

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/
KANSAS CITY, KANSAS



AGREEMENT
RFP R36488

THIS AGREEMENT made this 21st day of November 2023 by and between the Unified Government of Wyandotte County/Kansas City, Kansas, hereinafter called "Unified Government", and Lineage Mailing Services LLC, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor shall supply, install and furnish such items and services as described and specified in the Contract Documents. Specifically, this Agreement pertains to Printing and Mailing Services for the Unified Government of Wyandotte County/Kansas City, Kansas.
2. The Contractor shall furnish all materials, supplies, tools, and equipment, labor and other services necessary for prosecution of the work as described in the Contract Documents.
3. The Contractor agrees to provide and complete all work described in the Contract Documents for the prices listed in the Lineage Mailing Services LLC Proposal dated May 10, 2023.
4. It is understood that the representative for the Unified Government shall be **Kelly P. Regan**.
5. The term "Contract Documents" shall mean the documents listed below which have been incorporated herein and as part of this agreement and shall include the following in order of precedence:
 - a) Agreement (signature) page
 - b) The Unified Government "Exhibit A" General Conditions
 - c) RFP R36488, Printing and Mailing Services
 - d) Lineage Mailing Services LLC Proposal dated May 10, 2023.
 - e) Certificate of Insurance
 - f) Debarment and/or Suspension Form
 - g) Appointment of Process Agent Form or a Foreign Corporation Form
 - h) Occupation Tax Receipt
 - i) EEO Questionnaire or Certificate of Compliance
 - j) CORE4 Tax Clearance Certification

6. The initial contract period will from the date the Contract is executed and continue through December 31, 2024. Provided neither the Unified Government nor the vendor has terms in the contract which they require to be changed the contract upon written determination by the Unified Government may be extended for up to four additional one-year periods and will run from January 1 to December 31 thereafter. Written notification will be given at least 30 days prior to the end of the contract period notifying the vendor of either an extension or cancellation.
7. Prices bid shall remain fixed and firm based upon the original proposal for the first twenty-four (24) month period of the contract.
Option years, 3, 4 & 5 may be subject to adjustment based on the Consumer Price Index (CPI-U + all Urban Consumers) for the previous twelve months not to exceed 4%.
8. The Unified Government reserves the right to renew the contract by written notice of renewal provided that a price adjustment deemed to be fair and reasonable to both parties can be mutually agreed upon.
9. The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the Unified Government. The coverage must be satisfactory to the Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.
10. The Unified Government reserves the right to add or delete Locations with a minimum of five working days written notice to the contractor by the Unified Government within the scope of the RFP.
11. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement which shall be deemed an original on the date first above written.

OWNER:

Unified Government

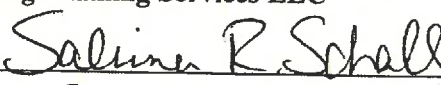
By


David Johnston
County Administrator

CONTRACTOR:

Lineage Mailing Services LLC

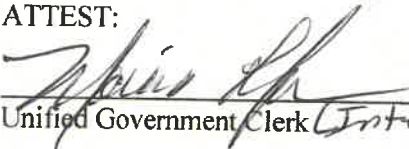
By


Name Sabrina R. Schall

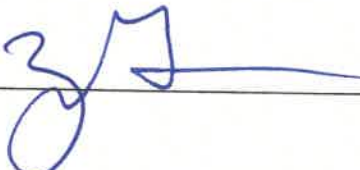
Address

1700 Broadway
Kansas City, MO 64108

ATTEST:


Unified Government Clerk (Interim)

Legal:



Agreement #R36488

(3)

Mandatory General Contractual Provisions

EXHIBIT A

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS,
GENERAL CONTRACTUAL PROVISIONS**

1. **Terms Herein Controlling Provisions.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provisions in any other document relating to and a part of the Agreement in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Governing Law.** This Agreement is subject to, governed by, and construed according to the laws of the State of Kansas.
3. **Compliance with Law.** Contractor shall comply with all applicable local, state, and federal laws and regulations in carrying out this Agreement, regardless of whether those legal requirements are specifically referenced in this Agreement.
4. **Authority To Contract.** Contractor represents that it possesses legal authority to contract, that it has undertaken any official action required by its governing documents to enter into this Agreement, that its undersigned representative is duly authorized to execute this document on its behalf, that it agrees to be bound by all the provisions of this Agreement, and that the person identified as its official representative is authorized to act on its behalf in the implementation of this Agreement.
5. **Modification of Agreement.** This Agreement may be modified or amended only in writing executed by both parties and will be subject to renegotiation in the event of changes to applicable law, rules, or regulations affecting the subject matter of this Agreement.
6. **Assignment.** Neither the Contractor nor the Unified Government shall, sell, transfer, assign, or otherwise dispose of any rights or obligations created by this Agreement without the written consent of the other party.
7. **Cash Basis Law.** This Agreement is subject to the Kansas Cash Basis Law, K.S.A. 10-1101 *et seq.* and amendments thereto. Any automatic renewal of the terms of the Agreement shall create no legal obligation on the part of the Unified Government. This Agreement shall be construed and interpreted so as to ensure that the Unified Government shall at all times stay in conformity with such laws and, as a condition of this Agreement, the Unified Government reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement is deemed to violate the terms of such law. The Unified Government is obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the Unified Government's current budget year or (b) funds made available from any lawfully operated revenue producing source.

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8. **Payment of Taxes.** The Unified Government shall not be responsible for, nor indemnify the Contractor for any federal, state, or local taxes which may be imposed or levied upon the subject matter of this Agreement. If applicable, the Contractor shall pay the Unified Government occupation tax prior to execution of the Agreement.
9. **Licenses and Permits.** Contractor shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state, or local authority for carrying out this Agreement. Contractor shall notify the Unified Government immediately if any required license, permit, bond, or insurance is cancelled, suspended, or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate termination by the Unified Government in its discretion.
10. **Independent Contractor Relation.** The parties agree that the legal relationship between them is of a contractual nature. Nothing in this Agreement shall be construed to create a relationship of employer and employee or principal and agent or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. Nothing in this Agreement shall create any right or remedies in any third party. The parties agree that no persons supplied by the Contractor are employees of the Unified Government and that no right of the Unified Government's civil service, retirement, or personnel rules accrue to such persons. The Unified Government shall not be responsible for withholding of social security, workers compensation insurance, unemployment compensation, bonuses, retirement benefits, other benefits, and any taxes and premiums from any payments made by the Unified Government to the Contractor.
11. **Discrimination in Delivery of Services Prohibited.** During the performance of this Agreement, Contractor shall deny none of the benefits or services of the program to any eligible participant on the basis of race, religion, color, sex, disability, age, national origin, or ancestry.
12. **Equal Opportunity and Affirmative Action.**
 - a. The Contractor shall observe the provisions of the Kansas Act Against Discrimination, K.S.A. 44-1001 *et seq.* and amendments thereto, and shall not discriminate against any person in the performance of work under this Agreement because of race, religion, color, sex, disability, age, national origin, or ancestry.
 - b. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, religion, color, sex, disability, age, national origin, or ancestry. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Unified Government setting forth the provisions of this nondiscrimination clause.

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- c. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, age, national origin, or ancestry.
- d. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractors.
- e. The Contractor shall assure that it and all subcontractors will implement the certificate of compliance in connection with this Agreement.
- f. If the Contractor fails, refuses, or neglects to comply with the terms of these contractual conditions, such failure shall be deemed a total breach of the contract and this Agreement may be terminated, canceled, or suspended, in whole or in part, and the Contractor may be declared ineligible for any further Unified Government contracts for a period of up to one year. Provided that, if a contract is terminated, canceled, or suspended for failure to comply with this section, the Contractor shall have no claims for damages against the Unified Government on account of such termination, cancellation, or suspension or declaration of ineligibility.
- g. The Contractor shall maintain sufficient records to document that, under all aspects of this Agreement, it has acted in a manner which is in full compliance with the Kansas Act Against Discrimination. Such records shall at all times remain open to inspection by the Kansas Human Rights Commission or by the Unified Government.
- h. The Contractor, in carrying out this Agreement, shall also comply with all other applicable existing federal, state, and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made a part of this Agreement.

13. Representations.

The Contractor makes the following representations:

- a. The price submitted is independently arrived at without collusion.
- b. It has not knowingly influenced and promises that it will not knowingly influence a Unified Government employee or former Unified Government employee to breach any of the ethical standards set forth in Article 12 of the Procurement Code.
- c. It has not violated, and is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth in §12-106 (Gratuities and Kickbacks) of the Procurement Code.

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- d. It has not retained and will not retain a person to solicit or secure a Unified Government contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.
- 14. **Waiver of Breach.** The waiver by either party of a breach of any provision of this Agreement will not operate or be construed as a waiver of any subsequent breach by such party.
- 15. **Severability.** If a court of competent jurisdiction declares any part of this Agreement to be invalid, the balance of the agreement will remain valid and enforceable.
- 16. **Entire Agreement.** This Agreement and its attachments set forth the parties' entire agreement. Neither party has made any oral or side agreements or representations not contained in this Agreement. This is a legal document and not a mere recital and is binding upon the parties, their representatives, and successors in interest.
- 17. **Disclaimer of Liability.** The Unified Government shall not hold harmless or indemnify the Contractor for any liability whatsoever.
- 18. **Termination for Default.** If the Contractor refuses or fails to perform any of the provisions of this Agreement with such diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, or commits any other substantial breach of this Agreement, the Procurement Officer may notify the Contractor in writing of the delay or nonperformance and, if not cured in ten days or any longer time specified in writing by the Procurement Officer, such officer may terminate the Contractor's rights to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform.

The Unified Government shall pay the Contractor the costs and expenses and reasonable profit for services performed by the Contractor prior to receipt of the notice of termination; however, the Unified Government may withhold from amounts due the Contractor such sums as the Procurement Officer deems to be necessary to protect the Unified Government against loss caused by the Contractor because of the default.

Except with respect to defaults of subcontractors, the Contractor shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms if the Contractor has notified the Procurement Officer within 15 days of the cause of the delay and the failure arises out of causes such as acts of God, acts of the public enemy, act of the Unified Government and any other governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, or other labor disputes. If the failure to perform is caused by the failure of a subcontractors to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractors were reasonably obtainable from other sources in sufficient time to permit the Contractor to meet the contract requirements. Upon request of the Contractor, the Procurement Officer shall ascertain the facts and extent of such failure, and, if such

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officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, the Contractor's progress and performance would have met the terms of the Agreement, the time for completion of the Agreement shall be revised accordingly.

If, after notice of termination of the Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and both the Unified Government and the Contractor agree, the rights and obligations of the parties shall be the same as if the notice of termination had not been issued.

The following acts committed by the Contractor will constitute a substantial breach of the Agreement and may result in termination of the Agreement:

- If the Contractor is adjudged bankrupt or insolvent;
- If the Contractor makes a general assignment for the benefit of his creditors;
- If a trustee or receiver is appointed for the Contractor or any of his property;
- If the Contractor files a petition to take advantage of any debtor's act or to reorganize under bankruptcy or applicable laws;
- If the Contractor repeatedly fails to supply sufficient services;
- If the Contractor disregards the authority of the Procurement Officer;
- Acts other than those specified may constitute substantial breach of this Agreement.

19. ***Termination for Convenience.*** The Procurement Officer may, when the interests of the Unified Government so require, terminate this contract in whole or in part, for the convenience of the Unified Government. The Procurement Officer shall give written notice of the termination to the Contractor specifying the part of the contract terminated and when termination becomes effective.

The Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination the Contractor will stop work to the extent specified. The Procurement Officer shall pay the Contractor the following amounts:

All costs and expenses incurred by the Contractor for work accepted by the Unified Government prior to the Contractor's receipt of the notice of termination, plus a reasonable profit for said work.

All costs and expenses incurred by the Contractor for work not yet accepted by the Unified Government but performed by the Contractor prior to receipt of the notice of termination, plus a reasonable profit for said work.

Anticipatory profit for work and services not performed by the Contractor shall not be

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allowed.

20. **Disputes.** All controversies between the Unified Government and the Contractor which arise under, or are by virtue of, this Agreement and which are not resolved by mutual agreement, shall be decided by the Procurement Officer in writing, within 30 days after a written request by the Contractor for a final decision concerning the controversy; provided, however, that if the Procurement Officer does not issue a written decision within 30 days after written request for a final decision, or within such longer period as may be agreed upon by the parties, then the Contractor may proceed as if an adverse decision had been received.

The Procurement Officer shall immediately furnish a copy of the decision to the Contractor by certified mail, return receipt requested, or by any other method that provides evidence of receipt. Any such decision shall be final and conclusive, unless fraudulent, or the Contractor brings an action seeking judicial review of the decision in the Wyandotte County District Court.

The Contractor shall comply with any decision of the Procurement Officer and proceed diligently with performance of this Agreement pending final resolution by the Wyandotte County District Court of any controversy arising under, or by virtue of, this Agreement, except where there has been a material breach of the Agreement by the Unified Government; provided, however, that in any event the Contractor shall proceed diligently with the performance of the Agreement where the Purchasing Director has made a written determination that continuation of work under the contract is essential to the public health and safety

Notwithstanding any language to the contrary, no interpretation shall be allowed to find the Unified Government has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of any contingency. Further, the Unified Government shall not agree to pay attorney fees and late payment charges.

21. **Ownership of Materials.** All property rights, including publication rights, in all interim, draft, and final reports and other documentation, including machine-readable media, produced by the Contractor in connection with the work pursuant to this Agreement, shall be in the Unified Government.
22. **Availability of Records and Audit.** The Contractor agrees to maintain books, records, documents, and other evidence pertaining to the costs and expenses of the services provided under the Agreement (hereinafter collectively called "records") to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, equipment, supplies, and services, and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this Agreement. The Contractor agrees to make available at the offices of the Unified Government at all times during the period set forth in the Request for Proposals any of the records for inspection, audit, or reproduction by any authorized representative of the Unified Government. Except for documentary evidence delivered to the offices of the Unified Government, the Contractor shall preserve and make available to persons designated by the Unified Government his records for a period of three years from the date of final payment under the Agreement or

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until all audit questions have been resolved, whichever period of time is longer.

23. **No Limit of Liability.** Nothing in this Agreement shall be construed to limit the Contractor's liability to the Unified Government as such liability may exist by or under operation of law.
24. **Indemnification.** Contractor shall indemnify, defend, and hold the Unified Government of Wyandotte County/Kansas City, Kansas harmless from and against all claims, losses, damages, or costs arising from or in any way related to Contractor's breach of the foregoing warranties. This indemnification shall not be subject to any limitations of remedies or warranties which are contained in this or any other agreement and shall survive termination of this or any other agreement between the parties hereto or thereto.

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Lineage Mailing Services LLC agrees with these terms and conditions listed above.

By: Sahim R. Schall

11/21/2023
Date

Title: Exec. Customer Success Manager



Department of Procurement and Contract Compliance

Request for Proposal

RFP R36488

“Mailing and Printing Services”

Lineage Mailing Services LLC

Statement of Qualifications

Alison Hall
Lineage Mailing Services
1700 Broadway
Kansas City, MO 64108
(816) 756-2733
Alisonh@trustlineage.com

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EXECUTIVE SUMMARY

Lineage Mailing Services (LMS)

Lineage Mailing Services acquired Strahm Automation and Mailing July 31, 2021. Lineage was created in 1984 to offer digital technologies for the creation of business documents. Lineage grew to 4 sales offices in Charlotte, NC; Buffalo, NY; Lenexa, KS; and Little Rock, AR. Lineage Mailing Services (LMS) was created in 2013 as a part of a corporate initiative to expand its offering from equipment and software solutions to include outsourcing solutions for the Kansas City and surrounding area. LMS has grown quickly in marketshare and capabilities through organic growth and acquisition since 2020. Now located in Topeka KS and Kansas City MO, LMS offerings includes digital printing, secure file transfer for sending print ready documents for printing, folding, and inserting of the file.

LMS expanded the certifications and compliance measures to include HIPAA and SOC-1, Type 2. Additionally, LMS offers:

- No history of bankruptcy, pending litigation or failure to perform contracts
- Specializing in highly sensitive, variable data
- Use of document intelligence for added security
- Dedicated data programmers, project coordinator, account manager and customer service rep
- Facility and data security
- Onsite presort and mail inspection/approval
- Complete chain of custody
- SOC1 Audit Type 2
- HIPAA Compliant
- Over 110 years' experience in Operations, Data Processing, sales, customer service personnel

LMS has full-service capabilities for producing dynamic, high integrity variable data documents, specializing in highly personalized documents which increases relevancy to the recipient. Most our client's work involves a high level of security compliance. No aspect of the production or mailing is outsourced to third parties, except for envelope printing.

It is our policy to assign a dedicated team to specific projects, allowing in-depth knowledge and documented processes for your project. A dedicated data programmer and project coordinator are provided to clients. There is a minimum of one back up team member for each position listed above.

As part of the printing/inserting process, LMS uses intelligence on the printed piece to add integrity to the mailing. We include a 3 of 9 barcode (both barcode and human readable for Quality Control purposes) and an address block glyph. These codes work to maintain accuracy, remove almost all human error from the inserting process and provide trackability through our QC process.

LMS is security focused. LMS adheres to strict production processes to ensure compliance. LMS can track document production at all phases - from data processing to laser imaging, inserting, through presorting to USPS regulations, and finally to release to USPS when they pick up from our secured dock.

LMS provides a secure FTP site for clients. Upon completion of file download, a confirmation email is returned to client.

Data is transmitted and stored to highest security levels and all data is destroyed on a schedule determined by client. Most data is SFTP'd with PGP encryption. Data after processing is stored PGP encrypted.

Data and information security practices are reviewed with everyone regularly. All employees are required to sign confidentiality agreements and all personnel are background checked. LMS does training for Compliance and Fraud, Waste and Abuse. This is performed within 90 days of hire and has an annual refresher. All employees are annually run through the list of Excluded Individuals/Entities (OIG/LEIE) and the GSA system for Award Management (SAM).

Except for printing envelopes, all services are provided onsite at the LMS production facility at 1700 Broadway, Kansas City, Missouri 64108. No processes are ever outsourced to a third-party vendor. All courier vehicles are owned by LMS and operated by LMS employees. The vehicles are identified with delivery vehicle signs. Drivers are required to wear the uniform with LMS logo for easy identification.

Because we are flexible in our work and management approach, we have redundancies in our production staffing. All co-workers are cross trained within their own departments and the majority are cross trained across multiple production areas. Vacations, illness, and absences are therefore covered by use of cross trained employees.

We own all of our equipment, keeping robust maintenance contracts to eliminate downtime, with trained machine maintenance operators on staff. In the presort services area LMS does work sharing with the USPS and our mail is "seamlessly" accepted by the USPS. The USPS takes custody of the mail in our facility. All completed mail is picked up at our dock by USPS trucks at the end of each day.

In this day of heightened physical and data security, LMS maintains a secure facility – video monitored 24/7, employee access via proxy card system regulated by position and time of day/night, visitors are only allowed escorted through facility. All our staff is drug tested,

background checked and insured. HIPAA training with interactive testing is done at hire and annually.

LMS has high-speed data from three different providers coming in from two different grids into the building.

LMS has a generator on site capable of running the entire plant. The generator is tested once a week and tested under load once a quarter. We have two providers of diesel setup for filling the generator. Training is done on how to restart the generator in case it is tripped under load. This process is documented and posted.

LMS FTP is in the cloud. We can restore any of our servers and process remotely if needed.

LMS has over 32,000 square feet of warehouse space. We use an electronic inventory system able to provide real-time inventory counts. Dedicated warehouse personnel are the only people permitted to move, sign in or out, or handle inventory – allowing us to keep a much tighter control on customer stock.

LMS is uniquely qualified to meet or exceed all of your requirements. We are a solutions provider. Our attention to detail and process ensures your success. With four programmers on staff, we use *technology* to facilitate and ensure the quality of everything we do. LMS has *redundancy and financial stability. Multiple machines, cross trained staff, onsite generator, onsite USPS verifiers* are just a few of the advantages LMS offers. All provided by one vendor.

We are serious about your mail.

LMS Customer Contact Information

Central Point of Contact:

Alison Hall

Director Sales and Customer Success

Lineage Mailing Services

1700 Broadway

Kansas City MO 64108

816-756-2733

alisonh@trustlineage.com

SCOPE

LMS fully understands the scope of the services requested. Unified Government Wyandotte County and Kansas City KS seeks a partner for mailing and printing services.

MAILING SERVICES

These services include timely pickup and delivery of mail, including a daily route that transports mail to and from offices within Wyandotte County as well as to our mail processing location at 1700 Broadway, Kansas City MO 64108. Mailing Services also include handling all outgoing mail to the United States Post Office, providing evidence of proof of mailing from USPS when requested, providing pre-paid postage when envelopes are supplied when requested, Delivery of all Unified Government interoffice mail and small packages, also, any special periodic mailings as needed. The mail will be picked up and delivered to the USPS on the same business day.

PRINTING SERVICES

Also, needed are services to facilitate business critical mailings such as timely print, fold, insert, presort, labeling, postage, upload/download of confidential files of Change of Value Notices for Appraisers Office and tax statements for Treasury Offices.

- These files include up to six inserts selectively.
- The mail will be combined into a single mailing package for all statements for the same address allowing for multiple pages delivered at the lowest postage costs.
- LMS uses AccuZIP software for presort, CASS/NCOA processing.
- All files will be received through our SFTP website for secure data processing. Address verification reports are available upon request.
- Move Update is achieved with NCOA processing. An additional presort solution is Move Comply which occurs when the mail piece is sorted on the mail sorters.
- Customized mailing reports to verify mailed pieces are available upon request. Mailing reports are available within 48 hours of the mailing date.
- Proof is available within 24 hours after the receipt of the data file.
- Mail date is dependent upon the processes required for the project.
- Mail picked up from the courier route will be processed on the same day.
- Mail files received will be processed within 48-72 hours after proof approval depending upon the size of the mailing.
- PDF images can be supplied if required. No cost to transfer via FTP.
- Any reprinting or remailing costs due to LMS error will be the responsibility of LMS to process and mail in a timely manner.

PLAN TO IMPLEMENT

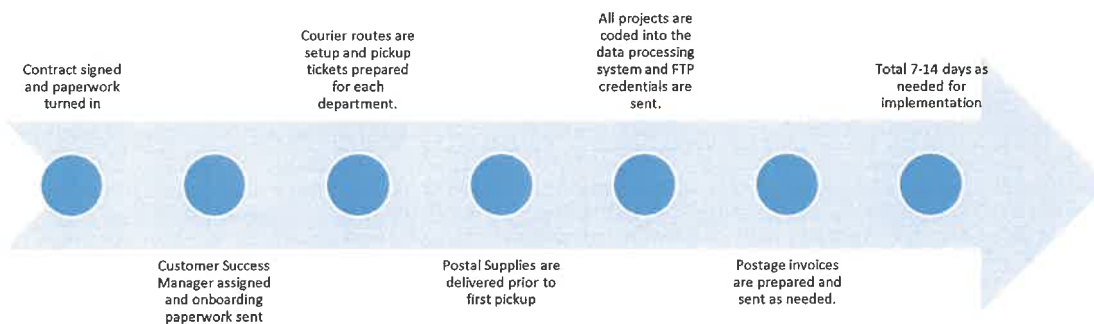
Upon acceptance and agreement of terms and conditions, all required paperwork will be submitted as required in the proposal.

A Customer Success Manager will be assigned to your account to implement on boarding and set up of all aspects of the project. Immediately assigned upon award. Customer onboarding paperwork will be sent to be completed with contact information, SFTP information, and file instructions for data retention and retrieval of files. 1-3 days as needed to send and receive paperwork.

Courier routes will be designated and assigned drivers for pickup at the required times. USPS supplies will be delivered prior to the first day for each pickup location, including pickup slips that identify the department for proper processing and billing. Takes 1-2 days for route assignment.

All projects are coded into the system and job tickets set up based upon requirements as noted within the scope of work. Postage invoices, if required will be tabulated and submitted for postage prepayment. 1-3 days as needed.

7-14 days implementation dependent upon timely return of materials needed to set up the jobs and courier routes.



REFERENCES

LMS Print and Mailing Service References

Platte County Assessor's Office – Tax and Property Assessors mailings

Sherrow Williams

Division Mgr., Business Personal Property

P: 816-858-1931

E: swilliams@co.platte.mo.us

Douglas County Treasurers Office – County letters and assessments

Pam Gilchrist

Court Clerk

P: 785-832-5275

E: pgilchrist@douglascountyks.org

Quest Diagnostics – Healthcare test results and patient communication

Shea L Sayers

Marketing Specialist

Employer Population Health

P: (913) 6453746

E: shea.l.sayers@questdiagnostics.com

New Directions Behavioral Health – Doctor confidential communication

Jarod Patten, JD, MBA

Vice President, Compliance Officer

P: (816) 994-1449

E: jpatten@ndbh.com

Children's Mercy Integrated Care Solutions – Statements, invoices, and letters

Shawn Brant

Senior Communications Specialist

P: 816.559.9377

E: sbrant@cmpcn.org

PRICE PROPOSAL

Daily Delivery between buildings, metering/sorting, and delivery to the USPS for daily mail

Daily Charge for pickups (13 pickups)	\$120
Additional pickups	\$10 per day
Metering Charge Letters	\$.02 per piece
Metering Charge Flats	\$.085 per piece
Metering Charge/per piece parcel	\$.25 per piece

Printing and Processing of Change Value Notices

Folding	\$5.00 per thousand
Inserting	\$21.00 per thousand
Presort Mailing Fee (includes Data Processing)	\$5.65 per thousand
Printing (2 color duplex LMS Supplied paper)	\$65.00 per thousand
Total Price/M	\$96.65
Price for 75,000 pieces	\$7248.75

Data Processing includes CASS and NCOA with reports back to Appraisers Office. PDF images can be supplied if required. No cost to transfer via FTP.

Includes electronic form setup and data mapping.

Postage to be provided up front and can be made out to USPS or LMS. Postage is determined at the time of processing. USPS postage is subject to USPS price increases, currently expected in January and July of each year.

Printing and Processing of Tax Statements

In November of each year, print, fold, and mail between 75,000 – 85,000 Tax Statements for the Treasury Office. The statements are to be printed 2-sided in color on legal size paper with a perforated tear off section.

\$121/M

Includes adding barcodes to the statements for tracking and integrity in the inserting process.

In April of each year, print, fold, and mail between 35,000 – 50,000 Tax Statements. These statements are to be printed 2-sided in black & white on letter size paper with a perforated tear off section.

\$99/M

Optional Printing:

Printing, folding, and mailing of 12,000 – 15,000 late notices each year in June. The notices would be printed 1-side in black and white on letter size paper.

\$76/M

Mailing of Notice of Estimated Ad Valorem Taxes for UC Clerk's Office

Pricing to be determined at time of mailing when specific colors and needs are identified.

Additional Projects and work as designated in proposal.

- Pick up and return envelopes provided for special mailing projects as part of regular daily delivery with no additional charge.

NO CHARGE if picked up as part of regular daily route pickups.

- Design, printing, and mailing of special mailing projects for various UG departments, ie. Postcard mailings.

Services available and pricing to be determined at the time of project based upon specific requirements.

- Providing the Election Office with a postage machine for ballot mailings.

Postage to be applied as service for ballot mailings. Can be done as part of service by LMS on LMS equipment. LMS has an equipment service division that can be considered depending upon time and volume needed at time of service.

- Acceptance of payment via credit card for special projects and postage machine refill.

Postage payment in advance via PO or credit card. Credit cards include a service fee.

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
PROPOSAL FORM****RFP R36488
Mailing & Printing Services****AUTHORIZED SIGNATURE**

By submission of this proposal, the undersigned certifies that:

1.0 it has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of this contract, to any Unified Government employee or official or to any current consultant to the Unified Government;

2.0 it has not paid or agreed to pay any fee or commission or any other thing of value contingent upon the award of this contract, to any broker or agent or any other person;

3.0 it has not violated, is not violating and will not violate the prohibition against gratuities and kickbacks set forth in Chapter 12 of the Unified Government's Procurement Code; and,

4.0 the prices contained in this proposal have been arrived at independently and without collusion, consultation, communication or agreement intended to restrict competition.

5.0 it has the full authority of the Offeror to execute the proposal and to execute any resulting contract awarded as the result of, or on the basis of, the proposal.

I hereby certify that the attached proposal has been prepared in compliance with the specifications and that the quotations are valid for a period of 90 days.

Authorized Representative: Alison Hall

Signature: [Signature]

Title: Director Sales and Customer Success

Company Name: Lineage Mailing Services, LLC

Address: 1700 Broadway

City, State, Zip: Kansas City MO 64108

Phone Number: 816 756 2733

Fax Number: 816 756-0028

E-mail Address: alisonh@truslineage.com



DEPARTMENT OF PROCUREMENT & CONTRACT COMPLIANCE

SUPPLIER CERTIFICATION REGARDING DEBARMENT AND/OR SUSPENSION

This certification needs to be completed by all Unified Government Suppliers who are fulfilling a single procurement in excess of \$20,000. Please complete, sign, and submit the form to the Unified Government Procurement Department (address at the bottom):

1. The undersigned certifies, to the best of his or her knowledge and belief, that:
 - a. The Offeror and/or any of its Principals:
 - i. ☐ Are ☒ Are not
Presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - ii. ☐ Have ☒ Have not
Within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract: violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - iii. ☐ Are ☒ Are not
Presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in section (1)(a)(ii) of this provision; and
 - iv. ☐ Have ☒ Have not
Within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
2. "Principals," for the purpose of this certification, means officer; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution.
3. The Offeror shall provide immediate written notice to the Procurement Department if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
4. A certification that any of the items in this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Unified Government Procurement Department may render the Offeror non-responsive;

5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings; and
6. The certification of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Unified Government Procurement Department may terminate the contract resulting from this solicitation for default.

Authorized Supplier Representative

Alison Hall

Name (typed)



Signature

Director Sales & Customer Success

Title

5-10-23

Date

Lineage Mailing Services

Company

RFP # R36488

Project

For Office Use Only: Bid _____ **RFP** _____ **P.O. #** _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Jenny Loretz
Stahlka Agency, Inc	PHONE (A/C, No, Ext): (716) 634-7070
6724 Main St	FAX (A/C, No): (716) 634-6411
Williamsville	E-MAIL ADDRESS: jloretz@emsinsurance.com
NY 14221	INSURER(S) AFFORDING COVERAGE
	INSURER A: Travelers Indemnity Co. Of America
	INSURER B: Phoenix Insurance Company
	INSURER C: Travelers Indemnity Co.
	INSURER D: Technology Ins. Co.
	INSURER E:
	INSURER F:
INSURED	NAIC #
Avcorp Business Systems LLC	25666
8208 Nieman Road	25623
	25658
Lenexa	
KS 66214-1532	

COVERAGES

CERTIFICATE NUMBER: 22-23 L A E W

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		630-5K644713	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			BA2L223970	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			CUP-5K672994	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y	N/A	TWC4203467	12/31/2022	12/31/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Hired Car Physical Damage			BA2L223970	12/31/2022	12/31/2023	Comprehensive \$100,000 Collision \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Unified Government of Wyandotte County if required by written contract is an additional insured on the General Liability policy.

CERTIFICATE HOLDER

CANCELLATION

Unified Government of Wyandotte County
701 N 7th Street

Kansas City

KS 66101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DEPARTMENT OF PROCUREMENT & CONTRACT COMPLIANCE

SUPPLIER CERTIFICATION REGARDING DEBARMENT AND/OR SUSPENSION

This certification needs to be completed by all Unified Government Suppliers who are fulfilling a single procurement in excess of \$20,000. Please complete, sign, and submit the form to the Unified Government Procurement Department (address at the bottom):

1. The undersigned certifies, to the best of his or her knowledge and belief, that:
 - a. The Offeror and/or any of its Principals:
 - i. ☐ Are ☒ Are not
Presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - ii. ☐ Have ☒ Have not
Within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract: violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - iii. ☐ Are ☒ Are not
Presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in section (1)(a)(ii) of this provision; and
 - iv. ☐ Have ☒ Have not
Within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
2. "Principals," for the purpose of this certification, means officer; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution.
3. The Offeror shall provide immediate written notice to the Procurement Department if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
4. A certification that any of the items in this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Unified Government Procurement Department may render the Offeror non-responsive;

5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings; and
6. The certification of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Unified Government Procurement Department may terminate the contract resulting from this solicitation for default.

Authorized Supplier Representative

Sabrina R. Schall

Name (typed)

Sabrina R. Schall

Signature

Exec. Customer Success Mgr.

Title

11/21/23

Date

Lineage Connect

Company

(Lineage Mailing Services)

Project

For Office Use Only: Bid _____ **RFP** _____ **P.O. #** _____

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
APPOINTMENT OF PROCESS AGENT FORM

Lineage Connect, dba Lineage Mailing Services

_____, as CONTRACTOR, having entered into
written agreement, dated 10/19, 2023, for construction of certain public work
described as

Project Name:

Project No:

does hereby appoint _____,

whose address is 1700 Broadway, KCMO 64108,

Kansas, as process agent, in compliance with the requisites of Section 16-113, General Statutes of
Kansas as amended, 1980.

Duly executed this 19th day of Oct., 2023.

Contractor Lineage Connect

By Salima Schall

Title Exec. Customer Success Mgr.

Processing instructions:

1. *A Contractor who is doing business as an individual, a partnership, or an unincorporated association and who is not a resident of the State of Kansas shall execute this document.*
2. *Pursuant to paragraph 13 of the Instructions to Bidders a contract will not be executed until this form is completed and filed.*

Appointment of Process Agent Form

FOREIGN CORPORATION RESIDENT AGENT DESIGNATION

Contractor is a corporation, and is not incorporated in the State of Kansas. Contractor must be authorized to do business in the State of Kansas in accordance with K.S.A. 17-7301. Contractor designates below a resident agent in the State of Kansas as required by K.S.A. 17-6202 and 17-7301, and as specified elsewhere herein.

Resident Agent

Name and Address _____

Processing instructions:

1. *A Contractor who is doing business as an individual, a partnership, or an unincorporated association and who is not a resident of the State of Kansas shall execute this document.*
2. *Pursuant to paragraph 13 of the Instructions to Bidders a contract will not be executed until this form is completed and filed.*

Appointment of Process Agent Form

**BUSINESS LICENSE DIVISION**

Neighborhood Resource Center
Unified Government of Wyandotte County/Kansas City, Kansas
4953 State Ave. Kansas City, Kansas 66102
p. (913) 573-8780 | f. (913) 573-8622 | www.wycokck.org/businesslicense

2023 Occupation Tax

Mailing Address

Date Receipt Issued: 3/9/2023

STRAHM AUTOMATION & MAILING
1700 BROADWAY
KANSAS CITY, MO 64108

This certifies that

STRAHM AUTOMATION & MAILING
1700 BROADWAY
KANSAS CITY, MO 64108

has paid the Unified Government Occupation Tax for the privilege of conducting the business of

PRINTING/MAIL SERVICE

in the City of Kansas City, Kansas. The Occupation Tax expires on: **12/31/2023**

The tax paid on **3/9/2023** was **\$127.00**

License #: **OCC-005378-R2023**

A handwritten signature in black ink that reads 'Rachel Miskec'.

Rachel Miskec
License Administrator

THE ISSUANCE OF AN OCCUPATION TAX RECEIPT DOES NOT CREATE A PRESUMPTION THAT THE
BUSINESS HAS COMPLIED WITH THE UNIFIED GOVERNMENT REGULATORY ORDINANCES.

THIS RECEIPT MUST BE CONSPICUOUSLY DISPLAYED IN THE PLACE OF BUSINESS.
NO REFUNDS AVAILABLE.



**Unified Government of Wyandotte
County/Kansas City, Kansas
Questionnaire on Personnel Practices
Procurement and Contract Compliance Department
701 North 7th Street, Room 649
Kansas City, Kansas 66101
(913) 573-5440 Fax: (913) 573-5444
Email: contractcompliance@wycokck.org
Web: www.wycokck.org/contractcompliance**

This information is to be submitted as a Contracting Company, Firm or Agency in accordance with the requirements of the Code of Ordinances on Equal Employment Opportunity for the Unified Government of Wyandotte County/Kansas City, Kansas.

A. Name of Contracting Company, Firm or Agency

Lineage Mailing Services

B. Address: 1700 Broadway

Phone: 816 756 2733

City: Kansas City

State: MO

Zip: 64108

Email: tsmith@trustlineage.com

FEIN #: 46-1602681

EVALUATION
(For Office Use Only)

☐ COMPLIANCE
☐ EEO
☐ NO EEO

____/____/____ Date

C. Agency ☐ Contractor ☐ Professional Services ☐ Supplier ☐

D. Name of Company, Firm or Agency President: Richard Williams

E. Minority Owned Business: Yes* ☐ No ☒

Woman Owned Business: Yes* ☐ No ☒

Ethnicity: ☐ - Black ☐ - Hispanic ☐ - Asian-Pacific Islander ☐ - American Indian-Alaskan

Native ☐ - Caucasian (check all that apply)

***Your company must be certified in order to be recognized as an M/WBE by the Unified Government; however, lack of certification does not preclude a firm from doing business with the Unified Government. If you checked "Yes," please attach a copy of your certification to your email when submitting this form. Visit <https://purchasing.wycokck.org/eprocurement/SupplierDiversity.aspx> for information. All statements made on the Questionnaire on Personnel Practices and the Work Force Report Form will be subject to investigation; misrepresentation of facts will disqualify the Bidder.**

POLICIES AND PRACTICES

- A. Does your company, firm or agency affirm that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, national origin or ancestry as stated on all contracts with the Unified Government of Wyandotte County/Kansas City, Kansas?

YES ☒

NO ☐

- B. Does your company, firm or agency have a written policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, religion, color, sex, age, disability, national origin or ancestry? ***If so please attach a copy of your written E.E.O. policy to your email when submitting this form.**

YES ☒

NO ☐

- C. Has responsibility been assigned to develop procedures which will assure that this policy is understood and carried out by managerial, administrative and supervisory personnel?

YES ☒

NO ☐

If so, name person responsible Tracy Smith

(EQUAL EMPLOYMENT OPPORTUNITY OFFICER)

- D. Have all recruitment sources been notified that your company, firm or agency will consider all qualified applicants without regard to race, religion, color, sex, age, disability, national origin or ancestry?

YES ☒

NO ☐

- E. If advertising for employment opportunities is used, does it specify that your company, firm or agency is an equal employment opportunity employer?

YES ☒

NO ☐

Primary means of advertisement for employment opportunities (check all that apply).

- ☐ newspaper (specify*) _____
☐ radio or TV (specify) _____
☐ trade journals (specify) _____
☒ other (specify) Ziprecruiter, LinkedIn, Company website, Indeed

***please attach a copy of your last advertisement.**

- F. Does your company, firm or agency have bargaining agreements with employee organizations?

YES ☐

NO ☒

- G. If yes, have such organizations been notified of your company, firm or agency responsibility to comply with the non-discrimination clause as it applies to apprentices and other employees?

YES ☐

NO ☐

- H. Identity of employee organizations.

LOCAL UNION NUMBER

INTERNATIONAL UNION NUMBER

- I. Has your company, firm or agency notified all of its sub-contractors of their obligation to to comply with the non-discrimination clause?

YES ☒

NO ☐

- J. Does your company, firm or agency plan to hire additional employees within the next year?

YES ☒

NO ☐

1. Approximately how many? tbd

2. Are there specific plans for recruitment of minority/female employees? tbd

- K. Have notices of non-discrimination been posted in a conspicuous place in your company, firm or agency?

YES ☒

NO ☐

- L. List actions taken which show upgrading, recruitment or recruitment advertising, rate of pay or other forms of compensation and selection for training, including apprenticeship, on-the-job or in-service training.

- M. Does your company, firm or agency submit an EEO-1 Report or any other Federal report to the Equal Employment Opportunity Commission? ***If so please attach a copy of your most recent EEO-1 or federal Report to your email when submitting this form.**

YES ☒

NO ☐

WORK FORCE REPORT FORM							
(Occupational Category - use most recent figures)							
		TOTAL	WHITE	BLACK	HISPANIC	ASIAN - PAC.ISL.	AM.IND. - ALASK.NAT.
Administrative/ Managerial	M						
	F						
Professional	M						
	F						
Technical	M						
	F						
Protective Services	M						
	F						
Office/Clerical	M						
	F						
Skilled Workers	M						
	F						
Semi-skilled & Unskilled	M						
	F						
Apprentices/ Para-Professional	M						
	F						
Seasonal, Temporary & Part Time	M						
	F						

TOTAL MALE _____ **TOTAL FEMALE** _____ **TOTAL MALE & FEMALE** _____

Name and Title of person(s) completing this form:

Tracy Smith

Vice President of Human Resources

In keeping with our Equal Employment Opportunity, this questionnaire will be reviewed bi-annually.

This department may request your personnel records whenever necessary.

Please call the Contract Compliance Department if you have any questions.

IMPORTANT - PLEASE READ

Please look over the form before sending it in to make sure that you have filled it out completely and not left anything blank. After you click the red Submit Form button, a message box will open up giving you two options to send the form electronically to our email address at contractcompliance@wycokck.org. The next step will be for you to attach any required documentation to your email before sending it. All required documentation was signified by an asterisk and highlighted in yellow. After receiving and approving the form, your Bi-Annual Certificate of Compliance will be sent to you electronically. We will send you an email to remind you when your Bi-Annual Certificate of Compliance will expire.

PROCUREMENT AND CONTRACT COMPLIANCE DEPARTMENT
701 North 7th Street, Room 649
Kansas City, Kansas 66101

EQUAL EMPLOYMENT OPPORTUNITY DECLARATION

This is to certify that Lineage Mailing Services

(Name of Company, Firm or Agency)

will adhere to a Program of Equal Employment Opportunity satisfactory to the local, state and federal laws and mandates and that this company will adhere to Equal Employment Opportunity in all its employment procedures including advertising, recruiting, hiring, training, promotions and upgrading.

This company, firm or agency will agree to undergo a periodic on-site review to determine the effectiveness of this Declaration.

Dated this 18 day of October, 20 23

Company, Firm or Agency Name Lineage Mailing Services

Address 1700 Broadway

Kansas City

MO

Zip Code 64108

Email tsmith@trustlineage.com

By typing your name and checking the box below, you confirm that all information contained in this form is true and accurate.

(Authorized Official) Tracy Smith



(Signature)

Vice President of Human Resources

(Title)



KANSAS CITY
MISSOURI

Finance Department

Revenue Division

414 E 12th St. 1st Floor
Kansas City, MO 64106-2786

Phone: (816) 513-1120
Fax: (816) 513-1264
Email: revenue@kcmo.org
Website: kcmo.gov/tax

LINEAGE MAILING SERVICES LLC
1700 BROADWAY BLVD
KANSAS CITY MO 64108-1210

Letter Id: L0970355456
Date: 21-Nov-2023
Taxpayer Id: **_***2681



TAX CLEARANCE STATUS: APPROVED

As of this date, this notice is to inform you that LINEAGE MAILING SERVICES LLC is current with all taxes and license fees with the City of Kansas City, Mo., Finance Department/ Revenue Division.

Please note this could change if we perform a full review of your accounts in the future. We will let you know if we need to review your accounts. You will need to pay any amounts that are found due at that time.

Mari Ruck
Commissioner of Revenue

Visit kcmo.gov/quicktax to view the status of your account and for online filing.

