

City and County of San Francisco

Office of Contract Administration



Edwin M. Lee
Mayor


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BOARD OF SUPERVISORS
SAN FRANCISCO

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Jaci Fong
Director and Purchaser
Purchasing

June 16, 2014

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 FY 14-15

Enclosed is the resolution that would designate *The Examiner* as the City's official newspaper for all Advertising for Fiscal Year 14-15.

The attached table, "Summary of Official Advertising Bids for FY 14-15," shows that *The Examiner* submitted the only responsive bid for official advertising. The *San Francisco Chronicle's* bid was non-responsive because the *San Francisco Chronicle* is not printed in San Francisco. OCA regulations require that we officially recommend only responsive 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. Last year, the Board of Supervisors recommended award of the Official Advertising contract to both newspapers in 6 month increments.

OCA also solicited bids for the services of a clearinghouse in addition to the usual bids for the official newspaper. The clearinghouse transmits the City's ads to the newspapers and handles invoicing and payment. OCA received one (1) responsive bid from The Daily Journal who has been providing clearinghouse services to the City for many years.

The total estimated contract value for FY 14-15 is \$48,000. Contract value has decreased over the last several fiscal years due to an increase in information being published on City department websites per legislative ordinance 318-10 (December 14, 2010) amending Chapter 2 of the San Francisco Administrative Code by adding Article XII, Sections 2.96 through 2.100.

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 Deirdre Darley on my team at 415-554-6751.

- Enclosures:
- Summary of Official Advertising Bids for FY 14-15
 - Resolution designating *The 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)

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Enclosures: Summary of Official Advertising Bids for FY 14-15

 Resolution designating *The 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)

FILE NO.

RESOLUTION NO.

1 [Official Advertising, FY 14-15]

2 **Resolution designating *The Examiner* to be the official newspaper of the City and**
3 **County of San Francisco for all official advertising for Fiscal Year 14-15.**
4

5 WHEREAS, in each year, the Board of Supervisors shall designate the official
6 newspaper of the City and County of San Francisco, pursuant to Section 2.80-1 and 2.81 of
7 the San Francisco Administrative Code; now therefore, be it;
8

9 RESOLVED, That *The Examiner*, a newspaper of general circulation published in the
10 City and County of San Francisco for the dissemination of local or telegraphic news and
11 intelligence of a general character, having a bona fide circulation of at least 50,000 copies per
12 calendar week, printed in the City, is hereby designated as an official newspaper of the City
13 and County of San Francisco for the publication of all official advertising of the City and
14 County for Fiscal Year 14-15; and, be it
15

16 FURTHER RESOLVED, that the Office of Contract Administration is hereby authorized
17 to enter into a contract with *The Examiner* and said contract(s) must be in accordance with all
18 the contracting requirements of the City and County of San Francisco.
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**FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL**
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Edwin M. Lee	City elective office(s) held: Mayor, City and County of San Francisco
Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: The Examiner	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. (1) N/A (2) David Black, CEO ; Todd Vogt, President & CEO ; Patrick Brown, Executive VP & CFO (3) N/A ; (4) N/A ; (5) N/A	
Contractor address: 225 Bush Street, 17th Floor, San Francisco, CA 94104	
Date that contract was approved:	Amount of contract:
Describe the nature of the contract that was approved: Official Advertising and Clearinghouse Services	
Comments: Jaci Fong, Director of the Office of Contract Administration and Purchaser 415-554-6701	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form
 a board on which the City elective officer(s) serves _____

Print Name of Board

- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer:	Contact telephone number: ()
Address:	E-mail:

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	City elective office(s) held: Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: The Examiner	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary. (1) N/A (2) David Black, CEO ; Todd Vogt, President & CEO ; Patrick Brown, Executive VP & CFO (3) N/A ; (4) N/A ; (5) N/A	
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Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer:	Contact telephone number: ()
Address:	E-mail:

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed