

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator
Carolyn Gallaway, Clerk of the Board

DATE: April 7, 2025

SUBJECT: **BID AWARD** re: Official County Newspaper

STATEMENT OF ISSUE:

RCW 36.72.075 requires that the County call for bids for the Official County Newspaper each year and approve a contract at the first meeting in April.

ANALYSIS:

A call for bids was published on January 6, 2025 which resulted in the submission of two bids. One was received from the Peninsula Daily News and the other from the Port Townsend – Jefferson County Leader. The two bids were opened and read during the Board of County Commissioners' regular meeting on Monday, March 3, 2025. The Commissioners reviewed the bid comparison on March 24, 2025 and directed staff to prepare a contract with the Leader for adoption.

RECOMMENDATION:

Approve the contract as presented.

REVIEWED BY:


Mark McCauley, County Administrator

Date 3/30/25

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Port Townsend/Jefferson County Leader

Contract No: PTLeader2025

Contract For: Official County Newspaper for legal publications Term: 07/01/25 - 06/30/25

COUNTY DEPARTMENT: County Administrator

Contact Person: Carolyn Gallaway

Contact Phone: x122

Contact email: carolyn@co.jefferson.wa.us

AMOUNT: based upon invoices

Revenue:

Expenditure:

Matching Funds Required:

Sources(s) of Matching Funds

Fund # various departments

Munis Org/Obj

PROCESS:

- ☐ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☐ RFP or RFQ
- ☒ Other: Call for bids

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☒ N/A: ☐ Carolyn Gallaway 3/28/25
Signature Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☒ N/A: ☐ Carolyn Gallaway 3/28/25
Signature Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 4/3/2025.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 4/3/2025.
Approved as to form but no agenda request attached.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

LEGALS ADVERTISING AGREEMENT
By and Between
JEFFERSON COUNTY
And
THE PORT TOWNSEND & JEFFERSON COUNTY LEADER

The Jefferson County Commissioners hereby designate the Port Townsend & Jefferson County Leader the Official County Newspaper for printing of Jefferson County legal publications during the year beginning July 1, 2025 and ending June 30, 2026.

RATE:	\$12.90 per column inch
TYPESET:	Helvetica
TYPE POINT:	8.5
COLUMN WIDTH:	1.58 inches
PUBLICATION FREQUENCY:	One (1) time per week on Wednesday

OTHER SERVICES/ENHANCEMENTS:

For no additional charge, the Leader will:

- Publish legal notices on www.ptleader.com website, and on a statewide community newspaper (WNPA) website <http://www.wapublicnotices.com>
- Publish the Jefferson County logo where county legal notices begin.
- Publish a project location map with the legal notices as appropriate for a specific notice.
- Provide two annual newspaper subscriptions to the County.
- Provide full access to the Leader website to the County.
- Legal notices are accepted with a discounted display ad rate of \$12.90 a column inch.
- The Leader welcomes press releases from Jefferson County and its agencies and endeavors to publish timely information in a timely manner. All press releases are subject to editing or may be enhanced by further reporting by Leader staff.

Legal Advertising Rate and Submission Deadline: This rate is for publication in the Leader and is applicable to all county departments and offices. Rates are for single column legal notices and are conditional upon copy reaching the Leader by email by 12:00 p.m. two (2) days prior to publication on Wednesday, and 12:00 p.m. on Friday prior to publication if Monday is a federal holiday. The Leader staff always strives to accommodate late legal notices; however publication is not guaranteed outside of this deadline.

General Advertisements or Employment Advertisements: General advertisements or employment ads placed for County offices published at reduced rate, \$14.50 per column inch, and will include logos and/or QR codes complimentary during contract term.

Legal Advertising Agreement July 1, 2025 to June 30, 2026

Legal Advertising for Other Public Agencies: The column inch rates in this contract will be extended to other public agencies located in Jefferson County, Washington provided they meet the conditions for submission as outlined above.

Press Releases: All County departments and offices are eligible to submit Press Release copy to the Leader at any time.

Printing Error: Re-publication of legal advertisements required due to errors or omissions in printing attributable to the publisher shall be without charge to the County.

Payment of Charges: Jefferson County departments and offices will only pay from invoices (not statements) presented by the Leader. County departments and offices will process invoices from the Leader in the next claim payment cycle after the invoices are received.

Liability for Content: Jefferson County assumes liability for the content of advertisements authorized for publication in the Leader and for any claims that arise that may be made against the publisher except for those claims arising from advertisements erroneously printed by the publisher.

IN WITNESS WHEREOF, the parties have executed this agreement on this 7th day of April, 2025.

The LEADER

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Lloyd Mullen, Publisher

Heidi Eisenhour, Chair

SEAL:

ATTEST:

Carolyn Gallaway,
Clerk of the Board

APPROVED AS TO FORM:

 for 04/03/2025
Philip Hunsucker,
Chief Civil Deputy Prosecuting Attorney