

## **Printing Jobs Involving Mail Services**

The University of Kentucky Postal Services provides all bulk mailing services for all University mail. University contracted printers are required to coordinate all printing jobs that involve mailing services with the University Post Office. The Post Office holds sole authority over all mailing issues and use of the University's mail indicia(s). In keeping with federal postal regulations, unless delegated by the University Post Office, no other party, including University print contractors, may coordinate or direct any tasks or issues related to mailing services for the University. The successful printing contractor(s) are not to provide, procure, or outsource bulk mail services. This includes any mail house vendors. Per terms of their agreements, any contractor that violates this requirement is subject to contract probation or termination.

### **PERMIT 51**

All printed material that includes any Permit 51 indicia (see Attachment G – Permit 51 Job Alert and Imprints) must be delivered to the UK Post Office for mailing preparation and pickup by the US Postal Service. US Postal regulations require that a postage statement be presented with each mailing and that the signature on the postage statement certifies the eligibility of the mail for the identified rate. UK Postal Services is located at 1247 Versailles Road, Lexington 40506.

Non-compliance by the successful contractor(s) will result in the contractor having to reprint the job at their expense, and incur any penalties, (including costs) imposed by the United States Postal Service. This could result in termination of contract with the University of Kentucky.

### **Nonprofit Rate:**

University of Kentucky has maintained eligibility since 1980 to mail at nonprofit standard mail rates. UK Postal Services is authorized to oversee the use of the Permit 51 indicia on all University printed materials. Compliance with U.S. Postal Service regulations for nonprofit rates requires UK Postal Services to review and approve all material before printing the Permit 51 Nonprofit indicia. The vendor will be required to obtain a signature of approval from UK Postal Services prior to printing the Permit 51 Nonprofit indicia. (Forms for Permit 51 authorization and examples of authorized University of Kentucky mail permit imprints are found in Attachment G – Permit 51 Job Alert and Imprints). University of Kentucky Postal Services provides addressing, inserting, folding, sorting and metering for bulk mailings.

### **Presorted Standard Rate:**

Mail pieces that include the University's Permit 51 indicia must be mailed through the UK Post Office. University of Kentucky Postal Services provides addressing, inserting, folding, sorting and metering for bulk mailings. The successful contractor(s) will be required to obtain a signature of approval from UK Postal Services prior to printing the Permit 51 Bulk Rate indicia.

### **First Class Rate:**

Mail pieces that include the University's Permit 51 indicia must be mailed through the UK Post Office. University of Kentucky Postal Services provides addressing, inserting, folding, sorting and metering for bulk mailings. The successful contractor(s) will be required to obtain a signature of approval from UK Postal Services prior to printing the Permit 51 First Class indicia.

**Steps for Contract Printers Using Permit 51:**

1. Contract printer must get signature of approval for any job that will be using Permit 51 for any type of mailing (Nonprofit, Presorted Standard, & First Class) before printing the job. This will allow UK Postal Services to review material to ensure it meets US Postal Services rules and regulations. Printer should fax Permit 51 Authorization Form to Mary Strong at (859) 257-4000. If Permit 51 Authorization Form is needed please call 257-4047.
2. Mary Strong, Bulk Mail Supervisor, or other managers will fax back to printer the Permit 51 Authorization Form to proceed with printing of job or ask for changes to be made to meet USPS rules/regulations. If changes are required the printer must re-submit another Permit 51 Authorization Form reflecting required changes. If approved UK Postal Services will return the signed form back to the contract printer.
3. Delivery of material can be made to the UK Post Office at 1247 Versailles Rd., Lexington 40506. All deliveries are to be made Monday thru Friday between the hours of 9:00 AM till 3:00 PM. If directions are needed please call 257-4047.

Note: Offerors are not to contact any of the above parties for questions during the Request for Proposals process. The above verbiage will be incorporated into the awarded contract(s).

**Summary of Party Relationships for University Printing Purchases Involving Mail Services and other Contract Holders**

The University has a contract for mailing services. The mailing services contract is solely for use by the University Post Office and the mail contractor may not be contacted or directed to coordinate any tasks related to printing or mailing services by any entity other than the University Post Office without their express permission.

The University holds multiple contracts for public relations and advertising which constitute agency of record relationships. Based on this the media contractor may at times act as an agent for University departments in facilitating printing and other types of media projects. Based on the nature of the agency relationship, the media contractor assumes responsibility for coordinating printing purchases the same as if they were being executed by the end-using department.

Reference attached graphic depicting these relationships.

I have fully read and reviewed the University's requirements for mailing services as they relate to printing. I understand the mailing requirements for the University and will comply with all requirements listed within. I understand my non-compliance may result in probation or termination of contract.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_