



UNIVERSITY OF KENTUCKY Purchasing Division

INVITATION FOR BID

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

INVITATION NO.:	UK-2229-22	<u>RETURN ONE ORIGINAL COPY AND ONE USB DRIVE OF BID TO:</u> UNIVERSITY OF KENTUCKY PURCHASING DIVISION BID DESK, BID # UK-2229-22, BID DATE <u>2/1/22</u> 322 PETERSON SERVICE BLDG. 411 South Limestone LEXINGTON, KY 40506-0005
Issue Date:	1/18/22	
Title:	Parking Permit Fabrication	
Contracting Officer:	Rebecca Purcell	
Email/Phone:	rpurcell@uky.edu 859-257-5479	

IMPORTANT: BIDS MUST BE RECEIVED BY 2/1/22 @ 3:00 P.M. LEXINGTON, KY TIME

The University's General Terms and Conditions and Instructions to Bidders, viewable at www.uky.edu/Purchasing/terms.htm, apply to this Invitation for Bid. When the Invitation for Bid includes construction services, the University's General Conditions for Construction and Instructions to Bidders, viewable at www.uky.edu/Purchasing/ccphome.htm, apply to the Invitation for Bid.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by Kentucky Revised Statutes (KRS) 523.040:

- That I am the bidder (if the bidder is an individual), a partner, (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);
- That the attached bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Invitation for Bids, designed to limit independent bidding or competition;
- That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;
- That the bidder is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 45A.330 to 45A.340.
- That the Bidders, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sales and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award.
- That I have fully informed myself regarding the accuracy of the statement made above.

COLLUSION PROHIBITED

Any agreement or collusion among bidders or prospective bidders which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from bidding, or otherwise, is prohibited, in accordance with KRS 45A.325.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS 45A.110(2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The contractor, by signing and submitting a bid on this invitation, agrees as required by KRS 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of these statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful contractor prior to the award of a contract.

ALL BIDS ARE TO BE " F.O.B. DESTINATION – FREIGHT PREPAID AND ALLOWED"

THIS AREA MUST BE COMPLETED

DELIVERY AFTER RECEIPT OF ORDER:	NAME OF COMPANY:	PHONE:
FEDERAL EMPLOYER ID NO.:	ADDRESS:	FAX:
PAYMENT TERMS:	ADDRESS:	E-MAIL:
SHIPPING TERMS: F.O.B. DESTINATION – PREPAID AND ALLOWED	CITY, STATE & ZIP CODE:	WEB ADDRESS:
DUNS #	SIGNATURE:	DATE:

SIGNATURE REQUIRED: This bid cannot be considered valid unless signed and dated by an authorized agent of the bidder. Type or print the information requested in the spaces provided.

UNIVERSITY OF KENTUCKY
INSTRUCTIONS TO BIDDERS

All University of Kentucky bid solicitations are made upon and subject to the following conditions:

1 Preparation of Bids

- 1.1 All solicitations are subject to the provisions and requirements of any applicable Kentucky Revised Statutes, including the Kentucky Model Procurement Code, and the rules, regulations and policies of the University of Kentucky including the University of Kentucky's General Terms and Conditions.
- 1.2 Bidders are expected to examine the complete bid and all attachments including drawings, specifications and instructions. Failure to do so is at bidder's risk.
- 1.3 Bidders shall furnish information required by the solicitation in the form requested. The University reserves the right to reject bids with incomplete information or which are presented on a different form.
- 1.4 All bids must be legible. A legally authorized company representative shall sign all bids in the appropriate location. Erasures or other changes must be initialed by the person signing the bid. Signature on a bid certifies that the bidder has read and fully understands all bid specifications and bidder agrees to all terms and conditions stipulated in the Invitation For Bids (IFB).
- 1.5 Bid prices shall be entered in spaces provided on the bid form. All unit prices and mathematical extensions and totals shall be indicated where required. In cases of errors in extensions or totals the unit price will govern.
- 1.6 Should any potential bidder doubt the true meaning of any part of the solicitation, a written request for an interpretation may be submitted to the University. Requests for such interpretation shall be made in writing to the appropriate Contracting Officer identified in the solicitation. Every interpretation made shall be in the form of an "addendum" to the solicitation sent as promptly as is practicable to all prospective bidders to whom the solicitation has been issued. Failure by the University to send or any potential bidder to receive such interpretation(s) shall not relieve any bidder from any obligations under the bid solicitation or the bidder's response. Any interpretations, corrections or changes to the solicitation made in any other manner, including oral explanations and instructions, are not binding upon the University.
- 1.7 Bidders or potential bidders are required to coordinate all discussions concerning solicitations through the appropriate Contracting Officer or other purchasing official within the University of Kentucky Purchasing Division. Bidders or potential bidders are not authorized to communicate with any University administrator, faculty, staff, or Board of Trustees member concerning this solicitation. Failure to comply with this requirement is grounds for the bidder's disqualification.
- 1.8 Unless otherwise stipulated in a bidder's response, the bidder's offer is in strict accordance with the University's specifications and terms and conditions of the Invitation For Bids. Any deviations must be fully itemized in detail. Any deviations from the requirements of this solicitation are at bidder's risk and the University may determine the bid to be non-responsive.

2 Submission of Bids

- 2.1 Bids, and modifications thereof, shall be returned in a sealed envelope and submitted in such a manner as to ensure their arrival in the University of Kentucky Purchasing Division before the due date and time set forth in the solicitation. The time shown on the recording clock in the Purchasing Division is the official time. Unless otherwise indicated in the solicitation no oral, facsimile, e-mail or telephone bids will be accepted.
- 2.2 Bids may be modified or withdrawn in writing or in person by an authorized representative if done so prior to the exact time and date for receipt of the bids. Telephone and facsimile modifications or withdrawals are not permitted. Withdrawn bids may be resubmitted, with or without modifications, up to the solicitation due date and time. No bids may be withdrawn after the due date and time without the express authorization of the University of Kentucky Purchasing Division.

- 2.3 Bids received after the designated time and date in the solicitation will not be considered. Bids will or will not be publicly opened and read in accordance with the Invitation For Bids.
- 2.4 Bidders shall show the bid due date and time, the solicitation number, and the name and address of the bidder on the face of the bid envelope.
- 2.5 All bids will be considered firm for a period of forty-five (45) calendar days from the bid opening date.

3 Specification Requirements

- 3.1 Unless otherwise specified in the solicitation, all items bid are to be new, unused, and not remanufactured in any way.
- 3.2 Whenever a trade name, brand name, or model and catalog numbers followed by the words “or equal” or “approved equal” are used in the bid invitation it is for the purpose of item identification and to establish standards of quality, style, and features. Bids on equivalent items, substantially the same, are invited. However, to receive consideration, sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation must accompany the bid. The University will be the sole judge of equality and suitability. If bidder does not identify exceptions to the specifications shown in the IFB, bidder will be required to furnish the brand name(s), models, numbers, etc. specified in the IFB.
- 3.3 Unless stated otherwise in the solicitation, alternate bids will be considered. Alternate bids may be made in addition to responding to the solicitation or as the only response to the solicitation. However, the University is under no obligation to consider or accept an alternate bid and it reserves the right to reject any and all such bids.
- 3.4 The University reserves the right to request samples of any or all items bid in order to determine compliance with the specifications. The bidder must provide the samples within ten (10) days of the request and at no charge to the University. Samples are non-returnable. Failure to comply may be cause for rejection of the bid.
- 3.5 Bidders shall clearly delineate any deviations or exceptions from the bid specifications.
- 3.6 Except as otherwise provided in the solicitation, all bid prices must be firm. Prices subject to qualifications, such as escalation or other variables, may be rejected as non-responsive.
- 3.7 Unless otherwise stipulated in the solicitation, all quantities are estimates and do not represent a minimum guarantee. The University is obligated to purchase only those quantities needed during the term of the contract and it reserves the right to purchase more or less than the estimated quantities. The University is obligated only for those quantities ordered.
- 3.8 Proposed delivery dates shall be stated in number of calendar days after receipt of order.
- 3.9 All offers shall be F.O.B. destination, freight prepaid and allowed.

4 Bid Evaluation and Award

- 4.1 Bids will be evaluated, and the award made to the lowest responsive, responsible bidder who offers the best value to the University and meets the terms, conditions and specifications of the Invitation For Bids.
- 4.2 The term “Responsible Bidder” means a person, company, or corporation who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether a Bidder is responsible, the University may evaluate various factors including (but not limited to) financial resources; experience; organization; technical qualifications; available resources; record of performance; integrity; judgment; ability to perform successfully under the terms and conditions of the contract; and adversarial relationship between the Bidder and the University that is so serious and compelling that it may negatively impact the work performed under this Invitation for Bid; or any other cause determined to be so serious and compelling as to affect the responsibility of the Bidder.
- 4.3 The University reserves the right to accept or reject any and all bids or part of a bid and waive informalities, technical defects and minor irregularities in the bids received. Further, the University reserves the right to

make a single award, split awards, make multiple awards or no award whichever is in the best interest of the University.

- 4.4 Unless stated otherwise in the solicitation, the University reserves the right to award the contract to the lowest aggregate bidder for all items, on an item by item basis, or a group of like items whichever is found to be in the best interest of the University. The University will consider bids submitted on an “all or nothing” basis if the bid is clearly designated as such.
- 4.5 In accordance with KRS 45A.494, a resident bidder of the Commonwealth of Kentucky shall be given a preference against a nonresident bidder. In evaluating proposals, the University will apply a reciprocal preference against a bidder submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident bidder. Resident bidder and nonresident bidder shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Respondent claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set for in the above referenced statute.
- 4.6 The University shall issue a price contract or purchase order as its notification of award to the successful bidder(s). Until such date a price contract or purchase order is issued, nothing shall be construed to constitute a binding agreement between the University and the bidder.

5 Payment and Taxes

- 5.1 The successful bidder shall be paid, at the prices stipulated, for items or services delivered and accepted, upon the submission of proper invoices to the billing address shown on the purchase order.

The University adheres to a strategic approach regarding payables management based on risk minimization, processing costs, and industry best practices. As such, suppliers and individuals doing business with the University will be paid based on the following protocol:

- a. The University utilizes Payment Plus (e-payables) as its primary default form of payment. By enrolling in Payment Plus, suppliers can receive payments immediately (all invoices will be paid immediately upon confirmation of goods receipt and invoice). The process is electronic, and the supplier receives real-time payment notices. Additional information regarding Payment Plus (and enrollment form) can be found at: <https://www.uky.edu/ufs/payment-plus-supplier-enrollment-form>.
 - b. Payments by check. Payment terms for check payments are Net-30.
 - c. Individuals receiving payments from the University that require ACH direct payments will only be processed under special circumstances as approved by the Controller’s office. Payment terms for ACH are Net-40.
- 5.2 Bidders may offer prompt payment discounts. The University will not consider any prompt payment discounts in determining the bid award.
- 5.3 The University utilizes a procurement card program as the preferred method of payment. The University assumes that all successful bidders will accept the University’s procurement card as a method of payment unless a specific exception is stated in the bidder’s response to the IFB. No additional charges may be added for acceptance of the procurement card.
- 5.4 The University is tax exempt from the provisions of the Kentucky Sales and/or Use Tax (Tax Exemption # A00276) on materials and equipment under this solicitation. The University is also entitled to exemption from the Federal Excise Tax. All bidders shall take this into consideration when submitting their bid. Exemption certificates will be furnished upon request. Bidders are informed that material purchased by the contractor for the performance of this contract for the University are not exempt from the provisions of the Kentucky Sales and/or Use Tax. All adjustments and allowances for the current sales and/or use tax shall be included in the bid price.

6. Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act

To the extent Company receives Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the "Act"), Company shall secure and protect the Personal Information by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as University's and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying University of a security breach relating to Personal Information in the possession of Company or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and Company abides by the requirements set forth in that exception; (iv) cooperating with University in complying with the response, mitigation, correction, investigation, and notification requirements of the Act, (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by Company; and (vi) at University's discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.

UNIVERSITY OF KENTUCKY
INVITATION FOR BID (IFB)
SPECIAL CONDITIONS

SCOPE

This Invitation for Bids is to establish a Price Contract for **Parking Permit Fabrication** for the University of Kentucky, Lexington, Kentucky.

CONTRACT PERIOD

The Price Contract(s) established from this Invitation for Bids will be in effect for one year from date of award with the option to renew for four (4) additional years in one-year increments upon mutual consent of the University and the successful contractor.

TERMS AND CONDITIONS

The University's General Terms and Conditions and Instructions to Bidders, viewable at www.uky.edu/Purchasing/terms.htm apply to this Invitation to Bid. When the Invitation for Bid includes construction services, the University's General Conditions for Construction and Instructions to Bidders, viewable at www.uky.edu/Purchasing/ccphome.htm, apply to the Invitation for Bid.

PRICE CHANGES

Prices will remain firm for the initial period (see contract period) of the price contract. The University or contractor may request a change in prices to be in effect for the length of the extension period. Any request for price changes must be received in the Purchasing Division in writing 30 days prior to the end of the current contract period. Upon approval by the Purchasing Division, prices shall remain firm for the length of the contract period. Any price changes must be substantiated by firm proof that conditions have changed in the industry, which would warrant a change in price.

EXTENDED PRICING

Is the bidder willing to extend pricing to other state universities and University affiliate organizations within the Commonwealth of Kentucky?

YES

NO

RESTRICTIONS ON COMMUNICATIONS WITH UNIVERSITY STAFF

From the issue date of this IFB until a Contractor is selected and a contract award is made, Bidders are not allowed to communicate about the subject of the IFB with any University administrator faculty, staff, or members of the Board of Trustees except:

- The Purchasing Office representative, any University Purchasing Official representing the University administration, or others authorized in writing by the Purchasing Office and
- University Representatives during Bidders presentations.

If violation of this provision occurs, the University reserves the right to reject the Bidder's proposal.

INVITATION SUBMISSION AND DEADLINE

The University of Kentucky accepts deliveries of IFB's Monday through Friday from 8:00 am – 5:00 pm Lexington Kentucky time. However, IFB's must be received by 3:00 pm Lexington Kentucky time on the date specified on the IFB in order to be considered.

Important: In accordance with COVID-19 response, this solicitation will be opened publicly via Zoom only. Visit the Purchasing Division Bid and Opportunities website (<http://www.uky.edu/Purchasing/bidlist.htm>) to access the Zoom link. The Zoom link will be provided with the respective bid prior to the bid opening date and time.

NOTE: Bidders are requested to include a USB drive with their bid response in addition to the printed hard copy of the bid.

COMPANY/ORGANIZATION DEMOGRAPHICS AND DIVERSITY

Bidder shall submit with their response a summarized profile describing the demographic nature of their company or organization. Include a separate written statement with your bid response answering the following questions:

1. When was your organization established and/or incorporated?
2. Indicate whether your organization is classified as local, regional, national, or international.
3. Describe the size of your company in terms of number of employees, gross sales, etc.
4. Is your company certified as small business, minority-owned, women-owned, veteran-owned, disabled-owned, or similar classification?
5. Include other demographic information that you feel may be applicable to the Invitation for Bids submission.
6. Bidder shall describe in detail their company’s commitment to diversity, equity, and inclusion. Information shall be provided as to the number of diverse individuals that the vendor employees as well as a description of vendors efforts to do business with Diverse Business Enterprises as they conduct their own business. In additional, please indicate the diversity nature of your company as well as ownership race/ethnicity.

Check One Only	Diverse Business Description (If Diverse Business, determine the classification that is the best description)	Internal Code
	Minority Owned (only)	10
	Veteran Owned and Small Business	100
	Minority and Woman and Small Business	110
	Minority and Woman and Veteran-Owned Business	120
	Minority and Veteran and Small Business	130
	Woman and Veteran and Small Business	140
	Minority and Woman and Veteran-Owned Small Business	150
	Woman Owned (only)	20
	Small Business (only)	30
	Veteran Owned (only)	40
	Minority and Woman Owned	50
	Minority and Small Business	60
	Minority and Veteran-Owned	70
	Woman Owned and Small Business	80
	Woman and Veteran-Owned	90
	Diversity not indicated	999

Race/Ethnicity	Check One
Asian	
Black/African American	
Hispanic or Latino	
Native American	
Native Hawaiian/Pacific Islander	
White	

REQUIREMENT TO PERFORM VENDOR ONBOARDING AND REGISTRATION

As a condition of award, and for any renewals performed during the life of the contract, successful Contractor agrees to register their company with PaymentWorks, Inc., the University's vendor onboarding application. Registration information will be provided by the Purchasing Division as part of the award process. During the vendor registration process, successful Contractor agrees to provide any applicable information pertaining to diversity demographics for their company. Further, should any company or diversity information change during the life of the contract, successful Contractor agrees to update this information in PaymentWorks as applicable.

REPRESENTATION

The successful contractor must have an assigned representative available to assist Transportation Services in coordinating all phases of production and delivery of the finished product.

DELIVERY

The successful contractor will be required to transport the proofs, samples for testing, or any additional support items which are directly related to the printing of the required material using overnight delivery services if requested.

OVERRUNS AND UNDERRUNS

The successful contractor is to provide the quantities as specified on any order placed under the resultant contract. Payment will not be allowed for any overruns, and deductions will be taken for any underruns unless prior approval has been obtained from either the Director of Transportation Services or the Purchasing Division.

WORK PERFORMED ON OVERTIME

The successful contractor may not charge for overtime on any work performed in connection with this contract without prior approval from the Director of Transportation Services or the Purchasing Division.

UNIVERSITY GRAPHICS STANDARDS

The contractor must adhere to all University of Kentucky Brand Standards. University Brand Standards are maintained by the University Public Relations Office (UKPR) and can be viewed at <http://www.uky.edu/prmarketing/brand-standards>. Non-adherence to the standards can have a penalty up to and including contract cancellation. Only the UKPR Director or designee can approve exceptions to the University standards.

PRINTING STATUTES

The Purchase of Printing Services for all state agencies is governed by Chapter 57 of the Kentucky Revised Statutes. Specifically, all Printing must be awarded to the lowest responsive bidder and approved by the Governor of Kentucky. In compliance with these statutes, all printing must be provided by a contract established by the Purchasing Division.

COPYRIGHT OWNERSHIP AND TITLE TO COPY AND DESIGNS

Successful contractor and University intend this Invitation for Bids to result in a contract for services, and both consider the products and results of the services to be rendered by contractor hereunder to be a work made for hire. Successful contractor acknowledges and agrees that the work and all rights therein, including, without limitation, copyright, belongs to, and shall be the sole and exclusive property of the University. For any work that is not considered a work made for hire under applicable law, title and copyright ownership shall be assigned to the University.

Title to all dies, type, cuts, artwork, negatives, positives, color separations, progressive proofs, plates, copy, and any other requirement not stated herein required for completion of the finished product for use in connection with any University job shall be the property of and owned by the University. Such items shall be returned to the appropriate department upon completion and/or delivery of work upon request of the University.

UNIVERSITY OF KENTUCKY RIGHTS

The University reserves the right to enter the successful contractor's premises at any time during the production of the permits to inspect the method of production to be in full compliance with all provisions of the bid and resultant price contract.

SECURITY

The bidder shall submit with his bid a notarized letter stating that all artwork, composition, plate making, printing, numbering, coating, die cutting, slitting and packaging will be done under one roof and absolutely no portion of this job will be sublet.

Permits have a monetary value, and the bidder must take every precaution to protect them from all hazards. Proper security measures and adequate supervision must be provided to assure that all permits printed are delivered and that only one copy of each permit will be produced. A complete description of the plant security precautions shall accompany the bid.

INADEQUATE FACILITIES TO COMPLY WITH ALL OF THE ABOVE PROVISIONS AND ALL SPECIFICATIONS MAY CONSTITUTE GROUNDS FOR REJECTION OF THE BID.**EXPERIENCE/REFERENCES**

A list of five (5) companies for whom the bidder has produced permits and/or stickers of similar complexity and quantity shall accompany the bid, as well as the name of the person that the University can contact to inquire as to their satisfaction with the bidder's product and service.

TECHNICAL SPECIFICATIONS **PARKING PERMITS (HANGTAGS)**

Description:

Hangtag permits shall be a minimum of .030" total thickness, consisting of a durable, sunlight resistant, filled polypropylene core at least .014" in thickness, laminated on front and back sides with durable, clear UV-stabilized PET lamination. Polyethylene or other polyolefin core materials are not acceptable. The material will exhibit no color change when tested 400 hours AATTC, 16-A method, and will develop only minimal curl in sunlight for one (1) year.

As a minimum, the completed permits must withstand the tests and specifications below:

PROPERTY	TEST METHOD	TYPICAL VALUE
FLEXURAL MODULES, KSPI	ASTM D 790 B	320
NOTCHED IZOD IMPACT, FPIN	ASTM D 256 A	1.3
UNNOTCHED IZOD IMPACT, FT-LBS	ASTM D 256 A	No Break
GARDNER IMPACT, IN-LBS	-	120
-20° F GARDNER IMPACT, IN-LBS	-	24
TENSIL STRENGTH (2 IN/MIN), PSI	ASTM D 638	4200
ELONGATION, %	ASTM D 638	35
HDT @ 66 PSI, °F	ASTM D 648	240
HDT @ 264 PSI, °F	ASTM D 648	145
ROCKWELL HARDNESS, R	ASTM D 785 A	90
DENSITY, G/CC (S.G.)	ASTM D 792	1.04
MOLD SHRINKAGE (%)	-	1.2
MVTR (RELATIVE PVC=1)	-	0.3

Curl:

A hangtag exposed to sunlight in use on an automobile rearview mirror shall not curl more than 3/8" in the 3" dimension. This measurement is the evaluation of the top of the arc to a place upon which sample rests.

The permits must be guaranteed to perform satisfactorily in the heat and not to break in the cold and withstand the general intended use with daily handling and transferring.

Printing:

All printing and numbering of permits shall be done using sun resistant inks that will remain in good legible condition for not less than one (1) year after permit has been in use on vehicle. Bidder shall provide written guarantee that inks will not fade for one year. Printing must be done on both sides of hanging permit.

Four Color Process:

Bidder shall have the ability to print 4-color on both sides of hangtags. Bidder shall provide written guarantee that inks will not fade for one year.

Size:

In general, permits shall be 3" x 5 1/4" with four rounded corners and a special die cut for easy application, to hang from rearview mirror unless otherwise agreed to in writing by both parties.

QR Code for Hangtags:

The University currently uses QR codes in its campus access control system. As a result, the successful contractor shall have the ability to print QR codes as a method to store information in a machine-readable optical label.

Hangtags will contain a unique QR code and must be generated within the guidelines of the **ISO IEC 18004 standard**. QR Codes (Quick Response Codes) are two-dimensional. QR Codes can be scanned in any direction and can contain thousands of alphanumeric characters and when configured with a high level of error correction they are particularly capable at continuing to function after sustaining damage.

Size:

In general, QR codes shall be square and no less than 1/2" x 1/2" and no greater than 3/4" x 3/4".

Color:

The successful contractor shall be able to print the QR codes with a white background with black blocks or a yellow background with black blocks.

Numbering:

Missing and/or duplicate QR code numbers will not be accepted.

Does your company guarantee no missing and/or duplicate QR code numbers?

All work must be performed in-house with no portion sublet. Does your company have the ability to print a consecutive QR code in-house?

 Yes No

SAMPLES OF QR CODED HANGTAGS PRINTED FOR UNIVERSITIES AND/OR CUSTOMERS OF SIMILAR SIZE AS THE UNIVERSITY OF KENTUCKY SHALL BE PROVIDED WITH SUBMITTED BID. A MINIMUM OF THREE (3) SAMPLES SHALL ACCOMPANY BID.

FAILURE TO PROVIDE SAMPLES WITH THE BID MAY RESULT IN IMMEDIATE DISQUALIFICATION AND REJECTION OF BID.

TECHNICAL SPECIFICATIONS **ANTI-FRAUD SYSTEM**

The University requires the use of one or more anti-fraud systems to deter, reduce or eliminate unauthorized reproduction of permits. Listed below are two anti-fraud systems the University has used. The University requires the ability to have these two systems available and may choose one or more. In addition, the University encourages Bidders to offer other unique or innovated anti-fraud systems.

VARI-SHEEN:

The University requires a transparent holographic stamping foil be used to add graphic elements to tickets or permits of all kinds, hereafter referred to as Vari-Sheen.

Vari-Sheen is virtually invisible when viewed from some angles but exhibits a rainbow spectrum of color when viewing angle and/or ambient light direction changes.

Vari-Sheen may be layered over other printed elements, background tints, or plain, white areas to create extra visual impact and add an extra degree of security. Vari-Sheen images are difficult to capture with a scanner or camera, therefore not easily reproduced.

Does your company offer a unique or custom Vari-Sheen not easily available to the general public or other printers?

Yes No

Does your company have the ability to apply Vari-Sheen on hangtag permits?

Yes No

All work must be performed in-house with no portion sublet. Does your company have the ability to apply Vari-Sheen in-house?

Yes No

SAMPLES OF HANGTAGS PRINTED WITH VARI-SHEEN SHALL BE PROVIDED WITH SUBMITTED BID. A MINIMUM OF THREE (3) SAMPLES SHALL ACCOMPANY BID.

FAILURE TO PROVIDE SAMPLES WITH THE BID MAY RESULT IN IMMEDIATE DISQUALIFICATION AND REJECTION OF BID.

TECHNICAL SPECIFICATIONS **ANTI-FRAUD SYSTEM**

CUSTOM 2D/3D HOLOGRAPHIC FOIL:

The University requires the use of custom 2D/3D holograms. The custom 2D/3D hologram is a continuous pattern, holographically originated, that is behind the focal plane. The focal plane is a mechanically applied "rainbow" cross grating. It will diffract and can be viewed at any orientation, unlike traditional holograms that diffract only when held upright. The hologram is applied by the hot stamping process, which makes the hologram virtually impossible to remove on most substrates.

In addition to the counterfeit resistant features, the custom 2D/3D hologram can also create a unique and novel product design. Because this material is opaque, it should not be applied over copy or design work on the substrate.

Does your company have the ability to offer a unique or custom 2D/3D holographic foil not easily available to the general public or other printers?

Yes No

Does your company have the ability to hot foil stamp 2D/3D holographic foil on hangtags?

Yes No

All work must be performed in-house with no portion sublet. Does your company have the ability to hot foil stamp in-house?

Yes No

SAMPLES OF HANGTAGS PRINTED WITH 2D/3D HOLOGRAPHIC FOIL SHALL BE PROVIDED WITH SUBMITTED BID. A MINIMUM OF THREE (3) SAMPLES SHALL ACCOMPANY BID.

FAILURE TO PROVIDE SAMLES WITH THE BID MAY RESULT IN IMMEDIATE DISQUALIFICATION AND REJECTION OF BID.

TECHNICAL SPECIFICATIONS **NUMBERING**

Reverse Printed Consecutive Number for Hangtag and Repositionable Dry Seal Stickers

The hangtags shall be consecutively numbered. In general, the number shall be a 3/8" to 1/2" number.

The majority of the numbers must be reversed out of a dark background numbering box. The color of the reversed printed number will be stock color.

A white (ink) number printed on a dark background will not be an acceptable method of a reverse print number.

All work must be performed in-house with no portion sublet.

Does your company have the ability to reverse print a consecutive number out of a dark background numbering box in-house?

Yes

No

SAMPLES OF REVERSE PRINTED CONSECUTIVE NUMBERS PRINTED ON HANGTAGS FOR UNIVERSITIES AND/OR CUSTOMERS OF SIMILAR SIZE AS THE UNIVERSITY OF KENTUCKY SHALL BE PROVIDED WITH SUBMITTED BID. A MINIMUM OF THREE (3) SAMPLES SHALL ACCOMPANY BID.

FAILURE TO PROVIDE SAMPLES WITH THE BID MAY RESULT IN IMMEDIATE DISQUALIFICATION AND REJECTION OF BID.

TECHNICAL SPECIFICATIONS **REPOSITIONABLE DRY SEAL STICKERS**

The University requires production of repositionable dry seal stickers for use as annual permits in certain applications such as Scooter and Motorcycle permits. Material shall be designed for use on smooth, dry and clean surface and easy to remove and re-apply to a smooth, contaminant-free surface. The sheeting shall be precoated with pressure sensitive adhesive protected by a removable paper liner, which may be scored slit to facilitate removal. These stickers shall exhibit high heat, abrasion, solvent and sunlight resistance, and will not show discoloration, cracking, blistering or loss of adhesion for a period of one year. Design work can be 4-color process and numbering can be printed as reverse numbers or in a variety of different colors.

The adhesive on this material will remain "open" for a period of one year of normal use but works best if occasionally removed and reapplied.

These stickers should be applied to clean, dry smooth surface, and should NOT be applied directly to any kind of plastic. If applied to plastics, they could bond permanently in a matter of days or weeks, depending on temperature and other environmental conditions, and may NOT be repositionable once that occurs.

Material: 4 mil. clear Polyester with 3 mil. clear matte liner. A tough, flexible, transparent polymer film with a specially treated printing surface backed by a colorless, low-tack (removable) pressure sensitive adhesive, which is protected by an easy-release, moisture-resistant, lay-flat liner which resists curl. The liner must be scallop slit for easy removal.

Reverse Printed Consecutive Numbering:

See numbering specifications.

Size:

The size of the repositionable sticker is 2 7/8" width (with liner) x 3.5" height. Without liner width dimension is 2 3/4".

Colors:

The number of colors on the reflective sticker shall be as follows: 3 colors, Black and Blue on White.

BIDDER SHALL SUPPLY WITH BID AT LEAST THREE (3) SAMPLES FROM JOBS PREVIOUSLY PRODUCED.

FAILURE TO PROVIDE SAMPLES AS REQUESTED MAY RESULT IN DISQUALIFICATION AND REJECTION OF BID.

TECHNICAL SPECIFICATIONS **BOXING SPECIFICATIONS**

The shipping cartons shall be double walled corrugated boxes with the following specifications:

Double-walled Corrugated Boxes

BURST TEST: 275 LBS PER SQ INCH

MIN COMB WT FACING: 110 LBS PER M SQ FT

GROSS WEIGHT LIMIT: 100 LBS

Does your company provide double walled corrugated boxes with the above specifications?

Yes No

IF YOU ANSWERED YES ABOVE, PLEASE SUPPLY WITH BID ONE (1) OR MORE 3" X 3" SAMPLE(S) OF YOUR SHIPPING CARTON.

FAILURE TO MEET THIS REQUIREMENT MAY RESULT IN IMMEDIATE DISQUALIFICATION AND REJECTION OF BID.

Shipping cartons must contain a label listing the quantity printed and the beginning and ending numbers of printed materials contained therein. Breaks in the continuous-feed stock should be a minimum, and any breaks should be plainly labeled on the outside of the box.

Cartons must also be sealed with a security tape imprinted with the manufacturer's name.

Does your company provide a security tape printed with your company's name?

Yes No

IF YOU ANSWERED YES ABOVE, BIDDER SHALL INCLUDE ONE (1) OR MORE SAMPLES OF YOUR CUSTOM PRINTED SECURITY TAPE WITH BID. FAILURE TO MEET THIS REQUIREMENT MAY RESULT IN IMMEDIATE DISQUALIFICATION AND REJECTION OF BID.

If it is found that the sealed security tape is broken, torn, or the University of Kentucky feels the tape has been tampered with, delivery may be refused or the company's representative must visit the campus at the contractor's expense to examine and satisfy the University's concern that no part of the shipment has been tampered with or is missing.

TECHNICAL SPECIFICATIONS **SCRATCH OFF HANGTAGS**

Description:

The University uses scratch off hangtags for use in daily parking applications.

The scratch off area must be covered with a coat of clear varnish and a coat of silver scratch off ink.

The base stock must be a 10 pt. Kromekote stock with Alkyd resin or lacquer-type coatability. The reverse side is an index offset surface.

The release varnish and scratch off ink must be applied with a process which, when scratched with a fingernail or coin, the ink should come off easily so that the "hidden" copy is visible. However, the release varnish and scratch off ink must not come off prior to the validation process.

Size:

The size of the scratch-off hangtag is 3.25" width x 7.5" height.

Numbering:

The scratch off hangtags will be consecutively numbered.

Colors:

The number of colors on the scratch-off hangtag is as follows: 4 colors, Silver, Black and White on Blue, or: 4 colors, Silver, Black and Blue on White.

Back:

The back of the scratch-off hangtag will contain print.

NOTE: UNLESS OTHERWISE NOTED THE BID SHALL BE RETURNED IN A SEALED ENVELOPE SHOWING THE BID DUE DATE AND TIME, THE SOLICITATION NUMBER, AND THE NAME AND ADDRESS OF THE BIDDER ON THE FACE OF THE ENVELOPE.

PROPOSAL FORM

The bidder shall complete the unit price and total amount for each permit type for the three (3) different order quantity ranges listed. Contract award will be made to the responsive and responsible bidder with lowest Grand Total #1 for the Parking Hang-tags and Permits listed below.

Permit Type #	Permit Type	Hang-tag	Size	4 Color Process	QR code	Vari-shreen	Custom 2D/3D Holo. Foil	Most Recent Order Quantity
1	Employee	Yes	3 x 5.25"	Yes	Yes	Yes	No	13000
1	E-VA	Yes	3 x 5.25"	Yes	Yes	Yes	No	400
1	E-Retiree	Yes	3 x 5.25"	Yes	Yes	Yes	No	550
1	E-Acad-Fall	Yes	3 x 5.25"	Yes	Yes	Yes	No	150
1	E-Acad-Year	Yes	3 x 5.25"	Yes	Yes	Yes	No	800
1	ADA	Yes	3 x 5.25"	Yes	Yes	Yes	No	650
1	Multi-E,10,16,19	Yes	3 x 5.25"	Yes	Yes	Yes	No	225
1	E/S	Yes	3 x 5.25"	Yes	Yes	Yes	No	100
1	Trustee	Yes	3 x 5.25"	Yes	Yes	Yes	No	35
1	Official	Yes	3 x 5.25"	Yes	Yes	Yes	No	350
1	E-10	Yes	3 x 5.25"	Yes	Yes	Yes	No	250
1	C-10- Fall	Yes	3 x 5.25"	Yes	Yes	Yes	No	400
1	C-10- Year	Yes	3 x 5.25"	Yes	Yes	Yes	No	500
1	K- Fall	Yes	3 x 5.25"	Yes	Yes	Yes	No	1400
1	K- Year	Yes	3 x 5.25"	Yes	Yes	Yes	No	5000
1	Off Peak- Fall	Yes	3 x 5.25"	Yes	Yes	Yes	No	200
1	Off Peak- Year	Yes	3 x 5.25"	Yes	Yes	Yes	No	300
1	R10	Yes	3 x 5.25"	Yes	Yes	Yes	No	700
1	C16	Yes	3 x 5.25"	Yes	Yes	Yes	No	350
1	C9	Yes	3 x 5.25"	Yes	Yes	Yes	No	1100
1	Official Short-Term	Yes	3 x 5.25"	Yes	Yes	Yes	No	500
1	C5 Year	Yes	3 x 5.25"	Yes	Yes	Yes	No	1000
1	EK	Yes	3 x 5.25"	Yes	Yes	Yes	No	1300
1	EK-VA	Yes	3 x 5.25"	Yes	Yes	Yes	No	225
1	EK-VA YR	Yes	3 x 5.25"	Yes	Yes	Yes	No	500
1	Limited	Yes	3 x 5.25"	Yes	Yes	Yes	No	125
1	R19	Yes	3 x 5.25"	Yes	Yes	Yes	No	400
1	X-Remote	Yes	3 x 5.25"	Yes	Yes	Yes	No	200
1	RD	Yes	3 x 5.25"	Yes	Yes	Yes	No	30
1	R7	Yes	3 x 5.25"	Yes	Yes	Yes	No	600
1	R7 YR	Yes	3 x 5.25"	Yes	Yes	Yes	No	50
1	R2	Yes	3 x 5.25"	Yes	Yes	Yes	No	625

Permit Type #	Permit Type	Hang-tag	Size	4 Color Process	QR code	Vari-sheen	Custom 2D/3D Holo. Foil	Most Recent Order Quantity
1	R-11,12,13,14,15 Fall	Yes	3 x 5.25"	Yes	Yes	Yes	No	350
1	R-11,12,13,14,15 Year	Yes	3 x 5.25"	Yes	Yes	Yes	No	350
1	R-17,18,29,30,34 Fall	Yes	3 x 5.25"	Yes	Yes	Yes	No	50
1	R-17,18,29,30,34 YR	Yes	3 x 5.25"	Yes	Yes	Yes	No	150
1	C29	Yes	3 x 5.25"	Yes	Yes	Yes	No	100
1	R5	Yes	3 x 5.25"	Yes	Yes	Yes	No	700
1	E RD	Yes	3 x 5.25"	Yes	Yes	Yes	No	50
1	Multi- Core R,E,E2,E5, E7,S, 15,19,28,29,30,33	Yes	3 x 5.25"	Yes	Yes	Yes	No	100
1	E-4U---box 8U,on call,E26	Yes	3 x 5.25"	Yes	Yes	Yes	No	100
1	E-2-box 4U,10, ADA	Yes	3 x 5.25"	Yes	Yes	Yes	No	1200
1	E-7-box ADA-4U	Yes	3 x 5.25"	Yes	Yes	Yes	No	150
1	E Core- 29,34,35,36	Yes	3 x 5.25"	Yes	Yes	Yes	No	300
1	E-26 box 4U-on call	Yes	3 x 5.25"	Yes	Yes	Yes	No	175
1	E-27-NEW Box 4U	Yes	3 x 5.25"	Yes	Yes	Yes	No	450
1	E-28	Yes	3 x 5.25"	Yes	Yes	Yes	No	125
1	E-31	Yes	3 x 5.25"	Yes	Yes	Yes	No	25
1	E-33	Yes	3 x 5.25"	Yes	Yes	Yes	No	200
1	E-8U--box- 4U,on call	Yes	3 x 5.25"	Yes	Yes	Yes	No	125
1	E-25-box on call,GSH	Yes	3 x 5.25"	Yes	Yes	Yes	No	100
1	E-3L box on call, GSH	Yes	3 x 5.25"	Yes	Yes	Yes	No	100
1	E-3U box on call, GSH	Yes	3 x 5.25"	Yes	Yes	Yes	No	400
1	E-8-box on call, GSH	Yes	3 x 5.25"	Yes	Yes	Yes	No	600
1	E-4-box- on call, 8L	Yes	3 x 5.25"	Yes	Yes	Yes	No	100
1	E-20	Yes	3 x 5.25"	Yes	Yes	Yes	No	25
1	E-21	Yes	3 x 5.25"	Yes	Yes	Yes	No	35
1	Professional- E	Yes	3 x 5.25"	Yes	Yes	Yes	No	800
1	Professional- K/CK	Yes	3 x 5.25"	Yes	Yes	Yes	No	625
1	Professional- C7	Yes	3 x 5.25"	Yes	Yes	Yes	No	300
1	Press	Yes	3 x 5.25"	Yes	Yes	Yes	No	125

Permit Type #	Permit Type	Hang-tag	Size	4 Color Process	QR code	Vari-sheen	Custom 2D/3D Holo. Foil	Most Recent Order Quantity
1	Service	Yes	3 x 5.25"	Yes	Yes	Yes	No	150
1	Visitor	Yes	3 x 5.25"	Yes	Yes	Yes	No	2000
1	Volunteer	Yes	3 x 5.25"	Yes	Yes	Yes	No	300
1	Account Card	Yes	3 x 5.25"	Yes	Yes	Yes	No	200
1	E- Commuter 3,5,7,8	Yes	3 x 5.25"	Yes	Yes	Yes	No	400
1	ADA Short-term	Yes	3 x 5.25"	Yes	Yes	Yes	No	500
1	E/EK/E10	Yes	3 x 5.25"	Yes	Yes	Yes	No	5000
1	E/S, S, V	Yes	3 x 5.25"	Yes	Yes	Yes	No	250
1	EVENT	Yes	3 x 5.25"	Yes	Yes	Yes	No	2000
1	VENDOR box Courier	Yes	3 x 5.25"	Yes	Yes	Yes	No	500
1	Summer 2022	Yes	3 x 5.25"	Yes	Yes	Yes	No	1000
1	E - Acad Summer 2022	Yes	3 x 5.25"	Yes	Yes	Yes	No	250

PERMIT TYPE 1 TOTAL: 52,025

Permit Type #	Permit Type	Hang-tag	Size	4 Color Process	QR code	Vari-sheen	Custom 2D/3D Holo. Foil	Most Recent Order Quantity
2	B/W Short-term	Yes	3 x 5.25"	Yes	Yes	Yes	Yes	1250

Permit Type #	Permit Type	Hang-tag	Size	4 Color Process	QR code	Vari-sheen	Custom 2D/3D Holo. Foil	Most Recent Order Quantity
3	Scratch Off	Yes	3.25 x 7.5"	Yes	No	No	No	26,000

Permit Type #	Permit Type	Hang-tag	Size	4 Color Process	QR code	Vari-sheen	Custom 2D/3D Holo. Foil	Most Recent Order Quantity
4	Repositionable Dry Seal Permit	No	2.875 x 3.5"	2 color	No	No	No	1,000

Permit Type #	Est. Annual Order Quantity*	Unit	Total
1	50k to 54k	\$	\$
2	1k to 2k	\$	\$
3	25k to 30k	\$	\$
4	500 to 1000	\$	\$
TOTAL 1			\$

Est. Annual Order Quantity	Unit	Total
55k to 60k	\$	\$
2k to 3k	\$	\$
30k to 35k	\$	\$
1000 to 1500	\$	\$
TOTAL 2		\$

* k refers to thousands