

**SOLICITATION OF PROPOSALS
FOR
ADVERTISING LEGAL AND OTHER PUBLIC NOTICES**

To Whom It May Concern:

The City Council of the City of Stafford, Texas, is soliciting proposals from qualified newspapers of general circulation within the City to enter into a contract with the City to be the City's official newspaper, in addition to the Houston Chronicle, for publication of notices required by law and other notices desired by Council to be published. The term of the contract will be for three years beginning on August 22, 2019.

To qualify for consideration, the proposal must certify that the newspaper meets the following specifications:

1. Not less than 25 percent of the newspaper's total column lineage is devoted to general interest items;
2. The newspaper is published at least once per week;
3. The newspaper is entered as second-class postal matter in the county where published (include copy of postal certification); and
4. The newspaper has been or will have been published regularly and continuously for at least twelve (12) months prior to August 1, 2019.

The proposal must also specify:

1. The total number of paid subscribers within the corporate limits of the City of Stafford;
2. The total number of paid subscribers within Fort Bend County;
3. The day(s) of the week the newspaper is published;
4. The deadline(s) for submitting a notice to be published;
5. The acceptable method(s) for transmitting a notice to be published;
6. The lowest published rate per column inch for classified advertising;
7. The rate per column inch proposed to be charged the City for advertising in the classified or legal notice sections of the newspaper;
8. The rate per column inch proposed to be charged the City for advertising notices in other than the classified or legal notice sections of the newspaper;
9. The approximate amount of space in column inches devoted to coverage of the City of Stafford in the last 12 months on:
 - a. The front page above the fold;
 - b. The front page; and
 - c. Areas of the newspaper other than the front page.

10. Provide a copy of the PS Form 3526, Statement of ownership, management and circulation; and
11. Provide a copy of the latest mailing statement, PS3541 for the legal newspaper.

In addition to the factors specified above, City Council will consider the number of paid subscribers within the community, whether there is a diversity of subscribers, and whether the newspaper contains news, editorials, and advertisements of a general character and interest to the community.

Indicate if you agree to the following stipulation and indicate if there is a change in the quoted price:

The copy submitted by the City shall be published in a newspaper that has a circulation distribution to at least 90% of the single-family residential households within the corporate limits of the City of Stafford.

The requirement of this paragraph may be met by publishing the copy submitting by the City in a newspaper that meets all the requirements of these specifications, other than the statutory requirements set forth in ***Texas Government Code, 2051.044***.

If you are interested in submitting a proposal, please complete the attached Proposal Form and deliver it to the Office of the City Secretary, City of Stafford, 2610 South Main, Stafford, Texas 77477, no later than **2:00 p.m., local time, Thursday, August 8, 2019**. The contract is expected to be awarded at the August 21, 2019, City Council meeting. City Council reserves the right to reject any and all proposals and to waive informalities.

For further information, please contact Tomika R. Lewis, City Secretary, at (281) 261-3902.

Sincerely,

Tomika R. Lewis,
City Secretary

Attachment: Proposal Form

**CITY OF STAFFORD
SOLICITATION OF PROPOSALS
FOR
ADVERTISING LEGAL AND OTHER PUBLIC NOTICES**

The City of Stafford is requesting statements of qualifications and proposals for proposals from qualified newspapers of general circulation within the City to enter into a contract with the City to be the City's official newspaper, in addition to the Houston Chronicle, for publication of notices required by law and other notices desired by Council to be published. Detailed specifications and instructions are available from Tomika R. Lewis, City Secretary at City of Stafford, City Hall or by contacting Tomika R. Lewis at (281) 261-3900. Proposals should be sealed and marked "**Qualifications and Proposals – Official City Newspaper**" and delivered to the **City Secretary of the City of Stafford, 2610 S. Main, Stafford, TX 77477 no later than 2:00 P.M. (Local Time), Thursday, August 8, 2019**. All proposals received will be opened publicly and read aloud at 2:00 p.m. at Stafford City Hall, Council Chambers on **Thursday, August 8, 2019**. Proposals received after the specified time will be returned unopened. Faxed or electronic mailed proposals will not be accepted. City Council is expected to determine the most highly qualified provider and authorize the execution of an engagement letter at the regular City Council meeting scheduled for Wednesday, August 21, 2019, at 7:00 p.m. or as soon thereafter as possible. The City reserves the right to reject any and all proposals submitted and to request additional information.

/s/ Tomika R. Lewis
City Secretary

**CITY OF STAFFORD
SOLICITATION OF PROPOSALS
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I. INTRODUCTION

The City of Stafford is soliciting statements of qualifications and proposals for the official City Newspaper, in addition to the Houston Chronicle. The company selected will be the company which, in the opinion of the City, is the best qualified to perform the specified services.

II. DESCRIPTION OF THE CITY

The City of Stafford is located in Fort Bend County approximately 19 miles southwest of downtown Houston. There are approximately 7 square miles of land included in the City's corporate boundary, and the estimated population as of 2015 is 18,459. The City is a home rule city and operates under the Mayor-Council form of government. The City Council is comprised of a Mayor and six (6) Councilmembers.

III. SUBMISSION REQUIREMENTS

Each company shall submit five copies of their proposal. Each proposal shall include the elements enumerated below:

- A. Cover Letter - The letter should contain the name of the proposing company, the address of the proposing office, and contact persons authorized to answer technical, price, and /or contract questions together with their telephone number and mailing address. A person authorized to bind the company must sign the cover letter.
- B. Executive Summary - The executive summary should give, in brief, concise terms, a summation of your proposal. Identify the points that make your company uniquely qualified for this engagement.
- C. Table of Contents - Include a clear identification of the material by section and by page number.

D. To qualify for consideration, the proposal must certify that the newspaper meets the following specifications:

1. Not less than 25 percent of the newspaper's total column lineage is devoted to general interest items;
2. The newspaper is published at least once per week;
3. The newspaper is entered as second-class postal matter in the county where published (include copy of postal certification); and
4. The newspaper has been or will have been published regularly and continuously for at least twelve (12) months prior to August 1, 2019.

E. The proposal must also specify:

1. The total number of paid subscribers within the corporate limits of the City of Stafford;
2. The total number of paid subscribers within Fort Bend County;
3. The day(s) of the week the newspaper is published;
4. The deadline(s) for submitting a notice to be published;
5. The acceptable method(s) for transmitting a notice to be published;
6. The lowest published rate per column inch for classified advertising;
7. The rate per column inch proposed to be charged the City for advertising in the classified or legal notice sections of the newspaper;
8. The rate per column inch proposed to be charged the City for advertising notices in other than the classified or legal notice sections of the newspaper; and
9. The approximate amount of space in column inches devoted to coverage of the City of Stafford in the last 12 months on:
 - i. The front page above the fold;
 - ii. The front page; and
 - iii. Areas of the newspaper other than the front page.
10. Provide a copy of the PS Form 3526, Statement of ownership, management and circulation; and
11. Provide a copy of the latest mailing statement, PS3541 for the legal newspaper.

F. In addition to the factors specified above, City Council will consider the number of paid subscribers within the community, whether there is a diversity of subscribers, and whether the newspaper contains news, editorials, and advertisements of a general character and interest to the community.

Indicate if you agree to the following stipulation and indicate if there is a change in the quoted price:

The copy submitted by the City shall be published in a newspaper that has a circulation distribution to at least 90% of the single-family residential households within the corporate limits of the City of Stafford.

The requirement of this paragraph may be met by publishing the copy submitting by the City in a newspaper that meets all the requirements of these specifications, other than the statutory requirements set forth in ***Texas Government Code, 2051.044.***

IV. SELECTION PROCESS

The selection of the Official City Newspaper will be made by the City Council and will be based on what is in the best interest and provides the best value for the community as determined by the City Council. Proposers will all be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. To obtain the best final offers, revisions may be permitted after submissions and before the award of the contract. Interviews may be arranged with the top companies at the discretion of the City to assist in making a final selection. It is the City's intention to select one company, in addition to the Houston Chronicle, to perform legal and public notice services required.

VI. EQUAL EMPLOYMENT OPPORTUNITY

The proposer agrees that during the performance of its contract it will treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age, or disability and identify itself as an "Equal Opportunity Employer" in all help wanted advertisements or requests. The proposer shall be advised of any complaints filed with the City alleging that the proposer is not an Equal Opportunity Employer. In determining whether to terminate any portion of this contract, the City reserves the right to consider reports from its Director of Human Resources in response to discrimination complaints. However, the proposer is specifically advised that no Equal Opportunity Employer complaint will be the basis for cancellation of this contract.

VII. CONFLICT OF INTEREST

The auditor agrees to comply with the conflict of interest provisions set forth in Chapter 2 Article VII Division 2 of the City of Stafford Code of Ordinances. The auditor agrees to maintain current, updated disclosure of information on file with the City throughout the term of this contract.

VIII. CITY CONTACT

Questions concerning the RFQ or requests for additional information should be directed to:

Tomika R. Lewis,
City Secretary
City of Stafford
2610 South Main
Stafford, TX 77477
(281) 261-3902

DIVISION 2. CONSULTANT CONFLICT OF INTEREST

Sec. 2-339. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Conflict of interest means and includes, but is not limited to, any of the following or combination of the following:

- (1)
Previous or simultaneous representation by consultant of any person or entity that is regulated by the city or is doing has done, or there is a reasonable possibility will do, business with the city or otherwise has interests which a reasonable person would conclude could be adverse to those of the city;
- (2)
Consultant's recommendation to the city for the purchase of goods, products or services provided by any person related to consultant within the first degree by consanguinity or affinity;
- (3)
Consultant's recommendation to the city for the purchase of goods, products or services provided by an entity in which consultant has a substantial interest;
- (4)
Consultant recommends to city council, or secures the approval of city council, for the purchase of goods, services, or products knowingly and with the expectation of receiving, either directly or indirectly, any form of payment, including gifts and gratuities, from a person or entity in exchange for recommending such purchase or securing the approval of such purchase;
- (5)
Consultant or a person related within the first degree of consanguinity or affinity to the consultant owns an interest in land that is the subject of the consultant's representation of the city;
- (6)
An entity in which the consultant has a substantial interest owns an interest in land that is the subject of the consultant's representation of the city;

(7)

Consultant has previously represented or currently represents a person or entity that owns an interest in land that is the subject of the consultant's representation of the city; and/or

(8)

Consultant knows or has reason to believe that it cannot actively and aggressively advise and represent the best interests of the city because of previous or simultaneous representation of another person or entity.

Consultant means and includes any person or entity that provides advice, services, or representation to the city, for a fee and includes, but is not limited to, the professional and consulting services defined under V.T.C.A., Government Code §2254.004.

Entity means a sole proprietorship, limited partnership, general partnership, corporation, joint stock company, joint venture, receivership or trust, and includes a governmental entity as defined under V.T.C.A., Government Code § 2254.004.

Person means an individual, corporation, partnership, or unincorporated organization.

Substantial interest in an entity means:

(1)

Consultant owns ten percent or more of the voting stock or shares of the entity or either ten percent or more or \$15,000.00 or more of the fair market value of the entity;

(2)

Funds received by the consultant from the entity exceed ten percent of the consultant's gross income for the previous year;

(3)

A person related to the consultant within the first degree by consanguinity or affinity owns ten percent or more of the voting stock or shares of the entity or either ten percent or more or \$15,000.00 or more of the fair market value of the entity;

(4)

Funds received from the entity by a person related to the consultant within the first degree by consanguinity or affinity exceed ten percent of the person's gross income for the previous year.

Sec. 2-340. Disclosure requirements.

All consultants doing business, or desiring to do business, with the city shall disclose to city council all conflicts of interest and the nature of such conflict, in writing, as soon as practical. Consultants doing business with the city on the date of adoption of this article shall disclose to city council all conflicts of interests and the nature of such conflicts, in writing, within 30 days of the effective date hereof. The city council shall keep disclosures confidential to the extent allowed under applicable law.

Sec. 2-341. Action in the event of conflict of interest.

Upon disclosure of a conflict of interest, the city council shall determine whether such conflict of interest would prevent or materially restrict the consultant from fully and aggressively pursuing the interests of the city or acting in the city's behalf. In the event city council determines that the consultant's conflict of interest would prevent or materially restrict the consultant from fully and aggressively pursuing the interests of the city or acting in the city's best interests, the city council shall have the right to immediately terminate consultant's services.

Sec. 2-342. Criminal offense; penalty.

It shall be unlawful for a consultant doing business, or desiring to do business, with the city to fail to disclose a conflict of interest and the nature of that interest. Any consultant doing business, or desiring to do business, with the city that fails to disclose a conflict of interest and the nature of that interest shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in an amount not to exceed \$500.00. Each day in which any violation shall occur, or each occurrence of any violation, shall constitute a separate offense.

Sec. 2-343. Additional remedies.

In the event a consultant doing business, or desiring to do business, with the city fails to disclose a conflict of interest and the nature of the conflict and such conflict of interest materially affects the interests of the city, such failure may be deemed to be a breach of the contract between the city and the consultant and shall entitle the city to immediately terminate such contract.

Sec. 2-344. Notice.

Every contract entered into by the city and a consultant shall contain a provision referencing or incorporating the provisions of this policy into the contract.

PROPOSAL FORM
SOLICITATION OF PROPOSALS
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SUBMISSION REQUIREMENT	DESCRIPTION OF REQUIREMENT	RESPONSE INSTRUCTION
A. Cover Letter	The letter should contain the name of the proposing company, the address of the proposing office, and contact persons authorized to answer technical, price, and /or contract questions together with their telephone number and mailing address. A person authorized to bind the company must sign the cover letter.	Attach Cover Letter.
B. Executive Summary	The executive summary should give, in brief, concise terms, a summation of your proposal. Identify the points that make your company uniquely qualified for this engagement.	Attach Executive Summary.
C. Table of Contents	Include a clear identification of the material by section and by page number.	Attach Table of Contents.
D. Certification	To qualify for consideration, the proposal must certify that the newspaper meets the following specifications:	Fill in response information (Yes/No) in this column adjacent to requirement. Proposer must also attach signed Certification page stating that the newspaper meets each of the specifications of this section.
	1. Not less than 25 percent of the newspaper's total column lineage is devoted to general interest items;	
	2. The newspaper is published at least once per week;	
	3. The newspaper is entered as second-class postal matter in the county where published (include copy of postal certification); and	

	4. The newspaper has been or will have been published regularly and continuously for at least twelve (12) months prior to August 1, 2019.	
E. Newspaper – Subscribers, Publication Schedule, Transmittal Methods, Rates per Column Inch, Notice Spacing	The proposal must specify:	Fill in response information in this column adjacent to requirement.
	1. The total number of paid subscribers within the corporate limits of the City of Stafford;	
	2. The total number of paid subscribers within Fort Bend County;	
	3. The day(s) of the week the newspaper is published;	
	4. The deadline(s) for submitting a notice to be published;	
	5. The acceptable method(s) for transmitting a notice to be published;	
	6. The lowest published rate per column inch for classified advertising;	
	7. The rate per column inch proposed to be charged the City for advertising in the classified or legal notice sections of the newspaper;	
	8. The rate per column inch proposed to be charged the City for advertising notices in other than the classified or legal notice sections of the newspaper;	

	<p>9. The approximate amount of space in column inches devoted to coverage of the City of Stafford in the last 12 months on:</p> <ul style="list-style-type: none"> i. The front page above the fold; ii. The front page; and iii. Areas of the newspaper other than the front page. 	Fill in response information in this column.
	10. Provide a copy of the PS Form 3526, Statement of ownership, management and circulation; and	
	11. Provide a copy of the latest mailing statement, PS3541 for the legal newspaper.	
F. Subscriber Demographics and Interest Information	<p>1. In addition to the factors specified above, City Council will consider the number of paid subscribers within the community, whether there is a diversity of subscribers, and whether the newspaper contains news, editorials, and advertisements of a general character and interest to the community.</p>	Attach response describing specifically subscriber demographics and interest information.
	<p>2. Indicate if you agree to the following stipulation and indicate if there is a change in the quoted price.</p> <p>The copy submitted by the City shall be published in a newspaper that has a circulation distribution to at least 90% of the single-family residential households within the corporate limits of the City of Stafford.</p> <p>The requirement of this paragraph may be met by publishing the copy submitting by the City in a newspaper that meets all the requirements of these specifications, other than the statutory requirements set forth in <i>Texas Government Code, 2051.044.</i></p>	