



The City of Monroe

City Clerk's Office

Advertisement for Bids

Official Newspaper for 2015 - 2016

Date issued: February 25, 2015

Contact person: Elizabeth Smoot
360-863-4538
esmoot@monroewa.gov

Submission deadline: March 13, 2015, 4 p.m.

Submit to: Elizabeth Smoot
City Clerk
City of Monroe
806 W Main
Monroe WA 98272

Or by email to:
esmoot@monroewa.gov



Notice Released: February 25, 2015

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Official Newspaper for 2015 – 2016

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

Bid Requirements:

- Must meet minimum qualifications defined by RCW 65.16.020.
- Must publish at least once per week; preference will be given to those that publish daily.
- Must provide a statement of circulation for Zip Code 98272.
- Must agree to regularly profile City of Monroe activities, issues, events and other stories of interest.
- Must be able to provide one original affidavit of publication for each legal publication submitted by the City.
- Must be able to apply City payments to corresponding invoices.
- Must provide confirmation, in like manner, of receipt of faxes or emails submitted for legal publications.
- Publisher must have at least 3 years experience in providing weekly or daily newspaper services; and provide references of other municipalities served.

Contract Period

The bid rates may not be changed for a period of 60 days from date of bid submission deadline, and must apply for a minimum period of one (1) year from time of Council action to award bid.

Submittal Requirements

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. Include cost for providing certified affidavit of publication. Submittal must also include statement of qualifying circulation, and statement of intent to comply with other bid requirements stated above.

Bid Outline

The City requires that the bid be submitted in the format outlined in this section. The City reserves the right to require additional information or materials after the bids are submitted

Response Date, Time, Location . provide three (3) copies of your bid hand-delivered or mailed to: City Clerk's Office; City of Monroe; 806 W Main St; Monroe, WA 98272; or provide one (1) electronic copy of your bid emailed to: City Clerk's Office; City of Monroe; esmoot@monroewa.gov.

All bids received will be considered final as of 4:00 p.m., Friday, March 13, 2015.

Bids will be evaluated to determine the lowest responsible bid. It is the sole discretion of the submitted vendor to ensure that their bid has been received in the proper timeframe.

Rejection of Bids

The City of Monroe reserves the right to reject any and all bids and to waive irregularities and informalities in the submittal and evaluation process. This Advertisement for Bids does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a bid. Furthermore, this Advertisement for Bids does not obligate the City of Monroe to accept or contract for any expressed or implied services.