



Purchasing Services
2815 E. Garland
Spokane, WA 99207
509-354-7174
Buyer: Barb Carson
509-354-7186

REQUEST FOR QUOTE NO. 8702-1718

ARMORED COURIER SERVICE

QUOTES ACCEPTED UNTIL: 4:00:00 PM PDT THURSDAY, JUNE 7, 2018

NOTE: All respondents must read and understand this Request for Quote in its entirety. There may be special instructions either in the terms and conditions or as an integral part of the quote document that will impact the respondents ability to perform.

1. **SCOPE:**

Spokane Public Schools (SPS) is seeking proposals from local firms with permits to operate in the city and county of Spokane, Washington for the purpose of providing district wide Armored Courier Services. It is anticipated that the district will spend approximately \$40,000 annually for this service; however, district needs may change upwards or downwards in any given service year.

2. **QUOTE COMPLETION:** Written quotes must be submitted on or before **Thursday, June 8, 2018 at 4:00:00 p.m.** and must include an original signature by an authorized representative. Please complete all information in Section IV of this specification document. Submit your completed and signed proposal documents to **Spokane Public Schools, Purchasing Services**, located at **2815 E. Garland Avenue, Spokane, WA 99207**.

Quotations shall include **“all costs”** associated with the Armored Courier Services for the pickups at the district’s locations as listed in Section III. The number of locations may vary as requirements change. **Under no circumstances will the district be liable for, or pay for, any fuel surcharges.**

3. **SERVICES REQUIRED:**

3.1 Service to those facilities listed in Section III shall commence on September 3, 2018 and continue through August 31, 2019. Exceptions to this shall be for official school holidays which will include, but are not necessarily limited to, Labor day, Veterans Day, Thanksgiving and the Friday after, Winter Break, Martin Luther King=s Birthday, Presidents Day, Spring Break and Memorial Day. Because many facilities are closed during the summer months, armored courier service will generally be as follows:

- A. High Schools and Middle Schools - September 3 through June 13
-Three weekly pick-ups (Monday, Wednesday and Friday)
*Between June 13 and August 31st, pickups will be on an as needed basis.
(High Schools will be scheduled for a minimum of one and a maximum of four monthly pick-ups)

- B. Elementary Schools and Special Sites – September 3 through June 12
 - Once weekly pickup (Friday)
 - *Between June 12 and August 31st, pickups will be on an as needed basis.
 - C. Administration Building – September 3 through August 31, 2019
 - Daily pickup.
- 3.2 All pickup and delivery's shall occur between the hours of 7:30 a.m. and 3:30 p.m.
- 3.3 It shall be the vendor's responsibility to comply with all appropriate federal, state, and local regulations.
- 3.4 All vehicles and drivers used in this service shall be properly licensed in the state of Washington.
- 3.5 Delivery vehicles shall not be driven or parked on school district property except in designated driveways and parking lots. Under no circumstance will delivery vehicles be allowed on playground areas.
4. Interested suppliers are required to quote on a fixed price cost-per-stop basis for Armored Courier Service, the additional charge for delivery of change orders on a cost-per-stop charge, and the additional charge for pickups other than regularly scheduled pickups on a cost-per-stop charge.
5. The Contractor shall identify a responsible managerial level person for the resolution of problems or conflict concerning any of the responsibilities of the contract. The Contractor must also have adequate staff for the pickups and be fully trained by the Contractor on city streets and Spokane Public Schools routes.
6. Delivery drivers will not smoke on Spokane Public Schools property as Spokane Public Schools is a smoke free, drug free environment. All personnel shall conform to this policy while on SPS premises.
7. The district has the option to adjust the delivery schedule, with 60 day notice to the awarded respondent, at the same per stop price quoted.
8. POLICY FOR VEHICLES ON SCHOOL GROUNDS DURING THE SCHOOL DAY
- 8.1. Avoid driving in the school playground areas at any time if it is practical to park on the street or in another area to make deliveries.
- 8.2. Do not drive in playground areas in which children are playing.

- 8.3. Do not, under any circumstances, back trucks during the school day across any school property where children might be present unless assisted by an adult flagman.
- 8.4. Be especially cautious at all times when driving anywhere near school buildings where youngsters may suddenly and unexpectedly run out.
- 8.5. If assistance is needed to locate a safe or the proper unloading area at a school, always obtain assistance from the principal's office of the school building.
- 8.6 All pickup and delivery's shall occur between the hours of 7:30 a.m. and 3:30 p.m.

ADDITIONAL TERMS AND CONDITIONS

1. **Bonding and Insurance:** During the term of this contract, the awarded contractor as well as all subcontractors hired for the purpose of performing the services as outlined in the quote packet shall be bonded and insured and shall submit evidence of bonding and insurance with quotation. Contractor shall maintain in force at its sole expense, the following insurance:
 - 1.1 100% coverage for any loss.
 - 1.2 General Liability Insurance on an occurrence basis, with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 aggregate for bodily injury and property damage. It shall include premises and operations, independent contractors, products and completed operations, personal injury liability, and contractual liability coverage for the indemnity provided under this proposal. Coverage from time of receipt of currency until disposition, including carrier liability protection on the premises as well as during delivery to the bank.

While transporting Spokane Public Schools property, the named insured will not carry more property value onto any one armored truck than the liability limit cited on the insurance certificate for any one loss.
 - 1.3 A standard Automobile Liability insurance policy with a limit or the equivalent of not less than \$1,000,000.00 each accident for bodily injury and property damage, including coverage for owned, hired, and non-owned vehicles.

There shall be no cancellation, material change, or reduction of limits or intent not to renew insurance coverage(s) without thirty (30) days written notice from the contractor or subcontractors, or its insurer(s) to Spokane Public Schools. Within 30 days of the effective date of awarded contract, and on each subsequent renewal year date, the contractor and any or all subcontractors shall provide acceptable certifications that the insurance policy required by the contract is in effect. Such certification shall specify and include the aforementioned 30-day cancellation clause of this contract.
2. **Employer Obligations.** Contractor or its subcontractor will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. Contractor, or its subcontractor, if applicable, will maintain direct responsibility as employer for payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker=s compensation, and unemployment insurance.

3. Prohibited Employment. To the extent that any provisions of this Agreement causes employees or subcontractors to work at a public school, Contractor shall prohibit any employee or subcontractor providing services under this Agreement from having any contact with District students pursuant to this Agreement during the course of his or her employment, if such individual has pled guilty to or been convicted of any of the following felony crimes: any felony crime involving the physical neglect of a child under chapter 9A.42 RCW; the physical injury or death of a child under chapters 9A.32 or 9A.36 RCW, except motor vehicle violations under chapter 46.61 RCW; sexual exploitation of a child under chapter 9.68A RCW; sexual offenses under chapter 9A.44 RCW where a minor is the victim; promoting prostitution of a minor under chapter 9A.88 RCW; the sale or purchase of a minor child under RCW 9A.64.030; or violation of laws of another jurisdiction that are similar to those specified herein. GU shall also prohibit any Contractor employee or Subcontractor providing services under this Agreement from having any contact with District students during the course of his or her employment if such individual has pled guilty to or been convicted of any of the following felony crimes or attempts, conspiracies, or solicitations to commit any of the following felony crimes: a felony violation of RCW 9A.88.010, indecent exposure; a felony violation of chapter 9A.42 RCW involving physical neglect; a felony violation of chapter 9A.32 RCW; a violation of RCW 9A.36.011, assault 1; 9A.36.021, assault 2; 9A.36.120, assault of a child 1; 9A.36.130, assault of a child 2; or any other felony violation of chapter 9A.36 RCW involving physical injury except assault 3 where the victim is eighteen years of age or older; a sex offense as defined in RCW 9.94A.030; a violation of RCW 9A.40.020, kidnapping 1; or 9A.40.030, kidnapping 2; a violation of RCW 9A.64.030, child selling or child buying; a violation of RCW 9A.88.070, promoting prostitution 1; a violation of RCW 9A.56.200, robbery 1; or a violation of laws of another jurisdiction that are similar to those specified herein. Contractor shall engage in due diligence to learn whether any of its employees or Subcontractors providing services under this Agreement have pled guilty to or been convicted of any crime referenced in this Paragraph and shall require its respective employees/Subcontractors to self-report to Contractor any such plea or conviction. Any failure to comply with this Paragraph shall be grounds for immediate termination of this Agreement by the District, notwithstanding any other provision in this Agreement.
4. Not Employees of District. Nothing contained in this proposal, or related documents, shall be construed as creating any form of an employment relationship between the District and Contractor, subcontractors if applicable, or the agents, officers, volunteers or employees of Contractor. The officers, agents, employees, volunteers or subcontractors of Contractor shall not be entitled to any rights or privileges of District employment. Contractor assumes exclusive responsibility for any and all acts of its officers, agents, employees, volunteers and subcontractors.
5. Failure to Report. District will notify Contractor immediately should any Contractor Personnel assigned to District fail to report for work as scheduled.

6. Right to Dismiss. If District's coordinator of services or designee determines that anyone provided by Contractor is incompetent, has engaged in misconduct, or has been negligent, District may require the individual to leave the premises and will notify Contractor immediately. District's obligation to compensate Contractor for such individual's services will be limited to the number of hours actually worked. Contractor will not reassign the individual to District without prior approval of the districts Coordinator of Services.
7. Contract Extension: The initial contract term shall be for a one-year period, ending on August 31, 2019 and shall be extended annually for four successive one-year periods, unless terminated as provided for below. Pricing will hold firm for the initial contract term **AND** all four renewals. In the event of unusual circumstances such as changes in local, state, or federal taxes, laws, specifications, regulations, or certain operational expenses that could not have been foreseen or budgeted in the original proposal, which cause the contractor's costs to hereunder increase, then parties shall determine a reasonable and just amount to cover such documented increase. Under normal circumstances, this shall not exceed the Consumer Price Index (United States City for Urban Wage Earners and Clerical Workers), as reported the previous 12 month period ending March 31 on a percentage basis to apply to contract pricing for the ensuing school fiscal year. If there are extraordinary cost increases to the contractor that exceed the CPI percentage, then a request for consideration may be presented to the District with detailed documentation of costs from the previous contract year and current contract year to evidence the increase. Cost decrease of significance shall be included as well. Approval of any increases shall be at the sole discretion of Spokane Public Schools. Annually, either party can terminate the contract on its anniversary date (August 31) by providing the other party with written notice of its desire to terminate/not extend the contract. Said written notice must be received by the other party to the contract at least 60 days prior to the anniversary date. Should neither party provide written notice to the other of its intent to terminate the contract as provided above, the contract shall be extended for a one-year period. This provision provides for only four extensions of time and the contract shall terminate without notice effective August 31, 2023.
8. Performance Bond: The successful respondent shall, within **ten days** after receipt of written notification of award of the contract, provide Spokane Public Schools with a performance bond in the amount of \$1,000. The performance bond shall be furnished by a bonding company authorized to do business in the state of Washington and collectible and enforceable in the state of Washington. This performance bond is an annual requirement and a current bond is required for each year of the contract period. Quoted prices shall reflect the cost of this annual requirement. Performance bonds for subsequent year extension periods shall be provided no later than 30 days prior to the beginning of each contract period.

9. Nondiscrimination/Anti-Harassment. In the performance of this work, Contractor assures and agrees to comply with all local, state and federal rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status.
10. Indemnification and Hold Harmless. All parties to this proposal/Agreement are responsible for its own acts and omissions of its officers, employees, and agents. Each Party agrees to defend, indemnify, and hold the other Party harmless from and against any claim, demand, suit, or cause of action, (hereafter “claim”), that may be asserted against the indemnitee, if and to the extent the claim against the indemnitee is based on the actual or alleged fault of the indemnitor and relates to the subject matter of the performance of this Agreement. This indemnification obligation applies to all costs of investigation, attorney fees, litigation expenses, settlement, and judgment. Where claims are asserted against both of the parties based on actual or alleged concurrent or shared fault of the parties, a party shall not be required to indemnify the other party for that party’s own proportionate share of fault. Attorney fees and litigation expenses incurred by a Party in successfully enforcing the indemnification provisions of this paragraph shall be paid by the Party against whom the provision was enforced.

The parties agree that these indemnification obligations shall apply to claims made by their own employees against an indemnitee, and the parties each therefore knowingly and expressly waive any immunity that they otherwise might have been entitled to invoke under Title 51.

11. Governing Law. The terms of this Agreement shall be governed by the laws of the State of Washington. In the event that a dispute shall arise under the terms or conditions of this Agreement, the parties agree to mediate the dispute prior to taking any formal legal action. In the event that legal action is commenced to resolve a dispute arising out this Agreement, the prevailing party shall be entitled to its reasonable costs and attorney= fees.
12. Assignment. This Agreement may not be assigned without written authorization by the other party.
13. Personal Identification. All Contractor, sub-contractor, vendor personnel and all vehicles used in the Armored Car Services for Spokane Public Schools shall be properly identified with the vendors logo / trademark.
14. Interpretation. If the Contractor discovers any errors, discrepancies, or omissions in the quote specifications, or has any questions as to the meaning or sufficiency of the quote specifications, the contractor must notify the purchasing buyer listed on page one of this solicitation document. Any addenda issued will be incorporated into the contract or purchase order.

15. Inclusion. All data contained in this solicitation shall form the resulting contract requirements.
16. Contract Default: Your quote is subject to all terms and conditions as herein established in this quote request. Failure to provide the services as indicated in this quote in accordance with the quotation terms and conditions and quote schedule, will constitute contract default, and, after due written notification, allows the Purchasing Department to declare the contract void and to award to another firm. When the contractor fails to furnish goods or services in accordance with the terms and conditions of this contract and the district must purchase at a price greater than the contract price, the difference may be charged to the contractor. The district may exercise this charge as a credit against invoices due the contractor.
17. Evaluation of Quotes. This professional service contract shall be awarded to the lowest responsible respondent that is deemed qualified and best meets the Districts needs as stated herein. Evaluation criteria shown hereafter, together with a consideration of required qualifications will be the basis for selection and award. Such determination may, of necessity, require judgmental evaluations by district representatives. Other industry and design specialists may be used in the evaluation process at the discretion of the district. The decision resulting from the evaluation process as to which firm best meets the needs of District remains the sole responsibility of the District and are final.
 - Evaluation criteria
 - Price.
 - Ability to meet the needs of the education process.
 - Reliability, quality, performance, and versatility of the service offered.
 - Ability to meet pick-up/delivery schedule.
18. Award Announcement. Spokane Public Schools can be expected to announce the award to the successful firm within 30 days after the RFQ due date. Award shall be effective September 1, 2018.
19. Minority Owned and Women Owned Business Enterprises. Spokane Public Schools encourages the participation of Minority Owned and Women Owned Business Enterprises in this Request for Quote.
20. Compliance with Rules and Laws. The parties shall comply with all laws, ordinances and regulations of governmental bodies applicable to this proposal as well as applicable local policies and procedures. All provided services will be in accordance with local, state and federal universal/universal/hazardous waste laws and regulations.

21. Integration/Modification. This Quote 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 proposal occurs between the parties. No such modification shall be valid unless the written modification is first provided via certified mail or personal delivery to each of the parties. Actual receipt by either party constitutes compliance with the requirement to send by certified mail or personal delivery.
22. Waiver of Breach/Default: No waiver of any breach of any term of this Quote shall be construed, nor shall be, a waiver of any other breach of this Quote. No waiver shall be binding unless it is in writing and signed by the party waiving the breach.
23. Severability. If any provision of this Quote 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 Quotation requirements shall remain enforceable.
24. Mandatory Dispute Resolution Procedure. In the event that a dispute shall arise regarding the terms, conditions, or breach of this Proposal, the parties shall, as a condition precedent to taking any action, shall 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.
25. Attorneys' Fees and Costs. In the event legal action becomes necessary to enforce or interpret the terms of this Proposal, the parties shall be required to mediate their dispute(s) prior to legal action being commenced. After mediation has occurred, the prevailing party in any legal action shall be entitled to recover reasonable attorneys' fees and costs incurred in such action, as determined by the court. In the event of any appeals from such actions, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in such appeals, as determined by the court(s). The term "costs" shall include, in addition to statutory costs and disbursements, all costs associated with discovery depositions, expert witness fees, and out-of-pocket costs incurred by the prevailing party in the prosecution or defense of the action. For the purpose of this paragraph, the term "action" shall be deemed to include any proceeding commenced in the bankruptcy courts of the United States.
26. Rejection of any or all Quotes. The Purchasing Department reserves the right to accept or reject any or all quotes and to waive informalities or irregularities in any quotation. No "postage due" quotations of any kind will be accepted.
27. Errors in Quotation. Respondents are responsible for all errors or omissions in their submittal, and any such errors or omissions will not serve to diminish their obligations to the district.
28. Funding Caveat. In the event that earmarked funding is withdrawn, reduced, or limited after the effective date of this contract but prior to completion, the district may terminate the contract without the required notice.

29. Proprietary Information / Public Disclosure. Under the Washington State Public Records Act, Chapter 42.56 RCW (“Public Records Act”), public records include, but are not limited to, bid or proposal submittals, agreement documents, contract work product, or other bid or proposal material. The Public Records Act requires that SPS promptly disclose public records upon request unless the Public Records Act or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (reference RCW 42.56 and RCW 19.108). Proposers must be familiar with the Public Records Act and the limits of record disclosure exemptions. If any of the records you are submitting to SPS as part of your proposal are exempt from disclosure pursuant to a specific exemption, clearly and specifically identify each record and the specific exemption(s) that may apply. (If you are awarded an SPS contract, the same exemption designation will carry forward to the contract records.) Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria. Only the specific records or portions of records properly identified by you as exempt will be considered for exemption. All other records will be considered fully disclosable upon request. SPS will not assert an exemption from disclosure on your behalf. SPS will not withhold materials from disclosure simply because you take the position that they are exempt, but instead reserves the right to make its own determination. If SPS receives a public disclosure request for any records you have specifically listed as exempt, SPS may notify you of the request and, while not legally obligated to do so, may temporarily postpone disclosure in order to allow you to file a court injunction to prevent SPS from releasing the records (reference RCW 42.56.540). If you fail to obtain a court order, SPS will release the documents. By submitting a proposal, the proposer acknowledges the obligations herein and acknowledges that SPS has no obligation or liability to the proposer if records are disclosed.

ARMORED COURIER SERVICE

SPECIFICATIONS

Note: See attachment A for list for school addresses and phone numbers and attachment B for 2018-2019 school year pickup schedule

The following are estimates of the average deposit per deposit bag by location:

- Elementary Schools - less than \$1,500 per bag
- Middle Schools - less than \$1,000 per bag
- High Schools - less than \$1,500 per bag
- Central Administration - \$15,000 to \$260,000 per bag

Note: There may be more than one deposit bag collected at each location and deposit. Deposit amounts will vary depending on fundraisers and donations in progress at the individual location. The averages presented above are intended to give a picture of a normal deposit amount.

Pickups for Monday and Wednesday

Ferris High School
Lewis & Clark High School
North Central High School
Rogers High School
Shadle Park High School
Chase Middle School
Glover Middle School
Sacajawea Middle School
Salk Middle School
Shaw Middle School
Garry Middle School
NEWTECH Skill Center

Pickups Friday

Elementary and Special Schools
Adams
Arlington
Audubon
Balboa
Bemiss
Browne
Cooper
Finch
Franklin
Garfield

Pickup Friday - Continued

Grant
Hamblen
Holmes
Hutton
Indian Trail
Jefferson
Lidgerwood
Lincoln Heights
Linwood
Logan
Longfellow
Madison
Moran Prairie
Mullan Road
Regal
Ridgeview
Roosevelt
Sheridan
Stevens
Westview
Whitman
Willard
Wilson
Woodridge
Libby Center
Skills Center
The Community School
Bryant
Bancroft
Ferris High School
Lewis & Clark High School
North Central High School
Rogers High School
Shadle Park High School
Chase Middle School
Glover Middle School
Sacajawea Middle School
Salk Middle School
Shaw Middle School
Garry Middle School

Pickups Daily

ARMORED COURIER SERVICE

QUOTE DOCUMENT

Note: See Section I, II and III for terms and conditions before quoting prices

FIRM NAME: _____

1. Fixed Price **cost per stop** \$_____/Stop
2. Additional Charge for delivery of change orders **cost per stop** \$_____/Stop
3. Additional Charge for pickups other than regularly scheduled
Pickups **cost per stop** \$_____/Stop

Authority to Sign and Obligate. The undersigned represent and warrant that they are authorized to enter into this Proposal on behalf of the party.

Company Name: _____ Date: _____
(Please Print)

Address: _____

Phone Number: _____ UBI Number: _____

Fax Number: _____ Tax ID: _____

By: _____
(Please Type or Print)

Title: _____

Signature: _____

Email address _____

Qualifications by Company
(provide a minimum of 3 companies that armored courier service is being provided for
during the past 18 months):

Company	Date	Contact Person	Phone Number and email address

Note: Company must be bonded and insured and provide evidence of bonding and insurance with this quotation (Section II, Paragraph 1 and 8).

Tax rate applicable this quotation_____%

Quotations are subject to all requirements furnished with this quote document. By signing quotation form, vendor affirms having read the terms and conditions and specifications and agrees thereto and warrants that quotes supplied herein conform to specifications herein, except if otherwise stated in a special condition by the district.

Receipt of Addenda numbered_____is hereby acknowledged.
(Fill in number of each addenda received)

PART I: STATEMENT REGARDING EQUAL EMPLOYMENT OPPORTUNITY

We hereby certify that we have made a conscientious effort to comply with federal, state and local equal employment opportunity requirements in quoting this project and we will make the same efforts in fulfilling the requirements if awarded the Contract.

We further designate

Name _____

Title _____

Telephone Number _____

as the person who has been charged with the responsibility for securing compliance with and reporting progress on affirmative efforts.

**PART II: CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

In submitting the proposal to do the work as outlined in the Contract Specifications, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of the Contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's responsibilities.

Signed _____

Title _____

Firm _____

Address _____

City & State _____

Date _____

**SCHOOL LOCATIONS DIRECTORY
2017-2018**

ATTACHMENT A

<u>Phone</u> <u>No.</u>	<u>Fax No.</u>	<u>Loc.</u> <u>#</u>	<u>School/Site</u>	<u>Address</u>	<u>Zip Code</u>	<u>Principal/Coordinator/ Director</u>
6000	6161	303	Ferris H. S.	3020 East 37th Ave.	99223-4598	Ken Schutz
3810	3813	408	T C S @ Bancroft	1025 W Spofford	99205-4386	Cindy McMahon
7000	6969	305	Lewis & Clark H.S.	521 West 4th Ave.	99204-2692	Marybeth Smith
6300	6303	310	North Central H.S.	1600 N. Howard St.	99205-4261	Steve Fisk
6600	6665	315	Rogers H.S.	1622 East Wellesley Ave.	99207-4261	Lori Wyborney
6700	6710	320	Shadle Park H.S.	4327 North Ash St.	99205-1498	Julie S. Lee
5000	5100	210	Chase M.S.	4747 East 37th Ave.	99223-1206	John O'Dell
5200	5212	260	Garry M.S.	725 East Joseph Ave.	99208-3443	Wendy Watson
5400	5399	203	Glover M.S.	2404 West Longfellow Ave.	99205-1547	Mark Lund
5500	5505	250	Sacajawea M.S.	401 East 33rd Ave.	99203-2696	Jeremy Ochse
5600	5542	252	Salk M.S.	6411 North Alberta St.	99208-4499	Peter Elzey
5800	5899	255	Shaw M.S.	4106 North Cook St.	99207-5892	Jon Swett
2000	2020	101	Adams	2909 East 37th Ave.	99223-4500	Beth Nye
2100	2121	105	Arlington	6363 North Smith St.	99217-7626	Sue Unruh
2140	2141	107	Audubon	2020 West Carlisle Ave.	99205-3794	Kimberly Stretch
2220	2222	108	Balboa	3010 West Holyoke Ave.	99208-4699	Stephanie Kubej
2300	2310	111	Bemiss	2323 East Bridgeport Ave.	99207-5799	Janice Erickson
2400	2424	113	Browne	5102 North Driscoll Blvd.	99205-6099	Julia Lockwood
2500	2510	121	Cooper	3200 North Ferrall St.	99217-6999	Rona Williams
2600	2616	129	Finch	3717 North Milton St.	99205-2399	Shane O'Doherty
2620	2666	131	Franklin	2627 East 17th Ave.	99223-5100	Buz Hollingsworth
2700	2727	133	Garfield	222 West Knox Ave.	99205-4880	Jollene Vining
2800	2828	137	Grant	1300 East 9th Ave.	99202-2499	Ivan Corley
2900	2888	139	Hamblen	2121 East Thurston Ave.	99203-4100	Stefanie Heinen
2990	2991	145	Holmes	2600 West Sharp Ave.	99201-2996	Stephanie Lundberg
3030	3040	147	Hutton	908 East 24th Ave.	99203-3300	Chuck Demarest
3100	3110	148	Indian Trail	4102 West Woodside Ave.	99208-5099	Brian Ormsby
3200	3210	151	Jefferson	123 E 37th Ave	99203-2693	Nikki Golden
3225	3235	153	Lidgerwood	5510 N. Lidgerwood St.	99208-1200	Steve Barnes
3300	3333	157	Lincoln Heights	3322 East 22nd Ave.	99223-3900	Meghan Anderson
3400	3404	159	Linwood	906 West Weile Ave.	99208-6278	Gina Naccarato-Keele
3434	3499	161	Logan	1001 East Montgomery Ave.	99207-2688	Brent Perdue
3500	3535	165	Longfellow	800 East Providence Ave.	99207-2900	Ken Hermanson
3600	3636	167	Madison	319 West Nebraska Ave.	99205-6299	Heather Jordan
3700	3666	168	Moran Prairie	4224 East 57th Ave.	99223-7897	Clint Price
3800	3777	169	Mullan Road	2616 East 63rd Ave.	99223-7410	Mike McGinnis
3900	3940	175	Regal	2707 East Rich Ave.	99207-5827	Tricia Kannberg
4000	3999	177	Ridgeview	5610 N. Maple St.	99205-6798	Matthew Beal
4040	4080	181	Roosevelt	333 West 14th Ave.	99204-3627	Debbie Oakley
4100	4101	183	Sheridan	3737 East 5th Ave.	99202-5099	Larry Quisano
4200	4220	187	Stevens	1717 East Sinto Ave.	99202-2696	Dan Jenkins
4300	4303	191	Westview	3520 W Bismark Ave.	99205-7498	Cathy Comfort
4320	4323	193	Whitman	5400 North Helena St.	99207-4000	Jody Schmidt
4444	4474	197	Willard	500 West Longfellow Ave.	99205-1140	Matt Truitt
4500	4520	199	Wilson	911 West 25th Ave.	99203-1200	Tony Ressa
4600	4604	198	Woodridge	5100 West Shawnee Ave.	99208-8651	Kale Colyar

**These numbers are extensions of prefix 354.
Dial all fax numbers using 354 prefix unless otherwise indicated.**

**SCHOOL LOCATIONS DIRECTORY
2017-2018**

<u>Phone</u> <u>No.</u>	<u>Fax No.</u>	<u>Loc.</u> <u>#</u>	<u>School/Site</u>	<u>Address</u>	<u>Zip Code</u>	<u>Principal/Coordinator/ Director</u>
5900	5959	901	Administration Building	200 North Bernard St.	99201-0282	Dr. Mark Anderson
7810	7816	414	Bryant Campus (TEC)	910 North Ash	99201-1811	Suzanne Smith
5775	7178	618	Capital Projects	2815 East Garland Ave.	99207-5899	Greg Forsyth
624-3227	835-4272	453	Daybreak Youth Services	628 South Cowley	99202-2695	Richard Miles
328-7041	328-7582	441	Excelsior School	3754 West Indian Trail Rd.	99208-4700	Dr. David Crump
7172	354 7160	668	Facilities and Planning	2815 East Garland Ave.	99207-5899	Phil Wright
7100	7070	412	Family Connections	6903 E 4th Ave	99212	Melinda Keberle
7100	7070	412	Eagle Peak @ Pratt	6903 E 4th Ave	99212	Melinda Keberle
533-8970	533-8986	161	Headstart (Logan)	1001 E Montgomery Ave	99207-2688	Brent Perdue
533-6910	535-2863	466	Healing Lodge	5600 East Eighth	99212-0220	Dr. David Crump
354-7302	354 5914	574	Homeless Program (HEART)	200 N Bernard St	99201-2996	Sarah Miller
354-5693	5914	574	Indian Education	200 N Bernard St	99201-2996	Pam Austin
7667	7660	532	ITSC	4714 East Eighth Ave.	99212-0283	Rasheed Bellamy
7500	7577	485	Libby Center	2900 East First Ave.	99202-3992	Debra De Witt
7172	7160	668	Maintenance	2815 East Garland Ave.	99207-5899	Rob Findley
6299		421	MAP	1807 N Washington St	99205-2160	Dr. David Crump
5693	5914	462	Medicine Wheel Advisory	1300 West Knox Ave	99205-4386	Pam Austin
7100	7070	412	Middle School Alternative	6903 E 4th Ave	99212	Melinda Keberle
7470	7474	470	New Tech Skills Center	4141 North Regal St.	99207-5828	Karene Duffy
7449	489-0810	464	On Track Academy Preschool(CAPE) -	2800 E Rich Ave	99207-5828	Lisa Mattson
279-6351	279-6385	454	NorthEast	4001 North Cook St.	99207-5828	Emma Noble
3460	3499	161	Preschool(CAPE) - Logan	1001 E Montgomery Ave	99207-2688	Brent Perdue
7945	5910	572	Preschool/Childfind	200 North Bernard St.	99201-0282	Emma Noble
7174	7183	630	Purchasing	2815 East Garland Ave.	99207-5899	Cindy Coleman
474-2663		417	Sacred Heart	101 West Eighth Ave.	99204-2396	Dr. David Crump
354 7910	354 7915	963	Science Center	2525 North Cincinnati	99207-2702	Robyn Norwood
7309	5914	572	SpecEd Compliance	200 N Bernard St	99201-0282	Franklin Day
533-7326	532-9609	425	Spokane Com.Images1&2	1810 North Greene St.	99217-5399	Dr. David Crump
6409	6400	405	Spokane Public Montessori	1300 West Knox Ave	99205-4386	Shannon Lawson
326-8100	326-9358	419	Tamarack	2901 W. Ft George Wright	99224-5202	Dr. David Crump
7173	7133	670	Warehouse	2815 East Garland Ave.	99207-5899	Alex Navarrete

**These numbers are extensions of prefix 354.
Dial all fax numbers using 354 prefix unless otherwise indicated.**

ATTACHMENT B

2018-2019 School Year

Regular Pickup Schedule

Secondary Campuses	Elementary Campuses	Central Admin
MWF*	Weekly, Friday, unless otherwise specified	Daily
* Except for Spokane Montessori School, The Community School, Bryant, Eagle Peak and Libby which will be on the Elementary Weekly pick up		

Additional Schedule Information

	Elementary	Middle	High
First Pickup of the school year:	September 7, 2018	September 5, 2018	September 5, 2018
Last Regular Pickup:	June 14, 2019	June 17, 2019	June 19, 2019
Summer Special Pickups:			see summer schedule attached

School Holidays - Modified Pick Up Schedule

September 3, 2018	Monday	Labor Day	No pick up at any location
October 8, 2018	Monday	Columbus Day	Federal Holiday - Bank closed - no pick up at any location
October 11, 2018	Thursday	Schedule change	Elementary pick up instead of Friday, October 12, 2018
October 12, 2018	Friday	No School-State Curriculum Day	No pick up at SCHOOLS *Elementary pickup 10/11/18 instead of Friday, October 12, 2018
November 12, 2018	Monday	Veterans Day	No pick up at any location
November 21, 2018	Wednesday	Schedule change	Elementary pickup instead of Friday, November 23, 2018
November 22 - 23 2018	Thursday, Friday	Thanksgiving	No pick up at any location
December 24, 2018 - January 4, 2019	Monday - Friday	Winter Break	No pick up at SCHOOLS *
December 24-28, 2018	Monday-Friday	Winter Break/ Admin Bldg Closed	No pick up at any location
December 31, 2018 -January 1, 2019	Monday-Tuesday	New Years Eve/New Years Day	No pick up at any location
January 21, 2019	Monday	MLK Day	No pick up at any location
January 24, 2019	Thursday	Schedule change	Elementary pick up instead of Friday, January 25, 2019
January 25, 2019	Friday	No School-State Curriculum Day	No pick up at SCHOOLS*
January 28, 2019	Monday	Non Student Day	No pick up at Secondary Schools*
February 18, 2019	Monday	President's Day	No pick up at any location
March 11, 2019	Monday	Non Student Day	No pick up at Secondary Schools*
April 1 - 5, 2019	Monday - Friday	Spring Break	No pick up at SCHOOLS *
May 27, 2019	Monday	Memorial Day	No pick up at any location
July 4, 2019	Thursday	Fourth of July Holiday	No pick up at any location

* Regular pickup at Central Administration Building to continue.

Schedule Changes for ELEMENTARY Due to Holidays

No pick up on October 12, 2018 - MOVE TO THURSDAY, OCTOBER 11, 2018
 No pick up on November 23, 2018 - MOVE TO WEDNESDAY, NOVEMBER 21, 2018
 No pick up January 25, 2019 - MOVE TO THURSDAY, JANUARY 24, 2019

Schedule Changes for SECONDARY Due to Holidays

If a holiday occurs during the week on a Monday, Wednesday, or Friday, the pick up will be on the next scheduled pick up day.

2018-2019

SUMMER PICK UP AT HIGH SCHOOLS

DATE	FERRIS	LEWIS & CLARK	NORTH CENTRAL	ROGERS	SHADLE PARK	SKILLS CENTER
June 28, 2019	X	X	X	X	X	X
July 10, 2019	X	X	X	X	X	X
July 24, 2019	X	X	X	X	X	X
August 2, 2019	X	X	X	X	X	
August 9, 2019	X	X	X	X	X	
August 16, 2019	X	X	X	X	X	
August 23, 2019	X	X	X	X	X	