



Skagit County Central Services Public Health Conference Rooms

INVITATION TO BID

Project: Public Health Conference Rooms
Address: 301 Valley Mall Way, Suite 110, Mount Vernon, WA, 98273

Contractor shall provide all labor, demolition, materials, equipment, and supervision for a prevailing wage project to provide and install a new audio-visual system for the conference room and training room of the Skagit County Health Department office. The new system will feature multiple video screens, videoconferencing capabilities, and lecture/streaming options. It is anticipated that any noisy work must be performed after hours evenings, weekends, or holidays after normal Skagit County business hours, (7:30am - 4:30pm) Monday thru Friday. The remainder of the work can be completed during normal business hours with little to no impact of County operations. Contractor shall not start work until a schedule has been provided to County Central Services and official notice to proceed has been issued by the Central Services Department

The attached Bid Proposal Form and Certification of Wage Compliance must be **received by 3:30 PM on Thursday April 11, 2024**. County preference is to receive via email with scanned or PDF documents attached to amyg@co.skagit.wa.us, although bids can also be delivered to the receptionist at 1800 Continental Place, Mount Vernon, WA or mailed to Skagit County Central Services, 1800 Continental Place, Mount Vernon, WA 98273. No late proposals will be accepted, and the results will be shared with all vendors that submit a proposal.

- Bid shall include attached Bid Proposal Form and the Certificate of Wage Compliance.
- See (Exhibit "A") for reviewing purposes only of the standard Skagit County Vendor Service Contract Agreement.
- Contracted services start date upon execution with project completed Not Later Then (NLT) July 01, 2024.
- Contractors can submit questions to Amy Gundersen via email amyg@co.skagit.wa.us or phone 360-416-1125. Project Manager will distribute answered questions to all contractors unless you express no intent to submit a bid.
- A non-mandatory pre-bid site visit for prospective bidders will be held onsite on Wednesday, March 21, 2024, at 10:00 AM. Group will meet outside the main entrance of the Skagit County Public Health Department Office. Any questions should be sent by phone or email to Amy Gundersen.

CONTRACTOR REGISTRATION:

In order to perform public work, the successful Bidder and Subcontractor(s), prior to Contract award, shall hold or obtain such licenses and registrations as required by State Statutes and Codes, and Federal and local laws and regulations and applicable city business license.

RIGHT TO ACCEPT OR REJECT:

The County reserves the right to accept a proposal of the bidder submitting the lowest responsible and responsive bid, to reject any or all bids, revise or cancel the work to be performed, or do the work otherwise, if the best interest of the County is served thereby. The County also reserves the right to postpone the bid award for a period of fifteen (15) calendar days after the bid deadline. Protest will be in accordance with all RCWs as applicable.

Bids can be accepted from contractors on MRSC Rosters. The MRSC is Skagit County's designated Small Works Roster <https://mrscrosters.org>. Skagit County is an Equal Opportunity and Affirmative Action Employer. Small, Minority and Women-Owned firms are encouraged to submit bids.

The Estimate of the Total Bid Price is two hundred and fifty thousand (\$250,000). Project will be subject to 5% retainage requirements per RCW 60.28.011. Payment & Performance bonds will be required, unless price is below \$150,000 and Contractor elects to use 10% retainage in lieu of the bonds per RCW 39.08.010.



Bid Proposal Form

To: **Amy Gundersen – amyg@co.skagit.wa.us**
Skagit County Central Services
1800 Continental Place
Mount Vernon, WA 98273

From: **Bidder** _____
Address _____

Telephone: _____ **Email:** _____

❖ Contractor's License Number: _____ Expiration Date: _____

❖ Washington Unified Business Identifier (UBI) Number: _____

❖ Federal Tax ID Number: _____

❖ Legal Status [Sole Proprietor, Corporation, Partnership, Other] _____

❖ Year Established _____

❖ Location of facility from which Vendor would operate in performance of this contract

❖ Individual designated as the point of contact for any questions or concerns related to evaluation of this proposal.

Name: _____ Phone _____

In active and good standing with:

- Washington State Secretary of State's Office: ☐ Yes ☐ No
- Department of Revenue: ☐ Yes ☐ No
- Department of Labor & Industries: ☐ Yes ☐ No

Scope of Work

Project: *Public Health Department - Conference Rooms Project*
Address: *301 Valley Mall Way, Suite 110, Mount Vernon, WA, 98273*

Contractor shall include all labor, demolition, materials, equipment, and supervision for a prevailing wage project provide and install a new audio-visual system for the conference room and training room of the Skagit Valley Health Department office. The new system will feature multiple video screens, videoconferencing capabilities, and lecture/streaming options. It is anticipated that any noisy work must be performed after hours, evenings, weekends, or holidays after normal Skagit County business hours, (7:30am - 5:00pm) Monday thru Friday. The remainder of the work can be completed during normal business hours with little to no impact of County operations. Contractor shall not start work until a schedule has been provided to County Central Services and official notice to proceed has been issued by the Central Services Department (POC listed above).

GENERAL PROJECT DESCRIPTION:

Provide and install a new audio-visual system for the conference room and training room of the Skagit Valley Health Department office. The new system will feature multiple video screens, videoconferencing capabilities, and lecture/streaming options.

LOBBY AND CLINIC WAITING AREA

Scope of work: *Provide and install two (2) reader boards to consist of a Samsung digital display with HDMI interface. One reader board to be installed in the Building Lobby and the 2nd to be installed in the Clinic Waiting Area.*

Equipment List for Lobby and Clinic Waiting Area Reader Boards

1. AV vendor is responsible for providing a complete and functioning system even if not shown on the plans or equipment list.
2. Equivalent parts will not be accepted Owner to supply and install Brightsign Display system .

Display Systems

- 1ea Samsung LH65QBCEBGCXGO 65" 4K UHD Display – Lobby
- 1 ea Samsung LH65QBCEBGCXGO 65" 4K UHD Display – Clinic Waiting Area
- 2ea Peerless ST-650 SmartMount® Universal Tilt Wall Mount

TRAINING ROOM

Scope of work: *Provide and install a new audio-visual system in the training room of the Skagit Valley Health Department office. The new system will feature multiple video screens, videoconferencing capabilities, and lecture capture/streaming options.*

The video system will include a total of two video projectors and two large format displays. The projection screens will be installed at the front of the room for primary viewing and one large format display will be mounted with an articulating mount on each of the two side walls to provide multiple options for room layout and viewing situations. The new video system will utilize current Media over IP technology that makes any source available to any display and is fully expandable. Two pan-tilt-zoom cameras will be installed, one at the front of the room at one at the rear. The cameras will be user-controlled with the ability to set presets. The cameras and a content input will route through a multiviewer device which will allow the user multiple options for camera views- single camera, split screen, etc. The cameras and room audio will be available either to the customer-provided room PC or to user laptops via a wireless presentation/conferencing system and can be used with common UC conferencing apps

such as Zoom or Teams. The wireless display system will allow users to connect to displays and video conferencing by either connecting a dongle or installing an app on their device.

A presentation podium will be provided that will include multiple tools for the user. The podium will include a small touch panel to control the entire system as well as an annotation device that features many tools for collaboration. Any video source in the room can be routed to the annotation device and the presenter will be able to interface with the device via a touch sensitive monitor mounted on the podium and display it to the room. The podium will also include a document camera that will allow the presenter to display documents and objects to the entire room as well as a standard HDMI input for simple presentations.

The audio system in the room will include multiple microphone options as well as control of source audio routing. Two new beam-forming microphone arrays will be installed in the ceiling- these microphone arrays can be configured to sense people speaking in the room and focus on them during video conferencing. Four wireless microphone systems (two handheld and two belt pack transmitters) will be provided for presentations or discussions that require sound reinforcement in the room as well as a gooseneck microphone on the podium. Two audio transmitters will be installed along with multiple personal receivers. One transmitter will provided assistive listening support to people with hearing impairment, and the other transmitter will be used for situations that require language interpretation. This will allow an interpreter to listen to the room audio with a receiver and speak into a microphone to broadcast their interpretation to listeners in the room wearing headphones.

To control the entire system two touch panels will be installed- one at the podium and one wall location to be determined. The touch panels will feature a custom interface designed specifically for this system and will be streamlined for simplicity without sacrificing functionality for the user. A wireless version of the touch panel interface will also be provided and can be operated from an iPad or other devices.

Provide training on room operation to Public Health Staff.

Equipment List for Training Room

Equivalent parts will not be accepted

Control Systems

- 1ea QSC Core 8 Flex Control Processor
- 1ea QSC SLQUD-8N-P Deployment License
- 1ea QSC SLQSE-8N-P Scripting License
- 1ea QSC SLDAN-32-P Dante License
- 2ea QSC TSC-70-G3 Touch Panel
- 1ea QSC TSC-710t-G3 Table Top Accessory
- 2ea Global Cache IP2CC-P IP to Contact Closure Device
- 1ea Cisco SG350-48FP-4G 48 Port PoE Switch

Equipment Racks, Furniture, & Misc.

- 1ea Middle Atlantic ERK-3528 Floor Standing rack
- 1ea Middle Atlantic FD-35 Locking Front Door
- 1ea Middle Atlantic D3 3RU Drawer

1ea Middle Atlantic PD-2415SC-NS Vertical Power Strip
1ea Middle Atlantic PDX-915R Power Conditioner
A/R Middle Atlantic BL Blanks and VT Vents
1ea Presentation Podium

Video System

6ea Visionary Solutions Duet E-5 Encoder
5ea Visionary Solutions Duet D-5 Decoder
1ea Wolfvision CYNAP Core Pro
1ea Elmo PX-10E Document Camera
1ea Barco ClickShare Tray+ Buttons Set
1ea Barco ClickShare CX-30 Set US
1ea Extron SMP 111 Single Channel Recorder

Audio Systems

1ea QSC Core 110F Digital Sound Processor
1ea QSC CX-Q 2K4 4-channel amplifier
12ea JBL Control 16CT Recessed Ceiling speaker
2ea Shure MXA920W-S Ceiling Microphone Array
1ea Shure MX418C Gooseneck Microphone
5ea Shure SB900B Rechargeable Battery
3ea Shure SBC200-US Dual Docking Charger
1ea Shure QLXD14/SM35-G50 Wireless Belt Pack Head Worn Microphone System
2ea Shure QLXD14/83-G50 Wireless Belt Pack Lavalier Microphone System
2ea Shure QLXD24/SM58-G50 Wireless Hand Held Microphone System
1ea Shure UA844+SWB/LC Antenna Distribution
2ea Listen LS-30-072 iDSP Essentials Assisted Listening System

Display Systems

2ea Samsung QB85C 85" 4K UHD Display
2ea Chief PNRUB, Large Flat Panel Swing Arm Wall Display Mount - 25 Inch Extension
2ea Panasonic PT-FRZ60WU7 Video Projector
2ea Chief RPAUW Projector Mount
2ea Chief CMA440 Above Tile Suspended Ceiling Kit
2ea Chief CMS003W Extension Column
2ea Dalite 34516LS Advantage 60"x96" Projection Screen

Camera System

2ea PTZOptics PT12X4KWHG3 – PTZ Camera (White)
2ea PTZOptics PTCM3WH Camera Mount (White)
2ea Crestron HD-TX-4KZ-101 HDMI® over CAT6 Transmitter
2ea Crestron HD-RX-4KZ-101 HDMI® over CAT6 Receiver
1ea HD-DA2-4KZ-E 1x2 HDMI Distribution Amplifier
1ea AV Access 4KMV41 4x1 Multi-Viewer
1ea Magwell XI100DUSB-HDMI HDMI to USB Converter
1ea Inogeni Toggle USB 3.0 Switcher

AV Base Building Materials

Cable, Connectors, etc.
Integration Labor
Crestron Programming

Skagit County Provides:

In-Room PC with wireless keyboard and mouse.

CONFERENCE ROOM

Scope of work: *Provide and install a new audio-visual system in the conference room of the Skagit Valley Health Department office. The new system will feature multiple video screens, videoconferencing capabilities, and presentation options.*

The video system will include a total of four large format displays, one on each wall to allow for multiple room configurations. The new video system will utilize current Media over IP technology that makes any source available to any display and is fully expandable. Two pan-tilt-zoom cameras will be installed, one at the front of the room at one at the rear. The cameras will be user-controlled with the ability to set presets. The cameras and a content input will route through a multi-viewer device which will allow the user multiple options for camera views- single camera, split screen, etc. The cameras and room audio will be available either to the customer-provided room PC or to user laptops via a wireless presentation/conferencing system and can be used with common UC conferencing apps such as Zoom or Teams. The wireless display system will allow users to connect to displays and video conferencing by either connecting a dongle or installing an app on their device. Additionally an HDMI wall input will be installed at the front of the room to provide additional connectivity.

The audio system in the room will include a new beam-forming microphone array that will be installed in the ceiling- this microphone array can be configured to sense people speaking in the room and focus on them during video conferencing. An assistive listening system will be installed and will allow hearing impaired users to hear the room audio from the microphone array as well as any content audio being played in the room.

To control the entire system a touch panel will be installed on the wall at a location to be determined. The touch panel will feature a custom interface designed specifically for this system and will be streamlined for simplicity without sacrificing functionality for the user. A wireless version of the touch panel interface will also be provided and can be operated from an iPad or other devices.

Provide training on room operation to Public Health Staff.

Equipment List for Conference Room

Equivalent parts will not be accepted

Control Systems

- 1ea QSC Core 8 Flex Control Processor
- 1ea QSC SLQUD-8N-P Deployment License
- 1ea QSC SLQSE-8N-P Scripting License
- 1ea QSC SLDAN-32-P Dante License
- 1ea QSC TSC-70-G3 Touch Panel
- 1ea Cisco SG350-P-4G 24 Port PoE Switch

Video System

- 2ea Visionary Solutions Duet E-5 Encoder
- 5ea Visionary Solutions Duet D-5 Decoder

1ea Visionary Solutions Duet E-5-WP-H-White Encoder
1ea Elmo PX-10E Document Camera
1ea Barco ClickShare Tray+ Buttons Set
1ea Barco ClickShare CX-30 Set US

Audio Systems

1ea Shure MXA920W-S Ceiling Microphone Array
1ea QSC SPA-QF Amplifier
6ea Control 16CT Ceiling Speakers
1ea Listen LS-30-072 iDSP Essentials Assisted Listening System

Display Systems

4ea Samsung QB85C 85" 4K UHD Display
4ea Chief PNRUB, Large Flat Panel Swing Arm Wall Display Mount - 25 Inch Extension

Camera System

2ea PTZOptics PT12X4KWHG3 – PTZ Camera (White)
2ea PTZOptics PTCM3WH Camera Mount (White)
2ea Crestron HD-TX-4KZ-101 HDMI® over CAT6 Transmitter
2ea Crestron HD-RX-4KZ-101 HDMI® over CAT6 Receiver
1 ea AV Access 4KMV41 4x1 Multi-Viewer
1 ea Magwell XI100DUSB-HDMI HDMI to USB Converter
1ea Inogeni Toggle USB 3.0 Switcher

Equipment Racks, Furniture, & Misc.

1ea Middle Atlantic PTRK-2126MDK Portable Rolling Rack with Laminate Top
1ea Middle Atlantic PDX-915R Power Conditioner
1ea Middle Atlantic U1 Rack Shelf
1ea Middle Atlantic D2 2RU Drawer
A/R Middle Atlantic BL Blanks and VT Vents

AV Base Building Materials

Cable, Connectors, etc.
Integration Labor
Crestron Programming

Drawings for specific products selected.

DRAWINGS: (SKAGIT COUNTY HEALTH AV Drawing 24)

1. Refer to the attached Documents:
 - SKAGIT COUNTY HEALTH AV Drawing 24
 - LEVEL-1 FLOOR & WALL AV DEVICE LAYOUT
 - LEVEL-1 CEILING AV DEVICE LAYOUT
 - Lobby Reader Board
 - Clinic Waiting Reader Board

The Drawings illustrate information on conduits, projection screen, video projection locations, camera, and speaker locations. Drawings also provide information on existing electrical and data rooms and approximate distances to the Conference room 129 and Training Room 134.

See Drawings for Floor box location(s), quantities, and manufacturer for each specific location.

CONTRACTOR BIDDING NOTES AND ASSUMPTIONS:

1. Contractor to assume that all noise producing work is to occur during after-hours; before 7:30am or after 5:00pm Monday through Friday. This would include all saw cutting, all concrete placement and drilling into existing concrete slab and replacement of concrete from electrical trenches, and floor gridding of existing concrete slab.
2. Contractor shall have full access to perform all work on Saturday and Sunday. All work which produces minimal noise can be performed during the hours of 7:30am to 5:00pm Monday through Friday.
3. Contractor to remove existing gypsum wallboard as required to accommodate new AV upgrades and conduits within wall cavities. All areas of gypsum wallboard which are removed to be patched/repared with new GWB to level 4 finish with prime and paint to match existing GWB.
4. Contractor to remove existing acoustical ceiling tiles as required to accommodate the new improvements. Any ceiling tiles damaged during construction to be replaced with new ceiling tile to match existing tiles. **NO EXCEPTIONS.**

COMPENSATION

Public Health Department - Conference Rooms Project	\$
Washington State Tax in Mount Vernon (8.8%)	\$
Total Project Amount:	\$

Notes:

- Intent to Pay Prevailing Wages will need to be filed with the Department of Labor and Industries for value and duration of the contract prior to any work, with Affidavits filed prior to the County submitting a Notice of Completion. Contractor will file an affidavit annually for applicable unit price or service contracts. Intent and affidavit instructions can be located at <https://lni.wa.gov/licensing-permits/public-works-projects/contractors-employers/>.
- Prevailing wage rates may be found at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.
- Washington State Sales Tax Rate: <https://webgis.dor.wa.gov/taxratelookup/SalesTax.aspx> shall be added to the contract based on location of services.
- All identified deficiencies shall be shared with Skagit County Central Services for option to correct with County technicians or to authorize Contractor to make repairs.
- It will be the responsibility of the Contractor to obtain any necessary city, state or federal permits, and all inspections will be scheduled by the Contractor including being onsite for all inspections and coordinated with Skagit County Facilities Staff.
- **No trip, fuel, mileage, or energy surcharge will be charged by vendor for any service.

Any other items for consideration:

PREVAILING WAGES: The Undersigned hereby agrees to pay labor not less than the current prevailing rates of wages as determined by the State Bureau of Labor and Industries.

If our bid is accepted, we agree to furnish required evidence of insurance and the signed contract within seven (7) calendar days of receiving the draft contract.

If our bid is accepted and a contract for performance of work is entered into with Skagit County, we agree to so plan the work and to prosecute it with such diligence that all of the work shall be completed within periodicities stated in the contract. We understand that Skagit County reserves the right to reject any or all bids and to determine which proposal is, in the judgment of Skagit County, the lowest responsible bid, and which proposal, if any, should be accepted in the best interests of Skagit County and that Skagit County also reserves the right to waive any informalities in any proposal or bid.

BIDDER'S ADDRESS: Notice of Acceptance of this bid or requests for additional information should be addressed to the undersigned at the address we provided on this form.

NON-COLLUSION DECLARATION: I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project or which this proposal is submitted.

2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

NOTE: This proposal form is not transferable, and any alteration of the firm's name entered hereon without prior permission from the Central Services Director will be cause for considering the proposal irregular and subsequent rejection of the bid.

SIGNATURE: _____

Date: _____ Printed Name: _____

By: Business Name: _____

EXHIBIT "A"

VENDOR SERVICES AGREEMENT

Skagit County, through the Department of Central Services (hereinafter referred to as County) and _____ (hereinafter referred to as Contractor), for and in consideration of the mutual benefits do hereby agree as follows:

1. Contractor will provide the following service/products at such time and in such manner as described in **"Exhibit A"**.
2. County will compensate Contractor a \$_____ plus applicable 8.8% tax of \$_____ not to exceed \$_____, chargeable to GL expenditure code #, or any others that may apply.
3. The parties agree that Contractor is an independent contractor, and not an employee nor agent of Skagit County. Contractor hereby agrees not to make any representations to any third party, nor to allow such third party to remain under the misimpression that Contractor is an employee of Skagit County. All payments made hereunder, and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent contractor. Contractor will defend, indemnify, and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees, or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph. Further the Contractor represents that all employees and sub-contractors are covered under Industrial Insurance in compliance with R.C.W. Title 51.
4. **Defense & Indemnity Agreement:**
The Contractor agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, its subcontractors, its elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
5. This Contract shall commence on execution and continue until either party terminates by giving 30 days' notice in writing either personally delivered or mailed postage prepaid by certified mail, return receipt requested to the party's last known address, but in no event shall the contract continue past December 31, 20xx, but with an option to extend one additional year.
6. The Contractor shall not assign any interest in this Contract and shall not transfer any interest in same without prior written County consent.
7. The Contractor will secure, at his own expense, all personnel required in performing said services under this Contract. Contractor shall be personally liable for applicable payroll, labor and industries premiums and all applicable taxes and shall hold County harmless therefrom.

8. The Contractor shall provide proof of insurance for general comprehensive liability in the amount of \$1,000,000 to cover Contractor's activities during the term of this Contract. Proof of insurance shall be in a form acceptable and approved by the County. A certificate of insurance naming the County, its elected officials, and employees as additional insured's and naming the County as a certificate holder shall accompany this Contract for signing. Thirty (30) days' written notice to the County of cancellation of the insurance policy is required. No contract shall form until and unless a copy of the certificate of insurance, in the amount required, is attached hereto as set forth in **Exhibit "B"**. The contractors insurance shall be primary. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of Contractors insurance and shall not contribute to it.

9. Prevailing Wages: Contractor and subcontractor shall submit a "Statement of Intent to Pay Prevailing Wages" prior to submitting first application for payment. Each statement of intent to pay prevailing wages must be approved by the Industrial Statistician of the Department of Labor and Industries before it is submitted to the County. Unless otherwise authorized by the Department of Labor and Industries, each voucher claim submitted by a Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the pre-filed statement or statements of Intent to Pay Prevailing Wages on file with the public agency.

10. Termination for Public Convenience:

The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion that such termination is in the best interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County. If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the County in the event this provision applies.

CONTRACTOR:

Signature & Title of Signatory

(Date _____)

Print Name

Title

Mailing Address:

Email:

Telephone #

WA UBI #

Federal Tax ID #

Contractor License #

DATED this _____ day of _____, 2024.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ron Wesen, Chair

Lisa Janicki, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director