

**REQUEST FOR BIDS  
OFFICIAL NEWSPAPER OF RECORD**

**NOTICE IS HEREBY GIVEN** that sealed bids will be received by the City of Newcastle, Washington, at the office of the City Clerk, in Newcastle City Hall, 13020 Newcastle Way, Newcastle, WA 98059, up to the hour of **4:00 p.m. on Friday, November 20, 2009**. Bids will be opened and publicly read aloud at **4:30 p.m. on the same date** for:

<b>OFFICIAL NEWSPAPER OF RECORD</b>
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This bid includes all items of publishing that the City may wish to publish during the term of this agreement. All bids received will be considered final as of 4:00 p.m., Friday, November 20, 2009. Any party submitting a timely bid will be liable for that bid until the City Council confirms the bid award.

The City of Newcastle shall consider cost and circulation as two primary criteria for evaluating bids. In the event of irregularities in the bid document(s), the City Manager will have the sole responsibility of interpreting and determining the lowest, most responsive bid. Further, the City of Newcastle notifies all bidders that it will affirmatively ensure that in any contracts entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color, creed, sex or natural origin in consideration for an award.

All information requested with this bid must be provided to be considered a valid bid. It is the sole responsibility of the submitting vendor to ensure their bid has been received in the proper time frame. Bid specifications are available at the address listed above, or on the City's website: [www.ci.newcastle.wa.us](http://www.ci.newcastle.wa.us). Bid prices shall remain firm during the contract period.

**Affidavit of Publication**

Within ten business 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 Chapters 35A.21.230 and 65.16 of the Revised Code of Washington and also publish on a business-daily 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 Newcastle, 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 November, 2008.
  - 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.

**Additional Provisions**

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 any improperly run ad at its expense. Should the contractor fail to place an advertisement which was requested in a timely fashion, the contractor shall run the advertisement on the next available date which is mutually agreeable between the City and the contractor.

The successful bidder shall EACH MONTH 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 Bid Specification & Submittal documents - available at Newcastle City Hall (address above) or on the City's website: [www.ci.newcastle.wa.us](http://www.ci.newcastle.wa.us). Upon the signature by the City of Newcastle, the Bid Specification & Submittal 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 (1<sup>st</sup>) of the month following the award.

Bob Baker, City Clerk, shall serve as contact person for this Request for Bid. Contact phone number is 425-649-4444 – X-102.

The City of Newcastle reserves the right to reject any and all bids or waive any informality in the bidding and make the award as deemed to be in the best interest of the City.

CITY OF NEWCASTLE

Bob Baker, CMC  
City Clerk

Published:	Daily Journal of Commerce	11-06-09 11-13-09
	Seattle Times	11-06-09 11-13-09