UNIVERSITY OF KENTUCKY  
Purchasing Division  

NOTICE OF AWARD OF PRICE CONTRACT  

Southland Printing Company Inc  
1079 Majuan Road  
Lexington, Kentucky 40511  

REPRESENTATIVE: John Dauer  
FED. EMPLOYER ID NO.: 61-1045992  
EMAIL-ADDRESS: john@southlandprint.com  
PHONE: 859-276-1965  
FAX: 859-252-5857  

<table>
<thead>
<tr>
<th>PRICE CONTRACT NO.: UK-1164-12A</th>
<th>TERMS: Procurement card or Net-30</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT TERM - FROM: October 1, 2012</td>
<td>DELIVERY: As per RFP requirements</td>
</tr>
<tr>
<td>TO: September 30, 2013</td>
<td>RFP / IFB NO.: UK-1164-12</td>
</tr>
<tr>
<td>RENEWAL OPTION THRU: 2017</td>
<td>DEPARTMENT(S): Campus wide</td>
</tr>
<tr>
<td>COMMODITY/SERVICES: Stationery Printing</td>
<td>DATE: August 30, 2012</td>
</tr>
</tbody>
</table>

The Contractor is hereby awarded this Price Contract to furnish the products or services listed as required by the University of Kentucky during the contract term indicated above. SHIPMENTS ARE TO BE MADE ONLY UPON RECEIPT OF OFFICIAL NOTIFICATION. The Price Contract incorporates the University of Kentucky's General Terms and Conditions, and all Special Conditions identified in the bid/proposal referenced above.

DESCRIPTION

This Price Contract is established for Stationery Printing for University of Kentucky. For purposes of this award, the contract documents shall consist of the following components. In the event that any provision of the component parts of the Contract conflicts with any provision of other component parts, the component part first enumerated shall govern.

1. Notice of Award of Price Contract (this document)  
2. Pricing per Southland Financial Proposal dated 5/11/12  
3. University of Kentucky Request for Proposal UK-1164-12 issued 4/6/12  
4. RFP Questions and Answers dated 4/26/12  
5. Southland response to written follow-up questions  
6. RFP Technical Proposal from Southland dated 5/11/12  

OFFICIAL APPROVAL  
UNIVERSITY OF KENTUCKY  
Craig Locke, Contracting Officer / (859) 257-2964  
Director/Associate Director  
9/18/12 9/26/12  

OFFICIAL SIGNATURE  
Signature Date  
Billy W. Davis 7-7-12  
Typed or Printed Name  
Owner / President  
Title  

An Equal Opportunity University
**Contract Term**

The contract resulting from this RFP shall be effective October 1, 2012 through September 30, 2013 and is renewable for up to four (4) additional one-year renewal periods. The total contract period will not exceed five (5) years. Annual renewal shall be contingent upon the University’s satisfaction with the services performed and at the approval of the Director or Associate Director of Purchasing.

**Use of Web-based Storefront by Contractor**

Although not required by the University, contractor may choose to utilize a web-based “storefront” for ordering and provision of printed materials to University departments from this contract. In the event contractor chooses to utilize a web-based storefront, prior approval must be obtained from the Purchasing Division regarding the visual and operational elements, as well as approval from UK Public Relations regarding graphical design of the storefront. The contractor would be responsible for all charges and fees involved with the storefront; the University will not pay for any charges or fees, nor may contract item prices be increased to cover such fees. There is no guarantee if or how many departmental customers may utilize the contractor’s storefront, nor is there any exclusive nature assigned to the contractor’s storefront by the University. Any storefront utilized must be secure in nature to protect procurement card transactions.

The above applies only to storefronts designed and intended for executing purchase transactions and does not apply to web-based systems for file uploads or proofing.
## ATTACHMENT B - PRICING FORM - RFP UK-1164-12

### Stationery Printing

**SERIES I - BUSINESS CARD ONLY - Standard, Non-Thermography Printing**

**A. Prices to be quoted per specifications within RFP, including paper stock, plate materials, setups, etc. with the quantities indicated below and the following:**

Standard printing will be two-colors, black and PMS 286 blue, printed on one side, with no printing on side two.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Total price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>250</td>
<td>$26.50</td>
</tr>
<tr>
<td>2</td>
<td>500</td>
<td>$29.00</td>
</tr>
<tr>
<td>3</td>
<td>1000</td>
<td>$35.00</td>
</tr>
<tr>
<td>4</td>
<td>Price per additional 1000 for quantities over 1M</td>
<td>Price per M $18.00</td>
</tr>
</tbody>
</table>

**B. Prices to be quoted per specifications within RFP, including paper stock, plate materials, setups, etc. with the quantities indicated below and the following:**

a. Standard printing will be two-colors, black and PMS 286 blue, printed on side one, and
b. Standard printing in black only on side two.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Total price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>250</td>
<td>$42.50</td>
</tr>
<tr>
<td>6</td>
<td>500</td>
<td>$51.00</td>
</tr>
<tr>
<td>7</td>
<td>1000</td>
<td>$58.00</td>
</tr>
<tr>
<td>8</td>
<td>Price per additional 1000 for quantities over 1M</td>
<td>Price per M $24.00</td>
</tr>
</tbody>
</table>

**C. Prices to be quoted per specifications listed within RFP, including paper stock, plate materials, setups, etc. with the quantities indicated below and the following:**

Standard printing will be one color PMS 286 blue, printed front and back.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Total price</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>250</td>
<td>$39.00</td>
</tr>
<tr>
<td>10</td>
<td>500</td>
<td>$46.00</td>
</tr>
<tr>
<td>11</td>
<td>1000</td>
<td>$50.00</td>
</tr>
<tr>
<td>12</td>
<td>Price per additional 1000 for quantities over 1M</td>
<td>Price per M $22.00</td>
</tr>
</tbody>
</table>

**D. Prices to be quoted per specifications listed within RFP, including paper stock, plate materials, setups, etc. with the quantities indicated below and the following:**

a. EXCEPTION: Paper stock to be 100# white cover, vellum or smooth finish, recycled content as in RFP specs, and
b. Standard printing in black only, side one with no printing on side two.
### SERIES II - ENVELOPES

Prices to be for printing including paper, one side. List total price for each specification at the quantity indicated.

#### #6 1/4 - #6 3/4 - #7 Commercial

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>1-Color</td>
<td>$64.00</td>
<td>$160.00</td>
<td>$290.00</td>
<td>$675.00</td>
<td>$1,497.00</td>
<td>$2,070.00</td>
</tr>
<tr>
<td>18</td>
<td>2-Color</td>
<td>$82.00</td>
<td>$205.00</td>
<td>$360.00</td>
<td>$799.00</td>
<td>$1,551.00</td>
<td>$2,168.00</td>
</tr>
<tr>
<td>19</td>
<td>3-Color</td>
<td>$112.00</td>
<td>$210.00</td>
<td>$370.00</td>
<td>$824.00</td>
<td>$1,561.00</td>
<td>$2,198.00</td>
</tr>
<tr>
<td>20</td>
<td>4-Color</td>
<td>$144.00</td>
<td>$299.00</td>
<td>$404.00</td>
<td>$864.00</td>
<td>$1,599.00</td>
<td>$2,244.00</td>
</tr>
</tbody>
</table>

#### #7 3/4 - #8 5/8 - #9 - #10 Commercial

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>1-Color</td>
<td>$68.00</td>
<td>$232.00</td>
<td>$414.00</td>
<td>$762.00</td>
<td>$1,474.00</td>
<td>$2,180.00</td>
</tr>
<tr>
<td>22</td>
<td>2-Color</td>
<td>$86.00</td>
<td>$287.00</td>
<td>$495.00</td>
<td>$947.00</td>
<td>$1,754.00</td>
<td>$2,390.00</td>
</tr>
<tr>
<td>23</td>
<td>3-Color</td>
<td>$119.00</td>
<td>$297.00</td>
<td>$505.00</td>
<td>$957.00</td>
<td>$1,764.00</td>
<td>$2,410.00</td>
</tr>
<tr>
<td>24</td>
<td>4-Color</td>
<td>$172.00</td>
<td>$446.00</td>
<td>$598.00</td>
<td>$1,296.00</td>
<td>$2,110.00</td>
<td>$2,840.00</td>
</tr>
</tbody>
</table>

#### #11 - #12 - #14 Commercial

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>1-Color</td>
<td>$71.00</td>
<td>$270.00</td>
<td>$510.00</td>
<td>$1,150.00</td>
<td>$2,292.00</td>
<td>$3,438.00</td>
</tr>
<tr>
<td>26</td>
<td>2-Color</td>
<td>$89.00</td>
<td>$289.00</td>
<td>$545.00</td>
<td>$1,198.00</td>
<td>$2,398.00</td>
<td>$3,557.00</td>
</tr>
<tr>
<td>27</td>
<td>3-Color</td>
<td>$124.00</td>
<td>$295.00</td>
<td>$556.00</td>
<td>$1,222.00</td>
<td>$2,441.00</td>
<td>$3,626.00</td>
</tr>
<tr>
<td>28</td>
<td>4-Color</td>
<td>$174.00</td>
<td>$300.00</td>
<td>$563.00</td>
<td>$1,241.00</td>
<td>$2,469.00</td>
<td>$3,683.00</td>
</tr>
</tbody>
</table>
### #9 White Wove (3 7/8" x 8 7/8") - For Business Reply

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>75M over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add'l per 1000/quantities</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### #10 Regular Envelope, Fox River, 25% cotton bond, white, Light Cockle finish (4 1/8" x 9 1/2") - for Std Business or Air mail

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>75M over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add'l per 1000/quantities</td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### #10 Regular Envelope, Atlas 25% cotton bond, white, (4 1/8" x 9 1/2") - For Std Business or Air Mail

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>75M over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add'l per 1000/quantities</td>
</tr>
<tr>
<td>38</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### #10 Window Envelopes Clear Window Fox River Cotton Bond (4 1/8" x 9 1/2")

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>75M over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add'l per 1000/quantities</td>
</tr>
<tr>
<td>42</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
#10 Window Envelopes Smoky Window Fox River Cotton Bond (4 1/8" x 9 1/2")

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>$89.00</td>
<td>$436.00</td>
<td>$820.00</td>
<td>$2,030.00</td>
<td>$3,690.00</td>
<td>$4,525.00</td>
<td>$60.33</td>
</tr>
<tr>
<td>46</td>
<td>$105.00</td>
<td>$475.00</td>
<td>$872.00</td>
<td>$2,105.00</td>
<td>$3,791.00</td>
<td>$4,648.00</td>
<td>$61.96</td>
</tr>
<tr>
<td>47</td>
<td>$121.00</td>
<td>$490.00</td>
<td>$916.00</td>
<td>$2,157.00</td>
<td>$3,894.00</td>
<td>$4,753.00</td>
<td>$63.38</td>
</tr>
<tr>
<td>48</td>
<td>$192.00</td>
<td>$549.00</td>
<td>$955.00</td>
<td>$2,298.00</td>
<td>$3,995.00</td>
<td>$4,916.00</td>
<td>$65.54</td>
</tr>
</tbody>
</table>

#10 Window Envelopes Clear Window Atlas Cotton Bond (4 1/8" x 9 1/2")

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>$81.00</td>
<td>$396.00</td>
<td>$740.00</td>
<td>$1,830.00</td>
<td>$3,290.00</td>
<td>$3,925.00</td>
<td>$52.33</td>
</tr>
<tr>
<td>50</td>
<td>$95.00</td>
<td>$445.00</td>
<td>$692.00</td>
<td>$1,905.00</td>
<td>$3,391.00</td>
<td>$4,048.00</td>
<td>$53.98</td>
</tr>
<tr>
<td>51</td>
<td>$113.00</td>
<td>$450.00</td>
<td>$836.00</td>
<td>$1,957.00</td>
<td>$3,494.00</td>
<td>$4,153.00</td>
<td>$55.37</td>
</tr>
<tr>
<td>52</td>
<td>$181.00</td>
<td>$509.00</td>
<td>$875.00</td>
<td>$2,098.00</td>
<td>$3,595.00</td>
<td>$4,316.00</td>
<td>$57.53</td>
</tr>
</tbody>
</table>

#10 Window Envelopes Smoky Window Atlas Cotton Bond (4 1/8" x 9 1/2")

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>53</td>
<td>$79.00</td>
<td>$386.00</td>
<td>$720.00</td>
<td>$1,780.00</td>
<td>$3,190.00</td>
<td>$3,775.00</td>
<td>$50.33</td>
</tr>
<tr>
<td>54</td>
<td>$93.00</td>
<td>$435.00</td>
<td>$672.00</td>
<td>$1,855.00</td>
<td>$3,291.00</td>
<td>$3,898.00</td>
<td>$51.98</td>
</tr>
<tr>
<td>55</td>
<td>$111.00</td>
<td>$440.00</td>
<td>$816.00</td>
<td>$1,907.00</td>
<td>$3,394.00</td>
<td>$3,998.00</td>
<td>$53.37</td>
</tr>
<tr>
<td>56</td>
<td>$179.00</td>
<td>$499.00</td>
<td>$855.00</td>
<td>$2,048.00</td>
<td>$3,495.00</td>
<td>$4,166.00</td>
<td>$55.53</td>
</tr>
</tbody>
</table>

#6 3/4 White Wove Plain (3 5/8" x 6 1/2") - Std for invoices or notehead sheets

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>$69.00</td>
<td>$180.00</td>
<td>$315.00</td>
<td>$670.00</td>
<td>$1,295.00</td>
<td>$1,868.00</td>
<td>$24.90</td>
</tr>
<tr>
<td>58</td>
<td>$84.00</td>
<td>$240.00</td>
<td>$395.00</td>
<td>$845.00</td>
<td>$1,595.00</td>
<td>$2,093.00</td>
<td>$27.90</td>
</tr>
<tr>
<td>59</td>
<td>$89.00</td>
<td>$250.00</td>
<td>$415.00</td>
<td>$895.00</td>
<td>$1,695.00</td>
<td>$2,199.00</td>
<td>$29.32</td>
</tr>
<tr>
<td>60</td>
<td>$156.00</td>
<td>$299.00</td>
<td>$494.00</td>
<td>$1,053.00</td>
<td>$1,795.00</td>
<td>$2,320.00</td>
<td>$30.93</td>
</tr>
</tbody>
</table>
# 6 3/4 White Wove Clear Window (3 5/8" x 6 1/2")

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>1-Color</td>
<td>$80.00</td>
<td>$235.00</td>
<td>$426.00</td>
<td>$945.00</td>
<td>$1,845.00</td>
<td>$2,693.00</td>
</tr>
<tr>
<td>62</td>
<td>2-Color</td>
<td>$95.00</td>
<td>$295.00</td>
<td>$505.00</td>
<td>$1,120.00</td>
<td>$2,145.00</td>
<td>$2,918.00</td>
</tr>
<tr>
<td>63</td>
<td>3-Color</td>
<td>$99.00</td>
<td>$305.00</td>
<td>$525.00</td>
<td>$1,170.00</td>
<td>$2,245.00</td>
<td>$3,024.00</td>
</tr>
<tr>
<td>64</td>
<td>4-Color</td>
<td>$167.00</td>
<td>$354.00</td>
<td>$605.00</td>
<td>$1,328.00</td>
<td>$2,345.00</td>
<td>$3,127.00</td>
</tr>
</tbody>
</table>

# 6 3/4 White Wove Smokey Window (3 5/8" x 6 1/2")

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>1-Color</td>
<td>$74.00</td>
<td>$205.00</td>
<td>$366.00</td>
<td>$795.00</td>
<td>$1,545.00</td>
<td>$2,243.00</td>
</tr>
<tr>
<td>66</td>
<td>2-Color</td>
<td>$89.00</td>
<td>$265.00</td>
<td>$445.00</td>
<td>$970.00</td>
<td>$1,845.00</td>
<td>$2,468.00</td>
</tr>
<tr>
<td>67</td>
<td>3-Color</td>
<td>$93.00</td>
<td>$275.00</td>
<td>$465.00</td>
<td>$1,020.00</td>
<td>$1,945.00</td>
<td>$2,574.00</td>
</tr>
<tr>
<td>68</td>
<td>4-Color</td>
<td>$161.00</td>
<td>$324.00</td>
<td>$545.00</td>
<td>$1,178.00</td>
<td>$2,045.00</td>
<td>$2,677.00</td>
</tr>
</tbody>
</table>

# 6 3/4 Brown Kraft Plain (3 5/8" x 6 1/2") - Std for invoices or notehead sheets

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>69</td>
<td>1-Color</td>
<td>$59.00</td>
<td>$248.00</td>
<td>$390.00</td>
<td>$890.00</td>
<td>$1,425.00</td>
<td>$2,018.00</td>
</tr>
<tr>
<td>70</td>
<td>2-Color</td>
<td>$76.00</td>
<td>$258.00</td>
<td>$410.00</td>
<td>$940.00</td>
<td>$1,525.00</td>
<td>$2,175.00</td>
</tr>
<tr>
<td>71</td>
<td>3-Color</td>
<td>$89.00</td>
<td>$268.00</td>
<td>$430.00</td>
<td>$990.00</td>
<td>$1,625.00</td>
<td>$2,268.00</td>
</tr>
<tr>
<td>72</td>
<td>4-Color</td>
<td>$142.00</td>
<td>$278.00</td>
<td>$450.00</td>
<td>$1,040.00</td>
<td>$1,725.00</td>
<td>$2,354.00</td>
</tr>
</tbody>
</table>

# 6 3/4 Brown Kraft Clear Window (3 5/8" x 6 1/2")

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>73</td>
<td>1-Color</td>
<td>$65.00</td>
<td>$278.00</td>
<td>$450.00</td>
<td>$1,040.00</td>
<td>$1,725.00</td>
<td>$2,468.00</td>
</tr>
<tr>
<td>74</td>
<td>2-Color</td>
<td>$82.00</td>
<td>$288.00</td>
<td>$470.00</td>
<td>$1,090.00</td>
<td>$1,825.00</td>
<td>$2,625.00</td>
</tr>
<tr>
<td>75</td>
<td>3-Color</td>
<td>$95.00</td>
<td>$298.00</td>
<td>$500.00</td>
<td>$1,140.00</td>
<td>$1,925.00</td>
<td>$2,718.00</td>
</tr>
<tr>
<td>76</td>
<td>4-Color</td>
<td>$148.00</td>
<td>$308.00</td>
<td>$510.00</td>
<td>$1,290.00</td>
<td>$2,025.00</td>
<td>$2,804.00</td>
</tr>
</tbody>
</table>
#6 3/4 Brown Kraft Smokey Window (3 5/8" x 6 1/2")

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Color</td>
<td>$62.00</td>
<td>$263.00</td>
<td>$420.00</td>
<td>$965.00</td>
<td>$1,575.00</td>
<td>$2,243.00</td>
<td>$29.91</td>
</tr>
<tr>
<td>2-Color</td>
<td>$79.00</td>
<td>$273.00</td>
<td>$450.00</td>
<td>$1,012.00</td>
<td>$1,675.00</td>
<td>$2,400.00</td>
<td>$31.99</td>
</tr>
<tr>
<td>3-Color</td>
<td>$92.00</td>
<td>$283.00</td>
<td>$460.00</td>
<td>$1,065.00</td>
<td>$1,775.00</td>
<td>$2,493.00</td>
<td>$33.24</td>
</tr>
<tr>
<td>4-Color</td>
<td>$145.00</td>
<td>$293.00</td>
<td>$470.00</td>
<td>$1,115.00</td>
<td>$1,875.00</td>
<td>$2,579.00</td>
<td>$33.39</td>
</tr>
</tbody>
</table>

SERIES II SUB-TOTAL $532,394.23

SERIES III - Invitations, note cards, and related printing

Price items as total price including paper, ink, plate materials, setup charges, etc. Paper stock to be recycled 65# white cover, vellum or smooth finish, or panel cards plus matching Baronial envelopes. Pricing to include envelopes. Envelopes are to be blank with no printing.

Any equivalent paper must be approved by the University prior to use by contractor. Any paper stock not referenced to be priced at contractor cost plus 3%. List total price for each specification below at the quantity indicated.

A. Invitation, folded size 4.625" x 6.25", scored for folding (envelope size A6)

<table>
<thead>
<tr>
<th>Total Press Sheets</th>
<th>1-color 1-side</th>
<th>1-color 2-sides</th>
<th>2-color 1-side</th>
<th>2-color 2-sides</th>
<th>3-color 1-side</th>
<th>3-color 2-sides</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 100</td>
<td>$98.00</td>
<td>$134.00</td>
<td>$124.00</td>
<td>$156.00</td>
<td>$170.00</td>
<td>$236.00</td>
</tr>
<tr>
<td>101 - 500</td>
<td>$152.00</td>
<td>$199.00</td>
<td>$210.00</td>
<td>$279.00</td>
<td>$247.00</td>
<td>$311.00</td>
</tr>
<tr>
<td>501 - 1000</td>
<td>$239.00</td>
<td>$298.00</td>
<td>$272.00</td>
<td>$311.00</td>
<td>$318.00</td>
<td>$381.00</td>
</tr>
<tr>
<td>1001 - 2000</td>
<td>$400.00</td>
<td>$473.00</td>
<td>$456.00</td>
<td>$532.00</td>
<td>$512.00</td>
<td>$612.00</td>
</tr>
<tr>
<td>2001 - 3000</td>
<td>$537.00</td>
<td>$630.00</td>
<td>$590.00</td>
<td>$670.00</td>
<td>$648.00</td>
<td>$752.00</td>
</tr>
<tr>
<td>3001 - 4000</td>
<td>$677.00</td>
<td>$778.00</td>
<td>$744.00</td>
<td>$824.00</td>
<td>$799.00</td>
<td>$904.00</td>
</tr>
<tr>
<td>4001 - 5000</td>
<td>$814.00</td>
<td>$923.00</td>
<td>$883.00</td>
<td>$965.00</td>
<td>$947.00</td>
<td>$1,053.00</td>
</tr>
<tr>
<td>5001 - 6000</td>
<td>$949.00</td>
<td>$1,036.00</td>
<td>$989.00</td>
<td>$1,061.00</td>
<td>$1,053.00</td>
<td>$1,159.00</td>
</tr>
<tr>
<td>6001 - 7000</td>
<td>$1,070.00</td>
<td>$1,152.00</td>
<td>$1,105.00</td>
<td>$1,177.00</td>
<td>$1,169.00</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>7001 - 8000</td>
<td>$1,213.00</td>
<td>$1,295.00</td>
<td>$1,248.00</td>
<td>$1,320.00</td>
<td>$1,312.00</td>
<td>$1,418.00</td>
</tr>
<tr>
<td>8001 - 9000</td>
<td>$1,351.00</td>
<td>$1,433.00</td>
<td>$1,386.00</td>
<td>$1,458.00</td>
<td>$1,450.00</td>
<td>$1,556.00</td>
</tr>
<tr>
<td>9001 - 10000</td>
<td>$1,478.00</td>
<td>$1,564.00</td>
<td>$1,517.00</td>
<td>$1,589.00</td>
<td>$1,581.00</td>
<td>$1,687.00</td>
</tr>
</tbody>
</table>
### Attachment A - Request for Proposals UK-1164-12 - Pricing Form

<table>
<thead>
<tr>
<th>Total Press Sheets</th>
<th>4-color 1-side</th>
<th>4-color 2-sides</th>
<th>5-color 1-side</th>
<th>5-color 2-sides</th>
<th>6-color 1-side</th>
<th>6-color 2-sides</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 100</td>
<td>$206.00</td>
<td>$294.00</td>
<td>$216.00</td>
<td>$304.00</td>
<td>$226.00</td>
<td>$314.00</td>
</tr>
<tr>
<td>101 - 500</td>
<td>$232.00</td>
<td>$344.00</td>
<td>$242.00</td>
<td>$354.00</td>
<td>$252.00</td>
<td>$364.00</td>
</tr>
<tr>
<td>501 - 1000</td>
<td>$352.00</td>
<td>$427.00</td>
<td>$362.00</td>
<td>$437.00</td>
<td>$372.00</td>
<td>$447.00</td>
</tr>
<tr>
<td>1001 - 2000</td>
<td>$546.00</td>
<td>$658.00</td>
<td>$558.00</td>
<td>$670.00</td>
<td>$570.00</td>
<td>$682.00</td>
</tr>
<tr>
<td>2001 - 3000</td>
<td>$694.00</td>
<td>$812.00</td>
<td>$704.00</td>
<td>$822.00</td>
<td>$660.00</td>
<td>$832.00</td>
</tr>
<tr>
<td>3001 - 4000</td>
<td>$844.00</td>
<td>$960.00</td>
<td>$848.00</td>
<td>$972.00</td>
<td>$822.00</td>
<td>$948.00</td>
</tr>
<tr>
<td>4001 - 5000</td>
<td>$999.00</td>
<td>$1,117.00</td>
<td>$1,019.00</td>
<td>$1,137.00</td>
<td>$1,039.00</td>
<td>$1,157.00</td>
</tr>
<tr>
<td>5001 - 6000</td>
<td>$1,105.00</td>
<td>$1,223.00</td>
<td>$1,125.00</td>
<td>$1,243.00</td>
<td>$1,145.00</td>
<td>$1,263.00</td>
</tr>
<tr>
<td>6001 - 7000</td>
<td>$1,221.00</td>
<td>$1,339.00</td>
<td>$1,241.00</td>
<td>$1,359.00</td>
<td>$1,261.00</td>
<td>$1,379.00</td>
</tr>
<tr>
<td>7001 - 8000</td>
<td>$1,364.00</td>
<td>$1,482.00</td>
<td>$1,384.00</td>
<td>$1,502.00</td>
<td>$1,404.00</td>
<td>$1,522.00</td>
</tr>
<tr>
<td>8001 - 9000</td>
<td>$1,502.00</td>
<td>$1,620.00</td>
<td>$1,522.00</td>
<td>$1,640.00</td>
<td>$1,542.00</td>
<td>$1,660.00</td>
</tr>
<tr>
<td>9001 - 10000</td>
<td>$1,633.00</td>
<td>$1,751.00</td>
<td>$1,653.00</td>
<td>$1,771.00</td>
<td>$1,673.00</td>
<td>$1,791.00</td>
</tr>
</tbody>
</table>

**Price per add'l 500 for quantities above 10000**

| 93 | $73.00 | $78.00 | $75.00 | $79.00 | $79.00 | $84.00 |

**B. Invitation, folded size 4.25” x 5.5”, scored for folding (envelope size A2)**

<table>
<thead>
<tr>
<th>Total Press Sheets</th>
<th>1-color 1-side</th>
<th>1-color 2-sides</th>
<th>2-color 1-side</th>
<th>2-color 2-sides</th>
<th>3-color 1-side</th>
<th>3-color 2-sides</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 100</td>
<td>$90.00</td>
<td>$97.00</td>
<td>$126.00</td>
<td>$149.00</td>
<td>$187.00</td>
<td>$232.00</td>
</tr>
<tr>
<td>101 - 500</td>
<td>$129.00</td>
<td>$150.00</td>
<td>$171.00</td>
<td>$202.00</td>
<td>$190.00</td>
<td>$234.00</td>
</tr>
<tr>
<td>501 - 1000</td>
<td>$178.00</td>
<td>$204.00</td>
<td>$220.00</td>
<td>$254.00</td>
<td>$245.00</td>
<td>$290.00</td>
</tr>
<tr>
<td>1001 - 2000</td>
<td>$280.00</td>
<td>$311.00</td>
<td>$288.00</td>
<td>$320.00</td>
<td>$299.00</td>
<td>$329.00</td>
</tr>
<tr>
<td>2001 - 3000</td>
<td>$374.00</td>
<td>$411.00</td>
<td>$383.00</td>
<td>$420.00</td>
<td>$392.00</td>
<td>$429.00</td>
</tr>
<tr>
<td>3001 - 4000</td>
<td>$464.00</td>
<td>$506.00</td>
<td>$473.00</td>
<td>$515.00</td>
<td>$482.00</td>
<td>$435.00</td>
</tr>
<tr>
<td>4001 - 5000</td>
<td>$571.00</td>
<td>$610.00</td>
<td>$581.00</td>
<td>$619.00</td>
<td>$589.00</td>
<td>$628.00</td>
</tr>
</tbody>
</table>

**Price per add'l 500 for quantities above 10000**

<p>| 106 | $83.00 | $87.00 | $82.00 | $88.00 | $83.00 | $89.00 |</p>
<table>
<thead>
<tr>
<th>Quantities</th>
<th>5001 - 6000</th>
<th>6001 - 7000</th>
<th>7001 - 8000</th>
<th>8001 - 9000</th>
<th>9001 - 10000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$657.00</td>
<td>$752.00</td>
<td>$836.00</td>
<td>$931.00</td>
<td>$1,018.00</td>
</tr>
<tr>
<td></td>
<td>$701.00</td>
<td>$802.00</td>
<td>$891.00</td>
<td>$990.00</td>
<td>$1,082.00</td>
</tr>
<tr>
<td></td>
<td>$665.00</td>
<td>$761.00</td>
<td>$845.00</td>
<td>$939.00</td>
<td>$1,026.00</td>
</tr>
<tr>
<td></td>
<td>$710.00</td>
<td>$811.00</td>
<td>$903.00</td>
<td>$999.00</td>
<td>$1,091.00</td>
</tr>
<tr>
<td></td>
<td>$675.00</td>
<td>$770.00</td>
<td>$854.00</td>
<td>$948.00</td>
<td>$1,035.00</td>
</tr>
<tr>
<td></td>
<td>$720.00</td>
<td>$821.00</td>
<td>$909.00</td>
<td>$1,008.00</td>
<td>$1,045.00</td>
</tr>
</tbody>
</table>

Price per add'l 500 for quantities above 10000:
- 5001 - 6000: $51.00
- 6001 - 7000: $54.10
- 7001 - 8000: $51.30
- 8001 - 9000: $54.55
- 9001 - 10000: $51.75

C. Invitation, folded size 5” x 7”, scored for folding (envelope size A7)

<table>
<thead>
<tr>
<th>Total Press Sheets</th>
<th>1-color 1-side</th>
<th>1-color 2-sides</th>
<th>2-color 1-side</th>
<th>2-color 2-sides</th>
<th>3-color 1-side</th>
<th>3-color 2-sides</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 100</td>
<td>$99.00</td>
<td>$136.00</td>
<td>$126.00</td>
<td>$158.00</td>
<td>$172.00</td>
<td>$238.00</td>
</tr>
<tr>
<td>101 - 500</td>
<td>$157.00</td>
<td>$204.00</td>
<td>$215.00</td>
<td>$283.00</td>
<td>$252.00</td>
<td>$316.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>135</td>
<td>501 - 1000</td>
<td>$247.00</td>
<td>$306.00</td>
<td>$300.00</td>
<td>$319.00</td>
<td>$327.00</td>
</tr>
<tr>
<td>136</td>
<td>1001 - 2000</td>
<td>$408.00</td>
<td>$481.00</td>
<td>$464.00</td>
<td>$540.00</td>
<td>$520.00</td>
</tr>
<tr>
<td>137</td>
<td>2001 - 3000</td>
<td>$545.00</td>
<td>$638.00</td>
<td>$598.00</td>
<td>$678.00</td>
<td>$656.00</td>
</tr>
<tr>
<td>138</td>
<td>3001 - 4000</td>
<td>$685.00</td>
<td>$786.00</td>
<td>$752.00</td>
<td>$832.00</td>
<td>$807.00</td>
</tr>
<tr>
<td>139</td>
<td>4001 - 5000</td>
<td>$822.00</td>
<td>$931.00</td>
<td>$891.00</td>
<td>$973.00</td>
<td>$955.00</td>
</tr>
<tr>
<td>140</td>
<td>5001 - 6000</td>
<td>$957.00</td>
<td>$1,044.00</td>
<td>$997.00</td>
<td>$1,069.00</td>
<td>$1,061.00</td>
</tr>
<tr>
<td>141</td>
<td>6001 - 7000</td>
<td>$1,078.00</td>
<td>$1,160.00</td>
<td>$1,113.00</td>
<td>$1,185.00</td>
<td>$1,177.00</td>
</tr>
<tr>
<td>142</td>
<td>7001 - 8000</td>
<td>$1,221.00</td>
<td>$1,303.00</td>
<td>$1,256.00</td>
<td>$1,328.00</td>
<td>$1,320.00</td>
</tr>
<tr>
<td>143</td>
<td>8001 - 9000</td>
<td>$1,359.00</td>
<td>$1,441.00</td>
<td>$1,394.00</td>
<td>$1,466.00</td>
<td>$1,458.00</td>
</tr>
<tr>
<td>144</td>
<td>9001 - 10,000</td>
<td>$1,486.00</td>
<td>$1,572.00</td>
<td>$1,525.00</td>
<td>$1,597.00</td>
<td>$1,589.00</td>
</tr>
<tr>
<td></td>
<td>Price per add'l 500 for quantities above 10,000</td>
<td>$74.00</td>
<td>$78.00</td>
<td>$76.00</td>
<td>$79.00</td>
<td>$79.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>4-color</th>
<th>4-color</th>
<th>5-color</th>
<th>5-color</th>
<th>6-color</th>
<th>6-color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-side</td>
<td>2-sides</td>
<td>1-side</td>
<td>2-sides</td>
<td>1-side</td>
<td>2-sides</td>
</tr>
<tr>
<td>145</td>
<td>Total Press Sheets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>146</td>
<td>0 - 100</td>
<td>$208.00</td>
<td>$296.00</td>
<td>$218.00</td>
<td>$306.00</td>
<td>$228.00</td>
</tr>
<tr>
<td>147</td>
<td>101 - 500</td>
<td>$237.00</td>
<td>$349.00</td>
<td>$247.00</td>
<td>$359.00</td>
<td>$257.00</td>
</tr>
<tr>
<td>148</td>
<td>501 - 1000</td>
<td>$360.00</td>
<td>$435.00</td>
<td>$370.00</td>
<td>$445.00</td>
<td>$380.00</td>
</tr>
<tr>
<td>149</td>
<td>1001 - 2000</td>
<td>$554.00</td>
<td>$665.00</td>
<td>$566.00</td>
<td>$678.00</td>
<td>$578.00</td>
</tr>
<tr>
<td>150</td>
<td>2001 - 3000</td>
<td>$702.00</td>
<td>$820.00</td>
<td>$712.00</td>
<td>$830.00</td>
<td>$668.00</td>
</tr>
<tr>
<td>151</td>
<td>3001 - 4000</td>
<td>$852.00</td>
<td>$968.00</td>
<td>$856.00</td>
<td>$980.00</td>
<td>$830.00</td>
</tr>
<tr>
<td>152</td>
<td>4001 - 5000</td>
<td>$1,007.00</td>
<td>$1,125.00</td>
<td>$1,017.00</td>
<td>$1,145.00</td>
<td>$1,047.00</td>
</tr>
<tr>
<td>153</td>
<td>5001 - 6000</td>
<td>$1,113.00</td>
<td>$1,231.00</td>
<td>$1,133.00</td>
<td>$1,251.00</td>
<td>$1,153.00</td>
</tr>
<tr>
<td>154</td>
<td>6001 - 7000</td>
<td>$1,229.00</td>
<td>$1,347.00</td>
<td>$1,243.00</td>
<td>$1,367.00</td>
<td>$1,269.00</td>
</tr>
<tr>
<td>155</td>
<td>7001 - 8000</td>
<td>$1,372.00</td>
<td>$1,500.00</td>
<td>$1,392.00</td>
<td>$1,520.00</td>
<td>$1,412.00</td>
</tr>
<tr>
<td>156</td>
<td>8001 - 9000</td>
<td>$1,510.00</td>
<td>$1,628.00</td>
<td>$1,530.00</td>
<td>$1,648.00</td>
<td>$1,550.00</td>
</tr>
<tr>
<td>157</td>
<td>9001 - 10,000</td>
<td>$1,641.00</td>
<td>$1,759.00</td>
<td>$1,671.00</td>
<td>$1,779.00</td>
<td>$1,681.00</td>
</tr>
<tr>
<td></td>
<td>Price per add'l 500 for quantities above 10,000</td>
<td>$82.00</td>
<td>$87.00</td>
<td>$83.00</td>
<td>$88.00</td>
<td>$83.00</td>
</tr>
</tbody>
</table>

**SERIES III SUB-TOTAL** $366,241.45
### SERIES IV - LETTERHEAD

Prices listed to be for printing including paper, one side, with UK logo and departmental information

Atlas 25% Cotton Bond, 24#, white, un-watermarked, recycled, Light Cockle finish

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Color</td>
<td>$89.00</td>
<td>$264.00</td>
<td>$455.00</td>
<td>$991.00</td>
<td>$1,840.00</td>
<td>$2,699.00</td>
<td>$35.99</td>
</tr>
<tr>
<td>2-Color</td>
<td>$112.00</td>
<td>$328.00</td>
<td>$530.00</td>
<td>$1,113.00</td>
<td>$2,089.00</td>
<td>$2,974.00</td>
<td>$39.65</td>
</tr>
<tr>
<td>3-Color</td>
<td>$128.00</td>
<td>$338.00</td>
<td>$540.00</td>
<td>$1,123.00</td>
<td>$2,099.00</td>
<td>$3,034.00</td>
<td>$40.45</td>
</tr>
<tr>
<td>4-Color</td>
<td>$179.00</td>
<td>$464.00</td>
<td>$640.00</td>
<td>$1,240.00</td>
<td>$2,243.00</td>
<td>$3,295.00</td>
<td>$43.43</td>
</tr>
</tbody>
</table>

Fox River, 25% Cotton Bond, 20#, white, UK watermarked, recycled, Light Cockle finish

<table>
<thead>
<tr>
<th></th>
<th>1M</th>
<th>5M</th>
<th>10M</th>
<th>25M</th>
<th>50M</th>
<th>75M</th>
<th>Add'l per 1000/quantities over 75M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Color</td>
<td>$88.00</td>
<td>$259.00</td>
<td>$445.00</td>
<td>$966.00</td>
<td>$1,790.00</td>
<td>$2,624.00</td>
<td>$34.99</td>
</tr>
<tr>
<td>2-Color</td>
<td>$111.00</td>
<td>$323.00</td>
<td>$520.00</td>
<td>$1,088.00</td>
<td>$2,039.00</td>
<td>$2,899.00</td>
<td>$38.65</td>
</tr>
<tr>
<td>3-Color</td>
<td>$127.00</td>
<td>$333.00</td>
<td>$530.00</td>
<td>$1,098.00</td>
<td>$2,049.00</td>
<td>$2,959.00</td>
<td>$39.45</td>
</tr>
<tr>
<td>4-Color</td>
<td>$178.00</td>
<td>$459.00</td>
<td>$630.00</td>
<td>$1,215.00</td>
<td>$2,193.00</td>
<td>$3,220.00</td>
<td>$42.43</td>
</tr>
</tbody>
</table>

**SERIES IV SUB-TOTAL** $57,265.04

**GRAND TOTAL - ALL SERIES** $956,411.72
UNIVERSITY OF KENTUCKY

Purchasing Division

Request for Proposal
UK-1164-12
Proposal Due Date- 05/11/12

Stationery Printing
REQUEST FOR PROPOSAL (RFP)

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

<table>
<thead>
<tr>
<th>PROPOSAL NO.:</th>
<th>UK-1164-12</th>
<th>RETURN ORIGINAL COPY OF PROPOSAL TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date:</td>
<td>April 6, 2012</td>
<td>UNIVERSITY OF KENTUCKY</td>
</tr>
<tr>
<td>Title:</td>
<td>Stationery Printing</td>
<td>PURCHASING DIVISION</td>
</tr>
<tr>
<td>Purchasing Officer:</td>
<td>Craig Locke</td>
<td>411 S LIMESTONE</td>
</tr>
<tr>
<td>Phone/Email:</td>
<td>(859) 257-2964 / <a href="mailto:clocke@uky.edu">clocke@uky.edu</a></td>
<td>ROOM 322 PETERSON SERVICE BLDG.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LEXINGTON, KY 40506-0005</td>
</tr>
</tbody>
</table>

IMPORTANT: PROPOSALS MUST BE RECEIVED BY: May 11, 2012 3:00 P.M. Lexington, KY time.

NOTICE OF REQUIREMENTS

1. The University’s General Terms and Conditions and Instructions to Bidders, viewable at www.uky.edu/Purchasing/terms.htm, apply to this Request for Proposal. When the Request for Proposal 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 Request for Proposal.
2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
3. Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

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 KRS 523.040:
1. That I am the Offeror (if the Offeror is an individual), a partner, (if the Offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the Offeror is a corporation);
2. That the attached proposal has been arrived at by the Offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the Offeror or its employees or agents to any person not an employee or agent of the Offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the Offeror 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 45A.330 to .340, 164.390, and 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award.
5. That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 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 the 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.
6. That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS45A.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 proposal agrees as required by 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 the 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.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the Offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

DELIVERY TIME: As per RFP Content  NAME OF COMPANY:  DUNS #

<table>
<thead>
<tr>
<th>DELIVERY TIME: As per RFP Content</th>
<th>NAME OF COMPANY:</th>
<th>DUNS #</th>
</tr>
</thead>
</table>

PROPOSAL FIRM THROUGH:  ADDRESS:  Phone/Fax:

PAYMENT TERMS:  CITY, STATE & ZIP CODE:  E-MAIL:

SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED  TYPED OR PRINTED NAME:  WEB ADDRESS:

FEDERAL EMPLOYER ID NO.:  SIGNATURE:  DATE:
## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Definitions</td>
<td>6</td>
</tr>
<tr>
<td>2.0</td>
<td>General Overview</td>
<td>7</td>
</tr>
<tr>
<td>2.1</td>
<td>Intent and Scope</td>
<td>7</td>
</tr>
<tr>
<td>2.2</td>
<td>Background Information</td>
<td>7</td>
</tr>
<tr>
<td>2.3</td>
<td>University Information</td>
<td>8-9</td>
</tr>
<tr>
<td>3.0</td>
<td>Proposal Requirements</td>
<td>9</td>
</tr>
<tr>
<td>3.1</td>
<td>Key Event Dates</td>
<td>9</td>
</tr>
<tr>
<td>3.2</td>
<td>Offeror Communication</td>
<td>9-10</td>
</tr>
<tr>
<td>3.3</td>
<td>Pre-Proposal Conference</td>
<td>10</td>
</tr>
<tr>
<td>3.4</td>
<td>Offeror Presentations</td>
<td>10</td>
</tr>
<tr>
<td>3.5</td>
<td>Preparation of Offers</td>
<td>10</td>
</tr>
<tr>
<td>3.6</td>
<td>Proposed Deviations from the Request for Proposal</td>
<td>11</td>
</tr>
<tr>
<td>3.7</td>
<td>Proposal Submission and Deadline</td>
<td>11</td>
</tr>
<tr>
<td>3.8</td>
<td>Modification or Withdrawal of Offer</td>
<td>11</td>
</tr>
<tr>
<td>3.9</td>
<td>Acceptance or Rejection and Award of Proposal</td>
<td>12</td>
</tr>
<tr>
<td>3.10</td>
<td>Rejection</td>
<td>12</td>
</tr>
<tr>
<td>3.11</td>
<td>Addenda</td>
<td>12</td>
</tr>
<tr>
<td>3.12</td>
<td>Disclosure of Offeror’s Response</td>
<td>12</td>
</tr>
<tr>
<td>3.13</td>
<td>Restrictions on Communications with University Staff</td>
<td>13</td>
</tr>
<tr>
<td>3.14</td>
<td>Cost of Preparing Proposal</td>
<td>13</td>
</tr>
<tr>
<td>3.15</td>
<td>Disposition of Proposals</td>
<td>13</td>
</tr>
<tr>
<td>3.16</td>
<td>Alternate Proposals</td>
<td>13</td>
</tr>
<tr>
<td>3.17</td>
<td>Questions</td>
<td>13</td>
</tr>
<tr>
<td>3.18</td>
<td>Section Titles in the RFP</td>
<td>13</td>
</tr>
<tr>
<td>3.19</td>
<td>No Contingent Fees</td>
<td>13-14</td>
</tr>
<tr>
<td>3.20</td>
<td>Proposal Addenda and Rules for Withdrawal</td>
<td>14</td>
</tr>
<tr>
<td>4.0</td>
<td>Proposal Format and Content</td>
<td>15</td>
</tr>
<tr>
<td>4.1</td>
<td>Proposal Information and Criteria</td>
<td>15</td>
</tr>
<tr>
<td>4.2</td>
<td>Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form</td>
<td>15</td>
</tr>
<tr>
<td>4.3</td>
<td>Transmittal Letter</td>
<td>15-16</td>
</tr>
<tr>
<td>4.4</td>
<td>Executive Summary and Proposal Overview</td>
<td>16</td>
</tr>
<tr>
<td>4.5</td>
<td>Criteria 1 – Offeror Qualifications</td>
<td>16-17</td>
</tr>
<tr>
<td>4.6</td>
<td>Criteria 2 – Services Defined</td>
<td>17</td>
</tr>
<tr>
<td>4.7</td>
<td>Criteria 3 – Financial Proposal</td>
<td>17</td>
</tr>
<tr>
<td>4.8</td>
<td>Criteria 4 - Evidence of Successful Performance and Implementation Schedule</td>
<td>17</td>
</tr>
<tr>
<td>4.9</td>
<td>Criteria 5 – Other Additional Information</td>
<td>18</td>
</tr>
</tbody>
</table>
5.0 Evaluation Criteria Process

6.0 Special Conditions / Other Specifications
6.1 Contract Term
6.2 Effective Date
6.3 Competitive Negotiation
6.4 Appearance Before Committee
6.5 Additions, Deletions or Contract Changes
6.6 Contractor Cooperation in Related Efforts
6.7 Entire Agreement
6.8 Governing Law
6.9 Termination for Convenience
6.10 Termination for Non-Performance
6.11 Funding Out
6.12 Prime Contractor Responsibility
6.13 Assignment
6.14 Permits, Licenses, Taxes, and Commonwealth Registration
6.15 Attorneys’ Fees
6.16 Patents, Copyrights and Trademarks
6.17 Indemnification
6.18 Insurance
6.19 Method of Award
6.20 Reciprocal Preference
6.21 Reports and Auditing
6.22 Confidentiality
6.23 Conflict of Interest
6.24 Extending Contract
6.25 Personal Service Contract Policies
6.26 Copyright Ownership and Title to Designs and Copy
6.27 University Graphic Standards
6.28 Printing Statutes
6.29 Damaged or Inferior Material
6.30 Contractor Representation
6.31 Site Review
6.32 Options to Secure Bids
6.33 Definition of Products Under the Resultant Contracts
6.34 Recycled Content of Paper
6.35 Overruns and Underruns
6.36 Work Performed on Overtime
6.37 Cost Estimates
6.38 Order Procedures, Placement, and Tracking
6.39 Pickup and Delivery
6.40 Damaged or Inferior Material 31
6.41 Parking Permit 31
6.42 Invoicing and Payment Procedures 31-32
6.43 Reporting Requirements 32-33
6.44 Subcontractors 33
6.45 Printing Jobs Involving Mail Services 34
6.46 Corporate Compliance 34
6.47 HIPAA/BAA Amendment and Confidentiality 34-35
6.48 Participation in Vendor Fair 35
6.49 Compliance with MCPPD Guidelines for Contractors – University HealthCare Areas 35
6.50 Paper Stock 35-36
6.51 Proofs 36
6.52 Specifications – Business Cards – Series I and II 36
6.53 Summary of Required Components 36-37

7.0 Scope of Services 38
7.1 Detailed Services Defined 38-40
7.2 Optional Services 40

8.0 Financial Offer Summary 41
8.1 Mandatory Services (Section 7.1) 41
8.2 Optional Services (Section 7.2) 41
8.3 Alternate Pricing 41
1.0 **DEFINITIONS**

The term "addenda" means written or graphic instructions issued by the University of Kentucky prior to the receipt of Proposals that modify or interpret the Request for Proposal documents by addition, deletions, clarification, or corrections.

The term "competitive negotiations" means the method authorized in the Kentucky Revised Statutes, Chapter 45A.085.

The terms "offer" or "proposal" means the Offeror(s) response to this Request for Proposal.

The term "Offeror" means the entity or Contractor group submitting proposal.

The term "Contractor" means the entity receiving a contract award.

The term "Purchasing Agency" means the University of Kentucky, Division of Purchasing, Room 322 Peterson Service Building, Lexington, KY 40506-0005.

The term "Purchasing Official" means the University of Kentucky’s appointed contracting representative.

The term "Responsible Offeror" 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 an Offeror 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 Offeror and the University this is so serious and compelling that it may negatively impact the work performed under this RFP; or any other cause determined to be so serious and compelling as to affect the responsibility of the Offeror.

The term "solicitation" means Request for Proposal (RFP).

The term "University" means University of Kentucky.
2.0 GENERAL OVERVIEW

2.1 Intent and Scope

This Request for Proposals is to establish Price Contract(s) for Stationery Printing for the University of Kentucky, Lexington, Kentucky. The resultant price contract(s) shall be for printing of stationery products which include, but are not limited to, business cards, letterhead, envelopes, invitations, forms, and related products/services.

It is the University’s intent to award multiple contracts from this Request for Proposal, although it reserves the right to award a single contract, or no contracts.

It is the University’s intent to award a minimum of one price contract to an Offeror whose primary printing facility is physically located in the central Kentucky area and in compliance with all terms and conditions of this Request for Proposals. The definition of “central Kentucky” in this regard consists of Fayette County and contiguous counties.

Awardees of contracts will serve as “one-stop” shops providing all required stationery-related products and services of the University whether they be provided in-house or via a sub-contracting structure. Contract awardees are fully and solely responsible to the University for all products and services provided through their contract.

Offerors must provide pricing on all sections and items in this solicitation. No area should be left blank. For items that are no cost, Offerors must enter a “0”. Any section or blank not completed will be considered free and at no-charge to the University.

This Request for Proposal does not include products or services related to full-service printing, newsprint, non-printing Public Relations/Advertising, and any other items the University may deem as non-appropriate.

Although most orders against the resultant contracts would originate with the Lexington campus, Offerors are advised the University has multiple outlying research and satellite offices throughout the state which may purchase from the resultant contracts. This includes county Cooperative Extension Service (CES) offices throughout the state.

2.2 Background Information

The University currently has two stationery printing contracts. Information regarding the University’s printing services and current contracts can be found on the Purchasing website at: http://www.uky.edu/Purchasing/printingsvcs.htm.

Estimated expenditures for all (full-service and stationery combined) printing purchases by the University are approximately $3.5 million per year.
2.3 **University Information**

Founded in 1865, the University of Kentucky (UK) is a public, research-extensive, land grant university dedicated to enriching people's lives through excellence in teaching, research, and service. UK's campus covers more than 716 acres and total enrollment is more than 28,000 students representing all Kentucky counties, every state in the nation, and 117 countries. UK has more than 12,000 full-time employees.

The University is led by Dr. Eli Capilouto who assumed the presidency July 1, 2011. He is UK's 12th president.

The University of Kentucky has long embraced its mission to provide excellent education to outstanding resident and non-resident students, recognizing that a knowledgeable populace is the best foundation for a prosperous Commonwealth. As one of America’s premier public research institutions, UK conducts $300 million a year in research and provides service, attacking some of the state’s most significant challenges, in every corner of the Commonwealth and beyond.

Some 200 major and degree programs are available at UK in 16 academic and professional colleges. The colleges include: Agriculture, Arts and Sciences, Business and Economics, Communications and Information Studies, Dentistry, Design, Education, Engineering, Fine Arts, Health Sciences, Law, Medicine, Nursing, Pharmacy, Public Health, and Social Work. UK boasts more than 70 national rankings for academic excellence.

UK operates a nationally recognized research library system, with the capstone being the world-class William T. Young Library. UK’s book endowment is the largest among public universities. Its library network and technology provide extraordinary service to students in the colleges of Medicine, Law, Engineering, Fine Arts and other programs. Meanwhile, students, faculty and Kentucky residents can use UK Libraries' advanced technology to access the most up-to-date information from online journals, government publications and private studies.

The UK Medical Campus is considered one of the nation’s finest academic medical centers and is comprised of the academic, research and patient care entities of the University of Kentucky including the colleges of medicine, pharmacy, dentistry, public health, health sciences and nursing. In addition, the University’s clinical enterprise, UK HealthCare, includes UK Chandler Hospital, and Kentucky Children’s Hospital where care is provided to the most critically injured and ill patients in the region.

UK Chandler Hospital and Kentucky Children’s Hospital have 569 beds and are supported by more than 600 faculty physicians and dentists, 500 resident physicians, and a staff of nearly 4,000 committed to high-quality patient care.

In July 2007, UK HealthCare acquired Samaritan Hospital, now called UK Good Samaritan Hospital. Originally founded in 1888, the hospital has a long tradition of providing exceptional patient care as an acute-care facility and currently has 222 licensed beds.

In May 2011, the first two patient floors of the new 1.2 million square feet patient care pavilion at UK Chandler Hospital opened with 128 intensive care and acute care beds. Also, opening were many common public spaces including the atrium, chapel, surgical waiting room and a 305-seat auditorium, which hosts the Lucille Caudill Little Performing Arts in Healthcare Program. In addition, the new UK Chandler Emergency Department opened in July 2010. A state-of-the-art facility that is more than two times the size of the previous emergency department, it features carefully planned
spaces that enable staff to treat and discharge more quickly, or, if the patient needs further
treatment, to admit the patient promptly for inpatient services. The Level I trauma center provides
the highest level of surgical care to adult and pediatric trauma and time sensitive emergent patients
and has a full range of specialists and equipment available 24 hours a day.

Research at UK is a dynamic enterprise encompassing both traditional scholarship and emerging
technologies. Since 2002, the University has consistently exceeded $200 million in grant and
contract awards. In FY 2011, UK faculty successfully competed for grants and contracts totaling
$299.1 million, including $167.3 million in federal funds. The National Science Foundation ranks UK
30th among public universities and 49th among public and private universities in research
expenditures. UK has a winning track record of bringing innovations and technologies to the
marketplace, successful collaborations with business and industry, creating startup companies
based on UK research, and assisting small businesses throughout the Commonwealth. UK
consistently ranks 1st in creating startups among UK benchmark institutions. Other recent rankings
include 4th in creating startups and 41st in licensing income among all public institutions.

UK’s agenda is to accelerate the movement toward academic excellence and to become known
worldwide for the quality of its academic programs, its commitment to undergraduates, its success
in building a diverse community, and its engagement with the larger society.

Visit the University of Kentucky Web site at http://www.uky.edu.

3.0 PROPOSAL REQUIREMENTS

3.1 Key Event Dates

Release of RFP 04/6/12
Deadline for Written Questions @ 3:00 p.m. on 04/20/12
RFP Proposals Due Date 05/11/12
Offeror Presentations * week of 06/15/12
Contract Award* 08/01/12

* The Potential Offeror Presentations and Contract Award are projected dates.

3.2 Offeror Communication

To insure that RFP documentation and subsequent information (modifications, clarifications,
addendum, written questions & answers, etc.) is directed to the appropriate persons within the
Offeror’s firm, each Offeror who intends to participate in this RFP is to provide the following
information to the Purchasing Officer. Prompt, thorough compliance is in the best interest of the
Offeror. Failure to comply may result in incomplete or delayed communication of addenda or other
vital information. Contact information is the responsibility of the Offeror. Without the prompt
information, any communication shortfall shall reside with the Offeror.

- Name of primary contact
- Mailing address of primary contact
- Telephone number of primary contact
- Fax number of primary contact
• E-mail address of primary contact
• Additional contact persons with same information provided as primary contact

This information shall be transmitted via fax or e-mail to:

Craig Locke  
Purchasing Division  
University of Kentucky  
322 Peterson Service Building  
Lexington, KY 40506-0005  
Phone: (859) 257-2964  
Fax: (859) 257-1951  
E-mail: clocke@uky.edu

All communication with the University regarding this RFP shall only be directed to the University Purchasing Officer listed above.

3.3 **Pre-Proposal Conference**

No Pre-Proposal Conference is planned for this Request for Proposals.

3.4 **Offeror Presentations**

All Offerors whose proposals are judged acceptable for award may be required to make an Offeror presentation to the evaluation committee.

3.5 **Preparation of Offers**

Offeror is expected to follow all specifications, terms, conditions, and instructions in this Request for Proposal.

Offeror will furnish all information required by this solicitation.

Proposals should be prepared simply and economically, providing a description of the Offeror’s capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal should be bound in the single volume except as otherwise specified.

An electronic version of the RFP is available through the University of Kentucky Division of Purchasing Web site: [http://www.uky.edu/purchasing/](http://www.uky.edu/purchasing/)

Click on: **Bid & Proposal Opportunities**
3.6 Proposed Deviations from the Request for Proposal

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations therefrom must be specifically defined in accordance with the Transmittal Letter, Section 4.3 (d). If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

Note: Offerors shall not submit their standard terms and conditions as exceptions to the RFP Terms and Conditions. Each exception to a University term and condition shall be individually addressed.

3.7 Proposal Submission and Deadline

Offeror must provide one (1) electronic copy on compact disk and ten (10) printed copies of each technical proposal under a sealed cover and one (1) electronic copy on compact disk and ten (10) printed copies financial proposals under separate sealed cover, prior to 3:00 P.M. Lexington, KY time on date as specified in Section 3.1 Key Event Dates and addressed to the Purchasing Officer as listed in Section 3.2 Offeror Communication.

Note: Proposals received after the closing date and time will not be considered. In addition, proposals received via fax or email are not acceptable.

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

Proposals shall be enclosed in sealed envelopes to the above referenced address and shall show the closing time and date specified, the solicitation number, and the name and address of the Offeror on the face of the envelope. The technical proposal shall be submitted in a sealed envelope under separate cover and the financial proposal shall be submitted in a sealed envelope under separate cover. Both sealed envelopes shall have identical information on the cover, with the addition that one will state “Technical Information”, and the other, “Financial Proposal”.

Note: In accordance with the Kentucky Revised Statute 45A.085, there will be no public opening.

3.8 Modification or Withdrawal of Offer

An offer and/or modification of offer received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

An offer may be modified or withdrawn by written notice before the exact hour and date specified for receipt of offers. An offer also may be withdrawn in person by an Offeror or an authorized representative, provided the identity of the person is made known and the person signs a receipt for the offer, but only if the withdrawal is made prior to the exact hour and date set for receipt of offers.
3.9 **Acceptance or Rejection and Award of Proposal**

The University reserves the right to accept or reject any or all proposals, or part of proposals, to waive any informalities, technicalities, clarify any ambiguities in proposals, and unless otherwise specified to accept any item in the proposal. In case of error in extension or prices or other errors in calculation, the unit price shall govern. 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.

3.10 **Rejection**

Grounds for the rejection of proposals include, but shall not be limited to:

- Failure of a proposal to conform to the essential requirements of the Request for Proposal.
- Imposition of conditions that would significantly modify the terms and conditions of the solicitation or limit the Offeror's liability to the University on the contract awarded on the basis of such solicitation.
- Failure of the Offeror to sign the University Request for Proposal, as part of the proposal. This includes the Authentication of Proposal and Statement of Non-collusion and Non-conflict of Interest statements.
- Receipt of proposal received after the closing date and time specified in the RFP.

3.11 **Addenda**

Any addenda or instructions issued by the Purchasing Agency prior to the time for receiving proposals shall become a part of this RFP. Such addenda shall be acknowledged in the proposal. No instructions or changes shall be binding unless documented by a proper and duly issued addendum.

3.12 **Disclosure of Offeror's Response**

The Request for Proposal specifies the format, required information, and general content of proposals submitted in response to this RFP. The Purchasing Agency will not disclose any portions of the proposals prior to contract award to anyone outside the Purchasing Division, the University's administrative staff, representatives of the State or Federal Government, if required, and the members of the committee evaluating the proposals. After a contract is awarded in whole or in part, the University shall have the right to duplicate, use, or disclose all Proposal data submitted by Offerors in response to this RFP as a matter of public record.

Any submitted proposal shall remain a valid proposal for six (6) months after the proposal due date. The University shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.
3.13 **Restrictions on Communications with University Staff**

From the issue date of this RFP until a Contractor is selected and a contract award is made, Offerors are not allowed to communicate about the subject of the RFP 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 Offeror presentations.

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

3.14 **Cost of Preparing Proposal**

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the Offerors. The University of Kentucky will provide no reimbursement for such costs.

3.15 **Disposition of Proposals**

All proposals become the property of the University. The successful proposal will be incorporated into the resulting contract by reference.

3.16 **Alternate Proposals**

Offerors may submit alternate proposals. If more than one proposal is submitted, all must be complete (separate) and comply with the instructions set forth within this document. Each proposal will be evaluated on its own merits.

3.17 **Questions**

All questions should be submitted by either fax or e-mail to the Purchasing Officer listed in Section 3.2 no later than dated listed in Section 3.1.

3.18 **Section Titles in the RFP**

Titles of paragraphs used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer the construction of contractual language.

3.19 **No Contingent Fees**

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the Offeror or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For
breach or violation of this provision, the University shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

3.20 Proposal Addenda and Rules for Withdrawal

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a written request for its withdrawal to the University Purchasing Office, signed by the Offeror. Unless requested by the University, the University will not accept revisions, or alterations to proposals after the proposal due date.
4.0 PROPOSAL FORMAT AND CONTENT

4.1 Proposal Information and Criteria

The following list specifies the items to be addressed in the proposal. Offerors should read it carefully and address it completely and in the order listed to facilitate the University's review of the proposal.

Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that Offerors use the same numbers for the following content as are used in the RFP.

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form.
- Transmittal Letter
- Executive Summary and Proposal Overview
- Criteria 1 - Offeror Qualifications
- Criteria 2 - Services Defined
- Criteria 3 - Financial Proposal
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule
- Criteria 5 - Other Additional Information

4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form

The Offeror will sign and return the proposal cover sheet and print or type her/his name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the Purchasing Agency. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud, and that the signer is authorized to bind the principal Offeror.

4.3 Transmittal Letter

The Transmittal Letter accompanying the RFP shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the Offeror. It shall include:

a) A statement referencing all addenda and written questions, the answers and any clarifications to this RFP issued by the University and received by the Offeror. If no addenda have been received, a statement to that effect should be included.

b) A statement that the Offeror's proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals.

c) A statement that the Offeror will accept financial responsibility for all travel expenses incurred for oral presentations (if required) and candidate interviews.
d) A statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.

e) A statement that identifies the Confidential Information as described in Section 6.23 Confidentiality.

Note: Offerors shall not submit your standard terms and conditions as exceptions to the RFP Terms and Conditions. Each exception to a University term and condition shall be individually addressed.

4.4 Executive Summary and Proposal Overview

The Executive Summary and Proposal Overview shall condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

4.5 Criteria 1 - Offeror Qualifications

The purpose of the Offeror Qualifications section is to determine the ability of the Offeror to respond to this Request for Proposal. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

1. Provide a brief narrative of your firm including the products/services you offer, firm history, scope of present customer base, number of employees, numbers of years in business, etc.

2. Provide information (bio, background, etc.) on the account representative(s) that would service the University account. Describe the company structure in which the account representative(s) work and how it operates to service the University’s needs. Provide an organizational chart of your company including individuals other than Account Executive who will be responsible for the University’s account and provision of related services as requested.

3. Describe the physical location of your office and the facility that will service the University’s needs. What is the physical address of your main facility and approximate distance from University of Kentucky campus? Does your company have multiple or split locations? If so, provide address and individual services conducted at each.

4. Describe past sales or services that your company has provided to clients that are similar to the items requested in this RFP. Have you provided similar products or services to public service clients, educational institutions, and/or HealthCare clients?

5. Provide certified, audited financial statements including a full set of notes as follows:

   a. For the past three (3) fiscal years, include at a minimum, income statements, balance sheets, and statements of changes in financial position or cash flows. If three (3) years of financial statements are not available, this information shall be provided to the fullest extent possible for the reasons why, if they are not available.
b. For a private held company, when certified audited financial statements are not prepared; a written statement from the company's certified public accountant, stating the financial condition, debt-to-asset ratio for the past three (3) years and any pending actions.

c. The company's most recent debt rating from Standard & Poors, Moody's or Dunn & Bradstreet.

Failure to provide the above financial information may result in rejection of proposal submission.

6. If the Offeror has had a contract terminated for default in the last five (5) years, describe such incident. Submit full details for the default, including the other parties' name, address, and phone number. Present the Offeror's position on the matter. The University will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If the Offeror has experienced no such termination for default in the past five years, so indicate.

7. Describe other qualifications your firm offers that may be beneficial to the University for evaluation purposes of this RFP.

4.6 Criteria 2 – Services Defined

The purpose of the Services Defined section is to determine the ability of the Offeror to respond to this Request for Proposal. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

Reference Section 7 for all Services Defined.

4.7 Criteria 3 – Financial Proposal

The Financial Summary Form shall contain the complete financial offer made to the University using the format contained in Section 8.0. All financial information must be submitted in a sealed envelope under separate cover.

4.8 Criteria 4 - Evidence of Successful Performance and Implementation Schedule

The purpose of the Evidence of Successful Performance and Implementation Schedule section is to determine the ability of the Offeror to respond to this Request for Proposal. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

1. If awarded a contract, describe what steps you would take (along with a timeline) to initially engage University departments for printing purchase needs.

2. Provide name and contact information for a minimum of three (3) references for whom you have provided products and/or services similar to the items in this RFP. By providing the reference information, Offeror permits the University to contact the references.
4.9 **Criteria 5 - Other Additional Information**

Please provide any additional information that the Offeror feels should be considered when evaluating their proposal.

The Offeror may present any creative approaches that might be appropriate. The Offeror may also provide supporting documentation that would be pertinent to this RFP.
5.0 EVALUATION CRITERIA PROCESS

A committee of University officials appointed by the Director of Purchasing will evaluate proposals and make a recommendation to the Director of Purchasing. The evaluation will be based upon the information provided in the proposal, additional information requested by the University for clarification, information obtained from references and independent sources, and oral presentations, if requested.

The evaluation of responsive proposals shall then be completed by an evaluation team, which will determine the ranking of proposals. Proposals will be evaluated strictly in accordance with the requirements set forth in this solicitation, including any addenda that are issued. The University will award the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to the University, taking into consideration the evaluation factors set forth in this RFP.

The evaluation of proposals will include consideration of responses to the list of criteria in Section 4.0. Offerors must specifically address all criteria in their response. Any deviations or exceptions to the specifications or requirements must be described and justified in a transmittal letter. Failure to list such exceptions or deviations in the transmittal letter may be considered sufficient reason to reject the proposal.

The relative importance of the criteria is defined below:

**Primary Criteria**

- Offeror Qualifications
- Services Defined
- Financial Proposal
- Evidence of Successful Performance and Implementation

**Secondary Criteria**

- Other Additional Services

The University will evaluate proposals as submitted and may not notify Offerors of deficiencies in their responses.

Proposals must contain responses to each of the criteria, listed in Section 4 even if Offeror’s response cannot satisfy those criteria. A proposal may be rejected if it is conditional or incomplete in the judgment of the University.
6.0 SPECIAL CONDITIONS

6.1 Contract Term

The contract resulting from this RFP shall be effective for a one (1) year period and is renewable for up to four (4) additional one-year renewal periods. The total contract period will not exceed five (5) years. Annual renewal shall be contingent upon the University’s satisfaction with the services performed.

6.2 Effective Date

The effective date of the contract shall be the date upon which the Parties execute it and all appropriate approvals, including the Commonwealth of Kentucky Government Contracts Review Committee, have been received.

6.3 Competitive Negotiation

It is the intent of the Request for Proposal (RFP) to enter into competitive negotiation as authorized by KRS 45A.085.

The University will review all proposals properly submitted. However, the University reserves the right to request necessary modifications, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the best interests of the University.

Offeror(s) selected to participate in negotiations may be given an opportunity to submit a Best and Final offer to the Purchasing Agency. All information received prior to the cut-off time will be considered part of the Offeror’s Best and Final offer.

The University also reserves the right to waive minor technicalities or irregularities in proposals providing such action is in the best interest of the University. Such waiver shall in no way modify the RFP requirements or excuse the Offeror from full compliance with the RFP specifications and other contract requirements if the Offeror is awarded the contract.

6.4 Appearance Before Committee

Any, all or no Offerors may be requested to appear before the evaluation committee to explain their proposal and/or to respond to questions from the committee concerning the proposal. Offeror(s) are prohibited from electronically recording these meetings. The committee reserves the right to request additional information.

6.5 Additions, Deletions or Contract Changes

The University reserves the right to add, delete, or change related items or services to the contract established from this Request for Proposal. No modification or change of any provision in the resulting contract shall be made, unless such modification is mutually agreed to in writing by the Contractor and the Director of Purchasing, and incorporated as a written modification to the
6.6 **Contractor Cooperation in Related Efforts**

The University reserves the right to undertake or award other contracts for additional or related work to other entities. The Contractor shall fully cooperate with such other Contractors and University employees and carefully fit its work to such additional work. The Contractor shall not commit or permit any act, which will interfere with the performance of work by any other Contractor or by University employees. This clause shall be included in the contracts of all Contractors with whom this Contractor will be required to cooperate. The University shall equitably enforce this clause to all Contractors, to prevent the imposition of unreasonable burdens on any Contractor.

6.7 **Entire Agreement**

The Request for Proposal (RFP) shall be incorporated into any resulting Contract. The resulting contract, including the RFP and those portions of the Offeror’s response accepted by the University shall be the entire agreement between the parties.

6.8 **Governing Law**

Contractor shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky, and all other local governments, public authorities, boards or offices relating to the Property or the improvements upon same, or the use thereof, and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The resulting contract shall be governed by Kentucky Law and any claim relating to this contract shall only be brought in the Franklin Circuit Court in Accordance with KRS 45A-245.

6.9 **Termination for Convenience**

The University of Kentucky, Division of Purchasing, reserves the right to terminate the resulting contract without cause with a thirty (30) day written notice. Upon receipt by the Contractor of “notice of termination”, the Contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the Contractor will be calculated at the agreed upon rate prior to “notice of termination” and a fixed fee contract will be pro-rated (as appropriate).

6.10 **Termination for Non-Performance**

**Default**

The Director of Purchasing may terminate the resulting contract for non-performance, as determined by the University for such causes as:

- Failure to provide satisfactory quality of service, including, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in
ownership or proprietorship of the Contractor, which in the opinion of the University is not in its best interest, or failure to comply with the terms of this contract

- Failure to keep or perform, within the time period set forth herein, or violation of, any of the covenants, conditions, provisions or agreements herein contained.

- Adjudication as a voluntarily bankrupt, making a transfer in fraud of its creditors, filing a petition under any section from time to time, or under any similar law or statute of the United States or any state thereof, or if an order for relief shall be entered against the Contractor in any proceeding filed by or against contractor thereunder. In the event of any such involuntary bankruptcy proceeding being instituted against the Contractor, the fact of such an involuntary petition being filed shall not be considered an event of default until sixty (60) days after filing of said petition in order that Contractor might during that sixty (60) days period have the opportunity to seek dismissal of the involuntary petition or otherwise cure said potential default.

- Making a general assignment for the benefit of its creditors, or taking the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Contractor.

**Notification**

The University will provide ten (10) calendar days written notice of default. Unless arrangements are made to correct the non-performance issues to the University’s satisfaction within ten (10) calendar days, the Director of Purchasing may terminate the contract by giving forty-five (45) days notice, by registered or certified mail, of its intent to cancel this contract.

**6.11 Funding Out**

The University may terminate this contract if funds are not appropriated or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The University shall provide the contractor thirty (30) calendar days written notice of termination under this provision.

**6.12 Prime Contractor Responsibility**

Any contracts that may result from the RFP shall specify that the Contractor or Contractors is (are) solely responsible for fulfillment of the contract with the University.

**6.13 Assignment**

The Contractor(s) shall not assign the contract in whole or in part without the prior written consent of the University. Any attempted assignment shall be void.
6.14 **Permits, Licenses, Taxes and Commonwealth Registration**

The Contractor shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all federal, state, and local governments in which work under this contract is performed.

The Contractor must furnish certification of authority to conduct business in the Commonwealth of Kentucky as a condition of contract award. Such registration is obtained from the Secretary of State, who will also provide the certification thereof. However, the Contractor need not be registered as a prerequisite for responding to the RFP.

The Contractor shall pay any sales, use, personal property and other taxes arising out of this contract and the transaction contemplated hereby. Any other taxes levied upon this contract, the transaction, or the equipment or services delivered pursuant hereto shall be the responsibility of the Contractor.

The Contractor will be required to accept liability for payment of all payroll taxes or deductions required by local and federal law, including, but not limited to old age pension, social security or annuities.

6.15 **Attorneys’ Fees**

In the event that either party deems it necessary to take legal action to enforce any provision of the contract, and in the event the University prevails, the Contractor agrees to pay all expenses of such action, including attorneys’ fees and costs at all stages of litigation.

6.16 **Patents, Copyrights and Trademarks**

The Contractor shall protect the University from any and all damages or liability arising from alleged infringements of patents, copyrights or trademarks.

6.17 **Indemnification**

The Contractor shall indemnify, hold and save harmless the University, its affiliates and subsidiaries and their officers, agents and employees from losses, claims, suits, actions, expenses, damages, costs (including attorney fees of attorneys of the University’s choice and court costs) expenses, all liability of any nature or kind arising out of or relating to the Contractor's response to this Request for Proposal or its performance or failure to perform under the contract awarded from this RFP. This clause shall survive termination for as long as necessary to protect the University.

6.18 **Insurance**

The successful Contractor shall procure and maintain, at its expense, the following minimum insurance coverage's insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be with insurers acceptable to the University.
COVERAGE

Workers’ Compensation

EMPLOYER’S LIABILITY

$500,000/$500,000/$500,000

COMMERCIAL GENERAL LIABILITY, INCLUDING

OPERATIONS/COMPLETED OPERATIONS, PRODUCTS,

AND CONTRACTUAL LIABILITY (INCLUDING DEFENSE AND INVESTIGATION

COSTS) INCLUDING THIS CONTRACT.

$1,000,000 EACH OCCURRENCE

(BI & PD COMBINED)

$2,000,000 PRODUCTS

AND COMPLETED OPERATIONS AGGREGATE

BUSINESS AUTOMOBILE LIABILITY, COVERING

OWNED, LEASED, OR NON-OWNED AUTOS

$1,000,000 EACH OCCURRENCE

(BI & PD COMBINED)

PRINTER ERRORS AND OMISSIONS

$1,000,000 EACH OCCURRENCE

The successful Contractor agrees to furnish Certificates of Insurance for the above described coverage’s and limits to the University of Kentucky Division of Purchasing. The University, its trustees and employees must be added as Additional Insured on the Commercial General Liability policy with regards to the scope of this RFP/contract. Any deductibles or self-insured retention in the above-described policies must be paid and are the sole responsibility of the Contractor. Coverage is to be primary and non-contributory with other coverage, if any, purchased by the University. All of these required policies must include a Waiver of Subrogation, except Workers’ Compensation, in favor of the University, its trustees and employees.

6.19 Method of Award

It is the intent of the University to award a contract to the qualified Offeror whose offer, conforming to the conditions and requirements of the RFP, is determined to be the most advantageous to the University, cost and other factors considered.

Notwithstanding the above, this RFP does not commit the University to contract for any requirements detailed in this document. The University reserves the right to reject any or all offers and to waive formalities and minor irregularities in the proposal received.

It is the intent of the University to award a minimum of one (1) price contract to a lowest responsive and responsible bidder located in the central Kentucky area. The definition of “central Kentucky” in this regard consists of Fayette County and contiguous counties.

6.20 Reciprocal Preference

In accordance with KRS 45A.494, a resident Offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident Offeror. In evaluating proposals, the University will apply a reciprocal preference against an Offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident Offeror. Residency and non residency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any Offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above reference statute.
6.21 **Reports and Auditing**

The University, or its duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence which are directly pertinent to this contract for the purpose of financial audit or program review. Records or other information confidentially disclosed as part of the solicitation process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided by the Kentucky Open Records Act. Additionally, the contractor recognizes that any books, documents, papers, records, or other evidence received during a financial audit or program review shall be subject to the Kentucky Open Records Act.

6.22 **Confidentiality**

The University recognizes an Offeror's possible interest in preserving selected information and data included in the proposal; however the University must treat such information and data as required by the Kentucky Open Records Act, KRS 61.870, et seq.

Information areas which normally might be considered proprietary, and therefore confidential, shall be limited to individual personnel data, customer references, formulae, and company financial audits which, if disclosed, would permit an unfair advantage to competitors. If a proposal contains information in these areas and the Offeror declares them to be proprietary in nature and not available for public disclosure, the Offeror shall declare in the Transmittal Letter the inclusion of proprietary information and shall noticeably label as confidential or proprietary each sheet containing such information. Proposals containing information declared by the Offeror to be proprietary or confidential, either whole or in part, outside the areas listed above may be deemed non-responsive and may be rejected.

The University's General Counsel shall review each Offeror's information claimed to be confidentiality and, in consultation with the Offeror if needed, make a final determination as to whether or not the confidential or proprietary nature of the information or data complies with the Kentucky Open Records Act.

6.23 **Conflict of Interest**

This Request for Proposal and any resulting contract is subject to provisions of the Kentucky Revised Statutes regarding conflict of interest and the University of Kentucky's Ethical Principles and Code of Conduct (http://www.uky.edu/Legal/ethicscode.htm). When submitting and signing a proposal, an Offeror is certifying that no actual, apparent or potential conflict of interest exists between the interests of the University and the interests of the Offeror.

A conflict of interest (whether contractual, financial, organizational or otherwise) exists when any individual, contractor, or subcontractor has a direct or indirect interest because of a financial or pecuniary interest, gift, or other activities or relationships with other persons (including business, familial or household relationships) and is thus unable to render or is impeded from rendering impartial assistance or advice, has impaired objectivity in performing the proposed work, or has an unfair competitive advantage.

Questions concerning this section or interpretation of this section should be directed to the University Purchasing Officer identified in this Request for Proposal.
6.24 **Extending Contract**

The Offeror’s response to this RFP must state whether or not the Offeror will permit the use of this contract by other Universities, state agencies, public and private institutions in the Commonwealth of Kentucky. An answer to this issue must be submitted within the response.

6.25 **Personal Service Contract Policies**

Pursuant to the Kentucky Model Procurement Code (Code), the Government Contract Review Committee (GCRC) of the Kentucky General Assembly may establish policies that govern personal service contracts. Under the Code, a personal service contract is an agreement whereby an individual, firm, partnership, or corporation is to perform certain services requiring professional skill or professional judgment for a specified period of time at an agreed upon price.

**Professional Service Rate Schedules:**

The GCRC has established rate schedules for certain professional services and may impact any contract established under the Code. These rate schedules are located on the GCRC website at http://www.lrc.ky.gov/statcomm/Contracts/homepage.htm.

**Invoicing of Personal Service Contracts:**

The Kentucky Model Procurement Code was recently amended to establish conditions for invoicing for fees for personal service contracts. It states, “No payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice on a form established by the committee.” The Government Contract Review Committee has adopted a personal service contract invoice form that must be submitted as a condition of payment. A copy of the form is located on the GCRC website at http://www.lrc.ky.gov/statcomm/contracts/PSC%20INVOICE%20form.pdf.

6.26 **Copyright Ownership and Title to Designs and Copy**

Contractor and University intend this RFP 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. 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 unless otherwise authorized by the University. In the event that time of return is not specified, Contractor shall return all such items to the appropriate University department within one week of delivery.
6.27 **University Graphic Standards**

The Contractor must adhere to all University of Kentucky Graphics Standards. University Graphics Standards are maintained by the University Public Relations office and can be viewed at [http://www.uky.edu/Graphics/](http://www.uky.edu/Graphics/). 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.

Graphics standards for the UK HealthCare areas is governed by UK HealthCare Clinical Enterprise Graphic Standards, found at: [http://www.ukhealthcare.uky.edu/about/staff/marketing/Graphic-Standards.aspx](http://www.ukhealthcare.uky.edu/about/staff/marketing/Graphic-Standards.aspx).

Examples of business cards, envelopes, letterhead, etc. purchased by the University can be found on the UK Graphics Standards website. The University Graphics Standards manual contains varying styles of business cards, letterhead, envelope, etc. Offeror’s proposal should reflect pricing to print any design style of business card, stationery, etc. which may be found in the UK Graphics Standards requirements.

The successful contractor is responsible for ensuring all publications produced by their company for the University meet the University’s graphic standards even if the materials are provided by a department in ready-to-print fashion. In the event ready-to-print materials provided by a department do not meet the University’s graphics standards, the successful printer shall refuse to print the job and/or if needed work with the department to modify the materials to meet the graphics standards prior to production.

6.28 **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. Offeror responsiveness will be adjudged solely by the evaluation committee for this RFP based on the requirements, terms, and conditions within.

6.29 **Damaged or Inferior Material**

When services are not delivered on the agreed date between the contractor and the University, or if inferior or incomplete work is found, the Purchasing Division in concurrence with the using department reserves the right to reject such materials and request replacement as stated above or authorize the contractor to issue a credit based on the University’s cost for all material found unacceptable.

6.30 **Contractor Representation**

Successful contractor(s) must have assigned customer service representative(s) available to the University of Kentucky campus and the University of Kentucky Medical Center. The representative(s) will be responsible for meeting with customers on-site at the University of Kentucky, assisting customers in all aspects of design, print and bindery services, the overall quality
of each order, and deadlines. The representative(s) will have the responsibility to call on the Purchasing Division and other University Departments to resolve invoice discrepancies and other problems that may occur. The representative(s) must be available to the University of Kentucky through local, toll-free or collect telephone calling, email, and fax, as well as meetings when necessary with the University’s Purchasing Division. This representative(s) will also be required to arrange for transportation of copy, proofs, samples and any other material as required to manufacture orders under this contract. The above responsibilities will be on an as-needed basis unless otherwise specified.

6.31 Site Review

As part of the evaluation process the University may request an on-site review and tour of Offeror’s plant and facilities. The Offeror agrees to facilitate the tour at the University’s request.

6.32 Options to Secure Bids

The University of Kentucky reserves the right to secure bids on the open market for any printing service(s) deemed appropriate.

6.33 Definition of Products Under the Resultant Contract(s)

The contract(s) resulting from this Request for Proposals shall be services and products related to stationery printing as listed below:

- Business Cards
- Envelopes
- Letterhead
- Invitations
- Forms
- Announcement Cards
- Appointment Cards
- Thank You Cards
- Reply Cards (RSVP)
- Reservation Cards
- Birthday Cards
- Holiday Cards
- Promotional Cards
- Donation Request Cards
- Planned Giving Cards
- Note Cards
- Post Cards
- Survey Cards
- Tent Cards
- Name Tag with UK Logo
- Name Badge with UK Logo

The successful contractor(s) shall not print, produce, or sell to University departments any of the following items against this contract:
Products or services related to full-service printing
Newsprint
Non-printing Public Relations/Advertising
Any other items the University deems non-appropriate.

If successful contractor(s) receives a request from a University department for printing any of the above items, they shall refer the department to the Purchasing Division. If successful contractor(s) is contacted by a University department regarding a mixed printing purchase consisting of both stationery and non-stationery items, the successful contractor(s) shall contact the Purchasing Division for guidance. Non-compliance with this requirement can have a penalty up to and including contract cancellation.

6.34 Recycled Content of Paper

All paper will be supplied by the successful contractor(s) at a cost no greater than contractor cost plus 3% (percent) handling fee.

Recycled paper must be used for all University of Kentucky printing services in accordance with Kentucky Revised Statues 45A.500A through 45A.540A and Kentucky Administrative Regulations 200 KAR 5:330.

Minimum Recycled Content shall be as follows:

(1) Xerographic paper (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post consumer waste.

(2) Carbonless printing paper (all sizes and colors) shall contain thirty (30) percent recovered paper material.

(3) Flat sheet printing papers.

(a) Paper, offset and opaque (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post consumer waste.
(b) Paper, text (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post consumer waste.
(c) Paper, parchtex (all sizes and colors) shall contain fifty (50) percent recovered paper material of which fifteen (15) percent shall be post consumer waste.
(d) Paper, cover, antique or wove or text (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post consumer waste.
(e) Paper, index (all sizes and colors) shall contain fifty (50) percent recovered paper material of which twenty (20) percent shall be post consumer waste.

(4) Business papers

(a) Paper, mimeographic (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post consumer waste.
(b) Paper, spirit process (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post consumer waste.
(c) Paper, rag bond (all sizes) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post consumer waste.
(d) Paper, sulfite bond (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post consumer waste.

Pad backing (all types and sizes) shall contain ninety (90) percent recovered material.

6.35 Overruns and Underruns

Upon award of a contract, the successful contractor(s) understands that under-runs must not exceed 10% and over-runs must not exceed 10%. Successful contractor(s) will bill for actual quantities delivered within this tolerance. Full count requested is always expected for each printing job produced.

6.36 Work Performed on Overtime

The successful contractor(s) may not charge overtime for any work performed in connection with a resultant price contract without specific prior written approval from the University of Kentucky Purchasing Division.

6.37 Cost Estimates

The Customer Service Representative must provide cost estimates as required by the department. These estimates shall not be considered as an order. Estimates shall be in accordance with the contract prices. Customer inquiries and requests for estimates shall be accepted by successful contractor(s) via phone, email, fax, or UK Printing Services order form. Successful contractor must have a signed estimate and approved proof before any order is to be accepted or scheduled for production.

At some point during the life of the resultant contract, the University may request successful contractors to standardize their estimating practices in accordance with the University’s business processes. The contractor agrees, if requested by the University, to standardize their printing estimate practices to meet the University’s needs.

6.38 Order Procedures, Placement, and Tracking

Contract items will be ordered as required to meet departmental needs. Successful contractor(s) must have an electronic or manual job order form and tracking system for use with University order placement. Offerors must include with their submission a sample job order form and a description of their tracking system. The job order form must include, as a minimum, the following information:

- Job order number
- Department name
- Complete address
- Contact/ordering person
- Delivery time
• SAP account number(s) of the department (Reference section below regarding reporting requirement. This internal accounting information is used for University reporting purposes only. The SAP account number information is not used for payment purposes.)
• Description of item(s) ordered
• Quantity ordered
• Contract pricing information

The job order form and tracking system must be approved by the University as part of award consideration.

6.39 Pickup and Delivery

There shall be no separate charges for pickup or delivery of copy, proofs, estimates, paper or any other material required to produce an order.

All items will be shipped F.O.B. Destination – Prepaid and Allowed to the University of Kentucky in Lexington, Kentucky and any related points within Fayette County and contiguous counties thereof. All freight costs and materials in transit will be the responsibility of the contractor. Any freight claims will be the responsibility of the contractor.

6.40 Damaged or Inferior Material

All damaged shipments or inferior material will be rejected by the University and immediate notification will be given to the contractor. Any rejection of delivery for damaged or inferior materials by the University must be replaced by the contractor within ten (10) working days.

6.41 Parking Permit

Awarded contractors may purchase a vendor parking permit at their discretion for company vehicles. Any permit fees are responsibility of the contractor. Comprehensive information regarding parking permits for vendors can be found on the Parking & Transportation website at: http://www.uky.edu/pts/parking-permits_vendor-permits. Vendors are subject to all parking guidelines as outlined on the above website.

6.42 Invoicing and Payment Procedures

Payment for printing services shall be made with one of the following methods below. It shall be the responsibility of the ordering department, in conjunction with University Business Procedures and Purchasing Division policy, to establish the correct payment method.

1. Payment via departmental procurement card. This is the preferred, although not exclusive, method for small-dollar purchases.

2. Payment via University purchase order as issued by the Purchasing Division.
Successful contractor(s) shall not begin production on any purchase for printing services before one of the above payment options has been confirmed (end-user confirmation that procurement card will be used for payment or a purchase order issued by the Purchasing Division). With the exception of purchases by the Kentucky Medical Services Foundation (KMSF), no other methods of payments shall be accepted by the successful contractor(s). Under no circumstance shall payments be made from the University directly to subcontractors.

Payment will be made to successful contractor(s) as each shipment is completed and invoiced. Under no circumstances are payments against University procurement cards to be charged until job is completed, delivered and accepted in good condition by the department. The University of Kentucky will issue payment only at satisfactory completion and delivery of an order. All invoices must be mailed to the address as specified on the purchase order or approved estimate form and must reference the following:

1. Job Order Number
2. Purchase order number or reference to payment via departmental procurement card
3. Ordering Department
4. Ship To Address
5. Description of items purchased with quantities. Items must be identified by the price contract line item number.
6. Prices as stipulated by contract

Contractor invoice shall identify each line item number and the associated cost for pricing for each contract line. Paper costs shall be listed separately. Random audits of invoices to ensure billing consistency with contract pricing may be conducted by the Purchasing Division.

The successful contractor(s) accepts responsibility for invoicing at the contract prices and in the units of measure as identified in the price contract.

Contractor may not quote or charge more than their contract prices. Contractor is not prohibited from charging less than their contract rates or providing items at no cost.

All work under the contract that is performed by subcontractors must comply with the contract established rates (or lower).

Failure by the successful contractor(s) to provide correct invoices can delay payment and may result in probation or termination of contract.

6.43 Reporting Requirements

The successful contractor(s) shall provide the Purchasing Division with a quarterly financial report of all work completed under the contract within the referenced quarter. Each report is due by the 10th of the month following the end of the quarter as listed below.

<table>
<thead>
<tr>
<th>Fiscal year</th>
<th>Start Date</th>
<th>End Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st quarter</td>
<td>July 1 through September 30</td>
<td></td>
<td>Due October 10</td>
</tr>
<tr>
<td>2nd quarter</td>
<td>October 1 through December 31</td>
<td></td>
<td>Due January 10</td>
</tr>
<tr>
<td>3rd quarter</td>
<td>January 1 through March 31</td>
<td></td>
<td>Due April 10</td>
</tr>
<tr>
<td>4th quarter</td>
<td>April 1 through June 30</td>
<td></td>
<td>Due July 10</td>
</tr>
</tbody>
</table>
The reports must be electronically maintained in Microsoft Excel and forwarded to the Purchasing Division as file attachments via email. An Excel template form file for use with this reporting requirement will be provided to successful contractor(s) upon contract award. Successful contractor(s) must use the Excel file template provided as part of contract award for this reporting requirement. Other file types or formats cannot be provided as substitutes.

The information to be included in the reports will be for each order provided to the University, and is to include, but may not be limited to, the following items:

1. Name/Description of Job
2. Job Ticket Number
3. Name of Department
4. SAP Account Number(s) of Ordering Department (to be obtained upon order placement)
5. Cost of Job
6. Date of completion
7. Quantity ordered
8. Billing reference (either the word “Procurement Card” or Purchase Order number)
9. Total of all UK jobs for the Quarter

The Purchasing Division reserves the right to request other reports on an as-needed basis with regard to the resulting price contract(s). The reports are a contractual requirement and failure to submit shall be cause for contract cancellation.

6.44 Subcontractors

In the event Offeror(s) chooses to subcontract, the awarded contractor(s) will remain responsible for all work performed by subcontractor, including quality of work, scheduling and final billing. Offerors are to identify within their proposal any and all subcontractors that may be utilized in fulfilling products and services against resultant price contract and their intended function or service (Reference Attachment C). Failure to comply with this requirement may result in rejection of proposal.

Upon contract award the successful contractor(s) using a subcontractor not stated in the contract award must submit the new subcontractor to the Purchasing Division for approval prior to using the new subcontractor. Failure to comply with this requirement may result in termination of price contract. In keeping with Conflict of Interest policies, no subcontractor can be a regular staff or faculty employee of the University.

The addition of subcontractors to the price contract shall be at the mutual consent of the successful contractor(s) and the Purchasing Division. Form and protocol for requesting addition of subcontractor(s) will be provided to successful contractor(s) upon contract award.

The University will not sign any document with subcontractors related to printing services provided through their prime contractor. Under no circumstance shall payments be made from the University directly to subcontractors for printing services.

The contractor is responsible for their subcontractors following all requirements of the University Graphics Standards.
6.45 *Printing Jobs Involving Mail Services*

All contractual content related to Mailing Services is outlined in Attachment A. Offerors must fully review, print, and sign Attachment A and return within their proposal submission.

6.46 *Corporate Compliance*

The successful contractor(s) represents and warrants that it is not excluded from participation, and is not otherwise ineligible to participate, in a “federal health care program” as defined in 42 U.S.C. section 1320a-7b(f) or in any other government payment program. In the event that successful contractor is excluded from participation, or becomes otherwise ineligible to participate in any such program during the term of this agreement, they will notify UK Chandler Medical Center, Office of Compliance, 317 Health Sciences Building, Lexington, Kentucky 40536 in writing, by certified mail within 72 hours after notice is given. The University of Kentucky shall immediately terminate this agreement upon written notice to the contractor.

The successful contractor represents and warrants that it is aware that UK Chandler Medical Center operates in accordance with a corporate compliance program, employs a Corporate Compliance Officer and operates a 24 hours, seven day a week compliance Comply-line. Successful contractor acknowledges that any violation of said compliance plan can, at the sole discretion of the University of Kentucky, result in the immediate termination of a contract agreement upon written notice to contractor. Successful contractor recognizes that it is under an affirmative obligation to immediately report to UK Chandler Medical Center, Corporate Compliance Officer (through the Comply-line 1-877-898-6072), in writing, or directly (859) 323-6044, any actions by an agent or employee of UKCMC which Offeror(s) believes, in good faith, violates any ethical, professional or legal standard. A copy of the UK HealthCare compliance plan can be reviewed and further information is available from the UK Chandler Medical Center-Corporate Compliance Program website at:

[http://ukhealthcare.uky.edu/compliance/](http://ukhealthcare.uky.edu/compliance/)

6.47 *HIPAA/BAA Amendment and Confidentiality*

Offeror will be required to comply with Health Insurance Portability and Accountability Act of 1996 (HIPAA). University of Kentucky master HIPAA/BAA amendment is attached, as Attachment D and will become an integral part of any agreement.

The contractor shall instruct its employees to use the same degree of care as it uses with its own data to keep confidential any information concerning client and patient data, the business of the University, its financial affairs, relations with students, patients, and employees, as well as any other information which may be specifically classified as confidential by the University in writing to the contractor. All Federal and State regulations and statutes related to confidentiality shall be applicable to the contractor. Specifically, the contractor shall have an appropriate agreement and instructions with its employees to that effect, provided, however that the foregoing will not apply to:

a) Information which the University has released in writing from being maintained in confidence.

b) Information which at the time of disclosure is in the public domain by having been printed and published and available to the public in libraries or other public places where such data is usually collected.
c) Information, which, after disclosure, becomes part of the public domain as defined about, through no act of the contractor.

6.48 Participation in Vendor Fair

Successful contractor(s) will be required to participate in an on-campus vendor promotional fair event after contract award. The event will be scheduled on the Lexington campus. Details will be provided at time of contract award. The University will provide the space and basic infrastructure for each contractor (table, chairs, etc.). Successful contractor(s) will be required to display their products and services to potential campus department customers including no-charge samples. The maximum length of the event shall be no more than four hours. Successful contractor(s) participation in the event shall be at no additional charge to the University.

6.49 Compliance with MCPPD Guidelines for Contractors – University HealthCare Areas

Successful contractor agrees to comply with all policies when working in University HealthCare areas as set forth in Attachment E, entitled “Vendor and Contractor Guidelines MCPPD”. The University prefers contractors follow the same guidelines when working in all areas of campus.

6.50 Paper Stock

In addition to recycled paper specifications, all paper for stationery products must meet the following specifications. During the course of the contract, the use of any equivalent or substitute papers must be approved by the Purchasing Division prior to use by contractor.

Series I & II (Business Cards) paper stock shall be:

- Mohawk Via Bright White Smooth Cover, 100 lb. cover or approved equivalent.

Series III (Envelopes) shall be:

- #6 1/4 through #14 Commercial
- #9 Reg. Envelope – White Wove (3 7/8” x 8 7/8”) or approved equivalent
- #10 Reg. Envelope – Fox River, 25% cotton bond, white, Light Cockle, or Atlas 25% cotton bond, white, Light Cockle finish (4 1/8” x 9 ½” ) or approved equivalent
- #10 Window Envelopes – (Smoky and clear window) or approved equivalent
- #6 3/4” White Wove – Plain and Window (Smokey and clear) or approved equivalent
- #6 3/4” Brown Kraft – Plain and Window (Smokey and clear) or approved equivalent

Series IV Related paper stock shall be:

- 65# white cover, vellum or smooth finish or panel cards, plus matching Baronial Envelopes or approved equivalent

Series V Letterhead paper stock shall be 8 1/2” x 11”, grain long, either of the following:

- Atlas 25% Cotton Bond, 24#, white, un-watermarked, recycled, Light Cockle finish
• Fox River 25% Cotton Bond, 20#, white, UK watermarked, recycled, Light Cockle finish

6.51 **Proofs**

Proofs will be required on all business cards, letterhead, envelopes, invitations and all other printed items covered under the resulting price contract(s). Successful contractor must have proof approval in form of an authorized signature or email approval from the end-using department prior to beginning production.

6.52 **Specifications – Business Cards – Series I and II**

**Quantity**

Business cards: minimum of 250 with additional increments of 250

**Pages**

Printed one or two sides as listed in Attachment B - Pricing Form, Section I

**Final Size**

2 inches X 3-1/2 inches

**Presswork**

Standard (smooth printing) printing with inks and sides as listed in Attachment B – Pricing Form, Series I.

**Bindery**

All cards are to be cleanly trimmed to 2 inches X 3-1/2 inches.

**Packaging**

All orders shall adhere to the following packaging specifications:

• Business cards are to be boxed separately by name in standard business card boxes manufactured specifically for business cards
• All business card packages are to have a sample of the card contained in the box glued or taped to the top of the box.

6.53 **Summary of Required Components**

Listed below is a summary of the RFP components to be included in Offeror’s response:

Offeror must provide one (1) electronic copy on compact disk and ten (10) printed copies of each technical proposal under a sealed cover and one (1) electronic copy on compact disk and ten (10)
printed copies financial proposals under separate sealed cover as per Section 3.7. The samples portfolio should accompany the technical proposal package.

**Technical Proposal:**

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form (Section 4.2)
- Transmittal Letter (Section 4.3)
- Executive Summary and Proposal Overview (Section 4.4)
- Criteria 1 - Offeror Qualifications (Section 4.5)
- Criteria 2 - Services Defined (Section 4.6 / 7.0)
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule (Section 4.8)
- Criteria 5 - Other Additional Information (Section 4.9)
- Confirmation of extension of contract to other universities and Kentucky agencies (Section 6.24)
- Samples Portfolio as described in Section 7.1
- Completed and Signed Attachment A Mailing Services
- Completed Attachment C Subcontractor Form
- Completed and Signed Attachment D HIPAA Agreement
- Sample job order form
- Sample invoice used by your company for billing

**Financial Proposal:**

- Criteria 3 - Financial Proposal (Section 4.7 / 8.0) which includes Attachment B Pricing Form
7.0 **Scope of Services**

7.1 **Detailed Services Defined**

1. Describe your physical facilities and list all the pertinent equipment in use which may be applicable to University printing purchases. Include make, model, and age of all major equipment items along with any special notes or capabilities.

2. Describe fully your capabilities for offset printing.

3. Describe fully your capabilities for digital printing including all equipment, processes, including possibilities for cost savings in lieu of offset printing when opportunity presents itself.

4. Provide a general description of your sources for various types of paper that may be used to service the University’s needs. Who serves as your most knowledgeable source of information of paper available from the marketplace?

5. How many employees are dedicated for the various work facets?

6. What are the hours of your operation and number of shifts? If a job for the University requires overtime, how is that matter handled?

7. Does your company charge an expedited fee for “rush” jobs? If yes, explain how this fee is charged.

8. Provide a narrative of the process for a standard offset print job. List the stages and processes your company would follow as you work through the job and how you would engage the University from a customer service perspective. Describe your tracking process.

9. Describe your firm’s artwork/design capabilities. Describe examples of graphic designs your firm has created that were exemplary in some manner. Do you subcontract graphic design to other vendors? What processes are involved to ensure a quality end product to the University?

10. Attachment B – Pricing form includes line items for basic and complex graphic design and illustration services. For these services provided by your firm, but through a subcontractor, would you agree to price on a “pass-through” basis with no markup? What creative solutions can you offer for provision of graphic design at the lowest possible price to the University?

11. Describe your sub-contracting structure. If you are a successful awardee, how many subcontractors would be affiliated with your company to serve the University’s needs and covering what facets of work? (Offerors are required to complete Attachment C reflecting the exact listing of subcontractors you may engage along with their services, etc. The answer to this question should be a condensed narrative of your subcontracted services.)

12. Provide details on computer platform(s) your company has on site. List number of machines and their capabilities:
   a. Macintosh
   b. Windows
13. Provide details of software programs currently in use in your company and available to serve
needs of the University account, including word processing, desktop publishing, graphics,
Acrobat, specialized software, etc. List names, platforms and versions.

14. Does your company offer online services for ordering, proofing, estimating, etc. and if so,
describe the process.

15. Does your company offer File Transfer Protocol (FTP) capability? If yes, describe capabilities
and the process.

16. Describe your company’s capabilities for laser output i.e., highest resolution (DPI) output
available, sheet size, color, etc.

17. Provide details of proofing systems available from your company and how are they executed:

   a. Laser proofs
   b. Matchprint, high resolution digital, or equivalent
   c. IRIS, low resolution, or equivalent
   d. .PDF proofs
   e. Other

18. Does your company offer capability for variable data printing? If so, fully describe all capabilities
and equipment available to provide this service. Based on the University’s requirements for
mailing services (outlined in Attachment B), provide the process by which you would execute
variable data printing if requested.

19. How does your company handle printing requests that may involve security or other controlled
elements, for example, a printing purchase equivalent to prescription pads? What is your
process ensuring the person placing the request is authorized, how is delivery executed to
ensure the items are delivered to authorized parties only, etc.?

20. How does your company manage discounts on the rates provided herein for large projects (i.e.,
recruitment, development pieces, “families” of publications, etc.)?

21. Describe the turnaround times for the following processes or types of jobs (in working days).

   a. Estimates
   b. Business cards
   c. Letterhead
   d. 1-2-3 color jobs, Offset - from proof approval
   e. 4-5-6 color jobs, Offset - from proof approval
   f. 7-8 color jobs, Offset - from proof approval
   g. 1-2-3 color jobs, Digital - from proof approval
   h. 4-5-6 color jobs, Digital - from proof approval
   i. 7-8 color jobs, Digital - from proof approval

22. Describe how printing technologies or best practices available through your facilities could
result in potential savings to the University for its printing needs.

23. What factors differentiate your firm from others offering similar products/services?
24. **Samples Portfolio** – Offerors must supply a portfolio of sample items to accompany their proposal. Samples are to be at no charge to the University and are non-returnable. Only the samples listed below are to be included within the portfolio. The samples must be organized and enclosed in protective sheet covers within a 3-ring binder or other similar physical case. The case must be identified with the Offeror’s name, RFP number, and RFP title. Each sample must have a sticker on it reflecting the company’s name and must be labeled as per below to its correlated line item from Attachment B. Offerors are not to send loose samples. Failure to comply with the requirements for samples may result in rejection of proposal response.

   a. Series I Business Card – Standard, Non-Thermography, item A, 5 each
   b. Series I Business Card – Standard, Non-Thermography, item B, 5 each
   c. Series I Business Card – Standard, Non-Thermography, item C, 5 each
   d. Series I Business Card – Standard, Non-Thermography, item D, 5 each
   e. Series II Envelopes – Include 1 sample from each of the types and sizes shown within the section (16 total samples; samples must be 3-color minimum)
   f. Series III – Invitations, Note Cards, etc. – include 3 samples from each Sections A through C (9 total pieces, samples must be 3-color minimum)
   g. Series IV – Letterhead – include 3 samples of the Atlas product and 3 samples of Fox River product. The Fox River samples are not required to have the UK watermark. Samples must be at least 2-color minimum.

7.2 **Optional Services**

Offers may provide in narrative form any additional optional service(s) offered by their firm which may be of use or relate to this RFP. Pricing for such services must be included in Financial Proposal as per Section 8.2. The University shall, in its sole discretion, make the determination as to whether the optional service(s) will be undertaken. Please provide a description of services, standard hourly rate and discounted rate that would be extended to the University for a contract. Include video production work, event coordination, photography, etc.

Describe optional service (1):

_____________________________________________________________________________

Describe optional service (2):

_____________________________________________________________________________

Describe optional service (3):

_____________________________________________________________________________

Describe optional service (4):

_____________________________________________________________________________

Describe optional service (5):

_____________________________________________________________________________
8.0 **Financial Offer Summary**

Offerors are to provide a fixed price for the services offered.

8.1 **Mandatory Services (Section 7.1)**

Offerors must access and complete Attachment B – Pricing Form for this Request for Proposals. The attachment is an Excel file and can be accessed from the Purchasing Division website at: [http://www.uky.edu/Purchasing/bidlist.htm](http://www.uky.edu/Purchasing/bidlist.htm). The form must be completed electronically within Excel. Offerors should enter numbers only in worksheet cells. Do not enter text. A grand total will formulate at the bottom of the attachment. The completed Attachment B – Pricing Form must be printed and included within the Financial Proposal. Ensure the Grand Total is reflected at the bottom of your printout.

8.2 **Optional Services (Section 7.2)**

Offerors must provide pricing on other optional services detailed in Section 7.2. The University shall, in its sole discretion, make the determination as to whether the optional service will be undertaken.

| Price optional service (1): | $__________ |
| Price optional service (2): | $__________ |
| Price optional service (3): | $__________ |
| Price optional service (4): | $__________ |
| Price optional service (5): | $__________ |

8.3 **Alternate Pricing**

In addition to the above financial offer, Offeror may submit alternative financial proposals, however the information requested above must be supplied and will be used for proposal evaluation purposes.
REQUEST FOR PROPOSALS
UK-1164-12
Stationery Printing
ADDENDUM # 1
May 4, 2012

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

IMPORTANT: RFP AND ADDENDUM MUST BE RECEIVED BY 05-16-12 @ 3:00 P.M. LEXINGTON, KY TIME

Offeror must acknowledge receipt of this and any addendum as stated in the Request for Proposals.

The following changes are hereby incorporated into Request for Proposals UK-1164-12 for Stationery Printing:

1. The RFP due date is hereby extended from May 11, 2012 to May 16, 2012.

2. Section 6.50 entitled “Paper Stock”, Series V Letterhead paper stock, Offerors may price either the item listed below in the RFP:
   - Fox River 25% Cotton Bond, 20#, white, UK watermarked, recycled, Light Cockle finish
   Or this item as an alternate:
   - Capital, 25% Cotton Bond, 24#, white, UK watermarked, recycled, Light Cockle finish

   Please indicate which item your company is pricing in your proposal.

3. Section 7.1, item 24 entitled “Samples Portfolio”, item 3 is hereby changed from:
   - e. Series II Envelopes – Include 1 sample from each of the types and sizes shown within the section (16 total samples; samples must be 3-color minimum)

   To:
   - e. Series II Envelopes – Include 20 sample envelope pieces of various types and ranging from 1- to 4-color. The samples do not have to be representative of every type of envelope, but should represent a range of envelope types as listed in the Bid Pricing Form and display the printer’s best printing capabilities.

(Continued below)
4. Within Attachment B, Pricing Form, section entitled Series II – Envelopes, Offeror’s should incorporate the following changes in their pricing structure for this section as shown below. Change:

<table>
<thead>
<tr>
<th>Line items</th>
<th>Original Price</th>
<th>New Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 - 20</td>
<td>#6 1/4 - #6 3/4 - #7 Commercial</td>
<td>To: #6 1/4 Commercial</td>
</tr>
<tr>
<td>21 - 24</td>
<td>#7 3/4 - #8 5/8 - #9 - #10 Commercial</td>
<td>To: #10 Commercial</td>
</tr>
<tr>
<td>25 - 28</td>
<td>#11 - #12 - #14 Commercial</td>
<td>To: #11 Commercial</td>
</tr>
</tbody>
</table>

Offerors are to use the same pricing section within the Attachment B and change the headings as instructed above. Pricing entered should correlate only to the new headings.

All other RFP terms and conditions to remain the same.

OFFICIAL APPROVAL
UNIVERSITY OF KENTUCKY

________________________
Craig Locke
Contracting Officer / (859) 257-9100 ext.
Questions and Answers

Request for Proposal # UK-1164-12

Stationery Printing

Questions Due Date: 4/20/12  Answers Issue Date: 4/26/12  RFP Due date: 5/11/12

1. Please outline the volume of work expected from UK-1164-12. Order frequency by product and average order size by product would be helpful. Additionally, estimated annual expenditures in this segment would be appreciated.

Answer: For the fiscal year period 7/1/10 until 6/30/11, the University made approximately 2800 individual purchases of printing from its current stationery contract printers, with an estimated total expenditure of $850,000. As examples of volume, approximately 1200 of these were business card orders; there were in excess of 300 orders of letterhead. This is for Offerors’ reference only and not indicative of future order volume.

2. Please supply sample artwork of the requested product categories:
   - Business Cards
   - Envelopes
   - Letterhead
   - Invitations
   - Forms
   - Announcement Cards
   - Appointment Cards
   - Thank You Cards
   - Reply Cards (RSVP)
   - Reservation Cards
   - Birthday Cards
   - Holiday Cards
   - Promotional Cards
   - Donation Request Cards
   - Planned Giving Cards
   - Note Cards
   - Post Cards
   - Survey Cards
   - Tent Cards
   - Name Tag with UK Logo
   - Name Badge with UK Logo

Answer: Unfortunately it is not feasible to provide artwork samples as requested above. See answer to question 3 below for more information regarding graphic design. Offerors can access the University graphics standards (found at: http://www.uky.edu/Graphics/) for additional information on graphics that may be used on stationery pieces. This page includes a link to HealthCare graphics standards also.
3. Will the University describe in detail what might be required from a graphic design perspective, given the breadth of products?

Answer: For academic campus areas, most of the projects given to stationery printers will be invitations, or postcards, which should, for the most part already be designed. There will still be need for some minimal design for stationery and possibly some invitations. Historically, there has not been not an extraordinary amount of design work for stationery printing. For UK HealthCare areas, they provide InDesign templates of their complete stationery system along with a graphic standards guide. Most graphic design would be considered production and would not require a senior level graphic designer. Projects other than the templated stationery would be designed by UKHC and final art would be provided.

4. Please provide additional detail related to the SAP account number capture requirements – min / max characters, string length, numeric / alpha.. Also, are these static numbers that are made available to the chosen vendor as reference material?

Answer: The SAP number is 10-digit, numeric format only that serves as the department’s internal cost object for a purchase. They vary by department and for every job. A contract printer must request a department’s SAP number for every job and record it in their tracking and reporting mechanisms. The data is only for reporting purposes back to the Purchasing Division and does not serve as any type of payment mechanism.

5. The bid clearly questions vendors offset and digital capabilities, but does not specify the process required on an item by item basis. Are both digital and offset processes are acceptable on all print items?

Answer: No. The University considers business stationery high-profile and with few exceptions, will always print offset. Our decision to print digital on other projects depends on quantity, and the type of digital press the printer has. Toner based digital printing for example, would only be used for low-profile internal pieces that require smaller quantities. Having the option to print digital has become more important since a growing number of our projects are short-run. Higher quality digital presses like the Indigo, uses a half-tone dot and closely matches the quality of offset. If a stationery printer had this type of technology they could expect to see more marketing collateral projects with runs of 1,000 or lower.
Written Questions Request – UK-1164-12 Stationery Printing/UK-1165-12 Full-Service Printing – Southland Printing

1. Explain overall approach toward servicing/managing UK account. Interested in knowing what type of priority we will be given and type of service we can expect. How, if at all, will it differ from priority/service for other non-UK accounts?

We provide the **UK Account top priority throughout our daily operations** and are currently set-up in a very efficient manner for handling of the University of Kentucky account. We are located just over 3 miles from campus and we have truly enjoyed being of service to the University of Kentucky. We have taken great pride in working with the University on many of the rush jobs, dated materials and important projects. **We begin each day** by reviewing existing jobs in various stages of production to insure that projects are proceeding in an efficient and timely manner. UK orders come to us in various ways. We have a dedicated fax line just for UK clients to send in orders and response to proofs. Many UK clients submit orders to us via our interactive website, which allows them to review various approved UK Graphic standards Letterhead, envelopes and business cards. Orders are also sent in directly to us via our email systems. Other UK clients submit orders to us by phone or drop by to see us in person. Additionally, we visit many clients daily regarding their orders.

Our two sales people and five of us in customer service review our UK projects along with production management to make sure we have clear communications and that we have scheduled productions of UK jobs in the most cost effective and efficient manner.

Wade Rose has been with Southland Printing for over 20 years and services the UK accounts throughout the day, each of each day. His vast knowledge of printing, and excellent communication skills have been instrumental in our continued success with the University of Kentucky. We look forward to him continuing with UK now and in the future. Brett Erway is another excellent sales representative that has been servicing UK on a daily basis since being promoted from delivery, to customer service, and then into sales. Brett is doing a fantastic job servicing the UK account. He concentrates his efforts in servicing the medical divisions at UK. He is a great listener, compassionate about his work and is very dedicated to his clients. He will continue to serve UK as we grow into the future together. Customer Service is set up so that everyone is cross trained in various areas, yet each concentrates in a certain area for which we can maximize their work day.

John Dauer has been general manager for over 25 years. He basically oversees all operations and is responsible for operations to run smoothly throughout the company. He is the main contact for daily questions. Karen Abshire is custom service/ estimating. She has been with Southland over 25 years and deals with UK for estimating and processing of their work for production. She has developed and maintains very strong relationships with many of our UK clients. Her knowledge, professionalism and dedication to any project is a great combination for success of the product. Donna Gilpin has been in customer service/ billing with Southland for about 20 years. She primarily concentrates in payables, billing and collection of payments. She processes all the UK invoices, reports and pro card payments. She is always ready to help with any questions or concerns. Debbie McNeil has been with Southland Printing for about 15 years. She has done everything from bindery, press production, digital production and now she works in customer service. She processes many of the UK orders and tracks them through the production process. She is very knowledgeable
on all aspects of printing and is a really great at getting the orders written up and to the production process.
Sherry Webb has been with Southland for 2 years. She works as receptionist, customer service and ASI specialist. She is extremely organized and is a great first contact on the telephone. She concentrates on supplying our advertising specialty products to clients.

Our graphic design department has over 40 years of graphic design experience.
Doris Veech has been with Southland for over 20 years. She oversees the entire graphics department and schedules all the work that comes to the department to ensure that it flows through the department in the quickest and most efficient manner. She is an expert in both the Mac and PC programs and maintains a full work load while overseeing others in the department.
Stephanie Craig has been with our design department for over 5 years. She has tremendous experience in working with all the UK accounts, and concentrates in the Mac areas.

Luanne Salmone has been with Southland over 7 years. She works with many of the UK invitations and card packages as well as the Letterhead and envelope orders. All three graphic designers are experts at knowing the UK guidelines and requirements. They have a great sense of pride in knowing that they are providing excellent graphic services to the University that meet the guidelines as requested by UK Public Relations. They are very good at making sure their standard are meet when dealing with the many University departments.
Mike Davis is production manager. Once a job is ready to be printed, Mike is responsible for all operations until the job is produced, reviewed, finished and delivered. He works directly with John to make sure we have a smooth transition in producing the product to meet our client’s busy schedules.
Janet Holman is our bindery manager. She has been with the company for over 10 years and is responsible to make sure all products are complete, packaged and ready to be delivered as scheduled.
Jeff Almgren and Joe Schlaak are our 2 delivery drivers dedicated to delivering to the University. Jeff has been with us almost 2 years and Joe about 1 year. They are very familiar with campus and are very efficient and getting in and out of buildings for delivery. Joe is currently a student at UK. We have continually tried to employee UK students to work with us and the UK account. We deliver each and everyday to UK and schedule these deliveries in the most efficient manner. Our proximity to campus allows same day delivery in a very cost effective manner.

In addition to all the staff above, Bill and Carolyn Davis (husband and wife) are the owners of Southland Printing Co., Inc. since its’ inception.
Bill is president and oversees the company on a daily basis. Carolyn is vice president/bookkeeper and works 3-5 days a week. Carolyn oversees all receivables and payables as well as company operations.

2. Does your company have plans to make any major technology/equipment purchases or invest in major initiatives (such as plant expansion) in next five years that would potentially benefit UK?

YES. We continually monitor changes in technologies in printing equipment and constantly evaluate our customers’ needs and how we may best grow with them. As an example, during the last contact we saw the need for large format color with UK, and thus we purchased the Mimaki JV 33 -64” large format color printer. This has benefitted UK and Southland Printing by providing large signage, banners and other display materials are a very cost competitive price. We have just now placed on order to up-grade our digital department to include the new Konica/Minolta 70 series digital
production machine. This equipment will allow us to produce full color jobs at a higher production rate which will reduce labor costs while also saving on our net production cost per job. We are also in the review process for upgrading to another 4-5 color offset production machine which will further benefit our UK Clients as well as Southland Printing.

3. What steps has your company taken, if any, to remain viable/profitable in tough economic climate?

We review our financial condition on a monthly, quarterly, and yearly basis with our CPA. Since inception in 1976, and since incorporating in 1979, Southland Printing Inc. has managed to grow from zero to 28 employees by continually monitoring expenses while growing sales and making smart capital investments. We pride ourselves on the fact that we are a family owned, Lexington born commercial printing company that loves the print trade and truly cares about its’ employees, customers and the environment. Through these difficult times, we have managed to maintain our current staff with no layoffs, while maintaining to pay 100% of the health insurance premium for our employees. It has not been easy. All state and federal taxes are current and paid up to date. We as a company operate with no long term debt.

4. What factors make your company uniquely qualified to be a UK stationery or full service printer?

Our staff (as mentioned above) and our equipment are all uniquely geared to serve the needs of the UK Stationery contract and the full service contract. From our online order form our website designed just for UK clients, to our dedicated fax number just for UK, we are ready to continue to serve!! Our goal is to receive orders quickly and efficiently. Then we process these orders and usually have a proof back to our UK clients for approval in 24-48 hours after receipt of all needed information. We are geared for a high volume of orders, whether large or small while maintaining stable workflow.

5. What would you consider to be your printing niche or specialty within the printing industry?

A diversified full service commercial printer, producing everything from business cards, post cards, stationery, marketing brochures, programs, posters and large format products. We have an excellent graphics department with over 40 years of graphics arts experience. Extensive prepress and offset commercial printing equipment accommodate most any printing project. There is in-house thermography, custom die cutting and bindery work, as well as fulfillment services. We offer high speed digital black/white and full color printing from our digital department. We have large format printing to for large posters and signage. We drop ship UPS daily.

5. Describe how you plan to abide by UK graphics standards. We will continue to operate in the same manner as we have for the previous UK contracts.

Our graphic designers are experts in the UK graphic standard requirements and they incorporate this knowledge into each and every UK job we produce. Additionally, our customer service staff and sales people are well trained in this area and we all communicate on a daily and job by job basis, when necessary to ensure protocols and standards are being followed.

6. How will you handle art submitted by departments that does not meet the University's graphics standards? How will you handle requests from clients who wish to have stationery printed that deviates from our graphics standards? What controls will you put in place to ensure that all UK print standards for stationery printing are properly adhered to by your firm? We are very experienced in
this area. Once a job is received, our graphics department reviews the art files to make sure they are compliant with UK Graphic standards. If they are not, graphics discusses this with our customer service and then the customer is contacted. Usually, once our UK client understands the situation, they agree to have us correct the art to bring into compliance. (Or, in some cases they correct the art file and re-submit). In the rare case where our UK client does not totally agree to have the art brought into compliance, Southland management meets with graphics and customer service, then we contact the client together or in person to try to resolve the situation and explain that the “UK Branding and imaging” is critical to the successful mission of the University. If are still unsuccessful, we refer them to UK Public Relations for approval. We do not produce work for any UK clients outside of standards without “expressed, written consent from UK Public Relations”.

7. If you currently do not have a graphic designer on staff, do you have the capability to typeset stationery requests without having to pay a subcontractor designer?

We currently have 3 graphic designers on staff. All are skilled and well versed in the needs of UK Clients.

8. Please elaborate on the graphic design services/desktop publishing (in-house or subbed out) that are offered and how you establish your rates for such services.

We have 3 graphic designers on staff, all we various skills and talent. Cost for basic design services are quoted at $46.00/hour. These are for basics services such as basic designs involving standard sizes and product brochure and literature. Cost for complex design services and cost for illustration services are both quoted at $60.00/ hour. This is for much more complex jobs which require more experience and skill in working with InDesign, Photoshop and Illustrator, etc. Multiple page books, marketing brochures with layers of graphics, pocket folders, and staggered inserts are all examples of jobs which usually require complex graphics. Electronic art libraries are often utilized and adapted to complete high end marketing and development literature and it takes a more advance set of skills to complete these projects. Naturally, a more talented employee utilizing more advanced software and equipment, is billed and paid at a much higher rate. On a good note, some of our designers have advanced skill sets, and thus can work through a project much quicker than others at other firms. This can actually result in a final cost savings to our clients, once the job is complete and the final investment is calculated. Cost for web design and computer programming is quoted at $52.00 /hour. Services in this area are ever changing and advancing and we feel we provide great product for the price in this area.

9. Describe the process of developing estimates for projects. If the University developed a single, more 'unified' (preferably online) process in the future so that the end user/customer can more easily review estimates and compare, would/could you agree to be a part of that initiative. Please offer feedback.

**Communications** are the key for us to develop an accurate estimate for any project. We love to meet with clients to get the details in person, or on the phone in addition to written or electronic form request. Printing can be complicated, and sometimes simple suggestions, can save considerable time and money. We receive estimates via web, email, fax, phone and in person. We usually receive on the estimate form, but that is not completely necessary. The most important things are to have all the details and spec’s. We usually call the client to go over information before we complete the quote. We also request a mockup if they already have one prepared. It also is important to know the programs which were used to develop the art, and make sure the clients have save the file properly for printing. Once we have the details, we can usually submit a price
within 24 hours. Quite often, even sooner. We will gladly be part of this initiative and look forward
to working with UK in this area.

10. Describe your process(es) from receipt of a file to delivery and talk about proofing, turn-around
times, resolving disputes, etc.

Process:
1. Receipt of Order with file, whether in person, on phone, web, email, or fax.
2. Production ticket written up in electronic tracking system by salesperson, or customer service
   staff.
3. If exact repeat order-samples are requested to verify product. Files/ and /or plates are pulled –
   reviewed and compared to make sure of no changes. Proofs sent for approval via fax or email. After
   approval of proofs, job is sent to production.
4. If new art for job, files are sent to Graphics department. Any questions which arise are discussed
   with customer service and client if needed. Then electronic proofs are sent to client for approval. 
   After approval, client confirms if they would like a printed proof, or they confirm to proceed with
   electronic proof okay. Jobs are not printed without client final approval.
5. After approval, Letterhead, envelopes, and business cards are produced and delivered in about 1
   business week, but quite often much sooner.
6. After final approval, job is sent to either (A) digital area for print, (B) plateroom for plates, (C)
   Large format area for digital output.
7. Stock print size and amounts are confirmed. Stock inventory is reviewed. Any stock needed to be
   ordered is ordered via phone or web.
8. Production Manager aligns jobs to be produced most efficiently in any number of the various
   printing presses.
9. After completion of print, job goes to bindery quality review and for collate, scoring, folding,
   stitching, trimming or die-cutting. Final handwork if necessary is done in bindery and entire job is
   again reviewed.
10. Final samples are pulled and placed with production tickets.
11. Product is then packaged, wrapped and boxed for delivery.
12. Delivery staff schedules deliveries with bindery manager to make sure to work as efficiently as
    possible.
13. Delivery receipts are completed and signed for by UK Staff.
14. Upon return to office, delivery tickets are reviewed and information including who signed for
    delivery is logged into our system.
15. Disputes are rare, but when they do happen, we give any dispute immediate priority. We want
    to resolve any conflict, and we want the client happy and the product to be excellent. Our general
    manager brings all our staff together who were involved in the project. We discuss what went wrong
    and how best to fix it. Next we meet with the client, establish a plan of action and proceed with this
    plan until a successful outcome has been reached. We then reconfirm that the order is complete
    and the client is satisfied.

11. Can you expand on your online ordering system (do you have a demo of it in electronic file form you
    can share)? Will it also reflect your pricing? Can you order Business cards, letterhead and envelopes
    online? Will it also include secondary logos as choices? Can there be confirmation of receipt and
    shipment? How will it work with our graphics standards?
Our online ordering system has been working well for several years. We are now in the process of updating this system, to make it even better. At our home page there is a tab for UK Customers. This takes you direct to the site which has examples of all the style choices for Business Cards, Letterhead and envelopes which meet the UK Graphic standards. We are currently updating with more information, including secondary logo template choices. UK Clients can choose the desired template and submit this, along with the customized information needed for their department. This information can then be loaded to our server, or emailed. Our customer service department processes the same day and we respond with proofs in about 24-48 hours. We currently do not have pricing on the website, or confirmation of shipment, but these items could definitely be added as needed.

12. Give examples of several instances when you have had to sub-contract “certain large-sheet print jobs.”

We produced a large poster for UK Athletics. A Women’s Basketball Attendance Tracker Poster. It was 20” x 30” full color on 100# gloss cover. Due to our work flow schedule at the time and equipment needs for this project, we sub contract this job out. We produced it on time, and on budget.

Another example is a job for UK Dining Services. We produced a Dining Guide booklet. Finished size 8.5 wide x 5.25 tall. 48 staggered pages, including cover. Full color for all, printed on 80# gloss cover. Due to our workflow in the press room, and workflow in our bindery at the time of order, we decided to sub-contract out this job. It was produced on time, and on budget.

13. Are you/do you have plans to become FSC approved? If no, why not?

We are currently still evaluating the process of becoming FSC approved. By reviewing our information in the response #15 below, you will see we truly care about the environment, the ecosystem and have recycling programs in place to reduce our impact on the environment. In talking with our primary distributors of paper here in Lexington, KY (XPEDX, & Athens Paper Company) we realize that they carry many papers which carry the FSC certification. They state that 90-95% of the papers they carry at FSC(Forest Stewardship Council) or SFI (Sustainable Forestry Initiative) We continue to print for UK on recycled stock as required by our purchasing contract and will continue to do this in the future. The primary stocks used by us to print for UK Stationery Contract - Business Cards, Letterhead and envelopes (Via cover, Atlas bond and fox river bond) are all recycled and all FSC. Regarding the Full Service contract – Athens Gloss cover and text, and Cougar opaque cover and text, are all recycled and FSC. I am sure, most, if not all other stock we utilize for UK jobs, are also FSC. We continue to evaluate this process to become FSC approved, but so far have elected not to spend the time and money for this 5 step process. We continually strive to be the most cost efficient, while also caring for the environment.

14. Expound on sustainability efforts.

Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability creates conditions under which man and nature can exist in productive harmony while fulfilling requirements needed for a healthy and safe life-style for man and earth for generations to come. We, as a company continually strive to maintain an excellent, safe, and enjoyable work environment for our employees, while always considering and caring for the environment. Our materials are recycled in most cases, so that we have a minimal impact on landfills and the ecosystem. Prepress materials such as our plates and negatives saved and recycled.
Papers, boxes and other materials are recycled and picked up on a regular basis. Our chemicals and materials needed for production have all been changed over to be environment friendly. Chemicals which years ago were used in offset commercial printing which had not been good for the environment have all been replaced with different chemistry that is totally safe for the environment. Inks have been changed over to either soy based or vegetable based to provide safety for the environment. Our clean up rags are even saved and sent to our towel manufacturer for safe cleaning and recycling. We truly care about the earth today and in the future and will continue to be good stewards of the environment.

15. We have staff in all counties of Kentucky, would you be able to ship cards, letterhead and envelopes to each county? Could an invoice be included with each shipment?

Yes. We currently drop ship UPS on a daily basis and include invoices with shipments as needed.

16. Also, the Counties do not have Pro-cards to pay for their items, what form of payment would be acceptable?

We accept Visa, MasterCard, and American Express. We gladly accept checks from any of these Counties they have always been a pleasure to serve.

17. Noticing a large difference in pricing for digital press sheet size up to 12 x 18 (lines 68-70, Series IV). Can you explain if you are using a digital press, or copier?

Yes. It really depends on a number of factors. We are diversified in our equipment offerings and depending on the actual quantity orders, stock chosen, print sheet size, page count, scoring option, folding needs and turn-around time, and our current work flow, we evaluate and place on our most efficient equipment based upon these factors. We may choose for direct to plate and offset print, or high speed digital output.
# UNIVERSITY OF KENTUCKY
## Purchasing Division

## REQUEST FOR PROPOSAL (RFP)

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

<table>
<thead>
<tr>
<th>PROPOSAL NO.:</th>
<th>UK-1164-12</th>
<th>RETURN ORIGINAL COPY OF PROPOSAL TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date:</td>
<td>April 6, 2012</td>
<td>UNIVERSITY OF KENTUCKY</td>
</tr>
<tr>
<td>Title:</td>
<td>Stationery Printing</td>
<td>PURCHASING DIVISION</td>
</tr>
<tr>
<td>Purchasing Officer:</td>
<td>Craig Locke</td>
<td>411 S LIMESTONE</td>
</tr>
<tr>
<td>Phone/Email:</td>
<td>(859) 257-2964 / <a href="mailto:clocke@uky.edu">clocke@uky.edu</a></td>
<td>ROOM 322 PETERSON SERVICE BLDG.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LEXINGTON, KY 40506-0005</td>
</tr>
</tbody>
</table>

**IMPORTANT:** PROPOSALS MUST BE RECEIVED BY: May 11, 2012 3:00 P.M. Lexington, KY time.

**NOTICE OF REQUIREMENTS**

1. The University’s General Terms and Conditions and Instructions to Bidders, viewable at [www.uky.edu/Purchasing/terms.htm](http://www.uky.edu/Purchasing/terms.htm), apply to this Request for Proposal. When the Request for Proposal includes construction services, the University’s General Conditions for Construction and Instructions to Bidders, viewable at [www.uky.edu/Purchasing/cophone.htm](http://www.uky.edu/Purchasing/cophone.htm), apply to the Request for Proposal.
2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
3. Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

**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 KRS 523.040:

1. That I am an Offeror (if the Offeror is an individual), a partner, (if the Offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the Offeror is a corporation);
2. That the attached proposal has been arrived at by the Offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the Offeror or its employees or agents to any person not an employee or agent of the Offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the Offeror is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conduct of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and any other law of Kentucky or the Commonwealth of Kentucky;
5. That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale 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;
6. That I have fully informed myself regarding the accuracy of the statement made above.

**SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS**

In accordance with KRS45A.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 proposal agrees as required by 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 the 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.

**CERTIFICATION OF NON-SEGREGATED FACILITIES**

The Contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

**SIGNATURE REQUIRED:** This proposal cannot be considered valid unless signed and dated by an authorized agent of the Offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

**DELIVERY TIME:** As per RFP Content 1:00pm

**NAME OF COMPANY:** SOUTHLAND PRINTING CO., INC. **DUNS #:** 068067099

**PROPOSAL FIRM THROUGH:** 1 year thru 7/31/12

**PAYMENT TERMS:** Net 30 days

**SHIPPING TERMS:** F.O.B. DESTINATION - PREPAID AND ALLOWED

**FEDERAL EMPLOYER ID NO.:** 61-1045992

**SIGNATURE:**

---

**DATE:** 5/14/12
University of Kentucky Purchasing Division

411 S. Limestone, Room 322
Peterson Service Building
Lexington, KY 40506-0005

To Whom It May Concern:

This Transmittal Letter has been prepared to confirm our agreement with all the terms and requirements requested by the University of Kentucky is regards to RFD Proposal Number UK-1164-12 for Stationery Printing for the University of Kentucky.

We have read the entire Request for Proposal and the responses to all written questions. We have read the Addendum #1 dated 5/4/12 and understand and agree to these clarifications. We have enjoyed working with the University of Kentucky for the past ten years and look forward to continuing this relationship in the future.

Our submitted proposal for RFP –UK-1164-12 shall remain valid for six months after the closing date of receipt of the proposal.

We fully accept responsibility for all travel expenses incurred for our oral presentations and candidate interviews. We see no deviations or exceptions to the RFP requirements.

We have reviewed the information and policies regarding Confidentiality (section 6.22) and Conflict of Interest (section 6.23) and we agree to these terms and conditions.

We have no exceptions to the RFP terms and conditions. Please contact us immediately if there are any questions or concerns.

Sincerely,

Billy W. Davis
President
Southland Printing Co., Inc.
1079 Majaun Road.
Lexington, KY 40511
859-276-1965
UNIVERSITY OF KENTUCKY
Purchasing Division

REQUEST FOR PROPOSALS
UK-1164-12
Stationery Printing
ADDENDUM # 1
May 4, 2012

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

IMPORTANT: RFP AND ADDENDUM MUST BE RECEIVED BY 05-16-12 @ 3:00 P.M. LEXINGTON, KY
TIME

Offeror must acknowledge receipt of this and any addendum as stated in the Request for Proposals.

The following changes are hereby incorporated into Request for Proposals UK-1164-12 for Stationery Printing:

1. The RFP due date is hereby extended from May 11, 2012 to May 16, 2012.

2. Section 6.50 entitled “Paper Stock”, Series V Letterhead paper stock, Offerors may price either the item listed below in the RFP:

   • Fox River 25% Cotton Bond, 20#, white, UK watermarked, recycled, Light Cockle finish

Or this item as an alternate:

   • Capital, 25% Cotton Bond, 24#, white, UK watermarked, recycled, Light Cockle finish

Please indicate which item your company is pricing in your proposal.

3. Section 7.1, item 24 entitled “Samples Portfolio”, item 3 is hereby changed from:

e. Series II Envelopes – Include 1 sample from each of the types and sizes shown within the section (16 total samples; samples must be 3-color minimum)

To:

e. Series II Envelopes – Include 20 sample envelope pieces of various types and ranging from 1- to 4-color. The samples do not have to be representative of every type of envelope, but should represent a range of envelope types as listed in the Bid Pricing Form and display the printer’s best printing capabilities.

(Continued below)

University of Kentucky
Purchasing Division
322 Peterson Service Building
Lexington, KY 40506-0005

An Equal Opportunity University
4. Within Attachment B, Pricing Form, section entitled Series II – Envelopes, Offeror's should incorporate the following changes in their pricing structure for this section as shown below. Change:

<table>
<thead>
<tr>
<th>Line Items</th>
<th>Old Description</th>
<th>New Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 - 20</td>
<td>#6 1/4 - #6 3/4 - #7 Commercial</td>
<td>#6 1/4 Commercial</td>
</tr>
<tr>
<td>21 - 24</td>
<td>#7 3/4 - #8 5/8 - #9 - #10 Commercial</td>
<td>#10 Commercial</td>
</tr>
<tr>
<td>25 - 28</td>
<td>#11 - #12 - #14 Commercial</td>
<td>#11 Commercial</td>
</tr>
</tbody>
</table>

Offerors are to use the same pricing section within the Attachment B and change the headings as instructed above. Pricing entered should correlate only to the new headings.

All other RFP terms and conditions to remain the same.

OFFICIAL APPROVAL
UNIVERSITY OF KENTUCKY

Craig Locke
Contracting Officer / (859) 257-9100 ext.
4. Executive Summary and Proposal Overview:

Southland Printing Co., Inc. began as a small print shop in 1976 (incorporated in 1979) by Billy and Carolyn Davis. It began with one press and plate maker to serve Lexington clients for their basic printing needs. Since inception, Southland’s mission has been to provide excellent printed products, services and support to all clients. By maintaining this philosophy, the company has steadily grown and expanded.

We listen to our clients, and continually strive to adapt, improve and grow to best meet their needs, in this ever changing marketplace. Currently we have 28 employees, all within our 20,000 square foot facility located at 1079 Majawn Court, in Lexington.

We are a full service commercial printer serving clients needs for everything from business cards, post cards, stationery, marketing brochures, programs, posters and large format products. We have an excellent graphics department with over 40 years of graphics arts experience. We have extensive prepress and offset commercial printing equipment to accommodate most any printing project. We offer in house thermography, custom die cutting and bindery work. We offer high speed black and white copying, as well as full color, from our digital department. We have large format printing to accommodate our client needs for large posters and signage. We drop ship UPS daily, and offer fulfillments services.

Additionally, we offer a wide range of specialty products, from over 8000 manufacturers around the globe. Virtually, almost anything that needs to an imprint of a company logo can be handled by our customer service staff.

We are located just over 3 miles from campus and we have truly enjoyed being of service to the University of Kentucky for the past ten years. We have taken great pride in working with the University on many of the rush jobs, dated materials and important projects. We enjoy the friendships we have developed and cherish the since of accomplishments received from working together on projects until their successful completion.

Criteria 1-Offeror Qualifications:

We are currently set-up in a very efficient manner for handling of the University of Kentucky account.

The organizational structure of the company will be explained below:

Bill and Carolyn Davis (husband and wife) are the owners of Southland Printing Co., Inc. since it inception.

Bill is president and oversees the company on a daily basis. Carolyn is vice president/bookkeeper and works 3-5 days a week. Carolyn oversees all receivables and payables as well as company operations.
John Dauer has been general manager for over 25 years. He basically oversees all operations and is responsible for operations to run smoothly throughout the company. He is the main contact for daily questions.

There are currently 2 full time sales representatives that service the UK account on a daily basis:

Wade Rose has been with Southland Printing for over 20 years and services the UK accounts throughout the day, each of each day. His vast knowledge of printing, and excellent communication skills have been instrumental in our continued success with the University of Kentucky. We look forward to him continuing with UK now and in the future.

Brett Erway is another excellent sales representative that has been servicing UK on a daily basis since being promoted from delivery, to customer service, and then into sales. Brett is doing a fantastic job servicing the UK account. He concentrates his efforts in servicing the medical divisions at UK. He is a great listener, compassionate about his work and is very dedicated to his clients. He will continue to serve UK as we grow into the future together.

Customer Service is set up so that everyone is cross trained in various areas, yet each concentrates in a certain area for which we can maximize their work day.

Karen Abshire is custom service/ estimating. She has been with Southland over 25 years and deals with UK for estimating and processing of their work for production. She has developed and maintains very strong relationships with many of our UK clients. Her knowledge, professionalism and dedication to any project is a great combination for success of the product.

Donna Gilpin has been in customer service/ billing with Southland for about 20 years. She primarily concentrates in payables, billing and collection of payments. She processes all the UK invoices, reports and pro card payments. She is always ready to help with any questions or concerns.

Debbie McNeil has been with Southland Printing for about 15 years. She has done everything from bindery, press production, digital production and now she works in customer service. She processes many of the UK orders and tracks them through the production process. She is very knowledgeable on all aspects of printing and is a really great at getting the orders written up and to the production process.

Sherry Webb has been with Southland for 2 years. She works as receptionist, customer service and ASI specialist. She is extremely organized and is a great first contact on the telephone. She concentrates on supplying our advertising specialty products to clients.

As mentioned above, our graphic design department has over 40 years of graphic design experience.

Doris Veech has been with Southland for over 20 years. She oversees the entire graphics department and schedules all the work that comes to the department to ensure that it flows through the department in the quickest and most efficient manner. She is an expert in both the Mac and PC programs and maintains a full work load while overseeing others in the department.
Stephanie Craig has been with our design department for over 5 years. She has tremendous experience in working with all the UK accounts, and concentrates in the Mac areas.

Luanne Salmone has been with Southland over 7 years. She works with many of the UK invitations and card packages as well as the Letterhead and envelope orders. All three graphic designers are experts at knowing the UK guidelines and requirements. They have a great sense of pride in knowing that they are providing excellent graphic services to the University that meet the guidelines as requested by UK Public Relations. They are very good at making sure their standard are meet when dealing with the many University departments.

Mike Davis is production manager. Once a job is ready to be printed, Mike is responsible for all operations until the job is printed, finished and delivered. He works directly with John to make sure we have a smooth transition in producing the product to meet our client’s busy schedules.

Janet Holman is our bindery manager. She has been with the company for over 10 years and is responsible to make sure all products are complete, packaged and ready to be delivered as scheduled.

Jeff Almgren and Joe Schlaak are our 2 delivery drivers dedicated to delivering to the University. Jeff has been with us almost 2 years and Joe about 1 year. They are very familiar with campus and are very efficient and getting in and out of building for delivery. Joe is currently a student at UK.

In addition to serving the University of Kentucky for the past ten years, we have continued to serve many other similar types of clients to UK.

We provide these same types of services for KCSTS, Morehead State University, Kentucky Medical Services Foundation, Inc., St. Joseph Hospital, and Lockmasters, Inc.
Criteria 2- services defined (reference section 7)

7.1 Detailed services defined

All our print production is completed at our 20,000 square foot facility located at 1079 Majaun Road Lexington, KY. We are less than 4 miles from UK campus. We are a diversified full service commercial printer.

Our equipment list:

Prepress:

Both MAC and PC platforms:

IMAC – Mac OSX-10.5.8 (2009)
IMAC-Mac OSX – 10.6.8(2010)

PC – Compaq CVO –


This software is on both MAC and PC platforms.

RIP Server - Dell Power Edge 4000SC server (RIP)(2008)

Direct to plate system – Presstek / AB DICK Scan master model DPM 345C (2006)

Film Processor -Konica 3100 EV Jettsetter (2004) film processor

Film Processor- Fujifilm 720

Camera – LOGE Robertson 5000 (1985)

Proofer - Epson Stylus Pro 7600 color proofer.

Scanner- Epson 3170 Scanner


Plate maker – Nuarc Flip Top Platemaker (2000)

Platemaker – Douthitt (1995) 35 x45 platemaker

Large Format Color - Mimaki – JF 33-160 large format color signage machine.

Digital Equipment-

Canon Imagerunner 7105 (2008) Digital high speed copy to size 11x17

Minolta Bizhub Pro 6500 (2008) Digital color to size 12.5 x 19

Minolta 550 (2008) Digital color to size 12 x 18

Canon D340 Imager – black/white copy to 11x17.

Network Printer/Fax: (2006) Lexmark T640

Fax: Sharp FO 4400 – Fax machine.


Offset printing press – AB Dick 360 – (1980) 1 color press to size 11x17

Offset printing press – AB Dick 9810 with Townsend T51- 2 color press to size 11x17.

Heidelberg (1956) Diecutting, numbering, scoring, perfing, embossing.

Heidelberg (1956) same functions as one above.


Folder - Stahl (1978) Folding machine to size 23x35

Folder - Ultra Folder (1992) Folding machine to size 12x18

Folder - Baum Folder (1973) folding machine to size 17.5 x 22.5

Booklet maker – Duplo System 4000 (2003) Folder, collator, booklet maker to size 12x18


Packaging – Super sealer – (1990) package sealer


Sunraise Thermographer 5000 – (1991) Raised printing to size 11x17

Cutter -Michael Miracle (1972) Cutter to size 40x50

Cutter - #1 Challenge – (1990) Cutter to size 30x42

Cutter - #2 Challenge – (1990) Cutter to size 30x42

Cutter - #3 Challenge – (1990) Cutter to size 30x42


Slitter – Sunray Business Card slitter (1999) to size 12x18

Slitter – (2001) Docucutter DC 545 slitter to size 8.5 x11

Round Corner machine – Club Salad (1963) round cornering machine


Binding - Fastback binder (2002) Binding equipment

Binding equipment – Rhin-o-tuff (2003) Coil binding

Laminator – Fellows Saturn 125 (2003) - laminator


Drill – Challenge (1985) 1 hole drill

Drill – Challenge (1995) 3 hole drill

Drill – Challenge (2000) 5 hole drill

---

7.1 #2. From our diversified equipment list above you can see we are fully capable of printing offset printing for just about any type of product. We can do small run, large run in many various sizes and stocks. We have full access to our sub contract vendors if ever needed, and we pride ourselves are doing jobs on time and on budget for UK for the past ten years. Please let us know of any questions.

7.1 #3. Digital Printing processes are fully available as needed. We usually sit down with the client and evaluate the project. Due to production run size, materials used, and turn around time we evaluate with
the client the most cost effective and productive way in which to produce their jobs. Usually, runs of 500 or less can be deemed to be most cost effective done digitally. However, every project is different. We evaluate every job on a case by case basis.

7.1 #4. Most of our paper products come from XPEDX (Robert Foster) or Athens Paper (Keith Grizz). Both of these people have been paper people for a long time. If they don't know the answer, they call the Paper Mills and get it for us. I am very happy with their level of expertise and plan to use them in the future.

7.1 #5. All 28 of our employees are dedicated to UK. We all realize how important you are to us and we truly appreciate your business.

7.1 #6. Normally we work 8-5 Monday – Friday. We are flexible. In printing, the needs change daily and we adapt our schedules to fit those needs. It is a competitive marketplace and we want the work. A core group of employee work kind of a flex schedule as needed to accommodate UK. Some come in early in certain departments to get things ready for our 8 o’clock employees and other can come in later and work later, to better fit our clients needs. Naturally, we pay our people overtime and add shifts whenever needed.

7.1 #7. No. We try not too. Do to the way we are setup as indicated above, we try to schedule our work flow to get it done without having to charge a rush charge.

7.1 #8. Workflow-

1. Our sales team contacts UK clients directly via phone and personal visits. Customer service staff also have contact with client via phone, or walk in.

2. We they are ready to order, clients go to our website, or UK’s website and obtain the Full Service order place form. They complete this form, including the 10 digit SAP number and fax it to us. (In some cases, they scan it in and email to us)

3. Our customer service/receptionist (Sherry Webb) reviews the order to make sure it is clear and SAP number is on form.

4. Order is taken to the appropriate sales person (Wade or Brett) for review and processing. If they are not in, our customer service staff (John, Karen, Debbie, or Sherry) will take order form and complete a work order.

5. This work order is entered electronically from their workstation. We are on a network and utilize Microsoft Access as our primary database program. All orders are giving a Work order number and can be tracking throughout the production process.

6. Once a work order is produced, several things happen.

#1. The information flows to a stock list, to review with our production manager, so we can discuss/evaluate if paper needs to be ordered (or in stock).
#2. Work order is prioritized with other work in the plant. It is assigned the next production step and issued a date job is due.

#3. Job is sent to next production location and prioritized due to it urgency, and complexity.

Example. Job may go to graphics for artwork.

Graphics may just have to output artwork.

Job may go to Prepress for film or plates.

Job may go directly to digital department.

If job is a repeat it may go straight to the Press department.

#4. Throughout the day, managers of each department communicate with one another to discuss changes, problems, rush job and additions to the work flow. Tracking on the computer is great. It keeps us from missing any orders and helps us adjust throughout the week as job flow through the system.

Once a job is completed and reviewed at each department, it moves to the next place. Each time, the department manager reviews the work order, to make sure we are on schedule to meet our “completion date”. If there are questions or adjustments, we review and adjust as needed.

#5. Once a job has been completed, it is reviewed by our bindery manager, before packaging. After acceptance, it is packaged, boxed and setup for delivery. 2 employees are dedicated to delivering to UK throughout the day.

#6. Upon delivery and returning to the shop, the orders are logged into the system as complete, along with the name, address and time to where it was delivered.

Jobs are reviewed by estimating and reviewed by sales staff or customer service staff to confirm all has been produced as planned.

#7. At that time, job is billed. We often bill on a daily basis, and usual sent bills out once a week.

#8. Clients receive invoice, then call in or mail payment. Invoices marked paid and we consider job complete.

7.1 #9 Our design team has over 40 years experience with type and graphic. Doris Veach has been here for about twenty five years. Prior to that, she had her own typesetting firm (Positive Image) for many years. She excels in all areas of design and loves doing forms. (such as medical forms). All 3 designers, Doris, Stephanie, and Luanne have great skills. Thinking outside the box, is probably been achieved the most by Doris.

My favorite design story is with Doris. A few years ago we had a client come by for a small print job. The client asked us to design an invoice form their company. As we were designing the form, we asked if she had a copy of her logo to put on her invoice. She said “that’s another story. My husband has used and
paid 3-4 graphic design agencies to come up with a logo for his construction company. They were okay, but he rejected everyone of them. It just wasn’t right. He is really, really picky.”

We asked if I could have Doris just talk with him on the phone for a few minutes. They agreed. Doris talked with him for about ten minutes.

The next afternoon, Doris came up with an idea and sent him a proof. Only one idea. One proof. The guy loved it and said that’s exactly what he wanted. His wife was shocked. We were surprised, but I wasn’t too surprised. That’s just Doris. She is talented. We still see the logo on construction trucks around town. Same logo, not a change to it.

We also utilize free lance designers as needed. It depends on the projects needs. Everyone has a little different talent. We feel we have good sources, when needed.

7.1 #10 Possibly. We prefer to keep as much design as possible, in house. We have better control over time and resource this way. My main suggestion to save money is through communication. The more time a client puts into thinking what they really may want, and convey this communication to the designer in the beginning, the better for all parties.

7.1 #11. We use sub contractors on an as needed basis. We have utilized them in the past, and have managed the work well. There are some larger sheet sizes that may fit a sub contractors equipment and production schedule better than ours, at times. We would determined on a case by case basis the best time to utilize a sub contractor.

7.1 #12 Both MAC and PC platforms:

IMAC – Mac OSX-10.5.8 IMAC-Mac OSX – 10.6.8(2010)

PC – Compaq CVO –


This software is on both MAC and PC platforms.

Microsoft Publisher, word and excel are also used.

7.1 #14. We currently have UK order forms on our website. Clients can go to the site, fill out and submit online. Estimate can be requested online. Website can also be used to search for product ideas.

7.1 #15 FTP upload button on website.

7.1 #16 and #17.

Laser output available in various sizes and formats. 600 dpi for black / white up to size 11x17 on HP printer.
Color proofs available on BizHub 6500 minolta up to 12x18.

Proofs 22 inch wide by any length available on Epson Proofer Stylus Pro 7600 color proofer.

Proofs up to 54 inch by any length available on Mimaki JV 33-160.

PDF proofs always available.

7.1 #18. We would sub contractor our variable data printing to United Mail.

7.1 #19. Controlled RX pads etc. by someone who has been permission from the department head in writing, to order these forms for them. After approval, we complete, print and deliver the forms only to the authorized person. We are very careful with these orders.

7.1 #20. Each project is evaluated on a case by case basis, and we provided the best possible pricing to our clients based upon saving realized by efficient scheduling and production of the work.

7.1 #21.

a. Estimates – 24 – 48 hours depending on complexity of project.

b. 1-2-3 color jobs. Offset. 4-6 working days.

c. 4-5-6 color jobs. Offset. 5-7 working days.

d. 7-8 color jobs. Offset. 7-9 working days.

e. 1-2-3 color jobs. Digital. 2-4 days.

f. 4-5-6 color jobs. Digital 3-5 days.

g. 7-8 color jobs. Digital – 4-6 days.

7.1 #22. We use our expertise and knowledge acquired over the years to continually evaluate, grow and adapt to the needs of the ever changing marketplace. We care. We are committed to our clients. We trust by working together, we can be efficient and utilize the best technologies available to produce a great product, at a great value for our clients.

23. We just try to do the right thing. We appreciate our clients. We want to communicate to them as if they are family. Let’s work together and do a great job. Printing can be exciting, and fun. It is truly rewarding to see a project taken from an idea, to a successfully printed, completed and marketed product.
Criteria 4 – Evidence of Successful Performance and Implementation Schedule

For the past 10 years we have enjoyed serving the University of Kentucky. We feel we have served the University well, and welcome the opportunity to serve the University into the future. We continue to strive for excellent in all we do. We continue to communicate, plan, evaluate, adapt and grow with UK to best meet their printing, design and marketing needs.

Reference Information:

Liz Sword – St. Joseph Hospital -Public Relations
1 St. Joseph Drive
Lexington, KY 40503
859-313-2018

Craig Hornberger – UK Athletics
Joe Craft Center
859-257-3838

Amy Riddle – Morehead State University
350 University Street
Morehead, KY 40351
606-783-5498
Criteria 5 – Other Additional Information

We are hopeful that the follow items will be considered in the proposal:

Our 10 year track record/history in serving UK

Proximity to UK Campus

Established business relationship with clients

Established business plan to serve UK

Established sales representatives

Established customer service representatives

Dedication to UK for rush jobs and complicated projects

Our strict adherences to UK Graphics standards

6.24 Extending Contract

We welcome the use of this contract be extended to other Universities, state agencies, public and private institutions in the Commonwealth of Kentucky.
REQUEST FOR PROPOSALS # UK-1164-12 Stationery Printing – ATTACHMENT A

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 below) 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 stamp be presented with each mailing and that the signature on the postage stamp certifies the eligibility of the mail for the identified rate. UK Postal Services is located in 21A Whitehall Classroom Building. The delivery dock is located on Patterson Drive.

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 below). 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 in the Whitehall Classroom Building located on Patterson Drive. All deliveries are to be made Monday thru Friday between the hours of 8:30 AM till 3:30 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 this 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: John M. Dauer
Name: Southland Printing Co., Inc.
Company Name: ___________________________ Date: 5/14/12
Permit 51 Job Alert!

TO: Mary Strong or Tim Gentry / UK Postal Services

PHONE: 257-4047  FAX: 257-4000

DATE: ________________

PAGES: ________ (includes this cover sheet)

The following job has been submitted to PRINTING VENDOR to have the Permit 51 indicia authorized.

Customer: ________________________________

Department: ______________________________

Phone: __________________________________

Title of job: ______________________________

Vendor Representative: ______________________

Phone: __________________________________

FAX: ___________________________________

E-mail: __________________________________

NON-PROFIT:  
☐ with permit quantity ______
☐ without permit quantity ______

PRESORTED STANDARD:  
☐ with permit quantity ______
☐ without permit quantity ______

FIRST-CLASS MAIL:  
☐ with permit quantity ______
☐ without permit quantity ______

OK'd by University Postal Services ___________________________ Date ___________________________

Comments:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Examples of Authorized
University of Kentucky Mail Permit Imprints

Bulk Rate

Presorted Standard
US Postage Paid
Permit 51
Lexington KY

PRSRT STD
US Postage Paid
Permit 51
Lexington KY

Non-Profit

Nonprofit Org.
US Postage Paid
Permit 51
Lexington KY

First Class

First-Class Mail
US Postage Paid
Permit 51
Lexington KY
<table>
<thead>
<tr>
<th>Name:</th>
<th>Function/Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printer's Bindery</td>
<td>Bindery Services</td>
</tr>
<tr>
<td>7624 Reinhold Drive</td>
<td></td>
</tr>
<tr>
<td>Cincinnati, OH 45237</td>
<td></td>
</tr>
<tr>
<td>513-821-8039</td>
<td></td>
</tr>
<tr>
<td>513-821-9247</td>
<td></td>
</tr>
<tr>
<td>Warner's Printing Service, LLC</td>
<td>Bindery Services</td>
</tr>
<tr>
<td>125 Commerce Drive</td>
<td></td>
</tr>
<tr>
<td>Nicholasville, KY 40356</td>
<td></td>
</tr>
<tr>
<td>859-881-0636</td>
<td></td>
</tr>
<tr>
<td>859-881-5633</td>
<td></td>
</tr>
<tr>
<td>TDW, Inc.</td>
<td>Diecutting, Foiling, Embossing</td>
</tr>
<tr>
<td>9529 Cooks Mill Road</td>
<td></td>
</tr>
<tr>
<td>Georgetown, IN 47122</td>
<td></td>
</tr>
<tr>
<td>812-951-2826</td>
<td></td>
</tr>
<tr>
<td>812-951-1611</td>
<td></td>
</tr>
<tr>
<td>Jourdan Graphics</td>
<td>Diecutting, Foiling, Embossing</td>
</tr>
<tr>
<td>200 Memorial Drive</td>
<td></td>
</tr>
<tr>
<td>Nicholasville, KY 40356</td>
<td></td>
</tr>
<tr>
<td>859-885-3842</td>
<td></td>
</tr>
<tr>
<td>Geers Finishing</td>
<td>Diecutting, foiling, embossing</td>
</tr>
<tr>
<td>2285 Old Montgomery Road</td>
<td></td>
</tr>
<tr>
<td>Owenton, KY 40359</td>
<td></td>
</tr>
<tr>
<td>502-484-5054</td>
<td></td>
</tr>
<tr>
<td>502-484-5154</td>
<td></td>
</tr>
<tr>
<td>Folders Express</td>
<td>Diecutting, pocket folders</td>
</tr>
<tr>
<td>11616 I Street</td>
<td></td>
</tr>
<tr>
<td>Omaha, NE 68137</td>
<td></td>
</tr>
<tr>
<td>1-800-322-1064</td>
<td></td>
</tr>
<tr>
<td>1-402-330-8271</td>
<td></td>
</tr>
<tr>
<td>Subcontractor</td>
<td>Function/Service</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td><strong>Name:</strong> Nielsen, An R.R. Donnelley Company</td>
<td>Printing Services</td>
</tr>
<tr>
<td><strong>Address:</strong> 7405 Industrial Road</td>
<td>1</td>
</tr>
<tr>
<td>Florence, KY 41042</td>
<td>2</td>
</tr>
<tr>
<td><strong>Phone:</strong> 1-800-877-7405</td>
<td>3</td>
</tr>
<tr>
<td><strong>FAX:</strong> 1-859-525-1572</td>
<td>4</td>
</tr>
<tr>
<td><strong>Name:</strong> Speedflo</td>
<td>Continuous forms</td>
</tr>
<tr>
<td><strong>Address:</strong> P.O. Box 12268</td>
<td>1</td>
</tr>
<tr>
<td>Lexington, KY 40582</td>
<td>2</td>
</tr>
<tr>
<td><strong>Phone:</strong> 859-233-3070</td>
<td>3</td>
</tr>
<tr>
<td><strong>FAX:</strong> 859-253-3013</td>
<td>4</td>
</tr>
<tr>
<td><strong>Name:</strong> Snapflo, Inc.</td>
<td>Forms</td>
</tr>
<tr>
<td><strong>Address:</strong> P.O. Box 12268</td>
<td>1</td>
</tr>
<tr>
<td>Lexington, KY 40511</td>
<td>2</td>
</tr>
<tr>
<td><strong>Phone:</strong> 859-254-1230</td>
<td>3</td>
</tr>
<tr>
<td><strong>FAX:</strong> 859-253-3931</td>
<td>4</td>
</tr>
<tr>
<td><strong>Name:</strong> Discount Labels, Inc.</td>
<td>Labels on rolls</td>
</tr>
<tr>
<td><strong>Address:</strong> P.O. Box 109</td>
<td>1</td>
</tr>
<tr>
<td>New Albany, IN 47151-0709</td>
<td>2</td>
</tr>
<tr>
<td><strong>Phone:</strong> 1-800-995-9500</td>
<td>3</td>
</tr>
<tr>
<td><strong>FAX:</strong> 1-800-995-9600</td>
<td>4</td>
</tr>
<tr>
<td><strong>Name:</strong> Minidata</td>
<td>Continuous Forms</td>
</tr>
<tr>
<td><strong>Address:</strong> P.O. Box 13490</td>
<td>1</td>
</tr>
<tr>
<td>Lexington, KY 40583-3490</td>
<td>2</td>
</tr>
<tr>
<td><strong>Phone:</strong> 1-800-228-1703</td>
<td>3</td>
</tr>
<tr>
<td><strong>FAX:</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Name:</strong> Calibrated Business Forms</td>
<td>Continuous Forms</td>
</tr>
<tr>
<td><strong>Address:</strong> P.O. Drawer 91</td>
<td>1</td>
</tr>
<tr>
<td>Columbus, KS 66725</td>
<td>2</td>
</tr>
<tr>
<td><strong>Phone:</strong> 1-800-232-7576</td>
<td>3</td>
</tr>
<tr>
<td><strong>FAX:</strong> 1-800-752-4396</td>
<td>4</td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FAX:</strong></td>
<td></td>
</tr>
</tbody>
</table>
University of Kentucky Medical Center Physical Plant Division

Vendor & Contractor Guidelines MCPDP
**Introduction**

As a vendor assigned to University of Kentucky Medical Center, you must remember that you are working adjacent to space occupied by patients, visitors, students, and Medical Center staff. Sometimes this requires modifications to and/or changes in the way a project or service call is handled.

In an effort to ensure that all vendors/contractors assigned to UK Medical Center have the information necessary to perform their job within this environment, the hospital provides a general orientation and reference guide.

The project manager or superintendent with your company will inform you of the specific requirements of each project or service call. This written guide outlines general information and basic procedures and is designed as a supplement to the orientation session.

Please read this information carefully. If you have additional questions, please notify your UK representative.
Vendor Appearance and Conduct

All contracted vendors performing work for The University of Kentucky Medical Center Physical Plant must dress in a professional manner. A company uniform is preferred but, if one is not provided men should wear work pants and a work shirt and women should wear appropriate attire which is not provocative or risqué. Casual sportswear such as blue jeans, shorts, sweat suits, t-shirts, or tank tops are not approved apparel. The attire is intended to portray the image of well groomed and neat appearing individuals. Contracted Vendors are expected to take pride in their personal hygiene. In addition, all contracted employees will conduct themselves in a professional manner.

Professional conduct must be exercised at all times. Loud and boisterous conduct will not be tolerated. Cursing and abusive language is prohibited. Courtesy, confidentiality and privacy for patients is essential to ensure and maintain patient dignity. Courtesy to others must also be exercised, displaying a good attitude, creating a caring atmosphere, and good character.

Appearance

The identification badge must be worn at all times on the upper torso while on premises. No pins or labels shall be attached.

The clothing will be clean, and without rips or tears. Shirt tails will be tucked in and the shirt will be appropriately buttoned. If a contracted vendor’s appearance is unacceptable or hygiene is poor, the vendor will be asked
to leave the property and return with acceptable attire. If a contracted vendor continues to show up inappropriately dressed or hygienically offensive, further disciplinary action will result with management of said company.

All hats must either have the company logo or be a solid color. Hard hats may be required in construction sites and other areas.

Footwear must be suitable for an assigned task, clean, and in good repair.

Hair must be controlled in an approved manner, be neatly groomed, clean and securely fastened so as not to compromise safety around machinery and patients. Facial hair shall not impede safe respirator use by creating a potential safety hazard. Beards and mustaches, when permitted must be neatly groomed; otherwise the face shall be clean shaven daily.

Jewelry worn must be consistent with good safety practice. If jewelry items impede safety in any way, they are not permitted.

**Conduct**

Horse play is a dangerous practice and is strictly prohibited. Poking, grabbing, or throwing an object are three examples of horse play. A contracted vendor who has performed an intentional act which caused or could cause physical injury or property damage shall be reported to their company management and possibly banned from UK property. This includes horse play or fighting.
Smoking is not permitted on the UK Campus anywhere. Violators will be reported to company management and possibly banned from UK property.

All work activity must be performed in the safest manner possible to protect everyone, including all visitors, faculty, students and Medical Center patients and equipment.

Do not express personal problems, frustrations, or negative comments about a service call or project, your colleagues, supervisors, Medical Center to staff, patients, or visitors.

Any type of sexual harassment is prohibited.

Do not use abusive, obscene, derogatory, or profane language.

Identification

You must wear a Medical Center identification badge whenever you are working on Medical Center property. If you have not been issued an ID badge, consult with your Supervisor or PPDMC Rep immediately. If you report to work without your badge, you must report to the Security Office H105A to purchase a temporary badge. If your badge is lost or stolen, report it to Security, 323-6156, immediately. You or your company must pay for all badges.
Security

Never leave a project site unlocked or unattended. Never leave a mechanical room or other secured area open or unattended. Never prop open a door to a secured area.

In the case of a security emergency, notify Medical Center Security at 323-6156 or call 911 immediately.

Paging Codes

The Medical Center uses specific codes to alert staff about hazards or potential hazards in the area or to call designated staff to action. These codes are designed to communicate information to those that need it without unduly alarming patients and visitors.

For your information and convenience a list of pertinent codes are outlined below:

Code Red- Fire

Code Pink- Infant or Child abduction

Code Orange-Hazardous Material Spill or Release-Internal or External

Code Yellow-Stand by - Disaster plan activation (internal or external)

Code Yellow-Complete- Disaster plan activation (internal or external)

Code Black-Bomb/Bomb Threat

Code Blue- Medical Emergency (adult or pediatric)
Designated Staff Members have assigned roles in response to these codes. If your supervisor provides you with instruction, please follow them to ensure your safety and the safety of the patients.

**Hazardous Material**

On the job site, you may use or work around hazardous material, such as glues or other products that contain chemicals. These products could adversely affect your health if they are not handled safely and properly.

The Medical Center requires that all contractors have material safety data sheets (MSDS) for all hazardous materials that they bring to or use on the job site. Those MSDS must be available for Medical Center personnel within 15 minutes of request.

In addition, your supervisor must provide you with information about the hazardous materials with which you come in contact before you begin your duties. Use the products only the way they are intended. If you have any questions about a product and its hazards, please consult your supervisor.
Fire Prevention

The Medical Center has a fire prevention program to protect patients, visitors, and staff from the dangers of fire. As a part of your orientation to this facility, please locate the fire alarms, extinguishers, and evacuation routes within or adjacent to the project site.

Fire Notification

If fire, smoke, or excessive heat is detected within the Medical Center, the fire notification system is activated. You will hear chimes over the paging system, followed by the code-code red and the location of the alarm. In addition, the alarm system is activated periodically for fire drills and system testing.

When an alarm is activated, smoke and fire doors throughout the building will close. Staff will close doors to patient rooms, clear corridors, and implement other response procedures.

In all Medical Center buildings with exception of the Hospital you must evacuate immediately when the fire alarm sounds. In the Hospital, you will be able to remain in the project site throughout the response. Please listen carefully to the overhead paging announcements for instructions that might affect you. If an order is given to evacuate, please secure the project site and exit the building.
Your Role in Fire Response

As a Contractor, you have a role in fire response.

If you discover a fire in your area:

Rescue anyone in immediate danger, if possible.

Activate the nearest fire alarm and call 911.

Close doors that line the corridor.

Extinguish, if possible, and evacuate, if necessary

Building Life Safety Features

The Medical Center is constructed with many life safety features to protect building occupants from fire.

You must know the location of the following:

Fire Alarms (at least two in every area in which you work)

Fire Extinguishers

Emergency Exits

Evacuation Routes

Medical Gas Valves for the area in which you are working.

If you need to take any life safety system out of service, you must coordinate the outage with the UK Project Manager and Medical Center Outage Coordinator prior to beginning work that can affect the system. You must put
in place a temporary but, equivalent system approved by the Campus Fire Marshall.

In addition, you must recognize that the Medical Center is composed of smoke and fire compartment designed to contain the hazard should a fire break out. If you penetrate a fire, smoke, or corridor wall, you must patch the wall using approved fire stop material the day that the penetration is made.

**Hot Works Permit**

You must have a hot works permit before you can begin any aspect of the job that involves welding, soldering, cutting, or other temporary source of ignition. The hot works permit can be obtained from the UK Representative or on our web site

http://ppdmc.uky.edu/HotWork Permit.pdf

A UK PPDMC rep must be aware of the Hot Work and the PPDMC Safety officer must approve the work and sign off before work begins. After Hot Work has been completed a UK PPDMC rep will provide a fire watch for 30 mins.

**Utility Outages**

All outages for construction projects must be cleared with Medical Center Physical Plant in advance of the work which requires an outage. Any contractor desiring an outage will complete the Utility Outage Request Form and submit it to your UK Project Manager.
The utility systems involved include, but are not limited to, electrical power, water, sewer, medical gases (air, vacuum, oxygen, nitrous oxide), fire protection (fire alarm/sprinkler), HVAC (fans, heating, cooling, fume hoods), control air, tube transport, and TV systems.

Utility Outage-PROCEDURE:

1. Minor outages require three working days advance notice. Major outages require a two week minimum notice. Giving such notice does not guarantee the outage on the date requested.

2. PPD has an Outage Coordinator who will research and record all the pertinent information necessary to schedule the outage. PPD employees, departments, operations, etc. will be notified by the Outage Coordinator about the pending outage.

3. The Outage Coordinator will document the work necessary to schedule, noting any difficulties that cannot be solved.

4. The Outage Coordinator will schedule the outage and notify contractor. If outage cannot be scheduled, they will notify appropriate parties.

5. The Outage Coordinator will make all notifications to affected personnel and will alert the proper staff so necessary action can begin to provide special needs to affected areas.

6. When work has been completed, the Outage Coordinator, or his designate, will notify affected personnel that the system is back in service.

7. Contractors DO NOT have the authority to turn utilities off or on. This should only be done by The UK Outage Coordinator.
See outage policy page
http://ppdmc.uky.edu/policies/PPD04-17.aspx

**Holes in Smoke and Fire Separations**

Contractors will ensure that holes or openings created for any reason in smoke and fire walls above the ceiling will be repaired in an appropriate manner to maintain the integrity of the wall assembly in all buildings maintained by Medical Center PPD.

**PROCEDURE:**

1. If through the course of construction it is necessary to create holes in smoke and fire walls or floors, the **individual creating the holes will repair them immediately.**
2. During renovation projects, Contracted staff will ensure that no openings in fire and smoke walls are left open before a project is considered complete. The Contracted Staff is responsible for patching holes with appropriate and approved material for any utility or object that penetrates the wall.
3. If through the course of renovation, holes are discovered adjacent to the area where work is being done, they will be reported to the UK Representative for immediate remedial action to correct the deficiency.
4. The person who signs off contract orders will ensure that contractors and others who create holes in fire and smoke barriers will repair the holes before release of payment can be made.
Cleaning Work Areas

PPDMC subscribes to the 4 "S" Philosophy
Safety
Sorting
Sifting and Thrashing
Sweeping and Cleaning

Therefore mechanical rooms, and all work areas shall be maintained in a clean, orderly and safe manner.

1. No trash, debris, used parts or left over material shall be left in mechanical rooms. All such materials shall be picked up and placed in appropriate containers as the material accumulates. When trash containers are full, they shall be emptied in the appropriate dumpster.

2. Towels, absorbents or rags used to wipe up oil and grease must be placed in a rag disposal container. The immediate work area shall be left in a safe, clean and orderly manner by the person performing any work. This includes broom sweeping your work area daily.

3. Storage is generally not allowed in mechanical rooms. Limited amounts of material for immediate use may be allowed in mechanical rooms with approval from your UK Representative. Combustible liquids must be stored in safety cabinets.

4. Carts and covered buggies used for hauling trash, etc., shall be emptied in the dumpster. The covered buggies should be returned to their designated parking spaces.
5. Regular inspections will be conducted by the assigned PPD employee. If areas are improperly maintained or disorganized, the appropriate supervisor will be notified to correct the deficiencies.

Parking

Any general contractor who is employed by the University of Kentucky for campus construction is eligible to purchase two E parking permits at the current fee if approved by the Medical Center Physical Plant Division. Only the general contractor and/or key subcontractors may use these permits during the work period. Additional parking for service workers is available in the K lots at Commonwealth Stadium or in lots designated by Parking Services. The Director of Parking and Transportation Services, or designee, must approve exceptions.

Contractors would begin by getting a letter from their UK Representative with the Medical Center Physical Plant which states what they have been approved for, how long the construction will take place, and any other pertinent information. Once they have this letter, they would bring it to the main Parking office at 721 Press Avenue. They would then fill out a construction application for the proper permit(s). You or your company will have to pay for these permits.

There are 2 parking spots behind dock 2 that are reserved for Vendors that are here for short visits to the Medical Center. Please arrange parking with your UK Representative before you are scheduled to be on site.
Materials

All materials must be delivered to the loading dock of the building in which you are working. Please work with your UK Representative/Project Manager for a designated route through the building to your job site.

Tobacco Product Use

UK is now Tobacco Free throughout the Medical Center and Campus.

Corporate Compliance

Gifts, Gratuities, and Entertainment

In order to maintain compliance with federal and state law and to avoid any potential conflicts of interest, the University of Kentucky will not knowingly accept anything of value (including gifts, gratuities, or entertainment) offered by a supplier intended to induce or gain referrals, the purchase, lease, or rental of any item or service, or to otherwise influence the decision-making process.

To help eliminate the possibility of conflict of interest:

• Departments may not accept anything of value from potential or current suppliers except promotional or
advertising items of nominal value (pens, pads, etc.) or modest food that is given as part of a legitimate educational session. Product sales representatives will not leave food without cleaning the area thoroughly after the food is consumed.

- Donations to any unit of the Medical Center made by current or potential suppliers must be made to the University of Kentucky Fund Development Office. Donations cannot, in any way, be tied to referrals, the purchase, lease, or rental of any item or service, or to otherwise influence the decision-making process. If reasonable questions regarding the supplier’s intent to influence the decision-making process exist, appropriate action will be taken, including the return of the donation to the supplier.

- Education sessions, in-servicing opportunities, and other issues not expressly addressed in this policy that may conflict with these guidelines must be approved by Hospital Administration.

**Interim Life Safety Measures**

The University of Kentucky has established an Interim Life Safety Program to manage safety hazards that could be created by construction, renovation, internal disaster, or other alteration to Medical Center buildings or grounds. Interim Life Safety Measures (ILSM) will be implemented when a life safety code deficiency or other hazard places building occupants at significant risk. When life safety systems are impaired, the Hospital Safety Officer, Contractor, or designee, will use established criteria to evaluate the risk and to implement appropriate ILSM to compensate for these deficiencies.
When construction or renovation poses other significant safety hazards, the safety officer, contractor, or designee, will implement other safety measures appropriate to the situation.

Planning for Interim Life Safety Measures

The Hospital safety officer, or designee, will participate in or review documentation from project development, pre-construction, and construction progress meetings to ensure that safety issues and concerns are identified and addressed proactively, whenever possible. Medical Center Physical Plant will notify the Hospital safety officer prior to the start of any construction or renovation project and prior to the start of a new project phase. The Key project participants will identify safety issues, concerns, and methods of maintaining a safe work environment.

The safety officer and others will regularly inspect all construction sites. The Safety Surveillance Team will conduct regular building inspections to identify risks and hazards.

The Hospital Environment of Care Committee has approved criteria to be used to help determine appropriate interim life safety measures to implement when a life safety code deficiency is identified.
Criteria for Implementation of Interim Life Safety Measures (ILSM) at the University of Kentucky Medical Center

In general, the safety officer or designee will use the criteria below to determine appropriate interim life safety measures. In all cases, additional measures may be taken, if warranted, to protect the building’s occupants.

When the integrity of an exit access, exit, or discharge area is altered or compromised:
- ensure free and unobstructed exit
- ensure escape route for construction workers; inspect daily
- Providing additional training for staff and signage when alternative exists are designed
- increase debris removal schedule to reduce building’s flammable and combustible load to lowest feasible level
- conduct at least two fire drills per shift per quarter

When the integrity of a building’s defend-in-place compartments/features (fire barriers, smoke barriers, floor slabs, corridor wells) are significantly compromised:
- ensure that construction partitions are smoke-tight and built of noncombustible or limited combustible materials

When a building’s fire alarm, detection, and/or suppression systems are impaired:
- implement temporary but equivalent, fire alarm, detection, or suppression systems
- inspect and test temporary systems monthly
- ensure that construction partitions are smoke tight and built of noncombustible or limited combustible materials
- provide additional fire-fighting equipment and train staff to use
When temporary sources of ignition (cutting, welding, plumber’s torch) are involved:
• obtain hot work permit and follow guidelines
• ensure free and unobstructed exits
• ensure fire alarm, detection, and suppression systems are in working order
• provide additional fire-fighting equipment (a fire extinguisher every 50 feet) and train Staff to use
  • decrease combustible load to lowest feasible level
When large quantities of combustibles or debris are present or involved:
• increase debris removal schedule
• provide additional fire-fighting equipment (a fire extinguisher every 50 feet) and train Staff to use
  • ensure that construction partitions are smoke tight and built of noncombustible or limited combustible materials.

Infection Control

When an employee is working in any patient care area or on any patient care equipment, he/she must follow the standard precautions outlined below:

• Wear gloves when there is a possibility that you will touch any body substances or equipment contaminated by body substances (blood, urine, feces, wound drainage, oral secretions, sputum, vomitus).
• Wear a fluid resistant gown, masks and/or goggles when there is any possibility that your eyes, mucous membranes or clothing will be splashed or sprayed by body substances or exposure to contaminated equipment.
• During construction/renovation projects or in situations when plumbing is inadvertently interrupted, it is recommended that personnel wear appropriate personal protective equipment. Traffic must be restricted from this area.
• Discard all personal protective clothing in accordance with standard precautions.
• Wash hands thoroughly with antibacterial soap immediately following work.
• Eating, drinking and smoking are restricted to designated areas.

Ventilation System

1. All ventilation systems to operating rooms, recovery rooms, delivery rooms, newborn nurseries and special care units will have a filtered clean air supply. These systems will be maintained and serviced according to the established preventive maintenance programs to assure clean air supply.
2. Patient rooms which house patients with air-borne infections (requiring negative pressure) will be inspected according to the preventive maintenance program to prevent the spread of potential air-borne pathogens.
3. Personnel performing routine maintenance or repairing ventilation systems of negative pressure should wear a NIOSH approved respirator.
4. Personnel entering rooms housing known or suspected TB patients are required to wear a NIOSH approved respirator.

Aspergillus

Information:
Aspergillus is a microbial contaminant which can cause serious complications for patients who are susceptible or in a high risk category. Most nosocomial airborne mold infections are caused by aspergillus; species. This species is widely distributed in our natural environment and can grow on almost anything. When ceilings or walls are disturbed, or activity associated with normal renovations or maintenance, it results in airborne disbursements of particulate matter (dust), which may carry aspergillus spores and infect patients.

PPD and its contractors will make every effort to minimize the release of aspergillus in high risk areas. Renovation in or adjacent to high risk areas will be controlled through proper separation and air flow to reduce the potential dangers to patients. The method used to control dust control must be reviewed by and approved by the Infection Control Department.

High risk areas are defined as follows:

1. The entire 8th Floor of the Hospital
2. The north wing of the 6th Floor
3. Markey Cancer Center patient areas
4. 4th Floor Transplant Clinic
5. Whitney Hendrickson, 1st & 2nd Floor
6. C.T. ICU, 1st Floor
7. S.I.C.U., 2nd Floor 2ICU
8. No major construction shall occur in the Transplant Clinic without involvement of the Transplant Department Director. The area must be vacated of patients before any such work can occur.

PROCEDURE:

1. Before construction occurs in or adjacent to the high risk areas, one of the following personnel will be notified

<table>
<thead>
<tr>
<th>Infection Control Practitioner</th>
<th>Cibina Harris</th>
<th>323-6337</th>
<th>Pager 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infection Control Practitioner</td>
<td>Andrea Flinchum</td>
<td>323-6337</td>
<td>Pager 4991</td>
</tr>
</tbody>
</table>

2. Proceed cautiously when removing or installing ceiling tiles in the high risk areas.
3. On major construction/renovation, air tight partitions shall separate the renovation site from other space occupied by patients. The barrier shall be tested for tightness. Ventilation leading from the area being renovated should be blocked at its point of exit from the room.
4. Whenever possible, create a negative air flow on the construction/renovation site.
5. Keep the work area as clean and dust free as possible.
6. Ensure that infection control measures are in effect.
7. Use sticky mats outside of barrier.
INFECTION CONTROL POLICY FOR CONSTRUCTION AT THE UNIVERSITY OF KENTUCKY CHANDLER MEDICAL CENTER

It is the policy of the University of Kentucky Chandler Medical Center (University Hospital) to prevent illness in patients related to construction dust and airborne fungi. This document spells out requirements that contractors with University Hospital or Medical Center and in-house workers should follow in order to minimize risks of construction to our patients.

Classification of Jobs:

Class I: These projects do not generate appreciable dust or airborne particulate matter. Examples include minor plumbing, electrical, carpentry and duct work; some aesthetic improvements; installation of phones, computers, gas and TV hook-up lines in existing conduits, etc.

Class II: These projects generate dust or other airborne particulate matter and hence require barrier precautions. Examples include construction of new walls; construction of new rooms; major utility changes; major equipment installation; demolition of wallboard; plaster, ceramic tile, ceiling and floor tile removal; removal of windows; removal of casework, etc. Routine maintenance where dust is produced in patient care areas is included. These projects must follow construction standards for the hospital.
Sequence of Events:
The project manager along with PPD and/or Facilities Planning should determine if the project is Class I or Class II.
The project manager should invite a representative of Infection Control to the initial design meeting for the project (and other meetings as appropriate).

Construction Standards for University Hospital

Ventilation
All air vents must be blocked off and sealed to prevent contamination of the duct system before demolition/construction begins.

Negative pressure air-flow relative to adjacent patient care areas should be created and maintained.

Dust Barriers
All barriers must be completed before demolition/construction begins.

A closed door with duct tape applied over the frame and door is acceptable for short projects which can be contained and completed within a single room.

Construction, demolition or reconstruction not capable of containment within a single room must have the following barriers erected:

1. An air-tight plastic or drywall barrier that extends from floor to ceiling to prevent dust and debris from escaping. If the false ceiling is not violated, the barrier only needs to be extended to the ceiling tiles. When construction
penetrates a smoke or fire wall, additional safety standards may apply to barrier construction.

2. Each entrance must be constructed so that it has an ante-room to prevent escape of dust and debris. The ante-room can be constructed of plastic or drywall barriers.

3. If elevator shafts or stairways are within the area of construction, they must have proper barriers installed.

4. Penetration of ceilings chases, ceiling spaces, and slabs must be sealed with approved fire-stopping material to stop movement of air, debris, smoke and fire.

5. Construction workers must pass through an anteroom where their clothing should be vacuumed using a HEPA vacuum cleaner before leaving the work site, or they may wear a disposable coverall that is removed each time they leave the work site.

6. Workers should wear shoe covers if travel to other areas if the facility is necessary. Shoe covers must be changed each time the worker exits the area.

7. Sticky mats should be used at work area entrance/exit.

8. Dust tracked outside the barriers should be removed immediately.

9. Holes cut or punctured in walls, ceilings, floors or doors should not be left exposed longer than 4 hours. If work cannot be completed within this time span, the holes should be temporarily plugged or covered. For outside construction, adequate seals must be maintained on
windows of patient care areas to prevent infiltration of outside air.

**Debris Removal**

Debris removal from the construction site should be completed through predetermined route approved by Infection Control.

Debris should be transported in clean (wiped down) containers with tight-fitting covers.

**At Project Completion**

1. Barriers should not be removed from work area until the completed project is inspected by Infection Control and thoroughly cleaned by Environmental Services or the contractor.

2. The work area should be vacuumed with a HEPA filtered vacuum and then wet mopped.

3. Barrier materials should be removed carefully to minimize spreading of dirt/debris associated with construction.

4. Barrier and construction waste should be either bagged or transported in carts with tight fitting lids.

5. Barriers should be treated as debris.

6. Blockage should be removed from vents.
Infection Control Oversight

Infection Control must inspect work site before demolition/construction begins.

Infection Control will make periodic visits to work site to ensure compliance with these construction standards.

Contractors will receive information and education about Infection Control Standards at the preconstruction meeting.
Statement of Responsibility for Orientation of Contracted Staff for the Medical Center Physical Plant

I have been oriented to the policies and other requirements of working within the University of Kentucky Medical Center, and I understand my responsibilities for maintaining a safe environment for Service Staff, Medical Center Staff, Patients, Visitors, and Students.

In addition, I understand that it is my responsibility to orient all Service Staff including Sub Contractors to the Medical Center environment and their responsibilities for project and construction safety.

John M. Dauer

General Manager
Southland Printing Co., Inc.

Name: UK -1164-12 UK Stationery Bid
Title: 5-14-12
Project Number and Name: Date

28
UNIVERSITY OF KENTUCKY

Printing Estimate/Order Form
Stationery

UK Purchasing Contract: # UK-0166-2 (Stationery Vendors)

Date: ________________________________

Job Due Date: ________________________________

Account Number: ________________________________

Person Placing Order: ________________________________

Phone # __________________ Fax #: __________________

Invoice Processed by: Name __________________

Phone # __________________

Select Vendor: ________________________________

Department Name: ________________________________

Project Name: ________________________________

Billing Address: ________________________________

Zip: __________________

QUANTITY:

☐ Business Cards

☐ Envelopes Size: ______________

☐ Window Envelopes Size: ______________

☐ Letterheads 8½ x 11

☐ Monarch

☐ Note Sheets 5½ x 8½

☐ Announcements Size: ______________

☐ Other: ________________________________

INK:  ☐ Black  ☐ 541 Blue  ☐ Other: ________________________________

SIZE: _______ x _______

☐ Folds to _______ x _______

☐ Folds to _______ x _______

☐ Folds to _______ x _______

☐ Ship Flat

☐ Ship Flat

☐ Ship Flat

PRE-PRESS:  ☐ Camera Ready  ☐ Exact Reprint  ☐ Output Disc provided  ☐ Typesetting  ☐ Merge Photos

PROOFS:  ☐ Bluelines  ☐ Color Proof

SPECIAL INSTRUCTIONS AND ADDITIONAL INFORMATION:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

DELIVERY ADDRESS:

_________________________________________________________________

Signature ____________________
Printing Estimate/Order Form

Job Type: Order Placement
UK Purchasing Contract # UK-0167-2 (Full Service Vendors)
Date: ____________ Job Due Date: ____________
Account Number: ____________________________
Project Name: ______________________________
Address: ___________________________________
Invoice Address: ____________________________

Design Description: __________________________
Quantity Description: ________________________

PAGES
Text ________ Cover ________

SIZE
x Folds to x
x x
x x

STOCK
Cover 

Text 

Insert 

COMPOSITION
Seps __________________ Sizes __________________ ______ Provided
Halftones __________________ Sizes __________________ ______ Provided
Duotones __________________ Sizes __________________ ______ Provided

PRE-PRESS
Camera Ready __________________
Stripping __________________
Stripped Film __________________
Exact Reprint __________________

Output Disc __________________
Merge Photos __________________
Film W. Changes __________________
Typesetting __________________

Seps & Pg Film Provide __________________
Comp Job Film & Proofs Provided __________________
Comp page Film & Proofs Provided __________________
Restrip Previously Printed Flat __________________

PROOFS
Bluelines __________________ Randoms __________________ Plotter __________________ Color Proof __________________ Press Proof __________________

PRESSWORK
Cover
Text
Insert

Sides ________ Color ________
Sides ________ Color ________
Sides ________ Color ________

FINISH
Score __________________
Perf __________________
Pad __________________
Drill __________________

Number __________________
Diecut __________________
Emboss __________________
Gatefold __________________

GBC __________________
Foil __________________
Fold __________________
Collate __________________

Biz Slt __________________
Glue Tabs __________________
Trm Only __________________
Wre-O __________________

Plasticoil __________________
Saddlestitch __________________
Perfect Bind __________________
Existing Die Furnished __________________

SPECIAL INSTRUCTIONS __________________________

PACKAGE
Band __________________ Shrinkwrap __________________ Kraft Wrap __________________ Box __________________ Skid __________________ Other ______

DELIVERY
UK __________________ Pick-Up __________________ Address __________________

Price ____________________________ Signature ____________________________
Printing Estimate / Order Placement Form
UK Jobs

Special instructions and additional information:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________