

**Cowlitz 911 Public Authority Board of Directors**  
**Special Meeting Agenda**  
**Wednesday December 14th, 2022 @ 10:00 AM**  
**Hybrid – EOC & ZOOM**

**1. Call to Order and Introductions**

**2. Approval of the Agenda**

**Recommended Action:** A motion to approve the agenda as presented.

**3. Approval of Meeting Minutes**

**A. 11/16/22**

**Recommended Action:** A motion to approve the meeting minutes from 11/16/22

**4. Public Comment**

**A.** The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

**5. Payables**

**The following transactions are approved as presented**

<b>ACCOUNT</b>	<b>TRANS NUMBER</b>	<b>AMOUNT</b>
Payroll 11/18/22	1457-1494	\$ 127,863.07
Payroll 12/05/22	1515-1552	\$ 143,366.05
Claims 11/10/22	1435-1452	\$ 86,633.00
Claims 12/01/22	1512-1514	\$186,353.50
Claims 11/23/22	1499-1511	\$211,873.50
<b>TOTAL</b>		<b>\$756,089.12</b>

**Recommended Action:** Motion to approve the payables as presented

**6. Financial Report for November 2022- No action needed**

**7. Approval of Resolution 2022-008 Approve and adopt the 2023 Budget**

**8. Recommended Action:** Motion to approve Resolution 2022-008 Approve and adopt the 2023 Budget as presented.

**9. Managed I.T. Services RFP Approval**

**Recommended Action:** Motion to approve the RFP for Managed I.T. Services as presented

**10. Approval of Lease Agreement with Cowlitz County**

**Recommended Action:** Motion to approve the lease agreement with Cowlitz County as presented.

**11. Board Comments/Board Committee Reports**

**A.** LAW TAC Update

**B.** FIRE TAC Update

C. Forming a User Fee Committee to review and finalize a formula for user fees effective in 2024.

**13. Director's Report**

A. Staffing Update

B. Climate and Culture

C. Facility Update

D. Radio Update

E. Board Member Selections coming up in January

F. Board Members and alternates will need to provide proof of OPMA training to the Clerk

G. Updated the agreement with Cowlitz 2 Fire and Rescue

H. COLA increases for Non-Represented Staff to match guild contract

**14. Executive Session: 42.30.110(1)(i)**

**15. Adjournment**

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday November 16<sup>th</sup>, 2022 @ 10:00 AM

Hybrid – Boat House & ZOOM

### Attendance

**Board Members:** Ruth Kendall; Jim Kambeitz; Brad Thurman; Andy Hamilton; Alan Headley; Bill Lemonds; Ralph Herrera

**Staff:** John Diamond; Frank Randolph (general counsel); Rachael Young; Briana Harvill; Deanna Wells; Jerry Jensen

**Guests:** Scott Neves; Sammy Brown;

**Board Members Absent and No Alternate:** Kurt Sacha; Dennis Weber

### 1. Call to Order and Introductions

Thurman called the meeting to order at 10:00 AM.

### 2. Approval of the Agenda

**Recommended Action:** A motion to approve the agenda as presented.

Headley made a motion to approve the agenda as presented. Herrera seconded; all in favor, motion carried.

### 3. Approval of Meeting Minutes

#### A. 10/19/22

**Recommended Action:** A motion to approve the meeting minutes from 10/19/22

LeMonds made a motion to approve the meeting minutes. Headley seconded; all in favor, motion carried.

### 4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda. The Chair asked if any members of the public were attending the meeting and no members of the public were in attendance.

### 5. Payables:

**The following transactions are approved as presented**

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 10/20/22	1319-1356	\$ 118,235.83
Payroll 11/04/22	1393-1430	\$ 126,460.24
Claims 10/14/22	1286-1314	\$ 228,377.41
Claims 10/28/22	1367-1381	\$76,494.14
TOTAL		\$549,567.62

**Recommended Action:** Motion to approve the payables as presented

Hamilton made a motion to approve payables as presented. LeMonds seconded; all in favor, motion carried.

### 6. Financial Report for October 2022- No action needed

### 7. Approval of the Davis Peak Tower Site Lease

**Recommended Action:** Motion to approve the Davis Peak Tower Site Lease agreement as presented.

Herrera made a motion to approve payables as presented. Headley seconded; all in favor, motion carried.

#### **8. Approval of Purchase Card Policy Update**

**Recommended Action:** Motion to approve the updated Purchase card policy as presented.

Headley made a motion to approve payables as presented. LeMonds seconded; all in favor, motion carried.

#### **9. Approval of Employee Recognition Policy Update**

**Recommended Action:** Motion to approve the updated Employee Recognition Policy as presented.

Headley made a motion to approve payables as presented. Herrera seconded; all in favor, motion carried.

#### **10. MOU- Retention Bonus Addition**

**Recommended Action:** Motion to approve the MOU- Retention bonus addition as presented.

Herrera made a motion to approve payables as presented. LeMonds seconded; all in favor, motion carried.

#### **11. MOU- New Hire Sick leave Bank**

**Recommended Action:** Motion to approve the MOU-New Hire Sick Leave Bank as presented.

Kambeitz made a motion to approve payables as presented. Headley seconded; all in favor, motion carried.

#### **12. Board Comments/Board Committee Reports**

**A. LAW TAC Update:** No Update

**B. FIRE TAC Update:** Met Monday. Worked on the finalization of the radio manual. Mob officer and system failure contact were the big points.

#### **13. Director's Report**

**A. Staffing Update:** 18 on schedule, 4 in training, 2 on leave, 1 going on leave at the end of this month, and 1 returning in December. Dispatcher retiring Jan 1, 2023 and April 5<sup>th</sup> 2023 as potential retirement.

**B. Climate and Culture:** Seeking first to assume the best and offer support day to day. Frustrations stills exist with a lot of overtime and fatigue as well as cold season.

**C. Facility Update:** RFM was on site last week. Presented their site visit report. It has 76 defects or deficiencies with construction. A more normal number would be 6. Some progress. Stated completion date of Dec 27<sup>th</sup>.

**D. Audit Update:** Complete, no findings.

**E. Radio Update:**

i. Small Works Roster- batteries at our sites- no responses so going out for bid again. Wells will look into other types of batteries like lithium.

ii. Work with Day on a change order from the Radio Site Improvements RFP.

iii. Kambietz had a question of a backup for Spillman. CRP team has designed the redundancy. We will have a fail over at the HOJ and Ocean Beach. It will be a down time of 5 minutes.

**14. Executive Session: RCW 42.30.110(1)(i):** The board announced they would be entering into executive session at 10:40 for 15 minutes under for RCW 42.30.110(1)(i) and return at 10:55 AM. The board come out of executive session at 10:55. No decisions were made.

**15. Budget Review**

**16. Old Business:**

**A. Special Meeting will be on Dec 14<sup>th</sup>.**

**B. Pulse Point – board review to familiarize yourself with it**

**C. State Audit Report: Clean and said good things about Rachael- it went well.**

**17. Adjournment: Meeting was adjourned at 11:30.**

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Brad Thurman, Board Chair

Attest:

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Rachael Young, Clerk of the Board

## CHECK REGISTER

Cowlitz 911

Time: 08:41:14 Date: 12/06/2022

11/10/2022 To: 12/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1486	11/18/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	21,540.17	941 Deposit for Pay Cycle(s) 11/18/2022 - 11/18/2022
1544	12/05/2022	Payroll	1	EFT	COWLITZ COUNTY TREASURER'S OFFICE (IRS)	25,853.48	941 Deposit for Pay Cycle(s) 12/05/2022 - 12/05/2022
1435	11/10/2022	Claims	1	12070	AT&T MOBILITY LLC	242.83	INV: 287315187389X10272022
1436	11/10/2022	Claims	1	12071	CITY OF LONGVIEW	981.30	INV: 2889
1437	11/10/2022	Claims	1	12072	COLUMBIA COUNTY	2,952.53	INV: 19945-1509
1438	11/10/2022	Claims	1	12073	COLUMBIA RIVER PUD	361.01	INV: 647791122
1439	11/10/2022	Claims	1	12074	TECHNALYTIX COMPASS LANE INC	648.54	INV: 113614
1440	11/10/2022	Claims	1	12075	COWLITZ COUNTY LEASE PAYMENT	28,940.62	INV: OFM-2022-1261022; INV: OFM-2022-1261122
1441	11/10/2022	Claims	1	12076	COWLITZ PUD	63.89	INV: 4671145 1122; INV: 4737086 1122; INV: 5156128
1442	11/10/2022	Claims	1	12077	DAY WIRELESS	36,232.46	INV: INV748823; INV: INV747929; INV: INV728343-RET; INV: INV692797-RETA
1443	11/10/2022	Claims	1	12078	ENTEK	1,063.98	INV: 222231; INVI 222232
1444	11/10/2022	Claims	1	12079	FRANCIS F. RANDOLPH	2,234.50	INV: RLF110122
1445	11/10/2022	Claims	1	12080	IAED/ PRIORITY DISPATCH	110.00	INV: SIN321891
1446	11/10/2022	Claims	1	12081	ICEQUBE	3,421.73	INV: 155288
1447	11/10/2022	Claims	1	12082	LANGUAGE LINE SVCS INC	144.45	INV: 10665063
1448	11/10/2022	Claims	1	12083	LOWES	286.61	INV: 990057223781122
1449	11/10/2022	Claims	1	12084	MORE POWER TECHNOLOGY-NONPROJECT	1,128.98	INV: 14127; INV: 14161; INV: 14162
1450	11/10/2022	Claims	1	12085	NORMAN G. KREHBIEL	5,800.00	INV: NK1122
1451	11/10/2022	Claims	1	12086	RELIABLE ADMINISTRATION SOLUTIONS	2,000.00	INV: 22-75
1452	11/10/2022	Claims	1	12087	STATE FORESTER	19.57	INV: 23043
1478	11/18/2022	Payroll	1	12088		2,717.23	
1487	11/18/2022	Payroll	1	12089	KAISER PERMANENTE MEMBERSHIP ADMIN	2,950.74	Pay Cycle(s) 11/18/2022 To 11/18/2022 - MEDICAL-KAISER
1488	11/18/2022	Payroll	1	12090	WASHINGTON STATE DEPT OF RETIREMENT	15,019.99	Pay Cycle(s) 11/18/2022 To 11/18/2022 - PERS2; Pay Cycle(s) 11/18/2022 To 11/18/2022 - PERS3
1489	11/18/2022	Payroll	1	12091	WCIF	8,919.99	Pay Cycle(s) 11/18/2022 To 11/18/2022 - MEDICAL-WCIF; Pay Cycle(s) 11/18/2022 To 11/18/2022 - LIFE INS BUYUP; Pay Cycle(s) 11/18/2022 To 11/18/2022 - LTD BUYUP; Pay Cycle(s) 11/18/2022 To 11/18/2022 -
1499	11/23/2022	Claims	1	12092	BUD CLARY CHEVROLET INC	44,838.58	INV: 12123
1500	11/23/2022	Claims	1	12093	COWLITZ COUNTY PURCHASING	201.28	INV: 579-2022
1501	11/23/2022	Claims	1	12094	DAY WIRELESS	11,743.10	INV: INV749665; INV: INV741767
1502	11/23/2022	Claims	1	12095	IAED/ PRIORITY DISPATCH	55.00	INV: SIN322807
1503	11/23/2022	Claims	1	12096	INTEGER ASSOCIATES INC	12,257.88	INV: 22-1006; INV: 22-1005
1504	11/23/2022	Claims	1	12097	PATRIOT CONSTRUCTION LLC	122,740.55	INV: 22
1505	11/23/2022	Claims	1	12098	TOSHIBA AMERICA BUSINESS SOLUTIONS	150.36	INV: 5022494503
1506	11/23/2022	Claims	1	12099	DON TURRENTINE	977.32	INV: 2022-096; INV: 2022-095

## CHECK REGISTER

Cowlitz 911

Time: 08:41:14 Date: 12/06/2022

11/10/2022 To: 12/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1507	11/23/2022	Claims	1	12100	US BANK	9,599.20	INV: 4484-7345-5001-2810 1122
1508	11/23/2022	Claims	1	12101	VERIZON WIRELESS	470.63	INV: 9919493630
1509	11/23/2022	Claims	1	12102	WASHINGTON STATE AUDITOR	8,765.55	INV: L151301
1510	11/23/2022	Claims	1	12103	WASTE CONNECTIONS OF WASHINGTON	10.05	INV: 18999617S010
1511	11/23/2022	Claims	1	12104	RACHAEL YOUNG	64.00	INV: 2022-097
1514	12/01/2022	Claims	1	12105	WASHINGTON STATE AUDITOR	7,273.67	INV# L150816
1536	12/05/2022	Payroll	1	12106		3,332.31	
1545	12/05/2022	Payroll	1	12107	KAISER PERMANENTE MEMBERSHIP ADMIN	2,950.74	Pay Cycle(s) 12/05/2022 To 12/05/2022 - MEDICAL-KAISER
1546	12/05/2022	Payroll	1	12108	WASHINGTON STATE DEPT OF RETIREMENT	16,870.09	Pay Cycle(s) 12/05/2022 To 12/05/2022 - PERS2; Pay Cycle(s) 12/05/2022 To 12/05/2022 - PERS3
1547	12/05/2022	Payroll	1	12109	WCIF	9,682.94	Pay Cycle(s) 12/05/2022 To 12/05/2022 - MEDICAL-WCIF; Pay Cycle(s) 12/05/2022 To 12/05/2022 - LIFE INS BUYUP; Pay Cycle(s) 12/05/2022 To 12/05/2022 - LTD BUYUP; Pay Cycle(s) 12/05/2022 To 12/05/2022 -
1457	11/18/2022	Payroll	2	EFT		1,648.27	
1458	11/18/2022	Payroll	2	EFT		1,912.34	
1459	11/18/2022	Payroll	2	EFT		225.60	
1460	11/18/2022	Payroll	2	EFT		1,778.57	
1461	11/18/2022	Payroll	2	EFT		3,714.58	
1462	11/18/2022	Payroll	2	EFT		2,932.68	
1463	11/18/2022	Payroll	2	EFT		1,942.67	
1464	11/18/2022	Payroll	2	EFT		2,389.02	
1465	11/18/2022	Payroll	2	EFT		2,027.00	
1466	11/18/2022	Payroll	2	EFT		1,732.03	
1467	11/18/2022	Payroll	2	EFT		1,829.03	
1468	11/18/2022	Payroll	2	EFT		2,449.39	
1469	11/18/2022	Payroll	2	EFT		2,235.17	
1470	11/18/2022	Payroll	2	EFT		2,392.26	
1471	11/18/2022	Payroll	2	EFT		1,605.74	
1472	11/18/2022	Payroll	2	EFT		2,097.92	
1473	11/18/2022	Payroll	2	EFT		2,308.11	
1474	11/18/2022	Payroll	2	EFT		2,872.02	
1475	11/18/2022	Payroll	2	EFT		1,964.50	
1476	11/18/2022	Payroll	2	EFT		2,026.28	
1477	11/18/2022	Payroll	2	EFT		1,669.42	
1479	11/18/2022	Payroll	2	EFT		2,199.31	
1480	11/18/2022	Payroll	2	EFT		594.76	
1481	11/18/2022	Payroll	2	EFT		2,957.59	
1482	11/18/2022	Payroll	2	EFT		3,784.11	
1483	11/18/2022	Payroll	2	EFT		2,668.67	
1484	11/18/2022	Payroll	2	EFT		1,916.13	
1485	11/18/2022	Payroll	2	EFT		1,884.39	
1490	11/18/2022	Payroll	2	EFT	CAPSCO	55.00	Pay Cycle(s) 11/18/2022 To 11/18/2022 - ASSN FEE
1491	11/18/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	395.00	Pay Cycle(s) 11/18/2022 To 11/18/2022 - UNION DUES; Pay Cycle(s) 11/18/2022 To 11/18/2022 - INITIATION FEE

# CHECK REGISTER

Cowlitz 911

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11/10/2022 To: 12/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1492	11/18/2022	Payroll	2	EFT	HRA VEBA	11,519.28	Pay Cycle(s) 11/18/2022 To 11/18/2022 - VEBA
1493	11/18/2022	Payroll	2	EFT	ONE AMERICA	4,219.36	Pay Cycle(s) 11/18/2022 To 11/18/2022 - DEF COMP
1494	11/18/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 11/18/2022 To 11/18/2022 - HSA
1515	12/05/2022	Payroll	2	EFT		872.87	
1516	12/05/2022	Payroll	2	EFT		3,411.55	
1517	12/05/2022	Payroll	2	EFT		2,095.26	
1518	12/05/2022	Payroll	2	EFT		3,717.68	
1519	12/05/2022	Payroll	2	EFT		2,937.19	
1520	12/05/2022	Payroll	2	EFT		2,604.89	
1521	12/05/2022	Payroll	2	EFT		3,155.76	
1522	12/05/2022	Payroll	2	EFT		2,030.20	
1523	12/05/2022	Payroll	2	EFT		2,302.13	
1524	12/05/2022	Payroll	2	EFT		2,568.68	
1525	12/05/2022	Payroll	2	EFT		2,453.43	
1526	12/05/2022	Payroll	2	EFT		3,217.52	
1527	12/05/2022	Payroll	2	EFT		3,556.48	
1528	12/05/2022	Payroll	2	EFT		2,132.53	
1529	12/05/2022	Payroll	2	EFT		2,860.42	
1530	12/05/2022	Payroll	2	EFT		2,365.85	
1531	12/05/2022	Payroll	2	EFT		3,329.32	
1532	12/05/2022	Payroll	2	EFT		1,965.11	
1533	12/05/2022	Payroll	2	EFT		2,335.36	
1534	12/05/2022	Payroll	2	EFT		2,554.29	
1535	12/05/2022	Payroll	2	EFT			
1537	12/05/2022	Payroll	2	EFT		2,202.61	
1538	12/05/2022	Payroll	2	EFT		62.13	
1539	12/05/2022	Payroll	2	EFT		3,065.95	
1540	12/05/2022	Payroll	2	EFT		3,787.12	
1541	12/05/2022	Payroll	2	EFT		3,129.17	
1542	12/05/2022	Payroll	2	EFT		2,023.58	
1543	12/05/2022	Payroll	2	EFT		1,888.16	
1548	12/05/2022	Payroll	2	EFT	CAPSCO	57.50	Pay Cycle(s) 12/05/2022 To 12/05/2022 - ASSN FEE
1549	12/05/2022	Payroll	2	EFT	COWLITZ 911 EMERGENCY SERVICES ASSN	420.00	Pay Cycle(s) 12/05/2022 To 12/05/2022 - UNION DUES; Pay Cycle(s) 12/05/2022 To 12/05/2022 - INITIATION FEE
1550	12/05/2022	Payroll	2	EFT	HRA VEBA	11,144.37	Pay Cycle(s) 12/05/2022 To 12/05/2022 - VEBA
1551	12/05/2022	Payroll	2	EFT	ONE AMERICA	3,660.63	Pay Cycle(s) 12/05/2022 To 12/05/2022 - DEF COMP
1552	12/05/2022	Payroll	2	EFT	VIMLY BENEFIT SOLUTIONS	768.75	Pay Cycle(s) 12/05/2022 To 12/05/2022 - HSA
1512	12/01/2022	Claims	3	EFT	US BANK ( BOND PAYMENT)	136,725.00	SEMI ANNUAL INTEREST PAYMENT ON SERIES 2020A BOND (DECEMBER 2022)
1513	12/01/2022	Claims	3	EFT	US BANK ( BOND PAYMENT)	42,354.83	SEMI ANNUAL INTEREST PAYMENT ON SERIES 2020B BOND (DECEMBER 2022)
						333,659.49	
						65,952.21	
						2,163.94	
						179,079.83	
						175,233.65	

CHECK REGISTER

Cowlitz 911

Time: 08:41:14 Date: 12/06/2022

11/10/2022 To: 12/05/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
						Claims:	484,860.00
						756,089.12 Payroll:	271,229.12

CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

\_\_\_\_\_ C2FR \_\_\_\_\_  
 Brandi Ballinger, Signature Agency Date

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ \_\_\_\_\_, and we approve payment with our signatures below.

\_\_\_\_\_ Date \_\_\_\_\_  
 Admin Specialist, Signature

\_\_\_\_\_ Date \_\_\_\_\_  
 Executive Director, Signature

\_\_\_\_\_ Date \_\_\_\_\_  
 Chair, Signature

# TRANSACTION JOURNAL

Cowlitz 911

Time: 08:42:15 Date: 12/06/2022

11/23/2022 To: 11/23/2022

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
1507	11/23/2022		1	12100	Claims		US BANK	9,599.20	INV: 4484-7345-5001-2810 1122
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			68.19	DIAMOND: UHAUL STORAGE TRUCK
	528 10 30 301	TRAINING MATERIALS		001	OPERATIONS			80.48	HARVILL: FRED MEYER BOWLS AND CANDY FOR OPEN HOUSE
	528 10 30 301	TRAINING MATERIALS		001	OPERATIONS			17.93	HARVILL: FRED MEYER BOWLS AND CANDY FOR OPEN HOUSE
	528 10 40 408	TUITION & REGISTRAT		001	OPERATIONS			149.00	HARVILL: PAYPAL- ACTIVE SHOOTER REGISTRATION- OJALEHTO- NOV 15- ONLINE
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			303.88	TURRENTINE: AMAZON INDOOR ACCESS POINT
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS			400.02	TURRENTINE: TWILIO API SERVICES OCT 2022
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			123.80	TURRENTINE: AMAZON 50 FT ULTRA THIN CABLES SET OF 10
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS			2.99	TURRENTINE: APPLE MONTHLY STORAGE
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS			30.00	TURRENTINE: DUO OCTOBER 25-NOV 25
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			422.79	TURRENTINE: AMAZON 50 FT ETHERNET CABLES SET OF 10-SET OF 2
	528 10 40 425	LODGING		001	OPERATIONS			424.14	YOUNG: SPRINGHILL SUITES- APCO 2022- DIAMOND- 10/03-10/07- KENNEWICK WA
	528 10 40 404	TELEPHONE		001	OPERATIONS			247.88	YOUNG: COMCAST BUSINESS SEP 24-OCT 23
	528 10 40 404	TELEPHONE		001	OPERATIONS			25.59	YOUNG: COMCAST BUSINESS OCT 2- NOV 1
	528 10 40 425	LODGING		001	OPERATIONS			565.52	YOUNG: SPRINGHILL SUITES- APCO 2022- WELLS-10/03-10/07- KENNEWICK WA
	528 10 40 425	LODGING		001	OPERATIONS			565.52	YOUNG: SPRINGHILL SUITES- APCO 2022- HARVILL-10/03-10/07- KENNEWICK WA
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS			51.88	YOUNG: AMAZON HEADPHONES FOR MEETINGS-YOUNG
	594 28 60 301	MISC- CAPITAL OUTL		300	PROJECT FUND			101.39	YOUNG: AMAZON- WIFI ADAPTERS FOR TURRENTINE
	528 10 30 300	OFFICE SUPPLIES		001	OPERATIONS			42.06	YOUNG: AMAZON DIVIDERS FOR
	528 10 40 408	TUITION & REGISTRAT		001	OPERATIONS			1,215.00	YOUNG: APCO 2022 REGISTRATION FEES: EVALD, HARVILL, DIAMOND,
	528 10 40 414	TECHNOLOGY & SOFT		001	OPERATIONS			259.31	YOUNG: ADOBE ANNUAL SUBSCRIPTION

# TRANSACTION JOURNAL

Cowlitz 911

Time: 08:42:15 Date: 12/06/2022

11/23/2022 To: 11/23/2022

Page: 2

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund # Vendor	Amount	Memo
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		56.20	YOUNG: AMAZON 11X17 PAPER
	594 28 60	301 MISC- CAPITAL OUTL		300	PROJECT FUND		185.93	YOUNG: AMAZON: CABINET FOR
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS		1,470.00	YOUNG: GFOA ART OF BUDGET COMMUNICATIONS- YOUNG- ONLINE- NOV 28-30 AND INTERMEDIATE GOVT ACCT, NOV 7- NOV 10
	528 10 40	415 DUES AND SUBSCRIPT		001	OPERATIONS		310.00	YOUNG: APA MEMBERSHIP- YOUNG
	528 10 40	408 TUITION & REGISTRAT		001	OPERATIONS		762.11	YOUNG: APA PAYTRAIN SELF STUDY ONLINE WITH PRINT- YOUNG- EXAM IN 2023
	528 10 30	300 OFFICE SUPPLIES		001	OPERATIONS		88.80	YOUNG: AMAZON SCREEN CLEANER FOR DISPATCH FLOOR
	528 10 40	404 TELEPHONE		001	OPERATIONS		538.84	YOUNG: CENTURYLINK 556 OCT 13 2022
	528 10 40	404 TELEPHONE		001	OPERATIONS		543.27	YOUNG: CENTURYLINK 994 OCT 20 2022
	528 10 40	404 TELEPHONE		001	OPERATIONS		546.68	YOUNG: CENTURYLINK 994 SEP 20 2022

Records Printed: 1

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	9,599.20
Non Warrant Expenditures:	0.00
Interfund Transfers:	0.00
Redemptions:	0.00
Deposits:	0.00
Withdrawals:	0.00
Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 OPERATIONS	0.00	0.00	0.00	8,393.22	0.00	0.00	0.00	0.00
300 PROJECT FUND	0.00	0.00	0.00	1,205.98	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	9,599.20	0.00	0.00	0.00	0.00

	B	C	D	E	F	G	H	
1	<b>Cowlitz 911</b>							
2	Monthly Financials for the Month Ended 11/30/22							
3								
4	<b>Fund</b>	<b>2022 Budgeted BFB</b>	<b>Actual BFB</b>	<b>2022 Annual Budget New Revenues</b>	<b>Actual New Revenues thru November 2022</b>	<b>Remaining New Revenues</b>	<b>% remaining</b>	
5								
6	<b>REVENUES</b>							
7	OPERATIONS (.001)	\$ 872,142.00	\$ 873,604.98	\$ 898.00	\$ 8,422.14	\$ (7,524.14)	-837.9%	
8	OPERATIONS RESERVE (.001)	\$ 81,000.00	\$ 81,000.00	\$ -	\$ -	\$ -	#DIV/0!	
9	OPERATIONS TAXES (.001)	\$ -	\$ -	\$ 1,097,893.00	\$ 1,008,262.77	\$ 89,630.23	8.2%	
10	OPERATIONS INTERGOVERNMENTAL(.001)	\$ -	\$ -	\$ 2,215,148.00	\$ 2,173,093.23	\$ 42,054.77	1.9%	
11	EQUIPMENT RESERVE RESERVED (.002)	\$ 342,679.00	\$ 342,745.23	\$ 150.00	\$ 8,001.90	\$ (7,851.90)	-5234.6%	
12	RADIO OPERATIONS (.003)	\$ 173,734.00	\$ 173,764.87	\$ 35,834.00	\$ 44,882.99	\$ (9,048.99)	-25.3%	
13	RADIO RESERVE RESERVED (.004)	\$ 300,000.00	\$ 300,077.16	\$ -	\$ 5,968.86	\$ (5,968.86)	#DIV/0!	
14	SALES TAX INTEREST(.005)	\$ -	\$ -	\$ 3,080.00	\$ 41,234.39	\$ (38,154.39)	-1238.8%	
15	SALES TAX TAXES(.005)	\$ 4,392,736.00	\$ 4,307,598.72	\$ 2,677,500.00	\$ 2,832,949.69	\$ (155,449.69)	-5.8%	
16	STABILIZATION RESERVE (.006)	\$ 1,240,099.00	\$ 1,240,464.97	\$ 757.00	\$ 12,192.82	\$ (11,435.82)	-1510.7%	
17	FACILITY RESERVE FUND (.007)	\$ -	\$ -	\$ 60.00	\$ 1,122.05	\$ (1,062.05)	-1770.1%	
18	BOND RESERVE FUND (200)	\$ 29,909.00	\$ 29,932.38	\$ 63.00	\$ 1,041.48	\$ (978.48)	-1553.1%	
19	PROJECT FUND (300)	\$ 8,227,317.00	\$ 8,195,393.84	\$ 307.00	\$ 51,827.71	\$ (51,520.71)	-16782.0%	
20	CUSTODIAL FUND (020)	\$ 3.00	\$ 2.95	\$ 2,025.00	\$ 732.13	\$ (1,292.87)	63.8%	
21	<b>Total Revenues</b>	<b>\$ 15,659,619.00</b>	<b>\$ 15,544,585.10</b>	<b>\$ 6,033,715.00</b>	<b>\$ 6,189,732.16</b>	<b>\$ (156,017.16)</b>	<b>-2.6%</b>	
22								
23	<b>Fund</b>	<b>Description</b>	<b>2022 Annual Budget</b>	<b>Actual Expenditures thru November 2022</b>	<b>Remaining</b>	<b>Encumbrance</b>	<b>% Remaining</b>	
24								
25	<b>EXPENDITURES</b>							
26	OPERATIONS (.001)	Direct Labor/Extra Pay	\$ 2,429,668.00	\$ 2,039,895.48	\$ 389,772.52	\$ -	16%	
27	OPERATIONS (.001)	Benefits	\$ 1,164,816.00	\$ 878,328.78	\$ 286,487.22	\$ -	25%	
28	OPERATIONS (.001)	Total Labor	\$ 3,594,484.00	\$ 2,918,224.26	\$ 676,259.74	\$ -	19%	
29	OPERATIONS (.001)	OFFICE SUPPLIES	\$ 16,856.00	\$ 34,604.95	\$ (17,748.95)	\$ -	-105%	
30	OPERATIONS (.001)	TRAINING MATERIALS	\$ 10,344.00	\$ 10,585.33	\$ (241.33)	\$ -	-2%	
31	OPERATIONS (.001)	EMPLOYEE APPRECIATION	\$ 3,620.00	\$ 2,034.11	\$ 1,585.89	\$ -	44%	
32	OPERATIONS (.001)	PROFESSIONAL & CONTRACTED SERVICES	\$ 348,373.00	\$ 86,335.63	\$ 262,037.37	\$ -	75%	
33	OPERATIONS (.001)	LEGAL	\$ 88,000.00	\$ 22,126.00	\$ 65,874.00	\$ -	75%	
34	OPERATIONS (.001)	INTERGOVERNMENTAL PROFESSIONAL SE	\$ 59,700.00	\$ 50,828.25	\$ 8,871.75	\$ -	15%	
35	OPERATIONS (.001)	POSTAGE	\$ 720.00	\$ 345.11	\$ 374.89	\$ -	52%	
36	OPERATIONS (.001)	TELEPHONE	\$ 60,678.00	\$ 30,267.36	\$ 30,410.64	\$ -	50%	
37	OPERATIONS (.001)	MEALS	\$ 2,500.00	\$ 4,641.40	\$ (2,141.40)	\$ -	-86%	
38	OPERATIONS (.001)	MILEAGE/GAS	\$ 3,400.00	\$ 2,779.73	\$ 620.27	\$ -	18%	
39	OPERATIONS (.001)	PARKING TAXI SHUTTLE BAGGAGE	\$ 100.00	\$ 179.70	\$ (79.70)	\$ -	-80%	
40	OPERATIONS (.001)	TUITION & REGISTRATION	\$ 15,000.00	\$ 18,710.13	\$ (3,710.13)	\$ -	-25%	
41	OPERATIONS (.001)	AIRFARE	\$ 1,000.00	\$ 2,511.37	\$ (1,511.37)	\$ -	-151%	
42	OPERATIONS (.001)	CAR RENTAL	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	100%	
43	OPERATIONS (.001)	ADVERTISING	\$ 6,250.00	\$ 3,471.39	\$ 2,778.61	\$ -	44%	
44	OPERATIONS (.001)	COPIER RENT	\$ 1,812.00	\$ -	\$ 1,812.00	\$ -	100%	
45	OPERATIONS (.001)	INSURANCE/PREMIUMS (WCIA)	\$ 41,225.00	\$ 30,425.00	\$ 10,800.00	\$ -	26%	
46	OPERATIONS (.001)	TECHNOLOGY & SOFTWARE MAINTENANC	\$ 116,243.00	\$ 126,936.81	\$ (10,693.81)	\$ -	-9%	
47	OPERATIONS (.001)	DUES AND SUBSCRIPTIONS	\$ 5,202.00	\$ 7,226.38	\$ (2,024.38)	\$ -	-39%	
48	OPERATIONS (.001)	LANDLORD TENANT (short term lease)	\$ 93,489.00	\$ 170,886.28	\$ (77,397.28)	\$ -	-83%	
49	OPERATIONS (.001)	COMPUTERS (SOFTWARE/HARDWARE)	\$ 5,000.00	\$ 1,353.43	\$ 3,646.57	\$ -	73%	
50	OPERATIONS (.001)	MISC/OTHER	\$ 200.00	\$ 698.52	\$ (498.52)	\$ -	-249%	
51	OPERATIONS (.001)	BOARD/ EMPLOYEE APPRECIATION MEALS	\$ 1,400.00	\$ 586.88	\$ 813.12	\$ -	58%	
52	OPERATIONS (.001)	PHOTOCOPIES	\$ 1,000.00	\$ 1,280.50	\$ (280.50)	\$ -	-28%	
53	OPERATIONS (.001)	LODGING	\$ 2,500.00	\$ 9,130.32	\$ (6,630.32)	\$ -	-265%	
54	OPERATIONS (.001)	WASHINGTON STATE AUDITOR	\$ 20,000.00	\$ 16,039.22	\$ 3,960.78	\$ -	20%	
55	OPERATIONS (.001)	REPAIRS AND MAINTENANCE	\$ 100,249.00	\$ 5,584.28	\$ 94,664.72	\$ -	94%	
56	OPERATIONS (.001)	IGN/ISP	\$ 67,000.00	\$ -	\$ 67,000.00	\$ -	100%	
57	OPERATIONS (.001)	MOVING EXPENSES	\$ -	\$ 2,348.80	\$ (2,348.80)	\$ -	#DIV/0!	
58	OPERATIONS (.001)	COPIER RENT (tax)	\$ -	\$ 123.86	\$ (123.86)	\$ -	#DIV/0!	
59	OPERATIONS (.001)	Prior Period(s) Adjustments	\$ -	\$ (1,047.00)	\$ 1,047.00	\$ -	#DIV/0!	
60	OPERATIONS (.001)	LANDLORD TENANT (PRINCIPAL)	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
61	OPERATIONS (.001)	COPIER RENT (PRINCIPAL)	\$ -	\$ 1,530.10	\$ (1,530.10)	\$ -	#DIV/0!	
62	OPERATIONS (.001)	PAYROLL CLEARING	\$ -	\$ 301.82	\$ (301.82)	\$ -	#DIV/0!	
63		<b>Total Operating Expenditures</b>	<b>\$ 4,667,345.00</b>	<b>\$ 3,561,049.92</b>	<b>\$ 1,106,295.08</b>	<b>\$ 24%</b>		
64	EQUIPMENT RESERVE (.002)	EQUIPMENT RESERVE	\$ 811,373.00	\$ -	\$ 811,373.00	\$ 714,152.00	100%	
65	RADIO OPERATIONS (.003)	RADIO OPERATIONS	\$ 223,882.00	\$ 213,505.99	\$ 10,376.01	\$ -	5%	
66	RADIO RESERVE (.004)	RADIO SITE IMPROVEMENTS	\$ 410,208.00	\$ 99,484.77	\$ 310,723.23	\$ 310,723.23	76%	
67	RADIO RESERVE (.004)	CAPITAL EXPENDITURES	\$ 609,014.00	\$ 26,118.55	\$ 582,895.45	\$ 582,895.45	96%	
68	PROJECT FUND (300)	PROFESSIONAL CONTRACTED SERVICES	\$ 616,447.00	\$ 515,689.23	\$ 100,757.77	\$ 100,757.77	0%	
69	PROJECT FUND (300)	CAPITAL OUTLAYS	\$ 6,815,055.00	\$ 3,341,368.68	\$ 3,473,686.32	\$ 3,473,686.32	0%	
70	PROJECT FUND (300)	MISC PROJECT COSTS	\$ 762,416.00	\$ 389,106.31	\$ 373,309.69	\$ 373,309.69	0%	
71	CUSTODIAL FUND (630)	CUSTODIAL FUND	\$ 2,025.00	\$ 736.69	\$ 1,288.31	\$ -	0%	
72	BOND RESERVE (200)	BOND RESERVE	\$ 358,160.00	\$ 179,079.83	\$ 179,080.17	\$ 395,474.00	50%	
73		<b>Total Expenditures</b>	<b>\$ 10,608,580.00</b>	<b>\$ 4,765,090.05</b>	<b>\$ 5,843,489.95</b>	<b>\$ 5,950,998.46</b>	<b>55%</b>	
86	<b>Fund</b>	<b>Description</b>	<b>2022 Annual Budget</b>	<b>Actual Expenditures thru November 2022</b>	<b>Remaining</b>	<b>Encumbrance</b>	<b>% Remaining</b>	
87								
88	<b>INTERNAL TRANSFERS</b>							
89	CUSTODIAL FUND (630)	TRANSFER IN FROM (.001)	\$ -	\$ 1.61	\$ (1.61)	\$ (1.61)	0%	
90	RADIO OPERATIONS (.003)	TRANSFER IN FROM (.001)	\$ 181,347.00	\$ 166,234.75	\$ 15,112.25	\$ 15,112.25	8%	
91	RADIO RESERVE EXPENDITURES (.004)	TRANSFER IN FROM (.001)	\$ 454,403.00	\$ 416,536.09	\$ 37,866.91	\$ 37,866.91	8%	
92	RADIO RESERVE (.004)	TRANSFER IN FROM (.001)	\$ 340,000.00	\$ 311,666.64	\$ 28,333.36	\$ 28,333.36	8%	
93	BOND RESERVE	TRANSFER IN FROM (.005)	\$ 358,160.00	\$ 328,312.97	\$ 29,847.03	\$ 29,847.03	8%	
94	OPERATIONS (.001)	TRANSFER IN FROM (.005)	\$ 1,976,014.00	\$ 1,811,346.14	\$ 164,667.86	\$ 164,667.86	8%	
95	EQUIPMENT EXPENDITURES (.002)	TRANSFER IN FROM (.005)	\$ 254,901.00	\$ 233,659.25	\$ 21,241.75	\$ 21,241.75	8%	
96	EQUIPMENT RESERVE (.002)	TRANSFER IN FROM (.005)	\$ 702,000.00	\$ 643,500.00	\$ 58,500.00	\$ 58,500.00	8%	
97	FACILITY RESERVE (.007)	TRANSFER IN FROM (.005)	\$ 200,000.00	\$ 183,333.29	\$ 16,666.71	\$ 16,666.71	8%	
98	<b>Total Transfer In</b>		<b>\$ 4,466,825.00</b>	<b>\$ 4,094,590.74</b>	<b>\$ 372,234.26</b>	<b>\$ 372,234.26</b>	<b>8.3%</b>	
99	OPERATIONS (.001)	TRANSFER OUT TO (.630 LEASE HOLD)	\$ -	\$ 1.61	\$ (1.61)	\$ (1.61)	0%	
100	OPERATIONS (.001)	TRANSFER OUT TO (.003) RADIO OPERATI	\$ 181,347.00	\$ 166,234.75	\$ 15,112.25	\$ 15,112.25	8%	
101	OPERATIONS (.001)	TRANSFER OUT TO (.004) RADIO EXPENDIT	\$ 454,403.00	\$ 416,536.09	\$ 37,866.91	\$ 37,866.91	8%	
102	OPERATIONS (.001)	TRANSFER OUT TO (.004) RADIO RESERVE	\$ 340,000.00	\$ 311,666.64	\$ 28,333.36	\$ 28,333.36	8%	
103	SALES TAX (.005)	TRANSFER OUT TO (.200 BOND RESERVE F	\$ 358,160.00	\$ 328,312.97	\$ 29,847.03	\$ 29,847.03	8%	
104	SALES TAX (.005)	TRANSFER OUT TO (.001 OPERATIONS)	\$ 1,976,014.00	\$ 1,811,346.14	\$ 164,667.86	\$ 164,667.86	8%	
105	SALES TAX (.005)	TRANSFER OUT TO (.002 EQUIPMENT EXPI	\$ 254,901.00	\$ 233,659.25	\$ 21,241.75	\$ 21,241.75	8%	
106	SALES TAX (.005)	TRANSFER OUT TO (.002 EQUIPMENT RESE	\$ 702,000.00	\$ 643,500.00	\$ 58,500.00	\$ 58,500.00	8%	
107	SALES TAX (.005)	TRANSFER OUT TO (.007 FACILITY RESERVE	\$ 200,000.00	\$ 183,333.29	\$ 16,666.71	\$ 16,666.71	8%	
108	<b>Total Transfer Out</b>		<b>\$ 4,466,825.00</b>	<b>\$ 4,094,590.74</b>	<b>\$ 372,234.26</b>	<b>\$ 372,234.26</b>	<b>8.3%</b>	
109								
110	<b>FUND SUMMARY</b>		<b>REVENUES</b>	<b>EXPENDITURES</b>	<b>CASH</b>	<b>INVESTMENTS</b>	<b>R-E=C+I</b>	
111	OPERATIONS	\$ 5,955,729.26	\$ 4,455,489.01	\$ 259,168.04	\$ 1,241,072.21	TRUE		
112	EQUIPMENT RESERVE	\$ 1,227,906.38	\$ -	\$ 179,792.56	\$ 1,048,113.82	TRUE		
113	RADIO OPERATIONS	\$ 384,882.61	\$ 213,505.99	\$ 23,990.82	\$ 147,385.80	TRUE		
114	RADIO RESERVE	\$ 1,034,248.75	\$ 125,603.32	\$ 63,623.94	\$ 845,021.49	TRUE		
115	SALES TAX	\$ 7,181,782.80	\$ 3,200,151.65	\$ 16,667.95	\$ 3,964,963.20	TRUE		
116	STABILIZATION RESERVE	\$ 1,252,657.79	\$ -	\$ -	\$ 1,252,657.79	TRUE		
117	CUSTODIAL FUND	\$ 736.69	\$ 736.69	\$ -	\$ -	TRUE		
118	BOND RESERVE	\$ 359,286.83	\$ 179,079.83	\$ 29,846.40	\$ 150,360.60	TRUE		
119	FACILITY RESERVE	\$ 184,455.34	\$ -	\$ 16,667.32	\$ 167,788.02	TRUE		
120	PROJECT FUND	\$ 8,247,221.55	\$ 4,246,164.22	\$ 4,414.78	\$ 3,996,642.55	TRUE		

# Cowlitz 911 Public Authority Resolution

2022-008

## APPROVE AND ADOPT THE 2023 BUDGET

**WHEREAS**, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

**WHEREAS**, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.759; and

**WHEREAS**, the charter requires the Board of Directors adopt the budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Cowlitz 911 Board of Directors as follows:

**Section 1 Adoption:** The Cowlitz 911 Board of Directors hereby adopts the 2023 budget appropriations as follows:

FUND	Estimated Revenues	Appropriations/ Expenditures	Ending Fund Balance
OPERATIONS	\$6,768,374.35	\$6,020,033.56	\$748,340.79
EQUIPMENT RESERVE	\$1,638,893.54	\$88,085.39	\$1,550,808.15
RADIO OPERATIONS	\$492,449.45	\$295,525.13	\$196,924.32
RADIO RESERVE	\$2,236,643.63	\$2,224,756.73	\$11,886.90
SALES TAX	\$6,084,323.05	\$4,345,565.73	\$1,738,757.32
STABILIZATION RESERVE	\$1,469,241.98	\$0	\$1,469,241.98
FACILITY RESERVE	\$400,670.90	\$0	\$400,670.90
DEBT SERVICE	\$774,441.41	\$743,159.60	\$31,281.81
PROJECT FUND	\$3,157,874.56	\$3,108,793.41	\$49,081.15
TOTAL ALL FUNDS	\$23,022,912.87	\$16,825,919.55	\$6,196,993.32

Total Appropriated Budget: \$23,022,912.87

Total Budget less Internal Transfers: \$17,675,944.14

With reference to the general spending plan attached in Exhibit A.

**Section 2 Severability:** If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this

Resolution are declared to be severable.

**ADOPTED**, by the Cowlitz 911 Board of Directors at a Special open public meeting of such Board on the 14<sup>th</sup> of December and becomes effective immediately upon adoption and signature as provided by law.

**COWLITZ 911 BOARD OF DIRECTORS**

\_\_\_\_\_  
Chair of the Board, Brad Thurman

ATTEST:

\_\_\_\_\_  
Clerk of the Board, Rachael Young

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel, Frank Randolph

# COWLITZ 911 2023 BUDGET

Cowlitz 911

Time: 13:40:43 Date: 11/21/2022

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## 001 OPERATIONS

01/01/2023 To: 12/31/2023

REVENUES

### 308 BEGINNING FUND BALANCE

308 91 00 001	BEGINNING FUND BALANCE (OPS)	692,611.85
308 91 00 011	BEGINNING FUND BALANCE (OPS- RESERVE)	81,000.00
<b>308 BEGINNING FUND BALANCE</b>		<b>773,611.85</b>

### 330 TAXES

337 00 00 011	WIRELINE - ENHANCED 911	84,212.48
337 00 00 021	WIRELESS - ENHANCED 911	756,806.61
337 00 00 031	PREPAID - ENHANCED 911	172,829.27
337 00 00 041	VOIP - ENHANCED 911	127,166.78
<b>330 TAXES</b>		<b>1,141,015.14</b>

### 340 CONTRACTS

334 01 80 000	WA STATE MILITARY DEPT E911 CPD & EQUIPMENT CONTRACT	37,048.00
342 80 10 100	USER FEES - LONGVIEW FIRE DEPT	214,741.53
342 80 10 101	USER FEES - COWLITZ COUNTY SHERIFF	554,236.86
342 80 10 102	USER FEES - WOODLAND FIRE DIST 1	18,406.53
342 80 10 103	USER FEES - COWLITZ 2 FIRE & RESCUE	214,741.53
342 80 10 104	USER FEES - TOUTLE FIRE DIST 3	18,406.53
342 80 10 105	USER FEES - KALAMA FIRE DIST 5	47,038.81
342 80 10 106	USER FEES - CASTLE ROCK FIRE DIST 6	63,399.37
342 80 10 107	USER FEES - KELSO POLICE	200,424.87
342 80 10 108	USER FEES - KALAMA POLICE	40,902.95
342 80 10 109	USER FEES - CASTLE ROCK POLICE	55,219.61
342 80 10 110	USER FEES - WOODLAND POLICE	110,438.18
342 80 10 111	USER FEES - LONGVIEW POLICE	507,198.05
342 80 10 113	AMR ADMIN SERVICE FEE	4,550.53
342 80 10 114	USER FEES - AMR	162,087.92
342 80 10 115	USER FEES - CORONER	3,268.09
<b>340 CONTRACTS</b>		<b>2,252,109.36</b>

### 360 INTEREST

361 10 00 001	INTEREST EARNED ON INVESTMENT (OPS)	1,000.00
361 40 00 001	LOCAL SALES INTEREST-DOR E911 TAXES	638.00
369 91 10 000	MISC REVENUE	0.00
<b>360 INTEREST</b>		<b>1,638.00</b>

## COWLITZ 911 2023 BUDGET

Cowlitz 911

Time: 13:40:43 Date: 11/21/2022

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001 OPERATIONS

01/01/2023 To: 12/31/2023

REVENUES

397 TRANSFERS IN

397 50 00 001	TRANSFER IN (OPS)	2,600,000.00
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397 TRANSFERS IN		2,600,000.00
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**Fund Revenues:**

**6,768,374.35**

EXPENDITURES

528 OPERATING EXPENDITURES

528 10 10 100	SALARIES & WAGES	2,355,365.76
528 10 10 101	HOLIDAYS	94,387.95
528 10 10 102	OVERTIME	198,479.28
528 10 10 104	TRAINING PAY	23,919.54
528 10 10 109	CALL PAY	330.00
528 10 10 110	DISPATCHER IN CHARGE	4,094.40
528 10 20 200	MEDICAL INSURANCE	693,600.00
528 10 20 201	SOCIAL SECURITY/MEDICARE	208,075.81
528 10 20 202	RETIREMENT	278,096.34
528 10 20 203	UNEMPLOYMENT COMPENSATION	8,156.93
528 10 20 204	INDUSTRIAL ACCIDENT CLAIMS	7,606.39
528 10 20 205	SEVERANCE PAY	43,368.29
528 10 30 300	OFFICE SUPPLIES	35,658.00
528 10 30 301	TRAINING MATERIALS	10,211.05
528 10 30 302	EMPLOYEE APPRECIATION	4,687.50
528 10 30 303	SMALL TOOLS AND MINOR EQUIPMENT	24,000.00
528 10 30 304	FUEL/GAS FACILITY	6,800.00
528 10 40 400	PROFESSIONAL & CONTRACTED SERVICES	230,605.02
528 10 40 401	LEGAL	82,000.00
528 10 40 402	INTERGOVERNMENTAL PROFESSIONAL SERVICES	59,775.00
528 10 40 403	POSTAGE	600.00
528 10 40 404	TELEPHONE	61,472.44
528 10 40 405	MEALS	5,700.00
528 10 40 406	MILEAGE/GAS	3,400.00
528 10 40 407	PARKING TAXI SHUTTLE BAGGAGE	240.00
528 10 40 408	TUITION & REGISTRATION	16,000.00
528 10 40 409	AIRFARE	3,880.00
528 10 40 410	CAR RENTAL	1,000.00
528 10 40 411	ADVERTISING	6,250.00
528 10 40 413	INSURANCE/PREMIUMS (WCIA)	56,850.00
528 10 40 414	TECHNOLOGY & SOFTWARE MAINTENANCE	149,520.01
528 10 40 415	MEMBERSHIPS DUES AND SUBSCRIPTIONS	5,269.26

# COWLITZ 911 2023 BUDGET

Cowlitz 911

Time: 13:40:43 Date: 11/21/2022

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## 001 OPERATIONS

01/01/2023 To: 12/31/2023

### EXPENDITURES

#### 528 OPERATING EXPENDITURES

528 10 40 416	LANDLORD TENANT (short term lease)	98,785.73
528 10 40 417	COMPUTERS (SOFTWARE)	5,000.00
528 10 40 418	MISC/OTHER	1,200.00
528 10 40 419	BOARD/ EMPLOYEE APPRECIATION MEALS	4,000.00
528 10 40 420	PHOTOCOPIES	1,600.00
528 10 40 425	LODGING	13,584.79
528 10 40 427	REPAIRS AND MAINTENANCE	100,249.07
528 10 40 428	IGN/ISP	67,000.00
528 10 40 430	COPIER RENT (tax)	144.00
<b>528 OPERATING EXPENDITURES</b>		<b>4,970,962.56</b>

#### 588 PRIOR PERIOD ADJUSTMENTS

588 10 00 001	Prior Period(s) Adjustments	0.00
<b>588 PRIOR PERIOD ADJUSTMENTS</b>		<b>0.00</b>

#### 591 PRINCIPAL PAYMENT

591 28 70 003	COPIER RENT (PRINCIPAL)	1,668.00
<b>591 PRINCIPAL PAYMENT</b>		<b>1,668.00</b>

#### 594 CAPITAL EXPENDITURES

589 90 20 000	PAYROLL CLEARING	0.00
594 28 60 001	CAPITAL OUTLAYS	46,000.00
<b>594 CAPITAL EXPENDITURES</b>		<b>46,000.00</b>

#### 597 TRANSFERS OUT

597 30 00 001	TRANSFER OUT TO RADIO OPERATIONS	207,000.00
597 40 00 001	TRANSFER OUT TO RADIO RESERVE EXPENDITURES	454,403.00
597 41 00 001	TRANSFER OUT TO RADIO RESERVE RESERVE	340,000.00
<b>597 TRANSFERS OUT</b>		<b>1,001,403.00</b>

#### 999 ENDING FUND BALANCE

508 91 00 001	ENDING FUND BALANCE (OPS)	667,340.79
508 91 00 011	ENDING FUND BALANCE (OPS-RESERVE)	81,000.00
<b>999 ENDING FUND BALANCE</b>		<b>748,340.79</b>

# COWLITZ 911 2023 BUDGET

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---

001 OPERATIONS

---

01/01/2023 To: 12/31/2023

EXPENDITURES

**Fund Expenditures:**

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**6,768,374.35**

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**Excess/Deficit:**

**0.00**

## COWLITZ 911 2023 BUDGET

Cowlitz 911

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002 EQUIPMENT RESERVE

01/01/2023 To: 12/31/2023

REVENUES

308 BEGINNING FUND BALANCE

308 91 00 012	BEGINNING FUND BALANCE (EQUIP RESERVE-RESERVED)	1,049,582.54
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	308 BEGINNING FUND BALANCE	1,049,582.54
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360 INTEREST

361 10 00 002	INTEREST EARNED ON INVESTMENT (EQUIP RESERVE)	2,500.00
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	360 INTEREST	2,500.00
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397 TRANSFERS IN

397 50 00 002	TRANSFER IN FROM SALES TAX FOR EQUIPMENT EXPENDITURES	61,811.00
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397 50 00 012	TRANSFER IN FROM SALES TAX EQUIPMENT REPLACEMENT RESERVE	525,000.00
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	397 TRANSFERS IN	586,811.00
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<b>Fund Revenues:</b>	<b>1,638,893.54</b>
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EXPENDITURES

528 OPERATING EXPENDITURES

528 20 40 003	WESTEK STANCIL DIGITAL RECORDER REFRESH	39,340.00
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594 28 60 101	SPILLMAN PURCHASE	22,471.00
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	528 OPERATING EXPENDITURES	61,811.00
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594 CAPITAL EXPENDITURES

594 28 60 002	CAPITAL OUTLAYS	26,274.39
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	594 CAPITAL EXPENDITURES	26,274.39
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999 ENDING FUND BALANCE

508 91 00 002	ENDING FUND BALANCE (EQUIP RESERVE)	0.00
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508 91 00 012	ENDING FUND BALANCE (EQUIP RESERVE- RESERVED)	1,550,808.15
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	999 ENDING FUND BALANCE	1,550,808.15
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<b>Fund Expenditures:</b>	<b>1,638,893.54</b>
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<b>Excess/Deficit:</b>	<b>0.00</b>
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## COWLITZ 911 2023 BUDGET

Cowlitz 911

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003 RADIO OPERATIONS

01/01/2023 To: 12/31/2023

REVENUES

308 BEGINNING FUND BALANCE

308 91 00 003	BEGINNING FUND BALANCE (RADIO OPS)	239,964.40
308 BEGINNING FUND BALANCE		239,964.40

340 CONTRACTS

342 80 00 002	RAINIER TOWER RENT--LONGVIEW SCHOOL DISTRICT	7,630.72
342 80 00 003	COLUMBIA HEIGHTS TOWER RENT-- MEREDITH CORP- KPTV	5,776.12
342 80 00 004	SPEELYAI TOWER RENT-- CRESA- R4HLS	4,576.82
342 80 00 006	SPEELYAI TOWER RENT-- NCEMS	1,790.05
342 80 00 007	SPEELYAI TOWER RENT- COWITZ PUD	2,522.34
342 80 00 008	SPEELYAI TOWER RENT- CRESA	5,593.90
342 80 00 009	RAINIER TOWER RENT- FIRE DIST 5	4,703.63
342 80 00 010	RAINIER TOWER RENT- WSP	4,703.63
342 80 00 011	SPEELYAI- WSDOT	6,566.41
340 CONTRACTS		43,863.62

360 INTEREST

361 10 00 003	INTEREST EARNED ON INVESTMENT (RADIO OPS)	879.43
361 91 10 003	MISC REVENUE- RADIO OPS	0.00
360 INTEREST		879.43

397 TRANSFERS IN

397 10 00 003	TRANSFER IN FROM OPERATIONS (RADIO OPS)	207,000.00
397 TRANSFERS IN		207,000.00

528 OPERATING EXPENDITURES

382 90 00 003	LEASHOLD TAX - KPTV- DOR	742.00
528 OPERATING EXPENDITURES		742.00

<b>Fund Revenues:</b>	<b>492,449.45</b>
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EXPENDITURES

528 OPERATING EXPENDITURES

528 30 40 001	PROPANE - FUEL GENERATORS	2,000.00
528 30 40 002	INSURANCE	6,348.92
528 30 40 003	PUD - ELECTRICITY	19,709.00

# COWLITZ 911 2023 BUDGET

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003 RADIO OPERATIONS

01/01/2023 To: 12/31/2023

EXPENDITURES

## 528 OPERATING EXPENDITURES

528 30 40 004	REPAIRS & MAINTENANCE	110,218.00
528 30 40 005	PROPERTY TAX	2,892.00
528 30 40 006	LEASE RENTALS- SHORT TERM	19,909.07
528 90 00 003	LEASEHOLD TAX DOR (IMMATERIAL)	742.00

528 OPERATING EXPENDITURES 161,818.99

## 591 PRINCIPAL PAYMENT

591 28 70 001	LEASE RENTALS-LONG TERM	133,706.14
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591 PRINCIPAL PAYMENT 133,706.14

## 999 ENDING FUND BALANCE

508 91 00 003	ENDING FUND BALANCE (RADIO OPS)	196,924.32
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999 ENDING FUND BALANCE 196,924.32

**Fund Expenditures: 492,449.45**

**Excess/Deficit: 0.00**

# COWLITZ 911 2023 BUDGET

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004 RADIO RESERVE

01/01/2023 To: 12/31/2023

REVENUES

308 BEGINNING FUND BALANCE

308 91 00 014 BEGINNING FUND BALANCE (RADIO RESERVE RESERVED) 1,439,240.63

308 BEGINNING FUND BALANCE 1,439,240.63

360 INTEREST

361 10 50 004 INTEREST EARNED ON INVESTMENT (RADIO RESERVE) 3,000.00

360 INTEREST 3,000.00

397 TRANSFERS IN

397 10 00 004 TRANSFER IN FROM OPERATIONS (RADIO RESERVE EXPENDITURES) 454,403.00

397 10 00 014 TRANSFER IN FROM OPERATIONS (RADIO RESERVE- RESERVE) 340,000.00

397 TRANSFERS IN 794,403.00

**Fund Revenues: 2,236,643.63**

EXPENDITURES

528 OPERATING EXPENDITURES

528 40 40 004 RADIO SITE IMPROVEMENTS 224,756.73

528 OPERATING EXPENDITURES 224,756.73

594 CAPITAL EXPENDITURES

594 28 60 004 CAPITAL IMPROVEMENTS 2,000,000.00

594 CAPITAL EXPENDITURES 2,000,000.00

999 ENDING FUND BALANCE

508 91 00 014 ENDING FUND BALANCE (RADIO REPLACEMENT RESERVE) 11,886.90

999 ENDING FUND BALANCE 11,886.90

**Fund Expenditures: 2,236,643.63**

**Excess/Deficit: 0.00**

# COWLITZ 911 2023 BUDGET

Cowlitz 911

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005 SALES TAX

01/01/2023 To: 12/31/2023

REVENUES

308 BEGINNING FUND BALANCE

308 91 00 005 BEGINNING FUND BALANCE (SALES TAX) 3,052,485.97

308 BEGINNING FUND BALANCE 3,052,485.97

340 CONTRACTS

337 00 00 005 SALES TAX (SALES TAX) 3,010,464.08

340 CONTRACTS 3,010,464.08

360 INTEREST

361 10 50 005 INTEREST EARNED ON INVESTMENT (SALES TAX) 21,373.00

360 INTEREST 21,373.00

**Fund Revenues:**

**6,084,323.05**

EXPENDITURES

597 TRANSFERS OUT

597 03 00 005 TRANSFER OUT (BOND RESERVE) 743,159.60

597 10 00 005 TRANSFER OUT (OPS) 2,600,000.00

597 20 00 005 TRANSFER OUT (EQ EXPENDITURES) 61,811.00

597 21 00 005 TRANSFER OUT (EQ RESERVE) 525,000.00

597 60 00 005 TRANSFER OUT (STABILIZATION RESERVE FUND) 215,595.13

597 70 00 005 TRANSFER OUT (FACILITY RESERVE) 200,000.00

597 TRANSFERS OUT 4,345,565.73

999 ENDING FUND BALANCE

508 91 00 005 ENDING FUND BALANCE 1,738,757.32

999 ENDING FUND BALANCE 1,738,757.32

**Fund Expenditures:**

**6,084,323.05**

**Excess/Deficit:**

**0.00**

# COWLITZ 911 2023 BUDGET

Cowlitz 911

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006 STABILIZATION RESERVE FUND

01/01/2023 To: 12/31/2023

REVENUES

308 BEGINNING FUND BALANCE

308 51 00 006 BEGINNING FUND BALANCE STABILIZATION RESERVE 1,248,646.85

308 BEGINNING FUND BALANCE 1,248,646.85

360 INTEREST

361 10 00 006 INTEREST EARNED ON INVESTMENTS (STAB FUND) 5,000.00

360 INTEREST 5,000.00

397 TRANSFERS IN

397 60 00 005 TRANSFER IN FROM SALES TAX TO STABILIZATION RESERVE FUND 215,595.13

397 TRANSFERS IN 215,595.13

**Fund Revenues:**

**1,469,241.98**

EXPENDITURES

999 ENDING FUND BALANCE

508 51 00 006 ENDING FUND BALANCE STABILIZATION RESERVE 1,469,241.98

999 ENDING FUND BALANCE 1,469,241.98

**Fund Expenditures:**

**1,469,241.98**

**Excess/Deficit:**

**0.00**

# COWLITZ 911 2023 BUDGET

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007 FACILITY RESERVE

01/01/2023 To: 12/31/2023

REVENUES

308 BEGINNING FUND BALANCE

308 91 00 007 BEGINNING FUND BALANCE (FACILITY RESERVE) 200,610.90

308 BEGINNING FUND BALANCE 200,610.90

360 INTEREST

361 10 00 007 INTEREST EARNED ON INVESTMENT (FACILITY RESERVE) 60.00

360 INTEREST 60.00

397 TRANSFERS IN

397 70 00 005 TRANSFER IN FROM SALES TAX (FACILITY RESERVE) 200,000.00

397 TRANSFERS IN 200,000.00

**Fund Revenues:**

**400,670.90**

EXPENDITURES

999 ENDING FUND BALANCE

508 80 00 007 ENDING FUND BALANCE (FACILITY RESERVE) 400,670.90

999 ENDING FUND BALANCE 400,670.90

**Fund Expenditures:**

**400,670.90**

**Excess/Deficit:**

**0.00**

# COWLITZ 911 2023 BUDGET

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200 DEBT SERVICE

01/01/2023 To: 12/31/2023

REVENUES

308 BEGINNING FUND BALANCE

308 31 00 200 BEGINNING FUND BALANCE BOND RESERVE 30,414.72

308 BEGINNING FUND BALANCE 30,414.72

360 INTEREST

361 10 00 200 INTEREST EARNED ON INVESTMENTS (DEBT SERVICE) 867.09

360 INTEREST 867.09

397 TRANSFERS IN

397 50 00 200 TRANSFER IN FROM SALES TAX TO BOND RESERVE 743,159.60

397 TRANSFERS IN 743,159.60

**Fund Revenues:**

**774,441.41**

EXPENDITURES

591 PRINCIPAL PAYMENT

591 28 70 200 PRINCIPAL PAYMENT 385,000.00

592 28 00 200 INTEREST PAYMENT 358,159.60

591 PRINCIPAL PAYMENT 743,159.60

999 ENDING FUND BALANCE

508 31 00 200 ENDING FUND BALANCE BOND RESERVE 31,281.81

999 ENDING FUND BALANCE 31,281.81

**Fund Expenditures:**

**774,441.41**

**Excess/Deficit:**

**0.00**

# COWLITZ 911 2023 BUDGET

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300 PROJECT FUND

01/01/2023 To: 12/31/2023

REVENUES

308 BEGINNING FUND BALANCE

308 31 00 000 BEGINNING FUND BALANCE (PROJECT FUND) 3,152,874.56

308 BEGINNING FUND BALANCE 3,152,874.56

360 INTEREST

361 10 00 000 INTEREST EARNED ON INVESTMENTS (PROJECT FUND) 5,000.00

360 INTEREST 5,000.00

**Fund Revenues: 3,157,874.56**

EXPENDITURES

528 OPERATING EXPENDITURES

528 50 40 300 PROFESSIONAL SERVICES (PROJECT FUND) 0.00

528 OPERATING EXPENDITURES 0.00

594 CAPITAL EXPENDITURES

594 28 60 300 CAPITAL OUTLAYS 2,788,617.16

594 28 60 301 MISC- CAPITAL OUTLAYS (PROJECT FUND) 320,176.25

594 CAPITAL EXPENDITURES 3,108,793.41

999 ENDING FUND BALANCE

508 31 00 000 ENDING FUND BALANCE (PROJECT FUND) 49,081.15

999 ENDING FUND BALANCE 49,081.15

**Fund Expenditures: 3,157,874.56**

**Excess/Deficit: 0.00**

# COWLITZ 911 2023 BUDGET

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Fund	Revenues	Expenditures	Net
001 OPERATIONS	6,768,374.35	6,768,374.35	0.00
002 EQUIPMENT RESERVE	1,638,893.54	1,638,893.54	0.00
003 RADIO OPERATIONS	492,449.45	492,449.45	0.00
004 RADIO RESERVE	2,236,643.63	2,236,643.63	0.00
005 SALES TAX	6,084,323.05	6,084,323.05	0.00
006 STABILIZATION RESERVE FUND	1,469,241.98	1,469,241.98	0.00
007 FACILITY RESERVE	400,670.90	400,670.90	0.00
200 DEBT SERVICE	774,441.41	774,441.41	0.00
300 PROJECT FUND	3,157,874.56	3,157,874.56	0.00
	<u>23,022,912.87</u>	<u>23,022,912.87</u>	<u>0.00</u>

**COWLITZ 911**

**Police • Fire • Medical**



**RFP #2022-01**

**Managed I.T. Services for  
Cowlitz 911 Public Authority**

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## 1.1 Introduction

The Cowlitz 911 Center (Cowlitz 911) is soliciting proposals from qualified professional vendors for Information Technology support services. The qualified vendor will enable Cowlitz 911 to maintain its information technology (IT) effectiveness, level of security, enhance its quality of services, minimize its support cost, and maximize return on investment in IT. Services would include the primary Center located at 2790 Ocean Beach Highway, Longview, WA 98632, and the backup Cowlitz 911 Center (backup) located at 312 1st Ave, Kelso, WA 98626.

## 1.2 Response Instructions

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

## 1.3 Contact with Cowlitz 911 Public Authority Employees or Board Members

To ensure a fair and objective evaluation of all proposals, vendors are required to submit all inquiries to the designated project contact noted below. Unauthorized contact with Cowlitz 911 Public Authority employees or Board members regarding the contents of this RFP will result in a disqualification of the vendor bid. The designated point of contact (POC) is:

Deanna Wells

I.T. Vendor Technical Manager- 911 Coordinator, RPL, CMCP, CPE

312 SW 1ST Avenue

Kelso, Washington 98626

360-431-4712

wellsd@cowlitz911.org

## 1.4 Assess RFP Documents

Before submitting a proposal, vendors shall examine the specifications to understand all existing conditions and limitations. The vendor shall indicate in the proposal the total sum to cover the cost of all items included in the RFP.

## 1.5 Costs of RFP Preparation and Submission

Each bidder shall be responsible for all costs incurred to prepare and submit their response to this RFP.

## 1.6 Contract Requirements

All contracts submitted by the Bidders for approval by Cowlitz 911 must include the following

conditions:

- 1) Any contract has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each part that any such agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 2) Any action at law, suite in equity, or judicial proceeding arising out of an agreement between Cowlitz 911 and the Bidder shall be instituted and maintained only in any of the courts of competent jurisdiction in Cowlitz County, Washington. RFP #2022-01 – Managed I.T. Services for Cowlitz 911 Public Authority.
- 3) The Bidder shall indemnify, defend, and hold harmless Cowlitz 911, and all its partner agencies against all claims of Patent and Copyright Infringement. The Bidder will defend Cowlitz 911 against such claims and pay all costs, damages, and attorney’s fees that a court finally awards or that are included in a settlement approved by the Bidder.
- 4) The successful Bidder shall invoice Cowlitz 911 only for delivered products and services Invoices shall be submitted once a month and have a term of net thirty. Any proposal that requires payment in less than 30 calendar days will not be considered. There shall be no late payment fees.
- 5) This RFP and the Bidder’s response shall be incorporated in the contract. Failure or refusal on the part of the intended awardee (Vendor) to execute the contract within ten (10) working days of submission of the contract to it for signature may be treated by Cowlitz 911 as a repudiation of the contract.

If Cowlitz 911 is unable to execute a contract with the apparent successful Bidder, Cowlitz 911 reserves the right to then either

- a.) award the contract to the next responsive and responsible Bidder whose proposal conforms to the requirements of this RFP and represents the best value to Cowlitz 911. or
- b.) reject all proposals.

## 1.7 Proposal Review

All documents submitted as part of the vendor's proposal will be deemed available to all parties subsequent to the bid opening date and time designated on the front cover of the RFP. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act and/or the Washington Public Records ACT.

## 1.8 Proposal Submission

All bids must be in a sealed envelope marked "Managed I.T. Services RFP Proposal". **THREE COPIES OF THE BID PROPOSAL ARE REQUIRED.** Proposers must also include a soft copy of the proposal on a thumb drive.

Bids will be awarded at the next regularly scheduled Cowlitz 911 Public Authority Executive Board meeting after a complete evaluation of each bid has been completed.

## 1.9 Delivery of Proposals

Proposals must be delivered by the date/time specified in Section 1.12 and to the address listed below. It is the sole responsibility of the bidder to see that their proposal is received on time. Any proposal received after the proposal opening date and time shall be disqualified from consideration and returned to the vendor unopened. Proposals shall be submitted to:

Cowlitz 911 Public Authority

Deanna Wells

I.T. Vendor Manager- 911 Coordinator, RPL, CMCP, CPE

Hall of Justice - Basement  
312 SW 1ST Avenue  
Kelso, Washington 98626  
360-431-4712

## 1.10 Questions

Bidders must submit any questions in writing via email to the designated Cowlitz 911 Public Authority POC, only until the date and time listed in the RFP Timeline (Section 1.11). Questions submitted after that date/time will not be accepted. Verbal questions are not permitted, nor will they be answered. Answers to any written questions will be published as an Addenda to this RFP.

## 1.11 RFP Timeline

ESTIMATED TIMELINE OF RFP:

Distribution of RFP (12/16/2022)

Deadline for Questions (12/30/2022)

Proposal Submission (01/20/2023)

Cowlitz 911 Public Authority Panel Review (01/23/2023 TO 01/25/2023)

Notification of Finalist(s) (01/27/2023)

Interview Finalist(s) (02/06/2023 TO 02/10/2023)

Notification of Selected Provider (02/15/2023)

Contract Signing (NO LATER THAN 03/01/2023)

## 1.12 Right of Refusal

Proposals which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Bidder, may be rejected. If, in the sole opinion of Cowlitz 911, such information was intended to mislead Cowlitz 911 in its evaluation of the proposal and the attribute, condition or capability is a requirement of the RFP, the proposal shall be rejected.

**Cowlitz 911 Public Authority reserves the right to:**

- 1) Accept the proposal that is in the best interest of Cowlitz 911, even if it may not be the lowest priced bid,
- 2) Reject any or all proposals or any part thereof,
- 3) Reject a proposal as non-responsive that Cowlitz 911 believes to be incomplete,
- 4) Reject a proposal as non-responsive that does not demonstrate in the sole opinion of Cowlitz 911 the Bidder's ability to provide the required services and
- 5) Waive irregularities in the proposals received in the sole opinion of Cowlitz 911.

## 1.13 Evaluations

Evaluation of the proposals is expected to be completed within 7 days after the bid opening date. An evaluation team will evaluate proposals on a variety of quantitative and qualitative criteria. Any award made because of this bid will be determined through a best value analysis. The selected proposal shall provide the most cost-effective approach that meets or exceeds the stated requirements. The lowest price proposal will not necessarily be selected.

Cowlitz 911 reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals. Cowlitz 911 further reserves the right to excuse technical defects in a proposal when, in its sole discretion, when such excuse is beneficial to the Cowlitz 911 Public Authority

## 2.0 Vendor Requirements

### 2.1 Security Clearance

All employees and subcontractors at the vendors expense who perform work on, or off site, on Cowlitz 911 systems, will be required to pass a criminal background check which includes fingerprints from their state of residency, pass a bi-annual CJIS national background check and security training, and maintain confidentiality related to protected information including CJIS information for the duration of their employment contract with Cowlitz 911.

### 2.2 Bidder financial Stability

Vendor must be prepared to show they are financially capable of supporting the proposed system and subsequent 24/7/365 emergency service (including any leap year).

## 2.3 Scope of Services

Cowlitz 911 is accepting proposals for an Information Technology Services Contractor (Contractor), including but not limited to the provision of Information Technology Services to supplement in-house technology services at the highest level of services to Cowlitz 911. The Contractor shall provide the Services based on the services specified in the following document.

Cowlitz 911 is seeking proposals from qualified, knowledgeable, and experienced companies to provide Information Technology (IT) Services and support our operations. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service. Respondents should be explicit about services that are requested but not provided or covered.

The nature of the service will be ongoing support and coordination to ensure proper implementation of new technology, general management, and operation, along with maintenance and/or troubleshooting of existing systems. The company chosen will need to work closely with a variety of departments within the organization, providing support as needed or instructed.

Contractor will provide general professional services on an as-needed basis primarily during normal business hours: M-F 8:00 a.m. to 5:00 p.m. either remotely or on-site. However, vendor must be available 24 hours a day 7 days a week, including holidays and able to ensure an onsite response time of one hour.

### Contract Term

The term of the resulting contract shall be in effect for an Initial Term of three (3) years, commencing on (insert date) and terminating (insert date), unless sooner terminated. Prior to expiration of the Initial Term, the Contract may be extended by mutual agreement, for an Extension Term of Two (2) additional (2) two-year periods.

### Desktop/Workstation Support

The Contractor shall be expected to perform basic support functions including:

- Installing PCs, laptops, printers, peripherals, and office automation software.
- Diagnosing and correcting desktop application problems.
- Configuring laptops and desktops for standard applications.
- Identifying and correcting end user hardware problems.
- Performing advanced troubleshooting.

The Contractor should supply a transparent rate card that describes the monthly recurring subscription-based expenses that affect the operational expenditures of the client when net new devices are added/removed and/or when net new staff are added/removed. Each expenditure should be assigned a dollar value. Examples of common expenditures include: 1) Every user is getting an email account. Every email account is secured using business email security. Therefore, adding a new user requires accounting for the increase in costs for the email account and the email security account.

2) Every workstation is getting Office software suite, endpoint security, an RMM agent, etc. Therefore, adding a new PC requires accounting for the increase in costs for the Office software, RMM agent, and the endpoint security license.

### Server Administration Services

The Contractor shall be expected to manage computer systems and networks to include complex application, database, messaging, web and other servers and associated hardware, software, communications, operating systems necessary for the quality, security, performance, availability, recoverability, and reliability of the system. Services to include:

- Ensure scheduled preventive maintenance for equipment is properly and promptly performed.
- Maintain the maintenance records on the equipment.
- Enforce operations, administrative, and quality assurance back-up plans and procedural documentation.
- Setup new users and edit or remove existing users on server.
- Server performance and capacity management services with reporting when specified thresholds are reached.
- Configuration management, including changes, upgrades, patches, etc. related to any specialized software products of Cowlitz 911 as it relates to the server(s) and associated hardware.
- Management of user logins and security.
- Coordinate repair and maintenance work with contracted repair vendors and ensure repairs are conducted in a timely fashion.
- Ensure all Operating Systems and application licensing is maintained.

### Network Administration Services

The Contractor's scope of activity includes all Cowlitz 911 network equipment including switches, firewalls, routers, and other security devices. Cowlitz 911 will be using a Managed Print Vendor that conducts the physical installation. Services to include:

- Primary setup and maintenance of printers, network copiers/scanners, connectivity, and accessibility, etc., and address hardware issues.
- Physical installation of printers that are not covered under the scope of the Managed Print Vendor.
- Configuration/connectivity of the printers that are covered under the scope of the Managed Print Vendor.
- Configuration/connectivity of the printers that are NOT covered under the scope of the Managed Print Vendor.
- Primary maintenance including regular analysis, routine configuration changes, and installation of patches and upgrades.
- Alert notifications to designated Cowlitz 911 personnel in the event of failure.
- Complete proactive monitoring of network equipment including bandwidth utilization, and other performance indicators, with reporting when specified thresholds are reached.
- Network performance and capacity management services, and network troubleshooting.

- Maintain network documentation and procedures.
- Work with customer, customer consultants, and Washington State ACCESS, bi-annually and tri-annually during CJIS audits.

## Security

The Contractor's services shall include:

- Maintenance of virus detection and removal programs on Cowlitz 911 servers, email, and all other Cowlitz 911 computers and laptops.
- Perform security audits as requested and notify Cowlitz 911 personnel immediately of suspected breaches of security or intrusion detection.
- Configure Cowlitz 911 system to enable remote access in a secure environment and provide remote access administration as requested by designated Cowlitz 911 personnel.

## Overall System Support

The Contractor's services shall include:

- Maintain an up-to-date inventory of computer related hardware and technology related assets and make available to Cowlitz 911 personnel upon request.
- Make recommendations and advise staff for improved IT system performance. Provide technical leadership for server technology issues.
- Make recommendations for future purchasing and technology needs.
- Install new servers, software, and hardware and transfer data when acquired.
- May assist in development of software/hardware policies and procedures.
- May assist in management and coordination of software licensing, updates, patches and certifications.

## Current System Information and Software List

- Spillman CAD/RMS/JMS Server & Client
- ESRI ArcGIS Server & Client
- NetMotion Server & Client
- Microsoft 365 Government Community Cloud (GCC)
- Duo (MFA)
- Sentinel One (EDR)
- Other

## Hardware-specific criteria:

- WatchGuard Firebox
- Cisco UCS
- Cisco Meraki
- Spectracom NetClock
- USB-to-IP devices
- Serial-to-IP devices
- Fiber

- Ethernet
- PoE/PoE+/PoE++
- NetApp
- 

#### PSAP-specific criteria:

- Familiar with PSAP operations & terminology
- Familiar with Land Mobile Radio (LMR) for PSAP
- Familiar with Optimal PSAP requirements
- Familiar with Continuity of Operations Plan (COOP)

#### MSP specific criteria:

- CJIS Certified Staff
- Shared ticketing system for problem/issue/change request tracking (MFA-enforced)
- Shared Documentation (MFA-enforced)
- Shared Remote Monitoring & Management (MFA-enforced)
- 24/7 remote & on-site response (Acknowledgement within 20 minutes of notification)
- Network Operations Center
- Security Information and Event Management (SIEM) / Security Operations Center (SOC)
- CIS 18 Controls
- NIST Cybersecurity Framework
- Network Management
  - Dynamic Routing
  - MPIO
  - LAG (Link Aggregation Group)
  - VLAN
  - NTP
  - maSEC
  - Mobile Client VPNs
  - Branch Office VPNs
  - BGP
- Server Management
  - Virtualization
  - Clustering
  - Firmware updates
  - Out of Band Management (OOBM)
- Power Redundancy Management
- Active Directory Management
- Email Management
  - Azure Active Directory Management
- Security
  - Endpoint
  - Email
  - Firewall
  - NTFS ACLs
  - Principle of least privilege
  - Bitlocker

- Change Management
  - ITIL
- Provide Operational Technical Support not identified in this document as requested.

## 2.4 Proposal Response Format

The RFP response must follow the following submission format.

### **PROVIDE A TABLE OF CONTENTS**

#### **SECTION 1** - Brief Executive Overview

**General Vendor Information** – Please provide the following information:

- Company DBA
- Length of time in business
- Length of time in business of providing proposed services
- Total number of clients
- Total number of public sector clients
- Number of full-time personnel in:
  - Consulting
  - Installation and training
  - I.T. support
  - After hours support
  - Assigned staff certifications and training
  - Sales, marketing, and administrative support
- Location of headquarters and any field offices
- Location of office which would service this account

**SECTION 2** – Letter of Transmittal-Introduction of the prime vendors company including history, qualifications, experience, main line of business, and how business is organized (corporation, LLC, partnership, public, private, etc.).

The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

- Company name, address, and telephone number(s) of the firm submitting the proposal.
- Name, title, address, e-mail address, and telephone number (s) of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- Federal and state taxpayer identification numbers of the firm.
- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.

- Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with Cowlitz 911.”
- Provide a listing of all proposed subcontractor(s) including their history, qualifications, and experience, main line of business, and how business is organized.
- Statement confirming the prime contractor is familiar with and has worked with each subcontractor.
- A brief description of at least four (4) similar projects that included each the subcontractor, their scope of work, the start date, and the duration of each project.
  
- Staff Resources – Identify names of principals and key personnel who will provide the information technology services. Summarize the experience and technological expertise of these staff. Describe the role and responsibilities that each of these individuals will have. The local availability of staff that will be providing these services shall be an important consideration.
  
- Support Services – Provide responses to the following:
  1. Is help desk support available?
  2. When is support available? (Indicate XX a.m. to XX p.m. in Pacific Time and the days of the week.)
  3. How are charges for support structured, documented, and tracked?
  4. Do you provide a toll-free support number?
  
- Describe your problem escalation process, including:
  5. Initial problem identification
  6. Triage for priority and severity of problem
  7. Steps for resolving problem escalation when a solution is not forthcoming, or an implemented solution is unsatisfactory
  8. Final authority regarding conflicts

### SECTION 3 - Statement of Work

- Describe the work to be performed by the prime vendor by identifying all major project tasks and milestones.
- Describe the work to be performed by each subcontractor by identifying all major project tasks and milestones.
- Identify all project tasks by their associated subcontractor.
- Identify the responsibilities of the vendor
- Identify the responsibilities of Cowlitz 911.
- Describe how your firm is positioned to provide the services listed above and provide a history of experience on providing similar services
- Describe your approach to providing these services and your methodology for providing on-going support.
- Indicate your response time goal and your statistics regarding meeting that goal. If your company has had a contract terminated for default during the past five years, all such

incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address, and telephone number of the party. If no such terminations for default have been experienced by the vendor in the past five years, declare that. Cowlitz 911 will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this vendor.

#### **SECTION 4** - Point by Point Response

A point-by-point response shall be presented in this section using the compliance matrix in Appendix A which will be incorporated in the final contract. Each item must be marked as either:

- Comply
- Comply w/Exception
- Cannot Comply
- Proposed Alternative

**Proposal Summary** – Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include other pertinent information that helps Cowlitz 911 determine your overall qualifications. Your proposal summary is not to exceed two pages.

#### 2.5 Qualifications Statement

Respondents must include the following:

A brief description of the firm or business entity, including firm history, number of employees, organization structure, ownership structure and expertise, and resumes for principals or key employees who would perform the Services in this Solicitation.

A detailed listing and description of experience and other information that demonstrates the Respondent's expertise and capacity to provide the Services specified in this Solicitation.

A minimum of five (5) letters of recommendation from specific customers who have used services provided by the Respondents in the past 18 months; and if relevant, a list of references from government entities and agencies to whom the Respondent has provided services similar and comparable to those described in this Solicitation. Include the contacts' name, telephone, email address, and contract term from whom Cowlitz 911 may obtain references.

Any other relevant information that Respondent believes would assist Cowlitz 911 in evaluating the submittal.

## 2.6 Cost Summary

- Specify all hourly rates for service, including all travel time, nights, weekends, and holidays.
- Specify all fees associated with proposed server and desktop management solutions.
- Specify whether Respondent can provide any value-added services to Cowlitz 911 and list associated additional fees.
- Describe any financial investment to implement the resulting agreement.
- In Addition, Complete Appendix B -Cost Detail

## 2.7 Performance Standards

Licensed Contractor obtain and maintain throughout this Contract all licenses required by the State of Washington, and/or Cowlitz County to operate a business or provided the services herein.

Safety Contractor shall provide for safety of persons and property while it is providing the services and observe the safety provisions of applicable laws and regulations.

Cowlitz 911 Oversight; Contractor Cooperation. Contractor and its onsite management and supervisory personnel shall take general instructions and directions from Cowlitz 911's designated representative while performing Services. Contractor and its employees and agents shall fully cooperate with Cowlitz 911 designated representatives about providing the services

## 2.8 Required Insurance

- Insurance Term

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

- No Limitation

The Contractor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Cowlitz 911's recourse to any remedy available at law or in equity.

- Minimum Scope of Insurance

The Contractor shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The Cowlitz 911 shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Cowlitz 911 using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Technology Errors & Omissions (E&O)
5. Network Security (Cyber) and Privacy Insurance shall include, but not be limited to, coverage, including defense, for the following losses or services:

Liability arising from theft, dissemination, and/or use of Cowlitz 911 confidential and personally identifiable information, including but not limited to, any information about an individual maintained by the Cowlitz 911, including (i) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (ii) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information regardless of how or where the information is stored or transmitted.

Network security liability arising from (i) the unauthorized access to, use of, or tampering with computer systems, including hacker attacks; or (ii) the inability of an authorized third party to gain access to supplier systems and/or Cowlitz 911 data, including denial of service, unless caused by a mechanical or electrical failure; (iii) introduction of any unauthorized software computer code or virus causing damage to the Cowlitz 911 or any other third party data.

Lawfully insurable fines and penalties resulting or alleging from a data breach.

Event management services and first-party loss expenses for a data breach response including crisis management services, credit monitoring for individuals, public relations, legal service advice, notification of affected parties, independent information security forensics firm, and costs to re-secure, re-create and restore data or systems.

- Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
3. Technology Errors & Omissions (E&O) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. Network Security (Cyber) and Privacy Insurance shall be written with limits no less than \$2,000,000 per claim \$2,000,000 policy aggregate for network security and privacy coverage, \$100,000 per claim for regulatory action (fines and penalties), and \$100,000 per claim for event management services

- **Other Insurance Provision**

The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Cowlitz 911. Any insurance, self-insurance, or self-insured pool coverage maintained by the Cowlitz 911 shall be excess of the Contractor's insurance and shall not contribute with it.

- **Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

- **Verification of Coverage**

The Contractor shall furnish the Cowlitz 911 with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

- **Notice of Cancellation**

The Contractor shall provide the Cowlitz 911 with written notice of any policy cancellation within two business days of their receipt of such notice.

- **Failure to Maintain Insurance**

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Cowlitz 911 may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Cowlitz 911 on demand, or at the sole discretion of the Cowlitz 911, offset against funds due the Contractor from the Cowlitz 911.

- **Cowlitz 911 Full Availability of Contractor Limits**

If the Contractor maintains higher insurance limits than the minimums shown above, the Cowlitz 911 shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Agreement or whether any certificate of insurance furnished the Cowlitz 911 evidence limits of liability lower than those maintained by the Contractor.

- Safeguarding of Personal Information

The Contractor shall not use or disclose Personal Information, as defined in RCW 19.255.010, in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. Contractor agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Personal Information.

The Contractor shall ensure its directors, officers, employees, subcontractors, or agents use Personal Information solely for the purposes of accomplishing the services set forth in the Agreement.

The Contractor shall protect Personal Information collected, used, or acquired in connection with the Agreement, against unauthorized use, disclosure, modification or loss.

The Contractor and its sub-Contractors agree not to release, divulge, publish, transfer, sell or otherwise make Personal Information known to unauthorized persons without the express written consent of Cowlitz 911 or as otherwise authorized by law.

The Consultant agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Personal Information.

The Contractor shall make the Personal Information available to amend as directed by Cowlitz 911 and incorporate any amendments into all the copies maintained by the Contractor or its subcontractors. Contractor shall certify its return or destruction upon expiration or termination of the Agreement and the Contractor shall retain no copies. If Contractor and Cowlitz 911 mutually determine that return or destruction is not feasible, the Contractor shall not use the Personal Information in a manner other than those permitted or authorized by state and federal laws.

The Contractor shall notify Cowlitz 911 in writing immediately upon becoming aware of any unauthorized access, use or disclosure of Personal Information. Contractor shall take necessary steps to mitigate the harmful effects of such use or disclosure. Contractor is financially responsible for notification of any unauthorized access, use or disclosure. The details of the notification must be approved by Cowlitz 911. Any breach of this clause may result in termination of the Agreement and the demand for return of all Personal Information.

### 3.0 Notice to Perform Services; Cancellations; Failure to Perform Services.

Notice to Perform. Cowlitz 911 will make every effort to give Contractor sufficient advance notice of events requiring Contractor's services, but not less than seventy-two (72) hours advance notice shall be given, except in the event of an operational emergency.

Cancellations. Cowlitz 911 shall incur no liability to Contractor for failure to deliver notice of cancellations.

Failure to Perform. If, for any reason, Contractor fails to perform the Services as requested by Cowlitz 911 or as required by this Contract, Cowlitz 911, at its sole discretion, shall have the right to engage the services of another party to perform the Services required.

## 4.0 Access to Cowlitz 911 facilities; Use of Cowlitz 911 facilities and equipment by Others or for Unrelated Purposes Prohibited

Access for Contractor, its Employees and Vendors. Cowlitz 911 will specify where and how Contractor, and its employees and vendors will enter Cowlitz 911 facilities. Contractor and its employees shall have access to designated areas in Cowlitz 911 only during scheduled hours of operation. Contractor shall have reasonable access to Cowlitz 911’s administrative offices and other facilities to conduct normal business activities required by this Contract; however, Contractor and its employees shall not have access to other Cowlitz County facilities and property unless specifically approved by Cowlitz County managers or staff.

Use of Cowlitz 911 facilities, property, and equipment by Others or for Unrelated Purposes Prohibited. Contractor shall not use or permit anyone else to use any Cowlitz 911 facilities, property, or equipment for activities unrelated to the services provided herein. Contractor shall not use or permit any other person or entity to use any Cowlitz 911 facilities, property, or equipment for any purpose, without Cowlitz 911 prior written approval.

## 5.0 Evaluation of Proposals

The evaluation criteria will include the following:

Ability to meet and administer timely business & emergency technical support 40%
Total cost value 10%
Maintenance and support; availability of resources, knowledge, training, and experience 20%
Vendor’s similar experience understanding of a PSAP business model, references, and financial stability 30%

## 6.0 Deadline for Submissions of Proposal

The Contractor proposal must be received by Cowlitz 911 prior to (01/20/2023), under sealed cover and plainly marked as “ Managed I.T. Services RFP Proposal.”

Proposals shall be delivered or mailed to:

Deanna Wells,  
I.T. Vendor Manager,  
312 SW 1<sup>st</sup> Ave, Kelso, WA. 98632.

Any questions regarding this Request for Proposals are to be submitted to:  
Deanna Wells,

I.T. Vendor Manager,  
[wellsd@cowlitz911.org](mailto:wellsd@cowlitz911.org) (Subject line must include Managed I.T. Services RFP  
 Question)

## APPENDIX A

### POINT-BY-POINT COMPLIANCE TO REQUIREMENTS

	<b>Proposal Section</b>	<b>Comply</b>	<b>Comply with Exception</b>	<b>Cannot Comply</b>	<b>Proposed Alternative</b>
1.1	Introduction				
1.2	Response Instructions				
1.3	Contact with Cowlitz 911 Employees				
1.4	Assess RFP Documents				
1.5	Costs of RFP Preparation and Submission				
1.6	Contract Requirements				
1.7	Proposal Review				
1.8	Proposal Submission				
1.9	Delivery of Proposals				
1.10	Questions				
1.11	RFP Timeline				
1.12	Right of Refusal				
1.13	Evaluations				
2.1	Security Clearance				
2.2	Bidder Financial Stability				
2.3	Scope of Services				
2.4	Proposal Response Format				
2.5	Qualification Statement				
2.6	Cost Summary				
2.7	Performance Standard				
2.8	Insurance				
3.0	Notice to Perform Services				
4.0	Access to Cowlitz Facility				
5.0	Evaluation of Proposal				
6.0	Deadline For Proposal Submission				



**COWLITZ COUNTY, WASHINGTON**  
**LEASE AGREEMENT – NON-RESIDENTIAL**  
**SECOND RENEWAL OF LEASE AGREEMENT**

This Second Renewal of Lease Agreement (the “**Second Renewed Lease**”) is made and entered into between Cowlitz County, Washington, a political subdivision of the State of Washington (the “**Landlord**”), and COWLITZ 9-1-1 PUBLIC AUTHORITY (the “**Tenant**”) on the date stated below. Landlord and Tenant agree as follows:

**1. ORIGINAL LEASE AND FIRST RENEWED LEASE SUMMARY**

a. Landlord and Tenant originally entered into a lease agreement effective January 1, 2019 (the “**Original Lease**”) for commercial real estate consisting of 3366 square feet of basement office space located at 312 SW 1<sup>st</sup> Avenue, Kelso, Washington 98626, legally described on Exhibit A attached to the Original Lease (the “**Premises**”).

b. The Original Lease was set to expire on December 31, 2019, but it was renewed and amended by Landlord and Tenant in the Renewal of Lease Agreement (the “**First Renewed Lease**”) for three additional years effective January 1, 2020, terminating on December 31, 2022. The Original Lease is attached hereto as **Exhibit 1**, and the First Renewed Lease is attached hereto as **Exhibit 2**.

**2. RENEWAL OF LEASE AGREEMENT**

a. Landlord hereby leases the Premises to Tenant for an additional twelve (12) months commencing on January 1, 2023, and terminating on December 31, 2023.

b. Tenant shall be bound by all terms and conditions contained in the Original Lease and the First Renewed Lease, and Tenant shall be bound by any modifications or amendments as set forth below. As discussed above, both the Original Lease and the First Renewed Lease are attached hereto and are incorporated into this Second Renewed Lease by reference. Any further renewal of the lease agreement between the Parties shall be the subject of separate negotiations between the Parties.

**3. MODIFICATIONS OR AMENDMENTS TO ORIGINAL LEASE AND FIRST RENEWED LEASE**

a. **Early Termination.** Tenant may terminate the Second Renewed Lease early by giving Landlord two (2) months prior notice of such termination in writing. The only permitted reason for such early termination is if the Tenant’s new facilities become available for occupation.

b. **Base Rent.** The base monthly rent shall be FIFTEEN THOUSAND, ONE HUNDRED AND NINETY-THREE and 83/100 DOLLARS (\$15,193.83).

The Parties have executed this Second Renewal of Lease Agreement on this \_\_\_\_ day of December, 2022.

**TENANT:**

**LANDLORD:**

COWLITZ 911 BOARD OF DIRECTORS

BOARD OF COUNTY COMMISSIONERS OF COWLITZ COUNTY, WASHINGTON

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dennis P. Weber, Chairman

\_\_\_\_\_  
Print name: Brad Thurman

\_\_\_\_\_  
Arne Mortensen, Commissioner

\_\_\_\_\_  
Title: Chair

\_\_\_\_\_  
Rick Dahl, Commissioner

ATTEST:

ATTEST:

ATTEST:

\_\_\_\_\_  
Rachael Young, Clerk of the Cowlitz 911 Board

\_\_\_\_\_  
Kelly Dombrowsky, Clerk of the Board

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Frank F. Randolph, General Counsel

\_\_\_\_\_  
David Berger, Senior Civil Deputy Prosecutor  
Cowlitz County Prosecutor's Office