



CITY OF SNOQUALMIE
CITY COUNCIL REGULAR HYBRID MEETING
Monday, March 13, 2023, at 7:00 PM
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen,
Bryan Holloway, Jo Johnson,
James Mayhew, and Robert Wotton

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **813 0614 8787** and Password **1800110121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
Press *6 to mute and unmute.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **813 0614 8787**; Enter Password **1800110121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Appointments

1. **AB23-036:** Re-Appointment to Planning Commission.

Proposed Action: Move to confirm the Mayor's recommendation to re-appoint Steve Smith to the Planning Commission.

Presentations

2. Snoqualmie Valley Hospital - State of the Hospital
3. Waste Management Annual Report

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

4. Approve the City Council Meeting Minutes dated February 27, 2023.
5. Approve the Claims Approval Report dated March 13, 2023.
6. **AB23-028:** Awarding Purcell Painting & Coatings the City Hall Stairs Repair Public Works Contract

- [7.](#) **AB23-033:** Resolution Approving Risk Manager as Agent to Receive Claims

ORDINANCES

- [8.](#) **AB23-032:** Vehicle Trespass Ordinance.

Proposed Action: First Reading of Ordinance 1275.

Public Safety Committee:

COMMITTEE REPORTS

Community Development Committee:

Parks & Public Works Committee:

- [9.](#) **AB23-034:** Early Purchase Authorization of Centennial Fields Play Equipment.

Proposed Action: Adopt Resolution No. 1639 approving a purchase order with Landscape Structures Inc. for Centennial Fields – Inclusive Park Play Equipment.

Finance & Administration Committee:

- [10.](#) **AB23-037:** Agreement for Consultant Services - IT Management, Operations, and Staffing Assessment

Proposed Action: Authorize the Mayor to execute the Agreement for Consultant Services with BerryDunn for IT Management, Operations, and Staffing Assessment in an amount not to exceed \$58,735.

Committee of the Whole:

REPORTS

11. Mayor's Report
12. Commission/Committee Liaison Reports:
 - 1) King County Regional Law Safety and Justice Committee
- [13.](#) Department Reports

CLOSED/EXECUTIVE SESSION

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-036
March 13, 2023
Appointment

AGENDA BILL INFORMATION

TITLE:	Re-Appointment to Planning Commission	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Confirm the Mayor's recommendation to re-appoint Steve Smith to the Planning Commission	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Mayor	
STAFF:	n/a	
COMMITTEE:	n/a	Meeting Date: n/a
COUNCIL LIAISON:	n/a	
EXHIBITS:	n/a	

SUMMARY

Council is asked to confirm the Mayor's re-appointment of Steve Smith to the Planning Commission.

Steve Smith has been a Snoqualmie Planning Commissioner since 2017. He is an active participant and wishes to continue his service to the city.

BACKGROUND

At the end of 2022, staff reviewed the roster of commissions and committees for expiring positions and reached out to those individuals to determine interest in re-appointment.

The Planning Commissioners serve four-year terms. Commissioner Smith's appointment is set to expire on March 31, 2023.

APPOINTMENT PROCESS

Commission and Committee members are appointed by the Mayor and subject to confirmation by the City Council as outlined in Title 2 of the Snoqualmie Municipal Code.

RECOMMENDED ACTION

Move to confirm the Mayor's recommendation to re-appoint Steve Smith to the Planning Commission.



CITY COUNCIL MINUTES REGULAR HYBRID MEETING February 27, 2023

CALL TO ORDER & ROLL CALL: Mayor Ross called the meeting to order 7:00 pm

City Council:

Mayor Katherine Ross, Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, James Mayhew (remote), Cara Christensen, and Jolyon Johnson were present.

City Staff:

Michael Sauerwein, City Administrator; Bob Sterbank, City Attorney; Jen Ferguson, Finance and HR Director (remote); Deana Dean, City Clerk; Mike Chambless, Parks and Public Works Director; Jeff Hamlin, Deputy Parks and Public Works Director (remote); Mark Correia, Fire Chief (remote); Perry Phipps, Police Chief; Emily Arteché, Community Development Director; Andy Latham, IT Support; Drew Bouta, Budget Manager; Carson Hornsby, Management Analyst; Chris Miller, Interim IT Director (remote); Patrick Fry, Project Engineer; Anna Astrakhan, Assistant City Attorney (remote).

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

It was moved by CM Wotton; seconded by CM Christensen to:

Approve the agenda.

PASSED: 6-0 (Benson, Wotton, Holloway, Mayhew, Christensen, Johnson)

PUBLIC HEARINGS, PRESENTATIONS, APPOINTMENTS & PROCLAMATIONS

Proclamations

1. **AB23-021:** Proclamation No. 23-03 March 2023 as Resilience Month
The Mayor proclaimed March 2023 as Resilience Month in Snoqualmie. Michelle John, Youth Resilience & Community Resource Coordinator, from Care Team (TRACE) - Empower Youth Network was present and thanked Snoqualmie for their continued commitment to youth.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

- Fuzzy Fletcher of Snoqualmie, Washington spoke regarding the Snoqualmie Civil Service Rules and Regulations

CONSENT AGENDA

2. Approve the City Council Meeting Minutes: February 13, 2023, Regular Meeting
3. Approve the Claims Approval Report dated February 27, 2023
4. **AB23-030:** Amendment No. 2 with RH2 Engineers for Utility System Plans

It was moved by CM Holloway; seconded by CM Johnson to:

Approve the consent agenda.

PASSED: 6-0 (Benson, Wotton, Holloway, Mayhew, Christensen, Johnson)

ORDINANCES

5. **AB23-027:** 2023-2024 Biennial Budget Amendment
Second Reading of Ordinance 1274.

It was moved by CM Holloway; seconded by CM Johnson to:

Adopt Ordinance 1274 Amending the 2023-2024 Biennial Budget

PASSED: 6-0 (Benson, Wotton, Holloway, Mayhew, Christensen, Johnson)

COMMITTEE REPORTS

Public Safety Committee: No further reports.

Community Development Committee: No further reports.

Parks & Public Works Committee:

6. **AB23-016:** Resolution 1635 Ratifying the Third Two-Year Extension of the Comprehensive Garbage, Recyclables, and Compostables Collection Agreement with Waste Management. Brief discussion followed with Mike Chambless, Parks and Public Works Director, answering Council questions.

It was moved by CM Benson, seconded by CM Wotton:

Approve Resolution No. 1635 Exercising the Option for a Third Two-Year Extension of the Comprehensive Garbage, Recyclables, and Compostables Collection Agreement.

PASSED: 6-0 (Benson, Wotton, Holloway, Mayhew, Christensen, Johnson)

7. **AB23-029:** Resolution Awarding Fury Site Works Inc. for the Williams Addition Water Main Replacement Project.

It was moved by CM Benson, seconded by CM Holloway:

Adopt Resolution No. 1636 Awarding a Public Works Contract to Fury Site Works, Inc. for construction of the Williams Addition Water Main Replacement Project and authorize the Mayor to sign.

PASSED: 6-0 (Benson, Wotton, Holloway, Mayhew, Christensen, Johnson)

Finance & Administration Committee: No further reports.

Committee of the Whole: No further reports.

REPORTS

8. Mayor's Report:

- The City of Snoqualmie is hosting the March 22, 2023, Snoqualmie Valley Government Association meeting. There will be several speakers including the CEO of Snoqualmie Valley Health, Renee Jensen, and the King County Assessor, John Wilson, who will speak about assessments and property taxes. There will also be legislative updates from Brandy DeLange from AWC, state legislators, and King County Councilmember. She encouraged councilmembers to attend.

- The state legislature is in session, and she encouraged councilmembers to reach out to them regarding council priorities including requesting funding for the community center expansion and funding for SR18 widening.
- Those that have not met with Una McAlinden, the council retreat facilitator, were encouraged to do so.
- Recognition was given to Phil Bennett, Jason Battles, and Kevin Friesen for their ongoing response to the felled trees and sidewalk repair that happened during the snow and ice storms.
- The public has an opportunity for public input on the extensive two-year project to update the comprehensive plan which is a long-range planning tool that will be established over the next 20-year period. The city draft housing needs assessment and draft housing action plan are available for the public to provide comments directly with the interactive documents. This is available online. community engagement is the key component in creating our final housing action plan that will help achieve Snoqualmie's housing goals.
- Police Officers Pamela Mandery and Nicholas Schulgen participated in the Polar Plunge at Alki Beach last weekend benefitting the special Olympics.

9. **Commission/Committee Liaison Reports:** No reports at this time.

10. **Councilmember Regional Liaison Updates:**

- CM Christensen noted the King Conservation District finished elections although it is not certified yet. They are trying to get on a regular ballot process. On the Public Issues Committee, they are going to be looking at water quality governance, metro service recovery plan, and homeless authority.
- CM Benson noted the Snoqualmie Watershed Forum is trying to secure enough water.
- Mayor Ross noted the King County Flood Control District has not had a meeting yet but will do so later in March. The Regional Transit Committee recently held a meeting to approve the metro work plan for the year.

CLOSED/EXECUTIVE SESSION

11. Closed session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings lasting approximately 60 minutes.
12. Executive session pursuant to RCW 42.30.110(1), to discuss (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; and/or (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency lasting approximately 15 minutes.
13. Executive session pursuant to RCW 42.30.110(1)(b) to discuss the potential acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price lasting approximately 15 minutes.

Mayor Ross noted Council would take a five-minute break and the Closed and Executive Sessions would end at approximately 9:10 pm with no action being taken following the Closed Session.

Open session ended at 7:35 pm.

CM Mayhew left the meeting at approximately 8:20 pm due to technical issues.

Closed session ended at 9:14 pm.

First executive session ended at 9:35 pm.

Second executive session ended at 9:59 pm.

It was moved by CM Holloway and seconded by CM Johnson to adjourn the meeting which passed unanimously. The meeting was adjourned at 9:59 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk



Finance & Human Resources Department

Item 5.

Jennifer Ferguson, Director
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-1555 | jferguson@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Jennifer Ferguson, Director of Finance & HR

Date: March 13, 2023

Subject: CLAIMS REPORT
Approval of payments for the period: February 9, 2023 through February 28, 2023

BACKGROUND

Per RCW 42.24.080, all claims presented against the city by persons furnishing materials, rendering services, or performing labor must be certified by the appropriate official to ensure that the materials have been furnished, the services rendered, or the labor performed as described, and that the claims are just, due, and unpaid obligations against the city, before payment can be made. Expedited processing of the payment of claims when certain conditions have been met allows for the payment of claims before the legislative body has acted to approve the claims when: (1) the appropriate officers have furnished official bonds; (2) the legislative body has adopted policies that implement effective internal control; (3) the legislative body has provided for review of the documentation supporting the claims within a month of issuance; and (4) that if claims are disapproved, they shall be recognized as receivables and diligently pursued. The City of Snoqualmie meets all requirements of this state law.

Pursuant to Snoqualmie Municipal Code (SMC) Chapter 3.85, all Claims, Demands and Vouchers against the city, provides that the Finance Director or her designee will examine all claims prior to payment and provide periodic reporting of the payments to the City Council for final approval. Per SMC 3.85.040, to meet these requirements, the Finance Director schedules payment of claims and payroll for monthly Finance & Administration Committee review followed by full City Council approval on the consent agenda. Per SMC 3.85.050, documentation supporting claims paid and the Finance Director's written report are made available to all city council members at City Hall for 48 hours prior to the Finance & Administration Committee meeting. Following the 48-hour review period, the Finance & Administration Committee considers the claims as part of its regular agenda and recommends to the full city council whether to approve or disapprove the claims. Consistent with these requirements, this report seeks City Council approval of payment of claims and payroll batches summarized in the table below.

ANALYSIS

All payments made during these periods were found to be valid claims against the city. Details are available in documentation provided for City Council review prior to the Finance & Administration Committee meeting. The City's internal controls include certification of the validity of all expenditures by the appropriate department and an internal audit conducted by designated finance department staff who review all claims and payroll payments. Staff performs system validation and exception reviews to validate payroll records. The Finance Director performs a random sampling review of supporting documentation for claims payments to ensure validity, as well as regularly reviews its processes to ensure appropriate internal controls are in place.

The City issues disbursements for claims and payroll via the following methods:

- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic

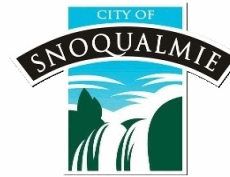
Item 5.

The foregoing amounts were budgeted in the 2023-2024 biennial budget, and sufficient funds to cover these payments, as appropriate.

Accounts Payable

Blanket Voucher Approval Document

User: TWood
Printed: 02/09/2023 - 9:23PM
Warrant Request Date: 2/9/2023
DAC Fund:



Batch: 00003.02.2023 - 2-9-23 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 197,882.84
for claims warrants numbered 60375 through 60467 & dated 2-9-23.

Line	Claimant	Voucher No.	Amount
1	911 SUPPLY INC	000060375	3,461.67
2	ACCESS	000060376	497.02
3	AFTERMATH	000060377	400.00
4	AMAZON CAPITAL SERVICES	000060378	1,236.05
5	ASHBAUGH BEAL	000060379	791.75
6	ASPECT CONSULTING LLC	000060380	4,802.00
7	BOARD FOR VOLUNTEER FIREFIGHTERS	000060381	1,530.00
8	BRUCE DEES & ASSOCIATES	000060382	2,040.00
9	CARMICHAELS TRUE VALUE HARDWARE	000060383	613.87
10	CENTRAL WELDING SUPPLY	000060384	38.48
11	CENTURYLINK	000060385	3,085.38
12	CENTURYLINK PD	000060386	1,431.43
13	Comcast	000060387	421.18
14	Complete Office (PD Acct)	000060388	569.54
15	Copiers Northwest	000060389	424.60
16	Corporate Payment Systems	000060390	5,283.30
17	Cotton,Catherine	000060391	302.73
18	Criminal Justice Training Commission	000060392	600.00
19	Crisis Systems Management, LLC	000060393	575.00
20	Crystal Springs	000060394	241.90
21	Daily Journal of Commerce	000060395	672.00
22	Dept. of Enterprise Services	000060396	1,295.07
23	Envirotech Services, Inc.	000060397	27,641.97
24	Evergreen Ford, Inc.	000060398	1,672.97
25	Fonseca,Melanie	000060399	403.46
26	Fouts,Jacob	000060400	337.64
27	Galls, LLC PD	000060401	51.31
28	Girard Resources & Recycling, LLC	000060402	1,605.00
29	Hargis Engineers	000060403	1,560.00
30	HD Fowler Co.	000060404	1,028.41
31	HD Supply Facilities Maint., Ltd	000060405	521.59
32	HDR Engineering, Inc.	000060406	1,827.41
33	Holiday Goo	000060407	2,093.50
34	HSI EMERGENCY CARE SOLUTIONS INC	000060408	120.31
35	Issaquah Honda Kubota	000060409	981.10
36	Joseph Erb	000060410	3,000.00
37	KING COUNTY DIRECTORS ASSN PURCHASING CC	000060411	3,198.44
38	KING COUNTY OFFICE OF FINANCE FAC MGT DIV	000060412	320.00
39	KING COUNTY RADIO COMM SVCS	000060413	3,730.59
40	Kiper,Greg	000060414	85.00
41	Lewis & Laws, PLLC	000060415	400.00

Page Total: \$80,891.67

Line	Claimant	Voucher No.	Amount	Item 5.
42	Life Assist, Inc.	000060416	485.97	
43	LN Curtis & Sons	000060417	239.46	
44	LoudEdge, Inc.	000060418	925.00	
45	Moberly, Lynn	000060419	6,000.00	
46	Nat'l Hose Testing Specialties, Inc.	000060420	458.00	
47	NC Power Systems Co.	000060421	6,302.04	
48	Norstar Industries, Inc.	000060422	1,232.14	
49	North Bend Auto Parts, Inc. (Fleet)	000060423	6,245.27	
50	North Bend Auto Parts, Inc. (Gen.)	000060424	82.70	
51	North Bend Chevrolet	000060425	173.31	
52	Northwest Cascade	000060426	1,117.39	
53	Occupational Health Centers of WA, P.S.	000060427	2,618.00	
54	Ogden Murphy Wallace Attorneys	000060428	760.00	
55	ORKIN	000060429	143.75	
56	Pacific Office Automation (OR)	000060430	1,832.46	
57	Parametrix	000060431	11,847.50	
58	Pfeffer, Michele	000060432	154.29	
59	Platt 135890	000060433	764.11	
60	Prothman Company	000060434	1,806.37	
61	Public Safety Testing	000060435	1,432.10	
62	Puget Sound Energy	000060436	2,979.64	
63	Robert Half	000060437	12,034.00	
64	Robert Wachtendonk Photography	000060438	740.52	
65	Smith, Chase	000060439	212.84	
66	South Correctional Entity	000060440	11,570.33	
67	Stave Law Office, PLLC	000060441	350.00	
68	Stericycle, Inc. (FD)	000060442	10.36	
69	Summit Law Group	000060443	385.00	
70	Sutter, William	000060444	58.26	
71	Technical Systems, Inc.	000060445	571.73	
72	The Seattle Times	000060446	87.34	
73	The Workwear Place	000060447	2,419.15	
74	Thomson Reuters - West Pymt. Center	000060448	1,119.89	
75	Traffic Signs, Inc.	000060449	291.86	
76	TSI - Minneapolis	000060450	1,309.38	
77	Tyler Technologies, Inc.	000060451	2,640.83	
78	Uline	000060452	348.49	
79	UNITED RENTALS (NORTH AMERICA) INC.	000060453	4,854.86	
80	Unum Life Insurance	000060454	70.50	
81	US Bank	000060455	794.63	
82	Verizon Wireless (Central Svcs.)	000060456	12,173.40	
83	VisionQuest Window Cleaning, Inc.	000060457	950.00	
84	WA Finance Officers Association	000060458	75.00	
85	WA ST Patrol - B & F Svcs	000060459	251.75	
86	Washington Public Treasurers Association	000060460	50.00	
87	Water Management Group	000060461	7,950.00	
88	Water Management Laboratories, Inc.	000060462	345.00	
89	Weiss, Paul	000060463	156.84	
90	WesSpur Tree Equipment, Inc.	000060464	660.75	
91	Westlake Ace Hardware	000060465	341.60	
92	William R. Peacock, P.E.	000060466	100.00	
93	Zumar Industries, Inc.	000060467	6,467.36	
			<hr/>	
			Page Total:	\$116,991.17
			<hr/>	
			Grand Total:	\$197,882.84

Accounts Payable

Check Detail

User: TWood
Printed: 02/09/2023 - 9:38PM



Item 5.

Check Number	Check Date	Amount
911 supp - 911 SUPPLY INC Line Item Account		
60375	02/09/2023	
Inv	INV-2-25229	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/05/2023	Body Armor - Kaae	014-08-012-521-22-31-050
		1,863.86
Inv INV-2-25229 Total		1,863.86
Inv	INV-2-25332	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/10/2023	Safari Holster, Belt Loop Holster, Dbl Mag Pouch - Phipps	001-08-009-521-22-31-050
		347.88
Inv INV-2-25332 Total		347.88
Inv	INV-2-25628	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/20/2023	Body Armor Carrier - B. Lynch	001-08-009-521-22-31-050
		492.26
Inv INV-2-25628 Total		492.26
Inv	INV-2-25629	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/20/2023	Chief Phipps Uniform Shirt Alteration	001-08-009-521-22-31-050
		32.67
Inv INV-2-25629 Total		32.67
Inv	INV-2-25663	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/20/2023	Jacket - M. Black	014-08-012-521-22-31-050
		80.59
Inv INV-2-25663 Total		80.59
Inv	INV-2-25664	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/20/2023	Jacket - D. Patterson	001-08-009-521-22-31-050
		64.25
Inv INV-2-25664 Total		64.25
Inv	INV-2-25734	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/24/2023	Uniform Pants & Polo Shirt - M. Black	014-08-012-521-22-31-050
		142.64
Inv INV-2-25734 Total		142.64

Inv INV-2-25735

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	Uniform Pants - D. Patterson	001-08-009-521-22-31-050	63.16

Inv INV-2-25735 Total	63.16
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Inv INV-2-25968

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Name Tag - B. Lynch	001-08-009-521-22-31-050	25.06

Inv INV-2-25968 Total	25.06
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Inv INV-2-26001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Pants/Polo Shirt - D. Patterson	001-08-009-521-22-31-050	182.68

Inv INV-2-26001 Total	182.68
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Inv INV-2-26002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Pants/Polo Shirt - M. Black	014-08-012-521-22-31-050	166.62

Inv INV-2-26002 Total	166.62
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60375 Total:	3,461.67
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911 supp - 911 SUPPLY INC Total:	3,461.67
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aim - ACCESS Line Item Account

60376 02/09/2023

Inv 9998123

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Archives Storage for 2/1/23 to 2/28/23	001-05-005-514-20-41-000	497.02

Inv 9998123 Total	497.02
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60376 Total:	497.02
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aim - ACCESS Total:	497.02
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afmath - AFTERMATH Line Item Account

60377 02/09/2023

Inv JC2023-7433

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Vomit Clean-up in Patrol Vehicle - Case # 23N0131	001-08-009-521-22-41-000	400.00

Inv JC2023-7433 Total	400.00
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60377 Total:

400.00

afmath - AFTERMATH Total:

400.00

amazoncap - AMAZON CAPITAL SERVICES Line Item Account

60378 02/09/2023

Inv 1MY6-HTJV-VNC6

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/28/2023	Gloves, vests, space pens, & AC adapter	403-22-030-531-90-31-300	465.47

Inv 1MY6-HTJV-VNC6 Total 465.47

Inv 1QGT-QVHR-CWHP

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/07/2023	CD: Take-home monitor	001-14-031-558-60-31-000	270.07

Inv 1QGT-QVHR-CWHP Total 270.07

Inv 1R4H-9NRF-3LHD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Headgear for Officer DT & Glass Markers for Marking ABD Vehicle	001-08-009-521-50-35-900	500.51

Inv 1R4H-9NRF-3LHD Total 500.51

60378 Total:

1,236.05

amazoncap - AMAZON CAPITAL SERVICES Total:

1,236.05

stanisla - ASHBAUGH BEAL Line Item Account 001-04-004-515-41-41-102

60379 02/09/2023

Inv 78452

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	Legal Advice/Fees for Epsy Case Solutions	001-04-004-515-41-41-102	791.75

Inv 78452 Total 791.75

60379 Total:

791.75

stanisla - ASHBAUGH BEAL Total:

791.75

aspect - ASPECT CONSULTING LLC Line Item Account

60380 02/09/2023

Inv 49823

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	For Professional Services Ending 12/31/22	417-13-423-594-34-41-070	4,802.00

Inv 49823 Total 4,802.00

60380 Total: 4,802.00

aspect - ASPECT CONSULTING LLC Total: 4,802.00

bvff - BOARD FOR VOLUNTEER FIREFIGHTERS Line Item Account 001-09-016-522-20-22-100

60381 02/09/2023

Inv 2023 Annual Fee

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2022	Pension Fee	001-09-016-522-20-22-100	1,020.00
11/02/2022	Disability Fee	001-09-016-522-20-22-150	510.00

Inv 2023 Annual Fee Total 1,530.00

60381 Total: 1,530.00

bvff - BOARD FOR VOLUNTEER FIREFIGHTERS Total: 1,530.00

bda - BRUCE DEES & ASSOCIATES Line Item Account

60382 02/09/2023

Inv 6566

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Consulting Services	310-12-609-594-76-41-060	2,040.00

Inv 6566 Total 2,040.00

60382 Total: 2,040.00

bda - BRUCE DEES & ASSOCIATES Total: 2,040.00

ctv - CARMICHAELS TRUE VALUE HARDWARE Line Item Account

60383 02/09/2023

Inv A306903

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2022	40Oz Pine Sol (QTY: 2)	001-12-028-576-80-31-300	13.05

Inv A306903 Total 13.05

Inv A306904

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2022	3.7Oz Clear Marine Seal, AllClim Tape (QTY: 2)	001-12-028-576-80-31-300	40.26

Inv A306904 Total 40.26

Inv A306952

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Hex Seals, Spr Enamel, Penetrate Catalyst	001-12-028-576-80-31-300	26.22

Inv A306952 Total	26.22
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Inv A307083	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Pails, Bleach & Shop Towels	401-18-037-534-81-31-300	32.19

Inv A307083 Total	32.19
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Inv B343478	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2022	Bit, Anchors	001-12-028-576-80-31-300	10.23

Inv B343478 Total	10.23
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Inv B343695	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/02/2023	Key, Screwdriver, Nose Pliers, Wrenches, Tape Measure	001-12-028-576-80-31-300	90.87

Inv B343695 Total	90.87
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Inv B343788	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	Step Stool	001-12-028-576-80-31-300	65.33

Inv B343788 Total	65.33
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Inv B343918	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Car Adapter	403-22-050-531-30-31-300	14.15

Inv B343918 Total	14.15
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Inv B344083	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	40Oz Pine Sol	001-12-028-576-80-31-300	6.52

Inv B344083 Total	6.52
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Inv B344144	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	CloseFit Glasses, Close Glasses	001-12-028-576-80-31-300	8.25

Inv B344144 Total	8.25
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Inv B344145	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	24Oz Simple Green Spray	001-12-028-576-80-31-300	5.98

Inv B344145 Total	5.98
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Inv B344168

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Tape Measure (QTY: 2)	001-12-028-576-80-31-300	30.47

Inv B344168 Total	30.47
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Inv B344201

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	4' Yard Hydrant	001-12-028-576-80-31-300	118.69

Inv B344201 Total	118.69
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Inv B344237

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	1" Galv Pipe Strap (QTY: 2)	001-12-028-576-80-31-300	2.16

Inv B344237 Total	2.16
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Inv B344609

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	Brushes, Plas Pail, Covers	001-12-028-576-80-31-300	83.80

Inv B344609 Total	83.80
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Inv B344667

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	5-Wire Roller Frame, Cover	001-12-028-576-80-31-300	23.39

Inv B344667 Total	23.39
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Inv B344683

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Bar Keep Cleaner, Spray Paint (QTY: 3)	001-12-028-576-80-31-300	31.43

Inv B344683 Total	31.43
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Inv B344877

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	5 Gal Plastic Pump	001-12-028-576-80-31-300	10.88

Inv B344877 Total	10.88
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60383 Total:	613.87
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ctv - CARMICHAELS TRUE VALUE HARDWARE Total:	613.87
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cws - CENTRAL WELDING SUPPLY Line Item Account 001-09-014-522-20-31-912

60384 02/09/2023

Inv RN1222244

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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12/31/2022	Oxygen	001-09-014-522-20-31-912	38.48
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Inv RN12222244 Total	38.48
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60384 Total:	38.48
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cws - CENTRAL WELDING SUPPLY Total:

38.48

century - CENTURYLINK Line Item Account 511-25-054-518-50-42-000

60385 02/09/2023

Inv 568001-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	City Phones	502-11-020-518-88-42-000	656.49

Inv 568001-1-23 Total	656.49
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Inv 570848-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	City Phones	502-11-020-518-88-42-000	90.40

Inv 570848-1-23 Total	90.40
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Inv 571491-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	City Phones	502-11-020-518-88-42-000	605.04

Inv 571491-1-23 Total	605.04
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Inv 573865-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	City Phones	502-11-020-518-88-42-000	1.35

Inv 573865-1-23 Total	1.35
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Inv 576080-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	City Phones	502-11-020-518-88-42-000	205.84

Inv 576080-1-23 Total	205.84
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Inv 746240-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	City Phones	502-11-020-518-88-42-000	1,526.26

Inv 746240-1-23 Total	1,526.26
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60385 Total:	3,085.38
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century - CENTURYLINK Total:

3,085.38

CENLINK - CENTURYLINK PD Line Item Account

60386 02/09/2023

Inv 575004-12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2022	PD Landlines	502-11-020-518-88-42-000	1,431.43

Inv 575004-12-22 Total	1,431.43
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60386 Total:	1,431.43
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CENLINK - CENTURYLINK PD Total:

1,431.43**comcast - Comcast Line Item Account 511-25-054-518-50-42-000**

60387 02/09/2023

Inv 559927-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Comcast Business Internet, Late Fee	502-11-020-518-88-42-000	421.18

Inv 559927-1-23 Total	421.18
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60387 Total:	421.18
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comcast - Comcast Total:

421.18**comp pd - Complete Office (PD Acct) Line Item Account**

60388 02/09/2023

Inv 2188722-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	Pocket Notebooks & Copy Paper for Sno PD Building	001-08-009-521-22-31-000	81.86
01/24/2023	Urinal Mats, Rinse Aid & Paper Towels for Sno PD Building	510-24-053-518-20-31-340	171.29

Inv 2188722-0 Total	253.15
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Inv 2190915-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Paper Clips, Glue, Envelopes & Toner Cartridge for Ptrl Printer	510-24-053-518-20-31-000	268.10
02/01/2023	Paper Towels for Sno PD Building	510-24-053-518-20-31-340	48.29

Inv 2190915-0 Total	316.39
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60388 Total:	569.54
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comp pd - Complete Office (PD Acct) Total:

569.54**copiers - Copiers Northwest Line Item Account**

60389 02/09/2023

Inv INV2593978

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Lease of 54" Laminator with Wide Cutter	001-16-035-542-30-31-300	424.60

Inv INV2593978 Total		424.60
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60389 Total:

424.60

copiers - Copiers Northwest Total:

424.60

corppay - Corporate Payment Systems Line Item Account

60390 02/09/2023

Inv 1-23 BS

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	WSBA - Anna	001-04-004-515-31-49-200	603.00
01/23/2023	WSBA Service Fee	001-04-004-515-31-49-200	15.08
01/23/2023	Law360 Monthly Subscription	001-04-004-515-31-49-200	130.42
01/23/2023	PRA Case Law Training - Anna	001-04-004-515-31-49-200	40.00
01/23/2023	WSAMA Membership	001-04-004-515-31-49-200	30.00

Inv 1-23 BS Total		818.50
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Inv 1-23 DP

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	U.S. and WA State Flags	001-08-009-521-22-31-910	137.39
01/23/2023	Monthly Fee - Officer Search Database	001-08-009-521-10-49-200	163.35
01/23/2023	Training Registrtaion - P. Mandery	001-08-009-521-40-43-000	225.00
01/23/2023	Registration for Corcon Conference - S. Butler	001-08-009-521-40-43-000	475.00
01/23/2023	Commission Card - D. Doucett	001-08-009-521-22-41-000	17.45
01/23/2023	Public Safety Vests - PD	001-08-009-521-22-31-910	239.92

Inv 1-23 DP Total		1,258.11
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Inv 1-23 JF

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	SHRM Membership - J. Ferguson	001-06-007-514-23-49-200	229.00

Inv 1-23 JF Total		229.00
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Inv 1-23 MB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Sam Brown Shields	001-09-014-522-20-31-050	155.00
01/23/2023	Gorilla Glue Pen	001-09-014-522-20-31-910	6.85

Inv 1-23 MB Total		161.85
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Inv 1-23 MC

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	United States Flag Replacement	001-09-014-522-20-31-910	81.37
01/23/2023	UPS Store	001-09-014-522-10-42-300	68.83
01/23/2023	Active 911, Inc.	001-09-014-522-10-41-000	1,592.59

Inv 1-23 MC Total	1,742.79
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Inv 1-23 MS	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	WCMA Membership - Mike Sauerwein	001-01-001-513-10-49-200	315.00

Inv 1-23 MS Total	315.00
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Inv IT 1-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Payflow Link	502-11-020-518-88-41-030	19.95

Inv IT 1-23 Total	19.95
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Inv IT 1-23 (2)	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Zoom One Business Monthly, Webinar 500 Monthly Promo	502-11-020-518-88-41-030	653.11
01/23/2023	Dynamic DNS Pro	502-11-020-518-88-41-030	55.00
01/23/2023	Hosting	502-11-020-518-88-41-030	29.99

Inv IT 1-23 (2) Total	738.10
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60390 Total:	5,283.30
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corppay - Corporate Payment Systems Total:

	5,283.30
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cotton - Cotton, Catherine Line Item Account

60391 02/09/2023	
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Inv Reimb 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Eviscerated Intestine Simulator	001-09-014-522-45-43-000	204.85

Inv Reimb 2-23 Total	204.85
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Inv Reimb 2-23 (1)	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Hills Canine Food	001-10-017-525-60-31-000	97.88

Inv Reimb 2-23 (1) Total	97.88
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60391 Total:	302.73
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cotton - Cotton, Catherine Total:

	302.73
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criminal - Criminal Justice Training Commission Line Item Account

60392 02/09/2023	
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Inv 201137573	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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01/23/2023	Instructor Development - A. Gutwein	014-08-012-521-40-43-000	600.00
Inv 201137573 Total			600.00
60392 Total:			600.00
criminal - Criminal Justice Training Commission Total:			600.00
crisis - Crisis Systems Management, LLC Line Item Account			
60393	02/09/2023		
Inv	59494		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	Crisis/Hostage Negotiation Level II - S. Butler	014-08-012-521-40-43-000	575.00
Inv 59494 Total			575.00
60393 Total:			575.00
crisis - Crisis Systems Management, LLC Total:			575.00
cryspr - Crystal Springs Line Item Account 001-08-009-521-50-45-000			
60394	02/09/2023		
Inv	5310053 010123		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	Water Cooler Rental	001-08-009-521-50-45-000	134.86
Inv 5310053 010123 Total			134.86
Inv	5310053 012923		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/29/2023	Water Cooler Rental	001-08-009-521-50-45-000	107.04
Inv 5310053 012923 Total			107.04
60394 Total:			241.90
cryspr - Crystal Springs Total:			241.90
djc - Daily Journal of Commerce Line Item Account			
60395	02/09/2023		
Inv	3385142		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	For Bid Posting in the Daily Journal of Commerce	417-13-499-594-34-41-060	672.00
Inv 3385142 Total			672.00
60395 Total:			672.00

djc - Daily Journal of Commerce Total:

672.00**dois - Dept. of Enterprise Services Line Item Account**

60396 02/09/2023

Inv 731120715

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Citations - NB Officers	014-08-012-521-22-49-300	323.21
01/27/2023	Citations - Sno Officers	001-08-009-521-22-49-300	323.20

Inv 731120715 Total 646.41

Inv 731120716

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Infractions - NB Officers	014-08-012-521-22-49-300	324.33
01/27/2023	Infractions - Sno Officers	001-08-009-521-22-49-300	324.33

Inv 731120716 Total 648.66

60396 Total:

1,295.07**dois - Dept. of Enterprise Services Total:**

1,295.07**envtech - Envirotech Services, Inc. Line Item Account**

60397 02/09/2023

Inv CD202306881

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Salt for ice melting	001-16-035-542-66-31-500	6,764.16

Inv CD202306881 Total 6,764.16

Inv CD202306882

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Snow Melting Salts	001-16-035-542-66-31-500	6,796.93

Inv CD202306882 Total 6,796.93

Inv CD202306883

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Snow Melting Salts	001-16-035-542-66-31-500	7,038.10

Inv CD202306883 Total 7,038.10

Inv CD202306884

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Snow Melting Salts	001-16-035-542-66-31-500	7,042.78

Inv CD202306884 Total 7,042.78

60397 Total: 27,641.97

envtech - Envirotech Services, Inc. Total: 27,641.97

ef - Evergreen Ford, Inc. Line Item Account

60398 02/09/2023

Inv 5188923

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Mirror Cover	501-23-051-548-68-31-301	51.80

Inv 5188923 Total 51.80

Inv 5188961

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Taillight Assemblies	501-23-051-548-68-31-301	129.61

Inv 5188961 Total 129.61

Inv 5188981

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2023	Shelf-ready Mirror Assembly	501-23-051-548-68-31-301	1,491.56

Inv 5188981 Total 1,491.56

60398 Total: 1,672.97

ef - Evergreen Ford, Inc. Total: 1,672.97

UB*03029 - Fonseca, Melanie Line Item Account

60399 02/09/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Refund Check	401-00-000-213-10-00-000	403.46

Inv Total 403.46

60399 Total: 403.46

UB*03029 - Fonseca, Melanie Total: 403.46

foutsj - Fouts, Jacob Line Item Account

60400 02/09/2023

Inv Reimb 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Meal Ticket - National Fire Academy	001-09-014-522-45-43-000	337.64

Inv Reimb 1-23 Total 337.64

60400 Total: 337.64

foutsj - Fouts, Jacob Total: 337.64

gallsllc - Galls, LLC PD Line Item Account

60401 02/09/2023

Inv BC1792891

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Jumpsuit Alteration - J. Weiss	001-08-009-521-22-31-050	51.31

Inv BC1792891 Total 51.31

60401 Total: 51.31

gallsllc - Galls, LLC PD Total: 51.31

girard - Girard Resources & Recycling, LLC Line Item Account

60402 02/09/2023

Inv 85802

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Tipping-Sweeper	001-16-035-542-67-48-000	1,605.00

Inv 85802 Total 1,605.00

60402 Total: 1,605.00

girard - Girard Resources & Recycling, LLC Total: 1,605.00

hargis - Hargis Engineers Line Item Account

60403 02/09/2023

Inv 172902

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	For Billing Period 12/11/22 to 01/14/23	310-13-701-594-18-41-060	1,560.00

Inv 172902 Total 1,560.00

60403 Total: 1,560.00

hargis - Hargis Engineers Total: 1,560.00

hdf - HD Fowler Co. Line Item Account

60404 02/09/2023

Inv I6303912

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	4" Couplings	401-18-037-534-81-31-300	438.84

Inv I6303912 Total	438.84
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Inv I6303914

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Coupling NWTP	401-18-037-534-81-31-300	291.97

Inv I6303914 Total	291.97
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Inv I6306050

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	PRV for Canyon Springs	401-18-037-534-81-31-300	297.60

Inv I6306050 Total	297.60
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60404 Total:	1,028.41
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hdf - HD Fowler Co. Total:	1,028.41
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hdfacil - HD Supply Facilities Maint., Ltd Line Item Account 510-24-053-518-20-31-300

60405	02/09/2023
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Inv 9210475173

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Facility Parts and Supplies	510-24-053-518-20-31-300	521.59

Inv 9210475173 Total	521.59
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60405 Total:	521.59
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hdfacil - HD Supply Facilities Maint., Ltd Total:	521.59
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hdr - HDR Engineering, Inc. Line Item Account 320-13-200-595-30-65-000

60406	02/09/2023
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Inv 1200495869

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Pavement Mgmt Plan Update; Prof Svcs 7/31/22 through 12/31/22	001-16-035-542-10-41-040	1,827.41

Inv 1200495869 Total	1,827.41
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60406 Total:	1,827.41
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hdr - HDR Engineering, Inc. Total:	1,827.41
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holidayg - Holiday Goo Line Item Account

60407	02/09/2023
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Inv 7162

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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02/01/2023	Egg Hunts - Pre-Stuffed Eggs	001-28-065-573-90-31-900	2,093.50
Inv 7162 Total			2,093.50
60407 Total:			2,093.50
holidayg - Holiday Goo Total:			2,093.50
HSI - HSI EMERGENCY CARE SOLUTIONS INC Line Item Account			
60408	02/09/2023		
Inv	1725490		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2023	CPR AED Supplies	001-09-014-522-10-49-100	120.31
Inv 1725490 Total			120.31
60408 Total:			120.31
HSI - HSI EMERGENCY CARE SOLUTIONS INC Total:			120.31
ihk - Issaquah Honda Kubota Line Item Account			
60409	02/09/2023		
Inv	61290I		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Swenson Spreader Engine Parts	501-23-051-548-68-31-301	497.86
Inv 61290I Total			497.86
Inv	61377I		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Small Snow and Ice Sander Units	501-23-051-548-68-31-301	483.24
Inv 61377I Total			483.24
60409 Total:			981.10
ihk - Issaquah Honda Kubota Total:			981.10
jerb - Joseph Erb Line Item Account			
60410	02/09/2023		
Inv	ARPA 2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Rent for Svea Lein: 7438 Dogwood Lane SE, Snoqualmie, WA 9806	150-13-132-565-10-49-462	3,000.00
Inv ARPA 2023 Total			3,000.00
60410 Total:			3,000.00

jerb - Joseph Erb Total:

3,000.00**kcda - KING COUNTY DIRECTORS ASSN PURCHASING COOP Line Item Account 511-25-054-518-50-31-000**

60411 02/09/2023

Inv 300690952

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Paper Towels & Toilet Paper	510-24-053-518-20-31-340	153.34

Inv 300690952 Total 153.34

Inv 300692070

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	Paper Towels & Toilet Paper	510-24-053-518-20-31-340	3,045.10

Inv 300692070 Total 3,045.10

60411 Total:

3,198.44**kcda - KING COUNTY DIRECTORS ASSN PURCHASING COOP Total:**

3,198.44**kc 500-2 - KING COUNTY OFFICE OF FINANCE FAC MGT DIV Line Item Account**

60412 02/09/2023

Inv 230201.2_1P083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	For KC Emergency Right of Way Permit on 381st	401-18-037-534-81-48-000	320.00

Inv 230201.2_1P083 Total 320.00

60412 Total:

320.00**kc 500-2 - KING COUNTY OFFICE OF FINANCE FAC MGT DIV Total:**

320.00**kc radio - KING COUNTY RADIO COMM SVCS Line Item Account 001-08-009-521-50-48-000**

60413 02/09/2023

Inv 19225

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2022	Officer Portable Radios	014-08-012-521-50-42-100	1,377.78
12/29/2022	Officer Portable Radios	001-08-009-521-50-42-100	1,377.77

Inv 19225 Total 2,755.55

Inv 19226

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2022	Radio System Access Reserve Fee	001-09-014-522-50-42-100	975.04

Inv 19226 Total 975.04

60413 Total:	3,730.59
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kc radio - KING COUNTY RADIO COMM SVCS Total:	3,730.59
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UB*03027 - Kiper, Greg Line Item Account

60414 02/09/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Refund Check	401-00-000-213-10-00-000	85.00

Inv Total	85.00
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60414 Total:	85.00
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UB*03027 - Kiper, Greg Total:	85.00
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Iewislaw - Lewis & Laws, PLLC Line Item Account

60415 02/09/2023

Inv 1776

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2023	Snoqualmie Conflict Case - Hamon	001-13-117-515-91-41-111	400.00

Inv 1776 Total	400.00
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60415 Total:	400.00
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Iewislaw - Lewis & Laws, PLLC Total:	400.00
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Iai - Life Assist, Inc. Line Item Account 001-09-014-522-20-31-912

60416 02/09/2023

Inv 1282348

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Pulse Oximeter	001-09-014-522-20-31-912	485.97

Inv 1282348 Total	485.97
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60416 Total:	485.97
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Iai - Life Assist, Inc. Total:	485.97
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Incs - LN Curtis & Sons Line Item Account 001-09-014-522-20-31-050

60417 02/09/2023

Inv INV666454

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Window Punch & 2 Straps	001-09-014-522-50-35-900	239.46

Inv INV666454 Total	239.46
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60417 Total:	<hr/> 239.46
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Incs - LN Curtis & Sons Total:	<hr/> 239.46
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loudedge - LoudEdge, Inc. Line Item Account 001-07-008-557-20-41-000

60418 02/09/2023

Inv COS-113022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	November Design Projects	001-28-057-573-90-41-390	925.00

Inv COS-113022 Total	925.00
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60418 Total:	<hr/> 925.00
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loudedge - LoudEdge, Inc. Total:	<hr/> 925.00
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lolm - Moberly, Lynn Line Item Account 001-13-117-515-41-41-110

60419 02/09/2023

Inv Dec 2022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Dec-22	001-13-117-515-41-41-110	6,000.00

Inv Dec 2022 Total	6,000.00
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60419 Total:	<hr/> 6,000.00
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lolm - Moberly, Lynn Total:	<hr/> 6,000.00
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nhts - Nat'l Hose Testing Specialties, Inc. Line Item Account

60420 02/09/2023

Inv 50862

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Ground Ladder Testing	001-09-014-522-50-48-000	458.00

Inv 50862 Total	458.00
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60420 Total:	<hr/> 458.00
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nhts - Nat'l Hose Testing Specialties, Inc. Total:	<hr/> 458.00
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nc machi - NC Power Systems Co. Line Item Account

60421 02/09/2023

Inv E3622701

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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01/16/2023	1040 Pump Station Gen Set Circuit Board Failure 12/28	501-23-051-548-68-48-000	6,302.04
Inv E3622701 Total			6,302.04
60421 Total:			6,302.04
nc machi - NC Power Systems Co. Total:			6,302.04
norstar - Norstar Industries, Inc. Line Item Account			
60422	02/09/2023		
Inv 60783			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Throttle Assemblies (Honda)	501-23-051-548-68-31-301	1,232.14
Inv 60783 Total			1,232.14
60422 Total:			1,232.14
norstar - Norstar Industries, Inc. Total:			1,232.14
nb autof - North Bend Auto Parts, Inc. (Fleet) Line Item Account 501-23-051-548-68-31-301			
60423	02/09/2023		
Inv 974543			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2022	Fleet Parts and Supplies	501-23-051-548-68-31-301	699.81
Inv 974543 Total			699.81
Inv 974863			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Fleet Parts and Supplies	501-23-051-548-68-31-301	302.02
Inv 974863 Total			302.02
Inv 974927			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Fleet Parts and Supplies	501-23-051-548-68-31-301	1,160.99
Inv 974927 Total			1,160.99
Inv 975569			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	212.10
Inv 975569 Total			212.10
Inv 975654			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	167.91

Inv 975654 Total	167.91
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Inv 975946	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	325.03

Inv 975946 Total	325.03
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Inv 975964	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	34.84

Inv 975964 Total	34.84
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Inv 976073	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	126.35

Inv 976073 Total	126.35
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Inv 976123	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	285.63

Inv 976123 Total	285.63
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Inv 976143	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	7.70

Inv 976143 Total	7.70
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Inv 976200	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	20.00

Inv 976200 Total	20.00
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Inv 976366	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	26.47

Inv 976366 Total	26.47
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Inv 976730	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	328.37

Inv 976730 Total	328.37
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Inv 976884

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	40.33

Inv 976884 Total			40.33
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Inv 977025

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	522.72

Inv 977025 Total			522.72
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Inv 977032

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	227.77

Inv 977032 Total			227.77
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Inv 977067

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	104.55

Inv 977067 Total			104.55
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Inv 977091

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	1,420.06

Inv 977091 Total			1,420.06
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Inv 977095

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	212.39

Inv 977095 Total			212.39
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Inv 977762

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/25/2023	Fleet Parts and Supplies	501-23-051-548-68-31-301	20.23

Inv 977762 Total			20.23
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60423 Total:			6,245.27
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nb autof - North Bend Auto Parts, Inc. (Fleet) Total:			6,245.27
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nb autog - North Bend Auto Parts, Inc. (Gen.) Line Item Account

60424 02/09/2023

Inv 976920

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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01/17/2023	Copper Flaring Tool	401-18-037-534-81-31-300	82.70
Inv 976920 Total			82.70
60424 Total:			82.70
nb autog - North Bend Auto Parts, Inc. (Gen.) Total:			82.70
nb chevy - North Bend Chevrolet Line Item Account			
60425	02/09/2023		
Inv	CVCS35264		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	ABS Module Flush and Recenter	501-23-051-548-68-48-000	173.31
Inv CVCS35264 Total			173.31
60425 Total:			173.31
nb chevy - North Bend Chevrolet Total:			173.31
UB*03026 - Northwest Cascade Line Item Account			
60426	02/09/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Refund Check	401-00-000-213-10-00-000	1,117.39
Inv Total			1,117.39
60426 Total:			1,117.39
UB*03026 - Northwest Cascade Total:			1,117.39
concen - Occupational Health Centers of WA, P.S. Line Item Account 001-09-014-522-10-41-000			
60427	02/09/2023		
Inv	77776247		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2022	Medical for Candidate M. Peter	001-08-009-521-22-41-000	1,201.00
Inv 77776247 Total			1,201.00
Inv	77911568		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	OSHA Respirator Questionnaire and Testing	001-09-014-522-10-41-000	1,417.00
Inv 77911568 Total			1,417.00
60427 Total:			2,618.00

concen - Occupational Health Centers of WA, P.S. Total:

2,618.00

ogdenmw - Ogden Murphy Wallace Attorneys Line Item Account

60428 02/09/2023

Inv 871316

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	C.A. Carey Appeal	001-04-004-515-41-41-102	760.00

Inv 871316 Total 760.00

60428 Total:

760.00

ogdenmw - Ogden Murphy Wallace Attorneys Total:

760.00

orkin - ORKIN Line Item Account

60429 02/09/2023

Inv 239832759

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Pest Control	510-24-053-518-20-48-000	143.75

Inv 239832759 Total 143.75

60429 Total:

143.75

orkin - ORKIN Total:

143.75

poa-or - Pacific Office Automation (OR) Line Item Account

60430 02/09/2023

Inv 882891

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Copier image contract x6	502-11-020-518-88-45-200	348.57

Inv 882891 Total 348.57

Inv CSQ-0123

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Copier Lease x6	502-11-020-518-88-45-200	1,483.89

Inv CSQ-0123 Total 1,483.89

60430 Total:

1,832.46

poa-or - Pacific Office Automation (OR) Total:

1,832.46

paramet - Parametrix Line Item Account

60431 02/09/2023

Inv 41543

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Project Mgt & Related Services	310-13-702-594-18-41-000	11,847.50

Inv 41543 Total	11,847.50
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60431 Total:	11,847.50
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paramet - Parametrix Total:	11,847.50
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UB*03025 - Pfeffer, Michele Line Item Account

60432 02/09/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Refund Check	401-00-000-213-10-00-000	154.29

Inv Total	154.29
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60432 Total:	154.29
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UB*03025 - Pfeffer, Michele Total:	154.29
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plattes - Platt 135890 Line Item Account

60433 02/09/2023

Inv 3O67098

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Fuses for actuator nwtg	401-18-037-534-81-31-300	105.46

Inv 3O67098 Total	105.46
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Inv 3P19184

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	LED Lights for Restrooms	001-12-028-576-80-31-300	235.50

Inv 3P19184 Total	235.50
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Inv 3P23936

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Electrical supplies, bulbs, ballasts, light fixtures	510-24-053-518-20-31-300	423.15

Inv 3P23936 Total	423.15
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60433 Total:	764.11
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plattes - Platt 135890 Total:	764.11
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pc - Prothman Company Line Item Account

60434 02/09/2023

Inv 2022-8102

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	Steve Clark - Professional Services 9/16/22 to 10/31/22	001-16-019-542-90-41-000	1,036.44

Inv 2022-8102 Total			1,036.44
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Inv 2023-8168

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Steve Clark - Professional Services 11/7/22 to 12/29/22	001-16-019-542-90-41-000	769.93

Inv 2023-8168 Total			769.93
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60434 Total:			1,806.37
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pc - Prothman Company Total:

1,806.37

pstest - Public Safety Testing Line Item Account

60435 02/09/2023

Inv PSTI23-21

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	Background Investigations - C. Chell	001-08-009-521-10-49-200	1,432.10

Inv PSTI23-21 Total			1,432.10
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60435 Total:			1,432.10
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pstest - Public Safety Testing Total:

1,432.10

pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

60436 02/09/2023

Inv 257959 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	Electricity	001-09-014-522-50-47-100	1,258.72
01/26/2023	Natural Gas	001-10-017-525-60-47-100	1,720.92

Inv 257959 1-23 Total			2,979.64
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60436 Total:			2,979.64
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pse - Puget Sound Energy Total:

2,979.64

roberth - Robert Half Line Item Account

60437 02/09/2023

Inv 61261461

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2022	Contractor: Gen Finance Week Ending 12/16/22	001-06-007-514-23-41-190	1,883.50

Inv 61261461 Total			1,883.50
Inv 61441868			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	IT: Contract Employee	502-11-023-594-18-41-190	2,880.00
Inv 61441868 Total			2,880.00
Inv 61474179			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Contractor - Gen Finance Week Ending 1-27-23	001-06-007-514-23-41-190	1,834.00
Inv 61474179 Total			1,834.00
Inv 61478286			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	IT: Contract Worker	502-11-023-594-18-41-190	3,600.00
Inv 61478286 Total			3,600.00
Inv 61510052			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Contractor - Gen Finance Week Ending 2-3-23	001-06-007-514-23-41-190	1,836.50
Inv 61510052 Total			1,836.50
60437 Total:			12,034.00
roberth - Robert Half Total:			12,034.00
RW Photo - Robert Wachtendonk Photography Line Item Account			
60438	02/09/2023		
Inv 1082			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/25/2023	Officer Photos	001-08-009-521-22-41-000	740.52
Inv 1082 Total			740.52
60438 Total:			740.52
RW Photo - Robert Wachtendonk Photography Total:			740.52
smithe - Smith, Chase Line Item Account			
60439	02/09/2023		
Inv Reimb 12-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2022	Duty Belt for Patrol Use	014-08-012-521-22-31-050	176.36
Inv Reimb 12-22 Total			176.36

Inv Reimb 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/22/2023	Snoqualmie PD Hat for Patrol Use	014-08-012-521-40-43-000	36.48

Inv Reimb 1-23 Total	36.48
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60439 Total:	212.84
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smithc - Smith, Chase Total:	212.84
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score - South Correctional Entity Line Item Account 001-08-009-523-60-41-504

60440 02/09/2023

Inv 6528

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2022	Nov 2022 Inmates	001-08-009-523-60-41-504	4,182.24

Inv 6528 Total	4,182.24
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Inv 6580

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	December 2022 Inmates	001-08-009-523-60-41-504	7,127.48

Inv 6580 Total	7,127.48
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Inv 6631

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	December 2022 Outside Health Services	001-08-009-523-60-41-504	260.61

Inv 6631 Total	260.61
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60440 Total:	11,570.33
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score - South Correctional Entity Total:	11,570.33
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stave - Stave Law Office, PLLC Line Item Account

60441 02/09/2023

Inv 2A0492617

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	Snoqualmie Conflict Case - Proffit	001-13-117-515-91-41-111	350.00

Inv 2A0492617 Total	350.00
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60441 Total:	350.00
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stave - Stave Law Office, PLLC Total:	350.00
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steri fd - Stericycle, Inc. (FD) Line Item Account 001-09-014-522-10-41-000

60442 02/09/2023

Inv 3006308328

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	On Call or Less than Monthly Svc	001-09-014-522-20-41-000	10.36
Inv 3006308328 Total			10.36

60442 Total:

10.36**steri fd - Stericycle, Inc. (FD) Total:**

10.36**Summlg - Summit Law Group Line Item Account 001-13-117-518-10-41-130**

60443 02/09/2023

Inv 142722

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Ridout Arbitration CoS Representation	001-08-009-521-10-41-104	385.00
Inv 142722 Total			385.00

60443 Total:

385.00**Summlg - Summit Law Group Total:**

385.00**UB*03028 - Sutter, William Line Item Account**

60444 02/09/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Refund Check	401-00-000-213-10-00-000	58.26
Inv Total			58.26

60444 Total:

58.26**UB*03028 - Sutter, William Total:**

58.26**tsi lw - Technical Systems, Inc. Line Item Account**

60445 02/09/2023

Inv 7406A-031

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	1260 power supply	401-18-037-534-82-48-000	571.73
Inv 7406A-031 Total			571.73

60445 Total:

571.73

tsi lw - Technical Systems, Inc. Total:

571.73

seatimes - The Seattle Times Line Item Account

60446 02/09/2023

Inv 48622

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Ordinance Summary - ORD #1273	001-05-005-514-20-41-330	87.34

Inv 48622 Total			87.34
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60446 Total:

87.34

seatimes - The Seattle Times Total:

87.34

twwp - The Workwear Place Line Item Account

60447 02/09/2023

Inv 2071

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2022	Safety Vest and Hard Hat	401-18-037-534-81-31-050	54.48

Inv 2071 Total			54.48
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Inv 2072

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2022	Jacket, Tees, Long-Sleeve Shirts, Hoody	401-18-037-534-81-23-100	396.27

Inv 2072 Total			396.27
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Inv 2077

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2022	Jacket, Reaxion Full, Zip Hoodies	401-18-037-534-81-23-100	336.86

Inv 2077 Total			336.86
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Inv 2105

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2022	2022 Clothing Allowance Don	501-23-051-548-68-23-100	468.40

Inv 2105 Total			468.40
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Inv 2200

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	for Chris Wilson	401-18-037-534-81-23-100	183.28

Inv 2200 Total			183.28
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Inv 2205

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	for Todd Shinn	401-18-037-534-81-23-100	175.36

Inv 2205 Total	175.36
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Inv 2218	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	for Matt Hedger	401-18-037-534-81-23-100	532.04

Inv 2218 Total	532.04
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Inv 2219	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Safety Vest	401-18-037-534-81-31-050	29.72

Inv 2219 Total	29.72
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Inv 2223	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Clothing Allowance - Ken	510-24-053-518-20-23-100	242.74

Inv 2223 Total	242.74
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60447 Total:	2,419.15
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twwp - The Workwear Place Total:

2,419.15

westpay - Thomson Reuters - West Pymt. Center Line Item Account

60448 02/09/2023

Inv 847588817	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	Monthly Subscription West Law - Legal Research - Acct 100019531	001-04-004-515-31-49-200	708.25

Inv 847588817 Total	708.25
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Inv 847619676	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	Officer Research Database Monthly Fee - Acct #1004027707	001-08-009-521-10-49-200	205.82

Inv 847619676 Total	205.82
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Inv 847783199	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Officer Research Database Monthly Fee - Acct #1004027707	001-08-009-521-10-49-200	205.82

Inv 847783199 Total	205.82
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60448 Total:	1,119.89
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westpay - Thomson Reuters - West Pymt. Center Total:

1,119.89

tsi carn - Traffic Signs, Inc. Line Item Account

60449 02/09/2023

Inv 19297

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	Street Signs Hoff Kimball Creek 384th	001-16-035-542-30-31-300	291.86
Inv 19297 Total			291.86

60449 Total:	291.86
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tsi carn - Traffic Signs, Inc. Total:

291.86

tsi mn - TSI - Minneapolis Line Item Account

60450 02/09/2023

Inv 91573684

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	Clean and Calibrate	001-09-014-522-50-31-300	1,309.38
Inv 91573684 Total			1,309.38

60450 Total:	1,309.38
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tsi mn - TSI - Minneapolis Total:

1,309.38

tylertec - Tyler Technologies, Inc. Line Item Account

60451 02/09/2023

Inv 045-404678

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	IT: ERP Hardware	502-11-023-594-18-64-100	2,640.83
Inv 045-404678 Total			2,640.83

60451 Total:	2,640.83
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tylertec - Tyler Technologies, Inc. Total:

2,640.83

uline - Uline Line Item Account

60452 02/09/2023

Inv 158868930

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Boxes for Evidence & Gloves	001-08-009-521-50-35-901	348.49
Inv 158868930 Total			348.49

60452 Total:	348.49
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uline - Uline Total:

348.49

urnw - UNITED RENTALS (NORTH AMERICA) INC. Line Item Account

60453 02/09/2023

Inv 725721442-002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Rental Equipment (Front End Loader)	001-16-035-542-66-45-100	4,854.86
Inv 725721442-002 Total			4,854.86

60453 Total:

4,854.86

urnw - UNITED RENTALS (NORTH AMERICA) INC. Total:

4,854.86

uli - Unum Life Insurance Line Item Account 001-08-009-521-22-22-400

60454 02/09/2023

Inv 2/23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Group Insurance Premium - Edmund Crosson	001-08-009-521-22-22-400	70.50
Inv 2/23 Total			70.50

60454 Total:

70.50

uli - Unum Life Insurance Total:

70.50

usbank - US Bank Line Item Account

60455 02/09/2023

Inv 6609107

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2022	2021 LTGO Bond Registrar Fees 2022-2023	310-13-000-592-95-85-000	324.63
Inv 6609107 Total			324.63

Inv 6609154

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2022	2017 Ref Rev Bond Registrar Fees 2022-2023	417-13-000-592-35-85-000	68.00
07/25/2022	2017 Ref Rev Bond Registrar Fees 2022-2023	417-13-000-592-31-85-000	34.00
07/25/2022	2017 Ref Rev Bond Registrar Fees 2022-2023	417-13-000-592-34-85-000	68.00

Inv 6609154 Total

170.00

Inv 6609156

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/25/2022	2018 Ref Rev Bond Registrar Fees 2022-2023	417-13-000-592-35-85-000	160.50
07/25/2022	2018 Ref Rev Bond Registrar Fees 2022-2023	417-13-000-592-31-85-000	35.40
07/25/2022	2018 Ref Rev Bond Registrar Fees 2022-2023	417-13-000-592-34-85-000	104.10

Inv 6609156 Total

300.00

60455 Total: 794.63

usbank - US Bank Total: 794.63

verizcs - Verizon Wireless (Central Svcs.) Line Item Account 511-25-054-518-50-42-010

60456 02/09/2023

Inv 9925495609

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2023	Cell Phones	502-11-020-518-88-42-000	12,173.40

Inv 9925495609 Total 12,173.40

60456 Total: 12,173.40

verizcs - Verizon Wireless (Central Svcs.) Total: 12,173.40

visionq - VisionQuest Window Cleaning, Inc. Line Item Account 510-24-053-518-20-48-000

60457 02/09/2023

Inv 000738

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/15/2023	Windows (Outside Only)	510-24-053-518-20-48-000	700.00

Inv 000738 Total 700.00

Inv 000739

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/15/2023	Windows (Outside Only)	510-24-053-518-20-48-000	250.00

Inv 000739 Total 250.00

60457 Total: 950.00

visionq - VisionQuest Window Cleaning, Inc. Total: 950.00

wfoa - WA Finance Officers Association Line Item Account

60458 02/09/2023

Inv 22-63827627

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	WFOA Dues - 2023 - J. Knutsen	001-06-007-514-23-49-200	75.00

Inv 22-63827627 Total 75.00

60458 Total: 75.00

wfoa - WA Finance Officers Association Total: 75.00

wsp bf - WA ST Patrol - B & F Servs Line Item Account

60459 02/09/2023

Inv I23003715

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2023	Fingerprint Fees	633-13-000-589-30-20-000	145.75

Inv I23003715 Total	145.75
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Inv I23004068

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Fingerprint Fees	633-13-000-589-30-20-000	106.00

Inv I23004068 Total	106.00
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60459 Total:	251.75
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wsp bf - WA ST Patrol - B & F Servs Total:

251.75

wpta - Washington Public Treasurers Association Line Item Account

60460 02/09/2023

Inv 23-19698

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	WPTA Dues - 2023 - J. Knutsen	001-06-007-514-23-49-200	50.00

Inv 23-19698 Total	50.00
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60460 Total:	50.00
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wpta - Washington Public Treasurers Association Total:

50.00

wmg - Water Management Group Line Item Account 401-19-039-539-35-41-000

60461 02/09/2023

Inv 21778

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	January Monitoring	401-19-039-539-35-41-000	3,975.00

Inv 21778 Total	3,975.00
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Inv 21779

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	February Monitoring	401-19-039-539-35-41-000	3,975.00

Inv 21779 Total	3,975.00
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60461 Total:	7,950.00
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wmg - Water Management Group Total:

7,950.00

wml - Water Management Laboratories, Inc. Line Item Account

60462 02/09/2023

Inv 209216

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	January Bacteria Samples	401-18-037-534-81-41-000	345.00

Inv 209216 Total			345.00
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60462 Total:

345.00

wml - Water Management Laboratories, Inc. Total:

345.00

UB*03030 - Weiss, Paul Line Item Account

60463 02/09/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Refund Check	401-00-000-213-10-00-000	156.84

Inv Total			156.84
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60463 Total:

156.84

UB*03030 - Weiss, Paul Total:

156.84

wesspur - WesSpur Tree Equipment, Inc. Line Item Account

60464 02/09/2023

Inv IN-2699415

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	Portable Winch Case	403-22-030-531-90-31-300	651.75

Inv IN-2699415 Total			651.75
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Inv IN-2700757

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Finance Charge for IN-2699415	403-22-030-531-90-31-300	9.00

Inv IN-2700757 Total			9.00
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60464 Total:

660.75

wesspur - WesSpur Tree Equipment, Inc. Total:

660.75

wlace - Westlake Ace Hardware Line Item Account

60465 02/09/2023

Inv C01524/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Step Stool and Fasteners	401-18-037-534-81-31-300	46.99

Inv C01524/153 Total 46.99

Inv C03146/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Facility Parts and Supplies	510-24-053-518-20-31-300	72.50

Inv C03146/153 Total 72.50

Inv C04575/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Facility Parts and Supplies	510-24-053-518-20-31-300	111.89

Inv C04575/153 Total 111.89

Inv C06823/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Facility Parts and Supplies	510-24-053-518-20-31-300	28.31

Inv C06823/153 Total 28.31

Inv C06954/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Ball Valve and Cap	401-18-037-534-81-31-300	14.37

Inv C06954/153 Total 14.37

Inv C07413/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Restroom repairs and supplies - Paint	001-12-028-576-80-31-300	28.32

Inv C07413/153 Total 28.32

Inv C07640/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2023	Restroom repairs and supplies - Paint Gloves	001-12-028-576-80-31-300	39.22

Inv C07640/153 Total 39.22

60465 Total: 341.60

wlace - Westlake Ace Hardware Total: 341.60

WillPeac - William R. Peacock, P.E. Line Item Account

60466 02/09/2023

Inv WWCPA-2023

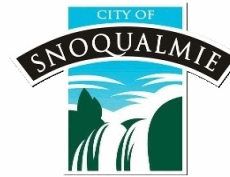
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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01/01/2023	Collections System Membership	402-20-040-535-80-49-200	100.00
Inv WWCPA-2023 Total			100.00
60466 Total:			100.00
WillPeac - William R. Peacock, P.E. Total:			100.00
zumar - Zumar Industries, Inc. Line Item Account			
60467	02/09/2023		
Inv	42168		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Sign Posts, Anchors	001-16-035-542-30-48-000	6,467.36
Inv 42168 Total			6,467.36
60467 Total:			6,467.36
zumar - Zumar Industries, Inc. Total:			6,467.36
Total:			197,882.84

Accounts Payable

Blanket Voucher Approval Document

User: TWood
Printed: 02/16/2023 - 11:36AM
Warrant Request Date: 2/16/2023
DAC Fund:



Batch: 00004.02.2023 - 2-16-23 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 235,671.79
for claims warrants numbered 60468 through 60524 & dated 2-16-23.

Line	Claimant	Voucher No.	Amount
1	A Pinch Different, LLC - Sarah Hughes	000060468	553.40
2	A SHADE ABOVE WINDOW TINTING	000060469	294.03
3	AMAZON CAPITAL SERVICES	000060470	118.64
4	APSCO LLC	000060471	10,294.73
5	Arteche,Emily	000060472	14.93
6	BAINBRIDGE ASSOCIATES LLC	000060473	1,415.70
7	CARASOFT TECH CORP	000060474	13,430.16
8	CARMICHAELS TRUE VALUE HARDWARE	000060475	49.66
9	Dept. of Health	000060476	6,427.60
10	Evergreen Ford, Inc.	000060477	257.87
11	Girard Resources & Recycling, LLC	000060478	310.01
12	Grainger	000060479	2,512.73
13	Hach Company, Inc.	000060480	13,031.26
14	HD Fowler Co.	000060481	11,977.01
15	HD Supply Facilities Maint., Ltd	000060482	1,049.65
16	Herc Rentals Inc.	000060483	2,776.95
17	Herrera Environmental Consultants Inc	000060484	5,798.00
18	Issaquah Honda Kubota	000060485	1,541.00
19	Jenkins Pipeline Services LLC	000060486	15,466.30
20	Jordan Jolley	000060487	231.48
21	King County Police Chiefs Assn	000060488	50.00
22	Lawson Products	000060489	2,141.39
23	Les Schwab Tires, Inc.	000060490	166.74
24	Life Assist, Inc.	000060491	698.43
25	Madrona Law Group	000060492	5,695.50
26	MARSHELLO,KATHERINE	000060493	525.00
27	McMaster-Carr	000060494	6,785.25
28	Meadowbrook Farm Preservation Association	000060495	2,500.00
29	Minuteman Press	000060496	1,793.34
30	Monroe Correctional Complex	000060497	596.58
31	Pacific Fire & Security Inc.	000060498	1,109.69
32	Parametrix	000060499	335.53
33	Performance Systems Integration, LLC	000060500	1,026.28
34	PERTEET ENGINEERING INC	000060501	8,267.64
35	Platt 135890	000060502	330.36
36	Polydyne Inc.	000060503	14,727.64
37	PREMIER WIRELESS SOLUTIONS, LLC	000060504	9,490.00
38	Pumptech LLC	000060505	8,319.96
39	R & R Rentals	000060506	298.43
40	Rebecca Dean PLLC	000060507	1,021.65
41	Snoqualmie Valley Ministerial Association	000060508	1,998.78

Page Total: \$155,429.30

Line	Claimant	Voucher No.	Amount	Item 5.
42	SOLV Business Solutions - Safeguard	000060509	88.31	
43	Storm Lake Growers, Inc.	000060510	343.93	
44	Technical Systems, Inc.	000060511	740.52	
45	Tenelco Inc.	000060512	4,896.25	
46	Tetra Tech Inc.	000060513	40,913.17	
47	The Workwear Place	000060514	1,131.12	
48	Transportation Solutions, Inc.	000060515	1,025.75	
49	TrojanUV	000060516	19,094.02	
50	Tuscan Enterprises Inc.	000060517	765.20	
51	Uline	000060518	380.73	
52	Urban Forestry Services/Bartlett Consulting	000060519	6,633.00	
53	Van Ness, Feldman, LLP	000060520	825.00	
54	Verizon Wireless (Central Svcs.)	000060521	318.50	
55	VWR International LLC	000060522	2,152.50	
56	Waste Management - AS Payment Agent	000060523	158.46	
57	Westlake Ace Hardware	000060524	776.03	
Page Total:			\$80,242.49	
Grand Total:			\$235,671.79	

Accounts Payable

Check Detail

User: TWood
Printed: 02/16/2023 - 12:02PM



Item 5.

Check Number	Check Date				Amount
apinch - A Pinch Different, LLC - Sarah Hughes Line Item Account					
60468	02/16/2023				
Inv	2.1.23				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
02/01/2023	Mural - Twin Peaks Days	012-13-115-573-20-49-100	553.40		
Inv 2.1.23 Total					553.40
60468 Total:					553.40
apinch - A Pinch Different, LLC - Sarah Hughes Total:					553.40
ashade - A SHADE ABOVE WINDOW TINTING Line Item Account 501-23-052-594-48-64-000					
60469	02/16/2023				
Inv	13746				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
02/07/2023	Police requested driver passenger window tint. New 2022 #123 SUV	501-23-052-594-48-64-000	185.13		
Inv 13746 Total					185.13
Inv	13747				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
02/07/2023	Driver door window tint repair/redo tint scratch	501-23-052-594-48-64-000	108.90		
Inv 13747 Total					108.90
60469 Total:					294.03
ashade - A SHADE ABOVE WINDOW TINTING Total:					294.03
amazoncap - AMAZON CAPITAL SERVICES Line Item Account					
60470	02/16/2023				
Inv	14XM-PF9V-1JMV				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
02/07/2023	Headphones	403-22-050-531-30-31-000	11.85		
02/07/2023	Headphones	401-18-037-534-81-31-000	11.85		
02/07/2023	Headphones	501-23-051-548-68-31-000	11.84		
02/07/2023	Headphones	402-20-040-535-80-31-000	11.84		
02/07/2023	Headphones	001-12-028-576-80-31-000	11.84		
02/07/2023	Headphones	403-22-030-531-90-31-000	11.84		

02/07/2023	Headphones	001-16-035-542-30-31-000	11.84
02/07/2023	Headphones	510-24-053-518-20-31-000	11.84

Inv 14XM-PF9V-1JMV Total	94.74
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Inv 1741-43XR-3GFQ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Reina - Ergonomic Mouse	001-04-004-515-31-31-000	23.90

Inv 1741-43XR-3GFQ Total	23.90
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60470 Total:	118.64
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amazoncap - AMAZON CAPITAL SERVICES Total:

118.64

apsco - APSCO LLC Line Item Account

60471 02/16/2023

Inv 23325

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Backup Power Cable for Railroad PS	402-20-045-535-65-31-300	9,741.80

Inv 23325 Total	9,741.80
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Inv 23339

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Impeller Removal Tool	402-20-045-535-65-35-900	552.93

Inv 23339 Total	552.93
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60471 Total:	10,294.73
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apsco - APSCO LLC Total:

10,294.73

Arteche - Arteche, Emily Line Item Account

60472 02/16/2023

Inv Reimb 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Mileage Reimbursement - E. Arteche - KCHS	001-14-031-558-60-43-000	14.93

Inv Reimb 2-23 Total	14.93
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60472 Total:	14.93
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Arteche - Arteche, Emily Total:

14.93

baina - BAINBRIDGE ASSOCIATES LLC Line Item Account

60473 02/16/2023

Inv BAI SNOQ 0109

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Calibration and Validation Bimonthly	402-20-040-535-80-48-000	1,415.70

Inv BAI SNOQ 0109 Total 1,415.70

60473 Total: 1,415.70

baina - BAINBRIDGE ASSOCIATES LLC Total:

1,415.70

carah - CARAHSOFT TECH CORP Line Item Account

60474 02/16/2023

Inv IN1325320

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2023	DocuSign Additional Envelopes	502-11-021-518-88-48-860	13,430.16

Inv IN1325320 Total 13,430.16

60474 Total: 13,430.16

carah - CARAHSOFT TECH CORP Total:

13,430.16

ctv - CARMICHAELS TRUE VALUE HARDWARE Line Item Account

60475 02/16/2023

Inv B343793

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	Repair and Maintenance	001-09-014-522-50-31-300	22.85

Inv B343793 Total 22.85

Inv B344678

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Repair and Maintenance	001-09-014-522-50-31-300	9.79

Inv B344678 Total 9.79

Inv B344897

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Repair and Maintenance	001-09-014-522-50-31-300	11.96

Inv B344897 Total 11.96

Inv B344959

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	Repair and Maintenance	001-09-014-522-50-31-300	5.06

Inv B344959 Total 5.06

60475 Total:

49.66

ctv - CARMICHAELS TRUE VALUE HARDWARE Total:

49.66

doh - Dept. of Health Line Item Account

60476 02/16/2023

Inv 2023 App/Fee

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	Annual Fee Statement and Operating Permit Application	401-18-037-534-81-48-270	6,427.60

Inv 2023 App/Fee Total

6,427.60

60476 Total:

6,427.60

doh - Dept. of Health Total:

6,427.60

ef - Evergreen Ford, Inc. Line Item Account

60477 02/16/2023

Inv 5189028

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Mirror Cap Covers	501-23-051-548-68-31-301	257.87

Inv 5189028 Total

257.87

60477 Total:

257.87

ef - Evergreen Ford, Inc. Total:

257.87

girard - Girard Resources & Recycling, LLC Line Item Account

60478 02/16/2023

Inv 85490

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	Stump Disposal	403-22-030-531-90-48-000	87.00

Inv 85490 Total

87.00

Inv 85803

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Stump Disposal	403-22-030-531-90-48-000	223.01

Inv 85803 Total

223.01

60478 Total:

310.01

girard - Girard Resources & Recycling, LLC Total:

310.01

grainger - Grainger Line Item Account

60479 02/16/2023

Inv 9585021596

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	Gas Detector	402-20-040-535-80-31-050	2,512.73
Inv 9585021596 Total			2,512.73

60479 Total:

2,512.73

grainger - Grainger Total:

2,512.73

hci - Hach Company, Inc. Line Item Account

60480 02/16/2023

Inv 13350133

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Repair and validate field equipment	402-20-040-535-80-48-000	5,902.66
Inv 13350133 Total			5,902.66

Inv 13409258

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Standards NIST	402-20-040-535-85-31-510	166.16
Inv 13409258 Total			166.16

Inv 13425826

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	ORP Solution	402-20-040-535-85-31-510	1,059.78
Inv 13425826 Total			1,059.78

Inv 13431648

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/21/2023	Repair and calibration of field equipment	402-20-040-535-80-48-000	5,902.66
Inv 13431648 Total			5,902.66

60480 Total:

13,031.26

hci - Hach Company, Inc. Total:

13,031.26

hdf - HD Fowler Co. Line Item Account

60481 02/16/2023

Inv I6294062

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2023	Rain Bird Controller	401-19-039-539-35-31-300	11,977.01
Inv I6294062 Total			11,977.01

60481 Total: 11,977.01

hdf - HD Fowler Co. Total: 11,977.01

hdfacil - HD Supply Facilities Maint., Ltd Line Item Account 510-24-053-518-20-31-300

60482 02/16/2023

Inv 9210780761

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	Facility Parts and Supplies	510-24-053-518-20-31-300	9.82

Inv 9210780761 Total 9.82

Inv 9210820207

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/25/2023	Facility Parts and Supplies	510-24-053-518-20-31-300	16.66

Inv 9210820207 Total 16.66

Inv 9210864669

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	Facility Parts and Supplies	510-24-053-518-20-31-300	1,023.17

Inv 9210864669 Total 1,023.17

60482 Total: 1,049.65

hdfacil - HD Supply Facilities Maint., Ltd Total: 1,049.65

thc - Herc Rentals Inc. Line Item Account

60483 02/16/2023

Inv 31174508038

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Gen Set Rental Lift Station #1	501-23-051-548-68-45-100	2,776.95

Inv 31174508038 Total 2,776.95

60483 Total: 2,776.95

thc - Herc Rentals Inc. Total: 2,776.95

herrera - Herrera Environmental Consultants Inc Line Item Account 130-14-032-558-60-41-080

60484 02/16/2023

Inv 52944

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/08/2023	for Professional Services from 1/1/2023 - 1/27/2023	403-22-050-531-45-41-040	5,798.00

Inv 52944 Total	5,798.00
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60484 Total:	5,798.00
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herrera - Herrera Environmental Consultants Inc Total:	5,798.00
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ihk - Issaquah Honda Kubota Line Item Account

60485 02/16/2023

Inv 132747I

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2022	Pole Pruner Repair	403-22-030-531-90-31-300	64.19

Inv 132747I Total	64.19
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Inv 58108I

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	Headworks Pressure Washer Repair	402-20-040-535-80-31-300	45.88

Inv 58108I Total	45.88
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Inv 61293I

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Chainsaw Supplies	403-22-030-531-90-31-300	1,430.93

Inv 61293I Total	1,430.93
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60485 Total:	1,541.00
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ihk - Issaquah Honda Kubota Total:	1,541.00
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jenkinsp - Jenkins Pipeline Services LLC Line Item Account

60486 02/16/2023

Inv 26002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2022	Clean Sewer	402-20-045-535-60-48-801	2,832.38

Inv 26002 Total	2,832.38
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Inv 26020

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Clean Sewer	402-20-045-535-60-48-801	4,244.90

Inv 26020 Total	4,244.90
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Inv 26123

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Clean Sewer	402-20-045-535-60-48-801	3,018.06

Inv 26123 Total	3,018.06
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Inv 26126

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Clean Sewer	402-20-045-535-60-48-801	3,798.78

Inv 26126 Total			3,798.78
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Inv 266645

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Clean Sewer	402-20-045-535-60-48-801	1,572.18

Inv 266645 Total			1,572.18
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60486 Total:			15,466.30
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jenkinsp - Jenkins Pipeline Services LLC Total:			15,466.30
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jjolley - Jordan Jolley Line Item Account

60487 02/16/2023

Inv 0231565482

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/21/2023	Carhartt Clothing	001-12-028-576-80-23-100	231.48

Inv 0231565482 Total			231.48
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60487 Total:			231.48
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jjolley - Jordan Jolley Total:			231.48
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KCPolice - King County Police Chiefs Assn Line Item Account

60488 02/16/2023

Inv 23-039

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	Annual Dues - Chief Perry Phipps	001-08-009-521-10-49-200	50.00

Inv 23-039 Total			50.00
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60488 Total:			50.00
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KCPolice - King County Police Chiefs Assn Total:			50.00
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lawsonpr - Lawson Products Line Item Account

60489 02/16/2023

Inv 9310259808

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Stock Supplies Shop	402-20-040-535-80-31-300	1,760.24

Inv 9310259808 Total 1,760.24

Inv 9310262269

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/15/2023	Stock Supplies Shop	402-20-040-535-80-31-300	381.15

Inv 9310262269 Total 381.15

60489 Total: 2,141.39

lawsonpr - Lawson Products Total:

2,141.39

lst - Les Schwab Tires, Inc. Line Item Account 501-23-051-548-68-31-400

60490 02/16/2023

Inv 36300630535

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/08/2023	Service Call, Core Housings, Air Water Valve	501-23-051-548-68-48-000	166.74

Inv 36300630535 Total 166.74

60490 Total: 166.74

lst - Les Schwab Tires, Inc. Total:

166.74

lai - Life Assist, Inc. Line Item Account 001-09-014-522-20-31-912

60491 02/16/2023

Inv 1266301

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2022	EMS Supplies	001-09-014-522-20-31-912	620.11

Inv 1266301 Total 620.11

Inv 1271184

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	EMS Supplies	001-09-014-522-20-31-912	39.16

Inv 1271184 Total 39.16

Inv 1271185

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	EMS Supplies	001-09-014-522-20-31-912	39.16

Inv 1271185 Total 39.16

60491 Total: 698.43

lai - Life Assist, Inc. Total:

698.43

madrona - Madrona Law Group Line Item Account

60492 02/16/2023

Inv 11783

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Review PRR 22-438 - Lux	001-05-005-514-20-41-000	5,695.50

Inv 11783 Total			5,695.50
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60492 Total:			5,695.50
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madrona - Madrona Law Group Total:

5,695.50

MARSH - MARSHELLO, KATHERINE Line Item Account

60493 02/16/2023

Inv 346

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	MailChimp Templates	001-07-008-557-20-41-060	525.00

Inv 346 Total			525.00
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60493 Total:			525.00
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MARSH - MARSHELLO, KATHERINE Total:

525.00

mcmaster - McMaster-Carr Line Item Account

60494 02/16/2023

Inv 90996574

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Fire Extinguisher Tags	402-20-040-535-80-31-340	69.99

Inv 90996574 Total			69.99
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Inv 91636106

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/25/2023	Snap Reing Pliers Set for Rebuild of Pump Motor	402-20-045-535-65-35-900	308.35

Inv 91636106 Total			308.35
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Inv 91764831

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	Replace Old Blast Cabinet	402-20-040-535-80-35-900	5,042.96

Inv 91764831 Total			5,042.96
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Inv 91930694

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Bearing Ring and Seal Driver Set for Pump Rebuilding	402-20-045-535-65-35-900	65.17

Inv 91930694 Total	65.17
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Inv	92346493
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Entry and Repair into Digester	402-20-040-535-55-31-300	1,298.78

Inv 92346493 Total	1,298.78
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60494 Total:	6,785.25
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mcmaster - McMaster-Carr Total:	6,785.25
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mfpa - Meadowbrook Farm Preservation Association Line Item Account 001-13-112-573-90-49-100

60495	02/16/2023
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Inv	00011
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	Meadowbrook Quarterly Sustaining Grant - Q1	001-13-112-573-90-49-100	2,500.00

Inv 00011 Total	2,500.00
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60495 Total:	2,500.00
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mfpa - Meadowbrook Farm Preservation Association Total:	2,500.00
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mp - Minuteman Press Line Item Account

60496	02/16/2023
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Inv	90111
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	January 2023 Utility Billing Printing/Folding, Envelopes	401-18-037-534-81-49-300	333.71
02/07/2023	January 2023 Utility Billing Printing/Folding, Envelopes	401-18-037-534-81-31-000	264.07
02/07/2023	January 2023 Utility Billing Printing/Folding, Envelopes	403-22-050-531-30-31-000	264.07
02/07/2023	January 2023 Utility Billing Printing/Folding, Envelopes	403-22-050-531-30-49-300	333.71
02/07/2023	January 2023 Utility Billing Printing/Folding, Envelopes	402-20-040-535-80-31-000	264.07
02/07/2023	January 2023 Utility Billing Printing/Folding, Envelopes	402-20-040-535-80-49-300	333.71

Inv 90111 Total	1,793.34
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60496 Total:	1,793.34
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mp - Minuteman Press Total:	1,793.34
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monroecc - Monroe Correctional Complex Line Item Account

60497	02/16/2023
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Inv	MCC2212.1439
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Stormpond Maintenance	403-22-050-531-45-48-000	596.58

Inv MCC2212.1439 Total	596.58
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60497 Total: 596.58

monroecc - Monroe Correctional Complex Total: 596.58

pf&sinc - Pacific Fire & Security Inc. Line Item Account

60498 02/16/2023

Inv 90970

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	Burg System Battery Replacement PW	510-24-053-518-20-48-000	566.28

Inv 90970 Total 566.28

Inv 91031

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Burg System Battery Backup Replace City Hall	510-24-053-518-20-48-000	543.41

Inv 91031 Total 543.41

60498 Total: 1,109.69

pf&sinc - Pacific Fire & Security Inc. Total: 1,109.69

paramet - Parametrix Line Item Account

60499 02/16/2023

Inv 42309

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	CM&I Services from 1/1/23 through 1/28/23	417-13-405-594-31-41-040	335.53

Inv 42309 Total 335.53

60499 Total: 335.53

paramet - Parametrix Total: 335.53

perfsys - Performance Systems Integration, LLC Line Item Account

60500 02/16/2023

Inv 12495078

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/08/2022	Fire Extinguisher Annual Service and Maintenance	510-24-053-518-20-48-000	1,026.28

Inv 12495078 Total 1,026.28

60500 Total: 1,026.28

perfsys - Performance Systems Integration, LLC Total: 1,026.28

pei - PERTEET ENGINEERING INC Line Item Account

60501 02/16/2023

Inv 20160013.300-38

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Downtown Infrastructure Phase II Water System Improvements	417-13-499-594-34-41-060	2,282.27

Inv 20160013.300-38 Total			2,282.27
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Inv 22222-212

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	SRII - Parcel S22	001-14-032-558-60-41-040	1,210.37

Inv 22222-212 Total			1,210.37
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Inv 23042.0004-6

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Engineering and Construction Requests	001-14-031-558-60-41-040	312.50

Inv 23042.0004-6 Total			312.50
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Inv 23042-225

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	The Rails Development	001-14-032-558-60-41-040	1,137.50
02/03/2023	Ridgepoint at Parcel S14	001-14-032-558-60-41-040	2,275.00
02/03/2023	Snoqualmie Ridge Self Storage Phase III	001-14-032-558-60-41-040	612.50
02/03/2023	Sigillo Cellars	001-14-032-558-60-41-040	437.50

Inv 23042-225 Total			4,462.50
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60501 Total:			8,267.64
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pei - PERTEET ENGINEERING INC Total:

8,267.64

plattes - Platt 135890 Line Item Account

60502 02/16/2023

Inv 3P85488

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Phillips Bulbs (QTY: 10)	510-24-053-518-20-31-300	113.59

Inv 3P85488 Total			113.59
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Inv 3P90103

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Electrical Supplies, Bulbs, Ballasts, Light Fixtures	510-24-053-518-20-31-300	216.77

Inv 3P90103 Total			216.77
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60502 Total:			330.36
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plattes - Platt 135890 Total:

330.36**poly - Polydyne Inc. Line Item Account**

60503 02/16/2023

Inv 1711334

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Chemicals for Treatment	402-20-040-535-55-31-500	14,727.64

Inv 1711334 Total			14,727.64
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60503 Total:

14,727.64**poly - Polydyne Inc. Total:**

14,727.64**PREM - PREMIER WIRELESS SOLUTIONS, LLC Line Item Account**

60504 02/16/2023

Inv INV110901

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2023	Equipment Replacement Old Modems	402-20-040-535-50-31-820	9,490.00

Inv INV110901 Total			9,490.00
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60504 Total:

9,490.00**PREM - PREMIER WIRELESS SOLUTIONS, LLC Total:**

9,490.00**pt - Pumpteck LLC Line Item Account**

60505 02/16/2023

Inv 0189952-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	PW Labor, Pull Pump w/ Truck, Open & Inspect Pump	401-19-039-539-35-48-000	8,319.96

Inv 0189952-IN Total			8,319.96
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60505 Total:

8,319.96**pt - Pumpteck LLC Total:**

8,319.96**r & r - R & R Rentals Line Item Account**

60506 02/16/2023

Inv 700192-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2023	Rented ladder for digester	402-20-040-535-80-45-200	261.38

Inv 700192-2 Total			261.38
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Inv w12697-2 (1)

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2022	Work Order Moto Mix 1 Gal	001-09-014-522-50-48-000	37.05

Inv w12697-2 (1) Total			37.05
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60506 Total:			298.43
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r & r - R & R Rentals Total:			298.43
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rebeccad - Rebecca Dean PLLC Line Item Account

60507 02/16/2023

Inv 1356

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	HR Personnel Matter	001-06-075-518-10-41-420	1,021.65

Inv 1356 Total			1,021.65
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60507 Total:			1,021.65
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rebeccad - Rebecca Dean PLLC Total:			1,021.65
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svma - Snoqualmie Valley Ministerial Association Line Item Account

60508 02/16/2023

Inv ARPA 2023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	ARPA Recipient (Contract for Services)	150-13-000-514-60-41-000	1,998.78

Inv ARPA 2023 Total			1,998.78
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60508 Total:			1,998.78
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svma - Snoqualmie Valley Ministerial Association Total:			1,998.78
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solv - SOLV Business Solutions - Safeguard Line Item Account

60509 02/16/2023

Inv 428286

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	1099 Forms, 1096 Transmittal Sheets, Dbl Window Envelopes	001-06-007-514-23-49-300	88.31

Inv 428286 Total			88.31
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60509 Total:			88.31
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solv - SOLV Business Solutions - Safeguard Total:			88.31
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stormlk - Storm Lake Growers, Inc. Line Item Account

60510 02/16/2023

Inv 23-78

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	Trees for Jeanne Hansen Restoration	403-22-030-531-90-31-300	343.93
Inv 23-78 Total			343.93

60510 Total:	343.93
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stormlk - Storm Lake Growers, Inc. Total:

343.93

tsi lw - Technical Systems, Inc. Line Item Account

60511 02/16/2023

Inv 7406-107

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Control for Backup Float	402-20-045-535-65-48-000	740.52
Inv 7406-107 Total			740.52

60511 Total:	740.52
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tsi lw - Technical Systems, Inc. Total:

740.52

tenelco - Tenelco Inc. Line Item Account

60512 02/16/2023

Inv 85544

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	BUF Haul and Apply	402-20-040-535-55-48-000	2,433.66
Inv 85544 Total			2,433.66

Inv 85826

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	BUF Haul and Apply	402-20-040-535-55-48-000	2,462.59
Inv 85826 Total			2,462.59

60512 Total:	4,896.25
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tenelco - Tenelco Inc. Total:

4,896.25

ttkcm - Tetra Tech Inc. Line Item Account

60513 02/16/2023

Inv 52022415

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Bridge Load Rating Update through Dec. 30, 2022	310-17-509-595-50-41-000	40,913.17

Inv 52022415 Total	40,913.17
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60513 Total:	40,913.17
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ttkcm - Tetra Tech Inc. Total:	40,913.17
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twwp - The Workwear Place Line Item Account

60514 02/16/2023

Inv 2214

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/21/2023	Tom Holmes Clothing Allowance	402-20-040-535-80-23-100	257.61

Inv 2214 Total	257.61
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Inv 2217

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	Alec Bagley Clothing Allowance	402-20-040-535-80-23-100	546.55

Inv 2217 Total	546.55
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Inv 2224

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Philip Bennett Union Clothing Purchase	403-22-030-531-90-23-100	326.96

Inv 2224 Total	326.96
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60514 Total:	1,131.12
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twwp - The Workwear Place Total:	1,131.12
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transsol - Transportation Solutions, Inc. Line Item Account

60515 02/16/2023

Inv 19127

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	For Professional Services from January 1, 2023 - January 15, 202	310-17-502-595-69-41-060	1,025.75

Inv 19127 Total	1,025.75
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60515 Total:	1,025.75
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transsol - Transportation Solutions, Inc. Total:	1,025.75
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trojuv - TrojanUV Line Item Account

60516 02/16/2023

Inv 200/6704

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	UV Repair Parts	402-20-040-535-80-31-300	4,732.84

Inv 200/6704 Total 4,732.84

Inv 200/6982

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	UV Repair Parts	402-20-040-535-80-31-300	14,361.18

Inv 200/6982 Total 14,361.18

60516 Total: 19,094.02

trojuv - TrojanUV Total: 19,094.02

tuscan - Tuscan Enterprises Inc. Line Item Account

60517 02/16/2023

Inv 542824

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	#123 Graphics Police	501-23-052-594-48-64-000	765.20

Inv 542824 Total 765.20

60517 Total: 765.20

tuscan - Tuscan Enterprises Inc. Total: 765.20

uline - Uline Line Item Account

60518 02/16/2023

Inv 158697441

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Bathroom Supplies	402-20-040-535-80-31-340	247.31

Inv 158697441 Total 247.31

Inv 158818187

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	HVAC Filters	402-20-040-535-80-31-300	114.08

Inv 158818187 Total 114.08

Inv 158845887

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	Return Shipping Charge	402-20-040-535-80-42-300	19.34

Inv 158845887 Total 19.34

60518 Total: 380.73

uline - Uline Total:

380.73

ufs/bart - Urban Forestry Services/Bartlett Consulting Line Item Account

60519 02/16/2023

Inv 2022-677

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Panorama Apartments	001-14-032-558-60-41-080	97.50

Inv 2022-677 Total	97.50
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Inv 2022-679

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Post-storm tree risk assessment and appraisal	403-22-030-531-90-41-000	3,335.00

Inv 2022-679 Total	3,335.00
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Inv 2022-680

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Plat 24 - Parcel S22	001-14-032-558-60-41-080	1,103.40

Inv 2022-680 Total	1,103.40
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Inv 2022-681

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Plat 25	001-14-032-558-60-41-080	201.55

Inv 2022-681 Total	201.55
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Inv 2022-682

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Plat 26 - S12A	001-14-032-558-60-41-080	568.10

Inv 2022-682 Total	568.10
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Inv 2022-683

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Plat 27 Ridge II	001-14-032-558-60-41-080	1,132.45

Inv 2022-683 Total	1,132.45
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Inv 2022-684

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Plat 28 - Parcel S14	001-14-032-558-60-41-080	195.00

Inv 2022-684 Total	195.00
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60519 Total:

6,633.00

ufs/bart - Urban Forestry Services/Bartlett Consulting Total:

6,633.00

vfg - Van Ness, Feldman, LLP Line Item Account 130-14-032-558-60-41-100

60520 02/16/2023

Inv 437486

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	City Wastewater Property Rezone/Lease	001-04-004-515-41-41-100	825.00

Inv 437486 Total			825.00
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60520 Total:			825.00
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vfg - Van Ness, Feldman, LLP Total:

825.00

verizes - Verizon Wireless (Central Svcs.) Line Item Account 511-25-054-518-50-42-010

60521 02/16/2023

Inv 9926036822

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	M2M Communication SCADA	402-20-040-535-80-42-000	318.50

Inv 9926036822 Total			318.50
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60521 Total:			318.50
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verizes - Verizon Wireless (Central Svcs.) Total:

318.50

vwr - VWR International LLC Line Item Account

60522 02/16/2023

Inv 8811852035

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Latex Gloves	402-20-040-535-85-31-050	463.91

Inv 8811852035 Total			463.91
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Inv 8811852036

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Latex Gloves	402-20-040-535-85-31-050	429.39

Inv 8811852036 Total			429.39
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Inv 8811852037

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Lab Gloves	402-20-040-535-85-31-050	276.26

Inv 8811852037 Total			276.26
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Inv 8811857480

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Ops Gloves	402-20-040-535-85-31-050	706.68

Inv 8811857480 Total			706.68
Inv 8811857481			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Ops Gloves	402-20-040-535-85-31-050	276.26
Inv 8811857481 Total			276.26
60522 Total:			<hr/> 2,152.50
vwr - VWR International LLC Total:			<hr/> 2,152.50
wastemgm - Waste Management - AS Payment Agent Line Item Account 402-20-040-535-50-48-000			
60523	02/16/2023		
Inv 0265387-2677-4			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Roll-off dumpster for maintenance needs	402-20-040-535-50-48-000	158.46
Inv 0265387-2677-4 Total			158.46
60523 Total:			<hr/> 158.46
wastemgm - Waste Management - AS Payment Agent Total:			<hr/> 158.46
wlace - Westlake Ace Hardware Line Item Account			
60524	02/16/2023		
Inv C03142/153			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Urban Forest Supplies	403-22-030-531-90-31-300	413.01
Inv C03142/153 Total			413.01
Inv C03506/153			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	Battery for Padlocks	402-20-040-535-80-31-300	34.86
Inv C03506/153 Total			34.86
Inv C04540/153			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/26/2023	Catchbasin Repair Supplies	403-22-030-531-90-31-300	21.66
Inv C04540/153 Total			21.66
Inv C06364/153			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Urban Forest Supplies	403-22-030-531-90-31-300	20.69
Inv C06364/153 Total			20.69

Inv C06691/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Catchbasin Repair Supplies	403-22-050-531-35-31-300	19.60

Inv C06691/153 Total	19.60
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Inv C06719/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Catchbasin Repair Supplies	403-22-050-531-35-31-300	34.61

Inv C06719/153 Total	34.61
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Inv C07384/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Credit for Returned Ball Valve	401-18-037-534-81-31-300	-10.45

Inv C07384/153 Total	-10.45
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Inv C07681/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2023	Lamp for Lighting	402-20-045-535-65-31-300	8.65

Inv C07681/153 Total	8.65
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Inv C09692/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Facility Parts and Supplies	510-24-053-518-20-31-340	147.14

Inv C09692/153 Total	147.14
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Inv C10355/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Wrench, Pump/Groove, Plier, U-Bolts	401-19-039-539-35-31-300	86.26

Inv C10355/153 Total	86.26
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60524 Total:	776.03
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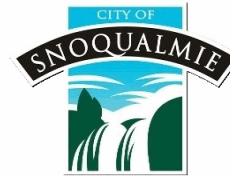
wlace - Westlake Ace Hardware Total:	776.03
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Total:	235,671.79
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Accounts Payable

Blanket Voucher Approval Document

User: TWood
 Printed: 02/28/2023 - 1:03PM
 Warrant Request Date: 2/23/2023
 DAC Fund:



Batch: 00005.02.2023 - 2-23-23 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 199,717.98
 for claims warrants numbered 60525 through 60553 & dated 2-23-23.

Line	Claimant	Voucher No.	Amount
1	911 SUPPLY INC	000060525	1,477.42
2	AMAZON CAPITAL SERVICES	000060526	70.75
3	ATWORK! COMMERCIAL ENTERPRISES LLC	000060527	37,874.25
4	AXON ENTERPRISE INC	000060528	1,346.56
5	CENTURYLINK PD	000060529	1,532.84
6	CITY OF SNOQUALMIE UB	000060530	31,997.76
7	Complete Office (P & PW Acct)	000060531	146.98
8	Complete Office (PD Acct)	000060532	11.00
9	CONCOURSE FINANCIAL GROUP AGENCY INC	000060533	2,000.00
10	DEPARTMENT OF ECOLOGY	000060534	9,691.30
11	Evergreen Ford, Inc.	000060535	439.43
12	Girard Resources & Recycling, LLC	000060536	3,210.00
13	HD Fowler Co.	000060537	2,997.94
14	Minuteman Press	000060538	220.52
15	PERTEET ENGINEERING INC	000060539	19,260.38
16	Powder Vision, Inc.	000060540	2,608.80
17	Puget Sound Energy	000060541	68,066.62
18	R & R Rentals	000060542	35.96
19	Robert Half	000060543	1,893.00
20	Sonsray Machinery LLC	000060544	3,469.55
21	Stericycle, Inc. (PD)	000060545	10.36
22	The Workwear Place	000060546	814.63
23	Uline	000060547	121.71
24	Utilities Underground Location Center	000060548	140.45
25	Verizon (PD)	000060549	1,775.75
26	Washington Audiology Services, Inc.	000060550	3,821.05
27	Westlake Ace Hardware	000060551	163.62
28	WIEBE,NICOLE	000060552	80.76
29	Wilbur-Ellis Company	000060553	4,438.59

Page Total: \$199,717.98

Grand Total: \$199,717.98

Accounts Payable

Check Detail

User: TWood
Printed: 02/28/2023 - 1:35PM



Item 5.

Check Number	Check Date	Amount
911 supp - 911 SUPPLY INC Line Item Account		
60525	02/23/2023	
Inv	INV-2-26222	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/10/2023	Jumpsuit - C. Hendricks	014-08-012-521-22-31-050
		521.91
Inv INV-2-26222 Total		521.91
Inv	INV-2-26355	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/15/2023	Pants - D. Patterson	001-08-009-521-22-31-050
		114.35
Inv INV-2-26355 Total		114.35
Inv	INV-2-26360	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/15/2023	Body Armor - J. Spears	014-08-012-521-22-31-050
		303.88
Inv INV-2-26360 Total		303.88
Inv	INV-2-26361	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/15/2023	New Issue Uniforms - M. Peter	001-08-009-521-22-31-050
		537.28
Inv INV-2-26361 Total		537.28
60525 Total:		1,477.42
911 supp - 911 SUPPLY INC Total:		1,477.42
amazoncap - AMAZON CAPITAL SERVICES Line Item Account		
60526	02/23/2023	
Inv	1FLP-1NMW-361Y	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/13/2023	Batteries for PD Use	001-08-009-521-50-35-900
		70.75
Inv 1FLP-1NMW-361Y Total		70.75
60526 Total:		70.75

amazoncap - AMAZON CAPITAL SERVICES Total:

70.75

atwork - ATWORK! COMMERCIAL ENTERPRISES LLC Line Item Account

60527 02/23/2023

Inv PS-INV104780

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Mini Parks Landscape Maintenance	001-12-028-576-80-48-150	17,528.82

Inv PS-INV104780 Total	17,528.82
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Inv PS-INV104781

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Right-of-Way Landscape Maintenance	001-16-035-542-70-48-150	6,103.63
01/31/2023	Stormwater Landscape Maintenance	403-22-050-531-30-48-150	14,241.80

Inv PS-INV104781 Total	20,345.43
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60527 Total:

37,874.25

atwork - ATWORK! COMMERCIAL ENTERPRISES LLC Total:

37,874.25

taser - AXON ENTERPRISE INC Line Item Account

60528 02/23/2023

Inv INUS074523

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2022	Batteries and Pinky Extenders for Taser X2/X26P	001-08-009-521-50-35-400	431.41

Inv INUS074523 Total	431.41
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Inv INUS102388

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2022	Ammo and Weapons	014-08-012-521-50-35-400	457.57
09/22/2022	Batteries, Cartridges and Pinky Extenders for Taser X2/X26P	001-08-009-521-50-35-400	457.58

Inv INUS102388 Total	915.15
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60528 Total:

1,346.56

taser - AXON ENTERPRISE INC Total:

1,346.56

CENLINK - CENTURYLINK PD Line Item Account

60529 02/23/2023

Inv 575004-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	PD Landlines	502-11-020-518-88-42-000	1,532.84

Inv 575004-1-23 Total	1,532.84
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60529 Total:

1,532.84

CENLINK - CENTURYLINK PD Total:

1,532.84

cos - CITY OF SNOQUALMIE UB Line Item Account

60530 02/23/2023

Inv 1-23 UB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	WWTP	402-20-040-535-80-47-300	9,335.37
02/03/2023	Parks	001-12-028-576-80-47-300	11,542.35
02/03/2023	Water	401-18-037-534-81-47-300	842.77
02/03/2023	Central Services	510-24-053-518-20-47-300	6,032.33
02/03/2023	Median Irrigation	001-16-035-542-70-47-300	290.62
02/03/2023	Fire	001-09-014-522-50-47-300	806.19
02/03/2023	Police	001-08-009-521-50-47-300	899.42
02/03/2023	Streets	001-16-035-542-30-47-300	1,651.34
02/03/2023	River Walk	001-13-000-518-20-47-300	184.31
02/03/2023	Irrigation	401-19-039-539-35-47-300	239.78
02/03/2023	Storm Water	403-22-050-531-30-47-300	173.28

Inv 1-23 UB Total

31,997.76

60530 Total:

31,997.76

cos - CITY OF SNOQUALMIE UB Total:

31,997.76

co p&pw - Complete Office (P & PW Acct) Line Item Account

60531 02/23/2023

Inv 2183409-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2023	Shared General Office Supplies	501-23-051-548-68-31-000	13.36
01/03/2023	Shared General Office Supplies	401-18-037-534-81-31-000	26.73
01/03/2023	Shared General Office Supplies	403-22-030-531-90-31-000	13.36
01/03/2023	Shared General Office Supplies	510-24-053-518-20-31-000	6.68
01/03/2023	Shared General Office Supplies	001-16-035-542-30-31-000	6.68
01/03/2023	Shared General Office Supplies	402-20-040-535-80-31-000	33.40
01/03/2023	Shared General Office Supplies	403-22-050-531-30-31-000	6.68
01/03/2023	Shared General Office Supplies	001-12-028-576-80-31-000	40.09

Inv 2183409-0 Total

146.98

60531 Total:

146.98

co p&pw - Complete Office (P & PW Acct) Total:

146.98

comp pd - Complete Office (PD Acct) Line Item Account

60532 02/23/2023

Inv 2190915-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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02/09/2023	Hand Soap for Sno PD Building	510-24-053-518-20-31-340	11.00
Inv 2190915-1 Total			11.00
60532 Total:			11.00
comp pd - Complete Office (PD Acct) Total:			11.00

CONCOU - CONCOURSE FINANCIAL GROUP AGENCY INC Line Item Account

60533	02/23/2023		
Inv	2022Q4		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2023	Q4 Investment Advisory Fees	001-06-007-514-23-41-090	2,000.00
Inv 2022Q4 Total			2,000.00
60533 Total:			2,000.00
CONCOU - CONCOURSE FINANCIAL GROUP AGENCY INC Total:			2,000.00

DOE2 - DEPARTMENT OF ECOLOGY Line Item Account

60534	02/23/2023		
Inv	23-WAR045718-1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2022	2023 Annual Open Permit Processing Fee - Ecology	403-22-050-531-45-41-040	9,691.30
Inv 23-WAR045718-1 Total			9,691.30
60534 Total:			9,691.30
DOE2 - DEPARTMENT OF ECOLOGY Total:			9,691.30

ef - Evergreen Ford, Inc. Line Item Account

60535	02/23/2023		
Inv	6274793/1		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2022	Replacement Steering Wheel	501-23-051-548-68-31-301	439.43
Inv 6274793/1 Total			439.43
60535 Total:			439.43
ef - Evergreen Ford, Inc. Total:			439.43

girard - Girard Resources & Recycling, LLC Line Item Account

60536	02/23/2023		
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Inv 85543

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2023	Tipping-Sweeper	001-16-035-542-67-31-300	3,210.00
Inv 85543 Total			3,210.00

60536 Total:

3,210.00

girard - Girard Resources & Recycling, LLC Total:

3,210.00

hdf - HD Fowler Co. Line Item Account

60537 02/23/2023

Inv I6313374

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2023	Extended Range Coupling	401-18-037-534-81-31-300	438.84
Inv I6313374 Total			438.84

Inv I6313391

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/02/2023	Couplings	401-18-037-534-81-31-300	2,559.10
Inv I6313391 Total			2,559.10

60537 Total:

2,997.94

hdf - HD Fowler Co. Total:

2,997.94

mp - Minuteman Press Line Item Account

60538 02/23/2023

Inv 90135

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2023	1 PVC Sign	310-12-600-594-76-41-040	220.52
Inv 90135 Total			220.52

60538 Total:

220.52

mp - Minuteman Press Total:

220.52

pei - PERTEET ENGINEERING INC Line Item Account

60539 02/23/2023

Inv 20110015-138

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	SRII - Centex	001-14-032-558-60-41-040	19,260.38
Inv 20110015-138 Total			19,260.38

60539 Total: 19,260.38

pei - PERTEET ENGINEERING INC Total: 19,260.38

powderv - Powder Vision, Inc. Line Item Account

60540 02/23/2023

Inv 28341

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Powder Coating Sign Posts	001-16-035-542-30-31-300	2,608.80

Inv 28341 Total 2,608.80

60540 Total: 2,608.80

powderv - Powder Vision, Inc. Total: 2,608.80

pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

60541 02/23/2023

Inv 001499 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	5,717.46

Inv 001499 2-23 Total 5,717.46

Inv 002042 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Electricity	401-19-039-539-35-47-100	1,411.06
02/06/2023	Electricity	001-12-028-576-80-47-100	377.28

Inv 002042 2-23 Total 1,788.34

Inv 004220 1-23 (1)

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Electricity	401-18-037-534-82-47-100	4,305.92
01/30/2023	Electricity	401-18-037-534-81-47-100	3,380.34
01/30/2023	Electricity	401-18-037-534-82-47-100	49.23
01/30/2023	Electricity	401-18-037-534-81-47-100	16.00
01/30/2023	Electricity	401-18-037-534-82-47-100	572.11
01/30/2023	Electricity	401-18-037-534-81-47-100	1,303.21
01/30/2023	Electricity	401-18-037-534-81-47-100	275.30
01/30/2023	Electricity	401-18-037-534-81-47-100	341.54
01/30/2023	Electricity	401-18-037-534-81-47-100	6,672.16
01/30/2023	Electricity	401-18-037-534-82-47-100	1,595.34
01/30/2023	Electricity	401-18-037-534-82-47-100	431.53

Inv 004220 1-23 (1) Total 18,942.68

Inv 005615 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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02/06/2023	Natural Gas	510-24-053-518-20-47-100	432.77
02/06/2023	Electricity	510-24-053-518-20-47-100	156.11

Inv 005615 2-23 Total			588.88
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Inv 007124 2-23			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2023	Electricity	402-20-045-535-65-47-100	11.36
02/09/2023	Electricity	402-20-045-535-65-47-100	54.23

Inv 007124 2-23 Total			65.59
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Inv 007355 2-23			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2023	Electricity	001-12-028-576-80-47-100	3,532.87

Inv 007355 2-23 Total			3,532.87
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Inv 010474 2-23			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Electricity & Natural Gas	402-20-040-535-80-47-100	2,969.16
02/06/2023	Electricity	510-24-053-518-20-47-100	452.64

Inv 010474 2-23 Total			3,421.80
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Inv 010656 2-23			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Electricity & Natural Gas	402-20-040-535-80-47-100	133.32
02/06/2023	Electricity	402-20-045-535-65-47-100	466.30
02/06/2023	Electricity	402-20-045-535-65-47-100	146.78
02/06/2023	Electricity	402-20-045-535-65-47-100	89.24
02/06/2023	Electricity	402-20-045-535-65-47-100	161.11
02/06/2023	Electricity	402-20-045-535-65-47-100	-675.66
02/06/2023	Electricity & Natural Gas	402-20-040-535-80-47-100	20,204.56
02/06/2023	Electricity	402-20-045-535-65-47-100	983.05
02/06/2023	Electricity	402-20-045-535-65-47-100	322.76
02/06/2023	Electricity	402-20-045-535-65-47-100	189.51
02/06/2023	Electricity	402-20-045-535-65-47-100	545.93
02/06/2023	Electricity	402-20-045-535-65-47-100	243.62
02/06/2023	Electricity	402-20-045-535-65-47-100	162.64
02/06/2023	Electricity	402-20-045-535-65-47-100	1,216.22
02/06/2023	Electricity	402-20-045-535-65-47-100	47.27
02/06/2023	Electricity	402-20-045-535-65-47-100	314.24
02/06/2023	Electricity	402-20-045-535-65-47-100	696.22
02/06/2023	Electricity	402-20-045-535-65-47-100	41.02
02/06/2023	Electricity	402-20-045-535-65-47-100	3,437.53
02/06/2023	Electricity	402-20-045-535-65-47-100	252.79
02/06/2023	Electricity	402-20-045-535-65-47-100	417.75

Inv 010656 2-23 Total			29,396.20
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Inv 037989 2-23			
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/06/2023	Electricity	401-18-037-534-81-47-100	24.12

Inv 037989 2-23 Total	24.12
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Inv 103385 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	401-19-039-539-35-47-100	11.76

Inv 103385 2-23 Total	11.76
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Inv 133972 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	510-24-053-518-20-47-100	449.93

Inv 133972 2-23 Total	449.93
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Inv 198066 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	510-24-053-518-20-47-100	110.07

Inv 198066 2-23 Total	110.07
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Inv 198082 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	510-24-053-518-20-47-100	32.74

Inv 198082 2-23 Total	32.74
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Inv 241392 1-23 (1)	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Electricity	402-20-045-535-65-47-100	0.01

Inv 241392 1-23 (1) Total	0.01
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Inv 241392 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Natural Gas	402-20-045-535-65-47-100	140.72

Inv 241392 2-23 Total	140.72
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Inv 241418 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	402-20-045-535-65-47-100	345.63

Inv 241418 2-23 Total	345.63
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Inv 400820 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	510-24-053-518-20-47-100	11.41

Inv 400820 2-23 Total	11.41
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Inv 431306 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	19.57

Inv 431306 2-23 Total 19.57

Inv 456550 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	11.89

Inv 456550 2-23 Total 11.89

Inv 549936 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	510-24-053-518-20-47-100	37.67

Inv 549936 2-23 Total 37.67

Inv 577403 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	43.45

Inv 577403 2-23 Total 43.45

Inv 577445 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	41.01

Inv 577445 2-23 Total 41.01

Inv 617464 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	131.53

Inv 617464 2-23 Total 131.53

Inv 639966 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	1,488.55

Inv 639966 2-23 Total 1,488.55

Inv 742043 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	32.88

Inv 742043 2-23 Total 32.88

Inv 780111 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	68.44

Inv 780111 2-23 Total	68.44
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Inv 780137 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	12.34

Inv 780137 2-23 Total	12.34
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Inv 794782 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	401-19-039-539-35-47-100	0.02

Inv 794782 2-23 Total	0.02
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Inv 885592 2-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	Electricity	510-24-053-518-20-47-100	1,599.06

Inv 885592 2-23 Total	1,599.06
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60541 Total:	68,066.62
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pse - Puget Sound Energy Total:	68,066.62
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r & r - R & R Rentals Line Item Account

60542 02/23/2023	
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Inv 701168-2	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Ear Muffs/Protection	502-11-020-518-88-31-300	35.96

Inv 701168-2 Total	35.96
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60542 Total:	35.96
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r & r - R & R Rentals Total:	35.96
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roberth - Robert Half Line Item Account

60543 02/23/2023	
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Inv 61547082	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2023	Contractor - Gen Finance Week Ending 2-10-23	001-06-007-514-23-41-190	1,893.00

Inv 61547082 Total	1,893.00
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60543 Total:	1,893.00
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roberth - Robert Half Total:

1,893.00

sonsray - Sonsray Machinery LLC Line Item Account

60544 02/23/2023

Inv PSO056656-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/22/2022	Bucket Cutting Edge	501-23-051-548-68-31-301	1,789.00

Inv PSO056656-1 Total	1,789.00
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Inv PSO058447-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Cab Door Glass Rubber Bumper/Stop	501-23-051-548-68-31-301	144.52

Inv PSO058447-1 Total	144.52
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Inv PSO058919-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Driver Door Cab Bumper Stop	501-23-051-548-68-31-301	71.22

Inv PSO058919-1 Total	71.22
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Inv PSO062806-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/03/2023	PM Filters	501-23-051-548-68-31-301	1,220.40

Inv PSO062806-1 Total	1,220.40
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Inv PSO063577-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/08/2023	Seatbelt Assembly	501-23-051-548-68-31-301	244.41

Inv PSO063577-1 Total	244.41
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60544 Total:

3,469.55

sonsray - Sonsray Machinery LLC Total:

3,469.55

stericyc - Stericycle, Inc. (PD) Line Item Account 001-08-009-521-22-41-000

60545 02/23/2023

Inv 3006346126

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Sharps Container Disposal	001-08-009-521-22-41-000	10.36

Inv 3006346126 Total	10.36
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60545 Total:

10.36

stericyc - Stericycle, Inc. (PD) Total:

10.36

twwp - The Workwear Place Line Item Account

60546 02/23/2023

Inv 2083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2022	Union Clothing Allowance - Scott Macvicar	001-12-028-576-80-23-100	92.46

Inv 2083 Total 92.46

Inv 2201

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Union Clothing Allowance - Tim Barrett	001-12-028-576-80-23-100	306.05

Inv 2201 Total 306.05

Inv 2202

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/08/2023	Union Clothing Allowance - Ryan Barnett	001-12-028-576-80-23-100	262.56

Inv 2202 Total 262.56

Inv 2221

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/27/2022	Union Clothing Allowance - Jordan Jolley	001-12-028-576-80-23-100	153.56

Inv 2221 Total 153.56

60546 Total: 814.63

twwp - The Workwear Place Total:

814.63

uline - Uline Line Item Account

60547 02/23/2023

Inv 159431888

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/01/2023	Gloves for Officer Use	001-08-009-521-50-35-901	121.71

Inv 159431888 Total 121.71

60547 Total: 121.71

uline - Uline Total:

121.71

uulc - Utilities Underground Location Center Line Item Account

60548 02/23/2023

Inv 3010229

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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01/31/2023	Locating Service	401-18-037-534-81-41-000	140.45
Inv 3010229 Total			140.45

60548 Total: 140.45

uulc - Utilities Underground Location Center Total:

140.45

veriz 3 - Verizon (PD) Line Item Account 511-25-054-518-50-42-010

60549 02/23/2023

Inv 9925535504

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2023	PD Cell Phones	502-11-020-518-88-42-010	1,775.75

Inv 9925535504 Total 1,775.75

60549 Total: 1,775.75

veriz 3 - Verizon (PD) Total:

1,775.75

wasi - Washington Audiology Services, Inc. Line Item Account

60550 02/23/2023

Inv 61378

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Annual Hearing Exams	403-22-019-531-10-41-000	70.76
01/31/2023	Annual Hearing Exams	401-18-037-534-81-41-000	283.04
01/31/2023	Annual Hearing Exams	001-08-009-521-22-41-000	1,112.07
01/31/2023	Annual Hearing Exams	001-16-035-542-30-41-000	70.76
01/31/2023	Annual Hearing Exams	001-09-014-522-10-41-000	1,273.52
01/31/2023	Annual Hearing Exams	001-12-019-576-80-41-000	353.80
01/31/2023	Annual Hearing Exams	402-20-019-535-10-41-000	353.80
01/31/2023	Annual Hearing Exams	014-08-012-521-22-41-000	161.46
01/31/2023	Annual Hearing Exams	403-22-030-531-90-41-000	141.84

Inv 61378 Total 3,821.05

60550 Total: 3,821.05

wasi - Washington Audiology Services, Inc. Total:

3,821.05

wlace - Westlake Ace Hardware Line Item Account

60551 02/23/2023

Inv C03003/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/23/2023	Street Water Key	001-12-028-576-80-31-300	26.15

Inv C03003/153 Total 26.15

Inv C10934/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2023	Facility Parts and Supplies	510-24-053-518-20-31-300	52.29

Inv C10934/153 Total		52.29
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Inv C11363/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/10/2023	Drill Bits and Driver Set	401-18-037-534-81-31-300	71.02

Inv C11363/153 Total		71.02
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Inv C13388/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/14/2023	Air Filter	401-18-037-534-81-31-300	14.16

Inv C13388/153 Total		14.16
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60551 Total:		163.62
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wlace - Westlake Ace Hardware Total:

163.62

WIEBEN - WIEBE, NICOLE Line Item Account

60552 02/23/2023

Inv Reimb 2-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2023	QFC - Monthly Leadership Meeting - F & B	001-01-001-513-10-49-100	80.76

Inv Reimb 2-23 Total		80.76
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60552 Total:		80.76
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WIEBEN - WIEBE, NICOLE Total:

80.76

wec - Wilbur-Ellis Company Line Item Account

60553 02/23/2023

Inv 15500750

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	Fertilizer/Herbicide	001-12-028-576-80-31-520	2,399.98

Inv 15500750 Total		2,399.98
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Inv 15503883

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/24/2023	Fertilizer for Sports Fields	001-12-028-576-80-31-520	2,038.61

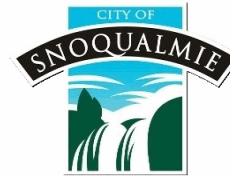
Inv 15503883 Total		2,038.61
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60553 Total:	4,438.59
wec - Wilbur-Ellis Company Total:	4,438.59
Total:	199,717.98

Accounts Payable

Blanket Voucher Approval Document

User: THolden
 Printed: 02/28/2023 - 12:32PM
 Warrant Request Date: 2/28/2023
 DAC Fund:



Batch: 00006.02.2023 - PV2-2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 686,138.64
 for claims warrants numbered 60554 through 60566 & dated 2/28/2023.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	78.13
2	AWC BENEFITS	000000000	164,471.94
3	AWC BENEFITS STANDARD LIFE INS	000000000	50.40
4	CITY OF SNOQUALMIE	000060554	1,262.42
5	Dept of Retirement Syst.-PERS	000000000	96,399.18
6	Dept. of Labor & Industries	000060555	26,038.86
7	Dept. of Retirement Syst.- DCP	000000000	40,907.00
8	Dept. of Retirement Syst.- PSERS	000000000	1,558.49
9	Dept. of Retirement Syst.-LEOFF	000000000	55,469.05
10	DiMartino Associates	000060556	409.50
11	Employment Security Dept.	000060557	1,969.72
12	Employment Security Dept.	000060558	7,939.38
13	IAFF Firepac-Political Affairs Dept.	000060559	4.18
14	IAFF LOCAL #2878	000060560	2,252.79
15	ICMA Retirement Trust -303907	000000000	9,536.00
16	IRS-Payroll EFTPS	000000000	244,205.80
17	NWFFT TRUST	000060561	24,290.89
18	Office of Support Enforcement - DSHS	000000000	2,044.91
19	Snoqualmie Police Association	000060562	1,700.00
20	Teamsters Local Union #763	000060563	3,320.00
21	Voya Institutional Trust Company	000060564	450.00
22	Western States Police Medical Trust	000060565	805.00
23	WSCFF	000060566	975.00

Page Total: \$686,138.64

Grand Total: \$686,138.64

Accounts Payable

Check Detail

User: THolden
Printed: 02/28/2023 - 4:16PM



Item 5.

Check Number	Check Date	Amount
90110 - AFLAC Line Item Account		
0	02/28/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/24/2023	PR Batch 00002.02.2023 AFLAC-Pre Tax	631-00-000-231-50-19-000
		78.13
Inv Total		78.13
0 Total:		78.13
90110 - AFLAC Total:		78.13
90000 - AWC BENEFITS Line Item Account		
0	02/28/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/24/2023	PR Batch 00002.02.2023 AWC Life Insurance Employee	631-00-000-231-50-14-000
		4.80
02/24/2023	PR Batch 00002.02.2023 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000
		107,220.65
02/24/2023	PR Batch 00002.02.2023 AWC-Vision Employee	631-00-000-231-50-14-000
		3.81
02/24/2023	PR Batch 00002.02.2023 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000
		36,863.90
02/24/2023	PR Batch 00002.02.2023 AWC Medical Benefits Employee	631-00-000-231-50-14-000
		-33.43
02/24/2023	PR Batch 00002.02.2023 AWC Long Term Disability	631-00-000-231-50-14-000
		893.42
02/24/2023	PR Batch 00002.02.2023 AWC-Dental Benefits	631-00-000-231-50-14-000
		12,200.25
02/24/2023	PR Batch 00002.02.2023 AWC-Vision	631-00-000-231-50-14-000
		1,806.73
02/24/2023	PR Batch 00002.02.2023 AWC-Life Insurance Police	631-00-000-231-50-14-000
		900.00
02/24/2023	PR Batch 00002.02.2023 AWC Long Term Disab. Employee	631-00-000-231-50-14-000
		5.54
02/24/2023	PR Batch 00002.02.2023 Kaiser Medical Benefits/200	631-00-000-231-50-14-000
		2,276.38
02/24/2023	PR Batch 00002.02.2023 AWC Life Insurance	631-00-000-231-50-14-000
		512.70
02/24/2023	PR Batch 00002.02.2023 AWC Dental Benefits Employee	631-00-000-231-50-14-000
		-3.39
Inv Total		162,651.36
Inv 02-2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
02/28/2023	Edmund Crosson Medical Premium	001-08-009-521-22-22-400
		1,820.58
Inv 02-2023 Total		1,820.58
0 Total:		164,471.94
90000 - AWC BENEFITS Total:		164,471.94

90005 - AWC BENEFITS STANDARD LIFE INS Line Item Account

0 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 AWC-Employee Pd Life Addtl	631-00-000-231-50-14-000	50.40

Inv Total			50.40
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0 Total:			50.40
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90005 - AWC BENEFITS STANDARD LIFE INS Total:

50.40

90099 - CITY OF SNOQUALMIE Line Item Account

60554 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 FSA	631-00-000-231-50-15-000	1,262.42

Inv Total			1,262.42
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60554 Total:			1,262.42
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90099 - CITY OF SNOQUALMIE Total:

1,262.42

90070 - Dept of Retirement Syst.-PERS Line Item Account

0 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 PERS 3 Employee	631-00-000-231-50-16-000	5,436.05
02/24/2023	PR Batch 00002.02.2023 PERS 2 Employer	631-00-000-231-50-16-000	51,565.82
02/24/2023	PR Batch 00002.02.2023 PERS 3 Employer	631-00-000-231-50-16-000	7,832.47
02/24/2023	PR Batch 00002.02.2023 PERS2 Employee	631-00-000-231-50-16-000	31,564.84

Inv Total			96,399.18
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0 Total:			96,399.18
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90070 - Dept of Retirement Syst.-PERS Total:

96,399.18

90010 - Dept. of Labor & Industries Line Item Account

60555 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 L&I Employee	631-00-000-231-50-73-000	4,510.65
02/24/2023	PR Batch 00002.02.2023 L&I Employer	631-00-000-231-50-73-000	21,528.21

Inv Total			26,038.86
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60555 Total: 26,038.86

90010 - Dept. of Labor & Industries Total: 26,038.86

90105 - Dept. of Retirement Syst.- DCP Line Item Account

0 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 DCP-Employer	631-00-000-231-50-19-000	11,657.00
02/24/2023	PR Batch 00002.02.2023 DCP Employee	631-00-000-231-50-19-000	26,435.00
02/24/2023	PR Batch 00002.02.2023 DCP-Employer-Supplement	631-00-000-231-50-19-000	2,815.00

Inv Total 40,907.00

0 Total: 40,907.00

90105 - Dept. of Retirement Syst.- DCP Total: 40,907.00

90075 - Dept. of Retirement Syst.- PSERS Line Item Account

0 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 PSERS Employee	631-00-000-231-50-16-000	596.98
02/24/2023	PR Batch 00002.02.2023 PSERS Employer	631-00-000-231-50-16-000	961.51

Inv Total 1,558.49

0 Total: 1,558.49

90075 - Dept. of Retirement Syst.- PSERS Total: 1,558.49

90030 - Dept. of Retirement Syst.-LEOFF Line Item Account

0 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 LEOFF 2 Employee	631-00-000-231-50-16-000	34,211.94
02/24/2023	PR Batch 00002.02.2023 LEOFF 2 Employer	631-00-000-231-50-16-000	21,257.11

Inv Total 55,469.05

0 Total: 55,469.05

90030 - Dept. of Retirement Syst.-LEOFF Total: 55,469.05

90300 - DiMartino Associates Line Item Account

60556 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	409.50

Inv Total			409.50
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60556 Total:			409.50
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90300 - DiMartino Associates Total:			409.50
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90020 - Employment Security Dept. Line Item Account

60557 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	1,969.72

Inv Total			1,969.72
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60557 Total:			1,969.72
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60558 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	2,162.68
02/24/2023	PR Batch 00002.02.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	5,776.70

Inv Total			7,939.38
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60558 Total:			7,939.38
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90022 - Employment Security Dept. Total:			9,909.10
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90035 - IAFF Firepac-Political Affairs Dept. Line Item Account

60559 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 IAFF-FirePac	631-00-000-231-50-50-000	4.18

Inv Total			4.18
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60559 Total:			4.18
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90035 - IAFF Firepac-Political Affairs Dept. Total:			4.18
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90045 - IAFF LOCAL #2878 Line Item Account

60560 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	2,252.79
Inv Total			2,252.79

60560 Total:	2,252.79
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90045 - IAFF LOCAL #2878 Total:	2,252.79
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90100 - ICMA Retirement Trust -303907 Line Item Account

0 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 ICMA-Employer	631-00-000-231-50-19-000	1,875.00
02/24/2023	PR Batch 00002.02.2023 ICMA-Employer Supplement	631-00-000-231-50-19-000	250.00
02/24/2023	PR Batch 00002.02.2023 ICMA-Employee	631-00-000-231-50-19-000	7,411.00
Inv Total			9,536.00

0 Total:	9,536.00
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90100 - ICMA Retirement Trust -303907 Total:	9,536.00
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90085 - IRS-Payroll EFTPS Line Item Account

0 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 Medicare Employee	631-00-000-231-50-27-000	14,382.85
02/24/2023	PR Batch 00002.02.2023 Federal Income Tax	631-00-000-231-50-27-000	110,805.14
02/24/2023	PR Batch 00002.02.2023 FICA Employer	631-00-000-231-50-27-000	51,947.48
02/24/2023	PR Batch 00002.02.2023 FICA Employee	631-00-000-231-50-27-000	51,947.48
02/24/2023	PR Batch 00002.02.2023 Medicare Employer	631-00-000-231-50-27-000	14,382.85
02/24/2023	PR Batch 00002.02.2023 Imputed Income Tax	631-00-000-231-50-50-000	740.00
Inv Total			244,205.80

0 Total:	244,205.80
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90085 - IRS-Payroll EFTPS Total:	244,205.80
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90310 - NWFFT TRUST Line Item Account

60561 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 Medical/Vision Benefits	631-00-000-231-50-14-000	22,180.00
02/24/2023	PR Batch 00002.02.2023 Dental Benefits	631-00-000-231-50-14-000	2,110.89

Inv Total	24,290.89
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60561 Total:	24,290.89
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90310 - NWFFT TRUST Total:	24,290.89
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90060 - Office of Support Enforcement - DSHS Line Item Account

0 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 Child Support	631-00-000-231-50-30-000	2,044.91

Inv Total	2,044.91
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0 Total:	2,044.91
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90060 - Office of Support Enforcement - DSHS Total:	2,044.91
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90180 - Snoqualmie Police Association Line Item Account

60562 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 Police Union Dues	631-00-000-231-50-21-000	1,700.00

Inv Total	1,700.00
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60562 Total:	1,700.00
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90180 - Snoqualmie Police Association Total:	1,700.00
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90040 - Teamsters Local Union #763 Line Item Account

60563 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 Teamsters Union Dues	631-00-000-231-50-21-000	3,320.00

Inv Total	3,320.00
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60563 Total:	3,320.00
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90040 - Teamsters Local Union #763 Total:	3,320.00
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90095 - Voya Institutional Trust Company Line Item Account

60564 02/28/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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02/24/2023	PR Batch 00002.02.2023 Voya-Employee	631-00-000-231-50-19-000	250.00
02/24/2023	PR Batch 00002.02.2023 Voya-Employer	631-00-000-231-50-19-000	200.00
Inv Total			450.00
60564 Total:			450.00
90095 - Voya Institutional Trust Company Total:			450.00
90400 - Western States Police Medical Trust Line Item Account			
60565	02/28/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 W States Police Medical Trust	631-00-000-231-50-17-000	805.00
Inv Total			805.00
60565 Total:			805.00
90400 - Western States Police Medical Trust Total:			805.00
90120 - WSCFF Line Item Account			
60566	02/28/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	PR Batch 00002.02.2023 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	975.00
Inv Total			975.00
60566 Total:			975.00
90120 - WSCFF Total:			975.00
Total:			686,138.64



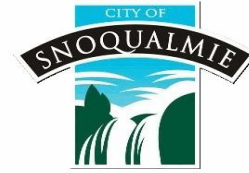
Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 2 / 28 /2023 in the amount of \$ 544,525.40
which includes claim warrants numbered - through -,
totaling \$ 0.00, and direct deposits totaling \$ 544,525.40.

Payroll

ACH Check Register

User: 'THolden'
 Printed: 02/24/2023 - 4:09PM
 Batch: 00002.02.2023 - EOM 2-28-2023
 Include Partial: TRUE



Check Date	Check Number	Partial	ACH	Employee Name	Amount
02/28/2023	0	False		Michael Sauerwein	11,652.32
02/28/2023	0	False		James Mayhew	687.23
02/28/2023	0	False		Bryan Holloway	779.00
02/28/2023	0	False		Ethan Benson	687.23
02/28/2023	0	False		Jolyon Johnson	687.23
02/28/2023	0	False		Robert Wotton	537.23
02/28/2023	0	False		Cara Christensen	687.23
02/28/2023	0	False		Katherine Ross	2,603.00
02/28/2023	0	False		Reina McCauley	2,105.19
02/28/2023	0	False		Bob Sterbank	7,127.39
02/28/2023	0	False		Anna Astrakhan	1,992.18
02/28/2023	0	False		Deana Dean	4,487.63
02/28/2023	0	False		Tania Holden	5,082.19
02/28/2023	0	False		Jimmie Betts Jr.	3,936.65
02/28/2023	0	False		Brendon Ecker	1,863.49
02/28/2023	0	False		Mark Gerken	236.68
02/28/2023	0	False		Andrew Latham	3,164.17
02/28/2023	0	False		Sarah Reeder	3,925.23
02/28/2023	0	False		Christopher Miller	10,290.82
02/28/2023	0	False		Andrew Bouta	6,661.23
02/28/2023	0	False		Samantha Brumfield	3,552.12
02/28/2023	0	False		Kimberly Johnson	5,772.00
02/28/2023	0	False		Nicole Wiebe	5,058.07
02/28/2023	0	False		Jennifer Ferguson	7,655.28
02/28/2023	0	False		Carson Hornsby	5,507.80
02/28/2023	0	False		Debbie Kinsman	2,868.65
02/28/2023	0	False		Heather Florida	4,115.05
02/28/2023	0	False		Gerald Knutsen	6,094.85
02/28/2023	0	False		Kyla Henderson	3,233.04
02/28/2023	0	False		Janna Walker	4,502.83
02/28/2023	0	False		Tami Wood	5,296.62
02/28/2023	0	False		Gail Folkins	2,923.96
02/28/2023	0	False		Danna McCall	3,404.55
02/28/2023	0	False		Brian Lynch	5,550.46
02/28/2023	0	False		Scott Bruton	4,629.65
02/28/2023	0	False		Melinda Black	2,865.41
02/28/2023	0	False		Stephanie Butler	3,618.18
02/28/2023	0	False		Austin Gutwein	5,529.40
02/28/2023	0	False		Joseph Spears	2,698.66
02/28/2023	0	False		Drew Ward	2,982.37
02/28/2023	0	False		Michael Peter	3,284.00
02/28/2023	0	False		Pamela Mandery	4,214.21
02/28/2023	0	False		James Aguirre	3,146.29
02/28/2023	0	False		Ricardo Velasquez	4,614.09
02/28/2023	0	False		Michael Liebetrau	1,207.28
02/28/2023	0	False		Deanna Patterson	3,581.12

02/28/2023	0	False	Craig Miller	8,767.71
02/28/2023	0	False	Daniel Moate	9,101.10
02/28/2023	0	False	Perry Phipps	10,144.94
02/28/2023	0	False	Joseph Meadows	3,337.05
02/28/2023	0	False	Cory Hendricks	4,623.74
02/28/2023	0	False	Nicholas Schulgen	3,005.52
02/28/2023	0	False	David Doucett	6,375.40
02/28/2023	0	False	Chase Smith	6,341.36
02/28/2023	0	False	Kim Stonebraker-W	4,281.79
02/28/2023	0	False	James Kaac	6,801.20
02/28/2023	0	False	Jason Weiss	9,473.90
02/28/2023	0	False	Nigel Draveling	7,226.61
02/28/2023	0	False	Dmitriy Vladis	4,409.25
02/28/2023	0	False	Christopher Werre	7,734.06
02/28/2023	0	False	Philip Bennett	6,418.44
02/28/2023	0	False	Jordan Jolley	2,657.11
02/28/2023	0	False	Justin Ren	4,855.17
02/28/2023	0	False	Jason Battles	6,379.34
02/28/2023	0	False	Neil MacVicar	2,990.43
02/28/2023	0	False	Jorge Orozco	4,915.14
02/28/2023	0	False	Roger Friesen	3,325.12
02/28/2023	0	False	Ryan Barnet	3,648.62
02/28/2023	0	False	Michael Chambless	4,782.64
02/28/2023	0	False	Kevin Aspy	3,250.37
02/28/2023	0	False	Lyle Beach	11,088.48
02/28/2023	0	False	Patrick Fry	3,521.70
02/28/2023	0	False	Jeffrey Hamlin	7,370.10
02/28/2023	0	False	Andrew Vining	3,584.80
02/28/2023	0	False	Hind Ahmed	3,766.18
02/28/2023	0	False	Thomas Holmes	10,004.29
02/28/2023	0	False	Alec Bagley	2,124.07
02/28/2023	0	False	Joan Quade	2,603.18
02/28/2023	0	False	Ryan Dalziel	3,764.87
02/28/2023	0	False	Jason George	8,018.96
02/28/2023	0	False	Kevin Halbert	3,279.28
02/28/2023	0	False	Timothy Barrett	2,920.81
02/28/2023	0	False	Donald Harris	7,574.42
02/28/2023	0	False	Kevin Snyder	5,827.64
02/28/2023	0	False	Kenneth Knowles	6,577.97
02/28/2023	0	False	Christopher Wilson	2,463.99
02/28/2023	0	False	Todd Shinn	5,787.74
02/28/2023	0	False	Matthew Hedger	6,287.01
02/28/2023	0	False	John Cooper	6,062.83
02/28/2023	0	False	Emily Artech	8,927.47
02/28/2023	0	False	Ashley Wragge	3,835.65
02/28/2023	0	False	Ilyse Treptow	3,577.66
02/28/2023	0	False	Jason Rogers	4,683.24
02/28/2023	0	False	Dylan Gamble	3,565.07
02/28/2023	0	False	Michael Bailey	8,172.31
02/28/2023	0	False	Jessica Rellamas	2,753.21
02/28/2023	0	False	Tylor Fischer	2,948.39
02/28/2023	0	False	Zachary Schumann	5,931.62
02/28/2023	0	False	Mark Correira	8,572.42
02/28/2023	0	False	Jacob Fouts	7,424.16
02/28/2023	0	False	Darby Summers	4,720.37
02/28/2023	0	False	Theresa Tozier	9,958.33
02/28/2023	0	False	Gregory Heath	3,155.46
02/28/2023	0	False	Albert Wolfe	6,580.45

02/28/2023	0	False	Nicholas Lathrop	6,172.85
02/28/2023	0	False	Matthew West	7,938.36
02/28/2023	0	False	William Wisham	8,606.19
02/28/2023	0	False	Robert Lasswell	8,213.23
02/28/2023	0	False	Benjamin Parker	8,332.30
02/28/2023	0	False	Peter O'Donnell	5,883.07

0.00

544,525.40

Total Employees:	110	544,525.40
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BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-028
March 13, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB23-028: Resolution No. 1638 Awarding the City Hall Stairs Repair Project to Purcell Painting & Coatings	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Adopt Resolution No. 1638 Awarding the City Hall Stairs Repair Project to Purcell Painting & Coatings	<input checked="" type="checkbox"/> Action Needed:
		<input type="checkbox"/> Motion
		<input type="checkbox"/> Ordinance
		<input checked="" type="checkbox"/> Resolution

DEPARTMENT:	Parks & Public Works		
STAFF:	Patrick Fry, Project Engineer		
COMMITTEE:	Parks & Public Works	Meeting Date: 03/7/2023	
COUNCIL LIAISON:	Bryan Holloway	Jo Johnson	Ethan Benson
EXHIBITS:	1. AB23-028x1a (Res. No. 1638) 2. AB23-028x1b (Contract) 3. AB23-028x2 (Scope of Work) 4. AB23-028x3 (Compensation) 5. AB23-028x4 (CIP Excerpts)		

AMOUNT OF EXPENDITURE	\$ 399,990
AMOUNT BUDGETED	\$ 960,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

SUMMARY STATEMENT

This Agenda Bill seeks approval to award Purcell Painting and Coatings for the repair of the rear stair tower at City Hall. After years of being exposed to the elements and the utilization of corrosive deicers, the City Hall Stairs are in need of repair. This agenda bill will allow the current structural steel to be repaired, while the concrete landings and paint will be replaced. A snow melt system is to be installed in the stairs to prevent the need for the use of corrosive deicers in the future and further extending the lifespan of the stair tower.

BACKGROUND

The City of Snoqualmie's 2023-2028 Capital Improvement Plan (CIP) identified the need to rehabilitate the City Hall back stairwell under the Facilities Maintenance Program. The budget allocated for the Facilities Program in the 2023-2024 biennium is \$960,000. The Fire Station Boiler project is also intended to utilize the

Facilities Program, which is expected to incur a cost of \$243,000. The cost for the City Hall Stairs Repair Project is to be \$399,990 including tax.

In the Summer of 2022, Parks and Public Works posted the City Hall Stairs project on the Builders Exchange for bids. A total of zero bids were received. Due to the lack of bids, staff identified a qualified contractor, Purcell Painting & Coatings, that could do the work. Engineers estimate for the work was \$369,000 pre-tax.

Therefore, Parks and Public Works seeks Council approval of awarding Purcell Painting & Coatings the City Hall Stairs Repair Project and authorize the mayor to sign the A&E Services Agreement.

BUDGET IMPACTS

Administration recommends approving a contract with Purcell Painting & Coatings in the amount of \$399,990 to commence and complete the repairs of the rear stair tower at City Hall. The 2023-24 Budget appropriates \$960,000 for this and other similar repair work through the Facilities Maintenance Program within the Non-Utilities Capital Fund (#310). Currently, \$23,480 is encumbered for an outstanding contract. With the addition of the Purcell Painting & Coatings contract, the remaining Biennial Budget appropriation is \$536,530.

Facilities Maintenance Program

2023-2024 Biennial Budget	
Beginning Budget	\$ 960,000
Expenditures	\$ -
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (23,480)
Current Available Budget	\$ 936,520
Value of this Purchase Order <i>(AB23-028)</i>	\$(399,990)
Available Budget after AB23-028	\$ 536,530

NEXT STEPS (FUTURE TASKS)

Following Council approval staff will work with the Mayor to execute the final contract agreement with Purcell Painting & Coatings. Work on the Stair tower will commence when weather permits.

RECOMMENDED ACTION

Move to adopt Resolution No. 1638 Awarding Purcell Paintings & Coatings the City Hall Stairs Repair Project and authorize the Mayor to sign.

RESOLUTION NO. 1638**A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON AWARDING A PUBLIC WORKS CONTRACT TO AND AUTHORIZING EXECUTION OF A PUBLIC WORKS CONTRACT WITH PURCELL PAINTING & COATINGS SOUTHWEST, INC. FOR THE CITY HALL STAIRS REPAIR PROJECT.**

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, pursuant to RCW 35A.40.210, procedures for any public work or improvement for code cities shall be governed by RCW 35.23.352; and

WHEREAS, pursuant to RCW 35.23.352(1), “if no bid is received on the first call the council or commission may readvertise and make a second call, or may enter into a contract without any further call”; and

WHEREAS, in the summer of 2022, the City advertised the City Hall Stairs Repair Project (“the Project”) for bid; and

WHEREAS, the City did not receive any bids; and

WHEREAS, the engineering firm on the Project, Otak, Inc., estimated the construction work to cost \$369,000; and

WHEREAS, City staff identified Purcell Painting & Coatings Southwest, Inc. (“Purcell”) as a qualified contractor who will perform the work for \$367,300 without tax and \$399,990 with Washington State Sales Tax; and

WHEREAS, Otak, Inc. has checked references and otherwise determined that Purcell meets the mandatory bidder responsibility criteria established under RCW 39.04.350 and RCW

39.06.020, and the supplemental bidder responsibility criteria included in the original bidding documents; and

WHEREAS, the Parks and Public Works Director and City Staff recommend award of this contract to Purcell Painting & Coatings Southwest, Inc. as a responsive, responsible bidder;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

Section 1. Determination of Responsible Contractor. Based on the foregoing recitals, which are hereby incorporated as findings of fact, Purcell Painting & Coatings Southwest, Inc. has met the responsibility criteria for the 2022 Sidewalk Repair & Replacement Project.

Section 2. Award of Public Works Contract. The contract for City Hall Stairs Repair Project is hereby awarded to Purcell Painting & Coatings Southwest, Inc. in accordance with the cost breakdown attached hereto as Exhibit A.

Section 3. Authorization for Contract Execution. The Mayor is authorized to execute a contract with Purcell Painting & Coatings Southwest, Inc. in substantially the form attached hereto as Exhibit B.

Passed, by the City Council of the City of Snoqualmie, Washington, this ____ day of _____, 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

Bob C. Sterbank, City Attorney

Section 00 05 00

AGREEMENT

City Hall Stairs Repair Project

THIS AGREEMENT is made on this _____, 2023 between the City of Snoqualmie ("City"), a municipal corporation located in the State of Washington and Purcell Paintings & Coatings Southwest, Inc. ("Contractor").

In consideration of the terms and conditions contained in this Contract and the requirements attached to it, the parties agree as follows:

1. Project. Contractor shall do all work and furnish all tools, materials, and equipment for the City's public works project known as the **City Hall Stairs Repair Project** at 38624 SE River St., Snoqualmie, WA 98065 ("Project") in accordance with the Contract Documents, which include this Agreement; Contractor's proposal, dated January 23, 2023, executed Performance and Payment Bond, executed Retainage Forms; the Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge and Municipal Construction, 2020 edition and such other manuals, standards, plans and guidelines referenced in said Standard Specifications, which are incorporated by reference and made a part of the Contract Documents, Technical Provisions, Site Plans Vol. II of II, Appendices _____, Addenda _____, and any project drawings or plans.
2. Work. The term Work, as used in this Contract, means the construction and services necessary or incidental to fulfill Contractor's obligations in conformance with this Contract.
3. Project Cost. The City shall pay Contractor three hundred sixty seven thousand three hundred dollars (**\$367,300**) plus Washington State sales tax of 8.9 percent for a total of three hundred ninety nine thousand nine hundred ninety dollars (**\$399,990**) ("Project Cost"). The Project Cost includes all costs associated with the Project, including, but not limited to labor, materials, overhead, administrative, and permit and regulatory costs, unless otherwise agreed to by the parties in writing. The Project Cost does not include Maintenance Costs identified separately in Section 16 below.
4. Payment Terms. The Project Cost shall be payable in the following manner: On or before the 26th day of each month, Contractor shall submit a detailed monthly pay application for all services provided describing in reasonable and understandable detail the work completed during the previous month, the progress of the work, and the requested payment in an amount proportionate to the work completed. The City shall pay the pay application within thirty (30) days after approval of the pay application, pursuant to the terms below:
 - a. In cases of single payment, the City shall make payment only after all appropriate releases are submitted.
 - b. In cases of multiple payments, the City shall retain monies as required by RCW 60.28 and pay the retainage as provided therein.
5. Equitable Adjustments. Contractor shall file a written notice for any equitable adjustment to the Project Cost within twenty-four (24) hours of the City's written change order or oral change order. No more than five (5) days thereafter, Contractor shall then file a written claim with the City, stating the amount claimed, supported by appropriate documentation. Failure to provide written notice and claim under

the terms of this Contract constitutes waiver of such claim. In no case, shall a claim for equitable adjustment be allowed if submitted after the Project has reached final acceptance by the City.

6. Completion Deadline/Liquidated Damages. Contractor shall commence work under this Contract upon receipt of notice to proceed from the City. The Project must be completed no later than December 31, 2023. If the Project is not completed by such date, then, because of the difficulty in computing the actual damages to the City arising from any delay in completing the Project work, it is agreed by the parties that Contractor shall pay the City \$500.00 for each calendar day that the work remains incomplete after expiration of the specified completion date. The parties agree that such amount represents a reasonable forecast of the actual damages the City will suffer by failure of the Contractor to complete the work within the agreed upon time. The execution of this Contract constitutes acknowledgement by the Contractor that the Contractor has ascertained and agrees that the City will actually suffer damages in the above amount.
7. Warranty. Contractor warrants that all materials and equipment shall be new unless otherwise specified, of good quality, and free from defective workmanship and materials. Contractor further warrants that the Work shall be free from defects in workmanship and material, and shall transfer to the City all written warranties related to the Work performed and equipment installed. Contractor guarantees payment of all obligations incurred in this Work until final acceptance of the Work and consistent with the Contract Documents.
8. Prevailing Wages. The Contractor shall pay prevailing wages as required and shall comply with RCW 39.12 and RCW 49.28. Notice of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of workers. At the completion of the Project, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification. Final payment on the Contract shall be withheld until the City receives certification from the Department of Labor and Industries that prevailing wage requirements have been satisfied.
9. Bond. Contractor shall provide a performance and payment bond for the faithful performance and payment of all its obligations under this Contract and in accordance with RCW 39.08.010. The performance bond shall remain in effect to guarantee the repair and replacement of defective equipment, materials, and workmanship and payment of damages sustained by the City on account of such defects, discovered within one (1) year after final acceptance by the City. If this Contract is for less than \$150,000, Contractor authorizes the City, in lieu of a bond, to retain 10% of the Contract amount for a period of thirty days after the date of final acceptance as provided for under RCW 39.08.010.
10. Indemnification. Contractor shall defend, indemnify, and hold harmless the City, its commissioners, officers, managers, employees, engineers, agents, and volunteers from and against all demands, claims, losses, injuries, damages, liabilities, suits, judgment, attorneys' fees and costs, and other expenses of any kind on account of, relating to, or arising out of Contractor's work under this Contract, except to the extent such injuries or damages are caused by the negligence of the City. For the purposes of this indemnification, Contractor specifically and expressly waives any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the parties. If a court of competent jurisdiction determines that this contract is subject to RCW 4.24.115, Contractor's obligation to defend, indemnify, and hold harmless the City, its officers, employees, agents and volunteers shall be limited to the extent of the City's negligence. The provisions of this paragraph shall survive the expiration or termination of this Contract.
11. Insurance. Contractor shall obtain, and keep in force during the term of this Contract, insurance policies as follows:

- a. Commercial General Liability. Limits no less than \$2,000,000 combined single limit per occurrence and \$5,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall be as broad as Insurance Services Office form number (CG 00 01) covering Commercial General Liability.
 - b. Automobile Liability Insurance. Limits no less than \$2,000,000 combined single limit per accident for bodily injury and property damage. Coverage shall be as broad as Insurance Services Office form number (CA 00 01) covering Business Auto Coverage, symbol 1 "any auto"; or the combination of symbols 2, 8, and 9.
 - c. Workers' Compensation. Statutory requirements of the State of residency. Coverage shall be at least as broad as Workers' Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this work by applicable Federal or "other States" State Law.
 - d. Employer's Liability or "Stop Gap". Coverage shall be at least as broad as the protection provided by the Workers Compensation policy Part 2 (Employers Liability) or, in states with monopolistic state funds, the protection provided by the "Stop Gap" endorsement to the general liability policy.
 - e. Explosion and Collapse, Underground Damage (XCU). Coverage shall apply for the same limits as the Commercial General Liability. Evidence of Insurance must specifically state coverage has not been excluded.
 - f. The insurance policies shall specifically name the City, its elected or appointed officials, officers, employees, and volunteers as insureds with regard to damages and defense of claims arising from (1) activities performed by or on half of the Contractor; or (2) products and completed operations of the Contractor; or (3) premises owned, leased, or used by the Contractor. Such policy shall also contain an endorsement or policy wording providing for not less than 30 days prior written notice to the City of any change, cancellation or expiration of such policy
 - g. The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to the City; and (3) shall state that the City will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.
 - h. Before commencing work and services, Contractor shall provide to the City a Certificate of Insurance evidencing the required insurance accompanied by endorsements as are necessary to comply with the requirements of this paragraph. The City reserves the right to request and receive a certified copy of all required insurance policies.
 - i. Any payment of deductible or self-insured retention shall be the sole responsibility of Contractor.
12. Job Safety/Housekeeping. All work done shall be done in a manner that minimizes interruptions or inconvenience to the public and/or City staff. All work shall be carried on with due regard for the safety of the public, and Contractor shall maintain strict compliance with the appropriate provisions relating to control of traffic and pedestrians through work areas as set forth in the Manual on Uniform Traffic and Control Devices (current edition) as adopted by the Washington State Department of Highways. Property and streets adjacent to the Project site shall be kept free and clear at all times from accumulations of mud, dirt, gravel, rock, and other matter. Contractor will be responsible for daily and final clean up and disposal of refuse, waste and debris produced by its operation. Refuse shall not be

permitted to accumulate to the extent that it interferes with free access to the Project site. Should the City determine Contractor is not fulfilling its obligation in this regard, the City reserves the right to take such action as may be necessary, and to charge Contractor with any costs that may be incurred in such remedial action.

13. Compliance with Codes and Regulations. Contractor is expected to comply with all applicable statutes in performing Project Work, including, but not limited to all state and local laws, regulations, codes and standards that are applicable at the time Contractor performs work.
14. Permits, Taxes, Temporary Functions. Contractor shall secure and pay for all permits, fees and licenses necessary for the performance of this Contract, including but not limited to a City of Snoqualmie business license. Contractor shall pay any and all federal, state and municipal taxes, including sales taxes, if any, for which Contractor may be liable in carrying out this Contract. Contractor shall be responsible for all temporary functions associated with its work, including but not limited to, lighting, wiring, protection, hoisting, scaffolding, rigging, flagman, drinking water, storage, ventilation and heat.
15. Termination. If Contractor: (1) fails to provide a sufficient number of properly skilled workers or a sufficient quantity of suitable materials or adequate equipment; (2) fails to diligently proceed with work according to the Project schedule; (3) causes, by act or omission, stoppage, delay, or interference of the work; (4) fails to correct or repair any damaged or defective work or materials; (5) fails to comply with any provisions of this Contract; (6) become insolvent or adjudged bankrupt; or (7) fails to make prompt payment to lower tier subcontractors or suppliers, then the City may terminate this Contract upon written notice to the Contractor.

16. General Provisions.

- a. Notices. Any notice or demand desired or required to be given under this Contract shall be in writing and deemed given when personally delivered, sent by facsimile machine, or deposited in the United States Mail (or with an express courier), postage prepaid, sent certified or registered mail, and addressed to the parties as set forth below or to such other address as either party shall have previously designated by such a notice:

City:

City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065
Attn: Michael Chambless, Director of Parks
and Public Works

Contractor:

Purcell Paintings & Coatings
6456 South 144th ST.
Tukwila, WA 98168
David Purcell

- b. Entire Agreement. This Contract and its attachments contain the entire understanding between the City and Contractor relating to the Project which is the subject of this Contract. This Contract merges all prior discussions, negotiations, letters of understanding or other promises whether oral or in writing. Subsequent modification or amendment of this Contract shall be in writing and signed by the parties to this Contract.
- c. Modification. No modification of this Contract and no waiver of rights under this Contract shall be valid or binding on the parties unless the same is in writing.

- d. Waiver. Waiver of any breach or default hereunder shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this Contract.
- e. Assignment. Neither party shall assign, transfer or otherwise dispose of this Contract in whole or in part to any individual, firm or corporation without the prior written consent of the other party. Any assignee or subcontractor approved by the City shall comply with all provisions of this Contract, including by way of example only and without limitation the requirements for payment of prevailing wage (Section 8), bond (Section 9), indemnification (Section 10) and insurance (Section 11). Subject to the provisions of the preceding sentence, this Contract shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto. This Contract is made only for the benefit of the City and the Contractor and successors in interest and no third party or person shall have any rights hereunder whether by agency or as a third party beneficiary.
- f. Severability. If any term, covenant or condition of this Contract is held by a court of competent jurisdiction to be invalid, the remainder of this Contract shall remain in effect.
- g. Dispute Resolution. If any dispute, controversy, or claim arises out of this Contract, the parties agree to first try to settle the dispute, controversy, or claim in non-binding mediation with the assistance of a recognized professional mediation service. The parties shall each designate a representative with full settlement authority who will participate in the mediation. The parties shall bear all expenses charged by the mediation service equally; the parties shall be responsible for their own attorneys' fees incurred as a result of mediation.
- h. Jurisdiction/Law. This Contract shall be governed by and construed in accordance with the laws of the State of Washington. Any suit to enforce or relating to this Contract shall be brought in King County Superior Court, King County, Washington.
- i. Attorneys' Fees. In the event that any party commences litigation against the other party relating to the performance, enforcement or breach of this Contract, the prevailing party in such action shall be entitled to all costs, including attorneys' fees and costs and any such fees or costs incurred on appeal.

CITY OF SNOQUALMIE ("CITY")

_____[INSERT
CONTRACTOR NAME HERE].

By _____
 Typed Name: Matthew Larson _____
 Its: Mayor _____
 Phone: _____
 Fax: _____
 Date: _____

By _____
 Typed Name _____
 Its _____
 Phone: _____
 Fax: _____
 Date: _____

WA Contractor's License No. _____

ATTACHMENT A

Project Plans and Specifications

January 23, 2023

Patrick Fry
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

RE: Proposal for Painting, Installing New Concrete, and Heat System at the North Stairwell at Snoqualmie City Hall

INCLUSIONS:

1. SSPC QP1, QP2 & QS1 Certifications.
2. Union Painters.
3. Containment as needed.
4. Climate control as needed.
5. Disposal of all concrete and debris.

EXCLUSIONS:

1. All work at the west ramp.
2. Repair and replacement of steel.
3. Additional labor cost for weekend work.
4. Installation of a snow and ice melt system at the ground level.

CONCRETE:

1. Removal of existing Concrete.
2. Installation of a snow and ice melt system at landings and steps.
3. Reinstallation of Concrete.
4. Install a urethane sealant at areas where steel and concrete transition.

STEEL:

1. SSPC-SP6/SP7, removal of salts before blasting.
2. Spot Prime: Series 394 @ 2.5-3.5 (MIO-ZINC).
3. Intermediate: Series 27FC @ 3-5 mils DFT.
4. Topcoat: Series 73 @ 3-5 mils DFT \$99 per gallon.

QUALIFICATIONS:

1. Access to water provided by others.
2. Work schedule is weather dependent.
3. Excluded is all work at the south ramp.

COST: \$367,300

1. Mobilization	\$35,000
2. Remove existing concrete	\$40,000
3. Prepare existing coating system	\$35,000
4. Install snow melting system	\$125,000
5. Install concrete	\$90,000
6. Install coatings	<u>\$42,300</u>
Subtotal	\$367,300
Tax 8.9%	<u>\$32,690</u>
Total	\$399,990

Submitted by;



Dave Purcell Sr.



FACILITIES CAPITAL PROJECT OR PROGRAM

FACILITIES MAINTENANCE PROGRAM

CIP Project ID: FAC21002CIP

Department: Parks

Current Program Budget: \$1,896,000

Project Status: Other

Project Location: Multiple Locations

Years Project in CIP: Ongoing Capital Program

Project Contact: Michael Chambless

Contact Email: mchambless@snoqualmiewa.gov

Description:

This program is responsible for ensuring that City facilities are properly maintained and can achieve their useful life as originally designed. Over the next biennium, the City intends to cover and/or rehabilitate the City Hall back stairwell, replace and/or install a new boiler at the Fire Station, install server room power upgrades, conduct a parking review for the police station, and begin planning for a new covered Parks & Public Works operations and storage facility. Additional projects include remodeling old library, air conditioners for City Hall, and exterior painting for several buildings.

Community Impact:

The intent of this program is to preserve and maintain City facilities.

Photo or Map:



Operating Impact:

This program does not require changes to the operating environment or budget. It is anticipated that there will be savings as a result of all of these projects through reduced injury claims, better energy efficiency, and lengthened service life of capital assets. However, the amount of these potential savings is unknown at this time.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	4%	\$ 76,516	\$ 31,898	\$ 9,477	\$ 9,670	\$ 9,777	\$ 9,694	\$ 6,000	
Construction	85%	\$ 1,616,977	\$ 637,967	\$ 189,549	\$ 193,390	\$ 195,533	\$ 193,873	\$ 206,666	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 80,849	\$ 31,898	\$ 9,477	\$ 9,670	\$ 9,777	\$ 9,694	\$ 10,333	
Labor	6%	\$ 106,355	\$ 31,857	\$ 9,601	\$ 11,337	\$ 13,958	\$ 21,801	\$ 17,801	
Art	1%	\$ 15,303	\$ 6,380	\$ 1,895	\$ 1,934	\$ 1,955	\$ 1,939	\$ 1,200	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 1,896,000	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$1,896,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 1,896,000	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000
TOTAL	\$ 1,896,000	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000

Fiscal

TOTAL FUNDING SOURCES: \$1,896,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-033
March 7, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB23-033: Resolution 1637 Designating the Risk manager as the agent to receive claims.	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Adopt Resolution 1637 Designating the Risk manager as the agent to receive claims.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

DEPARTMENT:	Legal		
STAFF:	Bob Sterbank, City Attorney		
COMMITTEE:	Finance & Administration	Meeting Date: March 7, 2023	
COUNCIL LIAISON:	Bryan Holloway	James Mayhew	Rob Wotton
EXHIBITS:	N/A		

SUMMARY

BACKGROUND

This Agenda Bill seeks to update the claims agent to the Risk Manager. The legislature has adopted EHB 1530 amending RCW 4.96.020, which amendment requires the governing body of each local government entity to appoint an agent to receive any claim for damages made under chapter 4.96 RCW. Resolution No. 617 was adopted on September 24, 2001, the Snoqualmie City Council appointed the City Clerk to serve as the agent to receive claims for damages made under Ch. 4.96 RCW. The Risk Manager is currently the delegate for processing claims with Washington Cities Insurance Authority and not the City Clerk, therefore the claims agent should be updated to reflect the proper WCIA delegate as agent for processing claims.

RECOMMENDED ACTION

Move to adopt Resolution 1637 designating the Risk Manager as claims agent for the City of Snoqualmie.

RESOLUTION NO. 1637

**A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON,
DESIGNATING THE RISK MANAGER AS THE AGENT OF THE CITY TO
RECEIVE CLAIMS MADE PURSUANT TO CHAPTER 4.96 RCW AND
AUTHORIZING RECORDING OF A NOTICE OF SUCH APPOINTMENT**

WHEREAS, the legislature has adopted EHB 1530 amending RCW 4.96.020, which amendment requires the governing body of each local government entity to appoint an agent to receive any claim for damages made under chapter 4.96 RCW, and

WHEREAS, by adoption of Resolution No. 617 on September 24, 2001, the Snoqualmie City Council appointed the City Clerk to serve as the agent to receive claims for damages made under Ch. 4.96 RCW; and

WHEREAS, claims for damages are currently handled by the City's Risk Manager; and

WHEREAS, the City Council wishes to change the designated agent, and appoint the Risk Manager or designee as agent to receive claims against the City, now, therefore, be it

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY
COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:**

Section 1. The Risk Manager or designee is hereby designated as the agent of the City of Snoqualmie to receive all claims for damages made under chapter 4.96 RCW.

Section 2. The Risk Manager or designee is hereby authorized and directed to prepare a notice containing the identity of the agent and the address where he or she may be reached during the normal business hours, and to record such notice with the auditor of the King County. The Risk Manager or designee is further authorized to prepare and make available the tort claim form on which notice of claims for damages against the

City are to be presented, along with instructions on when and how the form is to be presented, including delivery in person or via regular, registered or certified mail, as well as electronically through the City website portal for submission of claims; and the name, address, and business hours of the Risk Manager; and any other information required by RCW 4.96.020(3)(c), as it currently exists or as it may hereafter be amended.

Section 3. Upon the effective date of this Resolution, Resolution No. 617 is repealed and of no further force or effect.

Passed by the City Council of the City of Snoqualmie, Washington, this 13 day of March, 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

Bob C. Sterbank, City Attorney



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-032
March 13, 2023
Ordinance

Item 8.

AGENDA BILL INFORMATION

TITLE:	AB23-032: Vehicle Trespass	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Ordinance 1275 in order to hold suspects criminally accountable for their actions by creating a misdemeanor level offense.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Perry Phipps	2/6/2023
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	2/16/2023
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

DEPARTMENT:	Police		
STAFF:	Brian Lynch, Police Captain		
COMMITTEE:	Public Safety	COMMITTEE DATE: February 21, 2023	
MEMBERS:	Cara Christensen	Rob Wotton	Ethan Benson
EXHIBITS:	1. Draft Ordinance 1275		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

The purpose of the proposed ordinance is to allow the City of Snoqualmie Police Department, by a misdemeanor level offense, to hold suspects criminally responsible.

LEGISLATIVE HISTORY

The Washington State Revised Code of Washington (RCW) for possession of a stolen vehicle requires only the proof that a suspect was in possession of a stolen vehicle. The King County Prosecutor's filing standards add several other requirements before an affirmative charging decision is made, including the requirement of evidence that showed the suspect had knowledge that the vehicle was stolen before possessing it. This addition to city code would allow those suspects found in possession of a stolen vehicle to still be held accountable when the additional requirements listed in the King County Prosecutors Office (KCPO) filing standards cannot be met

BACKGROUND

According to the Puget Sound Auto Theft Task Force, Washingtonians reported 41,330 vehicles stolen between January and November of 2022. Every day, roughly 132 vehicles are stolen in the State of Washington.

ANALYSIS

There has been an increase in prosecutor declines since 2021.

NEXT STEPS**PROPOSED ACTION**

March 13, 2023: First Reading of Ordinance 1275.

March 27, 2023: Second Reading of Ordinance 1275. MOVE to adopt Ordinance 1275 Vehicle Trespass.

ORDINANCE NO. 1275

**AN ORDINANCE OF THE CITY OF SNOQUALMIE,
WASHINGTON, AMENDING SNOQUALMIE MUNICIPAL
CODE CHAPTER 9.54 “VEHICLE TRESPASS” AND
SECTION 9.82.010, “ADOPTION OF STATE LAW BY
REFERENCE”; AND PROVIDING FOR
SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, according to the annual Crime in Washington report issued by the Washington Association of Sheriffs and Police Chiefs (WASPC) in July of 2022, motor vehicle theft in Washington increased by 27.3 percent and theft of motor vehicle parts increased by 100 percent in 2021; and

WHEREAS, due to limited resources, not all motor vehicle theft and felony level theft of motor vehicle parts cases can be prosecuted as felonies; and

WHEREAS, RCW 9A.56.063 criminalizes making or possessing motor vehicle theft tools as a gross misdemeanor; and

WHEREAS, many cities criminalize vehicle trespass to allow their prosecutor to file charges against an individual who knowingly enters or remains unlawfully in a vehicle that belongs to another in circumstances that either do not arise to the level or are not pursued as felony motor vehicle theft charges; and

WHEREAS, in order to help combat rising motor vehicle theft and theft of motor vehicle parts, the City Council desires to amend Chapter 9.54 SMC, to adopt a new section criminalizing vehicle trespass and to adopt by reference RCW 9A.56.063, criminalizing making or possessing motor vehicle theft tools;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE,
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

Section 1. SMC Section 9.58.010 Adopted. Chapter 9.54 of the Snoqualmie Municipal

Code is hereby amended to read as follows:

Chapter 9.54 Vehicle Trespass

SMC 9.58.010 Vehicle trespass.

A. A person is guilty of vehicle trespass if they knowingly enter, attempt to enter or remain unlawfully in a vehicle that belongs to another.

B. As used in this section:

1. The word “enter” shall include the entrance of the person, or the insertion of any part of their body, or any instrument or weapon held in their hand.

2. A person enters or remains unlawfully in or upon a vehicle when they are not licensed, invited, or otherwise privileged to so enter or remain.

C. Vehicle trespass under this section is a misdemeanor, punishable by up to 90 days in jail and up to a \$1,000 fine, or by both such fine and imprisonment.

Section 2. SMC Section 9.82.010 Amended. Section 9.82.010 of the Snoqualmie

Municipal Code is hereby amended to read as follows:

9.82.010 Adoption of state law by reference.

A. The following sections of the Revised Code of Washington as they now exist or may hereafter be amended, renumbered or recodified, whether in the same or different section, chapter or title of the Revised Code of Washington, are hereby adopted by reference as a part of the Snoqualmie criminal code which is established in all respects as though such sections were set forth herein in full; and further provided, the inclusion of section captions is for convenience in identifying the subject of code sections only, and any error therein shall not affect the validity of the adoption by reference of the section so adopted:

RCW

7.105.010 Definitions.

7.105.450 Enforcement and penalties—Other than antiharassment protection orders and extreme risk protection orders.

7.105.455 Enforcement and penalties—Antiharassment protection orders.

7.105.460 Enforcement and penalties—Extreme risk protection orders—False petitions.

7.105.465 Enforcement and penalties—Knowledge of order.

- 7.105.470 Enforcement—Prosecutor assistance.
- 7.105.550 Orders under this and other chapters—Enforcement and consolidation—Validity and enforcement of orders under prior chapters.
- 7.105.560 Title to real estate—Effect of chapter.
- 7.105.565 Proceedings additional—Filing of criminal charges not required.
- 7.105.570 Other authority retained.
- 7.105.575 Liability.
- 9.01.130 Sending letter, when complete.
- 9.03.010 Abandoning, discarding refrigeration equipment.
- 9.03.020 Permitting unused equipment to remain on premises.
- 9.03.040 Keeping or storing equipment for sale.
- 9.04.050 False, misleading, deceptive advertising.
- 9.04.070 False, misleading, deceptive advertising—Penalty.
- 9.08.020 Diseased animals.
- 9.08.070 Pet animals—Taking, concealing, injuring, killing, etc.—Penalty.
- 9.16.040 Displaying goods with false trademark.
- 9.26A.120 Fraud in operating coin-box telephone or other receptacle.
- 9.26A.130 Penalty for manufacture or sale of slugs to be used for coin.
- 9.40.100 Tampering with fire alarm or firefighting equipment—False alarm—Penalties.
- 9.41.010 Definitions.
- 9.41.050 Carrying firearms.
- 9.41.060 Exceptions to restrictions on carrying firearms.
- 9.41.070 Concealed pistol license—Application—Fee—Renewal.

9.41.080	Delivery to ineligible persons.
9.41.100	Dealer licensing and registration required.
9.41.120	Firearms as loan security.
9.41.140	Alterations of identifying marks—Exceptions.
9.41.170	Alien's license to carry firearms—Exceptions.
9.41.230	Aiming or discharging firearms, dangerous weapons.
9.41.240	Possession of pistol by person from eighteen to twenty-one.
9.41.250	Dangerous weapons—Penalty.
9.41.260	Dangerous exhibitions.
9.41.270	Weapons apparently capable of producing bodily harm—Unlawful carrying or handling—Penalty—Exceptions.
9.45.062	Failure to deliver leased property—Requisites for prosecution—Construction.
9.45.070	Mock auctions.
9.45.080	Fraudulent removal of property.
9.45.090	Knowingly receiving fraudulent conveyance.
9.61.230	Telephone harassment.
9.61.240	Telephone harassment—Permitting telephone to be used.
9.61.250	Telephone harassment—Offense, where deemed committed.
9.62.010	Malicious prosecution.
9.66.010	Public nuisance.
9.66.020	Unequal damage.
9.66.030	Maintaining or permitting nuisance.
9.66.040	Abatement of nuisance.

9.66.050	Deposit of unwholesome substance.
9.68.015	Obscene literature, shows, etc.—Exemptions.
9.68.030	Indecent articles, etc.
9.68.050	“Erotic material”—Definitions.
9.68.060	“Erotic material”—Determination by court—Labeling—Penalties.
9.68.070	Prosecution for violation of RCW 9.68.060—Defense.
9.68.080	Unlawful acts.
9.68.090	Civil liability of wholesaler or wholesaler-distributor.
9.68.100	Exceptions to RCW 9.68.050 through 9.68.120.
9.68.110	Motion picture operator or projectionist exempt, when.
9.68.120	Provisions of RCW 9.68.050 through 9.68.120 exclusive.
9.68.130	“Sexually explicit material”—Defined—Unlawful display.
9.73.020	Opening sealed letter.
9.86.010	“Flag,” etc., defined.
9.86.020	Improper use of flag prohibited.
9.86.030	Desecration of flag.
9.86.040	Application of provisions.
9.86.050	Penalty.
9.91.020	Operating railroad, steamboat, vehicle, etc., while intoxicated.
9.91.060	Leaving children unattended in parked automobile.
9A.04.100	Proof beyond a reasonable doubt.
9A.04.110	Definitions.
9A.08.010	General requirements of culpability.

9A.08.020	Liability for conduct of another—Complicity.
9A.12.010	Insanity.
9A.16.010	Definitions.
9A.16.020	Use of force—When lawful.
9A.16.060	Duress.
9A.16.070	Entrapment.
9A.16.080	Action for being detained on mercantile establishment or premises for investigation—“Reasonable grounds” as defense.
9A.16.090	Intoxication.
9A.16.100	Use of force on children—Policy—Actions presumed unreasonable.
9A.28.020	Criminal attempt.
9A.28.030	Criminal solicitation.
9A.28.040	Criminal conspiracy.
9A.36.041	Assault in the fourth degree.
9A.36.050	Reckless endangerment.
9A.36.070	Coercion.
9A.46.020	Definitions—Penalties.
9A.46.030	Place where committed.
9A.46.040	Court-ordered requirements upon person charged with crime—Violation.
9A.46.050	Arraignment—No-contact order.
9A.46.060	Crimes included in harassment.
9A.46.070	Enforcement of order restricting contact.
9A.46.080	Order restricting contact—Violation.

9A.46.090	Nonliability of peace officer.
9A.46.100	“Convicted,” time when.
9A.46.910	Severability.
9A.48.090	Malicious mischief in the third degree.
9A.48.100	Malicious mischief—“Physical damage” defined.
9A.52.010	Definitions.
9A.52.060	Making or having burglar tools.
9A.52.070	Criminal trespass in the first degree.
9A.52.080	Criminal trespass in the second degree.
9A.52.090	Criminal trespass—Defenses.
9A.52.100	Vehicle prowling in the second degree.
9A.56.010	Definitions.
9A.56.020	Theft—Definitions, defenses.
9A.56.050	Theft in the third degree.
9A.56.060	Unlawful issuance of checks or drafts.
<u>9A.56.063</u>	<u>Making or possessing motor vehicle theft tools.</u>
9A.56.100	Theft and larceny equated.
9A.56.170	Possessing stolen property in the third degree.
9A.56.180	Obscuring the identity of a machine.
9A.76.010	Definitions.
9A.76.020	Obstructing a law enforcement officer.
9A.76.030	Refusing to summon aid for a peace officer.
9A.76.040	Resisting arrest.

9A.76.050	Rendering criminal assistance—Definition of term.
9A.76.060	Relative defined.
9A.76.080	Rendering criminal assistance in the second degree.
9A.76.090	Rendering criminal assistance in the third degree.
9A.76.100	Compounding.
9A.76.130	Escape in the third degree.
9A.84.010	Criminal mischief.
9A.84.020	Failure to disperse.
9A.84.030	Disorderly conduct.
9A.84.040	False reporting.
9A.88.010	Indecent exposure.
9A.88.030	Prostitution.
9A.88.050	Prostitution—Sex of parties immaterial—No defense.
9A.88.090	Permitting prostitution.
10.99.020	Definitions.
10.99.030	Law enforcement officers—Training, powers, duties—Domestic violence reports.
10.99.035	Law enforcement agencies—Domestic violence records.
10.99.040	Duties of court—No-contact order.
10.99.045	Appearances by defendant—Defendant’s history—No-contact order.
10.99.050	Victim contact—Restriction, prohibition—Violation, penalties—Written order—Procedures—Notice of change.
10.99.055	Enforcement of orders.
10.99.060	Prosecutor’s notice to victim—Description of available procedures.

- 10.99.070 Liability of peace officers.
- 10.99.080 Penalty assessment.
- 10.99.100 Sentencing—Factors—Defendant’s criminal history.
- 10.99.900 Severability.
- 28A.635.020 Willfully disobeying school administrative personnel or refusing to leave public property, violations, when—Penalty.
- 28A.635.030 Disturbing school, school activities or meetings—Penalty.
- 28A.635.090 Interference by force or violence—Penalty.
- 28A.635.100 Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful—Penalty.
- 28A.635.110 Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful—Penalty.
- 28A.635.120 Violations under RCW 28A.635.090 and 28A.635.100—Penalty.
- 66.44.010 Local officers to enforce law—Authority of board—Liquor enforcement officers.
- 66.44.040 Sufficiency of description of offenses in complaints, informations, process, etc.
- 66.44.050 Description of offense in words of statutes—Proof required.
- 66.44.060 Proof of unlawful sale establishes prima facie intent.
- 66.44.070 Certified analysis is prima facie evidence of alcoholic content.
- 66.44.080 Service of process on corporation.
- 66.44.090 Acting without license.
- 66.44.100 Opening or consuming liquor in public place—Penalty.
- 66.44.120 Unlawful use of seal.
- 66.44.130 Sales of liquor by drink or bottle.

- 66.44.140 Unlawful sale, transportation of spirituous liquor without stamp or seal—
Unlawful operation, possession of still or mash.
- 66.44.150 Buying liquor illegally.
- 66.44.160 Illegal possession, transportation of alcoholic beverages.
- 66.44.170 Illegal possession of liquor with intent to sell—Prima facie evidence, what
is.
- 66.44.175 Violations of law.
- 66.44.180 General penalties—Jurisdiction for violations.
- 66.44.200 Sales to persons apparently under the influence of liquor—Purchases or
consumption by persons apparently under the influence of liquor on
licensed premises—Penalty—Notice—Separation of actions.
- 66.44.210 Obtaining liquor for ineligible person.
- 66.44.240 Drinking in public conveyance—Penalty against carrier—Exception.
- 66.44.250 Drinking in public conveyance—Penalty against individual—Restricted
application.
- 66.44.270 Furnishing liquor to minors—Possession, use—Penalties—Exhibition of
effects—Exceptions.
- 66.44.280 Minor applying for permit.
- 66.44.290 Minor purchasing or attempting to purchase liquor—Penalty.
- 66.44.300 Treats, gifts, purchases of liquor for or from minor, or holding out minor
as at least twenty-one, in public place where liquor sold.
- 66.44.310 Minors frequenting off-limits area—Misrepresentation of age—Penalty—
Classification of licensees.
- 66.44.316 Certain persons eighteen years and over permitted to enter and remain
upon licensed premises during employment.
- 66.44.320 Sales of liquor to minors a violation.
- 66.44.325 Unlawful transfer to minor of age identification.

66.44.328	Preparation or acquisition and supply to persons under age twenty-one of facsimile of official identification card—Penalty.
69.50.101	Definitions.
69.50.102	Drug paraphernalia—Definitions.
69.50.201	Enforcement of chapter—Authority to change schedules of controlled substances.
69.50.202	Nomenclature.
69.50.203	Schedule I tests.
69.50.204	Schedule I.
69.50.205	Schedule II tests.
69.50.206	Schedule II.
69.50.207	Schedule III tests.
69.50.208	Schedule III.
69.50.209	Schedule IV tests.
69.50.210	Schedule IV.
69.50.211	Schedule V tests.
69.50.212	Schedule V.
69.50.213	Republishing of schedules.
69.50.302	Registration requirements.
69.50.306	Records of registrants.
69.50.307	Order forms.
69.50.308	Prescriptions.
69.50.309	Containers.
69.50.401	Prohibited acts: A—Penalties.

- 69.50.402 Prohibited acts: B—Penalties.
- 69.50.403 Prohibited acts: C—Penalties.
- 69.50.404 Penalties under other laws.
- 69.50.405 Bar to prosecution.
- 69.50.406 Distribution to persons under age eighteen.
- 69.50.407 Conspiracy.
- 69.50.408 Second or subsequent offenses.
- 69.50.410 Prohibited acts: D—Penalties.
- 69.50.412 Prohibited acts: E—Penalties.
- 69.50.425 Misdemeanor violations—Minimum imprisonment.
- 69.50.500 Powers of enforcement personnel.
- 69.50.505 Seizure and forfeiture.
- 69.50.506 Burden of proof; liabilities.
- 69.50.509 Search and seizure of controlled substances.
- 69.50.601 Pending proceedings.
- 69.50.605 Severability.
- 70.54.010 Polluting water supply—Penalty.
- 70.54.020 Furnishing impure water—Penalty.
- 70.54.030 Pollution of watershed of city in adjoining state—Penalty.
- 77.16.250 Loaded firearms in vehicles.
- 77.16.260 Shooting firearms from public highways.

B. Notwithstanding the RCW sections that are specifically adopted by reference in this code, all RCW sections that constitute misdemeanors or gross misdemeanors and the RCW sections necessary for the investigation, arrest, prosecution, sentencing, confinement and

enforcement of misdemeanors or gross misdemeanors are hereby adopted by reference as currently enacted or as they may hereafter be amended or recodified and shall be given the same force and effect as if fully set forth herein.

C. **Penalty Imposed.** Violation of any of the RCW sections adopted in subsection B of this section shall be a misdemeanor or gross misdemeanor, as may be specified in the subsection adopted, and upon conviction thereof shall be punished in the manner as set forth in the Snoqualmie Municipal Code. Any subsection adopted for which no penalty is specified in that subsection or other adopted subsection, or which is not otherwise expressly classified as a civil infraction or gross misdemeanor, shall constitute a misdemeanor as provided in SMC Section 9.82.020(A).

Section 3. 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 4. Effective Date. This ordinance shall be effective five (5) days after passage and publication, as provided by law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

Section 5. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

ADOPTED BY the City Council of the City of Snoqualmie this ___ day of March, 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

Bob Sterbank, City Attorney



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-034
March 13, 2023
Committee Report

Item 9.

AGENDA BILL INFORMATION

TITLE:	AB23- 034 Purchase of Centennial Fields – Inclusive Park Play Equipment.	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Resolution No. 1639 Approving Purchase Order of Inclusive Park Play Equipment and Features	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Mike Chambless	Click or tap to enter a date.
	Finance	Drew Bouta	3/2/2023
	Legal	Anna Astrakhan	Click or tap to enter a date.
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

DEPARTMENT:	Parks & Public Works		
STAFF:	Dylan Gamble		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: March 7, 2023	
MEMBERS:	Ethan Benson	Bryan Holloway	Jo Johnson
EXHIBITS:	1. Resolution No. 1639 2. Sourcewell Documentation 3. Purchase Order with Landscape Structures 4. Centennial Fields – Inclusive Park Designs		

AMOUNT OF EXPENDITURE	\$ 606,230
AMOUNT BUDGETED	\$ 876,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This agenda bill seeks approval of a purchase order with Landscape Structures, Inc. for Centennial Fields Inclusive Park before the selection of the installation and site preparation contractor. Purchasing the equipment directly from the supplier allows the City to confirm the purchase and delivery date of the equipment as well as reduce costs incurred by a contractor-upcharges from equipment purchase.

LEGISLATIVE HISTORY

Council approved the creation of a \$976,000 Inclusive Playground at Centennial Park during the 2023-2028 Capital Improvement Plan. The entire project is scheduled to be completed in 2023.

BACKGROUND

The All-Inclusive Playground project proposes to improve a group of 3 play areas at Centennial Fields Park, totaling 10,000 sq ft., providing facilities designed for inclusive play regardless of ability, age, or comfort-level. Improvements will provide ramps and surfacing to improve wheelchair access; play equipment for those dealing with mobility-impairments (spinal muscular atrophy, cerebral palsy); as well as “tactile” and musical play equipment for both autistic and sight-impaired youth. The improvements will be located next to Snoqualmie Elementary School (SES), housing the Special Education Team for the school district servicing over 500 elementary level students, extending potential playground benefits district-wide.

The Centennial Park Inclusive Playground improvements have received several sources of funding including King County, Recreation and Conservation Office of Washington State, and private donations coordinated by the local Kiwanis group.

ANALYSIS

Staff recommends authorizing purchase of Centennial Fields Play equipment directly by the City. The proposed action is predicted to save the City approximately 15-25% on the equipment purchase cost. This upcharge is a common practice in construction bidding projects. Having the City purchase the equipment directly should reduce the overall cost of the project. In addition, supply chain difficulties and shipping limitations can delay the delivery of the equipment due to bidding and contracting of the contractor. Allowing City staff to make the purchase before contractor bidding will allow the City to confirm that play equipment will be delivered in the appropriate time window for the proposed Summer construction. Waiting on contractor purchase of the equipment could result in equipment delivery delays into the Fall, as late as October. Staff has confirmed that supplier and manufacturing storage and delivery will be sufficient to maintain the timeline of the project.

For the purchase of the playground play equipment the City is utilizing the Sourcewell purchasing and service cooperative. The use of Sourcewell is consistent with the City’s procurement policies under SMC 2.90.020. The City has used Sourcewell in the past, most recently when purchasing the Fire Pumper Truck. The benefits of purchasing through Sourcewell include pre-qualification of vendors, streamlined procurement, and reduced pricing.

BUDGET IMPACTS

Administration recommends approving a purchase order with Landscape Structures in the amount of \$606,230 to procure play equipment for the Centennial Fields All-Inclusive Playground Project. The City incorporated this project into the 2023-2028 Capital Improvement Plan (CIP) with a life-of-project budget of \$976,000 and a budget of \$876,000 in the current 2023-24 Biennial Budget. When accounting for the value of this contract, which is the only equipment purchase for the project, current year design expenditures, and the outstanding value of contracts started in the previous biennium, the City has a remaining project budget of \$252,090 (please see the table below or on the next page). Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (Non-Utilities Capital Fund #310) to fund the contract.

All-Inclusive Playground Project

	Life-of-Project Budget <i>(Multiple Bienniums)</i>	2023-2024 Biennial Budget
Beginning Budget	\$ 976,000	\$ 876,000
Expenditures	\$ (25,077)	\$ (2,040)
Outstanding Contract Value <i>(Original Contract: \$34,000)</i>	\$ (15,640)	\$ (15,640)
Current Available Budget	\$ 935,283	\$ 858,320
 Value of this Contract <i>(AB23-034)</i>	 \$ (606,230)	 \$ (606,230)
Available Budget after AB23-034	\$ 329,053	\$ 252,090

NEXT STEPS

Following adoption of the resolution and purchase order will be executed by Landscape Structures, Inc. and the Mayor. Following approval of the purchase Parks and Public Works will work to get the construction and site preparation of Centennial Fields Inclusive Park out to bid to ensure construction in the Summer of 2023.

PROPOSED ACTION

Adopt Resolution No. 1639 approving a purchase order with Landscape Structures Inc. for Centennial Fields – Inclusive Park Play Equipment.

RESOLUTION NO. 1639

A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON AWARDING A CONTRACT FOR CENTENNIAL FIELDS PARK ALL-INCLUSIVE PLAYGROUND EQUIPMENT TO LANDSCAPE STRUCTURES, INC.

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, pursuant to RCW 39.34.030 and guidance from the Office of the Washington State Auditor, local government agencies may use another public agency's active contract for purchases of products, services or public works as long as the "awarding agency" follows its own bid requirements and posts the bid or solicitation notice on a website for purposes of public notice; and

WHEREAS, Snoqualmie Municipal Code Section 2.90.020 allows the purchase of materials, supplies and equipment (including capital equipment) through a purchasing cooperative, interlocal agreement or formal competitive bid; and

WHEREAS, Sourcewell is a State of Minnesota local government agency and service cooperative that provides centralized procurement services to participating agencies; and

WHEREAS, the City of Snoqualmie is a participating agency of the Sourcewell service cooperative; and

WHEREAS, on November 10, 2020, Sourcewell published a Request for Proposal (RFQ #010521) for Playground and Water Play Equipment with Related Accessories and Services, and received proposals from 25 vendors; and

WHEREAS, Sourcewell's Proposal Evaluation Committee evaluated and ranked the 25 vendors according to criteria that included, among other things, pricing, warranty, and conformance to RFP requirements, and recommended an award of a Sourcewell contract to the 6 highest-ranked vendors; and

WHEREAS, Landscape Structures, Inc. was one of the top two ranked vendors; and

WHEREAS, Sourcewell has a contract with Landscape Structures, Inc. for playground and water play equipment under Solicitation Number RFP #010521, for a term that runs through February 17, 2025; and

WHEREAS, Sourcewell followed all bidding requirements in issuing RFP #010521 and posted it on its website for purpose of public notice; and

WHEREAS, City Staff and the Parks and Events Commission recommend Landscape Structures, Inc. as the preferred vendor; and

WHEREAS, the City Council of the City of Snoqualmie has determined that it is in the interest of the City and its residents to use the Sourcewell contract with Landscape Structures, Inc. for the Centennial Fields Park All-Inclusive Playground,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Snoqualmie, Washington as follows:

Section 1. The purchase order contract for the Centennial Fields Park All-Inclusive Playground Equipment is awarded to Landscape Structures, Inc.

Section 2. The Mayor is authorized to execute a purchase order in the amount of \$606,229.84 with Landscape Structures, Inc.

PASSED by the City Council of the City of Snoqualmie, Washington, this ____ day of _____, 2023

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

Bob C. Sterbank, City Attorney

**Solicitation Number: RFP #010521****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Landscape Structures Inc., 601 7th St. S., Delano, MN 55328 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Playground and Water Play Equipment with Related Accessories and Services from which Vendor was awarded a contract.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires February 17, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 14 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable

time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcwell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcwell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcwell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcwell Price and Product Change Request Form to the assigned Sourcwell Contract Administrator. This form is available from the assigned Sourcwell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcwell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing

restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. **BUSINESS REVIEWS.** Vendor must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. **ADMINISTRATIVE FEE.** In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Vendor's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

D. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

E. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their

respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. LIABILITY

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

12. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.
 - b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.
3. *Use; Quality Control.*

- a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.
 - b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.
 - c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.
4. As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.
5. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Vendor will maintain coverage for all claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Vendor's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance

maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government.

The following list only applies when a Participating Entity accesses Vendor's Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40

hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any

agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.


K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

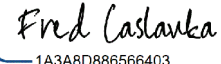
22. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.


Sourcewell

DocuSigned by:

By: C0FD2A139D06489...
Jeremy Schwartz
Title: Director of Operations &
Procurement/CPO
Date: 2/15/2021 | 10:32 PM CST

Landscape Structures Inc.

DocuSigned by:

By: 1A3A8D886566403...
Fred Caslavka
Title: Chief Financial Officer
Date: 2/15/2021 | 11:44 AM PST

Approved:

DocuSigned by:

By: 7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO
Date: 2/15/2021 | 10:43 PM CST

RFP 010521 - Playground and Water Play Equipment with Related Accessories and Services

Vendor Details

Company Name: Landscape Structures Inc.

Does your company conduct business under any other name? If yes, please state: No

Address: 601 7th Street S.
Delano, MN 55328

Contact: Elaine Harkess

Email: elaineharkess@playlsi.com

Phone: 763-972-5243

Fax: 763-972-3185

HST#: 41-0971842

Submission Details

Created On: Friday November 20, 2020 15:44:26

Submitted On: Tuesday January 05, 2021 14:56:03

Submitted By: Elaine Harkess

Email: elaineharkess@playlsi.com

Transaction #: 9a53de68-bd30-44d7-924d-6248bbd8d68b

Submitter's IP Address: 96.39.128.58

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark “NA” if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (and applicable d/b/a, if any):	Landscape Structures Inc.	*
2	Proposer Address:	601 7th ST S Delano, MN 55328	*
3	Proposer website address:	https://www.playlsi.com/	*
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Fred Caslavka Chief Financial Officer 601 7th ST S Delano, MN 55328 fredcaslavka@playlsi.com 763-972-5362	*
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Elaine Harkess Contract Administrator 601 7th ST S Delano, MN 55328 elaineharkess@playlsi.com 763-972-5243	*
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	David Smith Vice President of Sales 601 7th ST S Delano, MN 55328 DavidSmith@playlsi.com 763-972-5205	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
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7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Landscape Structures celebrates its 50th Anniversary in 2021. Our vision is to be the industry leader in innovation and operational excellence, have the best sales consultants and be the most highly recognized manufacturer of commercial playground equipment. We strive to offer world class service and products with our continuous improvement processes, and values-based employee culture.</p> <p>Landscape Structures was founded in 1971 by Steve King and Barb King (1947-2008). Steve is a landscape architect with a keen eye for beautiful aesthetics and functionality. Steve is also the creator of the concept of continuous play and was the first to interconnect play events including slides, climbers, horizontal ladders and more. The continuous play concept allowed him to create more play value in a smaller space and encourage more social interaction and skill development among children. Barb was educated as a home economist with a talent for organization development and the ability to plan, coordinate and execute. Their complementary styles and backgrounds proved to be the right combination as they turned a great idea into a successful business. Now, almost 50 years later, the company is a global leader in the commercial playground industry with nearly 500 employees, approximately 500,000+ square feet of manufacturing space in Minnesota and over 300 playground consultants spread across the world.</p> <p>Landscape Structures is one of the few remaining independently owned manufacturers of playground equipment. We are 100 percent employee owned (ESOP), and each and every employee is committed to creating playgrounds and play spaces that encourage kids of all ages and abilities to learn persistence, leadership, competition, bravery, support and empathy through play. We push the limits to help kids realize there is no limit to what they can do today and in the future. Our core values--relationships, integrity, commitment, innovation, team and passion--enable us to fulfill our mission of enhancing the lives of children through play while honoring the environment. For a better tomorrow, we play today. Cofounder and Chairman Steve King is the only leader of a playground company who is also a landscape architect. With Steve's passion for creating playground products and designs that go beyond ADA requirements, we create truly inclusive play environments for children of all abilities. We also push the design envelope by creating some of the most creatively themed play events in the world, along with nature-inspired playground equipment that blends into the surrounding environments.</p> <p>Landscape Structures' overall reputation in the marketplace is based on offering leading edge innovation and best value. Independent research conducted with the recreation industry over several years indicated superiority in areas of product quality, product innovation, custom capabilities, environmental stewardship, and customer service. Our products are of the highest quality and best long-term value to the customer. Our attention to detail in manufacturing and design along with the durability and product performance in the field, has earned us this reputation. See attached Landscape Structures History for more detailed information.</p>	<div data-bbox="1451 71 1557 128" data-label="Text">Item 9.</div> <div data-bbox="1495 575 1511 596" data-label="Text">*</div>
8	What are your company's expectations in the event of an award?	<p>Landscape Structures currently holds a Sourcwell contract (April 2017 thru April 2022 (extended in response to customer request)). We have seen sales under this contract nearly double from 2018 to 2020.</p> <p>If we are awarded a new Sourcwell contract, we expect the strong growth to continue. The Landscape Structures team is finishing one of the most challenging year's in our country's history with no lapse in service, no manufacturing delays and an increase in sales under our current Sourcwell contract. Our team continued to deliver at 99.1% on time with 94.3% clean shipments which was similar to the past 5 years. We have an established history and customer base to continue growing these sales. As customers look for more streamlined methods to make their purchases and purchasing vehicles to help make the most of their project dollars, we anticipate sales under cooperative contracts will continue to grow. With our strong dealer network and our ability to provide personalized service through that partnership, we believe our existing customers will continue to purchase Landscape Structures' products while at the same time referring new customers who will see the benefits of utilizing the Sourcwell contract.</p>	<div data-bbox="1495 1310 1511 1331" data-label="Text">*</div>

9	<p>Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.</p>	<p>Landscape Structures Inc. (LSI) was a privately owned manufacturer until 2012 when it became 100% employee owned. Historically, we have only provided limited financial information to parties other than our financial institutions and insurance company. For competitive reasons we are very protective of this information.</p> <p>However, we understand our financial stability is a critical aspect in the decision-making process. Landscape Structures employs nearly 500 people who, once eligibility requirements are met, all participate as owners of the company through a qualified Employee Stock Ownership Plan and Trust. On December 31, 2020 our total assets were over \$90 million, our current ratio was 2.9 and our fixed charge coverage ratio was over 15.2 (U.S. Bank requires it to be no less than 1.15). We also have a \$20.0 million line of credit with U.S. Bank that is rarely drawn upon and had an outstanding balance of zero on the date of this response as well as on December 31, 2020, 2019 and 2018. PriceWaterhouseCoopers LLP has issued clean opinions for each of the past 29 years they audited Landscape Structures Inc. The clean opinion for 2019 and 2018 is attached. We anticipate another clean opinion to be issued for 2020 when the audit is completed in August of 2021.</p> <p>Our current bonding capacity of \$10,000,000 is also testimony by an independent third party of their belief in our ability to meet our obligations. We have the ability to increase the limit but have not found a business need to do so. As you are probably already aware, sureties like International Fidelity Insurance Company (AM Best rating of A-, Financial Size Category VII) insure to a zero-loss ratio and base their limits on the financial substance and stability of the company they are bonding.</p> <p>We have supplemented this information with our bank and trade references. LSI has been working with U.S. Bank for over 29 years and many of our key suppliers over a similar time period. In totality this information should provide you with the assurance that we have the financial means to fulfill our short and long-term obligations.</p> <p>If you determine that the information is inadequate, I would welcome and appreciate the opportunity to discuss this so that I may address any of your concerns.</p> <p>Fred Caslavka, MBA, CMA, CPA (inactive) Chief Financial Officer and Risk Manager Direct: 763-972-5362 Cell: 763-221-0067 Report of Independent Auditors and Bank & Supplier References are attached.</p>	<p>Item 9.</p>
10	What is your US market share for the solutions that you are proposing?	<p>Market share data is confidential and typically not disclosed. However, we are highly confident we hold significant market share. Based on the most recent information from IPEMA (International Play Equipment Manufacturer's Association) LSI estimates its U.S. market share at 22%. IPEMA members voluntarily report their sales to IPEMA which in turn supplies summary information to its members.</p>	*
11	What is your Canadian market share for the solutions that you are proposing?	<p>Based on the most recent information from IPEMA (International Play Equipment Manufacturer's Association) LSI estimates its Canadian market share at 25%. IPEMA members voluntarily report their sales to IPEMA which in turn supplies summary information to its members.</p>	*
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	Landscape Structures has never filed a petition for bankruptcy protection.	*

13	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>Landscape Structures is a manufacturer. We market our products through a global network of 50 independent sales organizations comprised of more than 700 sales and service people. The sales organizations have exclusive territories and are not allowed to carry competing product lines. In the U.S. these independent sales organizations provide full sales and service coverage for all 50 states. As a 100% employee owned company with Landscape Structures being the sole legal entity under which our products are sold, our sales organizations do not compete against other entities owned by us. In short, Landscape Structures is not owned by another company, nor do we own any other companies that are selling and marketing similar products that effectively compete against each other. Landscape Structures products account for more than 50% of the total revenue for 32 of the 36 North American sales organizations. The percentage increases significantly when complimentary lines and services such as surfacing and installation are included. All of which would not be sold if it were not for the sale of our products.</p> <p>The distribution structure at Landscape Structures is led by our Vice President of Sales, two North American Regional Sales Managers, Custom Sales Manager and International Sales Manager.</p> <p>The independent sales organizations each maintain a team of sales representatives and support staff who serve the clients in their respective territories. Our sales organizations have been with Landscape Structures for an average of 25 years with several of our largest currently being led by the 2nd generation. Our shared values and commitment to serving our customers are the foundation of our relationship. The long tenure has resulted in strong synergies and shared quality, service and delivery values. We consider our sales channel true partners, and an integral part of the Landscape Structures family.</p>	<p>Item 9.</p>
14	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>The playground industry does not require any special licenses to be held by manufacturers.</p> <p>Landscape Structures is proud to be at the forefront of an industry that cares about children. We promote healthy kids and a sustainable world. We are one of the founders of the International Play Equipment Manufacturers Association (IPEMA), an organization that promotes quality and safety for all playground manufacturers. It is a member-driven international trade organization that represents and promotes an open market for manufacturers of play equipment of which Landscape Structures has been a member in good standing since its inception. In the interest of playground safety, IPEMA provides a Third Party Certification Service whereby a designated independent laboratory validates a participant's certification of conformance to ASTM F1487, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, except sections 7.1.1, 10 and 12.6.1; CAN/CSA Z614, Children's Playspaces and Equipment Standards, except clauses 9.8, 10 and 11; or both. The use of the corresponding logo in the Landscape Structures catalog signifies that Landscape Structures Inc. has received written validation from the independent laboratory that the product(s) associated with the use of the logo conforms with the requirements of the indicated standards.</p> <p>CSA: The Canadian Standards Association. Nearly all equipment developed by Landscape Structures is certified to meet CAN/CSA-Z614-07, the Children's Playspaces and Equipment Standard, through IPEMA.</p> <p>CPSIA Safety Compliance: At Landscape Structures, product safety is a top priority. We believe there is no investment more valuable than the protection and safety of our children. That's why we always strive to go beyond the minimum safety requirements and build this value into every piece of playground equipment we produce.</p> <p>The Consumer Products Safety Improvement Act (CPSIA) of 2008 specifies safe limits on the maximum allowable amount of lead in paints, coatings and other materials used on children's products, and sets limits on certain heavy metals and six different phthalates (plasticizers used to make vinyl and other plastics soft and flexible) used in certain toys and childcare articles. Landscape Structures has tested hundreds of materials to validate compliance to this safety act.</p> <p>All products manufactured and distributed through Landscape Structures meet or exceed the requirements of the CPSIA.</p> <p>ISO Certification: ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). Its purpose is to promote common standards for businesses worldwide.</p> <p>ISO 9001:2015 has a process-oriented structure, is customer focused and emphasizes continuous improvement in quality.</p> <p>ISO 14001:2015 drives us toward operating in a manner that is environmentally conscious.</p> <p>Both standards provide guidelines for establishing a company's quality and environmental management programs. In 1998 Landscape Structures became the first play equipment manufacturer to be certified in ISO 9001 and ISO 14001. Annual audits by a 3rd party are required to maintain these certifications which LSI has done successfully for each year since 2015 through the date of this response.</p> <p>What does this mean to a customer?</p> <p>This means that a customer can purchase from Landscape Structures, a premier commercial playground equipment manufacturer, with confidence because we have the</p>	<p>*</p>

		<p>processes in place to consistently manufacture the highest quality products while being conscious of how we are impacting the environment.</p> <p>Although not an industry requirement, Landscape Structures requires members of our staff to be certified by the National Playground Safety Institute (NPSI). This includes many of our product development team, playground design team and our technical services (installation support) team. This ensures our customers receive the benefit of the knowledge of and compliance with government standards. This occurs at all levels from the development of the equipment, design of the play structures, through installation and maintenance services.</p> <p>In addition, many key staff members are actively involved in the development of the standards for our industry. Steve King, co-founder and chairman, is an American Society of Landscape Architects (ASLA) Fellow, a Certified Playground Safety Inspector, and a founding member and past President of IPEMA (International Play Equipment Manufacturers Association). Steve has been chairman of a task group of the American Society for Testing and Materials (ASTM) that worked with the U.S. Consumer Products Safety Commission (CPSC) to update the ASTM F1487 Specification: a voluntary safety and accessibility standard for public playground equipment designed for children ages 2 to 12. His task group had the added responsibility of developing playground accessibility standards to comply with the Americans with Disabilities Act (ADA). Landscape Structures was also the first company to develop new playground events specifically meeting ADA requirements. Randy Watermill, Vice President of Product Development, has been with Landscapes Structures Inc. for 27 years. Randy serves as a committee member for ASTM, has served as President of IPEMA, and is currently the Treasurer of IPEMA. He is certified by NRPA as a Certified Playground Safety Inspector (CPSI). Tom Fitzpatrick, P.E. Product Development Engineer, has been with Landscape Structures for 15 years. Tom serves as a committee member for ASTM, is a member of the IPEMA Equipment Certification Committee and is certified by NRPA as a Certified Playground Safety Inspector (CPSI). Landscape Structures is authorized to sell products in all 50 states. We currently hold contractor's licenses in the states of Alabama, Arizona, Arkansas, California, Florida, Hawaii, Idaho, Louisiana, Maryland, Mississippi, New Jersey, New Mexico, Tennessee and Washington (other states may not require them) allowing us to provide turn-key solutions to our customers in all of the states.</p> <p>Third Party Certifications</p> <p>Landscape Structures requires all playground equipment installers, with which we subcontract, to be manufacturer trained. Once trained, these installers are issued a Certified Installers Certificate. Many of our installers are also NPSI trained and Certified Playground Safety Inspectors. Installers are expected to maintain required permits and licenses applicable in their state to perform their work in a legal and professional manner. If required by local regulations, installers may also be required to be OSHA certified.</p> <p>Most members of our independent sales team are NPSI certified. This ensures that when they are meeting with a customer, the customer has the assurance of working with an experienced and knowledgeable playground expert. Our sales organizations hold necessary contractor licenses as required.</p>	Item 9.
15	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	NONE – Landscape Structures has never been suspended or debarred.	*

Table 3: Industry Recognition & Marketplace Success

Item 9.

Line Item	Question	Response *	
16	Describe any relevant industry awards or recognition that your company has received in the past five years	<ul style="list-style-type: none"> • 2020 Nineteen-year participant in the annual EPCOT International Flower & Garden Festival (since 2001) • 2019 Landscape Structures was honored with the Best in Show award at the NRPA Annual Conference in Baltimore, MD • 2018 Landscape Structures recognized for its Total Retirement Offering at the 2018 Plan Sponsor of the Year Awards. The company was honored for its innovation in helping employees reach a secure retirement. • 2017 Landscape Structures receives a LAMMY Advertising Award for Best Message by Landscape Architecture Magazine • 2016 Winner of the Episerver™ North American Website Awards for Best B2B Website • 2016 Winner of Minnesota PRSA Classics Award for community relations campaign on inclusive play • 2015 Pat Faust inducted as an Honorary Member of the American Society of Landscape Architects (ASLA) • 2015 Landscape Structures receives Landscape Architecture Magazine Advertising Award (LAMMY) for Most Persuasive ad • 2015 Winner of Landscape Architect Magazine's Advertising Award (Lammy) for Best Graphic Presentation 	*
17	What percentage of your sales are to the governmental sector in the past three years	Sales to the government sector accounts for 52% of our sales over the last 3 years. The government sector comprises the majority of our sales. This segment is critical to our business and growth prospects, as well as our overall success.	*
18	What percentage of your sales are to the education sector in the past three years	Sales to the education sector accounts for 32% of our sales over the last 3 years. The education sector also makes up a significant portion of our sales and is key to our business and growth prospects, as well as our overall success.	*
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>Landscape Structures currently holds cooperative purchasing contracts with the following agencies:</p> <p>Sourcewell HGAC NASPO ValuePoint NCPA National IPA/Omnia Partners TIPS New York State Contract Ohio State Contract Minnesota State Contract California Multiple Award Schedule (CMAS) KCDA (King County Directors Association)</p> <p>Please see attached document "Cooperative Purchasing Contracts" for annual sales volume for 2018-2020.</p>	*
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Landscape Structures does not hold any GSA contracts or Standing Offers and Supply Arrangements.	*

Table 4: References/Testimonials

Line Item 21. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
City of Los Angeles Department of Recreation & Parks	Michael Shull, General Manager michael.a.shull@lacity.org	818-524-9053	*
Maryland National Capital Park & Planning Commission	Bridget Stesney, Division Chief Bridget.Stesney@pgparks.com	301-699-2533	*
Arlington Heights School District #25	Ryan Schulz, Buildings & Grounds Director ryanschulz@sd25.org	(847) 506-6900	*

Table 5: Top Five Government or Education Customers

Item 9.

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
See attached	Government	New York - NY	Varies by project to include supply equipment, installation, site work, protective surfacing	Varies by project - see attached.	See attached	*
See attached	Government	ON - Ontario	Varies by project to include supply equipment, installation, site work, protective surfacing	Varies by project - see attached.	See attached	*
See attached	Government	California - CA	Varies by project to include supply equipment, installation, site work, protective surfacing	Varies by project - see attached.	See attached	*
See attached	Education	New Mexico - NM	Varies by project to include supply equipment, installation, site work, protective surfacing	Varies by project - see attached.	See attached	*
See attached	Education	Illinois - IL	Varies by project to include supply equipment, installation, site work, protective surfacing	Varies by project - see attached.	See attached	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
23	Sales force.	Landscape Structures does not have a direct sales force. We partner with a network of exclusive independent sales representatives, led by our Vice President of Sales, two North America Regional Sales Managers, a Custom Sales Manager and International Sales Manager. We have an internal customer experience team who works with our distributor network supporting service on a daily basis.	*
24	Dealer network or other distribution methods.	Landscape Structures' sales team is comprised of 50 independent organizations, 36 in North America and 14 internationally. A total of 300+ salespeople focus 100 percent of their attention on the sales and service of the products considered in this RFP. Landscape Structures playground equipment, fabric shade, water play equipment, site amenities, fitness equipment and surfacing are our sales reps' primary business. They also carry complementary product lines and services so their total offering of products and services provide member agencies with a turn-key solution for their park and playground needs.	*
25	Service force.	Landscape Structures' goal is to provide the highest quality of service possible. We understand it is a journey that will never end which meshes perfectly with our continuous improvement culture. Our customer experience team is a long tenured group whose job is 100 percent customer service focused. The team's slogan is "we support play". These team members support specific geographical territories and focus on everything service related including presale designs through post installation field support. They have ISO-audited standard work processes that have proven to be very successful. Responses are same day. Our corrective action process includes meeting weekly to review any issues and discuss proactive opportunities for greater service. In addition, Landscape Structures' technical services team has two full-time staff members devoted to installation concerns and questions from both professional installers and customers. Our technical services team is available 24 hours a day, 7 days a week via a toll-free hotline.	*

26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Hours of operation vary between local offices but are typically 8 a.m. to 5 p.m., Monday through Friday. Many offices have personnel available for early morning, evening or weekend appointments to accommodate their customers. Landscape Structures' customer experience team members, referenced earlier, are available from 7 a.m. to 6 p.m. CT, Monday through Friday. Furthermore, our contact center representatives are available from 8 a.m. to 5 p.m. CT, Monday through Friday. We also offer a toll-free hotline for installation questions 24 hours a day, 7 days a week. Landscape Structures has a standard work, ISO audited customer service program. Our primary process is called CCN (customer contact note). CCNs come in from the field and address concerns about shipping shortages, freight damage, warranty issues, etc. We respond to CCNs within 24 hours, document and review weekly with operations. This process results in corrective action and continuous improvement efforts. Replacement parts are another unique aspect of Landscape Structures customer service and manufacturing expertise. We are the only play equipment company in the world that supplies replacement parts irrespective of the age of the equipment. The replacement parts will be identical to the original equipment except in situations where the original product has been redesigned for safety or conformance reasons. In these situations, Landscape Structures will provide replacements that are similar in form, fit and function. Our archived records include all documentation of orders including customer purchase orders, playground layout drawings, order acknowledgements, invoices, shipment documents and more. Standard lead time on replacement parts is nine business days, same lead time as provided on all of our standard play equipment. Upon request most standard hardware can be supplied next day while common painted welded parts can be shipped within 24 to 72 hours. Part of our post-sale customer service is a customer satisfaction survey that is sent out eight weeks after every order is shipped. Feedback and results of those surveys are recorded, shared and followed up with our local representative organizations.	Item 9.	*
27	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Landscape Structures has nearly 50 years of experience successfully providing the products and services represented by this RFP to the same customer base Sourcewell represents in their participating entities. We have a network of independent sales representatives which covers all areas of the United States including Alaska and Hawaii. In cooperation with our sales channel, we are dedicated to continuing our legacy of providing premier products and services to the same customers Sourcewell serves.		*
28	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Landscape Structures has the ability and willingness to offer Sourcewell in Canada. We have a long-established and successful sales network covering all Canadian provinces and territories and have a growing market share (currently estimated at 25%) in Canada.		*
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Landscape Structures has the ability and fully intends to serve the entire United States. In fact, we must serve the entire United States as that is what our current customer base currently requires and has required for decades. We have the ability to fully serve Canada but due to administrative challenges of direct selling in Canada we are not planning to include Canada immediately if awarded. We are continually evaluating the potential of contract sales in Canada and are open to including Canada if the interest from Canadian customers changes.		*
30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	N/A - Landscape Structures has the ability and fully intends to serve all Sourcewell participating entity sectors. In fact, Sourcewell's entity sectors are currently and have been for over 30 years, our core customer base. We have built our business around serving these entity sectors.		*
31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	N/A – Landscape Structures does not have any specific contract requirements or restrictions for participating entities in Hawaii, Alaska or any U.S. Territory.		*

Table 7: Marketing Plan

Item 9.

Line Item	Question	Response *
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Upon contract award and notification to our sales channel, our immediate plan would be to send out co-branded press releases and social media announcements. As is currently, Sourcewell's presence on our website would continue to provide links and all other pertinent contract details and information. In addition, we would continue to advertise our Sourcewell contract with our current trade audience and promote at applicable trade shows. We would continue to partner with our sales channel on direct mail and/or email campaigns to send to their local territories, markets and customers.</p> <p>Landscape Structures has a strong marketing team with specialists in communications, public relations, advertising, graphic design, multimedia design and production, web and social media. Our marketing materials are innovative, professional, and reflect our brand image of quality and customer focus. We have the ability to create and collaborate on the most effective marketing approaches to promote the contract whether the format is digital or printed. We have robust capabilities and produce most of our marketing materials internally. Four examples of internal marketing materials are included in an electronic format. Examples included with this RFP are Play Catalog, SkyWays Catalog, Aquatix Catalog, and Hedra Brochure.</p> <p>In addition, Landscape Structures' entire product line can be viewed and/or downloaded directly from our Virtual Catalogs page on our website. Visit https://www.playlsi.com/en/view-playground-catalogs/ to view the most current version of our catalogs and product brochures.</p>
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Landscape Structures uses the latest technology as it relates to our digital footprint. Our public website, playlsi.com, will continue to promote the Sourcewell contract. Our representative organizations rely on PlayCentral, our extranet, as a source of information where all of the contract details and marketing tools are available 24 by 7. We are active participants in social media outlets such as Facebook, Twitter and Instagram, as well as sending regular email communications to our client base. Additionally, we invest in ongoing organic and paid search efforts to improve our visibility to the marketplace. We would use a variety of digital vehicles to promote the Sourcewell contract and are open to, and constantly search for, new outlets to communicate awareness of the contract. In addition, our sales channel uses their websites, social media, email and other local and regional marketing to further the reach of Landscape Structures messages.</p>
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	<p>Our view of Sourcewell's role in promoting an awarded contract is a collaborative one. As we have done in the past, we would request that Sourcewell staff participate in webinars and live meetings with our rep network. We would also continue to ask for assistance with specific agencies when needed. We want to be included in Sourcewell's marketing efforts among other contract holders to bring depth and strength to the program. We also appreciate Sourcewell's participation in conferences specific to our industry such as NRPA. We will continue to collaborate with Sourcewell on new marketing opportunities. Sourcewell is already integrated into our sales process with many of our sales reps leading with Sourcewell as their primary contract vehicle. Our sales leaders would continue to educate and promote the Sourcewell contract to new and existing sales reps. We will update the current Sourcewell specific marketing to further encourage use of the contract.</p>
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>No. Due to the unique nature of designing play structures and playground environments to meet individual customer needs and comply with government regulations (CPSC, ASTM, ADAAG) applicable to public playgrounds, it is not feasible to provide online ordering. To date, governmental and educational customers have not expressed any interest in purchasing our products and/or services in this manner.</p>

Table 8: Value-Added Attributes

Line Item	Question	Response *
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36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Landscape Structures offers many education and training sessions free of charge. "Playground Safety and Maintenance – Keeping Your Playground Safe and Compliant" is one of the topics provided in our Learning Academy program. Other topics offered are: Designing Natural Play Environments; Inclusive Play; Designing Fitness-Focused Playgrounds. The Landscape Structures Learning Academy provides opportunities to customers to earn CEUs (Continuing Education Units - Park and Recreation) or PDHs (Professional Development Hours - Landscape Architects) and gain valuable information they can use in their everyday work. Landscape Structures is an Authorized Provider by the International Association for Continuing Education and Training (IACET). In obtaining this approval, Landscape Structures has demonstrated that it complies with the ANSI/IACET Standards, which are widely recognized as standards of good practice internationally. As a result of our Authorized Provider status, Landscape Structures is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards. IACET is the organization NRPA uses for accreditation. All trainings provided are optional. The trainings are a regular practice at Landscape Structures and available to all Sourcewell members, either in person or online. See attached Learning Academy brochure for more information on courses offered or visit our website at https://www.playlsi.com/en/playground-planning-tools/education/continuing-education-seminars/	Item 9.	*
37	Describe any technological advances that your proposed products or services offer.	Landscape Structures invests heavily in the latest equipment and training to ensure the highest quality play equipment is provided to our customers. Our product development team of 25 professionals is the largest among U.S. based playground manufacturers. Our annual spend on technology exceeds \$4.5M. We implement the latest technology in our manufacturing processes in order for us to improve our service levels and expand our product offering. One example is DigiFuse® technology, which provides vivid, full-color, photo-realistic graphics to create one-of-a-kind playground designs. Images are fused onto metal panels using a proprietary process to create engaging graphical elements for the optimal combination of beauty, durability and play value. We continue to invest in new capabilities that enhance our innovation and allow us to lead the market. To see more of our capabilities, see attached brochures: DigiFuse Inspirations, Concrete Solutions and Custom Playgrounds.		*
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>Landscape Structures has a long-standing history of environmental awareness. Through our more than 75,000 playgrounds worldwide, we've helped create healthy kids and a sustainable world. Long before it was fashionable, Landscape Structures built a culture of sustainability, designing products that keep kids active, while going far beyond what was required to protect the environment during manufacturing processes.</p> <p>In fact, we began putting formal environmental processes in place more than 20 years ago, and Landscape Structures received its certification to the ISO 14001 environmental standard more than a decade ago. We are the first playground manufacturer in North America to receive that certification of environmental responsibility.</p> <p>Landscape Structures has been recognized as a Minnesota Waste Wise Leader for its outstanding waste reduction and recycling efforts.</p> <p>We partner with American Forests to plant trees to offset the carbon produced during the manufacturing of every play structure we sell, supporting the planting of more than 350,000 trees since 2010.</p> <p>In 2008, we received the Tekne Green Award for our commitment to sustainability. Landscape Structures believes in and practices building environmentally preferable playground products through one-playground flow manufacturing.</p> <p>"The foremost environmental protection is to design and produce products that last and perform for a very long time." -Steve King, Cofounder and Chairman, Landscape Structures Design</p> <ul style="list-style-type: none"> • Each person involved in the design and production of our play structures is an owner of the company, and quality and environmental stewardship are integral parts of our culture • Evos® playsystem: No PVC and provides a 30 percent smaller carbon footprint than traditional play structures • Weevos® playsystem: Offers a 17 percent smaller carbon footprint and is 100 percent recyclable at the end of its life. • Recycled Permalene® panels offer post-consumer recycled content of 73 percent. <p>Manufacturing</p> <ul style="list-style-type: none"> • Green Boards track the environmental aspects and impacts of each stage of production and document improvements made to reduce these impacts • Steel and aluminum arrive cut to length to eliminate waste • High-efficiency light fixtures reduce energy use • Recapture and use heat energy from curing oven • Industry-leading recycling rates for all manufacturing waste <p>Packaging</p> <ul style="list-style-type: none"> • Individualized, custom installation documents – no wasted pages • Automated wrapping to reduce waste • Most packaging materials are recyclable and are provided with recycling instructions <p>Transportation</p> <ul style="list-style-type: none"> • Whenever possible, playground equipment shipments are pooled to conserve the use of fossil fuels and limit the production of greenhouse gases 		*

39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	NA - Landscape Structures does not currently have any third-party eco-labels or certification in this category.	Item 9.
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Landscape Structures is neither a woman-owned business nor a certified small business entity. We do utilize several woman-owned, minority-owned and/or small businesses through our supplier network, sales distribution channel and subcontractors. Our 100% ESOP owned company by definition cannot qualify for certification as a WMBE.	*
41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	<p>We are particularly proud of our continuous improvement culture at Landscape Structures. This way of doing business measures the quality of our equipment and our total customer experience. "Cool Journey", our formal continuous improvement program, started in the Fall of 1999 and has dramatically improved our lead times, efficiencies and organizational effectiveness. Even though our standard lead time is two (2) weeks on standard products, our "lean" manufacturing practices and one order flow enables us to consistently manufacture an entire order within two days. The two-week lead time is set so that demand on production can be spread out or smoothed.</p> <p>Through our Kaizen events and daily improvement efforts, we have tackled thousands of issues throughout the company; from significantly improving paint line changeover times to decreasing the cost of our annual catalog. In all opportunities, the cross-functional thought and talent of our empowered employee-owners have found innovative solutions to help us run better, faster and smarter.</p> <p>Here is a sample of the improvements we have made that result in providing our customers with a premier experience:</p> <ul style="list-style-type: none"> • Manufacturing lead-time has been reduced from 40 days to 2 days. • Most replacement parts are shipped out within two business days. We have provided replacement parts on product that was installed in the late 1970s. Promptly responding to replacement part requests reduces the amount of time children can't play on the equipment and significantly reduces the chances of a child getting injured. We have maintained on-time, clean deliveries to our customers over 99.4% of the time for nine years running. No other play equipment manufacturer in the world does this. • If a customer contacts us with a challenge, we document it, trend it and drill down to the source to make sure it does not happen again. • Safety – Kaizen activity has focused on safety and ergonomics since the start of 2009. During one event alone we implemented over 50 improvements! <p>There are many things that distinguish Landscape Structures from our competitors: manufacturing excellence, the highest quality product, and product innovation are a few. Our biggest value to our customers is the total cost of ownership: our product is built to last. We have an unparalleled commitment to Inclusive Play and lead the industry with the movement to create the best play spaces for children of all abilities. We partner with experts and organizations that help us respond to societal issues. Topics such as fighting childhood obesity, bringing nature inspired play opportunities to children, creating multigenerational recreation areas, promoting intense engagement on the playground, exercising the mind and body through innovative play are just a few of the areas we take very seriously. We have capabilities like no other manufacturer to provide custom solutions to playground projects, an emerging trend in our industry. As an ESOP organization, the biggest differentiation Landscape Structures has is our people – a culture of ownership, pride, and continuous improvement.</p>	*

Table 9: Warranty

Item 9.

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
42	Do your warranties cover all products, parts, and labor?	Product warranties do not cover labor. If purchased through Landscape Structures, installation will be warranted for one year. See attached manufacturer warranties.	*
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No, Landscape Structures warranties do not impose usage restrictions.	*
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	No. Due to the variables impacting travel time and mileage there is no feasible way to calculate these factors to cover all potential situations. Landscape Structures has playground equipment in both highly populated areas as well as very remote locations.	*
45	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Although a certified technician/installer is not required to replace/install warranty parts on Landscape Structures playground equipment, it is highly recommended. We have a network of certified installers available in all areas of the continental U.S., Alaska and Hawaii. Sourcewell members should contact their local sales representative for assistance with service for warranty repair.	*
46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Warranty issues for items made by other manufacturers would be passed on to the applicable equipment manufacturer. However, the bottom line is if the other manufacturer(s) does not support their warranty, Landscape Structures will work with the customer to make it right.	*
47	What are your proposed exchange and return programs and policies?	As an indication of our commitment to customers, Landscape Structures will accept returns of new structures and/or new equipment purchased within 60 days of the original invoice date. Advance notification is necessary to ensure proper credit. Parts not included in this return policy are custom parts (including PlayShaper® posts), as well as used or damaged parts. A 20 percent restock fee plus all return freight charges will apply to all product returns.	*
48	Describe any service contract options for the items included in your proposal.	Maintenance contracts are offered through some of our sales organizations.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
49	What are your payment terms (e.g., net 10, net 30)?	Standard payment terms are net 30 days from invoice date.	*
50	Describe any leasing or financing options available for use by educational or governmental entities.	Landscape Structures partners with NCL Government Capital (NCL) to offer Sourcewell members a complete suite of finance solutions. NCL is a current Sourcewell financing contract holder (#011620-NCL) and is an industry expert in municipal financing solutions. NCL will offer leasing terms from 12-120 months on transactions from \$5,000 and up. Traditional leasing and financing programs will be offered along with programs specifically designed for schools and governmental entities including Tax-Exempt Municipal Leases and a Purchase Order Only program. There is no ownership, common ownership, or control between Landscape Structures and NCL or any other leasing company. In addition, Landscape Structures is not incented financially to use NCL or any other leasing company.	*
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	As we have been doing since April 2017, if awarded, all Sourcewell contract orders will be made directly between the customer and Landscape Structures with service provided through our sales network. Orders will be submitted to the corporate office. Once entered and processed, the customer will receive an order acknowledgement listing all the equipment and/or services they are purchasing along with the scheduled ship date of the order. This allows for internal auditing of each purchase order against the requirements of the contract and insures accurate quarterly reporting.	*
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, P-cards are accepted up to \$3,000 at time of order with no additional cost to the customer.	*

Table 11: Pricing and Delivery

Item 9.

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	<p>Landscape Structures strives to provide a fair and easily understood pricing model. Therefore, we are proposing a single discount percentage off list price (with a volume discount) on our park and playground equipment and a single discount percentage off list price for our Aquatix product line. Aquatix Mechanicals and Design Services and all ancillary products and services are priced on a guaranteed not to exceed model. A complete price list showing list price is attached. Price list includes unique model numbers for all products offered.</p> <p>Since its inception, Landscape Structures goal has been to provide the highest quality and innovative products and services at a fair price while providing exceptional value. Even though value is defined differently by each customer, Landscape Structures strives to attract and retain customers that define it with characteristics such as durability, great service, working with a manufacturer that “does the right thing” irrespective of the wording of the warranty, values relationships and gives back to the community. Throughout its history, Landscape Structures has NEVER had a “sale”. Unlike many other manufacturers, we don’t inventory finished product so “excess inventory” does not drive our spring or fall pricing. We do not offer “Grant” programs that are merely disguised discounts. We do not utilize a retail pricing model whereby the product is priced above market and offered at a significant “discount” to entice potential buyers to act so they can take advantage of the limited time “discount”. Our contract discounts are not intended to be recovered through higher markups on freight, installation or other products and services. When we became frustrated with competitors offering a “lifetime” warranty that included small print restrictions essentially reducing the warranty period to a few years, Landscape Structures began offering a warranty defined in years. The 100-year warranty on certain items seen today originated from this clarification.</p>
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	<p>Landscape Structures is proposing a six (6) percent discount off list price on Landscape Structures play and shade equipment. We are proposing a five (5) percent discount off list price on Aquatix® by Landscape Structures products. Mechanical and Design Services provided by Aquatix are priced on a line item basis.</p>
55	Describe any quantity or volume discounts or rebate programs that you offer.	<p>An additional two (2) percent discount off list price on Landscape Structures play and shade equipment is offered for orders exceeding \$80,000 in equipment (total discount of eight (8) percent). No additional discounts are offered for Aquatix.</p> <p>Volume rebate programs will be considered on a case-by-case basis with the Sourcewell member. Landscape Structures would extend that same volume discount program to all Sourcewell members, provided the same or similar volume commitment is given.</p>
56	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	<p>Landscape Structures local sales representatives work closely with individual customers to determine their unique playground project needs. Once the needs are identified, the sales representative works with local suppliers to propose applicable sourced products/equipment and services to provide a turn-key project. Installation services offered through our certified installer network is provided on a “not to exceed” percentage of list price of Landscape Structures equipment on a state-by-state basis. Sourced product/equipment and related services will be quoted on a cost-plus basis not to exceed a 25% margin. Landscape Structures custom products are quoted on a per project basis and receive the same discount applied to our standard equipment. Landscape Structures PebbleFlex® and AquaFlex® surfacing systems are quoted on a per project basis.</p>

57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Bonding is not included in pricing. If bonding is required, the cost 3% of the purchase order total payable to Landscape Structures. Also excluded are installation services, site preparation, unloading of equipment upon delivery, safety audits and inspections. All of these services can be contracted through Landscape Structures and they will be provided by qualified independent, third party vendors/contractors.	Item 9.
58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	To best serve our customers and provide them the best price for shipping, Landscape Structures provides freight FOB Destination, Pre-paid and Added. Freight is calculated on the entire order (not per component) and quoted based on negotiated shipping rates. Custom freight quotes are requested on orders which contain over-sized components that have been identified by our shipping department Once Landscape Structures receives an order, the product is entered in the computerized scheduling system. Based on the product ordered, a ship date is scheduled. Every order generates a Sales Order Acknowledgement detailing to the customer what they ordered. The Scheduled Ship Date is included on this acknowledgement, which is mailed and/or emailed directly to the customer. If there are any conflicts with the shipping schedule, the customer works with their local sales representative to coordinate any adjustments. Landscape Structures has a 99.8 percent on-time shipping rate. In the event there is a delay in shipment, the local sales representative is notified. They in turn notify the customer to work out a satisfactory solution for the customer. Possible options include but are not limited to splitting the delayed items into a separate shipment at no charge to the customer; shipping the entire order at a later date agreed upon by the customer and possibly expediting the shipment to meet the customer's requirements.	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Shipping, delivery, exchange and return programs for Alaska, Hawaii and other offshore orders are treated in the same manner as orders shipping to the continental United States with the exception of ocean freight. On ocean freight shipments, the maintenance kit, which contains touch-up paint cannot be shipped with the product, so it is shipped via air freight.	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Landscape Structures prides itself on how it packages its products. We go to great lengths to ensure the product is delivered to the site undamaged. Landscape Structures will work with individual customers to accommodate any special shipping requirements. Individually marked hardware packets create efficiency for installation and accuracy of contents.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

Table 13: Audit and Administrative Fee

Item 9.

Line Item	Question	Response *
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	<p>All Sourcewell customer orders will be directly invoiced by Landscape Structures. As orders are received and submitted into our order processing system, they will be flagged as Sourcewell contract orders. A daily report is generated alerting our Contract Administrator of all contract orders keyed the previous day. This contract coding is also the basis for all quarterly reporting and administrative fee payments.</p> <p>All discounts on orders require a discount code which provides another checkpoint to ensure the order has received pricing in compliance with the contract. The Sourcewell discount code will be keyed on the order alerting our accounting personnel to verify the order has received the proper pricing.</p> <p>All order keyers and accounting personnel are trained to review orders for contract compliance.</p> <p>Landscape Structures shares the responsibility for the contract discount with the local sales representative. If they fail to submit the order correctly, they do not receive Landscape Structures' share of the discount and must cover the entire amount themselves. This provides a monetary incentive for the sales representative to submit the order with the correct contract information.</p> <p>As an approved supplier on the Sourcewell contract for the past 3-½ years, we are unaware of any instances of non-compliance with the contract. We have incorporated the necessary controls to ensure compliance.</p>
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Landscape Structures is respectfully proposing consideration of a 1.5% administrative fee on the net sales price of all products and services (excluding freight, bonding fees and taxes). Even though we believe the current 2% fee is not a major deterrent, internally marketing the lower fee to our sales channel will make the Sourcewell contract that much more attractive for them to promote over other contracts in our portfolio.

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>Landscape Structures is offering a turn-key solution to the marketplace need for playground and recreation-related equipment, accessories and supplies.</p> <p>Landscape Structures offers a full product suite that includes standard and custom playground equipment, freestanding play, shade, surfacing, sports & fitness equipment, site furnishings and splashpads. Turnkey services are offered to include design and site consultation, installation and site construction services.</p> <p>To complement and enhance park and playground projects, we can provide turn-key solutions through our partnerships to include, but are not limited to, installation, site work (i.e., grading, concrete walkways, landscaping, drainage solutions), shelters, site amenities, waterplay, and independent safety audits. These are sourced products and services.</p>
65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>Playgrounds Recreation Shade Playground surfacing Outdoor exercise equipment Site amenities or furnishings such as picnic tables, benches and trash receptacles Aquatic solutions and splash pads</p>

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Item 9.

Line Item	Category or Type	Offered *	Comments
66	Playground equipment, site furnishings, site amenities, and accessories.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Landscape Structures' products include playground equipment for all ages and abilities.</p> <p>Children ages 6 to 23 months are gaining strength, stability and motor skills, along with a host of other physical and cognitive skills.</p> <p>At ages 2 to 5, children are developing physical play and are thinking more creatively. We have many playground designs that offer age-appropriate play to test their motor skills, strength, agility and more. Equipment includes Weevos®, arches with no prescribed entry points; PlayShaper®, playgrounds scaled for preschoolers and PlaySense® and Smart Play®, preconfigured toddler playgrounds</p> <p>Our PlayShaper®, Smart Play®, Weevos®, PlaySense® and Smart Play® playsystems support physical and cognitive development by following standard learning curricula for infants, toddlers and preschoolers. They're also designed to meet the unique safety needs of these age groups</p> <p>Kids ages 5 to 12 need physical and mental challenges while they play. Our commercial playground equipment for 5- to 12-year-olds help them develop balance, coordination, muscle endurance, problem-solving skills, social skills and much more. Equipment includes Evos®, gyroscopic-shaped playground equipment; PlayBooster®, our gold standard in playground design, and PlaySense® and Smart Play®, preconfigured playgrounds</p> <p>Kids 13+ love to stay active through play. We offer a wide variety of playground activities that meet the needs of this group to keep them engaged and challenged. From challenging net climbers to outdoor fitness products, you'll find choices that this hard-to-please age group will love.</p> <p>Site Amenities and Furnishings include shade structures, picnic tables, benches, trash receptacles and more—all designed to coordinate with your playground. Choose from our, Nature-Inspired Collection, Vivid Collection and more. The right pieces will create a clean, safe and welcoming spot for the whole community.</p>

67	Water play and aquatic recreational structures and equipment.	<div><div><input checked="" type="radio"/> Yes</div><div><input type="radio"/> No</div></div>	<div>With nearly 35 years of water experience, Aquatix (formerly Aquatic Recreation Company) is a leader in water feature, splash park, and spray park design, fabrication and construction. Pioneering integrated recirculation systems, the company provides a sustainable solution that empowers hours of innovative activity without water consumption limits, and the only manufacturer to offer a completely UL Listed system.</div> <div>By joining forces with leading playground equipment manufacturer Landscape Structures, Aquatix applies the ground-breaking design and innovation they are known for to the creation of imaginative new water experiences. Both Aquatix and Landscape Structures lead the way in forward thinking design, leadership in the industry, and all-around play knowledge.</div> <div>Designed and engineered in-house, Aquatix focuses on creating interactive water park and splash pad products that encourage kids to experience water in novel ways. From aim-and-sprays to dumping buckets, ground sprays and much more, our water products provide an inclusive, sensory-rich play experience in water for children of all ages and abilities. Aquatix products meet or exceed ADA standards of accessibility for inclusive water play. Recycled materials and earth conscious manufacturing practices make Aquatix a leader in sustainability in aqua play products. Even more, Aquatix offers versatility by being a water play design and engineering company that uses stainless steel, fiberglass, and GFRP materials.</div>	<div>Item 9.</div> <div>*</div>
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68	Playground surfacing and fall protection, and water play and aquatic recreational surfacing.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Landscape Structures surfacing options include PebbleFlex® 2.0, a Landscape Structures product provided by Surface America, which combines the benefits of design, technology and safety into one revolutionary, high-performance breakthrough surfacing solution and AquaFlex® Porous Water Play and Pool Surfacing - Surfacing Solutions for Outdoor Water Play Areas.</p> <p>AquaFlex® Porous, a Landscape Structures product provided by Surface America, is the most common application for outdoor water play environments, such as municipal water play areas, splash pads and pool decks, as it allows water to penetrate through the surface. Even more, it helps evacuate water off the surface to allow for better traction.</p> <p>Landscape Structures combines the benefits of design, technology and safety into a revolutionary, high-performance breakthrough surfacing solution. AquaFlex® is the best surfacing option for your water play and pool deck needs.</p>	Item 9.
69	Services related to the solutions above.	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Landscape Structures, and our local sales channel, partners with manufacturer-certified playground installers and local contractors to provide installation services and other site work related to your playground project to provide turn-key solutions. These relationships mean the customer receives the benefit of best pricing available.</p>	*

Table 15: Industry Specific Questions

Line Item	Question	Response *
70	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	<p>Landscape Structures' sales leadership team uses Power BI to obtain current information on contract usage. The finance team also provides quarterly and annual contract usage reports to the executive and sales leadership teams. All contract sales are coded for easy data retrieval. Reporting shows how the contract is doing against company sales by month, quarter and against previous years. It provides sales data segmented geographically and by sales organization. In addition, it provides a comprehensive list of sales by order size and repeat customers. This reporting allows us to see where the contract is strongest and areas across the country that our sales leadership team can focus on to increase usage of the Sourcewell contract.</p>
71	Describe how your offering addresses the needs of user's safety, well-being, and range or level of accessibility?	<p>We believe good design matters. Whether realized or not, design affects our perceptions and experiences. Our environment influences how we engage, learn and develop.</p> <p>A playground is a social space, and every child is different. We design with these differences in mind, in ways that respect and honor each pathway, while offering fun and exciting new challenges. There's nothing better than seeing a child's curiosity rewarded with the joy of discovery.</p> <p>Safety is Our Top Priority. Kids are always finding new and inventive—but not necessarily safe—ways to play on or around playground equipment. And while they may scrape an elbow or bruise a shin, it's important to take steps to eliminate the risk of more serious mishaps. We make playground safety a top priority at Landscape Structures, and we'll help keep kids safe with our age-appropriate products, safety surfacing and shade systems. We certify our products comply with standards to help keep your kids safe while they play.</p>

Landscape Structures has been actively involved with ASTM International (formerly American Society for Testing and Materials) in the development and on-going updates to ASTM F1487 (Standard Consumer Safety Performance Specification for Playground Equipment for Public Use) for the design, manufacture, installation and maintenance of public playground equipment. We are also a charter member of the International Play Equipment Manufacturers Association (IPEMA).

All standard products covered under the scope of the Standard in our 2020 (and upcoming 2021) Playground Catalog have been tested and certified to be in compliance with the requirements of the ASTM F1487-17 Safety Standard, except where noted. Our facilities, procedures and test results have been validated by an independent testing laboratory according to procedures set forth by the IPEMA. To verify product certification, visit www.ipema.org.

It is our opinion we also conform to the U.S. Consumer Products Safety Commission's (CPSC) Handbook for Public Playground Safety published in 2010, with the exception of Rhapsody Outdoor Musical Instruments. Most of our playstructures are also designed to be in compliance with the 2010 ADA Standard for Accessible Design.

The company has had continuous certification to the quality standard, ISO 9001, since 1996 and to the environmental standard, ISO 14001, since 1998. The pursuit of ISO certification helped Landscape Structures establish its quality management systems and establish the infrastructure for continued growth.

Landscape Structures received our ISO 9001 certification in 1996 and were the first U.S. commercial playground equipment manufacturer to achieve this standard. In 1998, we were certified to ISO 14001 as the first U.S. playground equipment manufacturer and seventh company in the state of Minnesota to achieve the highest standard for conservation and recycling process. We comply with the latest versions of both the 9001 and 14001 standards for both our play and shade divisions.

What this means is that you can purchase park and playground equipment from us with confidence because we have processes in place to manufacture a quality product while being conscious of how we are impacting the environment.

We offer a playground safety program to help teach elementary school students the importance of safe play. The program, featuring the Super Safety Team, Guardians of the Playground, contains practical tools for schools.

In addition, Landscape Structures has developed and made available Continuing Education Sessions approved by both the International Association for Continuous Education and Training (IACET) and the Landscape Architecture Continuing Education System™ (LA CES). Sessions related to safety include the following:

- Maintaining Safe Play Environments
- Play it Cool: Have Fun in the Sun with Shade
- Designing a Safe Spray Park

Inclusive Play Allows Children of All Abilities to Grow Together. We believe all kids are created equal. That's why we create play environments using inclusive playground equipment that welcome kids and families of all abilities to learn, play and grow together.

Inclusive Play Design Philosophy: Our inclusive playground designs promote A Higher Level of Inclusive Play® by addressing accessibility, age and developmental appropriateness and sensory-stimulating activity.

Our team of designers follows the Seven Principles of Universal Design to create a playground that best fits the needs of those in your community:

1. Equitable Use. The design is useful to people with diverse abilities.
2. Flexibility in Use. The design accommodates a wide range of individual preferences and abilities.
3. Simple and Intuitive Use. Use of the design is easy to understand regardless of the user's experience, knowledge, language skills or current concentration level.
4. Perceptible Information. The design communicates necessary information effectively to the user regardless of ambient conditions or the user's sensory abilities.
5. Tolerance for Error. The design minimizes hazards and the adverse consequences of accidental or unintended actions.
6. Low Physical Effort. The design can be used efficiently and comfortably.
7. Size and Space for Approach and Use. Appropriate size and space are provided for approach, reach, manipulation and use regardless of user's body size, posture or mobility.

Universal Design is a framework for the design of environments, products, buildings, ideas and more with the express goal that they be usable by the widest range of abilities. This framework influences our Inclusive Play Design Philosophy to ultimately increase access, safety, comfort and social participation within our play environments.

		<p>To help achieve our goals, Landscape Structures works with the following partners because we believe in what they are doing to create equity through play. Giving all children the opportunity to play together teaches them about their differences and their commonalities, thus eliminating bias.</p> <ul style="list-style-type: none"> • Sensory Processing Disorder (SPD) Foundation and STAR Center • Inclusion Matters® by Shane's Inspiration • The Miracle League® <p>To learn more about our Inclusive Play Partners, visit our website at https://www.playlsi.com/en/playground-design-ideas/inclusive-play/partnerships/</p>	Item 9.
72	Describe how your offering addresses the user's desire to customize the offering (e.g. themes, etc.).	<p>Landscape Structures' Design Philosophy: Creating Space for Future Leaders</p> <p>We believe Design Matters. Play Matters More.®</p> <p>For us, design refers to what a play structure looks like as much as it does to the play value built into it. We simply cannot design one without the other.</p> <p>And for one good reason: Play value is what creates return visitors. That's why Landscape Structures designs play environments to be newly fresh and exciting upon every visit. Children enjoy a hive of activity that sparks the imagination, facilitates discovery and lends itself to new adventure.</p> <p>Integrated play opportunities ensure that there are always multiple options for a child's next move. Inclusive play spaces encourage children of all abilities to play alongside one another.</p> <p>And so we ask ourselves: Is it extremely fun? Once a playground has captured a child's attention, does it hold their attention better than a video game? Does it cause them to return on a regular basis? Do they bypass other playgrounds to get to it? Does it imprint itself upon their memory and become part of their childhood story?</p> <p>When those answers are yes, a destination playground has become a legend. By design.</p> <p>A Customized Experience – No company has more design talent, material options, advanced manufacturing capabilities or can provide more guidance to bring a unique destination to life. We learn about goals and vision, and work collaboratively to make it real.</p> <p>Whether a distinctive landscape, historical homage, custom fantasy or abstract wonderland, our design inspiration can jumpstart imagination. We strive to build something iconic together that will engage communities for decades.</p> <p>Landscape Structures has a long history of innovation and custom offerings. With our concrete operations, shade/heavy play capabilities as well as our basic manufacturing operations we have the ability to design and build almost anything our customers can imagine. We have a dedicated team of Custom Engineers and Custom Designers whose dedicated purpose is to design what the customer has envisioned. Whether the request is something as simple as adding a school logo or school colors to the play structure, creating a unique signage or as comprehensive as creating a completely unique themed playground we have the staff in place to make dreams come true.</p>	*

73	Identify any certification(s) that your business or the products included in your proposal have attained or received.	<div>ISO: Landscape Structures is certified to the latest versions of both the 9001 and 14001 standards for both our play and shade divisions:</div> <div><ul style="list-style-type: none">ISO 9001:2015 standard has a process-oriented structure, is customer focused and emphasizes continuous improvement in qualityISO 14001:2015 standard drives us toward operating in a manner that is environmentally conscious</div> <div>AISC - Certified Fabricator: Our SkyWays® shade products are certified to the American Institute of Steel Construction (AISC), which demonstrates our commitment to building in quality from the beginning. By complying with the rigorous standards established by the most recognized national quality certification program for the structural steel industry, you can feel confident about the superior quality of our shade products.</div> <div>The Consumer Product Safety Commission (CPSC) is a governmental organization that provides technical safety guidelines for designing, constructing, operating and maintaining public playgrounds. It is our opinion we conform to the U.S. Consumer Products Safety Commission's (CPSC) Handbook for Public Playground Safety published in 2010 with noted exceptions.</div> <div>Additionally, we meet or exceed the CPSC's Consumer Products Safety Improvement Act (CPSIA) of 2008. The CPSIA specifies safe limits on the maximum allowable amount of lead in paints, coatings and other materials used on children's products, and sets limits on certain heavy metals and six different phthalates (plasticizers used to make vinyl and other plastics soft and flexible) used in certain toys and childcare products.</div> <div>CSA Group: Nearly all of our playground and park equipment is certified to meet CAN/CSA-Z614-07, the Children's Playspaces and Equipment Standard, through IPEMA.</div> <div>IACET: We are approved as an Authorized Provider of continuing education and training by the International Association for Continuing Education and Training (IACET).</div> <div>IPEMA: We're proud to be a founding member of the International Play Equipment Manufacturers Association (IPEMA™), a member-driven international trade organization that represents and promotes an open market for manufacturers of play equipment. In the interest of public safety, IPEMA provides third-party Product Certification services for U.S. and Canadian public play equipment and U.S. public play surfacing materials. The services, administered by TÜV SÜD America, validate our certification of conformance to the standards referenced below.</div> <div><ul style="list-style-type: none">ASTM F1487-11, excluding sections 7.1.1, 10 and 12.6.1 - Standard Consumer Safety Performance Specification for Playground Equipment for Public useCAN/CSA-Z614-07 excluding clauses 9.8, 10, and 11 - Children's Playspaces and Equipment</div> <div>Most of our playstructures are also designed to comply with the 2010 ADA Standard for Accessible Design.</div>	Item 9.
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Table 16: Exceptions to Terms, Conditions, or Specifications Form

Line Item 74. NOTICE: To identify any exception, or to request any modification, to the Sourcwell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcwell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
		NO EXCEPTIONS REQUESTED

Proposer's Affidavit

Item 9.

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcwell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcwell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcwell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcwell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 - a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 - b. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 - c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

Item 9.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Elaine Harkess, Contract Administrator, Landscape Structures Inc.

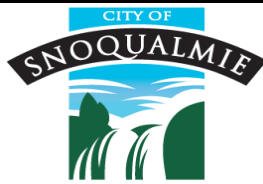
The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum 6_Playground_Water_Play_Equipment_RFP_010521 Tue December 22 2020 03:29 PM	<input checked="" type="checkbox"/>	1
Addendum 5_Playground_Water_Play_Equipment_RFP_010521 Fri December 18 2020 04:15 PM	<input checked="" type="checkbox"/>	1
Addendum 4_Playground_Water_Play_Equipment_RFP_010521 Mon December 7 2020 07:55 AM	<input checked="" type="checkbox"/>	1
Addendum 3_Playground_Water_Play_Equipment_RFP_010521 Thu November 19 2020 08:52 AM	<input checked="" type="checkbox"/>	1
Addendum 2_Playground_Water_Play_Equipment_RFP_010521 Fri November 13 2020 09:09 AM	<input checked="" type="checkbox"/>	2
Addendum 1_Playground_Water_Play_Equipment_RFP_010521 Thu November 12 2020 10:53 AM	<input checked="" type="checkbox"/>	2



CITY OF SNOQUALMIE

Purchase Authorization

Item 9.

Name of Person Completing Form:

Payee Name:	Landscape Structures, Inc Attn: Misty Link	Invoice #:	
Address:	601 - 7th Street South	Invoice Date:	
City State Zip:	Delanno, MN 55328-0198	PO #:	
Form of Payment:	<input checked="" type="checkbox"/> Issue Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Other (Please describe):		

Instructions: This is an electronic form and should be filled out by typing in the appropriate fields. Once completed, please send this cover sheet with all backup documentation behind cover sheet via DocuSign to all the appropriate signers *(see bottom of form for signing requirements for various dollar thresholds)* and include Accounts Payable Clerk as "Receives Copy."

BARS/GL Account Code	BARS/GL Account Description	Amount
310 - 12 - 609 - 594 - 76 - 63 - 000	All-Inc Playground - Construct	\$ 606,229.84

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	\$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	\$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	\$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
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Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	\$ -

Purchase Description:

Authorizations	TOTAL
*Based on the total amount, please include all authorized signers as per City Financial Policy - Purchase Authority	\$ 606,229.84

\$0 - \$1,000	Authorized Purchaser <i>(always signs)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Print Name	Sign Name	Date
\$1000- \$7,500	Department Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Print Name	Sign Name	Date
\$7,500- \$15,000	Department Director	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Print Name	Sign Name	Date
Over \$15,000	City Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Print Name	Sign Name	Date

Centennial Fields Park

Quote / Worksheet # 2210-7605-3



To:
City of Snoqualmie
 38624 SE River Street
 Snoqualmie, WA 98065
 Dylan Gamble | 425.681.4110
 DGamble@snoqualmiewa.gov

Play
Equipment
& Surfacing

Approved by _____

Date _____

PO# _____

Project Location:
Centennial Fields Park
 39903 SE Park St
 Snoqualmie, WA 98065

Date	Lead Time	Terms	Quoted By
February 17, 2023	22 to 24 weeks	see attached	John Larson 206.940.1108

2-5 Area PLAY EQUIPMENT

197057C	SmartPlay: Motion manufactured by Landscape Structures	\$	20,805.00
173519A	OmniSpin manufactured by Landscape Structures	\$	9,965.00
250341C	Rhapsody Tongue Drum manufactured by Landscape Structures	\$	2,750.00
228214A	Rhapsody Warble Chimes manufactured by Landscape Structures	\$	5,710.00
2-5 Area	We-Go-Swing & Ramp manufactured by Landscape Structures	\$	48,124.35

5-12 Area PLAY EQUIPMENT

1166387-3-4	Sensory Play Center manufactured by Landscape Structures	\$	7,610.00
173592A	Oodle Swing manufactured by Landscape Structures	\$	6,680.00
248819A	We-Go-Round manufactured by Landscape Structures	\$	35,535.00
1166387-3-4	PlayBooster Inclusive Playground manufactured by Landscape Structures	\$	206,905.00

SURFACING

2550 square ft	Material Required	ForeverLawn Playground Grass Ultra with X-static & EnviroFill, with 1.5" Safety Foam Pro for 6' fall ratings, includes Installation, materials (seams, adhesive...), EnviroFill spread at 1# per ft ²	\$ 20.50	\$ 52,275.00
7095 square ft	Material Required	ForeverLawn Playground Grass Ultra with X-static & EnviroFill, with 3" Safety Foam Pro for 10' fall ratings, includes Installation, materials (seams, adhesive...), EnviroFill spread at 1# per ft ²	\$ 21.71	\$ 154,050.19
		Playground Surfacing Ground Preparation: Supply and install 3" to 4" Project Specific Crushed Rock, Includes Leveling & Compacting.		\$ -
Sourcewell Purchasing Contract Discount LSI #010521-LSI City of Snoqualmie ID#76498				\$ (27,526.75)

Issue Purchase Order to:

Landscape Structures, Inc.
 attention: **Misty Link**
 601 - 7th Street South
 Delano, MN 55328-0198
 mistylink@playlsi.com
 763.972.5591

Send for processing to:

PlayCreation, Inc.
 attention: **John Larson**
 2104 SW 152nd Street, ste 1
 Burien, WA 98166
 JohnL@PlayCreation.com
 206.932.6636

Freight	\$ 28,235.25
Project Total	\$ 551,118.04
Tax 10%	\$ 55,111.80
Total	\$ 606,229.84



Quote Based on Current Pricing |
 Pricing Valid for 60 days from quote

Itemized Quote

Item 9.

Date: 01/30/2022
By: John Larson
Project: Centennial Fields Park

Organization: PlayCreation, Inc
Contact: johnl@playcreation.com | 206.940.1108

Design No: 1166387-03-04
Location: Snoqualmie, WA

PlayBooster®, Smart Play® and Parts (2-5 years)						
PHASE-1 Direct Bury Aluminum			UNIT		TOTAL	
QTY	NO.	DESCRIPTION	WEIGHT (lb)	PRICE (US \$)	WEIGHT (lb)	PRICE (2023)
PlayBooster®						
Bridges & Ramps						
1	174815A	12' Ramp w/Guardrails and Curbs			638.0	8,495.00
1	120325A	Ramp Berm Exit Plate Concrete Wall			30.0	500.00
Motion & More Fun						
1	120818A	Playstructure Seat			26.0	465.00
Posts						
2	111404J	76" Alum Post DB	19.0	315.00	38.0	630.00
2	111404H	92" Alum Post DB	23.0	340.00	46.0	680.00
Smart Play®						
Ages 2-5 Yrs						
1	197057C	Motion w/Play Table DB			1100.0	20,805.00
Freestanding Play						
Motion & More Fun						
1	173591A	OmniSpin Spinner Surface Mount ¹			499.0	9,965.00
Sensory Play						
1	250341C	Rhapsody Tongue Drum Junior w/o Mallet DB			35.0	2,750.00
1	228214A	Rhapsody Warble Chimes DB			229.0	5,710.00
Signs						
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years Direct Bury			24.0	0.00
Swings						
1	277778A	We-Go-Swing w/1 Accessible Bay DB Only ¹			2357.0	37,340.00
Parts						
1	156058	HDW SQ DECK KICK PLATE			0.3	14.35

PlayBooster® (5-12 years)						
PHASE-1 Direct Bury Mixed Material			UNIT		TOTAL	
QTY	NO.	DESCRIPTION	WEIGHT (lb)	PRICE (US \$)	WEIGHT (lb)	PRICE (2023)
PlayBooster®						
Bridges & Ramps						
2	111345A	Bridge/Ramp Transition Bracket	21.0	360.00	42.0	720.00
1	120325A	Ramp Berm Exit Plate			30.0	500.00

Itemized Quote

Item 9.

Date: 01/30/2022
By: John Larson
Project: Centennial Fields Park

Organization: PlayCreation, Inc
Contact: johnl@playcreation.com | 206.940.1108

Design No: 1166387-03-04
Location: Snoqualmie, WA

PlayBooster® (5-12 years)						
PHASE-1 Direct Bury Mixed Material			UNIT		TOTAL	
QTY	NO.	DESCRIPTION	WEIGHT (lb)	PRICE (US \$)	WEIGHT (lb)	PRICE (2023)
		Concrete Wall				
5	156233A	Ramp w/Barriers	554.0	6,385.00	2770.0	31,925.00
4	156232A	Ramp w/Guardrails w/Curbs Meets ASTM	435.0	5,135.00	1740.0	20,540.00
1	193173B	TightRope Bridge w/2 Grab Bars Connected Between Deck			67.0	2,510.00
Climbers Other						
1	176081A	Canyon Climber			112.0	1,795.00
1	146812A	Sky Rail Climber 72"Dk DB ¹			88.0	1,995.00
Climbers W/Permalene Handholds						
1	150975A	Cascade Climber 56"Dk DB Only			215.0	2,830.00
1	153350C	Chain Ladder 64"Dk DB			65.0	1,335.00
1	201887B	JigJag Climber w/Permalene Handhold (Right) 72"Dk ¹			133.0	2,180.00
1	176080A	Logo Climber 56"Dk DB			93.0	1,795.00
1	153076A	Mini Summit Climber 40"Dk DB			88.0	1,495.00
1	157427D	Pod Climber w/Handloop & Handrail 32"Dk DB Left Handhold			85.0	1,950.00
1	165445A	Ring Tangle w/Handloop 8"Dk Diff ¹			154.0	3,170.00
1	174449A	Sling Shot Climber 48"DK DB			118.0	3,815.00
1	145624D	Vertical Ascent 72"Dk			104.0	1,650.00
1	116249C	Vertical Ladder 56"Dk DB			52.0	1,070.00
Decks						
1	152911A	Curved Transfer Module Right 32"Dk DB			195.0	2,895.00
9	178710A	Hexagon Tenderdeck	285.0	3,575.00	2565.0	32,175.00
1	121948B	Kick Plate 16"Rise			23.0	235.00
5	121948A	Kick Plate 8"Rise	13.0	140.00	65.0	700.00
4	111231A	Triangular Tenderdeck	62.0	965.00	248.0	3,860.00
4	119646A	Tri-Deck Extension	51.0	940.00	204.0	3,760.00
Enclosures						
3	191031A	Accessible Panel Curb	5.0	135.00	15.0	405.00
1	111240A	Balcony Deck			116.0	1,565.00
1	160694A	Barrier With Infill Panel			32.0	750.00
1	123844A	Braille Panel Above Deck			52.0	1,980.00
1	115223A	Bubble Panel Above Deck			38.0	1,035.00
1	135731A	Chimes Reach Panel Above Deck			31.0	1,565.00
1	127953A	Handhold Panel Set			24.0	340.00
2	129043A	Image Reach Panel Above Deck	53.0	1,120.00	106.0	2,240.00

Itemized Quote

Item 9.

Date: 01/30/2022
By: John Larson
Project: Centennial Fields Park

Organization: PlayCreation, Inc
Contact: johnl@playcreation.com | 206.940.1108

Design No: 1166387-03-04
Location: Snoqualmie, WA

PlayBooster® (5-12 years)						
PHASE-1 Direct Bury Mixed Material			UNIT		TOTAL	
QTY	NO.	DESCRIPTION	WEIGHT (lb)	PRICE (US \$)	WEIGHT (lb)	PRICE (2023)
4	116244A	Pipe Barrier Above Deck	51.0	760.00	204.0	3,040.00
3	116245A	Pipe Guardrail Above Deck	28.0	620.00	84.0	1,860.00
1	164148A	Ring-A-Bell Reach Panel Above Deck			31.0	1,195.00
1	115254A	Storefront Panel			24.0	760.00
Motion & More Fun						
1	120901A	Grab Bar			5.0	235.00
1	201546A	Gyro Twister DB ¹			106.0	2,340.00
9	111275A	Handloop Assembly	10.0	290.00	90.0	2,610.00
Overhead Events						
1	142887A	2"Horizontal Ladder			98.0	1,435.00
1	130873A	Ring Pull			14.0	800.00
Posts						
5	111404G	100"Alum Post DB	26.0	355.00	130.0	1,775.00
1	111404F	108"Alum Post DB			28.0	360.00
6	111404E	116"Alum Post DB	29.0	375.00	174.0	2,250.00
5	111404D	124"Alum Post DB	30.0	435.00	150.0	2,175.00
7	111404C	132"Alum Post DB	31.0	450.00	217.0	3,150.00
2	111404O	132"Steel Post DB 42" BURY	78.0	360.00	156.0	720.00
8	111404B	140"Alum Post DB	34.0	455.00	272.0	3,640.00
6	111403E	150"Alum Post For Roof DB	34.0	485.00	204.0	2,910.00
6	111403C	166"Alum Post For Roof DB	37.0	510.00	222.0	3,060.00
6	111403A	182"Alum Post For Roof DB	40.0	540.00	240.0	3,240.00
2	111404J	76"Alum Post DB	19.0	315.00	38.0	630.00
4	111404I	84"Alum Post DB	21.0	330.00	84.0	1,320.00
6	111404H	92"Alum Post DB	23.0	340.00	138.0	2,040.00
Roofs						
3	130567A	Hex Shingle Roof ¹	193.0	3,430.00	579.0	10,290.00
Slides						
1	126368C	30"Dia El Tunnel Slide w/o View 56"Dk DB			210.0	4,400.00
1	271761A	Alpine Slide 72" Deck DB ¹			268.0	4,700.00
1	130798A	Double Swirl Slide 48"Dk DB			176.0	2,755.00
1	148426B	Firepole Perm Handholds 64"Dk DB			59.0	955.00
Freestanding Play Climbers						
3	158997A	Pod Climber 10" DB	13.0	340.00	39.0	1,020.00
3	120711A	Pod Climber 16" DB	14.0	345.00	42.0	1,035.00
1	158998A	Pod Climber 20" DB			15.0	355.00

Itemized Quote

Item 9.

Date: 01/30/2022
By: John Larson
Project: Centennial Fields Park

Organization: PlayCreation, Inc
Contact: johnl@playcreation.com | 206.940.1108

Design No: 1166387-03-04
Location: Snoqualmie, WA

PlayBooster® (5-12 years)						
PHASE-1 Direct Bury Mixed Material			UNIT		TOTAL	
QTY	NO.	DESCRIPTION	WEIGHT (lb)	PRICE (US \$)	WEIGHT (lb)	PRICE (2023)
1	120710A	Pod Climber 8" DB			12.0	340.00
Motion & More Fun						
1	248819A	We-Go-Round w/Perf Panels - 2 seats DB Only ¹			2100.0	35,535.00
2	158105A	Wobble Pod DB Only	122.0	1,865.00	244.0	3,730.00
Sensory Play						
1	168989A	Bongo/Alphamaze Panel			44.0	1,320.00
1	168105A	Imagination Table			20.0	870.00
2	168100A	Sensory Play Center Wall DB	88.0	1,630.00	176.0	3,260.00
2	168101A	Sensory Play Center Wall End DB	38.0	1,080.00	76.0	2,160.00
3	168661A	Sensory Play Station Plate			0.0	0.00
Signs						
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury			24.0	0.00
Sports & Fitness						
1	100041A	Curved Balance Beam DB			71.0	1,000.00
Swings						
1	173592A	Oodle Swing DB Only ¹			395.0	6,680.00

SUMMARY		CONCRETE (cu-ft)	FOOTINGS (count)	LABOR (hours)	WEIGHT (lb)	PRICE (2023)
PlayBooster®, Smart Play® and Parts (2-5 years) PHASE-1		337.1	39	116.8	5,022.3	87,354.35
PlayBooster® (5-12 years) PHASE-1		263.0	117	239.5	16,929.0	256,730.00
ALL PHASES	PlayBooster®	162.8	94	196.5	14,449.0	210,195.00
	Smart Play®	32.8	25	30.0	1,100.0	20,805.00
	Freestanding Play	404.6	37	129.8	6,402.0	113,070.00
	Parts				.3	14.35
	Total	600.1	156	356.3	21,951.3	344,084.35



Terms of Sale

PRICING: Landscape Structures' list prices do not include delivery and handling charges. Prices are subject to change without notice.

TERMS: To tax-supported institutions and those with established credit: net 30 days from the date of the invoice. 1.5% per month thereafter; freight charges are prepaid and applied to the invoice.

TAXES: Landscape Structures' list prices do not include applicable taxes, if any.

WEIGHTS: Weights are approximate and may vary.

DELIVERY: If delivery of the equipment is by common carrier, and there is damage or a shortage, notify the carrier at once and sign delivery documents provided by the carrier noting the damage or shortage. Most products are delivered on large pallets and will require a forklift or similar equipment to unload as a unit on the site.

INSTALLATION: All playstructures and/or equipment are delivered unassembled and packaged with recyclable materials. For a list of factory-certified installers in your area, please contact your Landscape Structures playground consultant.

SERVICE: We have knowledgeable, qualified playground consultants throughout the world who are available to help you before, during and after the sale. Landscape Structures has exclusive design software that features all of our parts and pieces in pull-down menus. With this software, your playground consultant can design a playground layout that meets not only your needs, but ASTM and CPSC standards as well. In addition, we have a full staff of CPSI-certified designers, along with 2D and 3D drawing capabilities and custom capabilities to assist you with your playground plans.

RETURN POLICY: As an indication of our commitment to our customers, Landscape Structures will accept returns of new structures and/or new equipment purchased within 60 days of the original invoice date. Advance notification is necessary to ensure proper credit. Parts not included in this return policy are custom parts (including PlayShaper® posts), as well as used or damaged parts. A 20% restock fee plus all return freight charges will apply to all product returns. NOTE: All parts are subject to inspection upon return. Parts returned damaged may not receive a full credit. For this reason, it is important that all returned parts are properly packaged to prevent damage while in transit. Please contact your Landscape Structures playground consultant for the shipping address.

PRODUCT CHANGES: Because of our commitment to safety, innovation, and value, we reserve the right to change specifications at any time.

PLEASE CONTACT US AT:

Landscape Structures Inc.
601 7th St. South
Delano, MN 55328-8605
888.438.6574 (*inside the U.S.A.*)
763.972.5200 (*outside the U.S.A.*)
playlsi.com


landscape
structures®

Terms and Conditions

These Terms and Conditions are entered into by and between Landscape Structures, Inc., located at 601 7th St. S., Delano, MN (“Vendor” or “Seller”), and the City of Snoqualmie (“City” or “Buyer”), a municipal corporation in Washington State.

Recitals

- A. Vendor specializes in the manufacture of playground equipment.
- B. On February 15, 2021, Vendor entered into a contract with Sourcewell, a local government agency and service cooperative located at 202 12th Street NE, P.O. Box 219, Staples, MN (“Sourcewell Contract #010521-LSI” or “Sourcewell Contract”) to provide playground equipment, products and services to Sourcewell and the entities that access Sourcewell’s cooperative purchasing contracts (“Participating Entities”).
- C. The City of Snoqualmie is a Participating Entity under the Sourcewell Contract and wishes to purchase certain playground equipment from Landscape Structures Inc. under the terms of the Sourcewell Contract.

In consideration of the above, the parties agree as follows:

1. The City’s purchase of playground equipment from Vendor is made under the terms and conditions of the Sourcewell Contract #010521-LSI. All terms and conditions set forth in the Sourcewell Contract are hereby incorporated by reference such that the City shall be deemed to be a Participating Entity under that contract and shall be entitled to all of the benefits, protections, and guarantees of the Sourcewell Contract in the same manner as if these benefits, protections and guarantees were include in full in these Terms and Conditions between the City and Vendor.
 - a. By way of example only, and without limitation, the following specific provisions of the Sourcewell Contract shall apply to the City: Warranty (Section 2.B); Shipping and Shipping costs (Section 3.A); Liability (Section 11); Default and Remedies (Section 17.B); Insurance (Section 18); and Compliance (Section 19).
2. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

City of Snoqualmie

Landscape Structures, Inc.

By: _____

By: _____

Katherine Ross, Mayor

Date: _____

Date: _____



APPROVED BY: _____ DATE ____/____/____

(PRINT NAME PLEASE) _____



Centennial Fields Park



1166387-03-04 • 02.21.2023









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structures®

Centennial Fields Park

PLAY*CREATION

1166387-03-04 • 02.21.2023



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-037
March 13, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB23-037: CITY OF SNOQUALMIE AGREEMENT FOR CONSULTANT SERVICES IT Management, Operations, and Staffing Assessment	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Authorize the Mayor to execute the Agreement for Consultant Services with BerryDunn for IT Management, Operations, and Staffing Assessment in an amount not to exceed \$58,735.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Jen Ferguson	3/3/2023
	Finance	Jen Ferguson	3/3/2023
	Legal	Anna Astrakhan	3/10/2023
	City Administrator	Mike Sauerwein	

DEPARTMENT:	Information Technology		
STAFF:	Sarah Reeder		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: March 7, 2023	
MEMBERS:	Bryan Holloway	James Mayhew	Rob Wotton
EXHIBITS:	1. AB23-037x1 Berry Dunn 2023 Agreement (3.3.23)_ 2. AB23-037x2 BerryDunn Proposal 3. AB23-037x3 Recruiting 101_ 5 Tips for Better Communication with Hiring Managers		

AMOUNT OF EXPENDITURE	\$ 58,735
AMOUNT BUDGETED	\$ 38,000
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

The purpose of this agenda bill is for City Council consideration and approval of the agreement between BerryDunn and the City of Snoqualmie for the IT Management, Operations, and Staffing Assessment.

LEGISLATIVE HISTORY

On November 10th, 2023, The City of Snoqualmie and Berry, Dunn, McNeil, and Parker, LLC entered into an agreement for IT Project Management Program and Capacity Modeling services. The not to exceed amount of this agreement was within the Mayor's signing authority. At the start of this engagement the City believed that the issues IT was facing was based on the lack of project governance and extended poor performance of previous leadership aligning IT projects with City goals and objectives. The initial work performed under this contract uncovered issues within the structure and practices within IT that needed to be resolved prior to governance work being effective. At this point it was determined that an amendment to the and scope of work would be needed.

BACKGROUND

The IT Department's personnel structure, operational management plan, and communication plan are out of date and out of alignment with industry standards. This has led to system failures, data loss, interruption of City workflow, increased risk in noncompliance with data retention policies, and lack of proper tools for City employees. Further delay in identifying the root cause of these issues and developing operation standards that are in alignment with City goals, could result in system failures, critical data loss, and inability for the City to perform crucial work.

After multiple internal discussions, it was determined that engaging BerryDunn in an IT Program Management and Capacity Planning project would be beneficial. Phase one of the project included fact-finding sessions with each City Department. These sessions identified some misalignment between the goals of City and the IT Department. After the preliminary findings were discussed with the City Administrative Staff, it was determined that an expanded scope of work would provide the most benefit. Program Management and Capacity Planning support would not be effective if the IT department, its structure, governance, and operational management were not in alignment with the City needs.

It is important that City Leadership identifies and understands the core competencies needed in an IT Department to meet the goals they have laid out for the City. There is significant risk in filling key positions without being able to identify what skills are needed to successfully reach goals and objectives. City Leadership needs a strong understanding of what level of service IT should be providing for a city of its size. There needs to be clearly defined expectations that are realistic and actionable in place when a New Director is hired.

ANALYSIS

After initial discovery into the project work, BerryDunn came back with the following recommendation and the basis for the change in project scope.

"In December, BerryDunn began working with the City and its IT Department. Initially, our aim was to create an IT Project Management Program and Capacity Model, which would serve as a framework for managing the City's technology project portfolio and IT staff's capacity to execute those projects. As our team began the proposed fact-finding meetings with City departments, participants expressed a strong desire to report on IT service-related performance. It became clear that with IT staff capacity based primarily on IT service desk ticket data, City departments will not buy-in to the IT Project Management Program and Capacity Model we initially planned to develop.

Additionally, we have learned that City leadership would like more information on the IT Department's staffing—including its organizational structure, positions, skills, capabilities, and gaps in best practice—after a salary and compensation study was unable to find regional peers with IT departments of similar size, structure, and skillsets.

In light of the initial feedback our team gathered from City department stakeholders, as well as the desire to better understand the IT Department's current staffing, we recommend changing the scope of our

engagement from an IT Project Management Program and Capacity Model to an IT Operations, Management, and Staffing Assessment. This assessment will provide the City with an objective analysis of the IT Department and answer City leadership's IT Department staffing questions. This assessment will highlight the operations, management, and staffing areas that are performing at or beyond the level similarly sized cities and identify areas for improvement. The assessment will provide the City with clear, actionable recommendations that it may use to close the identified service level gaps."

To help the City determine if this was the right approach, we requested that BerryDunn provide us with practical examples from previous clients.

BerryDunn has provided some insight into the process used with other clients in similar situations.

"Our report will serve as a recommendation and in the case of staff organizational structure and skills, our recommendation will have at least 2 options. We will undoubtedly recommend that a new IT Director make their own decision on staffing and structure, using our report as one input to their decision-making process. We will recommend that a new IT Director have at least 60 days on the job before executing any organizational structure, position, or staffing changes.

We've engaged with 2 organizations in the last 3 years that used our report in just that way – serving as an objective assessment of what the new CIO, in one case, and IT Manager, in another case, was coming into and gave them insights to develop their action plan for the role. In both instances, our recommended organizational structures were not adopted exactly as recommended, but instead had one or two changes based on the incumbents in the positions. The new leaders had greater time to observe and assess the individual staff and their responsibilities before making reorganization decisions. Also in both instances, the new leader acknowledged the validity of BerryDunn's assessment recommendations and that our report will help him/her measure their own performance in making needed changes in the organization".

We also researched additional reputable sources for best practices in hiring to ensure that these recommendations were in alignment with the City's needs. The Society of Human Resource Management's Article "Recruiting 101: 5 Tips for Better Communication with Hiring Managers," written by Roy Maurer, lists the first tip as going in prepared. The article discusses how not preparing hiring managers with current information on the industry or role will lead them to relying on previous experience which may not be complete or not in alignment with current practices (Exhibit AB23-037x3).

BUDGET IMPACTS

The additional cost and expanded scope of this project is critical to ensure that the right roles exist and filled by the right individuals within the IT organization. The updated and overall agreement cost is \$72,550 (Original agreement \$44,995 plus expanded scope cost of \$27,555) The original agreement has expired with only \$13,815 invoiced against leaving \$31,180 unspent on the original agreement, so the new agreement is proposed to be \$58,735 which includes the remaining portion of the expired agreement plus the expanded scope cost (\$27,555 plus \$31,180). To cover the new agreement amount of \$58,735, there will be unused salary & benefit budget line items due to position vacancies. No budget amendment is needed for this project.

NEXT STEPS

PROPOSED ACTION

Move to Authorize the Mayor to execute the Agreement for Consultant Services with BerryDunn for IT Management, Operations, and Staffing Assessment in an amount not to exceed \$58,735.

**CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
IT Management, Operations, and Staffing Assessment**

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and Berry Dunn McNeil & Parker, a limited liability company ("Consultant") is dated this ____ day of March, 2023.

Consultant Business: Berry, Dunn, McNeil, and Parker, LLC

Consultant Address: 2211 Congress Street
Portland, Maine 04102

Consultant Phone: 207-541-2200

Consultant Fax: 207-541-2212

Contact Name: Chad Snow

Contact e-mail: csnow@berrydunn.com

Federal Employee ID No.: 01-0523282

Authorized City Representative for this contract: Christopher Miller, Department Director

WHEREAS, the City desires to enter into a professional services agreement with BerryDunn for an IT Management, Operations, and Staffing Assessment and for IT Director Recruitment Assistance;

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the above-referenced areas; and

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant.

A. The City retains the Consultant to provide the services described in "Exhibit A" (the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

B. The City may revise the Work and the compensation only by a written Change Order signed by the authorized City representative that shall become a part of this Agreement.

C. The project manager(s) of the Work shall be Chad Snow. The project manager(s) shall not be replaced without the prior written consent of the City.

D. Work shall commence when the City issues a notice to proceed and it shall be completed no later than May 31st, 2023, unless the completion date is extended in writing by the City.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$ 58,735 as shown on Exhibit B, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

B. The Consultant shall be paid in such amounts and in such manner as described in Exhibit B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses that are approved for reimbursement by the City in writing before the expense is incurred. If travel and/or overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

B. All requests for payment should be sent to

City of Snoqualmie
Attn: Christopher P. Miller, Interim Information Technology Director
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

4. Work Product.

A. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

B. All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice; provided, however, that in the event of a material breach of this Agreement, termination may be effective immediately or upon such date as determined by the City in its sole discretion. For purposes of this Agreement, "material breach" is defined as misfeasance, malfeasance or violation of any criminal law, ordinance or regulation.. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification.

A. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

B. Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

C. As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

D. Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile used by Consultant in the course of the Work. A statement by Consultant and approved by the City Administrator, certifying that no vehicle will be used in accomplishing this Agreement, may be substituted for this insurance requirement.
4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended

reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Snoqualmie, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Snoqualmie Business License. Consultant shall obtain a City of Snoqualmie business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Paragraph 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Snoqualmie shall be sent to the following address:

City of Snoqualmie
Attn:
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

B. Notices to the Consultant shall be sent to the following address:

Berry, Dunn, McNeil & Parker, LLC
Attn: Charles Snow
2211 Congress Street
Portland, ME 04102

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

CITY OF SNOQUALMIE,
WASHINGTON

By: _____
Its: Mayor
Date: _____

CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.

Corporation

[Consultant's Complete Legal Name]

By: _____
Typed/Printed Name: _____
Its: _____
Date: _____

ATTEST:

Reina McCauley, Deputy City Clerk
Date: _____

APPROVED AS TO FORM:

Anna Astrakhan, Assistant City Attorney
Date: _____

Exhibit A

Scope of Work

City of Snoqualmie
February 3, 2023
Page 1

Project Approach

Below and on the following pages, we provide a detailed account of our work plan, illustrated in Figure 1, to complete the City's desired IT Management, Operations, and Staffing Assessment.

We have incorporated the tasks necessary to complete this assessment into the work plan originally developed to execute the IT Project Management Program and Capacity Model. We have incorporated work completed to-date into the work plan, and we have applied the cost of work completed to-date from our revised fees.

Figure 1: BerryDunn's Proposed Work Plan



Phase 1: Project Planning

Building strong relationships with our clients is key to our collaborative service approach, and collaborating on a clear project timeline and scope of work is the first step in the process.

- 1.1 **Conduct initial project planning.** We will facilitate a project planning teleconference with the City's project team, focusing on the following topics:
 - ▲ Clarify goals and known project constraints
 - ▲ Introduce project stakeholders
 - ▲ Establish collaboration tools and methods
- 1.2 **Develop a draft Project Work Plan and Schedule.** Following the initial project planning teleconference, we will develop a draft Project Work Plan and Schedule. This will address specific City issues and concerns relating to our approach for managing communications, as well as our approach to scope, risks, and resource management. It will also address BerryDunn's approach to providing the exact services outlined in our proposal, delivered at the agreed-upon time frame for each task.
- 1.3 **Facilitate a remote work session to review the draft Project Work Plan and Schedule.** Our team will review the draft Project Work Plan and Schedule with the City's project team and incorporate any requested changes before updating to final.

Phase 1: Project Planning

1.4 Update Project Work Plan and Schedule to include an IT Management, Operations, and Staffing Assessment. Should the City like to move forward with the expanded scope and conduct an IT Management, Operations, and Staffing Assessment, BerryDunn will update the Project Work Plan and Schedule to accommodate the expanded scope. We estimate that this will add an extra three to four weeks to the overall project schedule, and we will meet with the City's project team to review and finalize the updated Project Work Plan and Schedule.

Deliverable 1 – Project Work Plan and Schedule

Phase 1 Differentiators

- ✓ Our team will apply A Guide to the Project Management Body of Knowledge (PMBOK® Guide) project management principles to establish a measurable timeline.
- ✓ The Project Work Plan will incorporate agreed-upon procedures between BerryDunn and the City related to project control, including quality management and deliverable submission/acceptance management.
- ✓ Applied Prosci® change management methodology prepares City staff for change at each project step.

Phase 2: Assessment

The foundation of our research and recommendations will come from the City's input. The tasks outlined in this phase will allow our team to assess the City's current IT management, operations, and staffing environment, identify gaps in best practices, and make actionable recommendations to address the gaps.

2.1 Submit document request to the City and review documentation. To prepare for IT fact-finding activities, we will request materials that enable our team to analyze the City's baseline. The documents requested from the City will be used to gain an understanding of the City's current technology environment and will likely include IT policies and procedures, an organization chart, job descriptions, network infrastructure diagrams, an inventory of software applications, and a list of custom developed applications or interfaces as well as other documentation. This documentation will supplement information already provided to BerryDunn as part of the current Project Management Program and Capacity Modeling Services engagement.

We respectfully request that the City provide available documentation prior to the project re-kickoff meeting and fact-finding interviews, as reviewing this information in advance of this work will enable us to be more efficient, become more knowledgeable of the current environment, and make best use of City personnel's time.

2.2 Develop and administer an IT position questionnaire. BerryDunn will develop a questionnaire to gather feedback from current IT staff related to their current workload, daily tasks, job satisfaction, job skills, relevant education, and more. We will review the questionnaire responses and compare the feedback to current job descriptions and time allocation data provided as part of the information request.

Phase 2: Assessment

2.3 Conduct remote fact-finding interviews. We will conduct a series of interviews and work sessions with City stakeholders. We will facilitate one-on-one interviews with IT staff to gather information related to staffing analysis, e.g., current workload, daily tasks, job skills and relevant education, job satisfaction, and more. We will lead topic-based interviews with multiple participants to gather information related to IT management and operations. We will include all information gathered to-date, including information gathered during the January 2023 fact-finding meetings, in our analysis.

2.4 Develop draft Current Environment Assessment Report. Based on the data and documentation shared by the City, as well as information gathered through fact-finding interviews, we will develop a draft Current Environment Assessment Report. This will cover the following requested areas:

- ▶ IT Organizational management and governance
- ▶ Network configuration and capacity
- ▶ Network perimeter management
- ▶ Server configuration and capacity
- ▶ Configuration management
- ▶ Database management
- ▶ Change control
- ▶ Data Security
- ▶ Disaster Recovery and Business Continuity
- ▶ Physical and environmental controls
- ▶ End-user device management
- ▶ IT Service Management and Performance Measurements
- ▶ Software Asset Management
- ▶ Application management
- ▶ IT Staffing Structure, Capabilities, and Qualifications

The assessment will include a list of critical gaps in best practices for municipal IT organizations.

2.5 Review and update the Draft Current Environment Assessment Report. We will review the Current Environment Assessment in draft form with the City's project team. As part of this step, we will confirm the list of critical gaps with the City's project team. We will incorporate feedback and requested revisions to the draft Current Environment Assessment before preparing recommendations in the next draft version of the report.

Deliverable 2 – Draft Current Environment Assessment Report

2.6 Develop actionable recommendations. After reviewing the Draft Current Environment Assessment Report with the City's project team, we will develop a list of actionable recommendations that they City may follow in order to address the critical gaps identified.

2.7 Update Current Environment Assessment Report to final. We will update the assessment to final form, incorporating the list of actionable recommendations. We will confirm these recommendations with the City's project team and incorporate any final feedback and revisions.

Deliverable 3 – Final Current Environment Assessment Report

Phase 2: Assessment

2.8 Conduct ongoing project management. Throughout the project, BerryDunn will communicate project status updates on at least a biweekly basis. Status updates will include project activities and accomplishments, upcoming activities, issues encountered, and anticipated challenges that may impact project delivery as well as mitigation strategies.

Deliverable 4 – Biweekly Project Status Updates

Phase 2 Differentiators

- ✓ The documentation request and fact-finding interviews help to clarify the current IT operations, management, and staffing within the City.
- ✓ We will engage IT staff to solicit input and first-hand insights and perspectives. This will allow IT staff to participate in identification of strengths and gaps in IT Department operations, generation of ideas for skill development, and organizational structure recommendations. Through our experience conducting similar engagements, we understand the importance of involving City stakeholders in a collaborative manner to facilitate understanding of the City's current baseline and obtain support for recommendations and new or modified processes.

Project Team and Timeline

The additional scope of work will be completed by the same project team members currently working on the IT Project Management Program and Capacity Model engagement, with an additional team member joining. We estimate the revised work plan will add an estimated five to six weeks to the overall project timeline estimated in the current engagement, and we will review those changes with the City's project team during Task 1.4, Update Project Work Plan and Schedule, to include IT Management, Operations, and Staffing Assessment. We recognize that the City would like to complete this initiative quickly, and we will work with the City to maintain an efficient pace throughout the engagement.

Approach to IT Director Recruitment Assistance

BerryDunn's team is committed to partnering with the City to assist with the recruitment of its next IT Director. Our team will assist the City with drafting a job description and posting, as well as application review and interviews, to identify candidates that not only possess the necessary technical skills to perform the critical elements of the position but to understand the behaviors and personality types that would best fit into the organization's culture.

Our proposed steps are as follows:

1. BerryDunn will provide feedback on the City-drafted IT Director job description, helping to ensure responsibilities and qualifications align with the needs of the City. We will also provide guidance to the City on where to post position. For example, ads can be placed on local or national websites, alumni sites, networking sites, industry websites and in any specialty publications or websites that might draw candidates from a specific industry.

City of Snoqualmie
February 3, 2023
Page 5

2. As applications come in, we can review resumes and qualification materials for their relevance to the IT Director position, participate in initial or short-listed candidate ranking meetings with the City, and provide consulting on any salary requirements conveyed by candidates.
3. Our team can then participate in the City's interview process. We can also provide you with interview questions that will help you identify the best IT Director candidate to fit the City.
4. If needed, we can check references and provide summaries of those references as requested.
5. Following interviews and needed reference checks, we can participate in a final selection meeting with the City's hiring authorities.

All of the above steps are offered to the City on an as-needed, on-call basis at an hourly rate proposed in the next section.

EXHIBIT B

COMPENSATION

City of Snoqualmie
February 3, 2023
Page 6

Proposed Fees

IT Management, Operations, and Staffing Assessment

Our estimated fixed fee to complete the City's revised scope of work is \$63,940, as represented in Table 1. As of February 28, 2023, BerryDunn has completed work on the contracted engagement totaling \$36,733. The existing work will contribute to the IT Management, Operations, and Staffing Assessment, and BerryDunn therefore will apply that work and associated January, February, and March 2023 invoices to this revised scope of work.

These costs represent a fixed price for completing the City's requested scope of work, assuming that all project activities will occur remotely. Should the City desire BerryDunn complete portions of the project on-site, we will bill travel as incurred.

Table 1: Cost by Project Phase

No.	Phase	Original Cost	Revised Cost
1	Project Planning	\$4,595	\$5,595
2	Assessment (and original Framework and Capacity Modeling Phase)	\$40,400	\$58,345
Fixed-Fee Project Total		\$44,995	\$63,940
<i>January 2023 invoice applied</i>			(\$4,135.50)
<i>Projected February 2023 invoice applied</i>			(\$9,679.50)
<i>Projected March 2023 invoice to be applied</i>			(\$13,392.50)
Remaining Revised Fixed-Fee Project Total:			\$36,733

IT Director Recruitment Assistance

In Table 2, we have provided our estimated hours of assistance for each of the steps in the Approach to IT Director Recruitment Assistance services. The estimated hours form the basis for the not-to-exceed cost associated with these services at an hourly rate of \$210.

We will submit monthly progress invoices based on the actual hours expended that month. We will include the monthly progress amount in hours along with a tracker of the utilization rate versus planned and remaining hours.

Table 2: Cost Estimate by Assistance Steps

No.	Step	Estimated Maximum Hours	Estimated Cost
1	Job Description Review and Feedback	3	\$630
2	Application Review and Feedback	12	\$2,520
3	Interview Preparation and Participation	12	\$2,520
4	Candidate Reference Checks and Summaries	8	\$1,680
5	Candidate Selection Consulting	6	\$1,260
Hours-Based Not-to-Exceed Total		41	\$8,610

Proposed New Contract Fees

IT Management, Operations, and Staffing Assessment Fixed-Fee Total	Hours	Cost
IT Management, Operations, and Staffing Assessment Total	n/a	\$36,733
IT Director Recruitment Assistance Not-To-Exceed Hourly Total	41	\$8,610
New Contract Total		\$45,343

PROPOSAL TO THE
City of Snoqualmie, Washington

TO PROVIDE AN
**IT Management, Operations,
and Staffing Assessment, and On-Call
IT Staff Recruitment Consulting**

BerryDunn

2211 Congress Street
Portland, ME 04102-1955
207.541.2200

Chad Snow, Principal
csnow@berrydunn.com

**Erin Provazek, Project
Manager**
eprovezek@berrydunn.com

Proposal Submitted On:
March 3, 2023

March 3, 2023

City of Snoqualmie
Attn: Michael Sauerwein
38624 SE River Street
Snoqualmie, WA 98065

Dear Michael Sauerwein:

Thank you for the opportunity to submit this proposal describing how our consulting team may change our currently contracted engagement for IT Project Management Program and Capacity Modeling services. BerryDunn proposes transitioning the engagement to assisting the City of Snoqualmie (the City) by conducting an IT Management, Operations, and Staffing Assessment. We appreciate the relationship we have built with the City over the past few months, the time City leadership has taken to discuss goals for this effort, and the opportunity to adapt to the City's evolving needs.

Understanding the City's Needs

In December, BerryDunn began working with the City and its IT Department. Initially, our aim was to create an IT Project Management Program and Capacity Model, which would serve as a framework for managing the City's technology project portfolio and IT staff's capacity to execute those projects. As our team began the proposed fact-finding meetings with City departments, participants expressed a strong desire to report on IT service-related performance. It became clear that with IT staff capacity based primarily on IT service desk ticket data, City departments will not buy-in to the IT Project Management Program and Capacity Model we initially planned to develop.

Additionally, we have learned that City leadership would like more information on the IT Department's staffing—including its organizational structure, positions, skills, capabilities, and gaps in best practice—after a salary and compensation study was unable to find regional peers with IT departments of similar size, structure, and skillsets.

In light of the initial feedback our team gathered from City department stakeholders, as well as the desire to better understand the IT Department's current staffing, we recommend changing the scope of our engagement from an IT Project Management Program and Capacity Model to an IT Operations, Management, and Staffing Assessment. This assessment will provide the City with an objective analysis of the IT Department and answer City leadership's IT Department staffing questions. This assessment will highlight the operations, management, and staffing areas that are performing at or beyond the level similarly sized cities and identify areas for improvement. The assessment will provide the City with clear, actionable recommendations that it may use to close the identified service level gaps.

How BerryDunn Can Help

On the following pages, we proposed a revised scope of work, which will allow our team to build upon work completed to-date and provide the City with an IT Management, Operations, and Staffing Assessment. Our project team regularly conducts similar work as part of our IT strategic planning efforts, and we have completed standalone IT staffing analyses for clients such as the City of

Farmers Branch, Texas; Waukesha County, Wisconsin; and Cambridge Public Schools, Massachusetts.

As requested by the City, BerryDunn can also offer on-call recruitment assistance for the upcoming recruitment of the City's IT Director position.

Our team has first-hand experience leading IT departments in municipal government organizations, assessing IT operations, management, and staffing in local government organizations across the United States. As consultants, we specialize in providing actionable recommendations that position our clients for short- and long-term success in IT service delivery.

We appreciate the opportunity to work with the City and to revise our original scope of work in order to best meet the City's evolving needs. We are happy to discuss and refine our approach as needed, and we look forward to the next steps. As a principal in our Local Government Practice Group, I am authorized to bind BerryDunn to the commitments made herein. Should you have any questions, please do not hesitate to contact me directly.

Sincerely,



Chad Snow, PMP® | Principal and Chief Operating Officer

2211 Congress Street | Portland, ME 04102

207-541-2294 | csnow@berrydunn.com

Project Approach

Below and on the following pages, we provide a detailed account of our work plan, illustrated in Figure 1, to complete the City's desired IT Management, Operations, and Staffing Assessment.

We have incorporated the tasks necessary to complete this assessment into the work plan originally developed to execute the IT Project Management Program and Capacity Model. We have incorporated work completed to-date into the work plan, and we have applied the cost of work completed to-date from our revised fees.

Figure 1: BerryDunn's Proposed Work Plan



Phase 1: Project Planning

Building strong relationships with our clients is key to our collaborative service approach, and collaborating on a clear project timeline and scope of work is the first step in the process.

- 1.1 Conduct initial project planning.** We will facilitate a project planning teleconference with the City's project team, focusing on the following topics:
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Phase 1: Project Planning

1.4 Update Project Work Plan and Schedule to include an IT Management, Operations, and Staffing Assessment. Should the City like to move forward with the expanded scope and conduct an IT Management, Operations, and Staffing Assessment, BerryDunn will update the Project Work Plan and Schedule to accommodate the expanded scope. We estimate that this will add an extra three to four weeks to the overall project schedule, and we will meet with the City's project team to review and finalize the updated Project Work Plan and Schedule.

Deliverable 1 – Project Work Plan and Schedule

Phase 1 Differentiators

- ✓ Our team will apply A Guide to the Project Management Body of Knowledge (PMBOK® Guide) project management principles to establish a measurable timeline.
- ✓ The Project Work Plan will incorporate agreed-upon procedures between BerryDunn and the City related to project control, including quality management and deliverable submission/acceptance management.
- ✓ Applied Prosci® change management methodology prepares City staff for change at each project step.

Phase 2: Assessment

The foundation of our research and recommendations will come from the City's input. The tasks outlined in this phase will allow our team to assess the City's current IT management, operations, and staffing environment, identify gaps in best practices, and make actionable recommendations to address the gaps.

2.1 Submit document request to the City and review documentation. To prepare for IT fact-finding activities, we will request materials that enable our team to analyze the City's baseline. The documents requested from the City will be used to gain an understanding of the City's current technology environment and will likely include IT policies and procedures, an organization chart, job descriptions, network infrastructure diagrams, an inventory of software applications, and a list of custom developed applications or interfaces as well as other documentation. This documentation will supplement information already provided to BerryDunn as part of the current Project Management Program and Capacity Modeling Services engagement.

We respectfully request that the City provide available documentation prior to the project re-kickoff meeting and fact-finding interviews, as reviewing this information in advance of this work will enable us to be more efficient, become more knowledgeable of the current environment, and make best use of City personnel's time.

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Phase 2: Assessment

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- ▶ Software Asset Management
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- ▶ IT Staffing Structure, Capabilities, and Qualifications

The assessment will include a list of critical gaps in best practices for municipal IT organizations.

2.5 Review and update the Draft Current Environment Assessment Report. We will review the Current Environment Assessment in draft form with the City's project team. As part of this step, we will confirm the list of critical gaps with the City's project team. We will incorporate feedback and requested revisions to the draft Current Environment Assessment before preparing recommendations in the next draft version of the report.

Deliverable 2 – Draft Current Environment Assessment Report

2.6 Develop actionable recommendations. After reviewing the Draft Current Environment Assessment Report with the City's project team, we will develop a list of actionable recommendations that they City may follow in order to address the critical gaps identified.

2.7 Update Current Environment Assessment Report to final. We will update the assessment to final form, incorporating the list of actionable recommendations. We will confirm these recommendations with the City's project team and incorporate any final feedback and revisions.

Deliverable 3 – Final Current Environment Assessment Report

Phase 2: Assessment

2.8 Conduct ongoing project management. Throughout the project, BerryDunn will communicate project status updates on at least a biweekly basis. Status updates will include project activities and accomplishments, upcoming activities, issues encountered, and anticipated challenges that may impact project delivery as well as mitigation strategies.

Deliverable 4 – Biweekly Project Status Updates

Phase 2 Differentiators

- ✓ The documentation request and fact-finding interviews help to clarify the current IT operations, management, and staffing within the City.
- ✓ We will engage IT staff to solicit input and first-hand insights and perspectives. This will allow IT staff to participate in identification of strengths and gaps in IT Department operations, generation of ideas for skill development, and organizational structure recommendations. Through our experience conducting similar engagements, we understand the importance of involving City stakeholders in a collaborative manner to facilitate understanding of the City's current baseline and obtain support for recommendations and new or modified processes.

Project Team and Timeline

The additional scope of work will be completed by the same project team members currently working on the IT Project Management Program and Capacity Model engagement, with an additional team member joining. We estimate the revised work plan will add an estimated five to six weeks to the overall project timeline estimated in the current engagement, and we will review those changes with the City's project team during Task 1.4, Update Project Work Plan and Schedule, to include IT Management, Operations, and Staffing Assessment. We recognize that the City would like to complete this initiative quickly, and we will work with the City to maintain an efficient pace throughout the engagement.

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Our proposed steps are as follows:

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2. As applications come in, we can review resumes and qualification materials for their relevance to the IT Director position, participate in initial or short-listed candidate ranking meetings with the City, and provide consulting on any salary requirements conveyed by candidates.
3. Our team can then participate in the City's interview process. We can also provide you with interview questions that will help you identify the best IT Director candidate to fit the City.
4. If needed, we can check references and provide summaries of those references as requested.
5. Following interviews and needed reference checks, we can participate in a final selection meeting with the City's hiring authorities.

All of the above steps are offered to the City on an as-needed, on-call basis at an hourly rate proposed in the next section.

Proposed Fees

IT Management, Operations, and Staffing Assessment

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These costs represent a fixed price for completing the City's requested scope of work, assuming that all project activities will occur remotely. Should the City desire BerryDunn complete portions of the project on-site, we will bill travel as incurred.

Table 1: Cost by Project Phase

No.	Phase	Original Cost	Revised Cost
1	Project Planning	\$4,595	\$5,595
2	Assessment (and original Framework and Capacity Modeling Phase)	\$40,400	\$58,345
Fixed-Fee Project Total		\$44,995	\$63,940
<i>January 2023 invoice applied</i>			(\$4,135.50)
<i>Projected February 2023 invoice applied</i>			(\$9,679.50)
<i>Projected March 2023 invoice to be applied</i>			(\$13,392.50)
Remaining Revised Fixed-Fee Project Total:			\$36,733

IT Director Recruitment Assistance

In Table 2, we have provided our estimated hours of assistance for each of the steps in the Approach to IT Director Recruitment Assistance services. The estimated hours form the basis for the not-to-exceed cost associated with these services at an hourly rate of \$210.

We will submit monthly progress invoices based on the actual hours expended that month. We will include the monthly progress amount in hours along with a tracker of the utilization rate versus planned and remaining hours.

Table 2: Cost Estimate by Assistance Steps

No.	Step	Estimated Maximum Hours	Estimated Cost
1	Job Description Review and Feedback	3	\$630
2	Application Review and Feedback	12	\$2,520
3	Interview Preparation and Participation	12	\$2,520
4	Candidate Reference Checks and Summaries	8	\$1,680
5	Candidate Selection Consulting	6	\$1,260
Hours-Based Not-to-Exceed Total		41	\$8,610

Proposed New Contract Fees

IT Management, Operations, and Staffing Assessment Fixed-Fee Total	Hours	Cost
IT Management, Operations, and Staffing Assessment Total	n/a	\$36,733
IT Director Recruitment Assistance Not-To-Exceed Hourly Total	41	\$8,610
New Contract Total		\$45,343

TALENT ACQUISITION

Recruiting 101: 5 Tips for Better Communication with Hiring Managers

Feedback

By Roy Maurer | July 19, 2022

L leading an efficient and productive meeting with the hiring manager to figure out what he or she really wants when recruiting for a role is one of the most critical steps in the recruitment process.

"In order to create the most optimal recruiting environment, it is essential that the hiring manager and recruiter talk about open job requisitions, what's working and what's not working, challenges the recruiter faces, expectations the hiring manager has, and a whole host of other things that will essentially make both their jobs easier," said Will Staney, the CEO and founder of Proactive Talent, an Austin, Texas-based consulting firm focused on talent acquisition strategy, employer branding and recruiter training.

Recruiting experts and practitioners outlined the following tips to ensure that both recruiters and hiring managers are on the same page when it comes to finding the right talent.

MORE FROM THIS SERIES

PART 1

5 Tips for Better Communication with Hiring Managers

PART 2

5 Tips for Better Interviews

(www.shrm.org/ResourcesAndTools/hr-topics/talent-acquisition/Pages/5-Tips-for-Better-Interviews.aspx)

PART 3

5 Tips for Closing the Deal

(www.shrm.org/ResourcesAndTools/hr-topics/talent-acquisition/Pages/5-Tips-for-Closing-the-Deal-.aspx)

5 Tips for Better Meetings With Hiring Managers

1

GO IN PREPARED

Show up with market research on the role, the industry and potential candidates.

2

STREAMLINE QUALIFICATIONS

Be ready to cut down the job requirements to must-haves.

3

GATHER INFORMATION

Collect valuable information about the role and the manager's specific hiring process.

4

SET EXPECTATIONS

Ensure that the hiring manager commits to a timeline for reviewing resumes and conducting interviews.

5

GROW THE RELATIONSHIP

Use the time together to build a bond. Communication is key.

Feedback

1. Go in Prepared

The recruiter's role in mature recruitment functions is shifting from being an order taker for the hiring manager to presenting information as a talent advisor. The intake meeting is the perfect place to put this new model into practice.

"You will immediately gain the respect of the hiring manager if they see that you're armed with data about the industry, competitors, geographies and salaries," said Katrina Collier, candidate engagement expert at Katrina Collier Limited in London and author of *The Robot-Proof Recruiter* (<https://www.amazon.com/Robot-Proof-Recruiter-Survival-Recruitment-Professionals/dp/1789660122>) (Kogan Page, 2019). "Understand as much as you can, and show you've done your research," she said.

Catherine Jaeger, recruiting manager at real estate technology company Compass, said she used to "fall into the routine of jumping on an intake call and taking down all the details the hiring manager wanted to give and running with that." But she realized that even though the manager oversees the position, he or she may not know what it's like from the labor market point of view.

"They're relying on you to bring that business intelligence data to the meeting, and if you don't, they will fall back on their experience to fill the role, and that doesn't help you at all," she said.

Jaeger advised recruiters to research the market they're recruiting in, look at the cost of living in that market, look at available talent pools and job openings, and even conduct a preliminary search before attending the meeting with the hiring manager. "If what you find is not sufficient, you're going to want to expand on the candidate profiles the hiring manager is asking for. The more data you can provide upfront helps them hire better talent," she said.

Collier added that it sometimes pays to walk hiring managers through the sourcing process during the meeting. "Run a quick search to show them what you do in order to test whether what they are looking for is realistic," she said.

Sarah Greer, an independent recruiter in the Washington, D.C. area., added that bringing a few sample resumes based on the job description to the meeting is another good way to get some immediate feedback before starting the candidate search.

2. Streamline Qualifications

The opportunity to pare down the job description is an often-crucial aspect of the intake meeting. "Hiring managers will ask for ridiculous requirements because they don't understand the marketplace," Collier said.

Kris MacDermott, senior vice president of sales at Planet Technology, a Boston-based staffing and recruitment firm, agreed, saying hiring managers will often present a wish list of too many items that won't yield searches that work. "The first thing to do is narrow down the job description—find out what three or four things are most important," she said. "Have managers tell you in their own words."

Greer said this is the time to separate the must-haves from the nice-to-haves. "Ask for the role's minimum requirements, ask about deal breakers, and ask about the soft skills needed to be successful in the role."

3. Gather Information

Collect as much information about the role and the specific hiring process as possible. Debbie Zoerkler, SHRM-CP, senior specialist in talent acquisition at the Society for Human Resource Management, recommended that recruiters inquire about specific aspects of the job:

- The position. Why is it open? Who was last in the role? Is it new? How would the manager sell it?
- The culture and personalities of the team. What kind of personality would be the best fit? "The skill set is only a piece of this puzzle; not all candidates that have the right skill set will be a match for the team's culture or manager," she said.
- The importance of filling the role. When is the candidate needed?

MacDermott clarified why this last point is key. "Are they looking to bring the person on ASAP or in a few months? Dig into the true time frame for the process, and you'll hear back that the hiring manager will be on vacation and won't be able to interview for a couple of weeks, or she expects the interview process to take a few months and there's no hurry, or that the department doesn't even have authorization for the hire yet."

Jaeger suggested taking notes and sending them around to certify that everyone is on the same page. "The notes also corroborate what was agreed upon if the hiring manager changes his mind later in the process or tells you your search is wrong," she added.

Collier advised recruiters to collect information about the role from the department and team, as well. "Go into the business, sit with their peers and discover what the role you're filling does."

Recruiters can also ask hiring managers and their teams for referral leads, Greer said.

[SHRM members-only toolkit: Managing Successful Employee Referral Programs (www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/tk-designingandmanagingsuccessfulemployeeefferalprograms.aspx)]

4. Set Expectations

It's the recruiter's responsibility during the intake meeting to ensure the hiring manager commits to days or windows of time for reviewing resumes and conducting interviews. "There are too many recruiters sitting in their offices terrified of hiring managers," Collier said. "Don't be afraid of them. And don't let them fob you off with excuses."

Andre Boulais, a technology and talent acquisition executive at San Francisco-based talent sourcing software company Entelo, noted the importance of this step. "We've all experienced when a great candidate is sourced and sent to the hiring manager only to fall into a black hole where they never hear feedback," he said. "This causes frustration on both sides. The recruiters don't want their candidates hung out to dry once they are sent over to the hiring manager. The hiring managers are upset that by the time they want to talk to the candidate, [he or she is] no longer interested."

Experts recommend creating a service-level agreement to clarify roles and responsibilities for each step in the process, as well as expectations for turnaround times. For example, consider stipulating that resumes should be reviewed by hiring managers within 48 hours.

5. Grow the Relationship

Recruiters and hiring managers need each other. "This relationship is not going away," said Rachelle Roberts, senior manager of talent acquisition at Slalom, a business consulting firm in Salt Lake City, Utah. "Recruiters need to emphasize, 'We're both working toward the same goal, and the more we can communicate, the better I can anticipate questions and needs and be more proactive.' Once you have credibility and trust, the other pieces fall into place."

Growing a strong bond of understanding also gives recruiters more confidence to push back and say, "You don't need these 10 things in a candidate; you only need these five things," or to ask for support, Roberts said.

Communication is key. "Use the meeting to ask for communication preferences," she said. "Some hiring managers will want to talk about a position every day—it's for you to understand how much and what type of communication is needed."

"Always allow your personalities to show through," she advised, "because that's part of what you bring to the table. Don't inhibit yourself."

HR DAILY NEWSLETTER

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Feedback

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Feedback



Department Reports February 2023



Communications Division

Danna McCall, Communications Coordinator

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Social Media

- Facebook reach: 32.9k (up 150%.) 5718 followers (12 new)
- Twitter – 3666 followers (up 10) 16.6k reach; top Tweet: I-90/SR 18 original graphic about construction impacts. Retweeted by WSDOT Traffic.
- Instagram – 2.2K reach; 2532 followers (18 new).
- Reduce Your Waste Social Media Campaign, 2/6-2/10.
- Top Posts: Riverview Park playground replacement project, Twin Peaks selfie mural at Carousel.



Website

- Website users: 14.5k; website sessions: 18.2k; pageviews: 33k.
- Top website pages Twin Peaks, Snoqualmie Falls, Visit Snoqualmie, Water Services.
- Police Blotter now in top 10 website pages.

E-News

- 54% open rate.
- 7% link click thru rate.
- Peer newsletters have 40% open rate, 4.4% link click rate.
- Newsletter template resigned to incorporate website branding.



Engagement, Initiatives & Event Support

- Wildlife Awareness Forum, Feb.28 with Snoqualmie Ridge ROA.
- Fire Dept/EOC: SECAST & CERT programs re-launch.
- Housing Action Plan Public Engagement.
- Vacant Council Position 5 Application Period.
- Supported Mayor at CM Perry Snoqualmie Town Hall, Ribbon Cutting- SVH remodeled Ridge Clinic.
- New speed limits downtown awareness.
- Invites created/distributed for Community Center Expansion Advisory committee. High response/acceptance rate.
- Public Works support: design and facilitation for Riverview Park Playground project site sign, CC expansion project graphics.
- Twin Peaks Days event promotion.





Community Development Department

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February 2023

Building Permit Activity

Permit applications to the Community Development Department remain relatively low. Inspections are picking up as a number of homes are under construction in the recently-approved Snoqualmie Ridge II Plat 29/Cascade Pointe.

Building	February 2023	YTD
Permit Applications	43	80
Permits Issued	46	76
Total Inspections	62	140

Planning	February 2023
Business Applications	4
Pre Applications	1
Sign Permits	0

Boards and Commissions:

The Planning Commission met on January 17, 2023 to consider a draft Work Program for 2023/24.

The Economic Development Commission met on February 15, 2023 and received training from staff on work related to the Comprehensive Plan Economic Development Element update.

The Arts Commission met to discuss a Twin Peaks Mural and the Wing Luke Museum Exhibit Installation.

Land Use Planning Projects:

Timber Trails (Plat 30): The application is currently under review. The proposed application is to subdivide a parcel into 46 single-family residential (attached) lots with a mix of housing types to include duplexes and townhomes. Lot sizes range from approximately 1,285 to 10,067 square feet with an average lot size of 3,533 square feet. Parcel S14 was designated by the Snoqualmie Ridge II Mixed Use Final Plan for a density of 4-16 dwelling units per acre.

Model Train Museum/Park: City Staff will be meeting with representatives of model train during the month of March 2023 to determine next steps for moving the project forward. The project is scheduled on the March 20th agenda for the CD Committee.

The Rails: City Staff and consultants are reviewing a building permit from Tracy Hovinga for the vacant parcel, 784920-1430. The proposed project would construct a 3-story mixed use building including 11 apartments, approximately 2,000 square feet of retail/office space, and associated parking and other site improvements.

Snoqualmie Ridge Self-Storage: City Staff and consultants are reviewing a building permit for the expansion of Snoqualmie Ridge Self-Storage. The applicant proposes to expand the existing self-storage facility by constructing a new 3-story building with approximately 29,000 square feet of floor space to replace the existing RV storage area in the northwest corner of the property.

Comprehensive Plan: The City Staff continues to implement the public involvement plan for the project. Nicole Wiebe presented to the Planning Commission, Community Development Committee and Economic Development Commission and outline of the engagement efforts. The first citywide open house for the project is scheduled at City Hall on April 6, 2023.

Code Enforcement: The Staff is reviewing a draft mitigation report for past unpermitted clearing and grading the Club at Snoqualmie Ridge.

Events, Engagement, Marketing and Tourism:

- Blood Drive Pop-Up in City Hall, February 1
- Sno Valley Chamber of Commerce Luncheon

Staffing: The Département recently hired David Goodman, Senior Planner.



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February 2023

FINANCE

Enterprise Resource Planning System (ERP) Project – Tyler/Munis

The finance team continues to work on set up the finance modules for go-live in the next few months. The plan is to implement the base financial modules including general ledger, accounts payable, accounts payable and bank reconciliation. The core project working team is working to establish module implementations for cashiering, purchasing and p-cards; as well as, establish the schedule for implementation of the permitting, licensing and business management modules.

2021 Audit

Finance staff continue to work on the 2021 financial statements in preparation of the May 30, 2023 deadline for submission to the State Auditor's Office.

The January 2023 Finance Metrics – Payments, Receipts & Licenses

Vendor Payments processed – 213
Utility Billing payments processed – 4,643
Payroll ACH processed – 205
B&O Tax Returns processed – 452
New Business Licenses processed – 41
Renewal Business Licenses processed - 604
Pet Licenses processed – 2

HUMAN RESOURCES

Recruitment

The city continues to recruit public works utility maintenance positions; however, are receiving low interest in these positions. The police department is recruiting for two police officer positions. David Goodman has accepted the position of Sr. Planner in Community Development and Krista Hintz has accepted the position of Management Analyst in the Finance and Human Resources department. The IT positions of Director and Manager are part of the Berry Dunn IT department assessment study and recruitment will begin once the full assessment of the department has been completed.

Class & Compensation Study

Staff is preparing an implementation plan and anticipates presenting to the City Council at the end of March. Job descriptions continue to be updated.



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February 2023

Incident Count (June)

The Fire Department responded to 98 incidents in February, with 64% of the incidents emergency medical services and 36% were fire related incidents. The previous month (January) realized 139 incidents with 50% being EMS and 50% being Fire. The following chart displays incident count per day.

36%

FIRE
Percentage of Total Incidents

64%

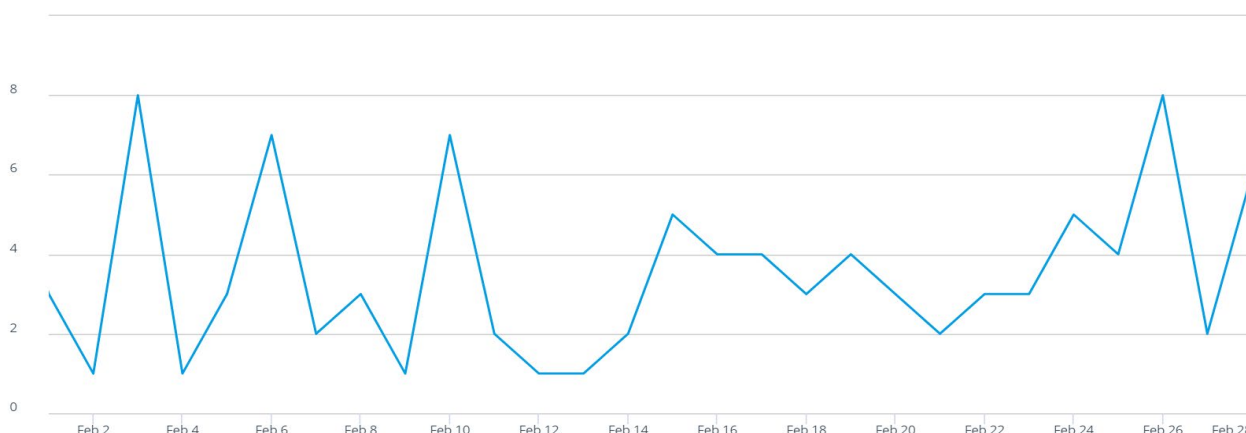
EMS
Percentage of Total Incidents

98

INCIDENTS
In Selected Time Slice

28

DAYS
In Selected Time Slice



EMS Transports

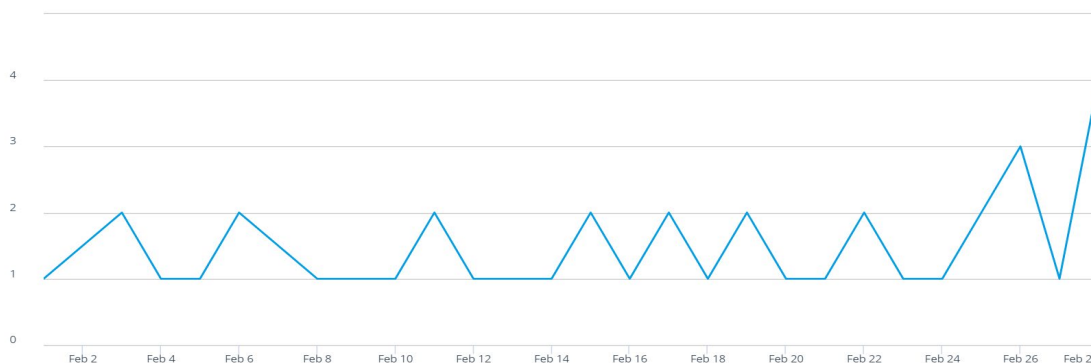
The Fire Department responded to 63 EMS incidents in February and transported 37 patients to local hospitals. Swedish Issaquah Hospital received 43% of these transports.

37

RECORDS
In Selected Time Slice

28

DAYS
In Selected Time Slice

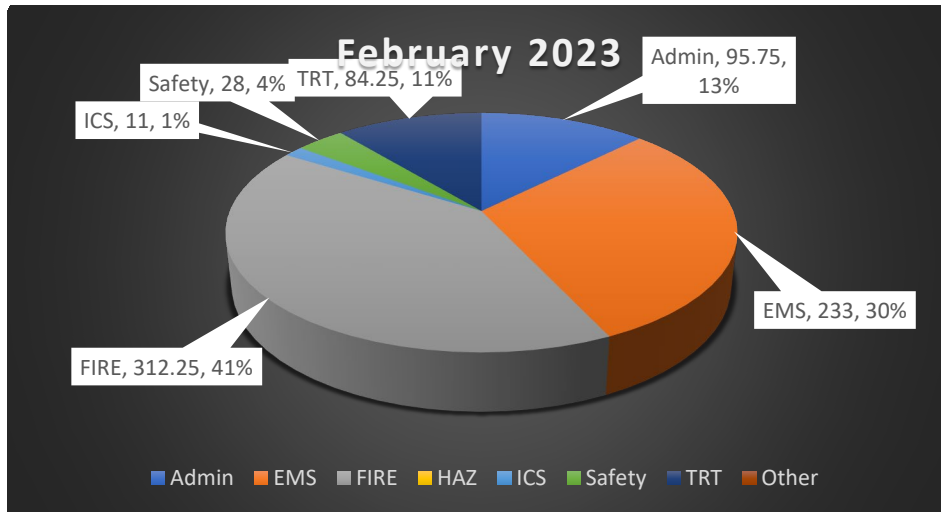


Week Ending	2/5/23	2/12/23	2/19/23	2/26/23	3/5/23	Total
Overlake Hospital	-	-	1	3	2	6
Seattle Children's Hospital	-	1	-	-	-	1
Snoqualmie Valley	2	4	4	2	2	14
Swedish / Issaquah	3	2	4	6	1	16
Total	5	7	9	11	5	37

Training:

Firefighters trained over 764.25 hours in February a increase of 65% from the previous month. The training covered all different categories with the majority (41%) being Fire, followed by EMS Training (30%). The following chart compares the training hours by type:

(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)



Notable Training events/topics:

- Onboarding of two new career firefighters
- Planning for driver training program for volunteer personnel
- Integration into South King County Fire Training Consortium
- 6 Instructors recertified as EMS instructors, 2 new instructors certified

Community Risk Reduction

Inspections

A total of 14 inspections were completed in February, with no violations being found.

Community Risk Reduction Activity

- Public First Aid/CPR class – 6 hours, 13 students
- No violations reported for inspections this month.
- Bill may be able to fill you in on tours or any other items completed in February



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Staffing Levels
Water – 3 Vacancies
Wastewater – 2 Vacancies
Stormwater - 2 Vacancies

February 2023

January Summary Parks & Public Works

The Parks & Public Work Team has continued to gain ground that was lost last month due to storms. The **Parks Division** has completed some much-needed repairs to our facilities. We have replaced the door that was destroyed by vandals at Riverview Park and completed some of the plumbing repairs. Unfortunately, the restroom at the point park remains closed as it will need to be completely replumbed. Work has begun on the new Riverview Playground with completion planned for June-July weather dependent. The **Water Division** continues to provide excellent water. Our test results from our Canyon Springs source showed no detectable PFAS. PFAS are widely used, long lasting chemicals, components of which break down very slowly over time. They are contaminating water sources all over the country. Our negative result translates to reduced water costs as we do not have to mitigate (filter and treat) for them. One of our well sites did get struck by thieves which stole the conducts for the emergency generator. The generator will be down for some time (we do have a backup available) as we get appropriate parts and complete the repairs. Our **Sanitation Division** has been busy. Along with their normal operations, they have had to replace a broken water main within the plant. The team met with the Department of Ecology this month and conducted some site evaluations. The team has also completed several regulatory documents required by Ecology and the EPA. Our **Fleet & Facilities Division** has been busy conducting maintenance on our snow vehicles between the storms. Additionally, they created workspace for the GIS Analyst within the Public Works main building. Our **Engineering Division** is busy wrapping up the final bid documents for this construction season. The audit of lane markings is complete, and they are preparing the County work order. Team members are working with an Architect on the City Hall improvement design and our JOC Program is out for bid closing at the end of the month. The CIP Manager has prepared a spreadsheet that shows the real-time status of our capital projects. We will be working with the Communications Division to get the information on the website. Our **Stormwater and Urban Forestry Division** continues to excel. Working with the Department of Corrections, to date they have 600 trees planted, 2.15 acres of Scotch broom removed from storm ponds, 0.35 acres of trees removed from storm ponds, 35 yards of mulch spread at restoration sites, 1.33 miles of trail maintained, and 1.5 acres of reed canary grass and blackberry removal in preparation for Green Snoqualmie Day. The team has also been out installing trees in downtown on Silva Street in partnership with PSE. These new trees are classified as "utilitrees" and are approved to be planted near powerlines. At the end of the month, it looks like we are not done with snow coming our way. We have had to mobilize the plows a few times for nuisance storms.



Flagpole Repair at Community



Storm Pond Before

After



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February 2023

Calls for Service

	January 2023	February 2023	February 2022
Snoqualmie	582	571	480
North Bend	440	420	387

Average Response Times (in minutes & seconds)

February	Priority 1	Priority 2	Priority 3
Snoqualmie	03:14	05:22	08:35
North Bend	03:46	01:03	05:48
January			
Snoqualmie	03:11	00:35	08:49
North Bend	03:44	01:20	08:00

Priority 1: Weapons Offense

Priority 2: Calls that require immediate response that could result in death if not responded to.

Priority 3: High priority but not an immediate threat.

February	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	18	8	1
North Bend	13	4	1
January	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	12	14	3
North Bend	18	2	2

Year to Date Theft Comparison

February 1 – February 28

Snoqualmie	2023	2022
Thefts	18	15
Vehicle Prowls	8	18
Vehicle Thefts	1	7

North Bend	2023	2022
Thefts	12	15
Vehicle Prowls	14	4
Vehicle Thefts	3	1

Crisis Intervention Contacts

February 1 - 28

	2023	2022
Snoqualmie	18	11
North Bend	13	2

Items of Importance

Hiring – 3 openings. 1 officer recruit currently at the academy. 1 officer recruit starts at the academy on March 21st. 1 new hire entry level officer that started on February 14th has been registered for the academy.

License Plate Reader - Researching grant for possible use in the future.

Community Events