

2017 Legal Newspaper Bid Form
Clerk's Office
Request for Quotation – Sealed Bid

The Charter Township of Shelby is taking bids for legal newspaper services. Please complete the attached information, as well as the Qualification Statement, and return it in a **SEALED ENVELOPE**, clearly marked “**2017 Legal Newspaper Bid,**” to the Clerk’s Office, 52700 Van Dyke, Shelby Township, Michigan 48316 no later than **Thursday, June 15, 2017 at 1 p.m.** Bids will be opened immediately after this deadline

If you need additional information, please contact Deputy Township Clerk Brian Fairbrother at (586) 731-5102 or bfairbrother@shelbytwp.org.

This proposal will be part of a *contractual agreement* between the selected bidder and the Charter Township of Shelby for a period of **two year** (commencing July 1, 2017).

The proposal needs to be signed by an Officer or authorized representative of the bidder’s company who can promise the validity of all pricing and statements in said proposal. Please use these pages to respond.

All proposals shall become the property of the Charter Township of Shelby and the Township reserves the right to accept any bid, to reject any or all bids and to waive irregularities in any bid in the best interest of the Township.

1. We require that you are able to receive electronic submissions of our legal notices. Can your company comply: Yes _____ No _____

In the event of an e-mail problem, would we submit notices by fax, your

pick-up, etc.

2. Deadline for publication submission:

3. Method of paper distribution*:

_____Subscriptions

_____Newsstands

_____Mailed to homes - If mailed, the number of homes_____

_____Other. Please explain.

If more than one method is checked for Question #3, please explain:

Shelby Township mandates that its legal newspaper be deliver weekly to at least 5,000 homes in Shelby Township. What is your newspaper's weekly circulation in Shelby Township? _____

*The winner of the legal newspaper bid is required to deliver 20 copies of their newspaper to the front lobby located at 52700 Van Dyke Ave on the date of publication.

4. Describe the method your paper uses for proofing legal notices to ensure accuracy and timely publication.

5. If you omit a publication, please describe how you would resolve the problem.

6. Can we submit a legal notice with multiple publication dates?

Yes _____ No _____

If yes, describe how you will keep track of the subsequent publication dates so we can be assured that the multiple dates will be published.

Cost per column inch _____.

REFERENCES:

If you are currently, or have been in the past, a legal newspaper for any municipalities, please list their names, addresses and a contact person.

QUALIFICATION STATEMENT

1. Do you maintain a bonafide list of paying subscribers?
Yes_____ No_____ Explanation_____

2. Newspaper is published: Daily_____ Weekly_____
3. Number of years your newspaper has been published _____
4. Number of years your newspaper has been circulated within Shelby Township, without interruption _____
5. Percentage of your newspaper dedicated to:
Editorial_____ % Advertising_____ %
6. Is your newspaper circulation audited? If so, by what company? Please supply a copy of your 2016 or 2017 audit (or most recent).

I, _____, hereby certify that the foregoing information is accurate and true.

Newspaper's Name

Typed or Printed Name

Title

Signature

Date