



AGENDA OF THE COMMON COUNCIL

TUESDAY, MAY 28, 2024, 4:00 PM

In person at City Hall, Room 203 - Council Chambers.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

- I. Join Zoom Meeting Online:
<https://us02web.zoom.us/j/89274696903>

Or call in by phone: +1 312 626 6799

Meeting ID: 892 7469 6903

Passcode: 209710

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) and submit by 4:30 PM on Council meeting day. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Pledge of Allegiance.

D. Approval of Agenda.

E. Report of the Finance Committee.

- I. To approve the Green Bay Press Gazette as the Official Newspaper of the City of Green Bay from June 1, 2024, through May 31, 2025. Funding Source is the annual operating budget.

F. Adjournment.

- 1) SUPPLEMENTAL INFORMATION: The Video of this meeting, Agenda, Agenda Packet, and Minutes are available online at www.greenbaywi.gov/Meetings.

- 2) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) **QUORUM:** Please take notice that a majority or quorum of the Common Council will attend this committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Purchasing Department
100 North Jefferson Street - Room 101
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3047
Fax 920.448.3050

5/8/2024

Finance Committee 5/14/2024.

Consideration and possible action to approve The Green Bay Press Gazette as the Official Newspaper of the City of Green Bay from June 1, 2024 through May 31, 2025.

This was competitively bid (see bid summary)

Funding Source: Annual Operating Budget

Respectfully Submitted,

Thomas J. Walenski

Thomas J. Walenski
Procurement Manager
City of Green Bay

City of Green Bay

Invitation for Bid #2024-17 - Official City of Green Bay Newspaper - 2024

Issue Date: April 2, 2024

DUE DATE: April 23, 2024 at 2pm

The City of Green Bay is requesting bids for Newspaper Legal Notices and from this will select the Official City Newspaper. The purpose in providing this bid worksheet is to obtain bids that accurately reflect legal notice printing costs to the City as well as service levels.

Vendor to complete their bid on this worksheet. Bids are to be in writing, sealed and due in the City of Green Bay Purchasing Office by 2pm on the date indicated above. At that hour, the Clerk will, in the presence of the Mayor or Alderperson, open the bids and enter them in a record kept for that purpose.

It is anticipated that one vendor will be selected to furnish all requirements. The City reserves the right to reject any or all proposals or to waive any technicality and accept any proposal that is deemed to be in the best interests of the City of Green Bay. The City further reserves the right to terminate the purchase at any time with written notice.

A. Line Length: 9.18 C. Name of Type: Arial

B. Type Size: 6 pt D. Font Base Rate: .6594

C. State percentage of Font Base Rate that will be charged for 1, 2 and 3 column ads:

1st: .7826 ; 2nd: 1.6506 ; 3rd: 2.5186

D. Indicate Line Rates:

	1st Insertion	Subsequent Insertion	Column Width (pica)
1 Column	.5168	.4084	9.18
2 Columns	1.0867	.8585	19.36
3 Columns	1.4902	1.6559	29.54

E. Vendor to note the intended number of newspapers to be circulated with these notices and the geographic area. 13,272

**NOTE COMPLY
OR EXCEPTION:**

F. Vendor to provide copy of most recent Wisc. Newspaper Legal Notice Rate certification comply

G. Minimum Requirement: The City of Green Bay requires that its notices be printed in all newspapers distributed within the corporate limits of the City. comply

H. Vendor to invoice the City of Green Bay in the same manner & unit of measure as was quoted; the line rate. comply

I. Vendor is required to print Legal Notices on Fridays. The City will typically provide information to Vendor by noon each Wednesday. comply

J. Awarded vendor and any and all persons, firms, corporations or entities (sub-contractors) hired by awarded vendor must comply with the City of Green Bay's Anti-Litter Ordinance, Green Bay Municipal Code § 8.12. Violation of this term shall constitute a material breach. comply

City of Green Bay

Invitation for Bid #2024-17 - Official City of Green Bay Newspaper - 2024

J Indicate Affidavit Cost: \$ 1.00

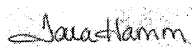
K Indicate any additional Charges that the City may incur:

N/A

L Payment Terms: 30 days net

Green Bay Press Gazette

Vendor



Authorized Signature

435 E Walnut St.

Address

Tara Hamm, Director

Type/Print Name & Title

Green Bay, WI 54301

City/State/ZIP

4/3/2024

Date

thamm@gannett.com

E-Mail Address

866-431-8665/877-934-0443

Phone/Fax

Please return sealed quote to:

City of Green Bay Purchasing Office
Sealed IFB #2024-17
100 N. Jefferson St. Room 101
Green Bay, WI 54301

04.18.24

Press Times

HYPER LOCAL

Locally owned and locally written since 1970
310 W. Walnut St. 4th Floor. Green Bay, WI, 54303 920-799-4687

The Press Times hereby submits the enclosed bid to publish the Green Bay's council proceedings and legal notices for the coming year.

In-column Legal Notice fees:

Fees for publishing Legal Notices in the classifieds section are calculated on a per line basis. The Press Times utilizes a 1.5 inch column width and six columns per page. As of April 20, 2012, all Wisconsin Newspapers were required to use Arial font. Using a eight point typeface, 10.2 lines per inch, and our bid is as follows:

Classifieds 6 Column Per Line Charge-Arial 8-point Font

Number of Columns	First Insertion	Subsequent Insertion(s)
1	\$0.6991	\$0.4961
2	\$1.4928	\$1.1910
3	\$2.2957	\$1.7953
4	\$3.0994	\$2.3903
5	\$3.8923	\$3.0946
6	\$4.6959	\$3.6996

Affidavit charge \$1.00 per affidavit

Please consider:

The Press Times classified section uses a six column format which is significantly wider than many competing newspapers. The width difference should be taken into consideration when comparing rate quotes since the billable lines per page in The Press Times may be a fraction of many competitors.

If you have any questions on the above, please contact me at your convenience.

Sincerely,
Mike Hollihan
General Manager
Press Times

City of Green Bay

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Vendor to complete their bid on this worksheet. Bids are to be in writing, sealed and due in the City of Green Bay Purchasing Office by 2pm on the date indicated above. At that hour, the Clerk will, in the presence of the Mayor or Alderperson, open the bids and enter them in a record kept for that purpose.

It is anticipated that one vendor will be selected to furnish all requirements. The City reserves the right to reject any or all proposals or to waive any technicality and accept any proposal that is deemed to be in the best interests of the City of Green Bay. The City further reserves the right to terminate the purchase at any time with written notice.

A. Line Length: 9.00 Picas C. Name of Type: ARIAL

B. Type Size: 8 point D. Font Base Rate: 0.6991

C. State percentage of Font Base Rate that will be charged for 1, 2 and 3 column ads:

1st: 0.6991 ; 2nd: 1.4928 ; 3rd: 2.2957

Indicate Line Rates:	1st Insertion	Subsequent Insertion	Column Width (pica)
1 Column	<u>0.6991</u>	<u>0.4961</u>	<u>9.00</u>
2 Columns	<u>1.4928</u>	<u>1.1910</u>	<u>18.92</u>
3 Columns	<u>2.2957</u>	<u>1.7953</u>	<u>28.83</u>

E. Vendor to note the intended number of newspapers to be circulated with these notices and the geographic area. 8000 (weekly) Brown County

NOTE COMPLY
OR EXCEPTION:

F. Vendor to provide copy of most recent Wisc. Newspaper Legal Notice Rate certification

comply

G. Minimum Requirement: The City of Green Bay requires that its notices be printed in all newspapers distributed within the corporate limits of the City.

comply

H. Vendor to invoice the City of Green Bay in the same manner & unit of measure as was quoted; the line rate.

comply

I. Vendor is required to print Legal Notices on Fridays. The City will typically provide information to Vendor by noon each Wednesday.

Deadline 10am
Wednesday for Friday

J. Awarded vendor and any and all persons, firms, corporations or entities (sub-contractors) hired by awarded vendor must comply with the City of Green Bay's Anti-Litter Ordinance, Green Bay Municipal Code § 8.12. Violation of this term shall constitute a material breach.

comply

City of Green Bay

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J Indicate Affidavit Cost: \$ 1.00

K Indicate any additional Charges that the City may incur:

Display Rates at BW \$12.90 Color \$15.90
Inserts \$58 per 1000

L Payment Terms: 30 days

Press Times
Vendor

Casie L Mah
Authorized Signature

310 W. Walnut 4th Floor
Address

Casie L Mallien Office manager
Type/Print Name & Title

Green Bay, WI 54303
City/State/ZIP

4.15.24
Date

cmallien@mmctocal.com
E-Mail Address

920-799-4687
Phone/Fax

Please return sealed quote to:

City of Green Bay Purchasing Office
Sealed IFB #2024-17
100 N. Jefferson St. Room 101
Green Bay, WI 54301

Memo



Purchasing Division
100 North Jefferson Street, Room 101
Green Bay, WI 54301-5026
920-448-3047
Fax 920-448-3050
PurchasingAg@greenbaywi.gov

To: Press Times

From: Kristal Tyczkowski

Date: 4/2/2024

Re: Legal Ad Request

Charge to Purchasing Dept Account #17306

The City of Green Bay would like to have the Notice below printed in the Legal Section Friday, April 5, 2024. Level 2.

NOTE: An affidavit is required.

If you have any questions, please contact me at 448-3047 or reply to this e-mail. Thank you!

NOTICE

The "Official City of Green Bay Newspaper Bid" IFB #2024-17 is available by e-mailing PurchasingAg@greenbaywi.gov. Sealed bids will be opened Tuesday, April 23, 2024, at 2pm.

AFFIDAVIT OF PUBLICATION

Advertiser Name and Address

City of Green Bay Purchasing Department
100 N. Jefferson St Room 101
Green Bay WI 54301

STATE OF WISCONSIN}
COUNTY OF BROWN}

Dave Wood, being duly sworn, says:

That he is the Publisher of the Press Times, a weekly newspaper of general circulation, printed and published in Howard, Brown County, Wisconsin; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

April 5 + 12 2024

That said newspaper was regularly issued and circulated on those dates.

Dave Wood

Publisher

Subscribed to and sworn to me this 12th day of April, 2024.

Casie L Mallen

Casie L Mallen, Brown County, Wisconsin

My commission expires: March 29, 2026

Publication Cost: \$15.36

An affidavit cost of \$1 is included in the Publication Fees listed above.

Ad No: 372639 372641

Customer No: 118865

Legals

7700

Green Bay

WNAXLP

NOTICE

The "Official City of Green Bay Newspaper Bid" IFB #2024-17 is available by e-mailing PurchasingAg@greenbaywi.gov. Sealed bids will be opened Tuesday, April 23, 2024, at 2pm. Publish 04.05.24 & 04.12.24 WNAXLP