



CITY OF LATHROP

REQUEST FOR BID PROPOSALS

LEGAL ADVERTISEMENTS

FOR

City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

SUBMITTAL DEADLINE: Friday, May 29, 2020, at 2:00 p.m.

Written bid proposals shall be clearly identified as: *"Response to Request for Bids Proposals for Legal Advertising, May 29, 2020, 2:00 p.m."* in the bottom left hand corner of the envelope.

One copy of the bid proposal in a "sealed" envelope shall be delivered no later than 2:00 p.m. on Friday, May 29, 2020. **POSTMARKS NOT ACCEPTED.** At that time, all proposals will be publicly opened, examined and declared. Social distancing rules will be enforced during the reading of the bids.

Proposals may be delivered by express mail, regular mail, or *in person, at the Department of the City Clerk:

Teresa Vargas, CMC, City Clerk
City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330
(209) 941-7230

**City Hall is closed to the public through July 3, 2020. Please call ahead to deliver in person due to receive COVID-19 guidelines. Participating parties will be asked to drop off packages outside City Hall in marked drop-off containers. Calling ahead will ensure your package is retrieved timely. Drop-offs after 2:00 p.m. on May 29th will not be accepted.*



CITY OF LATHROP

City of Lathrop Request for Bid Proposal Legal Advertisements

GENERAL PROVISIONS

- The City of Lathrop is requesting proposals from newspapers of general circulation for the purpose of printing its required legal advertising.
- Each bidder shall be held responsible for familiarizing themselves with conditions to be encountered and requirements of the specifications.
- Bid proposals must be made on the forms furnished by the City. (Note: Do not remove the specifications or any of the pages herein but submit as a complete package with any additional information to be provided by the company.)
- A sample of a City of Lathrop contract is attached. (Note: All contracts shall be reviewed and approved as to form by the City Attorney prior to execution.)
- This proposal is subject to Public Contract Code Section 20169 which states:
“Annually, before the beginning of the fiscal year, in cities where there is more than one newspaper of general circulation printed and published, the legislative body shall publish a notice inviting bids and contract for the publication of legal notices required to be published in such a newspaper. The contract shall include the printing and publishing of all such legal notices during the fiscal year. If there is only one such newspaper, the legislative body may contract with it without advertising for bids.”
- The proposal shall be valid through June 30, 2021; the related contract that may be awarded shall be valid upon acceptance by both parties and July 1 2020 (whichever is later) until June 30, 2021.
- The City of Lathrop reserves the right to evaluate the proposal based on several qualifications including circulation of the paper, days published, experience, samples, lead time and cost.
- Attached to, and becoming a part of the proposal and contract, shall be proof that the publication is an **adjudicated newspaper of general circulation** within the City of Lathrop as set forth in California Government Code Sections 6000-6008.
- Prices quoted on the proposal shall be in effect from date of bid proposal until June 30, 2021.
- Each proposal shall contain copies of previously published legal notices for evaluation purposes.



CITY OF LATHROP

BID PROPOSAL

Lines per column inch _____

Price per column inch \$ _____

Cost to publish "Attachment A" \$ _____

Day(s) of week published Mon Tues Weds Thurs Fri Sat Sun
(check all that apply)

Required lead time for publication _____

Example of lead time: For publication on July 15, 2020 (or your publishing day nearest), copy of notice would be required to be submitted no later than

(day, time, date)

Lead time for retractions or corrections _____

City of Lathrop circulation _____

Total circulation _____

Proposal submitted by: _____
Date

Company Name

Address, City, State and Zip Code

Phone Number

Fax Number

E-mail

Authorized Signature

Printed Name & Title



CITY OF LATHROP

"ATTACHMENT A" **(SAMPLE LEGAL AD)**

CITY OF LATHROP – PUBLIC HEARING NOTICE

Notice is hereby given that the City Council of the City of Lathrop will hold a Regular Meeting in the City Council Chamber at City Hall, 390 Towne Centre Drive, Lathrop, California, at 7:00 p.m., on Monday, August 10, 2020, to hold a public hearing regarding the following matter. ALL persons having an interest in this matter are invited to be present to testify in person, or to submit statements either in person at the meeting, or in writing prior to the hearing.

PUBLIC HEARING (PUBLISHED NOTICE) TO INTRODUCE AN ORDINANCE ADDING CHAPTER 10.25 OF THE LATHROP MUNICIPAL CODE RELATING TO VEHICLE PARKING IN YARDS OF RESIDENTIAL AREAS

The City Council to Consider the Following:

1. Hold a Public Hearing; and
2. First Reading and Introduction of an Ordinance to the City Council of the City of Lathrop adding Chapter 10.25 of the Lathrop Municipal Code Relating to Vehicle Parking in Yards of Residential Areas.

If you challenge any decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call (209) 941-7230. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

For more information, contact the Public Works Department, 390 Towne Centre Drive, Lathrop, CA 95330. Phone: (209) 941-7430, Fax: (209) 941-7449, or E-mail: website_pwk@ci.lathrop.ca.us

TERESA VARGAS, CITY CLERK, CITY OF LATHROP



CITY OF LATHROP

SAMPLE

AGREEMENT FOR PUBLICATION OF LEGAL NOTICES

THIS AGREEMENT, is between the City of Lathrop, a municipal corporation of the State of California (City), and the [REDACTED], a newspaper of general circulation, as defined in Section 6008 of the Government Code.

RECITALS

The City requires the services of a newspaper of general circulation for the purpose of publishing legal notices.

THEREFORE, the City and the [REDACTED] agree as follows:

1. Independent Contractor Status: The [REDACTED] is an independent contractor. Nothing in this agreement shall, in any way, be construed to mean that the [REDACTED] any of its agents or employees are agents, employees or representatives of the City.
2. Services to be Provided: The [REDACTED] shall provide services in connection with publishing legal notices for the City as specified in the attached proposal (Exhibit A). In addition, it is further agreed that the [REDACTED] will provide proof of each notice for approval by the City Clerk's Office or Planning Division prior to publication.

It shall be noted that this is a non-exclusive contract and the City retains the right to publish in other local newspapers as deemed necessary and advisable.

3. Termination: The City and the [REDACTED] agree that the City may terminate this Agreement at any time before the normal expiration of the term by giving thirty (30) days written notice.
4. Assignment: The [REDACTED] shall not assign this contract or any portion thereof without express written approval of the City.
5. Term: The term of this agreement shall commence July 1, 2020 or upon acceptance of this agreement by both parties, whichever is later, and shall terminate at the end of the fiscal year, June 30, 2021.
6. Payment: The [REDACTED] billing to the City shall contain the legal notice number, date published, number of lines, and cost per line as specified in attached Exhibit A.



CITY OF LATHROP

7. Billing statements shall be submitted to:

Teresa Vargas, City Clerk
City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

Correspondence/notices regarding this agreement should be directed to:

Teresa Vargas
City Clerk
City of Lathrop
390 Towne Centre Drive
Lathrop, CA 95330

NAME [REDACTED]
TITLE [REDACTED]
NEWSPAPER [REDACTED]
ADDRESS [REDACTED]
City, Zip code [REDACTED]

Approved as to Form: City of Lathrop, City Attorney

Salvador Navarrete Date

Accepted by: City of Lathrop, City Manager

Stephen J. Salvatore Date

Attested by: City of Lathrop, City Clerk

Teresa Vargas Date

Contractor: NAME OF NEWSPAPER [REDACTED], TITLE [REDACTED]

NAME Date