

INVITATION TO BID
OFFICIAL NEWSPAPER

The City of Poulsbo is requesting bids to provide the service of the Official Newspaper of the City of Poulsbo. The term of the 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.

The City's estimated usage for the year is \$7000. This is an estimate only and is provided as a basis for your bid. The City does not guarantee that it will place legal and non- legal ads totaling this amount during the term of the agreement.

Written bids will be accepted by the Purchasing Agent for the City of Poulsbo until 2:00pm, June 8, 1998. All submitted bids must be stamped as received by the Purchasing Department prior to this time.

Bids may be rescinded or changed anytime prior to 2:00pm, June 8, 1998. All bids received will be considered final as of 2:00pm, June 8, 1998. 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.

Bids will be evaluated to determine which is the lowest responsible response. In the event that specifications differ from bid to bid, the Purchasing Agent for the City of Poulsbo 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.

If you have any questions regarding this request for bid, you may contact Dennis Bouffiou, Purchasing Agent at 697-8240, between the hours of 8:00am and 5:00 pm, Monday thru Friday.

It is the sole responsibility of the submitting vendor to ensure that their bid has been received by the Purchasing Department 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 not less than twice per week.

SECOND-CLASS MAIL PRIVILEGES:

All bidders shall submit a copy of the U.S. Postal Service "Statement of Ownership, Management and Circulation" (PS Form 3826) that they submitted to the U.S. Postal Service and a copy of the "Authorization for Second Class Mail Privileges" with their bid.

BIDS MAY BE SENT IN BY MAIL OR TURNED IN PERSONALLY; HOWEVER, IF SENT BY MAIL, THE RESPONSIBILITY OF THEIR DELIVERY ON TIME TO THE PURCHASING AGENT IS WHOLLY UPON THE BIDDER.

BID WITHDRAWAL: No bid can be withdrawn after having been formally opened by the City's Purchasing Agent.

INSERTIONS OF MATERIAL CONFLICTING WITH SPECIFICATIONS: Only material inserted by the bidder to meet requirements of the Specifications will be considered. Any other material inserted by the bidder will be disregarded by the City of Poulsbo as being non-responsive and may be grounds for rejection of the bidder's proposal.

DELIVERY: The delivery address on this bid will be:

City of Poulsbo
P.O.Box 98
19050 Jensen Way NE
Poulsbo, WA 98370

TERMS AND CONDITIONS: All terms and conditions of the City of Poulsbo Purchase Order form shall apply to contracts resulting from this Invitation to Bid.

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

FACSIMILE: Telecopy (facsimile) bid proposals will not be accepted by the City of Poulsbo.

SPECIFICATION CHANGES: The City of Poulsbo, at its sole discretion, reserves the right to change type specifications during the contract term. In the event the specifications are changed during the contract term, the bid price will be adjusted to a mutually accepted level. All other terms and conditions of the contract shall remain in effect for the remainder of the contract. In the event that the City changes the type specifications and a mutually acceptable price adjustment

cannot be reached, the City of Poulsbo reserves the right to void the remainder of the contract and to rebid with the new type specifications.

Bids must be submitted on the forms provided and must show the amount bid per column inch to publish the sample provided with the bid form. The City shall consider the cost of publishing the attached sample in awarding the contract to the successful bidder.

The successful bidder will furnish and deliver to the City, at 19050 Jensen Way NE, Poulsbo, WA 98370, ten (10) copies of each day's issues of said newspaper, distributed free of additional cost. The ten (10) copies of each day's issues to be provided to the City will be delivered to the City Clerk's office by the day following the publication.

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.

The successful bidder should maintain an office located in the City of Poulsbo for purposes of pickup and delivery of documents, disks, affidavits, etc. If the successful bidder does not maintain an office within the City of Poulsbo, the successful bidder shall, at no extra cost to the City, pick up documents, disks, affidavits, etc., the same day such items were received at the above listed location and ensure publication in the next issue.

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

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

Upon the signature by the City of Poulsbo, 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.

SPECIFICATIONS:

7 PT W/8PT Leading
Helvetica Narrow

Paragraph Indent 2 EMS
Non-Condensed Non-Kerned

The attached sample is representative of the specifications required. Bidders are required to provide a sample of this publication as it would appear in their newspaper. The only change allowed when formatting is to adjust the sample to the bidders normal column width. Recently published editions of bidders newspaper will be used to ensure compliance with normal column width.

NOTE

The Sample provided for this bid was produced by an independent, third party, certified typesetter at the request of the City of Poulsville.

\$ _____ per single column inch for each insertion (including applicable sales tax).
(bid price)

Cost per additional line

$$\frac{\text{Lines per vertical inch}}{\text{Bid price}} = \text{Cost per line (Rounded to nearest $.01)}$$

The rate per double column inch for each typeset insertion shall be twice the rate bid for each single column inch.

Using the above rate, I certify that the cost to the City of Poulsville for printing the attached sample would be \$ _____ For each single column insertion, including applicable sales tax.

BILLING: Ads will be billed on a cost per vertical inch. Any ad not ending on a complete inch measurement, will be billed on a cost per line over the last full inch.

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.

Firm: _____

Signed: _____ Title: _____

Typed Signature: _____

Address: _____ City/State/Zip: _____

Telephone Number: _____ Date: _____

Fax Number: _____

Contract Term: From _____ To: _____

Approved as to form
City Attorney

By: _____

Title: _____

Date: _____

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