



THE COUNTY OF GALVESTON

**FRANK RODRIGUEZ
PURCHSING AGENT**

COUNTY COURTHOUSE

722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

October 13, 2025

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

Re: ITB #B212038, Newspaper Publication of Legal Notices Contract #CM20410

Gentlemen,

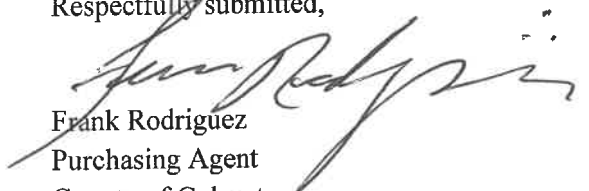
The contract associated with ITB #B212038, Newspaper Publication of Legal Notices is scheduled for its second extension on January 10, 2026. The contracted vendor for this service is The Galveston County Daily News.

No amendments to the contract have been requested at this time.

It is requested that you authorize an extension on this contract.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,


Frank Rodriguez
Purchasing Agent
County of Galveston

Dickey, Tammy

From: Fleming, Melissa
Sent: Thursday, October 2, 2025 8:01 AM
To: Dickey, Tammy
Subject: FW: B212038 - Newspaper Publication of Legal Notices - CM20410
Attachments: [Untitled].pdf

Tammy,

This is for B212038 - Newspaper Publication of Legal Notices

Sincerely,

Melissa Fleming
Contract Administrator
Galveston County Purchasing Department
Galveston County Courthouse
722 21st. Street, 5th Floor
Galveston, Texas 77550
Office: (409) 770-5375
Fax: (409) 765-3106
e-mail: melissa.fleming@galvestoncountytexas.gov



Principles and Practices of Public Procurement
Accountability, Ethics, Impartiality, Professionalism, Service, Transparency

From: Van Horn, Veronica <Veronica.VanHorn@co.galveston.tx.us>
Sent: Thursday, August 28, 2025 9:31 AM
To: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>
Subject: RE: B212038 - Newspaper Publication of Legal Notices - CM20410

Yes please

Veronica Van Horn
Interim Purchasing Agent/Legal Services Manager
722 Moody Ave., 5th Floor
Galveston, TX 77550
409-770-5562 Direct
veronica.vanhorn@co.galveston.tx.us

From: Fleming, Melissa <Melissa.Fleming@galvestoncountytexas.gov>
Sent: Thursday, August 28, 2025 9:16 AM
To: Van Horn, Veronica <Veronica.VanHorn@co.galveston.tx.us>
Subject: B212038 - Newspaper Publication of Legal Notices - CM20410

Hi Veronica,

I show Bid B212038 - Newspaper Publication of Legal Notices – CM20410 is due for the second (01/10/2026) extension. Do you wish to offer Galveston Newspaper Inc. this extension?

Sincerely,

Melissa Fleming

Contract Administrator

Galveston County Purchasing Department

Galveston County Courthouse

722 21st. Street, 5th Floor

Galveston, Texas 77550

Office: (409) 770-5375

Fax: (409) 765-3106

e-mail: melissa.fleming@galvestoncountytexas.gov



Principles and Practices of Public Procurement

Accountability, Ethics, Impartiality, Professionalism, Service, Transparency



THE COUNTY OF GALVESTON
VERONICA VAN HORN
INTERIM PURCHASING AGENT
COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

Wednesday, October 1, 2025

GALVESTON NEWSPAPERS INC
DBA: THE GALVESTON COUNTY DAILY NEWS
8522 TEICHMAN ROAD
GALVESTON, TX 77554

RE: SOLICITATION NAME: Newspaper Publication of Legal Notices.
Contract # CM20410 / Bid # B212038

Good day,

The resultant contract listed below is eligible for the second extension period and requires a response from your company to initiate the next contractual period.

• Contract Number:	CM20410
• Bid Number:	B212038
• Solicitation Name:	Newspaper Publication of Legal Notices
• Extension Period:	01/10/2026 – 01/09/2027

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Agent prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter including the proposed date that this item may be placed on the Commissioners' Court agenda. Your attendance is not required.

Sincerely,
Melissa Fleming
Contract Administrator
Galveston County

ACCEPTED BY (signature)

DATE 10-1-25

General Manager
TITLE

**SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS**

The Special Provisions and the General Provisions of this Invitation to Bid and the Exhibits attached hereto are made a part of the agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. "Walk-in" or "mailed-in" proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County's e-Procurement Portal located at <https://galvestoncountytx.bonfirehub.com/>.**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business:
<https://galvestoncountytx.bonfirehub.com/portal/?tab=login>

There is no cost to register as a vendor. For more detailed clarification and information on how to register and submit your bids and proposals through Bonfire, click on the video link below:

Submission Video: <https://support.gobonfire.com/hc/en-us/articles/203903356-Vendor-Registration-and-Submission->

A. PURPOSE:

It is the intent of Galveston County to contract with one (1) or more newspapers to publish legal notices and other advertisements as specified herein and meets the requirements of Section 2051.044 of the Texas Government Code. *The Questionnaire section at the end of this solicitation document must be completed and returned with bid submittal.*

B. BID GUARANTEE:

A bid bond is not a requirement of this solicitation request.

C. PERFORMANCE AND PAYMENT BONDS:

Performance and Payment bonds are not a requirement of this solicitation.

D. BEST AND FINAL OFFERS (BAFO):

The Best and Final Offer process is not applicable to this solicitation.

E. INSURANCE REQUIREMENTS:

Qualified Vendors performing work or providing services at or on any County owned facility and/or property are required to maintain the following insurance:

- a policy of third party liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners' of the State of Texas, with coverage provision insuring the public from

**SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS**

any loss or damage that may arise to any person or property by reason of services rendered by the vendor and providing that the amount by reason of services limits shall be not less than the following sums:

- a. for damages arising out of bodily injury to or death of one person in any one accident:
\$100,000.00 Dollars;
 - b. for damages arising out of bodily injury to or death of two or more persons in any one accident:
\$300,000.00 Dollars; and,
 - c. for any injury to or destruction of property in any one accident:
\$100,000.00 Dollars.
- Workers' Compensation Insurance Policy if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the Vendor. Alternatively, Vendors may establish a self-insurance program and, utilizing the services of a third-party administrator, self-insure against Workers Compensation claims as is permitted by the Texas Workers Compensation Commission. Vendors may not elect to "go bare" for Workers Compensation purposes.

All policies and/or Certificates of Insurance, with the exception of Workers Compensation, shall include the County of Galveston as an additional named insured.

Current insurance Certificates certifying that such policies as specified above are in full force and effect must be furnished by Vendors to the Purchasing Department prior to the Vendor being permitted to perform work or to provide services. In the case of Workers Compensation, a letter certifying that the Vendor is self-insured will suffice.

On occasion, other forms of insurance and additional requirements may be required of Vendors as a condition of performing work or providing services. Such additional requirements will be found in the County's advertisement for bids or Request for Proposals. All vendors are required to familiarize themselves with any additional insurance requirements that may be contained in any such bid or proposal package.

F. PROCUREMENT TIMELINE:

A timeline for this ITB and initial process are included below. Galveston County reserves the right to change these dates and will notify proposers of any changes via addendum:

Advertise ITB (first date of publication)
Advertise ITB (second date of publication)
Question Deadline
Submission Deadline/ITB Opening

Wednesday, September 22, 2021
Wednesday, September 29, 2021
Wednesday, October 6, 2021, by 5:00 p.m.
Thursday, October 21, 2021, at 2:00 p.m.

**SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS**

***Interested parties can attend the virtual bid opening at:**

Join Zoom Meeting
<https://us04web.zoom.us/j/71870863193?pwd=OVltZlBaMXhvRTFsL0VhdnIMQzFFOT09>

Meeting ID: 718 7086 3193
Passcode: B212038

G. SUBMISSION INSTRUCTIONS:

Bonfire Interactive will be utilized to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically.

“Hand delivered” or “mailed-in” proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals electronically online via Galveston County’s e-Procurement Portal located at, <https://galvestoncountytx.bonfirehub.com/>.** Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox are web browsers that are proven to work well. JavaScript and browser cookies must be enabled.

Specifications can be obtained on the same e-Procurement Portal,
<https://galvestoncountytx.bonfirehub.com/>

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Respondents should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions or visit Bonfire’s help forum at <https://bonfirehub.zendesk.com/hc>.

H. PERSONNEL TO CONTACT REGARDING THIS SOLICITATION:

Proposers desiring an explanation or interpretation relative to this solicitation, must request it in writing. Oral explanations or instructions will not be binding. Any information given to a proposer, which in the opinion of the County affects all proposers or would be prejudicial to other proposers if not communicated, shall be furnished to all other proposers as an addendum to the solicitation. Direct inquiries to the following:

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 Moody (21st Street)
Galveston, Texas 77550
e-mail: rufus.crowder@co.galveston.tx.us**

Proposers must e-mail their inquiries (with the subject line “Newspaper Publication of Legal Notices – ITB #B212038 - Questions”) for additional information and/or clarification to the address listed above. The request must include the proposer’s name and the ITB number and title. *Any request for additional information or clarification must be received in writing no later than ten (10) calendar days*

**SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS**

prior to the proposal due date. Late requests or those not delivered to the proper address may not receive a reply. Proposers shall not attempt to contact the County by any other means.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the Response Submission Date. The County, at its sole discretion, may not issue a response to an ITB submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this ITB or in any written addendum to this ITB. Where there appears to be conflict between the ITB and any issued addenda, the last addendum issued will prevail. Addenda will be posted and made available on the County's procurement web page located at <http://www1.galvestoncountytexas.gov/pu/Pages/OpenSolicitations.aspx>

The Proposer must acknowledge the receipt of all addenda on the forms provided. In the event a Proposer fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addendum does not materially affect the Response, waive the acknowledgement of one or more addenda.

Proposers who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline risk that its proposal will not be responsive or competitive because the County is not able to respond before the proposal receipt date or in sufficient time for the Proposer to prepare a responsive or competitive proposal.

All questions and responses as posted on the County's website are considered as an addendum to, and part of this solicitation effort.

I. TYPE OF CONTRACT:

It is the intent of this solicitation to enter into a firm fixed-price contract, which would result in no immediate cost to the County.

The resultant contract consists of the following documents: Invitation to Bid, General Provisions, Special Provisions, General Terms and Conditions (including specifications, drawings, and addenda), Bid Sheets, contract award, and any other documents referenced herein or attached hereto for the work. Collectively these documents may also be referred to as the Plans and Specifications.

The primary term of the contract will commence on the date of execution of the contract and terminate three (3) years thereafter. Contractor grants to County the unilateral right to exercise two (2), one (1) year options to renew this contract. An option to renew may be exercised only if all terms and conditions, other than the contract period being extended, remain unchanged and in full force and effect. Each renewal is to be executed in the form of a Modification/Change Order to the contract extending the contract period. The County must exercise an option to renew not earlier than thirty (30) days before expiration of the contract or the renewal period and not later than the final day of the contract or the renewal period. An option to renew may not cover more than one year, and the total period of this contract, including the primary term and all extensions, may not exceed a maximum combined period of five (5) years.

**SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS**

To satisfy cost reasonableness responsibilities at the time of each extension period, the County of Galveston reserves the right to obtain additional quotes and current pricing information from the successful contractor and other contractors to perform the work as stated per the specification listed herein and in the resultant. The solicited results may be used by the County to determine if the contract extensions will be considered, or other service options be utilized.

J. COLLATERAL CONTRACT:

The County reserves the right to provide by separate contract or otherwise, in such manner as not to delay its programs or damage said Contractor, all labor and material essential to the completion of the work that is not included in this contract.

Award prices include all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the work. Whenever the Awardee is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Awardee shall indemnify and save harmless the County, its officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment, or process, to be performed under the contract, and shall indemnify the County its officers, agents, and employees for any costs, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of the work.

K. PROGRAM ADMINISTRATION

The County's Judge's Office will designate a Program Administrator that will manage the work to be performed under the resultant contract, who for the purpose of this bid is:

Tyler Drummond
Galveston County Judge's Office
131 Pecan Dr.
League City, TX 77573

The Galveston County Commissioners Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, and that pricing meets the agreed upon pricing methodology as specified in the contract, and that funds are available.

L. DEFINITIONS:

Publish: To make public; to circulate; to make known to people in general. To issue; to put into circulation. An advising of the public or making known of something to the public for a purpose.

Weekly: Published once a week.

Daily: Published at least five (5) times a week.

SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS

M. SPECIFICATIONS:

Vendor's newspaper must comply with all applicable statutes regarding the publishing of legal notices and advertisements required by county governments in the State of Texas. In addition, the newspaper must meet the requirements of Section 2051.044, Texas Government Code:

- General circulation in Galveston County;
- Devote not less than 25 percent of your total column lineage to general interest items;
- Be published at least once each week;
- Entered as periodicals-class postal matter (formerly known as second-class postal matter) in the County where published and;
- Published regularly and continuously for at least 12 months before Galveston County publishes the notice.

N. REQUIREMENT DOCUMENTATION:

All bidders must submit, with bid, the following documentation. Failure to comply with this requirement in its entirety may result in bid disqualification.

- Current Statement of Ownership, Management and Circulation filed with the United States Postal Services.
- US Postal Service Authorization for periodicals mailing privileges.
- Circulation Data categorized by zip code for calendar year 2012.
- Initialized Special Provisions pages 12-16. (*see bottom of each page*)
-

O. LEGAL RATE OF PUBLICATION:

Texas Government Code 2051.045 Legal Rate Charged: The legal rate for publication of a notice shall be the lowest published rate for classified advertising of that newspaper.

P. INVOICES:

All invoices for publications must be accompanied by an affidavit of the publisher, under oath, that states the rate charged, certifies that the rate charged is the newspaper's lowest rate for classified advertising, and certifies the number and dates of the publication. All invoices must also be accompanied by an original clipping of the published notice.

Publications which are incorrect or incomplete due to vendor error, shall be republished in their entirety at no charge to the County, or if no longer needed, the original incorrect publication will not be invoiced nor paid.

Q. DISCLAIMER:

Galveston County reserves the right to utilize other additional publications (newspapers, etc.) when ordered by the Galveston County Commissioners' Court or directed by statute.

**SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS**

R. BID AWARD:

Awarding of contract will be made as prescribed by the County Purchasing Act, Section 262.027 Texas Local Government Code. The Galveston County Commissioners' Court may award a contract in the following manner:

- **Newspaper Published Weekly:**
If a weekly publisher is the low bidder, the Galveston County Commissioners' Court reserves the right to award a separate contract to low bid daily publication provider for only those notices that are required by Statute to be published in a daily publication.

S. PRODUCT AVAILABILITY AND TIME OF DELIVERY:

Time of delivery and product availability are of the essence in all Galveston County supply contracts. The contracted vendor shall be required to have the stated quantities available and delivered at the requested locations at all times throughout the contractual period(s). In the event that the County has to procure the requested products or materials from another supply source due to the inability of the contracted vendor to maintain the requested quantities, the County reserves the right to procure the materials from another supply source at no penalty to the County. Furthermore, these incidents shall not constitute a breach of contract. The County reserves the right to cancel any orders, or part thereof, without obligation or penalty if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the County.

T. COST:

The unit price submitted by the bidder shall include all costs to the County, including the material, delivery, current freight rate, or any other cost. Measurement and payments shall be per unit of measure listed on the bid sheet.

U. EXCEPTIONS:

Any exceptions to bid conditions should be listed on a separate sheet of paper, attached to bid submittal, and submitted with bid at the specified date and time of bid opening.

**SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS**

QUESTIONNAIRE

BIDDER SHALL COMPLETE THE FOLLOWING AND RETURN WITH SUBMITTAL:

Section 1: Newspaper Published Weekly:

- 1). Is newspaper published at least once a week?
Yes _____ No _____
Publication Deadline: _____
- 2). Entered as periodicals-class postal matter (formerly known as second-class postal matter) in the county where published?
Yes _____ No _____
Periodicals-Class Mailing Permit
Number: _____
- 3). Devoting not less than twenty-five percent (25%) of total column lineage to the carrying of items of general interest?
Yes _____ No _____
- 4). Published regularly and continuously for not less than twelve months?
Yes _____ No _____
- 5). Legal Notice Publication Rate per Column Inch per day published:
\$ _____

**SPECIAL PROVISIONS
NEWSPAPER PUBLICATION OF LEGAL NOTICES
GALVESTON COUNTY, TEXAS**

Section 2: Newspaper Published Daily:

- 1). Is newspaper published at least five (5) days a week?

Yes _____ No _____

Publication Deadline: _____

- 2). Entered as periodicals-class postal matter (formally known as second-class postal matter) in the county where published?

Yes _____ No _____

Periodicals-Class Mailing Permit Number: _____

- 3). Devoting not less than twenty-five percent (25%) of total column lineage to the carrying of items of general interest?

Yes _____ No _____

- 4). Published regularly and continuously for not less than twelve months?

Yes _____ No _____

- 5). Legal Notice Publication Rate per Column Inch per day published:

\$ _____

The remainder of this page intentionally left blank