

PROCEDURE # 11-004: **PURCHASE OF PRINTING SERVICES**
CONTRACT #10-221-0025-CCC

EFFECTIVE DATE: **JANUARY 24, 2013**

REVISED DATE: **JANUARY 23, 2012**

Purpose: To provide clear direction regarding procedures for two or more color print jobs, and to ensure compliance with the printing services contract specifications for all products delivered.

Background: The University has entered into mandatory use contract agreements for printing services with Jones Printing, Professional Printing Center, Taylored Printing, and Teagle & Little.

Procedures: The process and procedural requirements for use of the printing services contract are listed below.

1. **Review and Approval:** All University publication requests, with the exception of those noted below, require the review and approval of University Publications prior to soliciting quotes (for print jobs less than \$500) or submitting a requisition to Procurement Services (for print jobs greater than \$500).
 1. Letterhead and envelopes (standard one color)
 2. Business cards (standard one color)
 3. Publications produced by or for students and paid for with student funds
 4. Publications which will not be paid for with Commonwealth funds
 5. Scholarly publications
 6. Business forms

- a. **Editorial and Design Review:** For print jobs designed by the department, the following shall be submitted to University Publications for the editorial/review process:
 1. Sample/proof of publication to be printed, and
 2. Publications Request Form (can be downloaded from the Publications website at www.odu.edu/ao/upublications/requisition.pdf and
 3. Clear and complete printing specifications.

University Publications will review the design, editorial content and specifications then communicate with the customer regarding final design and specifications and/or approve as submitted and return to requestor.

- b. **Design, Layout, and Proofing Process:** For print jobs requiring complete design, layout and proofing services by University Publications, the following shall be submitted to University Publications for the design, layout and proofing process:
 - 1. Electronic and hard copy of final content and if applicable, any photos the customer wants included in the design of the publication.
 - 2. Publications Request Form (can be downloaded from the Publications website at www.odu.edu/ao/upublications/requisition.pdf)
 - 3. Upon customer approval of the final design, University Publications will provide printing specifications to the customer.

2. Submission of Publication Requests Greater than \$500:

- a. Upon approval by University Publications, department shall submit a requisition to Procurement Services.

1. eVA Users: Submit a purchase requisition via eVA.

2. Non-eVA Users: Submit a properly completed and signed purchase requisition to Procurement Services.

Requisitions (submitted via eVA or directly to Procurement Services) shall include as an attachment the University's 'Printing Specifications and Bid Form' to include name and signature of University Publications' authorizing individual and date of approval.

- b. Procurement Services shall obtain price quotes from the contract vendors. Once price quotes have been received, Procurement Services will award to the lowest responsive contract vendor. **Note:** No other party shall be authorized to solicit quotes.
- c. Procurement Services will be responsible for determining which order method (eVA or PCard) will be used. Departments shall not place orders using the PCard for printing services that exceed \$500 without prior written approval from Procurement Services.

3. Reprints:

- a. All requests for reprints shall require a new solicitation.

4. Submission of Print Requests Less Than \$500:

- a. Departments shall obtain approval from Publications. Once approved, departments (includes both eVA and non-eVA departments) shall obtain price quotes from the contract vendors and award to the lowest responsive vendor. *All requests for reprints shall require a new solicitation.*
- b. The preferred order method will be use of the PCard, however, departments may place an order via either the PCard up to \$500, not to exceed cardholder's per transaction limit or an electronic eVA purchase order.

5. Documentation and Samples:

- a. Departments shall maintain on file the appropriate documentation for each publication to include (i) approval from Publications, (ii) print specifications, (iii) quotations from each responding vendor, and (iv) samples of each print job.
- b. A minimum of ten samples shall be maintained for each print job. Contractor shall provide five (5) sample to University Publications and five (5) to Procurement Services. Requesting department shall maintain two samples.

6. Invoices:

Invoices shall include: (i) the University's contract number, (ii) the eVA purchase order number, (iii) print job name, and (iv) the job specification details including paper being provided with the weight, type, class, etc.

7. Process Time and Planning:

- a. University Publications will require a minimum of seven (7) business days for editorial review, specification clarification as appropriate, modifications and/or approval. Review processing time is dependent upon complexity of print job. Refer to University Publication website, [Planning Guide](#), for additional information regarding required processing time.
- b. Procurement Services will require a minimum of five (5) business days for solicitation and award. Departments shall submit proper requisitions to include complete specifications to Procurement Services to allow adequate time for solicitation, award and normal time for printing and delivery.
- c. Print contractors shall be provided with adequate time (specified on the printing specifications) to process and complete print job based on industry standards. Processing time will vary based on quantity and complexity of job.

8. Departmental Contract Administration

Each ordering department shall be responsible for the appropriate inspection and receipt of University print jobs. Inspection includes review of all print jobs to ensure compliance with specifications. Completion of electronic receiver in Banner or authorization to process printing transaction on the PCard certifies that product delivered met all contract specifications.

For additional information, reference [University Printing Contract Roles and Responsibilities](#) located on the Procurement Services website.

Below is the contact information for each of the University contract print vendors.

Contract Number: #10-221-0025-CCC:

- **Jones Printing**
Charles Jones
436-3331
547-9405 (fax)
cjones@jones-printing.com

- **Professional Printing Center**
Jean Burke
547-1990 ext. 125
547-1694 (fax)
jburke@professionalprinting.com
- **Taylored Printing**
David Bunch
874-5958 ext. 26
874-5676 (fax)
757-869-4416 (cell)
dave@tayloredprinting.com
- **Teagle & Little**
Paul Ferris
622-5793
640-8590 (fax)
paul@teagle-little.com

For questions regarding the contract or compliance issues contact:

Jerri Kemp
Procurement Services
683-4267

For the design/layout and printing process or the editorial/design review (only) process of your publication contact:

Victoria Burke
University Publications
683-4404
www.odu.edu/ao/upublications

Old Dominion University Printing Specifications and Bid Form

Date: _____
Job #: _____
Dept. Contact Name: _____ **Email:** _____ **Phone #:** _____
Delivery Date of Completed Job to Customer _____ *(To be completed by University Publications)*
Job Title: _____ **Departmental Need by Date:** _____

Unless otherwise specified, when specifications include manufacturer's brand name, the University will consider approved equals. An approved equal will be based solely on the judgment of Procurement Services that the proposed equal is substantially consistent with the brand name specified.

	ODU Specifications	Vendor Specifications
Quantity:		
Instructions:		
No. of Pages:		
Flat Size:		
Finished Size:		
Proof:		
Stock:		
Manufacturer/ Paper #		
Ink:		
Binding:		
Packaging:	Individual packages may weigh no more than 35 lbs. Indicate freight cost if it is not included in the price quoted. Vendor to prepay freight cost and add freight to invoice.	
Additional Notes:		
Vendor Quote:		\$

Submission of this bid certifies that the vendor is bidding per the University specifications unless otherwise noted above.

Deliver proofs and 10 printed samples to:
 ODU, University Publications
 104 Koch Hall
 Norfolk, VA 23529

Deliver printed materials to:

University Publications Approval:	
Signature	
Print Name	
Date	

DELIVERIES MUST BE MADE BETWEEN 8:00 am to 4:00 pm.