



# The City of Poulsbo

Finance Department

Advertisement for Bids

Official Newspaper

Term: 8/1/2026 – 7/31/2031

Date Issued: May 11, 2026

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Submission Deadline: 3:00 pm on June 11, 2026

Submit To: Finance Department  
City of Poulsbo  
200 NE Moe St  
Poulsbo, WA 98370  
Or via email to:  
[lcampbell@poulsbo.gov](mailto:lcampbell@poulsbo.gov)



## Advertisement for Bids

### Official Newspaper for 8/1/2026 - 7/31/2031

By this notice, the City of Poulsbo, WA is soliciting the interest of qualified newspapers to serve as the City's official newspaper.

#### **Bid Requirements:**

- Must meet minimum qualifications defined by RCW 65.16.020.
- Must publish at least two times per week; if only publish once per week, deadline for submission must be 12 noon on Thursday to accommodate publications necessary as a result of City Council action.
- Must provide a statement of circulation within Poulsbo city limits.
- Must be able to provide one original affidavit of publication for each publication of the City within fourteen (14) days after the last publication date of any advertisement.
- Must provide confirmation, in like manner, of receipt of submitted legal advertisements.
- Must be able to receive electronic documents as requested at no extra cost to the City if an office is not located within the City of Poulsbo.
- Provide the City with one digital subscription.
- Must furnish an itemized monthly statement of the City's account, listing invoice number, item published and the total amount of each invoice.
- Must provide the amount bid per column inch to publish the sample provided and provide a sample of this legal advertisement as it would appear in the publication.
- Must submit bid pricing which will remain firm during the contract term.
- Must re-run an improperly run ad at no additional cost to the City.
- Must bill ads on a cost per vertical inch; any ad not ending on a complete inch measurement will be billed on a cost per line over the last full inch.

#### **Contract Period:**

The term of this contract will be a five-year term from August 1, 2026, through July 31, 2031. The bid rates shall remain firm during the contract term.

The City of Poulsbo, at its sole discretion, reserves the right to change type specifications during the contract term. In the event the specifications are changed, the bid price will be adjusted to a mutually accepted level. In the event the City changes the type specifications, and a mutually acceptable price adjustment cannot be reached, the City of Poulsbo reserves the right to void the remainder of the contract and to rebid with the new type specifications.

The City reserves the right to terminate the contract for the convenience of the City, at the sole discretion of the City, with a 30-day written notice. The vendor shall not be entitled to damages for lost profits in the event of such termination for convenience.

**Submittal Requirements:**

Submittal must include:

- statement of qualifying circulation
- sample of provided publication
- bid price per single column inch (including applicable sales tax)
- cost per additional line
- bid cost of sample as printed (including applicable sales tax)
- statement of intent to comply with all bid requirements as stated above
- completed Official Newspaper Bid Checklist

**Bid Outline:**

The City requires the bid be submitted in the format as outlined in this Advertisement for Bids.

<b>Bid Price</b>		
Bid Price \$	Per single column inch for each insertion	(including applicable sales tax)
<b>Cost per Additional Line</b>		
Bid Price \$	# of Lines per vertical inch	Cost per line \$
<b>Cost to print Attached Sample</b>		
Bid Price \$	Per single column inch for each insertion	(including applicable sales tax)

The City reserves the right to require additional information or materials after the bids are submitted.

**Response Date, Time, and Location:**

Bids may be submitted in written form either via mail to City of Poulsbo, Finance Department, Official Newspaper Bid, 200 NE Moe St, Poulsbo, WA 98370, or hand delivered to Poulsbo City Hall (3<sup>rd</sup> Floor) in a sealed envelope – bids submitted via email should be sent to [lcampbell@poulsbo.gov](mailto:lcampbell@poulsbo.gov). Bids must be stamped received (not postmarked) by the City of Poulsbo no later than 3:00 pm on Thursday, June 11, 2026.

All bids received will be considered final as of 3:00 pm on Thursday, June 11, 2026.

Bids will be evaluated to determine which one is the lowest responsible bid. It is the sole discretion of the submitted vendor to ensure their bid has been received in the proper timeframe. In the event specifications differ from bid to bid, the City of Poulsbo will have the sole responsibility of determining the lowest bid. Any party submitting a timely bid will be liable for that bid until the City Council awards the agreement or ninety (90) days, whichever comes first.

The City of Poulsbo reserves the right to reject any or all bids, waiver informalities, or to accept any proposal, which appears to serve the best interests of the City.

**The sample is representative of the specifications required. Bidders are required to provide a sample of this publication, as it would appear in their newspaper. The only change allowed when formatting is to adjust the sample to the bidder's normal column width. Recently published editions of the bidder's newspaper will be used to ensure compliance with the normal column width.**

**SAMPLE TO PRINT – Print Specifications:**

7 PT W / 8 PT Leading                      Paragraph Indent 2 EMS  
Helvetica Narrow                              Non-Condensed    Non-Kerned

ORDINANCE NO. 2026-

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF POULSBO FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2026, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CARRY ON THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW, AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION.