

# CITY OF COLFAX, WA

## Advertisement for Bids

### Official Newspaper for 2016 -2017

By this notice, the City of Colfax, Whitman County, WA is soliciting the interest of qualified newspapers to serve as the City's official newspaper.

#### **Bid Requirements:**

- 1) Must meet all qualifications defined by RCW 65.16.020.
- 2) Must publish at least once per week.
- 3) Must provide a statement of circulation for Zip Code 99111.
- 4) Must agree to regularly profile City of Colfax activities, issues, events and other stories of interest.
- 5) Must be able to provide one original affidavit of publication for each legal publication submitted by the City.
- 6) Must provide confirmation, in like manner, of receipt of faxes or emails submitted for legal publications.

#### **Contract Period:**

The bid rates *may not* be changed from date of bid submission deadline, and shall apply for a period of one (1) year beginning November 1<sup>st</sup>, 2016 through October 31<sup>st</sup>, 2017.

#### **Submittal Requirements:**

- 1) Submit bid with proposed cost for legal notice publication per 100 words in newspaper's standard format for the first insertion and cost of publication per 100 words for any subsequent publication.
- 2) Include cost for providing certified affidavit of publication.
- 3) Include statement of qualifying circulation, and statement of intent to comply with all bid requirements stated above.
- 4) Submit proposals by 5:00 p.m., Friday, October 7<sup>h</sup>, 2016, to the City of Colfax, 400 N. Mill Street, Colfax, WA 99111 in a sealed envelope. Envelope must clearly express, "City of Colfax, WA, Advertisement for Bids, Official Newspaper for 2016 - 2017".
- 5) Bid proposals will be accepted in paper, fax, or email format to Mrs. Connie Ellis – City Clerk Colfax City Hall (400 N. Mill St, Colfax, WA, 99111) or via email at [clerk@colfaxwa.org](mailto:clerk@colfaxwa.org) .

#### **Award Criteria:**

To be eligible for award, all bidders' publications shall meet all requirements of Chapter 65.16 RCW and the bid and submittal requirements as stated in this Advertisement for Bids.

As prescribed in Chapter 65.16 RCW, the City of Colfax is required to award the bid to the lowest, responsive bidder.

The City reserves the right to reject any and all bids and to waive minor irregularities in the bidding process.