



City of Port Orchard

216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

INVITATION TO BID OFFICIAL NEWSPAPER

By this notice, the City of Port Orchard, Kitsap County, WA is soliciting the interest of qualified newspapers to serve as the City's official newspaper. Bid requirements are available on the City's website at: www.cityofportorchard.us or by contacting the City Clerk's office located at 216 Prospect Street, Port Orchard, WA 98366 or by phone at (360) 876-4407. **Sealed** bids shall be received by the City Clerk's office no later than 4:00 p.m. on Thursday, June 7, 2018.

Brandy Rinearson, MMC
City Clerk

Publish: *Port Orchard Independent*
(Legal Notice)

Copy to: *Port Orchard Independent*
Kitsap Sun



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SPECIFICATIONS FOR LEGAL PRINTING AND ADVERTISING FOR THE CITY OF PORT ORCHARD, WASHINGTON

Scope of the Request

The City of Port Orchard is requesting **sealed bids** to serve as the Official Newspaper. The term of the agreement will be for one-year and the contract period shall begin July 1, 2018. This bid is for newspaper publication of all ordinances, resolutions, public notices, and other legal advertising required by law during the term of this agreement.

Bid Requirements

- Must meet minimum qualifications defined by RCW 65.16.020;
- Must be an approved legal newspaper for Kitsap County, published at least once a week;
- Must have a general circulation in and around the City of Port Orchard;
- Must conduct circulation audits of free and paid print publications;
- For the purposes of publication verification, the City must be provided a subscription to the newspaper printed by the successful bidder at no cost to the City;
- Must provide an Affidavit of Publication to the City setting forth the text and the date of publication at no cost to the City;
- The City will not pay for any ad which is improperly run. The successful bidder will re-run an improperly run ad at its expense; and
- The successful bidder shall furnish an itemized statement of the City's account monthly, listing the invoice number, item(s) published, and the total amount of each invoice.

Fee Proposal

Bids must be submitted on the form provided and must show the amount bid per column inch and the rate charged shall not exceed the national advertising rate extended by the newspaper to all general advertisers and advertising agencies in its published rate card.

Submittal Requirements

Each newspaper shall submit a cover letter setting forth its qualifications as a legal newspaper in the State of Washington, the area of general circulation, number of daily or weekly paid subscribers, number of daily or weekly newsstand patrons, non-paid daily or weekly distributing using the average sales distribution for the month of March 2018, and the ability to provide the services requested herein and the fees associated with publication.

Sealed bids may be sent by mail or in person. However, if the bid is sent by mail, it is the responsibility of the bidder to ensure timely delivery. All responses to this request shall be received in the City Clerk's office by 4:00 p.m. on Thursday, June 7, 2018, to the following address:

City of Port Orchard
Attn: City Clerk-Newspaper Bid
216 Prospect Street
Port Orchard, WA 98366
(360) 876-4407

Evaluation

The City of Port Orchard shall evaluate qualified proposals based upon the criteria set forth herein and in state law including consideration of such other matters as are deemed appropriate. The City of Port Orchard reserves the right to reject any or all proposals in its sole discretion.

DATED this 18th day of May 2018 by the City of Port Orchard

Brandy Rinearson, MMC, City Clerk



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BID AND CONTRACT DOCUMENT

The City of Port Orchard, upon award, will sign the document and return one copy to the successful bidder; that will become the contract between the City and the Newspaper. All documents referenced therein become part of the contract by their reference.

The bidder understands that the bid includes:

1. For the purposes of publication verification, a subscription to the newspaper printed by the successful bidder at no cost to the City.
2. Affidavit of publication for each item published at no cost to the City.
3. The City will not pay for any ad which is improperly run. The successful bidder will re-run an improperly run ad at its expense.
4. The successful bidder shall furnish an itemized statement of the City’s account monthly, listing the invoice number, item(s) published, and the total amount of each invoice.
5. Bidder must fill in all spaces. Bids must be submitted on this form:
 - a. Cost per single column inch \$ _____
 - b. Cost for addition line \$ _____
 - c. Width of column in inches _____
6. Provide the circulation numbers within City limits, as well as inside the South Kitsap Urban Growth Area :

Circulation Number within City Limits: _____

Circulation Number within the South Kitsap Urban Growth Area: _____
7. Term: Bid shall be for the period of July 1, 2018 through June 30, 2019.

8. The City of Port Orchard reserves the right to reject any or all proposals in its sole discretion.

The undersigned states that he or she is authorized to submit a bid on behalf of the corporation, partnership, or sole proprietorship listed below and further states that the corporation, partnership, or sole proprietorship is bound by the above offer.

Legal Newspaper: _____
Print/Type Name of Newspaper

Signature _____ Title _____ Date _____

Print/Type Signature Name _____

Business Street Address _____ City _____ State _____ Zip _____

Phone No. _____ Fax No. _____ Email _____

The following is to be completed if the bid has been awarded by the Port Orchard City Council:

Robert Putansuu, Mayor

ATTEST:

By: _____
Brandy Rinearson, MMC, City Clerk

DATED: _____

APPROVED AS TO FORM

By: _____
Sharon Cates, City Attorney