

## **BID SPECIFICATIONS AND COUNTY NEWSPAPER PUBLISHING**

Notice is hereby given that a Request for Proposal (RFP) for newspaper publishing services will be received by the County of Isanti until Thursday, December 31, 2020, at 12:00 p.m., at which time bids will be opened in the office of the Isanti County Administrator; further, the bid will be awarded at the annual County Board Meeting on Tuesday, January 5, 2021, at 9:00 a.m. in the Government Center Boardroom.

1. Legal Notices and Proceedings
2. County Financial Statement
3. Delinquent Taxes

### **Eligibility**

The RFP recipient must be a legal newspaper circulated within the County of Isanti in accordance with M.S. § 331A.02.

### **General Conditions and Stipulations**

BIDS - All Bids must be submitted on the Bid Page included in this packet.

Contract Period – The publishing contract is designated to be the 2021 calendar year.

Bid Awards – The County of Isanti desires to award the publishing Bid in the best interests of the County.

Bid Rates – Bid rates must be guaranteed for the entire 2021 calendar year and must not exceed the legal line rate. The Index Formula for Determining Newspaper RFP's developed by the Minnesota Newspaper Association must be calculated and used for rate submission.

Print Size – A print size of no less than 6 points, width 90 points, and lower case alphabet of at least 90 is required under M.S. § 331A.05 Form of Public Notice. RFP's must conform to at least minimum size requirements described in Minnesota Statutes.

Waiver – The County of Isanti reserves the right to reject any and all RFP's, waive any informalities to make the award which is in the best interest of the County.

## **BID PAGE**

### **NO BID WILL BE CONSIDERED WITHOUT THE FOLLOWING FILLED IN COMPLETELY.**

Publishing of legal information described and defined in MS§ 331A.01, including legal notice and proceedings, County Financial Statement, and Delinquent Taxes.

Index Price: \_\_\_\_\_  
(Index Formula for Determining Newspaper RFP's developed by the Minnesota Newspaper Association must be calculated)

Submitted for: \_\_\_\_\_  
(Newspaper Name)

By submitting this Bid, I am hereby swearing and attesting that our paper:

- Is printed in English, in a newspaper format, and in a column and sheet form equivalent in printed space to at least 1,000 square inches.
- If a daily paper, is distributed at least five days each week. But in any week in which there is a legal holiday, not more than four issues of a daily paper are necessary.
- If not a daily paper, is distributed twice a month with respect to the publishing of government public notices.
- Contains at least half of the issues each year, no more than 75 percent of its printed space comprised of advertising material and paid public notice.
- Contains within all of its issues each year, 25 percent (if published more often than weekly) or 50 percent (if published weekly) of its news columns must be devoted to news of local interest to the community it serves.
- Does not have more than 25 percent of its total non-advertising column inches in any issue may wholly duplicate any other publication, unless the duplicated material is from general-news services.
- Is circulated in the local political subdivision which it purports to serve, and either have at least 500 copies regularly delivered to paying subscribers that reside within the County's boundary or have at least 500 copies regularly distributed without charge to local residents within the boundaries of the County of Isanti.

- Our known office of issue is established in either the county in which it lies (in whole or in part), in the county that the newspaper purports to serve, or in an adjoining county.
- Files a copy of each newspaper issue immediately with the state historical society.
- Is made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or is distributed without charge to local residents.
- Has complied with all of the above requirements for at least one year immediately preceding the date of the notice of publication.
- Has published a sworn U.S. Post Office periodicals-class statement of ownership and circulation. This must be done between September 1 and December 31 of each year. As an alternative, the newspaper may publish a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of not less than one year, ending no earlier than the June 30 preceding the publication deadline. **(YOU MUST ATTACH A COPY OF THIS DOCUMENTATION TO THE RFP).**
- Has submitted a filing to the Secretary of State containing the newspaper's name, address of its known office of issue, telephone number, and a statement that the newspaper has complied with all of the above requirements. The filing must be made after the publication but before December 31. **(YOU MUST ATTACH A COPY OF THIS DOCUMENTATION TO THE RFP).**
- Will publish all public hearing notices on our paper's official website at no additional cost to the County and on webpage that does not require a subscription to access the public hearing notices or public information.

By: \_\_\_\_\_  
 (Name of Person Representing Newspaper)

Date: \_\_\_\_\_

**Submit Sealed Bids To:**

Julia Lines  
 County Administrator  
 Isanti County Government Center  
 555 18<sup>th</sup> Avenue SW  
 Cambridge, MN 55008