

## STANDARD ADMINISTRATIVE PROCEDURE

### 25.99.99.M0.02 Printing and Copying Procedures

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#### SAP Statement

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The Standard Administrative Procedure (SAP) defines and outlines the procedures relating to the acquisition of printing and copying services.

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#### Official SAP/ Responsibilities/ Process

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#### 1. GENERAL

1.1 The Department of Procurement Services is responsible for the management of the procurement of printing and copying services as defined in Section 2 of this Standard Administrative Procedure. Printing and copying services will be procured in a timely and economic manner, and in accordance with applicable laws and regulations.

#### 2. DEFINITIONS

2.1 **Print Services:** Printing is a means of graphic reproduction of paper documents. The original source material (i.e. print plate, etc.) is prepared by the printer for customer approval prior to production. This process allows more options for managing color, photographs and screens. It offers a wide range of paper options with higher volumes and more cost efficient production. Printing is typically the preferred choice for reproduction when quality requirements need to be “premium” or “showcase” production level results.

2.2 **Copy Services:** Copy service is defined as high volume or complex reproduction of documents from a customer prepared original source material (i.e. printed document), which cannot effectively be produced using a departmental copier or printer. In any case, where a user is unsure of whether a job should be considered “print service” or “copy services,” assistance in clarification should be enlisted from the Department of Procurement Services.

#### 3. PRINTING SERVICES

- 3.1 All requests for printing, regardless of source of funds (state/local), are to be routed to the Department of Procurement Services.
- 3.2 Procurement Services will coordinate the procurement of printing services in accordance with State and University purchasing guidelines and best practices. A competitive bid process will be used to secure printing services/contracts. Competitively bid awards will generally be made on the basis of written bids submitted by the vendors. Bids will be solicited from appropriate vendors based on the specifications, quality, delivery, and price requirements for the level of work involved. Procurement Services personnel are available to help develop specifications or to assist with production alternatives.
- 3.3 All printing requirements will be awarded to the bidder providing the best value. Best value criteria will be specifically stated in the bid specifications. Decisions regarding bid awards will be made by Procurement Services, in consultation with the customer.
- 3.4 Procurement Services has the responsibility to ensure that the printing services provider complies with the specifications, terms, and conditions of the purchase order. Therefore, when the customer prefers to deal directly with the vendor, any changes to the job that impact specifications, terms (including price), and conditions of the purchase order must be communicated to Procurement Services.
- 3.5 Procurement Services has the responsibility to monitor print and copy services for compliant use of any Texas A&M University marks, logos or other branding as such marks, brands or logos are approved by the Division of Marketing and Communications.

#### 4. COPYING SERVICES

Texas A&M University departments may secure copy services under \$5,000.00 from the copy service providers included in the provider list maintained by the Department of Procurement Services. If a department knows that services will be needed and rendered throughout the fiscal year, resulting in the purchase of services in excess of \$5,000.00 per fiscal year, a purchase requisition must be forwarded to the Department of Procurement Services to initiate the competitive procurement process.

#### 5. PAYMENT FOR SERVICES

University departments will be billed directly by the vendor for payment of bid print and copy services.

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#### Contact Office

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[Procurement Services](#)  
(979)845-4570