



INVITATION FOR BID

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

INVITATION NO.: UK-2626-27
Issue Date: 10/9/2026
Title: Printing and Binding of Law Journals
Contracting Officer: Patricia Pflug
Phone: 859-257-5409

**RETURN ONE ORIGINAL COPY AND ONE USB DRIVE
 OF BID TO:**
UNIVERSITY OF KENTUCKY
PROCUREMENT SERVICES BID DESK,
BID # UK-2626-27, BID DATE 11/6/2026
322 PETERSON SERVICE BLDG.
411 South Limestone
LEXINGTON, KY 40506-0005

IMPORTANT: BIDS MUST BE RECEIVED BY 11/6/2026 @ 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

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 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

SCOPE

This Invitation for Bids is to establish a Price Contract for the Printing and Binding of Law Journals 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 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 must 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 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 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.
4. Include other demographic information that you feel may be applicable to the Invitation for Bids submission.

Business Description	Check All That Apply
Minority-Owned	
Woman-Owned	
Small Business	
Veteran-Owned	
LGBTQ-Owned	
Disability-Owned Business Entity (DOBE)	
Diversity Not Indicated	

Kentucky Located	Yes/No?
Kentucky Located – Please indicate whether your business entity is physically located within the Commonwealth of Kentucky.	

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.

All quantities referenced in this Invitation for bids are estimated. There are no guarantees of any quantities to be purchased by the University.

BID PROPOSAL FORM

SPECIFICATIONS FOR KENTUCKY LAW JOURNAL

SERIES I

PRODUCT: University of Kentucky, Kentucky Law Journal

QUANTITY PER ISSUE: 800

ISSUES PER YEAR: Approximately four (4).

PAGES: 200 to 576 pages. Page count varies per issue.

FINAL BOOK SIZE: 6-3/4 x 10 inches

PAPER: All papers bid should contain fifty percent (50%) recovered paper material of which ten percent (10%) shall be post-consumer waste. The bidder should provide the specifications of the papers to be used as part of their bid response. The specifications submitted should include the brand, finish, weight and recycled content of the papers bid. Any bid submitted without this information is subject to rejection.

Samples of the text and cover stocks should be furnished with bid response (reference section on page 10).

TEXT: Heritage Book, White, Vellum Finish, 50 lb., Text; or, equivalent.

COVER: Neenah Classic Recycled Blue, Laid Finish, 65 lb., Cover; or, equivalent. A dark blue PMS color to be named later.

COPY: At this time, it is anticipated that copy will be furnished as camera-ready, single page hardcopy. In the future, copy may be produced in a word processing program and furnished electronically, either as a diskette or FTP to the successful contractor. Laser copies printed by the contractor should be printed at a minimum of 1200 dpi.

MACRO PROGRAM: For electronic submission of copy, the contractor will be required to furnish the University a customized macro conversion program at no additional charge. This program should be a template which supports the most current version of WordPerfect or Microsoft Word. Initial on-site training should be supplied by the contractor as well as call-in technical assistance as needed. Calls for technical assistance should be either toll-free or accepted by the contractor as collect calls.

PROOFS: All proofs require approval of the Editor-in-Chief of the Kentucky Law Journal. The successful contractor should obtain approval from the Kentucky Law Journal managing editor before sending any shipments that will be at the KLJ's expense.

At least one blue line proof, or equivalent, of the press sheet layout before the pressrun will be required at no charge. If copy is submitted electronically, one set of page proofs will also be sent to the University at the contractor's expense. Any subsequent proofs necessary because of errors by the contractor will also be sent to the University at the contractor's expense in order to verify corrections before printing.

Shipping of any subsequent proofs after the first proof that are necessary because of author alterations will be at the University's expense. Shipping for proofs after author alterations should be pre-paid by the contractor and added to the invoice.

TELEPHONE SERVICE: The successful contractor should provide either a toll-free long distance telephone number or accept collect telephone calls from the editor or other designated person(s) of the Kentucky Law Journal staff.

PRESSWORK TEXT: Black ink only. Black coverage should be evenly distributed on all pages and on every book.

COVER: The outside cover pages will be printed in one color (white). The inside of the front and back cover pages will be printed in a dark blue PMS color to be determined at a future date. The printed blue color on every book should match the PMS color chosen.

BINDING: All complete journal copies are to be perfect bound with scored covers. Covers should be folded with the grain to avoid cracks along folds. Pages should be sufficiently glued so that they will not easily separate from the book. Glue should not be visible on the outside of the book or inside the cover pages. Glue should be evenly distributed so that the covers are flat along the spine with no lumps. All trimming should be even so that type runs parallel to the top and bottom edges of the book. Blank space on all four sides of the printed area should be identical on every page and throughout the book.

Reprint copies are to be bound as described below.

REPRINTS: Reprints will involve the printing of a special cover and perfect binding of the cover to a reprint article. These reprints will normally be ordered at the time of the original printing. Camera-ready copy will be provided for these special covers.

ON-LINE DATABASE SERVICE: The successful contractor should have the capability to prepare the articles and notes for the Lexis and Westlaw databases via the removal and insertion of commands and codes.

SCHEDULE: The University is expected to produce each issue in accordance with the following working schedule:

- The University will submit copy to the contractor. The contractor should provide complete blue line, or equivalent, proofs of the press plates or flats within three (3) business days after receipt of copy.
- The successful contractor should complete production of the journal and all reprint articles within ten (10) working days after final approval of proofs.
- The successful contractor should have all shipments completed within twelve (12) business days after final approval of proofs.

THE ABOVE TURNAROUND TIMES SHOULD BE MET AS A CONDITION OF THE CONTRACT. Failure to meet delivery times may result in contract cancellation.

SHIPPING: The contractor should obtain approval from the *Kentucky Law Journal* managing editor before sending any shipments that will be at the KLJ's expense.

The *Kentucky Law Journal* (KLJ) may request that some journals be shipped via UPS to locations other than the University of Kentucky in Lexington, KY. The Editor-in-Chief of the KLJ may request that the contractor label and mail journals. The cost of postage and UPS for shipments to all locations shall be FOB Destination - Prepaid and Added to the final invoice for that journal. The labor and materials associated with the mailing should be priced separately. In all cases of shipment, the contractor is fully responsible for items while in transit and shall be responsible for filing damage claims when applicable. Freight charges shall be based on standard UPS published rates.

All copy proofs and delivery of all printed material – other than requested third party shipments – should be sent to:

Kentucky Law Journal Editor-in-Chief
148 Law Building
University of Kentucky
Lexington, KY 40506-0048

SPECIFICATIONS FOR KENTUCKY JOURNAL OF EQUINE, AGRICULTURE & NATURAL RESOURCES LAW

SERIES II

PRODUCT: University of Kentucky Journal Equine, Agriculture & natural Resources Law

QUANTITY PER ISSUE: 300

ISSUES PER YEAR: Approximately three (3).

PAGES: 200 to 400 pages. Varies per issue.

FINAL BOOK SIZE: 6-1/4 x 9-1/2 inches

PAPER: All paper bid should contain fifty percent (50%) recovered paper material of which ten percent (10%) shall be post-consumer waste. The bidder should provide the specifications of the papers to be used as part of their bid response. The specifications submitted should include the brand, finish, weight and recycled content of the papers bid. Any bid submitted without this information is subject to rejection.

Samples of the text and cover stocks should be furnished with bid response (reference section on page 8).

TEXT: Heritage Book, Cream, Smooth or Vellum Finish, 50 lb., Text; or, equivalent.

COVER: Hopper Feltweave, Natural, 80 lb., Cover; or, equivalent.

COPY: At this time, it is anticipated that copy will be furnished as camera-ready, single page hardcopy. In the future, copy may be produced in a word processing program and furnished electronically, either as a diskette or FTP to the successful contractor. Laser copies printed by the contractor should be printed at a minimum of 1200 dpi.

MACRO PROGRAM: For electronic submission of copy, the successful contractor will be required to furnish the University a customized macro conversion program at no additional charge. This program should be a template which supports the most current version of WordPerfect or Microsoft Word. Initial on-site training should be supplied by the contractor as well as call-in technical assistance as needed. Calls for technical assistance should be either toll-free or accepted by the contractor as collect calls.

PROOFS: All proofs require approval of the Editor-in-Chief of the Journal of Equine, Agriculture & Natural Resources Law (KJEANRL). The successful contractor should get approval from the KJEANRL Editor-in-Chief before sending any shipments that will be at the KJEANRL's expense.

At least one blue line proof, or equivalent, of the press sheet layout before the pressrun will be required at no charge. If copy is submitted electronically, one set of page proofs will also be sent to the University at the contractor's expense. Any subsequent proofs necessary because of errors by the contractor will also be sent to the University at the contractor's expense in order to verify corrections before printing.

Shipping of any subsequent proofs after the first proof that are necessary because of author alterations will be at the University's expense. Shipping for proofs after author alterations should be pre-paid by the contractor and added to the invoice.

TELEPHONE SERVICE: The successful contractor should provide either a toll-free long distance telephone number or accept collect telephone calls from the editor or other designated person(s) of the Journal of Natural Resources and Environmental Law staff.

PRESSWORK TEXT: Black ink only. Black coverage should be evenly distributed on all pages and on every book.

COVER: The outside and inside (front and back) cover pages will be printed in one color, a green PMS color to be named later. The printed green color on every book should match the PMS color chosen.

BINDING: All complete journal copies are to be perfect bound with scored covers. Covers should be folded with the grain to avoid cracks along folds. Pages should be sufficiently glued so that they will not easily separate from the book. Glue should not be visible on the outside of the book or inside the cover pages. Glue should be evenly distributed so that the covers are flat along the spine with no lumps. All trimming should be even so that type runs parallel to the top and bottom edges of the book. Blank space on all four sides of the printed area should be identical on every page and throughout the book.

Reprint copies are to be bound as described below.

REPRINTS: Reprints will involve stitching the original cover to a reprint article. These reprints will normally be ordered at the time of the original printing.

Since special covers for reprints may be requested, pricing is also requested for the printing and perfect binding of special covers to reprint articles. Camera-ready copy will be provided for these special covers.

SCHEDULE: The University is expected to produce each issue in accordance with the following working schedule:

- The University will submit copy to the contractor. The contractor should provide complete blue line, or equivalent, proofs of the press plates or flats within three (3) business days after receipt of copy.
- The successful contractor should complete production of the journal and all reprint articles within ten (10) working days after final approval of proofs.
- The successful contractor should have all shipments completed within twelve (12) business days after final approval of proofs.

THE ABOVE TURNAROUND TIMES SHOULD BE MET AS A CONDITION OF THE CONTRACT. Failure to meet delivery times may result in contract cancellation.

SHIPPING: The successful contractor should obtain approval from the *KJEANRL* Editor-in-Chief before sending any shipments that will be at the *KJEANRL*'s expense.

The *Kentucky Journal of Equine, Agriculture & Natural Resources Law* (*KJEANRL*) may request that some journals be shipped via UPS to locations other than the University of Kentucky in Lexington, KY. The Editor-in-Chief of the *KJEANRL* may request that the contractor label and mail journals. **The cost of postage and UPS for shipments to all locations shall be FOB Destination - Prepaid and Added to the final invoice for that journal.** The labor and materials associated with the mailing should be priced separately. In all cases of shipment, the contractor is fully responsible for items while in transit and shall be responsible for filing damage claims when applicable. Freight charges shall be based on standard UPS published rates.

All copy proofs and delivery of all printed material – other than requested third party shipments – should be sent to:

Kentucky Journal of Equine, Agriculture & Natural Resources Law, Editor-in-Chief
148 Law Building
University of Kentucky
Lexington, KY 40506-0048

BID PROPOSAL FORM **FOR PRINTING AND BINDING OF KENTUCKY LAW JOURNAL** **SERIES I**

Bidders should offer bids on all items to be quoted, and no blanks should be left.

I. PRINTING: Price per page to print and bind complete journals as specified above with camera-ready copy provided by the Kentucky Law Journal.

1. 800 Copies with 200 to 576 pages per page \$ _____
2. **Add** for each additional copy over 800 with 200 to 576 pages per page \$ _____
3. **Deduct** for each copy under 800 copies with 200 to 576 pages per page \$ _____

II. REPRINTS: Priced per page, per author, including perfect binding with a special cover printed by the contractor. The special cover will be one color.

1. 0 – 25 copies per page \$ _____
2. 0 – 50 copies per page \$ _____
3. Additional 25 copies over 50 per page \$ _____

III. MISCELLANEOUS:

1. Desktop publishing/typesetting services per hour \$ _____
2. Paste-up per hour \$ _____
3. Preformatted copy submitted on disk or FTP to the contractor with the contractor's specifications for formatting. Price per page for disk to camera-ready (laser copies at a minimum of 1200 dpi).
per hour \$ _____
4. Total labor and materials, except postage, priced per thousand to double-shrink wrap and label with a mailing card for shipping. Include any sorting labor, the cost of the mailing card or label, polywrap material and any other related expense for this service. The cost of postage should be pre-paid and added to the invoice. The University reserves the right to request verification of postage costs.
per M \$ _____

IV. PAPER: List paper specifications to be used for the cover and text.

V. BOOK SAMPLES: Samples of at least three (3) different law school journals printed within the previous six months should be submitted with the returned bid to be considered for an award. Each sample should be between 200 and 576 pages and perfect bound. Any bid failing to meet this requirement is subject to rejection. (Reference section on page 10.)

BID PROPOSAL FORM
FOR PRINTING AND BINDING OF KENTUCKY JOURNAL OF EQUINE, AGRICULTURE
& NATURAL RESOURCES LAW
SERIES II

I. PRINTING: Price per page to print and bind complete journals as specified above with camera-ready copy provided by the Journal of Natural Resources and Environmental Law.

1. 300 Copies with 200 to 400 pages per page \$ _____
2. **Add** for each additional copy over 300 copies with 200 to 400 pages per page \$ _____
3. **Deduct** for each copy under 300 copies with 200 to 400 pages per page \$ _____

II. REPRINTS: Priced per page per author, bound with the original cover and side-stitched.

- 1 0 - 50 copies per page \$ _____
2. Additional 25 copies over 50, per page per page \$ _____
3. Printing of special covers, one color, and perfect binding for reprints.
Priced per author as a fixed additional charge to above numbers 1 and 2
per author \$ _____

III. MISCELLANEOUS:

1. Desktop publishing/typesetting services per hour \$ _____
2. Paste-up per hour \$ _____
3. Preformatted copy submitted on disk or FTP to the contractor with the contractor's specifications for formatting. Price per page for disk to camera-ready (laser copies at a minimum of 1200 dpi).
per page \$ _____
4. Total labor and materials, except postage, priced per thousand to double-shrink wrap and label with a mailing card for shipping. Include any sorting labor, the cost of the mailing card or label, polywrap material and any other related expense for this service. The cost of postage/freight should be pre-paid and added to the invoice. The University reserves the right to request verification of postage/freight costs.
per M \$ _____

IV. PAPER: Bidders are to list/confirm specifications of the paper that will be used for the cover and text.

V. BOOK SAMPLES: Not required. The three samples submitted with the Series I bid pricing will be used as samples for this Series II quote.

GRAND TOTAL FOR SERIES I & SERIES II \$ _____