



INVITATION TO BID FOR SERVICES

COUNTY PRINTING OF LEGAL PUBLICATIONS

ISSUED BY: Board of County Commissioners, 351 NW North Street, Chehalis, WA 98532, Phone (360) 740-1419, Fax (360) 740-1475

BID DUE DATE & TIME: Sealed bids must be submitted to the Clerk of the Board in the Lewis County Commissioners' Office, 351 NW North Street, Chehalis, WA 98532 on or before **3 p.m. Thursday, March 12, 2020.**

THIS BID IS BEING SUBMITTED BY:

Bidder Name _____

Company _____

Address _____

City _____ St _____ Zip _____

Ph _____ Fax _____

The undersigned offers and agrees to furnish the goods or services for the period required at the price(s) entered herein subject to the terms and conditions attached hereto.

I CERTIFY that the bid document has been read and understood and that all of the conditions contained therein are acceptable, and further, to the best of my knowledge the information contained in this bid proposal is accurate and complete and that I have the legal authority to commit this firm to a contractual agreement.

By: _____

Date: _____

BID ISSUE DATE: Feb. 3, 2020.

NATURE OF THE PROJECT: This is a bid for publication of Lewis County's legal notices.

MAIL OR HAND DELIVER BIDS PRIOR TO 3 p.m. Thursday, March 12, 2020, to: the Clerk of the Board of County Commissioners, 351 NW North Street, Room 210 Chehalis, WA 98532.

PROPOSAL EFFECTIVE PERIOD: Bid proposals will be effective for a one-year period commencing July 1, 2020, and ending June 30, 2021.

For administrative information, contact Rieva Lester, Clerk of the Board, Board of County Commissioners' Office, 351 N.W. North Street, Chehalis, WA 98532 at 360-740-1419.

The bid response consists of the following pages when completed and submitted: Invitation to Bid, Bid Scope of Work and Pricing, an example of a legal notice complying with scope of work, circulation information, and webpage information.

THIS IS NOT AN ORDER. THIS IS AN INVITATION TO BID, WHICH DOES NOT OBLIGATE LEWIS COUNTY TO PLACE AN ORDER

BID INSTRUCTIONS

COUNTY PRINTING OF LEGAL PUBLICATIONS

The bidders will complete the bid questionnaire; provide an example of a legal notice using the sample legal notice attached to these instructions; adhere to the requirements established in the scope of work; and provide the cost to publish the provided sample, as outlined in the scope of work, in the bidder's newspaper or journal.

SCOPE OF WORK

Publish Lewis County legal notices using 8-point type in 1.20 column inch.

SELECTION CRITERIA

The lowest responsible bidder will be selected on the following criteria: cost per column inch using 8-point type, total circulation figures for the year 2019, paid circulation figures for the year 2019, the availability of a website (this meets new requirements established in the Revised Code of Washington regarding bidding laws), total number of hits on the website for the month of January 2020, the website address, the quality of the sample notice returned, and the price of the sample returned. Bidders are asked to complete the attached bidder form and attach a sample.

BID PROPOSAL

Name of bidder:	
Address:	
City:	
Zip code:	
Phone:	
Fax:	
Email:	
Point of contact:	

1. Cost of 1.20 column inch at 8-point type: _____
2. Total circulation for 2019 (provide total circulation numbers and a breakdown of circulation by the following zip codes: 98304, 98336, 98355, 98356, 98361, 98377, 98522, 98531, 98532, 98533, 98538, 98539, 98542, 98544, 98564, 98565, 98570, 98572, 98579, 98582, 98585, 98591, 98593 and 98596).
3. Paid circulation (numbers) for 2019 (provide total circulation numbers and a breakdown of circulation by the following zip codes: 98304, 98336, 98355, 98356, 98361, 98377, 98522, 98531, 98532, 98533, 98538, 98539, 98542, 98544, 98564, 98565, 98570, 98572, 98579, 98582, 98585, 98591, 98593 and 98596).
4. Availability of website: Yes No
5. Website address: _____
6. Total number of hits for the month of January 2020: _____
7. Attach sample of public notice provided with this bid package.
8. Cost to publish sample: _____

BID SUBMITTED BY: _____

(Printed Name)