



Lexington-Fayette Urban County Government  
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Gray  
Mayor

Jane C. Driskell  
Commissioner

**ADDENDUM #1**

Bid Number: **#67-2012**

Date: May 15, 2012

Subject: Print & Mailing Services --  
Sewer, Landfill, & Water Quality Fees

Address inquiries to:  
Theresa Maynard  
(859) 258-3320

**TO ALL PROSPECTIVE BIDDERS:**

Please be advised of the following three clarifications to the above referenced bid, **including a new pricing sheet**, starting on page two of this document. **The new pricing sheet, which includes two new lines, must be included with the bid.**

Todd Slatin, Acting Director  
Division of Central Purchasing

All other terms and conditions of the Bid and specifications are unchanged.  
This letter should be signed, attached to and become a part of your Bid.

BID OF: BlueGrass Mailing, Data & Fulfillment Services

ADDRESS: 833 Nandino Blvd, Lexington KY 40511

SIGNATURE OF BIDDER:

**PRICING:**

Please detail the following items in the price quotation, to cover all cost components of your proposal. Please provide per piece price for each type of document separately as requested, i.e. invoices, past due notices, and letters. All rates are assumed to be for the term of the proposed agreement unless specifically noted otherwise. Pricing should include the cost of paper stock and envelope conversion if applicable.

	<b>Printing and mailing services</b> <i>(designate in Per Item Cost):</i>		<b>Cost</b>
1	Printing of invoices	<i>per item</i>	\$ .0172
2	Printing of past due notices	<i>per item</i>	\$ .0172
3	Printing of letters	<i>per item</i>	\$ .0172
4	Printing of window mailing envelope, including one 2-color logo	<i>per item</i>	\$ .0139
5	Printing of invoice paper with two 2-color logos and a remittance stub perforation	<i>per item</i>	\$ .0116
6	Printing of letterhead paper with one 2-color logo	<i>per item</i>	\$ .0116
7	Printing of the window business return envelope (BRE), including one 2-color logo	<i>per item</i>	\$ .01276
8	Folding and inserting single page documents	<i>per item</i>	\$ .0147
9	Folding and inserting multiple page documents	<i>per item</i>	\$ .0147
10	Inserting multiple pieces per envelope	<i>per item</i>	\$ .004 *per each additional insert
11	Sealing, posting, sorting and shipping completed pieces, not including postage	<i>per item</i>	\$ .0063
12	Maintaining valid CASS certification	<i>per item</i>	\$ .0000
13	Maintaining and/or increasing postal discounts	<i>per item</i>	\$ .0000
14	Printing of bill envelope message on back of envelope	<i>per item</i>	\$ .0089
15	Expected Modification Costs (based on requirements answered as "Satisfied with Modification")	<i>total</i>	\$ .0000
16	Training (provided details on hours and trainers in the your response)	<i>total</i>	\$ .0000
17	Any other "typical" line item, one time costs, or other costs anticipated for the proposed services.	<i>total</i>	\$ 4500.00 one time setup
	<b>Investments for Project Management &amp; Implementation Services</b>		
18	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.)	<i>total</i>	\$ .0000
19	b) Estimated incidental costs (e.g., telephone, administrative, etc.).	<i>total</i>	\$ .0000
20	c) All other costs	<i>total</i>	\$ .0000

21	Applicable fees to incorporate document changes (i.e. a letterhead change).	<i>total</i>	\$ 75.00
22	Hourly rates for document design services (envisioned for inserts).	<i>hourly</i>	\$ 55.00
23	Ongoing annual support and maintenance costs, if any. In your response, include various options (i.e. 24x7, 5x9, others) if applicable.	<i>annually</i>	\$ .0000
<b>Optional Add-Ons to Price:</b>			
24	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.	<i>hourly</i>	\$ 55.00
25	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.)	<i>total</i>	\$ Electronic Billing & Payment Services (See Attachment)
26	12 DIFFERENT ENVELOPE MESSAGES, message changes monthly		.0000 included in line 14 charge
27	4 DIFFERENT ENVELOPE MESSAGES		.0000 included in line 14 charge

**Questions on Bid #67-2012:**

**Are you able to provide color samples of your current documents and envelopes?**

There are no current documents, this is all new billing processes, and so we have no samples.  
And as it is a new process there are no former vendors or bidders or bid tabulations.

**I see that the Invoices, Past Due Notices and Other Letters are noted as duplex items. Is there variable information on the back of these documents, or does the back contain static information that could be pre-printed? If so, does the pre-printed information vary by document type (Invoice, Past Due Notice, Other Letter)?**

Vendors should base their bids on the following, but understand that these parameters may change since these documents have not been designed yet: The back is static and the information can change according to the type of document. Yes, it could be preprinted. No variable information on the back.

**In the Functional Requirements section, item #2 references the number of mail pieces we should expect to process each day, but the number of pieces is noted as "x" – could you please indicate how many pieces will be submitted for mailing on a daily basis?**

Given the quoted monthly estimate, a rough estimated daily average would be around 5200. But bidders should understand that this daily estimated average may vary greatly up or down, depending on billing cycles which have not yet been finalized.

**Will you consider bids from out-of-state vendors?**

Yes

**Volumes? Page 1 states an annual volume of 284,000 & then states a monthly volume of 115,000??**

LFUCG bills approximately 108,000 sewer accounts, 79,000 landfill accounts and 97,000 water quality management fee accounts annually. Some customers receive one or a mix of all services on one bill, which translates into LFUCG issuing approximately 115,000 bills per month.

**Spot color**

**a. 2-Color Logo - can it be a PrePrinted shell?**

Yes

**b. Is the spot color in the document a box color or is it in the variable information ?**

The spot color is not in the variable information. It will be a box border or a screened fill color.

**c. Is the color in the logo the same color that is printed in the document?**

If they are asking about the logo in the bid document, no

**How often does the message change on the back of the envelope?**

LFUCG may choose to use, or not use, this option. Please itemize the costs for this separately as an optional "add on" and break out that optional Add-on price as follows:

26) 12 SEPARATE ENVELOPE MESSAGES

27) 4 DIFFERENT MESSAGES

**What are the 'other' inserts**

"Other Inserts" could include messages containing information on LFUCG programs, events, environmental tips, etc., and directing people to a Web site.

**Envelopes # 10 and #9**

How many are ordered at one time? 6 mos or one year?

One year

**We would like to know the specifications for all of the preprinted forms, envelopes and inserts you are requesting. These specs should include paper type, size, # colors on front and back, and whether there is variable information to be printed on one side or two. If you have any questions, please call or email me at your convenience.**

THIS IS TOTALLY DEPENDENT UPON BILL AND INSERT DESIGN, WHICH ARE NOT FINALIZED AS OF YET:

2 color and 4 color; if information warrants, inserts will be 2 sided.

RECOMMENDATIONS ARE AS FOLLOWS:

#10 MAILING ENVELOPE COLOR 1/1: LFUCG RETURN ADDRESS ON FRONT, BILL MESSAGE ON BACK. 20# WHITE WOVE SINGLE WINDOW

#9 BRE COLOR 0/1: STANDARD NON-VARIABLE MESSAGE ON BACK OF BRE. 20# WHITE WOVE SINGLE WINDOW.

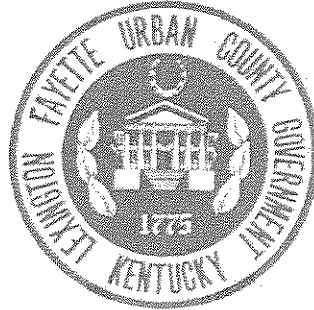
BILL INSERT: 4.25 X 7.5 FINAL SIZE WITH BLEED. NO VARIABLE INFORMATION. 2/2

OTHER INSERT: 4.25 X 3.75 FINAL SIZE WITH BLEED. NO VARIABLE INFORMATION. 2/2

LETTERHEAD: 8.5 X 11 FINAL SIZE. NO VARIABLE INFORMATION. 2/2

# Lexington Fayette Urban County Government

Division of Central Purchasing



Lexington Kentucky

Horse Capital of the World

## INVITATION TO BID #67-2012

### Print & Mailing Services – Sewer, Landfill & Water Quality Fees

#### NOTICE TO BIDDERS

**Bid Opening Date: 05/23/2012**

**Bid Opening Time: 2:00 PM**

**Address: 200 East Main Street  
3<sup>rd</sup> Floor, Room 338**

\*\*\*\*\*

**Pre Bid Meeting: N/A**

**Pre Bid Time:**

**Address:**



AFFIDAVIT

Comes the Affiant, Bill Nichols, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Bill Nichols and he/she is the individual submitting the bid or is the authorized representative of BlueGrass Mailing, Data & Fulfillment Services, 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.

[Signature]

STATE OF Kentucky

COUNTY OF Fayette

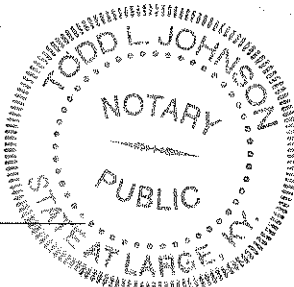
The foregoing instrument was subscribed, sworn to and acknowledged before me

by Bill Nichols on this the 23rd day

of MAY, 2012.

My Commission expires: 8/31/2013

Todd L. Johnson  
NOTARY PUBLIC, STATE AT LARGE



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

**I. GREEN PROCUREMENT**

**A. ENERGY**

The Lexington-Fayette Urban County Government is committed to protecting our environment and being fiscally responsible to our citizens.

The Lexington-Fayette Urban County Government mandates the use of Energy Star compliant products if they are available in the marketplace (go to [www.Energystar.gov](http://www.Energystar.gov)). If these products are available, but not submitted in your pricing, your bid will be rejected as non-compliant.

ENERGY STAR is a government program that offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment for future generations.

Key Benefits

- These products use 25 to 50% less energy
- Reduced energy costs without compromising quality or performance
- Reduced air pollution because fewer fossil fuels are burned
- Significant return on investment
- Extended product life and decreased maintenance

**B. GREEN SEAL CERTIFIED PRODUCTS**

The Lexington-Fayette Urban County Government is also committed to using other environmentally friendly products that do not negatively impact our environment. Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education.

Go to [www.Green Seal.org](http://www.Green Seal.org) to find available certified products. These products will have a reduced impact on the environment and on human health. The products to be used must be pre-approved by the LFUCG prior to commencement of any work in any LFUCG facility. If a Green Seal product is not available, the LFUCG must provide a signed waiver to use an alternate product. Please provide information on the Green Seal products being used with your bid response.

**C. GREEN COMMUNITY**

The Lexington-Fayette Urban County Government (LFUCG) serves as a principal, along with the University of Kentucky and Fayette County Public Schools, in the Bluegrass Partnership for a Green Community. The Purchasing Team component of the Partnership collaborates on economy of scale purchasing that promotes and enhances environmental initiatives. Specifically, when applicable, each principal is interested in obtaining best value products and/or services which promote environment initiatives via solicitations and awards from the other principals.

If your company is the successful bidder on this Invitation For Bid, do you agree to extend the same product/service pricing to the other principals of the Bluegrass Partnership for a Green Community (i.e. University of Kentucky and Fayette County Schools) if requested?

Yes  No



## II. Bid Conditions

- A. No bid may be withdrawn for a period of sixty (60) days after the date and time set for opening.
- B. No bid may be altered after the date and time set for opening. In the case of obvious errors, the Division of Central Purchasing may permit the withdrawal of a bid. The decision as to whether a bid may be withdrawn shall be that of the Division of Central Purchasing.
- C. Acceptance of this proposal shall be enactment of an Ordinance by the Urban County Council.
- D. The bidder agrees that the Urban County Government reserves the right to reject any and all bids for either fiscal or technical reasons, and to award each part of the bid separately or all parts to one vendor.
- E. Minor exceptions may not eliminate the bidder. The decision as to whether any exception is minor shall be entirely that of the head of the requisitioning Department or Division and the Director of the Division of Central Purchasing. The Urban County Government may waive technicalities and informalities where such waiver would best serve the interests of the Urban County Government.
- F. Manufacturer's catalogue numbers, trade names, etc., where shown herein are for descriptive purposes and are to guide the bidder in interpreting the standard of quality, design, and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials and/or services. However, any substitution or departure proposed by the bidder must be clearly noted and described; otherwise, it will be assumed that the bidder intends to supply items specifically mentioned in this Invitation for Bids.
- G. The Urban County Government may require demonstrations of the materials proposed herein prior to acceptance of this proposal.
- H. Bids must be submitted on this form and must be signed by the bidder or his authorized representative. Unsigned bids will not be considered.
- I. Bids must be submitted prior to the date and time indicated for opening. Bids submitted after this time will not be considered.
- J. All bids mailed must be marked on the face of the envelope:

**“Bid on #67-2012 Print & Mailing Services – Sewer, Landfill & Water Quality Fees”**

and addressed to:        Division of Central Purchasing  
   200 East Main Street, Room 338  
   Lexington, Kentucky 40507

**The Lexington-Fayette Urban County Government assumes no responsibility for bids that are not addressed and delivered as indicated above. Bids that are not delivered to the Division of Central Purchasing by the stated time and date will be rejected.**

- K. Bidder is requested to show both unit prices and lot prices. In the event of error, the unit price shall prevail.
- L. A certified check or Bid Bond in the amount of XX percent of the bid price must be attached hereto. This check must be made payable to the Lexington-Fayette Urban County Government, and will be returned when the material and/or services specified herein have been delivered in accordance with specifications. In the event of failure to perform within the time period set forth

in this bid, it is agreed the certified check may be cashed and the funds retained by the Lexington-Fayette Urban County Government as liquidated damages. Checks of unsuccessful bidders will be returned when the bid has been awarded.

- M. The delivery dates specified by bidder may be a factor in the determination of the successful bidder.
- N. Tabulations of bids received may be mailed to bidders. Bidders requesting tabulations must enclose a stamped, self-addressed envelope with the bid.
- O. The Lexington-Fayette Urban County Government is exempt from Kentucky Sales Tax and Federal Excise Tax on materials purchased from this bid invitation. Materials purchased by the bidder for construction projects are not tax exempt and are the sole responsibility of the bidder.
- P. All material furnished hereunder must be in full compliance with OSHA regulations.
- Q. If more than one bid is offered by one party, or by any person or persons representing a party, all such bids shall be rejected.
- R. Signature on the face of this bid by the Bidder or his authorized representative shall be construed as acceptance of and compliance with all terms and conditions contained herein.
- S. The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.
- T. The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin;*
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age or national origin;*
- (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the non-discrimination clauses required by this section; and*
- (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses.*

The Act further provides:

KRS 45.610. Hiring minorities - Information required

- (1) For the length of the contract, each contractor shall hire minorities from other sources*

*within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetable.*

- (2) *Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.*

KRS 45.620. Action against contractor - Hiring of minority contractor or subcontractor

- (1) *If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.*
- (2) *If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.*
- (3) *The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.*

KRS 45.630 Termination of existing employee not required, when

*Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that that employee was employed prior to the date of the contract.*

KRS 45.640 Minimum skills

*Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job.*

It is recommended that all of the provisions above quoted to be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his work-force in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

- U. Any party, firm or individual submitting a proposal pursuant to this invitation must be in compliance with the requirements of the Lexington-Fayette Urban County Government regarding taxes and fees before they can be considered for award of this invitation and must maintain a "current" status with regard to those taxes and fees throughout the term of the

contract. The contractor must be in compliance with Chapter 13 from the Code of Ordinances of the Lexington-Fayette Urban County Government. The contractor must be in compliance with Ordinance 35-2000 pursuant to contractor registration with the Division of Building Inspection. If applicable, said business must have a Fayette County business license.

Pursuant to KRS 45A.343 and KRS 45A.345, the contractor shall

- (1) *Reveal any final determination of a violation by the contractor within the previous five year period pursuant to KRS Chapters 136 (corporation and utility taxes), 139 (sales and use taxes), 141 (income taxes), 337 (wages and hours), 338 (occupational safety and health of employees), 341 (unemployment and compensation) and 342 (labor and human rights) that apply to the contractor; and*
- (2) *Be in continuous compliance with the above-mentioned KRS provisions that apply to the contractor for the duration of the contract.*

A contractor's failure to reveal the above or to comply with such provisions for the duration of the contract shall be grounds for cancellation of the contract and disqualification of the contractor from eligibility for future contracts for a period of two (2) years.

- V. Vendors who respond to this invitation have the right to file a notice of contention associated with the bid process or to file a notice of appeal of the recommendation made by the Director of Central Purchasing resulting from this invitation.

Notice of contention with the bid process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his/her contention with the bid process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Central Purchasing shall promptly respond in writing findings as to the compliance with bid processes. If, based on this review, a bid process irregularity is deemed to have occurred the Director of Central Purchasing will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a bid recommendation must be filed within 3 business days of the bid recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Central Purchasing shall in writing, affirm or withdraw the recommendation.

### III. Procurement Contract Bid Conditions

- A. The terms of this agreement shall be for 1 year from the date of acceptance of this contract by the Lexington-Fayette Urban County Government. This agreement may be extended for an additional (2) - 1 year renewal upon the written agreement of the bidder and the Lexington-Fayette Urban County Government. Said agreement must be in writing and must be executed prior to the expiration of the current agreement.
- B. Price Changes (**Space Checked Applies**)
- (XXX) 1. Prices quoted in response to the Invitation shall be firm prices for the first 90 days of the Procurement Contract. After 90 days, prices may be subject to revision and such changes shall be based on general industry changes. Revision may be either increases or decreases and may be requested by either party. There will be no more than one (1) price adjustment per quarter. Requests for price changes shall be received in writing at least twenty (20) days prior to the effective date and are subject to written acceptance before becoming effective. Proof of the validity of a request for revision shall be responsibility of the requesting party. The Lexington-Fayette Urban County Government shall receive the benefit of any decline that the seller shall offer his other accounts.
2. No provision for price change is made herein. Prices are to be firm for the term of this contract.
3. Procurement Level Contract
- C. If any contract item is not available from the vendor, the Lexington-Fayette Urban County Government, at its option, may permit the item to be back-ordered or may procure the item on the open market.
- D. All invoices must bear reference to the Lexington-Fayette Urban County Government Purchasing document numbers which are being billed.
- E. This contract may be canceled by either party thirty (30) days after delivery by canceling party of written notice of intent to cancel to the other contracting party.
- F. This contract may be canceled by the Lexington-Fayette Urban County Government if it is determined that the Bidder has failed to perform under the terms of this agreement, such cancellation to be effective upon receipt of written notice of cancellation by the Bidder.
- G. No substitutions for articles specified herein may be made without prior approval of the Division of Central Purchasing.

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.*

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

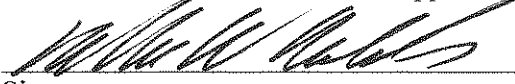
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The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*

  
Signature

BlueGrass Mailing, Data & Fulfillment Services  
Name of Business

**RISK MANAGEMENT PROVISIONS  
INSURANCE AND INDEMNIFICATION**

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**INDEMNIFICATION AND HOLD HARMLESS PROVISION**

- (1) It is understood and agreed by the parties that Vendor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Vendor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "Vendor") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) Vendor shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by Vendor's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the Vendor; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) In the event LFUCG is alleged to be liable based upon the above, Vendor shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (4) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.

**FINANCIAL RESPONSIBILITY**

Vendor understands and agrees that it shall, prior to final acceptance of its bid and the commencement of any work, demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions.

**INSURANCE REQUIREMENTS**

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AAND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

**Required Insurance Coverage**

Vendor shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect LFUCG against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Vendor. The cost of such insurance shall be included in any bid:

<u>Coverage</u>	<u>Limits</u>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Commercial Automobile Liability (Insurance Services Office Form CA 0001)	combined single, \$1 million per occurrence
Worker's Compensation	Statutory
Employer's Liability	\$500,000.00

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky. LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. The General Liability Policy shall include a Professional Liability Coverage or an endorsement for this coverage, at the same limits as the CGL. This coverage will be carried for up to three years after the completion of this project.
- d. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- e. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

Deductibles and Self-Insured Programs

**IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE.** Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by



Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of VENDOR's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage. If VENDOR satisfies any portion of the insurance requirements through deductibles, self-insurance programs, or self-insured retentions, VENDOR agrees to provide Lexington-Fayette Urban County Government, Division of Risk Management, the following data prior to the final acceptance of bid and the commencement of any work:

- a. Latest audited financial statement, including auditor's notes.
- b. Any records of any self-insured trust fund plan or policy and related accounting statements.
- c. Actuarial funding reports or retained losses.
- d. Risk Management Manual or a description of the self-insurance and risk management program.
- e. A claim loss run summary for the previous five (5) years.
- f. Self-Insured Associations will be considered.

#### Verification of Coverage

Vendor agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

#### Right to Review, Audit and Inspect

Vendor understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

#### DEFAULT

Vendor understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging Vendor for any such insurance premiums purchased, or suspending or terminating the work.

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Lexington-Fayette Urban County Government  
 Division of Revenue  
 Print and Mailing Services – Sewer, Landfill, & Water Quality Fees

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The Lexington-Fayette Urban County Government is now accepting bids in order to establish a price contract for Print and Mailing Services as per the following specifications:

LFUCG is seeking a Vendor to whom print/mail services can be outsourced, off-site, at the selected Vendor's location, for LFUCG's sanitary sewer, water quality management, and landfill fee bills. It is preferred, but not mandatory, that the selected Vendor also offer robust electronic billing services that may possibly be leveraged by LFUCG in the future.

The proposed solution is required to accommodate billing these fees as of August 31, 2012. On an annual basis, LFUCG will bill the following; 108,000 sewer accounts totaling about \$48 million dollars, 79,000 landfill accounts totaling about \$4.5 million dollars, and 97,000 water quality management fee accounts totaling about \$11.5 million dollars for a total annual billing of approximately \$65.9 million dollars. Approximate number of bills issued to customers is 115,000 per month.

LFUCG outsources billing to Greater Cincinnati Water Works (GCWW), and GCWW will provide all billing files to the selected Vendor. GCWW uses the Ventyx Customer Suite billing system, and the selected Vendor will need to interface with GCWW's billing files.

The table below shows the types of documents that LFUCG envisions. It also indicates the stationary and inserts that may be needed for each type of document. It is expected that 90%+ of invoices will be 1 physical page.

Document	Duplex or Simplex?	8.5x11 Paper with Remittance Stub	8.5x11 Letterhead	Mailing Envelope	Windowed Business Reply Envelope	Inserts
Invoices	D	X		X	X	X
Past Due Notices	D	X		X	X	X
Other Letters	D	X		X	X	X
Other Letters	S		X	X		X
Flats	S		X	X		

The selected solution shall provide for all printing, inserting/mailing activities, and monitoring of the process by LFUCG/GCWW in a seamless solution. This includes the development and provision of reports to allow LFUCG to monitor printing and mailing services activities, and related reports. Mailing will be accomplished in such a manner as to maximize postage discounts.

At a minimum, the Vendor shall provide the following professional services:

- Manage and implement the proposed solution.
- Install and configure any proposed solution software and hardware components.
- Design, construct and test any modifications necessary for the proposed solution.
- Design, construct and test any conversion and interface components necessary to support the proposed solution.
- Train the LFUCG functional users and technical resources that will operate, support and maintain the proposed solution.
- Provide LFUCG with a quick and user-friendly process for updating document content and adding new documents in an environment that may require the Vendor to reformat files into a print ready format.

## **PRINTING AND MAILING SERVICES – FUNCTIONAL REQUIREMENTS:**

Functional requirements being taken under consideration are included in the following matrix.

Each of the components listed below contains requirements classified as either mandatory or desired as well as informational requests. The Vendor will use the following criteria to respond to each requirement and information request:

1. Satisfied - This response indicates that the Vendor can satisfy the requirement in their proposed solution and no modifications are necessary. Vendor shall demonstrate any requirements with a "Satisfied" response.
2. Satisfied with Modification – This response indicates that the proposed solution requires changes to current setup to satisfy the described requirement. The number of hours and cost required to design, code, and test a modification should be noted. Vendor shall also provide an explanation of how a feature will be added or modified.
3. Not Satisfied – This response indicates that the Vendor cannot satisfy the requirement in their proposed solution and that the Vendor is not willing to make a modification.

Req. #	Requirement	Type	Response and Comments
1	Receive files via FTP. These files will come directly from the Ventyx Customer Suite billing system. Format shown in Appendix A. (The file type will be a fixed length text file and files will be processed for the selected bill print/mail Vendor on all business days at about 9:00 pm.)	Mandatory	Satisfied - BGMS will receive data via secure FTP. Once files are received, multiple QC checks are performed to verify data, file structure, record count and check for any anomalies.
2	Print, process and mail or otherwise deliver up to x 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.	Mandatory	Satisfied - BGMS will receive data, print, process and mail within 24 hours of receipt of data

Req. #	Requirement	Type	Response and Comments
3	To provide for electronic document review and cancellation by GCWW and LFUCG between the printing and mailing processes. Please specify any software tools and requirements for electronic document review and cancellation.	Mandatory	Satisfied - Online document review via a secure web browser. This allows LFUCG to view, approve or omit any documents prior to print production.
4	Read barcodes and/or OMR marks to intelligently insert the appropriate materials (i.e. inserts and envelopes) for each mail piece.	Mandatory	Satisfied - Onsite intelligent inserters to utilize 2D, 3of9, and OMR marks to intelligently insert envelopes. Additional QC controls includes the use of a camera system to verify output.
5	Insertion equipment for invoices with at least 6 trays capable of handling dynamic insertion based on barcode or OMR logic.	Mandatory	Satisfied - BGMS uses multiple machines with 6-8 inserting hoppers that can be dynamically selected using barcodes.
6	Mail all pieces according to agreed upon postal specifications (i.e. first class, pre-sort, bulk mail, etc.), including achieving all available postal discounts.	Mandatory	Satisfied - BGMS stays current with all USPS postal requirements and serves as a licensed USPS Presort Bureau.
7	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.	Mandatory	Satisfied - BGMS is a full service provider for all required paper, print, and perforations for print and processing.
8	Source print logo(s) on all stationary materials (paper, envelopes and inserts) in appropriate size(s), location(s) and color(s).	Mandatory	Satisfied - BGMS is familiar with following specified branding requirements.
9	Print documents using spot color printing (black and one additional color at minimum)	Mandatory	Satisfied - BGMS can facilitate the printing of all documents, including spot color printing.
10	Incorporate document revisions within 72 hours of receipt of revisions in the agreed upon format(s).	Mandatory	Satisfied - BGMS will work directly with LFUCG to provide document revisions within 72 hours of receipt of the revisions.
11	Provide CASS and NCOA certification to meet United States Postal Service minimum standards for maximum postage discounts.	Mandatory	Satisfied - BGMS provides seamless processing of data thru CASS, NCOA certifications to capture maximum postage discounts.
12	Process all mail according to United States Postal Service rules, regulations and requirements to ensure the lowest possible postage rates.	Mandatory	Satisfied - BGMS remains current with all USPS postal requirements to provide LFUCG with the lowest possible postage.
13	Provide daily, monthly and annual reports on quantities for each of the materials as used.	Mandatory	Satisfied - BGMS can provide daily, weekly and monthly inventory reports as requested.
14	Provide daily, monthly and annual reports on pieces processed and postage used.	Mandatory	Satisfied - BGMS can provide daily, weekly and monthly postage and processing reports as requested.
15	Provide a minimum of 14 days advance notice of need to add money to postage accounts.	Mandatory	Satisfied - BGMS will request all postage in writing 14 days in advance.
16	Provide the ability to allow LFUCG to make bill content and message changes. Include any requirements needed for this.	Mandatory	Satisfied - BGMS will work directly with LFUCG to make required content changes as requested.
17	Provide the ability to archive bills and letters for up to one year. After that one year period, bills will be moved to a document storage location at LFUCG. The ability to deliver or release these archive bills and letters for storage at LFUCG will also be required.	Desired	Satisfied - As BGMS understands this requirement, we can provide LFUCG access to an electronic file of bill/letters to be viewed / searched via a secure web browser. Upon request, BGMS can output data in specified electronic storage format (i.e. CD)
18	Provide the ability for bill payments to be scanned by our lockbox solution using the scanline on the invoice	Mandatory	Satisfied - BGMS is equipped to output necessary scan line on invoice in order to be scanned by the lock box provider.

The Vendor shall provide an overview of capabilities of possible future deliverables:

- Provide capabilities to introduce ebilling. This implementation timeframe for ebilling should not exceed 90 days.
- Provide document design services upon request for all materials, including, but not limited to, billing inserts.

**PRICING:**

Please detail the following items in the price quotation, to cover all cost components of your proposal. Please provide per piece price for each type of document separately as requested, i.e. invoices, past due notices, and letters. All rates are assumed to be for the term of the proposed agreement unless specifically noted otherwise. Pricing should include the cost of paper stock and envelope conversion if applicable.

	<b>Printing and mailing services (designate in Per Item Cost):</b>		<b>Cost</b>
1	Printing of invoices	<i>per item</i>	\$
2	Printing of past due notices	<i>per item</i>	\$
3	Printing of letters	<i>per item</i>	\$
4	Printing of window mailing envelope, including one 2-color logo	<i>per item</i>	\$
5	Printing of invoice paper with two 2-color logos and a remittance stub perforation	<i>per item</i>	\$
6	Printing of letterhead paper with one 2-color logo	<i>per item</i>	\$
7	Printing of the window business return envelope (BRE), including one 2-color logo	<i>per item</i>	\$
8	Folding and inserting single page documents	<i>per item</i>	\$
9	Folding and inserting multiple page documents	<i>per item</i>	\$
10	Inserting multiple pieces per envelope	<i>per item</i>	\$
11	Sealing, posting, sorting and shipping completed pieces, not including postage	<i>per item</i>	\$
12	Maintaining valid CASS certification	<i>per item</i>	\$
13	Maintaining and/or increasing postal discounts	<i>per item</i>	\$
14	Printing of bill envelope message on back of envelope	<i>per item</i>	\$
15	Expected Modification Costs (based on requirements answered as "Satisfied with Modification")	<i>total</i>	\$
16	Training (provided details on hours and trainers in the your response)	<i>total</i>	\$
17	Any other "typical" line item, one time costs, or other costs anticipated for the proposed services.	<i>total</i>	\$

<b>Investments for Project Management &amp; Implementation Services</b>			
18	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.)	<i>total</i>	\$
19	b) Estimated incidental costs (e.g., telephone, administrative, etc.).	<i>total</i>	\$
20	c) All other costs	<i>total</i>	\$
21	Applicable fees to incorporate document changes (i.e. a letterhead change).	<i>total</i>	\$
22	Hourly rates for document design services (envisioned for inserts).	<i>hourly</i>	\$
23	Ongoing annual support and maintenance costs, if any. In your response, include various options (i.e. 24x7, 5x9, others) if applicable.	<i>annually</i>	\$
<b>Optional Add-Ons to Price:</b>			
24	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.	<i>hourly</i>	\$
25	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.)	<i>total</i>	\$

# APPENDIX A

## REGULAR BILL PRINT FILE LAYOUT

### Bill Head Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"BillHead"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Bill Type	15	2	A/N	Calculated	
4	Number Of Copies	17	2	N	ubrrecp_num_copies	Number of Bills to Print
5	Bill Print Date	19	11	A/N	rpt_date DD-MON-YYYY	Date on which the bill was generated
6	Bill Print Time	30	8	A/N	rpt_time	Time on which the bill was generated
7	Billing Date	38	11	A/N	printed_date DD-MON-YYYY	Date entered in Print Date parameter
8	Address Name	49	60	A/N	ubrrecp_print_name	UCBCUST – First, Middle and Last names
9	Address DBA	109	35	A/N	ubrrecp_dba	UCRACCT – Doing Business AS (Business Name)
10	Address Attention	144	30	A/N	ubrrecp_street_line1	UCRADDR – Attention
11	Street Number	174	12	A/N	ubrrecp_street_number	UCRADDR – Street Number
12	Street Pre Directional Code	186	2	A/N	ubrrecp_pdir_code_pre	UCRADDR – Pre Directional Code
13	Street Name	188	30	A/N	ubrrecp_street_name	UCRADDR – Street Name
14	Street Suffix Code	218	6	A/N	ubrrecp_ssfx_code	UCRADDR – Street Suffix
15	Street Post Directional Code	224	2	A/N	ubrrecp_pdir_code_post	UCRADDR – Post Directional Code
16	Unit Type	226	6	A/N	ubrrecp_utyp_code	UCRADDR – Unit Type
17	Unit Number	232	6	A/N	ubrrecp_unit	UCRADDR – Unit Number
18	Address Line2	238	30	A/N	ubrrecp_street_line2	UCRADDR – Street Address 2

Field No	Field Name	Offset	Length	Type	Format	Notes
19	Address Line3	268	30	A/N	ubrrecp_street_line3	UCRADDR – Street Address 3
20	City	298	20	A/N	ubrrecp_city	UCRADDR – City
21	State	318	3	A/N	ubrrecp_stat_code	UCRADDR – State
22	Zip Code	321	11	A/N	ubrrecp_zip_1_5 + '-' + ubrrecp_zip_7_10	UCRADDR – Zip Code
23	Delivery Point	332	2	A/N	ucraddr_delivery_point	
24	Carrier Route	334	4	A/N	ucraddr_car_rte	
25	Nation	338	28	A/N	ubrrecp_nation	UCRADDR – Nation
26	Account Number	366	17	A/N	ucracct_cust+'-'+ucracct_prem	UCRACCT – Customer Code + Premises Code
27	Owner ID	383	9	N	ucbprem_cust_code_owner	
28	Owner Name	392	40	A/N	ucbcust_first_name + ucbcust_last_name	UCBCUST – First and Last Names
29	Bill Cycle Code	432	5	A/N	ucracct_cycl_code	UCRACCT – Account Cycle Code
30	Coap Name 1	437	60	A/N	ucrcoap_code is used to determine the coap name from ucrcust.	UCRCOAP – Co-applicant Name
31	Coap Name 2	497	60	A/N	ucrcoap_code is used to determine the coap name from ucrcust.	UCRCOAP – Co-applicant Name
32	Coap Name 3	557	60	A/N	ucrcoap_code is used to determine the coap name from ucrcust.	UCRCOAP – Co-applicant Name
33	Bill Routing Code	617	5	A/N	ucracct_bill_rout_code	
34	Account Status	622	1	A/N	ucracct_status_ind	
35	Company Code	623	10	A/N	ucracct_company_code	Account Maintenance Table
36	Large Print Ind	633	1	A/N	ucbcust_new	
37	Language Ind	634	5	A/N	ucbcust_new	
38	Alternate Bill Format	639	5	A/N	ucracct_new	
39	Bank Draft Cancelled Indicator	644	1	A/N	ucracct_draft_acct_status	When the Status = C and occurred during the current billing period.
40	Bill History Transaction Number	645	15	N		Value from Bill History Table
41	Credit Rating	660	1	A/N	Calculated	



Field No	Field Name	Offset	Length	Type	Format	Notes
42	Master Bill Print Sequence	661	1	A/N	ucbmbil_sub_sort_ind	
43	Bill Sort	662	20	A/N	ucrbill_sort_sequence	
44	Master Bill Number	682	9	N	ucracct_mbil_num	
45	Master Bill Cycle	691	5	A/N	ucbmbil_cycl_code	
46	Email Address	696	60	A/N		
47	Pay By Check Ind	756	1	A/N	ucbcust_pay_by_check_ind	
48	User Exit Field	757	120	A/N		Value from User Exit
48	Due Date	757	8	D	Uabopen_due_date	
49	Consolidated Account Flag	765	1	A/N	Ucracct_parent_ind	
50	Bunch Code	766	4	A/N	Ucracct_bunch_code	
51	Third Party	770	9	A/N	Ucracct_cust_code_resp	
52	Delinquency Code	779	4	A/N	Ucracct_dqnt_code	
53	Send Mail	783	1	A/N	Ucracct_mail_ind	
54	Payment Plan Indicator	784	1	A/N	Ucracct_pmnt_arr	
55	Account Message Code	785	4	A/N	Ucracct_bmsg-code	
56	Bill Payer	789	2	A/N	Uwbapms_vendor_code	
57	Next Meter Read Date	791	8	D	Uwrmrsc_read_date	
58	Original Loan Prem. Address	799	30	A/N	Uabloan_loan_reference	
59	Payment Plan Balance	829	12	A/N	Uarpyar_balance	
60	Payment Plan Due Date	841	8	D	Uarpyar_date_due	
61	Payment Plan Due Amount	849	12	A/N	Uarpyar_balance	
62	Customer Message Code	861	4	A/N	Ubcust_bmsg_code	
63	Pay By Check Flag	865	1	A/N	Ubcust_pay_by_check_ind	
64	Municipality Code	866	2	A/N	Ucbprem_muni_code	
65	Past Due Flag	868	1	A/N		Past due with balance >= 20

Field No	Field Name	Offset	Length	Type	Format	Notes
66	VSI Bill Message Flag	869	1	A/N		AUTO service order created
67	First Bill Flag	870	1	A/N		
68	High Usage Flag	871	1	A/N		
69	Billing Frequency	872	2	A/N		

Service Address Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"ServAddr"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Pre Directional	15	2	A/N	ucbprem_pdir_code_pre	
4	Street Number	17	12	A/N	ucbprem_street_number	UCBPREM - Premises Address
5	Street Name	29	30	A/N	ucbprem_street_name	
6	Suffix	59	6	A/N	ucbprem_sfx_code	
7	Post Directional	65	2	A/N	ucbprem_pdir_code_post	
8	Unit Type	67	6	A/N	ucbprem_utyp_code	
9	Unit	73	6	A/N	ucbprem_unit	
10	City	79	20	A/N	ucbprem_city	
11	State	99	3	A/N	ucbprem_state_code_addr	
12	Zip Code	102	10	A/N	ucbprem_zipc_code	zipc 1-5 + '-' + zipc 7-10
13	Delivery Point	112	2	A/N	ucbprem_delivery_point	
14	Nation	114	5	A/N	ucbprem_natn_code	
15	Rate Jurisdiction Code	119	10	A/N		Part of Rate and Tax going into 3.1
16	Tax Jurisdiction Code	129	10	A/N		Part of Rate and Tax going into 3.1
17	Inside City Ind	139	1	A/N	ucbprem_i_o_city_ind	
18	Account Class	140	2	A/N	Calculated	
19	Account Class Description	142	35	A/N	utvscls_desc	Description of the service class code from the Service Address record.
20	Service Location	177	40	A/N	ucrserv_service_location	

Weather Information

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"WeatInfo"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Service Number	15	4	N	ucrserv_num	UCRSERV – Service No
4	Service Type Code	19	4	A/N	ucrserv_styp_code	UCRSERV – Service Type
5	Service Category	23	4	A/N	uabopen_scat_code	UCRSERV – Category
6	Current Per Heating Days	27	8	N	nszCurrentPdHeat	UORWEAT - No of heating days for the current billing period
7	Prev Per Heating Days	35	8	N	nszPrevPdHeat	UORWEAT – No of heating days for the previous billing period
8	Last Year Heating Days	43	16	N	nszLastYearHeat	UORWEAT – No of heating days for the previous year
9	Current Per Cooling Days	59	8	N	nszCurrentPdCool	UORWEAT – No of cooling days for the current billing period
10	Prev Per Cooling Days	67	8	N	nszPrevPdCool	UORWEAT – No of cooling days for the previous billing period
11	Last Year Cooling Days	75	16	N	nszLastYearCool	UORWEAT – No of cooling days for the previous year
12	Average Temperature – This Period	91	6	N	Calculated	
13	Average Temperature – 1 bill ago	97	6	N	Calculated	
14	Average Temperature – 2 bill ago	103	6	N	Calculated	
15	Average Temperature – 3 bill ago	109	6	N	Calculated	
16	Average Temperature – 4 bill ago	115	6	N	Calculated	
17	Average Temperature – 5 bill ago	121	6	N	Calculated	
18	Average Temperature – 6 bill ago	127	6	N	Calculated	
19	Average Temperature – 7 bill ago	133	6	N	Calculated	
20	Average Temperature – 8 bill ago	139	6	N	Calculated	

Field No	Field Name	Offset	Length	Type	Format	Notes
21	Average Temperature – 9 bill ago	145	6	N	Calculated	
22	Average Temperature – 10 bill ago	151	6	N	Calculated	
23	Average Temperature – 11 bill ago	157	6	N	Calculated	
24	Average Temperature – 12 bill ago	163	6	N	Calculated	
25	Average Temperature – 13 bill ago	169	6	N	Calculated	

*This record can be repeated up to 99 times depending on the System Rule*

Payments Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"Payments"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Previous Balance	15	12	N	prev_bal	Billing amount on Customer's last bill
4	Previous Balance Messg	27	30	A/N	EMPTY	
5	Amount Transferred to Payment Arrangement	57	12	N	uabpyar_total_due	Sum of the Open Items less unapplied payments for the establishment of the Payment Arrangement. Only populated on the 1 <sup>st</sup> bill after the creation of a payment arrangement.
6	Payments Received	69	12	N		Total of all payments received since the last bill. This field could be derived as currently being done and compared to the sum of fields 6 thru 10. They should be equal.  When an adjusted bill is rebilled, logic will sum the total payments received for the cancelled bill history row in the payments received field.
7	Total Net Adjustments	81	12	N	adjustments	The Bill Print Payment record will be updated to display the sum of the adjustments that do not have an origin of UBAMBA or UBACNCL for the cancelled bill, in the Total New Adjustment field.
8	Balance Forward	93	12	N	szBalanceForward	Previous Balance-Posted Payments+ Adjustments +Misc. Adjustments – Amount transferred to Payment Arrangements- Restated Charges+ Amount to Payment Arrangement or transferred back (when arrangement is canceled.)

Field No	Field Name	Offset	Length	Type	Format	Notes
9	Current Charges	105	12	N		This the sum of charges in the BillDefl TT record unless the account is on Budget.  When an Adjusted Bill is rebilled, logic will sum the new charges/adjustments and any payments that were posted for the cancelled bill in the current charges field.
10	Payment Arrangement Down Payment	117	12	N		Down Payment is only billed on the first bill following the establishment of the Payment Arrangement
11	Payment Arrangement Installment	129	12	N	uarpyar_amt_due	Installment being billed this billing period.
12	Total Charges	141	12	N		Sum of Energy Charges + Payment Arrangement Down Payment + Payment Arrangement Installment Balance.
13	Total Amount Due	153	12	N	szGTotalAmountDue	Balance Forward + Total Charges.
14	Pay Total Amount By	165	11	A/N	account_due_date DD-MON-YYYY	Date calculated during billing
15	Due Now Amount	176	12	N		Charges unpaid as of the Prior Due Date
16	Due Now Message	188	25	A/N	EMPTY	
17	Previous Bill Due Date	213	11	A/N	DD-MON-YYYY	Pay Total Amount By Date from previous bill

Field No	Field Name	Offset	Length	Type	Format	Notes
18	Bk Draft Message	224	60	A/N	CONDITIONAL	<p>One of three messages:</p> <p>If an account has ucracct_draft_start_date &lt; bill print due date, then a message is prepared.</p> <p>ucracct_draft_acct_statuses = 'P' – 'Automatic account drafting will begin next month'</p> <p>ucracct_draft_acct_statuses = 'A' and uobsysc_min_draft_amt &lt; draft amount &lt; ucracct_draft_max - 'DO NOT PAY: your account will be drafted on or after [Date]'</p> <p>all other cases – 'PLEASE PAY – amount is greater than the draft maximum amount'</p>
19	Deposit on Hand	284	12	N		Total Deposit Amount Collected - Total Deposit Amount Applied - Total Deposit Refunded.
20	Unpaid Deposit Amount	296	12	N		Total Deposit Amount - Total Deposit Amount Collected - Total Deposit Refunded.
21	Prior Year Contributions	308	12	N		Amount of the Prior Year's Contributions, which is established in the first month of the Current Year.
22	Misc Adjustments	320	12	N		Offsetting entry for the total dollar amount of items being restated on the bill.
23	Amount Canceled from Payment Arrangement	332	12	N		Total of unbilled payment arrangement installments. When a payment arrangement is cancelled/defaulted, the Bill Print process (UBPBILP) will populate this field with the amount transferred from payment arrangement.



Payment Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"PymtDet"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Payment Sequence Number	15	2	N		
4	EA Provider Code	17	4	N		
5	Payment Rate Code	21	4	A/N		
6	Payment Amount	25	12	N		
7	Payment Date	37	11	A/N	DD-MON-YYYY	
8	Spontaneous Contribution Ind	48	1	A/N		
9	Payment Reversal Reason	49	4	A/N		

Budget Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"BudgInfo"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Service Number	15	4	N	uabopen_serv_num	Open Item Service No
4	Service Type Code	19	4	A/N	ucrserv_styp_code	Service Type
5	Service Category	23	4	A/N	uabopen_scat_code	Open Item Service Category
6	Budget Charge	27	12	N	tmp_mtd_budget_charge	UABBUDG - Budgeted amount
7	Actual Charge	39	12	N	tmp_mtd_actual_charge	Actual amount associated with the actual consumption
8	Variance	51	12	N	mtd_budget_variance	The difference between the budget charge and the actual charge
9	Cumulative Variance	63	12	N	ytd_budget_variance	Cumulative difference between the budget charge and the actual charge

Payment Arrangement Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"PymtArrg"	
2	Bill Number	9	6	N	bilino	Unique identifier of a bill
3	Arrangement Number	15	4	N	uarpyar_arrng_num	
4	Payment Arrangement Type Code	19	4	A/N	uabpyar_pyar_code	
5	Payment Arrangement Type Description	23	35	A/N	utrpyar_desc	
6	Amount To Payment Arrangement	58	12	N	uabpyar_total_due	Sum of the Open Items less unapplied payments for the establishment of the Payment Arrangement. Only populated on the 1 <sup>st</sup> bill after the creation of a payment arrangement.
7	Payment Arrangement Down Payment Charge	70	12	N		
8	Payment Arrangement Installment Charge	82	12	N	uarpyar_balance	This is the payment arrangement installment balance.
9	Current Principal Outstanding	94	12	N		Calculated as the sum of all unbilled installments
10	Number of Unpaid Installments	106	3	N		Calculated
11	Number of Installments	109	3	N		Calculated

Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"BillDetl"	
2	Detail Type	9	2	A/N		Identifier assigned by Advantage to designate the type of charge
3	Detail Sequence Number	11	5	N		Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	ucrserv_styp_code	Service Type
7	Service Description	30	35	A/N	utrstyp_desc	Description of the Service Type Code
8	Service Category	65	4	A/N	uabopen_scat_code	
9	From Date	69	11	A/N	urrshis_action_date MM/DD/YYYY	Date of previous reading
10	From Reading	80	12	N	urrshis_reading	Previous reading
11	From Reading Type	92	4	A/N	urrshis_rtyp_code	Previous reading type ('A'ctual', 'E'stimated', 'R'e-calc of Estimation; BLANK = Re-billed multi-period adjustment SH record)
12	To Date	96	11	A/N	urrshis_action_date MM/DD/YYYY	Date of current reading
13	To Reading	107	12	N	urrshis_reading	Current reading
14	To Reading Type	119	4	A/N	urrshis_rtyp_code	Current reading type ('A'ctual', 'E'stimated)
15	Days of Service	123	3	N	urrshis_dos	Number of days in this billing period for this service.  For metered services, from previous reading date to current reading date.  For non-metered services, from previous charge date to current charge date.
16	Total Consumption	126	15	N	urrshis_consumption	Consumption for this billing period

Field No	Field Name	Offset	Length	Type	Format	Notes
17	Meter Number	141	20	A/N	urrshis_invn_code	Meter number entered on the Service Maintenance form (UCASERV)
18	Multiplier	161	9	N	uirdial_multiplier	Meter multiplier as entered on the Meter Maintenance form (UIAMTV)
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	utvsrat_desc	Tariff Description of the Rate
21	Bill Print Description	209	35	A/N	sztrsratBillPrintDesc	Bill Print Description as entered in UTRSRAT
22	Step Consumption	244	15	N	dGConsumption	Consumption for a step
23	Rate Step	259	10	N	dGPrimaryStep	Per unit charge at this step  The BillDefSH record will display the sum of the Service Charge Amount field, from the Rate Rules, for each rate used to generate the charges presented on the bill.
24	Charge Amount	269	12	N	dGPrimaryAmt	Step consumption by rate step
25	Mid-Prd Rate Change Ind	281	1	A/N		Indicates that the rate has undergone a mid-period change
26	Recalc of Estimates Ind	282	1	A/N		<b>Indicates charge reflects a recalculation of estimate</b>
27	Budget Charge Indicator	283	1	A/N		Indicates that the charge is covered under budget plan
28	High / Low Indicator	284	1	A/N		"H" or "L" – Indicates reading was flagged as high or low
29	Number of Units	285	8	N		As entered in UCRSERV
30	UOM on Rate	293	4	A/N	utrsrat_utoms_code	From UTRSRAT
31	<b>UOM used in Calculation</b>	297	4	A/N	uirdial_uoms_code	
32	HBC Indicator	301	1	A/N	ubhhibc_hbc_value_source	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.

Field No	Field Name	Offset	Length	Type	Format	Notes
34	Balance Remaining on Loans	306	12	N	Calculated	The Principal Balance for the loan as displayed via UAALOFF.
35	BTU Factor	318	12	N	urrshis_quality_factor	
36	Pressure Zone Factor	330	12	N	urrshis_pressure_factor	
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	
38	Service Type	345	4	A/N	ucrserv_styp_code	
39	Average Cost of Service	349	12	N	Calculated	
40	Service Component Number	361	4	N	ucrscmp_num	Only present for Service Component Bill detail records. Service component numbers are unique for each service
41	Service Provider Code	365	10	A/N	ucrscmp_spro_code	For Service Component bill Detail records only – the component provider code.
42	Provider Description	375	60	A/N	utr spro_company_desc	For Service Component bill Detail records only – the component provider description.
43	Tax Exempt Percentage	435	8	N	uarex_exempt_percent	
44	Connection Size	443	4	N	uirdial_cnsz_code	
45	Meter Serial Number	447	20	A/N	uibminv_serial_num	
46	Manufacturer Code	467	2	A/N		
47	Read Route	469	5	N	ucrserv_route	
48	Consumption Difference	474	12	N	Calculated	Actual Consumption - Billed Consumption on UBICHST
49	BillGen ID	486	10	N		
50	Service Class	496	2	A/N	Calculated	
51	Channel Number	498	2	A/N		
52	Service Class Description	500	35	A/N	utvscls_desc	Description of the service class code from the Bill Detail record. Populated in the SH Bill Detail record.
53	Meter Address	535	64	A/N	ucrserv_location_id	The location id of the meter captured. Populated in SH the Bill Detail record.

Field No	Field Name	Offset	Length	Type	Format	Notes
54	Billed Consumption	599	15	N	ubbchst_billed_consumption	Populated in SH the Bill Detail record.
55	User Exit Field	614	120	A/N		Value from User Exit
55	First User Exit Field	614	38	A/N		Premises address
56	Suffix	652	6	A/N	Ucbprem_ssfx_code	
57	Premise Number	658	7	A/N	Ucracct_prem_code	
58	Meter Number	665	10	A/N	Ucradin_invn_code	
59	Estimate Reason Code	675	4	A/N	Urrshis_reas_code	
60	Original Service Type	679	4	A/N	Ucrserv_styp_code	
61	UOM of Meter	683	4	A/N	Uirdial_uoms_code	

EDI 810C Transaction Pass Through Charges Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"Detl810C"	
2	Detail Type	9	3	A/N	"810"	
3	Detail Sequence Number	12	5	N		
4	Bill Number	17	6	N		
5	Service Number	23	4	N	uabopen_serv_num	
6	Service Type Code	27	4	A/N	ucrserv_styp_code	
7	Service Description	31	30	A/N	utrstyp_desc	
8	Service Category	61	4	A/N	uabopen_scat_code	
9	Pass Through Charge	65	12	N	999999999.99 uabopen_charge	
10	Pass Through External Rate Code	77	10	A/N	uardetc_extn_rate_code	
11	Pass Through Detail	87	12	N	999999999.99 uardetc_detail_charge	
12	Pass Through Charge Description	99	100	A/N	uardetc_charge_desc	
13	Pass Through Charging Entity	199	4	A/N	uabopen_spro_code	
14	Pass Through Bill Message	203	80	A/N	uardetc_bill_message	
15	Service Period Start Date	283	11	A/N	uardetc_ser_period_start DD-MON-YYYY	
16	Service Period End Date	294	11	A/N	uardetc_ser_period_end DD-MON-YYYY	
17	Service Number	305	4	N	uardetc_serv_num	
18	Charge Indicator	309	1	A/N	uardetc_charge_ind	
19	Service Code	310	50	A/N	uardetc_service_code	
20	Charge Classification	360	50	A/N	uardetc_chrg_classification	
21	Tax Percent	410	8	N	uardetc_tax_percent	
22	Tax Exempt Code	418	1	A/N	uardetc_tax_exempt_code	
23	Relationship Indicator	419	1	A/N	uardetc_relationship_ind	
24	External Account Number	420	30	A/N	uardetc_extn_acct_number	

Field No	Field Name	Offset	Length	Type	Format	Notes
25	Amount Basis	450	10	N	uardetc_amount_basis	
26	External Old Account Number	460	30	A/N	uardetc_extn_old_acct_number	
27	Service Delivery Point Code	490	30	A/N	uardetc_sdp_code	
28	Unit of Measure Code	520	4	A/N	uardetc_uom_code	
29	Consumption	524	13	N	uardetc_consump	
30	Meter Identifier	537	30	A/N	uardetc_meter_identifier	
31	Bill Print Sequence Number	567	3	N	uardetc_billprt_seq_num	



EDI 810A Transaction Pass Through Adjustments Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"Detl810A"	
2	Detail Type	9	3	A/N	"810"	
3	Detail Sequence Number	12	5	N		
4	Bill Number	17	6	N		
5	Service Number	23	4	N	uabopen_serv_num	
6	Service Type Code	27	4	A/N	ucrserv_styp_code	
7	Service Description	31	30	A/N	utrstyp_desc	
8	Service Category	61	4	A/N	uabopen_scat_code	
9	Pass Through Adjustment	65	12	N	999999999.99 uabadje_adjustment	
10	Pass Through External Rate Code	77	10	A/N	uardetc_extn_rate_code	
11	Pass Through Adjustment Amount	87	12	N	999999999.99 uardeta_detail_charge	
12	Pass Through Adjustment Description	99	100	A/N	uardeta_charge_desc	
13	Pass Through Charging Entity	199	4	A/N	uabopen_spro_code	
14	Pass Through Bill Message	203	80	A/N	uardeta_bill_message	
15	Service Period Start Date	283	11	A/N	uardeta_ser_period_start DD-MON-YYYY	
16	Service Period End Date	294	11	A/N	uardeta_ser_period_end DD-MON-YYYY	
17	Service Number	305	4	N	uardeta_serv_num	
18	Charge Indicator	309	1	A/N	uardeta_charge_ind	
19	Service Code	310	50	A/N	uardeta_service_code	
20	Charge Classification	360	50	A/N	uardeta_chrg_classification	
21	Tax Percent	410	8	N	uardeta_tax_percent	
22	Tax Exempt Code	418	1	A/N	uardeta_tax_exempt_code	
23	Relationship Indicator	419	1	A/N	uardeta_relationship_ind	
24	External Account Number	420	30	A/N	uardeta_extn_acct_number	

Field No	Field Name	Offset	Length	Type	Format	Notes
25	Amount Basis	450	10	N	uardeta_amount_basis	
26	External Old Account Number	460	30	A/N	uardeta_extn_old_acct_number	
27	Service Delivery Point Code	490	30	A/N	uardeta_sdp_code	
28	Unit of Measure Code	520	4	A/N	uardeta_uom_code	
29	Consumption	524	13	N	uardeta_consump	
30	Meter Identifier	537	30	A/N	uardeta_meter_identifier	
31	Bill Print Sequence Number	567	3	N	uardeta_billprt_seq_num	

History Information Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"HistInfo"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Service Number	15	4	N	uabopen_serv_num	Open Item Service No
4	Service Type Code	19	4	A/N	ucrserv_styp_code	Open Item Service Type
5	Service Category	23	4	A/N	uabopen_scat_code	
6	Reading Date This Period	27	11	A/N	urrshis_action_date DD-MON-YYYY	
7	Consumption This Perd	38	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
8	Cost This Perd	53	12	N	uabopen_billed_chg	99999999.99
9	Days of Svc This Perd	65	3	N	urrshis_dos	
10	Ave Cons This Perd	68	12	N	Calculation	Consumption/Days of Service
11	Reading Date 1 Bill Ago	80	11	A/N	urrshis_action_date DD-MON-YYYY	
12	Consmpn 1 Bill Ago	91	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
13	Cost 1 Bill Ago	106	12	N	uabopen_billed_chg	99999999.99
14	Days of Svc 1 Bill Ago	118	3	N	urrshis_dos	
15	Ave Cons 1 Bill Ago	121	12	N	Calculation	Consumption/Days of Service
16	Reading Date 2 Bill Ago	133	11	A/N	urrshis_action_date DD-MON-YYYY	
17	Consmpn 2 Bills Ago	144	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
18	Cost 2 Bills Ago	159	12	N	uabopen_billed_chg	99999999.99
19	Days of Svc 2 Bills Ago	171	3	N	urrshis_dos	
20	Ave Cons 2 Bills Ago	174	12	N	Calculation	Consumption/Days of Service
21	Reading Date 3 Bill Ago	186	11	A/N	urrshis_action_date DD-MON-YYYY	

Field No	Field Name	Offset	Length	Type	Format	Notes
22	Consumptn 3 Bills Ago	197	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
23	Cost 3 Bills Ago	212	12	N	uabopen_billed_chg	99999999.99
24	Days of Svc 3 Bills Ago	224	3	N	urrshis_dos	
25	Ave Cons 3 Bills Ago	227	12	N	Calculation	Consumption/Days of Service
26	Reading Date 4 Bill Ago	239	11	A/N	urrshis_action_date  DD-MON-YYYY	
27	Consumptn 4 Bills Ago	250	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
28	Cost 4 Bills Ago	265	12	N	uabopen_billed_chg	99999999.99
29	Days of Svc 4 Bills Ago	277	3	N	urrshis_dos	
30	Ave Cons 4 Bills Ago	280	12	N	Calculation	Consumption/Days of Service
31	Reading Date 5 Bill Ago	292	11	A/N	urrshis_action_date  DD-MON-YYYY	
32	Consumptn 5 Bills Ago	303	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
33	Cost 5 Bills Ago	318	12	N	uabopen_billed_chg	99999999.99
34	Days of Svc 5 Bills Ago	330	3	N	urrshis_dos	
35	Ave Cons 5 Bills Ago	333	12	N	Calculation	Consumption/Days of Service
36	Reading Date 6 Bill Ago	345	11	A/N	urrshis_action_date  DD-MON-YYYY	
37	Consumptn 6 Bills Ago	356	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
38	Cost 6 Bills Ago	371	12	N	uabopen_billed_chg	99999999.99
39	Days of Svc 6 Bills Ago	383	3	N	urrshis_dos	
40	Ave Cons 6 Bills Ago	386	12	N	Calculation	Consumption/Days of Service
41	Reading Date 7 Bill Ago	398	11	A/N	urrshis_action_date  DD-MON-YYYY	

Field No	Field Name	Offset	Length	Type	Format	Notes
42	Consumptn 7 Bills Ago	409	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
43	Cost 7 Bills Ago	424	12	N	uabopen_billed_chg	99999999.99
44	Days of Svc 7 Bills Ago	436	3	N	urrshis_dos	
45	Ave Cons 7 Bills Ago	439	12	N	Calculation	Consumption/Days of Service
46	Reading Date 8 Bill Ago	451	11	A/N	urrshis_action_date  DD-MON-YYYY	
47	Consumptn 8 Bills Ago	462	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
48	Cost 8 Bills Ago	477	12	N	uabopen_billed_chg	99999999.99
49	Days of Svc 8 Bills Ago	489	3	N	urrshis_dos	
50	Ave Cons 8 Bills Ago	492	12	N	Calculation	Consumption/Days of Service
51	Reading Date 9 Bill Ago	504	11	A/N	urrshis_action_date  DD-MON-YYYY	
52	Consumptn 9 Bills Ago	515	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
53	Cost 9 Bills Ago	530	12	N	uabopen_billed_chg	99999999.99
54	Days of Svc 9 Bills Ago	542	3	N	urrshis_dos	
55	Ave Cons 9 Bills Ago	545	12	N	Calculation	Consumption/Days of Service
56	Reading Date 10 Bill Ago	557	11	A/N	urrshis_action_date  DD-MON-YYYY	
57	Consumptn 10 Bills Ago	568	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
58	Cost 10 Bills Ago	583	12	N	uabopen_billed_chg	99999999.99
59	Days of Svc 10 Bills Ago	595	3	N	urrshis_dos	
60	Ave Cons 10 Bills Ago	598	12	N	Calculation	Consumption/Days of Service
61	Reading Date 11 Bill Ago	610	11	A/N	urrshis_action_date  DD-MON-YYYY	

Field No	Field Name	Offset	Length	Type	Format	Notes
62	Consumptn 11 Bills Ago	621	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
63	Cost 11 Bills Ago	636	12	N	uabopen_billed_chg	99999999.99
64	Days of Svc 11 Bills Ago	648	3	N	urrshis_dos	
65	Ave Cons 11 Bills Ago	651	12	N	Calculation	Consumption/Days of Service
66	Reading Date 12 Bill Ago	663	11	A/N	urrshis_action_date  DD-MON-YYYY	
67	Consumptn 12 Bills Ago	674	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
68	Cost 12 Bills Ago	689	12	N	uabopen_billed_chg	99999999.99
69	Days of Svc 12 Bills Ago	701	3	N	urrshis_dos	
70	Ave Cons 12 Bills Ago	704	12	N	Calculation	Consumption/Days of Service
71	Reading Date 13 Bill Ago	716	11	A/N	urrshis_action_date  DD-MON-YYYY	
72	Consumptn 13 Bills Ago	727	15	N	ubbchst_billed_consump + ubbchst_billed_consump _adj	9999999999.999
73	Cost 13 Bills Ago	742	12	N	uabopen_billed_chg	99999999.99
74	Days of Svc 13 Bills Ago	754	3	N	urrshis_dos	
75	Ave Cons 13 Bills Ago	757	12	N	Calculation	Consumption/Days of Service

*This record can be repeated up to 99 times depending on System Rules.*

**Message Record**

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"MssgLine"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill

Field No	Field Name	Offset	Length	Type	Format	Notes
3	Message Text	15	255	A/N	ucbcust_bmsg_code OR ucracct_bmsg_code	Both of these codes are used to retrieve the appropriate message from the UTVBMSG table.
4	Message Origin	270	10	A/N		Only present when printing message lines created from UCRBMSG.
5	Service Number	280	4	N		Only present when printing message lines created from UCRBMSG.

Postal Information Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"PstlInfo"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Bunch Code	15	10	A/N	ucracct_bunch_code	
4	Special Handling Code	25	1	A/N		Not currently used
5	Postnet Bar Code – Mail Address	26	80	A/N		Not currently used
6	Scan Line	106	120	A/N		Value from User Exit
7	Stuffer Indicators	226	12	A/N		Value from User Exit

Third Party Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	ThrdPrty	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Third party Customer Code	15	9	N	ucracct_cust_code_resp	
4	Third Party Cust Name	24	60	A/N	ucbcust_first_name + ubccust_middle_name + ucbcust_last_name	The Customer Name in this field is based on the UCRACCT_CUST_CODE_RESP field in the UCBCUST record the account being processed
5	Third Party DBA	84	35	A/N	ucracct_dba	UCRACCT – DBA
6	Third Party Attention	119	30	A/N	ucraddr_street_line1	UCRADDR – Attention
7	Third Party Street Number	149	12	A/N	ucraddr_street_number	UCRADDR – Street Number
8	Third Party Street Pre Directional Code	161	2	A/N	ucraddr_pdir_code_pre	UCRADDR – Pre Directional Code
9	Third Party Street Name	163	30	A/N	ucraddr_street_name	UCRADDR – Street Name
10	Third Party Street Suffix Code	193	6	A/N	ucraddr_ssfx_code	UCRADDR – Street Suffix
11	Third Party Street Post Directional Code	199	2	A/N	ucraddr_pdir_code_post	UCRADDR – Post Directional Code
12	Third Party Unit Type	201	6	A/N	ucraddr_utyp_code	UCRADDR – Unit Type
13	Third Party Unit Number	207	6	A/N	ucraddr_unit	UCRADDR – Unit Number



Field No	Field Name	Offset	Length	Type	Format	Notes
14	Third Party Address Line2	213	30	A/N	ucraddr_street_line2	UCRADDR – Street Address 2
15	Third Party Address Line3	243	30	A/N	ucraddr_street_line3	UCRADDR – Street Address 3
16	Third Party City	273	20	A/N	ucraddr_city	UCRADDR – City
17	Third Party State	293	3	A/N	ucraddr_stat_code	UCRADDR – State
18	Third Party Zip Code	296	10	A/N	ucraddr_zip_1_5 + '-' + ucraddr_zip_7_10	UCRADDR – Zip Code
19	Third Party Delivery Point	306	2	A/N	ucraddr_delivery_point	
20	Third Party Carrier Route	308	4	A/N	ucraddr_car_rte	
21	Third Party Nation Code	312	5	A/N	ucraddr_natn_code	UCRADDR – Nation Code

Provider Address Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"ProvAddr"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Service Number	15	4	N	uabopen_serv_num	
4	Service Provider Code	19	10	A/N	ucrscmp_spro_code	Service Component Provider Code
5	Provider Name	29	60	A/N	ucbcust_last_name + ucbcust_first_name	Service Component Provider Name
6	Component Type Code	89	10	A/N	ucrscmp_scty_code	Service Component Type
7	Component Type Code Description	99	60	A/N	utvvals_desc	Service Component Type Description
8	Pre Directional	159	2	A/N	ucraddr_pdir_code_pre	Pre Directional
9	Street Number	161	12	A/N	ucraddr_street_number	Street Number
10	Street Name	173	30	A/N	ucraddr_street_name	Street Name
11	Suffix	203	6	A/N	ucraddr_ssfy_code	Street Suffix
12	Post Directional	209	2	A/N	ucraddr_pdir_code_post	Post Directional
13	Unit Type	211	6	A/N	ucraddr_unit_type	Unit Type
14	Unit	217	6	A/N	ucraddr_unit	Unit Number
15	City	223	20	A/N	ucraddr_city	City
16	State	243	3	A/N	ucraddr_stat_code_addr	State Code
17	Zip Code	246	10	A/N	ucraddr_zipc_code	Zip Code
18	Delivery Point	256	2	A/N	ucraddr_delivery_point	Delivery Point
19	Carrier Route	258	4	A/N	ucraddr_car_rt	Carrier Route
20	Nation	262	5	A/N	ucraddr_natn_code	Nation Code
21	International Access	267	16	A/N	ucrtele_intl_access	International Access
22	Phone Area Code	283	3	A/N	ucrtele_phone_area	Area Code
23	Phone Number	286	7	A/N	ucrtele_phone_number	Phone Number
24	Phone Extension	293	4	A/N	ucrtele_phone_ext	Extension

Associated Services Information Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Label	1	8		"BillAssi"	
2	Sequence Number	9	5			
3	Bill Number	14	6			
4	Association Type	20	1	A/N		Associated Type from UCRASRV.
5	Associated Company Code	21	10	A/N		Associated Company Code from UCRACCT.
6	Associated Account	31	17	A/N	ucrasrv_cust_code + '.' + ucrasrv_prem_code	Associated Customer Code from UCRASRV + Associated Premises Code from UCRASRV.
7	Associated Service Number	48	4	N	9999	Associated Service Number from UCRASRV.
8	Associated STYP	52	4	A/N		Associated Service Type from UCRSERV/UTRSTYP.
9	Associated SCAT	56	4	A/N		Associated Service Category from UCRASRV.
10	Associated Basis	60	1	A/N		Associated Consumption or Dollars indicator from UCRASRV.
11	Associated Percent	61	8	N	-999.999	Associated Percent from UCRASRV.
12	Associated Status	69	1	A/N		Associated Status from UCRASRV.
13	Associated Start Date	70	11	A/N	DD-MON-YYYY	Associated Start Date from UCRASRV.
14	Associated End Date	81	11	A/N	DD-MON-YYYY	Associated End Date from UCRASRV.
15	Associated A/D Indicator	92	1	A/N		Associated Aggregate/Dependent indicator from UCRASRV.
16	Associated Customer Name	93	60	A/N		Associated Customers First, Middle Initial, Last Name from UCBCUST.
17	Associated Street Number	153	12	A/N		Associated Street Number from UCBPREM.

Field No	Field Name	Offset	Length	Type	Format	Notes
18	Associated Street Pre-Directional	165	2	A/N		Associated Pre-Directional code from UCBPREM.
19	Associated Street Name	167	30	A/N		Associated Street Name from UCBPREM.
20	Associated Street Suffix Code	197	6	A/N		Associated Street Suffix from UCBPREM.
21	Associated Street Post-Directional Code	203	2	A/N		Associated Post-Directional code from UCBPREM.
22	Associated Unit Type	205	6	A/N		Associated Unit Type from UCBPREM.
23	Associated Unit Number	211	6	A/N		Associated Unit Number from UCBPREM.
24	Associated City	217	20	A/N		Associated City from UCBPREM.
25	Associated State	237	3	A/N		Associated State from UCBPREM.
26	Associated Zip Code	240	10	A/N	99999-9999	Associated Zip Code from UCBPREM.
27	Associated Nation	250	5	A/N		Associated Nation from UCBPREM.

Associated Services Consumption Information Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Label	1	8		"BillAssoc"	
2	Sequence Number	9	5			
3	Bill Number	14	6			
4	Association Type	20	1	A/N		Associated Type from UCRA SRV.
5	Associated Percent	21	8	N	-999.999	Associated Percent from UCRA SRV.
6	Associated Company Code	29	10	A/N		Associated Company Code from UCRA CT.
7	Associated Account	39	17	A/N	ucasrv_cust_code + '-' + ucasrv_prem_code	Associated Customer Code from UCRA SRV + Associated Premises Code from UCRA SRV.
8	Associated Service Number	56	4	N	9999	Associated Service Number from UCRA SRV.
9	Associated Summed Register Indicator	60	1	A/N		Associated Summed Register Indicator from UCRA SRV/UTRSTYP.
10	Associated Meter Number	61	20	A/N		Associated Meter Number from URRSHIS.
11	Associated Meter Serial Number	81	20	A/N		Associated Meter Serial Number from UIBMINV.
12	Associated Reading Type	101	4	A/N		Associated Reading Type Code from URRSHIS.
13	Associated Read Date From	105	11	A/N	MM/DD/YYYY	Associated Previous Read Date from URRSHIS. Action Code = READ.
14	Associated Read Date To	116	11	A/N	MM/DD/YYYY	Associated Current Read Date To from URRSHIS. Action Code = READ.
15	Associated Previous Reading	127	12	N		Associated Previous reading from URRSHIS.
16	Associated Current Reading	139	12	N		Associated Current reading from URRSHIS.

Field No	Field Name	Offset	Length	Type	Format	Notes
17	Associated Consumption	151	15	N	9999999999.999	Associated Current consumption from URRSHIS (adjusted by the meter multiplier).
18	Associated Meter Multiplier	166	8	N	9999.999	Associated Meter Multiplier from URRSHIS.
19	Associated Days of Service	174	3	N	999	Associated DOS value from URRSHIS.
20	Associated Charge Date From	177	11	A/N	DD-MON-YYYY	Associated Previous Charge Date from URRSHIS. Action Code = READ.
21	Associated Charge Date To	188	11	A/N	DD-MON-YYYY	Associated Current Charge Date To from URRSHIS. Action Code = READ.
22	Associated Actual Consumption	199	15	N	9999999999.999	Associated Actual Consumption from UBBCHST.
23	Associated Adjusted Actual Consumption	214	15	N	9999999999.999	Associated Adjusted Actual Consumption from UBBCHST.
24	Associated Billed Consumption	229	15	N	9999999999.999	Associated Billed Consumption from UBBCHST.
25	Associated Adjusted Billed Consumption	244	15	N	9999999999.999	Associated Adjusted Billed Consumption from UBBCHST.
26	Associated Consumption w/ Applied Adjustments	259	15	N	9999999999.999	Associated Calculated Consumption from UBBCHST.
27	Meter UOM	274	4	A/N		Meter Unit of Measure from UBBCHST.
28	Billed UOM	278	4	A/N		Billed Unit of Measure from UBBCHST.
29	User Exit Field	282	120	A/N		Value from User Exit
29	First User Exit Field	282	38	A/N		Premises address
30	Suffix	320	6	A/N	Ucbprem_ssfx_code	
31	Premise Number	326	7	A/N	Ucracct_prem_code	
32	Meter Number	333	10	A/N	Ucradin_invn_code	
33	Estimate Reason Code	343	4	A/N	Urrshis_reas_code	
34	Original Service Type	347	4	A/N	Ucrserv_styp_code	

Field No	Field Name	Offset	Length	Type	Format	Notes
35	UOM of Meter	351	4	A/N	Uirdial_uoms_code	

**Bill End Record**

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"Bill_End"	
2	Bill Number	9	6	N	billno	Unique identifier of a bill
3	Bill End Marker Record	15	8	A/N	"UBPBILP1"	

*This record is last record for an account.*

**Trailer Record**

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	"Trailer"	
2	Number of Extracts	9	6	N	999999	Sum of the # of BillHead records.
3	Total Amount Due	15	12	N	999999999.99	Sum of the Total Amount Due for all accounts.





## Optional Add-Ons to Price: Item # 25

### Electronic Billing & Payment Services

#### Setup and Site Branding

BGMS will work with LFUCG on design of the basic "look and feel" of the electronic billing portal. This is difficult to estimate without additional information however this may give you a general idea.

Low end integration with no integrated API – approximate cost \$1000. Fully integrated API custom site in the range of \$15,000.

#### Electronic Document (image) storage

Electronic storage of all bills, letters and/or printed communications for one year. Approximately 115,000 images per month at \$.003 / per image (\$ 345 to store all 115, 000 images for one year)

#### E Bill Presentment / Secure Online Retrieval

E-Mail with PDF or Email with link to view bill on line                      \$ .09 / each

#### Monthly Hosting

Hosting of LFUCGs branded secure electronic billing portal      \$ 250 / month

#### Estimated Payment Transaction Fees for VISA, MasterCard, Discover

**Option 1:** Merchant Account Created Through BlueGrass  
LFUCG charges a convenience fee to customer

**Cost:** Full Interchange Rate (published)  
+ 10 Basis Points (of total paid)  
+ \$ .10 per transaction

**Option 2:** Merchant Account Created Through BlueGrass  
LFUCG does NOT charge a convenience fee to customer

**Cost:** Special Utility Interchange Rate (published)  
(\$.75 Personal Credit Card / \$1.50 Commercial Credit Card)  
+ 10 Basis Points (of total paid)  
+ \$ .10 per transaction



Optional Add-Ons to Price: Item # 25

Electronic Billing & Payment Services

**Estimated Payment Transaction Fees (continued)**

**Option 3:** Merchant Account Held Through Another Vendor

**Cost:** Pass through service  
\$ .20 per transaction

BlueGrass is available to discuss any of the above procedures and/or costs with LFUCG at any time.





## Complete, verified and cost-conscious processing

BlueGrass Mailing can process your invoices and statements using the latest techniques to print, verify and route high volume delivery. We manage your database to do selective insertion and camera verification to ensure accuracy. You can rest assured that each of your customers will receive the right statement with the right insert. Check out these other services that INCREASE VALUE and DECREASE COST.

## eBill Presentment - "Paperless Bills"

eBill presentment is a process a lot of big companies use to deliver "paperless bills". By allowing your customers to "opt-in" to receiving statements electronically, you reduce costs, give a better customer experience, and in many cases get paid faster. In the past, the opt-in/opt-out process needed to be managed as an IT project, making it available only to large businesses. But, we've invested in technology and have developed the skills to set you up and handle all the details. We can manage your customer list and send out your customers' desired form of communication, electronic or paper as your customer chooses. No IT support needed. We can do it for you.

## TransPromo

Sending out monthly statements and invoices is thought of as an unavoidable cost. But, with the clever use of some new technology, we can make this an opportunity to create interest in your products or services and actually generate extra revenue. Here's how. Every invoice or statement has some extra white space on it. This is usually down near where the invoice total is. We know from studies that 97% of your customers look at that number. When 97% of your customers look at something, it just makes sense to take that opportunity to talk to them. Why not print an offer that highlights your product or service? And, since you know who the statement is going to, we can pull information from your database and print a custom tailored message specifically to them. This is called TransPromo, or Transactional Promotion. By putting the white space on your statements to work, you can create interest in your products and generate extra revenue. We can implement and manage the whole process for you. Give us a call to find out how simple it is to start offsetting your invoice expense each month with TransPromo.

