



# The City of Sunnyside

City Clerk's Office

Request for Bids

## Official Newspaper for 2018

Date issued: September 22, 2017

Website: September 22, 2017

Legal Notice (Daily Sun News):

September 26 & October 10, 2017

Contact person: Deborah Estrada, City Clerk

509.836.6310

[destrada@sunnyside-wa.gov](mailto:destrada@sunnyside-wa.gov)

Submission deadline: October 30, 2017, 4 p.m.

Submit to: Deborah Estrada, City Clerk

City of Sunnyside

818 E. Edison Avenue

Sunnyside, WA 98944

Or by email to: [destrada@sunnyside-wa.gov](mailto:destrada@sunnyside-wa.gov)



## Request for Bids

### Official Newspaper for 2018

By this notice, the City of Sunnyside, Yakima County, 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; preference will be given to those that publish daily.
- Must provide a statement of circulation for Zip Code 98944.
- Must be able to provide one **original** affidavit of publication for each legal publication submitted by the City within 14 days of publication.
- Must be able to apply City payments to corresponding invoices.
- Must provide confirmation, in like manner, of receipt of faxes or emails submitted for legal publications.
- Publisher must have at least 3 years' experience in providing weekly or daily newspaper services; and provide references of other municipalities served.

#### **Contract Period**

The bid rates may not be changed for a period of 60 days from date of bid submission deadline, and must apply for a minimum period of one (1) year from time of Council action to award bid.

#### **Services and Rates**

(Note: Rates must not exceed the national advertising rate as defined by RCW 65.16.091)

Submit bid with proposed cost for legal notice publication. Please describe all rates to be charged, and note different rates, if any, for different types of publication (i.e., legal notices, advertising, etc.). Indicate how much lead time is required by newspaper.

Submittal must also include a statement of qualifying circulation, and statement of intent to comply with other bid requirements stated above.

#### **Bid Outline**

The City requires that the bid be submitted in the format outlined in this section. The City reserves the right to require additional information or materials after the bids are submitted.

**Response Date, Time, Location** – provide three (3) copies of your bid hand-delivered or mailed to: City Clerk's Office; City of Sunnyside; 818 E. Edison Avenue, Sunnyside, Washington, 98944; or provide one (1) electronic copy of your bid emailed to: City Clerk's Office; City of Sunnyside, [destrada@sunnyside-wa.gov](mailto:destrada@sunnyside-wa.gov).

**All bids received will be considered final as of 4:00 p.m., Monday, October 30, 2017.**

Bids will be evaluated to determine the lowest responsible bid. It is the sole discretion of the submitted vendor to ensure that their bid has been received in the proper timeframe.

**Rejection of Bids**

The City of Sunnyside reserves the right to reject any and all bids and to waive irregularities and informalities in the submittal and evaluation process. This Advertisement for Bids does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a bid. Furthermore, this Advertisement for Bids does not obligate the City of Sunnyside to accept or contract for any expressed or implied services.