



## City of Port Orchard

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

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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, 2019. 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 6, 2019, 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 17<sup>th</sup> day of May 2019 by the City of Port Orchard

  
Brandy R. Hearson, MMC, City Clerk