

**RESOLUTION NO. 472**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DESIGNATING THE WOODINVILLE WEEKLY AS THE CITY'S OFFICIAL NEWSPAPER FOR THE TERM JANUARY 1, 2016 THROUGH DECEMBER 31, 2016 FOR PUBLICATION AS REQUIRED BY LAW OF ORDINANCES AND OFFICIAL NOTICES.**

**WHEREAS**, the City of Woodinville is required to designate its official newspaper for publication of ordinances and other legal notices as required by law to be published; and

**WHEREAS**, the City of Woodinville called for bids by qualified newspapers to serve as the City's Official Newspaper; and

**WHEREAS**, the Woodinville Weekly Newspaper is a qualified, legal newspaper, circulated within the City of Woodinville and has submitted a beneficial bid to serve as Woodinville's Official Newspaper for 2016;

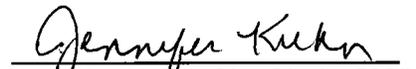
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. The Woodinville Weekly, a qualified legal newspaper published in Woodinville, Washington and having a general circulation within the City of Woodinville, is hereby designated as the Official Newspaper of the City of Woodinville for the term of January 1, 2016 through December 31, 2016.

**RESOLVED** this 1<sup>st</sup> day of December 2015.

  
\_\_\_\_\_  
Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Jennifer Kuhn, City Clerk, CMC

Passed by the City Council: 12-1-2015  
Resolution No. 472



City of Woodinville  
17301 133<sup>rd</sup> 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 18, 2015. 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Bids may be rescinded or changed anytime prior to 10:00 am, November 18, 2015. All bids received will be considered final as of 10:00 am, November 18, 2015. 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 133<sup>rd</sup> 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 133<sup>rd</sup> 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, 2016.

**COMPLETE THE FOLLOWING AS YOUR BID:**

\$ 15.00 per single column inch for each insertion (including applicable sales tax).

If applicable: Cost per additional line: \$ 3.75 (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 Per U.S.P.S. Postal Reports Weekly  
6117 \* Circulation Number within City limits

mailed \* Flucimates with USPS Routes  
+ Countertops

7563 \* <sup>mailed</sup> Circulation Number within the Woodinville Urban Growth Area (Zip Codes 98072 and 98077) \* Facilitates with U.S.P.S.

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: The Woodinville Weekly

Signed: Julie Boselly Title: Publisher

Typed or printed signature: Julie Boselly

Address: 13400 NE 175th St, Ste C  
PO Box 587 City/State/Zip: Woodinville WA 98072

Telephone Number: 425-483-0606 Date: 11-4-2015

Fax Number: 425-486-7593

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

Contract Term: January 1, 2016 to December 31, 2016

City of Woodinville  
By: Bernard W. Thomas  
Mayor

Approved as to form:  
[Signature]  
City Attorney

Date: 11/2/2015