



**City of Woodinville
17301 133rd Ave NE
Woodinville, WA 98072
425-489-2700 Fax 425-489-2705**

INVITATION TO BID OFFICIAL NEWSPAPER

The City of Woodinville is requesting bids to provide the service as the Official Newspaper of the City of Woodinville. The term of the agreement will be for one year. This bid includes all legal publications as required by law during the term of this agreement.

Sealed bids will be accepted by the City Clerk for the City of Woodinville until 10:00 am, November 15, 2017. The sealed envelope shall have "Official Newspaper" printed on the lower left corner of the envelope. 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Bids may be rescinded or changed anytime prior to 10:00 am, November 15, 2017. All bids received will be considered final as of 10:00 am, November 15, 2017. 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.

The City of Woodinville shall evaluate qualified proposals based upon the criteria set forth herein and in state law including consideration of such other matters as are deemed appropriate. The City of Woodinville reserves the right to reject any or all proposals in its sole discretion.

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 Jennifer Kuhn, City Clerk at 425-877-2262, between the hours of 7:30 am and 5:00 pm, Monday thru Thursday.

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

Bid prices shall remain firm during the contract period.

City of Woodinville Bid Proposal

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 once per week. The newspaper must be an approved legal newspaper for King County and have a general circulation in and around the City of Woodinville.

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

BID WITHDRAWAL: No bid can be withdrawn after having been formally opened by the City Clerk.

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 Woodinville 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 Woodinville
City Clerk's Office
17301 133rd Avenue NE
Woodinville, WA 98072

TERMS AND CONDITIONS: All terms and conditions of the Invitation to Bid shall apply.

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

E-MAIL AND FACSIMILE: E-mail and telecopy (facsimile) bid proposals will not be accepted by the City of Woodinville.

SPECIFICATION CHANGES: The City of Woodinville, 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 Woodinville reserves the right to void the remainder of the contract and to rebid with the new type specifications.

BID REQUIREMENTS:

Bids must be submitted on the forms provided and must show the amount bid per column inch to publish all legal advertisements. Per RCW 65.16.091 the rate charged by a newspaper for legal notices shall not exceed the national advertising rate extended by the newspaper to all general advertisers and advertising agencies in its published rate card.

The successful bidder will furnish and deliver to the City Clerk, at 17301 133rd Avenue NE, Woodinville, WA 98072, two (2) copies of each day's issues of said newspaper, distributed free of additional cost. The two (2) copies of each day's issues to be provided to the City will be delivered to City Hall 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.

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

EACH BIDDER SHALL SUBMIT ONE COMPLETED, SIGNED, ORIGINAL BID PACKET.

The City of Woodinville, upon award, will sign the document and return one copy to the successful bidder.

Upon signature by the City of Woodinville, the bid document becomes the contract between the City and Newspaper. 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 January 1, 2018.

COMPLETE THE FOLLOWING AS YOUR BID:

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

If applicable: Cost per additional line: \$ _____ (including applicable sales tax)

In addition, please provide the City with circulation numbers within City limits as well as inside the Woodinville Urban Growth Area and answer the following question: Audited circulation?

_____ Yes _____ No

_____ Circulation Number within City limits

_____ Circulation Number within the Woodinville Urban Growth Area (Zip Codes 98072 and 98077)

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.

Legal Newspaper: _____

Signed: _____ Title: _____

Typed or printed signature: _____

Address: _____ City/State/Zip: _____

Telephone Number: _____ Date: _____

Fax Number: _____

The following to be completed if the bid has been awarded by the Woodinville City Council:

Contract Term: January 1, 2018 to December 31, 2018

City of Woodinville

By: _____
Mayor

Approved as to form:

City Attorney

Date: _____