

CITY OF TOPPENISH

21 West First Avenue
Toppenish, WA 98948

"Where the West Still Lives"

CITY OF TOPPENISH REQUEST FOR SEALED BID

For

2020 Official Newspaper

**21 WEST 1ST AVENUE
TOPPENISH, WA 98948**

Bid Specifications, Instruction to Bidders,
Bid Form and Contract

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SPECIFICATIONS FOR SEALED BIDS FOR OFFICIAL NEWSPAPER

Scope of the Request

The City of Toppenish is soliciting sealed bids from qualified legal newspapers to provide service as the City's Official Newspaper for any and all types of publishing that the City may wish to publish during the term from January 1, 2020 until December 31, 2020. These specifications are prepared for qualified bidders.

Bid Requirements

- Must meet minimum qualifications defined by RCW 65.16.020;
- Must be an approved legal newspaper for Yakima County, published at least once a week;
- Must have a general circulation in and around the City of Toppenish;
- 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, within 14 days of publication, setting forth the text and the date of publication at no cost to the City;
- The City will not pay for any ad that is improperly run. The successful bidder will re-run an improperly 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 for each type of publication and 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 averages sales distribution for the month of July 2019, 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 by the deadline. All responses to this request will be received by the City Clerk's office by 2:00 p.m. on Monday, December 23, 2019, to the following address:

City of Toppenish
Attn: City Clerk-Newspaper Bid
21 West 1st Avenue
Toppenish, WA 98948

Evaluation

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

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INSTRUCTIONS TO BIDDERS OFFICIAL NEWSPAPER

Submission and Deadline for Bids

Sealed bids must be addressed or delivered by 2:00 p.m., Monday, December 23, 2019 to:

Heidi Riojas, CMC, City Clerk
City of Toppenish
21 West 1st Avenue
Toppenish, WA 98948

Bid Opening

Bids will be opened and publicly read aloud in the Council Chambers at City Hall, 21 West 1st Avenue, Toppenish, Washington, at 2:00 p.m., Monday, December 23, 2019, at which time interested parties may be present to witness the bid opening, however, attendance is not required.

Acceptability of Bids

Bids must be submitted on the attached City of Toppenish bid and contract form and placed in a sealed envelope. The words "Official Newspaper Bid" must be clearly marked on the front of the envelope.

The bid form must contain the bidder's business address and must be signed by a duly authorized official.

The bidder is fully responsible for obtaining all information for the preparation of this bid.

Bids that are unsigned, incomplete, illegible, unbalanced, obscure or with any other irregularities may be rejected. The City of Toppenish reserves the right to accept or reject any or all bids, and to waive minor irregularities and informalities in the bidding process, at the City's discretion.

The bid shall be valid for thirty (30) calendar days following the bid opening date.

The successful bidder will enter into a contract once the Toppenish City Council awards the bid to provide service for all legal publications and all other publication and advertising services for the City of Toppenish beginning January 1, 2020 through December 31, 2020. State law requires bidding for the Official Newspaper of the City of Toppenish on an annual basis.

The City of Toppenish is an Equal Opportunity Employer.

Further Information Contact:

Heidi Riojas, CMC, City Clerk
21 West 1st Avenue
Toppenish, WA 98948
Heidi.Riojas@cityoftoppenish.us
(509) 865-6319

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BID AND CONTRACT FOR OFFICIAL NEWSPAPER

The City of Toppenish, 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 herein become part of the contract by its 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, within 14 days 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:

Number of days per week newspaper is published: _____ days per week.

Services and Rates

Describe rate(s) to be charged to the City of Toppenish for all publications. Please describe all rates to be charged, and note different rates, if any, for different types of publication (i.e., legal notices, advertising, etc.). Please describe rate per column inch of publication:

Type of Publication

Rate (per column inch)

NOTE: Rates must not exceed the national advertising rate as defined in RCW 65.16.091.

6. Are there any charges, surcharges, taxes or other fees in addition to the above-described rates? If so, please describe:

7. If the City of Toppenish desires publication of an item on a particular date, how much lead time is required by the bidder?

8. Please describe the services to be provided by bidder to the City of Toppenish, together with any other information which bidder feels makes its newspaper the best choice for the "Official Newspaper" of the City of Toppenish:

9. Term: Bid shall be for the period from January 1, 2020 through December 31, 2020.

10. The City of Toppenish 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 Mailing Address

Phone Number Fax Number Email

The following is to be completed if the Toppenish City Council approves the Resolution to award the above bid and authorizes the City Manager to sign the contract on behalf of the City.

 Lance Hoyt, City Manager

Attest:

 Heidi Riojas, CMC, City Clerk

Dated: _____