# Town Council
# Regular Meeting
# Agenda Item 7.b.

**Agenda Item:** **Resolution 26-G-19 to award contract IFB #26-03, Legal Advertisement Services**

**Meeting Date:** March 24, 2026

**Category:** Consent

**Prepared by:** Amanda Kertz, Town Clerk

**Description:**
Resolution to approve Legal Advertisement services.

**Background/Timing Impact:**
The Code of Virginia §8.01-324 mandates which newspapers may be used for legal notices and publications. Legal advertisements for the Town of Herndon must be published in a newspaper that meets the requirements listed in the referenced state code section.

The Invitation for Bid (IFB) was posted on the Town of Herndon website and eVA Commonwealth of Virginia procurement website on January 5, 2026 to obtain the services of a qualified publication specializing in publishing legal notices in general circulation newspapers in the Town of Herndon. Two seal bids were received and were opened on the due date of February 5, 2026. The Fairfax County Times was found to be the responsive and responsible bid.

The term of the proposed contract is one (1) year from the date of the award of the contract, with four (4) one-year renewal options. An affidavit was provided by The Fairfax County Times showing that the newspaper met criteria listed in the Code of Virginia §8.01-324.

**Strategic Focus Area:**
Strong Fiscal Stewardship
Good Governance

**Fiscal Impact:**
Actual costs will depend on the volume of legal advertisements for the fiscal year. Funds are allocated annually within the Town Clerk's departmental budget.

**Legal Impact:**
Code of Virginia §8.01-324 outlines the legal advertisement process for localities.

**Staff Recommendation/Next Steps:**
Recommend approval as presented.

**Attachments:**
1. Resolution (proposed)
2. IFB #26-03