



**INVITATION FOR BID**

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

<b>INVITATION NO.:</b>	UK-2592-26	<b>RETURN ONE ORIGINAL COPY AND ONE USB DRIVE OF BID TO: UNIVERSITY OF KENTUCKY PROCUREMENT SERVICES BID DESK, BID # <u>UK-2592-26</u>, BID DATE <u>3/17/2026</u> 322 PETERSON SERVICE BLDG. 411 South Limestone LEXINGTON, KY 40506-0005</b>
<b>Issue Date:</b>	3/3/2026	
<b>Title:</b>	Bulk Mail, Postage Metering & Presorting Mail	
<b>Category Specialist:</b>	Patricia Pflug	
<b>Phone:</b>	859-257-5409	

**IMPORTANT: BIDS MUST BE RECEIVED BY 3/17/2026 @ 3:00 P.M. LEXINGTON, KY TIME**

The University's General Terms and Conditions and Instructions to Bidders, viewable at <https://purchasing.uky.edu/bid-and-proposal-opportunities>, apply to this IFB. When the RFP includes construction services, the University's General Conditions and Special Conditions for Construction and Instructions to Bidders, viewable at <https://purchasing.uky.edu/bid-and-proposal-opportunities>, apply to the IFB.

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 and is in full compliance with KRS 45A.455;
- 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**

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

**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 Procurement Services. 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 Procurement Services before the due date and time set forth in the solicitation. The time shown on the recording clock in Procurement Services 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 Procurement Services.

- 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-15.
- 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 is 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.

**7. Affiliation of King's Daughters Medical Center (KDMC)**

The University of Kentucky is authorized to add King's Daughters Medical Center (KDMC) to any contract. As of December 1, 2022, King's Daughters Medical Center based in Ashland Kentucky officially became part of the University of Kentucky. King's Daughters Medical Center serves a 16-county region across Kentucky, Ohio, and West Virginia. Its health system is comprised of two acute-care hospitals totaling 465 licensed beds, more than 50 ambulatory centers and practice locations, a long-term care facility, medical transport company, and six urgent care centers.

**8. Affiliation of St. Claire HealthCare**

The University of Kentucky Board of Trustees on Friday April 26, 2024 approved plans to proceed with the acquisition of St. Claire HealthCare in Morehead. The move for St. Claire to become part of UK will expand clinical and academic programs as well as result in greater access to high-quality patient care for more Kentuckians. St. Claire can continue its 60-year tradition of serving Northeastern Kentucky for decades to come, operating under the name UK St. Claire. St. Claire HealthCare is one of the largest employers in the region, with over 1,200 staff members, including a growing medical staff of more than 125 physicians and nearly 70 advanced practice professionals representing more than 30 medical specialties. It includes the largest rural hospital in Northeastern Kentucky, seven primary care locations located within five counties, a multi-specialty medical pavilion, two urgent care centers, a pediatrics clinic, as well as a retail pharmacy, counseling center, medical equipment and supply store, and an outpatient center. Additionally, St. Claire HealthCare provides home health and hospice services in eight counties within its 11-county service region. The acquisition was finalized on July 1, 2024.

UNIVERSITY OF KENTUCKY  
INVITATION FOR BID (IFB)  
SPECIAL CONDITIONS

This Invitation for Bids is to establish a Price Contract for providing non-profit Bulk Mailing, Postage Metering & Presorting Mail Services for the University of Kentucky, Lexington, Kentucky. New location for the UK Postal Services pick-up is 1247 Versailles Road.

Bidders, by completing and submitting a bid in response to this IFB, do certify that the services that they propose to delivery against any resulting contract, will be in full compliance with all applicable regulations of the United States Postal Service.

### **BULK MAIL SCOPE**

It is the intent of the University that all mailings which cannot for any reason be processed by the Bulk Mail Unit of the University of Kentucky Postal Services be done by the successful bidder.

Non-envelope mailing generally consists of self-mailers i.e., 20 lb. bond, folded to #10 envelope size with the non-profit permit #51 imprinted on the address bearing side.

The successful bidder will be required to:

- Pick up the printed pieces from the Bulk Mail Unit located at 1247 Versailles Rd. or directly from the University's end user. The printer may also ship material to the successful bidder to process.
- Label mail as necessary with self-adhesive or cheshire labels or ink jet address from computer disc.
- Sort and sack the labeled material in a manner that is acceptable to the United States Postal Services. Utilize correct sort procedures as directed by the Domestic Mail Manual for bulk mail sorting and sort to maximum discount levels available but not less than five (5) digits.
- Deliver the prepared mailing to the designated USPS acceptance office together with the proper documentation required by the USPS, such as Form 3602.
- Return any extra printed material not required to complete the mailing along with copies of any and all forms presented to the USPS to:

University of Kentucky  
UK Postal Services Bulk Mail Unit  
1247 Versailles Road  
Lexington, KY 40506-0025

- For mailings inserted into envelopes, the postage should be applied by a postage meter or by using the University Permit #51. The meter imprint "non-profit" must be used when possible. Successful bidder is to supply the metering machine system and postage for the bulk mail.
- In certain instances, the successful bidder may drop mailings in U.S. Post Offices, other than the Lexington Post Office, provided the University incurs no additional costs or delays. Further, the successful bidder must obtain prior approval from the University of Kentucky Postal Services Department and the U.S. Postal Services, before using an alternate Post Office.
- Successful bidder shall be able to perform all services that are specified in this IFB and they shall not subcontract out those services without the written approved of the University.
- Successful bidder shall send daily spreadsheet by 3 pm listing all University jobs and their current status. The spreadsheet shall keep UK Healthcare/Marketing jobs separate from all others. Information shall include but not limited to when job was delivered to vendor, name of each job, how many pieces and date when mailed.

Bidders, by completing and submitting a bid in response to this IFB, do certify that the services that they propose to delivery against any resulting contract, will be in full compliance with all applicable regulations of the United States Postal Service.

### **QUANTITIES**

Last year there was approximately three (3) million pieces of mail processed. The University of Kentucky does not guarantee any minimum quantities and will pay only for those services required by the University of Kentucky Postal Services Department. All jobs will be priced on actual quantity processed without minimum quantity charge.

### **DAMAGED MATERIALS**

If the successful bidder discovers any damaged mail, the successful bidder shall notify the University immediately concerning the course of action necessary to resolve the situation.

### **RECEIVING HOURS**

The University and the successful bidder shall negotiate a time for pick-up and delivery to occur in order to meet the University's needs.

### **TRANSPORTATION**

The successful bidder shall furnish pick-up and delivery service directly to and from the specified locations defined under "Scope of Work" and the successful bidder's place of business. The successful bidder may either designate a specific carrier for the transportation of the mail throughout the term of the price contract or provide successful bidder owned transportation. All delivery & pickup to and from the University of Kentucky which includes lease properties located in Lexington, KY will be done at no cost.

The University of Kentucky Motor Vehicle Parking and Traffic Regulations as well as a service parking permit may be obtained from the Parking and Transportation Department, 721 Press Avenue, Lexington, KY 40506-0571 or via their web site at <http://www.uky.edu/Parking/>. Successful bidders wishing to obtain a service permit must submit a letter verifying need for access and make application for an "S" permit on the regular parking permit application form. A fee is required for each permit issued and is valid until March 31<sup>st</sup> of the fiscal year.

### **INVOICING AND PAYMENT**

All invoices are to be sent weekly to:

University of Kentucky  
UK Postal Services Bulk Mail Unit  
ATTN: Tim Gentry  
CB21 Whitehall Classroom Building  
Lexington, KY 40506-0025

A copy of the actual cost breakdown for each job should accompany the invoice. The successful bidder will include postage as a separate item on the invoice for the job. All invoices should include number of pieces, cost or hour rate per contract of each line items. A job description and job order number.

### **POSTAGE METERING**

The successful bidder will be responsible for metering all outgoing domestic mail via U.S. Postal Service for the University of Kentucky. The successful bidder must have sufficient resources to handle the anticipated volume. This shall include, but not be limited to, the ownership or rental of sufficient machines to handle the volume of mail which the University produces, sufficient personnel to process the mail, transportation facilities to move the mail from the University Campus Post Office to the successful bidders metering facilities and transport the mail to the U.S. Post Office or presort agency, if applicable, and rental of appropriate metering heads.

The successful bidder will be responsible for picking up the meter mail twice daily (Monday through Friday). Once in the morning between 11:00AM-11:30AM and once in the afternoon between 3:00PM-5:00PM. The meter mail is to be picked up at 1247 Versailles Rd.

The successful bidder shall rent or purchase an adequate number of metering heads for which the University will be responsible for paying the postage and will be used exclusively to handle the University's needs. Under no circumstances shall any mail be metered through these heads except that which was picked up at the University of Kentucky and is assumed to be official University mail. Failure to abide by this stipulation will be cause for immediate cancellation of the contract and seeking of appropriate compensation for improperly metered mail.

### **PRESORTING OF UNIVERSITY MAIL**

The successful bidder will be responsible for providing presort first class sorting or first class zip + 4 mailing services for the University of Kentucky. The U.S. Postal Service allows a discount on first class mail that is sorted to certain specifications, i.e., 10 pieces sorted to the same five (5) digit zip code, or 50 or more pieces to the same Sectional Center (first three digit sort of zip code). The successful bidder will sort the first class mail to meet these postal regulations. The successful bidder is required to commingle the University of Kentucky mail with mail from other clients in order to qualify 100% of all mail under this contract. No residual charge backs for mail not qualifying for full current first class presort of first class presort zip +4 will be allowed under this contract.

The successful bidder will also be responsible for spraying barcodes on machine-readable presorted mail and for returning any extra printed material not required to complete the mailing along with copies of any and all forms presented to the USPS to:

University of Kentucky  
UK Postal Services  
CB21 Whitehall Classroom Building  
Lexington, KY 40506-0025

### **QUANTITIES**

The number of pieces of first class pre-sortable mail ranges monthly from 41,000 to 107,000 pieces.

The University estimates that there will be an average volume of **3,600** pieces of mail daily which includes both presort and other **mail classes**, Monday through Friday, except for University holidays. Although the volume is estimated on a daily basis, the bidder should be aware that the volume will vary day to day and season to season. The highest volume can be anticipated during January and March and the lowest volume from December 25<sup>th</sup> to January 1<sup>st</sup>. The University will advise the successful bidder of daily and seasonal fluctuations in order for sufficient personnel resources to be adjusted as required.

### **BILLING SYSTEM/SERVICES**

The University of Kentucky Postal Services currently uses Plant Press Software for billing purposes and the successful bidder must be able to provide information in a form that is compatible with this system.

The successful bidder will be expected to give UK Postal Services a daily file detailing all of the mail that was processed that day. The file will need to be in the proper format to allow UK to import this file into their mail management system so as to track all charges by department. It will be the successful bidder's responsibility to match the import file. If the successful bidder cannot match the file and produce a successful test import they will have to purchase a compatible system to ensure an accurate transfer of key data.

The successful bidder should also be aware that from time to time UK may change or upgrade its mail management system in whole or part, which will require the successful bidder to change, at their cost, to match what UK has completed.

The successful bidder should be able to complete the following minimum list but may be required to add fields or data as UK deems necessary. The system must:

Items	Yes	No
1. Keep track of mail by UK department number.		
2. Keep track of mail by class.		
3. Keep track of machine ID recording transaction (i.e. Unit 1, Unit 2...etc.)		
4. Be able to do a postage add on fee by percentage and/or fixed amount.		
5. Be able to produce daily/weekly/monthly reports for transaction balancing.		
6. Keep proper back-ups of all information in case of problems.		

The successful bidder will be expected to produce a test file for UK before they will be allowed to go live.

**PROMPT PAYMENT DISCOUNTS**

In the event the successful bidder offers a prompt payment discount, the date the order is completed will be used to compute all such discounts.

**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 five (5) 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 <https://purchasing.uky.edu/bid-and-proposal-opportunities>, 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 <https://purchasing.uky.edu/bid-and-proposal-opportunities>, 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 should be received in Procurement Services in writing 30 days prior to the end of the current contract period. Upon approval by Procurement Services, prices shall remain firm for the length of the contract period. Any permitted price adjustments should not exceed the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, Postal Services, as published by the U.S. Bureau of Labor Statistics..

**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 Procurement Services representative, any University Procurement Services Official representing the University administration, or others authorized in writing by Procurement Services 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.

This solicitation will be opened publicly at the time and date indicated. In addition to the public opening, the event will also be available via Zoom. Visit Procurement Services' Bid and Opportunities website (<https://purchasing.uky.edu/bid-and-proposal-opportunities>) 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 (For Reporting Purposes Only)**

Bidders are requested to 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.

### **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 Procurement Services as part of the award process. Further, should any company business information change during the life of the contract, successful Contractor agrees to update this information in PaymentWorks as applicable. Supplier agrees to and should be responsible for all updates on their PaymentWorks account as it relates to submitting new remit-to addresses or other required supplier profile information. PaymentWorks provides support to all suppliers transacting with the University of Kentucky on the platform. Supplier agrees to and should be responsible for engaging PaymentWorks Support for any needed issues regarding updates or other matters to ensure their supplier account remains connected to the University.

**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.**

**BID PROPOSAL FORM**

**All quantities referenced in the Bid Proposal Form are estimates only. The University Of Kentucky makes no guarantee or promise as to the actual quantities which may be ordered. Successful bidder agrees to provide third-class Mailing Services for the Bulk Mail Unit of the Postal Services Department of the University of Kentucky at the following prices.**

ITEM	DESCRIPTION	# OF ESTIMATED UNITS (TO BE USED FOR EVALUATION PUR- POSES)	UNIT COST	TOTAL (based on estimated units)
1	Cost for pick-up of printed material – Other than UK post office. Example: Picking up materials from a printer	500	\$ _____ /Trip	\$ _____
2	Folding	581,000	\$ _____ /per 1000	\$ _____
3	Ink jet printing onto mail piece – A unit consists of pass through of ink jet printer. Ex: spraying address & indica will be 2 units	3,015,000	\$ _____ /per 1000	\$ _____
4	Inserting into envelope, one insert – A unit consist of one insert into envelope	500,000	\$ _____ /per 1000	\$ _____
5	Inserting into envelope each addition Piece – Unit of measure is each additional insert, if a job has more than one insert per envelope	150,000	\$ _____ /per 1000	\$ _____
6	Tabbing – setup fee	1,000	\$ _____ /per 1000	\$ _____

7	Tabbing – 2 tabs	135,000	\$ _____ /per 1000	\$ _____
8	Tabbing – 3 tabs	135,000	\$ _____ /per 1000	\$ _____
9	Charge for running address list through DATA (this includes running lists through National Change of Address, Coding Accuracy Support System Certification (CASS), Dedupe, and Intelligent Bar Code)	3,015,000	\$ _____ /per 1000	\$ _____
10	Cost per hour for manual jobs, such as Un-machinable labels, inserts, zip code Sorting, matching, etc Invoices should include start & stop time for each job	500	\$ _____ /Hour	\$ _____
11	Laser set up	50	\$ _____ /Job	\$ _____
12	Laser printing (black / white)	207,000	\$ _____ /per 1000	\$ _____
Grand Total:			\$ _____	

The following items are used only when needed.  
For purpose of establishing contract pricing provide a unit cost.

- |   |                       |
|---|-----------------------|
| 1. Cost per hour for bagging and tagging bulk mail  | \$ _____ per hour     |
| 2. Suppression Services   | \$ _____ per job/file |
| 3. Laser printing (color)   | \$ _____ per 1000     |
| 4. Mail Production Minimum  | \$ _____ per job      |
| 5. Data Minimum   | \$ _____ per job      |
| 6. Poly-bagging and Shrink-wrapping<br>Exp: for unit of measurement 3 items poly or<br>shrink wrapped together is considering one unit. | \$ _____ per 1000     |
| 7. Creative Folding & Gluing<br>(People are trying gluing instead of<br>tabbing when it can be done)                                    | \$ _____ per 1000     |
| 8. Personalized Uniform Resource Locator<br>Mailings (personalized)   | \$ _____ per 1000     |
| 9. Seal Machine Inline<br>Envelopes sealed on machine   | \$ _____ per 1000     |
| 10. Cost of tabs – 1 inch - white   | \$ _____ per 1000     |
| ½ inch –white   | \$ _____ per 1000     |
| 1 inch –clear   | \$ _____ per 1000     |
| 1 1/2 inch-clear  | \$ _____ per 1000     |
| 11. Match Intelligent, per match<br>Match intelligent 2D match for<br>material with variable data<br>(matching name to envelope)        | \$ _____ per 1000     |

Grand Total (this section): \$ \_\_\_\_\_

**TIME REQUIREMENT**

Insert the number of hours from time of pick-up to time of completion for labeling, sorting, preparing and delivery to the USPS for the following number of pieces:

- |  |             |
|--|-------------|
| 1. Estimated time to do 5,000 pieces   | _____ hours |
| 2. Estimated time to do 10,000 pieces  | _____ hours |
| 3. Estimated time to do 25,000 pieces  | _____ hours |
| 4. Estimated time to do 50,000 pieces  | _____ hours |
| 5. Estimated time to do 100,000 pieces | _____ hours |

Successful bidder agrees to provide Postage Metering and Presorting Mailing Services to the UK Post Office for the following prices:

Metering Mail Processing	\$ _____/each or \$ _____/M
Presorting	\$ _____/piece or \$ _____/M
Bar-coding	\$ _____/piece
Fast Forward Fee	\$ _____/piece

*Revised 7-14-25*