

YELLOWSTONE COUNTY, MONTANA
Invitation For Bid
Legal Advertising

1. Introduction

Notice is hereby given that Yellowstone County is seeking bids from qualified vendors for legal advertising, pursuant to Montana Code Annotated 18-7-411, for the period beginning August 26th, 2025, and ending July 1st, 2027. The successful vendor will be required to contract with Yellowstone County for the two (2) year period, hold the prices firm for the two (2) year period and to provide a performance bond in the amount of \$10,000.00 made in favor of Yellowstone County within fourteen (14) days after the award of the contract. The performance bond may be a two (2) year bond or renewed on an annual basis.

2. Bid Submission Requirements

Offerors shall submit five (5) hard copies of the bid in a sealed envelope. All bids must be labeled “**Legal Advertising IFB**”. Bids may either be mailed or physically delivered to the following addresses.

Mail To:

Yellowstone County BOCC
PO Box 35000
Billings, MT 59107

Physically Deliver To:

Yellowstone County BOCC
Stillwater Building, Room 3101, 3rd Floor
316 North 26th Street
Billings, MT 59101

All bids must be received no later than 3:00 PM on Monday, August 11th, 2025. Bids received after this deadline will not be considered.

Timely bids will be opened and read aloud at 9:00 AM, on Tuesday, August 12th, 2025, in Room 3108 on the 3rd Floor of the Stillwater Building, 316 North 26th Street, Billings, MT 59101.

3. Timeline & Selection Process

Event	Date/Time
Publication Dates for IFB	Friday, July 25 th , 2025 Friday, August 1 st , 2025
Deadline for Bids	Monday, August 11 th , 2025, by 3:00 PM
Bid Opening	Tuesday, August 12 th , 2025, at 9:00 AM
Review of Bids by Selection Committee	Tuesday, August 12 th , 2025, through Thursday, August 14 th , 2025
Notice of Intent to Award Posting	Tuesday, August 19 th , 2025
Notice of Award	Tuesday, August 26 th , 2025

Yellowstone County reserves the right to modify the above timeline as needed.

A selection committee will be formed and review all bids that meet the submittal requirements. The committee will review to ensure that minimum specifications are clearly met and make a recommendation of award which will be submitted to the BOCC. Bids that do not meet minimum specifications provided will be considered non-responsive.

The Board of County Commissioners intend to award the contract to the best overall response, taking into account the cost per folio and the paper's circulation. The Board reserves the right to reject any or all bids received, to waive informalities to evaluate the bids submitted, and to accept the bid that best serves the interests of Yellowstone County.

4. Amendments to Solicitation

Any interpretation, correction, or addition of this request will be published on the County website at <https://www.yellowstonecountymt.gov/purchasing/>.

5. Contact Information & Questions

Any questions regarding the project or bid submittal procedures should be submitted, in writing, to Matt Kessler, Purchasing Agent, at mkessler@yellowstonecountymt.gov.

6. Qualifications

All offerors submitting a bid must meet the following qualifications as outlined in Montana Code Annotated 7-1-2121:

1. Be of general circulation.
2. Have been published at least once per week in Yellowstone County for the prior 12 months.
3. Have prior to July 1st of each year, submitted to the Clerk & Recorder a sworn statement that includes:
 - a. Circulation in Yellowstone County for the prior 12 months
 - b. A statement of net distribution
 - c. Itemization of the circulations that is paid and that is free
 - d. Method of Distribution

In addition, the successful vendor must:

1. Have email capabilities to accept various legal advertisements.
2. Have capability to send an email confirmation to the applicable county department on the same day received.
3. Ability to answer main business phone line during normal business hours, Monday through Friday, excluding legal holidays.
4. Must have voicemail capability and/or an answering service.
5. Must have capability to return calls from county departments within two (2) hours or the close of business if the call is made after 3:00PM local time.

Board of County Commissioners
Yellowstone County, Montana

Mark Morse
Chair

Attest:

Jeff Martin
Clerk and Recorder

**YELLOWSTONE COUNTY
2025 LEGAL ADVERTISING BID SHEET**

Please include this sheet with your other documents when submitting your bid.

Legal Advertising:

Per unit first insertion: \$ _____

Per Unit Subsequent Insertion: \$ _____

Rule and Figure Work

Per Unit First Insertion: \$ _____

Per Unit Subsequent Insertion: \$ _____

Representative Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Date: _____

- End IFB -