

INVITATION TO BID OFFICIAL NEWSPAPER

The City of Sequim is requesting bids to provide the service of the Official Newspaper of the City of Sequim. The term of this agreement will be for one year. This bid includes all types of publishing that the City may wish to publish during the term of this agreement.

Written bids will be accepted by the City Clerk's Office at Sequim City Hall, 152 West Cedar Street until 4:00 p.m. on December 3, 2010. All submitted bids must be stamped as received by the Clerk's Office prior to this time.

Bids may be rescinded or changed anytime prior to 4:00 p.m. December 3, 2010. All bids received will be considered final as of 4:00 p.m., December 3, 2010. Any party submitting a timely bid will be liable for that bid until the City Manager awards the agreement or sixty (60) days, whichever comes first.

Bids will be evaluated to determine which is the lowest responsible response. In the event that specifications differ from bid to bid, the City Manager will have the sole responsibility of determining which is the lowest bid.

All information requested with this bid must be provided to have a valid bid.

It is the sole responsibility of the submitted vendor to ensure that their bid has been received in the proper time frame.

Bid prices shall remain firm during the contract period.

Affidavit of Publication

Within fourteen (14) days after the last publication date of any advertisement, the successful bidder shall furnish an "Affidavit of Publication" certifying the date(s) the advertisement(s) was published.

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 and publish on at least a weekly basis.
- Bids will be evaluated based on written response to the following criteria demonstrating to what degree each has been met.
 - Extent of the publication's circulation within the City of Sequim, number of daily or weekly paid subscribers, number of daily or weekly newsstand patrons, and non-paid daily or weekly distributing using the average sales distribution for the month of August 2010.
 - The cost of providing the service for the term of the contract.

- Day(s) the publication is distributed and copy deadline requirements. The copy deadline and publication's distribution must allow the City Council or Planning Commission to conduct a hearing and act on ordinances within the normal two-week period from when the call is issued.
- Convenience of delivering legal advertisement copy and promptness of service. Location (and name) of advertising representative for delivering copy.
- Amount per column inch to publish.
- Provide the cost associated with publication of the public hearing notice (Attachment 1.)
- The City shall consider the cost of publishing the attached sample in awarding the contract to the successful bidder.
- The successful bidder shall furnish and deliver to City Hall, City Clerk's Office, four (4) copies of each issue of said newspaper, distributed free of additional cost.

References

Provide three (3) references having more than \$5,000 annually in advertising business with your firm.

The City of Sequim reserves the right to reject any or all bids, and to waive any informalities in bids.

The City reserves the right to terminate the contract for the convenience of the City, at the sole discretion of the City, with a 30-day written notice. The Contractor shall not be entitled to damages for lost profits in the event of such termination for convenience.

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. Any additional costs incurred by the City from an improperly run ad will be passed on to the successful bidder.

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

Each bidder shall submit two (2) signed original copies of the entire bid packet.

The City of Sequim, upon award, will sign the documents and return one original copy to the successful bidder.

Upon the signature by the City of Sequim, the bid document becomes the contract between the City and Vendor. All documents referenced therein become part of the contract by their reference.

The term of the contract shall be for a period of one (1) year, to commence on the first (1st) of the month following the award.

ATTACHMENT 1

NOTICE OF PUBLIC HEARING

**CITY OF SEQUIM
SEQUIM TRANSIT CENTER
190 WEST CEDAR STREET
SEQUIM WA**

APRIL 26, 2010

6:00 P.M. OR AS SOON THEREAFTER AS POSSIBLE

Notice is hereby given that a Public Hearing will be held before the Sequim City Council for the purpose of adoption of a Concurrency Ordinance pursuant to RCW 36.70A incorporating levels of service.

Pertinent information is available at the Sequim City Hall, 152 West Cedar Street, Sequim, WA or the City's website at www.ci.sequim.wa.us. Interested parties are encouraged to appear at the hearings and express their opinion.

Karen Kuznek-Reese, MMC
City Clerk