



CITY OF WOONSOCKET, RHODE ISLAND
REQUEST FOR PROPOSALS
for NEWSPAPER ADVERTISING – BID #6089

NOTICE IS HEREBY GIVEN that the City of Woonsocket is soliciting bids for legal advertising. Questions may be referred to Kerri Topalian by email to ktopalian@woonsocketri.org

Purpose

This solicitation invites bids for an annual contract or contracts for official publications, ordinances and other legal notices required to be published. The newspaper to which such a contract is awarded shall be known as the Newspaper of Record.

Required Information

Each bidder seeking to qualify as the Newspaper of Record shall include with its proposal a verifiable statement of both net paid circulation and net unpaid circulation of its newspaper within the City. The bidder shall be a newspaper of general circulation.

The City shall take into consideration circulation, publication rates, frequency of publication and ability to provide legally required advertising. Rates for publishing public notices shall not exceed the customary rates charged for publishing legal notices of a private character.

Contract Term

The contract term is one year.

Independent Contractor

The relationship between the successful bidder and the City of Woonsocket is understood and agreed to be as an independent contractor. A contract is not that of employment with the City of Woonsocket.

Final Contract Approval by the City

The City retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant contract and to determine which proposal best serves the interests of the City. The City makes the final decisions to award, or not award a contract.

Notice to Bidders Regarding the Public Records Act

Material submitted in response to this Request for Proposals (RFP) will be considered confidential and not available for release to the public or other bidders until after the RFP filing deadline. Responses to this RFP shall become the exclusive property of the City. All such proposals submitted in response to this RFP shall become a matter of public record. Any proprietary information contained in a proposal shall be identified as such. The City will not disclose proprietary information to the public, unless required by law; however, the City cannot guarantee that such information will be held confidential.

Conflict of Interest

No employee of the Newspaper of Record shall be an employee of the City during his or her employer's term as the Newspaper of Record.

Selection Timetable (Tentative)

- Release of RFP invitation: **June 24, 2022**
- RFP Receipt deadline: **Friday, July 8, 2022 at 2:00 p.m.**

Verification of Information

Any reasonable inquiry to determine the responsibility of a Bidder may be conducted. The submission of a proposal shall constitute permission by the Bidder for the City to verify all information contained therein. If the City deems it necessary, additional information may be requested from the Bidder. The unreasonable failure of the Bidder to promptly submit information in connection with such an inquiry, including but not limited to information regarding past performance, financial stability, and the ability to perform on schedule, may be grounds for determining the Bidder is non-responsive and may disqualify him/her from further consideration.

Rights

In the event the Newspaper is unable to meet the parameters of the legal obligations of the City to publish a legal advertisement or other notice, the City reserves the right to seek an alternative publishing source.

Proposal Submission

Sealed bids will be accepted in enclosed envelopes endorsed "BID No. 6089, Proposal for Publication of Legal Advertisements for the City of Woonsocket" and addressed to the Purchasing Department, City Hall, 169 Main Street, Woonsocket, RI 02895. Sealed bids will be received until **2:00 p.m. on Friday, July 8, 2022** at which time bids will be publicly opened and read aloud.

Responses will be evaluated on the basis of the relative merits of the bid in addition to the price. The City of Woonsocket reserves the right to reject any and all responses, or parts thereof, to waive any irregularity in the responses received and to accept the responses or parts thereof deemed to be most favorable to THE BEST INTEREST OF THE CITY.

Published: June 24, 2022


Christine Chamberland, Finance Director