



# LEXINGTON

## Bid 51-2022

### Bluegrass Integrated Communications Supplier Response

#### Event Information

Number: Bid 51-2022  
Title: Printing and Mailing Services  
Type: Competitive Bid  
Issue Date: 5/31/2022  
Deadline: 6/14/2022 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

Contact: Conni Hayes  
Address: Central Purchasing  
Government Center Building  
Room 338  
200 East Main Street  
Lexington, KY 40507  
Phone: (859) 2583320  
Fax: (859) 2583322  
Email: [chayes@lexingtonky.gov](mailto:chayes@lexingtonky.gov)

# Bluegrass Integrated Communications Information

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

ONLY ONLINE BIDS WILL BE ACCEPTED! 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 6/14/2022 7:57:30 AM

## Response Attachments

### 20220613091227915.pdf

Participation forms; Substitution forms; Quote Summary;

### Affidavit.pdf

Affidavit

### WORKFORCE ANALYSIS FORM.pdf

Workforce Analysis

## Bid Lines

1	Printing of invoices Quantity: <u>  1  </u> UOM: <u>per item</u> Item Notes: Printing and mailing services Price: <input type="text" value="\$0.0333"/> Total: <input type="text" value="\$0.03"/>
2	Printing of past due notices Quantity: <u>  1  </u> UOM: <u>per item</u> Item Notes: Printing and mailing services Supplier Notes: <input type="text" value="These are included in with printing of Invoices @ .03325"/> Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/>
3	Printing of letters Quantity: <u>  1  </u> UOM: <u>per item</u> Item Notes: Printing and mailing services Price: <input type="text" value="\$0.0361"/> Total: <input type="text" value="\$0.04"/>
4	Printing of window mailing envelope, including one 2-color logo Quantity: <u>  1  </u> UOM: <u>per item</u> Item Notes: Printing and mailing services Supplier Notes: <input type="text" value="This price is subject to current paper prices and could change due to market conditions. These are normally ordered in 1 million increments."/> Price: <input type="text" value="\$0.0249"/> Total: <input type="text" value="\$0.02"/>

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."/>		
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="\$0.0236"/>	Total: <input type="text" value="\$0.02"/>
	Item Notes: Printing and mailing services	Supplier Notes: <input type="text" value="This price is subject to current paper prices and could change due to market conditions. These are normally ordered 500,000 at a time."/>		
8	Folding and inserting single page documents	Quantity: <u>  1  </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.0258"/>	Total: <input type="text" value="\$0.03"/>
	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 mail delivery with USPS. All mail is mailed in Lexington, KY"/>		
9	Folding and inserting multiple page documents	Quantity: <u>  1  </u> UOM: <u>per item</u>	Price: <input type="text" value="\$0.0258"/>	Total: <input type="text" value="\$0.03"/>
	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="\$0.00"/>
	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

<b>25</b>	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	

<b>26</b>	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	

<b>27</b>	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	

<b>28</b>	Cost per page to print, sort and stuff annual tax mailings and other miscellaneous print jobs
Quantity: <u>  2  </u> UOM: <u>  per page  </u>	Price: <input type="text" value="\$0.0619"/> Total: <input type="text" value="\$0.12"/>
Item Notes: Revenue Compliance Mailing Services	

**Response Total: \$0.29**

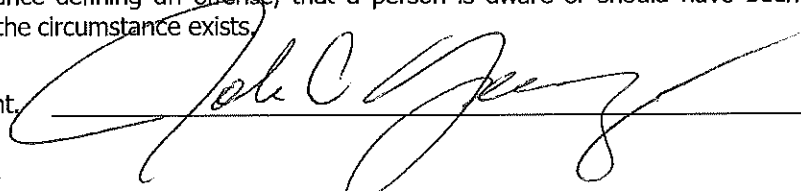
*This Affidavit must be completed before your firm can be considered for award of this contract.*

**AFFIDAVIT**

Comes the Affiant, John C. Young, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is John C. Young and he/she is the individual submitting the bid or is the authorized representative of Bluegrass Integrated Communications, the entity submitting the bid (hereinafter referred to as "Bidder")
2. Bidder will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the bid is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Bidder will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Bidder has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Bidder will not violate any provision of the campaign finance laws of the Commonwealth.
6. Bidder has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."
7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.



STATE OF

Kentucky

COUNTY OF

Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by RYAN HARPER on this the 13<sup>th</sup> day of June, 2024.

My Commission expires: 03-07-2026

NOTARY PUBLIC, STATE AT LARGE



**Ryan P. Harper**  
Notary ID: **KYNP46646**  
Kentucky- Fayette County  
Exp: **March 7th, 2026**

**Please refer to Section II, Bid Conditions, Item "U" prior to completing this form.**





# LEXINGTON

## LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # 51-2022

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. <i>N/A NONE</i>				
2.				
3.				
4.				

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Bluegrass Integrated Communicatn  
Company

John C. Young  
Company Representative

6/10/22  
Date

President  
Title





# LEXINGTON

## LFUCG MWDBE SUBSTITUTION FORM

Bid/RFP/Quote Reference # 51-2027

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to Central Purchasing for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project. **Failure to submit this form may cause rejection of the bid.**

SUBSTITUTED MWDBE Company Name, Address, Phone, Email	MWDBE Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1. <i>NONE</i>					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

Blue grass  
Company

\_\_\_\_\_  
Date

John C. Young  
Company Representative

President  
Title



# LEXINGTON

## MWDBE QUOTE SUMMARY FORM

Bid/RFP/Quote Reference # 51-2022

The undersigned acknowledges that the minority and/or veteran subcontractors listed on this form did submit a quote to participate on this project. Failure to submit this form may cause rejection of the bid.

Company Name <i>Bluegrass Integrated Communications</i>	Contact Person <i>John Young</i>
Address/Phone/Email <i>833 Nandino Blvd, Lex, KY 40501 (354) 410-8258 john.young@wearebluegrass.com</i>	Bid Package / Bid Date <i>51-2022 / 6/14/22</i>

MWDBE Company Address	Contact Person	Contact Information (work phone Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female	Veteran
<i>NONE</i>								

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

*Bluegrass*  
Company

*6/10/22*  
Date

*John C Young*  
Company Representative

*President*  
Title



# LEXINGTON

## LFUCG SUBCONTRACTOR MONTHLY PAYMENT REPORT

The LFUCG has a 10% goal plan adopted by city council to increase the participation of minority and women owned businesses in the procurement process. The LFUCG also has a 3% goal plan adopted by cited council to increase the participation of veteran owned businesses in the procurement process. In order to measure that goal LFUCG will track spending with M/WDBE and Veteran contractors on a monthly basis. By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentation may result in termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims. Please submit this form monthly to the Division of Central Purchasing/ 200 East Main Street / Room 338 / Lexington, KY 40507.

Bid/RFP/Quote # 51-2022  
 Total Contract Amount Awarded to Prime Contractor for this Project \_\_\_\_\_

Project Name/ Contract #	Work Period/ From:	To:
Company Name:	Address:	
Federal Tax ID:	Contact Person:	

Subcontractor Vendor ID (name, address, phone, email)	Description of Work	Total Subcontract Amount	% of Total Contract Awarded to Prime for this Project	Total Amount Paid for this Period	Purchase Order number for subcontractor work (please attach PO)	Scheduled Project Start Date	Scheduled Project End Date
NONE							

By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

Bluegrass  
 Company  
6/10/22  
 Date

John C. Young  
 Company Representative  
President  
 Title

**LFUCG STATEMENT OF GOOD FAITH EFFORTS**

Bid/RFP/Quote # 51-2022

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE and Veteran-Owned business enterprises on the project and can supply the appropriate documentation.

           Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms and Veteran-Owned businesses to participate.

           Included documentation of advertising in the above publications with the bidders good faith efforts package

           Attended LFUCG Central Purchasing Economic Inclusion Outreach event

           Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs and/or Veteran-Owned Businesses of subcontracting opportunities

           Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms and Veteran-Owned businesses

           Requested a list of MWDBE and/or Veteran subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).

           Contacted organizations that work with MWDBE companies for assistance in finding certified MWBDE firms and Veteran-Owned businesses to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

           Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

           Followed up initial solicitations by contacting MWDBEs and Veteran-Owned businesses to determine their level of interest.

           Provided the interested MWBDE firm and/or Veteran-Owned business with adequate and timely information about the plans, specifications, and requirements of the contract.

Selected portions of the work to be performed by MWDBE firms and/or Veteran-Owned businesses in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE and Veteran participation, even when the prime contractor may otherwise perform these work items with its own workforce

Negotiated in good faith with interested MWDBE firms and Veteran-Owned businesses not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.

Included documentation of quotations received from interested MWDBE firms and Veteran-Owned businesses which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.

Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE and/or Veteran-Owned business's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE and Veteran goals.

Made an effort to offer assistance to or refer interested MWDBE firms and Veteran-Owned businesses to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal

Made efforts to expand the search for MWBE firms and Veteran-Owned businesses beyond the usual geographic boundaries.

Other--any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE and Veteran participation.

**NOTE: Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to approval by the MBE Liaison. Documentation of Good Faith Efforts must be submitted with the Bid, if the participation Goal is not met.**

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

<u>Bluegrass Integrated Communications</u>	<u>John C. Young</u>
Company	Company Representative
<u>6/10/22</u>	<u>President</u>
Date	Title

**WORKFORCE ANALYSIS FORM**

Name of Organization: Bluegrass Integrated Communications

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino)		Black or African-American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	5	4	1													4	1
Professionals	5	1	4													1	4
Superintendents	1	1														1	0
Supervisors Mgr	8	4	3							1						5	3
Foremen Lead	4	1	1				2									1	3
Technicians Op	22	12	2	2	2	2	2									16	6
Protective Service																0	0
Para-Professionals	2		2													0	2
Office/Clerical	12	6	5	1												7	5
<del>Labors/Helpers</del> Skilled Craft	4	1			1	1	1									2	2
Service/Maintenan	1		1													0	1
<b>Total:</b>	<b>64</b>	<b>31</b>	<b>19</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>									<b>37</b>	<b>27</b>

Prepared by: Gwen Freeman HR Generalist Date: 6/13/2022  
 (Name and Title)