



# City of Arlington Council Agenda Bill

**Item:  
NB #1  
Attachment  
E**

<b>COUNCIL MEETING DATE:</b>	
March 5, 2018	
<b>SUBJECT:</b>	
Hangar 57B Request for Proposal--Award	
<b>ATTACHMENTS:</b>	
Minutes of Airport Commission meetings of 1/23/18, 1/30/18 and 2/13/18 Airport Commission resolution and Request for Proposal	
<b>DEPARTMENT OF ORIGIN</b>	
Legal Department	
<b>EXPENDITURES REQUESTED:</b>	
<b>BUDGET CATEGORY:</b>	
<b>BUDGETED AMOUNT:</b>	
<b>LEGAL REVIEW:</b>	
<b>DESCRIPTION:</b>	
<p>The City Council previously declared Building 57B at the Airport to be surplus and issued an RFP to consider potentials sales of the building. Two proposers submitted responses. KVA Electric, Inc. submitted a proposal to purchase the building for \$247,239.00 and to make improvements totaling \$360,885.55. TLS Aviation submitted a proposal to purchase the building for \$205,000.00 and make improvements of \$198,396.00. Both proposers proposed a standard 40-year lease term.</p>	
<b>HISTORY:</b>	
<p>The City issued the RFP in October, 2017. Bid proposals were received on January 8, 2018. The proposals were opened publicly at the January 23, 2018 Airport Commission special meeting. The proposers made presentations to the Airport Commission at the January 30, 2018 special meeting of the Commission. At the regular meeting of the Commission on February 13, 2018, the Commission recommended the City Council accept the proposal of KVA Electric, Inc. and authorize the Mayor to sign sales and lease documents consistent with the proposal.</p>	
<b>ALTERNATIVES:</b>	
Remand to the Airport Commission and staff for further proceedings.	
<b>RECOMMENDED MOTION:</b>	
<p>I move to accept the recommendation of the Airport Commission and accept the proposal of KVA Electric, Inc. as the most responsive proposal, and authorize staff to negotiate a purchase and sale agreement and long-term lease with KVA Electric, Inc., based on the terms of the KVA proposal.</p>	

**ARLINGTON MUNICIPAL AIRPORT  
AIRPORT COMMISSION SPECIAL MEETING  
January 23, 2018**

The Airport Commission Special Meeting was called to order at 7:00pm.

Airport Commissioners present included Chairperson Don Munson, John Swizer, Ruth Gonzales, Austin DeFreece and John Branthoover.

Staff present included Airport Director Dave Ryan, Marty Wray, Lorene Robinson and Mary Hine.

Visitors present included Paul Ellis, Jan Swizer, Kevin Duncan, Craig Christenson, Ron Moen, Steve Peiffle, Jan Schuette, Neal Karman, Kristin Banfield, Mike Hopson, Josh Roundy, Curt Hecla, Dan Burwell and a few more people.

Dave opened the Special Meeting stating that no action will be taken tonight that this Special Meeting is for discussion only.

Dave turned the meeting over to Steve Peiffle who introduced himself as the Attorney for the City of Arlington. He introduced Kristin Banfield as the City Clerk and requested that she distribute both of the Proposals for Hangar 57B to the Commissioners. Steve explained that tonight we will have a conversation about the process. He advised the Commission and staff to review the proposals with special attention given to the 4 criteria spelled out in the Request for Proposal. The proposer recommended by the Commission will be sent to the City Council for final approval.

Discussion followed that even though each proposal should be able to stand alone, the Commission would allow each proposer to highlight the merits of the proposal. It was the consensus of the Commission that next Tuesday, January 30, 2018 each proposer would be allotted five minutes to discuss their proposal. At this meeting the Commission will also discuss each proposal. A decision would be announced at the next regular Commission Meeting February 13, 2018

**Motion by Commissioner Swizer, seconded by Commissioner Branthoover, to meet Tuesday, January 30, 2018 at 7pm to discuss the proposals and allow each proposer make a five minute presentation. Motion carries unanimously.**

**Motion by Commissioner DeFreece, seconded by Commissioner Swizer to adjourn the January 23, 2018 Special Meeting of the Airport Commission at 7:10pm. Motion carries unanimously.**

# ARLINGTON MUNICIPAL AIRPORT AIRPORT COMMISSION SPECIAL MEETING January 30, 2018

The Airport Commission Special Meeting was called to order at 7:00pm.

Airport Commissioners present included Chairperson Don Munson, John Swizer, Ruth Gonzales, Dary Finck, Austin DeFreece and John Branthoover.

Staff present included Airport Director Dave Ryan, Marty Wray, Lorene Robinson, and Mary Hine.

Visitors present included Paul Ellis, Steve Peiffle, Jan Swizer, Kevin Duncan, Duane Wilcoxon, Dan Burwell, Nicholas Palacios, Luke Nichols, Rich Nichols, Neal Karman, Kevin & LeAlice Miller, Kim & Dave Bergermeier, and Jessica Stickles.

Dave opened the Special Meeting stating that no action will be taken tonight that this Special Meeting is for discussion only.

Dan Burnell opened with a presentation showing the accomplishments of GlasAir and what they foresee for the future. Dan explained that the proximity of 57B to their other locations would be a great value to the business. The building will be used as the assembly location for the government side of their business. At this time, GlasAir employes around 55 employees, but expect to expand to over 80 within the next 3 years. If successful, this will be a cash purchase and renovations complete during 2018.

Kevin Duncan addressed the Commission asking if they had any questions concerning the submitted proposal and spent some time answering Commission questions. He informed the Commission that KVA Electric employs 45 people at this time, in Washington and overseas. The company expects to double the number of employees this year. Half of the employees work out of Arlington and KVA hangars their company aircraft to transport employees to their worksites.

Dave handed out an evaluation of the 2 proposals, which included staffs' recommendation, and also a draft resolution that if approved by Commission will be voted on at the next regular Commission meeting.

**Motion by Commissioner Swizer, seconded by Commissioner Branthoover to adjourn the Special Commission Meeting of January 30, 2018 at 7:40pm. Motion carries unanimously.**

# **DRAFT**

## **ARLINGTON MUNICIPAL AIRPORT**

### **AIRPORT COMMISSION MINUTES**

**February 13, 2018**

Chairperson Don Munson called the regular meeting of the Airport Commission to order at 7:00 PM.

Commissioners present included Chairperson Don Munson, Ruth Gonzales, Austin DeFreece, Dary Finck and Chris Raezer.

Commissioners absent include John Swizer and John Branthoover.

Staff present included Airport Director David Ryan, Marty Wray, Lorene Robinson and Mary Hine.

Visitors included Steve Peiffle, Paul Ellis, Duane Wilcoxon, Dan Burnell, Nick Palacios, Ron Moen, Neal Karman, Kim & Dave Bergemeier, Jan Schuette, Kevin Duncan, LeAlice and Kevin Miller, Luke Nichols, Rich Nichols and Brad Goldman.

**Motion by Commissioner Finck, seconded by Commissioner DeFreece the minutes of January 9, 2018 were approved as written. Motion carries unanimously.**

**Motion by Commissioner DeFreece, seconded by Commissioner Finck the minutes of the Special Commission Meeting of January 23, 2018 were approved as written. Motion carries unanimously.**

**Motion by Commissioner DeFreece, seconded by Commissioner Finke the minutes of the Special Commission Meeting of January 30, 2018 were approved as written. Motion carries unanimously.**

### **HANGAR 57B PROPOSAL**

Dave introduced Steve Peiffle, City Attorney, who spoke to the Points of Order. Mr. Peiffle explained that the Request for Proposal for Hangar 57B set out certain criteria that must be met with the proposal. He also stated that one of the proposers has additional information that they would like the Commission to review before a final decision is made. Mr. Peiffle explained that the Commission could accept the additional information, but must give the other proposer the opportunity to respond with their own additional information. After discussion, the Commission decided not to accept any further information from the proposers.

Dave then addressed the Commission stating that the Commission held a Special Meeting on January 30<sup>th</sup>, 2018 to discuss two proposals received by the City of Arlington for Hangar 57B

building purchase and renovation project. At that time the Commission was given a recommendation as well as a resolution to the City Council. Airport staff can only make a judgement based on what was actually included in the written proposal with the bid price being the primary consideration.

A request was made to amend the resolution to show the higher dollar amount concerning the roof replacement cost.

**Motion by Commissioner Finck, seconded by Commissioner DeFreece to approve the proposed resolution finding the KVA Electric proposal to be most responsive and request the City Council authorize staff to negotiate a purchase and sale agreement and proposed lease based on the terms of the KVA proposal. Motion carries with Commission abstaining.**

### **INFORMATION / COUNCIL LIAISON UPDATE**

After 13 months with the Growth Management Board, the Manufacturing Industrial Center (MIC) that Arlington and Marysville have been working on will be certified later this year.

A topic at the City Council retreat next month will be looking at all the options to pay for Fire services since the merger negotiations fell thru with Marysville.

Dave welcomed Chris Raezer as the new Airport Commissioner.

Staff recently received another Public Records Request concerning NW Custom Aircraft Hangars.

Taxiway Charlie Lighting and Signage Project is ahead of schedule and will be wrapping up shortly.

We have had some break-ins here at the airport, particularly at the north end. One of our tenants took photos of a vehicle and with help from the airport cameras were able to identify the vehicle and occupants. The people have been arrested. To help with security, the gate code have been changed.

February 24 and 25 staff will be in Puyallup to attend the 2018 NW Aviation Conference and Trade Show. Commissioners are invited to come help man the booth.

**Motion by Commissioner DeFreece, seconded by Commissioner Finck to adjourn the February 13, 2018 Airport Commission Meeting at 7:22pm Motion carries unanimously.**

RESOLUTION NO. 2018-\_\_\_\_\_

A RESOLUTION OF THE CITY OF ARLINGTON, WASHINGTON AIRPORT  
COMMISSION FINDING KVA ELECTRIC INC.  
TO BE THE MOST RESPONSIVE PROPOSAL FOR BUILDING 57B

WHEREAS, the City of Arlington/Arlington Municipal Airport has solicited proposals for the Purchase and Renovation of Hanger 57B (hereinafter the “Project”); and

WHEREAS, two proposers submitted timely responses to the proposals, and the Airport Commission wishes to adopt findings concerning the same;

NOW, THEREFORE, the Arlington Airport Commission of the City of Arlington, Washington do hereby resolve as follows:

1. The Airport Commission finds as follows:
  - a. The City of Arlington sought qualified contractors to respond to the request for proposals (RFP) on the Project.
  - b. Two proposals were submitted on January 8, 2018, one by KVA Electric, Inc. (KVA) and one by TLS Aviation, both long-term tenants of the airport.
  - c. The Airport Commission has evaluated both proposals and finds that the proposal submitted by KVA best meets the requirements of the RFP for the following reasons:
    - 1) KVA’s proposed price to be paid of \$247,239.00 is \$42,239.00 higher than the TLS Aviation proposed price;
    - 2) KVA’s schedule of proposed improvements totals \$360,885.55, which is \$162,489.10 more than the TLS Aviation proposal;
    - 3) TLS Aviation’s proposal does not include a new roof or replacement of guttering and downspouts, both of which are included in the KVA proposal.
    - 4) The potential for revenue generation by either proposer is substantial, but very difficult to quantify, as one anticipates future growth and the other does not provide detailed documentation to verify this aspect of the proposal.
    - 5) The construction quality of both proposals is excellent and the airport would benefit from either of these proposals, however, the substantial additional monies offered by KVA Electric into the renovations indicate a more extensive renovation of the building.

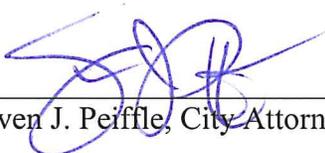
2. Based on the foregoing findings, the Airport Commission hereby finds that the Proposal submitted by KVA Electric, Inc. best meets the requirements of the RFP and is most advantageous to the City. The Airport Commission recommends the City Council accept the Airport Commission's evaluation of the proposals and authorize City staff to negotiate the appropriate leases and contractual agreements to implement the proposal, and authorize the Mayor to sign a Lease and any conveyancing documents when in a form acceptable to the City Attorney and Staff.

APPROVED by the Airport Commission of the City of Arlington this 13 day of February, 2018.

CITY OF ARLINGTON

  
\_\_\_\_\_  
Don Munson, Chairperson

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Steven J. Peiffle, City Attorney

RESOLUTION 2018-\_\_\_\_\_



# Arlington Municipal Airport

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18204 59<sup>th</sup> Avenue NE    Arlington, WA 98223

**REQUEST FOR PROPOSAL (RFP)  
PURCHASE AND RENOVATION OF HANGAR 57 B**

**CITY OF ARLINGTON, ARLINGTON MUNICIPAL AIRPORT  
18204 59<sup>TH</sup> AVENUE NE, SUITE A  
ARLINGTON, WA 98223**

**DATE  
11-20-2017**

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## **1. SUMMARY AND BACKGROUND**

The City of Arlington and the Arlington Municipal Airport are seeking Requests for Proposals (RFP's) for the purchase of one Aircraft Hangar (Lot 57B) that is owned by the City of Arlington Airport and is located on land owned by the Arlington Municipal Airport. This sale is for the building only. The City of Arlington and the Arlington Municipal Airport does not have the staff and chooses not to use airport resources to maintain this structure. The object of all proposals should be to illustrate how your proposal will return this building and grounds into an aesthetically pleasing addition to the airport.

The land will be leased from the Arlington Municipal Airport on an annual basis at Fair Market Value (FMV) as determined by the appraisal conducted every five years and required by the Federal Aviation Administration and Airport Grant Assurances. The City of Arlington was deeded the airport by the Navy in 1959 and is considered "Surplus Property" by the Federal Aviation Administration (FAA). The City's ownership of the land is predicated on complying with FAA Grant Assurances and require the City and the Airport to follow certain guidelines in leasing property. The hangar is to be used for aircraft storage and maintenance only. The land lease shall comply in all respects with the most current version of the Arlington Airport Leasing Policies adopted by the City.

The building is structurally sound, but is need of several major improvements including: replacement of the entire roof, replacement of guttering and downspouts, exterior painting of the building, lighting upgrades, electrical repairs, heating upgrades, interior sheetrock and insulation repair and/or replacement and repairs to the hangar door and surrounding framework. All repairs will comply with current electrical, mechanical, fire and building codes through the permitting process with the City of Arlington.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5:00 p.m. PST January 8, 2018. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company or individual submitting the proposal.

Sealed proposals shall contain all required attachments and information and be submitted to The City (hereinafter "City") no later than the date, time and place stated above, or as amended. The proposals shall show the title and number, the due date specified, and the name and address of the Proposer on the face of the envelope. Proposers are cautioned that failure to comply may result in non-acceptance of the proposal. The Proposer accepts all risks of late delivery of mailed proposals or of misdelivery regardless of fault. Proposals properly and timely submitted will be publicly opened.

Proposals will only be accepted from Proposers able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one proposal for the team, with accompanying proof of the joint venture agreement.

The City shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications by the City.

The City reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

Proposals for the purchase of this building will be judged on the criteria described in Section 7.

All proposals must include a detailed description of all repairs, upgrades and landscaping proposed to be undertaken and should include estimated costs for those items.

Contract terms and conditions will be negotiated upon selection of the winning proposal for this RFP. All contractual terms and conditions will be subject to review by the City Attorney and approval by the Airport Commission and/or City Council and will include scope, budget, schedule, and other necessary items pertaining to the project.

Each proposer must submit three (3) copies of their proposal to the address below by January 8, 2018 at 5:00 p.m. PST:

City of Arlington  
Attn: Kristin Banfield, City Clerk  
238 N. Olympic Avenue  
Arlington, WA 98223

The submission of a proposal in response to this RFP shall be considered a representation that the proposer has carefully inspected all conditions which affect or may, at some future date, affect the performance covered by the proposal, and that the proposer is fully informed concerning the City, the conditions to be encountered, and the character, quality and quantity of work to be performed and that the proposer is familiar with all federal, state, and local laws which in any way affect the performance of the services requested herein.

### 3. PROJECT PURPOSE AND DESCRIPTION

**The purpose of this project is as follows:**

**Project Description:** The project consists of the purchase and renovation of Hangar 57 B.

**Hangar 57 B** is a steel covered, wood framed aircraft hangar built in 1985. The main hangar is 6,825 square feet with additional outbuildings and shed roofs totaling approximately 800 square feet. On the subject property are fuel storage tanks that are semi-above ground with concrete secondary containment, fuel pumps, wiring and hoses. The fueling system will become the property of the successful bidder who will be totally responsible for its certification, maintenance and repair, or will be decommissioned according to industry standards by the successful bidder.

The area of land surrounding the building can be negotiated by the successful bidder, but will at minimum be sufficient to incorporate all out buildings, door clearance and ramp space in the front of the hangar. Currently that is an area of 14,950 square feet. At the current FMV the land lease rate is \$4,036.50 per year, and the Lease Hold Tax is approx. \$518.29 per year. Additional ramp space to the northwest of the hangar is available for additional cost. A professional metes and bounds survey including lease description and lease exhibit will be completed by the airport for the successful bidder.

### 4. PROJECT SCOPE

This aircraft hangar is in fair condition. It will require a new roof replace all guttering and down spouts, new paint on all exteriors, electrical system upgrades, heating system upgrades, lighting system upgrades, sheet rock and/or insulation repair and replacement on some interior walls or ceilings, door and door frame repairs to repair any water damage or leakage to the hangar door system and any landscaping to the grounds. (Currently these are mowed areas on either side of the building.) The City of Arlington looks favorably on any “green’ building design elements such as LED lighting, high efficiency heating and other items that reduce the energy footprint of the building. A one-time pre-bid meeting and inspection will occur Wednesday, December 20, 2017, at 2:00 p.m.

**Expectation:**

The finished results of the purchase and renovation of this building will be a utilitarian but attractive metal clad building with upgraded systems that enhance the appearance of the airport. Design considerations may also include facades, wainscotings or similar design features to make the building more appealing.

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5:00 p.m. PST on Monday, January 8, 2018.

Evaluation of proposals will be conducted from January 9, 2018 until February 9, 2018. If additional information or discussions are needed with any bidders during this four week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than February 13, 2018.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by February 28, 2018.

Notifications to bidders who were not selected will be completed by February 16, 2018.

### **Project Timeline:**

Project initiation phase must be completed by April 15, 2018.

Project planning phase must be completed by May 15, 2018. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

## **6. BUDGET**

The minimum acceptable proposal amount will be \$200,000.00. All proposals must include proposed estimated costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs. The City of Arlington and the Arlington Municipal Airport will consider up to 40 year lease terms for the winning proposal.

NOTE: All costs and fees must be clearly described in each proposal.

## **7. REQUIRED ELEMENTS OF PROPOSALS**

Proposers must provide the following items as part of their proposal for consideration:

- Proposed price to be paid for purchase of the building and any terms or conditions.
- A description of the proposed renovations to be undertaken, including proposed repairs or modifications, materials to be used, and construction techniques and project management methodology.
- Sketches of proposed improvements showing proposed design elements.
- Quotes from subcontractors reflecting cost of proposed improvements.
- Description of experience in property management/renovation or maintenance.
- Description of similar projects undertaken by Proposer.
- Proof of financial ability to undertake this project.
- Time frame for completion of the project.
- Proposed duration of the land lease.
- Applicant's proposed disposition of fuel system.

## **8. PROPOSAL EVALUATION CRITERIA**

A. The City will evaluate proposals using the criteria set forth in this RFP. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the City and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the City may request additional business and administrative information.

B. The City may find that a Proposer appears fully qualified to perform the contract or it may require additional information or actions from a Proposer. In the event the City determines that the proposal is not competitive the City shall eliminate the proposal from further consideration.

C. The City may enter negotiations with one or more Proposers to finalize contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed contract. In the event negotiations are not successful, the City may reject proposals.

D. The City reserves the right to make a Contract award without written and/or oral discussions with the Proposers when deemed to be in the City's best interests. Contract award, if any, shall be made by the City to the responsible Proposer whose proposal

best meets the requirements of the RFP, and is most advantageous to the City, taking into consideration the amount of the proposal and the other established evaluation factors. The City is not required to award a contract to the Proposer offering the highest price. The City shall have no obligations until a contract is signed between the Proposer and the City. The City reserves the right to award one or more contracts as it determines to be in its best interest.

- E. In determining the responsibility of the Proposer, the City may consider:
- the Proposer’s ability, capacity and skill to perform the contract and provide the service required;
  - the Proposer’s character, integrity, reputation, judgment and efficiency;
  - the Proposer’s financial resources to perform the contract properly and within the times proposed;
  - the quality and timeliness of performance on previous contracts with the City and other agencies, including, but not limited to, the effort necessarily expended by the City and other agencies in securing satisfactory performance and resolving claims;
  - the Proposer’s compliance with federal, state and local laws and ordinances relating to public contracts; and
  - any other information having a bearing on the decision to award the contract.

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a proposal.

The Arlington Airport Commission will evaluate all responsible proposals based on the following criteria, listed in the order of importance:

- The amount of the bid proposed to be paid and any terms proposed;
- Potential revenue generation to the City through tax revenues, creation of jobs, and other factors;
- The construction quality of the proposal and its ability to enhance the appearance and quality of the Building and surrounding area; and
- Financial ability of the Proposer to undertake a project of this scope, including the ability to obtain a completion bond or other financial guarantee.

## 9. PUBLIC RECORDS ACT

Under Washington State Law (reference RCW Chapter 42.56, the “Public Records Act”) all materials received or created by the City of Arlington are considered public records. These records include but are not limited to the proposal submittals, agreement documents, contract work product, or other proposal materials.

Under the Public Records Act the City is required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally exempt from disclosure. A list and

description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If proposer believes any of the records being submitted to the City as part of the proposal are exempt from disclosure, the proposer may request that the City notify the proposer before releasing the records. To do so, in the proposal submittal, proposers must very clearly and specifically identify each record for which a proposer claims exemption and the exemption(s) that may apply.

If the City receives a public disclosure request for any records the proposer has properly and specifically identified, the City will notify the proposer in writing of the request and will postpone disclosure for a period of time to allow the proposer to respond. While it is not a legal obligation, the City, as a courtesy, will allow proposers up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If the proposer fails to obtain a Court order within the ten days, the City may release the documents. The City will NOT assert an exemption on the proposer's behalf.

Please note the City cannot accept generic marking of materials such as marking everything with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, or confidential, proprietary, or protected. Proposers may not exempt an entire page unless each sentence is entitled to exemption; instead, identify paragraphs or sentences that meet the RCW exemption criteria the proposer is relying upon.

The City will try to redact anything that seems obvious in the City's opinion for redaction as exempt. For example, the City will black out (redact) Social Security numbers, federal tax identifiers, and financial account numbers before records are made viewable by the public. However, this does not replace proposer's obligation to identify any materials proposer wishes to have redacted or protected and that proposer thinks are protected under the Public Records Act.

