



The City of Poulsbo

Finance Department

Advertisement for Bids

Official Newspaper

Term: 8/1/2018 – 7/31/2020

Date Issued: May 21, 2018

Contact Person: Kelly Ziemann
(360) 394-9725
kziemann@cityofpoulsbo.com

Submission Deadline: June 15, 2018

Submit To: Kelly Ziemann
Senior Budget Accountant
City of Poulsbo
200 NE Moe St
Poulsbo, WA 98370



Advertisement for Bids

Official Newspaper for 8/1/2018 - 7/31/2020

By this notice, the City of Poulsbo, 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; if only publish once per week, deadline for submission must be 12 noon on Thursday to accommodate publications necessary as a result of City Council action.
- Must provide a statement of circulation for Zip Code 98370 or within Poulsbo city limits.
- Must be able to provide one original affidavit of publication for each publication of the City within fourteen (14) days after the last publication date of any advertisement.
- Must provide confirmation, in like manner, of receipt of submitted legal advertisements.
- Must pick up documents, discs, etc., as requested at no extra cost to the City if an office is not located within the City of Poulsbo.
- Must deliver a minimum of four (4) copies of the day's issues of said newspaper, distributed at no extra cost to the City Clerk's office on the day of publication.
- Must furnish an itemized monthly statement of the City's account, listing invoice number, item published and the total amount of each invoice.
- Must provide the amount bid per column inch to publish the sample provided and provide a sample of this legal advertisement as it would appear in the publication.
- Must submit bid pricing which will remain firm during the contract term.
- Must re-run an improperly run ad at no additional cost to the City.
- Must bill ads 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.

Contract Period:

The term of this contract will be a two-year term from August 1, 2018 through July 31, 2020. The bid rates shall remain firm during the contract term.

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, the bid price will be adjusted to a mutually accepted level. In the event 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 re-bid with the new type specifications.

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 vendor shall not be entitled to damages for lost profits in the event of such termination for convenience.

Submittal Requirements:

Submittal must include statement of qualifying circulation, publication sample, bid price per single column inch, cost per additional line, bid cost of said sample as printed and statement of intent to comply with all bid requirements as stated above.

Bid Outline:

The City requires the bid be submitted in the format as outlined in this Advertisement for Bids.

Bid Price		
Bid Price \$	Per single column inch for each insertion	(including applicable sales tax)
Cost per Additional Line		
Bid Price \$	# of Lines per vertical inch	Cost per line \$
Cost to print Attached Sample		
Bid Price \$	Per single column inch for each insertion	(including applicable sales tax)

The City reserves the right to require additional information or materials after the bids are submitted.

Response Date, Time and Location:

Bids must be submitted in written form either via mail to City of Poulsbo, Finance Department, Official Newspaper Bid, 200 NE Moe St, Poulsbo, WA 98370 or hand delivered to Poulsbo City Hall (3rd Floor) in a sealed envelope – bids submitted via email will not be accepted. Bids must be stamped received (not postmarked) by the City of Poulsbo no later than 11:00am on Friday, June 15, 2018.

All bids received will be considered final as of 11:00am on Friday, June 15, 2018.

Bids will be evaluated to determine which one is the lowest responsible bid. It is the sole discretion of the submitted vendor to ensure their bid has been received in the proper timeframe. In the event specifications differ from bid to bid, the City of Poulsbo will have the sole responsibility of determining the lowest bid. Any party submitting a timely bid will be liable for that bid until the City Council awards the agreement or ninety (90) days, whichever comes first.

The City of Poulsbo reserves the right to reject any or all bids, waiver informalities, or to accept any proposal, which appears to serve the best interests of the City.

SAMPLE TO PRINT – Print Specifications:

7 PT W / 8 PT Leading Paragraph Indent 2 EMS
Helvetia Narrow Non-Condensed Non-Kerned

The 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 bidder's normal column width. Recently published editions of the bidder's newspaper will be used to ensure compliance with the normal column width.

ORDINANCE NO. 2016-

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF POULSBO FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2017, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CARRY ON THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW, AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION.

WHEREAS, the City Council of the City of Poulsbo, Washington, has met and considered the City's anticipated financial requirements for the calendar year 2017; and

WHEREAS, the City's actual levy amount from the previous year was \$2,269,477; and,

WHEREAS, the population of the City is more than 10,000; now, therefore,

THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The regular property tax levy is hereby authorized for the levy to be collected in the 2017 tax year.

The dollar amount of the actual levy amount from the previous year shall not increase and will be a \$0 increase which is a percentage increase of approximately 0% from said previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Section 2. This ordinance shall take effect and be in full force five (5) days after publication of the attached summary which is hereby approved.

APPROVED:

MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

CITY CLERK, RHIANNON FERNANDEZ, CMC

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

BY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL: 11/9/2016
PUBLISHED: 11/18/2016
EFFECTIVE DATE: 11/23/2016
ORDINANCE NO. 2016-