

REQUEST FOR PROPOSALS – SPECIALTY PRINTING - ATTACHMENT A

Printing Jobs Involving Mail Services

Northern Kentucky University Mail/Distribution provides mailing services for all University mail. University contracted printers are required to coordinate all printing jobs that involve mailing services with NKU Mail/Distribution or authorized NKU representative from the office of Marketing and Communications.

In keeping with federal postal regulations, unless delegated by the University, no other party, including University print contractors, may coordinate or direct any tasks or issues related to mailing services for the University.

PERMIT #915

All printed materials where the mailing is coordinated by the printer and includes any Permit #915 indicia requires a postage statement to be presented to the mail manager prior to mailing.

Non-compliance by the successful contractor(s) will result in the contractor having to reprint the job at their expense, and incur any penalties, (including costs) imposed by the United States Postal Service. This could result in termination of contract with Northern University Kentucky.

Northern Kentucky University has maintained eligibility to mail at nonprofit standard mail rates. Mail/Distribution is authorized to oversee the use of the Permit #915 indicia and provides addressing, inserting, folding, sorting and metering for bulk mailings, unless other arrangements have been made with the contracted printer.

Deliver printed material to the Mail/Distribution at the Central Receiving area located at 100 Nunn Drive Highland Heights, KY 41099. All deliveries are to be made Monday thru Friday between the hours of 8:30 a.m. and 3:30 p.m. If directions are needed please call 859-572-5211.

Note: Offerors are not to contact any of the above parties for questions during the Request for Proposals process. The above verbiage will be incorporated into the awarded contract(s).

I have fully read and reviewed the University's requirements for mailing services as they relate to printing. I understand the mailing requirements for the University and will comply with all requirements listed within. I understand my non-compliance may result in probation or termination of contract.

Signature: _____

Name: _____

Company Name: _____ Date: _____