

Mayor and Council Communication

DATE: 09/27/22

M&C FILE NUMBER: M&C 22-0754

LOG NAME: 13PITB 22-0173 ADVERTISEMENT OF OFFICIAL CITY NOTICES CC

SUBJECT

(ALL) Recognize the *Fort Worth Star-Telegram* as the City of Fort Worth's Official Newspaper and Authorize Purchase Agreement with SIJ Holdings, LLC dba The McClatchy Company, LLC for the Publication of Official City Notices and Advertising for All City Departments in an Annual Amount Up to \$220,000.00 for the Initial Term and Authorize Five Annual Renewal Options for the Same Amount

RECOMMENDATION:

It is recommended that the City Council:

1. Recognize the *Fort Worth Star-Telegram* as the City of Fort Worth's official newspaper; and
2. Authorize a purchase agreement with SIJ Holdings, LLC dba The McClatchy Company, LLC for the publication of official City notices and advertising in an annual amount up to \$220,000.00 for the initial year and authorize five annual renewal options for the same amount.

DISCUSSION:

Under the City of Fort Worth Charter, Chapter XXVII § 17, the City of Fort Worth (City) is required to annually designate the official newspaper for official advertisements. City departments use the official newspaper for the publication of bid announcements, personnel advertisements, notice of surplus property sales, ordinances, special notices and all other notices or publications required or authorized by State Law, the City Charter, City Ordinance or other regulations.

Staff prepared an Invitation to Bid (ITB) which consisted of detailed specifications describing the types of notices the vendors would be required to publish. The ITB also required the publication to be published at least once each week, have been published regularly and continuously for at least twelve months before the Governmental entity or representative publishes notice and be a weekly newspaper that has been published regularly and continuously. Staff certifies that the bid submitted by SIJ Holdings, LLC for the *Fort Worth Star-Telegram* meets specifications.

BID ADVERTISEMENT - This bid was advertised in the *Fort Worth Star-Telegram* on July 27, 2022, August 3, 2022, and August 10, 2022. A sole response was received.

AGREEMENT TERMS - Upon approval by City Council, this agreement shall be effective and remain valid for one year from that date.

ADMINISTRATIVE CHANGE ORDER - An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

BUSINESS EQUITY - A waiver of the goal for MBE/WBE for subcontracting requirements was requested by the Purchasing Division and approved by the Business Equity Division, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Funding is budgeted in the participating departments Operating Funds for FY2023.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendations and adoption of the Fiscal Year 2023 Budget by the City Council, funds will be available in the Fiscal Year 2023 operating budget, as appropriated, in the participating departments' Operating Funds to support the approval of the above recommendations and award of the purchase agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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