



Agenda Sheet for City Council Meeting of:

08/28/2023

Date Rec'd	8/15/2023
Clerk's File #	OPR 2023-0849
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	CR 25256

Submitting Dept	PUBLIC WORKS
Contact Name/Phone	MARLENE FEIST 625-6505
Contact E-Mail	MFEIST@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Agenda Item Name	5200 – INTERLOCAL AGREEMENT SPOKANE PUBLIC SCHOOLS HEALTH CENTERS

Agenda Wording

Interlocal agreement between the City and Spokane School District #81 to provide for capital costs related to school-based health centers.

Summary (Background)

This interlocal agreement will establish funding for two school-based health centers at North Central High School and Shadle Park High School. Total maximum cost of \$300,000.

Lease? NO Grant related? NO Public Works? NO

Fiscal Impact

Expense \$ 300,000.00

Select \$

Select \$

Select \$

Budget Account

1425-88153-57215-54201-97237

#

#

#

Approvals

Dept Head FEIST, MARLENE

Division Director FEIST, MARLENE

Finance WALLACE, TONYA

Legal HARRINGTON,
MARGARET

For the Mayor JONES, GARRETT

Additional Approvals

Purchasing NECHANICKY, JASON

Council Notifications

Study Session\Other Urban Experience
6/12/23

Council Sponsor Zappone/Bingle

Distribution List

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Signee: Shawn Jordan shawnj@spokaneschools.org

Approved by Spokane City Council
on: 8/28/2023

Laurie Farnsworth
Acting City Clerk

Committee Agenda Sheet

Urban Experience Committee

Submitting Department	Public Works and Utilities
Contact Name	Marlene Feist, Division Director
Contact Email & Phone	mfeist@spokanecity.org
Council Sponsor(s)	CM Zappone
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 5-10 min
Agenda Item Name	School Based Health Centers
Summary (Background) *use the Fiscal Impact box below for relevant financial information	<p>The City Council previously allocated ARPA funding for School-based health initiatives. As part of that funding, the Council determined that it would like to support the creation of school health centers at two high schools.</p> <p>This ILA would formalize that plan, with the City to support each location with up to \$150,000 (total of \$300,000) with an equal match from the SPS. This funding would be for the capital costs. The health centers would be located North Central and Shadle high schools.</p>
Proposed Council Action	Approval of the ILA
Fiscal Impact Total Cost: Click or tap here to enter text. Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Click or tap here to enter text. Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities? This ILA supports health services to students in our community. SPS has identified locations that need these services most.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? N/A This is for capital expense only. SPS would track their student use.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? SPS will collect data on the use of the facilities.	

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This ILA is consistent with Council action on distribution of ARPA funds.

City Clerk's No. OPR 2023-0849

**INTERLOCAL AGREEMENT BETWEEN THE
CITY OF SPOKANE AND SPOKANE SCHOOL DISTRICT NO. 81
FOR CAPITAL COSTS FOR SCHOOL-BASED HEALTH CENTERS**

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into this ____ day of _____, 2023, by and between the CITY OF SPOKANE, a Washington State municipal corporation, as ("City"), and SPOKANE SCHOOL DISTRICT NO. 81, a Washington State municipal corporation, as ("SPS"), hereinafter referred to jointly as the "Parties".

RECITALS

WHEREAS, the Parties have entered into an Interlocal Cooperation Agreement (OPR 2019-0534) between Spokane Public Schools, City of Spokane, Spokane Public Library, and Spokane Parks and Recreation involving agreements relating to certain real property, joint use of facilities, and allocation of responsibility for operating costs ("Joint ILA"); and

WHEREAS, the Joint ILA provides for collaboration to make the most efficient use of powers and resources between the Parties to provide services and public facilities that accord with the geographic, economic, population, and other factors influencing the needs and development of the communities served by the Parties; and

WHEREAS, the Parties wish to collaborate and partner to create space for School-Based Health Centers in two (2) high schools; and

WHEREAS, SPS has completed an analysis to estimate the capital costs to reconfigure a surplus school classroom into useable space for a School-Based Health Center to be approximately \$200,000 to \$250,000 per high school ("Project"); and

WHEREAS, RCW 28A.605.040 and AGO 2023-02 allow school districts to create useable space in school buildings and contract with private or public entities to use that space to open and operate health care clinics on school property; and

WHEREAS, the City has agreed to allocate up to \$300,000 toward the Project as matching capital funds from SPS to create space for School-Based Health Centers, representing a 50% match.

NOW THEREFORE, the Parties agree as follows:

AGREEMENT

1. **BACKGROUND.** This Agreement involves a collaboration between the City and SPS to create usable space within existing school buildings for School-Based Health Centers in two high schools. There is a possibility of a third school location, with additional matching dollars, following further discussion and an additional written agreement between the Parties.
2. **SCOPE OF AGREEMENT.** The scope of the Agreement of the Parties is as follows:

- A. Design of Space: SPS will design and create useable space for School-Based Health Centers in North Central High School and Shadle Park High School, with input and review by the City regarding the space and permit requirements.
 - B. America Rescue Plan Funding Compliance: SPS will abide by the terms and conditions contained in Attachment A – ARP/CSLFRF CFDA 21.027 FUNDING.
 - C. Reimbursement: City will reimburse SPS for costs associated with capital costs of the School-Based Health Centers space not to exceed the sum total as provided below.
 - D. Additional Costs: SPS is responsible for any additional costs of the Project.
3. PAYMENT. CITY will reimburse SPS directly, as a 50% match for capital costs of the Project in an amount not to exceed Three Hundred Thousand Dollars (\$300,000). The City is agreeing to pay for half the cost of the capital improvements. Said payment shall be made as follows:
- A. Reimbursable costs for the Project are generally described in Exhibit “A”, which is attached hereto and incorporated into and made a part of this Agreement.
 - B. Payment will be based on a written invoice with supporting documentation. Within thirty (30) days of receiving the invoice, the City agrees to forward payment to SPS.
 - C. Should the Project improvements exceed the match amount of \$300,000, SPS will pay the balance.
4. TERM. This Agreement will start September 1, 2023, and will terminate on June 15, 2024. This Agreement may be terminated only by mutual written agreement of the Parties.
5. LIABILITY. Each party shall be responsible for its own negligence. Neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm or corporation not a party to this Agreement.
6. ACCEPTANCE OF PROJECT. SPS will ensure all construction is properly inspected and conforms with state and local rules and regulations, to include without limitation inspection of building improvements prior to approval or acceptance of the Project by SPS.
7. DISPUTE RESOLUTION. In the event that a dispute shall arise regarding the terms, conditions, or breach of this Agreement, the Parties shall, as a condition precedent to taking any action, mediate the dispute using the services of a mutually agreed upon independent mediator. Each party shall split the expenses of the mediator and the facility for the mediation. Each party shall otherwise pay its own expenses.
8. ASSIGNMENT. Neither party may assign this Agreement without written consent by the other party.
9. AMENDMENT. Amendment of this Agreement may be made only by written agreement of the Parties.

10. SEVERABILITY. If any provision of this Agreement is determined to be invalid or ultra vires under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the Agreement shall remain enforceable.

11. WAIVER OF BREACH/DEFAULT. No waiver of any breach of any term of this Agreement shall be construed, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless it is in writing and signed by the party waiving the breach.

12. INTEGRATION/MODIFICATION. This Agreement constitutes the entire and exclusive agreement between the Parties regarding this matter and no deviations from its terms shall be allowed unless a formal, written, mutual agreement occurs between the Parties.

13. NOTICES. All notices or other communications given hereunder shall be deemed given on:
(i) the day such notices or other communications are received when sent by personal delivery; or
(ii) the third day following the day on which the same have been mailed by certified mail delivery, receipt requested and postage prepaid addressed to the Parties at the address set forth below, or at such other address as the Parties shall from time-to-time designate by notice in writing to the other party:

City: City of Spokane
Marlene Feist
Director Public Works and Utilities
808 W. Spokane Falls Blvd, FI 2
Spokane, WA 99202

SPS: Spokane Public Schools
Greg Forsyth
Director, Capital Projects and Planning
2815 E. Garland Avenue
Spokane, WA 99207

14. RCW 39.34 REQUIRED CLAUSES.

- A. Purpose: See Recitals and Section No. 1 above.
- B. Duration: See Section No. 4 above.
- C. Organization of Separate Entity and Its Powers: No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. Responsibilities of the Parties: See provisions above.
- E. Agreement to be Filed: City shall file this Agreement with its City Clerk and place it on its web site or other electronically retrievable public source. SPS shall place this Agreement on its web site or other electronically retrievable public source.
- F. Financing: Each party shall be responsible for the financing of its contractual obligations under its normal budgetary process.

- G. Termination: This Agreement can be terminated in accordance with Section No. 4.
- H. Property Upon Termination: Title to all property acquired by any party in the performance of this Agreement shall remain with the acquiring party upon termination of the Agreement.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the date first written above.

Dated: 8/30/2023

SPOKANE SCHOOL DISTRICT NO. 81

Cindy Coleman
Chief Finance and Business Services Officer

Dated: 9/7/2023

CITY OF SPOKANE

Maline Howard
Mayor

Approved as to form:

ATTEST:

Michael J. Piccolo
Assistant City Attorney

Lina St. John
City Clerk



EXHIBIT "A"

The Project limits are for capital costs for existing classroom/school building reconfiguration to create space for School-Based Health Centers in North Central High School, 1600 N. Howard St., and Shadle Park High School, 4327 N. Ash St. Both of the proposed locations are accessed from within the school and total less than 1,000 square feet. The spaces are planned to have patient exam rooms, preferably two, a greeting reception area, provider workspaces and access to water. The spaces at both high schools can accommodate those basic requirements. The exact designs will come from a collaborative effort of SPS personnel and the selected School-Based Health Centers providers.

ATTACHMENT A– ARP/CSLFRF CFDA 21.027 FUNDING

American Rescue Plan (ARP)

Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)

Funding Authority: U.S. Department of Treasury

CFDA# 21.027 – Coronavirus State and Local Fiscal Recovery Funds

The Contractor specifically agrees to comply with all applicable state and federal laws, rules, regulations, requirements, program guidance, including but not limited to the following:

All applicable federal, state, and local laws, regulations, executive orders, OMB Circulars, and/or policies including, but not limited to:

Nondiscrimination laws and/or policies, and safety and health regulations,
Americans with Disabilities Act (ADA), Age Discrimination Act of 1975,
Title VI of the Civil Rights Act of 1964, Civil Rights Act of 1968,
Provisions in Buildings for Aged and Handicapped Persons (RCW 70.92),
Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended),
Ethics in Public Services (RCW 42.52),
Covenant Against Contingent Fees (48 CFR Section 52.203-5),
Public Records Act (RCW 42.56),
Prevailing Wages on Public Works (RCW 39.12),
State Environmental Policy Act (RCW 43.21C),
Shoreline Management Act of 1971 (RCW 90.58),
State Building Code (RCW 19.27),
Energy Policy and Conservation Act (PL 94-163, as amended), and
Energy Related Building Standards (RCW 19.27A).

Comply with all procurement requirements of 2 CFR Part 200.317 - 200.327. All sole source contracts expected to exceed \$50,000 must be submitted to Spokane City Purchasing for review and approval prior to the award and execution of a contract.

Any contract awarded to the successful Contractor must contain and/or comply with the following procurement provisions in accordance with 2 CFR Part 200.317 - 200.327:

● Contractor must maintain a Conflict of Interest Policy consistent with 2 CFR 200.318(c) that is applicable to all activities funded with the award. All potential conflicts of interest related to this award must be reported to Spokane City and/or U.S. Treasury;

- Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate;
- Compliance with Executive Order 11246, "Equal Employment Opportunity," (30 FR 12319, 12935, 3 CFR Part 1964-1965 Comp., p. 339), as amended by Executive Order 11375, as supplemented in Department of Labor regulations (41 CFR Chapter 60);
- For Capital Expenditures that involve the employment of mechanics of laborers: Compliance with the Contract Work Hours and Safety Standards Act (40 USC 3702 and 3704) as supplemented by Department of Labor Regulations (29 CFR Part 5);
- For all contracts in excess of \$100,000 with respect to water, sewer, or broadband that involve the employment of mechanics of laborers: Compliance with the Contract Work Hours and Safety Standards Act (40 USC 3702 and 3704) as supplemented by Department of Labor Regulations (29 CFR Part 5);
- For construction or repair contracts: Compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented by Department of Labor regulations (29 CFR part 3);
- For construction contracts in excess of \$2,000 when required by Federal grant program legislation: Compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5); Davis Bacon Act– Does **not** apply to projects funded **solely** with ARPA/CSLFRF CFDA 21.027 funds. However, if other federal funds are also used for the construction project in addition to FRF, and those federal funds require Davis-Bacon compliance, all prime construction contracts in excess of \$2,000 must follow Davis-Bacon Act;
- For construction contracts in excess of \$100,000 that involve the employment of mechanics and laborers: Compliance with the Contract Work Hours and Safety Standard Act (40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5);
- Compliance with the requirements of 37 CFR Part 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;
- For contracts in excess of \$150,000: Compliance with all applicable standards, orders or requirements issued under the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal

Water Pollution Control Act (33 U.S.C. 1251-1387) as amended;

- Compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act;
- Notice of awarding agency requirements and regulations pertaining to reporting;
- Federal awarding agency requirements and regulations pertaining to copyrights and rights in data;
- Access by Spokane City, the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records, sub-agreements, leases, subcontracts, arrangements, or other third-party agreements of any type, and supporting materials related to those records of the Contractor, which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts and transcriptions;
- Retention of all required records for **six years** after Spokane City makes final payment and all other pending matters are closed;
- 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 (Pub. L. 94-163, 89 Stat. 871);
- Notice of awarding agency requirements and regulations governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards (37 C.F.R. Part 401) and the standard patent rights clause (37 C.F.R. section 401.14);
- Compliance with Executive Order 13858 “Strengthening Buy-American Preferences for Infrastructure Projects” as appropriate and to the extent consistent with law; and
- Compliance with 2 C.F.R. § 200.216, prohibitions regarding certain telecommunications and video surveillance services or equipment are mandated by section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115–232 (2018).

Any contract awarded to the successful Contractor must contain and/or comply with the following provisions in accordance with 2 CFR Part 200.332(a) - 200.332(a)(1)-200.332(a)(6) Requirements for pass-through entities:

- Identify as a Subaward (2 CFR 200.332(a));

- Federal Award Identification (2 CFR 200.332(a)(1));
- Terms and conditions from ARP/CLFRF (2 CFR 200.332(a)(2));
- Additional City of Spokane imposed requirements based on risk assessment (2 CFR 200.332(a)(3);
- Indirect cost rate (2 CFR 200.332(a)(4));
- Records access & retention (2 CFR 200.332(a)(5); and
- Closeout provisions (2 CFR 200.332(a)(6)).

Any contract awarded to the successful Contractor must contain and/or comply with the following provisions in accordance with 2 CFR Part 200.501(a)-200.501(h) Audit Requirements:

- Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provision of this part (2 CFR 200.501(a));
- Single Audit (2 CFR 200.501(b));
- Program-specific audit election (2 CFR 200.501(c));
- Exemption when Federal awards expended are less than \$750,000(2 CFR 200.501(d));
- Federally Funded Research and Development Centers (2 CFR 200.501(e));
- Subrecipients and contractors (2 CFR 200.501(f));
- Compliance responsibility for contractors (2 CFR 200.501(g)); and
- For-profit subrecipient (2 CFR 200.501(h)).

Contractor must comply with Executive Orders 12549 and 12689 and 2 C.F.R. Part 180, which restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Contractor must certify that it is not presently debarred, suspended or proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency.

Contractor must comply with the requirements of 31 U.S.C. § 3729-3733 which prohibits the submission of false or fraudulent claims for payment to the Federal Government. See also 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

Contractor is required to be non-delinquent in their repayment of any Federal debt.

Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Contractor's costs must be compliant with 2 CFR Part 200 Subpart E Cost Principles.

Contractor must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, Member of Congress, an officer, or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning an award, making of any federal grant, federal loan, continuation, renewal, amendment or modification of any federal contract, grant loan, or cooperative agreement, and that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award, the Contractor will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

In the event of the Contractor's noncompliance or refusal to comply with any applicable law, regulation, executive order, OMB Circular or policy, Spokane City may rescind, cancel, or terminate the contract in whole or in part in its sole discretion. The Contractor is responsible for all costs or liability arising from its failure to comply with applicable laws, regulations, executive orders, OMB Circulars, or policies.

CERTIFICATION

Signature, Administrator, or Applicant Agency

Date

print name and title

Certificate Of Completion

Envelope Id: D8C0C774143D482685E44E8E73129620

Status: Completed

Subject: OPR 2023-0849 CONTRACT INTERLOCAL Agreement Spokane Public Schools Health Centers

Source Envelope:

Document Pages: 13

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

Daniel Rose

AutoNav: Enabled

Stamps: 1

808 W. Spokane Falls Blvd.

Enveloped Stamping: Enabled

Spokane, WA 99201

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

drose@spokanecity.org

IP Address: 198.1.39.252

Record Tracking

Status: Original

Holder: Daniel Rose

Location: DocuSign

8/29/2023 3:40:03 PM

drose@spokanecity.org

Signer Events**Signature****Timestamp**

Laurie Farnsworth



Sent: 8/29/2023 3:49:47 PM

lfarnsworth@spokanecity.org

Viewed: 8/29/2023 4:00:45 PM

Acting City Clerk

Signed: 8/29/2023 4:00:54 PM

City of Spokane

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication (None)

Using IP Address: 155.190.3.8

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Cindy Coleman



Sent: 8/29/2023 4:00:55 PM

Contract.officer@spokaneschools.org

Viewed: 8/30/2023 9:38:09 AM

Security Level: Email, Account Authentication (None)

Signed: 8/30/2023 9:40:52 AM

Signature Adoption: Pre-selected Style

Using IP Address: 127.0.0.1

Electronic Record and Signature Disclosure:

Accepted: 8/30/2023 9:38:09 AM

ID: 38cf8915-a677-41fd-9777-833e34b08399

Michael J. Piccolo



Sent: 8/30/2023 9:40:54 AM

mpiccolo@spokanecity.org

Viewed: 8/30/2023 9:44:06 AM

Assistant City Attorney

Signed: 8/30/2023 9:44:17 AM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 155.190.3.5

Electronic Record and Signature Disclosure:

Accepted: 8/30/2023 9:44:06 AM

ID: 166bfd7-27be-401d-95a7-9227891409fa

Nadine Woodward



Sent: 8/30/2023 9:44:18 AM

nwoodward@spokanecity.org

Resent: 9/1/2023 8:38:42 AM

Mayor

Resent: 9/6/2023 8:23:40 AM

City of Spokane

Viewed: 9/7/2023 12:29:07 PM

Security Level: Email, Account Authentication (None)



Signature Adoption: Uploaded Signature Image

Using IP Address: 155.190.3.5

Signed: 9/7/2023 12:30:31 PM

Electronic Record and Signature Disclosure:

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Signer Events	Signature	Timestamp
Terri L. Pfister tpfister@spokanecity.org City Clerk City of Spokane Security Level: Email, Account Authentication (None)	 	Sent: 9/7/2023 12:30:33 PM Viewed: 9/7/2023 1:05:14 PM Signed: 9/7/2023 1:06:36 PM

Signature Adoption: Uploaded Signature Image
Using IP Address: 155.190.3.8

Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Sarah Cannon scannon@spokanecity.org Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; display: inline-block; color: blue; font-weight: bold; font-size: 1.2em;">COPIED</div>	Sent: 8/30/2023 9:44:19 AM
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Electronic Record and Signature Disclosure:
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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/29/2023 3:49:47 PM
Envelope Updated	Security Checked	9/6/2023 9:21:35 AM
Envelope Updated	Security Checked	9/6/2023 9:21:35 AM
Envelope Updated	Security Checked	9/6/2023 9:21:35 AM
Certified Delivered	Security Checked	9/7/2023 1:05:14 PM
Signing Complete	Security Checked	9/7/2023 1:06:36 PM
Completed	Security Checked	9/7/2023 1:06:36 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

CONSUMER DISCLOSURE

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact SHI International Corp OBO City of Spokane:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: klund@spokanecity.org

To advise SHI International Corp OBO City of Spokane of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at klund@spokanecity.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from SHI International Corp OBO City of Spokane

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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Screen Resolution:	800 x 600 minimum
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