



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055
<http://sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR PROPOSAL
14-0006
PUBLICATION OF LEGAL NOTICES

January 21, 2014

PURPOSE

Sedgwick County, Kansas (hereinafter referred to as "Sedgwick County" or "County") will be accepting proposals for Publication of Legal Notices in compliance with applicable Kansas Statutes. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted that the County cannot guarantee the purchase of the services/products described herein.

SUBMITTALS

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original, and one (1) electronic copy (disc or flash drive) signed copies of the entire document with any supplementary materials to:

Kara Kingsley
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

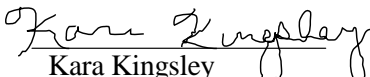
SUBMITTALS are due **NO LATER THAN 1:45 P.M. TUESDAY, FEBRUARY 11, 2014**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. The County will not accept responses with insufficient postage or collect on delivery. Late or incomplete responses will not be accepted and will not receive consideration for final award. The time stamp clock in the Purchasing Department will determine the time of receipt.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 P.M. CST, on the due date. No information other than the respondents' names will be disclosed at bid opening.

QUESTIONS and CLARIFICATIONS

All requests for clarifications of the RFP process and document content should be directed to Kara Kingsley at e-mail kkingsle@sedgwick.gov AND Joe Thomas at email jethomas@sedgwick.gov. All questions must be submitted in writing no later than 3:00 P.M. CST, Wednesday, January 29, 2014. Answers will be provided in written form as an addendum and will be posted on the County website at <http://www.sedgwickcounty.org/finance/purchasing.asp> no later than 5:00 P.M. CST, Friday, January 31, 2014.

Vendors are responsible for checking the web site AND acknowledging any addendums in their response.


Kara Kingsley
Purchasing Agent

RFP #14-0006
Sedgwick County... Working for you

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I. About this Document

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is **seeking a solution, not a bid/quotation** meeting firm specifications for the lowest price. As such, **the lowest price proposed will not guarantee an award** recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, availability or capability may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference before proposals are accepted, or meeting with vendors after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses. Responders should understand this information will be considered prior to release; however, no guarantee is made that information will be withheld from public view.

II. County Background and Objectives

Sedgwick County, located in south central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 504,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and provides a full range of municipal services; e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

In accordance with the technical specifications outlined herein, it is the intent to receive a proposal for providing legal publication services for various departments, at the Direction of the County Counselor, and annual publication of the delinquent real estate and personal property tax listings by the County Treasurer. As a direct result of implementing a recommended solution within the parameters outlined in this document, Sedgwick County desires to:

- Select the best Legal Publication Services available as a result of assessing responses and checking references.
- Facilitate a "best value" purchase for the type of service described herein.
- Procure Legal Publication services from a provider with a proven "track record" of service.

As per K.S.A. 64-101, the County designates by resolution a newspaper to be the "official County newspaper." Such newspaper will be responsible for ensuring the publication of all County legal publications. Such publications will include: legal notice, notices of suits, solicitations for bids/proposals, and other advertisements.

The Sedgwick County Treasurer is responsible for the quarterly publication of the Treasurer's Fund Balances per KSA 19-520. Also published once each week for three consecutive weeks during the fiscal/calendar year are the levy amounts for taxes charged to State, County, Township, School, City, or other purposes for that year on each \$1,000.00 of assessed valuation per KSA 79-2001 Vol. 6A. The Treasurer is also responsible for two additional large publications, Delinquent Personal Property Tax per KSA 19-547, Vol. 2 and Delinquent Real Estate Tax per KSA 79-2303, Vol. 6A, which require two (2) separate publications published once each week for three consecutive weeks each during the fiscal/calendar year. The Treasurer will determine the dates for publications and will provide the information in email format. The treasurer estimates 3,500 entries for the Delinquent Personal Property Tax publication. This is normally published in 5 point (+/- 10%) type in a four-column format. The Delinquent Real Estate publication includes approximately 16,000 entries and is also normally published in 5 point (+/- 10%) type in a four-column format. Both listings require three separate, weekly publishing's.

III. Selection Criteria

The selection process will be based on the responses to this Request for Proposal and, if necessary, any interviews to verify the ability of a proposer to provide services in response to this document. A committee comprising of members from County departments having primary publishing will judge each firm's response as determined by meeting the following criteria will be based on services which address the following, ranked in no particular order:

1. Meeting all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Meeting minimum qualifications and all mandatory requirements as outlined herein.
3. Proposing services which address the County's objectives, K.S.A. 64-101 and service expectations.
4. Proposing services with the circulation capabilities which will ensure timely publication and distribution to ensure the minimum statutory exposure within the County.
5. Proposing service described herein with the most advantageous and prudent methodology and costs to the County
6. Provide references for which similar services have been provided in the last three (3) years. Including location, contact person, telephone number, email address, length of contract, and any other pertinent information related to this type of project.

IV. Minimum Mandatory Requirements

The following requirements outline minimum requirements for publishing services. Information is provided to assist proposers in understanding the objectives of the County and submitting a thorough response. Proposal(s) received must reflect in detail their inclusion and the degree provided. Any alternatives/substitutions must be listed in detail and identified as such. **Specific responses to each must be acknowledged and any exceptions to the requirements must be detailed in the proposer's response to this Request for Proposal.**

A. Official County Newspaper Publications

1. Must be based upon an eleven (11) Pica line with seven (7) point type. Should the column width or type sizes of your periodical vary, the rate per line of type must be proportionately increased or decreased.
2. Periodical must be published at least weekly 50 times each year and have been published for at least one (1) year prior to the publication of any official county publication.
3. Periodical must be entered at the U.S. Post Office in the County of publication as periodical class mail matter, which county shall be located in Kansas. Provide verification.
4. Periodical must have more than 50% of the circulation sold to the subscribers either on a daily, weekly, monthly or yearly basis. Provide verification.
5. Periodical will have a general paid circulation on a daily, weekly, monthly or yearly basis in the County, and will not be a trade, religious or fraternal publication. Provide verification.
6. Provide verification that the periodical is printed in the State of Kansas and published in Sedgwick County.

B. Sedgwick County Treasurer Publications

1. Must be based upon a four column listing with five (5) point (+/- 10%) type. Should the column width or type sizes of your periodical vary, the rate per line of type must be proportionately increased or decreased.
2. Periodical must be published at least weekly 50 times each year and have been published for at least one (1) year prior to the publication of any official county publication.
3. Periodical must be entered at the U.S. Post Office in the County of publication as periodical class mail matter, which county shall be located in Kansas. Provide verification.
4. Periodical must have more than 50% of the circulation sold to the subscribers either on a daily, weekly, monthly or yearly basis. Provide verification.
5. Periodical will have a general paid circulation on a daily, weekly, monthly or yearly basis in the County, and will not be a trade, religious or fraternal publication. Provide verification.
6. Provide verification that the periodical is printed in the State of Kansas and published in Sedgwick County.

V. Contract and Payment Terms

The contract period with the successful firm will begin following Board of County Commission approval of the recommended proposal, as finalized, and receipt by the County of any/all required paperwork. Term shall be for five (5) years, to begin March 1, 2014. Pricing proposed shall be firm for the five (5) year term.

All notifications will be sent electronically through email. All invoices, including any notarized affidavits will be submitted to ap_invoices@sedgwick.gov or faxed to (316) 941-5127.

VI. Termination

The County reserves the right to cancel the contract and discontinue services with a thirty (30) day written notice as a result of the failure of the contracted provider to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm to provide services.

VII. Tentative Timeline

The following dates are provided for informational purposes and are subject to change without notice. Contact Kara Kingsley, kkingsle@sedgwick.gov, to confirm any and all dates.

Request for Proposal Released...	January 21, 2014
Questions and Information Deadline.....	3:00 P.M. January 29, 2014
Addendum Released.....	5:00 P.M. January 31, 2014
Proposal Response Due.....	1:45 P.M. February 11, 2014
Evaluation Period	February 12, 2014-February 26, 2014
Board of Bids and Contracts Recommendation.....	February 27, 2014
Board of County Commission Meeting.....	March 5, 2014

VIII. Proposal Conditions and General Contract Provisions

All times indicated in the solicitation document are central standard/central daylight as applicable. In submitting a response to this Request for Proposal, vendors understand the following:

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcond.pdf>

http://www.sedgwickcounty.org/purchasing/pdf_files/General_Contract_Provisions.pdf

IX. Proposal Content

Proposal response should be organized in the following format and information sequence:

1. State full name and address of your organization and provide a brief description of your firm, including qualifications, experience, and depth of staff to be assigned to the County’s account.
2. State number of years in business.
3. State percentage of circulation sold to subscribers and what basis, daily, weekly, monthly, annually.
4. State your frequency of publication.
5. State your average total circulation, daily, weekly.
6. State your general legal publication specifications, Point Size, Pica Width.
7. State your weekly/daily publication deadlines.
8. Acknowledge and address in sequential order each General Requirement listed in Section 4.
9. State your desired email address to which all notifications will be sent.

RFP #14-0006

Sedgwick County... Working for you

PROPOSAL RESPONSE FORM
14-0006
PUBLICATION OF LEGAL NOTICES

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposal is entered; (4) They have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____

TAX PAYER I.D. NUMBER _____ STATE INCORPORATED _____

COMPANY WEBSITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Small Business _____ Manufacturer _____ Distributor _____ Retail _____ Dealer _____

General Nature of Business _____ FEIN/SS # _____ W-9 included _____

Not a Minority Owned Business _____ Minority Owned Business: _____ Certification # _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman Owned Business _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to <http://www.sedgwickcounty.org/finance/purchasing.asp>.

NO. _____ DATED _____ NO. _____ DATED _____ NO. _____ DATED _____

Yes, I would like to be on the emergency vendor list. No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ Emergency Contact Name: _____

After Hours Fax #: _____ After Hours Email #: _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____

PRICING INFORMATION

Print Publication:

\$_____ Per line “Official County Newspaper” (estimated 100,000 lines annually)

\$_____ Per line Delinquent Personal Property Tax (estimated 3,500 entries x 3 consecutive weeks)

\$_____ Per line Delinquent Real Estate Tax (estimated 16,000 entries x 3 consecutive weeks)

\$_____ Per line Publication of Levy (estimated 165 entries x 3 consecutive weeks)

\$_____ Per line Treasurer’s Fund Balances (estimated 50 entries x quarterly)

Option-Online Publication:

Sedgwick County is requesting pricing for the option to publish legal notifications online. Please provide pricing and any additional information for the following notices:

- “Official County Newspaper” (estimated 100,000 lines annually)
- Delinquent Personal Property Tax (estimated 6,000 entries x 3 consecutive weeks)
- Delinquent Real Estate Tax (estimated 16,000 entries x 3 consecutive weeks)
- Publication of Levy (estimated 165 entries x 3 consecutive weeks)
- Treasurer’s Fund Balances (estimated 50 entries x quarterly)