

FORMAL BID 2009-133

KITSAP COUNTY ADMINISTRATIVE SERVICES DEPARTMENT
PURCHASING DIVISION

PUBLIC PRINTING

BID SUBMISSION DATE & TIME: THURSDAY, JUNE 24, 2010 @ 3:00 PM
KITSAP COUNTY PURCHASING OFFICE
614 DIVISION STREET MS-7
PORT ORCHARD, WA 98366

NOTICE is hereby given that; Kitsap County is receiving sealed bids for daily public printing services in accordance with the Revised Code of Washington, 36.72.075, Official County Newspaper. Sealed bids will be received in the Purchasing Office until the hour of 3:00 PM, Thursday, June 24, 2010. Bids will be opened and publicly read aloud for the furnishing of daily public printing services in Kitsap County. Bid opening will be held in the Kitsap County Administration Building, Fourth Floor, Port Madison Conference Room #416, located on 619 Division Street, Port Orchard, Washington.

Each bid shall be in accordance with the specifications and documents on file with may be obtained from the Kitsap County Administrative Services Department, Purchasing and Records Management Division.

- I. *The award will be made for one of the three-column width options indicated below using the bid evaluation criteria on page 5, of the bid specifications.*
 - A. 1-1/4 inches or 7-1/2 picas for single columns, and 2-1/2 inches or 15 picas for double columns.
 - B. 1-1/2 inches or 9 picas for single columns, and 3 inches for 18 picas for double columns.
 - C. 1-3/4 inches or 10-1/2 picas for single columns, and 3-1/2 inches or 21 picas for double columns.
 - D. The successful bidder shall publish non-emergency ordinances, ordinance titles, and resolutions within the (10) days of their receipt. Emergency ordinances and all other copy shall be published on the day following submittal, unless otherwise indicated.

- II. *Publications and printing requirements for typeset copy.*
 - A. All matter shall appear in print in 6-point type.
 - B. In publishing official proceedings, paragraphs shall be set solid with one line of space between paragraphs, signature lines of ordinances and resolutions shall be set with not spaces between lines. Columnar matter should generally follow copy and remain in columnar format.
 - C. Columns shall be justified both left and right.
 - D. Paragraph indentations shall be no greater than two ems.
 - E. The length of each column inch shall be a minimum of 12 lines.
 - F. There shall be a maximum of four (4) points between paragraphs.
 - G. All matter shall be measured and paid for as plain matter whether plain or tabular form.

- III. *Publication and printing requirements for photographically reduced copy.*

- A. Ordinances and resolutions submitted by the County may be photographically reduces for publication in the Official Newspaper by the successful bidder as long as the following requirements are met, which will result in the County paying no more for photographically reduced copy than if the copy and been typeset.
1. The type size as printed shall be no larger than 6-point type and no smaller than 5-point type.
 2. The successful bidder shall charge the County for photographically reduced copy based on the following:
 - a. If the contract is awarded based on a column width of 1-1/4 inches, the number of column inches charged to the County shall be the same as the number of vertical inches of the photographically reduced copy.
 - b. If the contract is awarded based on a column width of 1-1/2 inches, the number of column inches charged to the County shall be 13% less than the number of vertical inches of the photographically reduced copy.
 - c. If the contract is awarded based on a column width of 1 and 3/4 inches, the number of column inches charged to the County shall be 30% less than the number of vertical inches of the Photographically reduced copy.
- B. Maps, photo, graphs, mathematical formulae, graphic designs, etc. which are photographically reduces for printing shall be measured for payment purposes based on the actual number of column inches of the copy as printed.

IV. Affidavit of Publication.

Within fourteen (14) days after the last publication date of the advertisement, the successful bidder shall furnish, at no additional charge to the County department or office that submitted the advertisement and "Affidavit of Publication" certifying the date(s) the advertisement was published.

V. Billing Procedures.

The successful bidder shall establish a billing system whereby each County department or office is billed by separate invoice for their advertising.

VI. Collection Procedures.

The successful bidder shall either collect from the Courthouse or establish an internet site that the County can access to communicate to the vendor their information for printing. Confirmation of receipt must be apart of the system.

VII. Bid Submittal.

Bids must be accompanied by postal money order, cashier's check or certified check (no personal checks or business accepted) in the amount of fifty dollars (\$50.00) as evidence of good faith. The successful bidder must furnish a performance bond in the amount of four thousand dollars (\$4,000.00). Bids must be submitted in sealed envelopes to:

Hand Delivered: Kitsap County Administration Building
Department of Administrative Services, Purchasing Office
619 Division Street, Fourth Floor

Port Orchard, WA

Mailed: Kitsap County Purchasing Office
614 Division Street MS 7
Port Orchard, WA 98366

VIII. Evaluation Process.

The County will accept a bid for publication of official proceeding for any of the following column widths:

- A. 1-1/4 inches or 7-1/2 picas for single columns, and 2-1.2 inches or 15 picas for double columns.
- B. 1-1/2 inches or 9 picas for single columns, and 3 inches for 18 picas for double columns.
- C. 1-3/4 inches or 10-1/2 picas for single columns, and 3-1/2 inches or 21 pica for double columns.

A bidder may submit a bid for one, two or all three of the above column widths.

In evaluating the bids to determine the lowest and best bidder, using the following formula for purposes of comparison and options indicated in RCW 36.72.075.

- 1. The price per single column inch for a bid based on 1-1/4 inch column widths shall be increased 20%. This percentage represents the ratio of column inches in a 1-1/4 inch column compared to a 1-1/2 inch column.
- 2. The price per single column inch for a bid based on a 1-3/4 inch column width shall be evaluated as submitted without adjustment.
- 3. The price per single column inch for bid based on a 1-3/4 inch column width shall be decreased 20%. This percentage represents the ratio of column inches in a 1-3/4 inch column compared to a 1-1/2 inch column.

The above formula will be utilized to ensure that bids for varying column widths are evaluated on the same column inch basis.

Kitsap County reserves the right to reject any and all bids and to accept only those bids deemed most advantageous. If you have any questions regarding this bid process, please contact:

R'Lene J. Orr
Purchasing & Records Manager
360-337-4410
rorr@co.kitsap.wa.us

TABULATION SHEET

1. The bidder agrees to publish all matter, which shall be required by Kitsap County from July 1, 2009 to June 30, 2010 inclusive as provided in bid specifications.
 - a. \$ _____ per single column inch for each and every insertion (1-1/4 inch column width).
 - b. \$ _____ per single column inch for each and every insertion (1-1/2 inch column width).
 - c. \$ _____ per single column inch for each and every insertion (1-3/4 inch column width).

The rate per double column inch for each and every typeset insertion shall be twice the rate bid for each column inch.

2. Circulation.

- a. Circulation paid as of 12/31/2008 _____
- b. Circulation unpaid as of 12/31/2008 _____
- c. Total circulation as of 12/31/2008 _____

Bids shall be evaluated based upon the above criteria established in specifications of Formal Bid 2009-110. Failure to properly complete this form shall be cause for rejection of bid.

BIDDER'S SIGNATURE _____
BUSINESS NAME _____
ADDRESS _____
CITY/STATE/ZIP CODE _____
AREA CODE/PHONE _____
FAX _____
TAX IDENTIFICTION # _____

Please attach a signed W9.