



# Official Gazette

## City of Spokane, Washington

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

Volume 114

MAY 29, 2024

Issue 22



### 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)

LILI NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

### The Official Gazette

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# Minutes

**MINUTES OF SPOKANE CITY COUNCIL****Monday, May 20, 2024****BRIEFING SESSION**

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

**Roll Call**

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, Navarrete, and Zappone were present.

Interim 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.

**Candidate Interview – Office of the Police Ombudsman Commission**

The City Council interviewed Phillip Wetzel, a candidate for appointment to the Office of the Police Ombudsman Commission.

**Current Agenda Review**

The City Council reviewed changes to the May 20, 2024, Current Agenda.

**Special Budget Ordinance C36521 (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)**

Upon review of Special Budget Ordinance C36521, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to defer Special Budget Ordinance C36521**—arising from needs throughout the police investigative unit—to June 24, 2024; **carried 7-0.**

After receiving input from Chief Financial Officer Matt Boston, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to defer Special Budget Ordinance C36521**—arising from needs throughout the police investigative unit—from June 24 to July 8, 2024; **carried 7-0.**

**Emergency Ordinance C36522 (Council Sponsors: Council Members Dillon and Navarrete)**

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to adopt** Dillon proposed amendment filed May 17, 2024 (adding the setting of a hearing for July 15, 2024) for Emergency Ordinance C36522—imposing an immediate one-year moratorium on new preliminary subdivision and short subdivision applications in the Latah/Hangman and Grandview/Thorpe Neighborhoods; setting a public hearing; and declaring an emergency; **carried 6-1.**

**Final Reading Ordinance C36516 (Council Sponsors: Council Members Cathcart and Bingle)**

**Motion** by Council Member Zappone, seconded by Council Member Navarrete, **to defer indefinitely Final Reading Ordinance C36516** establishing a definition of "emergency" for the purposes of governing legislation of the City Council and ensuring the appropriate use of emergency ordinances, and adding a new Section 01.01.080 to the Spokane Municipal Code; **carried 5-2.**

(For further action on this ordinance, see section of minutes under "Final Reading Ordinances.")

**Advance Agenda Review**

There was no Advance Agenda review, as the May 27, 2024, City Council Meeting was canceled.

**Council Recess/Executive Session**

The City Council recessed at 3:46 p.m. and immediately reconvened into an Executive Session to discuss pending litigation until 4:06 p.m. At 4:06 p.m., the meeting was extended for five minutes to 4:11 p.m., at which time the 3:30 p.m. Briefing Session also ended. City Attorney Michael Piccolo was present for the Executive Session. The City Council reconvened at 6:02 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Land Acknowledgement**

Council President Wilkerson started the meeting off by reading the "Land Acknowledgement" (adopted by City Council on March 22, 2021, under Resolution 2021-0019) which appears on page 2 of the agenda.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Wilkerson.

**Roll Call**

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

**MAYORAL PROCLAMATION**

May 2024 *Asian American Month*

Council Member Navarrete read the proclamation. Tia Moua of Asians for Collective Liberation in Spokane accepted the proclamation and provided commentary.

There were no **Reports from Community Organizations**.

**BOARD AND COMMISSION APPOINTMENTS**

**Appointments to Spokane Employees' Retirement System Board (CPR 1981-0370) (Deferred from May 6, 2024, Agenda) and Office of the Police Ombudsman Commission (CPR 2015-0034)**

**Upon 7-0 Voice Vote**, the City Council **approved** (and thereby confirmed) the following appointments:

- Appointment of Beau Madsen to the Spokane Employees' Retirement System Board for a three-year term, from April 22, 2024, to April 22, 2027.
- Appointment of Phillip Wetzel to the Office of the Police Ombudsman Commission for a three-year term, from June 1, 2024, to June 1, 2027.

**Rules of Decorum**

Council President Wilkerson provided an overview of the rules of decorum for the meeting.

**CONSENT AGENDA**

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

**Motion** by Council Member Bingle, seconded by Council Member Dillon, the City Council **approved** Staff Recommendations for the following items; **carried 7-0**:

Personal Services Agreement with Ready Rebound, Inc. (Carol Stream, IL) for orthopedic rehabilitation for Spokane Fire Department employees from January 1, 2024, through December 31, 2024—\$85,000 (plus tax, if applicable). (OPR 2024-0379) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Five-year Interagency Agreement with the Washington State Department of Natural Resources (DNR) for DNR crews to perform hazardous fuel reduction work on city-owned and/or managed land from April 1, 2024, through March 31, 2029, using a portion of the awarded Community Wildfire Defense Grant from DNR—not to exceed \$500,000 per year. (OPR 2024-0380) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Interdepartmental Agreement between the Public Works Division and the Parks and Recreation Department regarding a green area maintenance pilot program through December 31, 2025—\$1,100,000. (OPR 2024-0381) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract with Paradigm Software, LLC (Cockeysville, MD) to provide scalehouse management software for the Waste to Energy Facility from June 1, 2024, through May 31, 2025—\$281,445.85 (plus tax). (OPR 2024-0382 / RFP 6030-23) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Letter of Support requested for RAMPS grant program collaboration with Eastern Washington University and Spokane Falls Community College relating to cybersecurity education and workforce development—\$32,450. (OPR 2024-0383) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through May 3, 2024, total \$10,254,149.22 (Check Nos.: 602676-602885; ACH Payment Nos.: 128910-129189; Credit Card Payment Nos.: 000071-000106), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,818,991.49. (CPR 2024-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through May 10, 2024, total \$8,715,241.19 (Check Nos.: 602886-603021; ACH Payment Nos.: 129190-129419; Credit Card Payment Nos.: 000107-000127), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$8,362,000.07. (CPR 2024-0002)
- c. Payroll claims of previously approved obligations through May 11, 2024: \$9,798,926.81 (Check Nos.: 572269-572429). (CPR 2024-0003)

Meeting Minutes:

- a. City Council Meeting Minutes: April 29 (Council Meeting), April 29 (Special Meeting), May 2, May 6, May 7, and May 16, 2024. (CPR 2024-0013)
- b. City Council Finance & Administration Standing Committee Meeting Minutes: January 22, March 25, and April 22, 2024. (CPR 2024-0015)
- c. City Council Urban Experience Standing Committee Meeting Minutes: May 13, 2024. (CPR 2024-0017)
- d. City Council Public Safety and Community Health Standing Committee Meeting Minutes: May 6, 2024. (CPR 2024-0018)

## LEGISLATIVE AGENDA

### FINAL READING ORDINANCE

**Final Reading Ordinance C36516 (previously deferred indefinitely during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Cathcart and Bingle)**

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to reconsider** the action taken (during 3:30 p.m. Briefing Session) on **Final Reading Ordinance C36516** establishing a definition of "emergency" for the purposes of governing legislation of the City Council and ensuring the appropriate use of emergency ordinances, and adding a new Section 01.01.080 to the Spokane Municipal Code; **carried 6-1.**

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to defer Final Reading Ordinance C36516**—establishing a definition of "emergency" for the purposes of governing legislation of the City Council and ensuring the appropriate use of emergency ordinances, and adding a new Section 01.01.080 to the Spokane Municipal Code—on June 3, 2024; **carried 5-2.**

### SPECIAL BUDGET ORDINANCES

**For Council action on Special Budget Ordinance C36521, see section of minutes under 3:30 p.m. Briefing Session.**

### EMERGENCY ORDINANCES

**Emergency Ordinance C36522 (as amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Dillon and Navarrete)**

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

**Upon 5-2 Roll Call Vote**, the City Council **passed Emergency Ordinance C36522** as amended, imposing an immediate one-year moratorium on new preliminary subdivision and short subdivision applications in the Latah/Hangman and Grandview/Thorpe Neighborhoods; setting a public hearing; and declaring an emergency.

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

## RESOLUTIONS

### **Resolution 2024-0048 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)**

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

**Upon 6-1 Roll Call Vote**, the City Council **adopted Resolution 2024-0048** of the City of Spokane, Washington, providing for the issuance and sale of a taxable Limited Tax General Obligation Refunding Bond in the aggregate principal amount of not to exceed \$4,750,000; establishing interfund loan facilities from the Spokane Investment Pool to refinance existing interfund loans; fixing the date, form, maturity, interest rate, terms and covenants of the bond; establishing the provisions for repayment of the interfund loan established thereby; authorizing the sale and delivery of the bond to the City, and providing for other matters properly relating thereto.

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

### **Resolution 2024-0049 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)**

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

**Upon 6-1 Roll Call Vote**, the City Council **adopted Resolution 2024-0049** of the City of Spokane, Washington, providing for the issuance and sale of a taxable Limited Tax General Obligation Refunding Bond in the aggregate principal amount of not to exceed \$6,000,000; establishing interfund loan facilities from the Spokane Investment Pool to defease certain outstanding bonds of the City; fixing the date, form, maturity, interest rate, terms and covenants of the bond; establishing the provisions for repayment of the interfund loan established thereby; authorizing the sale and delivery of the bond to the City; authorizing the execution of an escrow agreement for use in the payment of the Defeased Bonds; authorizing the purchase of certain government obligations; providing for the defeasance of the Defeased Bonds; and providing for other matters properly relating thereto.

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

### **Resolution 2024-0051 (Council Sponsors: Council Members Zappone and Cathcart)**

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

**Upon 4-3 Roll Call Vote**, the City Council **adopted Resolution 2024-0051** of the City of Spokane, Washington, providing for the issuance and sale of a taxable Limited Tax General Obligation Refunding Bond in the aggregate principal amount of not to exceed \$2,850,000; establishing interfund loan facilities from the Spokane Investment Pool to refinance existing interfund loans and finance the Parking Meter Replacement Project; fixing the date, form, maturity, interest rate, terms and covenants of the bond; establishing the provisions for repayment of the interfund loan established thereby; authorizing the sale and delivery of the bond to the City, and providing for other matters properly relating thereto.

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

**FINAL READING ORDINANCES****Final Reading Ordinance C36482 (As amended on, and deferred from, May 13, 2024) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36482** relating to the fire code, amending section 17F.110.010 of the Spokane Municipal Code. (Adopts the 2021 Wildland Urban Interface Code)

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

**Final Reading Ordinance C36516**

**For Council action on Final Reading Ordinance C36516, see section of minutes above before “Special Budget Ordinances.”**

**Final Reading Ordinance C36518 (Deferred from, May 13, 2024, Agenda, during the May 6, 2024, 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36518** relating to the executive and administrative organization of the City, and amending SMC section 3.01A.350.

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

**Final Reading Ordinance C36519 (Deferred from, May 13, 2024, Agenda, during the May 6, 2024, 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Zappone, Klitzke, and Bingle)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36519** repealing inactive boards; repealing Chapters 04.06, 04.20, 04.24, 04.39 and Article IV of Chapter 10.27A of the Spokane Municipal Code.

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

**FIRST READING ORDINANCE**

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

**ORD C36523** Relating to residential rental properties and establishing cooling requirements, amending sections 10.57.130 and 10.57.140 of the Spokane Municipal Code, creating a new Section 10.57.170 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 7:50 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by Council Director Giacobbe Byrd for the minutes.]



**OPEN FORUM**

The following individuals spoke during Open Forum:

1. Rick Bocook
2. Justin Haller
3. Jay MacPherson
4. Rael Penea
5. Wendy Fishburne
6. Derek Azzaro
7. Terry Hill
8. Tim Kinley
9. Karl Bottner
10. Cherrie Barnett
11. Dream
12. Will Hulings

**ADJOURNMENT**

**Motion** by Council Member Klitzke, seconded by Council Member Bingle, **to adjourn; carried 7-0.**

There being no further business to come before the City Council, the meeting adjourned at 8:18 p.m.

Referenced attachment (Mayoral Proclamation) on file in the Office of the City Clerk.

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Infrastructure, Environment, and Sustainability Committee**  
**City Council Chambers, Spokane City Hall**  
**May 20, 2024**

**Called to Order: 1:17 PM PST**

Recording of the meeting may be viewed by at <https://vimeo.com/94849219>

**Attendance**

Committee Members Present:

Council President Wilkerson, Council Member Zappone, Council Member Bingle, Council Member Cathcart, Council Member Navarrete, Council Member Klitzke, Council Member Dillon

Staff/Others Present:

Kyle Arrington, Inga Note, Kevin Picanco, Clint Harris, Dave Steele, Neil Michaelson, Dan Buller, Chris Averyt, Katherine Miller, Lorena Croucher, Marcia Davis, Marlene Feist, Doug Greenlund, Dan Buller, Raylene Gennett, Eldon Brown, Spencer Gardner, Chris Wright, Sarah Sirrott, Nicolette Ocheltree, Giacobbe Byrd, Noah Apprill-Sokol, Jackson Deese, Abbey Martin, Candi Davis, Andres Grageda, Alex Gibilisco, Mark Carlos

**Discussion Items**

1. 4500—SBO to Restore Correct Funding to SWC Vehicles – Chris Averyt (5 mins)
  - No Action Taken, Presentation Only
2. 0370—Curb Ramp Construction Overview – Dan Buller (10 mins)
  - No Action Taken, Presentation Only
3. 4250—Utility Asset Management Program Development – Status Update – Lorena Croucher (10 minutes)
  - No Action Taken, Presentation Only
4. 4250—City of Spokane/WSDOT Memorandum of Understanding for Ecology Grant – Lorena Croucher (5 mins)
  - No Action Taken, Presentation Only
5. 4250—2024 Impact Fee Update – Inga Note (10 mins)
  - No Action Taken, presentation only
6. 4250—Resolution 2025-2030 Six Year Comprehensive Street Program – Kevin Picanco (10 mins)
  - No Action Taken, presentation only

7. 4320—Before & After Next Level of Treatment (NLT): 5-Year Trending Analysis – Kyle Arrington (15 mins)
  - No Action Taken, presentation only
8. 4700—Development Agreement – Lower Terrace Sewer System - Eldon Brown (10 minutes)
  - No Action Taken, presentation only
9. 5200—Special Budget Ordinance – Public Works Director Executive Assistant – Marlene Feist (5 mins)
  - No Action Taken, presentation only
10. Streets Department Update on 4 FTE Budgeted for Traffic Calming – Clint Harris (10 mins)
  - No Action Taken, presentation only
11. 0320—“Safe Streets Now!” Resolution – Zack Zappone (5 mins)
  - No Action Taken, presentation only
12. PIES Standing Reports and Updates (5 mins)
  - No Action Taken, presentation only
19. 5900 FACILITIES CITY HALL FACILITY ASSESSMENT (FACILITIES MANAGEMENT)
  - No Action Taken, presentation only

### **Consent Items**

1. 0370—REAL ESTATE SERVICES CONTRACT WITH COMMONSTREET CONSULTING (ENGINEERING SERVICES)
2. 0370—PMWEB SOFTWARE AMENDMENT FOR MAINTENANCE SERVICES (ENGINEERING SERVICES)
3. 0620—HR-CONTRACT EXTENSION (HUMAN RESOURCES)
4. 1100—STREETS TRAFFIC PAINT (STREETS)
5. 1100—STREETS PREFORMED THERMOPLASTIC (STREETS)
6. 1100—STREETS RECTANGULAR RAPID FLASHING BEACONS (STREETS)
7. 1100—STREETS PERFORATED SQUARE STEEL TUBES (STREETS)
8. 1100—ASPHALTIC MIXES (STREETS)
9. 4250—WATER AND SEWER REHABILITATION PROGRAM ADMINISTRATION (INTEGRATED CAPITAL MANAGEMENT)
10. 4320 LAB SUPPLIES VALUE BLANKETS - MULTIPLE VENDORS (WASTEWATER MANAGEMENT)
11. 4100 APPROVAL OF VALUE BLANKET ORDER FOR BUTTERFLY VALVES (WATER & HYDROELECTRIC SERVICES)
12. 4100 UPRIVER HYDROELECTRIC BACKUP POWER GENERATOR (WATER & HYDROELECTRIC SERVICES)
13. 4100 PAVING SERVICES—ON CALL PUBLIC WORKS MAINTENANCE (WATER & HYDROELECTRIC SERVICES)
14. 4100 APPROVAL OF VALUE BLANKET ORDER FOR BUTTERFLY VALVES (WATER & HYDROELECTRIC SERVICES)
15. 4490 AMENDMENT WITH COST FOR BOILER FEEDWATER PUMP SERVICES (SOLID WASTE DISPOSAL)
16. 4490 VALUE BLANKET FOR VALVES AND REPAIR KITS (SOLID WASTE DISPOSAL)
17. 4490 VALUE BLANKET RENEWAL FOR FEEDER AND GRATE PARTS (SOLID WASTE DISPOSAL)
18. 5900 2024 ANNUAL ASPHALT MAINT & REPAIR CONTRACT—ARROW CONCRETE (FACILITIES MANAGEMENT)



**Executive session**

None.

**Adjournment**

The meeting adjourned at 1:51 PM PST

# General Notices

## NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **Pape' Machinery** to provide the following:

John Deere Construction Equipment, Morbark equipment, SB Manufacturing equipment, BTI/Astec equipment, Gradall Industries equipment, Wirtgen milling machines, soil stabilizers and slipform pavers, Voegel pavers and screens, VT Leeboy, Trail King Industries and repairs to all the above  
For  
Fleet Services

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:

**Thea Prince**  
**Sr. Procurement Specialist**  
at: [tprince@spokanecity.org](mailto:tprince@spokanecity.org)  
**by Wednesday, June 5th 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](http://www.mrscrosters.com).

Dated the **22nd** day of **May, 2024**

**Thea Prince**  
**Sr. Procurement Specialist**

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## NOTICE OF INTENT TO AWARD SOLE SOURCE

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

Mack equipment/repairs  
For  
Fleet Services

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:

**Thea Prince**  
**Sr. Procurement Specialist**  
at: [tprince@spokanecity.org](mailto:tprince@spokanecity.org)  
**by Wednesday, June 5th at 5:00 pm.**

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Companies who have not already done so should register at [www.mrscrosters.com](http://www.mrscrosters.com).

Dated the **22nd** day of **May, 2024**

**Thea Prince**  
**Sr. Procurement Specialist**

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## NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **Western States Equipment Company** to provide the following:

Caterpillar equipment and repairs  
For  
Fleet Services

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:

**Thea Prince**  
**Sr. Procurement Specialist**  
at: [tprince@spokanecity.org](mailto:tprince@spokanecity.org)  
**by Wednesday, June 5th at 5:00 pm.**

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Companies who have not already done so should register at [www.mrscrosters.com](http://www.mrscrosters.com).

Dated the **22nd** day of **May, 2024**

**Thea Prince**  
**Sr. Procurement Specialist**

# 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. C36482

AN ORDINANCE concerning the Short-Term Rental License Fee, and repealing section 8.02.090 of the Spokane Municipal Code.

WHEREAS, on July 10, 2023, Spokane City Council adopted Ordinance C-36392 regarding Short Term Rentals operating within the City of Spokane, effective August 10, 2023; and

WHEREAS, during the adoption process, amendments were made to the Ordinance which raise legal concerns that prevent implementation of the fee and collection by the City; and

WHEREAS, the City Council concludes, and the administration agrees, that the ordinance in its current form is not enforceable and not feasible to implement even with amendments, and therefore repeal is appropriate.

NOW, THEREFORE,

The City of Spokane does ordain:

**Section 1.** Repeal. That SMC section 08.02.090 of the Spokane Municipal Code is repealed. Any public rule or administrative policy adopted to enforce or implement Section 08.02.090 is hereby nullified and of no further force or effect.

**Section 2.** Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Passed by City Council May 20, 2024**  
**Delivered to Mayor May 24, 2024**

**ORDINANCE NO. C36518**

An ordinance relating to the executive and administrative organization of the City, and amending SMC section 3.01A.350.

The City of Spokane does ordain:

Section 1. That SMC section 03.01A.350 is amended to read as follows:

**3.01A.350 Management and Budget**

A. The department of management and budget assists the chief financial officer in budget development and administration by review and analysis of the City's financial condition, reporting as needed on revenues and expenditures of the various departments. The department is responsible for coordinating the development of the annual budget, budget control, financial forecasting and planning, and the budget activities of all departments.

B. This department also assists departments with research projects, cost/benefit analyses and similar fiscal management and planning; and manages the City's indirect cost allocation plan.

~~((C. The taxes and license section administers the City's business registration process and administers the City's various municipal taxes. Its responsibilities include processing applications, registrations and returns; and billing, collecting, accounting and auditing of fees and taxes.))~~

~~((D. The director of management and budget oversees the risk management department functions.))~~

**Passed by City Council May 20, 2024**

**Delivered to Mayor May 24, 2024**

**ORDINANCE NO. C36519**

An ordinance repealing inactive boards; repealing Chapters 04.06, 04.20, 04.24, 04.39 and Article IV of Chapter 10.27A of the Spokane Municipal Code.

**WHEREAS**, Mayor Brown has asked her administration to conduct a comprehensive review of the City's boards and commissions; and

**WHEREAS**, a component of this review includes identifying boards and commissions that are no longer active or have never been empaneled; and

**WHEREAS**, eight boards have been identified as no longer active or adopted by code but never empaneled: Construction Review Board, Board of Boiler Examiners, Board of Heating Mechanical Examiners, Emergency Medical Services Advisory Board, U-Help Advisory Board, Opioid Abatement Council, Cable Advisory Board, and the Regional Cable Advisory Board.

**NOW, THEREFORE**, the City of Spokane does ordain:

**Section 1.** That Chapter 04.06 of the Spokane Municipal Code is repealed.

**Section 2.** That Chapter 04.20 of the Spokane Municipal Code is repealed.

**Section 3.** That Chapter 04.24 of the Spokane Municipal Code is repealed.

**Section 4.** That Chapter 04.39 of the Spokane Municipal Code is repealed.

**Section 5.** That Article IV "Cable Advisory Board", Section 10.27A.900 and Section 10.27A.905 of the Spokane Municipal Code are repealed.

**Passed by City Council May 20, 2024**

**Delivered to Mayor May 24, 2024**

**ORDINANCE NO. C36522**

AN ORDINANCE imposing an immediate one-year moratorium on new preliminary subdivision and short subdivision applications in the Latah/Hangman and Grandview/Thorpe Neighborhoods; setting a public hearing; and declaring an emergency.

WHEREAS, there has been a significant increase in residential development in the Latah/Hangman and Grandview/Thorpe Neighborhoods in recent years; and

WHEREAS, the City of Spokane has identified and begun initial investments for a permanent community fire station that can support a regional wildland fire response. The facility will serve as a regional interagency resource for routine threats from fire and emergency medical incidents; and

WHEREAS, the City of Spokane is in the process of updating its Comprehensive Plan by year 2026 to include climate resiliency and better fire response times; and

WHEREAS, the City Council has identified urgent changes for wildland fire protection that are needed to serve the increased growth and development occurring and anticipated in the Latah/Hangman and Grandview/Thorpe Neighborhoods; and

WHEREAS, pursuant to RCW 19.27.560 *et seq* and Chapter 17F.110.010 of the Spokane Municipal Code (SMC), the City will adopt an amended Wildland Urban Interface Code (WUI); and

WHEREAS, the Latah/Hangman and Grandview/Thorpe areas are within Spokane's highest-risk wildland-urban interface (WUI) zone and was adjacent to several major wildfires in summer 2023, including the devastating Gray Fire; and

WHEREAS, by enacting RCW 19.27.560 *et seq*, the legislature intended to enable cities to plan for new growth and development by establishing minimum regulations for land use and the built environment in designated WUI areas for the stated purpose of mitigating wildfire hazard; and

WHEREAS, the Washington State Legislature updated 19.27.560 with SB 6120 in 2024 so cities may complete their own map of areas at greatest risk from wildfire for use in applying the WUI Code, and whereas further any map adopted by counties, cities, and towns must utilize the same or substantially similar criteria as the statewide map developed by Department of Natural Resources (DNR); and

WHEREAS, all counties, cities, and towns issuing commercial and residential building permits in areas identified as high risk or very high risk on the statewide map or local map of areas at greatest risk from wildfire must apply the code as adopted by the State Building Code Council; and

WHEREAS, a moratorium enacted under RCW 36.70A.390 is a method by which local governments may preserve the status quo so that new plans and regulations will not be rendered moot by intervening development; and

WHEREAS, pursuant to RCW 36.70A.390, a moratorium may be effective for one year if a work plan is developed for related studies; and

WHEREAS, RCW 36.70A.390 authorizes the enactment of a moratorium without a hearing (*see also Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641, 904 P.2d 317 (1995)); and

WHEREAS, pursuant to RCW 36.70A.390, when the City Council adopts a moratorium without holding a public hearing on the proposed moratorium, it must hold a hearing on the adopted moratorium within at least sixty days of its adoption; and

WHEREAS, the City intends to impose a moratorium on the acceptance, processing, review and approval of applications for new preliminary short subdivisions and preliminary subdivisions within the Latah/Hangman and Grandview/Thorpe Neighborhoods as further depicted in the attached Exhibit A, which is incorporated into these findings by reference; and

WHEREAS, pursuant to WAC 197-11-880, the adoption of this ordinance is exempt from the requirements of a threshold determination under the State Environmental Policy Act ("SEPA"); and

WHEREAS, the City Council finds that the moratorium imposed by this ordinance is necessary for the protection of the public peace, health, or safety and for the immediate support of City government and its existing public institutions.

NOW, THEREFORE, THE CITY OF SPOKANE DOES ORDAIN:

**Section 1. Findings of Fact.** The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the moratorium established by this ordinance. The City Council may, in its discretion, adopt additional findings after public hearing referenced in Section 5 below.

**Section 2. Moratorium Imposed.** A moratorium is imposed on the acceptance, processing, review and approval of applications for new preliminary short subdivisions and preliminary subdivisions (collectively "Subdivision Applications"), in those portions of the Latah/Hangman and Grandview/Thorpe Neighborhoods shown in the attached Exhibit A (referred to herein as the "Moratorium Zone").

During the term of this moratorium, the City will not accept, process, review and/or approve new applications for preliminary short subdivisions or preliminary subdivisions for sites in the Moratorium Zone, but will continue to process applications that were counter complete, as provided in the Spokane Municipal Code, prior to the effective date of this ordinance. The moratorium shall not apply to applications for preliminary short subdivisions and preliminary subdivisions that vested prior to the effective date of this ordinance.

**Section 3. Purposes and Work Plan.** The purpose of this moratorium is to allow the City adequate time to assesses the threat of wildfire to the Latah/Hangman and Grandview/Thorpe Neighborhoods, plan for and implement the necessary mitigations, and adopt related code changes. Expected work items include:

- Amending Section 17F.110.010; and
- Performing a full assessment of wildfire risks and mitigation strategies throughout the area; and
- Establishing emergency response procedures within the area; and
- Planning the construction of firefighting infrastructure, including a permanent Latah Fire Station; and
- Modifying other sections of the Spokane Municipal Code as necessary to protect the health and safety of residents.

Pursuant to RCW 36.70A.390, this moratorium does not apply to building permit applications for the construction of transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed or to building permit applications for or the construction of indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed.

**Section 4. Duration of Moratorium.** The moratorium imposed by this Ordinance shall be in effect for a period of one year, beginning on the date of the adoption of this Ordinance. During this period, the City will work on updating a Latah Master Plan while it assesses and collects data in the Latah/Hangman and Grandview/Thorpe Neighborhoods consistent with Section 3 above.

**Section 5. Public Hearing on Moratorium.** Pursuant to RCW 36.70A.390, the City Council shall hold a public hearing on this moratorium on July 15, 2024. Immediately after the public hearing, the City Council shall adopt findings of fact on the subject of this moratorium.

**Section 6. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 7. Clerical Errors.** Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Section 8. Emergency Clause.** The City Council declares that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately under Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

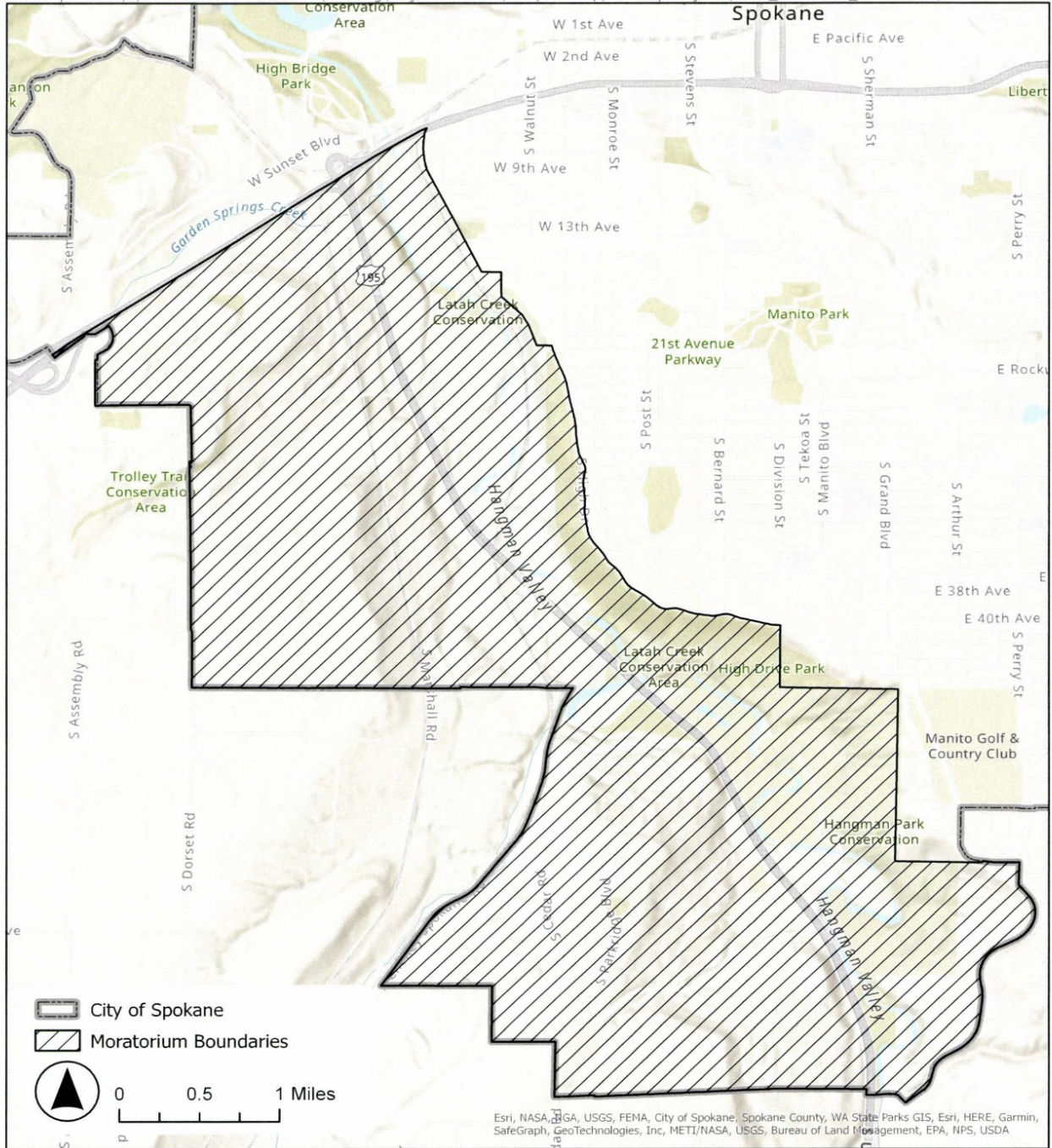
**Passed by City Council May 20, 2024  
Delivered to Mayor May 24, 2024**

**Exhibit A on following page.**



### Exhibit A Map of Moratorium Zone

Date Exported: 9/8/2022 1:51 PM Folder: H:\Planning\Projects-Current\GIS (General)\Misc Map Projects\Latah\_Grandview\_Boundaries\



## Exhibit A: Ordinance No. C-XXXXX Latah/Hangman & Grandview/Thorpe Moratorium Area

This is not a legal document:  
 The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.

# 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.

## COURT CLERK II SPN 013 OPEN ENTRY

**DATE OPEN:** Monday, May 27, 2024

**DATE CLOSED:** Monday, June 10, 2024

**SALARY:** \$48,587.76 annual salary, payable bi-weekly, to a maximum of \$76,003.20

### DESCRIPTION:

Performs a variety of difficult clerical tasks and provides administrative support to judicial and administrative personnel in connection with Spokane City Municipal Court proceedings.

### DUTIES:

- Attend court sessions to record court proceedings or record minutes of court proceedings using recording equipment. Manage video conferencing systems to admit court participants appearing remotely.
- Process legal documents and prepare orders of the court; including, but not limited to: dockets or calendars of cases to be called, subpoenas, complaints, appeals, motions, warrants, pretrial agreements, probation orders, release documentation, sentencing information, or summonses.
- Prepare courtrooms with paper, pens, water, easels, or electronic equipment and ensures that recording equipment is working. Follow procedures to secure courtrooms or exhibits, such as: photos, drugs, or weapons.
- Open courtrooms, call them to order, check defendants in, and announce judges. May read charges and related information to the court and, if necessary, record defendants' pleas.
- Verify that all files, complaints, or other papers are available and in the proper order, and examine legal documents submitted to the court for adherence to court procedures and to identify routine information missing from documents.
- Establish, maintain, and close case files or systems of legal records, annotate indices and status records, and locate and abstract data from files and records.
- Notify appropriate parties concerning the scheduling of court hearings, postponements, cancellations, and rescheduling of court activities. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines.
- Provides case and procedural information to court and criminal justice personnel, and prepares records in response to court records requests.
- Operate a computer and utilize electronic imaging or case management software systems to enter routine data and record case dispositions and court orders.
- Performs related work as required.

### MINIMUM QUALIFICATIONS:

#### Open Entry Requirements:

- *Education:* High school diploma or equivalent; **AND**
- *Experience:* One year of experience providing administrative support in a trial court setting.

### 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 written test, with scoring weight 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](mailto:info@governmentjobs.com)).

- Applicants who apply and meet the minimum qualifications between Monday, May 27, 2024, and Monday, June 10, 2024, will test Thursday, June 13, 2024, through Tuesday, June 18, 2024.

**NOTE: Examinees may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Written Communication
- Computer Skills
- Judgement and Problem Solving
- Attention to Detail
- Legal Knowledge

**TO APPLY:**

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 22nd day of May 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**COURT CLERK II SPN 013  
PROMOTIONAL**

**DATE OPEN:** Monday, May 27, 2024

**DATE CLOSED:** Monday, June 10, 2024

**SALARY:** \$48,587.76 annual salary, payable bi-weekly, to a maximum of \$76,003.20

**DESCRIPTION:**

Performs a variety of difficult clerical tasks and provides administrative support to judicial and administrative personnel in connection with Spokane City Municipal Court proceedings.

**DUTIES:**

- Attend court sessions to record court proceedings or record minutes of court proceedings using recording equipment. Manage video conferencing systems to admit court participants appearing remotely.
- Process legal documents and prepare orders of the court; including, but not limited to: dockets or calendars of cases to be called, subpoenas, complaints, appeals, motions, warrants, pretrial agreements, probation orders, release documentation, sentencing information, or summonses.
- Prepare courtrooms with paper, pens, water, easels, or electronic equipment and ensures that recording equipment is working. Follow procedures to secure courtrooms or exhibits, such as: photos, drugs, or weapons.
- Open courtrooms, call them to order, check defendants in, and announce judges. May read charges and related information to the court and, if necessary, record defendants' pleas.
- Verify that all files, complaints, or other papers are available and in the proper order, and examine legal documents submitted to the court for adherence to court procedures and to identify routine information missing from documents.
- Establish, maintain, and close case files or systems of legal records, annotate indices and status records, and locate and abstract data from files and records.
- Notify appropriate parties concerning the scheduling of court hearings, postponements, cancellations, and rescheduling of court activities. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines.
- Provides case and procedural information to court and criminal justice personnel, and prepares records in response to court records requests.
- Operate a computer and utilize electronic imaging or case management software systems to enter routine data and record case dispositions and court orders.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

- *Experience:* One year of experience in the classification of Court Clerk I (SPN 012).

**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 3.*

**Open Entry Requirements:**

- *Education:* High school diploma or equivalent; **AND**
- *Experience:* One year of experience providing administrative support in a trial court setting.

**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 written test, with scoring weight assigned as follows:

- Multiple-choice Test 100%

**EXAMINATION DETAILS:**

Two methods of testing will be offered. Candidates will choose which method is best for them and self-schedule accordingly based on availability. Self-schedule notifications will be sent to candidates upon approval of application review.

***In-person Computer Testing***

- Location: City Hall, Civil Service - 4th Floor Test Room, 808 W. Spokane Falls Blvd.
- Date: Thursday, June 13th, 2024
- Time: 2:00 p.m.
  - o Additional sessions may be made available depending upon number of applicants and testing space available.

***Online Remote Testing***

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](mailto:info@governmentjobs.com)).

- Applicants who apply and meet the minimum qualifications between Monday, May 27, 2024, and Monday, June 10, 2024, will test Thursday, June 13, 2024, through Tuesday, June 18, 2024.

**NOTE: Remote examinees may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Written Communication
- Computer Skills
- Judgement and Problem Solving
- Attention to Detail
- Legal Knowledge

**TO APPLY:**

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 22nd day of May 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**ENVIRONMENTAL ANALYST SPN 657**  
OPEN ENTRY

**DATE OPEN:** Monday, May 27, 2024

**DATE CLOSED:** Monday, June 10, 2024

**SALARY:** \$74,666.88 annual salary, payable bi-weekly, to a maximum of \$106,070.40

**DESCRIPTION:**

Performs responsible professional administrative work in carrying out the City's environmental programs, policies, goals, and objectives.

**DUTIES:**

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

- Conducts studies to develop methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Determines data collection methods to be employed in projects and surveys.

- Identifies and analyzes sources of pollution or contamination to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples.
- Prepares graphs, charts, and statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and develop approaches for control of pollution.
- May conduct environmental studies and prepare environmental impact reports. Designs presentations and presents information to stakeholders and the public.
- Discusses and recommends environmental policy to management. Publishes and advises other city departments regarding such policy as established.
- Responds to environmental public records requests. Answers correspondence concerning established environmental program policies, procedures, and activities.
- Prepares and maintains statistics and reports on the City's environmental program.
- Conducts field inspections of various City activities to ensure compliance with the City's environmental programs.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS:

##### Open Entry Requirements:

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

- **Education:** Graduation from an accredited four-year college or university with a degree in civil engineering, chemistry, bacteriology, environmental science, or closely related physical or biological laboratory science.
- **Experience:** Two years of professional experience in one or more of the following: as a chemist, bacteriologist, biologist, or physical scientist in an environmental laboratory and/or field analysis setting; as an environmental engineer; or in sustainability and energy analysis.
- **License:** Must possess a valid driver's license or evidence of equivalent mobility.

#### 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.

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.** Reservations can also be made through your local, public library.

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](mailto:info@governmentjobs.com)).

- Applicants who apply and meet the minimum qualifications between Monday, May 27, 2024, and Monday, June 10, 2024, will test Thursday, June 13, 2024, through Tuesday, June 18, 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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 21<sup>st</sup> day of May 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**ENVIRONMENTAL ANALYST SPN 657**  
PROMOTIONAL

**DATE OPEN:** Monday, May 27, 2024

**DATE CLOSED:** Monday, June 10, 2024

**SALARY:** \$74,666.88 annual salary, payable bi-weekly, to a maximum of \$106,070.40

**DESCRIPTION:**

Performs responsible professional administrative work in carrying out the City's environmental programs, policies, goals, and objectives.

**DUTIES:**

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

- Conducts studies to develop methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Determines data collection methods to be employed in projects and surveys.
- Identifies and analyzes sources of pollution or contamination to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples.
- Prepares graphs, charts, and statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and develop approaches for control of pollution.
- May conduct environmental studies and prepare environmental impact reports. Designs presentations and presents information to stakeholders and the public.
- Discusses and recommends environmental policy to management. Publishes and advises other city departments regarding such policy as established.
- Responds to environmental public records requests. Answers correspondence concerning established environmental program policies, procedures, and activities.
- Prepares and maintains statistics and reports on the City's environmental program.
- Conducts field inspections of various City activities to ensure compliance with the City's environmental programs.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

- **Experience:** Two years of service with the City as a Chemist (SPN 655), Environmental Technician (SPN 667), or Water Quality Analyst (SPN 669).

**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 3.*

**Open Entry Requirements:**

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

- **Education:** Graduation from an accredited four-year college or university with a degree in civil engineering, chemistry, bacteriology, environmental science, or closely related physical or biological laboratory science.

- **Experience:** Two years of professional experience in one or more of the following: as a chemist, bacteriologist, biologist, or physical scientist in an environmental laboratory and/or field analysis setting; as an environmental engineer; or in sustainability and energy analysis.
- **License:** Must possess a valid driver's license or evidence of equivalent mobility.

**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.
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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.** Reservations can also be made through your local, public library.

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](mailto:info@governmentjobs.com)).

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**TO APPLY:**

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 21<sup>st</sup> day of May 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### Stevens – Washington Grind and Overlay, Spokane Falls Boulevard to 3rd Avenue Engineering Services File No. 2019187

This project consists of the construction of approximately 26,000 square yards of asphalt grinding and 2-inch thick HMA pavement, 14 drainage structures, 30 wheelchair ramps, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 17, 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 Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office 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.

**Please note the location change for bid delivery as of June 2024; the gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>**

**Construction Management Office  
998 East North Foothills Drive  
Spokane, WA 99208**

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 2024 Standard Specifications.

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

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

Publish: May 29, June 5 & 12, 2024



Traffic Calming Projects – Cycle 11  
Engineering Services File No. 2021046

**\*\*\*NOTE: THIS PROJECT HAS A SHORTENED BID PERIOD\*\*\***

This project consists of the construction of approximately 1,400 linear feet of curb or curb and gutter, 700 square yards of sidewalk, 200 square yards of colored concrete, 350 square yards of HMA pavement repair, 1 Pedestrian Hybrid Beacon system, 4 speed feedback sign installations, 150 linear feet of storm sewer, 4 drainage structures, 10 landscape boulders, 21 tree plantings, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 3, 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 Construction Management Office 998 East North Foothills Drive, Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office 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.

**Please note the location change for bid delivery as of June 2024; the gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>.**

**Construction Management Office  
998 East North Foothills Drive  
Spokane, WA 99208**

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

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

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within FIVE (5) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY-FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

**Note regarding new specifications:** The City of Spokane is using WSDOT's 2024 Standard Specifications.

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

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

**\*\*\*\*Time is of the essence due to the length of the construction window and/or the time of year in which the project is being constructed. Please note that various award phase steps have shorter than normal time frames as detailed in section 1-03.3, 1-08.4, and 1-08.5.**

Publish: May 22 & 29, 2024

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR QUALIFICATIONS #6132-24

#### 5<sup>th</sup> AVENUE COMMUNITY PLAN

City of Spokane Planning and Economic Development Department

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 10, 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, JUNE 10, 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 #.

This RFQ is funded by funds received through the United States Department of Treasury under the American Rescue Plan (ARP)/Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) - Catalog of Federal Domestic Assistance (CFDA) number 21.027.

**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 [mlovmaster@spokanecity.org](mailto:mlovmaster@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 dates: May 22, 29, & June 5, 2024

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**REQUEST FOR PROPOSALS #6135-24****Collection Agency Services**

City of Spokane Public Works and Utilities - Utility Billing Department

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 3, 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 Proposals.

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, JUNE 3, 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](mailto: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: May 22 & 29, 2024

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**BOILERMAKER SERVICES FOR SCHEDULED OUTAGES, SUPER HEATER PENDANT REPLACEMENTS, AND EMERGENCY SERVICES**

Solid Waste Disposal – Waste to Energy Facility

**#PW ITB 6143-24**

**Description:** The City of Spokane is soliciting electronic bids for Boilermaker Services for Scheduled Outages, Super Heater Pendant Replacements, and Emergency Services

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, July 15, 2024**, for Boilermaker Services for Scheduled Outages, Super Heater Pendant Replacements, and Emergency Services. 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, JULY 15, 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 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.**

**Mandatory Pre-Bid Conference:** A MANDATORY pre-bid conference will be held on WEDNESDAY, June 26, 2024 AT 10:00 am. The location will be at the Waste to Energy Facility (WTEF) Admin Offices, 2900 S Geiger Blvd., Spokane WA. **This meeting is MANDATORY ONLY for those companies who have not previously performed Boilermaker Services work at the City of Spokane Waste to Energy Facility.**

Rick Rinderle  
Purchasing Department

Publish: May 29 & June 5, 2024

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### High Voltage Electrical Technical And Maintenance Support; Scheduled and Unscheduled

Spokane Solid Waste Disposal, Waste To Energy Facility

#### PW ITB 6148-24

Description: The City of Spokane, through its Solid Waste Disposal, Waste To Energy Facility is soliciting electronic bids for High Voltage Electrical Technical And Maintenance Support; Scheduled and Unscheduled. The scope of work for this project constitutes a public work under state law.

**Optional Pre-Bid Site Visit:** An optional pre-bid conference will be held on Friday, JUNE 28, 2024 at 10:00 am. The location will be at the Waste to Energy Facility (WTEF) Admin Offices, 2900 S Geiger Blvd., Spokane WA.

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, JULY 15, 2024**, for High Voltage Electrical Technical And Maintenance Support; Scheduled and Unscheduled. 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, JULY 15, 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. **Contractor shall be a Washington State registered "and" licensed contractor at time of Bid submittal. Contactor must have fulfilled the Department of Labor and Industries' Public Works and Prevailing Wage Training Requirement at the time of Bid submittal.**

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

Rick Rinderle  
City of Spokane Purchasing

Publish: May 29 & June 5, 2024

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