



# Board of County Commissioners Agenda Request

6B  
Agenda Item #

**Requested Meeting Date:** January 8, 2019

**Title of Item:** Designation of Official County Newspaper

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input checked="" type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing*

*\*provide copy of hearing notice that was published*

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

At the first meeting of the year, the County Board must designate an official newspaper. The County Board authorized the bid forms and procedures at the November 13, 2018 County Board meeting. Attached for your review are the following:

1. The Bid Specifications that were sent to the Aitkin Independent Age, Voyageur Press, and the NewsHopper.
2. The submitted bids.
3. The 2019 Bid Comparison Form.
4. A proposed resolution.

The County Auditor has also reviewed the bids and supports the proposed resolution.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Adopt the proposed resolution.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No *Please Explain:*

Legally binding agreements must have County Attorney approval prior to submission.



# CALENDAR YEAR 2019 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

## I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2019 will be received in the **Aitkin County Administrator's Office**, 217 2<sup>nd</sup> Street NW - Room 134, Aitkin, MN 56431, until **Noon on Thursday, December 20, 2018** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2019 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 8, 2019**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Thursday, December 20, 2018.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-3093.

## II. SPECIFIC REQUIREMENTS FOR BIDDERS

- A. Separate bids are required for each type of publication notice, no joint bids will be accepted.
- B. Bids must be submitted using the attached form.
- C. Bidders are required to provide circulation statistics by zip code.
- D. Types of legal notices to which bids are requested.
  - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
  - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

**CALENDAR YEAR 2019 BID SPECIFICATIONS  
NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2019 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

**III. BID AWARD CRITERIA**

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2019 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statue 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ \_\_\_\_\_ per column inch

Size in inches of newspaper single page sheet = \_\_\_\_\_ by \_\_\_\_\_

Maximum number of columns per page in legal notice section = \_\_\_\_\_

Newspaper circulation within the boundaries of Aitkin County = \_\_\_\_\_

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 \_\_\_\_\_ 56469 \_\_\_\_\_ 55748 \_\_\_\_\_ 55760 \_\_\_\_\_ 55787 \_\_\_\_\_ 56350 \_\_\_\_\_

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\_\_\_

**(Please Print Clearly)**

Name of Bidding Newspaper: \_\_\_\_\_

Official Address: \_\_\_\_\_  
\_\_\_\_\_

Printed Name of Submitter \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

\_\_\_\_\_  
Signature in Ink of Submitter

\_\_\_\_\_  
Date

**AITKIN COUNTY - BID FORM  
PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019**

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 7.25 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 7.25 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 7.25 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 7.25 per column inch
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 7.25 per column inch

Size in inches of newspaper single page sheet = 10" by 21"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 2478

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 2059 56469 128 55748 33 55760 205 55787 30 56350 23

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\_\_\_

**(Please Print Clearly)**

Name of Bidding Newspaper: Aitkin Independent Age

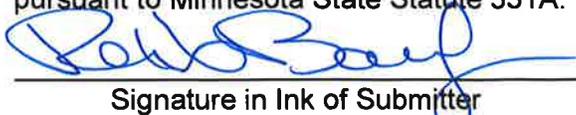
Official Address: 213 Minnesota Ave.

Aitkin, Mn. 56431

Printed Name of Submitter RoxAnne L. Bouley Title Operations Manager

Phone: 218-927-3761

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

  
Signature in Ink of Submitter

12/14/18  
Date

RoxAnne Bouley

**AITKIN COUNTY - BID FORM**  
**PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019**

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 8.00 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 8.00 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 8.00 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8.00 per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 8.00 per column inch

Size in inches of newspaper single page sheet = 10.375" by 21"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 5290

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 5103 56469 \_\_\_\_\_ 55748 \_\_\_\_\_ 55760 187 55787 \_\_\_\_\_ 56350 \_\_\_\_\_

Subscription cost per individual customer within Aitkin County for 1 year = \$52

**(Please Print Clearly)**

Name of Bidding Newspaper: NewsHopper

Official Address: PO Box 562

Ironton, MN 56455

Printed Name of Submitter Eric J. Heglund Title Owner

Phone: 218-821-1393

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

  
\_\_\_\_\_  
Signature in Ink of Submitter

12-18-18  
\_\_\_\_\_  
Date

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ 6<sup>00</sup> per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ 6<sup>00</sup> per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ 6<sup>00</sup> per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 6<sup>00</sup> per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ 4<sup>00</sup> per column inch

Size in inches of newspaper single page sheet = 10.3 by 15 inches

Maximum number of columns per page in legal notice section = 8

Newspaper circulation within the boundaries of Aitkin County =  525

Weekly newspaper circulation by zip code within the boundaries of Aitkin County =

56431 25 56469 15 55748 0 55760 225 55787 43 56350 4

Subscription cost per individual customer within Aitkin County for 1 year = \$36<sup>00</sup>

**(Please Print Clearly)**

Name of Bidding Newspaper: Voyageur Press

Official Address: PO Box 59

McGregor, MN 55760

Printed Name of Submitter JOHN GRONTES Title Publisher

Phone: 218-768-3405

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

  
Signature in Ink of Submitter

Dec. 7, 2018  
Date

# AITKIN COUNTY - BID COMPARISON FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2019

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.00</u> per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.00</u> per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.00</u> per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>6.00</u> per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age	NewsHopper	Voyageur Press
\$ <u>7.25</u> per column inch	\$ <u>8.00</u> per column inch	\$ <u>4.00</u> per column inch

Size in inches of newspaper single page sheet = 10" by 21" Aitkin Age  
10.375 by 21" NewsHopper 10.3 x 15" Voyageur Press

Maximum number of columns per page in legal notice section = 6 Aitkin Age  
6 NewsHopper 8 Voyageur Press

Newspaper circulation within the boundaries of Aitkin County = 2478 Aitkin Age  
5290 NewsHopper 525 Voyageur Press

Weekly circulation within the boundaries of Aitkin County by zip code **Aitkin Age:**  
 56431: 2059    56469: 128    55748: 33    55760: 205    55787: 30    56350: 23

Weekly circulation within the boundaries of Aitkin County by zip code **NewsHopper:**  
 56431: 5103    56469:         55748:         55760: 187    55787:         56350:     

Weekly circulation within the boundaries of Aitkin County by zip code **Voyageur Press:**  
 56431: 25    56469: 15    55748: 0    55760: 225    55787: 43    56350: 4

Subscription cost per individual customer within Aitkin County for 1 year = Blank . **Aitkin Age**  
\$52 **NewsHopper** \$36 **Voyageur Press**

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**

ADOPTED January 8, 2019

By Commissioner: xx

**20190108-0xx**

**2019 Official County Newspaper**

**BE IT RESOLVED**, that the *Aitkin Independent Age* is hereby designated by the Aitkin County Board of Commissioners as the official county newspaper in which all official business shall be published. *Voyageur Press* is named second publication of Financial Statement.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8<sup>th</sup> day of January 2019, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 8th day of January 2019**

\_\_\_\_\_  
Jessica Seibert  
County Administrator