

Legal Notices in Publications other than the Official State Newspaper

State Procurement Statewide Contract 15-83330-05A

For rates effective January 1, 2002

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Vendors/Newspapers: See attached document "Newspapers Certified to Publish Legal Notices (other than the Official State Newspaper), 2002-2003"

Commodity Code: 83-330-5A000

1. CONTENT

This covers all newspapers certified to publish legal notices required by Wisconsin law and the maximum rate each newspaper may charge for publishing the notice. Chapters 10 and 985, Wis. Stats., establish the requirements for newspapers to publish legal notices and legal notice rates. As required by statute, the Department of Administration adjusts the maximum rates every two years. This document covers rates for the period from January 1, 2002 through December 31, 2003.

2. COMMODITY CODE

Use 83-330-5A000 for all purchase orders referencing this contract.

3. VENDORS

Certified newspapers are identified in an attachment to this contract. Signed contracts, contract compliance materials, and other customary materials have not been collected from the newspapers since this results from a statutory requirement, not a procurement action. State agencies—particularly those using the WiSMART accounting system—may need to verify tax identification numbers and obtain current W-9 information prior to issuing payment.

4. USAGE

Use the newspapers included in this contract for the publication of legal notices in papers other than the Official State Newspaper, which as of this date is the *Wisconsin State Journal*.

4.1 In addition to publishing legal notices in certified newspapers, agencies and municipalities may elect to publish notices in publications other than those listed in this contract. However, such notices will not meet the statutory requirements of a legal notice. In addition, such notices are not covered herein and must be procured using appropriate purchasing policies and procedures.

4.2 The rates contained herein apply only to the typeface(s) for which each newspaper is certified. At its option, an agency or municipality may order a display or classified advertisement for a legal notice, e.g., different typeface, column width or added borders. The rate for such notice shall not exceed the regular commercial display advertising rate of the publisher.

4.3 Legislative acts, bid notices, and other legal notices required by law to be published in the official state newspaper are not included under this contract. See section 7, below.

5. RATES

The line rates for each newspaper are included in the attachment "Newspapers Certified to Publish Legal Notices, 2002-2003."

5.1 Rates vary from newspaper to newspaper depending on fonts and are the maximum per-line rates permitted by law for each newspaper. As part of its certification, each newspaper receives a "Newspaper Legal Notice Rate Certification" (form DOA-3418). In the event of a conflict between this information and the newspaper's current rate certification, the rates on the newspaper's certification shall prevail.

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- 5.2 Insertions — Use the first insertion rate to calculate the charge for the first time a legal notice is published. The first insertion rate includes an allowance for preparatory work by the publisher. Use the subsequent insertion rate for additional publication of the same legal notice, i.e., when no additional preparation is needed. In instances where the agency or municipality supplies camera-ready copy, the second insertion rate also may be used for the initial publication of the legal notice. Camera-ready copy is defined as that which eliminates "...typesetting, enlargements or reductions, or other changes by the newspaper." (s. 985.08(2)(b) Wis. Stats.)
- 5.3 Tabulated Matter — Text which contains two or more justifications is considered tabular, e.g., columns of names or numbers. The rate for each line of tabular matter is increased by 50% of the newspaper's listed base line rate for that typeface as listed in the "*Newspaper's Legal Notice Rate Certification*."
- 5.4 Affidavit — A newspaper must supply an affidavit if requested. The charge for each affidavit may not exceed one dollar (\$1).
- 5.5 Tear Sheet — A newspaper must supply a tear sheet if requested. The charge for each tear sheet may not exceed one dollar (\$1).
- 5.6 Facsimile Ballots — Instructions for publishing and calculating charges for facsimile ballots are included in the attachment, "*Guide to Computing Fees for Publishing Facsimile Ballots in Newspapers — 2002-2003*" (form DOA-3433).

6. PROCEDURES

- 6.1 Ordering — Contact the newspaper prior to issuing a purchase order to determine deadlines, whether text can be emailed, text format and other publication requirements, billing procedures and any other details specific to that newspaper. Issue a purchase order directly to each newspaper for the fiscal year, monthly, per notice, or as mutually agreed between the agency and the newspaper.

Include the following information with each legal notice to reduce publication and billing errors:

- 6.1.1 Copy (text for the legal notice) and display instructions.
 - 6.1.2 Desired typeface selected from the newspaper's listing in the attached *Newspaper Certification Rates*. (Only the typefaces listed may be used.)
 - 6.1.3 Newspaper name and dates of publication.
 - 6.1.4 Affidavit and tear sheet requirements. If either of these items is not needed, indicate that also.
 - 6.1.5 Agency name, billing address and other billing information and instructions, e.g., purchase order number.
 - 6.1.6 Name and telephone number of someone the newspaper can contact if questions or problems with the purchase order or legal notice arise.
- 6.2 Calculating Costs — The newspaper will reset the copy (text) in the typeface that is requested in the order. If a typeface is not specified, the newspaper will select a typeface and calculate the fees at the corresponding rate.
- 6.2.1 Determine the potential cost of a notice by contacting the newspaper prior to placing the notice.

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- 6.2.2 Verify the amount billed by multiplying the number of lines in the published notice by the appropriate insertion rate. Rates are expressed in dollars per line (e.g., \$.4356 = 43.56 cents per line)

7. ADDITIONAL INFORMATION

- 7.1 Updates: Every effort has been made to assure the information herein and the attachment, "*Newspapers Certified to Publish Legal Notices*" is accurate and up-to-date. If errors, omissions or changes are discovered, please notify the contract manager, Mary Ann Woodke.
- 7.2 Measurements — For the purposes of this contract —
1 inch = 6 picas = 72 points
1 pica = 12 points

Column widths are expressed in picas. The decimals associated with column widths are in tenths of a pica, e.g., a column width of 5.5 is 5-5/10 picas or 5-1/2 picas.
- 7.3 Parent Company — The numerical listing in the attachment, "*Newspapers Certified to Publish Legal Notices*," includes a reference to "Parent Company" for many of the newspapers. The company listed holds the tax identification number and is the publisher of the newspaper.
- 7.4 Only the newspapers included in this contract are currently certified to publish legal notices. Other interested newspapers may contact the contract manager, Mary Ann Woodke.
- 7.5 The following contracts pertain to other legal notice and advertising options:
- | | |
|--------------|---|
| 15-83330-05L | Legal Notices in Official State Newspaper |
| 15-97025-201 | Classified Advertising |

The list of newspapers certified to publish legal notices and their rates is also available via a link in the "General Procurement Information" section of VendorNet. A password is not required to access the information in that section.

To access the list there:

- Go to. "General Procurement Information"
- Click on "Legal Notice Rates, ch.985, Wis. Stats."
- Then, click on "Newspapers Certified to Publish Legal Notices, 2002-2003" and follow the instructions provided.