

**CITY OF DIXON**  
**REQUEST FOR PROPOSALS**  
**LEGAL NOTICE PUBLICATION SERVICES FOR THE CITY OF DIXON**

NOTICE IS HEREBY GIVEN that the City of Dixon ("City") is requesting sealed bids ("Bids" or "Bid") from newspapers that are qualified bidders ("Bidders") to provide legal notice printing and publishing services for the City for the 2017-2018 Fiscal Year ("Project"), in accordance with this Request for Proposals ("RFP").

**PROJECT DESCRIPTION:**

LOCATION OF PUBLICATION: Eligible Bidders must be newspapers of general circulation in the City of Dixon.

DESCRIPTION OF WORK: The printing to be done hereunder will consist of printing and publishing all legal notices for the City required to be printed in a newspaper of general circulation, including, but not limited to, ordinances, resolutions, legal notices, regulations, and advertisements of whatever kind or nature for Fiscal Year 2017-2018.

**FACTORS CONSIDERED IN SELECTING BIDS:**

A successful Bid shall be based upon a weighting, as shown below, of all of the following factors (the "Factors"):

- (1) Bid price (33%).
- (2) Number of days newspaper is circulated per week (33%).
- (3) Number of continuous paid subscribers for the six (6) months prior to the Bidders submission of its Bid (34%).

Each factor shall be weighted based on the percentage indicated.

**PROCESS:**

SUBMISSION OF BIDS: Qualified and interested parties may submit Bids to the City Clerk at City Hall, located at 600 East A Street, Dixon, California no later than **3:00 p.m. PST on Friday, August 11, 2017**, at which time all Bids will be publicly opened and read by the City Clerk. No late Bids will be considered. Bidders may mail Bids at their own risk.

GENERAL LEGAL REQUIREMENTS: Each Bid submitted to the City Clerk must be in a sealed envelope clearly marked as follows:

**Proposal for Official City Newspaper for Advertising to be opened at 3:00 p.m.,  
August 11, 2017.**

Each Bid must be submitted using the forms provided in this RFP packet.

Once a Bid has been submitted to the City Clerk, it may not be withdrawn.

**QUESTIONS:** Questions may be submitted by email to the City Clerk at [lmiguel@ci.dixon.ca.us](mailto:lmiguel@ci.dixon.ca.us) or by mail to the City Clerk's Office, City Hall, located at 600 East A Street, Dixon, California until 5:00 p.m. on Tuesday, August 1, 2017. The City cannot guarantee that it will be able to respond to every inquiry it receives.

**AWARD OF CONTRACT:** The award of the contract will be made to the Bidder who the City determines is most capable of providing services that fulfill all of the listed Factors. Each of the Factors will be weighted by the City Council by the percentages indicated above. The City reserves the right to accept or reject any or all Bids received in response to this RFP, to negotiate with any qualified source, or cancel, in whole or in part, this RFP if it is in the best interest of the City to do so. Bidders may be required to submit revisions to their Bids as may result from contract negotiations, or to include additions or deletions to the scope of work. All survey information, data, and material ensuing from the Project shall be the sole property of the City and shall not be reproduced and published without the written consent of the City. The City Council reserves the right to waive Bid errors or to reject any and all Bids and to re-advertise for Bids. By responding to this RFP the Bidder agrees that the City may audit the Bidder's records and files to verify that the information in their Bid is true and accurate. There is no mandatory City audit requirement.

Dated: July 10, 2017

Leticia I. Miguel  
City Clerk

Advertisement Dates: July 12, 2017, and July 16, 2017

## **TECHNICAL SPECIFICATIONS/OTHER REQUIREMENTS**

**NOTE: Any contract awarded pursuant to this Request for Proposals (“RFP”) shall require compliance with all of the following technical specifications and other requirements. Failure to comply with these requirements shall be grounds for immediate termination of the contract.**

### **Purpose.**

The purpose of this RFP is to establish a contract for official advertising for the City of Dixon (“City”) for Fiscal Year 2017-2018.

### **Types of Advertising.**

The printing to be done hereunder will consist of printing and publishing all legal notices required to be printed in a newspaper of general circulation within the City, including, but not limited to, ordinances, resolutions, notices, regulations, and advertisements of whatever kind or nature (“Advertisement”).

### **Size of Type.**

The body and captions of each Advertisement shall be converted by the vendor to the vendor’s typeface specification normally used for such Advertisements, and the font size shall be reduced, in a similar manner, by the vendor, to a readable size. Size and font must meet all state and federal laws and regulations that may apply to a specific publication. In particular instances, actual printed font size or type of font may be specified by the City and shall be printed by the vendor without additional charge.

### **Submission of Publication Material.**

All material for publication will be transmitted to the vendor by the City, via email attachment in Word format. The City will submit all material to the vendor with approximately forty-eight (48) hours advance notice before submitted material is to be published.

### **Proof of Paid Subscribers.**

The vendor shall allow the City to audit its list of paid subscribers to authenticate its bid. If the City’s audit determines that the vendor materially altered its list of paid subscribers to win the RFP, the City shall have the option to terminate the vendor’s contract.

### **Proof of Publication.**

The vendor shall be required to furnish a minimum of two (2) printed proofs of publication for each Advertisement to the Office of the City Clerk concurrently with the month’s billing in which it was published. The submitted Advertisement must represent and be consistent with the way the Advertisement has been printed, distributed, and formatted in the six (6) months prior to the Bid. The printed proof(s) of the publication must be furnished by affidavit, signed under penalty of perjury, using the actual Advertisement printed and include dates the ad was published, and signature, pursuant to Code of Civil Procedure section 684.220(e). The affidavit shall also include a statement that circulation occurred on the same date as publication.

**Newspaper Copies for Official Use.**

Vendor shall deliver, not later than 10:00 a.m. on the same date as the notice is published, one (1) copy of each issue of the newspaper containing a City printing, to the following City office for official use by the City: City Hall, Attention: City Clerk, 600 East A Street, Dixon, CA 95620.

**Newspaper of General Circulation.**

Eligible bidders must be newspapers of general circulation in the City of Dixon.

**Adjudication.**

To be a qualified Bidder the paper must be adjudicated as a newspaper of general circulation in the City of Dixon in the County of Solano pursuant to Government Code section 6020, *et seq.*

**Term.**

The contract will be awarded for Fiscal Year 2017-2018, or July 1, 2017, through June 30, 2018.

**Award of Bid and Termination of Contract.**

The contract will be awarded to the Bidder based on the listed Factors. The City reserves the right to cancel any contract awarded based upon false information.

**BIDDER QUALIFICATION AND PRICE PROPOSAL**

**All bids must be submitted on this form**

**CITY OF DIXON  
600 EAST A STREET  
DIXON, CALIFORNIA**

The selected Contractor will provide all labor, materials, services, and supplies necessary to furnish to the City of Dixon ("City") printing and publishing of all legal notices that are required to be published in a newspaper of general circulation, including ordinances, resolutions, notices, regulations, and advertisements of whatever kind or nature.

**Bidder Qualification:**

Qualified bidders will be determined based on the information provided below:

**Location of Publication:**

Provide physical address for where the newspaper is printed:

Street Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Provide physical address for where newspaper is published:

Street Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Publication Information:**

**PAID SUBSCRIPTIONS:** Indicate the current number of **paid** subscriptions delivered to addresses within the City for each independent publication day (approximate numbers are acceptable):

Sun.: \_\_\_\_\_ Mon.: \_\_\_\_\_ Tues.: \_\_\_\_\_ Wed.: \_\_\_\_\_

Thurs.: \_\_\_\_\_ Fri.: \_\_\_\_\_ Sat.: \_\_\_\_\_

UN-PAID DISTRIBUTION: **Excluding** the paid subscriptions listed above, indicate the current number of newspapers distributed within the City for each independent publication day (approximate numbers are acceptable):

Sun.: \_\_\_\_\_ Mon.: \_\_\_\_\_ Tues.: \_\_\_\_\_ Wed.: \_\_\_\_\_  
Thurs.: \_\_\_\_\_ Fri.: \_\_\_\_\_ Sat.: \_\_\_\_\_

Please describe where and how bidder distributes the newspapers for which there is no paid subscription:

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TOTAL CITY DISTRIBUTION: Indicate the approximate total number of newspapers distributed within the City for each independent publication day, including both paid subscriptions and unpaid distribution.

Sun.: \_\_\_\_\_ Mon.: \_\_\_\_\_ Tues.: \_\_\_\_\_ Wed.: \_\_\_\_\_  
Thurs.: \_\_\_\_\_ Fri.: \_\_\_\_\_ Sat.: \_\_\_\_\_

DELIVERY TIME: Bidder is required to deliver each publication to all paid subscribers on the same date the newspaper is published for each edition. Please indicate if delivery is made the same day as publication for each independent edition.

Yes: \_\_\_\_\_ delivery to all paid subscribers is made the same day as publication.

No: \_\_\_\_\_ delivery is made on a schedule other than the same day as publication.

Other: \_\_\_\_\_ Describe delivery to subscribers:

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## **PUBLICATION RATES**

Prices shall be in accordance with the provisions and specifications contained herein. The City of Dixon will determine the lowest responsible bidder based on a comparison of costs per "standard" column inch. This cost must be inclusive of all expenses associated with this call for bids, including, but not limited to, formatting of documents, accurate printing, delivery of each publication, preparation and delivery of proofs of publication, any set-up fees, etc.

Rate per "Standard" Column Inch: \$ \_\_\_\_\_.

## **NEWSPAPER'S STANDARD COLUMN INCH DEFINED**

For the purpose of this bid, the price per column inch will be deemed to be one (1) vertical inch of printed matter, of a width equal to the width of the column specified below:

The width of a standard column is defined to be one and one half inches (1.5").

**BID SIGNATURE PAGE**

**This form must be submitted with bid.**

**FOR SERVICES/SUPPLIES:** Official City Newspaper for Advertising for Fiscal Year 2017-2018, July 1, 2017, through June 30, 2018.

**To the City of Dixon ("City"):**

The undersigned bidder (hereafter referred to as the "Bidder" or the "Contractor") submits the attached Bid, and certifies as follows: (1) the only persons or parties interested in this Bid as principals are those named herein as Bidder; (2) this Bid is made without collusion with any other person, firm, or corporation; (3) in submitting this Bid, Bidder has examined all of the Contract Documents identified below; (4) Bidder proposes and agrees that if this Bid is accepted, Bidder will execute and fully perform the contract for which Bids are called; (5) Bidder shall perform all the work and furnish all the materials specified in the Contract Documents, in the manner and time therein prescribed, and according to the requirements as therein set forth; and (6) Bidder shall take in full payment therefore, the prices set forth in the Pricing Proposal submitted with the Bid.

**CONTRACT DOCUMENTS**

Performance of the services for which Bidder has submitted the Bid and payment for such services shall be subject to all terms and conditions contained in the Request for Proposals, including any addenda, or other requirements applicable to performance of the work and furnishing the services specified herein. Such documents, referred to herein as the "Contract Documents," are fully incorporated herein by this reference and are collectively referred to as the "Contract." By submitting this Bid, Contractor agrees to fully perform each and every provision of the Contract, provided that the City awards the Contract to Contractor, and provided further that the City shall have no obligation hereunder unless and until such award is made. Contractor shall not make any changes to this form without the City's written approval, and any changes made without such approval shall be void. In the event that the City awards the contract to Bidder and additional terms must be negotiated, both the City and Bidder shall negotiate in good faith to amend the Contract to add such terms.

**To Be Filled Out By Bidder**

NAME OF CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

STATE TAX I.D.#: \_\_\_\_\_ FED. TAX I.D.#: \_\_\_\_\_

ADJUDICATION #: \_\_\_\_\_

City of Dixon Business License #: \_\_\_\_\_

(Contract award will not be processed without a valid and current City Business License Number.)



**DECLARATION**

I declare under penalty of perjury that the foregoing information submitted in connection with this bid is correct and true. Executed at \_\_\_\_\_, California, this \_\_\_\_ day of \_\_\_\_\_, 2017.

BY: \_\_\_\_\_  
(signature of authorized person)

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_