



Official Gazette

City of Spokane, Washington

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

Volume 114

OCTOBER 2, 2024

Issue 40



MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

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MICHAEL CATHCART (DISTRICT 1)

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KITTY KLITZKE (DISTRICT 3)

LILI NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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Minutes

NOTICE MEETING MINUTES OF SPOKANE CITY COUNCIL Monday, September 23, 2024

The minutes for the Monday, September 23, 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, October 9, 2024, issue of the *Official Gazette*.

General Notices

NOTICE OF PROPOSED FRANCHISE ORDINANCE C36571

SUMMARY:

Franchise to Burlington Northern Santa Fe Railroad Company (BNSF), a Delaware Corporation company, to use the public right of way for railway lines within its legal authority. Franchise term: 25 years. For more information, contact Kirby Cone, BNSF Portfolio Manager Rail Practice Group, 2650 Lou Menk Drive -MOB2, Fort Worth TX, 76131; Phone: (817) 352-1114; email: Kirby Cone: Kirby.Cone@jil.com. (The final reading of proposed Ordinance C36571 is anticipated to be held before Spokane City Council on October 14, 2024.)

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **WHITNEY EQUIPMENT COMPANY, INC. 16120 Woodinville Redmond Road Unit 3, Woodinville, WA 98072**, to provide the following:

Flygt pumps and accessories
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 Thea Prince, Senior Procurement Specialist at: tprince@spokanecity.org by **Thursday, October 10th, 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 this 20th of September, 2024

Tanya Lester
Procurement Specialist

ORDER OF FORFEITURE: NO CLAIM

In a seizure conducted by the Spokane Police Department in the State of Washington for the county of Spokane. Report No.: 2024-20067058; Date of Seizure: 4/30/2024; Seizure No.: 24-026; Deadline to Make a Claim: 9/16/2024. The seizing agency, Spokane Police Department (SPD), to the said potentially interested party, Justin M. Ramirez:

The Spokane Police Department seized the property listed below as it was used to facilitate the sale of controlled substances or it was proceeds acquired in whole or in part from the sale or series of sales of controlled substances in violation of RCW 69.50, RCW 69.41 or RCW 69.52. These items are subject to forfeiture and no property rights exist in them.

A Notice of Seizure and Intended Forfeiture "Notice" was mailed to Justin M. Ramirez at the address listed with the Washington State Department of Licensing for vehicle registrations and other addresses within fifteen days following the date of seizure pursuant to RCW 69.50.505(3). After the mailings were returned, the Notice was published in the City of Spokane Gazette for six consecutive weeks commencing on July 17, 2024.

"Failure of a party to file an application for an adjudicative proceeding within the time limit or limits established by statute or agency rule constitutes a default and results in the loss of that party's right to an adjudicative proceeding, and the agency may proceed to resolve the case without further notice to, or hearing for the benefit of, that party, except that any default or other dispositive order affecting that party shall be served upon him or her or upon his or her attorney, if any." RCW 34.05.440

The above named recipient failed to file an application for an adjudicative proceeding within the time limit. This constitutes a default and results in the loss of the above named recipient's right to an adjudicative hearing. RCW 69.50.505(4). As a result, the Spokane Police Department has now resolved this seizure as a default and the item listed below is hereby forfeited to the Spokane Police Department.

THE FOLLOWING PROPERTY HAS BEEN FORFEITED:

Item 3 2003 BMW 325, WA CME0088, VIN WBAEU33403PM56020

Item 11 \$3,845.00 in U.S. Currency

AVAILABLE PROCEDURES AND TIME LIMITS FOR SEEKING RECONSIDERATION OR OTHER RELIEF

The above-named recipient is entitled to seek reconsideration or other administrative relief pursuant to RCW 34.05. "Within seven days after service of a default order ... the party against whom it was entered may file a written motion requesting that the order be vacated, and stating the grounds relied upon." See RCW 34.05.440(3). "Within ten days of the service of a final order, any party may file a petition for reconsideration, stating the specific grounds upon which relief is requested." See RCW 34.05.470(1). Any motion to vacate or petition for reconsideration must be served upon the Spokane Police Department, Civil Enforcement Unit, 1100 West Mallon Avenue, Spokane, WA 99260. "A petition for judicial review of an order shall be filed with the court and served on the agency, the office of the attorney general, and all parties of record within thirty days after service of the final order." See RCW 34.05.542(1).

Publish: October 2, 2024.

Lt. Rob Boothe #409
Spokane Police Department
1100 W. Mallon Ave
Spokane, WA 99260

You're invited to attend the next Police Advisory Committee (PAC) Quarterly Public Meeting



POSTPONED to Thursday, OCTOBER 10, 2024 at 5:30 pm
MLK Jr. Center, East Central Community Center - 500 S. Stone St.
 Police Chief Kevin Hall and/or other members of the Spokane Police Department
 will be present to deliver updates and to answer questions from the community.
Help make a difference in your community!

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 C36572

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 Housing Local Sales Tax 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 Housing Local Sales Tax Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$12,059,000.
 - A) Of the increased appropriation, \$11,800,000 is provided solely for contractual services.
 - B) Of the increased appropriation, \$259,000 is provided solely for the City's administrative costs, including salaries, benefits, supplies and equipment.

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 recent request for proposals to spend housing sales tax funding, 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 September 23, 2024

Delivered to Mayor September 24, 2024

ORDINANCE NO C36573

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) Add one exempt City Prosecutor to the Legal department (from 1 to 2).
- 2) Increase revenue by \$32,200.
 - A) Of the increased revenue, \$32,200 is provided solely for an operating transfer-in from the Cannabis Tax Fund.
- 3) Increase appropriation by \$32,200.
 - A) Of the increased appropriation, \$32,200 is provided solely for base wages and employee benefits.

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 adding an additional prosecutor position in the Legal department to focus on serious narcotics prosecutions, 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 September 23, 2024
Delivered to Mayor September 24, 2024

ORDINANCE NO C36574

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 Public Safety & Judicial Grants 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 Public Safety & Judicial Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$215,000.
 - A) Of the increased revenue, \$215,000 is provided by Washington Traffic Safety Commission through the Outreach and Training program.
- 2) Increase appropriation by \$215,000.
 - A) Of the increased appropriation, \$185,000 is to be provided solely for base wages and employee benefits.
 - B) Of the increased appropriation, \$10,000 is to be provided solely for minor equipment.
 - C) Of the increased appropriation, \$10,000 is to be provided solely for registration/schooling.
 - D) Of the increased appropriation, \$10,000 is to be provided solely for contractual services.

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 accept grant funding from WA Traffic Safety Commission for DUI outreach and training, 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 September 23, 2024
Delivered to Mayor September 24, 2024

Policies & Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5600-24-02 LGL 2005-0041
TITLE: VOUCHER PAYMENTS EFFECTIVE DATE: June 11, 2005 REVISION EFFECTIVE DATE: January 1, 2014; September 23, 2024	

1.0 GENERAL

1.1 This document sets forth the allowed expenses that are exempt from purchase order or contract.

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 and divisions.

3.0 REFERENCES

- ADMIN Claims Management Policy 5800-08-01
- ADMIN Moving Expenses Policy 0620-11-51
- ADMIN Minor Contract Authorization Policy 0500-19-01
- ADMIN Travel Policy 0410-24-04
- ADMIN Purchasing Card Policy 5600-16-01
- ADMIN Purchasing Policy 5600-21-03
- SMC 03.07.010
- SMC 07.03

4.0 DEFINITIONS

“**Voucher payment**” is a payment document type utilized by the financial management software where payments can be issued without a requisition, department order, service repair or other form of contract.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to acquire goods and services in a manner that complies with state and local law, city rules and policies, and applicable federal requirements.
- 5.2 There are certain goods and services that City departments may acquire where there is no need to competitively procure the service or the cost of performing competitive solicitation outweighs the benefit. Therefore, certain payments are exempt from requiring a requisition/purchase order or contract and can be processed in the accounting system as a voucher payment. Unless otherwise indicated, per ADMIN Purchasing Policy 5600-21-03, there is no dollar amount associated with these acquisitions such as interlocal agreements.
- 5.3 Each department shall be responsible for assuring that adequate funds are available to cover the costs of all purchases.
- 5.4 When procuring goods and services, take into consideration that:
 - the purchase of the good or service is necessary.
 - the quality of the good or service is adequate.
 - the purchase in question is the most favorable procurement to the City, including price.

- the procurement was done in compliance with City ADMIN Purchasing Policy 5600-21-03 and Spokane Municipal Code.
- 5.5 The following categories of expenses, which are assumed to be in the best interest of the city and are considered to be an appropriate and allowable expense regardless of the mode of payment, are exempt from the requirement of an official purchase order or contract and may instead be purchased through the use of a voucher payment:
- 5.5.1 Telecommunications
- Cable TV service.
 - Cellular telephone services.
 - Internet access service (IT approval is needed if processed by any Department other than IT).
 - Local and long-distance telephone service.
- 5.5.2 Employee Training, Professional Accreditation, & Reimbursements
- Damaged uniform allowance.
 - Mileage reimbursement not associated with travel & training.
 - Parking reimbursement.
 - Professional memberships, licenses, accreditation, and certifications.
 - Travel expenses allowed per ADMIN Policy 0410-24-04.
 - Tuition reimbursement pursuant to ADMIN Policy 0620-15-08.
 - Registration/tuition costs for local training classes or seminars
 - Registration/tuition costs for training or conferences that require travel must include pre-approved Concur travel authorization form.
- 5.5.3 Boards & Commissions
- Compensation fees of board/commission members.
- 5.5.4 Police/Fire
- Damaged personal property in compliance with applicable collective bargaining agreement.
 - Laboratory fees.
 - Medical and dental services.
 - Prescriptions.
 - Public safety towing/vehicle storage fees.
 - Travel expenses related to prisoners and witnesses.
 - Veterinary and related laboratory costs for K9s.
- 5.5.5 Claims payments per ADMIN Policy 5800-08-01 which can include legal expenses.
- Court judgments.
 - Arbitration/mediation awards.
 - Arbitration fees.
 - Court reporter service.
 - Transcription fees.
 - Witness travel and/or living costs.
- 5.5.6 Courts
- Interpreter expenses.
 - 3rd party psychological evaluations when specifically motioned and ordered.
 - Parking ticket overpayments.
- 5.5.7 Workers' Compensation
- Medical expenses and other payments required by workers' compensation laws.
- 5.5.8 Human Resources
- Death benefits
 - Moving expenses pursuant to ADMIN Policy 0620-11-51 if paid directly to the moving company. Reimbursement to the potential employee has to be paid through payroll.
 - Travel expense reimbursement for employment applicants pursuant to SMC 03.07.010.

5.5.9 Other Payments

- Advertisements (Does not include advertising that is legally required by public notice in the Spokesman Review).
- Bond and rating services, registration fees, and other expenses related to municipal bond issuance or refinancing.
- Government-required payments including, but not limited to property taxes, election and voter registration costs, pollution costs, and emergency preparedness.
- Permits, licenses, and fees.
- Personal services up to threshold as set forth in Admin Policy 0500-19-01.
- Petty cash payments (establishing or replenishing petty cash accounts pursuant to SMC 07.03).
- Postage and shipping.
- Publications including electronic media such as online information services.
- Purchases of goods not to exceed \$1,000, which would normally qualify to be purchased with a city purchasing card pursuant to ADMIN Policy 5600-16-01.
- Refunds of overpayments & revenue deposits (i.e. street use deposits).
- Utility payments.

5.5.10 The Chief Financial Officer must approve other amounts not identified above.

6.0 PROCEDURE

- 6.1 Each department shall be responsible for assuring that adequate funds are available to cover the costs of all procurements.
- 6.2 Each department shall adhere to this policy when requesting a voucher payment.
- 6.3 Voucher payments should be entered into the financial management software according to detailed procedures set forth in the financial management software user manual.

7.0 RESPONSIBILITIES

The Accounting Department is responsible for administering this policy.

8.0 APPENDICES

Not Applicable.

Job Opportunities

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

AMENDMENT

AMENDMENT

AMENDMENT

PUBLIC DEFENDER I

SPN 095

(Announcement of 8/19/2024)

The above titled announcement is hereby amended to read:

Closing Date: Continuous



POLICE RECORDS AND EVIDENCE ADMINISTRATOR SPN 081
OPEN ENTRY

DATE OPEN: Monday, September 30, 2024

DATE CLOSED: Monday, October 14, 2024

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

DESCRIPTION: Performs responsible managerial and professional work directing the activities and personnel of the Spokane Police Department (SPD) Records and Evidence sections.

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.*

- Plans, organizes, and directs SPD's Police Records and Evidence functions in compliance with federal laws and SPD procedures and guidelines. Assists division in developing essential records programs and preparation of records and evidence retention procedures and schedules. Supervises maintenance of critical and confidential evidence and records.
- Manages and oversees the daily operations of the Police Records and Evidence personnel through subordinate supervisors. Determines staffing, work schedules, and office procedures for expediting workflows.
- Directs and participates in public records disclosure, completes subpoenas for records, and screens investigative and arrest reports for public dissemination.
- Monitors and maintains employee access to law enforcement documentation and information in accordance with regulatory requirements. Provides audit support for mandated oversight, education, and use of the ACCESS system. Responds to audit results, providing corrective actions as necessary.
- Assists in preparing budget estimates; prepares operational reports and business plans.
- Plans, assigns, and reviews the work of subordinate employees performing duties in support of evidence and records management and maintenance of working files and storage areas.
- Interviews, hires, and may train new employees.
- Develops forms, procedures, and systems for supervised sections.
- Studies and analyzes forms, procedures, practices, and systems; recommends changes to improve the effectiveness of operating units.
- Compiles information and prepares a variety of reports related to records and evidence management and departmental activities.
- Operates computers and standard office machines.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Open-Entry Requirements:

- *Education:* Graduation from an accredited college or university with a bachelor's degree in public or business administration, criminal justice, or related field.
- *Experience:* Four years of increasingly responsible work managing complex business services involving multiple work groups and a large number of employees (30+), including a minimum of two years of full scope supervisory experience with responsibility for hiring and disciplinary/termination processes.
- *Licenses and Certifications:* Must possess or obtain WACIC/ACCESS I and II certification within six months of hire.

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 the completed PHS form to your online application or e-mail it to civilservice@spokanecity.org.**

NOTES:

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

EXAMINATION DETAILS: For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website. Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

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

City of Spokane will provide alternative accessible tests to individuals with disabilities that impair manual, sensory, or speaking skills needed to take the test, unless the test is intended to measure those skills.

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

- Training and Experience Evaluation 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS: The Training and Experience Evaluation form is linked within the Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. **The T&E must be submitted online, at the time of application.**

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 25th day of September 2024.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Freya Utility and Street Improvements - Garland to Wellesley
Engineering Services File No. 2017081

This project consists of the construction of approximately 4,000 cubic yards of excavation and embankment, 2,200 linear feet of 30 inch water main, 300 linear feet of storm sewer, 13 drainage structures, 3,600 square yards of storm swale construction, 4,000 linear feet of curb and/or gutter, 1,000 linear feet of sidewalk, 11,000 square yards of asphalt pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. October 21st, 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.

Publish: October 2, 9, and 16, 2024

REVISED — CALL FOR BIDS

Plains Booster Station Engineering Services File No. 2018102

This project consists of the construction of a CMU Booster Station Building, including four vertical turbine pumps, cans and motors, motor control centers, pump and yard piping, paved access and parking area, electrical, plumbing, heating and cooling systems, excavation, dewatering, site grading and restoration, water and sewer connections, electrical and conduit work, frontage improvements, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. October 21, 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.

A prebid conference will be held at the Plains Booster Station jobsite, 7512 West Westbow Blvd, Spokane, WA at 10:00 am on September 30th, 2024.

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.

Bid documents may be downloaded free of charge at cityofspokaneplans.com.

All work performed on this project will be subject to the higher of the prevailing state or federal wage rates.

The City of Spokane is an Equal Opportunity and Affirmative Action Employer.

Small, Minority- and Women-owned firms are encouraged to submit bids.

This project is funded through the Washington State Drinking Water State Revolving Fund program with federal funds from the Environmental Protection Agency. As such, all Contractors and Subcontractors shall meet the requirements and provisions for DWSRF funded projects. Additional funding has been provided by the American Rescue Plan Act of 2021 (ARPA).

Publish: September 25, October 2, and 9, 2024

Notice for Bids

Supplies, Equipment, Maintenance, etc.

HOT SPOTTERS COMMUNITY CARE COORDINATION #RFP #6233-24

Description: The City of Spokane, through its Mayor's Office (hereinafter "City") is initiating this Request for Proposals (hereinafter "RFP") to solicit Proposals from Contractors interested in facilitating data sharing and extraction to identify high utilizers across medical, housing, and criminal justice institutions. Following identification, the contractor will provide case management services for up to 50 Opioid Use Disorder (OUD) high utilizers, convene a collaborative of providers to conduct case rounds to identify and address barriers to care, and holistically address the needs of clients.

Bid Opening: Sealed electronic bids will be accepted until **Monday, October 14, 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.procureware.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
Purchasing Department

Publish: September 25 & October 2, 2024

REQUEST FOR PROPOSALS #6240-24
Real Estate Analysis and Brokerage Services
City of Spokane Facilities Department

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

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, OCTOBER 21, 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, OCTOBER 21, 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 project may be include funding by state and federal grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work. The solicitation documents contain information on requirements, terms, and conditions.

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. 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: October 2 & 9, 2024
