



COUNTY OF GLENN
CLERK OF THE BOARD OF SUPERVISORS
Willows Memorial Hall
525 West Sycamore Street, Suite B1
Willows, CA 95988
530-934-6400 -- FAX 530-934-6419
website: www.countyofglenn.net

DI AULABAUGH
Clerk of the Board of Supervisors

DEBBIE LAMBERT, Sr. Deputy Clerk

April 11, 2018

**REQUEST FOR BID (RFB) FOR
LEGAL ADVERTISING SERVICES
FOR THE COUNTY OF GLENN**

Dear Participant:

You are invited to participate in the Request for Bid (RFB) for legal advertising services for all County departments within the County of Glenn. Please find enclosed one RFB package for your review and submission.

The RFB package consists of a coversheet indicating the items in the package to be included in your submission; instructions and information for the submission of your Statement of Experience; a sample professional services contract; and various submission forms. **The completed package is to be submitted to the Glenn County Board of Supervisor's office no later than 3:00 P.M. on Friday, June 1, 2018.**

Submitted Statements of Experience and Cost Proposals will be scored on how responsible and responsive the submission is to the RFB.

There is a timetable for this RFB that can be found in the instruction sheets. Please refer to the timetable for deadlines for questions, submission, protests, selection of the most-qualified participant.

Please do not hesitate to contact the Clerk of the Board at (530) 934-6400 for further information. Questions associated with the RFB must be submitted in writing. Thank you for your participation.

Sincerely,

DI AULABAUGH
Clerk of the Board of Supervisors

RFB NUMBER: _____

COUNTY OF GLENN
REQUEST FOR BID
LEGAL ADVERTISING

I. SUBMITTAL OF BID PACKAGE

Sealed bids will be accepted until 3:00 P.M. on Friday, June 1, 2018. Use of U.S. mail will be at the proposer's risk. Bids received after this date and time will not be considered.

Bids must be signed by a duly authorized officer of the bidding organization, delivered along with all required documents, sealed and plainly marked as follows:

County of Glenn
Board of Supervisor's Office
Di Aulabaugh, Clerk of the Board
525 West Sycamore Street, Suite B1
Willows, CA 95988

Hand deliveries shall be marked as above and delivered to:

Board of Supervisor's Office
525 West Sycamore Street, Suite B1
Willows, CA 95988

All costs of the Request for Bid preparation shall be the responsibility of the proposer.

The original and seven (7) copies of the bid package must be completed and submitted as outlined above.

If a prospective bidder has any questions relating to this invitation, they must be received in writing by 3:00 P.M., Friday, May 04, 2018, Attention: Di Aulabaugh, Clerk of the Board, 525 West Sycamore Street, Suite B1, Willows, CA 95988. Questions will not be accepted by FAX, telephone or orally. All questions and responses will be distributed to all bidders.

All materials submitted in response to the Request for Bid become the property of the County and may be returned only at the County's option and at the bidder's expense.

II. PURPOSE

The County of Glenn seeks bid submissions for legal advertising services for all county departments. Legal advertising includes legal notices that are required by State of California and local ordinances to be published in a newspaper of general circulation for Glenn County. Such newspapers shall be adjudicated by the Glenn County Superior Court. Typical examples of legal advertising include notices of public hearings, adoption of ordinances, franchise agreements and notices of elections.

All legal advertising must conform to the requirements of state and local rules. Unless otherwise required, advertising shall be a minimum be 7.0 point solid type and 7.5 picas in size. Titles or headings shall be a minimum of 7.0 point type, bold face and in capitals.

Not all advertising shall be subject to this bid and awarded contract, such as non-legal advertising, which may consist of advertising for job openings, general information to the public and other advertising that is not subject to legal publication requirements of the State of California or local ordinance.

Bidders shall consider the provision of discounts for legal advertising that is submitted via electronic mail.

Payment for services under any contract resulting from this RFB is dependent upon the availability of County, State, and Federal funding.

III. BID PROCESS

A. Period of Offer

Response to this RFB constitutes an irrevocable offer to the County of Glenn to perform according to the bid specifications and the proposed contract for a period of not less than 120 days from bid opening.

B. Bidders' Questions

Questions regarding the RFB should be submitted in writing by May 4, 2018 at 3:00 P.M. Questions will not be accepted by telephone, facsimile (FAX), or orally, the County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential bidders in a timely manner. The County will provide responses to questions to all bidders by May 18, 2018. Questions should be addressed to:

County of Glenn
Di Aulabaugh, Clerk of the Board of Supervisors
525 West Sycamore Street, Suite B1
Willows, CA 95988

A summary of the questions submitted, including responses deemed relevant and appropriate by the County, will be provided to all potential bidders.

C. Submission of Bids

Sealed bids must be received no later than 3:00 P.M., June 1, 2018 at:

County of Glenn
Board of Supervisor's Office
Di Aulabaugh, Clerk of the Board
525 West Sycamore Street, Suite B1
Willows, CA 95988

Hand deliveries shall be marked as above and delivered to:

Board of Supervisors Office
525 West Sycamore Street, Suite B1
Willows, CA 95988

Bids received after the 3:00 P.M. deadline shall not be considered. Reliance on the United States Postal Service will not excuse late bids.

All bids are final after the filing deadline. No adjustments shall be permitted after that time. Any bid received after the exact time specified for receipt will not be considered unless it is received before an award is made, and it is determined by the County that the late receipt was due solely to mishandling by the County after receipt at the designated address. The only acceptable evidence to establish whether a bid is late or meets the exception listed above, shall be the time of receipt at the County as determined by the time-date stamp of the County on the bid wrapper or other evidence of receipt maintained by the County.

Bidders must be aware that the submission of a bid in response to this RFB shall create a contractual liability to perform according to the enclosed contract if the bid is accepted by the County for the award of the contract.

D. BID REVIEW AND EVALUATION CRITERIA

The Clerk of the Board of Supervisors will evaluate the bids to determine a bidder's responsibility and responsiveness. A responsible bidder is one whose bid substantially complies with all requirements of the RFB.

A responsible bidder is one who:

- a) Possesses adequate financial resources, or the ability to obtain such resources as required during the performance of the contract; and
- b) Has the ability to comply with the proposed delivery or performance schedule, taking into consideration available expertise and any business commitments; and
- c) Has no record of unsatisfactory performance, lack of integrity, or poor business ethics; and
- d) Is otherwise qualified and eligible to receive an award under applicable statutes and regulations (including proof of adjudication).

Any bid may be declared irregular and not considered for award of the contract if it is conditional, incomplete, or not responsive to the RFB, or contains any alteration of form of irregularity that would prevent it from being compared to other bids.

The County reserves the right to waive any bid irregularity, however, this will not relieve the Contractor from full compliance with the bidding requirements if awarded the contract.

The County reserves the right to reject any and all bids, and to cancel the procurement process. The justification supporting the reason for any type of rejection shall be submitted to the bidder(s) in writing.

After review of all bids and a recommendation for award of contract is made, all bidders shall be notified in writing of the recommendation.

E. PROTESTS

Following notification to bidders of the recommendation for award of contract, protests may be submitted to the County regarding the RFB process and selection of the Contractor. Protests shall be received within seven (7) calendar days immediately following the recommendation to award a contract. The County shall consider any protest or objection regarding the award of the contract, providing it is submitted in the time period stated above.

Protests shall be in writing and shall be addressed to:

County of Glenn
Board of Supervisor's Office
Di Aulabaugh, Clerk of the Board
525 West Sycamore Street, Suite B1
Willows, CA 95988

Protests shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. The County shall respond in writing to the protestor within ten (10) working days of the end of the protest period. The response shall include the final decision on the protest and the basis for the decision.

F. CONTRACT AWARD

The award of the contract will be made on the basis of the lowest bid submitted by a responsive, responsible, and qualified bidder approved by the Glenn County Board of Supervisors.

The contract shall not take effect until **12:01 AM on July 1, 2018** once approved by the Board of Supervisors.

G. TIMETABLE

Issuance of request for bid	04/16/18
Deadline for written questions	05/04/18
County responds to bidder's questions	05/18/18
Deadline for bid submission	06/01/18
Notification to bidders of recommended bidder	06/08/18
Protest period	06/11/18 to 06/15/18
County responds to protests no later than	06/29/18
Award of contract	07/03/18
Contract commencement date	07/01/18

IV. **GENERAL INFORMATION**

A. Responsibilities of Contractor

During the term of the proposed agreement, the Contractor awarded the contract shall provide legal advertising services to the departments of the County of Glenn. The following service shall be provided for each department:

- Contractor shall provide legal advertising services that conform to state and local publishing rules upon submission of text or camera ready documents.
- Contractor shall provide legal advertising services by the requested publication date. If no specific date is requested services shall be provided in a timely manner, subject to deadline. The county may elect to publish in an alternate adjudicated newspaper should the contractor fail to meet required timelines.
- Contractor shall provide proofs for review and approval within this time period to the department submitting the advertising.
- Contractor shall provide legal advertising in a size and font that meets requirements of state and local rules.

- Contractor may provide additional or associated services necessary to assist the county with advertising such as display advertising.
- Contractor shall provide to the county department or Clerk of the Board two affidavits or certificates of publication and advertising sample as proof of publication.
- Contractor shall not charge a fee for “rush” jobs.

B. Proposed Contract

Enclosed with this RFB is Attachment 1, which is the proposed contract that could be awarded the successful bidder.

C. Governing Laws and Regulations

Bidders will be required to conform to all applicable provisions of law and regulations.

V. **SUBMISSION REQUIREMENTS**

A. Directions

The sealed bid package shall be labeled “BID TO PROVIDE LEGAL ADVERTISING SERVICES”, and shall be submitted according to the directions provided herein. Bidders are cautioned to provide thorough and comprehensive information. The bid package will be used to determine the bidder’s responsiveness, responsibility, and capability of satisfying all requirements of this RFB and proposed contract. Costs for developing the bid are to be borne by the bidder.

Once submitted, the bid shall become the property of the County and may be returned only at the County’s option and at the bidder’s expense.

B. Copies

Each bidder shall submit one (1) original and three (3) copies of the bid package.

C. Authority

Bids must be signed by a duly authorized officer of the proposing organization, delivered along with all required documents, sealed and plainly marked.

VI. STRUCTURE OF THE BID PACKAGE

This section specifies the information which will be used to determine whether the bidder is responsive and responsible. Submission of all information is required. The bidder is advised to respond thoroughly and completely.

A. BID SUMMARY SHEET

Provide Bid Summary Sheet using the format provided in Attachment 2.

If the provision of services under the proposed contract will involve a joint venture agreement between the bidder and another entity, the Bid Summary Sheet shall be signed by all parties to the joint venture.

B. LEGAL ENTITY

1. If bidder is a corporation, provide a copy of a Certificate of Status form the Secretary of State or other appropriate official of the state in which bidder's organization is incorporated.

2. If bidder is a partnership or joint venture, provide a copy of the partnership agreement. Specify the role, responsibility and level of authority of each party.

C. STATEMENT OF EXPERIENCE

1. Using Attachment 3, Part A provide the following information:

- a) Business name and legal business status (i.e. partnership, corporation, etc.)
- b) Number of years in business under current name, as well as, under related prior business names.
- c) Number of years' experience.
- d) Copy of business license.
- e) Copy of affidavit of adjudication.

2. Using Attachment 3, Part B, provide the following information on each current contract and each contract completed by bidder during the last two (2) years:

- a) What service is/was contracted
- b) Other party to the contract
- c) Address if the other party
- d) Contact person for the other party
- e) Telephone number of the other party
- f) Term of the contract

3. Using Attachment 3, Part C, provide information on any failure or refusal to complete a contract. Also, include all information on any early termination of a contract.

D. INSURANCE AND BONDS

In addition to the A, B, C, E, and F, as a part of the sealed bid package bidder shall provide evidence of insurance or statement(s) from qualified insurer(s) that the bidder, if awarded the contract, can be insured for the types and amount of coverage specified in the attached sample contract.

E. OTHER INFORMATION

Using Attachment 4, provide a statement that the bidder agrees to provide the County with any other information necessary for the County to accurately determine the bidder's qualifications to perform the provisions of the contract.

F. W-9

Provide completed IRS Form: W-9.

ITEMS TO BE RETURNED WITH YOUR BID

- One original and three (3) copies of all submitted materials.
- Bid Summary Sheet (Attachment 2 of this bid package)
- Certificate of Incorporation or Partnership Agreement, if applicable.
- Statement of Experience (Attachment 3 of this bid package)
 - PART A Business Information
 - PART B Current Contracts
 - PART C Failure to Complete Contracts
- Certificate of Insurance and bond as specified in Contract
- Other Information sheet (Attachment 4 of this bid package)
- W-9

ATTACHMENT 2

RFB # _____

The prospective contractor shall submit the following statement:

BID SUMMARY SHEET

_____, a _____ herewith
(Legal name of bidder) (Legal entity of bidder)

submits a bid to provide legal advertising services for the County of Glenn. In submitting this bid, _____ (Prospective Contractor) agrees to the specifications and terms contained in the draft agreement attached to the Request for Bid. Bid includes all costs, direct and indirect.

My bid is as follows:

1. \$ _____ per column inch for one insertation for legal advertising with typesetting/setup services.
2. \$ _____ per column inch for subsequent insertations for legal advertising with typesetting/setup services.
3. \$ _____ per column inch for one insertation for legal advertising that is camera ready.
4. \$ _____ per column inch for subsequent insertations for legal advertising that is camera ready.
5. Costs for additional services, such as display advertising (indicate type of service and cost per column inch for typeset and camera ready:

I hereby certify that all statements in this bid are true, and understand that there is no guarantee of a contract award, and in such event have no recourse.

(Continued on next page)

ATTACHMENT 2 (continued)

Bidder's Certification shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, which shall include the right, at the option of the County of declaring any contract made as a result thereof to be void.

Signature of Bidder's Authorized Representative

Date

Print Name & Title of Authorized Representative

Business Address of Bidder

ATTACHMENT 3

RFB # _____

PART A

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS STATUS: Corporation _____ If incorporated note corporation ID#
 Partnership _____
 Sole Proprietor _____

NUMBER OF YEARS IN BUSINESS:

Under Current Name: _____

Under Other Name: _____

NUMBER OF YEARS OF EXPERIENCE: _____

(Attach copy of your business license)

(Attach proof of adjudication)

PART B (Use additional sheets as necessary)

(1) WORK EXPERIENCE REFERENCES

NAME/ADDRESS:	CONTACT NAME:	PHONE #:	YEARS:

PART C

CONTRACT FAILURES

PLEASE LIST ANY CONTRACTS THAT HAVE FAILED OR YOU HAVE REFUSED TO COMPLETE OR HAS BEEN TERMINATED. BRIEFLY DESCRIBE:

--

ATTACHMENT 4

RFB # _____

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____

The bidder agrees to provide any other information necessary for the County to accurately determine the bidder's qualifications to perform the provisions of the contract.

NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE:

SIGNATURE OF BIDDER'S AUTHORIZED REPRESENTATIVE:

DATE:
