



City of Port Orchard

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

BID REQUIREMENTS/SPECIFICATIONS FOR CITY'S OFFICIAL NEWSPAPER

The City of Port Orchard is requesting bids to provide the service as the Official Newspaper of the City of Port Orchard. The term of the agreement will be for one (1) year. The selected vendor will be responsible for all legal publications as required by law during the term of this agreement.

Bids will be accepted until 4:00 pm on June 4, 2020. Bids received after that date and time will be rejected.

BIDS MUST BE SENT BY E-MAIL OR BY MAIL; HOWEVER, IF SENT BY MAIL, THE RESPONSIBILITY OF THEIR ON-TIME DELIVERY IS UPON THE BIDDER.

E-mail: Brandy Rinearson, City Clerk at cityclerk@cityofportorchard.us

Mailing address: 216 Prospect Street, Port Orchard, WA 98366.

Faxed bid proposals will not be accepted by the City of Port Orchard.

Any party submitting a timely bid will be liable for that bid until the City Council awards the agreement or sixty (60) days, whichever comes first.

The City of Port Orchard shall evaluate qualified bids based upon the criteria set forth herein and in state law. The City of Port Orchard reserves the right to reject any or all bids, at its sole discretion.

All information requested with this bid must be provided for the bid to be considered a valid and responsive bid.

If you have any questions regarding this request for bid, you may contact Brandy Rinearson, City Clerk, at 360 876-7030 or email at cityclerk@cityofportorchard.us, between the hours of 8:00 am and 4:30 pm, Monday thru Friday.

It is the sole responsibility of the submitting bidder to ensure that their bid has been received by the City Clerk's office in the proper time frame.

Upon award of an agreement, bid prices shall remain firm for the duration of the agreement.

BID AND AWARD CRITERIA:

To be eligible for award, all bidders' publications shall meet all of the requirements of Chapter 65.16 of the Revised Code of Washington. In addition, the newspaper must publish in hard-copy format (and may also publish electronically), must be an approved legal newspaper for Kitsap County and have a general circulation in and around the City of Port Orchard.

Bids must be submitted on the form provided and must identify the cost per column inch to publish all legal advertisements. Per RCW 65.16.091, the rate charged by a newspaper for legal notices shall not exceed the national advertising rate extended by the newspaper to all general advertisers and advertising agencies in its published rate card.

REQUIRED AFFIDAVIT OF PUBLICATION: The City requires, within fourteen (14) days after the last publication date of any City advertisement, the successful bidder will furnish an "Affidavit of Publication" certifying the date(s) the advertisement(s) was published. All interested bidders must confirm their ability to comply to this requirement.

The City will not pay for any ad which is improperly run. The successful bidder will re-run an improperly run ad at its own expense.

The successful bidder shall furnish an itemized statement of the City account monthly, listing the invoice number, item published, and the total amount of each invoice.

The term of an awarded agreement shall be for a period of one (1) year. The Bid shall be for the period of July 1, 2020 through June 30, 2021.

TERMS AND CONDITIONS: The selected bidder will be required to enter into an agreement with the City. A draft agreement outlining all terms and conditions is available upon request.

BID WITHDRAWAL: No bid can be withdrawn after having been formally opened by the City on the closing date and time.

REJECTION OF PROPOSAL: The City of Port Orchard reserves the right to reject any or all bids, and to waive any informality in bids.

CHANGES: The City of Port Orchard, at its sole discretion, reserves the right to change requirements/specifications during the agreement term. In the event the requirements/specifications are changed during the agreement term, the price will be adjusted to a mutually accepted level. All other terms and conditions of the agreement shall remain in effect for the remainder of the agreement. In the event that a mutually acceptable price adjustment cannot be reached, the City of Port Orchard reserves the right to terminate the agreement and to rebid with the new type requirements/specifications.

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BID FORM

ALL INTERESTED BIDDERS MUST COMPLETE AND SUBMIT THE FOLLOWING:

\$ _____ per single line for one day (including applicable sales tax).

If applicable: Cost per line \$ _____ (including applicable sales tax), per day for more than one day.

In addition, please provide the City with circulation numbers within City limits as well as inside the Port Orchard Urban Growth Area and answer the following:

Audited circulation? _____ Yes _____ No

_____ Circulation Number within City limits

_____ Circulation Number within the Port Orchard Urban Growth Area
(Zip Codes 98366 and 98367)

Confirm you publish in hard-copy format? _____ Yes _____ No

Confirm you are equipped to provide an Affidavit of Publication? _____ Yes _____ No

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.

Name of Legal Newspaper: _____

Signed: _____ Title: _____

Typed or printed Name: _____

Address: _____ City/State/Zip: _____

Telephone Number: _____ Date: _____

Email: _____