

JUN - 5 2015

RECEIVED

Calistoga Tribune

1007 Washington St. Suite 3 • Calistoga, CA 94515
(707) 942-5181 • FAX (707) 942-6508

PAT HAMPTON & RAMONA ASMUS - PUBLISHERS

June 1, 2015

Dear Council Members:

We are an independent, family-owned newspaper that started publishing in 2002 in response to the community's request for a local, hometown newspaper. Our reputation in the community over the past 13 years is one of accuracy, professionalism and dependability.

Cities and other governmental agencies are required in some instances by state law to publish notices in an adjudicated paper. In July 2005 the Calistoga Tribune, following the guidelines of State Code Sec. 6020-6027, petitioned and was granted adjudication by Napa Superior Court Judge Scott Snowden's order No. 26-29449, the first newspaper in over 60 years to do so in Napa County. We are the only adjudicated newspaper in the valley not owned by Napa Valley Publishing. We compete with *The Weekly Calistogan* and its parent company, Lee Enterprises, a national corporation which also owns 53 daily newspapers and 300 specialty publications in 23 states.

The Tribune is the most-read weekly newspaper in town as shown by circulation figures supplied by the U.S. Postal Service's required Statement of Ownership:

	<i>Calistoga Tribune</i>	<i>The Weekly Calistogan</i>
• Total Paid Distribution	1,150	509
• Paid subscriptions in county	768	239
• Paid subscriptions outside county	134	20
• Copies sold from newsracks	248	250

Our commitment to the city includes a newspaper office open four days a week during business hours as well as three part-time employees and local ownership.

Thank you for the consideration,



Pat Hampton
Publisher/Owner

CITY-WIDE ADVERTISING

SECTION A: BID PROPOSAL FORM

BIDS MUST BE RECEIVED BY: Friday, June 5, 2015 at 10:00 a.m. in the Office of the City Clerk.

QUESTIONS regarding this bid should be referred to Kathy Flamson, City Clerk (707) 942-2807 or email kflamson@ci.calistoga.ca.us.

PRINTING OF OFFICIAL AND LOCAL CLASSIFIED ADVERTISING to be furnished to the City of Calistoga during the period commencing July 1, 2015 through June 30, 2016.

SECTION A: GENERAL

1. This newspaper is published 1 day(s) per week, on the following days: Friday.

2. Indicate column format:

Legal 8 picas wide

Display 1 col = 2" wide

3. This newspaper observes the following holidays:

New Year's, Memorial Day, Veteran's Day, July 4th, Christmas & Thanksgiving

The deadline to submit publications for holidays is:

Tuesday noon

4. Can your newspaper reduce blueprint drawings/maps for publication? yes

If so, is there an additional cost (indicate cost) no.

5. If proofreading is required by the City, what is the deadline to submit information?

Legals Tues. noon

Display Tues. noon

we're very flexible, ask city clerk

6. DECLARATION OF NON-COLLUSION

The undersigned certifies (or declares) under penalty of perjury that this bid is genuine and not sham or collusive, or made in the interest or on behalf of any person, firm, or corporation not herein named; that the contractor has not directly or indirectly induced or solicited any other contractor to put up a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the contractor has not in any manner sought by collusion to secure to himself any advantage over other contractors.

7. DECLARATION OF ADJUDICATION

The undersigned certifies (or declares) under penalty of perjury that the named newspaper is adjudicated as a newspaper of general circulation by the State of California (as defined by Government Code Section 6000, et seq.).

8. ERRORS AND OMISSIONS

The undersigned understands and agrees that the City of Calistoga will not be responsible for any error or omission on the part of the undersigned in making this proposal.

9. DECLARATION OF NON-DISCRIMINATION

In the performance of any contract awarded pursuant to these specifications, the undersigned understands and agrees that it shall not discriminate against any employee or applicant for employment because of age, sex, marital status, physical handicap, race, color, religion, ancestry, or national origin. Contractor will take affirmative action to ensure the applicants are employed, and that employees are treated during employment without regard to their age, sex, marital status, physical handicap, race, color, religion, ancestry or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor shall post in conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this Fair Employment Practices paragraph.

EXECUTED AT: Calistoga, CA ON THE 4th DAY OF June, 2015

BY pat hampton Publisher, Mg Member
(Signature) (Title)

on behalf of Paliades Publishing DBA Calistoga Tribune
(Service Provider)

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California,)
County of NAPA)

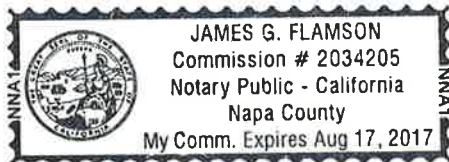
On JUNE 4, 2015 before me, JAMES G. FLAMSON, Notary Public,
Date Here Insert Name and Title of the Officer

personally appeared PATRICIA A. HAMPTON
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature James G. Flamson
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: BID PROPOSAL FORM Document Date: JUNE 4, 2015
Number of Pages: 8 Signer(s) Other Than Named Above: NONE

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

SECTION B: LEGAL ADVERTISING

1. Legal advertising to be accomplished as no larger than eight (8) point on 9.5 leading.
2. See the enclosed "Exhibit 1": Please typeset and indicate cost to publish as a legal ad.
3. Dollar rate per column inch: \$ 11.50
4. \$ 86.13 (cost estimate)

SECTION C: DISPLAY ADVERTISING

ITEM DESCRIPTION

1. Display advertising to be accomplished as follows:
 Format: ROP (Run of Publication)
2. Does the rate change, depending upon number
 of publications or size of ad?
 Yes _____ No If so, please indicate

-
3. See the enclosed "Exhibit 2" to typeset and set up as 2 column by 6 inch ad.
 4. Dollar rate per column inch: \$ 11.50
 5. \$ 86.25 (cost estimate)

SECTION D: CIRCULATION

CONTRACTOR'S QUALIFICATION - LEGAL ADVERTISING

Attach a copy of U.S. Postal Service "Statement of Ownership Management and Circulation" Form PS 3526 filed for 2014, and the circulation amount for February 2015. Please also include the number of paid subscriptions in the 94515 zip code area. If available, please verify the newsrack sales for 2014. Please include the most recent Weekly Postal Report.

PROFESSIONAL SERVICES AGREEMENT

The selected consultant will be required to enter into a City standard Professional Services Agreement (attached Exhibit 3). Two signed copies of the Professional Services Agreement shall be submitted with the RFP. All other required insurance certifications and documentation shall be submitted to the City within ten (10) days of award of the contract, prior to execution of the agreement by the City.

Particular attention should be given to the Indemnity and Insurance sections in the Professional Services Agreement. These sections are not negotiable and will be included unaltered in the final agreement.

CONTRACTOR MUST COMPLETE AND SIGN BELOW:

Firm Name Calistoga Tribune Phone 707-942-5181

Address 1007 Washington St. #3 Calistoga CA 94515
(Street) (City) (State) (Zip)

SI pat hampton Title publisher

(Signature of Corporate Officer or person authorized to sign bids and contracts on behalf of the Contractor)

Vendors submitting a sealed proposal for the provision of official City advertising must complete and submit the following form(s) no later than 10:00 a.m. on Friday, June 5, 2015, to the Office of the City Clerk, City of Calistoga, 1232 Washington Street, Calistoga, CA 94515. The sealed proposal must be clearly labeled "PROPOSAL FOR OFFICIAL ADVERTISING SERVICES", Friday, June 5, 2015, 10:00 AM" in the bottom left hand corner.

ALL SIGNATURES ON BIDS SHALL BE ACCOMPANIED BY AN APPROPRIATE (i.e.: CORPORATE, PARTNERSHIP OR INDIVIDUAL) NOTARIAL ACKNOWLEDGMENT. NO BID WILL BE CONSIDERED FOR AN AWARD OF CONTRACT UNLESS SUCH NOTARIAL ACKNOWLEDGMENT IS RECEIVED.

EXHIBIT 2



ADMINISTRATIVE SERVICES TECHNICIAN

City of Calistoga –Salary: \$53,940-\$65,544 plus benefits. The Administrative Services Technician reports directly to the Administrative Services Director and is responsible for providing a complete range of accounting work including payroll. Requires 3 years of progressively responsible accounting and payroll processing in a municipal agency.

Applications and other information may be obtained from the City of Calistoga, Personnel, 1232 Washington St., Calistoga CA 94515 at (707) 942-2803; or on the City website at www.ci.calistoga.ca.us .

Deadline to apply is February 2, 2015, 4:30 p.m. No faxes or email applications will be accepted.

EXHIBIT 2

(is not the size as requested in the RFP because the size of font is not what is required by the City for Display legal ads. Also the size that is submitted will save the City money.)



ADMINISTRATIVE SERVICES TECHNICIAN

CITY OF CALISTOGA – Salary range: \$53,940 - \$65,544 plus benefits. The Administrative Services Technician reports directly to the Administrative Services Director and is responsible for providing a complete range of accounting work including payroll. Requires 3 years of progressively responsible accounting and payroll processing in a municipal agency.

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Display ad size 2 columns (4") by 3.75" deep.
Cost at submitted contract rate: \$86.25

**NOTICE OF PUBLIC HEARING
BY THE CALISTOGA CITY COUNCIL**

NOTICE IS HEREBY GIVEN by the City Council of the City of Calistoga that a PUBLIC HEARING will be conducted on **Tuesday, April 21, 2015**, at or after 7:00 p.m. or thereafter in the Calistoga Community Center, 1307 Washington Street, City of Calistoga, County of Napa, State of California, at which time and place testimony will be considered on:

Zoning Ordinance Amendment ZOA 2014-6: Consideration of amendment to the Downtown Commercial and Community Commercial Zoning Districts to allow off-site automated teller machines (ATMs). The proposed amendments are exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines.

Beginning Friday, April 17, 2015 no later than 4:30 pm, the City Council staff report for this item will be available online at <http://www.ci.calistoga.ca.us>. For additional information, please contact the City Clerk's office at 707-942-2807.

NOTICE: If you challenge the City's zoning, planning, or other decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing. Judicial review of any City administrative decision may be heard only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a shorter time period for litigation, in certain cases 30 days following the date of final decision.

BY ORDER OF THE CALISTOGA CITY COUNCIL

Kathy Flamson
City Clerk

Date

EXHIBIT 1

NOTICE OF PUBLIC HEARING BY THE CALISTOGA CITY COUNCIL

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**BY ORDER OF THE CALISTOGA
CITY COUNCIL**

Kathy Flanson
City Clerk
City of Calistoga

*(Legals are set in 7 pt
on 8.5 leading, which is
smaller than the RFP
requires and helps save
the city money.)*

7.49" at submitted
contract rate: \$86.13



UNITED STATES
POSTAL SERVICE®

Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)

1. Publication Title <i>Calistoga Tribune</i>	2. Publication Number [] [] [] [] - [] [] [] []	3. Filing Date
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4. Issue Frequency <i>Weekly</i>	5. Number of Issues Published Annually <i>52</i>	6. Annual Subscription Price <i>\$43 reg/\$38 srs.</i>
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7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) <i>1007 Washington St. #3 Calistoga, Ca 94515</i>	Contact Person <i>Pat Hampton</i>
	Telephone (Include area code) <i>707-942-5181</i>

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)
2005 High Rocks Rd., Calistoga, Ca 94515

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)

Publisher (Name and complete mailing address)
Pat Hampton, P.O. Box 1176, Calistoga, Ca 94515

Editor (Name and complete mailing address)
n/a

Managing Editor (Name and complete mailing address)
n/a

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
<i>Pat Hampton</i>	<i>2005 High Rocks Rd, Calistoga, Ca 94515</i>
<i>Ramona Asmus</i>	<i>2005 High Rocks Rd, Calistoga, Ca 94515</i>

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box None

Full Name	Complete Mailing Address

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:
 Has Not Changed During Preceding 12 Months
 Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title <i>Calistoga Tribune</i>		14. Issue Date for Circulation Data Below <i>9/12/14</i>	
15. Extent and Nature of Circulation		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		<i>1250</i>	
b. Paid Circulation (By Mail and Outside the Mail)	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	<i>134</i>	
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	<i>768</i>	
	(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	<i>248</i>	
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)		
c. Total Paid Distribution (Sum of 15b (1), (2), (3), and (4)) ▶		<i>1150</i>	
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	<i>0</i>	
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	<i>0</i>	
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	<i>0</i>	
	(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)	<i>0</i>	
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))		<i>0</i>	
f. Total Distribution (Sum of 15c and 15e) ▶		<i>1150</i>	
g. Copies not Distributed (See Instructions to Publishers #4 (page #3)) ▶			
h. Total (Sum of 15f and g)			
i. Percent Paid (15c divided by 15f times 100) ▶		<i>100</i>	

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



**UNITED STATES
POSTAL SERVICE®**

**Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester-Publications)**

16. Electronic Copy Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies		
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)		
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)		
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100)		

I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

If the publication is a general publication, publication of this statement is required. Will be printed Publication not required.

in the Sept 19, 2014 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

Date

pat hampton

9-12-14

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).