 2024 REVISION DATE: N/A	

1.0 GENERAL

1.1 PURPOSE

This policy outlines the City of Spokane's Water Department Water Main Upsize Policy. Often private Developers seek to develop or redevelop in areas which do not have current City water infrastructure available to support the proposed development or redevelopment. When this occurs, the City requires the Developer to size the water infrastructure to support the planned development needs. In some instances the city may wish to further upsize this infrastructure for projected future growth and development.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City Departments.

3.0 REFERENCES

- Chapter 13.04. SMC
- Chapter 17H.010 SMC
- City of Spokane Comprehensive Plan
- City of Spokane Water System Plan
- City of Spokane Water Conservation Master Plan
- City of Spokane Design Standards

4.0 DEFINITIONS

“Developer” is any entity to include without limitation, property owner, corporation (governmental, private, non-profit, public, or municipal division or department) or its agent in performing the improvement or alteration of or to a property.

5.0 POLICY

- 5.1 Anyone (hereafter, Applicant) desiring City water service to be extended to their property(ies) which is not currently connected to City Water service or alteration of current water supply use or capacity, must request permission to construct an extension of water service to such location(s) by submitting a written request to the City of Spokane through the Development Services Center.
- 5.2 Most requests are for a water distribution main extension(s), including fire hydrants as needed, to the desired location(s).

- 5.3 There are situations where, in order to extend City water service to the property and maintain all acceptable water pressure and water quantity necessary for domestic needs and to provide adequate fire protection, that additional water system infrastructure components may need to be constructed. These additional water system infrastructure components include, without limitation, reservoir(s), booster station(s) and/or transmission water main(s).
- 5.4 In reviewing the water plans submitted by a developer, the Director of Water & Hydroelectric Services and the Director of Integrated Capital Management may determine that the water main(s) should be constructed at a larger size than needed for just the developer's project in order to meet the City's future needs relative to the City's water system.
- 5.4.1 In making such determinations, considerations may include: (1) the needs of the applicant for the water service extension; (2) the quantity of water necessary for domestic, irrigation, and fire protection needs; and (3) whether the water can be delivered at acceptable water pressure. A hydraulic analysis to support the applicant request, may be necessary prior to City approval towards obtaining permission for construction of the water system extension.
- 5.5 The necessary average daily, maximum daily, and peak hour flowrates of water for fire, domestic, and irrigation service shall be determined by the applicant's consultant engineer and such determination shall be subject to the approval of the Director of Water & Hydroelectric Services.
- 5.6 The developer shall be responsible for all costs associated with the construction of all water main(s) and appropriate water system infrastructure required for the developer's project(s).
- 5.7 When the Director of Water & Hydroelectric Services makes such determination, the Director should ask the developer to revise the developer's water plans to reflect the pipe size(s) so deemed necessary by the Director and, further, require that the construction of such infrastructure be in conformance with the revised water plans and consistent with the City's standards and policies for the water system.
- 5.8 The Director or its agent, in making such determination, must write a justification for the upsize and any agreements must be memorialized in an agreement between the City and developer.
- 5.9 The agreement may address reimbursement of the costs incurred by the developer relative to the upsizing of the water infrastructure requested by the City. Such agreements are subject to approval in accordance with the City's procurement policies.

6.0 PROCEDURE

- 6.1 The portion of the cost of the water infrastructure that is reimbursable by the City is limited to the water main infrastructure system which is or will be part of the public water system, and to that portion of the project cost that is the difference in material cost for upsizing only, including pipes, valves, fittings, pipe restraintment, and other appurtenances. The difference is calculated as the difference between the material cost for construction of the infrastructure needed for the developer's project and the City's requested upsize.
- 6.2 The process for determining the amount to be reimbursed is established by the City utilizing bids provided by local material suppliers. The difference in material costs is established on the lowest of the bids received as a package for all materials involved as follows:
- 6.2.1 First, the lowest bid for all materials necessary for the construction of the water main(s) based on the size(s) representing the required needs of the developer.
- 6.2.2 Second, the lowest bid for all materials necessary for the construction of the water main(s) based on the size(s) representing the required needs of the City.
- 6.2.3 Utilizing the two low bids received, the City will compute the eligible reimbursable amount, including applicable sales tax, of the relative water main upsizing cost(s) for the project(s).

7.0 RESPONSIBILITIES

The City of Spokane Water & Hydroelectric Services Department shall administer this policy.

8.0 APPENDICES

N/A

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 4310-24-01 LGL 2024-0028
TITLE: CITY OF SPOKANE WASTEWATER MANAGEMENT DEPARTMENT – SEWER MAIN UPSIZE POLICY	
EFFECTIVE DATE: March 13, 2024 REVISION DATE: N/A	

1.0 GENERAL

1.1 PURPOSE

This policy outlines the City of Spokane's Wastewater Management Department Sewer Main Upsize Policy. Often private Developers seek to develop or redevelop in areas which do not have current City sewer infrastructure available to support the proposed development or redevelopment. When this occurs, the City requires the Developer to size the sewer infrastructure to support the planned development needs. In some instances the city may wish to further upsize this infrastructure for projected future growth and development.

1.2 TABLE OF CONTENTS

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- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City Departments.

3.0 REFERENCES

Chapter 13.03. SMC
Chapter 17H.010 SMC
City of Spokane Comprehensive Plan
Integrated Clean Water Plan
City of Spokane Design Standards
Spokane Regional Stormwater Management Manual

4.0 DEFINITIONS

"Developer" is any entity to include without limitation, property owner, corporation (governmental, private, non-profit, public, or municipal division or department) or its agent in performing the improvement or alteration of or to a property.

5.0 POLICY

5.1 Anyone (hereafter, Applicant) desiring City sewer service to be extended to their property(ies) which is not currently connected to City Sewer service or alteration of current sewer system use or capacity, must request permission to construct an extension of sewer service to such location(s) by submitting a written request to the City of Spokane (City) through the Development Services Center.

5.2 Most requests are for a lateral sewer extension(s) to the desired location(s).

5.3 There are situations where, in order to extend City sewer service to the property that additional sewer system infrastructure components may need to be constructed. These additional sewer system infrastructure components include, without limitation, pumping station(s) and/or subtrunk / trunk sewer(s).

5.4 In reviewing the sewer plans submitted by a developer, the Director of Wastewater Management and the Director of Integrated Capital Management may determine that the sewer lateral(s) should be constructed at a

larger size and/or at a lower elevation than needed for just the developer's project in order to meet the City's future needs relative the City's sewer system and request an upsize. In making such determinations, considerations may include: (1) the needs of the applicant for the sewer service extension; (2) project growth for the area; and (3) whether the sewer can be maintained at acceptable levels. A sewer design report currently proposed and future (full build-out flow) to support the applicant request, may be necessary prior to City approval towards obtaining permission for construction of the sewer system extension.

- 5.5 The necessary average daily, maximum daily, and peak hour flowrates of sewer discharge for domestic service shall be determined by the applicant's consultant engineer and such determination shall be subject to the approval of the Director of Wastewater Management.
- 5.6 The developer shall be responsible for all costs associated with the construction of all sewer lateral(s) and appropriate sewer system infrastructure required for the developer's project(s).
- 5.7 When the Director of Wastewater Management makes such determination, the Director should ask the developer to revise the developer's sewer plans to reflect the pipe size(s) and/or depths deemed necessary by the Director and, further, require that the construction of such infrastructure be in conformance with the revised sewer plans and consistent with the City's standards and policies for the sewer system.
- 5.8 The Director or its agent, in making such determination, must write a justification for the upsize and any agreements must be memorialized in an agreement between the City and developer.
- 5.9 The agreement may address reimbursement of the costs incurred by the developer relative to the upsizing of the sewer infrastructure requested by the City. Such agreements are subject to approval in accordance with the City's procurement policies.

6.0 PROCEDURE

- 6.1 The portion of the cost of the sewer infrastructure that is reimbursable is limited to the sewer lateral infrastructure system which is or will become a part of the public sewer system and to that portion of the project cost that is the difference in material cost for upsizing only, including pipes, fittings, pipe supplemental anchoring/restraintment, incrementally increased manhole diameter structures and other appurtenances. The difference is calculated as the difference between the material cost for construction of the infrastructure needed for the developer's project and the City's requested upsize.
- 6.2 The process for determining the amount to be reimbursed is established by the City utilizing recent project bids and input provided by local material suppliers. The difference in material costs is established on the lowest of the bids received as a package for all materials involved as follows:
 - 6.2.1 First, the lowest bid for all materials necessary for the construction of the sewer lateral(s) based on the size(s) representing the required needs of the developer.
 - 6.2.2 Second, the lowest bid for all materials necessary for the construction of the sewer lateral(s) based on the size(s) representing the required needs of the City.
 - 6.2.3 Utilizing the two low bids received, the City will compute the eligible reimbursable amount, including applicable sales tax, of the relative sewer lateral upsizing cost(s) for the project(s).

7.0 RESPONSIBILITIES

The City of Spokane Wastewater Management Department shall administer this policy.

8.0 APPENDICES

N/A

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

CLERK III (POLICE) SPN 003 OPEN ENTRY

DATE OPEN: Monday, March 18, 2024

DATE CLOSED: Monday, April 1, 2024

SALARY: \$42,365.52 annual salary, payable bi-weekly, to a maximum of \$66,252.24

DESCRIPTION:

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

This recruitment is for a Clerk III position with the City of Spokane Police Department.

DUTIES:

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

MINIMUM QUALIFICATIONS:

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

All applicants must submit a Personal History Statement form along with the online employment application in order to be considered.

- Download the PHS form at the following link: **Personal History Statement**
- You may attach PHS form to your online profile at the time of application. Alternatively, you may return the PHS form via e-mail per the instructions on the form.

NOTE: Candidates with any marijuana, cannabis or any controlled substance use in the last six months will not be considered. Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment.

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 computer skills simulation and multiple-choice test, with weights assigned as follows:

- Computer Skills Simulation and 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.**

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, March 18, 2024, and Monday, April 1, 2024, will test Thursday, April 4, 2024, through Tuesday, April 9, 2024.

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:

- Computer Skills
- Math & Reasoning
- Reading & Writing
- Interpersonal Skills
- Attention to Detail

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 14th day of March 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

SENIOR BUSINESS SYSTEMS ANALYST SPN 162
OPEN ENTRY

DATE OPEN: Monday, March 18, 2024

DATE CLOSED: Monday, April 1, 2024

SALARY: \$80,262.72 annual salary, payable bi-weekly, to a maximum of \$113,503.68

DESCRIPTION:

Under general direction, leads and performs professional analysis, development, and continuous improvement of one or more major, complex business systems and processes at an operational level for a City department.

DUTIES:

- Coordinates and leads the work of technical and professional employees in support of department mission-critical systems, applications, and technology. Trains employees, leads complex projects, and may evaluate subordinate staff.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment, and methodologies to expedite and/or enhance existing processes.
- Develops and leads the Lean Business Improvement Process, working closely with involved parties to enhance operational effectiveness, providing training, and facilitating ongoing progress.
- Creates, monitors, and reports on the performance measurement program, identifying trends and root causes of performance gaps.
- Researches, proposes, and leads large-scale, long-term technology related projects. Gives presentations to customers, other employees in various departments, and outside vendors.
- Participates in and leads complex applications development, enhancement and integration projects by coordinating assigned technical activities such as installation and testing processes; makes system modifications as authorized; communicates with department staff to ensure that needs are being met and to relay any concerns or problems to the appropriate parties.
- Provides advanced support and administration for one or more complex, specialized departmental systems and/or applications.
- Leads and performs system maintenance, upgrades, and replacements. Tests potential system changes to ensure conformance with specifications and requirements.
- Coordinates and plans the migration of computer systems from test to production environments. Troubleshoots problems.
- Identifies and analyzes complex or conflicting work processes; consults with customers on system or process changes to meet their needs. Recommends complementary technology and work process changes.
- Recommends the acquisition or retirement of systems based on department needs; communicates with vendors regarding software and hardware costs and availability.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.
- Documents business processes and procedures for related software and hardware; writes and edits training manuals. Communicates with vendors about products, pricing, schedules, and problems. Ensures vendors adhere to contract requirements.
- Responds to varied information requests. Creates custom reports and queries to support specific customer information needs.
- Creates and maintains various technical reports. Maintains legally required records and reports according to regulations.
- Perform related work 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 business or public administration, accounting, information systems, or a closely related field, **AND**
- *Experience:* Four years of professional experience analyzing, documenting, implementing and maintaining operational business systems or process improvements, including at least two years at a journey level and one year of project leadership.
- *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, 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:

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.**

Training and Experience 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, March 18, 2024, and Monday, April 1, 2024, will test Thursday, April 4, 2024, through Tuesday, April 9, 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 14th day of March 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**SENIOR BUSINESS SYSTEMS ANALYST SPN 162
PROMOTIONAL**

DATE OPEN: Monday, March 18, 2024

DATE CLOSED: Monday, April 1, 2024

SALARY: \$80,262.72 annual salary, payable bi-weekly, to a maximum of \$113,503.68

DESCRIPTION:

Under general direction, leads and performs professional analysis, development, and continuous improvement of one or more major, complex business systems and processes at an operational level for a City department.

DUTIES:

- Coordinates and leads the work of technical and professional employees in support of department mission-critical systems, applications, and technology. Trains employees, leads complex projects, and may evaluate subordinate staff.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment, and methodologies to expedite and/or enhance existing processes.
- Develops and leads the Lean Business Improvement Process, working closely with involved parties to enhance operational effectiveness, providing training, and facilitating ongoing progress.
- Creates, monitors, and reports on the performance measurement program, identifying trends and root causes of performance gaps.
- Researches, proposes, and leads large-scale, long-term technology related projects. Gives presentations to customers, other employees in various departments, and outside vendors.

- Participates in and leads complex applications development, enhancement and integration projects by coordinating assigned technical activities such as installation and testing processes; makes system modifications as authorized; communicates with department staff to ensure that needs are being met and to relay any concerns or problems to the appropriate parties.
- Provides advanced support and administration for one or more complex, specialized departmental systems and/or applications.
- Leads and performs system maintenance, upgrades, and replacements. Tests potential system changes to ensure conformance with specifications and requirements.
- Coordinates and plans the migration of computer systems from test to production environments. Troubleshoots problems.
- Identifies and analyzes complex or conflicting work processes; consults with customers on system or process changes to meet their needs. Recommends complementary technology and work process changes.
- Recommends the acquisition or retirement of systems based on department needs; communicates with vendors regarding software and hardware costs and availability.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.
- Documents business processes and procedures for related software and hardware; writes and edits training manuals. Communicates with vendors about products, pricing, schedules, and problems. Ensures vendors adhere to contract requirements.
- Responds to varied information requests. Creates custom reports and queries to support specific customer information needs.
- Creates and maintains various technical reports. Maintains legally required records and reports according to regulations.
- Perform related work as assigned.

MINIMUM QUALIFICATIONS:

Promotional Requirements:

- *Experience:* Two years of experience with the City in the classification of Business Systems Analyst II (SPN 161) or Information Systems Analyst II (SPN 165).

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 business or public administration, accounting, information systems, or a closely related field, **AND**
- *Experience:* Four years of professional experience analyzing, documenting, implementing and maintaining operational business systems or process improvements, including at least two years at a journey level and one year of project leadership.
- *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, 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 Senior Business Systems Analyst T&E via email, prior to 4:00 p.m. Pacific Time on the start dates and will expire at 4:00 p.m. on the due dates as listed below. Please note that this email will be sent from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, March 18, 2024, and Monday, April 1, 2024, will test Thursday, April 4, 2024, through Tuesday, April 9, 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 14th day of March 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

STATIONARY ENGINEER

SPN 604

(Announcement of 1/1/2024)

The above titled announcement is hereby amended to read:

Closing Date: Monday, March 25, 2024

AMENDMENT**AMENDMENT****AMENDMENT****IRRIGATION SPECIALIST [PROMOTION]**

SPN 610

(Announcement of 03/11//2024)

The above titled announcement is hereby amended to read:

Candidates 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 written test and Performance Appraisal Review with weights assigned as follows:

- Written Test 80%
- PAR 20%

IN-PERSON MULTIPLE CHOICE EXAMINATION DETAILS:

- Test Date: Wednesday, March 27, 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
- The written test may include such subjects as:
 - o Irrigation Terminology and Definitions
 - o Sprinkler System Design and Installation
 - o Troubleshooting and Trade Related Knowledge
 - o Grounds Maintenance
 - o Safety

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.

DEPUTY FIRE MARSHAL SPN 942
OPEN ENTRY

DATE OPEN: Monday, March 18, 2024**DATE CLOSED:** Monday, April 15, 2024**SALARY:** \$118,995.12 annual salary, payable bi-weekly, to a maximum of \$133,277.04**DESCRIPTION:**

Performs technical inspection work in a specialized field in the promotion and enforcement of effective fire prevention standards and methods.

DUTIES:

- Prevents, controls, and mitigates dangerous conditions related to storage, use, and handling of hazardous materials; provides information to emergency response personnel in accordance with the fire code. May be required to respond to multiple alarm fires to observe and report any unusual fire hazards near the burning building, may serve in the Department's Incident Command System. May respond to incidents if other fire department resources are not available or to assist the incident commander.

- Ensures that all special events requiring Fire Department approval are safe and conducted in accordance with applicable codes, laws, and ordinances. Acts as Fire Department liaison for major events taking place in the city.
- Inspects occupancies such as hospitals, nursing homes, foster homes, day care centers, and schools as prescribed by code; acts as liaison between Spokane Fire Department and State Fire Marshal's office; assists with the establishment of fire evacuation plans and fire prevention training programs. Assists Fire companies with multi-family residential and other related inspections.
- Promotes public fire safety education through speaking assignments; develops and promotes activities for Fire Prevention week, develops, trains and coordinates industrial and commercial fire organizational programs; acts as Fire Department liaison to various organizations.
- Investigates complaints of fire hazards; reports violation of law and established safety standards; may be required to obtain, prepare and present evidence in the prosecution of violators.
- Participates in performance testing of required fire detection and suppression equipment and helps ensure all required systems are maintained in accordance with code.
- Performs inspections for life safety items at selected locations that apply for a City of Spokane business license. Conducts inspections for required permits as called for in the City Municipal and Fire codes. Inspects the installation and removal of underground and aboveground storage tanks.
- Prepares reports and maintains records of inspections.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Lateral-Entry Requirements:

- *Experience:* Currently a full-time employee with a municipal or county Fire Department or Fire District, military fire service, or state Fire Marshal's office with two years of experience as a professional career Fire Inspector.
- *Licenses and Certifications:*
 - o Applicants must possess a valid driver's license to be maintained throughout employment.
 - o Applicants must be certified as a Fire Inspector I (ICC, NFPA, IFSAC, IFS, or by a recognized state Fire Marshal's office).
- Emergency Medical Technician (EMT) certification is required at time of hire or to be completed before the end of the one-year probationary period.

Note: Lateral hires with five years or more of full-time experience as an inspector and Fire Inspector I certification start at Step 5 of the Pay Plan. Those with less than five but more than two years of experience as an Inspector will have their prior department experience count as longevity towards the next pay step after successful completion of probation.

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:

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.**

Training and Experience 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, March 18, 2024, and Monday, April 1, 2024, will test Thursday, April 4, 2024, through Tuesday, April 9, 2024.
- Applicants who apply and meet the minimum qualifications between Tuesday, April 2, 2024, and Monday, April 15, 2024, will test Thursday, April 18, 2024, through Tuesday, April 23, 2024.

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

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 14th day of March 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Maple Street Bridge North Bank Erosion Mitigation Engineering Services File No. 2022079

This project consists of the installation of approximately 20 CY of permeable ballast, 30 CY of 4" – 8" basalt rock, eight 3'x3'x3' gabion baskets, eight 18'± length soil nails, shotcreting, and other related miscellaneous items to correct an erosion issue beneath the north bank of the Maple Street Bridge.

The City of Spokane will receive bids until 1:00 p.m. April 1, 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.

The City of Spokane is using WSDOT's 2023 Standard Specifications for this project.

Pre-bid conference: Because of the unusual nature of this project, a prebid conference will be held at project site at 1:30 p.m. on Thursday, March 21, 2024. The project site can be accessed off of Summit Boulevard in Kendall Yards, just above the Maple Street tunnel beneath Summit Boulevard.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: March 13, 20, & 27, 2024

2024 Street Maintenance Curb Ramps Engineering Services File No. 2023042

This project consists of the construction of approximately 100 ADA accessible wheelchair ramps, including 2,600 linear feet curb removal and replacement, and 2,000 square yards of sidewalk, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 25, 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 the 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: March 6, 13, & 20, 2024

Notice for Bids

Supplies, Equipment, Maintenance, etc.

VALVES AND REPAIR KITS, As-Needed

Spokane Solid Waste Disposal, Waste To Energy Facility

PW ITB 6079-24

INVITATION TO BID NOTICE

Description: The City of Spokane, through its Solid Waste Disposal, Waste To Energy Facility is soliciting electronic bids for Valves and Repair Kits, As-Needed

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, APRIL 8, 2024**, for Valves and Repair Kits As-Needed. 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, APRIL 8, 2024**. 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: March 20 & 27, 2024

PERFORATED SQUARE STEEL TUBE (PSST) As-Needed

Spokane Streets Department

PW ITB 6085-24**INVITATION TO BID NOTICE**

Description: The City of Spokane, through its Streets Department is soliciting electronic bids for Perforated Square Steel Tube (PSST) As-Needed.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, APRIL 29, 2024**, for Perforated Square Steel Tube (PSST) As-Needed. 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, APRIL 29, 2024**. 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: March 20 & 27, 2024

ON-GOING PUBLIC AUCTION SERVICES
City of Spokane**CITY RFP #6086-24**
STA RFP #2024-10903

Description: On-Going Public Auction Services for the City of Spokane in a cooperative effort with Spokane Transit Authority, Spokane International Airport and Spokane Public Schools.

Bid Opening: Sealed electronic bids will be accepted until **Monday, April 8, 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.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation, access Plans and Specifications, and submit a proposal, you must first register in the City's bidding portal at <https://spokane.procurement.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

The right is reserved to reject any and all proposals 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 proposals with signatures will be tabulated.**

Thea Prince
City of Spokane Purchasing

Publish: March 13 & 20, 2024

WATERBORNE TRAFFIC PAINT, As Needed

Spokane of Spokane Street Department

ITB 6096-24**INVITATION TO BID NOTICE**

Description: The City of Spokane, through its Streets Department is soliciting electronic bids for Waterborne Traffic Paint, As Needed.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, APRIL 8, 2024**, for Waterborne Traffic Paint, As Needed. 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, APRIL 8, 2024**. 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: March 20 & 27, 2024
