REQUEST FOR PROPOSALS

FOR

OFFICIAL NEWSPAPER

DEADLINE: October 25, 2013, 3:00PM CST

NOTICE OF REQUEST FOR PROPOSALS (RFPs)
for
OFFICIAL NEWSPAPER

The City of Eagle Pass will be selecting a local newspaper to serve as the official newspaper for the City's public notices and other required publications. Sealed proposals will be received from all interested proponents at the Office of the City Secretary of the City of Eagle Pass, 100 S. Monroe Street, Eagle Pass, Texas 78852. **Deadline to submit proposals is October 25, 2013 at 3:00 p.m., CST**. Proposals shall be submitted in a sealed envelope marked as follows:

ATTN: CITY SECRETARY
RFPs for OFFICIAL NEWSPAPER PUBLICATIONS
CITY OF EAGLE PASS
100 S. MONROE STREET
EAGLE PASS, TEXAS 78852

Specifications and proposal package may be obtained at the Office of the Purchasing Agent during normal business hours at the same address stated above or at the City's website located at www.eaglepasstx.us.

The City of Eagle Pass reserves the right to accept and/or reject any or all proposals and waive all formalities.

_____
Mary Velasquez
City Secretary

SPECIFICATIONS AND PROPOSAL FORM for OFFICIAL NEWSPAPER

Sealed proposals will be received as noted in the Notice of Request for Proposals. Each proposal shall specify each and every item as set forth herein and on the Proposal Form. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any items in the specification without taking exception may be grounds for rejection. Any interlineations, alteration, or erasure made before receiving time must be initialed by the authorized signer. Any proposal may be withdrawn prior to the scheduled time for opening. Notice to withdraw must be in writing and submitted to the City Secretary prior to the deadline for submittal of RFPs. Any withdrawal notice, which is received after the deadline shall not be considered. Please **submit two (2) copies of your proposal** and any additional information as requested.

The award of the contract will be made to the lowest, most responsible vendor, who meets the minimum qualifications described below and whose proposal is determined to offer the best value to the City, taking into consideration the relative importance of price and other evaluation criteria as set forth in this RFP. **Note:** High preference will be given to those who have a 2nd class postage permit or will obtain one within 60 days of award of contract. Failure to obtain said permit within such time will result in termination of the contract.

Minimum qualifications are:

1. Devote not less than 25 percent of its total column lineage to general interest items.
2. Be published at least once each week.
3. Have been published regularly and continuously for at least 12 months.
4. Charge the City a rate that represents the lowest published rate for classified advertising as required by attached Sec.2051.045, TX Gov't Code.

Proposals will be evaluated based on the following criteria:

1. Rates.
2. Ability to perform the service to the extent to which the service meets the City's needs.
3. Circulation.
4. Compliance with minimum qualifications listed above.

The proposal shall be effective for one fiscal year (Oct 1 - Sept 30) and upon execution by both parties. If a contract is awarded after the fiscal year has started (October 1), the contract shall be effective from the day of execution until the end of that respective fiscal year (September 30). **Proponents should carefully examine all Proposal documents as these will constitute the formal offer and contract upon awarding by the City Council and execution by the City Manager**. Any further changes shall be in writing and will become effective upon written acceptance by both parties.

The City of Eagle Pass reserves the right to reject any and all proposals and to waive defects, technicalities and informalities in proposals received.

PROPOSAL FORM

Please use this form for submitting your RFP. For items to be answered on a "yes" or "no" basis, please circle your response. On those items which require comments, please be brief and limit your comments to the space provided. These comments should be related to items which will benefit the City in its selection of your paper.

I. RATES

1. Please state the specific rates to be charged to the City for the following: (include any discounts that may apply to the City in the rate quotation.)

	First Insertion		Subsequent Insertions	
	per word	per col. inch	per word	per col.inch
a. Classified Rates	$_____	$_____	$_____	$_____
b. Public Notices	$_____	$_____	$_____	$_____
c. Display Ads	$_____	$_____	$ _____	$ _____
d. Publisher's Affidavits			$_____ each	

2. For how long are the above rates guaranteed? _____

3. What would be the cost for publishing the attached notices (Exhibit "A")? (Please attach calculation of the total cost with each notice, including any preparation, tear sheet, affidavit or other associated costs.)

II. DEADLINES AND PUBLICATION DATES

1. What are your submission deadlines for the following:

		TIME	DAY
A.	Classified Ads -	_____	_____
B.	Legal Notices -	_____	_____
C.	Display Ads -	_____	_____

2. How often is your official paper published during a week? _____/week

3. Are legal notices published in other publication other than the official publications stated in #2 above? _____YES/NO_____

4. Do you plan to increase the number of official publications? _____YES/NO___

5. If "YES", how frequently and when would the change occur? _____

_____

6. Do you accept e-mailed public notices? What is the method for notifying the City of the receipt and acceptance of the notice? What is your method for verifying that notices will be timely published in accordance with the City's request?

_____

_____

_____

_____

7. What is your method for notifying the City of changed publication deadlines for holidays or other special circumstances?

_____

_____

III. CIRCULATION AND SUBSCRIPTIONS

1. What is your current Maverick County paid:

Subscriptions _____

Rack sales _____

Other (describe) _____

2. Do you offer free copies of the paper to Maverick County residents? ___YES/NO___

If yes, describe and indicate the number provided and frequency. _____

_____

IV. MINIMUM QUALIFICATIONS

1. How long has your paper been published? _____ years

2. In the past 12 months, was 25% or more of your paper's total column lineage devoted to news of general interest? YES/NO

3. Is your official paper currently published at least once a week? YES/NO

4. Is your editorial/business office located within Maverick County? YES/NO

V. BILLING REQUIREMENTS

1. All bills presented for payment must be in accordance with attached Sec. 2051.051, Texas Government Code.

2. Billing must be submitted to the City at the end of each month, to be payable within the accounts payable cycle after receipt of statement, otherwise, the City will pay thirty (30) days after the end of such month billed.

3. Is there a discount for early payment or volume of business; and if so, describe.

_____

VI. OTHER ITEMS OR SERVICES OFFERED AT NO CHARGE TO THE CITY

1. _____

2. _____

3. _____

VII. OTHER ITEMS YOU WISH THE CITY TO CONSIDER

1. Do you currently have a second class permit in Maverick County? YES/NO
(If yes, attach a copy of the permit from the U.S. Postal Service).

If not, do you plan to obtain one and by when? _____

2. List any other items you wish the city to consider:

_____

By signing below, I certify that I am qualified and authorized to submit this proposal and will be responsible for performing all provisions stated above if contract is awarded.

Print/type Name: _____

Title: _____

Signature: _____ Date: _____

Executed by City Manager if awarded by City Council.

_____ Date: _____
Gloria Barrientos
City Manager

EXHIBIT "A"

EXAMPLE ADS

Ad No. 1. Publish two (2) times as Line Ad

HVAC UNITS REPLACEMENT PROJECT
REQUEST FOR PROPOSALS

The City of Eagle Pass is requesting proposals from experienced firms to perform **HVAC REPLACEMENT**. Request for Proposals (RFP) will be received at the office of the City Secretary of the City of Eagle Pass. The deadline to respond is **Tuesday, February 22, 2011 at 3:30 p.m.**

RFP packages may be obtained from the Purchasing Agent at City Hall in the Finance department located at 100 S. Monroe Street, Eagle Pass, TX 78852. Monday thru Friday from 8:00 a.m. to 5:00 p.m. or may be downloaded from the city's website at www.eaglepasstx.us.

The City of Eagle Pass reserves the right to accept or reject any and all qualifications and waive all formalities.

Ad No. 2 – Publish two (2) times as Display Ad

CITY OF EAGLE PASS
CLEAN UP CAMPAING
May 5- 14, 2010

Containers will be located at the CITY PUBLIC WORKS YARD
located at the corner of Avenue J and Third Street

HOURS OF ACCESSIBILITY:
Monday – Friday 10:00 a.m. - 7:00 p.m.
Saturday & Sunday 9:00 a.m. - 6:00 p.m.
CITY OF EAGLE PASS RESIDENTS ONLY!
Proof of residency will be required
(i.e.: driver's license, utility bill)

THERE WILL BE *NO CHARGE* FOR DISPOSAL OF MATERIALS!
Hazardous or construction materials will NOT be accepted.

"CURB SIDE" Brush Pickup will be available the entire month of May.
Please call (830) 773 9408 to schedule pick up.

Ad No. 3 – Publish two (2) times as Line Ad
Ad No. 3. Publish two (2) times in legal ads

CITY OF EAGLE PASS, TEXAS
NOTICE OF PUBLIC HEARINGS

Notice is hereby given that the public hearings scheduled to be held by the Planning and Zoning Commission on October 20, 2011 and by the City Council on November 1, 2011 on the request submitted by DNS Hospitality, Inc., for the rezoning of a 4.09 acre tract bounded to the east by the MCWCID canal, to the south by La Quinta Motor Inn, to the west by Villa Romel Subdivision, and to the north by the Chittim Estate, from R-1 (First One-Family Dwelling District) to B-3 (General Business District), have been rescheduled to held on November 10, 2011 and November 15, respectively, at 5:30 p.m. in the Council Chambers at City Hall, 100 S. Monroe Street.

All interested persons are urged to attend and will be heard either for or against said proposed rezoning.

_____
Mary Velasquez
City Secretary

Ad No. 4 – Publish two (2) times as Display Ad

EMPLOYMENT NOTICE

The City of Eagle Pass Human Resources Department is accepting applications for

Health, Safety, & Training Coordinator

Applications and position descriptions may be obtained under Human Resources on our City website, www.eaglepasstx.us, or at City Hall lobby area
100 S. Monroe Street
Eagle Pass, TX 78852
830-773-1111
Applications may also be faxed to: 830-773-3581

******Deadline*** **to submit employment application:**
Tuesday, September 20, 2011 at 5:00pm

BUSINESS HOURS ARE MONDAY THROUGH FRIDAY 8:00am-5:00pm

The City of Eagle Pass is an Equal Opportunity Employer

L & B 06384/0052/L0564769.DOCX/

Vernon's Texas Statutes and Codes Annotated
Government Code (Refs & Annos)
Title 10. General Government (Refs & Annos)
Subtitle B. Information and Planning
Chapter 2051. Government Documents, Publications, and Notices
Subchapter C. Notice by Publication in Newspaper

V.T.C.A., Government Code § 2051.045

§ 2051.045. Legal Rate Charged for Publication

Currentness

The legal rate for publication of a notice in a newspaper is the newspaper's lowest published rate for classified advertising.

Credits
Added by Acts 1993, 73rd Leg., ch. 268, § 1, eff. Sept. 1, 1993.

V. T. C. A., Government Code § 2051.045, TX GOVT § 2051.045
Current through the end of the 2013 Third Called Session of the 83rd Legislature

End of Document

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