

**BID SPECIFICATION  
& SUBMITTAL DOCUMENT**

**IN RESPONSE TO  
CITY OF NEWCASTLE'S  
REQUEST FOR BIDS FOR  
OFFICIAL NEWSPAPER OF RECORD**

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**QUALIFICATIONS**

All prospective bidders for the Official Newspaper of Record shall meet all of the requirements of RCW 35A.21.230 and 65.16 and also publish on a business-daily basis.

**BID AWARD**

The City of Newcastle will award a bid for legal advertising services to the lowest, most responsive bidder.

**AWARD CRITERIA**

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/STIPULATIONS**

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.

An Affidavit of Publication must be provided within 10 days after the last publication date of any advertisement.

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.

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**Vendor Name and Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Advertising Representative Name:** \_\_\_\_\_

**Advertising Representative Telephone:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Advertising Representative Email:** \_\_\_\_\_

**Advertising Representative Fax:** ( \_\_\_\_\_ ) \_\_\_\_\_

From the month of December, 2008, within the City of Newcastle, with ZIP Codes 98056 and 98059:

	<b>98056</b>	<b>98059</b>
Number of daily paid subscribers within the City of Newcastle:	_____	_____
Number of daily newsstand patrons within the City of Newcastle:	_____	_____
Number of non-paid papers distributed within the City of Newcastle:	_____	_____
Days the publication is distributed throughout the week:	_____	_____
The figures published above are:	_____ audited figures	_____ un-audited figures

If not published all 7 days per week, note which days it is not published:

\_\_\_\_\_

The copy deadline and publication's distribution must allow the City to conduct public hearings and/or hearings on proposed ordinances within a prescribed two-week period from when the call is issued.

For the convenience and timeliness of both parties, legal advertisements shall be sent electronically, via email to the previously named Advertising Representative. Is this currently a practice of your publication?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

For a legal advertisement to be published on:

Copy deadline day/time:

Monday \_\_\_\_\_ a.m./p.m.

Tuesday \_\_\_\_\_ a.m./p.m.

Wednesday \_\_\_\_\_ a.m./p.m.

Thursday \_\_\_\_\_ a.m./p.m.

Friday \_\_\_\_\_ a.m./p.m.

Saturday \_\_\_\_\_ a.m./p.m.

Sunday \_\_\_\_\_ a.m./p.m.

Cost per 10-Column Inch	(timely)	\$ _____
	(past deadline)	\$ _____
Cost per 6-Column Inch	(timely)	\$ _____
	(past deadline)	\$ _____
Cost per line	(timely)	\$ _____
	(past deadline)	\$ _____
Cost for pulling an advertisement once received		\$ _____
Cost for each Affidavit of Publication		\$ _____
Number of Affidavits supplied for each legal advertisement		_____

From time to time, proof of publication is required before an Affidavit of Publication has been prepared. Are you willing to provide tear sheets with at least 4 hours notice at no cost?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you are unable to provide tear sheets free of charge, what is the cost? \$ \_\_\_\_\_

Are there any other costs associated with advertising within your publication which have not been addressed within this Bid Specification and Submittal document?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please enumerate such services and costs:

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

**I understand and agree that should we be awarded the bid for the services of legal advertising for the City of Newcastle, the terms, conditions and dollar amounts contained within this document shall take affect and last for a period of one year. Further, I understand the contract will commence on the first day of the month following the award as selected by the City Manager and confirmed by the City Council, via a resolution designating the City's Official Newspaper of Record.**

**DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.**

\_\_\_\_\_  
Signature of party submitting bid

\_\_\_\_\_  
Printed Name

**SEE NEXT PAGE FOR SIGNATURES OF CITY OFFICIALS**

OFFICIAL NEWSPAPER OF RECORD - 2010

APPROVED BY THE CITY COUNCIL AT IT'S REGULAR MEETING ON TUESDAY, December 1, 2008 – via motion and Approved Resolution #2009-\_\_\_\_\_.

SIGNED ON THIS, the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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John Starbard, City Manager

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Lisa Marshall, City Attorney

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Bob Baker, City Clerk