



LEXINGTON

Bid 52-2019 Addendum 2
Bluegrass Integrated Communications
Supplier Response

Event Information

Number: Bid 52-2019 Addendum 2
Title: Printing & Mailing Services—Sewer, Landfill & Water Quality Fees
Type: Competitive Bid
Issue Date: 5/9/2019
Deadline: 5/24/2019 02:00 PM (ET)
Notes: ONLY ONLINE BIDS WILL BE ACCEPTED FOR THIS SOLICITATION. PRICING SHOULD BE SUBMITTED ON THE LINE ITEMS TAB ONLY. PRICING WITHIN SUBMITTALS WILL NOT BE ACCEPTED AND MAY MAKE YOUR BID NON-RESPONSIVE.

Contact Information

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Central Purchasing
Government Center Building
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Lexington, KY 40507
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Bluegrass Integrated Communications Information

Address: 833 Nandino Blvd
Lexington, KY 40511
Phone: (859) 410-8670

By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

John Young
Signature

john.young@wearebluegrass.com
Email

Submitted at 5/24/2019 9:17:41 AM

Response Attachments

Addendum #1 Signed.pdf

Addendum #1 Signed

Addendum #2 Signed.pdf

Addendum #2 Signed

Workforce Analysis Form.pdf

Workforce Analysis Form

LFUCG MWDBE SUBSTITUTION FORM.pdf

LFUCG MWDBE SUBSTITUTION FORM

MWDBE QUOTE SUMMERY FORM.pdf

MWDBE QUOTE SUMMERY FORM

LFUCG MWDBE PARTICIPATION FORM.pdf

LFUCG MWDBE PARTICIPATION FORM

LFUCG MWDBE PARTICIPATION FORM 2.pdf

LFUCG MWDBE PARTICIPATION FORM 2

LFUCG SUBCONTRACTOR MONTHLY PAYMENT REPORT.pdf

LFUCG SUBCONTRACTOR MONTHLY PAYMENT REPORT

LFUCG STATEMENT OF GOODFAITH EFFORTS.pdf

LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid Attributes

1 Mandatory Requirement

Receive files via FTP. These files will come directly from the enQuesta billing system. Files will be processed for the selected bill print/mail Vendor on all business days prior to 9:00 pm.

We can receive files via Secure FTP. This is currently being do today.

2 Mandatory Requirement

Print, process and mail or otherwise deliver up to 25000 pieces daily. Vendor should expect to receive one or more files for each type of document specified in section x. These files should be processed for inclusion in the late afternoon mail run following receipt of the files.

This is currently being done today. Bluegrass does not have any problems meeting this requirement.

3 Mandatory Requirement
To provide for electronic document review and cancellation by LFUCG between the printing and mailing processes. Please specify any software tools and requirements for electronic document review and cancellation.
Bluegrass offers an online portal for document review and approval. Documents can be marked as NO MAIL.

4 Mandatory Requirement
Read barcodes and/or OMR marks to intelligently insert the appropriate materials (i.e. inserts and envelopes) for each mail piece.
This is a function that Bluegrass can accommodate.

5 Mandatory Requirement
Insertion equipment for invoices with at least 6 trays capable of handling dynamic insertion based on barcode or OMR logic
Bluegrass can insert up to 6 inserts including the CRE envelope.

6 Mandatory Requirement
Mail all pieces according to agreed upon postal specifications (i.e. first class, pre-sort, bulk mail, etc.), including achieving all available postal discounts.
Bluegrass always mails at the lowest possible rates based on the postal sort of the files provided.

7 Mandatory Requirement
For items to be mailed, print all invoices, past due notices, letters and inserts on paper size and weights as determined by LFUCG. Includes use of correct stationary type for a given file. For example, invoice stationary will require perforations for the remittance stub, while most letters will require standard letterhead.
This process is automated as in the past.

8 Mandatory Requirement
Source print logo(s) on all stationary materials (paper, envelopes and inserts) in appropriate size(s), location(s) and color(s).
All Specs will be met as in past production.

9 Mandatory Requirement
Print documents using spot color printing (black and one additional color at minimum)
Bluegrass utilizes full color printing for the same price as spot color.

10 Mandatory Requirement
Incorporate document revisions within 72 hours of receipt of revisions in the agreed upon format(s).
This is not a problem and most likely will be made in shorter time frame.

11 Mandatory Requirement
Provide CASS and NCOA certification to meet United States Postal Service minimum standards for maximum postage discounts.
Bluegrass uses the latest PAVE certified software that meets and exceeds all United States Postal rules.

12 Mandatory Requirement
Process all mail according to United States Postal Service rules, regulations and requirements to ensure the lowest possible postage rates.
Bluegrass utilizes the latest in Paved certified software by the USPS.

1 3	<p>Mandatory Requirement</p> <p>Provide daily, monthly and annual reports on quantities for each of the materials as used.</p> <p>reports arr made available as required.</p>
1 4	<p>Mandatory Requirement</p> <p>Provide daily, monthly and annual reports on pieces processed and postage used.</p> <p>Postage reports are made available as require.</p>
1 5	<p>Mandatory Requirement</p> <p>Provide a minimum of 14 days advance notice of need to add money to postage accounts.</p> <p>30 days notice will be given for any postage needs.</p>
1 6	<p>Mandatory Requirement</p> <p>Provide the ability to allow LFUCG to make bill content and message changes. Include any requirements needed for this.</p> <p>Bluegrass will work with LFUCG on any content and message changes that need to be made. Simple communication of what you want changes and we will accommodate.</p>
1 7	<p>Mandatory Requirement</p> <p>Provide the ability for bill payments to be scanned by our lockbox solution using the scanline on the invoice</p> <p>Bluegrass can accommodate any scan lines or barcodes required for paymnet processing for lock box requirements</p>

Bid Lines

1	<p>Printing of invoices</p> <p>Quantity: <u> 1 </u> UOM: <u>per item</u></p> <p>Price: <input type="text" value="\$0.0289"/> Total: <input type="text" value="\$0.0289"/></p> <p>Item Notes: Printing and mailing services</p>
2	<p>Printing of past due notices</p> <p>Quantity: <u> 1 </u> UOM: <u>per item</u></p> <p>Price: <input type="text" value="\$0.015"/> Total: <input type="text" value="\$0.015"/></p> <p>Item Notes: Printing and mailing services</p>
3	<p>Printing of letters</p> <p>Quantity: <u> 1 </u> UOM: <u>per item</u></p> <p>Price: <input type="text" value="\$0.015"/> Total: <input type="text" value="\$0.015"/></p> <p>Item Notes: Printing and mailing services</p>
4	<p>Printing of window mailing envelope, including one 2-color logo</p> <p>Quantity: <u> 1 </u> UOM: <u>per item</u></p> <p>Price: <input type="text" value="\$0.0164"/> Total: <input type="text" value="\$0.0164"/></p> <p>Item Notes: Printing and mailing services</p>

5	Printing of invoice paper with two 2-color logos and a remittance stub perforation	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.00"/>	Total: <input type="text" value="\$0.00"/>
	Item Notes: Printing and mailing services	Supplier Notes: <input type="text" value="The method Bluegrass prints does not require Pre-printed forms. The total cost of printing is included in the Printing of Invoices. This allows for changes to document on the fly and no inventory to carry."/>		
6	Printing of letterhead paper with one 2-color logo	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.00"/>	Total: <input type="text" value="\$0.00"/>
	Item Notes: Printing and mailing services			
7	Printing of the window business return envelope (BRE), including one 2-color logo	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.0131"/>	Total: <input type="text" value="\$0.0131"/>
	Item Notes: Printing and mailing services			
8	Folding and inserting single page documents	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.016"/>	Total: <input type="text" value="\$0.016"/>
	Item Notes: Printing and mailing services	Supplier Notes: <input type="text" value="Bluegrass utilizes 2D bar codes to track the mail through the production process and IMB bar codes to track through postal delivery."/>		
9	Folding and inserting multiple page documents	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.016"/>	Total: <input type="text" value="\$0.016"/>
	Item Notes: Printing and mailing services			
10	Inserting multiple pieces per envelope	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.0041"/>	Total: <input type="text" value="\$0.0041"/>
	Item Notes: Printing and mailing services			
11	Sealing, posting, sorting and shipping completed pieces, not including postage	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.00"/>	Total: <input type="text" value="\$0.00"/>
	Item Notes: Printing and mailing services			
12	Maintaining valid CASS certification	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.00"/>	Total: <input type="text" value="\$0.00"/>
	Item Notes: Printing and mailing services			
13	Maintaining and/or increasing postal discounts	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.00"/>	Total: <input type="text" value="\$0.00"/>
	Item Notes: Printing and mailing services			
14	Printing of bill envelope message on back of envelope	Quantity: <u> 1 </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.00"/>	Total: <input type="text" value="\$0.00"/>
	Item Notes: Printing and mailing services			

1 5	Expected Modification Costs (based on requirements answered as "Satisfied with Modification") Quantity: <u> 1 </u> UOM: <u>Total cost</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Printing and mailing services
1 6	Training (provided details on hours and trainers in the your response) Quantity: <u> 1 </u> UOM: <u>Total cost</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Printing and mailing services
1 7	Any other "typical" line item, one time costs, or other costs anticipated for the proposed services. Quantity: <u> 1 </u> UOM: <u>Total cost</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Printing and mailing services
1 8	a) Total of Vendor and Sub-Vendor expenses. (In your response, identify each project team member with hourly rate, estimated hours, and expenses if applicable. Note that travel hours are not billable.) Quantity: <u> 1 </u> UOM: <u>Total cost</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Investments for Project Management & Implementation Services
1 9	b) Estimated incidental costs (e.g.. telephone, administrative, etc.). Quantity: <u> 1 </u> UOM: <u>Total cost</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Investments for Project Management & Implementation Services
2 0	c) All other costs Quantity: <u> 1 </u> UOM: <u>Total cost</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Investments for Project Management & Implementation Services
2 1	Applicable fees to incorporate document changes (i.e. a letterhead change). Quantity: <u> 1 </u> UOM: <u>Total cost</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Investments for Project Management & Implementation Services
2 2	Hourly rates for document design services (envisioned for inserts). Quantity: <u> 1 </u> UOM: <u>Hourly</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Investments for Project Management & Implementation Services
2 3	Ongoing annual support and maintenance costs, if any. In your response, include various options (i.e. 24x7, 5x9, others) if applicable. Quantity: <u> 1 </u> UOM: <u>Annually</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Investments for Project Management & Implementation Services
2 4	Hourly rates for document design services upon request for all materials, including, but not limited to, billing inserts. This should also include estimations for time and cost related to the initial bill design portion of the implementation project. Quantity: <u> 1 </u> UOM: <u>Hourly</u> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Item Notes: Optional Add-Ons to Price

2 5	Proposed pricing structure, including one-time implementation costs, annual fees and per transaction fees for both LFUCG and LFUCG's customers for electronic billing and payment services. (Provide details in your response.)
Quantity: <u> 1 </u> UOM: <u> Total cost </u>	Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/>
Item Notes: Optional Add-Ons to Price	

2 6	12 DIFFERENT ENVELOPE MESSAGES, message changes monthly
Quantity: <u> 1 </u> UOM: <u> EA </u>	Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/>
Item Notes: Optional Add-Ons to Price	

2 7	4 DIFFERENT ENVELOPE MESSAGES
Quantity: <u> 1 </u> UOM: <u> EA </u>	Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/>
Item Notes: Optional Add-Ons to Price	

2 8	Cost per page to print, sort and stuff annual tax mailings and other miscellaneous print jobs
Quantity: <u> 1 </u> UOM: <u> Each </u>	Price: <input type="text" value="\$0.031"/> Total: <input type="text" value="\$0.031"/>
Item Notes: Revenue Compliance Mailing Services	

Response Total: \$0.1555