



TOWN OF
NORTH KINGSTOWN, RHODE ISLAND

80 BOSTON NECK ROAD
NORTH KINGSTOWN, R.I. 02852-5762
PHONE: (401) 294-3331
FAX: (401) 885-7373

INVITATION FOR BIDS

NEWSPAPER ADVERTISING SERVICES

Sealed proposals for the above will be accepted in the Office of the Purchasing Agent, Town Hall, 80 Boston Neck Road, North Kingstown, RI 02852-5762, **until 11:00 a.m. on AUGUST 7, 2014**, and will then be publicly opened and read aloud.

NO BIDS WILL BE ACCEPTED AFTER THE 11:00 A.M. DEADLINE.

The bid shall be awarded on the basis of the lowest evaluated or responsive bid price.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 144

Kendra Stringer
Purchasing Agent

SELECTION CRITERIA

The bid will be evaluated as to R.I.G.L. 45-55-5.(2) “Competitive Sealed Bidding”, and the award shall be made on the basis of the lowest evaluated or responsive bid price.

The following factors will be considered in determining the lowest evaluated or responsive bid price:

Demonstrated experience in providing advertising services;

Quality of services previously performed by the company for the Town of North Kingstown, if any;

Bid Price;

Meets or exceeds bid specifications;

Paid Circulation Figures for North Kingstown;

Services offered;

Early Payment Discount.

TOWN OF NORTH KINGSTOWN, RHODE ISLAND

INFORMATION FOR BIDDERS

ARTICLE 1. RECEIPT AND OPENING OF BIDS

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the Purchasing Agent, Town Hall, 80 Boston Neck Road, North Kingstown, Rhode Island 02852, and clearly marked with the name of the item bid, and the date and time of opening. Bids will be received by the Purchasing Agent up to the specified time as noted on the Invitation To bid, and publicly opened and read aloud at the specified time.

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that his bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

ARTICLE 2. PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

In the event more than one item is requested and/or listed on the Proposal Form, bidders may bid on any or all items. The Town reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modification of his bid after such bid has been opened.

ARTICLE 5. QUALIFICATIONS OF THE BIDDER

The Town reserves the right to request each bidder to present evidence that he is normally engaged in purveying the type of product or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

ARTICLE 6. OBLIGATIONS OF THE BIDDER

At the time of opening of bids, each bidder will be presumed to have inspected the Specifications and Contract Documents (including all Addenda) which has been sent to the address given by such bidder. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to his bid.

Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

ARTICLE 7. "OR EQUAL" BIDDING

The Town intends to permit liberal scope in bidding and specifically does not intend to limit bidding to any one make or model. Whenever a material, article or piece of equipment is identified by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any proposed material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided it is in the opinion of the Town to be of equal substance and function.

ARTICLE 8. PRICES

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

In the event a column headed "Vendor's Offering" is provided in the bid proposal, enter your offering, compliance or non-compliance in each space. DO NOT enter dollar amounts.

I agree that the prices in this bid shall be irrevocable for ninety _____ days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

ARTICLE 9. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 10. CONTRACT PERIOD AND TERM OF AGREEMENT - ONE YEAR TERM TO BEGIN FROM DATE OF AWARD, WITH A ONE-YEAR RENEWAL, CONTINGENT UPON SATISFACTORY PERFORMANCE BY THE VENDOR.

If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

ARTICLE 11. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown, and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United State Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island. If the successful vendor is a corporation NOT authorized to do business in the State of Rhode Island, it shall qualify to do business in the State of Rhode Island, immediately after the award of the contract.

TOWN OF NORTH KINGSTOWN

ADVERTISING SERVICES

The Town of North Kingstown, Rhode Island, is soliciting bids for advertising services which include, but are not limited to: legal advertisements; block advertisements, Help Wanted Advertisements; newspaper inserts and other newspaper advertising needs as the Town determines as necessary.

The Town intends to advertise on a regular basis various meetings, notices, legal and informational advertisements as they deem necessary in the normal course of providing public notification of same in order to comply with Federal, State, and Local public notification requirements. State Laws require the newspaper to be one that is issued periodically, containing the general or current news, and of general circulation, and not a newspaper primarily devoted to limited interests.

Advertising services include, but are not limited to: Municipal, Police, Fire, Water, Library, and Golf Course Departments.

The bid is not to include taxes, from which the Town of North Kingstown is exempted by State Law.

No bids shall be considered from bidders who are unable to show that they are normally engaged in supplying the type of service delineated in this bid package.

The last fiscal year the Town of North Kingstown used approximately the following column inches: Display and legal advertising, 5,127 column inches; Probate, approximately 717 column inches; Help Wanted ads, both display and classified, approximately 213 column inches. These figures are an approximation only, and confer no rights as to an actual amount of future advertising to the successful bidder.

The Town also generates advertising for the Zoning Board of Review that is paid for directly by the applicant.

I. ADVERTISEMENT SPECIFICATIONS

1. The Town will prepare advertisements and will transmit to the newspaper in person, electronically, or by electronic facsimile in accordance with the newspaper's publishing deadline. (Please submit advertising deadline requirements.)
2. The instructions included with the advertisements will indicate what issue(s) publication is to be made, and whether it is to be a display, block, classified, or legal advertisement.
3. The type size of all advertisements, with the exception of classifieds, shall be the normal type size used by the newspaper in its news articles, unless otherwise indicated. The layout shall be in the most compact, cost effective format and type size, with minimal "white space" separating the Town items listed.

4. All display and block advertisements shall be printed in the front news section of the newspaper, unless otherwise specified.
5. Bids must be submitted as a Standard Advertising Unit (SAU approximately 12.2 pica) column inch rate for display; and approximately a 9 pica column inch rate for classified advertising.
6. Layout of display and block advertisements shall be provided by the selected vendor at no cost to the Town. A proof designed by the newspaper may be required by the Town for approval before inclusion in the newspaper. Advertising deadlines for proofs shall be submitted with the proof.
7. Invoices shall show the date of ad printed, a description, size, number of times run, a description or copy of the ad, and a tear sheet of each advertisement.
8. Vendor shall notify the Town Clerk, Purchasing Agent, and Planning offices of any changes in deadlines, or newspaper printing, due to holidays, or closings.

II. TERMS OF CONTRACT AND AGREEMENT

1. Length of Contract: The Contract and agreement for said services shall commence from date of award by the town Council, and shall be for a one-year period, with a one-year renewal, contingent upon satisfactory performance by the vendor.
2. Termination of Contract: The Town of North Kingstown reserves the right to terminate this contract and agreement at any time during the term of said contract and agreement, with a seven (7) calendar day written notification.
3. Minimum Vendor Qualifications: The lowest evaluated responsive bidder shall demonstrate with the bid submission to the Town that his/her newspaper has substantial paid circulation in the Town and that said newspaper shall have a minimum weekly publishing of no less than one (1) issue.
4. The vendor shall correct errors that are called to their attention and shall reprint without charge, that part of any advertisement in which an error occurs. Should an occasion arise where vendor's error causes advertisement to occur in another publication in order to meet mandates, vendor shall be charged by the Town for the cost of the advertisement in the other publication.
5. A minimum of four (4) free subscriptions shall be delivered to the Town while the contract is in effect.

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
PROPOSAL FORM**

**To: Town of North Kingstown
80 Boston Neck Road
North Kingstown RI 02852-5762**

I, (We), the undersigned, agree to furnish to the Town of North Kingstown, advertising space according to the specifications, at the following prices:

Legal Advertisements : (SAU[Please fill in _____ picas]) _____ \$ _____ (Price in words per column inch) (Price in figures)
Classified Advertisements: (SAU[Please fill in _____ picas]) _____ \$ _____ (Price in words per column inch) (Price in figures)
Block and Display Advertisements: (SAU[Please fill in _____ picas]) _____ \$ _____ (Price in words per column inch) (Price in figures)
Newspaper Inserts (per broadsheet page) _____ \$ _____ (Price in words) (Price in figures)
Newspaper Inserts (per tabloid page) _____ \$ _____ (Price in words) (Price in figures)
Paid Circulation of Newspaper in North Kingstown: _____ (Amount in words) (Amount in figures)

FREQUENCY OF PUBLICATION: _____

VENDOR SIGNATURE: _____

ANY ADDITIONAL CHARGES, FOR MAPS, PICTURES, ETC.

YES: \$ _____ NO: _____

DEADLINES FOR ADVERTISING: Legal: _____

Display: _____

Inserts: _____

Deadline for emergency ads, or modifications past regularly scheduled deadlines for

Submissions: _____

TERMS: _____

DISCOUNT FOR EARLY PAYMENT: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____ DATE: _____