



**ON -CALL PRINTING CONTRACT
TU-0863**

Instructions for Use

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A. BACKGROUND

- In order to more efficiently and effectively secure printing services for the University, the Office of Design and Publications and the Procurement Department have worked together to establish an on-call printing contract for the University. The contract will provide services to meet the need for various types of campus-wide printing requirements.
- The University Print Center will perform all basic two-color work in-house unless they determine they cannot meet the requirements of a specific request. All other work will flow through this on-call contract or be competitively procured pursuant to our governing USM Procurement Policies and Procedures.
- Fifteen (15) printers have been selected to provide printing services under the terms and conditions of the on-call contract. These printers will provide the University with various options, depending upon the needs of the customer and scope of services required, including volume of TU jobs pending, type of equipment needed for the project(s), paper availability and pricing etc.

B. PURPOSE

- A key consideration in establishing this contract is the possibility for the University to take advantage of its buying power based upon the volume of printing required by Towson. In addition, such a contract will provide a more efficient method of procuring printing needs, allowing contracts to be quickly awarded and assigned to printers.
- **This contract will be available to the entire campus, regardless of the dollar amount of the project. Pursuant to Towson University Policy [Use of Available Contracts, policy #08-03-03](#), the campus community is required to use available contracts.**

C. PROCEDURES

1. Contract Management:

The University Design Center (DC) will provide day-to-day management through the Contract Manager who will be the primary point of contact. If a project is expected to

exceed \$5,000, the campus department is required to contact the DC for selection/ assignment of the printer based on the print specifications and the campus department must submit a purchase requisition and obtain a Purchase Order from the Procurement Department. Purchase requisitions are required to be submitted immediately upon the identification of the printing need; failure to do so will delay the award process.

2. Projects with a Cost Less Than \$5,000:

If the project has an estimated value of less than \$5,000, the campus community must request a quote from the contractor identified under contract as providing the best price for the type of printed piece.

3. Method for determining which printer(s) is appropriate to bid on which jobs:

Selection of the printer will be based on the specifications for each job. The job will be matched with the vendors who provided pricing for work most similar to the specifications required for the requested project. A minimum of two vendors with the lowest price for the category that best matches the requested job will be contacted for a price. If only one quote is received, the DC may request additional quotes from other vendors included on the on-call contract. If the DC is satisfied that the price is fair and reasonable, the DC can proceed with award.

4. Options for determining which printer(s) are appropriate to bid on which jobs:

- a. If the project is under \$5,000, no price quotes are required; the campus customer and/or contract manager may request a quote directly from the vendor on contract whose pricing categories best meets the needs of the respective request.
- b. If it is determined that the University would best be served by opening up the opportunity to firms outside the established contract, a requisition along with an explanation and the printing specifications may be submitted to the Procurement Department to request they handle the solicitation.
- c. Towson University reserves the right to procure outside this contract if it is determined to be in the University's best interests to do so. The contractors are not guaranteed a minimum number of jobs nor are they guaranteed any particular jobs.

5. Requisitions:

- a. Requisitions for printing must be submitted to the Procurement Department via PeopleSoft (PS) when the requirements are identified. This is required for encumbrance and billing purposes. The status of the requisition will be a "hold" and the requisition will then be forwarded immediately to DC with instructions to the end user to work with the DC.
- b. The DC will select the appropriate category for pricing depending on the specifications of the project and, after complying with the procedures set forth above, will recommend award to Procurement.

6. Award:

- a. When the DC has selected a vendor and project is ready to be awarded, DC will submit to Procurement a copy of all vendors' prices along with the purchase requisition number for a purchase order.
- b. The lowest price must always be selected unless there is justification for not doing so. This must be explained on the requisition and is subject to review and approval of the Procurement Department.
- c. Written approval for award from DC must be provided by the contract manager or designee. A Purchase Order is required before the work on the project begins. Should the contractor proceed with the work without a Purchase Order, they will be doing so at their own risk.

7. Payment:

- a. Under \$5,000 must be paid with the Procurement Card of the requesting department.
- b. When approving a payment, verify that all additional costs and author's authorizations (AA's) are as bid.

8. Contract Management/Vendor Performance:

- a. A Vendor Performance Questionnaire (VPQ) will be provided with each PO to the DC and Customer for completion. The return of the VPQ is requested to track the performance of the printers for each job.
- b. Procurement will work closely with the DC to insure quality performance. The Procurement Department's Contract Administrator will perform a quality assurance review periodically.
- c. Printers are required to provide quarterly reports of all activity under this contract to the Procurement representative in the Procurement Department.

9. Vendor Responsibility:

- a. The vendor is expected to give his best current price when contacted. Vendors will be held to the pricing submitted with their bid for jobs that match exactly.
- b. Vendors who cannot accept a job due to tight production schedules, paper unavailability, unsuitability of equipment etc., must advise the University immediately when they are contacted to enable the campus customer to move on to the other vendors in that category. Failure to notify the University of such conditions until award or after award may result in termination for default.
- c. Paper changes or substitutes without prior approval by the University will not be tolerated and may result in termination for default.

- d. Late deliveries may result in termination for default unless prior arrangements have been made with and approved by the DC.
- e. Vendors on the on call list who cannot take new work for a period of time must advise the DC of the time period and reason.

END OF PROCEDURES
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