



Lewiston City Council

AMENDED

9/23/2024

REGULAR MEETING AGENDA

September 23, 2024 - 6:00 PM

**Lewiston City Library – Second Floor Event Space – 411 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's website at cityoflewiston.org.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

This is an opportunity for citizens to address the Council on agenda items or other items they wish to bring to the attention of the Council. Citizens are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, please limit your remarks to three minutes.

IV. PRESENTATIONS

- A. VALLEY VISION UPDATE:** Presentation by President/CEO Jerry Chavez on Valley Vision's year to date accomplishments

V. CONSENT AGENDA

All items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

- A. CITY COUNCIL MINUTES:** Considering approval of the minutes of the following meetings: 9/3/2024 Special Work Session; 9/9/2024 Executive Session; and 9/9/2024 Regular - Action Item
- B. ADVISORY BOARD AND COMMISSION MINUTES:** Accepting the minutes of the following meetings: 8/13/2024 Urban Renewal Agency; 8/28/2024 Planning & Zoning Commission - Action Item
- C. VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 8/23/2024 - 9/5/2024 in the amount of \$1,956,776.18 - Action Item

VI. ACTIVE AGENDA

- A. **RESOLUTION 2024-39**: Considering approval of a resolution ratifying, confirming, and approving Resolution 2023-30 declaring Motorola Solutions, Inc. as the only vendor of maintenance services and additional modules for Flex Software - Action Item (City Clerk Brocke)
- B. **RESOLUTION 2024-41**: Considering amending the City of Lewiston's Purchasing Policy - Action Item (Finance Director Gordon)
- C. **CHANGE ORDER NO. 3: IFB-23-024 PORT OF ENTRY WATERLINE PROJECT**: Considering approval of Change Order No. 3 for the ITD Lower Lewiston Port of Entry Waterline Project with Debco Construction in the total amount of \$68,556.60 and authorizing the Mayor to execute the change order - Action Item (Public Works Director Johnson)

D. ORDINANCES

1. FIRST READING

- a. **ORDINANCE 4928**: Considering amending Section 35-66 relating to stopping, standing or parking vehicles and authorizing towing vehicles in designated tow-away zones; and amending Section 35-69 designating municipal parking lots as limited parking zones - Action Item (City Attorney Tengono)
- E. **REQUEST FOR A JOINT SPECIAL MEETING REGARDING UNITED AIRLINES AIR SERVICE MRG**: Considering a request for a special joint meeting between the Lewiston City Council, Nez Perce County Board of County Commissioners, Port of Lewiston, Port of Clarkston and Lewiston-Nez Perce County Airport Authority Board to discuss United Airlines, Inc. request for a Minimum Revenue Guarantee (MRG) for the 2025 fiscal year - Action Item (Councilor Liedkie)

VII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VIII. UNFINISHED AND NEW BUSINESS

- A. **CITY COUNCILOR COMMENTS**: Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.
- B. **CITY BOARDS AND COMMISSIONS LIAISON UPDATES**
- C. **MAYOR COMMENTS**
- D. **ADVISORY BOARD AND COMMISSION APPOINTMENTS**:
- Action Item
 - 1. **EMERGENCY MEDICAL SERVICES ADVISORY BOARD**: Considering appointing David Chenault and Vitaliya "Victoria" Johnson to four-year terms - Action Item
- E. **AGENDA TOPICS**:
- Action Item

IX. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

“You have to BELIEVE it BEFORE you can see it”



SEPTEMBER 23, 2024

VALLEY VISION – A SEASON OF CHANGE, CONTINUES

VALLEY VISION – NEW DIRECTION

**DEVELOP A CULTURE & LONG-TERM GAME
PLAN WITH CLEAR ROAD MAP**

**ACTIVELY ATTRACT, EXPAND, OR PROVIDE ASSISTANCE TO NEW WEALTH GENERATORS
THAT ENHANCE THE QUALITY OF LIFE TO THE LEWIS-CLARK VALLEY.**

VALLEY VISION

A SEASON OF CHANGE, CONTINUES

WHY:

+ INTERNAL PERSPECTIVE

+ EXTERNAL PERSPECTIVE

WHY IS VALLEY VISION DIFFERENT ?

SIMPLE ... INDUSTRY FOCUS

- ✓ **Job Powerhouse**
- ✓ **Higher Wages, Higher Spending**
- ✓ **Fueling Local Businesses**

These higher wages translate into increased disposable income, which creates a ripple effect. This extra spending powers growth in retail, commercial, and service sectors throughout the Lewis-Clark Valley.

Note: Earnings per 1,000's

Source: U.S. Bureau of Economic Analysis 2023-2024 data;
Lewiston, ID-WA MSA

Manufacturing

\$1,004,926
Earnings

5,363
Employment

\$66,088
Average Earnings
Per Job

Healthcare

\$369,827
Earnings

5,003
Employment

\$56,000
Average Earnings
Per Job

Retail

\$347,420
Earnings

3,528
Employment

\$42,455
Average Earnings
Per Job

STRATEGY : BUSINESS ATTRACTION PROGRAM

+ Action One	Determine Best fit Industries	X
+ Action Two	Determine Market/Regions	X
+ Action Three	Develop Presentation based on Business Case	X
+ Action Four	Begin Prospecting Mission in June 2023	X
+ Action Five	Follow-up Activity	X

METRICS:

- + Total of 35 Industry meetings
- + 5 site tours to L-C Valley

ACCOMPLISHMENTS:

- + Traveled to five markets for 43 meetings, for a total of 30 qualified meetings
- + 11 site tours have been held with prospective businesses

YTD: VALLEY VISION BUSINESS ATTRACTION PLAN
DIRECT MARKETING (PROSPECTING)

PAST PROSPECTING:	QUALIFIED	DATE
CALIFORNIA	4 BUSINESS MEETINGS	JUN 22-23,2023
CALGARY	7 BUSINESS MEETINGS	AUG 9-11, 2023
ARIZONA	3 BUSINESS MEETINGS	OCT 23-25, 2023
REGINA	7 BUSINESS MEETINGS	DEC 12-16, 2023
CALGARY	5 BUSINESS MEETINGS	MAY 28-30, 2024
WASHINGTON	4 BUSINESS MEETINGS	AUG 7-9, 2024

NUMBER OF MEETINGS HELD:	43
NUMBER OF QUALIFIED MEETINGS:	30
SITE TOURS CONDUCTED:	11
LETTER OF INTENT:	1

TENTATIVE FUTURE PROSPECTING:



BUSINESS ATTRACTION

09/11/2024 Update

SITE TOUR PLANNING:

Project [REDACTED] October 2024
Project [REDACTED] Tentative – January 2025

HOT LIST:

Project [REDACTED] California LOI
Project [REDACTED] Washington
Project [REDACTED] Canada III

ACTIVE LIST:

Project [REDACTED] Arizona
Project [REDACTED] Canada I
Project [REDACTED] Canada II
Project [REDACTED] Canada II
Project [REDACTED] Canada III
Project [REDACTED] Canada III
Project [REDACTED] Washington
Project [REDACTED] Washington

PENDING:

Project [REDACTED] Canada I
Project [REDACTED] Canada I
Project [REDACTED] Canada II

DEAD:

Project [REDACTED] Canada I
Project [REDACTED] Canada I
Project [REDACTED] Canada I
Project [REDACTED] Canada II

STRATEGY : BUSINESS EXPANSION AND RETENTION

+ Action One	Utilize Synchronist Suite Platform	X
+ Action Two	Recruit Volunteers to Conduct Confidential Interviews	X
+ Action Three	Conduct Volunteer Training	X
+ Action Four	Conduct one-one Confidential Meetings w Industry	In Process
+ Action Five	Log Data	
+ Action Six	Follow-up Activity	

METRICS

- + Recruit VV Board, Elected Officials
- + Launch Program Fall
- + 21 L-C Valley Industry Sector Meetings

ACCOMPLISHMENTS:

- + 37 volunteers; trained 24 volunteers in 3 sessions
- + 23 primary sector businesses were invited to participate
- + 14 interviews were completed by Spring 2024
- + 17 volunteers have participated in the interviews

STRATEGY : PRODUCT DEVELOPMENT

- + Action One | Upgrade Website – w/ Industry Standards & Better Messaging X
- + Action Two | Develop Manufacturing Center Option
| Location, Financing, Building Specifications, Timeline for Construction
- + Action Three | Package Incentive Offerings – Local and State

METRICS

- + Launch website
- + Build program to develop manufacturing centers
- + Construction Schedule to be determined

ACCOMPLISHMENTS:

- + Website completion: 100% www.vvedc.com
- + Step-by-step process for implementation of manufacturing center developed in 2023
- + Meeting was held in Jan 2024 with:
City of Lewiston and Clarkston Nez Perce Tribe
Ports of Lewiston and Clarkston

VALLEY VISION – ANNUAL EVENT & DINNER

KEYNOTE SPEAKER: SEN SCHOESLER, WA –R

OVER 170 ATTENDEES



WWW.VVEDC.COM

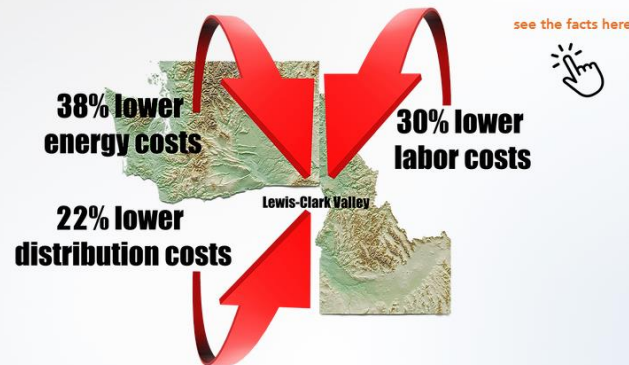
WELCOME

to the Lewis-Clark Valley
& **HIGHER PROFITS!**

Choose the Lewis-Clark Valley

WHEN PROFITS MATTER

Beat your competition with these savings, and enjoy increased profits when operating in the Lewis-Clark Valley.



38% Lower Energy Costs
30% Lower Labor Costs
22% Lower Distribution Costs

STATE INCENTIVE PROGRAMS



Lewiston, Idaho - AAA

- New Markets Tax Credits
- 3% Investment Tax Credit
- Personal Property Tax Exemption on 1st \$100,000
- 5% Tax Credit on Qualified Research Expenses
- Extracting & Timber Manufacturing
- Up to \$100,000 a year on Energy Conservation Rebates.



Clarkston, Washington - AAA

- New Markets Tax Credits
- Growth and Prosperity
- Sales and Use Tax Exemptions for Manufacturing Machinery and Equipment
- Manufacturers Sales and Use Tax Deferral for up to 5 Years.
- Extracting & Timber Manufacturing
- \$40,000 B&O Tax Credit for Each Qualified Position Created Greater than \$40,000 per year.

STATE TAX RATES

- 6% Corporate Income Tax Rate

- **No** Franchise Tax
- **No** Corporate Income Tax

ACCOMPLISHMENTS:

- + **Conducted 5 meetings** to explore hiring Puerto Rican employees:

05/23/23 06/16/23 07/21/23

03/21/24 08/29/24

10 participants from L-C Valley

- + **30 new investors**, totaling \$60,600

- + **Attended 4 Comprehensive Plan Meetings:** “Envision Lewiston 2044”

- + **Board Workshop in April 2024:**

Focus: Evolving Identity

Quality of Life Team

Manufacturing Center Initiative

- + **2023 Annual Event:**

- + 130 attendees

- + Keynote Speaker: ID Governor Brad Little

- + **2024 Annual Meeting**

- + 180 attendees

- + Keynote speaker Senator Schoesler, WA-R

- + **2024, Held Round Table in Clarkston, WA with Sen Schoesler and:**

- + School

- + Port

- + City

- + County

- + Hospital

- + VVEDC



NORTHWEST FOURSLIDE

- | | |
|-----------|--------------------------------------|
| July 2023 | Groundbreaking |
| Sept 2023 | Submitted Rate Reduction Application |
| Oct 2023 | Rate Reduction Approved |
| June 2024 | Production Began |
| July 2024 | Ribbon Cutting Ceremony |



September 3, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Work Session in the Bell Building Second Floor Conference Room at 215 D Street. Mayor Johnson called the meeting to order at 3:00 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Kleeburg; Councilor Klein; Councilor Liedkie; Councilor Schroeder; Councilor Spickelmire.

COUNCILORS EXCUSED: Councilor Forsmann.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. CITIZENS COMMENTS

None.

IV. DISCUSSION ITEMS

Please note that identifying an item as an “Action Item” does not require the City Council to vote on that item.

- A. MAIN STREET CORRIDOR IMPROVEMENTS UPDATE:** Welch Comer & Associates, Inc. will provide an update on the preliminary design and estimate for the project, including the planned public engagement process and its impact on the design - Action Item

Public Works Director Johnson introduced Phil Boyd, of Welch Comer & Associates. Mr. Boyd then provided an overview of the public engagement process, as well as the next steps for the Main Street Corridor Improvements.

- B. UNITED AIRLINES PERFORMANCE UPDATE:** Update and discussion from the Airport Authority Board regarding the performance of flights operated by United Airlines - Action Item

Airport Manager Isaacs summarized that while the MRG helps reduce operating losses, the Lewiston-Denver route costs \$12 million, with United Airlines charging higher fares for 12 of the top 15 destinations despite not using the MRG to lower prices. Local airfares have dropped by 45% compared to a 2% national average decrease, driven by competition and tourism, including Delta adding a Seattle route in response to United. Additionally, fares can be 2-3 times higher when purchased a

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week before departure.

Councilor Liedkie recalled previous discussions where it was emphasized that maintaining high load factors would reduce the MRG and expressed concerns about the balance between lower fares, which benefit consumers, and the city's financial responsibilities under the MRG. Airport Manager Isaacs acknowledged that while high load factors could have reduced the MRG, increases in fuel prices and reduced ticket prices significantly impacted profitability. Mr. Isaacs shared that the third-quarter data from 2023 was presented to the Council, but unforeseen changes in fuel costs and ticket prices altered the anticipated outcomes.

- C. **BERT LIPPS POOL SURVEY:** Presentation of the Bert Lipps pool survey results followed by a discussion on the outcomes and potential next steps - Action Item

Councilor Spickelmire presented the results of the Bert Lipps community pool survey, noting over 2,300 responses. Of the three options provided, the top option was to remove the existing pool structure and build a combination splash pad and pool.

After discussion, Mayor Johnson suggested Councilor Spickelmire bring a discussion of exploring all aquatic options to the Parks & Recreation Commission and report back.

- D. **BUILDING FEASIBILITY STUDY UPDATE:** Discussion of the Building Feasibility Study performed by Clearwater Financial approved at the March 11, 2024 City Council meeting
- Action Item

Mayor Johnson and Councilors discussed the potential consolidation of city departments, with Clearwater Financial hired to assess building uses and match spaces. The study suggested that consolidation could be feasible and several department directors emphasized the efficiencies and improved collaboration that could result, as well as potential savings, better energy efficiency, and centralized purchasing benefits. Councilors supported consolidation but stressed the need for detailed financial information, consideration of future growth and requested the item be placed on a future agenda.

V. **UNFINISHED AND NEW BUSINESS**

- A. **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

None.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

None.

C. MAYOR COMMENTS

Mayor Johnson announced that he would be out of town, with Council President Kleeburg handling Council questions and Community Development Director Grow taking the lead for city-related matters in his absence.

D. AGENDA TOPICS: - Action Item

VI. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Schroeder and Liedkie moved and seconded, respectively, to adjourn the September 3, 2024 Special Work Session. The motion carried 5-0 and the meeting adjourned at 4:48 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

September 9, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Meeting Executive Session in the Lewiston City Library Second Floor Community Room at 411 D Street. Council President Kleeburg called the meeting to order at 5:00 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Council President Kleeburg; Councilor Forsmann; Councilor Klein; Councilor Liedkie; Councilor Schroeder; Councilor Spickelmire.

COUNCILORS EXCUSED: Mayor Johnson.

II. EXECUTIVE SESSION

Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; and Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated – Action Item

Councilor Liedkie moved to enter Executive Session pursuant to Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; and Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Councilor Schroeder seconded. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

Council exited the executive session at 5:56 p.m.

III. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Liedkie and Schroeder moved and seconded, respectively, to adjourn the September 9, 2024 Executive Session. The motion carried 6-0 and the meeting adjourned at 5:57 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

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Executive Session Minutes
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September 9, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Regular Meeting in the Lewiston Library Second Floor Activity Room at 411 D Street. Council President Kleeburg called the meeting to order at 6:01 p.m.

I. CALL TO ORDER

COUNCILORS PRESENT: Council President Kleeburg; Councilor Forsmann; Councilor Klein; Councilor Liedkie; Councilor Schroeder; Councilor Spickelmire.

COUNCILORS EXCUSED: Mayor Johnson.

II. PLEDGE OF ALLEGIANCE

Council President Kleeburg led the Pledge of Allegiance.

III. CITIZENS COMMENTS

None.

IV. CONSENT AGENDA

Council President Kleeburg explained that all items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under “Items Moved from the Consent Agenda”.

Councilor Liedkie requested Item IV. C. Voucher's Payable be moved to the Active Agenda.

Councilors Liedkie and Schroeder moved and seconded, respectively, adoption of the Consent Agenda as amended. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

A. CITY COUNCIL MINUTES: Considering approval of the 8/26/2024 Regular meeting minutes - Action Item

B. ADVISORY BOARD AND COMMISSION MINUTES: Considering approval of the minutes of the following meetings: 5/8/2024 Public Works Advisory Commission; 7/17/2024 & 7/18/2024 Library Board of Trustees; and 7/10/2024 Planning & Zoning Commission - Action Item

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- D. **CANYON CREST WEST ADDITION - PHASE 1A, PRELIMINARY PLAT (SUB24-000006)**: Considering approval of the Canyon Crest West Addition - Phase 1A preliminary plat, and associated Reasoned Statement of Relevant Criteria and Standards, which proposes to subdivide approximately 7.69 acres of undeveloped property located along the west side of 18th Street, and south of the existing The Estates at Canyon Crest Phase 2 subdivision, into 30 lots - Action Item

V. **ACTIVE AGENDA**

- A. **LAND ACQUISITION PURCHASE AND SALE AGREEMENT REQUEST:** Considering a request from the Lewiston-Nez Perce County Regional Airport Authority Board of Commissioners to approve a Land Acquisition Purchase and Sale Agreement with MAD Properties, LLC - Action Item (City Attorney Tengono)

Councilors Schroeder and Forsmann moved and seconded, respectively, to table the request until they have more information. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- B. **FOURTH AMENDMENT TO PROSECUTION SERVICES AGREEMENT:** Considering approval of the Fourth Amendment to the Prosecution Services Agreement with Nez Perce County - Action Item (City Attorney Tengono)

Councilors Liedkie and Schroeder moved and seconded, respectively, to approve the Fourth Amendment to the Joint Powers Agreement between Nez Perce County, the Nez Perce County Prosecutor, and the City of Lewiston relating to prosecution services and authorizing the Mayor to execute the agreement. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- C. **RESOLUTION 2024-38:** Considering approving a resolution to dispose of the assets of the Downtown Lewiston Business Improvement District - Action Item (Finance Director Gordon)

Finance Director Gordon provided an overview and summary of the history of the closure of the Business Improvement District. Ms. Gordon recommended the Council rebate \$156,356.11 to rate payers of the Business Improvement District and retain future collections of the delinquent assessment receivables to be deposited into the General Fund in the amount of \$12,912.83. Concluding, Finance Director Gordon noted the individual rebate amounts would be on a parcel basis, and be based off the amounts that they were billed in.

Councilors Liedkie and Forsmann moved and seconded, respectively, to approve Resolution 2024-38. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- D. RAW WATER INTAKE UPGRADE (WR050) AMENDMENT #3** : Considering approving the Third Amendment to the WR050 Raw Water Intake Agreement between McMillen, Inc. and the City of Lewiston in the amount of \$746,353 - Action Item (Public Works Director Johnson)

Public Works Director Johnson summarized that Council previously approved a Professional Services Agreement with McMillen, Inc. for Phase 1 of the Raw Water Intake project in July 2020, with subsequent amendments in 2021 and 2023 for additional design and geotechnical work. The proposed Third Amendment, for a total not to exceed \$746,353, includes bid support, construction management, and engineering services for Phase 1 in-water construction, bringing the total project cost to \$1,292,914. Mr. Johnson further explained that funding will be a combination of American Rescue Plan Act (ARPA) grant and Corp 595 grant funds, which are allocated in the FY25 budget.

Councilor Schroeder moved and Council President Kleeburg seconded, to approve the Third Amendment to the Agreement between the City of Lewiston and McMillen, Inc. for the Raw Water Intake Upgrade project and authorizing the Mayor to execute the agreement. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- E. CM/GC SELECTION AND AGREEMENT RFQ-24-022 DOWNTOWN TRANSMISSION MAIN REPLACEMENT (WR600) ALN 21.027** : Considering approving the Construction Manager-General Contractor Phase 1 Preconstruction Phase Services agreement with Kenaston-Leone & Keeble in the amount of \$94,250 - Action Item (Public Works Director Johnson)

Public Works Director Johnson summarized that in September 2022, the City approved an agreement with Merrick & Company for \$637,895 for Phase 1 of the Downtown Transmission Main Replacement, which was completed in August 2023 for \$1.8M. The First Amendment, totaling \$564,700, covers Phase 2 design and construction. Mr. Johnson explained that Kenaston-Leone & Keeble Group was selected for preconstruction services with a \$94,250 agreement and concluded that the project is funded by \$5.7M from American Rescue Plan Act funding, with remaining funds and budget allocations expected to cover Phase 2 construction.

Councilors Schroeder and Spickelmire moved and seconded, respectively, to approve the agreement between Owner and Construction Manager/General Contractor (CM/GC) between the City of Lewiston and the Kenaston-Leone & Keeble Group for construction associated with the Downtown Transmission Main Replacement project and authorizing the Mayor to execute the agreement. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- F. ORDINANCES**

1. **SECOND/THIRD READINGS**

- a. **ORDINANCE 4925:** Considering amending Section 10-1(a) of the Lewiston City Code related to adoption of the International Codes adopted by the State of Idaho - Action Item (Community Development Director Grow)

Councilors Spickelmire and Liedkie moved and seconded, respectively, to combine the second and third readings and waive the third reading in full of Ordinance 4925. The motion passed 6-0.

Councilors Spickelmire and Liedkie then moved and seconded, respectively, to approve the second and third readings of Ordinance 4925. The motion passed 6-0.

ORDINANCE 4925: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING SECTION 10-1(a) OF THE LEWISTON CITY CODE RELATED TO ADOPTION OF THE INTERNATIONAL CODES ADOPTED BY THE STATE OF IDAHO; AND PROVIDING AN EFFECTIVE DATE.

2. **ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES**

- a. **ORDINANCE 4925:** - Action Item

Councilors Spickelmire and Schroeder moved and seconded, respectively to adopt Ordinance 4925 and approve the related ordinance summary.
ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.

VI. **ITEMS MOVED FROM THE CONSENT AGENDA** - Action Item

- C. **VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 8/9/2024 - 8/22/2024 in the amount of \$3,667,271.07 - Action Item

Councilor Liedkie mentioned that \$20,000 in floor improvements had been made at Stations 1 and 2 and requested an update from Chief Rightmier. Chief Rightmier explained that the improvements were part of the hazard mitigation plan, which involved the removal of porous flooring, wall and ceiling materials.

Councilors Liedkie and Forsmann moved and seconded, respectively, to approve Voucher's Payable. The motion passed 6-0.

VII. **UNFINISHED AND NEW BUSINESS**

- A. CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

Councilor Forsmann noted she would be out of town during the September 23rd Council meeting.

Councilor Liedkie noted that on Saturday, September 14th, Opportunities Unlimited, Inc. would be holding their formal celebration of 50 years and have chosen the Lewiston City Library as their Community Champion.

Councilor Spickelmire announced the 9/11 memorial procession would be on Wednesday at 5:30 p.m. starting at the downtown Fire Station.

B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES

Council President Kleeburg announced an Urban Renewal Agency meeting would be held on Tuesday, September 10th.

C. MAYOR COMMENTS

D. AGENDA TOPICS:

- Action Item

VIII. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Liedkie and Schroeder moved and seconded, respectively, to adjourn the September 9, 2024 Regular Meeting. The motion carried 6-0 and the meeting adjourned at 6:38 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

August 13, 2024

THE URBAN RENEWAL AGENCY BOARD OF THE CITY OF LEWISTON, IDAHO, met in a regular meeting Tuesday, August 13, 2024, at Lewiston City Hall. Chairperson Sheila Bond called the meeting to order at 12:00 p.m.

I. CALL TO ORDER

BOARD MEMBERS PRESENT: Sheila Bond, Chairperson; Don Beck; A.L. "Butch" Alford (via Zoom); Joe Anderson; Jim Kleeburg; Tim Switzer; Joe Gish, Vice Chairperson;

BOARD MEMBERS EXCUSED:

STAFF MEMBERS PRESENT: Shannon Grow, URA Director; Katie Hollingshead, Assistant URA Director; Dan Johnson, Mayor; Luke Antonich, City Engineer;

OTHERS PRESENT: Thad O'Sullivan, URA Legal Counsel (via Zoom);

II. CITIZEN COMMENTS

Mayor Johnson stated that he had reviewed the budget and that everything looked to be in order. He thanked the board for their hard work.

III. PUBLIC HEARING

A. FY2025 BUDGET – Receive testimony of FY2025 Budget (Action Item)

Chairperson Bond opened the public hearing and asked for comments. There were no citizens in the audience. Director Grow stated that no comments had been submitted prior to the meeting. Chairperson Bond closed the public hearing.

IV. ACTIVE AGENDA (ACTION ITEM)

A. Approval of Minutes, July 09, 2024 – Action Item

Board members Beck and Switzer moved and seconded, respectively, to approve the July 09, 2024 minutes. Motion passed 7-0.

B. Approval of Invoices – Action Item

1. O'Sullivan Legal PLLC, Legal Services, July 2024, \$132.50

2. City of Lewiston, Administrative Fees – 2nd half, April 2024 to September 2024, \$15,118.75.

Board members Anderson and Switzer moved and seconded, respectively, to approve the O'Sullivan Legal PLLC invoice and City of Lewiston invoice. Motion passed 7-0.

C. Review of Financial Summary

Director Grow presented the July financial summary and noted the increases in amounts due to the tax payments that were received in June. Reviewed the amount transferred out of the State Insurance Pool in preparation of the Main East Main

Revenue Allocation Area (RAA) disbursements and the amount transferred into the State Insurance Pool from the remaining three RAA's tax increment received in June. Director Grow was available for questions.

D. Approve FY2025 Budget – Action Item

Director Grow reviewed the budget and stated that no changes had been made since the draft budget was reviewed at the July meeting. Vice Chair Gish apologized for not being present at the July meeting and asked about the expenses listed under the East Orchard Sewer Revenue Allocation Area. Director Grow stated that those expenses were for project items that the board has already approved, such as the rock boring study, but have not received or paid the invoices for.

Board member Switzer and Vice Chair Gish moved and seconded, respectively, to approve the FY2025 Budget as presented. Motion passed 7-0.

V. APPROVAL OF REBATES TO TAXING ENTITIES FROM CLOSURE OF RAA #4 (Action Item)

- A. CITY OF LEWISTON \$516,060.00**
- B. NEZ PERCE COUNTY \$305,550.00**
- C. SCHOOL DISTRICT \$72,180.00**
- D. PORT OF LEWISTON \$6,210.00**

Director Grow reviewed the amounts to be rebated back to each of the taxing entities. Board member Beck asked about further payments after these. Director Grow stated that a second rebate will be on the September agenda for board approval and then a final rebate will be on the October agenda for board approval. Any monies received after that will be distributed by the County Tax Assessor's office.

Vice Chair Gish and Board member Switzer motioned and seconded, respectively, to approve the rebates to the taxing entities as presented. Motion passed 7-0.

VI. UNFINISHED AND NEW BUSINESS

A. Board Member Comments

Board Member Anderson said things are busy at the Port.

B. Staff Comments

Director Grow stated that the bond payment for the East Orchards Sewer Revenue Allocation Area will be made in September and will be reflected in the financial statement and that additional rebates for the Main East Main Revenue Allocation Area will be on the September agenda for the board to approve.

Chairperson Bond asked if there was anything happening with the Wallowa River Property project. Director Grow stated that the city is in negotiations with a consultant to do a study on the water and sewer to determine availability and improvements needed to service that area. Director Grow stated that a property owner to the north of the parcel owned by Wallowa River Property also approached the city looking to do development and the consultant will help the city determine the best course of action for development to be successful.

VII. ADJOURN (ACTION ITEM)

There being no further business, Board members Switzer and Kleeburg moved and seconded, respectively, to adjourn. The motion carried 7-0 and the Urban Renewal Agency Board adjourned at approximately 12:15 p.m.

RESPECTFULLY SUBMITTED,


KATIE HOLLINGSHEAD,
RECORDING SECRETARY

ATTEST:


URBAN RENEWAL AGENCY CHAIR

Approved this 10th day of September, 2024.

August 28, 2024

The LEWISTON PLANNING AND ZONING COMMISSION met in the Community Development Department Second Floor Conference Room at 215 "D" Street. Chair Ball called the meeting to order at 5:30 p.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Cynthia Ball, Chair; Gabriel Iacoboni, Vice Chair leaving at 9:10 pm; Kathy Branson; Shaunita Cable; Emily Wolf; Maureen Anderson; Kevin Kelly;

COMMISSIONERS EXCUSED: None

STAFF MEMBERS PRESENT: Joel Plaskon, City Planner; Dawn Ortiz, Community Development Office Supervisor; Jennifer Tengono, City Attorney; Mark Weigand, City Surveyor; Pat Severance, Engineering Development Supervisor

Chair Ball stated that she received an email in regard to this meeting from City Staff Joel Plaskon and replied to all which mistakenly created and impromptu meeting of Commission off record which is a violation to the open meeting law. Nothing substantive about tonight's meeting was discussed. The topic of the email had to do with meeting procedure.

II. CITIZEN COMMENTS

None

III. APPROVAL OF JULY 10, 2024 MEETING MINUTES (ACTION ITEM)

Commissioner Branson and Vice Chair Iacoboni moved and seconded, respectively, approval of the July 10, 2024 meeting minutes. The motion carried 5-0-2 with Commissioners Anderson and Kelly abstaining.

IV. PRELIMINARY PLAT - CANYON CREST WEST, PHASE IA (ACTION ITEM)

City Surveyor Mark Weigand verbally summarized the request for the Planning and Zoning Commission.

Commissioners asked clarification questions to city staff.

After deliberation and articulating their reasons, Commissioners Kelly and Anderson moved and seconded, respectively, to recommend approval of the Canyon Crest West, Phase IA Preliminary Plat and to approve the Reasoned Statement to the City Council with amendment to include the correct application number in the footer of the document. The motion carried 7-0.

V. PUBLIC HEARING AND DIRECTION TO CITY STAFF TO DRAFT A REASONED STATEMENT AND RELEVANT CRITERIA AND STANDARDS ON CONDITIONAL USE PERMIT APPLICATION CUP24-3 FOR A TRANSITIONAL HOUSING VILLAGE (ACTION ITEM)

Chair Ball explained the public hearing process, opened the public hearing and asked for a staff presentation.

Staff Plaskon provided a verbal summary of the staff report with maps and photos so the commission could get geographically familiar with the area. Staff provided comments from other departments that have requirements that will need to be met for development and building occupancy but do not oppose the CUP.

Vice Chair Iacoboni asked if the applicant would need to come back before the Planning and Zoning Commission for the variance or would it be something approved by the City.

Staff Plaskon stated that the waiver of the zoning code standard that parking not be allowed to back onto the street would be part of the conditional use permit, if approved by the Planning and Zoning Commission.

There being no further questions for staff, Chair Ball asked the Applicant for testimony.

Applicant Michelle King provided a verbal presentation of her slide show that explained the program and project the Village. See Appendix A for the Slide Show. Housing will be available for individuals aged 18 to 20. The Village will be a gated community of 12 cottages, a host cottage, and an activity center. Individuals will need to participate actively in the program.

Commissioner Branson asked if there would be inspections of the cottages, how will there be access over the moat and how will the individuals understand this is a privilege.

Applicant King stated there will be consistent inspections, there will be access around the moat and individuals will need to apply to stay in the Village.

Commissioner Anderson asked if there will be sidewalks to get around the moat, what happens to a child if they are not ready to move out of the program and vacate their residency there at the age of 21 and will the rear door be ADA accessible.

Applicant King stated yes there will be a designated path, there are other services that can assist with the individual when they get that old and the ADA individual needs to access the front of the building as the rear is not ADA accessible.

Chair Ball asked for confirmation that individuals would have to leave the property exits to 22nd and then re-access the property from the back, how will the staff prevent individuals from sneaking in non-Village residents.

Applicant King stated that tenants would have to exit out and enter at a gate north of the moat, but staff on duty will have access to cameras that would notify when someone accesses the property.

Commissioner Branson asked who will maintain the grounds.

Applicant King stated some of the grounds service will be determined by design professionals, but there will be a facility manager to take care of the grounds.

Commissioner Wolf asked if teen pregnancy/parenting would be part of the program.

Applicant King stated yes it would.

Commissioner Cable asked what would happen to a couple that has a child, would they be able to stay in the same cottage.

Applicant King stated that would be a case by case basis and living in the same cottage might not be the best situation.

Chair Ball asked if the Lewis Clark Valley Youth Resource Center (LCVYRC) would own the property the cottages and activity center would be on.

Applicant King stated the LCVYRC would purchase the activity center property and then lease the back property the cottages would be on from the city.

City Attorney Jennifer Tengono stated that applicant King has acquired conditional approval from the City Council to enter into a lease contingent upon the outcome if the conditional use permit. The property is not surplus at this time, but it has been determined that it's likely to be underutilized and subject to lease, but the terms of the lease have not been discussed between the City or Applicant King. The City is limited in its public-private partnerships to those for public purposes. So the City cannot, by the Idaho constitution, enter into agreements that benefit a private purpose.

Chair Ball called for 5-minute recess at 7:04 PM.

Planning and Zoning Commission resumed at 7:10 PM.

There being no questions for the applicant, Chair Ball asked for public testimony.

Linda Glines, Lewiston Idaho stated she is concerned about the amount of traffic this project will have, backing out into the street isn't safe, will the new cottages and activity center have an impact on the existing sewer and water line that need to be replaced. This land was once a park and she would like to see it become a park again. She stated there are better locations then the one proposed for this project.

Trisha Bann, Lewiston Idaho stated she would like to see this land be returned back to a park.

Jennifer Squired, Lewiston Idaho stated she is concerned about the existing water lines and how this project will affect them, will this decrease their property value and who will be living in these cottages, will they go through background checks. She would like to see this land as a park again and is also concerned on if the children damage her property who will be responsible.

Bill Kessel, Lewiston Idaho stated that he is concerned if the project fails what happens to all the a banded structures, can the City take on that financial responsibility and the property should be reverted back to a park. He stated he does not think the grants for this project are going to be enough financially to keep it running.

Kat Glover, Lewiston Idaho stated there are better locations then this land for such a project. She would like to see it a park again.

Rick Tousley, Lewiston Idaho stated the City has been struggling with homelessness and at one point the City Council had a subcommittee for homelessness. The previous mentioned locations are not a good fit for this project. This project is a great opportunity for these young adults.

Dick Goodson, Commercial Property Owner in Lewiston Idaho asked if the young adults moving in will go through a vetting process and what is the City's involvement in this project. He does not want this project to happen.

Keith Watson, Lewiston Idaho stated this property should be put back as a park, the grants to run this project will run out, nothing is forever.

Dawn Ortiz, Community Development Office Supervisor read in emails received for public comment. See Appendix B.

There being no further public comment, Chair Ball asked the applicant for a rebuttal.

Applicant Michelle King stated that they originally started with the idea of 20 cottages but after looking at the available land and program capability they decided 12 would be better. They have looked at several parcels of land, but none of them meet zoning requirements. The concern regarding funding sources, the youth resource center runs 100% debt free and they hope to achieve that same with this program. The program will require background checks and finger printing for applicants.

Jennifer Tengono, City Attorney stated the property has not been declared surplus, but determination has been made that it is currently underutilized. If the City chooses to dispose of the property, then the City would have to make a declaration that the property is surplus or so it's not needed for City purposes. There would be a public hearing to discuss the different requirements associate with whether or not the City should sell it. Then the property is sold at public auction to the highest bidder. The other process is the City has the ability to lease City owned property that is underutilized. It would be leased for public purposes, such as the Fair Grounds, Community Center. One half plus one of the City Council would have to vote in favor of the lease, it is not a majority vote and this would occur after the negotiations of the lease terms is determined.

Commissioner Anderson stated that she does not see this property and program as an underutilized property or for public purposes.

Chair Ball asked the applicant if there is any plan for handling disgruntled neighbors and any overflow of parking such as guests, will there be parking permits.

Applicant King stated in regarding to parking overflow they can park up behind El Sombrero as she has spoken with the owner and that would be allowed. In regards to disruptive neighbors, they would work with City Police and the neighbor being disrupted.

Commissioner Iacoboni asked the applicant what would happen if the parking variance was not granted.

Applicant King stated it would be devastating to the project.

Pat Severance, Development Engineer stated that he is not aware of the condition of the water lines in the road. The City has a lot of aging infrastructure in the downtown. Adding these structure so the line will not be disruptive to what's there now.

Chair Ball asked for any further public comment.

Jennifer Squires, Lewiston Idaho asked why the other property would not work.

Keith Watson, Lewiston Idaho stated he would still like to see it as a park.

The being no further public comment, Chair Ball asked for the applicant's rebuttal.

There being no rebuttal or further questions, Chair Ball closed the public hearing.

After discussion of the required conditional use permit relevant criteria and standards, Vice Chair Iacoboni and Commissioner Wolf moved and seconded, respectively, to direct staff to draft a Reasoned Statement approving CUP24-3 with approval of the waiver of the zoning code standard to allow for backing out onto 22nd street. Motion passed 7-0.

VI. APPOINTMENT OF COMMITTEE MEMBERS TO CREATE A WORK PLAN FOR THE COMPREHENSIVE PLAN (ACTION ITEM)

Chair Ball moved to appoint Vice Chair Iacoboni and Commissioners Anderson and Wolf with Commissioner Cable as an alternate to the ad hoc committee of the City Council to make recommendations on the implementation of the Comprehensive Plan.

Commissioner Maureen Anderson voted in favor
Commissioner Kathy Branson voted in favor
Commissioner Kevin Kelly voted in favor
Commissioner Shay Cable voted in favor
Commissioner Emily Wolf voted in favor
Chair Cynthia Ball voted in favor

VII. STAFF-COMMISSION COMMUNICATIONS

A. Query of Commissioners for the September 11, 2024 meeting

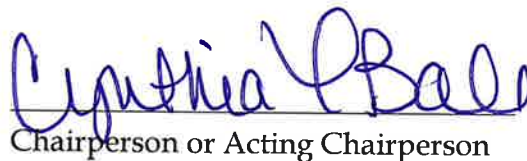
All Commissioners present stated they should be in attendance of the September 11, 2024 meeting, beside Chair Ball who stated she might not be able to attend.

VIII. ADJOURN

There being no further business, Commissioners Kelly and Branson moved and seconded, respectively, to adjourn. The motion carried 7-0 and the Planning and Zoning Commission meeting adjourned at approximately 9:18 p.m.

RESPECTFULLY SUBMITTED,


Dawn Ortiz,


Chairperson or Acting Chairperson

Recording Secretary

Planning and Zoning Commission

Approved this 11 day of Sept, 2024.

Sec. 37-125. Homeless shelter, bridge housing shelter, and transitional housing village standards.

Where homeless shelters, bridge housing shelters, or transitional housing villages are allowed as a use permitted outright or as a conditional use, the following minimum standards shall apply in addition to the provisions of chapter 42 of this Code.

- (1) Location shall be within one-quarter (0.25) mile of a public transportation route, as measured along the shortest route on the city street system, between the public transportation route and the closest point of the subject property;
- (2) Parking shall be provided as set forth in article VII of this chapter;
- (3) Notwithstanding section 37-153 of this Code, a six-foot tall minimum sight obscuring fence or equivalent landscape screening shall be provided along all neighboring property lines, excluding a street or alley right-of-way;
- (4) Fixed night lighting sufficient to provide illumination and clear visibility of all outdoor areas during the hours between thirty (30) minutes after sunset and thirty (30) minutes before sunrise shall be provided in a manner that does not glare or trespass onto adjoining property;
- (5) Indoor client intake waiting area shall be provided; and
- (6) Access into a homeless shelter, or bridge housing shelter shall be controlled through a single point of entry for each building.

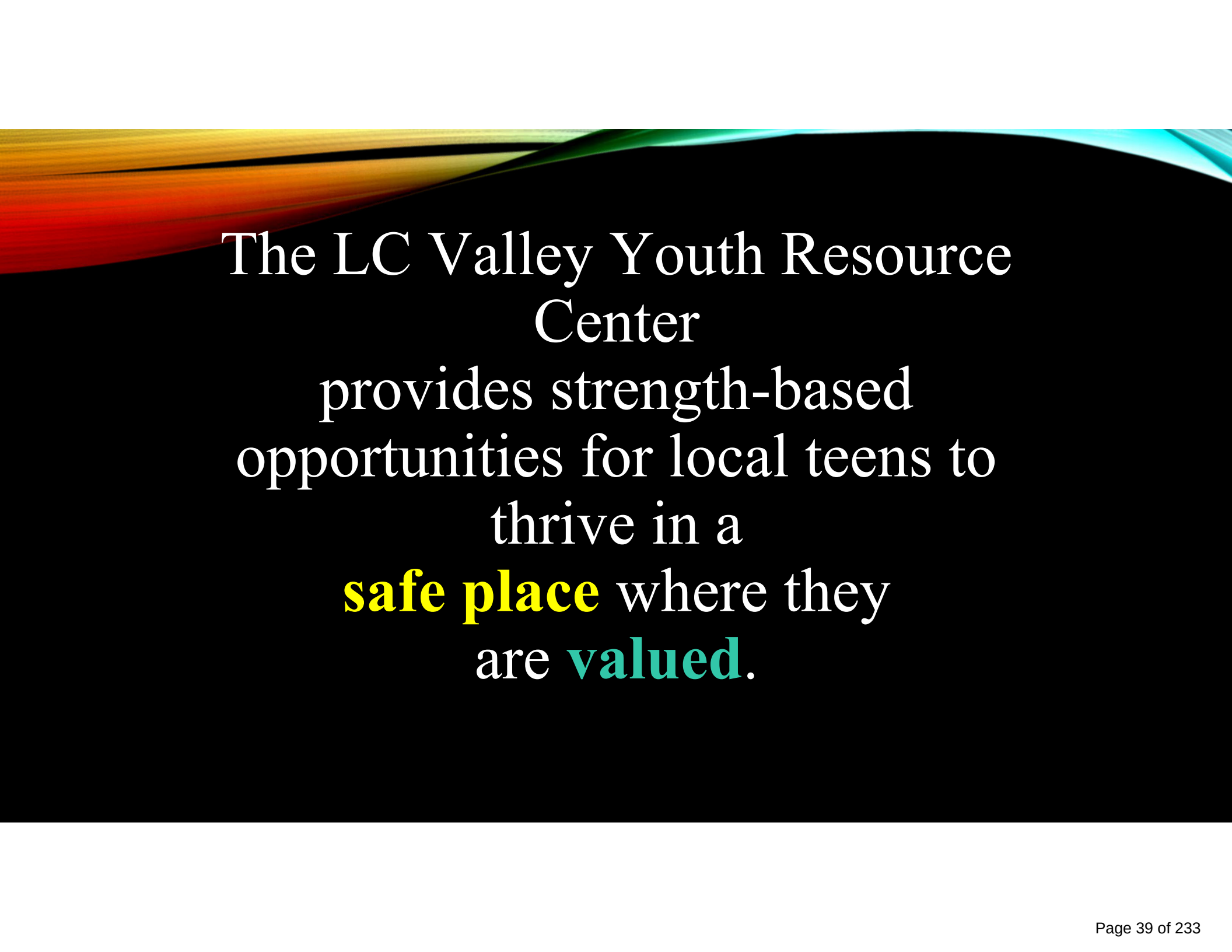
(Ord. No. 4689, § 10, 4-24-17; Ord. No. 4838, § 6, 12-13-21; Ord. No. 4841, § 18, 11-14-22)

Appendix A



THE VILLAGE: FACILITATING GENERATIONAL CHANGE

August 28, 2024



The LC Valley Youth Resource
Center
provides strength-based
opportunities for local teens to
thrive in a
safe place where they
are **valued**.

TODAY

Currently serving Lewiston and Clarkston teens **ages 12-17** with:

1. Drop-In Program
2. Overnight Accommodations
3. STAC (Safe Teen Assessment Center)



2023 SERVICE SUMMARY

292

Individual local youth served

4,081

Meals provided

697

Nights of shelter for 41 teens

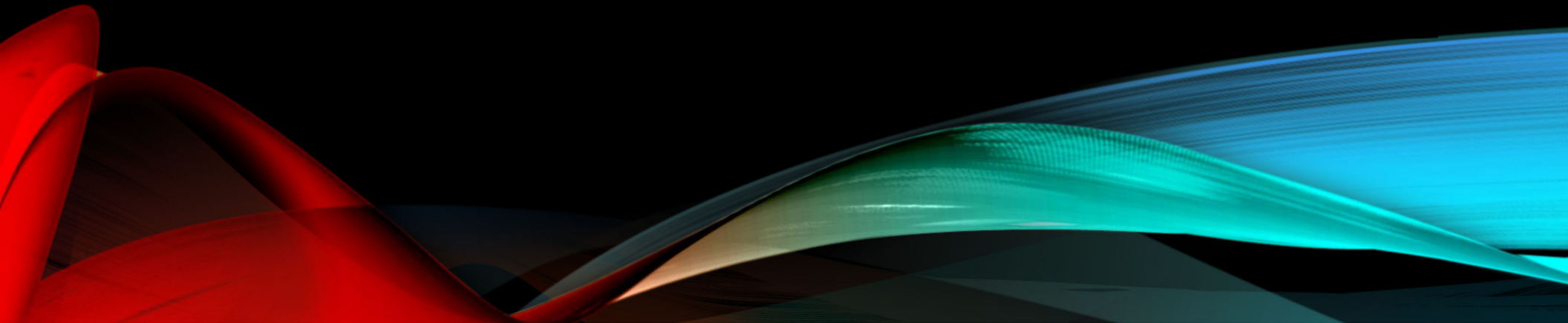
Our team has been
invited into the moment
when a guest chose
between **life** and **suicide**
43 times.

WHAT HAPPENS WHEN OUR KIDS TURN 18?

“

**1 IN 10
YOUNG ADULTS
AGES 18-25
EXPERIENCED HOMELESSNESS
LAST YEAR
IN THE UNITED STATES.**

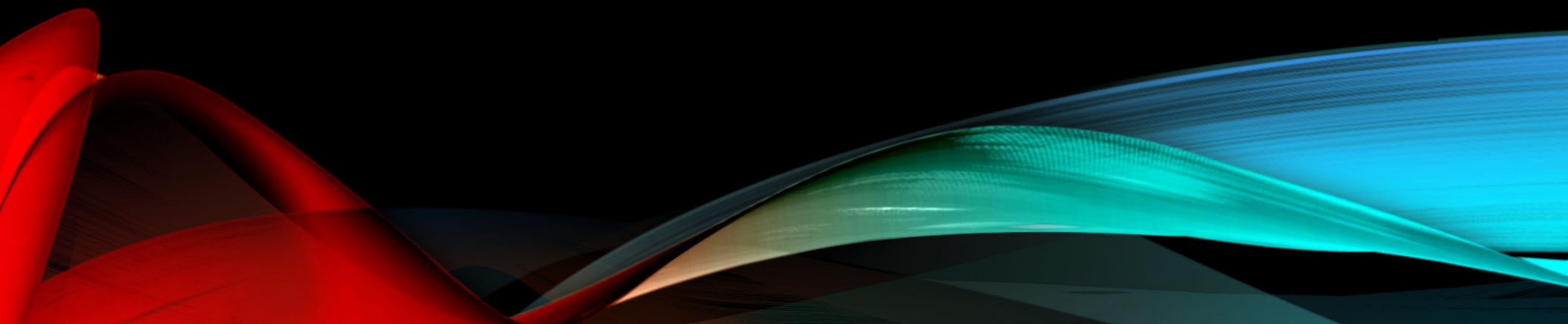
”



“

**43% OF IDAHO FOSTER YOUTH
AGED 19 EXPERIENCED HOMELESSNESS
OVER THE PAST TWO YEARS**

”



“

**MOST CHRONICALLY HOMELESS ADULTS
BECAME HOMELESS AS TEENAGERS.**

”

Children account for **25%** of people experiencing homelessness in Idaho's Balance of State (excludes Boise) as per most recently published Point In Time Count

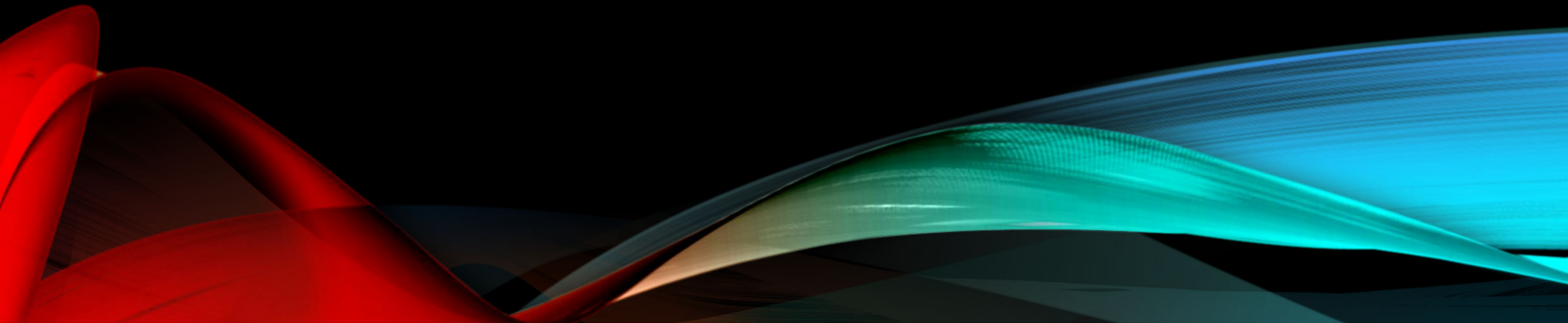


WHAT ARE THE OBSTACLES FOR 18-20 YEAR OLDS?

- Limited rental inventory
- No credit
- No rental history
- Not enough for First + Last + Deposit
- Many are full time students in their senior year

THE VILLAGE

Facilitating Generational Change

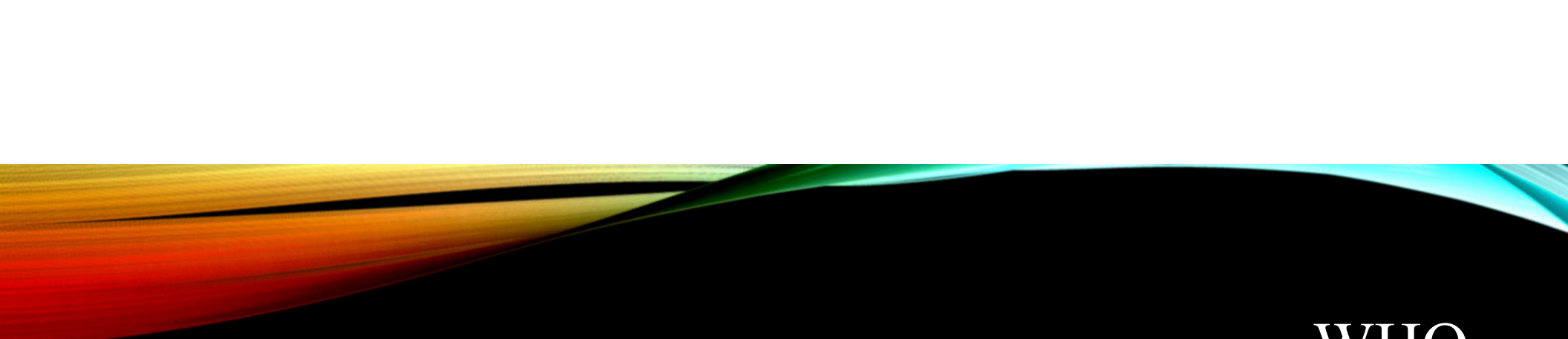


GOAL: To sustainably break the cycle of homelessness in our community by facilitating life-changing opportunities for displaced local youth and young adults.



WHAT IS THE VILLAGE?

- Housing for local youth ages 18-20 specifically designed to meet their unique needs
- Gated community of 12 cottages, host cottage, and activity center
- Priority placement for LCVYRC guests, active local high school students, and youth exiting foster care



WHO

- Lewiston & Clarkston
- Young Adults (age 18-20)
- Going to school – Working – Actively seeking full time employment
- Working on goals
- Driven and wanting sustainable, generational change



AND WHO MEET ALL THE FOLLOWING CRITERIA:

- Agree to work towards self-identified goals
- Are not a registered sex offender or convicted of felony related to drugs or violence
- Agree to safety policy and routine drug testing
- Agree to participate in the program elements



PARTICIPANT TRAINING

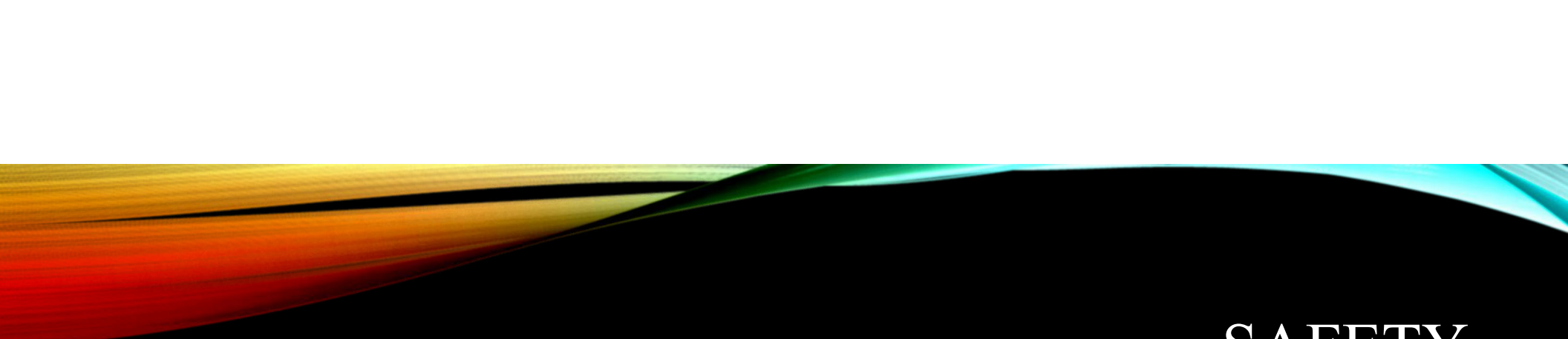
“Adulting” skills include:

- Financial Literacy
- Obtaining and Maintaining Employment
- Resiliency
- Independent Living
- Communication Skills
- Healthy Relationships
- Education
- Risk Prevention



SOME OF THE RULES

- Participants will not bring nicotine, alcohol, cannabis, or illegal drugs on the premises.
- Cottages are reserved for individual use. Participants will only enter their designated cottage.
- Participants will ensure they always represent the Village in a professional and courteous manner regardless of if they are on the Village property or not.



SAFETY

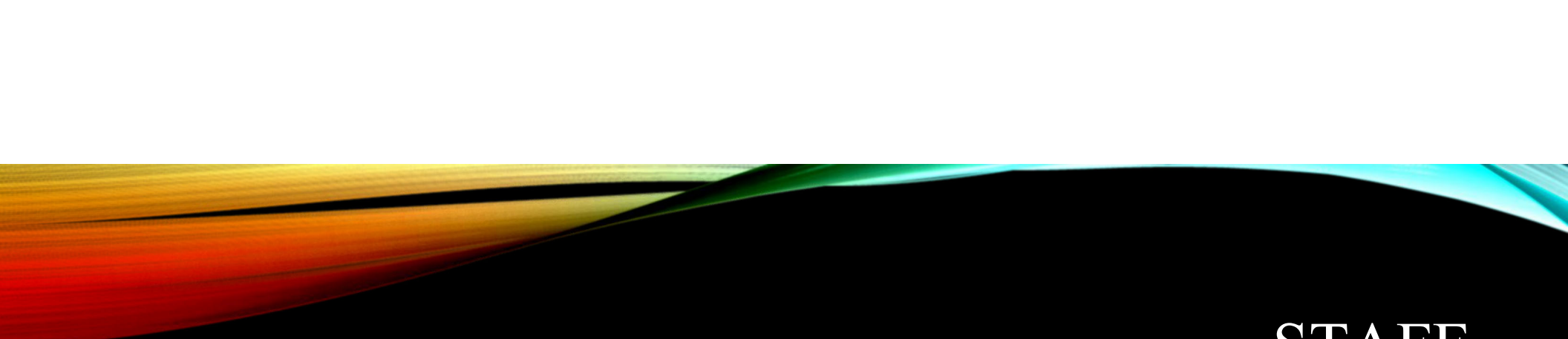
- **Safety is a key priority!**
- Visitors to check in at the Activity Center. Visitors will only be allowed in common areas and will not be allowed into the gated cottage area.
- Visitors will be required to leave by 8:00 pm.
- Only current youth, their child(ren), and employees will be allowed into the gated housing community.



GOOD NEIGHBORS

The Village will be a respectful neighbor and teach participants to do the same.

If a neighbor has a concern, they may contact the on-site supervisor to mitigate the situation.



STAFF

- On-site staff 24/7
- Full curriculum of required training (FYSB/RHTTAC certifications)

Team consists of:

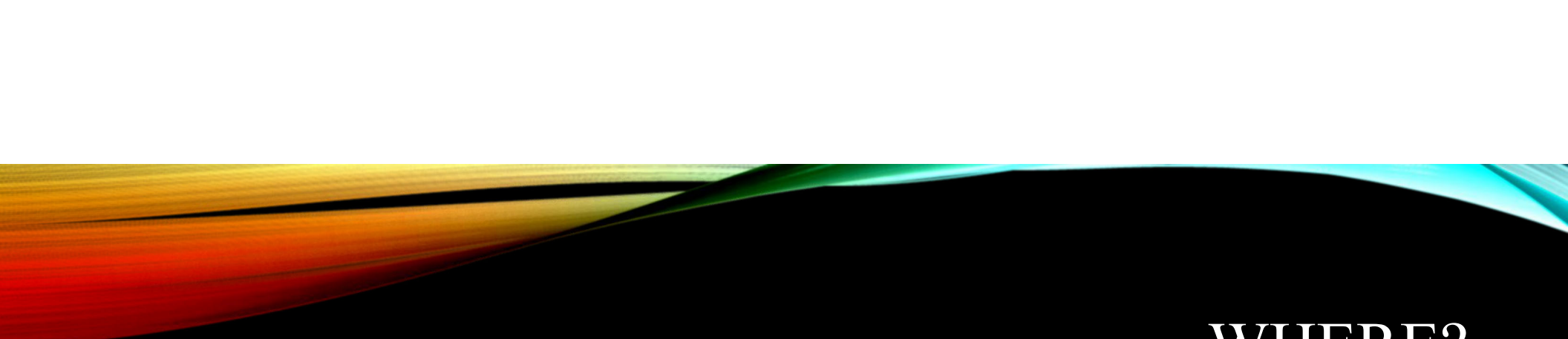
- Team Leader/Case Manager (Full time)
- (2) Case Managers (Full time)
- Home Economics Specialist (Split between locations)
- Maintenance (Split between locations)
- **Total:** 5 individuals (equivalent to 4 FTEs)



PARTICIPANTS' CASE PLANS

With Case Manager guidance and support, participants will develop and execute a self-identified plan to:

- Successfully secure safe, stable, and permanent housing before their 21st birthday with a transition strategy to achieve this goal
- Secure important documents and paperwork, such as a birth certificate, social security card, state issued identification, medical records, and credit reports
- Successfully execute education and/or employment goals
- Complete program training



WHERE?

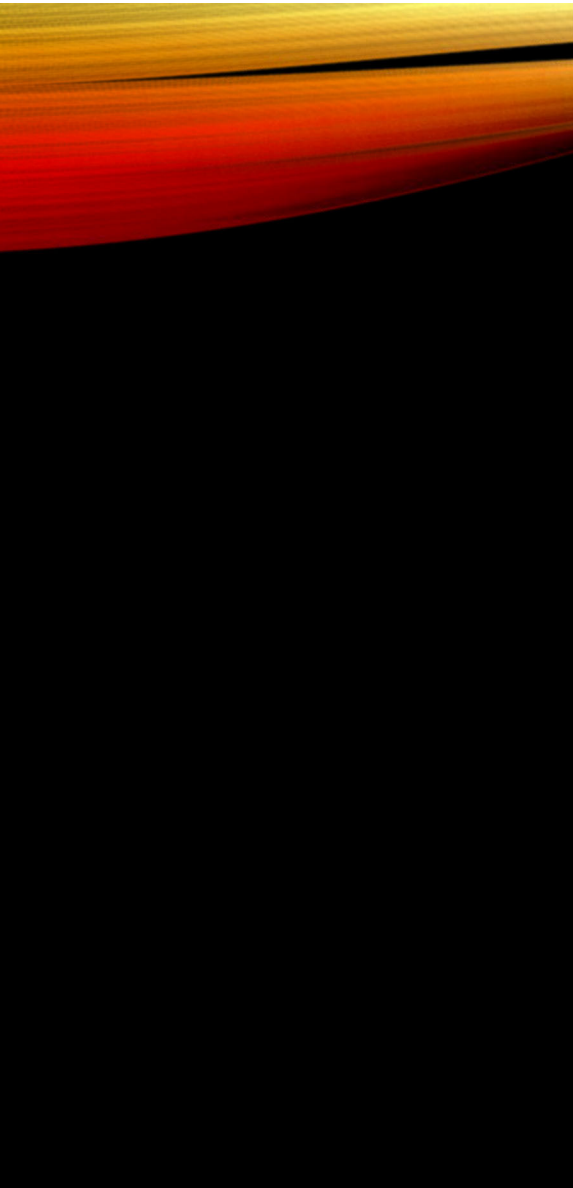
- Transitional Housing Villages are restricted to Zones M1, M2, C4, & C6
- Years of searching to find land that meets all Lewiston City Code requirements for this Village
- Excited to find this opportunity at 2207 E Main Street







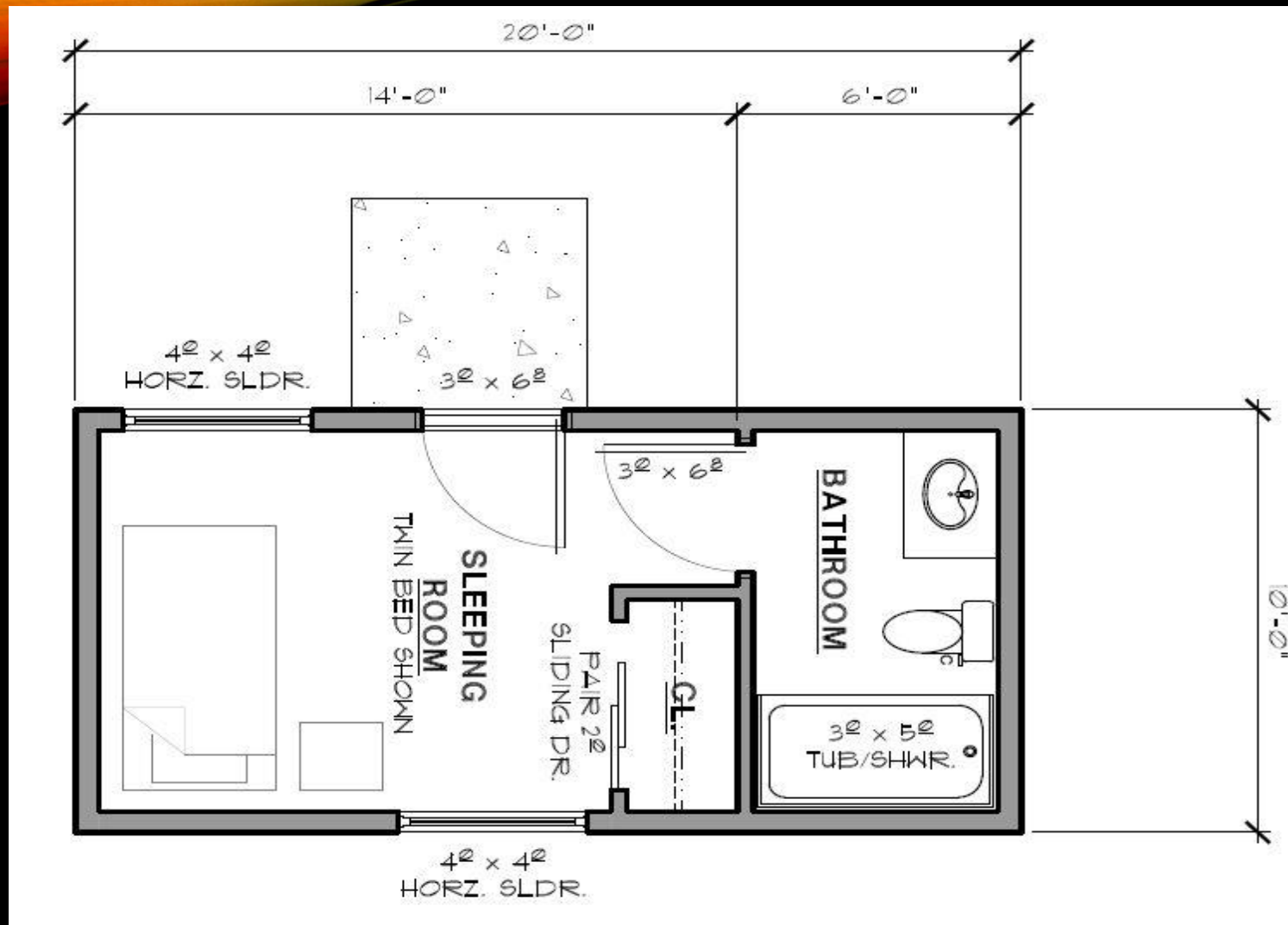




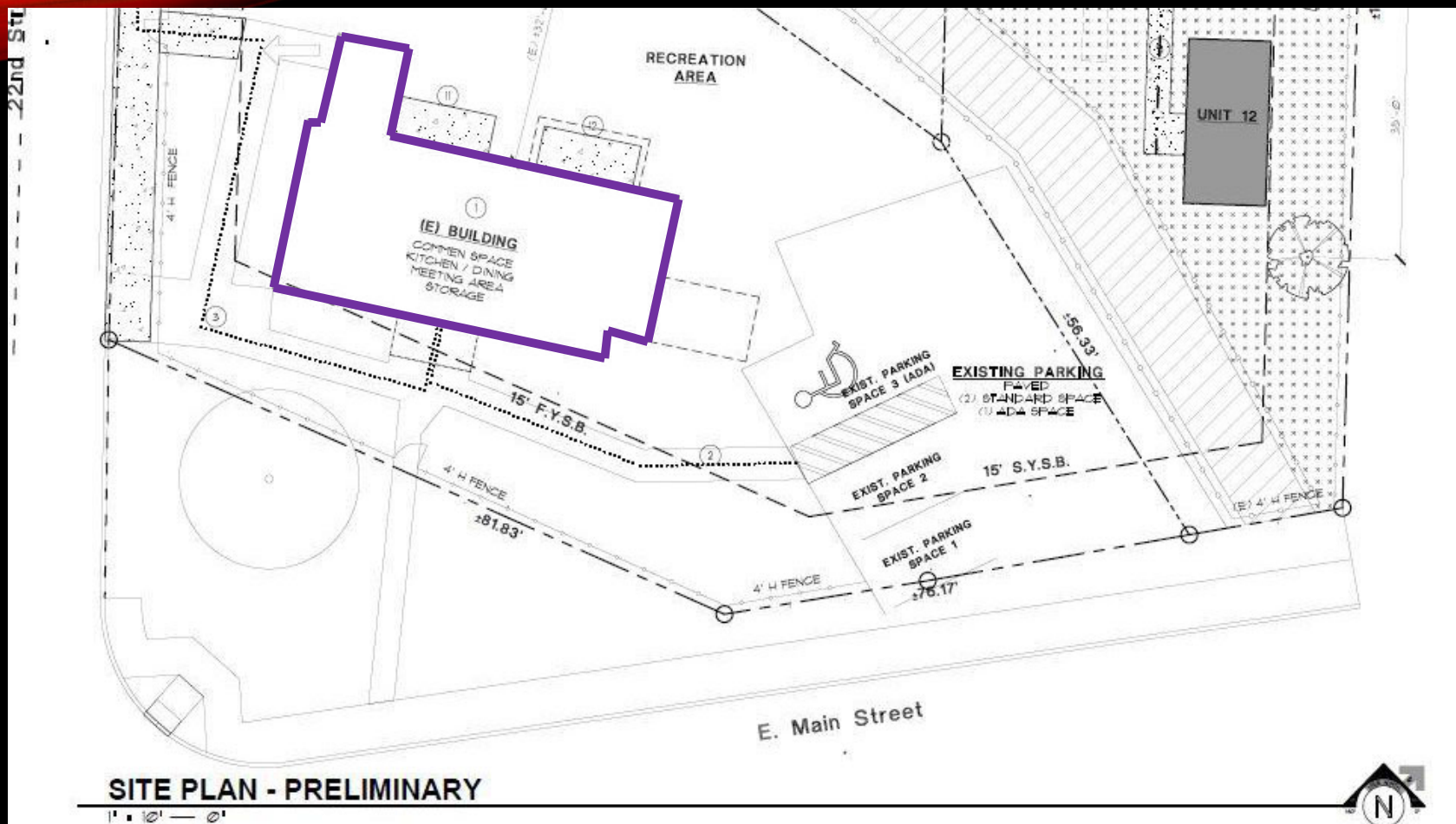
KEY HIGHLIGHTS

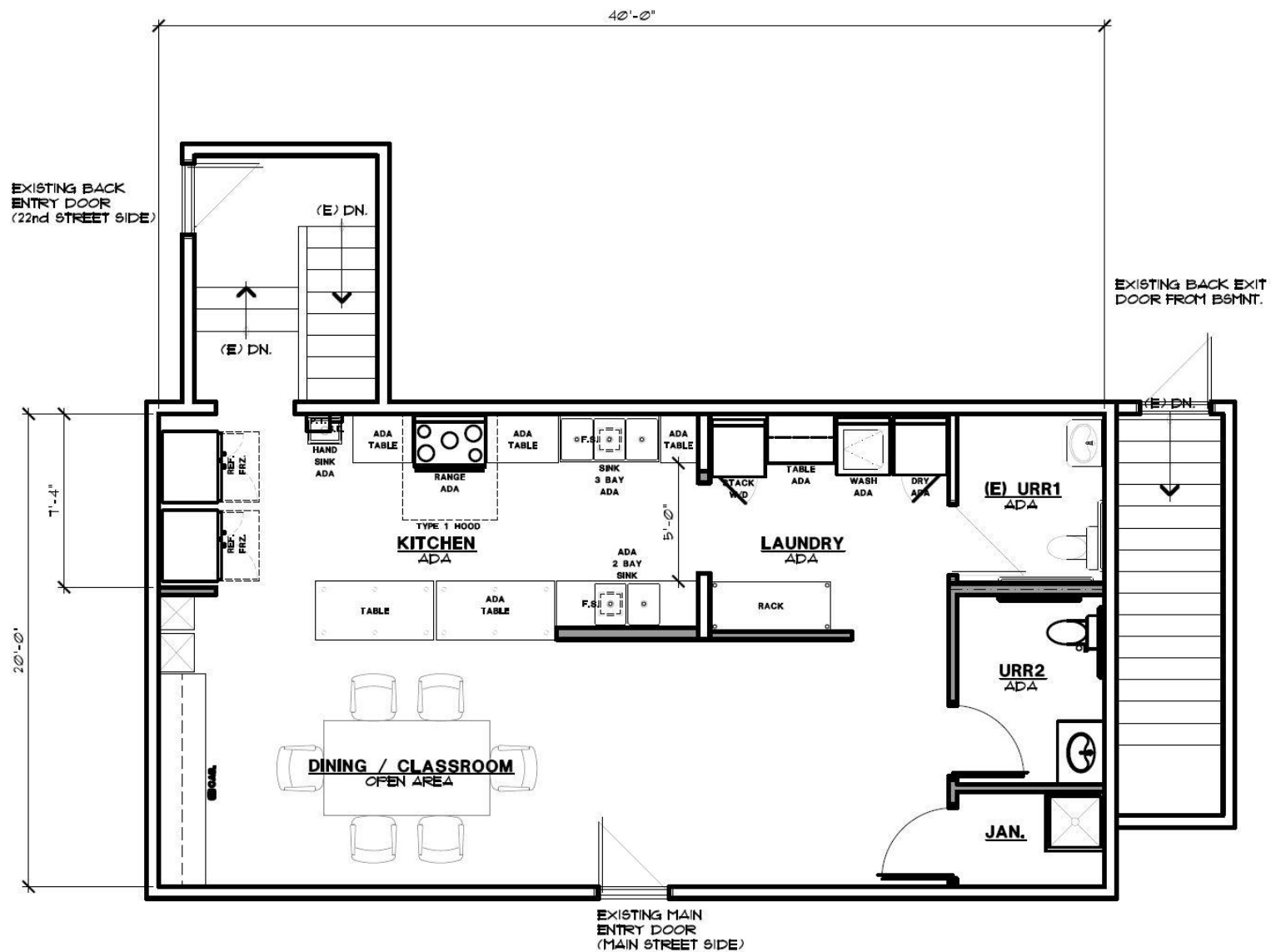
- Gated community with single point of entry
- Privacy fence
- Surveillance cameras
- Security lighting













THE 5 QUESTIONS

1. Will the proposed use result in conditions that will tend to generate nuisances (including but not limited to noise, dust, glare, vibrations, odors and the like) and, if so, how will the nuisances be mitigated?
2. Describe how/why the proposed use is a public necessity or, if it is not, describe how it is a benefit to the public.
3. Describe how the character of the proposed use, if developed according to the plans as submitted, will be in harmony with the area in which it is to be located.
4. Describe how the proposed use will not endanger the environment or the public health or safety.
5. Describe how the proposed use will be in substantial conformance with the comprehensive plan of the city.



1. AVOIDING NUISANCES

- **Light pollution:**

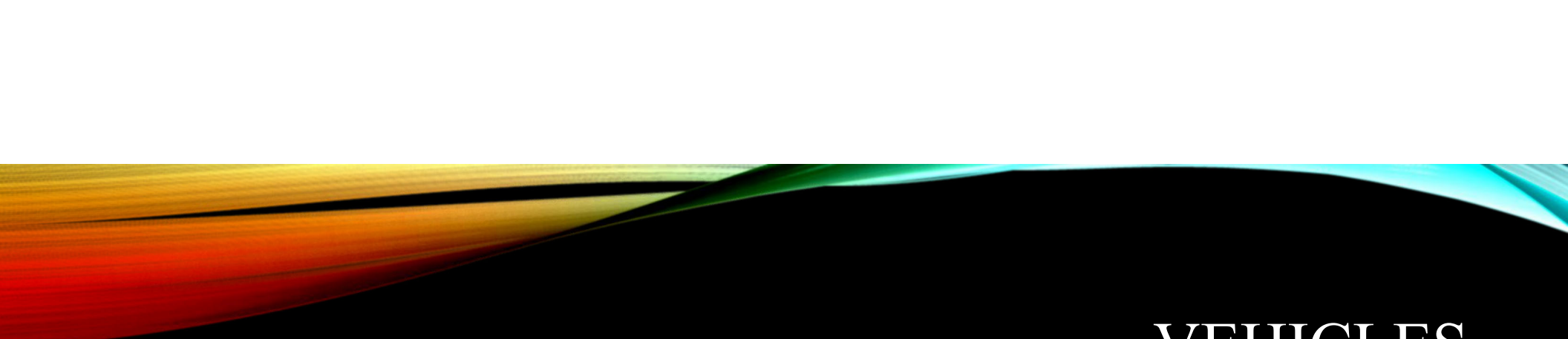
- Warm solar security lights to avoid light pollution

- **Noise:**

- Quiet hours 10 pm – 6 am
- Music, television, and gaming content in common areas will be community appropriate and may not contain racial slurs or profanity. Entertainment in participant cottages will not be audible outside of the cottage.

- **Litter:**

- Participants will pick up after themselves, properly dispose of waste, and ensure common areas are clean after use.



VEHICLES

- Participants must have a valid driver's license and current vehicle insurance on any automobile in a parking spot on the premises.
- All automobile must be functioning and legally drivable.

It will be uncommon for Village participants to own a vehicle. Most use bicycles, long boards, or walk.



2. PUBLIC NECESSITY

Beyond meeting the minimum requirement of being a public necessity, the LC Valley Youth Resource Center Village will **facilitate generational change** for local young adults.

Providing tools to successfully transition youth experiencing homelessness into adulthood through self-sufficient and sustainable living and learning skills to promote economic independence will prevent long-term dependency on social services.



3. HARMONY WITH THE AREA

A well-maintained tiny home village designed for youth not only **enhances the property values** within its immediate vicinity but also serves as a catalyst for broader community revitalization. By providing a structured environment where young adults can learn essential life skills, the village fosters a generation of responsible, capable, and community-minded individuals. This directly translates into a stable and attractive neighborhood, as the presence of conscientious, well-supported residents reduces turnover and increases the appeal of the area. Moreover, the design and upkeep of the village signal to potential buyers and investors that the neighborhood is forward-thinking and invested in its future.



3. HARMONY WITH THE AREA

Concerns about a decrease in property values are unfounded, particularly when considering the current real estate context. The surrounding area already experiences an 8-10% lower valuation compared to similar neighborhoods, primarily due to a high percentage of rental properties and a lack of cohesive development. The introduction of this tiny home village fills a much-needed niche and stabilizing the rental market. In fact, this development is poised to **elevate the overall value of nearby properties** by injecting new life into the community, promoting a sense of pride among residents, and drawing attention to the area's potential for growth. The benefits extend beyond mere property value; they contribute to the social and economic vitality of the entire community.

Tami Meyers, Team B.M.C

Silvercreek Realty Group



4. ENVIRONMENT, PUBLIC HEALTH, AND SAFETY

The LC Valley Youth Resource Center will abide by all environmental, public health, and safety regulations while modeling clean and healthy life skills for at-risk youth.



5. COMPREHENSIVE PLAN GOALS

- LU.1 Accommodate Future Development & Redevelopment
- LU.1.3 Balance land uses ... in proportion to the needs of the community
- LU.1.3.2 ... minimize the distance between residents & needed services
- LU.2 Provide housing choices throughout Lewiston
- LU.2.1 Diversify possible housing options...
- LU.2.1.1 ... facilitate diverse, scale-appropriate housing options across Lewiston
- LU.2.2 All for density by ensuring compatibility...



5. COMPREHENSIVE PLAN GOALS

- H.1 Increase housing quality & production
 - H.1.1 Improve quality of and access to affordable housing
 - H.1.1.2 Explore opportunities... increasing supply of rental units...
 - H.1.3 Evaluate regulations for barriers to housing...
 - H.1.3.2 Encourage more housing support of support of conditional use permit...
 - H.1.3.3 Study and act to overcome barriers to housing development that are not currently being built...



5. COMPREHENSIVE PLAN GOALS

- H.2 Diversify housing options
 - H.2.1 Raise community awareness and interest in missing middle housing...
 - H.2.2 Reduce barriers to missing housing typologies...
 - H.2.4 Incentivize a variety of housing types...

break the cycle
of homelessness in our community
by
facilitating life-changing
opportunities for displaced local
youth and
young adults.

Thank you for your consideration.

Michelle King, President

michelle@levyrc.org

Direct (208) 305-6183

Appendix B

Fw: Letter Of Support - LC Valley Resource Center - The Village

1 message

Cassie Helmgartner <CHelmgartner@chas.org>
To: "cd@cityoflewiston.org" <cd@cityoflewiston.org>

Mon, Aug 26, 2024 at 5:00 PM

From: Cassie Helmgartner
Sent: Monday, August 26, 2024 4:59 PM
To: dortiz@cityoflewiston.org <dortiz@cityoflewiston.org>
Cc: Kelly Lanman <KLanman@chas.org>; Michelle King <michelle@lcvyrc.org>
Subject: Letter Of Support - LC Valley Resource Center - The Village

Zoning Commission Members,

Please find a Letter of Support for LC Valley Resource Center's proposed *Village* project attached.

I plan to be in attendance and can answer any clarifying questions if they arise or am available via email as well.

Thank you for your consideration.

Cassie Helmgartner | Sr. Director of Operations – CHAS Health
Clarkston, WA | Lewiston, ID | Moscow, ID
C: 509.254.4916
T: 208.848.8300 | cheimgartner@chas.org | [chas.org](https://www.chas.org)



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Cassie Helmgartner | Sr. Director of Operations – CHAS Health
Clarkston, WA | Lewiston, ID | Moscow, ID
C: 509.254.4916
T: 208.848.8300 | cheimgartner@chas.org | [chas.org](https://www.chas.org)



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To view this discussion on the web visit <https://groups.google.com/a/cityoflewiston.org/d/msgid/cd/CO6PR22MB2563FE73293BC40F2EDBF4AEA4942%40CO6PR22MB2563.namprd22.prod.outlook.com>.

 **LC Valley Resource Center Village LOS 8.20.24.pdf**
143K



August 20, 2024

City of Lewiston Planning & Zoning
215 D Street
Lewiston, ID 83501

Dear Zoning Commission Members:

CHAS Health would like to formally express our support for LC Valley Youth Resource Center's proposed Village project to meet the needs of young adults in the community transitioning out of homelessness. CHAS Health has long appreciated the Resource Center's strength-based approach to meeting the needs of the most vulnerable youth across the Lewis-Clark Valley.

We strongly support this project and its focus on sustainably breaking the cycle of homelessness in young adults through a focused, supportive, and results-focused approach. As a Federally Qualified Health Center with clinics currently serving the Lewis-Clark Valley, including those facing housing insecurity and other social drivers of health, CHAS Health looks forward to the important role this project can play in improving the health of young people and setting them up for future healthy and productive lives.

We look forward to continuing to work with the Resource Center, the Village, and other community partners to eliminate homelessness in the community and to increase access to services that improve equity.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Wilson", is written over a faint horizontal line.

Aaron Wilson, CEO
CHAS Health



Support for LCVYRC Village Project

1 message

Jim Rehder <jsrehder@gmail.com>
To: dortiz@cityoflewiston.org

Wed, Aug 28, 2024 at 9:52 AM

Dear City of Lewiston,
Please approve the Conditional Use Permit for Lewis Clark Valley Youth Resource Center (LCVYRC) Village project. This is a major assistance for youth who need support, assistance and opportunities for their personal development and also establishing their health relationships.

We support Michelle King, Manager of LCVYRC, in her great work for youth in our region. Please help her and her team strengthen their services for youth.

Thank you in advance for your support of the Conditional Use Permit for LCVYRC Village Project.

Sincerely,
Jim Rehder, Chair
Region 2 Behavioral Health Board



Village Project

1 message

Kally McFee <kally@everybrainmatters.org>
To: dortiz@cityoflewiston.org

Wed, Aug 28, 2024 at 10:06 AM

Dear City of Lewiston,

Please approve the Conditional Use Permit for Lewis Clark Valley Youth Resource Center (LCVYRC) Village project. This is a major assistance for youth as they transition into adults who need support, assistance and opportunities for their personal development and also establishing healthy relationships in our community.

We support Michelle King, Manager of LCVYRC, in her great work for youth in our region. Please help her and her team strengthen their services for these youth.

Thank you in advance for your support of the Conditional Use Permit for LCVYRC Village Project.

Sincerely,

Kally McFee
Every Brain Matters



Letter of Support for LC Valley Youth Resource Center "Village: Facilitating Generational Change"

1 message

Randy Ford <rford@idahofoodbank.org>

Wed, Aug 28, 2024 at 10:20 AM

To: "dortiz@cityoflewiston.org" <dortiz@cityoflewiston.org>

Cc: Michelle King <michelle@lcvalyrc.org>, Shanna Decker <sdecker@idahofoodbank.org>

Dear Lewiston Planning & Zoning Commissioners,

On behalf of The Idaho Foodbank, I am writing to express our strong support for the LC Valley Youth Resource Center's "Village: Facilitating Generational Change" project. This initiative will provide crucial resources and life skills training to displaced young adults, helping them navigate the challenges of adulthood and build a foundation for future success.

At The Idaho Foodbank, we are deeply committed to addressing food insecurity and promoting healthy, thriving communities across Idaho. We recognize that housing stability, food security, and access to education are interconnected issues that significantly impact a person's ability to lead a healthy and fulfilling life. The "Village: Facilitating Generational Change" project aligns with our mission by providing these essential supports to young people at a critical time in their lives.

By focusing on practical skills such as meal planning, smart grocery shopping, and financial literacy, this program will empower participants with the tools they need to make informed decisions about their health and well-being. This, in turn, helps to reduce food insecurity and encourages the development of healthy habits that can have a lasting impact on the community.

We are particularly encouraged by the emphasis on serving displaced youth, including those transitioning out of foster care and those still in school. These young people face unique challenges, and the comprehensive support offered by the Village program will help to bridge gaps in resources and create opportunities for long-term success.

The Idaho Foodbank is proud to support this important work and looks forward to the positive outcomes it will generate for the youth and the community as a whole. We believe that by working together, we can help create a future where all Idahoans have the resources they need to thrive.

Thank you for your time and dedication to your community, and your time in reading our letter of support.

Please feel free to reach out if there are questions or clarifications needed regarding this letter of support.

Sincerely,
Randy Ford

President & CEO

The Idaho Foodbank

Randy Ford
President & CEO
The Idaho Foodbank



 rford@idahofoodbank.org

 208 577-2702

 3630 E. Commercial Court
Meridian, ID 83642

 idahofoodbank.org



Letter in Support of the The Village

1 message

Vanessa Adams <vanessaadams@hotmail.com>
To: "dortiz@cityoflewiston.org" <dortiz@cityoflewiston.org>

Wed, Aug 28, 2024 at 11:37 AM

I am unable to make tonight's Hearing in regards to the The Village project. I am attaching a letter for the board to review.

Please let me know if you need anything further from me. I appreciate your help.

Sincerely,
Vanessa Schneider



Support for LC Valley Resource Center.pdf
83K

Vanessa Schneider
2630 17th Street
Clarkston, WA 99403
vanessaadams@hotmail.com
(559) 288-3475
August 28, 2024

City of Lewiston Planning & Zoning Department
215 D Street
Lewiston, ID 83501

Dear Members of the Planning & Zoning Department,

I am writing to express my strong support for The Village, a project facilitated by the LC Valley Youth Resource Center. While I live in Clarkston, I work in Lewiston. As someone who has directly benefited from the services provided by this incredible organization, I can personally attest to the profound impact they have on at-risk youth in our community.

The Village will play a critical role in supporting young adults who are aging out of the current resources available to them. These young people often find themselves without the necessary life skills to navigate adulthood successfully, and without intervention, many are at serious risk of becoming homeless. The Village aims to bridge this gap by providing essential life skills training, support, and guidance, offering these young adults a much-needed leg up in life.

My own experience with the LC Valley Youth Resource Center has been nothing short of transformative. My daughter, who was struggling with mental health issues and having a very difficult time in general, found respite and resources through the Center. It provided her with a safe and supportive environment during a challenging time in her life. It also provided respite for me, as I knew she was in a safe, caring environment. I firmly believe that The Village will extend this same level of support to even more young adults, helping them transition into adulthood with confidence and hope.

The work of the LC Valley Youth Resource Center is crucial in preventing homelessness among our youth and in ensuring they have the tools they need to succeed. The Village will be a vital addition to our community, and I urge you to approve this project, which will have a lasting positive impact on the lives of so many vulnerable young people.

Thank you for your time and consideration.

Sincerely,

Vanessa Schneider



Letter of support

1 message

Beth Hawker <blhawker@lcmail.lcsc.edu>

Wed, Aug 28, 2024 at 12:35 PM

To: "dortiz@cityoflewiston.org" <dortiz@cityoflewiston.org>

Hello,

I have attached my letter of support for the village.

Sincerely,

Beth Hawker

 **support letter .pdf**
35K

To whom it may concern,

The purpose of this letter is to express my strong support for the Village: Transitional Living program. Which has shown dedication to change within the Lewiston Clarkston Valley. I have witnessed first-hand the positive impact of the Lewiston Clarkston Valley Youth Resource Center on many young lives. My name is Beth Hawker, and I work for the LCV Youth Resource Center as a case manager. To work for an organization that is dedicated to bringing a positive impact to youth in need is important to me. I was a homeless teenager and if I had had access to the LCV Youth Resource Center it would have greatly improved my well-being during my teenage years. The Transitional Living program can help provide support and guidance for young adults as they navigate through the challenges of becoming independent through this program, they can learn valuable coping skills and gain access to necessary resources in a safe and supportive environment. I believe this program can help bridge the gap between dependence and independence, allowing young adults to strive and reach their full potential. Homelessness among young adults is a complex social problem that is often influenced by various factors; these may include family conflict, issues with identity and self-awareness, complications in school or education, substance use, pregnancy, parenthood neglect, domestic violence, and abuse within the home. These challenges can make it difficult for young adults to maintain stable housing and contribute to the larger issue of homelessness. In addition, many young people are facing difficulty in finding stable employment and accessing education making it difficult for them to afford housing. This is further worsened by the fact that many have never been taught financial skills such as budgeting which makes it harder for them to manage their money more effectively. Those who have been involved in child welfare foster care and the juvenile justice system are especially at risk of becoming homeless due to a lack of support and resources. Young adults who experience trauma before and after becoming homeless are at high risk for developing mental health or substance use disorders. This can lead to a cycle of

homelessness and dysfunction, mirroring the environment they grew up in. We must provide a stronger support system for these individuals offering them a chance to break the cycle and improve their lives. We should strive to do something new and innovative, to create positive change for young people who have never had a voice or a chance. I experienced domestic violence, addiction, and unstable home life in my childhood, jumping from shelter to shelter, hotel to hotel, couch to couch. If I had not met certain people in my life who showed me healthy love and support I would have become a statistic. Without the guidance and help of those who believed in me I may have fallen into the same cycle of violence and addiction instead, I was able to break free and create a better life for myself. The Village project focuses on empowering young adults by giving them some control over their lives. Where not every young adult will fit into the guidelines, the project recognizes that each individual has a unique journey and encourages them to strive for positive change. This approach promotes personal growth and self-determination among the youth creating a supportive and inclusive community. It would be great if this support could be provided in our Valley. It's time to support young people who have never experienced support.

Thank you,

Beth Hawker



Support of Conditional Use Permit

1 message

Lisa Martin <LisaM@co.nezperce.id.us>

Wed, Aug 28, 2024 at 1:26 PM

To: "dortiz@cityoflewiston.org" <dortiz@cityoflewiston.org>

City of Lewiston

Please approve the Conditional Use Permit for Lewis Clark Valley Youth Resource Center Village Project (LCVYRC). We desperately need this type of service for our young adults. If we can provide them with resources, services and above all positive relationships we are intervening as these youth are in need of our community support.

Michelle King is a Champion in our community and has done great work for the LCVYRC. I work with Michelle in the capacity of a Housing sub-committee member for Region 2 Behavioral Health Board. Michelle does her homework, she and her team need our community support!

Thank you in advance for your support and willingness to consider the Conditional Use Permit for LCVYRC Village Project.

Lisa J. Martin

Idaho District 2 Treatment Court Manager

PO Box 896

Lewiston, ID 83501

Cell -208-790-1748

lisam@co.nezperce.id.us

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Letter of Support

1 message

Charlotte Hill <belletaylor463@gmail.com>
To: dortiz@cityoflewiston.org

Wed, Aug 28, 2024 at 2:35 PM

To Whom It May Concern,

I wholeheartedly endorse The Village: Transitional Living Program and am confident in its positive impact on the LC Valley community. Having witnessed the transformative work of the Lewiston Clarkston Valley Youth Resource Center (LCVYRC) in changing lives and providing teens with the opportunity to thrive, I firmly believe in the value of The Village.

My name is Charlotte Hill, and I work as a direct care staff member at the LCVYRC. I am also a proud member of the Youth Action Board (YAB), where I actively advocate for homeless youth across Idaho State. A few years ago, I was abandoned by my adoptive mom at the LCVYRC when I was just 17. The staff there took me in, cared for me, and helped me thrive, shaping me into the person I am today. I am living proof of the profound impact that a supportive environment can have on a young person's life. Because of my personal experience, my professional role, and my advocacy work, I can confidently say that the Transitional Living Program will bring significant benefits to those it serves.

This initiative is crucial because it provides safe and stable housing for 18-20-year-olds who are experiencing homelessness. This support is vital for young adults, as it offers them a secure environment where they can focus on education, employment, and building a stable future without the constant stress of finding shelter.

Supporting this program will lead to increased stability and opportunities for young adults who are experiencing homelessness, which will greatly benefit not only these individuals but also our entire community. By providing housing and support services, we can help young people build a foundation for a better future, reducing long-term homelessness and fostering a healthier, more supportive community environment.

I am proud to endorse The Village: Transitional Living Program and fully support its mission to provide young adults with the resources and stability they need to succeed. This program is more than just a temporary solution; it is a critical investment in the future of our youth and our community. I urge you to consider the long-lasting positive impact this program will have and to support it wholeheartedly.

Thank you for your time and consideration.

Sincerely,
Charlotte Hill

Public Comment I Received on CUP 24-3

1 message

Gabe Iacoboni <giacoboni@cityoflewiston.org>
To: Dawn Ortiz <dortiz@cityoflewiston.org>

Wed, Aug 28, 2024 at 2:47 PM

Hi Dawn,

See below public comment I received on the public hearing tonight for CONDITIONAL
USE PERMIT APPLICATION CUP24-3 FOR A TRANSITIONAL HOUSING VILLAGE:

Dear Lewiston City Council,

I am writing to express my full support for the establishment of a tiny home village in Lewiston, Idaho, specifically designed to provide a stable living environment for 18-21-year-olds.

Beyond the immediate benefits of providing safe and affordable housing, this initiative offers significant advantages for our community as a whole. Studies have shown that investing in youth housing can lead to:

- **Improved Economic Outcomes:** By providing a stable foundation, young adults are better equipped to pursue education, employment, and financial independence.
- **Enhanced Health and Well-being:** Access to safe and affordable housing has a profound impact on physical and mental health.
- **Strengthened Social Connections:** A tiny home village fosters a sense of community and belonging.

A tiny home village would also offer a crucial opportunity to support these young adults in overcoming the trauma they may have experienced. By providing a safe and supportive environment, we can empower them to rebuild their lives, develop coping mechanisms, and pursue their personal goals. Investing in their well-being will not only benefit them individually but also enrich our community.

By providing a safe and supportive community, it would enable these young adults to continue their education, pursue vocational training, and build the foundations for a successful future.

Moreover, living in a community with peers facing similar challenges and staff they have already built trust with would foster a sense of belonging and camaraderie, rather than isolating them in shelters that are 90 miles or more out of town. They would be close to the social connections and support systems they were able to establish while at the Youth Resource Center. Their 18th birthday would not be a date that ends their education at Clarkston or Lewiston High School and begins their education on the streets because of no longer having a safe haven. By providing a stable and supportive environment, we can help these young individuals overcome adversity and achieve their full potential.

Thank you for your time and consideration.

Sincerely,

Wendy Geiger

LC Valley Cares Board Chair

Co Chair E.L.V.E.S.



LCVYRC Village Project

1 message

Megan Comstock <megan.a.comstock@gmail.com>
To: dortiz@cityoflewiston.org

Wed, Aug 28, 2024 at 3:34 PM

City of Lewiston -

Please approve the Conditional Use Permit for the Village project. This project is a must needed service that could bring about generational change.

Too many youth age out of a broken system that simply does not offer the support and training required to become a productive member of society.

This village will provide an opportunity to empower individuals while providing that wraparound support.

Michelle King is a phenomenal advocate for some of our most vulnerable in our community.

Sincerely,

Megan Comstock
Region 2 Behavioral Health Board Member



LC Valley Youth Resource Center's Village project

1 message

Jamie Simpson <JamieS@ihfa.org>

Wed, Aug 28, 2024 at 3:40 PM

To: "dortiz@cityoflewiston.org" <dortiz@cityoflewiston.org>

Hello, My name is Jamie Simpson. My team provides service agency functions for the House Idaho Collaborative, which is the Continuum of Care for all of Idaho except Ada County. We have recently received a planning grant to bolster coordination among those agencies who work with Idaho youth who are homelessness or at risk of homelessness, and are excited for the much needed housing option LC Valley and their new Village project will bring. Youth, especially those transitioning out of foster care, have a much higher chance of experiencing homelessness, which can become chronic if they experience other barriers to employment or housing. Providing a safe option for youth in the Lewiston area to ease into permanent housing with support is critical to helping stem the increase in homelessness in the area. I would like to offer my support and encouragement to Lewiston in approving the conditional use permit for the Village project.

Jamie Simpson | HOMELESSNESS PROGRAMS MANAGER
Idaho Housing and Finance Association
P.O. Box 7899, Boise, ID 83707-1899
Phone 208-331-4844 | JamieS@IHFA.ORG
www.idahohousing.com



LC Valley Youth Resource Center Village Project Support Letter

1 message

Jolene Cliffe <jolene@dacnw.org>
To: Dawn Ortiz <dortiz@cityoflewiston.org>

Wed, Aug 28, 2024 at 5:01 PM

Dear Planning and Zoning board,

I am writing to express my strong support for the conditional use permit application for the LC Valley Youth Resource Center regarding the Village housing project.

The Village project is a necessary initiative, and its successful execution would "satisfy an urgent need" in our community, as stated in the 2024 Strategic Plan under "Prioritization Considerations." On page 6, LU.2.1, it states, "Diversify possible housing options. Ensure that a variety of types, scale, and density-appropriate housing can be constructed throughout Lewiston, promoting neighborhoods that cater to residents of all incomes, ages, family structures, and cultures."

This project will provide a safe and supportive environment where young individuals can learn essential life skills, furthering their journey toward economic independence and long-term well-being. Many of the individuals who could be served are people with disabilities under the ADA, a group that is often underserved in our community. By offering housing and specialized services tailored to their unique needs, the Village project will play a vital role in helping these young people reach their full potential.

The proposed location at 2207 E Main is ideal, as it offers convenient access to public transit and is less than a 5-10 minute bus ride to the community center, the high school, LCSC, the downtown business district, and many services they will likely access. This proximity will enable residents to easily access the services they need and engage with the broader community.

I strongly urge the Planning Board/Zoning Administrator to approve the conditional use permit for the Village housing project. This initiative represents a significant opportunity to make a lasting impact on the lives of at-risk homeless young adults, including those with disabilities, and to contribute to a more inclusive and supportive community.

Thank you for considering this important project.

Jolene Cliffe
Independent Living Advocate
Disability Action Center
[330 5th St.](#)
Lewiston, ID 83501
(208)746-9033 Ext. 103
jolene@dacnw.org

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Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
AIRBRIDGE BROADBAND LLC	115985	9/5/2024	INFOSYSTMS	BPO - IT - INTERNET SERVICE	\$150.00
ALWAYS TOWING LLC	115986	9/5/2024	POLICE	BPO PD TOW SERVICE	\$225.00
AMAZON CAPITAL SERVICES	115988	9/5/2024	COMDEV	BPO-CD-OFFICE SUPPLIES FROM AMAZON	\$36.97
				CD-D.GOBBI OVERALLS/PANTS FOR CODE ENFORCEMENT	\$98.88
			FIRE	FIRE - AMAZON - SUPPLIES	\$101.53
				FIRE - AMAZON - TRAINING AND STATION SUPPLIES	\$42.68
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OFFICE SUPPLIES	\$135.10
				FLEET-SAFETY BOOTS; NEIL WASSMUTH	\$169.74
				REPL TIRES FOR #525 TRAILER	\$616.93
			INFOSYSTMS	INDUSTRIAL MAGNETS	\$65.70
				PHONE CASE	\$24.98
				PHONE CASE AND KVM	\$163.94
			LEGAL	AMAZON: IPAD KEYBOARD CASE FOR TENGONO'S IPAD	\$82.96
				WATER COOLER FOR LEGAL OFFICE	\$157.05
			LIBRARY	BPO - LIB - DVD ORDERS	\$399.01
				BPO - LIB - OPERATING SUPPLIES	\$157.18
				LIB - ADULT BOOK ORDERS	\$102.52
				LIB - BPO - VIDEO GAMES	\$67.87
				PUZZLES P.R AND HASTING	\$375.53
				REFUND FROM INVOICE 13Y7-L743-TLWG	(\$375.53)
			POLICE	BPO PD OFFICE AND TECHNOLOGY ITEMS	\$209.76
			TRANSITOP	BPO: TRANSIT OPERATING SUPPLIES	\$179.26
			WATER	PW-WD-LEAD TEST KITS; INSTANT SWABS (60)	\$22.98
			WSTWTR	PW-WWIPT-PHONE CASE; M SCHWARTZ	\$29.36
				PW-WWTP-PHONE CASE & CHARGERS (2); W GRAHAM	\$64.97
AMAZON CAPITAL SERVICES INC	115987	9/5/2024	POLICE	PD 48 LEG SYSTEM ACTIVE SHOOTER KITS	\$4,464.00
ANATEK LABS INC	115989	9/5/2024	WATER	BPO PW WTP/TOC/COLIFORM SAMPLING ANALYSIS	\$1,440.00
				PW-WD-WATER QUALITY PARAMETER TESTING (7 SAMPLES)	\$1,365.00
			WSTWTR	BPO PW WWTP LAB SAMPLE ANALYSIS	\$1,170.00
ANNA L SANDERS DBA LAROCHE TOOLS	116062	9/5/2024	FLTMAINT	BPO/ FLEET TOOLS & SUPPLIES	\$429.98
AQUATIC INFORMATICS INC	115990	9/5/2024	WATER	BPO PW WTR CROSS CONNECTION PROGRAM	\$100.00
ARROW CONSTRUCTION SUPPLY LLC	115991	9/5/2024	FLTMAINT	OSL/ TANK CLEANING FOR #592 CRACK SEALER MACHINE	\$855.00
ARTBEAT INC	115992	9/5/2024	PARKSFAC	SWEAT SHIRTS FOR LIFEGUARDS	\$509.15
ASHLEY MORROW	115942	8/29/2024	POLICE	WOMEN IN COMMAND	\$149.00
ATLAS SAND & ROCK	115993	9/5/2024	TRNSPN	BPO - ST - SAND & ROCK	\$939.14
			WATER	BPO PW DISTRIB GRAVEL	\$418.00



Voucher's Payable

AUSTIN BROWN	115999	9/5/2024	FIRE	BPO FIRE - AUSTIN BROWN - MEDICAL CONTROL	\$3,000.00
AVISTA	115994	9/5/2024	CEMETERY	8/30/24 BILL DATE: UTILITY CHARGES	\$2,045.98
			COMDEV	8/30/24 BILL DATE: UTILITY CHARGES	\$1,191.12
			LIBRARY	8/30/24 BILL DATE: UTILITY CHARGES	\$2,800.33
			PARKSFAC	8/30/24 BILL DATE: UTILITY CHARGES	\$15,825.46
			RECREATION	8/30/24 BILL DATE: UTILITY CHARGES	\$921.84
			SANITATION	8/30/24 BILL DATE: UTILITY CHARGES	\$382.56
			TRNSPN	8/30/24 BILL DATE: UTILITY CHARGES	\$44,042.02
			WATER	8/30/24 BILL DATE: UTILITY CHARGES	\$74,758.53
			WSTWTR	8/30/24 BILL DATE: UTILITY CHARGES	\$25,477.29
B&H FOTO & ELECTRONICS CORP	115995	9/5/2024	INFOSYSTMS	NETWORK EQUIPMENT	\$1,726.51
				NETWORK EQUIPMENT AND UPS	\$1,183.23
			POLICE	PD THREE CHROMEBOOKS FOR FIELD TRAINING OFFICERS	\$404.47
BAILEY RAYMOND	115943	8/29/2024	POLICE	POST BASIC PATROL ACADEMY	\$2,421.00
	115944	8/29/2024	POLICE	REIMBURSEMENT FOR DUTY WEAPON FOR NEW OFFICER	\$649.70
BANNER BANK-ADM SVCS	115908	8/29/2024	FINANCE	BPO - FIN - URA INTUIT QUICKBOOKS SUBSCRIPTION	\$30.00
BANNER BANK-CITY ATTORNEY	115906	8/29/2024	LEGAL	AAAE WKSP-TENGONO-40TH ANNUAL AIRPORT LAW WORKSHOP	\$874.00
				FLIGHTS-TENGONO-40TH ANNUAL AIRPORT LAW WORKSHOP	\$541.96
				SHUTTLE-TENGONO-40TH ANNUAL AIRPORT LAW WORKSHOP	\$172.10
BANNER BANK-COMMUNITY DEV	115907	8/29/2024	COMDEV	CD-C COOK-IDAHO ELECTRICAL TRADE LICENSE RENEWAL	\$46.13
				CD-REG-J PLASKON-APA IDAHO 2024 CONFERENCE	\$220.00
				CD-SHADES/BLINDS FOR COMMUNITY RESOURCE OFFICE	\$1,554.84
				CD-TRAINING-COOK-UNDERSTANDING 2023 NAT ELECT CODE	\$689.00
				RETURNED: D-SHADES/BLINDS FOR COMM RESOURCE OFFC	(\$1,930.06)
BANNER BANK-FIRE 1	115909	8/29/2024	FIRE	FIRE - ROSAUERS - STN 2 ICE FOR REHAB	\$51.80
				FIRE - USPS - FERNO RETURN	\$23.85
				FIRE - WALMART - BOTTLED WATER (12 CASES)	\$76.49
				JAMIE MOWERY FIRE - ARAA.ORG - MEMBERSHIP	\$25.00
				JULIAN SORRELL FIRE - ARAA.ORG - MEMBERSHIP	\$25.00
				MEMBERSHIP CASEY STRONG FIRE - ARAA.ORG	\$25.00
BANNER BANK-FIRE 3	115910	8/29/2024	FIRE	FIRE - FUEL - COUGAR CREEK FIRE	\$73.76
BANNER BANK-FIRE TRNG 1	115911	8/29/2024	FIRE	FIRE - REG - BURKE, TRIPLETT - FITTOTHRIVE	\$1,612.38
BANNER BANK-GRANT MANAGER	115912	8/29/2024	ECONDEV	CD-CDBG-FLIGHTS-ROSE-NWACDM ANNUAL CONFERENCE	\$166.35
				CD-CDBG-TRAVEL-ROSE-NWACDM ANNUAL CONFERENCE	\$113.98
BANNER BANK-HUMAN RESOURCES	115913	8/29/2024	HR	BPO - FACEBOOK JOB ADVERTISEMENTS	\$252.69



Voucher's Payable

				CIVIL ASSISTANT CITY ATTORNEY ZIPRECRUITER AD	\$249.00
				CRIMINAL ASSISTANT CITY ATTORNEY ZIPRECRUITER AD	\$249.00
				TRAFFIC SERVICES TECHNICIAN ZIPRECRUITER AD	\$249.00
BANNER BANK-IT	115914	8/29/2024	INFOSYSTMS	BPO - IT - NETWORK/SECURITY HARDWARE	\$2,220.00
				BPO - UNIFI IDENTITY LICENSES	\$371.86
				BPO-CHATGPT	\$150.00
			POLICE	PD SMARTDRAW ACCESS FOR BOURASSA	\$75.13
			WATER	TEAMVIEWER SUBSCRIPTION - SCADA	\$2,758.80
BANNER BANK-LIBRARY	115915	8/29/2024	LIBRARY	FEMININE HYGIENE PRODUCTS FOR BATHROOMS	\$221.03
BANNER BANK-MAYOR	115916	8/29/2024	LEGISLATIV	MEAL-MAYOR-COE CHANGE OF COMMAND CEREMONY	\$46.11
BANNER BANK-PARKS & REC 1	115917	8/29/2024	PARKSFAC	SCREEN AND CASE FOR DIRECTOR NEW PHONE	\$52.98
			RECREATION	BPO - SENIOR TRIP MEALS AND FUEL FOR VAN	\$79.27
				GROUND ANCHORS FOR VOLLEYBALL NETS	\$17.95
				PART FOR MOBILE ROBOT	\$164.66
				SUMMER MOVIE DOWNLOADS	\$11.97
BANNER BANK-PARKS & REC 2	115918	8/29/2024	CEMETERY	IRRIGATION SUPPLIES SPRINKLERS, VALVES, & COUPLER	\$661.15
BANNER BANK-PARKS & REC 3	115919	8/29/2024	PARKSFAC	HANDICAP DOOR OPENER FOR LIBRARY	\$802.62
				HVAC REGISTERS FOR COM CENTER	\$123.32
				PILOT ASSEMBLY FOR COLD SHED MIX FIX	\$175.00
BANNER BANK-POLICE 2	115920	8/29/2024	POLICE	PD OFFICE CHAIR FOR KUZIK	\$299.99
BANNER BANK-POLICE 3	115921	8/29/2024	POLICE	HOTEL-KUZIK,REESE-POST BASIC PATROL GRADUATION	\$165.60
				PD ACCESS TO CONVERT SEARCH WARRANT TO READABLE FO	\$10.78
BANNER BANK-POLICE 4	115922	8/29/2024	POLICE	PD ANNUAL DUES FOR RMIN	\$100.00
				PD COLD WEATHER JACKETS FOR SWAT TEAM (VIKTOS)	\$1,716.00
				PD STRAWS FOR LIFELOC MACHINE FOR DUI TESTING	\$73.32
				REG-WHITLOCK-LCVRC RESILIENCE CONFERENCE	\$50.00
BANNER BANK-PUBLIC WORKS	115923	8/29/2024	TRNSPN	PW - CONST MGMT - RAPIDPLAN RENEWAL: DUGGER	\$425.00
			WATER	PW-W-WW-MONTHLY CHARGES; SIPTRUNK	\$34.03
			WSTWTR	PW-W-WW-MONTHLY CHARGES; SIPTRUNK	\$68.04
BANNER BANK-PUBLIC WORKS TRAVEL	115924	8/29/2024	WSTWTR	PW-WWTP-FUEL; TRIPS TO FIFE FOR SAMPLING	\$60.71
BANNER BANK-SERVICE CTR	115925	8/29/2024	FLTMAINT	INV/ TRANSIT BUS TIRES	\$3,043.87
			FLTMAINT	BPO/ LICENSE & REGISTRATION RENEWALS	\$10.24



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				REGISTRATION SINCLAIR-WA FIRE MECHANIC CONF	\$1,004.00
				REGISTRATION WASSMUTH-WA FIRE MECHANIC CONF	\$1,004.00
				TOOL SETS FOR #193 SHOP TRUCK	\$32.95
				TRAVEL-SINCLAIR/WASSMUTH-WA FIRE MECHANIC CONF	\$135.00
BANNER BANK-TRANSIT	115926	8/29/2024	TRANSITOP	BPO: TRANSIT UNIFORMS/SAFETY CLOTHING	\$1,692.08
				OVERLIMIT FEE BANNER CARD 9237	\$20.00
				TRANSIT COMMUNITY TRANSIT ASSOC. OF AMERICA DUES	\$600.00
BANNER BANK-WATER/WASTEWATER	115927	8/29/2024	WATER	PW-WD-DOPL EXAM; S HASENOERHL WD2 RETEST	\$106.00
				PW-WD-DOPL RENEWALS; B GARZA BAT-23995	\$30.00
			WSTWTR	BPO PW WWTP DOORKING INC	\$41.95
				PW-WWA-REG-N SMITH; PRACTICAL PERSONNEL MGMT	\$150.00
				PW-WWTP-OWP MANUAL WWTP1; D FAIRWEATHER	\$284.00
BAVCO	115996	9/5/2024	PARKSFAC	PARTS FOR STATION 2 BACKFLOW	\$127.20
BLUE RIBBON LINEN SUPPLY INC	115997	9/5/2024	POLICE	BPO PD RUG CLEANING	\$25.00
BOB'S GARAGE DOORS LLC	115998	9/5/2024	PARKSFAC	BPO GARAGE DOOR REPAIRS	\$220.00
BRADEN LEAVITT	115945	8/29/2024	POLICE	POST BASIC PATROL ACADEMY	\$2,421.00
BRETTON S WATSON DBA ABLE LOCKSMITH	115984	9/5/2024	PARKSFAC	KEY SUPPLIES INCLUDING CORES, KEY BLANKS, PADLOCK	\$1,945.40
BRIAN E WARD DBA GUMBY ENTERPRISES INC	116094	9/5/2024	FLTMAINT	BPO - FLEET TOOLS & SUPPLIES	\$178.75
BRIDGEPAY NETWORK SOLUTIONS LLC	1567	8/29/2024	FINANCE	BPO - FIN - BRIDGEPAY MONTHLY TRANSACTION FEES	\$377.60
BROWN & BROWN OF WASHINGTON INC DBA DIMARTINO ASSOCIATES	115960	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$2,471.00
BRYON DENNY DBA HELL'S CANYON UPFITTING AND SALES	116030	9/5/2024	FIRE	FIRE - HELLS CANYON UPFITTING - RADIO HOLDERS	\$241.20
			POLICE	PD LIGHTS AND SIREN INSTALLATION	\$908.02
CAMP CABIN & HOME INC	116000	9/5/2024	TRNSPN	BPO - ST - PROPANE	\$130.85
CENTRAL ORCHARDS SEWER DISTRICT	116010	9/5/2024	PARKSFAC	08/31/24 BILL DATE: UTILITY CHARGES	\$277.33
CHRISTOPHER PAUL-USHER	115971	9/5/2024	TRANSITOP	MEALS: USHER: KALISPELL: TRANSIT COURSE	\$306.00
CHS INC	116001	9/5/2024	WSTWTR	PW-WWTP-LAWN MAINT/WEED CONTROL	\$110.99
CINTAS CORPORATION #606	116002	9/5/2024	FLTMAINT	BPO/ FLEET UNIFORM RENT & LAUNDRY	\$283.56
			PARKSFAC	BPO PARKS UNIFORM LAUNDERED/CLEANING SUPPLIES	\$102.88
CITY OF LEWISTON EMPLOYEE BENEFIT-CAFETERIA PLAN	115959	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$8,054.80
CIVICPLUS LLC	116003	9/5/2024	INFOSYSTMS	CIVICCLERK	\$5,402.04



Voucher's Payable

				CIVICPLUS WEBSITE HOSTING AND SUPPORT	\$6,454.67
CLEARWATER CLEANING SERVICES CORP	116004	9/5/2024	PARKSFAC	BPO CUSTODIAN SERVICES AT LIBRARY	\$4,245.00
CLEARWATER FINANCIAL LLC	116005	9/5/2024	HR	FACT FINDING REPRESENTATION	\$12,965.53
COLEMAN OIL COMPANY LLC DBA COLEMAN OIL COMPANY	116006	9/5/2024	CEMETERY	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$124.66
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$152.35
			COMDEV	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$282.94
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$130.87
			FIRE	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$1,316.30
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$1,253.46
			FLTMAINT	BPO/ FLEET/ LUBE PRODUCTS & CAR WASHES	\$550.05
			FLTMAINT	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$28.91
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$61.67
			LEGISLATIV	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$34.27
			PARKSFAC	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$671.98
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$850.81
			POLICE	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$2,117.03
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$2,053.16
			RECREATION	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$66.24
			SANITATION	BPO - TS - FUEL	\$220.13
				BPO - TS - FY24 FUEL FOR SDI HAUL	\$1,372.69
				CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$88.12
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$29.60
			STMWTR	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$148.78
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$149.46
			TRANSITOP	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$1,678.94
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$1,666.65
			TRNSPN	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$1,593.84
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$1,625.88
			WATER	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$291.87
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$313.76



Voucher's Payable

			WSTWTR	CP-0161353 8/18/24 BILL DATE: FUEL CHARGES	\$603.86
				CP-0162425 - 8/25/24 BILL DATE: FUEL CHARGES	\$291.05
COMMERCIAL TIRE INC	116008	9/5/2024	FLTMAINT	BPO/ TIRE REPAIRS FOR FLEET	\$400.00
				OSL/ DRIVE TIRES FOR #327 DUMP TRUCK	\$1,104.00
CONSOLIDATED ELECTRICAL DISTRIBUTORS	116009	9/5/2024	PARKSFAC	LIGHTS FOR LIBRARY BATHROOM	\$242.80
			WSTWTR	BPO PW WW COLL SPLYS	\$93.82
CRASH DATA GROUP INC	116012	9/5/2024	POLICE	PD VEHICLE CRASH DATA CABLE KIT FOR HYUNDAI/KIA	\$8,580.00
DARREN TRAINOR	115978	9/5/2024	RECREATION	UMPIRED 12 GAMES-COED SOFT, 2ND HALF @ 32.50/GAME	\$390.00
DAY MANAGEMENT CORPORATION DBA DAY WIRELESS SYSTEMS	116013	9/5/2024	POLICE	PD TROUBLESHOOTING FEES FOR FIRE TACTICAL CHANNEL	\$510.00
DIGLINE INC	116014	9/5/2024	WATER	BPO PW W/WW LOCATE SERVICES	\$208.65
			WSTWTR	BPO PW W/WW LOCATE SERVICES	\$208.65
EFTPS	1571	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$168,835.77
	1574	9/5/2024	ADMSVC	Payroll Run 9 - Warrant 0905M	\$635.46
ELM USA INC	116015	9/5/2024	LIBRARY	LIB - DISC CLEANING SUPPLIES	\$47.45
EMERALD SERVICES INC	116016	9/5/2024	FLTMAINT	BPO- FLEET ANTIFREEZE/ OIL DISPOSAL	\$602.22
ERB'S ACE HARDWARE LLC	116017	9/5/2024	FIRE	BPO FIRE - ERBS - STATION/VEHICLE MTNC SUPPLIES	\$112.56
			POLICE	BPO PD OFFICE AND VEHICLE SUPPLIES	\$23.79
			TRNSPN	BPO - ST - OPERATING SUPPLIES	\$26.13
			WATER	BPO PW DISTRIB SPLYS	\$7.30
ERIC TOLLEFSON DBA RAINIER ENVIRONMENTAL LABORATORY	116087	9/5/2024	WSTWTR	BPO PW WWTP WET TESTING	\$3,850.00
EZEKIEL H ULREY	115979	9/5/2024	RECREATION	UMPIRED 3 GAMES-COED SOFT, 2ND HALF @ 32.50/GAME	\$97.50
FASTENAL COMPANY	116018	9/5/2024	PARKSFAC	BPO SUPPLIES VENDING MACHINE AND SAFETY SUPPLIES	\$411.81
FATBEAM LLC	116019	9/5/2024	LIBRARY	BPO - LIB - PUBLIC INTERNET SERVICES	\$990.00
FERGUSON ENTERPRISES #3011	116020	9/5/2024	WATER	BPO PW DISTRIB MAINT SPLYS	\$2,146.47
				WR043 PW-WD-HYDRANT METER (5)	\$6,220.70
			WSTWTR	BPO PW WW COLL SUPPLIES	\$187.69
FERGUSON ENTERPRISES LLC #3325	116084	9/5/2024	WATER	WR043 PW-WD-HYDRANT METER SETUPS (5)	\$7,037.70
FIANDER & ASSOCIATES LLC DBA COLUMBIA FITNESS	116007	9/5/2024	FIRE	FIRE - COLUMBIA FITNESS - MAINTENANCE	\$675.00
FOP LEWIS CLARK LODGE #10	115961	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$1,817.46
FREEDOM FIRE LLC	116021	9/5/2024	PARKSFAC	ANNUAL CITY BLDGS AND VEHICLE FIRE EXTINGUISHER	\$184.00
				KITCHEN HOOD CLEANING AND FIRE INSPECTIONS	\$958.00
GALLS PARENT HOLDINGS LLC DBA GALLS LLC	116022	9/5/2024	POLICE	PD NIK U TEST KITS FOR METHAMPHETAMINE	\$369.50



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GEHRING ELECTRIC	116023	9/5/2024	PARKSFAC	BACK UP BATTERIES AT THE CARNEGIE BUILDING	\$290.00
				SUPPORT FOR THE 5 YR LOAD TEST FOR CD ELEVATOR	\$200.00
GOBLE SAMPSON AND ASSOCIATES INC	116024	9/5/2024	WSTWTR	PW-WWTP-BORGER PARTS; SEALS, ROTORS, ETC; QUOTED	\$4,010.56
GOVERNMENTJOBS.COM INC	116068	9/5/2024	INFOSYSTMS	NEOGOV - INSIGHT AND WEBSITE	\$13,285.52
GRAINGER	116025	9/5/2024	PARKSFAC	ANTI SEIZE VALVE STEM	\$29.82
			WATER	BPO PW WTP P/M/M SPLYS	\$1,698.54
			WSTWTR	BPO PW WWTP P/M/M MAINT SUPPLIES	\$474.64
GUARDIAN PLUMBING, HEATING & A/C INC	116026	9/5/2024	PROPIMPR	HVAC AT BELL BLDG	\$7,990.00
			WATER	PW-WTP-WELL 1A VFD A/C UNIT; REPAIR	\$1,014.63
HACH COMPANY	116027	9/5/2024	WATER	BPO PW WTP LAB SPLYS	\$992.75
HAHN SUPPLY	116028	9/5/2024	PARKSFAC	BPO HVAC TOOLS	\$155.11
HAPPY DAY CORPORATION	116029	9/5/2024	HR	BOXED LUNCHES FOR EMPLOYEE APPRECIATION PICNIC	\$3,308.03
HENRY SCHEIN	116031	9/5/2024	FIRE	BPO FIRE - HENRY SCHEIN - EMS SUPPLIES	\$872.59
HERCO INC DBA HERCO ASPHALT & PAVING	116032	9/5/2024	TRNSPN	BPO - ST - HOT MIX	\$6,190.35
HOME DEPOT CREDIT SERVICES	116033	9/5/2024	FIRE	FIRE - HOME DEPOT - BATTERY PACK	\$699.00
				FIRE - HOME DEPOT - TRAINING PROP SUPPLIES	\$150.92
			LIBRARY	BPO - LIB - BUILDING SUPPLIES	\$7.86
			PARKSFAC	BPO CONSTRUCTION SUPPLIES	\$91.82
				THERMOSTAT FOR BELL BLDG	\$119.21
			WATER	BPO - WTP - OPERATING SUPPLIES	\$69.92
			WSTWTR	BPO - COLLECTIONS - OPERATING SUPPLIES	\$353.26
				CREDIT 22401793 - COLLECTIONS - OPERATING SUPPLIES	(\$46.08)
				CREDIT 22401793 COLLECTIONS - OPERATING SUPPLIES	(\$15.70)
				PW-WWTP-BPO OPERATING SUPPLIES	\$134.32
HORIZON DISTRIBUTORS INC	116034	9/5/2024	PARKSFAC	PUMP FOR FOUNTAIN AT PIONEER	\$666.93
HRA VEBA TRUST	115962	9/5/2024	TRNSPN	VEBA - KRASSELT - RESIGNATION 8/6/24	\$2,182.27
HUBER ACTION FREIGHT INC	116035	9/5/2024	PARKSFAC	SHIPPING FROM ARROW CONSTRUCTION TP BM	\$27.30
HUGHES FIRE EQUIPMENT INC	116036	9/5/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & REPAIRS	\$41.93
				REPL CTRL ASSM FOR #008 ENGINE	\$1,441.68
				RETURN ON INV # 605830 / PO # 22403361	(\$1,419.00)
I A F F - LOCAL #1773	115963	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$3,350.00
IACP	116037	9/5/2024	POLICE	PD ANNUAL IACP NET SUBSCRIBER DUES	\$875.00
IAFF LOCAL 1773 PAC	115964	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$571.00
IDAHO CHILD SUPPORT RECEIPTING	115965	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$270.00



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IDAHO DEPT OF CORRECTION	116039	9/5/2024	CEMETERY	CEMETERY INMATE LABOR 6/2 THRU 8/1	\$18,963.75
IDAHO DEPT OF ENVIRONMENTAL QUALITY	116095	9/5/2024	WATER	PW DRINKING WATER SYSTEM - QUARTERLY FEES	\$4,485.75
IDAHO DEPT OF HEALTH & WELFARE	116038	9/5/2024	FIRE	FIRE - ID H&W - EMS CERTS	\$25.00
				FIRE - ID H&W - EMS CERTS - KELLY	\$25.00
IDAHO ICE	116040	9/5/2024	INFOSYSTMS	BPO - WATER FOR INFO SYSTEMS DEPT	\$18.37
			LEGAL	BPO-LEGAL-WATER FOR CITY ATTORNEY'S OFFICE- FY24	\$11.28
IDAHO RURAL WATER ASSOCIATION	116041	9/5/2024	WSTWTR	PW-WWTP-REG-GUZMAN-IRWA FALL CONF	\$285.00
IDAHO STATE POLICE	116042	9/5/2024	COMDEV	BPO-CD-FINGERPRINT FEES RELATING TO BUSINESS LICE	\$66.50
IDAHO STATE TAX COMMISSION	115966	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$29,612.00
				Payroll Run 9 - Warrant 0905M	\$95.00
	115967	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$509.91
IDAHO TRUCK SALES CO	116043	9/5/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & REPAIRS	\$441.75
INGRAM LIBRARY SERVICES	116044	9/5/2024	LIBRARY	BPO - LIB - 1ST FLOOR NONFICTION	\$115.11
				BPO - LIB - 2ND FLOOR NONFICTION	\$87.83
				BPO - LIB - ADULT BOOKMOBILE	\$306.19
				BPO - LIB - ADULT FICTION	\$91.02
				BPO - LIB - AUDIOBOOKS	\$74.42
				BPO - LIB - JUVENILE FICTION	\$129.18
				BPO - LIB - JUVENILE NONFICTION	\$80.31
				BPO - LIB - LARGE PRINT	\$57.21
				RETURN INV #83181243 -BPO - LIB - JUVENILE FICTION	(\$11.01)
INLAND CELLULAR	116074	9/5/2024	STMWTR	PW - STMW - "ONLY RAIN" BILLBOARD; 50% W/ ASOTIN	\$900.00
INTERMOUNTAIN CLAIMS INC	115928	8/29/2024	INSTRUST	JULY INTERMOUNTAIN INVOICE WORKERS COMP	\$1,588.00
				JUNE INTERMOUNTAIN INVOICE WORKERS COMP	\$2,574.00
INTERNATIONAL CITY MANAGEMENT ASSOCIATION DBA MISSIONSQUARE RETIREMENT	1569	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$3,955.70
ISRAEL ESPINOZA	115946	8/29/2024	TRNSPN	LHTAC TRAFFIC CONTROL TECHNICIAN	\$59.00
JEFF KLONE	115947	8/29/2024	POLICE	FBINAA NW TRAINING CONFERENCE	\$208.00
JEFF WIEMER	115905	8/23/2024	STMWTR	STORMCON 2024	\$215.00
JEREMIAH OATES	115948	8/29/2024	POLICE	POST BASIC PATROL ACADEMY	\$2,421.00
JOE HALL FORD	116047	9/5/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$8.92
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$522.38
				REPL DOOR TRIM & PINS FOR #053 SUV	\$1,028.40
			INSTRUST	REPAIRS TO #158 PATROL SUV	\$3,888.84
JOHN J VANTREASE	115980	9/5/2024	RECREATION	UMPIRED 21 GAMES-COED SOFT, 2ND HALF @ 32.50/GAME	\$682.50
JOHN'S SAW SERVICE	116048	9/5/2024	PARKSFAC	BPO-PK MAINT-SMALL ENGINE REPAIR AND SUPPLIES	\$4.10



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J-U-B ENGINEERS	116049	9/5/2024	WATER	PW-WR071 RESERVOIRS EVALS & RECOATS; OWNERS AGENT	\$1,805.36
			WSTWTR	WW001 TO16 2024 PIPELINE REPLACE - CEI 4C	\$780.80
JUSTEN LASLEY	115949	8/29/2024	POLICE	REIMBURSEMENT FOR DUTY WEAPON FOR NEW OFFICER	\$599.95
	115950	8/29/2024	POLICE	POST BASIC PATROL ACADEMY	\$2,421.00
KELLER ASSOCIATES INC	116050	9/5/2024	WSTWTR	MJ024 MAIN ST; 1ST ST WW MODELING	\$1,168.75
				WW062 WWTP HEADWORKS DESIGN; CC APP 3/18/24	\$23,355.28
				WW063 WWTP ADMIN BLDG DESIGN; CC APP 3/18/24	\$13,080.14
KENASTON CORPORATION	116051	9/5/2024	TRANSITCAP	TRANSIT COMMUNITY CENTER BUS STOP CONSTRUCTION	\$65,460.70
KENWORTH SALES COMPANY	116052	9/5/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$277.22
KITTCOM	116053	9/5/2024	POLICE	PD QUARTERLY HEALTH CHECK FOR SPILLMAN	\$350.00
L N CURTIS & SONS	116054	9/5/2024	POLICE	PD LESS LETHAL MUNITIONS FOR SWAT TEAM	\$9,832.05
				PD N EAR EARPIECES AND OC AEROSOL FOR STOCK	\$1,771.17
LATAH SANITATION INC	116045	9/5/2024	SANITATION	BPO - PW - FY24 MONTHLY YW DISPOSAL	\$68,155.82
	116046	9/5/2024	CEMETERY	PORTABLE TOILET AT CEMTERY	\$83.00
			PARKSFAC	BPO P&REC PARK PORTABLE TOIETS	\$1,064.00
LEGACY PAVING AND CONSTRUCTION LLC	116056	9/5/2024	WATER	BPO PW DISTRIB PORTAPOT MONTHLY SRV	\$90.00
				BPO PW W DISTRIB EMERGENCY PATCHES	\$800.00
				WR043 GATEWAY PRV PATCHBACK	\$6,650.00
LES SCHWAB TIRE CENTER	116057	9/5/2024	FLTMAINT	WR077 - 11TH/7TH PATCHES	\$3,500.00
				BPO/ FLEET REPAIR PARTS & OSL	\$332.24
				OSL/ 6 NEW TIRES FOR #711 BUS	\$2,009.70
LEWIS CLARK ANIMAL SHELTER	116058	9/5/2024	POLICE	PARTIAL REFUND FROM INV- 8200926574	(\$85.80)
LEWIS CLARK STATE COLLEGE	116055	9/5/2024	LIBRARY	BPO PD SHELTER CONTRACT FEES	\$5,412.83
			RECREATION	LIB - WELCOME FAIR LCSC REG	\$50.00
LEWISTON MOTOR COMPANY LLC DBA LEWISTON CHEVROLET BUICK GMC	116059	9/5/2024	FLTMAINT	WELCOME FAIR REGISTRATION	\$50.00
LEXIPOL LLC	116060	9/5/2024	POLICE	BPO/ REPAIR PARTS & SUPPLIES	\$82.92
LIVING WATERS LANDSCAPING	116061	9/5/2024	PARKSFAC	PD ANNUAL POLICY MANUAL SOFTWARE RENEWAL	\$13,206.24
MANGUM CONSTRUCTION LLC	116063	9/5/2024	PROPIMPR	BEE HIVE IN HERETH PARK	\$200.00
MARK THOMPSON JR	115977	9/5/2024	RECREATION	PF025-CARNEGIE LIBRARY EXTERIOR	\$50,000.00
MATHEW LANE	115968	9/5/2024	RECREATION	UMPIRED 14 GAMES - COED SOFT, 2ND HLF @ 32.50/GME	\$455.00
MCMILLEN JACOBS ASSOCIATES	116064	9/5/2024	WATER	UMPIRED 12 GAMES-COED SOFT, 2ND HALF @ 32.50/GAME	\$390.00
				WR050 WTP INTAKE REBUILD	\$18,133.25



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MELINDA ROSE	115972	9/5/2024	ECONDEV	MEALS: ROSE: BEND: NWACDM CONFERENCE	\$153.00
MISC CUSTOMER REFUND	115929	8/29/2024	SANITATION	UB 2000219096 1806 POWERS	\$35.41
	115930	8/29/2024	ECONDEV	CDBG-HRP-FINAL PAYMENT	\$9,547.00
	115931	8/29/2024	POLICE	REG-MORROW-WOMEN IN COMMAND-NAMPA, ID 9/9-9/10	\$359.00
	115932	8/29/2024	STMWTR	UB 1900626392 1208 HEMLOCK	\$35.41
	115933	8/29/2024	STMWTR	UB 2100318396 3509 20TH	\$19.98
	115934	8/29/2024	STMWTR	UB 2100276529 3620 17TH	\$2.17
	115935	8/29/2024	PARKSFAC	CHANGED PARKS REFUND FOR PICKLEBALL COURT	\$50.00
	115936	8/29/2024	COMDEV	NO CHARGE FOR PERMIT	\$72.55
	115937	8/29/2024	STMWTR	UB 2100014893 3311 4TH	\$83.12
	115938	8/29/2024	COMDEV	PROJECT WAS CANCELED	\$568.74
	115939	8/29/2024	SANITATION	UB 2100043508 3420 6TH	\$84.62
	115940	8/29/2024	POLICE	ICOPA RE-ACCREDITATION FEES	\$460.16
	115941	8/29/2024	STMWTR	UB 1600000110 1817 CLEARVIEW POINT	\$79.56
	115969	9/5/2024	ECONDEV	CDBG - HRP - REROOF	\$6,500.00
	115970	9/5/2024	PARKSFAC	REFUND: NOT USING THE SHELTER	\$65.00
MITCHELL LEWIS AND STAVER CO	116065	9/5/2024	WSTWTR	WW034 LOSD-GRINDER PARTS; IMPELLER & RINGS (4)	\$3,088.95
MORETON & COMPANY OF IDAHO	116066	9/5/2024	POLICE	PD GUMP NOTARY BOND RENEWAL	\$60.00
NAPA AUTO PARTS	116067	9/5/2024	FLTMANT	BPO - FLEET - REPAIR PARTS & SUPPLIES	\$901.90
			FLTMANT	BPO - FLEET - REPAIR PARTS & SUPPLIES	\$1,818.85
				CORE DEPOSIT FROM INVOICE 422164	(\$18.00)
				PO #22400338 ITEMS RETURNED	\$102.49
				RETURN ON PO #22400338 - ORIG INV #426993	(\$102.49)
NATIONWIDE RETIREMENT	1568	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$7,939.89
NATIONWIDE-RESERVE	1572	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$1,183.94
NCPERS GROUP LIFE INS	115974	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$1,520.00
NEIL WASSMUTH	115951	8/29/2024	FLTMANT	2024 WASHINGTON FIRE MECHANICS FALL CONFERENCE	\$144.00
NEZ PERCE COUNTY	116069	9/5/2024	LEGAL	BPO-LEGAL-NPC-COL FY24 PROSECUTION SERVICES	\$9,549.63
NEZ PERCE COUNTY FAIR BOARD	116070	9/5/2024	LIBRARY	LIB - FAIR LOCATION FEE	\$175.00
NORCO INC	116071	9/5/2024	FIRE	BPO FIRE - NORCO - O2, EMS/SUPPRESSION SUPPLIES	\$942.33
			WATER	PW-WTR-DIS-BPO PERSONNEL SUPPLIES	\$32.40
				PW-WTR-DIS-BPO SUPPLIES	\$27.69
NORTH 40 OUTFITTERS	116072	9/5/2024	FIRE	BPO FIRE - NORTH 40 - STATION SUPPLIES	\$22.64
			PARKSFAC	BPO CONSTRUCTION, MAINTENANCE, IRRIGATION SUPPLIE	\$52.98
				BPO SHOP SUPPLIES	\$45.44
				SAFETY BOOTS FOR JOHN OSHAUGHNESSY	\$169.99
			POLICE	BPO PD UNIFORM PANTS	\$349.95



Voucher's Payable

			TRNSPN	BPO - ST - OPERATING SUPPLIES	\$11.99
			WSTWTR	BPO PW WW COLL SUPPLIES/TOOLS	\$44.96
NORTHWEST ENGRAVING	116073	9/5/2024	FLTMAINT	STEEL CONTROL PLACARDS FOR #457 GRADER	\$50.00
			LIBRARY	LIB - BPO - NAMETAGS	\$20.00
ODP BUSINESS SOLUTIONS LLC	116076	9/5/2024	FINANCE	BPO - ODP OFFICE SUPPLIES	\$16.44
			POLICE	BPO PD OFFICE SUPPLIES	\$334.13
			SANITATION	PW - TS - OPERATING SUPPLIES	\$22.17
			TRNSPN	BPO - PW OFFICE - OPERATING SUPPLIES	\$104.22
			WATER	BPO PW DISTRIB OFFICE SPLYS	\$44.48
			WSTWTR	BPO PW WW COLL OFFICE SUPPLIES	\$32.38
				BPO PW WWTP OFFICE SUPPLIES	\$87.12
O'REILLY AUTO PARTS	116075	9/5/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$103.56
			FLTMAINT	BPO/ FLEET REPAIR PARTS	\$662.36
OVERDRIVE INC	116077	9/5/2024	LIBRARY	BPO - LIB - ADULT OVERDRIVE	\$1,248.11
				LIB - BPO - JUVENILE OVERDRIVE	\$1,799.16
OWEN EQUIPMENT	116078	9/5/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$332.52
			FLTMAINT	BPO/ FLEET REPAIR PARTS	\$331.95
OXARC	116079	9/5/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	\$87.01
			SANITATION	BPO - TS - OPERATING SUPPLIES	\$73.45
			WATER	BPO SODIUM HYPOCHLORITE FOR WELLS	\$2,652.00
			WSTWTR	BPO PW IND PTMT SUPPLIES	\$184.80
				BPO PW WW COLL PERSONNEL EQUIPMENT	\$24.45
PACIFIC GOLF & TURF LLC	116080	9/5/2024	GOLFCRS	2018 JOHN DEERE 7500A DIESEL FAIRWAY MOWER	\$39,673.00
PAPE MACHINERY INC	116081	9/5/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$197.48
			WATER	PW-WTP-FILTER/OIL CHANGES FORKLIFT	\$238.22
PAUL KEENER	115952	8/29/2024	TRNSPN	LHTAC TRAFFIC CONTROL TECHNICIAN	\$59.00
PERSI	1570	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$237,425.89
	1573	9/5/2024	ADMSVC	Payroll Run 9 - Warrant 0905M	\$639.61
PETERSON RADIATORS MUFFLERS & HITCH CENTER	116082	9/5/2024	FLTMAINT	BPO - FLEET - REPAIR PARTS & EXHAUST WORK	\$153.11
PHOENIX RADIOLOGY	116083	9/5/2024	FIRE	BPO -FIRE - PHOENIX RADIOLOGY - NEW EMPLOYEE PHYSI	\$30.00
POSITIVE CONCEPTS, INC	116085	9/5/2024	POLICE	PD EVIDENCE LABEL PRINTER PAPER	\$685.00
PRINCRAFT PRINTING	116086	9/5/2024	FIRE	FIRE - PRINCRAFT - BROCHURE	\$255.00
			POLICE	BPO PD BUSINESS CARDS	\$180.00
				PD MEDICAL INFORMATION RELEASE FORMS	\$140.00
RAY SINCLAIR	115953	8/29/2024	FLTMAINT	2024 WASHINGTON FIRE MECHANICS FALL CONFERENCE	\$144.00
RELIANCE STANDARD LIFE INSURANCE COMPANY	115975	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$7,396.05
RICOH USA INC	116088	9/5/2024	POLICE	BPO PD DISPATCH COPIER RENTAL	\$133.65



Voucher's Payable

ROGERS MOTORS LLC DBA ROGERS CHRYSLER JEEP DODGE RAM LLC	116090	9/5/2024	FLTMAINT	BPO - FLEET - REPAIR PARTS & REPAIRS	\$508.08
			FLTMAINT	BPO - FLEET - REPAIR PARTS & REPAIRS	\$1,252.12
				CREDIT ON INV #35066208- TRANSMISS FOR #256 PICKUP	(\$2,000.00)
				OSL/ REPAIR TRANSM ON #064 SUV	\$473.94
SANITARY DISPOSAL INC DBA SUNSHINE DISPOSAL & RECYCLING	116097	9/5/2024	SANITATION	BPO - PW - FY24 ANNUAL CURBSIDE COLLECTION	\$264,964.30
				BPO - PW - FY24 EXTRA YW & RECY CURBSIDE CARTS	\$257.18
SCADACORE INC	116091	9/5/2024	WATER	PW-WTR-MONTHLY COST FOR SCADACORE 5/24-9/24	\$980.00
			WSTWTR	PW-WW-MONTHLY COST FOR SCADACORE 5/24-9/24	\$2,409.63
SHERRY GUEST	115954	8/29/2024	TRNSPN	LHTAC TRAFFIC CONTROL TECHNICIAN	\$59.00
SHERWIN WILLIAMS CO	116092	9/5/2024	PARKSFAC	BPO PAINT AND SUPPLIES	\$374.08
SITEONE LANDSCAPE SUPPLY LLC	116093	9/5/2024	PARKSFAC	BPO PARK MAINT-IRRIGATION AND TURF SUPPLIES	\$35.30
			WSTWTR	BPO PW WWTP GROUND MAINT SUPPLIES	\$76.27
STRIPECO LLC	116096	9/5/2024	TRNSPN	PW - ST - PSA FOR STRIPING SERVICES	\$31,000.00
SUPREME POWER SPORTS LLC	116099	9/5/2024	PARKSFAC	MOWER REPAIR	\$381.88
TAMMI L SMITH DBA THE COUNTRY STITCH	116011	9/5/2024	FIRE	BPO FIRE - COUNTRY STITCH - NEW EMPLOYEE UNI ALT	\$5.42
			POLICE	BPO PD UNIFORM ALTERATIONS	\$5.42
TANYA BROCKE	115973	9/5/2024	EXECUTIVE	MEALS: BROCKE: ICCTFOA CONF - BOISE	\$95.00
THE HOME DEPOT PRO	116098	9/5/2024	PARKSFAC	TP, PT, URINAL SCREENS, MOP HEADS, ETC	\$1,897.38
				VACUUM FOR COMMUNITY CENTER	\$582.82
THE RIVERSIDE HOTEL	116089	9/5/2024	POLICE	HOTEL-KLONE,HILL-ICOPA CONFERENCE - CONF #542712	\$567.00
THOMSON REUTERS - WEST	116101	9/5/2024	LEGAL	BPO-LEGAL-WESTLAW CHARGES FOR FY24	\$990.67
TIA DEBORD DBA TIA'S CATERING	116102	9/5/2024	POLICE	PD FOOD FOR HOT AUGUST NIGHTS; DINNER ON SATURDAY	\$555.00
TIFFANY WILLIAMSON	115955	8/29/2024	TRNSPN	LHTAC TRAFFIC CONTROL TECHNICIAN	\$59.00
T-MOBILE	115957	8/29/2024	INFOSYSTMS	BPO: T-MOBILE LINES MONTHLY BILL	\$232.18
				IPHONE 15 PRO MAX 256GB UPGRADE	\$469.99
			PARKSFAC	BPO - PARKS - MOBILE PHONES	\$23.43
			POLICE	PD BPO DEPARTMENT CELL PHONE CHARGES	\$7.81
			WATER	BPO - WTR - MOBILE MONTHLY BILL	\$7.81
			LIBRARY	BPO - LIB - MOBILE HOTSPOT FEES	\$34.00
	116100	9/5/2024			
TODD PERRY	115956	8/29/2024	TRNSPN	LHTAC TRAFFIC CONTROL TECHNICIAN	\$59.00
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC	116103	9/5/2024	POLICE	BPO PD TLO ACCESS FEES FOR INVESTIGATIONS	\$250.00
TRAPEZE SOFTWARE GROUP INC	115976	9/5/2024	TRANSITOP	TRANSIT DISPATCH SOFTWARE ROUTEMATCH JUL-SEP	\$18,279.59



Voucher's Payable

TRIBUNE PUBLISHING CO	116104	9/5/2024	EXECUTIVE	BPO -EXEC - PUBLIC HEARING/ORDINANCE PUBLICATIONS	\$1,082.00
			FINANCE	PUR - ADVERTISEMENT FOR SURPLUS AUCTION	\$69.85
ULINE	116105	9/5/2024	POLICE	PD HEAT SEALER AND BOXES FOR EVIDENCE	\$558.25
			TRANSITOP	TRANSIT TIRE STORAGE RACK	\$751.91
UNIFORMS2GEAR INC	116106	9/5/2024	POLICE	PD BALLISTIC VESTS, PANELS, AND NAME TAGS LASLEY A	\$2,663.68
UNITED RENTALS (NORTH AMERICA), INC.	116107	9/5/2024	WSTWTR	PW-WWC-SKID STEER RENTAL; INV 237880593-002	\$677.10
URM STORES INC	116108	9/5/2024	POLICE	BPO PD OFFICE AND FOOD ITEMS	\$7.58
			RECREATION	BPO- SEN NUTRITION-FOOD AND CLEANING SUPPLIES	\$1,007.85
			WATER	BPO PW DISTRIBUTION SPLYS	\$14.09
				BPO PW WTP SPLYS	\$232.67
US FOODS - SPOKANE	116109	9/5/2024	RECREATION	BPO FOOD SUPPLIES FOR SENIOR NUTRITION LUNCHES	\$1,382.31
USABBLUEBOOK	116110	9/5/2024	WATER	PW-WTP-BPO SUPPLIES	\$4,307.05
			WSTWTR	BPO PW WWTP LAB SUPPLIES	\$1,387.54
VERIZON WIRELESS	115958	8/29/2024	COMDEV	8/12/2024 BILL DATE: UTILITY CHARGES	\$550.19
			EXECUTIVE	8/12/2024 BILL DATE: UTILITY CHARGES	\$81.58
			FIRE	8/12/2024 BILL DATE: UTILITY CHARGES	\$1,924.16
			FLTMaint	8/12/2024 BILL DATE: UTILITY CHARGES	\$47.13
			HR	8/12/2024 BILL DATE: UTILITY CHARGES	\$27.76
			INFOSYSTMS	8/12/2024 BILL DATE: UTILITY CHARGES	\$656.18
			LEGISLATIV	8/12/2024 BILL DATE: UTILITY CHARGES	\$314.54
			LIBRARY	8/12/2024 BILL DATE: UTILITY CHARGES	\$244.40
			PARKSFAC	8/12/2024 BILL DATE: UTILITY CHARGES	\$279.26
			POLICE	8/12/2024 BILL DATE: UTILITY CHARGES	\$2,568.33
			SANITATION	8/12/2024 BILL DATE: UTILITY CHARGES	(\$14.77)
			STMWTR	8/12/2024 BILL DATE: UTILITY CHARGES	\$204.79
			TRANSITOP	8/12/2024 BILL DATE: UTILITY CHARGES	\$58.49
			TRNSPN	8/12/2024 BILL DATE: UTILITY CHARGES	\$1,423.40
			WATER	8/12/2024 BILL DATE: UTILITY CHARGES	\$1,773.89
			WSTWTR	8/12/2024 BILL DATE: UTILITY CHARGES	\$1,269.85
VSS INTERNATIONAL INS	116111	9/5/2024	CAPITAL PROJECTS	TR066 21ST ST; 7TH - 19TH; FIBERSEAL DESIGN-BUILD	\$180,300.00
WASHINGTON STATE SUPPORT REGISTRY	115981	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$535.16
WELCH COMER & ASSOCIATES INC	116112	9/5/2024	TRNSPN	MJ024-RFQ-24-009 MAIN ST CORRIDOR DESIGN	\$165,275.79



Voucher's Payable

WELL CONNECTED ELECTRIC & COMMUNICATION INC	116113	9/5/2024	PARKSFAC	23 LAMP FIXTURES AT PIONEER PARK	\$1,318.00
				REPLACE FIXTURES, INSTALL LED LIGHTING IN N LEWIS	\$2,628.20
WESMAR AUTOMOTIVE DBA WESMAR PRODUCTS	116114	9/5/2024	FLTMAINT	BPO - FLEET - BRAKE&CARB CLEANER	\$84.58
WESTERN RECYCLERS INC	116115	9/5/2024	FINANCE	BPO - FIN - WESTERN RECYCLERS - SHREDDING	\$34.68
			HR	BPO - FIN - WESTERN RECYCLERS - SHREDDING	\$17.32
			LIBRARY	BPO - LIB - SHREDDING SERVICES	\$52.00
			POLICE	BPO PD SHREDDING SERVICES	\$52.00
			TRNSPN	BPO - PW - SHREDDING SERVICES	\$17.00
WESTERN STATES EQUIPMENT	116116	9/5/2024	FLTMAINT	BPO - FLEET REPAIR PARTS & REPAIRS	\$113.58
			FLTMAINT	BPO - FLEET REPAIR PARTS & REPAIRS	\$191.74
WSCCCE	115982	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$1,751.16
WSCFF EMPLOYEE BENEFIT TRUST	115983	9/5/2024	ADMSVC	Payroll Run 1 - Warrant 090524	\$3,900.00
ZIEGLER BUILDING CENTER	116117	9/5/2024	WSTWTR	BPO PW WW COLL SUPPLIES	\$188.53
ZOLL MEDICAL CORPORATION GPO	116118	9/5/2024	FIRE	BPO FIRE - ZOLL MEDICAL - SUPPLIES	\$2,593.36
Total					\$1,956,776.18

RESOLUTION 2024-39

A RESOLUTION RATIFYING, CONFIRMING AND APPROVING RESOLUTION 2023-30 DECLARING MOTOROLA SOLUTIONS, INC. AS THE ONLY VENDOR OF MAINTENANCE SERVICES AND ADDITIONAL MODULES FOR FLEX SOFTWARE

WHEREAS, on June 12, 2023, through Resolution 2023-30, the City of Lewiston declared Motorola Solutions, Inc. as the only reasonably available vendor of Flex software maintenance services and additional modules pursuant to Idaho Code § 67-2808(2);

WHEREAS, Resolution 2023-30, as adopted by the Lewiston City Council, was duly published on June 16, 2023, in the official newspaper of the City of Lewiston, pursuant to Idaho Code § 67-2808(2)(b);

WHEREAS, it has since come to the attention of the Lewiston City Council that Resolution 2023-30 was not duly signed by the Mayor or City Clerk due to administrative oversight; and

WHEREAS, the Lewiston City Council desires to ratify and confirm Resolution 2023-30 to ensure its validity and effectiveness despite the absence of the signatures of the Mayor and City Clerk.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The declaration of Motorola Solutions, Inc. as the only reasonably available vendor of Flex software maintenance services and additional modules pursuant to Idaho Code § 67-2808(2) on June 12, 2023 is hereby ratified, confirmed and approved.

SECTION 2: Resolution 2023-30, as adopted on June 12, 2023, is hereby ratified, confirmed and approved as if it had been duly signed by the Mayor and City Clerk, and it is hereby acknowledged that it was duly approved by the Lewiston City Council and published in compliance with Idaho Code § 67-2808(2)(b).

SECTION 3: This resolution shall become effective upon its passage.

Signatures to follow

PASSED this _____ day of _____ 2024.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

RESOLUTION 2023-30

A SOLE SOURCE RESOLUTION DECLARING MOTOROLA SOLUTIONS, INC. AS THE ONLY VENDOR OF MAINTENANCE SERVICES AND ADDITIONAL MODULES FOR FLEX SOFTWARE

WHEREAS, when a city contemplates an expenditure to procure personal property or services valued in excess of Fifty Thousand Dollars (\$50,000), the city must follow the procurement procedures set forth in Idaho Code § 67-2806;

WHEREAS, pursuant to Idaho Code § 67-2808(2), a city may forgo the procurement requirements described in Idaho Code § 67-2806 and declare that there is only one (1) vendor reasonably available for the personal property or services to be acquired when: (a) the compatibility of equipment, components, accessories, computer software, replacement parts, or service is of paramount consideration; or (b) competitive solicitation is impractical, disadvantageous, or unreasonable under the circumstances;

WHEREAS, the City of Lewiston desires to enter into an agreement with Motorola Solutions, Inc., a Delaware corporation located in Chicago, Illinois, for the purchase of maintenance services and additional modules for Flex software, which will be utilized by the Lewiston Police Department, valued in excess of Fifty Thousand Dollars (\$50,000);

WHEREAS, the Lewiston Police Department has utilized Flex software since 1992;

WHEREAS, the City of Lewiston anticipates that it will procure maintenance services and additional modules from Motorola Solutions, Inc. for Flex software on an annual basis for the next five (5) years, from fiscal year 2024 through fiscal year 2029, and this sole source resolution is meant to provide notice for such period of time;

WHEREAS, the compatibility of equipment, components, accessories, computer software, replacement parts, and/or service are of paramount consideration because Flex software is proprietary and can only be supported and maintained by Motorola Solutions, Inc. personnel; and

WHEREAS, for the reasons set forth herein and in Exhibit A, attached hereto and incorporated herein, competitive solicitation of the Flex software maintenance services and additional modules would be impractical, disadvantageous, or unreasonable under the circumstances.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The foregoing recitals are hereby incorporated into and made part of this resolution, including all exhibits.

SECTION 2: Pursuant to Idaho Code § 67-2808(2), Motorola Solutions, Inc. is declared to be the only reasonably available vender for Flex software maintenance services and additional modules, and the City of Lewiston intends to contract with Motorola Solutions, Inc. to procure such maintenance services and additional modules.

SECTION 3: The City intends to purchase, throughout the next five (5) years, from fiscal year 2024 through fiscal year 2029, said Flex software maintenance and additional modules in an amount exceeding Fifty Thousand Dollars (\$50,000) in any single fiscal year.

SECTION 4: Prior to the City making any purchase from Motorola Solutions, Inc. in a fiscal year subsequent to fiscal year 2024, the City's Purchasing Division shall verify that Motorola Solutions, Inc. remains the only reasonably available vender of said Flex software maintenance and additional modules. If the Purchasing Division determines that there is another reasonably available vender, then the City shall procure such goods and services in accordance with Idaho law.

SECTION 5: Notice of these sole source purchases shall be published in the Lewiston Tribune at least fourteen (14) calendar days prior to the City of Lewiston's first fiscal year 2024 purchase of said Flex software maintenance and additional modules from Motorola Solutions, Inc.

SECTION 6: The City Council hereby approves the City's purchases, throughout fiscal years 2024 through 2029, of said Flex software maintenance and additional modules provided that: (1) no

protest to such purchases is lodged with the City within the fourteen (14)-day notice period set forth in Section 5 above; (2) the City Council appropriates the funds needed for such purchases each fiscal year; and (3) Motorola Solutions, Inc. remains the only reasonably available vender of such goods and services.

SECTION 7: This resolution shall become effective upon its passage.

PASSED this _____ day of _____ 2023.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Kari J. Ravencroft, City Clerk

EXHIBIT A
to
Resolution 2023-30

May 31, 2023

Lewiston Police Department
Ms Suzann Banks
Spillman Administrator
1224 F Street
Lewiston, ID 83501

RE: Motorola Flex Software

Ms Banks,

Motorola Solutions, Inc. is a worldwide leader in Public Safety products. The Flex software is integrated at our Salt Lake City Office located at 4625 West Lake Park BL, Salt Lake City, UT 84120.

All of the Flex software and services contain proprietary information which is developed and owned by Motorola Solutions Inc. Motorola has not authorized another vendor access to the proprietary software source code and no third party is authorized to provide software support or maintenance.

Thank you for your continued support of Motorola. Let us know if we can provide any additional information.

Sincerely,
Motorola Solutions, Inc.

Sarah Kipper
Account Sales Executive
Sarah.kipper@motorolasolutions.com
208-919-4688

CITY COUNCIL MEETING

AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE RESOLUTION 2023-30: Sole Source Contract with Motorola Solutions for maintenance of the Flex (previously Spillman) software.		AGENDA NO. _____ AGENDA DATE _____ CONSENT: ACTIVE: ☐	1 ST READING _____ 2 ND READING _____ 3 RD /ADOPTION _____
ORIGINATING SOURCE Jason Kuzik, Chief of Police Date: <u>06/05/23</u>		FUNDING CERTIFICATION (IF APPLICABLE)	
DIVISION MANAGER REVIEW (If applicable)		DEPARTMENT MANAGER REVIEW (If applicable) Date: _____	
RECOMMENDED FOR COUNCIL ACTION	CITY MANAGER Date: _____		
ITEM HISTORY (PREVIOUS COUNCIL REVIEWS, ACTION RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)			
The Police Department has been using Motorola Solutions dispatch and public safety software since 1992.			
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.) Please identify any or all impacts this proposed action would have on the City budget and/or personnel resources.			
Motorola Solution of Chicago, IL is the sole provider for maintenance services for its proprietary software. Budget Impact: The Police Department includes this expense in its annual operating budget. The annual maintenance costs will be paid by the City of Lewiston and the Emergency Communications Joint Powers Board. The City's portion for FY24 is \$49,840.64 and the cost for FY25 to FY29 will be \$38,415.64. The City anticipates needing and acquiring these maintenance services for the next five years, as indicated in the attached resolution. As required by Idaho Code 67-2808(2), a notice of intent to award a sole source procurement will be placed in the Lewiston Tribune on or about June 14, 2023. Anyone wishing to challenge or comment on this sole source contract will have until 4:00 pm on June 29, 2023 to do so.			
ACTION PROPOSED			
Staff recommends that the City Council, as per Resolution 2023-30, declare Motorola Solutions, Inc. the sole source provider for maintenance services of the Flex software.			



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE RESOLUTION 2024-41	AGENDA NO. VI. B. AGENDA DATE: September 23, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The proposed amendments to the Purchasing Policy are of limited scope but important updates, addressing seven main areas of change: 1) A new sub-section has been added to outline the responsibilities of the City Attorney's Office in Section 5 (Sub-section 5.5). 2) A new sub-section regarding Mutual Aid Agreements has been incorporated into Section 6 (Sub-section 6.7). 3) Updates reflecting the changes made to I.C. § 54-1903 in July 2024. While we remain in compliance, the threshold for requiring an Idaho Public Works Contractor's License has been raised to match the Idaho State Code, now applying to projects greater than or equal to \$100,000 (previously ≤ \$50,000). 4) The previous surplus disposal chart has been replaced with a new chart to reflect updated procedures for disposing of surplus items. 5) A new sub-section addressing Purchases of Professional Personal Services has been added under Purchasing Procedures in Section 1 (Sub-section 1.5). 6) Sub-section 2.2, Annual Requisitions, has been updated to reflect the current procedure for creating and processing a Blanket Purchase Order (BPO). 7) Sub-section 4.1 has been revised to align with I.C. § 67-2805(2)(a)(iv) regarding Bid Security, replacing "required" with "at the discretion of the department" and citing the relevant statute.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) None.	

ACTION PROPOSED

Staff recommends that the City Council approve Resolution 2024-41 adopting the attached City of Lewiston Purchasing Policy.

RESOLUTION 2024-41

A RESOLUTION AMENDING THE CITY OF LEWISTON'S PURCHASING POLICY

WHEREAS, the Lewiston City Council adopted the amended "City of Lewiston Purchasing Policy" through Resolution 2023-48; and

WHEREAS, the Lewiston City Council desires to make certain amendments to the "City of Lewiston Purchasing Policy," which amendments are set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The "City of Lewiston Purchasing Policy" is hereby amended, as set forth in Exhibit A, attached hereto and incorporated herein. A clean copy of the "City of Lewiston Purchasing Policy" with such amendments incorporated is attached hereto and incorporated herein as Exhibit B. Such Policy supersedes the City of Lewiston Purchasing Policy approved in Resolution 2023-48 in its entirety.

SECTION 2: This resolution shall become effective upon its passage.

PASSED this _____ day of _____ 2024.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

EXHIBIT A
to
Resolution 2024-41

City of Lewiston

PURCHASING POLICY



Please note: The Table of Contents numbering has been updated in the final version and is not reflected here.

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SECTION 1: POLICY

To purchase goods and services in a fair and impartial manner and at a competitive price so that public dollars are expended in the most cost-effective manner possible, all while complying with any applicable federal, state, and local laws.

The City promotes a procurement environment based on the understanding that departments and divisions are in the best position to determine what they need to run their operations. The Purchasing Division is the single point of contact for all centralized procurement activities and is tasked with determining how purchases should be made. Policies, principles, processes, and procedures are meant to support the need to obtain products and services in a timely and cost-effective manner while also making sure that appropriate business and legal principles and processes are followed.

SECTION 2: PURPOSE

The purpose of the Purchasing Policy is to establish an overall philosophy for purchasing goods and services on behalf of the City while always being mindful that this is taxpayer money.

Considerable authority has been delegated to departments and divisions to make purchasing decisions and this requires that employees involved at every step of the process take full responsibility for understanding the City's policies, principles, processes, and procedures regarding purchasing, payments, and vendor relations.

This policy is intended to provide guidance for those making purchases on behalf of the City and is not meant to answer all questions. Refer to the Processes and Procedures appendices and related Standard Operating Procedures for guidance in following this policy.

SECTION 3: SCOPE

This policy applies to all City of Lewiston employees, City Council members, commission members acting on behalf of the City, and anyone acting as an agent of the City when making purchases with City funds.

SECTION 4: ENFORCEMENT

The responsibility for the day-to-day compliance with the Policy shall rest with the Purchasing Coordinator, under the general direction of the Financial Services Manager and Finance Director.

The Purchasing Coordinator shall ensure that each Department Director, Division Manager, and other City employees involved in the purchasing process receive a copy of the Purchasing Policy via DocuSign or CivicOptimize. The Certificate of completion for the delivery and signing of the Purchasing Policy shall be placed in the employee's personnel file.

SECTION 5: RESPONSIBILITIES

A purchasing system cannot function properly without the cooperation and assistance of all involved parties.

5.1: Financial Services Manager

The Financial Services Manager responsibility is to:

- Recommend approval of Purchasing Policy and Procedures to the Finance Director
- Oversee the Purchasing Division
- Promote an intelligent and harmonious relationship between the Purchasing Coordinator and other City Departments relative to purchases

5.2: Purchasing Coordinator

The Purchasing Coordinator's responsibility is to:

- Administer purchasing policies
- Participate on all evaluation committees for IFBs, RFPs, and RFQs
- Institute reports necessary to permit analysis of purchasing performance
- Assist Legal and City Departments with contract term negotiations
- Consolidate purchase of like or common items when feasible and beneficial
- Analyze prices paid for materials and equipment
- Request reconsideration of specifications or quantity of material if it appears that the interests of the City may be better served
- Define how to obtain savings and to coordinate purchasing procedures
- Forward useful information from sales representative interviews and direct mail to the appropriate City Departments

5.3: Department Directors

The Department Director's responsibility is to:

- Determine the need for goods or services using prudent judgment, within budgetary restrictions
- Forward useful information from sales representative interviews to the Purchasing Coordinator
- Direct sales representatives to the Purchasing Coordinator's office as their first point of contact with the City
- Coordinate with the Information Systems & Security Director for all technology purchases, including software.
- Negotiate contract terms and conditions with assistance from Legal, Purchasing and Information Systems & Security (ISS), if applicable

5.4: Employees

Employee's (involved with purchases) responsibility is to:

- Become familiar with the purchasing policy, principles, processes, and procedures
- Acknowledge receipt of purchasing policy via DocuSign electronic signature
- Stay within authorized spending and contract levels

5.5: City Attorney's Office

The Legal Department's responsibility is to:

- Drafts all resolutions for Council presentation
- Reviews all contracts and agreements valued at \$50,000 or more that do not use pre-approved templates drafted by the City Attorney's Office
- Reviews all Mutual Aid Agreements and drafts resolution to present to Council
- Issues legal options for all City departments through the Request for Legal Services (RLS) process.
- Advises departments and the Mayor on legal matters, including compliance with local, state, and federal laws.
- Acts as the City's legal representative in litigation matters

5.56: City Council

The council's responsibility is to:

- Take action on contracts upon the recommendation of the Purchasing Coordinator as supplemented by Department Director or Managers, if required

SECTION 6: PRINCIPLES OF PURCHASING

6.1: Vendor Relations

- The Purchasing Division will promote a program of fairness and professionalism with all vendors
- The Purchasing Division will receive sales representatives as promptly and courteously as time permits
- During evaluation and negotiation periods, prices and other specific information received from vendors will not be divulged to other vendors
- The Purchasing Division will advise unsuccessful Bidders as to the disposition of their bids
- Bidding participants may protest to the City that they were prejudiced by the City's procurement or award procedures
- **Protests regarding the award of a procurement will be handled according to established procedures, and scoring records will be made available for public inspection once a recommendation to City Council is made**
- City employees will interact with employees from other companies in a professional manner that will reflect well on the City and the State of Idaho

6.2: Sources of Supply

The Purchasing Division shall, with the input of the appropriate department, select sources of supply in accordance with Idaho Code §§ [67-2801](#) through [67-2809](#) and any other applicable state and federal code. This shall be accomplished with a view toward creating good vendor relations and promoting the best interests of the City. The City recognizes that frankness and fair dealings are the cornerstones of strong and lasting relationships with suppliers. In no event will favoritism be shown to vendors.

6.3: City Business License

City Code [Chapter 21](#) requires that all vendors having a business or doing business within the City of Lewiston have a City of Lewiston business license. Where an out-of-town business solicits our business by salesperson or by submitting a bid or proposal in response to an Invitation for Bid or Request for Proposals, a business license would be required.

There are certain exemptions from obtaining business licenses, which are listed in City Code, [Section 21-1](#). If there is a qualified exemption, a written statement indicating the exemption category must be submitted and approved by the Purchasing Coordinator prior to initiating an agreement or proceeding with the project.

6.4: Prohibited Conduct

There are several statutes that regulate the conduct of those who make or approve purchases on behalf of the City. Every employee or City official who makes or approves purchases on behalf of the City is required to familiarize him/herself and act in accordance with the following statutes:

1. Bribery and Corrupt Influence Act: Idaho Code [Title 18, Chapter 13](#) and Idaho Code §§ [67-9230](#) and [67-9231](#)
2. Misuse of Public Moneys: Idaho Code [Title 18, Chapter 57](#)
3. Willful Avoidance of Procurement Statutes: Idaho Code [§ 59-1026](#)
4. Ethics in Government: Idaho Code [Title 74, Chapter 4](#)
5. Prohibitions against Contracts with Officers: Idaho Code [Title 74, Chapter 5](#)

All employees and City officials must refrain from unethical or illegal purchasing practices. It is important to protect decision impartiality, including appearances affecting impartiality, in order to earn and maintain the public's and vendor community's confidence in the integrity of government.

Below are some of the acts prohibited by the above-listed statutes. However, the following list is not a complete list of all conduct prohibited by such statutes. It is the responsibility of each employee and City official to read and understand the statutes listed above. Any questions as to whether conduct is prohibited and/or unethical should be directed to the Purchasing Coordinator and/or the City Attorney's Office.

6.4.1: Gifts & Gratuities (I.C. §§ [18-1356](#), [18-1359](#))

City employees, City Council members, board or commission members, and anyone acting as an agent of the City are expressly prohibited from soliciting or accepting any rebate, merchandise, money, entertainment, gift, travel, meals, or gratuity, of any amount, no matter how trivial it may seem, from any person, company, firm, or corporation to which any purchase order or contract is, or might be, awarded. Therefore, while Idaho Code §§ [18-1356](#)(5) and [18-1359](#)(1)(b) do not prohibit trivial gifts or benefits valued less than \$50.00 if they are incidental to personal, professional or business contacts and do not affect official impartiality. **Any questions or concerns regarding this policy should be directed to the Purchasing Coordinator and/or the City Attorney's Office. ~~City policy does prohibit these if you are in a position to steer business in the direction of the gift giver.~~**

6.4.2: Accepting a Bribe (I.C. § 18-1352)

Accepting a bribe is a felony. Do not accept or solicit money, gifts, merchandise, or other benefits from a vendor or contractor in exchange for a favorable decision, opinion, or recommendation to said vendor or contractor. It is not a defense that the person whom the vendor or contractor attempted to influence did not have the authority to act in the desired way.

6.4.3: Bid Splitting & Avoidance of Competitive Bidding and Procurement (I.C. § 59-1026)

Intentionally splitting a procurement to avoid competitive procurement dollar thresholds is illegal. Likewise, it is illegal to willfully or knowingly avoid compliance with procurement or competitive bidding statutes; for example, falsifying an emergency situation to avoid the competitive bid process. Violation can result in civil penalties of up to \$5,000 per violation and the reasonable costs incurred by the entity bringing the enforcement action.

Perceptions, correctly or incorrectly, play a huge part in determination of bid splitting. The question at hand is “Would a reasonable person, in the same circumstances, have been able to foresee the additional expenses needed for the project or task, which were purchased at a later date?” If “yes”, then the probability is high that the additional procurement is a case of intentional bid splitting.

6.4.4: Conflict of Interest (I.C. Title 74, Chapters 4 and 5)

6.4.4.1 Conflict of Interest: Any official action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit of the person, an immediate family member, a member of the person’s household, or a business with which the person, an immediate family member, or a member of the person’s household is associated.

The City will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interest of an employee and the interests of the City. Therefore, no employee, officer, immediate family member, board or commission member, council member, or agent may participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved.

Any conflict of interest, real or apparent, must be reported to the Purchasing Coordinator or designee and, if an employee, to the employee’s immediate supervisor. After careful review of the situation, the person may be disqualified from participating in selection, award, and/or administration of the contract involved.

6.4.5: Organizational Conflicts of Interest:

An organizational conflict of interest may exist when:

- The activities, relationships, or other contracts of a contractor makes the contractor unable, or potentially unable, to render impartial assistance or advice to the City;
- A contractor's objectivity in performing the contract work is, or might be, otherwise impaired for any reason. An example is a study performed by an engineering firm where there is possible additional work, such as design or construction work, as a result of firm’s recommendation on current study work; or
- A contractor has an unfair competitive advantage for any reason (such as when the contractor assists in writing the specifications).

City employees involved in contracting are required to attempt to identify real and apparent instances of organizational conflict and to discuss such with the Purchasing Coordinator and immediate supervisor before contracting with a contractor. After careful review of the situation, the contractor may or may not be disqualified from providing services.

6.4.6: Those knowing about or suspecting a violation of these standards of conduct must pursue their concerns with appropriate supervisory and management staff.

6.5: Competitive Procurement

To promote fairness for vendors and wise use of taxpayer dollars, all goods and services will be obtained through competitive processes, unless exempted (Idaho Code §§ [67-2801 – 67-2809](#) and § [67-2320](#)). Process to be followed will be determined by total estimated costs, including shipping, delivery, installation, length of contract, contract extensions, additional project tasks and phases, etc. Purchase will not be split to avoid competitive procurement requirements (Idaho Code § [59-1026](#)).

6.6: Emergency Purchases

Idaho Code § [67-2808](#) permits the purchase (without competitive procurement processes) of any supplies or services for which immediate procurement is essential in an emergency. Idaho Code defines an emergency as a great public calamity (flood, fire, epidemic, other disaster); necessary for national or local defense; or necessary to safeguard life, health, or property. Before any procurement may occur, the City Council must declare the emergency by resolution. Once the Council declares an emergency and a resolution has been approved that allows the immediate expenditure of public money, the department may proceed to purchase without compliance with formal bidding procedures. Insurance, bonding, and licensing requirements are not exempt during an emergency declaration. Requisitions, purchase orders and change orders shall continue to be processed. Purchase orders shall have the resolution number listed first on the general description line.

6.7: Mutual Aid Agreements

The City enters into agreements with other public agencies to exercise shared powers, privileges, or authorities. These agreements must comply with applicable provisions of Idaho law, including, but not limited to, Idaho Code §§ 67-2328, 67-2339, and 31-1430.

When entering into an agreement, the potential costs to the City, including the use of resources, personnel, and equipment, must be carefully considered. The agreement should clearly state whether the City will be reimbursed for these costs or if they will be borne by the City's taxpayers. All Mutual Aid Agreements must be reviewed and have a resolution drafted by the City Attorney's Office, presented to the by City Council for approval, and signed by the Mayor.

6.78: Grants

When purchases are fully or partially funded by state or federal dollars, it is the City's intention to follow all applicable federal and state guidelines where required. The typical process is to follow

the most stringent applicable procedures. This may result in a combination of federal, state and local requirements. It is the responsibility of the department receiving the grant to become familiar with and follow any procurement requirements mandated by the grant while also following all city and state requirements.

Prior to initiating a purchase using any federal grant funds, the Purchasing Coordinator must verify through the System for Award Management (SAM) that the contractor/vendor is not excluded from doing business under a federal grant. A copy of the SAM report must be dated and kept in the purchasing project file.

6.89: Business Preferences

6.89.1: The City believes in open competition and does not have any preferences, quotas, or goals for purchasing from small, minority, or disadvantaged businesses, except with some federal funding. However, departments are encouraged to notify these businesses of available bid/quote opportunities and to purchase goods or services from them when possible.

6.89.2: Idaho Code §§ [67-2348](#) & [67-2349](#) allows, and sometimes requires, preferences for an Idaho vendor over an out-of-state vendor. Such preferences are dependent on various factors and applicability and needs to be determined with each purchase. The Idaho State Division of Purchasing's Understanding & Applying the Idaho Reciprocal Preference Law [document](#) provides additional details in regards to the law.

6.910: Tax Exemption

The City of Lewiston is an Idaho Municipal Corporation and therefore is exempt from all federal excise taxes, regardless of seller's location, and exempt from all Idaho state sales tax for items purchased in, or shipped to, Idaho.

Employees need to be sure to mention the City is tax exempt. If the vendor requests verification, please contact the Purchasing Division for an exemption certificate (Form ST101) or obtain the certificate from the finance section of the City [IntraNET](#).

If an employee is physically obtaining goods or services in another state, the purchase is subject to state and local tax policies for that state.

6.101: Workers Compensation and General Liability Insurances

All contractors, subcontractors and businesses providing a service to the City that is performed on City property or on someone else's property at the direction of the City must provide the City with proof of Worker's Compensation and General Liability insurances. The Workers Compensation policy must comply with Idaho Code [Title 72](#). No waiver for coverage is permitted and no other type of insurance can be used as a substitute for Worker's Compensation Insurance.

There are certain occupational exemptions from coverage allowed and listed under Idaho Code [72-212](#). If there is a qualified exemption, a written statement indicating the occupational category must be submitted to the Purchasing Division prior to work beginning. NOTE: Even though certain vendors are exempted from carrying workers compensation coverage, the requirement for workers compensation coverage does not go away: It shifts to the City.

The City pays a premium tax for all vendors performing services on city property (or other's property at the City's request) that do not have workers compensation coverage on file with the Idaho Industrial Commission at the time work is performed. The City is also responsible for any claims. These costs may be chargeable to the department that used the uninsured vendor.

6.1~~42~~: Encumbrances

Funds are to be encumbered by Purchase Order, using the appropriate expense account, as soon as an expense is known or anticipated. Application of this principle helps to ensure funds are available for obligations and reduces the chances of exceeding available budget.

6.1~~23~~: Petty Cash Purchases

Purchases of forty dollars (\$40) or less may be made through Petty Cash.

Use of the Petty Cash system will be on a reimbursement basis only, according to established procedures. Invoices must be signed by the Department Manager or his or her designee, and include any relevant comments and the correct accounting code before presenting to the cashier for reimbursement. The employee receiving the reimbursement must sign their own Petty Cash Receipt verifying receipt of the money.

6.1~~34~~: Fixed Asset Accounting

Items purchased with a minimum value of one thousand dollars (\$1,000) and a useful life of at least three (3) years must be recorded and inventoried. Items with a value of five thousand dollars (\$5,000) or higher will be capitalized and depreciated. The purchaser must complete the fixed asset form (located under finance on the City [IntraNET](#)) and turn the completed form into the Finance Department.

6.1~~45~~: Surplus, Scrap, and Recyclable Property

The Purchasing Division is charged with disposal of surplus property and will do so in a manner to obtain the maximum benefit for the City. All surplus property, except scrap metal and recyclable materials, must be declared surplus by the City Council before disposal. The Purchasing ~~Coordinator~~ **Division** then shall have authority to sell by auction, or such other means as herein set forth, all such surplus property or to transfer such surplus property to another city department. No City asset, supplies, materials, or equipment shall be sold or otherwise disposed of, without prior approval of the Purchasing ~~Coordinator~~ **Division**.

Sales of surplus property shall be formally advertised and conducted by public auction unless another method of disposal is authorized herein. City employees, **members of their household, and Council Members** are prohibited from bidding on or purchasing surplus city property.

Scrap metal and recyclable materials shall be disposed of by the Purchasing Coordinator, or as delegated to departments, in such a manner and at such times to obtain the highest possible price from interested scrap dealers or recyclers.

Scrap and recyclables collected as part of the Sanitation Division's waste collection programs are not included in this policy and shall be handled according to policies and procedures established by the Sanitation Division.

Library materials that have been withdrawn from the Library's collection and judged by the Library Director to have resale value shall be considered surplus property and may be sold through book sales locally or to/through used book sales companies. When selling surplus Library materials through a book sale, the City may accept donations for such materials. Library materials unsuitable for sale shall be recycled whenever possible. The Library Director shall have the authority to dispose of such materials and shall report monthly to the Library Board of Trustees the number of items withdrawn from the Library's collection.

6.156: Suggestions

Suggestions that will help reduce costs, promote efficiency, or improve supplier service are both welcome and requested. Cost reduction ideas should reduce costs without a corresponding reduction in the quality of service. Cost savings and/or efficiency improvement suggestions should be emailed to the Purchasing Division at purchasing@cityoflewiston.org or interoffice mailed to the attention of the Purchasing Coordinator.

SECTION 7: SANCTIONS

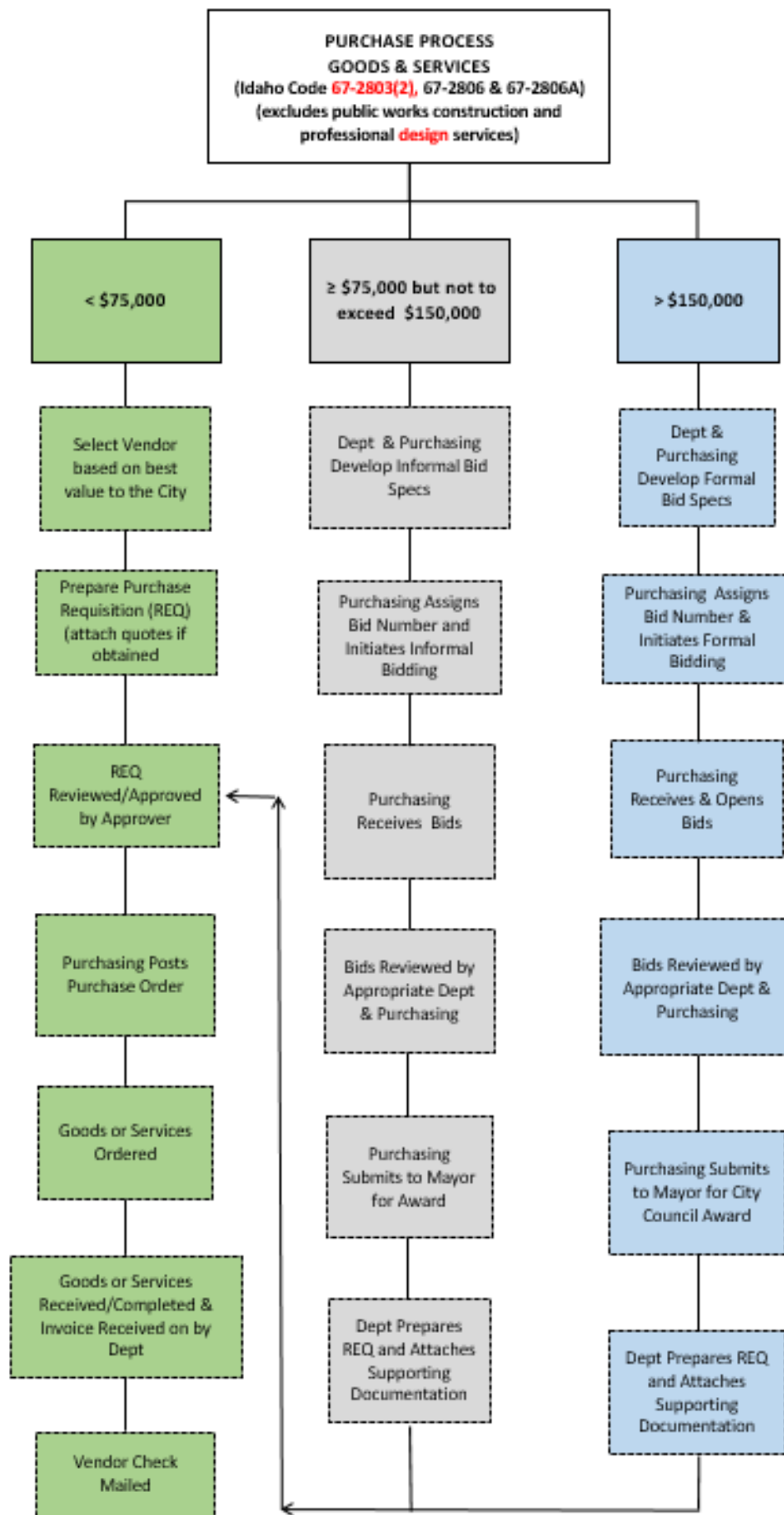
Employees having been investigated and found to have violated the purchasing policy will be disciplined in accordance with the City of Lewiston Personnel Policy and/or any applicable collective bargaining agreement to which they are subject.

SECTION 8: SUPPLEMENTAL MATERIALS

The following currently adopted City policies, as amended from time to time, will apply to certain purchasing actions: Credit Card Policy, Travel Policy, Fuel Card Policy, Pool Car Use Policy, and Petty Cash Policy.

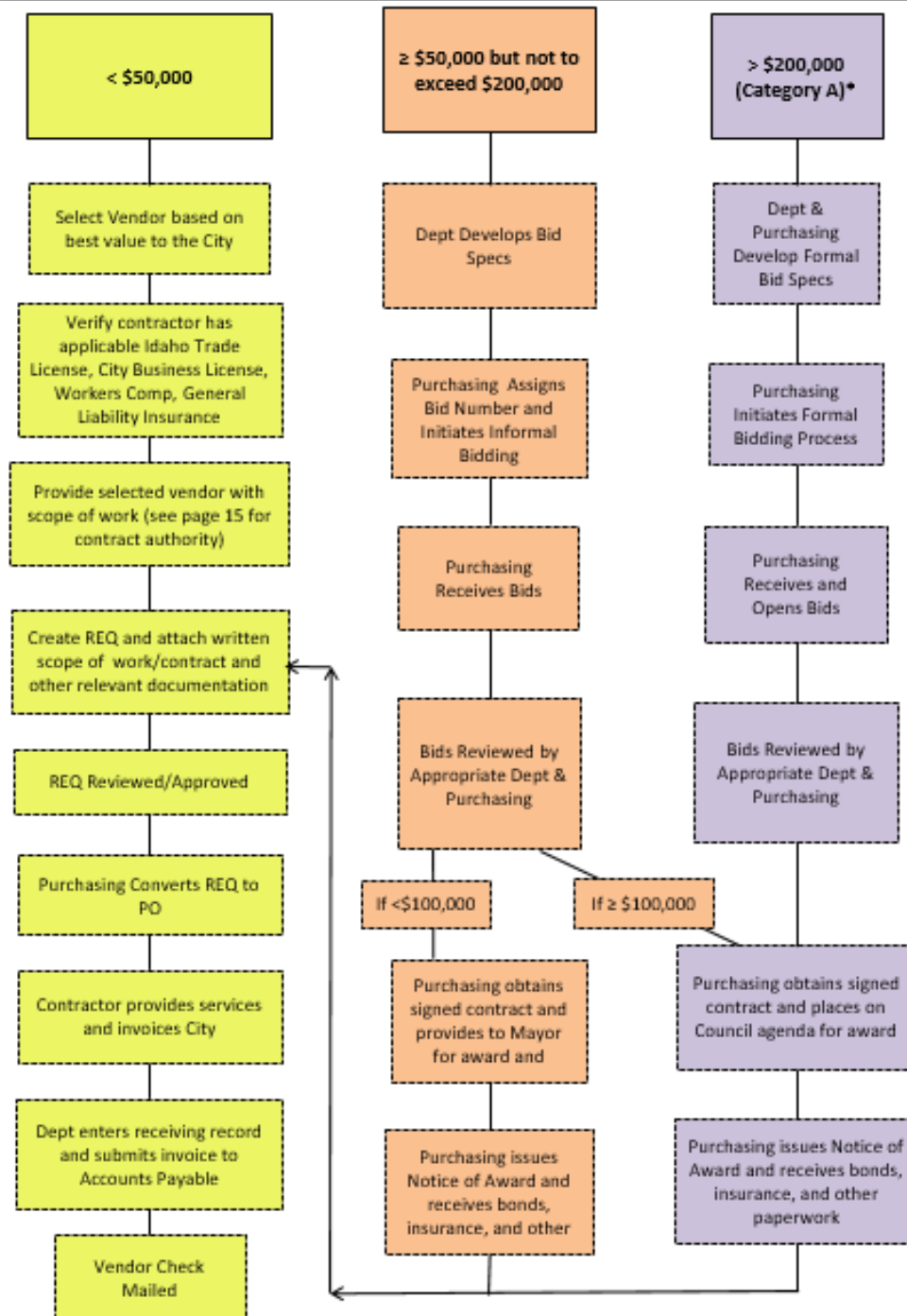
APPENDICES

Purchasing Processes



**PURCHASE PROCESS
PUBLIC WORKS CONSTRUCTION
(Idaho Code 67-2805)**

For any project greater than or equal to **\$5100,000**, an Idaho Public Works Contractors License is required for bidding (I.C. 54-1902 & 54-1903(9)) and City must file notice of project award to the Idaho Tax Commission (I.C. 54-1904A). Plans and specifications for public works construction projects $\geq$ \$10,000 must be prepared by, and construction reviewed by, a licensed professional engineer (I.C. 54-1218).



*This flow chart shows Category A bidding.
For information regarding the Category B process, please contact Purchasing.

FORMAL COMPETITIVE PROCUREMENT SPECIFICATION DEVELOPMENT

>\$150,000 for general goods and services

>\$200,000 for Public Works construction

Department/Division -

- Originates, coordinates with Purchasing, prepares technical specifications, provides vendor list, checks available funds
- Forward specifications to Public Works and Building Maintenance for review when project involves any public facility or infrastructure

Purchasing Division -

- Reviews general format, proper notices, and time frames - contacts the Legal Department if there are any questions

City Attorney -

- If requested, check general format, legality of wording, etc.

Department/Division -

- Prepares electronic version of specifications and plans

Purchasing Division-

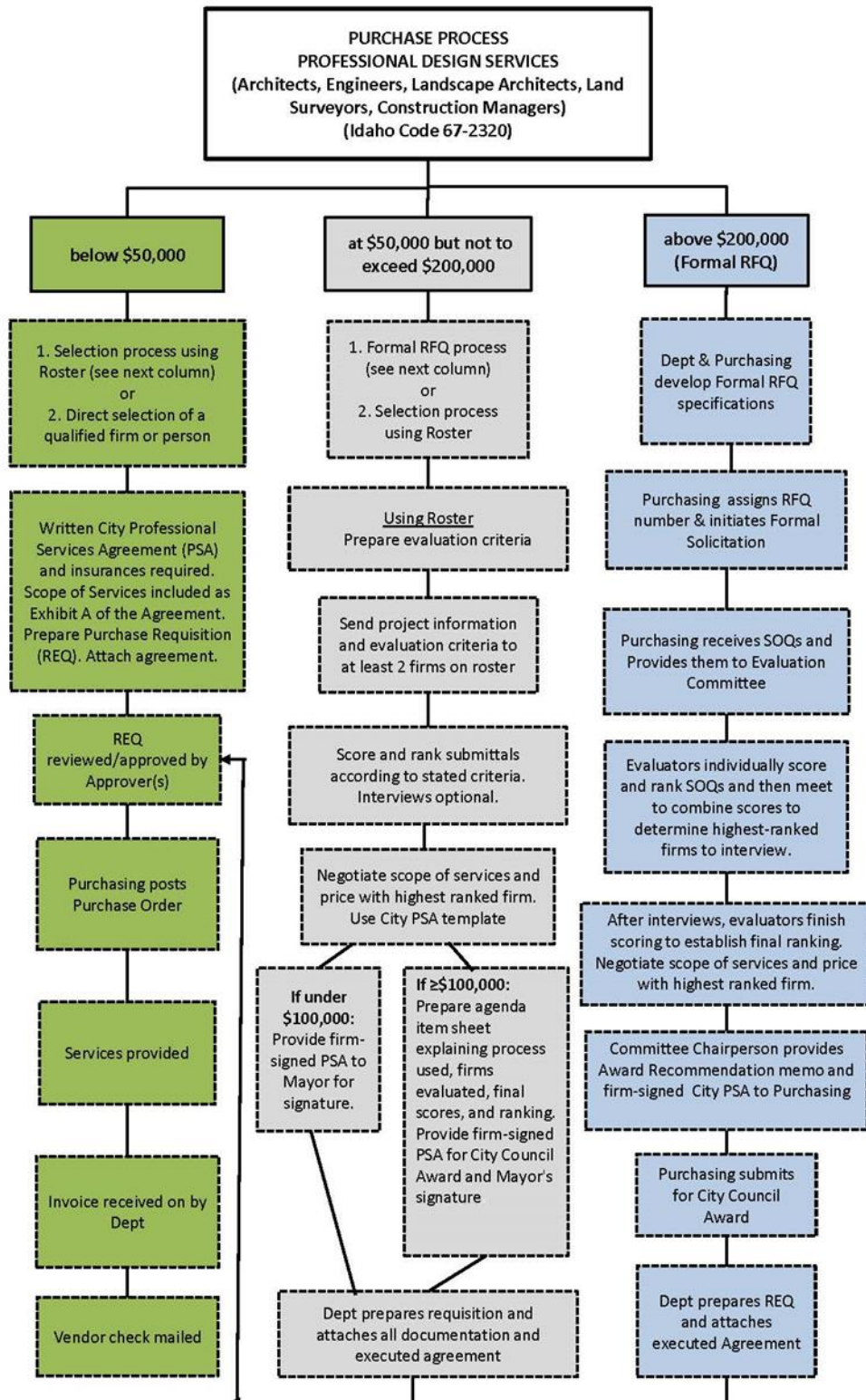
- Advertises legal notices, posts specification and notices, maintains plan holder list, post addenda, opens submittals

Department/Division -

- Co-evaluates submittals with Purchasing
- Creates recommendation for award or to reject
- Initiates agenda item for award or to reject

Purchasing Division-

- Reviews and approves recommendation for award or to reject
- Reviews and approves agenda item for submittal to City Council



GUIDELINES FOR ACQUIRING PROFESSIONAL DESIGN SERVICES
REQUEST FOR PROPOSALS

(Idaho Code § 67-2320)

**Engineering, Architectural, Landscape Architectural, Construction
Management, & Land Surveying Services**

Selection based on qualifications only. Cannot ask for prices.

<i>Anticipated Fees</i>	<i>RFQ Option(s)</i>	<i>Minimum # of Firm(s) or Person(s) Considered</i>	<i>Minimum # of Evaluators</i>	<i>Interview Required⁴</i>	<i>Approval/Signing of Contract</i>
below \$50,000	1. Direct Request ¹ 2. Consultant Roster 3. Published Public Notice	1	1	No	Department Director
\$50,000 or above, but not to exceed \$200,000	1. Consultant Roster ² 2. Published Public Notice	2	1 or 2 ³	Optional	\$50,000 but less than \$100,000: Mayor \$100,000 or above: City Council
Over \$200,000	1. Published Public Notice	3	3	Yes	City Council

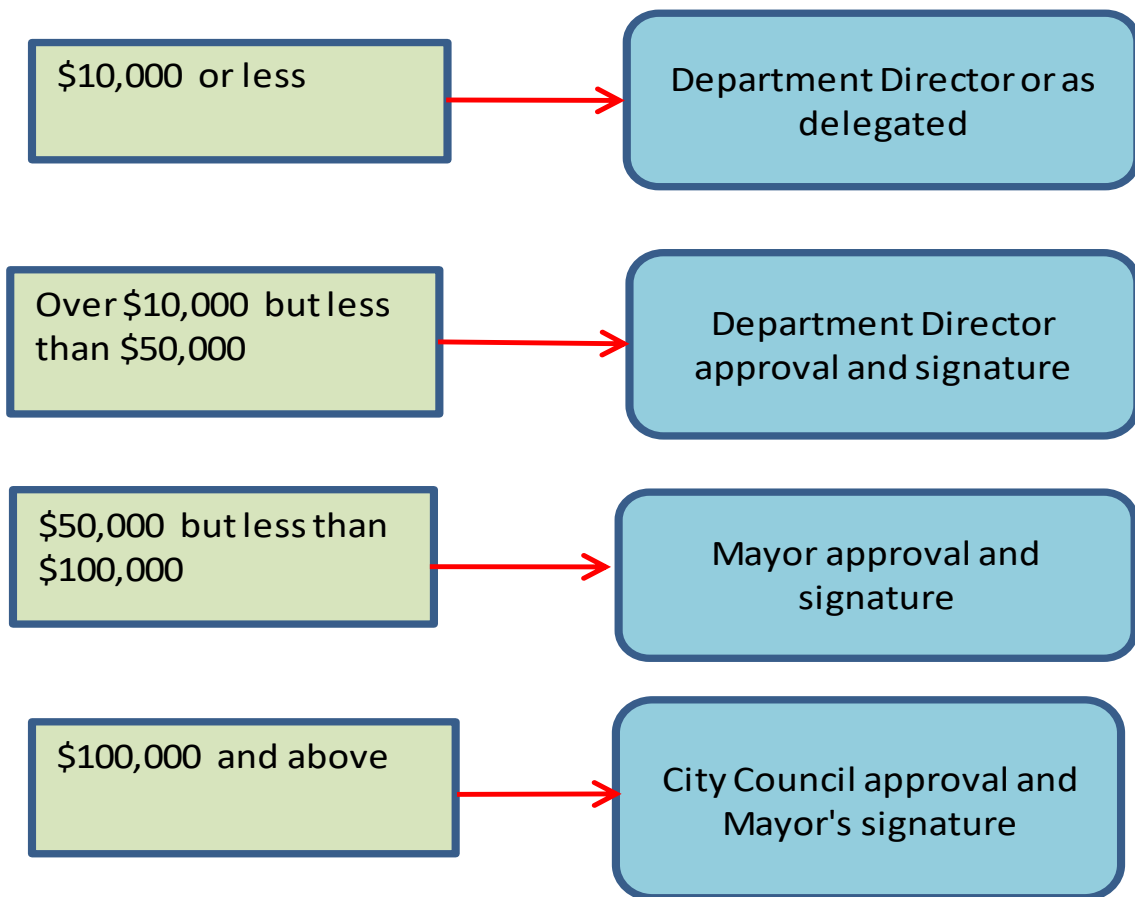
1 Even though we are not required to use competitive selection for services valued below \$50,000, we are still required to select a consultant that is well qualified to provide the services. Total cost for services provided, including any amendments, must stay below \$50,000.

2 If using roster, develop evaluation criteria and send abbreviated RFQ with more specific project information, including the evaluation criteria, to at least two viable firms on roster. Request SOQs by a specific date and time. Pricing cannot be included in SOQs. Score SOQs according to established criteria and rank firms. Interview firms, if desired, and rank. Negotiate with the highest-ranked firm. If unable to negotiate a satisfactory agreement, terminate negotiations and begin negotiations with the next highest-ranked firm.

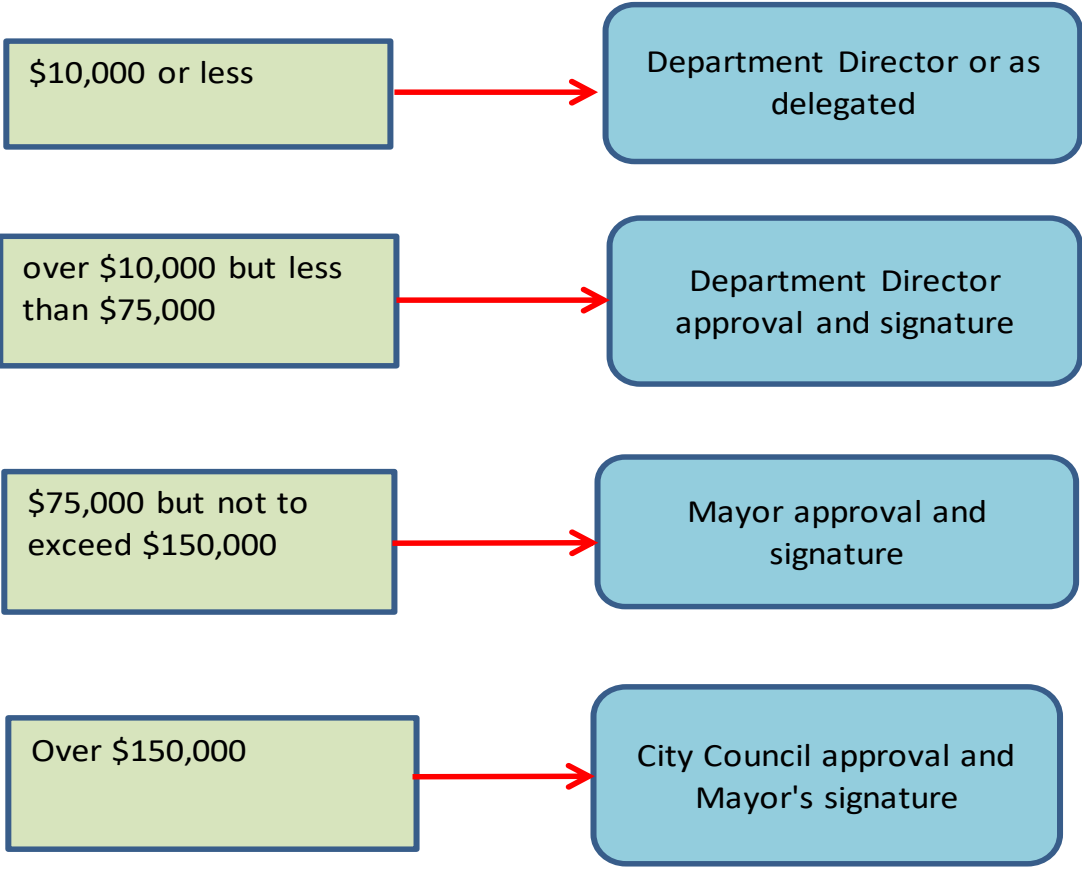
3 If the evaluator has expertise in the services being obtained, then a single evaluator is acceptable. If the evaluator does not have expertise, at least two evaluators are required for abbreviated RFQs.

4 Interviews, when optional, may be conducted by phone, video conference, web, or in person. When interviews are required, they must be conducted in person or by video conference.

Contract Approval and Execution (PW Construction & Professional Services)



Contract Approval and Execution
(Services or Personal Property)



CHANGE ORDER OR AMENDMENT PROCESS*
PUBLIC WORKS CONSTRUCTION & PROFESSIONAL SERVICES
(for any contract or agreement)

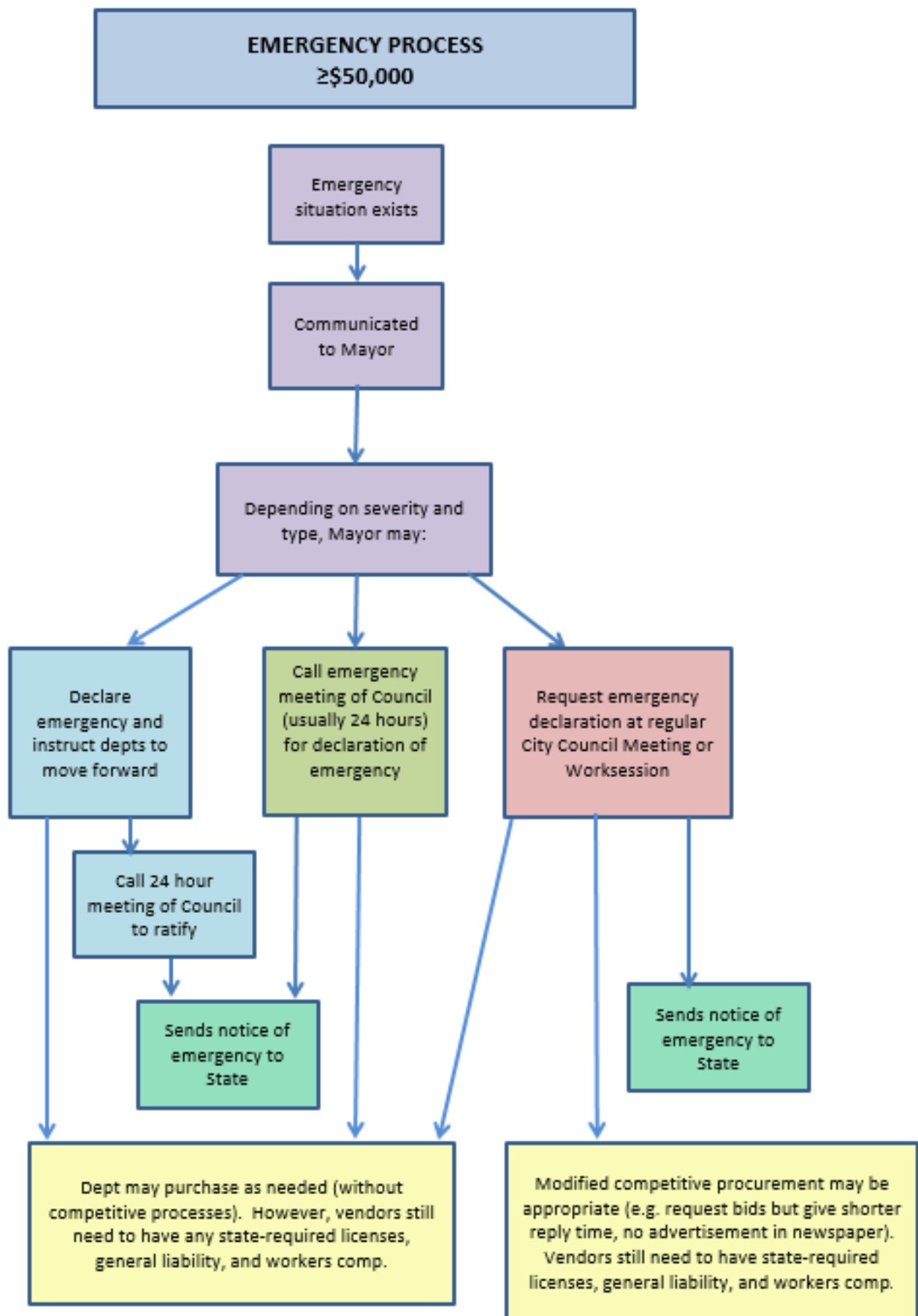
Original Contract Amount:	Change amount or % increase (singularly or accumulatively) over original contract	AND New contract value is	Who approves and signs
<\$10,000	any amount	≤\$10,000	Dept Director or Delegate
<\$50,000	any amount	>\$10,000 but <\$50,000	Dept Director
<\$50,000 without competitive procurement	any amount	≥\$50,000	Not permitted. Non-competitive purchases, including any change orders or amendments, must stay below \$50,000. If must move forward, it becomes an emergency or sole source procurement and ONLY Council can authorize.
<\$100,000 without competitive procurement but exempted by Idaho statute	any amount	≥\$50,000 but <\$100,000	Mayor
	any amount	≥\$100,000	Council with Mayor's signature
<\$100,000 competitively procured	any amount	<\$50,000	Dept Director
	any amount	≥\$50,000 but <\$100,000	Mayor
	any amount	≥\$100,000	Council with Mayor's signature
≥\$100,000 and originally approved by Council	<\$50,000 AND <10%		Dept Director
	≥\$50,000 but <\$100,000 AND <10%		Mayor
	If doesn't fall under anything above		Council with Mayor's signature

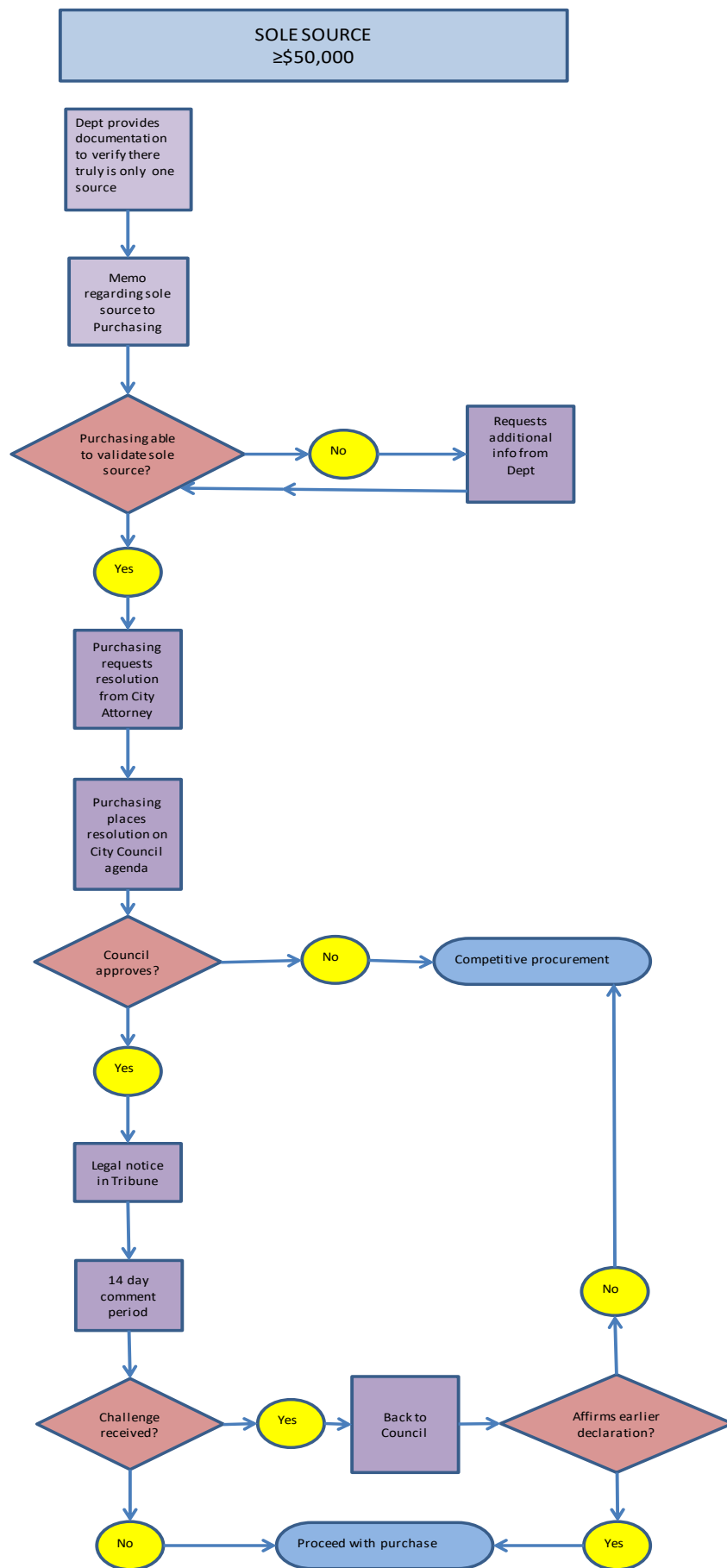
Note: Chart is for Public Works Construction and Professional Services change orders

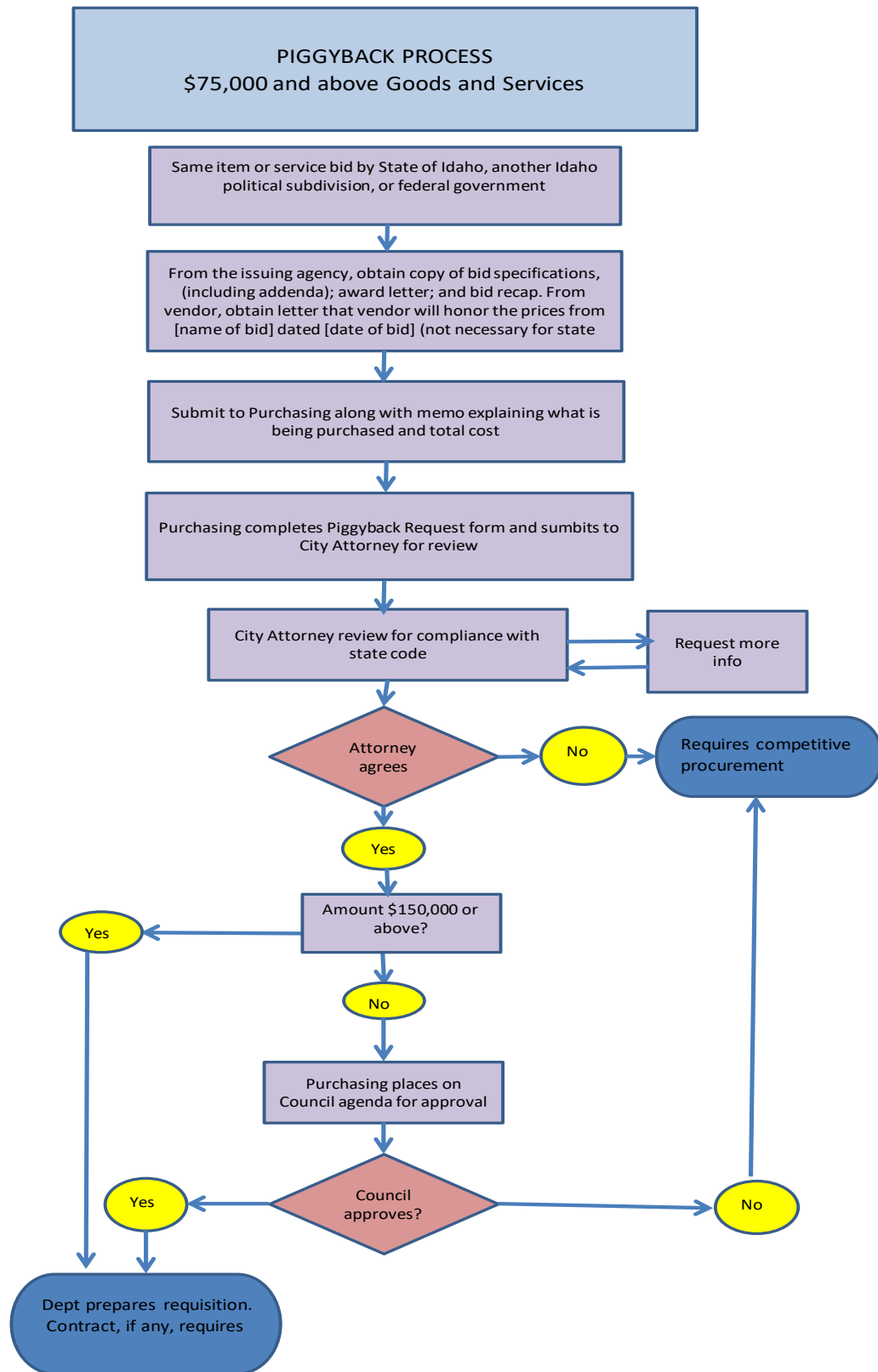
*See notes on the following page

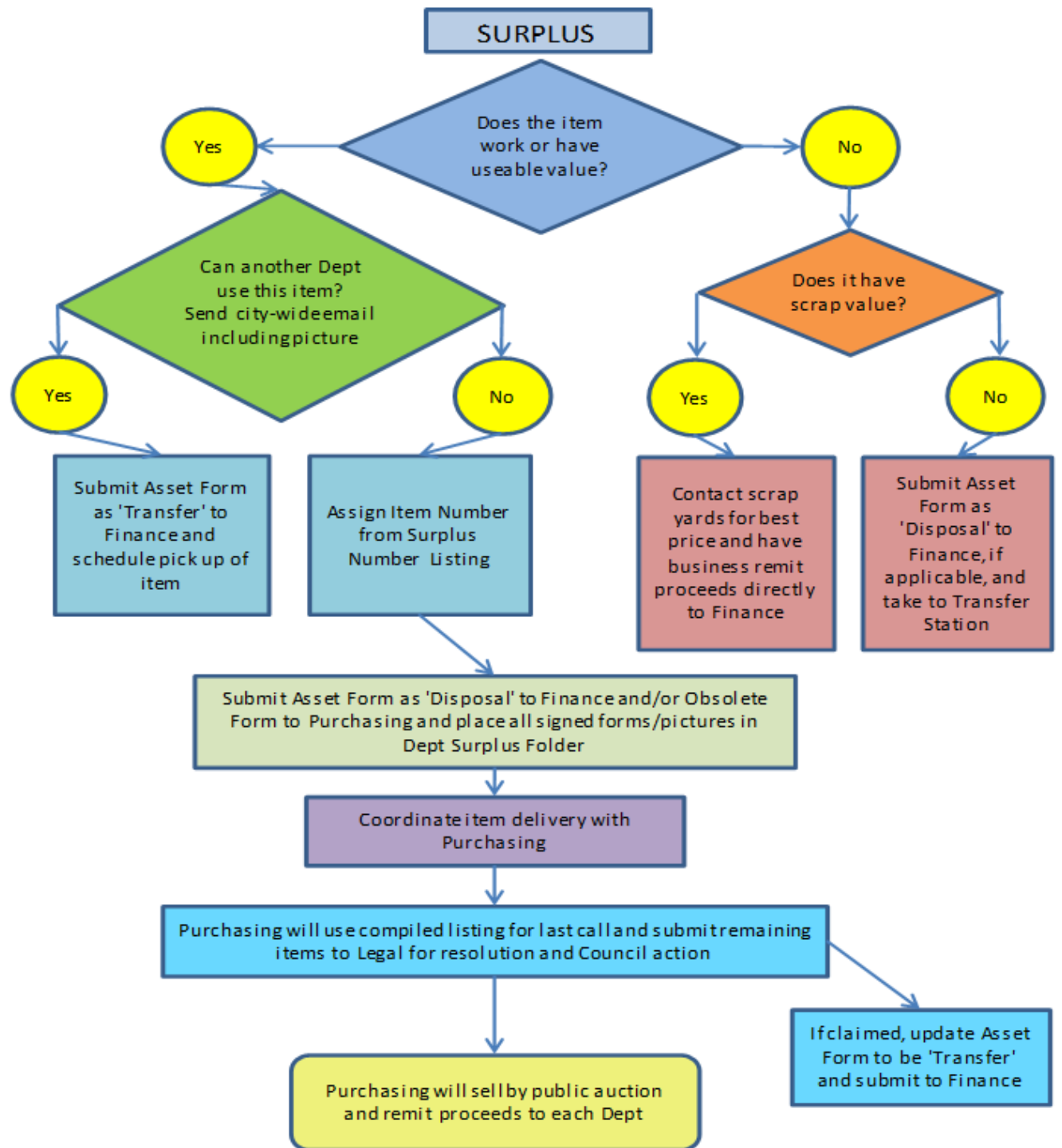
NOTES REGARDING CHANGE ORDER OR AMENDMENT PROCESS CHART

- Unless an emergency situation, no work or services pertaining to a change order or contract amendment may begin until change order has been approved.
- For an emergency situation, change order documentation needs to be completed within three days, or as soon as possible if an extended emergency situation.
- All change order documentation must include a budget impact statement and reason for the change order.
- Copy of approved change order or contract amendment must be attached to the purchase order change order request.
- For agreement modifications with design professionals, see also page 28 (1.5.6 Phased or Associated Project) and page 35 (5.3.4 Contract Extension).
- Following Council approval of a change order or amendment, the total contract amount incorporating all change orders and amendments up to that point will reset the “base” contract amount used when processing additional change orders and amendments. When using the chart above, the new “base” amount will be used in place of “original contract” amount.









Purchasing Procedures

PURCHASING PROCEDURES

This portion of the manual briefly outlines the City’s purchasing procedures and the forms designed to complement this system. The City acquires various types of property and services; goods and services; public works construction; and professional services.

“Cost” is determined based on the WHOLE project, purchase, or contract and may include shipping, delivery, maintenance, consultant travel, multiple years, anticipated additional tasks & phases, etc. **Do not split amounts to stay under competitive procurement thresholds as this is considered bid splitting and is prohibited by Idaho Code § [59-1026](#).**

When possible, the City will endeavor to use businesses with a significant Idaho economic presence.

SECTION 1: TYPES OF PURCHASES

1.1: Purchases of Goods or Services [Idaho Code § 67-2806](#) (except public works construction and professional design services)

Under \$75,000: May be conducted with any vendor believed to provide the best value. Obtaining competitive quotes is not required, but is encouraged. When applicable, these purchases should be spread out over the various local vendors who are able to provide the same item(s) or service(s) at comparable prices. The Department Director approves and signs any contract under \$75,000. The Director may delegate signing authority up to \$10,000.

\$75,000 but not to exceed \$150,000: I.C. § [67-2806](#)(1) Must provide written specifications to a minimum of three vendors able to provide the good or service. Responses must be in written form: mailed, faxed, emailed, or delivered. Specifications and responses must be attached to the electronic requisition (in Munis). Records must be maintained for a minimum of six months. Mayor approves and signs any contract equal to or greater than \$75,000 but less than \$150,000.

Over \$150,000: I.C. § [67-2806](#)(2) Must be formally bid (see Invitation for Bid or Request for Proposals). Notice will be published at least twice in the local newspaper, with the second publication not less than seven days before the opening date. Detailed specifications must be available and Bidders have up to 3 days prior to bid opening to object to specifications. Requirement of a bid bond is at the discretion of the City. Bonding requirements, when exercised, are 5% of the bid for the bid bond and 100% of contract price for the performance bond and payment bond. An independent cost estimate must be performed before receiving bids or proposals. City Council approval required. Mayor signs any contract.

1.2 Purchases of Public Works Construction Services Idaho Code §[67-2805](#)

Public Works construction is basically all construction and maintenance on city property buildings, roads, and facilities with non-city personnel. Pursuant to Idaho Code § [54-1901\(2\)\(c\)\(iii\)](#) public works construction does not include building construction projects that require two (2) or less unrelated building trades or crafts. Under Idaho Code § [54-1218](#) it is unlawful to engage in the construction of any public works when the public health or safety is involved unless the plans and specifications for projects of \$10,000 or more in total cost are prepared by, and construction reviewed by, a licensed professional engineer.

Under \$50,000: May be conducted with any contractor believed to provide the best value for the City; however, contractor must have Idaho trade license to perform services (e.g. electrical, plumbing, HVAC, general contractor, etc.). **Bid security is at the discretion of the Department (I.C. § 67-2805(2)(a)(iv)).** Obtaining competitive quotes is not required, but is encouraged. Contracts greater than \$10,000 must be signed by the Department Director.

\$50,000 but not to exceed \$200,000:

I.C. § [67-2805\(1\)](#). A minimum of three (3) written bids from Idaho Public Works licensed contractors are required. The request must be in writing with a reasonable description and allow the potential vendors at least three days for response and an opportunity to object to the specifications. Bid security of at least 5% is required. Response is required to be in written form: by mail, email, or delivered. The specifications and quotes must be attached to the requisition. Records must be maintained for a minimum of six months. A written contract is required. Mayor awards bids and signs contracts less than \$100,000. City Council makes award and Mayor signs contract for amounts equal to or greater than \$100,000. Payment and performance bonds at 100% of contract value are required.

Over \$200,000: I.C. § [67-2805\(2\)](#). Formal bid required (see IFB section 4.2). Code allows two categories of competitive processes: Category A permits any Idaho-licensed public works contractor to submit a bid. Category B involves pre-qualifying contractors and only those contractors may submit a bid for a project (Contact Purchasing for additional information on Category B bidding). For both categories, notice will be published at least twice in the local newspaper, with the second publication not less than seven days before the opening date.

Detailed specifications must be available and Contractors have up to 3 days prior to bid opening to object to specifications. Bid security of at least 5% of bid is required. Performance and payment bonds at 100% of the contract value are also required. An independent cost estimate must be performed before receiving bids. City Council makes award and the Mayor signs contract.

1.3: Purchases of Information Technology

All technology purchases, including security system components, phone system components, mobile devices, network devices, software applications, technology consulting and maintenance

contracts require prior approval from the Director of Information Systems (IS) or designated approver.

- All information technology and software purchases, subscriptions, or agreements must be submitted to the IS Department via [IntraNet](#) IS helpdesk ticket before submitting a requisition, a purchase is made or authorized by the Department Director or designated approver
- For security-critical devices or systems, the IS Department will conduct thorough assessments to identify and mitigate potential risks.
- The IS department must be named as the Technical Contact for all software agreements and maintain at least one administrative account in the utilized software
- All information technology purchases must follow the applicable purchasing process sections 1.1 through 1.2 based on total expected costs.
- The complete Information Technology Purchasing Policy is located on the IntraNet in the Policy Center section under Information Technology Policies and Procedures.

1.4: Purchases of Professional Design Services

Idaho Code § [67-2320](#) governs acquisition of engineering, architectural, landscape architectural, land surveying, and construction management services. All professional services obtained by the City shall be based on demonstrated competence and qualifications of the firm(s) or person(s).

The City shall establish a consultant roster by publishing a public notice requesting Statements of Qualification (SOQ). The City's Purchasing Coordinator shall retain these SOQs until the next consultant roster is established.

Anticipated fees for determining the selection process encompasses all anticipated stages of a project: preliminary study, conceptual design, final design, construction bidding, construction oversight, project closeout and any anticipated additional phases or tasks. Tasks may not be split up to avoid competitive procurement. When the anticipated fees are:

Under \$50,000: Selection is based on ~~the evaluation~~ **evaluating the qualifications** of a single firm or person's qualifications is permitted to allow timely response to small projects. Written agreement required. Greater than \$10,000 but less than \$50,000 requires signature of the Department Director.

\$50,000 but not to exceed \$200,000:

Selection is based on the evaluation of a minimum of two firms' qualifications. These qualifications shall be obtained from the Consultant Roster **OR** through the publishing of a public notice of Request for Qualifications (RFQ). Written agreement required. At or greater than \$50,000 but less than \$100,000 requires the Mayor's signature. At or greater than \$100,000 requires Council approval.

Over \$200,000: Selection is based on the evaluation of firms' qualifications obtained by publishing a public RFQ notice. Council approval is required and the Mayor's signature.

NOTE: Professionals selected to perform services pertaining to tasks or phases of a larger project, selected outside of a competitive process for the overall project, may be excluded from participation in later phases of the project if the earlier services allowed access to information that would give the firm an unfair competitive advantage over other firms or could be perceived as avoidance of competitive procurement statutes. See Organizational Conflict of Interest (page 5) and Bid Splitting & Avoidance of Competitive Bidding and Procurement Statutes (page 4).

1.5: Purchases of Professional Personal Services

The procurement of Professional Personal Services is based on a combination of qualifications, experience, and value. The selection criteria may vary depending on the nature and complexity of the services required. Typically, the evaluation will focus on the professional's or firm's demonstrated expertise and past performance in similar services, ensuring they possess the necessary qualifications and experience to meet the City's needs.

The professional's or firm's ability to meet the City's timeline and service requirements will be assessed, along with the proposed fees in relation to the services offered. This approach ensures that the City receives the best value for public funds, while securing high-quality professional personal services. Idaho Code § 67-2810 requires publication of these contracts when annual payments exceed \$30,000, within fifteen (15) days of entering into the contract. Approval authorization for contracts is based on the anticipated fees as follows:

Under \$75,000:

Services greater than \$10,000 but less than \$75,000 requires the signature of the Department Director.

\$75,000 but not to exceed \$150,000:

Services at or greater than \$75,000 but not to exceed \$150,000 require the Mayor's signature. Services at or greater than \$150,000 require City Council approval before the Mayor signs.

Over \$150,000:

City Council approval are required before the Mayor signs the agreement.

Certain professional services, such as medical, legal, or financial services, may have additional requirements based on industry standards. The City may include specific clauses, such as medical malpractice insurance for healthcare providers or confidentiality agreements for legal and financial professionals, to address these needs.

A written agreement is required when total fees will exceed \$10,000. Early coordination with the City Attorney's Office is required to ensure that the agreement is prepared and completed in a timely manner.

1.5-6: Purchases Exempted from Competitive Procurement

1.5-6.1 Emergency

An emergency exists if there is a great public calamity for which delay can impact the security, life, health, or property of Lewiston's citizens. For amounts \$50,000 and above, the City Council must make the emergency declaration (Idaho Code § [67-2808\(1\)\(a\)](#)). Once the Council declares an emergency, purchases of materials, equipment, and services necessary to mitigate the immediate emergency are not required to follow competitive processes.

1.5-6.2 Sole Source

Situations where there is only one vendor reasonably able to provide a good or service. For amounts \$50,000 and above, only City Council may make a sole source declaration (Idaho Code § [67-2808\(2\)](#)). Declaration is followed by a publication in the Lewiston Tribune and a fourteen (14) day comment period.

1.5-6.3 Joint Purchasing

Idaho Code § [67-2807](#). The City may participate in joint bidding with other public agencies. One of the agencies will be designated as the Lead Agency and will conduct the bid process.

1.5-6.4 Cooperative Contracts

Idaho Code § [67-2807](#). Contracts in which the City is a member and purchasing from the contracts is as if it were our own contract. It does not require bidding but does require some due diligence that the pricing offered in the co-op is a good price compared to what the City would likely pay if it was bid. Only Council may approve membership in a co-op. Mayor Approval of purchase required if \$75,000 and up to \$150,000. Council approval of purchase required if over \$150,000.

1.5-6.5 Piggybacking

Idaho Code § [67-2803\(1\)](#) & (10). If the contract allows it and the vendor is agreeable to do so, the City may purchase goods or services off an existing contract that was formally bid by the State of Idaho, another political subdivision of Idaho, or the federal government. Amounts \$75,000 and up to \$150,000 require City Attorney review and Mayor Approval. Amounts over \$150,000 require City Attorney review and Council approval.

1.5-6.6 Phased or Associated Project (pertains to Professional Services only)

Idaho Code § [67-2320\(4\)](#). If a project is related to or is another phase of a previous project that was awarded by Council as a result of a competitive selection process, the City may enter into a new professional services contract or amend the previous contract for the additional services. If the additional amount ~~is over~~ exceeds \$50,000, the City Attorney must review ~~of "phased or associated" determination required prior to Mayor executing contract~~ the determination of "phased or associated" services before the Mayor signs the contract. ~~If \$100,000 and above~~ For amounts of \$100,000 or more, both City Attorney review and City Council approval ~~are required before the Mayor signs the contract.~~

1.5-6.7 Other exemptions listed in Idaho Code § [67-2803](#)

Such as:

- Utilities
- Ongoing maintenance and licensing of software previously procured through a formal competitive process
- Repair of heavy equipment
- Purchase of used property

SECTION 2: REQUISITIONS & PURCHASE ORDERS

2.1: Requisition

The Requisition (REQ) shall be used to request the purchase of supplies or services and to ensure funds are available and set aside (encumbered) for the total cost of the purchase. **No purchase shall be made until the requisition has been entered, approved and converted to a purchase order.**

Prior to requesting, that a vendor provide goods or services, and prior to entering a REQ, ensure the intended vendor is already a vendor within MUNIS and that the vendor has all required licenses and insurances.

To create a REQ, open the City's MUNIS software and complete a "Requisition Entry". Use the appropriate expense account. Use an appropriate general description that defines what type of supply or service is being procured and provide an expanded description in the line item that defines the purchase to all readers, which may include Finance Department staff, City Council or the public. When the form is completed click "Release" which will start the approval workflow process. The approver is responsible to ensure the correct vendor, description, expense account, and amount are on the REQ and that that vendor possesses any required licenses and insurances. Once approved, the REQ will be forwarded to the Purchasing Coordinator who will create the Purchase Order (PO).

2.2: Annual Requisition

In instances where monthly payments are made to a vendor during the year, create one REQ listing the months and payment amount at the start of the fiscal year or contract term.

In instances where payments of varying amounts will be made to a vendor during the year (such as office supplies or copier maintenance agreements), create one REQ with a lump sum amount as the quantity and a unit price of \$1.00. This will be turned into a Blanket PO (BPO) for use to pay invoices as needed throughout the year. ~~How to i~~Instructions for processing a ~~Blanket~~ PO may be found on the [IntraNET](#) under Purchasing.

A ~~Blanket~~ BPO is ideal when you ~~anticipate know you will~~ needing to purchase items from a particular vendor throughout the year, but ~~you do not know what will be purchased each time nor do you know what~~ the exact items or costs ~~will be~~ are unknown at the time of issuance, or when there is a set recurring monthly expense. ~~In these cases, it is beneficial to set up a fairly generic PO with a lump sum amount that will be "used up" during the year. When remaining balance gets low, more funds may be added to it via change order.~~ When creating a BPO, be descriptive in the line items and provide specific examples of the types of items that may be purchased. For instance, instead of a generic description, list specific items such as "notebooks, pens, paper, filing supplies," and note any exceptions, such as "this BPO is not to be used for office equipment and/or furniture." This level of detail ensures clarity in what the BPO covers.

Once the BPO has been issued, Directors and authorized approvers should carefully consider and limit the number of employees who have access to use the PO. The authorized approver must review and sign the invoice before it is submitted for payment verifying that all items purchased were authorized and for City use. To maintain proper division of powers when the purchaser of

the items under a BPO is an authorized approver, they should have another authorized approver sign the invoice before it is submitted for payment. Invoices submitted without proper authorization will be returned by Finance.

2.3: Purchase Order

All Purchase Orders (PO) will be processed by the Purchasing Division. No PO will be issued without a properly processed REQ. For requisitions under \$5,000, the final requisition approver may convert the REQ to a PO. The approver is responsible to ensure the correct vendor, description, expense account, and amount are on the REQ and that that vendor possesses any required licenses and insurances.

2.4: Purchase Order Receiving

When items listed on the PO are received and verified, the originator will enter a receiving record for the PO. Using the MUNIS system, open “Purchase Order Receiving”, complete the form, and “Accept”. Write the PO number on the invoice and send it to Accounts Payable for payment processing. When an item is backordered, receive only on the items received and write “Do Not Close PO” on the invoice. When the backordered item is received, enter a receiving record for the item. **Do not pay for goods or services before they have been delivered.**

SECTION 3: COMPETITIVE PROCUREMENT FOR GOODS AND SERVICES

3.1: Informal Bid (IIFB) or Informal RFP (IRFP) – Goods and Services (not public works construction or professional design services) \$75,000 but not to exceed \$150,000 (Idaho Code § [67-2806\(1\)](#))

- Written specifications (to include description of what is needed, quantity, due date and time for bids or proposals, and any other terms/conditions required of the bidder or proposer) must be provided to at least three (3) vendors able to supply the goods or services. Bidders/Proposers must be provided adequate time to respond, but not less than three (3) business days.
- Responses must be in writing and be returned to the Purchasing Division by the designated time.
- Award is to the lowest responsive bidder for an IIFB or to the highest-ranked proposer for an IRFP. Award by Mayor.

3.2: Formal Bids (IFB) – Goods and Services valued in excess of \$150,000 (Idaho Code § [67-2806\(2\)](#))

- Notices inviting bids shall include a general description of the supplies or services to be purchased, the place where bid forms and specifications can be obtained, the time and place for opening bids, whether a bid deposit or bond will be required, and whether payment and performance bonds will be required.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the IFB release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of bids. Notice will be posted to the City’s website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.

- When deemed necessary by the Purchasing Coordinator, bids shall be accompanied by bidder's security in the form of cash, a cashier's check made payable to the City, or a surety bond in favor of the City, in such amounts as determined by the Purchasing Coordinator to be adequate for protection of the City's interests. Bidders shall be entitled to return of their bid security. A successful bidder shall forfeit his or her bid security upon failure or refusal to execute a contract and/or to provide payment and performance bonds within the required time. The City Council may, on failure or refusal of the successful bidder to execute the contract and/or provide payment and performance bonds, award it to the next lowest responsive bidder, in which event, the lowest bidder's security shall be applied by the City first to the difference between the low bid and the second lowest bid, then toward payment of any other costs, expenses or damages incurred by the City as a result of such failure or refusal, and the balance of the security, if any, shall be returned to the lowest bidder.
- Sealed bids shall be submitted to the Purchasing Coordinator and identified with the bid name and number on the envelope. Bids shall be opened in public at the time and place stated in the public notice or as stipulated by addendum to the IFB. Bids received after the deadline for submitting shall not be accepted and will be returned unopened by the Purchasing Division.
- If, in the opinion of the City Council, none of the bids is satisfactory, the Council may reject all bids and either re-advertise for new bids or, by resolution, purchase the supplies or services in the open market.
- A contract shall generally be awarded to the lowest responsive bidder.
- If two or more bids received are for the same total amount or unit price, quality and service being equal, and if a delay for re-advertisement would not be in the public interest, the City Council may accept the bid it chooses.
- Payment and performance bonds may be required to be furnished before entering into a contract with a successful bidder. Bonds shall be in a form satisfactory to the City Attorney. Bond amount will be satisfactory to the Purchasing Coordinator and in compliance with the contract specifications.
- The City Council may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.
- If no bids are received in response to the notice inviting bids, the City Council may proceed to purchase the supplies or services without further competitive bidding.

3.3: Formal Request for Proposals (RFP) – Goods and Services greater than \$150,000 (Idaho Code § [67-2806A](#))

- Request for Proposals are to be used instead of Invitation to Bid if the items to be procured cannot be easily described or if factors other than price need to be considered to select the goods or services that will best meet the needs of the City.
- Notices requesting proposals shall include a general description of the supplies or services to be purchased or the problem to be solved, the place where specifications can be obtained, the time and place for opening proposals, whether a proposal security will be required, whether payment and performance bonds will be required, and time and place for any pre-proposal meeting.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the RFP release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of proposals.

- Notice will be posted to the City’s website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- Specifications need to describe the items or services needed by the City and indicate how proposals will be evaluated and what proposers need to submit as part of their proposal.
- At the time and date specified in the RFP documents, proposals will be opened and the company name of proposers read into public record. To protect the integrity of the evaluation process, proposals will remain confidential until an award recommendation is made to the City Council.

SECTION 4: COMPETITIVE PROCUREMENT FOR PUBLIC WORKS CONSTRUCTION (Idaho Code § [67-2805](#))

4.1: Informal Bid (IIFB) – Public Works Construction \$50,000 but not to exceed \$200,000 (Idaho Code § [67-2805\(1\)](#))

- Written specifications prepared by a licensed design professional must be provided to at least three (3) contractors that have an Idaho Public Works Contractors License in the applicable category or categories. Specifications must include a description of what is needed, quantity, sample contract, due date, time, and location for bids, and any other terms/conditions required of the bidder. Bid Security is **required at the discretion of the Department (I.C. § 67-2805(2)(a)(iv))**. Bidders must be provided adequate time to respond, but not less than three (3) business days.
- Responses must be in writing and be returned to the Purchasing Division by the designated time.
- Award is to the lowest responsive bidder. Mayor awards bids under \$100,000. Council awards \$100,000 and above. Payment and Performance Bonds are required.

4.2: Formal Bids (IFB) – Public Works Construction greater than \$200,000, Category A (Idaho Code § [67-2805\(2\)](#))

- Notices inviting bids shall include a general description of the supplies or services to be purchased, the place where bid forms and specifications can be obtained, the time and place for opening bids, time and place for pre-bid conference (if any), and requirements for bid security, payment and performance bonds.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the IFB release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of bids. Notice will be posted to the City’s website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- Bids shall be accompanied by bidder’s security in the form of cash, a cashier’s check made payable to the City, or a bid bond in favor of the City, in such amounts as determined by the Purchasing Coordinator to be adequate for protection of the city’s interests. Bidders shall be entitled to return of their bid security once the successful bidder’s contract, license, and bonds are executed. A successful bidder shall forfeit his or her bid security upon failure or refusal to execute a contract and/or to provide payment and performance bonds within the required time. The City Council may, on failure or refusal of the successful bidder to execute the contract and/or provide payment and performance bonds, award it to the next lowest responsive bidder, in

which event, the lowest bidder's security shall be applied by the City first to the difference between the low bid and the second lowest bid, then toward payment of any other costs, expenses or damages incurred by the City as a result of such failure or refusal (not to exceed 25% of the bid security), and the balance of the security, if any, shall be returned to the lowest bidder.

- Sealed bids shall be submitted to the Purchasing Division and shall have the bid number and name listed on the envelope. Bids received after the deadline for submitting the same shall not be accepted and shall be returned to the bidder unopened. The bids shall be opened in public at the time and place stated in the public notice, or as stipulated by addenda to the IFB.
- If, in the opinion of the City Council, none of the bids is satisfactory, the Council may reject all bids and either re-advertise for new bids or pass a resolution that the supplies or services may be obtained more economically in the open market.
- A contract shall generally be awarded to the lowest responsive bidder.
- If two or more bids received are for the same total amount or unit price, quality and service being equal, and if a delay for re-advertisement would not be in the public interest, the City Council may accept the bid it chooses.
- Payment and performance bonds are required to be furnished before entering into a contract with a successful bidder. Bonds shall be in a form satisfactory to the City Attorney. Bond amount will be satisfactory to the Purchasing Coordinator and in compliance with the contract specifications.
- The City Council may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.
- If no bids are received in response to the notice inviting bids, the City Council may proceed to purchase the supplies or services without further competitive bidding.

SECTION 5: COMPETITIVE PROCUREMENT FOR PROFESSIONAL SERVICES PERTAINING TO PUBLIC WORKS (Idaho Code § 67-2320)

All professionals, regardless of the dollar value of the project, must be qualified to provide the services. A written agreement is required when total fees will exceed \$10,000. Legal review of the agreement is required for contracts equal to or exceeding \$50,000 that do not utilize the City's Professional Services Agreement template **or when revisions are made to the template.**

5.1: Direct Request – Professional Services \$50,000 or less

For projects \$50,000 or less, a department may make a direct request for services to a firm or person qualified to provide the needed design services.

5.2: Consultant Roster - Professional Services \$200,000 or less

The City shall establish a consultant roster every two years as a tool for obtaining professional engineering, architectural, landscape architectural, land surveying, and construction management services (Idaho Code § [67-2320](#)) valued at \$200,000 or less. This roster shall be established by publishing a RFQ at least twice in the Lewiston Tribune. The Purchasing Coordinator shall retain SOQs until the next consultant roster is established. A firm may submit an SOQ at any time for inclusion on the Consultant Roster.

The roster is intended to be very generic and submitted Statements of Qualifications may not be adequate for determining which firm is the best qualified for a specific project. The department must send an abbreviated RFQ, including evaluation criteria, to at least two seemingly qualified firms from the roster to provide the firms more information on the specific project and to allow the firms to provide a response tailored to the particular project. Cost cannot be included in submittals and cannot be an evaluation criteria. Firms are scored and ranked according to the stated evaluation criteria. Negotiations regarding scope of services and fees commence with the highest-ranked firm. If unable to come to an agreement, negotiations with the highest-ranked firm are terminated and negotiations commence with the next highest-ranked firm.

If a department wishes to consider firms that are not on the roster, or if there is inadequate competition on the roster, the formal RFQ process must be followed.

5.3: Formal Request for Qualifications – Professional Services greater than \$200,000 OR over \$50,000 if NOT selecting from Consultant Roster

- Process to be used if: 1) anticipated agreement amount will exceed \$200,000; 2) no firms, or an inadequate number of firms, on the Consultant Roster appear to meet the needs of the department; or 3) the department desires to issue a formal request.
- Request for Qualifications (RFQ) are to be used for obtaining the services of design professionals (engineers, architects, and landscape architects) and surveyors and construction managers who must be selected on qualifications (Idaho Code § [67-2320](#)). Costs are not an allowed factor during evaluation of firms.
- Notices requesting statements of qualifications (SOQ) shall include a general description of the proposed project and services needed, the place where specifications can be obtained, the time and place for receipt of SOQs, and the time and place of the pre-response conference, if any.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the RFQ release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of SOQs. Notice will also be posted to the city's website and may be posted on other third part sites by the Purchasing Division. Only the Purchasing Division may publish notices for Request for Qualifications.
- The RFQ will include a description of the project, required services, proposal content (including a description of firm, experience, personnel, project approach, and project schedule), selection criteria, contact name and contact information for questions, phone number, and proposal deadline.
- The Purchasing Coordinator may also solicit SOQs from firm(s) or person(s) by sending them a copy of such notice.
- The Purchasing Coordinator will send notice of the formal RFQ opportunity to all firms on the consultant roster.

5.3.1 Selection Criteria (when using roster or evaluating formal SOQs)

Selection of professional services shall be based on the criteria developed by the requesting Department Manager and such criteria shall be included in the RFQ. The criteria shall include the following, but additional criteria may be included for specific projects:

- Firm History and Capability to Perform Project
- Relevant Project Experience

- Qualifications of Project Team Members
- Familiarity with Area and Project
- Project Approach and Schedule

5.3.2: Selection Procedure

Where consideration of a single firm's qualifications is permitted by this Policy, the Department Manager or their representative shall evaluate the qualifications to determine that the firm or person is qualified to perform the anticipated services.

When consideration of more than one firm's qualifications is required by this Policy for agreements valued at less than \$200,000, the qualifications shall be reviewed by 1) at least one person if that person has experience and expertise for the services being acquired; or 2) at least two persons if the evaluators do not have experience or expertise for the services being acquired. For the formal RFQ process (agreements valued over \$200,000), at least three persons must review the SOQs. Persons not on City staff may be selected when determined by the Department to be beneficial to the review process.

Reviewers shall independently review and rank the SOQs and shall complete an "Evaluation Form" for each firm considered from the roster or for each firm that submitted a SOQ to a formal RFQ request. Selection criteria are established prior to issuing a formal RFQ or looking at the roster for possible firms. Each reviewer shall rank the firms in order of preference. The rankings of each reviewer shall then be combined to determine a final ranking. After each reviewer has ranked the firms, the committee will meet to discuss the scores.

When interviews are required and the number of firms submitting SOQs, or being considered from the roster, exceeds three, the evaluation and ranking of SOQs shall be used to determine the ranking for invitations to interview. Usually, the three highest-ranked firms will be interviewed. However, a competitive range may be established that will indicate the firms to be interviewed. Interviews for projects under \$200,000 may be conducted by phone, internet, or in person, at the discretion of the project lead. Interviews for projects with an anticipated design services value over \$200,000 will be in person or virtual with the project lead determining what the firms are to include in their presentation and/or what the firms need to be prepared to discuss. When interviews are required and the number of firms submitting SOQs is less than three, all firms submitting shall be interviewed, unless otherwise indicated in the RFQ. The reviewers shall evaluate the firms based upon their SOQs and information provided at the interview. Each reviewer shall complete an "Evaluation Form" listing each firm considered and the reviewer's evaluation of that firm against the selection criteria. Each reviewer shall rank the firms in order: highest score is ranked number 1, next highest score is number 2, etc. The rankings of each reviewer shall then be combined to determine a final ranking.

5.3.3: Negotiations

The Department Director, or designee, shall initiate negotiations for an agreement with the highest ranked firm, based on the selection procedure. Negotiations shall be to perform the project services at a price determined by the City to be reasonable and fair to the public considering the estimated value, scope, nature, and complexity of the services. If unable to negotiate a satisfactory agreement, negotiations shall be formally terminated by notifying the firm in writing. Once negotiations have been formally terminated, negotiations with the next highest ranked firm may begin.

5.3.4: Contract Extension (Professional Services)

Idaho Code § [67-2320](#)(4). When the City Council has previously entered into a professional service agreement with a firm for an associated or phased project, an extended or new professional service agreement may be negotiated with that firm at the Department Director's discretion. ~~In this case, it is not necessary to conduct the qualifications evaluation and selection process. A new qualifications evaluation and selection process is not required.~~ City Attorney review is required if the amount is \$50,000 or above ~~Mayor signs the agreement before the Mayor signs the agreement.~~ If the agreement is \$100,000 or above, City Council approval is required ~~and before~~ the Mayor signs ~~the agreement.~~

DEFINITIONS

DEFINITIONS

Asset: All property owned by the City that has monetary value, including salvage value. Recordable assets are valued at greater than \$1,000 and have a useful life of at least three years. Depreciable assets are valued at greater than \$5,000.

Associated Project: A project or service that is linked to another function, location, or sequence, requiring coordination between interconnected tasks or activities.

Bid: 1. (noun) Written offer to provide goods or services for a stated price. 2. (verb) Process of obtaining written offers to provide goods and services. The terms “bid” and “proposal” are often used interchangeably, though each has a distinctive meaning.

Bid Security: A promise to pay that accompanies an IFB or RFP. It can be in the form of cash, a bid bond, cashier’s check, or certified check. The monetary value of the security is forfeited to the City if the awarded bidder or proposer fails to enter into a contract with the City or if the awarded bidder/proposer fails to provide payment and performance bonds following contract execution.

Bonds: Legal documents issued by surety companies guaranteeing performance by a contractor. There are bid bonds (see bid security above) and payment and performance bonds. Payment bonds are issued to protect subcontractors and suppliers on a project. If the general contractor does not pay its subcontractors or suppliers, the surety will honor the bond and do so. Performance bonds are issued to ensure the contractor will complete the project. While bonds appear to operate in a similar manner as insurance, they are not insurance policies.

Change Order: A change to an existing Purchase Order or Contract. Changes must be within the original scope of the purchase order or contract and be for unforeseen circumstances.

City: City of Lewiston, Idaho

City Department: Any Department of the City. Current departments are Community Development, Executive, Finance, Legal, Fire, Police, Parks & Recreation, Library, Information Technology, and Public Works.

Competitive Procurement: Selection of supplier, contractor, or firm to provide goods, equipment, services, construction services, or consulting services based on a process that allows participation (competition) by companies able to provide the needed goods or services. “Competitive procurement” methods include IFBs, RFPs, and RFQs.

Competitive Range: In regards to RFPs and RFQs, refers to Proposals and Statements of Qualifications that have a reasonable chance of being selected for award. Example for an RFP: A respondent may have a great price and receive a great score for pricing, but have a dismal technical proposal, and would therefore not be eligible for award. This company would not fall within the competitive range.

Contractor: Independent business providing services to the City. Often used interchangeably with the term *Vendor*.

Department Director: The manager responsible for a City department.

Department Manager: Refers to the Department Director or to their designated representative for a specific project

Emergency: A sudden, urgent, usually unforeseen occurrence or occasion requiring immediate action

Employee: A person legally occupying a position in City service, including, but not limited to, regular full-time employees, introductory/probationary employees, part-time regular employees, and temporary employees, as defined by the City of Lewiston Personnel Policy

Favoritism: The practice of giving unfair preferential treatment to one person or group at the expense of another

Firm: A firm or person offering professional services to the city.

Household Member: Spouse, dependent children, and any person the employee is legally obligated to support

IFB: Invitation for Bids.

IIFB: Informal Invitation for Bids.

Immediate Family Member: The spouse/partner, children, children of spouse/partner, spouses of children, parents, parents of spouse/partner, grandparents, grandchildren, siblings (including step brothers and sisters and half brothers and sisters), spouses of siblings, legal guardians, and legal wards, whether living in the same household of the employee or not.

Informal Invitation for Bids: Similar to an Invitation for Bids, but with a few notable differences: 1) does not require advertisement in the Lewiston Tribune; 2) still requires written specification documents but they are often not as detailed; 3) specifications must be sent to at least three qualified bidders. For regular goods and services, this method may be used for purchases under \$150,000. For public works construction, this method may be used for projects under \$200,000.

Informal Request for Proposals: Similar to a Request for Proposals, but with a few notable differences: 1) does not require advertisement in the Lewiston Tribune; 2) still requires written specification documents but they are often not as detailed; 3) specifications must be sent to at least three qualified proposers. This method may be used for purchases of goods and services under \$150,000, excluding public works construction and professional services requiring qualifications-based-selection (QBS).

Invitation for Bids: 1) A published request for submittal of prices for goods or services. 2) All documents associated with the request for prices.

IRFP: Informal Request for Proposals

Mutual AID Agreements: Are cooperative arrangements between governmental entities, or states, that provide assistance to each other in the event of emergencies, disasters, or other situations requiring mutual support. These agreements allow for the sharing of resources, personnel, and services to ensure an effective and efficient response during times of need.

On-Premise or On-Site: Any service work performed for the City on City property or on private property at the request of the City. This does not include work performed at the vendor's business location.

Personal Services: A service requiring a peculiar skill or ability. Examples: labor negotiations, financial, insurance, and artistic.

Phased Project: A project completed in stages with distinct scopes for each phase.

Piggybacking: Buying goods or services by utilizing a contract already bid by the State of Idaho, another political subdivision of the State of Idaho, or the federal government.

PO: Purchase Order

Professional Personal Services: The performance of specialized professional or expert services that the City needs for its operations but cannot provide on its own, requiring specific knowledge, creativity, or talent. Examples: legal, financial, accounting, insurance, labor negotiations, consulting, medical. *See Idaho Code § 67-2810(2) for the full definition.*

Professional Services: A service that requires a high level of training and proficiency. Examples: Architectural, engineering, accounting, legal, and medical.

Professional Services for Public Works: Professional services as defined by Idaho Code Title 67, Chapter 23, including professional engineering, architectural, landscape architectural, construction management, and professional land surveying services, including services by persons licensed pursuant to Idaho Code Title 54, [Chapters 3](#) (architects), [12](#) (engineers and surveyors), [30](#) (landscape architects), and 45 (public works construction management).

Proposal: An offer to provide goods and/or services in response to a Request for Proposals (RFP).

PSA or Agreement: A professional service agreement or contract between the City and the professional services provider (firm)

Public Works Construction: The repair, maintenance, construction, or remodel of any City building, road, infrastructure, or facility with non-city personnel that does not include building construction projects that require two (2) or less unrelated building trades or crafts.

Purchasing Coordinator: Person responsible for providing purchasing support and coordination for the City, or a designee

Purchase Order: 1) Written document to a supplier formalizing a purchase transaction. Document includes a description of the requested items, cost of items, cost of delivery (if not included in price), delivery schedule, and other terms and conditions of the purchase. 2) In Munis, the document created following conversion of a Purchase Requisition that also encumbers budgetary funds to pay for the purchase.

QBS: Qualifications-Based-Selection

Qualifications-Based-Selection: A process by which firms are evaluated and selected based on qualifications and not price. This process is required for selection of engineers, architects, landscape architects, land surveyors, and construction managers.

Quotes: Prices obtained from vendors

REQ: Purchase Requisition. An electronic or written request or order for something that begins the purchasing process. Following approval, the requisition is converted into a Purchase Order.

Reciprocal Preference: When an Idaho bidder is competing against an out-of-state bidder that receives a preference in its home state, the percentage of the preference is added to the out-of-state bidder's bid for determination of low bidder (Idaho Code [67-2349](#)).

Request for Information: A request for vendors to supply information regarding products and services available. A RFI is typically used to gather information for budgeting purposes and the preparation of formal IFB or RFP specifications. The RFI process does not result in an award but is a valuable tool to discover what is available on the market and possible solutions to an existing problem.

Request for Proposals: 1. Type of competitive procurement for complex goods or services for which bidding is not appropriate because needs cannot be easily defined and price should not be the primary means of award. Vendors are asked to provide solutions to the City's need and price is but one of several evaluation criteria. 2. All documents associated with the request for proposals.

Request for Qualifications: A written request for design firms (engineers, architects, etc.) to provide SOQs so the City may select the most qualified firm (from those submitting a SOQ) to provide professional design services for a particular project.

Request for Quotes: A very informal request, usually by phone or email, for a vendor to provide a price for a particular item or service. .

RFI: Request for Information

RFP: Request for Proposals

RFQ: Request for Qualifications (relates to professional services) or Request for Quotation (relates to goods and services)

Scrap Metal: Any material, equipment, or disposable supplies, no longer usable for City purposes and having only salvage value for metal content for recycling

Significant Idaho Economic Presence: Defined in Idaho Code § [67-2349](#). A vendor is considered domiciled in Idaho if they have maintained a staffed office, sales office, sales outlet, manufacturing facilities, warehouse, or other necessary related property; and if a corporation, are registered and licensed to do business in the state of Idaho with the Office of the Secretary of State for at least one (1) year prior to submitting a bid.

SOQ: Statement of Qualifications

Sole Source: When a specific item or service is available from only one vendor

Statement of Qualifications: Documents submitted by professional design service providers (engineers, architects, etc.) in response to a RFQ that describe a firm's abilities and experience to provide a requested service.

Surplus: Any asset that is no longer useful for City purposes.

Vendor: Any person or company that sells or provides supplies or services. Often used interchangeably with the term *Contractor*.

EXHIBIT B
to
Resolution 2024-41

City of Lewiston

PURCHASING POLICY



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SECTION 1: POLICY

To purchase goods and services in a fair and impartial manner and at a competitive price so that public dollars are expended in the most cost-effective manner possible, all while complying with any applicable federal, state, and local laws.

The City promotes a procurement environment based on the understanding that departments and divisions are in the best position to determine what they need to run their operations. The Purchasing Division is the single point of contact for all centralized procurement activities and is tasked with determining how purchases should be made. Policies, principles, processes, and procedures are meant to support the need to obtain products and services in a timely and cost-effective manner while also making sure that appropriate business and legal principles and processes are followed.

SECTION 2: PURPOSE

The purpose of the Purchasing Policy is to establish an overall philosophy for purchasing goods and services on behalf of the City while always being mindful that this is taxpayer money.

Considerable authority has been delegated to departments and divisions to make purchasing decisions and this requires that employees involved at every step of the process take full responsibility for understanding the City's policies, principles, processes, and procedures regarding purchasing, payments, and vendor relations.

This policy is intended to provide guidance for those making purchases on behalf of the City and is not meant to answer all questions. Refer to the Processes and Procedures appendices and related Standard Operating Procedures for guidance in following this policy.

SECTION 3: SCOPE

This policy applies to all City of Lewiston employees, City Council members, commission members acting on behalf of the City, and anyone acting as an agent of the City when making purchases with City funds.

SECTION 4: ENFORCEMENT

The responsibility for the day-to-day compliance with the Policy shall rest with the Purchasing Coordinator, under the general direction of the Financial Services Manager and Finance Director.

The Purchasing Coordinator shall ensure that each Department Director, Division Manager, and other City employees involved in the purchasing process receive a copy of the Purchasing Policy via DocuSign or CivicOptimize. The Certificate of completion for the delivery and signing of the Purchasing Policy shall be placed in the employee's personnel file.

SECTION 5: RESPONSIBILITIES

A purchasing system cannot function properly without the cooperation and assistance of all involved parties.

5.1: Financial Services Manager

The Financial Services Manager responsibility is to:

- Recommend approval of Purchasing Policy and Procedures to the Finance Director
- Oversee the Purchasing Division
- Promote an intelligent and harmonious relationship between the Purchasing Coordinator and other City Departments relative to purchases

5.2: Purchasing Coordinator

The Purchasing Coordinator's responsibility is to:

- Administer purchasing policies
- Participate on all evaluation committees for IFBs, RFPs, and RFQs
- Institute reports necessary to permit analysis of purchasing performance
- Assist Legal and City Departments with contract term negotiations
- Consolidate purchase of like or common items when feasible and beneficial
- Analyze prices paid for materials and equipment
- Request reconsideration of specifications or quantity of material if it appears that the interests of the City may be better served
- Define how to obtain savings and to coordinate purchasing procedures
- Forward useful information from sales representative interviews and direct mail to the appropriate City Departments

5.3: Department Directors

The Department Director's responsibility is to:

- Determine the need for goods or services using prudent judgment, within budgetary restrictions
- Forward useful information from sales representative interviews to the Purchasing Coordinator
- Direct sales representatives to the Purchasing Coordinator's office as their first point of contact with the City
- Coordinate with the Information Systems & Security Director for all technology purchases, including software.
- Negotiate contract terms and conditions with assistance from Legal, Purchasing and Information Systems & Security (ISS), if applicable

5.4: Employees

Employee's (involved with purchases) responsibility is to:

- Become familiar with the purchasing policy, principles, processes, and procedures
- Acknowledge receipt of purchasing policy via DocuSign electronic signature
- Stay within authorized spending and contract levels

5.5: City Attorney's Office

The Legal Department's responsibility is to:

- Drafts all resolutions for Council presentation
- Reviews all contracts and agreements valued at \$50,000 or more that do not use pre-approved templates drafted by the City Attorney's Office
- Reviews all Mutual Aid Agreements and drafts resolution to present to Council
- Issues legal options for all City departments through the Request for Legal Services (RLS) process.
- Advises departments and the Mayor on legal matters, including compliance with local, state, and federal laws.
- Acts as the City's legal representative in litigation matters

5.6: City Council

The council's responsibility is to:

- Take action on contracts upon the recommendation of the Purchasing Coordinator as supplemented by Department Director or Managers, if required

SECTION 6: PRINCIPLES OF PURCHASING

6.1: Vendor Relations

- The Purchasing Division will promote a program of fairness and professionalism with all vendors
- The Purchasing Division will receive sales representatives as promptly and courteously as time permits
- During evaluation and negotiation periods, prices and other specific information received from vendors will not be divulged to other vendors
- The Purchasing Division will advise unsuccessful Bidders as to the disposition of their bids
- Bidding participants may protest to the City that they were prejudiced by the City's procurement or award procedures
- Protests regarding the award of a procurement will be handled according to established procedures, and scoring records will be made available for public inspection once a recommendation to City Council is made
- City employees will interact with employees from other companies in a professional manner that will reflect well on the City and the State of Idaho

6.2: Sources of Supply

The Purchasing Division shall, with the input of the appropriate department, select sources of supply in accordance with Idaho Code §§ [67-2801](#) through [67-2809](#) and any other applicable state and federal code. This shall be accomplished with a view toward creating good vendor relations and promoting the best interests of the City. The City recognizes that frankness and fair dealings are the cornerstones of strong and lasting relationships with suppliers. In no event will favoritism be shown to vendors.

6.3: City Business License

City Code [Chapter 21](#) requires that all vendors having a business or doing business within the City of Lewiston have a City of Lewiston business license. Where an out-of-town business solicits our business by salesperson or by submitting a bid or proposal in response to an Invitation for Bid or Request for Proposals, a business license would be required.

There are certain exemptions from obtaining business licenses, which are listed in City Code, [Section 21-1](#). If there is a qualified exemption, a written statement indicating the exemption category must be submitted and approved by the Purchasing Coordinator prior to initiating an agreement or proceeding with the project.

6.4: Prohibited Conduct

There are several statutes that regulate the conduct of those who make or approve purchases on behalf of the City. Every employee or City official who makes or approves purchases on behalf of the City is required to familiarize him/herself and act in accordance with the following statutes:

1. Bribery and Corrupt Influence Act: Idaho Code [Title 18, Chapter 13](#) and Idaho Code §§ [67-9230](#) and [67-9231](#)
2. Misuse of Public Moneys: Idaho Code [Title 18, Chapter 57](#)
3. Willful Avoidance of Procurement Statutes: Idaho Code [§ 59-1026](#)
4. Ethics in Government: Idaho Code [Title 74, Chapter 4](#)
5. Prohibitions against Contracts with Officers: Idaho Code [Title 74, Chapter 5](#)

All employees and City officials must refrain from unethical or illegal purchasing practices. It is important to protect decision impartiality, including appearances affecting impartiality, in order to earn and maintain the public's and vendor community's confidence in the integrity of government.

Below are some of the acts prohibited by the above-listed statutes. However, the following list is not a complete list of all conduct prohibited by such statutes. It is the responsibility of each employee and City official to read and understand the statutes listed above. Any questions as to whether conduct is prohibited and/or unethical should be directed to the Purchasing Coordinator and/or the City Attorney's Office.

6.4.1: Gifts & Gratuities (I.C. §§ [18-1356](#), [18-1359](#))

City employees, City Council members, board or commission members, and anyone acting as an agent of the City are expressly prohibited from soliciting or accepting any rebate, merchandise, money, entertainment, gift, travel, meals, or gratuity, of any amount, no matter how trivial it may seem, from any person, company, firm, or corporation to which any purchase order or contract is, or might be, awarded. Therefore, while Idaho Code §§ [18-1356](#)(5) and [18-1359](#)(1)(b) do not prohibit trivial gifts or benefits valued less than \$50.00 if they are incidental to personal, professional or business contacts and do not affect official impartiality. Any questions or concerns regarding this policy should be directed to the Purchasing Coordinator and/or the City Attorney's Office.

6.4.2: Accepting a Bribe (I.C. § 18-1352)

Accepting a bribe is a felony. Do not accept or solicit money, gifts, merchandise, or other benefits from a vendor or contractor in exchange for a favorable decision, opinion, or recommendation to said vendor or contractor. It is not a defense that the person whom the vendor or contractor attempted to influence did not have the authority to act in the desired way.

6.4.3: Bid Splitting & Avoidance of Competitive Bidding and Procurement (I.C. § 59-1026)

Intentionally splitting a procurement to avoid competitive procurement dollar thresholds is illegal. Likewise, it is illegal to willfully or knowingly avoid compliance with procurement or competitive bidding statutes; for example, falsifying an emergency situation to avoid the competitive bid process. Violation can result in civil penalties of up to \$5,000 per violation and the reasonable costs incurred by the entity bringing the enforcement action.

Perceptions, correctly or incorrectly, play a huge part in determination of bid splitting. The question at hand is “Would a reasonable person, in the same circumstances, have been able to foresee the additional expenses needed for the project or task, which were purchased at a later date?” If “yes”, then the probability is high that the additional procurement is a case of intentional bid splitting.

6.4.4: Conflict of Interest (I.C. Title 74, Chapters 4 and 5)

6.4.4.1 Conflict of Interest: Any official action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit of the person, an immediate family member, a member of the person’s household, or a business with which the person, an immediate family member, or a member of the person’s household is associated.

The City will not tolerate circumstances that produce, or reasonably appear to produce, conflicts between the personal interest of an employee and the interests of the City. Therefore, no employee, officer, immediate family member, board or commission member, council member, or agent may participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved.

Any conflict of interest, real or apparent, must be reported to the Purchasing Coordinator or designee and, if an employee, to the employee’s immediate supervisor. After careful review of the situation, the person may be disqualified from participating in selection, award, and/or administration of the contract involved.

6.4.5: Organizational Conflicts of Interest:

An organizational conflict of interest may exist when:

- The activities, relationships, or other contracts of a contractor makes the contractor unable, or potentially unable, to render impartial assistance or advice to the City;
- A contractor's objectivity in performing the contract work is, or might be, otherwise impaired for any reason. An example is a study performed by an engineering firm where there is possible additional work, such as design or construction work, as a result of firm’s recommendation on current study work; or
- A contractor has an unfair competitive advantage for any reason (such as when the contractor assists in writing the specifications).

City employees involved in contracting are required to attempt to identify real and apparent instances of organizational conflict and to discuss such with the Purchasing Coordinator and immediate supervisor before contracting with a contractor. After careful review of the situation, the contractor may or may not be disqualified from providing services.

6.4.6: Those knowing about or suspecting a violation of these standards of conduct must pursue their concerns with appropriate supervisory and management staff.

6.5: Competitive Procurement

To promote fairness for vendors and wise use of taxpayer dollars, all goods and services will be obtained through competitive processes, unless exempted (Idaho Code §§ [67-2801 – 67-2809](#) and [§ 67-2320](#)). Process to be followed will be determined by total estimated costs, including shipping, delivery, installation, length of contract, contract extensions, additional project tasks and phases, etc. Purchase will not be split to avoid competitive procurement requirements (Idaho Code § [59-1026](#)).

6.6: Emergency Purchases

Idaho Code § [67-2808](#) permits the purchase (without competitive procurement processes) of any supplies or services for which immediate procurement is essential in an emergency. Idaho Code defines an emergency as a great public calamity (flood, fire, epidemic, other disaster); necessary for national or local defense; or necessary to safeguard life, health, or property. Before any procurement may occur, the City Council must declare the emergency by resolution. Once the Council declares an emergency and a resolution has been approved that allows the immediate expenditure of public money, the department may proceed to purchase without compliance with formal bidding procedures. Insurance, bonding, and licensing requirements are not exempt during an emergency declaration. Requisitions, purchase orders and change orders shall continue to be processed. Purchase orders shall have the resolution number listed first on the general description line.

6.7: Mutual Aid Agreements

The City enters into agreements with other public agencies to exercise shared powers, privileges, or authorities. These agreements must comply with applicable provisions of Idaho law, including, but not limited to, Idaho Code §§ 67-2328, 67-2339, and 31-1430.

When entering into an agreement, the potential costs to the City, including the use of resources, personnel, and equipment, must be carefully considered. The agreement should clearly state whether the City will be reimbursed for these costs or if they will be borne by the City's taxpayers. All Mutual Aid Agreements must be reviewed and have a resolution drafted by the City Attorney's Office, presented to the by City Council for approval, and signed by the Mayor.

6.8: Grants

When purchases are fully or partially funded by state or federal dollars, it is the City's intention to follow all applicable federal and state guidelines where required. The typical process is to follow the most stringent applicable procedures. This may result in a combination of federal, state and

local requirements. It is the responsibility of the department receiving the grant to become familiar with and follow any procurement requirements mandated by the grant while also following all city and state requirements.

Prior to initiating a purchase using any federal grant funds, the Purchasing Coordinator must verify through the System for Award Management (SAM) that the contractor/vendor is not excluded from doing business under a federal grant. A copy of the SAM report must be dated and kept in the purchasing project file.

6.9: Business Preferences

6.9.1: The City believes in open competition and does not have any preferences, quotas, or goals for purchasing from small, minority, or disadvantaged businesses, except with some federal funding. However, departments are encouraged to notify these businesses of available bid/quote opportunities and to purchase goods or services from them when possible.

6.9.2: Idaho Code §§ [67-2348](#) & [67-2349](#) allows, and sometimes requires, preferences for an Idaho vendor over an out-of-state vendor. Such preferences are dependent on various factors and applicability and needs to be determined with each purchase. The Idaho State Division of Purchasing's Understanding & Applying the Idaho Reciprocal Preference Law [document](#) provides additional details in regards to the law.

6.10: Tax Exemption

The City of Lewiston is an Idaho Municipal Corporation and therefore is exempt from all federal excise taxes, regardless of seller's location, and exempt from all Idaho state sales tax for items purchased in, or shipped to, Idaho.

Employees need to be sure to mention the City is tax exempt. If the vendor requests verification, please contact the Purchasing Division for an exemption certificate (Form ST101) or obtain the certificate from the finance section of the City [IntraNET](#).

If an employee is physically obtaining goods or services in another state, the purchase is subject to state and local tax policies for that state.

6.11: Workers Compensation and General Liability Insurances

All contractors, subcontractors and businesses providing a service to the City that is performed on City property or on someone else's property at the direction of the City must provide the City with proof of Worker's Compensation and General Liability insurances. The Workers Compensation policy must comply with Idaho Code [Title 72](#). No waiver for coverage is permitted and no other type of insurance can be used as a substitute for Worker's Compensation Insurance.

There are certain occupational exemptions from coverage allowed and listed under Idaho Code [72-212](#). If there is a qualified exemption, a written statement indicating the occupational category must be submitted to the Purchasing Division prior to work beginning. NOTE: Even though certain vendors are exempted from carrying workers compensation coverage, the requirement for workers compensation coverage does not go away: It shifts to the City.

The City pays a premium tax for all vendors performing services on city property (or other's property at the City's request) that do not have workers compensation coverage on file with the Idaho Industrial Commission at the time work is performed. The City is also responsible for any claims. These costs may be chargeable to the department that used the uninsured vendor.

6.12: Encumbrances

Funds are to be encumbered by Purchase Order, using the appropriate expense account, as soon as an expense is known or anticipated. Application of this principle helps to ensure funds are available for obligations and reduces the chances of exceeding available budget.

6.13: Petty Cash Purchases

Purchases of forty dollars (\$40) or less may be made through Petty Cash.

Use of the Petty Cash system will be on a reimbursement basis only, according to established procedures. Invoices must be signed by the Department Manager or his or her designee, and include any relevant comments and the correct accounting code before presenting to the cashier for reimbursement. The employee receiving the reimbursement must sign their own Petty Cash Receipt verifying receipt of the money.

6.14: Fixed Asset Accounting

Items purchased with a minimum value of one thousand dollars (\$1,000) and a useful life of at least three (3) years must be recorded and inventoried. Items with a value of five thousand dollars (\$5,000) or higher will be capitalized and depreciated. The purchaser must complete the fixed asset form (located under finance on the City [IntraNET](#)) and turn the completed form into the Finance Department.

6.15: Surplus, Scrap, and Recyclable Property

The Purchasing Division is charged with disposal of surplus property and will do so in a manner to obtain the maximum benefit for the City. All surplus property, except scrap metal and recyclable materials, must be declared surplus by the City Council before disposal. The Purchasing Division then shall have authority to sell by auction, or such other means as herein set forth, all such surplus property or to transfer such surplus property to another city department. No City asset, supplies, materials, or equipment shall be sold or otherwise disposed of, without prior approval of the Purchasing Division.

Sales of surplus property shall be formally advertised and conducted by public auction unless another method of disposal is authorized herein. City employees, members of their household, and Council Members are prohibited from bidding on or purchasing surplus city property.

Scrap metal and recyclable materials shall be disposed of by the Purchasing Coordinator, or as delegated to departments, in such a manner and at such times to obtain the highest possible price from interested scrap dealers or recyclers.

Scrap and recyclables collected as part of the Sanitation Division's waste collection programs are not included in this policy and shall be handled according to policies and procedures established by the Sanitation Division.

Library materials that have been withdrawn from the Library's collection and judged by the Library Director to have resale value shall be considered surplus property and may be sold through book sales locally or to/through used book sales companies. When selling surplus Library materials through a book sale, the City may accept donations for such materials. Library materials unsuitable for sale shall be recycled whenever possible. The Library Director shall have the authority to dispose of such materials and shall report monthly to the Library Board of Trustees the number of items withdrawn from the Library's collection.

6.16: Suggestions

Suggestions that will help reduce costs, promote efficiency, or improve supplier service are both welcome and requested. Cost reduction ideas should reduce costs without a corresponding reduction in the quality of service. Cost savings and/or efficiency improvement suggestions should be emailed to the Purchasing Division at purchasing@cityoflewiston.org or interoffice mailed to the attention of the Purchasing Coordinator.

SECTION 7: SANCTIONS

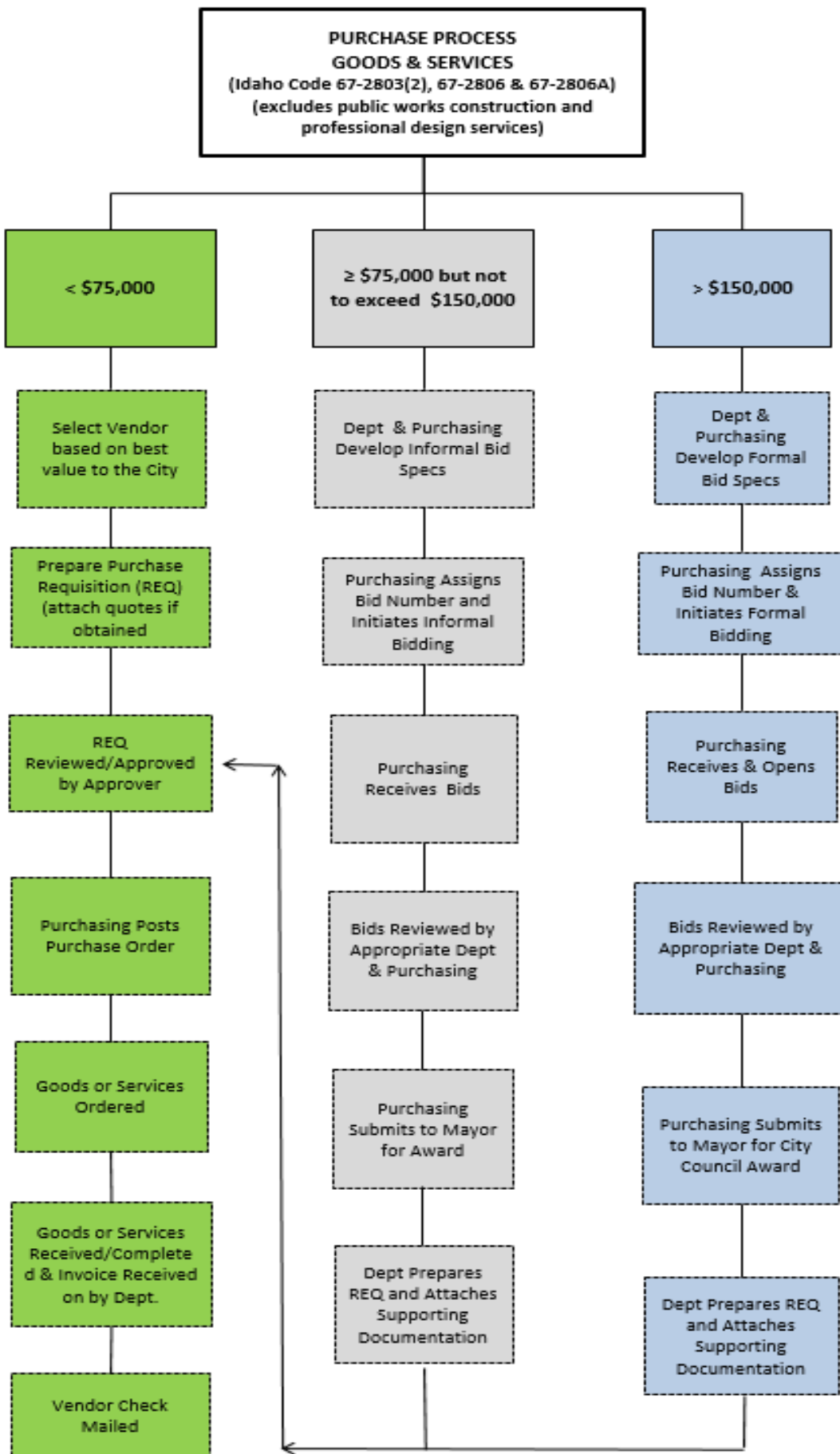
Employees having been investigated and found to have violated the purchasing policy will be disciplined in accordance with the City of Lewiston Personnel Policy and/or any applicable collective bargaining agreement to which they are subject.

SECTION 8: SUPPLEMENTAL MATERIALS

The following currently adopted City policies, as amended from time to time, will apply to certain purchasing actions: Credit Card Policy, Travel Policy, Fuel Card Policy, Pool Car Use Policy, and Petty Cash Policy.

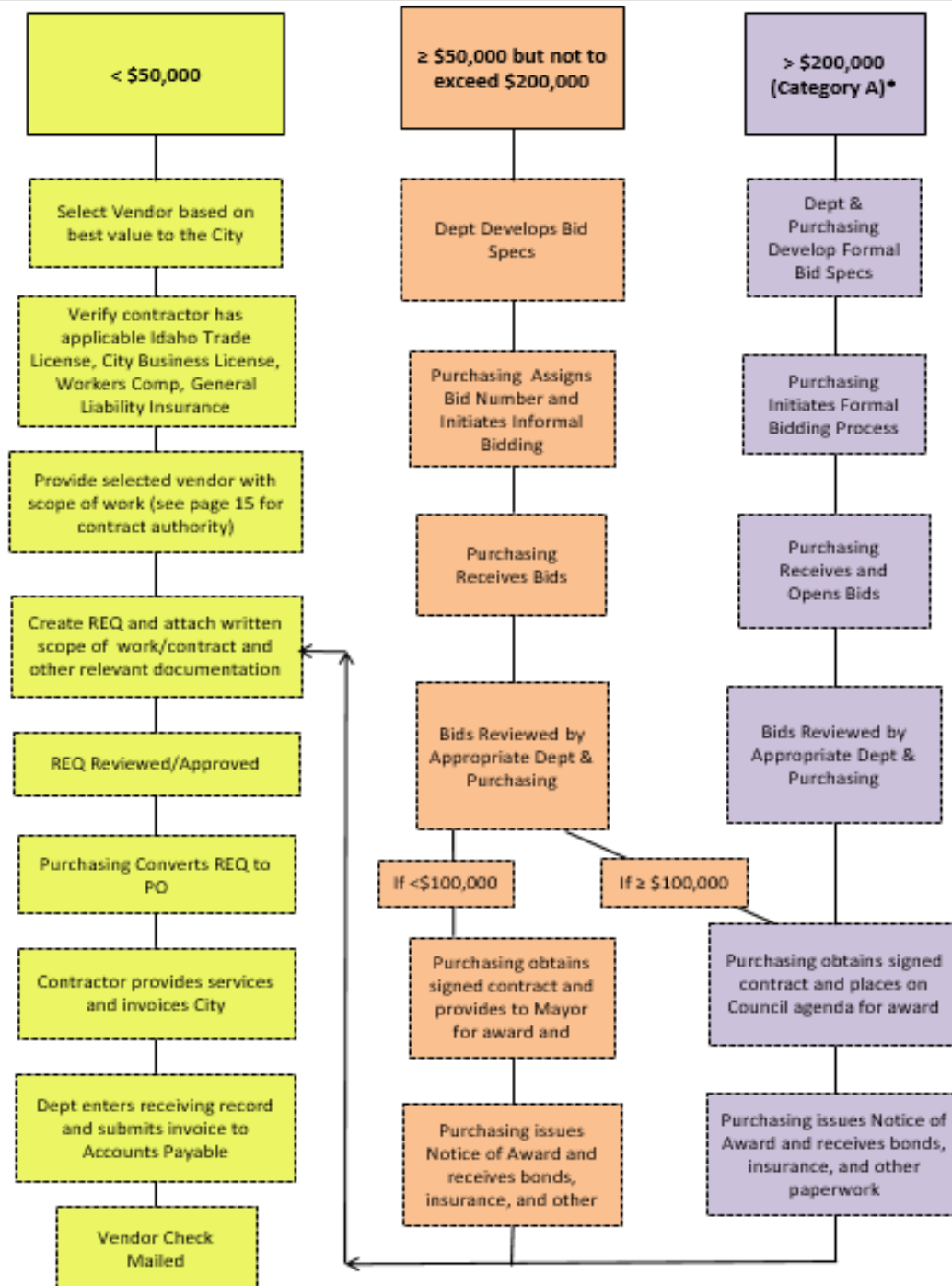
APPENDICES

Purchasing Processes



**PURCHASE PROCESS
PUBLIC WORKS CONSTRUCTION
(Idaho Code 67-2B05)**

For any project greater than or equal to \$100,000, an Idaho Public Works Contractors License is required for bidding (I.C. 54-1902 & 54-1903(9)) and City must file notice of project award to the Idaho Tax Commission (I.C. 54-1904A). Plans and specifications for public works construction projects $\geq$ \$10,000 must be prepared by, and construction reviewed by, a licensed professional engineer (I.C. 54-1218).



*This flow chart shows Category A bidding.
For information regarding the Category B process, please contact Purchasing.

FORMAL COMPETITIVE PROCUREMENT SPECIFICATION DEVELOPMENT

>\$150,000 for general goods and services

>\$200,000 for Public Works construction

Department/Division -

- Originates, coordinates with Purchasing, prepares technical specifications, provides vendor list, checks available funds
- Forward specifications to Public Works and Building Maintenance for review when project involves any public facility or infrastructure

Purchasing Division -

- Reviews general format, proper notices, and time frames - contacts the Legal Department if there are any questions

City Attorney -

- If requested, check general format, legality of wording, etc.

Department/Division -

- Prepares electronic version of specifications and plans

Purchasing Division-

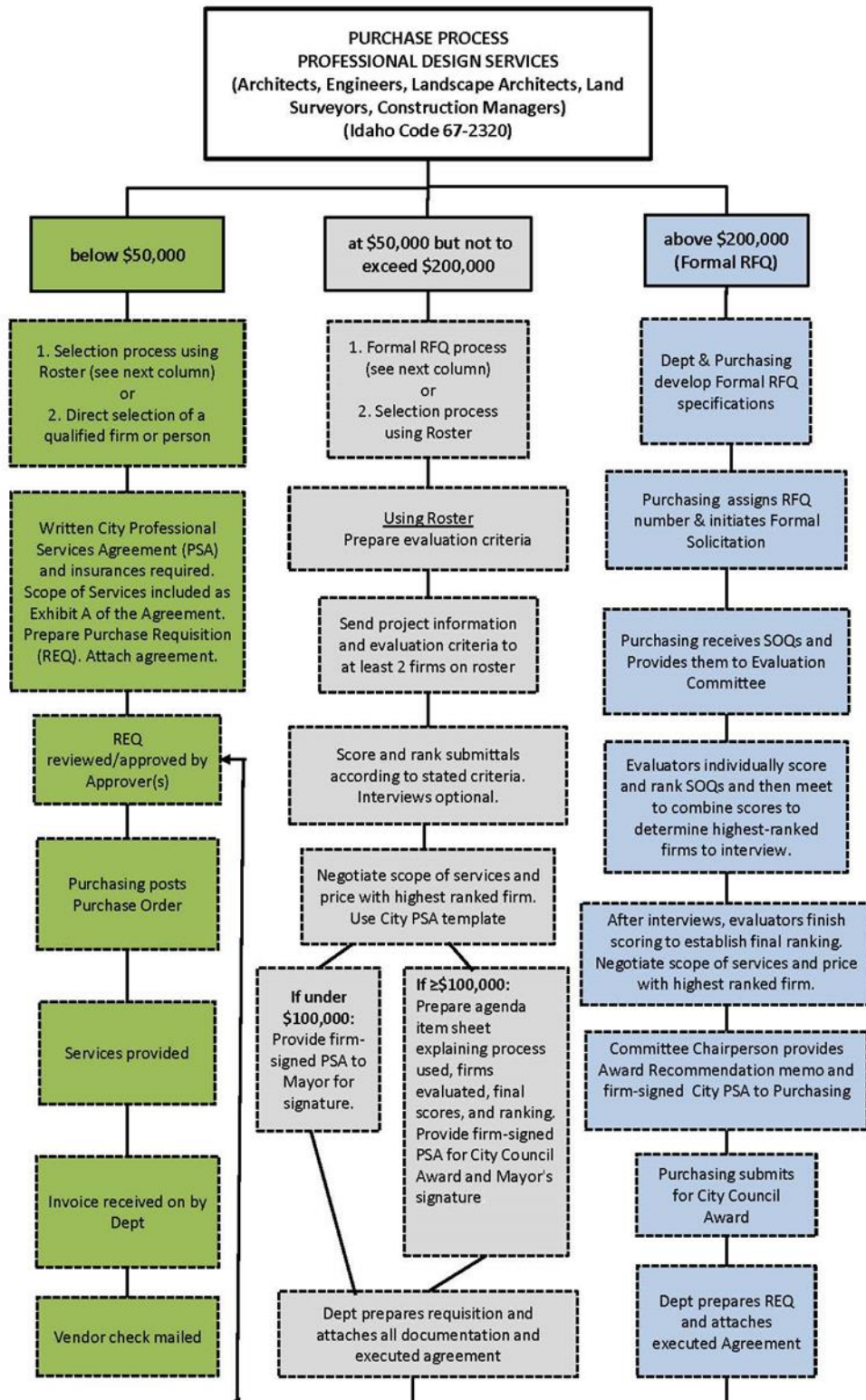
- Advertises legal notices, posts specification and notices, maintains plan holder list, post addenda, opens submittals

Department/Division -

- Co-evaluates submittals with Purchasing
- Creates recommendation for award or to reject
- Initiates agenda item for award or to reject

Purchasing Division-

- Reviews and approves recommendation for award or to reject
- Reviews and approves agenda item for submittal to City Council



**GUIDELINES FOR ACQUIRING PROFESSIONAL DESIGN SERVICES
REQUEST FOR PROPOSALS**

(Idaho Code § 67-2320)

**Engineering, Architectural, Landscape Architectural, Construction
Management, & Land Surveying Services**

Selection based on qualifications only. Cannot ask for prices.

<i>Anticipated Fees</i>	<i>RFQ Option(s)</i>	<i>Minimum # of Firm(s) or Person(s) Considered</i>	<i>Minimum # of Evaluators</i>	<i>Interview Required⁴</i>	<i>Approval/Signing of Contract</i>
below \$50,000	1. Direct Request ¹ 2. Consultant Roster 3. Published Public Notice	1	1	No	Department Director
\$50,000 or above, but not to exceed \$200,000	1. Consultant Roster ² 2. Published Public Notice	2	1 or 2 ³	Optional	\$50,000 but less than \$100,000: Mayor \$100,000 or above: City Council
Over \$200,000	1. Published Public Notice	3	3	Yes	City Council

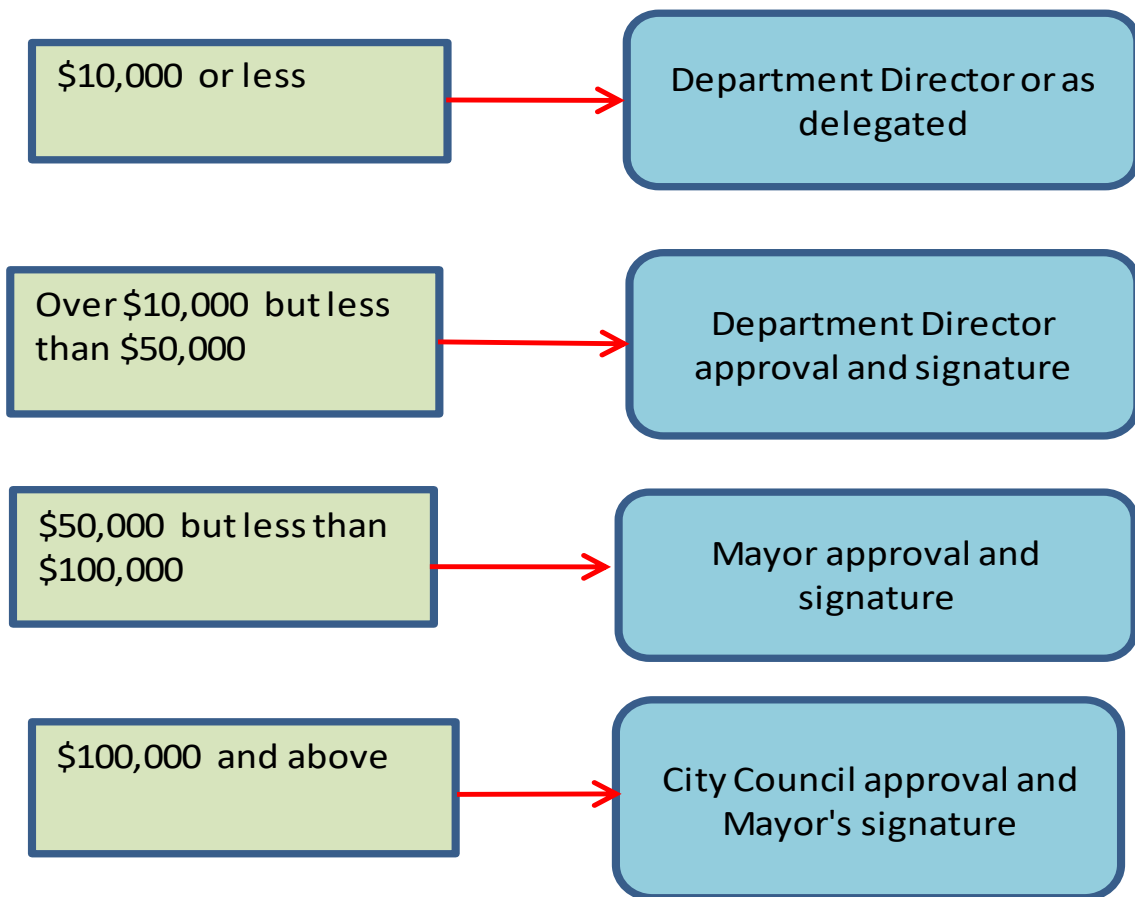
1 Even though we are not required to use competitive selection for services valued below \$50,000, we are still required to select a consultant that is well qualified to provide the services. Total cost for services provided, including any amendments, must stay below \$50,000.

2 If using roster, develop evaluation criteria and send abbreviated RFQ with more specific project information, including the evaluation criteria, to at least two viable firms on roster. Request SOQs by a specific date and time. Pricing cannot be included in SOQs. Score SOQs according to established criteria and rank firms. Interview firms, if desired, and rank. Negotiate with the highest-ranked firm. If unable to negotiate a satisfactory agreement, terminate negotiations and begin negotiations with the next highest-ranked firm.

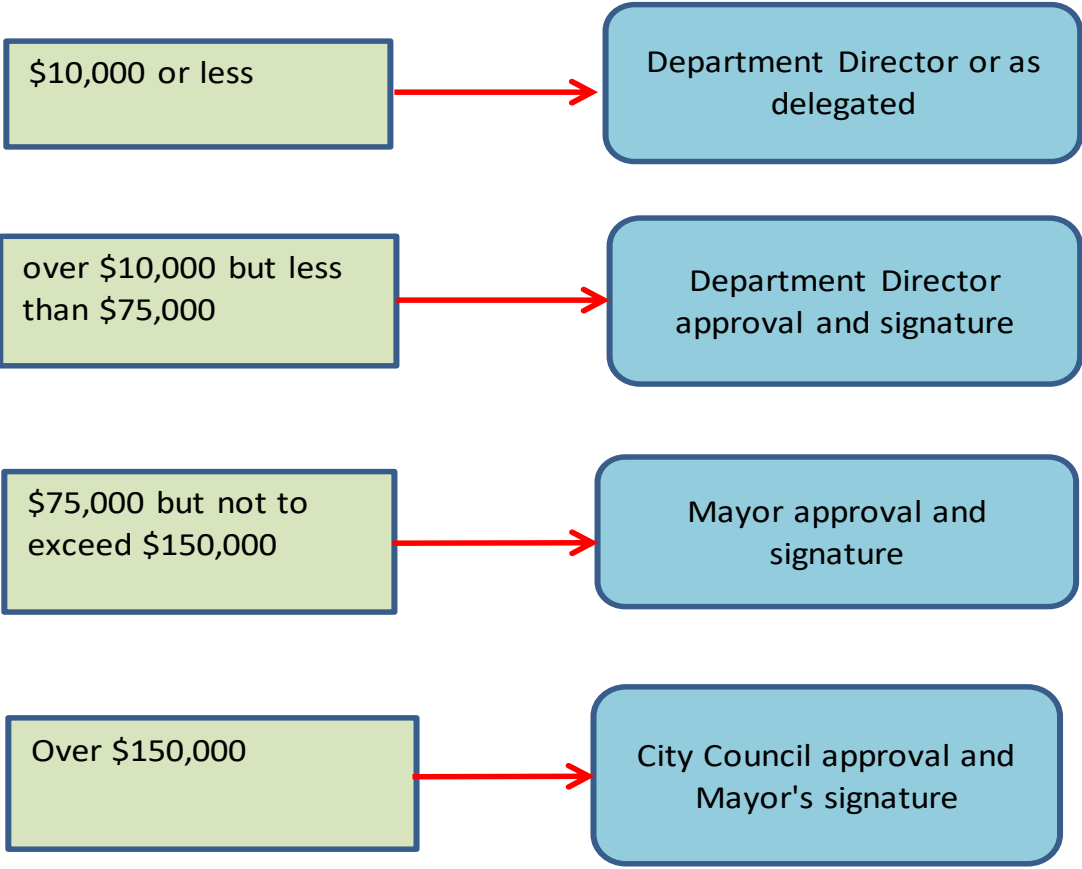
3 If the evaluator has expertise in the services being obtained, then a single evaluator is acceptable. If the evaluator does not have expertise, at least two evaluators are required for abbreviated RFQs.

4 Interviews, when optional, may be conducted by phone, video conference, web, or in person. When interviews are required, they must be conducted in person or by video conference.

Contract Approval and Execution (PW Construction & Professional Services)



Contract Approval and Execution
(Services or Personal Property)



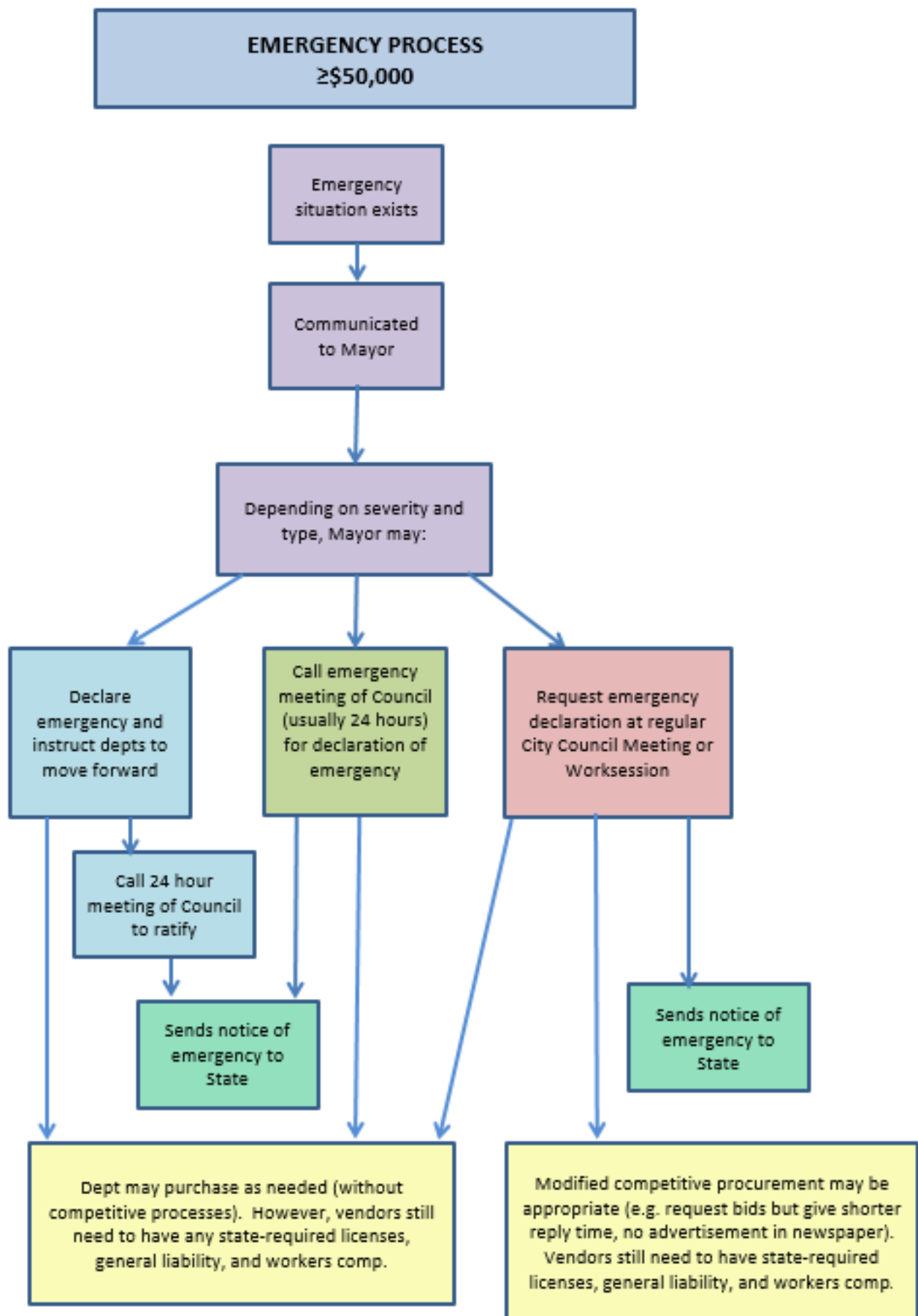
CHANGE ORDER OR AMENDMENT PROCESS*
PUBLIC WORKS CONSTRUCTION & PROFESSIONAL SERVICES
(for any contract or agreement)

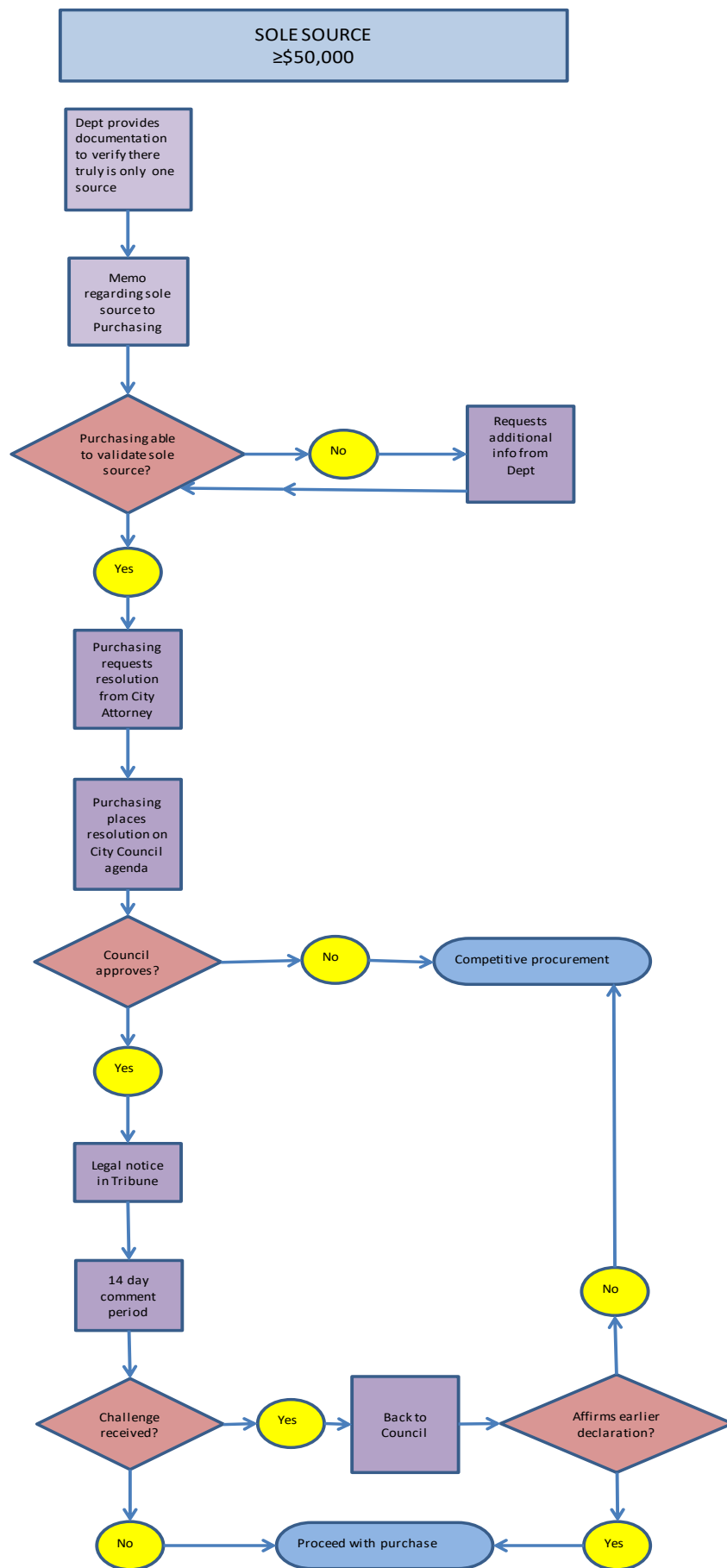
Original Contract Amount:	Change amount or % increase (singularly or accumulatively) over original contract	AND New contract value is	Who approves and signs
<\$10,000	any amount	≤\$10,000	Dept Director or Delegate
<\$50,000	any amount	>\$10,000 but <\$50,000	Dept Director
<\$50,000 without competitive procurement	any amount	≥\$50,000	Not permitted. Non-competitive purchases, including any change orders or amendments, must stay below \$50,000. If must move forward, it becomes an emergency or sole source procurement and ONLY Council can authorize.
<\$100,000 without competitive procurement but exempted by Idaho statute	any amount	≥\$50,000 but <\$100,000	Mayor
	any amount	≥\$100,000	Council with Mayor's signature
<\$100,000 competitively procured	any amount	<\$50,000	Dept Director
	any amount	≥\$50,000 but <\$100,000	Mayor
	any amount	≥\$100,000	Council with Mayor's signature
≥\$100,000 and originally approved by Council	<\$50,000 AND <10%		Dept Director
	≥\$50,000 but <\$100,000 AND <10%		Mayor
	If doesn't fall under anything above		Council with Mayor's signature

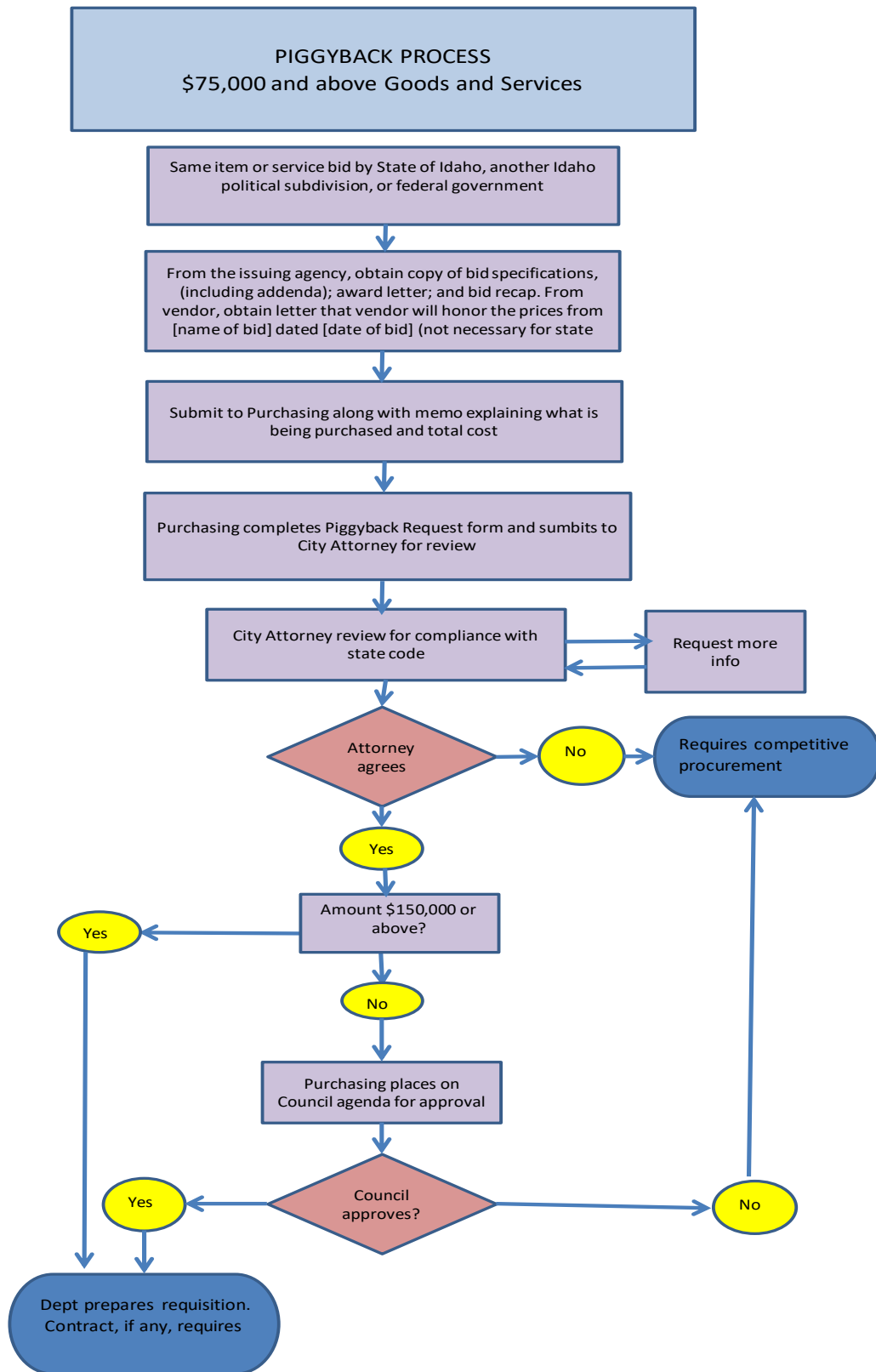
*See notes on the following page

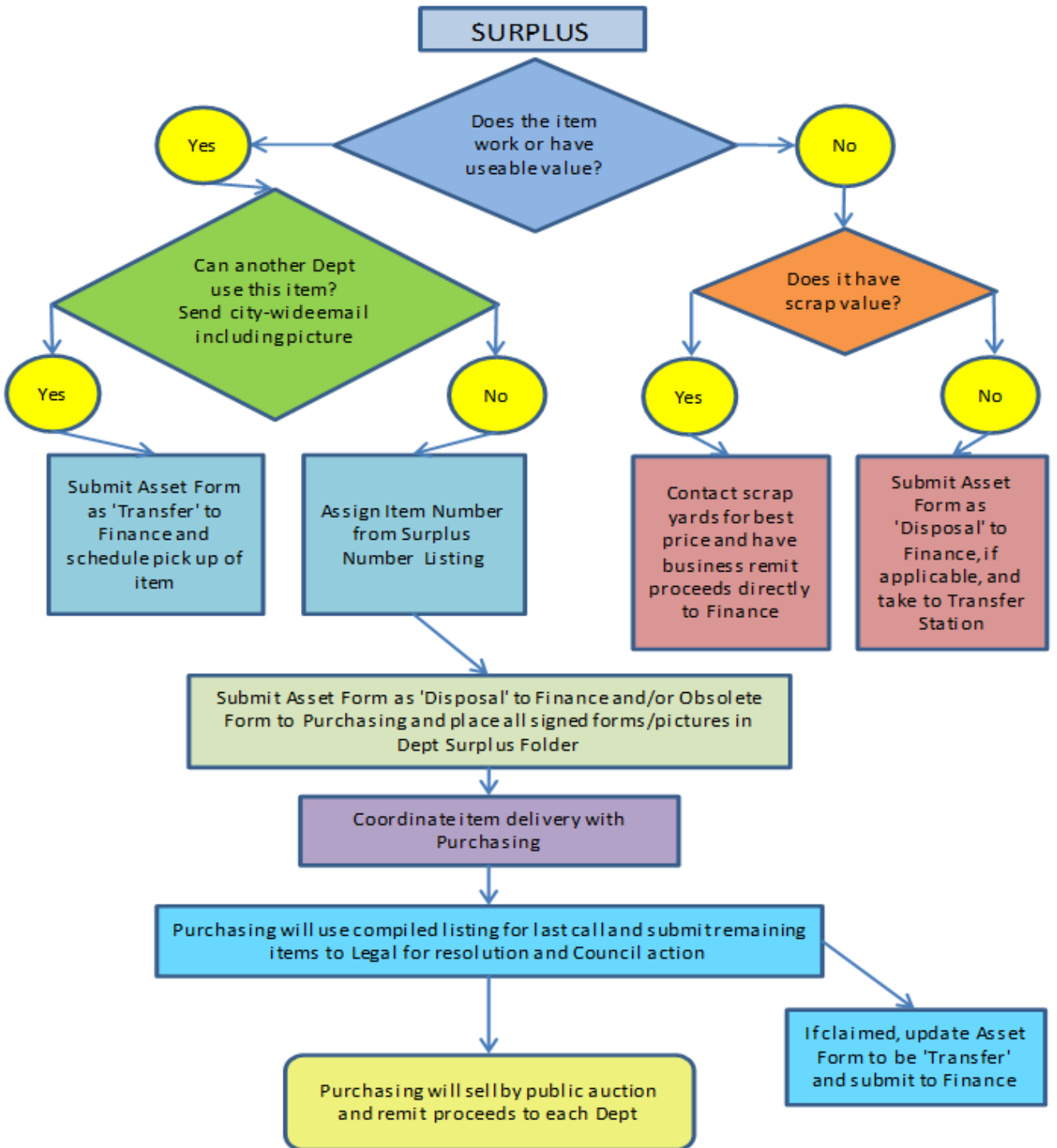
NOTES REGARDING CHANGE ORDER OR AMENDMENT PROCESS CHART

- Unless an emergency situation, no work or services pertaining to a change order or contract amendment may begin until change order has been approved.
- For an emergency situation, change order documentation needs to be completed within three days, or as soon as possible if an extended emergency situation.
- All change order documentation must include a budget impact statement and reason for the change order.
- Copy of approved change order or contract amendment must be attached to the purchase order change order request.
- For agreement modifications with design professionals, see also page 28 (1.5.6 Phased or Associated Project) and page 35 (5.3.4 Contract Extension).
- Following Council approval of a change order or amendment, the total contract amount incorporating all change orders and amendments up to that point will reset the “base” contract amount used when processing additional change orders and amendments. When using the chart above, the new “base” amount will be used in place of “original contract” amount.









Purchasing Procedures

PURCHASING PROCEDURES

This portion of the manual briefly outlines the City’s purchasing procedures and the forms designed to complement this system. The City acquires various types of property and services; goods and services; public works construction; and professional services.

“Cost” is determined based on the WHOLE project, purchase, or contract and may include shipping, delivery, maintenance, consultant travel, multiple years, anticipated additional tasks & phases, etc. **Do not split amounts to stay under competitive procurement thresholds as this is considered bid splitting and is prohibited by Idaho Code § [59-1026](#).**

When possible, the City will endeavor to use businesses with a significant Idaho economic presence.

SECTION 1: TYPES OF PURCHASES

1.1: Purchases of Goods or Services [Idaho Code § 67-2806](#) (except public works construction and professional design services)

Under \$75,000: May be conducted with any vendor believed to provide the best value. Obtaining competitive quotes is not required, but is encouraged. When applicable, these purchases should be spread out over the various local vendors who are able to provide the same item(s) or service(s) at comparable prices. The Department Director approves and signs any contract under \$75,000. The Director may delegate signing authority up to \$10,000.

\$75,000 but not to exceed \$150,000:

I.C. § [67-2806](#)(1) Must provide written specifications to a minimum of three vendors able to provide the good or service. Responses must be in written form: mailed, faxed, emailed, or delivered. Specifications and responses must be attached to the electronic requisition (in Munis). Records must be maintained for a minimum of six months. Mayor approves and signs any contract equal to or greater than \$75,000 but less than \$150,000.

Over \$150,000: I.C. § [67-2806](#)(2) Must be formally bid (see Invitation for Bid or Request for Proposals). Notice will be published at least twice in the local newspaper, with the second publication not less than seven days before the opening date. Detailed specifications must be available and Bidders have up to 3 days prior to bid opening to object to specifications. Requirement of a bid bond is at the discretion of the City. Bonding requirements, when exercised, are 5% of the bid for the bid bond and 100% of contract price for the performance bond and payment bond. An independent cost estimate must be performed before receiving bids or proposals. City Council approval required. Mayor signs any contract.

1.2 Purchases of Public Works Construction Services [Idaho Code §67-2805](#)

Public Works construction is basically all construction and maintenance on city property buildings, roads, and facilities with non-city personnel. Pursuant to Idaho Code § [54-1901](#)(2)(c)(iii) public

works construction does not include building construction projects that require two (2) or less unrelated building trades or crafts. Under Idaho Code § [54-1218](#) it is unlawful to engage in the construction of any public works when the public health or safety is involved unless the plans and specifications for projects of \$10,000 or more in total cost are prepared by, and construction reviewed by, a licensed professional engineer.

Under \$50,000: May be conducted with any contractor believed to provide the best value for the City; however, contractor must have Idaho trade license to perform services (e.g. electrical, plumbing, HVAC, general contractor, etc.). Bid security is at the discretion of the Department (I.C. § 67-2805(2)(a)(iv)). Obtaining competitive quotes is not required, but is encouraged. Contracts greater than \$10,000 must be signed by the Department Director.

\$50,000 but not to exceed \$200,000:

I.C. § [67-2805](#)(1). A minimum of three (3) written bids from Idaho Public Works licensed contractors are required. The request must be in writing with a reasonable description and allow the potential vendors at least three days for response and an opportunity to object to the specifications. Bid security of at least 5% is required. Response is required to be in written form: by mail, email, or delivered. The specifications and quotes must be attached to the requisition. Records must be maintained for a minimum of six months. A written contract is required. Mayor awards bids and signs contracts less than \$100,000. City Council makes award and Mayor signs contract for amounts equal to or greater than \$100,000. Payment and performance bonds at 100% of contract value are required.

Over \$200,000: I.C. § [67-2805](#)(2). Formal bid required (see IFB section 4.2). Code allows two categories of competitive processes: Category A permits any Idaho-licensed public works contractor to submit a bid. Category B involves pre-qualifying contractors and only those contractors may submit a bid for a project (Contact Purchasing for additional information on Category B bidding). For both categories, notice will be published at least twice in the local newspaper, with the second publication not less than seven days before the opening date.

Detailed specifications must be available and Contractors have up to 3 days prior to bid opening to object to specifications. Bid security of at least 5% of bid is required. Performance and payment bonds at 100% of the contract value are also required. An independent cost estimate must be performed before receiving bids. City Council makes award and the Mayor signs contract.

1.3: Purchases of Information Technology

All technology purchases, including security system components, phone system components, mobile devices, network devices, software applications, technology consulting and maintenance contracts require prior approval from the Director of Information Systems (IS) or designated approver.

- All information technology and software purchases, subscriptions, or agreements must be submitted to the IS Department via [IntraNet](#) IS helpdesk ticket before submitting a requisition, a purchase is made or authorized by the Department Director or designated approver
- For security-critical devices or systems, the IS Department will conduct thorough assessments to identify and mitigate potential risks.
- The IS department must be named as the Technical Contact for all software agreements and maintain at least one administrative account in the utilized software
- All information technology purchases must follow the applicable purchasing process in sections 1.1 through 1.2 based on total expected costs.
- The complete Information Technology Purchasing Policy is located on the IntraNet in the Policy Center section under Information Technology Policies and Procedures.

1.4: Purchases of Professional Design Services

Idaho Code § [67-2320](#) governs acquisition of engineering, architectural, landscape architectural, land surveying, and construction management services. All professional services obtained by the City shall be based on demonstrated competence and qualifications of the firm(s) or person(s).

The City shall establish a consultant roster by publishing a public notice requesting Statements of Qualification (SOQ). The City's Purchasing Coordinator shall retain these SOQs until the next consultant roster is established.

Anticipated fees for determining the selection process encompasses all anticipated stages of a project: preliminary study, conceptual design, final design, construction bidding, construction oversight, project closeout and any anticipated additional phases or tasks. Tasks may not be split up to avoid competitive procurement. When the anticipated fees are:

Under \$50,000: Selection is based on evaluating the qualifications of a single firm or person's qualifications is permitted to allow timely response to small projects. Written agreement required. Greater than \$10,000 but less than \$50,000 requires signature of the Department Director.

\$50,000 but not to exceed \$200,000:

Selection is based on the evaluation of a minimum of two firms' qualifications. These qualifications shall be obtained from the Consultant Roster **OR** through the publishing of a public notice of Request for Qualifications (RFQ). Written agreement required. At or greater than \$50,000 but less than \$100,000 requires the Mayor's signature. At or greater than \$100,000 requires Council approval.

Over \$200,000: Selection is based on the evaluation of firms' qualifications obtained by publishing a public RFQ notice. Council approval is required and the Mayor's signature.

NOTE: Professionals selected to perform services pertaining to tasks or phases of a larger project, selected outside of a competitive process for the overall project, may be excluded from

participation in later phases of the project if the earlier services allowed access to information that would give the firm an unfair competitive advantage over other firms or could be perceived as avoidance of competitive procurement statutes. See Organizational Conflict of Interest (page 5) and Bid Splitting & Avoidance of Competitive Bidding and Procurement Statutes (page 4).

1.5: Purchases of Professional Personal Services

The procurement of Professional Personal Services is based on a combination of qualifications, experience, and value. The selection criteria may vary depending on the nature and complexity of the services required. Typically, the evaluation will focus on the professional's or firm's demonstrated expertise and past performance in similar services, ensuring they possess the necessary qualifications and experience to meet the City's needs.

The professional's or firm's ability to meet the City's timeline and service requirements will be assessed, along with the proposed fees in relation to the services offered. This approach ensures that the City receives the best value for public funds, while securing high-quality professional personal services. Idaho Code § 67-2810 requires publication of these contracts when annual payments exceed \$30,000, within fifteen (15) days of entering into the contract. Approval authorization for contracts is based on the anticipated fees as follows:

Under \$75,000:

Services greater than \$10,000 but less than \$75,000 requires the signature of the Department Director.

\$75,000 but not to exceed \$150,000:

Services at or greater than \$75,000 but not to exceed \$150,000 require the Mayor's signature. Services at or greater than \$150,000 require City Council approval before the Mayor signs.

Over \$150,000:

City Council approval are required before the Mayor signs the agreement.

Certain professional services, such as medical, legal, or financial services, may have additional requirements based on industry standards. The City may include specific clauses, such as medical malpractice insurance for healthcare providers or confidentiality agreements for legal and financial professionals, to address these needs.

A written agreement is required when total fees will exceed \$10,000. Early coordination with the City Attorney's Office is required to ensure that the agreement is prepared and completed in a timely manner.

1.6: Purchases Exempted from Competitive Procurement

1.6.1 Emergency

An emergency exists if there is a great public calamity for which delay can impact the security, life, health, or property of Lewiston's citizens. For amounts \$50,000 and above, the City Council must make the emergency declaration (Idaho Code § 67-2808(1)(a)). Once the Council declares

an emergency, purchases of materials, equipment, and services necessary to mitigate the immediate emergency are not required to follow competitive processes.

1.6.2 Sole Source

Situations where there is only one vendor reasonably able to provide a good or service. For amounts \$50,000 and above, only City Council may make a sole source declaration (Idaho Code § [67-2808\(2\)](#)). Declaration is followed by a publication in the Lewiston Tribune and a fourteen (14) day comment period.

1.6.3 Joint Purchasing

Idaho Code § [67-2807](#). The City may participate in joint bidding with other public agencies. One of the agencies will be designated as the Lead Agency and will conduct the bid process.

1.6.4 Cooperative Contracts

Idaho Code § [67-2807](#). Contracts in which the City is a member and purchasing from the contracts is as if it were our own contract. It does not require bidding but does require some due diligence that the pricing offered in the co-op is a good price compared to what the City would likely pay if it was bid. Only Council may approve membership in a co-op. Mayor Approval of purchase required if \$75,000 and up to \$150,000. Council approval of purchase required if over \$150,000.

1.6.5 Piggybacking

Idaho Code § [67-2803](#)(1) & (10). If the contract allows it and the vendor is agreeable to do so, the City may purchase goods or services off an existing contract that was formally bid by the State of Idaho, another political subdivision of Idaho, or the federal government. Amounts \$75,000 and up to \$150,000 require City Attorney review and Mayor Approval. Amounts over \$150,000 require City Attorney review and Council approval.

1.6.6 Phased or Associated Project (pertains to Professional Services only)

Idaho Code § [67-2320](#)(4). If a project is related to or is another phase of a previous project that was awarded by Council as a result of a competitive selection process, the City may enter into a new professional services contract or amend the previous contract for the additional services. If the additional amount exceeds \$50,000, the City Attorney must review the determination of “phased or associated” services before the Mayor signs the contract. For amounts of \$100,000 or more, both City Attorney review and City Council approval are required before the Mayor signs the contract.

1.6.7 Other exemptions listed in Idaho Code § [67-2803](#)

Such as:

- Utilities
- Ongoing maintenance and licensing of software previously procured through a formal competitive process
- Repair of heavy equipment
- Purchase of used property

SECTION 2: REQUISITIONS & PURCHASE ORDERS

2.1: Requisition

The Requisition (REQ) shall be used to request the purchase of supplies or services and to ensure funds are available and set aside (encumbered) for the total cost of the purchase. **No purchase**

shall be made until the requisition has been entered, approved and converted to a purchase order.

Prior to requesting, that a vendor provide goods or services, and prior to entering a REQ, ensure the intended vendor is already a vendor within MUNIS and that the vendor has all required licenses and insurances.

To create a REQ, open the City's MUNIS software and complete a "Requisition Entry". Use the appropriate expense account. Use an appropriate general description that defines what type of supply or service is being procured and provide an expanded description in the line item that defines the purchase to all readers, which may include Finance Department staff, City Council or the public. When the form is completed click "Release" which will start the approval workflow process. The approver is responsible to ensure the correct vendor, description, expense account, and amount are on the REQ and that that vendor possesses any required licenses and insurances. Once approved, the REQ will be forwarded to the Purchasing Coordinator who will create the Purchase Order (PO).

2.2: Annual Requisition

In instances where monthly payments are made to a vendor during the year, create one REQ listing the months and payment amount at the start of the fiscal year or contract term.

In instances where payments of varying amounts will be made to a vendor during the year (such as office supplies or copier maintenance agreements), create one REQ with a lump sum amount as the quantity and a unit price of \$1.00. This will be turned into a Blanket PO (BPO) for use to pay invoices as needed throughout the year. Instructions for processing a BPO may be found on the [IntraNET](#) under Purchasing.

A BPO is ideal when you anticipate needing to purchase items from a particular vendor throughout the year, but the exact items or costs are unknown at the time of issuance, or when there is a set recurring monthly expense. When creating a BPO, be descriptive in the line items and provide specific examples of the types of items that may be purchased. For instance, instead of a generic description, list specific items such as "notebooks, pens, paper, filing supplies," and note any exceptions, such as "this BPO is not to be used for office equipment and/or furniture." This level of detail ensures clarity in what the BPO covers.

Once the BPO has been issued, Directors and authorized approvers should carefully consider and limit the number of employees who have access to use the PO. The authorized approver must review and sign the invoice before it is submitted for payment verifying that all items purchased were authorized and for City use. To maintain proper division of powers when the purchaser of the items under a BPO is an authorized approver, they should have another authorized approver sign the invoice before it is submitted for payment. Invoices submitted without proper authorization will be returned by Finance.

2.3: Purchase Order

All Purchase Orders (PO) will be processed by the Purchasing Division. No PO will be issued without a properly processed REQ. For requisitions under \$5,000, the final requisition approver may convert the REQ to a PO. The approver is responsible to ensure the correct vendor, description, expense account, and amount are on the REQ and that that vendor possesses any required licenses and insurances.

2.4: Purchase Order Receiving

When items listed on the PO are received and verified, the originator will enter a receiving record for the PO. Using the MUNIS system, open “Purchase Order Receiving”, complete the form, and “Accept”. Write the PO number on the invoice and send it to Accounts Payable for payment processing. When an item is backordered, receive only on the items received and write “Do Not Close PO” on the invoice. When the backordered item is received, enter a receiving record for the item. **Do not pay for goods or services before they have been delivered.**

SECTION 3: COMPETITIVE PROCUREMENT FOR GOODS AND SERVICES

3.1: Informal Bid (IIFB) or Informal RFP (IRFP) – Goods and Services (not public works construction or professional design services) \$75,000 but not to exceed \$150,000 (Idaho Code § [67-2806\(1\)](#))

- Written specifications (to include description of what is needed, quantity, due date and time for bids or proposals, and any other terms/conditions required of the bidder or proposer) must be provided to at least three (3) vendors able to supply the goods or services. Bidders/Proposers must be provided adequate time to respond, but not less than three (3) business days.
- Responses must be in writing and be returned to the Purchasing Division by the designated time.
- Award is to the lowest responsive bidder for an IIFB or to the highest-ranked proposer for an IRFP. Award by Mayor.

3.2: Formal Bids (IFB) – Goods and Services valued in excess of \$150,000 (Idaho Code § [67-2806\(2\)](#))

- Notices inviting bids shall include a general description of the supplies or services to be purchased, the place where bid forms and specifications can be obtained, the time and place for opening bids, whether a bid deposit or bond will be required, and whether payment and performance bonds will be required.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the IFB release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of bids. Notice will be posted to the City’s website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- When deemed necessary by the Purchasing Coordinator, bids shall be accompanied by bidder’s security in the form of cash, a cashier’s check made payable to the City, or a surety bond in favor of the City, in such amounts as determined by the Purchasing Coordinator to be adequate for protection of the City’s interests. Bidders shall be entitled to return of their bid security. A successful bidder shall forfeit his or her bid security upon failure or refusal to execute a contract and/or to provide payment and performance bonds within the required time. The City Council may, on failure or refusal of the successful bidder to execute the contract and/or provide payment and performance bonds, award it to the next lowest responsive bidder, in which event, the lowest bidder’s security shall be applied by the City first to the difference between the low bid and the second lowest bid, then toward payment of any other costs, expenses or damages incurred by the City as a result of such failure or refusal, and the balance of the security, if any, shall be returned to the lowest bidder.

- Sealed bids shall be submitted to the Purchasing Coordinator and identified with the bid name and number on the envelope. Bids shall be opened in public at the time and place stated in the public notice or as stipulated by addendum to the IFB. Bids received after the deadline for submitting shall not be accepted and will be returned unopened by the Purchasing Division.
- If, in the opinion of the City Council, none of the bids is satisfactory, the Council may reject all bids and either re-advertise for new bids or, by resolution, purchase the supplies or services in the open market.
- A contract shall generally be awarded to the lowest responsive bidder.
- If two or more bids received are for the same total amount or unit price, quality and service being equal, and if a delay for re-advertisement would not be in the public interest, the City Council may accept the bid it chooses.
- Payment and performance bonds may be required to be furnished before entering into a contract with a successful bidder. Bonds shall be in a form satisfactory to the City Attorney. Bond amount will be satisfactory to the Purchasing Coordinator and in compliance with the contract specifications.
- The City Council may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.
- If no bids are received in response to the notice inviting bids, the City Council may proceed to purchase the supplies or services without further competitive bidding.

3.3: Formal Request for Proposals (RFP) – Goods and Services greater than \$150,000 (Idaho Code § [67-2806A](#))

- Request for Proposals are to be used instead of Invitation to Bid if the items to be procured cannot be easily described or if factors other than price need to be considered to select the goods or services that will best meet the needs of the City.
- Notices requesting proposals shall include a general description of the supplies or services to be purchased or the problem to be solved, the place where specifications can be obtained, the time and place for opening proposals, whether a proposal security will be required, whether payment and performance bonds will be required, and time and place for any pre-proposal meeting.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the RFP release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of proposals. Notice will be posted to the City's website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- Specifications need to describe the items or services needed by the City and indicate how proposals will be evaluated and what proposers need to submit as part of their proposal.
- At the time and date specified in the RFP documents, proposals will be opened and the company name of proposers read into public record. To protect the integrity of the evaluation process, proposals will remain confidential until an award recommendation is made to the City Council.

SECTION 4: COMPETITIVE PROCUREMENT FOR PUBLIC WORKS CONSTRUCTION (Idaho Code § [67-2805](#))

4.1: Informal Bid (IIFB) – Public Works Construction \$50,000 but not to exceed \$200,000 (Idaho Code § [67-2805\(1\)](#))

- Written specifications prepared by a licensed design professional must be provided to at least three (3) contractors that have an Idaho Public Works Contractors License in the applicable category or categories. Specifications must include a description of what is needed, quantity, sample contract, due date, time, and location for bids, and any other terms/conditions required of the bidder. Bid Security is at the discretion of the Department (I.C. § 67-2805(2)(a)(iv)). Bidders must be provided adequate time to respond, but not less than three (3) business days.
- Responses must be in writing and be returned to the Purchasing Division by the designated time.
- Award is to the lowest responsive bidder. Mayor awards bids under \$100,000. Council awards \$100,000 and above. Payment and Performance Bonds are required.

4.2: Formal Bids (IFB) – Public Works Construction greater than \$200,000, Category A (Idaho Code § [67-2805\(2\)](#))

- Notices inviting bids shall include a general description of the supplies or services to be purchased, the place where bid forms and specifications can be obtained, the time and place for opening bids, time and place for pre-bid conference (if any), and requirements for bid security, payment and performance bonds.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the IFB release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of bids. Notice will be posted to the City's website and may be posted on other third party sites by the Purchasing Division. Notices may only be published by the Purchasing Division.
- Bids shall be accompanied by bidder's security in the form of cash, a cashier's check made payable to the City, or a bid bond in favor of the City, in such amounts as determined by the Purchasing Coordinator to be adequate for protection of the city's interests. Bidders shall be entitled to return of their bid security once the successful bidder's contract, license, and bonds are executed. A successful bidder shall forfeit his or her bid security upon failure or refusal to execute a contract and/or to provide payment and performance bonds within the required time. The City Council may, on failure or refusal of the successful bidder to execute the contract and/or provide payment and performance bonds, award it to the next lowest responsive bidder, in which event, the lowest bidder's security shall be applied by the City first to the difference between the low bid and the second lowest bid, then toward payment of any other costs, expenses or damages incurred by the City as a result of such failure or refusal (not to exceed 25% of the bid security), and the balance of the security, if any, shall be returned to the lowest bidder.
- Sealed bids shall be submitted to the Purchasing Division and shall have the bid number and name listed on the envelope. Bids received after the deadline for submitting the same shall not be accepted and shall be returned to the bidder unopened. The bids shall be opened in public at the time and place stated in the public notice, or as stipulated by addenda to the IFB.

- If, in the opinion of the City Council, none of the bids is satisfactory, the Council may reject all bids and either re-advertise for new bids or pass a resolution that the supplies or services may be obtained more economically in the open market.
- A contract shall generally be awarded to the lowest responsive bidder.
- If two or more bids received are for the same total amount or unit price, quality and service being equal, and if a delay for re-advertisement would not be in the public interest, the City Council may accept the bid it chooses.
- Payment and performance bonds are required to be furnished before entering into a contract with a successful bidder. Bonds shall be in a form satisfactory to the City Attorney. Bond amount will be satisfactory to the Purchasing Coordinator and in compliance with the contract specifications.
- The City Council may waive any minor irregularities in the bids, based upon a determination that the same have no material impact upon the bidding process or other bids submitted.
- If no bids are received in response to the notice inviting bids, the City Council may proceed to purchase the supplies or services without further competitive bidding.

SECTION 5: COMPETITIVE PROCUREMENT FOR PROFESSIONAL SERVICES PERTAINING TO PUBLIC WORKS (Idaho Code § [67-2320](#))

All professionals, regardless of the dollar value of the project, must be qualified to provide the services. A written agreement is required when total fees will exceed \$10,000. Legal review of the agreement is required for contracts equal to or exceeding \$50,000 that do not utilize the City's Professional Services Agreement template or when revisions are made to the template.

5.1: Direct Request – Professional Services \$50,000 or less

For projects \$50,000 or less, a department may make a direct request for services to a firm or person qualified to provide the needed design services.

5.2: Consultant Roster - Professional Services \$200,000 or less

The City shall establish a consultant roster every two years as a tool for obtaining professional engineering, architectural, landscape architectural, land surveying, and construction management services (Idaho Code § [67-2320](#)) valued at \$200,000 or less. This roster shall be established by publishing a RFQ at least twice in the Lewiston Tribune. The Purchasing Coordinator shall retain SOQs until the next consultant roster is established. A firm may submit an SOQ at any time for inclusion on the Consultant Roster.

The roster is intended to be very generic and submitted Statements of Qualifications may not be adequate for determining which firm is the best qualified for a specific project. The department must send an abbreviated RFQ, including evaluation criteria, to at least two seemingly qualified firms from the roster to provide the firms more information on the specific project and to allow the firms to provide a response tailored to the particular project. Cost cannot be included in submittals and cannot be an evaluation criteria. Firms are scored and ranked according to the stated evaluation criteria. Negotiations regarding scope of services and fees commence with the highest-ranked firm. If unable to come to an agreement, negotiations with the highest-ranked firm are terminated and negotiations commence with the next highest-ranked firm.

If a department wishes to consider firms that are not on the roster, or if there is inadequate competition on the roster, the formal RFQ process must be followed.

5.3: Formal Request for Qualifications – Professional Services greater than \$200,000 OR over \$50,000 if NOT selecting from Consultant Roster

- Process to be used if: 1) anticipated agreement amount will exceed \$200,000; 2) no firms, or an inadequate number of firms, on the Consultant Roster appear to meet the needs of the department; or 3) the department desires to issue a formal request.
- Request for Qualifications (RFQ) are to be used for obtaining the services of design professionals (engineers, architects, and landscape architects) and surveyors and construction managers who must be selected on qualifications (Idaho Code § [67-2320](#)). Costs are not an allowed factor during evaluation of firms.
- Notices requesting statements of qualifications (SOQ) shall include a general description of the proposed project and services needed, the place where specifications can be obtained, the time and place for receipt of SOQs, and the time and place of the pre-response conference, if any.
- The notice shall be published twice in the Lewiston Tribune. The first publication shall be on the RFQ release date with the second notice to be published in the succeeding week and at least seven (7) days prior to the date set for final receipt of SOQs. Notice will also be posted to the city's website and may be posted on other third part sites by the Purchasing Division. Only the Purchasing Division may publish notices for Request for Qualifications.
- The RFQ will include a description of the project, required services, proposal content (including a description of firm, experience, personnel, project approach, and project schedule), selection criteria, contact name and contact information for questions, phone number, and proposal deadline.
- The Purchasing Coordinator may also solicit SOQs from firm(s) or person(s) by sending them a copy of such notice.
- The Purchasing Coordinator will send notice of the formal RFQ opportunity to all firms on the consultant roster.

5.3.1 Selection Criteria (when using roster or evaluating formal SOQs)

Selection of professional services shall be based on the criteria developed by the requesting Department Manager and such criteria shall be included in the RFQ. The criteria shall include the following, but additional criteria may be included for specific projects:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team Members
- Familiarity with Area and Project
- Project Approach and Schedule

5.3.2: Selection Procedure

Where consideration of a single firm's qualifications is permitted by this Policy, the Department Manager or their representative shall evaluate the qualifications to determine that the firm or person is qualified to perform the anticipated services.

When consideration of more than one firm's qualifications is required by this Policy for agreements valued at less than \$200,000, the qualifications shall be reviewed by 1) at least one person if that person has experience and expertise for the services being acquired; or 2) at least two persons if the evaluators do not have experience or expertise for the services being acquired. For the formal RFQ process (agreements valued over \$200,000), at least three persons must review the SOQs. Persons not on City staff may be selected when determined by the Department to be beneficial to the review process.

Reviewers shall independently review and rank the SOQs and shall complete an "Evaluation Form" for each firm considered from the roster or for each firm that submitted a SOQ to a formal RFQ request. Selection criteria are established prior to issuing a formal RFQ or looking at the roster for possible firms. Each reviewer shall rank the firms in order of preference. The rankings of each reviewer shall then be combined to determine a final ranking. After each reviewer has ranked the firms, the committee will meet to discuss the scores.

When interviews are required and the number of firms submitting SOQs, or being considered from the roster, exceeds three, the evaluation and ranking of SOQs shall be used to determine the ranking for invitations to interview. Usually, the three highest-ranked firms will be interviewed. However, a competitive range may be established that will indicate the firms to be interviewed. Interviews for projects under \$200,000 may be conducted by phone, internet, or in person, at the discretion of the project lead. Interviews for projects with an anticipated design services value over \$200,000 will be in person or virtual with the project lead determining what the firms are to include in their presentation and/or what the firms need to be prepared to discuss. When interviews are required and the number of firms submitting SOQs is less than three, all firms submitting shall be interviewed, unless otherwise indicated in the RFQ. The reviewers shall evaluate the firms based upon their SOQs and information provided at the interview. Each reviewer shall complete an "Evaluation Form" listing each firm considered and the reviewer's evaluation of that firm against the selection criteria. Each reviewer shall rank the firms in order: highest score is ranked number 1, next highest score is number 2, etc. The rankings of each reviewer shall then be combined to determine a final ranking.

5.3.3: Negotiations

The Department Director, or designee, shall initiate negotiations for an agreement with the highest ranked firm, based on the selection procedure. Negotiations shall be to perform the project services at a price determined by the City to be reasonable and fair to the public considering the estimated value, scope, nature, and complexity of the services. If unable to negotiate a satisfactory agreement, negotiations shall be formally terminated by notifying the firm in writing. Once negotiations have been formally terminated, negotiations with the next highest ranked firm may begin.

5.3.4: Contract Extension (Professional Services)

Idaho Code § [67-2320](#)(4). When the City Council has previously entered into a professional service agreement with a firm for an associated or phased project, an extended or new professional service agreement may be negotiated with that firm at the Department Director's discretion. A new qualifications evaluation and selection process is not required. City Attorney review is required if the amount is \$50,000 or above before the Mayor signs the agreement. If the agreement is \$100,000 or above, City Council approval is required before the Mayor signs the agreement.

DEFINITIONS

DEFINITIONS

Asset: All property owned by the City that has monetary value, including salvage value. Recordable assets are valued at greater than \$1,000 and have a useful life of at least three years. Depreciable assets are valued at greater than \$5,000.

Associated Project: A project or service that is linked to another function, location, or sequence, requiring coordination between interconnected tasks or activities.

Bid: 1. *(noun)* Written offer to provide goods or services for a stated price. 2. *(verb)* Process of obtaining written offers to provide goods and services. The terms “bid” and “proposal” are often used interchangeably, though each has a distinctive meaning.

Bid Security: A promise to pay that accompanies an IFB or RFP. It can be in the form of cash, a bid bond, cashier’s check, or certified check. The monetary value of the security is forfeited to the City if the awarded bidder or proposer fails to enter into a contract with the City or if the awarded bidder/proposer fails to provide payment and performance bonds following contract execution.

Bonds: Legal documents issued by surety companies guaranteeing performance by a contractor. There are bid bonds (see bid security above) and payment and performance bonds. Payment bonds are issued to protect subcontractors and suppliers on a project. If the general contractor does not pay its subcontractors or suppliers, the surety will honor the bond and do so. Performance bonds are issued to ensure the contractor will complete the project. While bonds appear to operate in a similar manner as insurance, they are not insurance policies.

Change Order: A change to an existing Purchase Order or Contract. Changes must be within the original scope of the purchase order or contract and be for unforeseen circumstances.

City: City of Lewiston, Idaho

City Department: Any Department of the City. Current departments are Community Development, Executive, Finance, Legal, Fire, Police, Parks & Recreation, Library, Information Technology, and Public Works.

Competitive Procurement: Selection of supplier, contractor, or firm to provide goods, equipment, services, construction services, or consulting services based on a process that allows participation (competition) by companies able to provide the needed goods or services. “Competitive procurement” methods include IFBs, RFPs, and RFQs.

Competitive Range: In regards to RFPs and RFQs, refers to Proposals and Statements of Qualifications that have a reasonable chance of being selected for award. Example for an RFP: A respondent may have a great price and receive a great score for pricing, but have a dismal technical proposal, and would therefore not be eligible for award. This company would not fall within the competitive range.

Contractor: Independent business providing services to the City. Often used interchangeably with the term *Vendor*.

Department Director: The manager responsible for a City department.

Department Manager: Refers to the Department Director or to their designated representative for a specific project

Emergency: A sudden, urgent, usually unforeseen occurrence or occasion requiring immediate action

Employee: A person legally occupying a position in City service, including, but not limited to, regular full-time employees, introductory/probationary employees, part-time regular employees, and temporary employees, as defined by the City of Lewiston Personnel Policy

Favoritism: The practice of giving unfair preferential treatment to one person or group at the expense of another

Firm: A firm or person offering professional services to the city.

Household Member: Spouse, dependent children, and any person the employee is legally obligated to support

IFB: Invitation for Bids.

IIFB: Informal Invitation for Bids.

Immediate Family Member: The spouse/partner, children, children of spouse/partner, spouses of children, parents, parents of spouse/partner, grandparents, grandchildren, siblings (including step brothers and sisters and half brothers and sisters), spouses of siblings, legal guardians, and legal wards, whether living in the same household of the employee or not.

Informal Invitation for Bids: Similar to an Invitation for Bids, but with a few notable differences: 1) does not require advertisement in the Lewiston Tribune; 2) still requires written specification documents but they are often not as detailed; 3) specifications must be sent to at least three qualified bidders. For regular goods and services, this method may be used for purchases under \$150,000. For public works construction, this method may be used for projects under \$200,000.

Informal Request for Proposals: Similar to a Request for Proposals, but with a few notable differences: 1) does not require advertisement in the Lewiston Tribune; 2) still requires written specification documents but they are often not as detailed; 3) specifications must be sent to at least three qualified proposers. This method may be used for purchases of goods and services under \$150,000, excluding public works construction and professional services requiring qualifications-based-selection (QBS).

Invitation for Bids: 1) A published request for submittal of prices for goods or services. 2) All documents associated with the request for prices.

IRFP: Informal Request for Proposals

Mutual AID Agreements: Are cooperative arrangements between governmental entities, or states, that provide assistance to each other in the event of emergencies, disasters, or other situations requiring mutual support. These agreements allow for the sharing of resources, personnel, and services to ensure an effective and efficient response during times of need.

On-Premise or On-Site: Any service work performed for the City on City property or on private property at the request of the City. This does not include work performed at the vendor's business location.

Personal Services: A service requiring a peculiar skill or ability. Examples: labor negotiations, financial, insurance, and artistic.

Phased Project: A project completed in stages with distinct scopes for each phase.

Piggybacking: Buying goods or services by utilizing a contract already bid by the State of Idaho, another political subdivision of the State of Idaho, or the federal government.

PO: Purchase Order

Professional Personal Services: The performance of specialized professional or expert services that the City needs for its operations but cannot provide on its own, requiring specific knowledge, creativity, or talent. Examples: legal, financial, accounting, insurance, labor negotiations, consulting, medical. *See Idaho Code § 67-2810(2) for the full definition.*

Professional Services: A service that requires a high level of training and proficiency. Examples: Architectural, engineering, accounting, legal, and medical.

Professional Services for Public Works: Professional services as defined by Idaho Code Title 67, Chapter 23, including professional engineering, architectural, landscape architectural, construction management, and professional land surveying services, including services by persons licensed pursuant to Idaho Code Title 54, [Chapters 3](#) (architects), [12](#) (engineers and surveyors), [30](#) (landscape architects), and 45 (public works construction management).

Proposal: An offer to provide goods and/or services in response to a Request for Proposals (RFP).

PSA or Agreement: A professional service agreement or contract between the City and the professional services provider (firm)

Public Works Construction: The repair, maintenance, construction, or remodel of any City building, road, infrastructure, or facility with non-city personnel that does not include building construction projects that require two (2) or less unrelated building trades or crafts.

Purchasing Coordinator: Person responsible for providing purchasing support and coordination for the City, or a designee

Purchase Order: 1) Written document to a supplier formalizing a purchase transaction. Document includes a description of the requested items, cost of items, cost of delivery (if not included in price), delivery schedule, and other terms and conditions of the purchase. 2) In Munis, the document created following conversion of a Purchase Requisition that also encumbers budgetary funds to pay for the purchase.

QBS: Qualifications-Based-Selection

Qualifications-Based-Selection: A process by which firms are evaluated and selected based on qualifications and not price. This process is required for selection of engineers, architects, landscape architects, land surveyors, and construction managers.

Quotes: Prices obtained from vendors

REQ: Purchase Requisition. An electronic or written request or order for something that begins the purchasing process. Following approval, the requisition is converted into a Purchase Order.

Reciprocal Preference: When an Idaho bidder is competing against an out-of-state bidder that receives a preference in its home state, the percentage of the preference is added to the out-of-state bidder's bid for determination of low bidder (Idaho Code [67-2349](#)).

Request for Information: A request for vendors to supply information regarding products and services available. A RFI is typically used to gather information for budgeting purposes and the preparation of formal IFB or RFP specifications. The RFI process does not result in an award but is a valuable tool to discover what is available on the market and possible solutions to an existing problem.

Request for Proposals: 1. Type of competitive procurement for complex goods or services for which bidding is not appropriate because needs cannot be easily defined and price should not be the primary means of award. Vendors are asked to provide solutions to the City's need and price is but one of several evaluation criteria. 2. All documents associated with the request for proposals.

Request for Qualifications: A written request for design firms (engineers, architects, etc.) to provide SOQs so the City may select the most qualified firm (from those submitting a SOQ) to provide professional design services for a particular project.

Request for Quotes: A very informal request, usually by phone or email, for a vendor to provide a price for a particular item or service. .

RFI: Request for Information

RFP: Request for Proposals

RFQ: Request for Qualifications (relates to professional services) or Request for Quotation (relates to goods and services)

Scrap Metal: Any material, equipment, or disposable supplies, no longer usable for City purposes and having only salvage value for metal content for recycling

Significant Idaho Economic Presence: Defined in Idaho Code § [67-2349](#). A vendor is considered domiciled in Idaho if they have maintained a staffed office, sales office, sales outlet, manufacturing facilities, warehouse, or other necessary related property; and if a corporation, are registered and licensed to do business in the state of Idaho with the Office of the Secretary of State for at least one (1) year prior to submitting a bid.

SOQ: Statement of Qualifications

Sole Source: When a specific item or service is available from only one vendor

Statement of Qualifications: Documents submitted by professional design service providers (engineers, architects, etc.) in response to a RFQ that describe a firm's abilities and experience to provide a requested service.

Surplus: Any asset that is no longer useful for City purposes.

Vendor: Any person or company that sells or provides supplies or services. Often used interchangeably with the term *Contractor*.



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

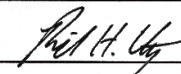
ITEM TITLE CHANGE ORDER NO. 3: IFB-23-024 PORT OF ENTRY WATERLINE PROJECT	AGENDA NO. VI. C. AGENDA DATE: September 23, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) This request is for approval of Change Order 3 for the construction contract with Debco Construction for the Idaho Transportation Department Port of Entry Waterline. A Memorandum Of Understanding (MOU) between ITD and the City was approved by City Council in March of 2023 for the City to manage this project on ITD's behalf while ITD reimbursed for project costs. TD&H was contracted to bid and provide construction management and inspection of of the project with a professional services agreement executed in July of 2023. Debco Construction was the lowest of 6 bids received and awarded the contract by City Council in the February 26, 2024 meeting. Construction is complete but the 3rd and final change order brings the total change order amount to a percentage that requires City Council approval. Change Order 3 must be approved before final payment to the contractor can be made. ITD has this change order on their agenda for consideration of approval at their Sept 19, 2024 meeting. It is anticipated that it will be approved. Previously approved Change Orders are: Change Order 1 for \$54,453 was to re-align a section of the water line from Station 17+23 to Station 24+16 from the sloped road shoulder into center of the Southbound lane of Hatwai Road where it was more maintainable. Change Order 2 for \$2,156.71 was to investigate and remove and unknown abandoned steel water line that was encountered at Station 23+10. Change Order 3 for \$68,556.60 is for two items. \$49,588.00 additional asphalt paving required due to Nez Perce County road standards requiring complete removal and patch back for areas with less than 2 feet of remaining existing asphalt at the road shoulder. \$18,968.60 of the total is due to an underestimate of the required asphalt patching in the original contract bid quantities, and bringing it up to the actual quantity installed in constructuion.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) The additional budget is anticipated to be reimbursed by ITD as the overall project has been under the Memorandum of Understanding (MOU)	

ACTION PROPOSED

It is recommended that City Council approve Change Order 3 for the total of \$68,556.60 in order to close out the project.

PAY ESTIMATES - JOB #202406 PORT OF ENTRY WATERLINE
DEBCO CONSTRUCTION
202406

CAT #	BID ITEM DESCRIPTION	QUANT	UNIT OF MEAS	UNIT PRICE	CONTRACT AMOUNT	UNITS COMPLETED	EARNED TO DATE	FINAL PAYMENT	
								07/17/24	
10	Clear and Grubbing	1	LS	2,000.00	2,000.00	1.00	2,000.00	UNITS	\$
20	Rock Excavation (Contingency)	1	LS	-	-	0.00	-		
30	Miscellaneous Surface Restoration (Natural Ground)	1,945	LF	1.00	1,945.00	1945.00	1,945.00		
40	Type "C" Surface Restoration (Gravel Roadway)	197	SY	5.00	985.00	197.00	985.00		
50	Main Line Type "P" Surface Restoration (Asphalt Roadway)	859	SY	80.00	68,720.00	1079.00	86,320.00		
60	2" HMA SP3 - SP5 overlay full width of existing roadway	4,800	SY	17.50	84,000.00	4800.00	84,000.00		
70	Pipe Boring and Jacking, STA. 41+40 to STA. 42+00, 3"	1	LS	9,000.00	9,000.00	1.00	9,000.00		
80	Water Main Pipe - Size 12" - Type C900	2,416	LF	125.00	302,000.00	2416.00	302,000.00		
90	Water Service Pipe - Size 1-1/2" - HDPE Poly	1,891	LF	30.00	56,730.00	1904.00	57,120.00		
100	Valve - Size 12" - Type Gate	4	EA	5,000.00	20,000.00	3.00	15,000.00		
110	Valve - Size 1" - Combination Air Release/Air Vacuum Valve	2	EA	6,700.00	13,400.00	3.00	20,100.00		
120	Hydrant Assembly	7	EA	8,900.00	62,300.00	7.00	62,300.00		
130	Water Service Connection, Install 12" Coupling	1	EA	2,000.00	2,000.00	1.00	2,000.00		
140	Erosion & Sediment Control	1	LS	4,000.00	4,000.00	1.00	4,000.00		
150	Construction Traffic Control	1	LS	35,000.00	35,000.00	1.00	35,000.00		
160	Roadway Striping	1,800	LF	2.50	4,500.00	1800.00	4,500.00		
170	Mobilization	1	LS	70,000.00	70,000.00	1.00	70,000.00		
180	Sanitary Facilities	1	LS	1,000.00	1,000.00	1.00	1,000.00		
ERROR	MATH CORRECTION ON ORIGINAL BID NUMBERS	1	LS	10.30	10.30	1.00	10.30	1	10.30
CHANGE ORDERS:									
	12" WATERLINE REALIGNMENT/APPLY 2" THICK ASPHALT								
C01	OVERLAY/Type "P" Surface Restoration	1.00	LS	54,453.00	54,453.00	1.00	54,453.00		
C02	OBSTRUCTIVE WATERLINE	1.00	LS	2,156.71	2,156.71	1.00	2,156.71		
C03	2' WIDE SHOULDER REQUIREMENT	644.00	SY	77.00	49,588.00	644.00	49,588.00	644	49,588.00
C03	CHANGE UNIT PRICE FOR LINE TYPE P SURFACE RESTORATION	(1,079.00)	SY	(80.00)	(86,320.00)	(1,079.00)	(86,320.00)	-1079	(86,320.00)
C03	CHANGE UNIT PRICE FOR LINE TYPE P SURFACE RESTORATION	1079.00	SY	77.00	83,083.00	1079.00	83,083.00	1079	83,083.00
INT	INTEREST ON LATE PAY APP 4	1.00	LS	2,505.31	2,505.31	1.00	2,505.31	1	2,505.31
MOH	MATERIAL-ON-HAND								
	SUBTOTAL			ORIGINAL	737,590.30		862,746.32		48,866.61
RETAIN	RETAINAGE	5%		CO'S	105,466.02		-		40,893.99
	TOTAL DUE	ENTER PROPER RETAINAGE RATE for PROJECT		TOTAL	843,056.32	102.34%	862,746.31		89,560.60
							PERCENT COMPLETE		

FINAL PAY ESTIMATE				Project: Port of Entry Water Line: WR100	
				PAY ESTIMATE NUMBER: FINAL	
				Page <u>1</u> of <u>2</u>	
OWNER: City of Lewiston, Idaho		CONTRACTOR: Debco Construction		PERIOD OF ESTIMATE From:06/21/2024 To:06/21/2024	
CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Approval Date	Amount			
		Deductions	Additions		
1	10-May-24		\$54,453.00	1. Original Contract..... \$737,580.00	
2	10-Jul-24		\$2,156.71	2. Change Orders..... \$125,166.31	
3	29-Aug-24		\$68,556.60	3. Revised Contract (1 + 2)..... \$862,746.31	
				4. Work Completed *..... \$862,746.31	
				5. Stored Materials*..... \$0.00	
				6. Subtotal (4 + 5)..... \$862,746.31	
				7. Retainage @ 5%*..... \$0.00	
TOTALS				\$125,166.31	8. Previous Payments..... \$773,185.71
NET CHANGE			N/A	\$125,166.31	9. Amount Due (6 - 7 - 8)..... \$89,560.60
* Detailed breakdown attached					
Project No. WR100		Purchase Order: 22402294-00		Account: 08-210-213-91170	
				Phase: Construction-Construction	
CONTRACT TIME					
Calendar		On Schedule ☒ Yes ☐ No		Starting Date 4/8/2024	
Original (days)	50			Contract Completion Date 6/17/2024	
Revised	54			Projected Completion Date 6/21/2024	
Remaining	0			Actual Completion Date 6/21/2024	
CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due. Contractor Print Name: <u>Cott Reisenauer</u> Signature: <u></u> Date: <u>9/3/24</u> Approved By Owner Print Name: <u>Dustin Johnson, PE, Public Works Director</u> Signature: _____ Date: _____ ARCHITECT OR ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents. Project Engineer Print Name: <u>Rich Utzman, PE</u> Signature: <u></u> Date: <u>09/03/2024</u> Pay Estimate Review by City (Const Coord, Engr Proj Supervisor, etc.) Print Name: <u>Joe Kaufman, PE, Engineering Proj. Supervisor</u> Signature: _____ Date: _____					

PAY ESTIMATES - JOB #202406 PORT OF ENTRY WATERLINE
DEBCO CONSTRUCTION
202406

CAT #	BID ITEM DESCRIPTION	QUANT	UNIT OF MEAS	UNIT PRICE	CONTRACT AMOUNT	UNITS COMPLETED	EARNED TO DATE	FINAL PAYMENT 07/17/24
10	Clear and Grubbing	1	LS	2,000.00	2,000.00	1.00	2,000.00	
20	Rock Excavation (Contingency)	1	LS	-	-	0.00	-	
30	Miscellaneous Surface Restoration (Natural Ground)	1,945	LF	1.00	1,945.00	1945.00	1,945.00	
40	Type "C" Surface Restoration (Gravel Roadway)	197	SY	5.00	985.00	197.00	985.00	
50	Main Line Type "P" Surface Restoration (Asphalt Roadway)	859	SY	80.00	68,720.00	1079.00	86,320.00	
60	2" HMA SP3 - SP5 overlay full width of existing roadway	4,800	SY	17.50	84,000.00	4800.00	84,000.00	
70	Pipe Boring and Jacking, STA. 41+40 to STA. 42+00, 3"	1	LS	9,000.00	9,000.00	1.00	9,000.00	
80	Water Main Pipe - Size 12" - Type C900	2,416	LF	125.00	302,000.00	2416.00	302,000.00	
90	Water Service Pipe - Size 1-1/2" - HDPE Poly	1,891	LF	30.00	56,730.00	1904.00	57,120.00	
100	Valve - Size 12" - Type Gate	4	EA	5,000.00	20,000.00	3.00	15,000.00	
110	Valve - Size 1" - Combination Air Release/Air Vacuum Valve	2	EA	6,700.00	13,400.00	3.00	20,100.00	
120	Hydrant Assembly	7	EA	8,900.00	62,300.00	7.00	62,300.00	
130	Water Service Connection, Install 12" Coupling	1	EA	2,000.00	2,000.00	1.00	2,000.00	
140	Erosion & Sediment Control	1	LS	4,000.00	4,000.00	1.00	4,000.00	
150	Construction Traffic Control	1	LS	35,000.00	35,000.00	1.00	35,000.00	
160	Roadway Striping	1,800	LF	2.50	4,500.00	1800.00	4,500.00	
170	Mobilization	1	LS	70,000.00	70,000.00	1.00	70,000.00	
180	Sanitary Facilities	1	LS	1,000.00	1,000.00	1.00	1,000.00	
ERROR	MATH CORRECTION ON ORIGINAL BID NUMBERS	1	LS	10.30	10.30	1.00	10.30	
	CHANGE ORDERS:				-	0.00	-	
	12" WATERLINE REALIGNMENT/APPLY 2" THICK ASPHALT OVERLAY/Type "P" Surface Restoration	1.00	LS	54,453.00	54,453.00	1.00	54,453.00	
CO1	OBSTRUCTIVE WATERLINE	1.00	LS	2,156.71	2,156.71	1.00	2,156.71	
CO3	2' WIDE SHOULDER REQUIREMENT	644.00	SY	77.00	49,588.00	644.00	49,588.00	
CO3	CHANGE UNIT PRICE FOR LINE TYPE P SURFACE RESTORATION	(1,079.00)	SY	(80.00)	(86,320.00)	(1,079.00)	(86,320.00)	
CO3	CHANGE UNIT PRICE FOR LINE TYPE P SURFACE RESTORATION	1079.00	SY	77.00	83,083.00	1079.00	83,083.00	
INT	INTEREST ON LATE PAY APP 4	1.00	LS	2,505.31	2,505.31	1.00	2,505.31	
MOH	MATERIAL-ON-HAND							
	SUBTOTAL			ORIGINAL	737,590.30		862,746.32	48,866.61
RETAIN	RETAINAGE	5%		CO'S	105,466.02		-	40,693.99
	TOTAL DUE	ENTER PROPER RETAINAGE RATE for PROJECT		TOTAL	843,056.32	102.34%	862,746.31	89,560.60
						PERCENT COMPLETE		



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE ORDINANCE 4928	AGENDA NO. VI. D. 1. a. AGENDA DATE: September 23, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The City seeks to update its parking regulations to better protect public property and ensure the fair use of municipal parking lots by all community members. Currently, these lots allow unlimited parking with minimal oversight, leading to potential misuse and limited availability for public events. By redesignating these lots as 'limited' parking zones and introducing tow-away zones where parking is restricted or prohibited, the City aims to promote more efficient use of public parking spaces and enhance the overall management of these facilities.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) This change will not have any direct impact on the community. However, there may be incidental effects, including increased parking enforcement efforts, the installation of new signage in municipal parking lots, and costs associated with towing vehicles that violate the City's parking regulations. Conversely, these costs may be offset by revenue collected from parking fines, helping to reduce the financial impact on the City.	
ACTION PROPOSED Approval of Ordinance No. 4928.	

CITY ORDINANCE NO. 4928

AN ORDINANCE OF THE CITY OF LEWISTON AMENDING SECTION 35-66 RELATING TO STOPPING, STANDING OR PARKING VEHICLES AND AUTHORIZING TOWING VEHICLES IN DESIGNATED TOW-AWAY ZONES; AMENDING SECTION 35-69 DESIGNATING MUNICIPAL PARKING LOTS AS LIMITED PARKING ZONES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: Lewiston City Code § 35-66 is hereby amended as follows:

Sec. 35-66. – Stopping, standing or parking prohibited in specified places

Except when necessary to avoid conflict with other traffic or in compliance with law or directions of a police officer or official traffic control device, no person shall:

(1) Stop, stand or park a vehicle:

...

d. Alongside or opposite any ~~street excavation or obstruction~~ maintenance or construction when stopping, standing or parking would obstruct traffic;

...

(2) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:

a. In front of, ~~or otherwise blocking use of,~~ a public or private driveway or street access from lands adjoining a public street any driveway;

...

~~(8) The city council may establish tow-away zones in any area where parking is restricted or prohibited, as long as a tow-away warning is posted. If a peace officer finds a vehicle violating this rule, they may instruct the driver or other person in charge of the vehicle to move it, or to remove or cause to be removed to a place of safety any unattended vehicle. The procedures of Idaho Code, Title 49, Chapter 18, regarding vehicle disposition, are hereby adopted.~~

SECTION 2: Lewiston City Code § 35-69 is hereby amended as follows:

Sec. 35-69. Parking in municipal and airport parking lots.

Except for those provisions of section 35-66 and the provisions hereinafter, municipal parking lots shall be designated as ~~un~~limited parking zones. Certain areas within municipal parking lots and all areas within airport parking lots may be designated as restricted ~~or limited~~ parking

zones. Designation shall be by the city council by resolution and shall become effective when appropriate signs denoting such areas are installed. It shall be unlawful for any person to park a vehicle in a municipal or airport parking lot contrary to posted limitations.

SECTION 3: This ordinance shall take effect and be in full force from and after its passage and publication.

PASSED this _____ day of _____, 2024.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE REQUEST FOR A JOINT SPECIAL MEETING REGARDING UNITED AIRLINES AIR SERVICE MRG	AGENDA NO. AGENDA DATE: September 23, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) X	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) X	
ACTION PROPOSED X	



ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Date:

Email: Phone:

Address: City/State/Zip:

If a resident of Lewiston, how long?:

Employer: Occupation:

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- | | |
|---|---|
| ☐ Audit Committee | ☐ Historic Preservation Commission |
| ☐ Code Board of Appeals | ☐ Library Board of Trustees |
| ☐ Compensation Review Committee | ☐ Parks & Recreation Commission |
| ☐ Development Impact Fee Advisory Committee | ☐ Planning & Zoning Commission |
| ☐ Disability Advisory Commission | ☐ Public Works Advisory Commission |
| ☒ Emergency Medical Services Advisory Board | ☐ Urban Forestry & Cemetery Commission |

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** ☒ **No** ☐

List any City Board, Commission, or Committee, on which you currently serve:

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

Been a Paramedic in the state of Idaho for 30 yrs. Worked At Lewiston fire department for 36 yrs. Worked for Lifelight Networks at the Lewiston bases for 3.5 years. Worked 5 years as a diagnostic Paramedic with Spokane cardiology. Taught Paramedic class at LCSC for 4 classes.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

Set on peer review board for the State of Idaho EMS for 6 years.

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name:	Chris Jacks	Phone:	208-791-8812
Name:	Richie Lucas	Phone:	208-791-4770

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature:	David Chenault	Date:	7/16/2024
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Return Completed Application by:

RECEIVED
By Tanya Brocke at 4:36 pm, Jul 16, 2024

Mail:		Email:		Drop Off:
City of Lewiston				City Hall
Attn: City Clerk	OR	tbrocke@cityoflewiston.org	OR	1134 F Street
PO Box 617				Lewiston, ID 83501
Lewiston, ID 83501				



ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Vitaliya Johnson Date: 7/19/24
Email: victoria.johnson@olympusrl.com Phone: 425-948-0272
Address: 2870 Juniper Dr. City/State/Zip: Lewiston ID 83501
If a resident of Lewiston, how long?: 3.7 years
Employer: Royal Plaza of Olympus Occupation: Sales + Marketing

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- | | |
|---|--|
| ☐ Audit Committee | ☒ 2 Historic Preservation Commission |
| ☐ Code Board of Appeals | ☐ Library Board of Trustees |
| ☐ Compensation Review Committee | ☒ 3 Parks & Recreation Commission |
| ☐ Development Impact Fee Advisory Committee | ☐ Planning & Zoning Commission |
| ☐ Disability Advisory Commission | ☒ 4 Public Works Advisory Commission |
| ☒ 1 Emergency Medical Services Advisory Board | ☒ 5 Urban Forestry & Cemetery Commission |

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? Yes ☒ No ☐

List any City Board, Commission, or Committee, on which you currently serve:

Working on being an Elks member

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

I want to be active in the community that I live in and work at. I have a positive and go-getter attitude and love working with people and for people.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

I have taught Sunday School since I was 16 years old. I have volunteered at local food banks throughout my life. I love helping people in any way that I am able to.

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

I have not lived in Lewiston long, however I can see that this town is full of love towards one another and the willingness to help. I don't want it to lose that charm.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name: Bill Jollymore

Phone: 509-780-1280

Name: David Keen

Phone: 208-305-3283

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature: Vitaliya Johnson

Date: 7/19/24

Return Completed Application by:

RECEIVED

By Tanya Brocke at 10:24 am, Jul 25, 2024

Mail:

City of Lewiston

Attn: City Clerk

PO Box 617

Lewiston, ID 83501

Email:

tbrocke@cityoflewiston.org

Drop Off:

City Hall

1134 F Street

Lewiston, ID 83501