



City of Downey

REQUEST FOR PROPOSALS

PUBLICATION OF LEGAL NOTICES

Sealed proposals must be submitted by:

Monday, August 3, 2015
11:00 a.m.
Downey City Hall
City Clerk's Office – 3rd Floor
11111 Brookshire Avenue
Downey, CA 90241

For information, please contact
Adria M. Jimenez, CMC, City Clerk
(562) 904-7280
ajimenez@downeyca.org

INTRODUCTION

The City of Downey ("City") is soliciting proposals for the provision of the publishing of legal notices pursuant to Downey Charter Section 517 and Government Code Sections 6000-6008, for the City for a 12-month period. Upon selection of the most qualified, cost effective and responsive adjudicated newspaper, the City will enter into a contract for services.

This Request for Proposals (RFP) describes the City's needs. You are encouraged to identify other services beyond the minimum required services you can provide to address the City's needs, and describe any progressive approaches that would reduce City costs and/or increase advertising efficiency and effectiveness.

GENERAL SPECIFICATIONS

1. The City is seeking proposals for the publishing of legal notices pursuant to Downey Charter Section 517 from newspapers of general circulation adjudicated in the City.
2. Proposals shall be submitted in sealed envelopes marked on the outside, "**SEALED PROPOSAL FOR PUBLICATION OF LEGAL NOTICES - DO NOT OPEN WITH REGULAR MAIL.**"
3. In no case shall the contract prices for such publication exceed the customary rates charged by such newspaper for the publication of legal notices of a private character.
4. Proposals must be submitted on forms furnished by the City. (**Note:** Do not remove the specifications or any of the pages herein. Submit as a complete package with any additional information to be provided by the bidder).
5. A sample of the City contract is attached. (**Note:** All contracts shall be reviewed and approved as to form by the City Attorney prior to execution).
6. The proposal and contract that may be awarded related to it, shall be valid from July 1, 2015 – July 1, 2016.
7. The City reserves the right to evaluate the proposal based on several qualifications including circulation of the paper, days published, experience, samples, lead time and cost.
8. Attached with the Proposal, proof that the contractor is an adjudicated newspaper of general circulation within the City of Downey as set forth in California Government Code 6000-6008.
9. Attached with the Proposal, proof that the bid prices do not exceed the customary rates charged by such newspaper for the publication of legal notices of a private character (such proof may be in the form of a current rate sheet).
10. Prices quoted on the proposal shall be in effect from date of proposal until July 1, 2016.

11. In the event the newspaper that is awarded the advertising contract for the City is unable to publish on the date required by the City, the City may choose an alternate newspaper in order to meet publication deadline/requirements.
12. Advertisements and notices shall be placed in the body of the newspaper and shall be published for the number of days directed by the respective City department. Publishing of advertisements and other notices on a supplemental sheet to the newspaper is not acceptable.
13. The contractor shall submit a draft of the submitted publications to be proofread by the respective City department. If errors are found after the sample proof has been checked, a revised corrected proof shall be submitted immediately to said department for approval prior to the publication. All printing done hereunder that does not strictly comply with the copy furnished shall be corrected and republished at the expense of the contractor.
14. During the term of the contract, two Affidavits of Publication delivered to the City within one week of the last publication of the item is required.
15. Official legal notices for the City consist of printing and publishing such items as: Notice of Public Hearings, Summary of Ordinances Adopted, Request for Bid Notices, Election Notices, Employment Opportunities, Notice of Meetings, and other items as may be required by the City.
16. Total annual expenditures under the contract are estimated (without guarantee) to be \$25,000.
17. Invoicing and Payment: The contractor must be willing and able to provide seven separate accounts and invoicing for the City consisting of: Administration, City Clerk, Community Development/Planning, Community Services, Public Works, Personnel, and Police. Invoices shall include the name of the City Department and/or City employee who requested the advertising.
18. The contractor shall have the capability to receive typeset matter and proofs via email. The contractor shall provide the City an email address to be used for transmission of typeset matter.
19. A current City business registration is to be in effect during the term of the contract.
20. The City reserves the right to request clarification of information submitted, and to request additional information from the respondent.
21. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

Proposal for Publication of Legal Notices

Submit proofs of the sample ads as part of your proposal.

Per line cost and column width legal: _____

Per line cost and column width display: _____

Price for second publication (following week): _____

Cost to publish Attachment A as a legal ad, to typeset and set up no larger than eight point: _____

Cost to publish Attachment B as a display ad, to typeset and set up as 2 column by 6 inch ad: _____

Days of week published: _____

Required lead time for publication including proofreading by the City:
Day _____

Time _____

Extra cost for late submittals: _____

Required lead time for retractions or corrections: _____

Holidays observed: _____

Number of paid subscriptions in Downey: _____

Number of individual residential delivery addresses in Downey: _____

Number of individual commercial delivery addresses in Downey: _____

Total Circulation: _____

Declaration of Adjudication: The undersigned declares under penalty of perjury that the named newspaper is adjudicated as a newspaper of general circulation in the City of Downey by the State of California (as defined by Government Code Section 6000, et. seq.).

Declaration of Customary Rates: The undersigned declares under penalty of perjury that the above proposed rates do not exceed the customary rates charged by the newspaper for the publication of legal notices of private character.

Errors and Omissions: The undersigned understands and agrees that the City of Downey will not be responsible for any error or omission on the part of the undersigned in making this proposal.

Declaration of Non-Collusion: The undersigned certifies (or declares) under penalty of perjury that this proposal is genuine and not sham or collusive, or made in the interest or on behalf of any person, firm, or corporation not herein named; that the contractor has not directly or indirectly induced or solicited any other contractor to put up a sham proposal, or any other person, firm or corporation to refrain from bidding, and that the contractor has not in any manner sought by collusion to secure to himself/herself any advantage over other contractors.

Declaration of Non-Discrimination: In the performance of any contract pursuant to these specifications, the undersigned understands and agrees that it shall not discriminate against any employee or application for employment because of age, sex, marital status, physical handicap, race, color, religion, ancestry, or national origin. The contractor will take affirmative action to ensure the applicants are employed and that employees are treated during employment without regard to their age, sex, marital status, physical handicap, race, color, religion, ancestry, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor shall post in a conspicuous place, available to employees and applicants for employment, notices setting for the provisions of this Fair Employment Practices paragraph.

Proposal submitted by:

Newspaper/Contact Name

Address

Phone Number Fax Number E-Mail

Authorized Signature

Printed Name

Title

Date

EXHIBIT "A"

**CITY OF DOWNEY
SUMMARY OF ORDINANCE ADOPTED**

On February 26, 2015, the City Council introduced an ordinance amending Section 3186 of the Downey Municipal Code relating to speed limits on Florence Avenue.

Ayes: Brossmer, Marquez, Saab, Vasquez, Guerra

Noes: None

Copies of the full texts are available in the City Clerk's Office.

Adria M. Jimenez, CMC, City Clerk

Dated: March 7, 2015

EXHIBIT “B”

CITY OF DOWNEY NOTICE OF PUBLIC HEARING ON PROPOSED WATER RATE INCREASE

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the City Council of the City of Downey on Tuesday, June 28, 2015, at 7:30 p.m., or soon thereafter as may be heard, in the Council Chamber of Downey City Hall located at 11111 Brookshire Avenue. At the public hearing, consideration will be given to adopt a proposed resolution establishing a water rate increase and to repeal sections of an existing resolution containing the City's current water rates. At that time and place all persons interested in this matter may be present to give testimony to the City Council for or against adoption of the proposed resolution and repealing sections of the existing resolution.

If you challenge the proposed actions in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Clerk at, or prior to, the public hearing. Copies of the City's Water System Master Plan including the Water Financial Plan and Rate Study are available for review at the Public Works Department on the second floor of Downey City Hall during normal business hours (M-F, 7:30 a.m. to 5:30 p.m.). If you have questions, please call the Public Works Department Utilities Division at 562-904-7102.

Adria M. Jimenez, CMC, City Clerk
Dated: June 9 and June 16, 2015