

**First Publication Date:**  
**Wednesday,**  
**November 26, 2025**  
**REQUEST FOR**  
**PROPOSAL**  
**2026 OFFICIAL**  
**NEWSPAPER OF WINONA**  
**COUNTY, MINNESOTA**

Winona County, Minnesota is currently accepting proposals from "qualified newspapers" (as that term is defined by Minnesota Statute) for the printing of public notices and other written documents as are required pursuant to applicable Minnesota Statutes for the County of Winona for the year 2026. Sealed proposals from interested organizations will be accepted at the Winona County Administrator's Office at 202 West Third Street, Winona, Minnesota until 2:00 p.m. on Wednesday, December 17, 2025. Any proposals received after this date and time will be returned to the sender.

All proposals must be signed by an official agent or representative of the organization submitting the proposal. Bids shall be type-written and shall be submitted in a sealed envelope addressed to Maureen Holte, Winona County Administrator, 202 West Third Street, Winona, MN 55987, and clearly marked "Bid for Winona County 2025 Official Newspaper".

Bids must include sufficient detail regarding the cost to publish public notices and other written documents the County would seek

to publish in the Official Newspaper. Bids must also be sufficiently detailed so the County Board can determine whether an organization submitting a bid meets the requirements of the applicable statutes, namely Minnesota Statutes 331A and 375.12, to be under consideration as a "qualified newspaper" for the 2026 Official Newspaper for Winona County.

Bids must address the following statutory requirements in sufficient detail that the County Board can make findings regarding the sufficiency of a bid, and so the County Board can make an informed decision in accepting a bid for the 2026 Official Newspaper:

- Minn. Stat. Section 331A.02 Subdivision 1, (d) requires a qualified newspaper to "be of general circulation in the area to which a public notice is directed, or where there is a reasonable likelihood that the person to whom it is directed will become aware of the notice..."

Bids must provide specific detail regarding:

- the circulation numbers of their print and their online publication;
- the frequency of the publication; and,
- the access to the publication (free access versus subscription access, both in print and online).

375.12 Stat. Section references the requirement that a County Board must determine the adequacy of the bidding newspaper to inform the public of the substance of the County Board proceedings. Bids must provide specific information as to the adequacy and ability of the bidding organization to inform the public of County Board proceedings. The bid should include information as to how the public can access the bidding organization's public notices through print and online media.

- Minn. Stat. Section 331A.02, Subd. 5 requires that a qualified newspaper that maintains a website must, as a condition of accepting and publishing public notices, agree to post all notices on its website and with a link to the website that makes the online public notices section accessible to the public at no cost to the public. In addition, each notice must remain on the website during the notice's full publication period. The bid must include detailed information as to how the organization's online newspaper or other form of online news will meet this free public access of the public notice requirement of Minn. Stat. Section 331A, Subd. 5.

• The bid must also include a detailed description of the following factors which are in order of the priority as listed in Minnesota Statutes Section 331A.04:

- Known office locally
- Secondary office locally
- General circulation in locality
- Other situations; and
- Consideration of exceptions to the priority designation of factors listed immediately above.

As evidence of good faith, and that the bidder to whom the contract is awarded will enter into a formal contract and furnish a bond, each bid must be accompanied by a certified check payable to the Winona County Auditor-Treasurer in the amount of \$50.00.

Bids received by the deadline will be opened at 2:30 p.m. on Wednesday, December 17, 2025. The Bid for Official Newspaper will be awarded at the County Board meeting scheduled for January 6, 2026.

The County Board reserves the right to reject any or all bids presented or accept the bid that is in the best interest of the County consistent with the requirements of the applicable Minnesota Statutes listed in this Request for Proposal.

COUNTY OF WINONA

Maureen L. Holte

County Administrator

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