

# City and County of San Francisco

# Office of Contract Administration




**Mark E. Farrell**  
Mayor

**Jaci Fong**  
Director and Purchaser  
Purchasing

April 25, 2018

**To:** Angela Calvillo, Clerk of the Board

**From:** Jaci Fong, Director of Office of Contract Administration (OCA) and Purchaser 

**Subject:** Resolution Designating Official Newspaper for Fiscal Year 2018 - 2019

Enclosed is the resolution that would designate *The Examiner* as the City's official newspaper for all Advertising for Fiscal Year 18-19.

The Office of Contract Administration (OCA) received and evaluated two (2) bids for its formal and competitive solicitation for Official Advertising. This year's competitive solicitation was advertised as a multiple awards bid for a Primary and Secondary Contractor, to ensure the City's need for continuous Official Advertising. Upon evaluation, OCA is recommending award to the only responsive and responsible bidder. A "responsive" bidder is one who meets all the bid requirements, including submitting, by the due date and time as specified in a solicitation. As seen in the attached table, "Summary of Official Advertising Bids for Fiscal Year 2018 - 2019," the *San Francisco Examiner* submitted the only responsive and responsible bid for official advertising. The *Francisco Chronicle's* bid was deemed not responsive because it is not printed in San Francisco, a qualification set forth in San Francisco Administrative Code 2.80. The proprietors of printing services have been increasingly moving their facilities out of the City. OCA policy dictates that we officially recommend only responsive and responsible bidders for contract awards but the Board of Supervisors has historically used its discretion to award the Official Advertising contract to multiple bidders to best serve the City's official advertising needs.

The total estimated contract value for official advertising for Fiscal Year 2018 - 2019 is \$300,000.

The third and fourth attachments are the Mayor's and Board's versions of San Francisco Ethics Commission Form 126, "Notification of Contract Approval."

If you have any questions or require additional information, please contact Florence Kyaun on my team at 415-554-6263.

Enclosures:

- Summary of Official Advertising Bids for Fiscal Year 2018-2019
- Resolution designating the *San Francisco Examiner* as the official newspaper
- S.F. Ethics Commission form 126, Notification of Contract Approval (Mayor)
- S.F. Ethics Commission form 126, Notification of Contract Approval (Board)